

# MINUTES

**ORDINARY MEETING**

**WARRNAMBOOL CITY COUNCIL**

**5.45PM - MONDAY 4 DECEMBER 2017**

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**VENUE:**

**Reception Room  
25 Liebig Street  
Warrnambool**

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**COUNCILLORS**

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

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**Bruce Anson  
CHIEF EXECUTIVE**

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**CHANGE TO ORDER OF ITEMS ON AGENDA**

**MOVED:** CR. NEOH  
**SECONDED:** CR. ANDERSON

That the order of business be changed to allow Item 5.4 to be considered following Item 5.18.

**CARRIED – 6:0**

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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 4 DECEMBER 2017 COMMENCING AT 5.45PM**

**PRESENT:** Cr. Robert Anderson, Mayor/Chairman  
Cr. Sue Cassidy  
Cr. Kylie Gaston (arrived 6.10pm)  
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  
Ms. Vikki King, Director Community Development  
Ms Jodie McNamara, Acting 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**

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

**That the Minutes of the Ordinary Meeting of Council held on 6 November 2017 be confirmed.**

**CARRIED – 6:0**

**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 5.18 - Reid Oval Redevelopment Project - Design And Development Process Inception Report</b>
<b>Nature of Disclosure</b>	Direct interest
<b>Nature of Interest</b>	Involved in planning of sports hub via South West Sport.
<b>Cr. Neoh</b>	<b>Item 5.12 - Petition – City Centre Off Street Free Parking</b>
<b>Nature of Disclosure</b>	Direct interest
<b>Nature of Interest</b>	CBD property owner
<b>Cr. Herbert</b>	<b>Item 5.13 - Petition – Huntingfield Drive - Request For Second Access Road</b>
<b>Nature of Disclosure</b>	Direct interest
<b>Nature of Interest</b>	Property owner in area.
<b>Cr. Herbert</b>	<b>Item 5.14 - Amendment To The Logans Beach Coastal Village Development Plan</b>
<b>Nature of Disclosure</b>	Indirect interest
<b>Nature of Interest</b>	Adjoining land owner.
<b>Cr. Herbert</b>	<b>Item 5.15 - Logans Beach Strategic Framework Plan</b>
<b>Nature of Disclosure</b>	Indirect interest
<b>Nature of Interest</b>	Adjoining land owner.
<b>Scott Cavanagh, Director City Infrastructure</b>	<b>Item 5.9 - Contract 2017047 – Provision Of Consultancy Services</b>
<b>Nature of Disclosure</b>	Indirect interest
<b>Nature of Interest</b>	Related entity involvement with respondent.

## **5. REPORTS**

### **5.1 APPOINTMENT OF COUNCIL REPRESENTATIVES ON ADVISORY BODIES AND OTHER EXTERNAL COMMITTEES FOR 2017/2018**

#### **PURPOSE**

***This report is to assist the nomination of Council representatives on advisory bodies and external committees for the 2017/2018 Council Year.***

#### **INTRODUCTION**

- a) As in the past, there is a significant range of advisory, semi-external and external committees and organisations where the constituted membership includes representation from Warrnambool City Council.

Whilst the majority of these committees tend to be ongoing they may also be subject to evolutionary change and in some cases may be established for a specific project ie; with “sunset” provisions.

For various committees, members of Council staff are already members and/or may attend to assist a Councillor representative. Generally, for committees of a more technical/operational nature, it is suggested that members of Council staff can best assist in sharing the overall representation workload, with appropriate reporting mechanisms to Council and/or briefing of Councillors according to representation or special interest areas.

- b) Other relevant matters to consider in this area are:-
- The need for committees which are established by Council to fit into an efficiency “hierarchy” of overall advisory, consultative and networking processes, particularly having regard to the best use of resources from within and outside the organisation.

- As above, the need for Councillors' time and energy to be primarily focused on policy development, business strategies and monitoring of performance.
- As a major service organisation, the need to have effective service standards and response mechanisms without placing reliance on Councillors to handle requests from residents and service users, as is the situation with members of other statutory agencies providing direct regional or local service delivery functions eg; hospitals, community health centres, various not-for-profit social/welfare agencies, water authorities, transport authorities etc.
- In some cases a "contact" function may be most appropriate rather than actual representation, particularly when the relevant committee is not directly relating to a municipal function.
- The need for good relationships, but of an independent arms-length type with any groups or organisations where Council has a contractual relationship, to avoid any possible conflict of interest.
- To use officer resources in an effective manner bearing in mind significant direct and indirect costs of committees servicing or representation.

#### **SCHEDULE OF REPRESENTATIVES ON ADVISORY COMMITTEES AND EXTERNAL BODIES FOR 2017/2018 COUNCIL YEAR**

**Appendix A** shows the various bodies/committees under various headings according to the "function" of the body or committee, from Council's perspective. Obviously, such arrangements can be reviewed from time to time, but in any case, would need to be fully reviewed at the commencement of each Council Year.

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

**That Council representatives and delegates to the advisory bodies and external committees for the 2017/2018 Council Year be approved as per Appendix A to this report, and that relevant advisory bodies and external committees be advised accordingly.**

**CARRIED – 5:1**

**Crs. Owen, Neoh, Herbert, Cassidy & Anderson voting for the motion**

**Cr. Hulin voting against the motion**

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ADVISORY BODY/EXTERNAL COMMITTEE	MEETING FREQUENCY	COUNCILLOR REPRESENTATIVE(S) 2017/18	OFFICER MEMBERSHIP/ ATTENDANCE
<b>NATIONAL/STATE REGIONAL BODIES</b>			
a) Corangamite Regional Library Corporation	Monthly	<b>Cr. Gaston</b>	DCD
b) Great South Coast Board	Bi-monthly	<b>Mayor Cr Anderson</b>	CE
c) Municipal Association of Victoria		<b>Mayor Cr Anderson</b>	CE
d) Regional Cities Victoria	Bi-monthly	<b>Mayor Cr Anderson</b>	CE
e) Barwon South West Waste & Resource Recovery Group		<b>Cr. Owen</b>	DCI MIS
f) Victorian Local Governance Association		<b>Mayor Cr Anderson</b>	CE
g) Alliance of Councils for Rail Freight Development	Quarterly	<b>Cr. Cassidy</b>	Manager Economic Development
<b>CORPORATE/GOVERNANCE COMMITTEES</b>			
a) Audit & Risk Committee		<b>Cr. Neoh Cr. Cassidy</b>	CE, DCS, MFS, Internal Auditor, MGR
b) Chief Executive's Employment Matters Committee	As required	<b>Mayor Cr. Anderson Cr Gaston &amp; Cr Herbert</b>	CE MGR
c) Committee of the Whole Council	As required	<b>All Councillors</b>	Senior Officers
<b>COUNCIL LOCAL ADVISORY COMMITTEES</b>			
a) Australia Day Advisory Committee	As required	<b>Cr. Neoh</b>	DCS
b) Economic Development Advisory Committee	Quarterly	<b>Cr. Herbert</b>	DCG, MCS&D, MIS
c) City Health & Wellbeing Advisory Committee	Quarterly	<b>Cr. Cassidy</b>	DCD, MCS, MFS
d) Visitor Economy Advisory Committee	Quarterly	<b>Cr. Herbert</b>	DCG, MTS, MVE
e) International Relations Advisory Committee	Quarterly	<b>Cr. Neoh</b>	DCG, MVE
f) Warrnambool Livestock Exchange Advisory Committee	Quarterly	<b>Mayor Cr Anderson</b>	DCS, SS
g) Warrnambool Environment & Planning Advisory Committee	Quarterly	<b>Cr. Owen</b>	

ADVISORY BODY/EXTERNAL COMMITTEE	MEETING FREQUENCY	COUNCILLOR REPRESENTATIVE(S) 2017/18	OFFICER MEMBERSHIP/ ATTENDANCE
<b>OTHER COMMITTEES – COUNCIL FACILITIES/SERVICES</b>			
a) Joint Use Library Feasibility Study Project Control Group		<b>Cr. Gaston</b>	DCD
b) Municipal Emergency Planning Committee	Twice yearly	<b>Cr. Owen</b>	CE, DCI, DCD, MHLL, MIS
c) Municipal Fire Prevention Committee	Twice yearly	<b>Cr. Owen</b>	MHLL, FPO
d) Bicycle Users Reference Group		<b>Cr. Hulin</b>	
e) City Renewal – City Centre Renewal Project – Liebig Street Leadership Group (Stage 1)		<b>Mayor Cr Anderson</b>	
f) Warrnambool Airport Reference Group		<b>Mayor Cr Anderson</b>	
g) Warrnambool Art Gallery Industry Panel	Twice yearly	<b>Cr. Gaston</b>	DCD, MRC, DAG

**Notes:**

- Whenever a Council representative fulfils a role of a director of a company or member of the executive committee for an incorporated association, the relevant articles of association should be obtained to ascertain the duties/responsibilities involved, also to ensure there is not likely to be any possible conflict of interest.
- This schedule does not necessarily include all project steering committees or working groups (however named) which typically operate on a “sunset” basis. In addition, this schedule does not show the names of community members on various advisory bodies or committees; such appointments typically do not correlate with the Council year and are the subject of separate, specific Council decisions.
- Legend, Officer Titles-CE (Chief Executive), DCS (Director Corporate Strategies), DCD (Director Community Development), DCG (Director City Growth), DCI (Director City Infrastructure), MHLL (Manager Health & Local Laws), MFS (Manager Financial Services), SS (Saleyards Superintendent), MIS (Manager Infrastructure Services), MCS&D (Manager City Strategy and Development), MR&C (Manager Recreation & Culture), MOD (Manager Organisation Development), MCD (Manager Community Support), MFS (Manager Family Services), MTS (Manager Tourism Services), FPO (Fire Prevention Officer), DDE (Design Development Engineer), MVE (Manager Visitor Economy), DAG (Director Art Gallery).



## **5.2 COMMUNICATIONS STRATEGY**

### **PURPOSE**

***This report presents the draft Communications Strategy for discussion and review.***

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### **EXECUTIVE SUMMARY**

- The Communications Strategy – refer **Appendix A** helps ensure Council adheres to its policies on community engagement, interacting with the media and its commitment to informing the community about Council activities and projects.
- The strategy supports the vision, theme and objectives in the Council Plan 2017-2021.
- The Strategy also references Council's enterprise/business units (Lighthouse Theatre, AquaZone, Flagstaff Hill Museum and Maritime Village) and the communications support required by each.
- The communications strategy describes how Council will:
  - maximise its communications resources;
  - provide consistency across communications;
  - increase community awareness of its operations;
  - maximise community engagement; and,
  - deliver effective internal communications.

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**MOVED: CR. NEOH**  
**SECONDED: CR. HERBERT**

**That the draft Communications Strategy be adopted.**

**CARRIED – 6:0**

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### **BACKGROUND**

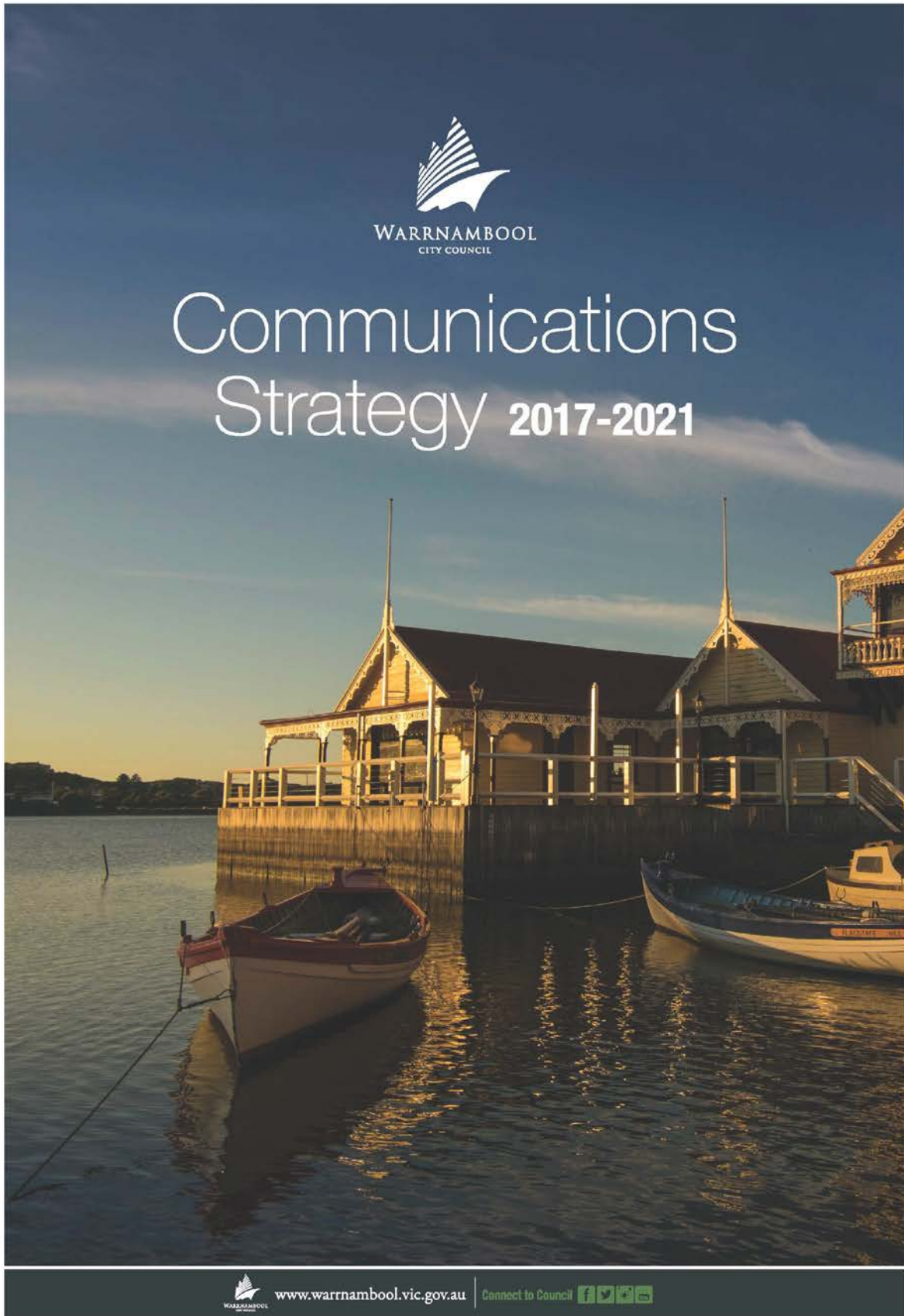
The Communications Strategy provides an opportunity to review and/or formalise many of the activities currently undertaken by the Communications Branch. The Communications Branch works with officers from all directorates to support Council activities and projects. The support ranges from providing communications material to assist in the delivery of services including Meals on Wheels and home support, to assisting with communications on large projects such as the City Centre Renewal and to providing graphic design and promotional materials for Council enterprises including AquaZone, the Lighthouse Theatre and Flagstaff Hill Maritime Village.

Many of the actions undertaken by the Communications Branch are directed towards meeting obligations under the Local Government Act such as assisting with the production of the Annual Report, Council Plan and maintaining a website. Other communications activities support Council's commitment to openness and sharing information with the community, and to the commitment to provide opportunities for the community to become engaged and involved with Council decision-making and project outcomes.

The Communications Branch also fields and responds to media inquiries along with issuing media releases.

### **FINANCIAL IMPACT**

The Communications Branch is funded through the annual budget process. It has an operating budget to produce a printed monthly newsletter, a small allocation for radio advertising (usually to run advisories on traffic management), print advertising, social media advertising and for the purchase of office supplies and equipment.



# Warrnambool City Council

## Corporate Communications Strategy and Action Plan

### Introduction

**The Warrnambool City Council (WCC) Corporate Communications Strategy and Action Plan aims to support the vision, theme and objectives contained in the WCC Council Plan 2017-2021.**

The vision for the municipality contained within the plan is for the municipality to be a "Cosmopolitan City by the Sea". The theme or emphasis of the plan is to "grow pride and confidence in the city".

The objectives in the Council Plan are for Council to:

- Sustain and enhance the natural environment;
- Foster a healthy city that is socially and culturally rich;
- Maintain and improve the physical fabric of the city;
- Develop a modern economy with diverse and sustainable employment; and,
- Practice good governance through openness and accountability.

It is envisaged the Communications Strategy will also support the long-term community plan, Warrnambool 2040, which is currently under development.

The Communications Strategy and Action Plan will help guide Council communication activities with internal and external audiences.

While at a formal level the Communications Strategy supports the Council Plan, there is an ongoing community expectation that Council provides regular information on its activities and operations to residents and visitors.

The community expects to be involved in major strategies and planning decisions that will have a significant impact on people or places within the municipality. To ensure the community is informed and involved in planning and decision-making the Communications Strategy supports Council's Community Engagement Policy and its News and Social Media Policy. Also of relevance to the Communications Strategy is Council's Customer Service Strategy which aimed to: increase accessibility for all customers; form quality relationships with the community; improve information systems and feedback circles; promote a customer service culture; and, implement appropriate performance measures.

Overall, this strategy aims to enhance communication between Council, the community, visitors to the region and Council staff.

The communications strategy describes how Council will:

- maximise its communications resources;
- provide consistency across communications;
- increase community awareness of its operations;
- maximise community engagement; and,
- deliver effective internal communications.

This communications strategy has the following objectives:

1. To keep the community updated and informed on Council activities and projects
2. To enable the community to become involved in key Council decisions and processes.
3. To help make effective choices in the use of Council resources
4. To further the objectives outlined in the Council Plan and the Warrnambool 2040 Plan.
5. To protect and strengthen Warrnambool City Council's reputation.
6. To help promote Warrnambool and the Warrnambool region as a preferred destination to live, work, visit and invest

### The benefits of communication

**Effective communication provides a strong foundation on which Warrnambool City Council can more effectively involve and engage the community in decision-making.**

A greater awareness of Council's services assists in the provision of support across the community.

Celebrating the positive attributes of Warrnambool and the achievements of those who live here will help grow pride and confidence in Warrnambool.

Effective communication with the community can also help deliver the following:

- a positive reputation
- stronger relationships with stakeholders
- community support and involvement
- improved customer satisfaction levels
- a platform of strength from which to manage any crisis
- attraction of business and residents to the area
- improvement in staff morale and job satisfaction



## Ways we communicate

**At a formal level Council communicates with the community through its reporting processes including the development of Council Plans, Annual Reports, Budgets and a range of other long-term plans, policies and strategies.**

It also communicates through newsletters, websites, social media, print material including posters and flyers, radio and newspaper advertising, news articles and corporate branding.

The effectiveness of Council's communications can be measured in a number of ways including via the annual Local Government Communication Satisfaction Surveys which measure the following:

- Community satisfaction with community consultation and engagement
- Community satisfaction with council decisions
- Community satisfaction with lobbying on behalf of the community

Effective communication with the community helps Council

with its decision-making and provides insights and feedback that may otherwise not be captured.

A number of the strategies and key directions contained in the Council Plan indicate a need for effective communications, marketing and community engagement.

All Council staff and Councillors have a role to play in communicating effectively internally and externally. Support for this is provided by Council's Communications Branch which comprises a communications manager, communications officer, graphic designer and website designer/multimedia producer.

Services provided by the Communications Branch include: branding; graphic design; design and support for corporate publications including the Council Plan, Annual Report and Council Plan; copy writing; website development and maintenance; editing and photography; video production; social media content and media management.

This Communications Strategy is supported by documents including the Council Branding and Style Guide, the News and Social Media Policy and the Community Engagement Policy.



## Warrnambool – a demographic profile

Knowing the composition of the community influences the choice of communication tools that might be used to inform the community about an issue or a project.

### The Warrnambool municipality

**Area:** 121sqkm  
**Population:** 34,245\*  
**Average age:** 40  
**Males:** 16,157 (48 per cent)  
**Females:** 17,502 (52 per cent)  
**Aboriginal and Torres Strait Islanders:** 556 (1.7 per cent)  
**Australian citizens:** 29,788 (88.5 per cent)  
**Population density:** 2.84 people per hectare  
**Number of dwellings:** 15,188  
**Average household size:** 2.36



### Age structure - Service age groups

Warrnambool City - Total Persons (Usual residence)	2016			2011			Change
Service age group (years)	Number	%	Regional VIC %	Number	%	Regional VIC %	2011 to 2016
Babies and pre-schoolers (0 to 4)	1,950	5.8	5.8	2,090	6.5	6.3	-140
Primary schoolers (5 to 11)	2,898	8.6	8.7	2,872	9.0	8.8	+26
Secondary schoolers (12 to 17)	2,591	7.7	7.4	2,820	8.8	8.4	-229
Tertiary education and independence (18 to 24)	3,127	9.3	7.9	3,170	9.9	8.1	-43
Young workforce (25 to 34)	4,061	12.1	10.9	3,737	11.7	10.5	+324
Parents and homebuilders (35 to 49)	6,184	18.4	18.1	6,313	19.7	19.8	-129
Older workers and pre-retirees (50 to 59)	4,413	13.1	13.9	4,081	12.7	14.0	+332
Empty nesters and retirees (60 to 69)	3,985	11.8	13.4	3,213	10.0	11.9	+772
Seniors (70 to 84)	3,466	10.3	11.1	2,929	9.1	10.0	+537
Elderly aged (85 and over)	969	2.9	2.7	803	2.5	2.3	+166
<b>Total</b>	<b>33,644*</b>	<b>100.0</b>	<b>100.0</b>	<b>32,028</b>	<b>100.0</b>	<b>100.0</b>	<b>+1,616</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016. Compiled by .id .

\* The higher number is the Estimated Resident Population, which factors in an estimate of those missed in the Census and those who were overseas on Census night.

#### The major differences between the age structure of Warrnambool City and Regional VIC were:

- A larger percentage of 'Tertiary education and independence (18 to 24)' (9.3% compared to 7.9%)
- A larger percentage of 'Young workforce (25 to 34)' (12.1% compared to 10.9%)
- A smaller percentage of 'Empty nesters and retirees (60 to 69)' (11.8% compared to 13.4%)
- A smaller percentage of 'Seniors (70 to 84)' (10.3% compared to 11.1%)

From 2011 to 2016, Warrnambool City's population increased by 1,616 people (5.0%). This represents an average annual population change of 0.99% per year over the period.

#### The largest changes in the age structure in this area between 2011 and 2016 were in the age groups:

- Empty nesters and retirees (60 to 69) (+772 people)
- Seniors (70 to 84) (+537 people)
- Older workers and pre-retirees (50 to 59) (+332 people)
- Young workforce (25 to 34) (+324 people)

#### Other stakeholders

- Political representatives at the State and Federal level
- The news media
- Other Councils within the Great South Coast alliance of local government
- Interest groups such as business and sporting organisations
- Community
- Corangamite Regional Library Corporation
- Education providers including South West Institute of TAFE and Deakin University
- Visitors to the region
- Council branches and business units



## The community's view

The annual Local Government Community Satisfaction Survey provides information about community perceptions on a number of communications-related areas of Council operation.

These include community consultation and engagement,

informing the community and lobbying on behalf of the community.

The community is asked how they rate each of these in terms of importance and are also asked to rate the Council's performance in these areas.

The survey shows the community places a high value on being informed about Council activities, on consultation and engagement and lobbying on behalf of the community.

Priority area importance	2012	2013	2014	2015	2016	2017	2017 state average
Sealed local roads	Na	Na	Na	Na	Na	81	78
Elderly support services	Na	80	79	80	76	79	78
Emergency and disaster management	Na	Na	Na	Na	Na	79	80
Waste management	Na	78	80	78	77	77	79
Informing the community	Na	76	76	75	76	77	74
Family support services	Na	74	75	78	73	76	73
Population growth	Na	77	77	75	76	76	76
Local streets and footpaths	Na	77	78	79	77	76	77
Consultation and engagement	Na	74	74	77	74	75	74
Parking facilities	Na	74	76	75	75	74	70
Recreational facilities	Na	73	74	75	75	74	72
Business/community development/tourism	Na	73	75	76	76	73	67
Appearance of public areas	Na	74	77	76	77	73	74
Environmental sustainability	Na	72	73	73	71	73	72
Town planning policy	Na	72	73	75	72	71	72
Business and community development	Na	Na	Na	Na	Na	71	70
Tourism development	Na	Na	Na	Na	Na	71	62
Traffic management	Na	71	73	73	71	70	72
Lobbying	Na	71	71	72	66	70	69
Enforcement of local laws	Na	73	71	71	72	70	71
Planning and building permits	Na	71	74	70	69	68	72
Arts centres and libraries	Na	65	67	65	65	64	64
Community and cultural	N/A	62	65	65	64	63	61

Priority area performance	2012	2013	2014	2015	2016	2017	2017 state average
Appearance of public areas	N/A	82	77	77	76	74	71
Emergency and disaster management	Na	73	74	72	70	73	70
Arts centres and libraries	Na	78	77	76	74	72	73
Recreational facilities	Na	75	74	72	72	71	70
Elderly support services	Na	73	75	71	68	71	68
Waste management	Na	73	71	74	70	70	71
Community and cultural	Na	75	76	70	71	68	69
Tourism development	Na	Na	Na	69	71	68	63
Family support services	Na	72	73	68	67	67	67
Population growth	Na	67	66	64	66	67	52
Enforcement of local laws	Na	71	70	69	66	67	64
Business/community development/tourism	Na	70	70	58	65	64	61
Environmental sustainability	Na	68	67	65	63	63	64
Disadvantaged support services	Na	68	68	63	61	63	61
Business and community development	Na	Na	Na	54	58	62	60
Planning and building permits	Na	62	61	60	58	61	51
Traffic management	Na	65	62	62	57	61	59
Informing the community	Na	62	61	58	55	60	59
Lobbying	57	60	59	55	54	59	54
Town planning policy	Na	61	61	57	56	58	
Local streets and footpaths	Na	65	64	65	58	55	57
Consultation and engagement	56	58	58	50	61	55	55
Community decisions	Na	Na	Na	50	51	51	54
Sealed local roads	Na	Na	Na	53	49	49	53
Parking facilities	N/A	55	50	48	54	49	55



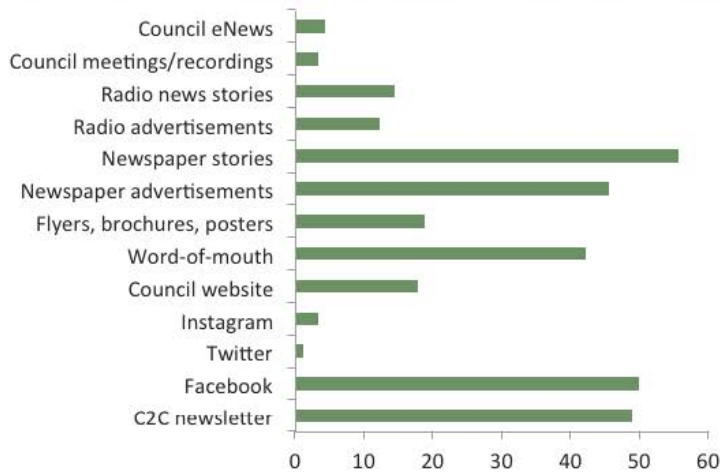
Another core performance measure assessed by the Local Government survey is "overall Council direction". This measure is influenced to a large degree by the messages emerging from Council and perceptions around whether Council is functioning as a cohesive unit.

Core measure	Warrnambool 2013	Warrnambool 2014	Warrnambool 2015	Warrnambool 2016	Warrnambool 2017	2017 State average
Overall Council direction	53	48	38	46	59	53

An additional survey of the Warrnambool community carried out in early 2017 by the Communications Branch asked respondents how they found out about Council news and activities and also how they would prefer to find out about Council news and activities.

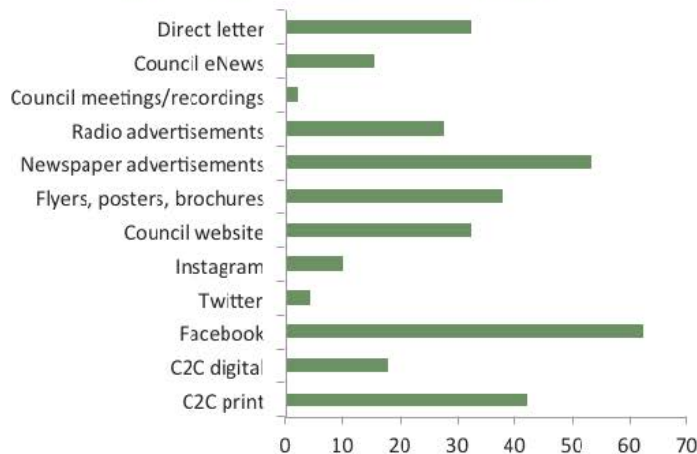


### How Warrnambool residents source Council news



The survey asked respondents how they preferred to receive their news from Council. Omitted from this question were newspaper stories and radio stories. Council does not have control over news stories which appear in print and on air.

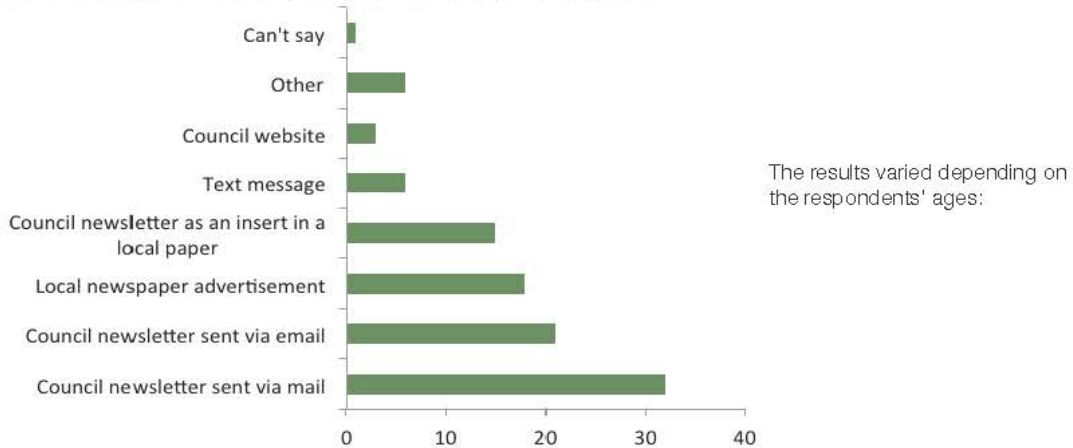
### Preferred source of Council news



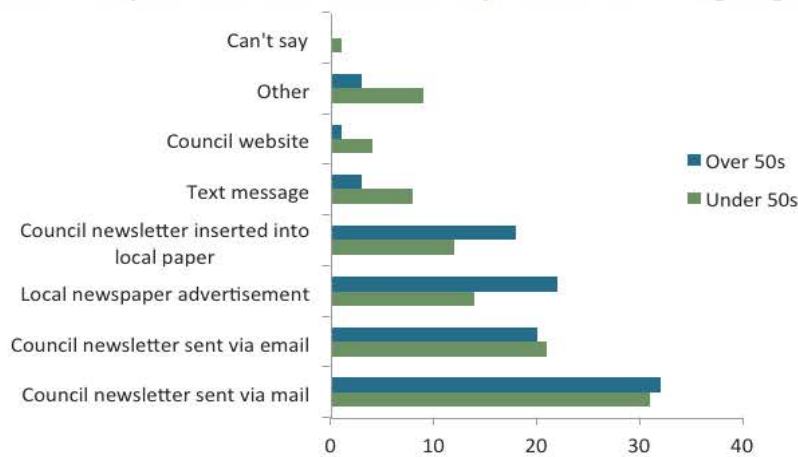
The acceptance of Facebook as a means through which Council information and news can be delivered is reflected in the findings of the annual Sensus Social Media Report.

The annual Local Government Community Satisfaction survey coordinated by the Department of Environment, Land Water and Planning also asks respondents about their preferred method of being contacted by Council.

### Best way to be contacted by Council



### Best way to be contacted by Council - age groups



### Notes on the survey findings and communication trends

Print media in Warrnambool has retained a significant presence alongside the rise of social media. In general, the print circulation of regional newspapers has declined at a slower pace than metropolitan-based newspapers. Newspapers now measure their reach by readership that combines print and online views, rather than by print circulation. The surveys indicate that the printed version of local daily newspaper, The Standard, remains an important source of Council information for residents, through both newspaper articles and advertisements.

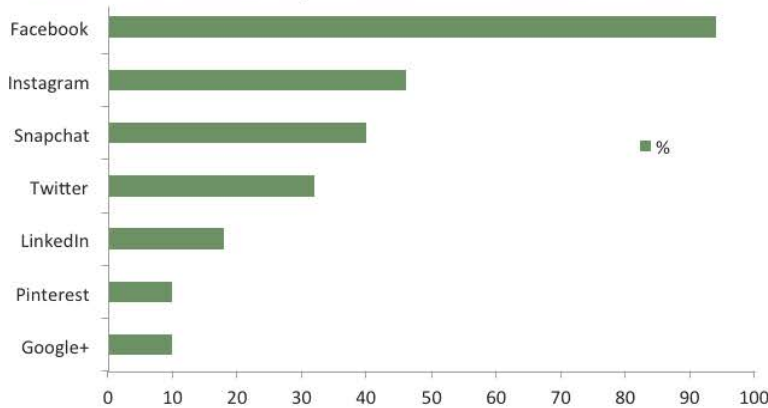
However, the Council survey reveals an increasing acceptance and preference for news to be delivered via Facebook while the survey of Local Government by DELWP indicates that receiving Council news via text message is preferred by eight per cent of those aged under 50 compared to just three per cent of those aged over 50.

While a newsletter sent in the mail remains a preferred means of contact, across the state this is a declining trend (five per cent drop from 2016 to 2017).

Each year the Sensis Social Media Report provides an insight into the trends and online habits of Australians. The 2017 report revealed that 84 per cent of Australians access the internet daily and of those 56 per cent use the internet more than five times daily and 79 per cent use social networking sites. Facebook remains the dominant social media platform (see graph below) followed by Instagram. Rising quickly in popularity is Snapchat.



## Platforms used by those on social media



Different age groups have different social media preferences. As an example, the Sensis report found that 77 per cent of internet users aged 18 to 29 years use Snapchat compared to 10 per cent of those aged 50 to 64.

### Principles of effective communication

In producing materials for publishing in print and online the following principles assist in maintaining effective two-way communication with the community:

#### Clarity

Messages should be simple, straightforward and easily understood. Jargon and acronyms should be avoided where possible.

#### Relevance

Messages should have value for the recipient. Relevant information helps residents remain engaged with Council.

#### Responsiveness

Effective communication involves listening. When Council issues information it should also be receptive to the possibility of a response. It is important that feedback on all issues is encouraged and processed; a community that is listened to

will be more enthusiastic about engaging with, and providing feedback to, Council.

#### Variety

Different sections of the community are reached via different communication vehicles. The more options used to reach people the greater the likelihood they will receive information from Council.

#### Consistency

Council messages and branding need to be consistent to build credibility and a positive reputation.

#### Review

The only accurate way of knowing if your communication is good or not is to evaluate its effectiveness (and the best way to do that is to set a goal for each one and then evaluate if it has been achieved)



## How we reach out to our community and other stakeholders

### Printed newsletter – C2C

**Council currently produces 11 editions annually of its eight-page A4 newsletter.**

The newsletter is made available at Council sites including the Civic Centre, Archie Graham Community Centre, Aquazone and Flagstaff Hill. It is also inserted into the widely circulating Saturday edition of The Standard newspaper.

The benefits of the newsletter include being able to provide news items to residents that local media may not be interested in covering; being able to run news unedited by newspaper, TV and radio journalists.

The newsletter is costly to produce and distribute compared to electronically published information.

The 2017 communication survey by Council revealed that C2C had a broad readership but connected particularly well with those aged over 50 years.

Of the 55 respondents who said the printed newsletter had a useful mix of information and who identified their age group, 62 per cent were aged over 50 years.

The survey showed there remained a preference for a monthly printed Council newsletter instead of a quarterly newsletter inserted into the rates (of those answering this question, 65 per cent of did not want a quarterly newsletter). Currently 10,500 copies are distributed via the Standard and through the Civic Centre, Archie Graham Community Centre, Aquazone and Flagstaff Hill Maritime Village.

The distribution via the widely circulated Saturday edition of The Standard remains a cost-effective means of disseminating the newsletter and provides savings against the alternative of sending the newsletter via post.

### Website –

[www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au) -  
and other websites

**Council is required under the Local Government Act to maintain a website and to display documents on the website including the annual report, budget and Council Plan.**

Any public notice required to be given by the Council must be published on the website.

In addition to meeting legislative requirements Council's website provides an opportunity to provide a wide range of useful information to residents.

A well-designed website provides a credible source of permanent information and helps build an identity.

While social media can tell someone what an organisation is doing at that moment a website will tell people what an organisations offers all the time, what it stands for and what it's about.

Council's website provides a conduit through which customers can "chat" directly to staff and it also provides residents with an opportunity to conduct Council business online such as paying for rates, pet registration and infringements.

Council has also built a range of dedicated websites to support Council owned and managed enterprises and services including: AquaZone, Flagstaff Hill, Surfside Holiday Park and the Lighthouse Theatre.

To remain effective and secure, websites requires constant monitoring and updating.

### Facebook

**Facebook is the globally dominant social media platform.**

According to findings of the Sensis Social Media Report of 2017, of the 79 per cent of Australians who used social media, 94 per cent used Facebook.

The report also found that Facebook is used by at least 90 per cent of people across all gender, age and location segments.

Along with an ability to share text, video and photographs, Facebook also provides a live-streaming platform Council has used to share and/or promote Council events and activities.

Council runs several Facebook pages. The main Council Facebook page has received 3,418 likes (October 2017).

### Twitter

**Twitter provides a simple, quick and effective way to get important messages out quickly.** It delivers pictures, video and links to websites. Council has 3,646 Twitter followers (October 2017)

### Instagram

**This platform connects Council to a younger audience – 81 per cent of internet users aged 18 to 29 years use Instagram.**

This platform provides an effective means of disseminating beautiful images of Warrnambool.

Council has 5,028 followers on Instagram (October 2017).

### Other social media platforms

**Council has a YouTube account which has 148 subscribers.** The 145 videos have received total views of 284,012 (October 2017).



## Newspaper advertising

**Council is required to place public notices in the newspaper for Council activities including Council meetings, the annual report and expressions of interest.**

## Printed promotional material - posters, flyers, brochures

**Council produces a variety of printed material to promote initiatives, activities and services.**

The quarterly rates notice provides an opportunity for inserting printed information into rates notices is a cost-effective way to reach in excess of 15,000 homes.

## Advocacy

**Council produces printed material to support its advocacy efforts.** These are provided to stakeholders and potential funding bodies.

## Media releases

Local media is interested in the goings-on of local **government and media releases provide a mutually beneficial means of providing media outlets with news while informing the community about Council activities and decisions.**

Unpaid media exposure (sometimes driven by a Council, other times initiated by the media) of newsworthy stories may provide access to a larger audience – or a specific niche audience.

## Mass SMS and digital newsletters

**Council uses text messages and produces an e-newsletter to inform subscribers about Council activities and decisions.**

## Email signatures

**Council uses graphic email signatures to promote events and activities.**

## Sponsorships and grants

**Council provides funding and sponsorship to many groups, organisations and events.** Opportunities exist for Council's support to be acknowledged by recipients.

## Customer Service

**Warrnambool City Council places considerable emphasis on providing helpful customer service.**

Guidance for this is provided through Council's Customer Service Charter.

## Signage

**Councils are prolific users of signs from street signs and parking signs to destination and traffic guidance signs.**

## Roundabout banners and highway flags

**Council uses banners at roundabouts to promote events and activities.** These are also available for community use.

The intersection of Raglan Parade and Liebig Street features 16 flagpoles on which flags are displayed for season or annual events such as the Fun4Kids Festival, Deakin University events or the May Racing Carnival.

## Community Noticeboards

**Council also provides noticeboards along main entrances to the city in which community groups and Council can display information for residents and visitors.**

## Events

**Council provides or supports a range of activities open to the community and to visitors to Warrnambool.**

A number of events are aimed at enhancing the experience of Warrnambool for residents and/or visitors – such as the Fun4Kids Festival. Other events are established as engagement activities bringing a dual purpose, such as the Active Hub events where residents are given opportunities to take part in fun outdoor activities while providing feedback on a Council initiative.

## Speeches and presentations

**The Mayor, Councillors and senior Council staff are often provided with an opportunity to speak or present at meetings, conferences and workshops.**

## Corporate publications – eg annual reports, budgets, strategic plans

**The annual report provides the community with a legislatively required summary of the year's activities, achievements and a comprehensive description of financial performance.**

The report is structured according to guidelines released by Local Government Victoria.

It also includes details on Council's performance against criteria within the Local Government Performance Reporting Framework. The Local Government Performance Reporting Framework allows residents to see how the Council is performing compared to other councils of a similar size.



## Direct mail

**Council writes regularly to groups of residents, particularly in relation to capital works projects that may have a short-term impact on access to nearby roads and footpaths.**

## Public meetings

**Council meetings provide an opportunity for the community to view Council decision-making.** The community also has an opportunity to put questions to Council at the open meetings.

## Uniforms

**A number of Council staff wear a uniform or elements of a uniform that identify them as Council employees.** Outdoor staff in particular are identifiable as Council staff and this provides an opportunity for residents to see that Council staff are at work maintaining the city's appearance and facilities.

## Vehicle livery

**Vehicles used by Local Laws staff and parks and gardens staff are branded with the Council logo and help provide a visible Council presence in the community.**

## On-hold messages

**Council's on-hold messages provide information about Council services and events.**

## TV monitors and displays

**Council has a number of monitors which display or have the potential to display information events, activities and attractions within Warrnambool.** These include monitors at the Civic Centre, Aquazone and Flagstaff Hill Maritime Village.

## Internal communication

**Council prepares and circulates several staff newsletters. Information is also shared via an intranet.**

## Stationery

**Letters, envelopes and business cards have Council branding.**

## Merchandise

**Council from time to time will produce promotional items to give away that contain Council branding or which promote a Council activity or project.**

## Branding and style guide

**The Communications Branch is responsible for ensuring that published materials correctly display Council's branding.**

The logo was developed more than 15 years ago. The integrity of the logo's shape and design remains although some modification to the colours has been introduced in recent years to ensure the logo does not become dated. The accompanying brand guide provides a comprehensive set of instructions on how the guide is to be used.

## Media interactions

**The news media is a critically important communication conduit and working professionally with the media can provide great benefits to the community.**

Council issues in excess of 100 media releases annually and responds to in excess of 500 media inquiries annually. To help ensure a balanced viewpoint is presented it is useful for each Council to have protocols for dealing with the media. Council's News Media and Social Media Policy provides a guide for staff and Councillors.

## Evaluating the impact of Council communications

**Effective communication needs to be constantly evaluated.**

Social media is evolving rapidly as the reach and influence of traditional media declines.

Using online analytical tools or the engagement tools associated with each form of social media provides Council with insights into the engagement and reach of social media activities.

The annual Local Community Satisfaction Survey provides an indication of Council's efforts in relation to communication, community engagement and advocacy.

Asking attendees or participants at Council-run activities how they found out about the activity, their media habits and general awareness of Council communication vehicles can also provide useful feedback.



## What we will do – the Action Plan

### 1. To increase the level of effective, two-way communication with our community

Action	Focus of effort	Target date	Measure
1.1 Support engagement activities around Council projects and initiatives	Liaising with colleagues to develop supportive communications materials.	Ongoing	Participation and/or engagement targets
1.2 Evaluate the need to produce communications materials which ensure Culturally and Linguistically Diverse (CALD) groups of residents are effectively reached.	Investigate whether some communications materials relating to Council services require translations or other treatment to ensure they are reaching the required audience. Monitor Census data relating to languages spoken in the municipality.	Ongoing	If required essential documents will be produced in other languages.
1.3 Assist with mapping project to display Council project locations and updates	Work with other directorates to create an online map through which residents can find out about projects and their progress.	June 2018	Completion of map and usage by residents.

### 2. To keep the community updated and informed on Council activities and projects

Action	Focus of effort	Target date	Measure
2.1 Inform the community about council activities through newsletters, public notices and Council websites	Primary website; primary social media pages	Ongoing	Engagement levels within a growing audience.
2.2 Review the content of The Things We Do booklet which outlines Council's core services and activities.	First edition of this document was produced in early 2017. Aims to provide an overall picture of the services provided by Council. Likely to require updating as programs and services change over time.	June 2018	Revised production of booklet when required.

### 3. To help make effective choices in the use of Council resources

Action	Focus of effort	Target date	Measure
3.1 Review Council websites to ensure compliance with the Australian Government's website accessibility guidelines.	Web design.	June 2018	Compliance with accessibility guidelines
3.2 Assist with production of Corporate documents required under State legislation including the Annual Report, Council Plan and Budget.	Budget; Council Plan 2018 revision; Annual Report.	June to September 2018	Compliance with legislative requirements.



<b>3.3</b> Where appropriate cross-promote Council print and digital news and information.	Digital website content can, where appropriate, be used across range of social media channels to ensure consistent messages.	Ongoing	Engaged social media audience.
<b>3.4</b> Review and update Council's branding and style guide.	Update current branding and style guide	December 2018	Completion of guide
<b>3.5</b> Review the effectiveness of Council's social media	Review engagement across social media platforms, consider additional channels where justified based on increasing the audience reach.	June 2018	Engagement levels within a growing audience/followers.

#### 4. To further the objectives outlined in the Council Plan and the Warrnambool 2040 Plan

Action	Focus of effort	Target date	Measure
<b>4.1</b> Support efforts to reduce the spread of litter (Item 1.1.5 in the Council Plan)	Graphic design materials, messaging around littering.	Ongoing	Production of material to support litter control
<b>4.2</b> Provide communications support to promote Council services and facilities such as Aquazone, Lighthouse Theatre, South-West Victorian Livestock Exchange, Flagstaff Hill Maritime Village (item 2.1.5 in the Council Plan)	Graphic design, website updates, media releases where required.	Ongoing	Up-to-date material provided to support these Council business enterprises.
<b>4.3</b> Provide communications support for major projects including the City Centre Renewal.	Produce communication materials which support engineering efforts and the Business Support Package.	November 2018	Production of material to support renewal delivery.
<b>4.3</b> Provide communications support for issues on which the Council decides to advocate on behalf of the community	Communications documents to be produced.	Ongoing	Acceptance of documents by MEG and Council.

#### 5. To protect and enhance Warrnambool City Council's reputation.

Action	Focus of effort	Target date	Measure
<b>5.1</b> Continue to issue timely media releases to promote council services and initiatives.	Graphic design materials, messaging around littering.	Ongoing	Production of material to support litter control
<b>5.2</b> Continue to respond in a timely manner to inquiries from the media.	Graphic design, website updates, media releases where required.	Ongoing	Up-to-date material provided to support these Council business enterprises.
<b>5.3</b> To ensure that print and digital promotional material is of a high standard	Produce communication materials which support engineering efforts and the Business Support Package.	November 2018	Production of material to support renewal delivery.
<b>5.4</b> Develop a suite of templates with corporate branding to assist Council staff produce printed items that do not require professional printing.	Communications documents to be produced.	Ongoing	Acceptance of documents by MEG and Council.



## 6. To promote Warrnambool and the Warrnambool region as a preferred destination to live, work, visit and invest;

Action	Focus of effort	Target date	Measure
<b>6.1</b> Continue to support the work being done within the Visitor Economy Branch.	Projects arising including production of materials to help promote events.	Ongoing	Promotional materials produced that meet the expectations of the Visitor Economy Branch.
<b>6.2</b> Continue to support the work of the City Growth directorate including the Business Support Package for city centre businesses.	Production of materials that help promote take-up of elements within the Business Support Package.	Ongoing until completion of City Centre Renewal.	Promotional materials produced that meet the expectations of the Economic Development Branch.
<b>6.3</b> Support the Visitor Economy Branch in the production of a video promoting Warrnambool as a destination	Technical and creative aspects of video production.	2018	Production of video for social media and television audience.



**5.3 ACTIVITIES & INITIATIVES 2017-2018 – SEPTEMBER QUARTER****PURPOSE**

*This report provides information on progress in achieving the Activities and Initiatives set down for 2017-2018 as part of the Council Plan and Budget process.*

**EXECUTIVE SUMMARY**

In order to achieve the objectives established in the Council Plan, a set of Activities and Initiatives is developed for each year of the four-year plan.

Funding allocations to deliver the Activities and Initiatives are outlined the Council Budget. In 2017-2018 there were 143 Activities and Initiatives identified. These actions and initiatives are representative the broad range of the work undertaken by Council on behalf of the community.

Council is now reporting to the community at the Activity and Initiative level to provide more information about the work being done by Council.

The introduction of this report, along with changes to our financial reports, is a small representation of Council's commitment to improving its transparency to the community.

The report details progress on activities, milestones and significant events across a range of actions and initiatives.

Council is so far on track across all key objectives with 83.9% of the program on schedule. Of the residual actions 13.3% have been completed and 1.4% being withdrawn due to changes in circumstances or funding.

Highlights include:

- Maintaining child immunization rates above 95 per cent;
- The extended hours trial at Warrnambool Library;
- The Flagstaff Hill Maritime Village upgrade;
- Progress on the East Warrnambool Re-engagement Program involving Warrnambool College, Youth Services and the Western Bulldogs Football Club; and,
- Delivery of the new smart parking system.

**MOVED: CR. CASSIDY**  
**SECONDED: CR. HULIN**

**That this report be received.**

**CARRIED – 6:0**

**BACKGROUND**

The 2017-2021 Council Plan is the principle planning and directional document of the Council and details the Council strategic objectives and strategies over a 4 year period.

Council is required to set down the Activities and Initiatives (A&I's) that are to be funded and demonstrate how these A&I's will contribute to achieving the strategic objectives specified in the Council Plan.

This report details the implementation status of the Activities and Initiatives. Each action has an indicator of the current status.

 On Schedule

 Behind Schedule

 Completed

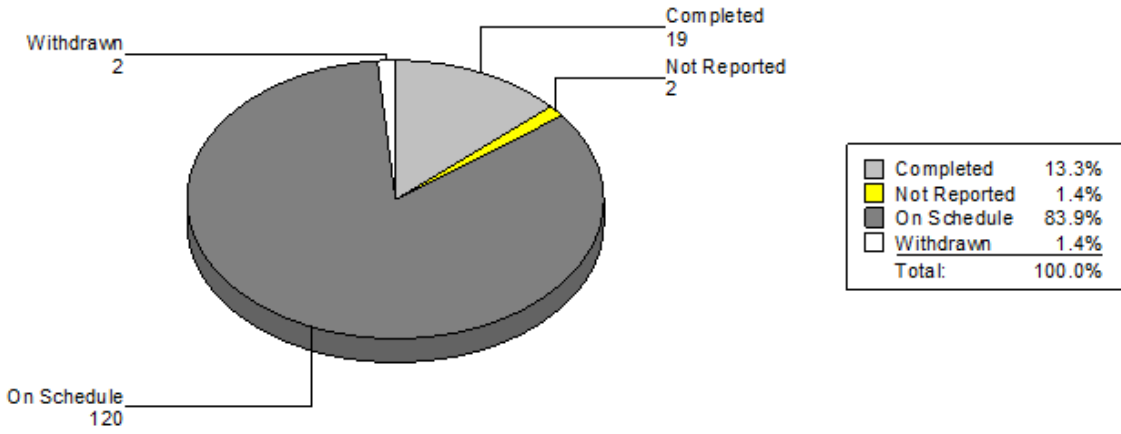
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**2017/18 ACTIVITIES AND INITIATIVES OVERVIEW**

The report provides summary comments as to the progress of the 2017/18 A&I's. A copy of the 143 A&I's and indicators, as at 30 September 2017, is attached as **Appendix A** to this report.



As the graph below indicates 83.9% are on schedule, 13.3% have been completed, 1.4% have been withdrawn and 1.4% have not been reported to date.



## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



#### Activities & Initiatives 2017 - 2018 -

- 1 Sustain and enhance the natural environment.
  - 1.1 Protect and enhance our waterways, coast and land.
    - 50 % 1.1.01 Implement the Coastal Management Plan and Vegetation Management Plan.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *A review of the Vegetation Management Plan is underway. Implementation of the Vegetation Management Plan will occur in alignment with the new plan. Implementation of the Coastal Management Plan is ongoing.*
    - ✓ 100 % 1.1.02 Ensure compliance with Local Laws relating to horses on Lady Bay.  
**Reporting Officer:** Peter McArdle  
**Completion Date:** 30/06/2018  
**Report:** *New agreement signed & fee structure set. Ongoing monitoring of daily access.*
    - 40 % 1.1.03 Directly protect our waterways by septic tank compliance with EPA Code of Practice.  
**Reporting Officer:** Robert Page  
**Completion Date:** 30/06/2018  
**Report:** *Ongoing assessment and approval of septic tank systems are complying with the EPA Code of Practice.*
    - 50 % 1.1.04 Manage and implement the Moyjil Cultural Heritage Plan.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *Implementation of Moyjil Cultural Heritage Plan is ongoing. Working Group meetings have been held on a regular basis.*
    - 50 % 1.1.05 Introduce measures to reduce litter spread through improved equipment, education and enforcement.  
**Reporting Officer:** Kate McInnes  
**Completion Date:** 30/06/2018  
**Report:** *This measure is an ongoing process. Public place bins have new hoods to reduce litter in bad weather and birds spreading litter. Education programs including Kinders, Midfields, Rotary. The bag it bin it program for dog droppings starts early 2018*
  - 1.2 Commit to being a carbon neutral organisation by 2040.
    - 20 % 1.2.01 Develop and commence implementation of a new Warrnambool sustainability plan.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *Development of the new Green Warrnambool Plan is currently underway.*
  - 1.3 Invest in climate change preparedness.
    - 70 % 1.3.01 Deliver the Barwon South West - Local Coastal Hazard Assessment - Stage 1 Pursue funding for Stage 2  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *Phase 1 of the Barwon South West Local coastal Hazard Assessment Draft is currently under peer review.*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 1.4** Encourage environmentally sustainable business.
- ➔ 0 % **1.4.01** Deliver on the actions from the Waste and Litter Education Strategy.  
**Reporting Officer:** Kate McInnes  
**Completion Date:** 30/06/2018  
**Report:** *This action has been superseded by the current Resource Recovery and minimisation and Management strategy*
- ➔ 80 % **1.4.02** Develop a Waste Management Strategy.  
**Reporting Officer:** Kate McInnes  
**Completion Date:** 31/12/2017  
**Report:** *The Strategy has been drafted and is currently out for public comment*
- 1.5** Review options for managing waste.
- ➔ 50 % **1.5.01** Undertake a food organics and green organics trial to divert material from landfill.  
**Reporting Officer:** Kate McInnes  
**Completion Date:** 30/06/2018  
**Report:** *Tender have been sought and funding approved. The trial will take place March 2018*
- 1.6** Educate the community on Council's sustainability initiatives.
- ➔ 25 % **1.6.01** Prepare a foreshore master plan specifically investigate potential for eco-tourism at the foreshore.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** *Draft Foreshore Precinct Plan completed. Wider consultation and linkages with other Master Plans (eg. Lake Pertobe, Port of Warrnambool) to be completed.*
- 1.7** Partner with the community on local sustainability projects.
- ✔ 100 % **1.7.01** Work with the community to advocate for Warrnambool to be a plastic bag-free city.  
**Reporting Officer:** Kate McInnes  
**Completion Date:** 30/06/2018  
**Report:** *State Government have listened to advocacy and have announced that plastic bags will be banned by 2020*
- 2** Foster a healthy city that is socially and culturally rich.
- 2.1** Promote healthy lifestyles.
- ✔ 100 % **2.1.01** Implement requirements of the new tobacco legislation in accordance with the Tobacco Act and MAV Tobacco Agreement.  
**Reporting Officer:** Robert Page  
**Completion Date:** 30/06/2018  
**Report:** *Legislation has been implemented*
- ➔ 90 % **2.1.02** Develop a new Municipal Health and Wellbeing Plan for 2017-2021.  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 30/10/2017  
**Report:** *The draft plan has been finalised following an exhibition period in September. Support from partners has been strong. The plan will be presented to Council for endorsement in the next month.*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 25 % **2.1.03** Work with stakeholders to increase awareness and understanding of priority health and wellbeing issues within the community.  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 30/06/2018  
**Report:** *This quarter projects include support for initiatives including HAVEN, Shared Futures Graffiti Prevention Grant Murals, Walk to School month and planning for summer program to encourage active living opportunities.*
- 25 % **2.1.04** Deliver and support funded initiatives which encourage healthy lifestyles.  
**Reporting Officer:** Fran Fogarty  
**Completion Date:** 30/06/2018  
**Report:** *Active Hubs held across the community  
 Are You OK Youth day held with Special Development School students*
- 20 % **2.1.05** Provide communications support to promote Council services and facilities.  
**Reporting Officer:** Nick Higgins  
**Completion Date:** 30/06/2018  
**Report:** *Activities include preparing advertising material for the Lighthouse Theatre.*
- 10 % **2.1.06** Develop a plan to support healthy choices at the AquaZone kiosk drawing on recent learnings from the VicHealth funded "nudge" project.  
**Reporting Officer:** Ray Smith  
**Completion Date:** 31/12/2017  
**Report:** *Final report received from Vic Health on the outcomes of the "nudge" project. The information will be used to formulate strategies in supporting healthy choices in the kiosk.*
- 50 % **2.1.07** Develop a plan to support healthy choices at the Stadium kiosk drawing on recent learnings from the VicHealth funded "nudge" project.  
**Reporting Officer:** Rod Sanderson  
**Completion Date:** 31/12/2017  
**Report:** *Key action was to increase sale price of drinks high in sugar while keeping water at same price.*
- 2.2** Seek equity, access, safety and inclusion for everyone.
- ✓ 100 % **2.2.01** Ensure compliance with requirements of the Food Act and Public Health Act.  
**Reporting Officer:** Robert Page  
**Completion Date:** 31/12/2017  
**Report:** *This is ongoing, however Council has a only 3 minor non compliance cases which are currently being addressed. Council has an excellent inspection program and proactive enforcement program*
- ✓ 100 % **2.2.02** Review immunisation facilities to ensure they are fit-for-purpose.  
**Reporting Officer:** Alison Elliott  
**Completion Date:** 30/06/2018  
**Report:** *Risk assessment is completed. A budget bid will be prepared to upgrade the facility in line with the risk assessment*
- ✓ 100 % **2.2.03** Increase influenza immunisation by providing a bespoke, walk-up immunisation clinic.  
**Reporting Officer:** Alison Elliott  
**Completion Date:** 31/12/2017  
**Report:** *Flu Friday program was trailed this year and was a success. The trial will be extended next winter*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 40 % 2.2.04 Continue to partner with social, health and community advocacy groups to improve outcomes for the communities across the South West.  
**Reporting Officer:** Richard Stone  
**Completion Date:** 30/06/2018  
**Report:** *The Capacity Access and Inclusion Branch is now partnering with Cobden District Health to help deliver Home care packages*
- 25 % 2.2.05 Continue to work in partnership with the Primary Care Partnership to implement priority health promotion and prevention initiatives across the South West.  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 30/06/2018  
**Report:** *SW PCP and WCC are working to closely align the priorities and strategic goals of our plans - ie Warrnambool's health and wellbeing plan and PCP's integrated health promotion plan. This will set up more effective collaboration over the life of each plan to 2021.*
- 25 % 2.2.06 Implement Rural Access 2017-18 Directions report actions.  
**Reporting Officer:** Neil Ballard  
**Completion Date:** 30/06/2018  
**Report:** *Completion of actions is on track.*
- 2.3 Increase community health and social connections.
- 25 % 2.3.01 Develop Community Programs that have a health & wellbeing focus and respond to community need.  
**Reporting Officer:** Fran Fogarty  
**Completion Date:** 30/06/2018  
**Report:** *Young Parents network and playgroup commenced at Archie Graham Community Centre to increase social support and also resilience of young parents.*
- 25 % 2.3.02 Encourage a more connected community by growing the audience and reach of the Connect Warrnambool and Warrnambool Walks Facebook pages.  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 30/06/2018  
**Report:** *July to October 2017 - Connect Warrnambool audience has grown 4% or 168 likes to 4830. Warrnambool Walks audience has grown 25% or 227 to 1103. Total no of people per month who see a post from either or both pages exceeds 53,000 in the south west.*
- ✓ 100 % 2.3.03 In partnership with Arts Centre Melbourne and the Arts Wellbeing Collective, deliver a seminar supporting better mental health outcomes for arts workers in the region.  
**Reporting Officer:** Michael Frawley  
**Completion Date:** 31/08/2017  
**Report:** *The Arts Wellbeing Collective Roadshow visited Warrnambool on 8 August 2017. 17 Arts Workers from the region attended this seminar targeted at supporting better mental health.*
- 75 % 2.3.04 Implement the East Warrnambool re-engagement program in partnership with Warrnambool College, School Focussed Youth Services and Western Bulldogs Football Club.  
**Reporting Officer:** Katherine McKean  
**Completion Date:** 31/12/2017  
**Report:** *The program has engaged 12 multicultural students using a community development project as the focus.*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- ✓ 100 % 2.3.05 Maintain and enhance child immunisation rates.  
**Reporting Officer:** Alison Elliott  
**Completion Date:** 30/06/2018  
**Report:** *Immunisation rates exceed 95%*
- 25 % 2.3.06 Promote healthy eating through the establishment of Kitchen Gardens within childcare services.  
**Reporting Officer:** Ebony Grieve  
**Completion Date:** 30/06/2018  
**Report:** *All early years services have started the process of developing and implementing a kitchen garden at the service. A representative from each service has attended specific training with the Stephanie Alexander Kitchen Garden Foundation.*
- 2.4 Encourage and support participation in sport, recreation and physical activity.
- 80 % 2.4.01 Report on the outcomes of the condition assessment of the 50 metre outdoor pool, including lifecycle costs.  
**Reporting Officer:** Ray Smith  
**Completion Date:** 31/12/2017  
**Report:** *Condition audit of 50m pool to be finalised this week by consultants for presentation to Council working group*
- 30 % 2.4.02 Complete the Active Warrnambool Strategy.  
**Reporting Officer:** Kim White  
**Completion Date:** 30/04/2018  
**Report:** *Planning is underway for the second stage of consultation. Three focus groups will be held from 31 October to 2 November 2017 to further explore issues and opportunities under the following themes - Facilities, Participation and Club Sustainability*
- 5 % 2.4.03 Commence implementation of the Reid Oval Development Plan with design of priority recommendations and advocate for State Government investment in its implementation.  
**Reporting Officer:** Russell Lineham  
**Completion Date:** 30/06/2018  
**Report:** *Council working with Sport and Recreation to complete funding agreement for State Government contribution to design project.*
- 20 % 2.4.04 Continue implementation of the sports ground management review, incorporating a review of fees and subsidies for sports.  
**Reporting Officer:** Kim White  
**Completion Date:** 30/06/2018  
**Report:** *Further background research has been completed over the past twelve months. A presentation to Council is currently being finalised.*
- 20 % 2.4.05 Complete the following recreation infrastructure projects:  
 - Friendly Societies Park Sports Ground Lighting Redevelopment.  
 - Dennington Recreation Reserve Pavilion Redevelopment and sewer upgrade.  
 - Walter Oval Sports Ground Irrigation development.  
**Reporting Officer:** Kim White  
**Completion Date:** 30/06/2018

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Report:** *The projects are progressing as follows:*
- Procurement is being finalised for the Friendlies Sports Ground Lighting project.
  - Contracts have been awarded for the Walter Oval Irrigation project
  - A building permit has been sought for the Dennington Recreation Reserve Pavilion Redevelopment, and once issued works will commence.
- 50 % 2.4.06 Review the operating model at AquaZone.
- Reporting Officer:** Ray Smith
- Completion Date:** 30/06/2018
- Report:** *Benchmarking completed against ten regional cities - Know your Council, Presented to Briefing on 23/10.*
- 20 % 2.4.07 Review the operating model for Warrnambool Stadium.
- Reporting Officer:** Rod Sanderson
- Completion Date:** 30/06/2018
- Report:** *Efforts currently focused on sourcing benchmarking data from like services.*
- 10 % 2.4.08 In consultation with the community investigate the location and scope for a dedicated dog park in Warrnambool.
- Reporting Officer:** Glenn Reddick
- Completion Date:** 30/06/2018
- Report:** *Planned trip to Mount Gambier to investigate their dog park and report to Council*
- 2.5 Encourage and support more lifelong learning.
- 20 % 2.5.01 Facilitate implementation of an electronic borrowing system at Warrnambool Library.
- Reporting Officer:** Russell Lineham
- Completion Date:** 30/06/2018
- Report:** *Funds allocated in Councils' 2017/18 Budget. Corangamite Regional Library Corporation has responsibility for system installation at Warrnambool Library*
- ✓ 100 % 2.5.02 Introduce extended opening hours at Warrnambool Library.
- Reporting Officer:** Russell Lineham
- Completion Date:** 30/09/2017
- Report:** *The Corangamite Regional Library Corporation has introduced extended hours at Warrnambool Library for a twelve month trial period*
- 25 % 2.5.03 In partnership with the Beyond the Bell Local Area Group, participate in the Early Year's Literacy working group program development and delivery in Warrnambool.
- Reporting Officer:** Tina McLeod
- Completion Date:** 30/06/2018
- Report:** *In partnership with SW TAFE VCAL students "The Little Bug Boxes" have been distributed to more locations around Warrnambool for families to access.*
- Books have also been collected for Food Share to distribute to families.*
- 25 % 2.5.04 Work with South West TAFE to explore an Early Years/Social Services workforce maintenance and development strategy.

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Reporting Officer:** Sharyn Trewin  
**Completion Date:** 30/06/2018  
**Report:** *Early Years and Family Services, services continue to support placement of students from South West TAFE. Annual feedback sessions have been conducted between both organisations.*
- 25 % 2.5.05 Review the programs delivered to families through the parenting service to ensure they provide families with practical skills and education in line with current research.  
**Reporting Officer:** Sharyn Trewin  
**Completion Date:** 31/12/2017  
**Report:** *Review completed. New options highlighted are flexible parenting courses ie online Facebook mini videos. Staff trained in Circle of security training to build parents attachment.*
- 25 % 2.5.06 In partnership with primary schools, continue to review and improve the transition from Preschool to Primary School to ensure children are fully supported and integrated into the primary school environment.  
**Reporting Officer:** Ebony Grieve  
**Completion Date:** 30/06/2018  
**Report:** *All kindergarten teachers have completed the reviewed transition to kindergarten training in collaboration with local primary school teachers. Kindergarten teachers have started to complete transition statements for children attending school in 2018.*
- 2.6 Engage a broader range of people in cultural activities.
- 2.6.01 Complete accreditation for Warrnambool Art Gallery through the Museums Australia Accreditation program, funds permitting.  
**Reporting Officer:** Vanessa Gerrans  
**Completion Date:** 31/05/2018
- 50 % 2.6.02 Complete implementation of the Diversity Plan for Council's Commonwealth Home Support Program and Home and Community Care Younger Persons Program.  
**Reporting Officer:** Kevin Ryan  
**Completion Date:** 31/01/2018  
**Report:** *We have employed Support Workers from diverse cultures and allocated them and their skills to Support Group activities. Feedback has been positive.*
- 25 % 2.6.03 Work with the appropriate stakeholders to progress development of improved tourism product initiatives at Tower Hill and Moyjil.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** *Council represented on Cross-Government working group to prioritise Tower Hill advocacy plans. State Govt awarded Tower Hill \$140,00 grant in October 2017 to enhance the visitor experience. Funding application presently in with State Government for funding stair access at Moyjil Point Ritchie - outcome expected by end of the year.*
- 25 % 2.6.04 Recognise the importance of Indigenous culture to the region and explore with Great Ocean Road Regional Tourism the potential for an increased Aboriginal tourism offer.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018



## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



**Report:** *Indigenous Tourism Product Development has been commissioned by Great Ocean Road Regional Tourism Board. Tower Hill and Moyil Point Ritchie will feature in this work to explore tourism product development opportunities.*

**2.7** Actively acknowledge local Aboriginal culture.

- 30 % **2.7.01** Involve the local Aboriginal community in the development of major Council strategies and plans.  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 30/06/2018  
**Report:** *The Community Development Directorate is working to actively involve Aboriginal elders and community representatives in planning for W2040, Health and Wellbeing Plan, Lake Pertobe Masterplan, community art projects and other activities.*
- 10 % **2.7.02** Involve Aboriginal community members in the design of relevant priority projects identified in the Botanic Gardens and Lake Pertobe master plans.  
**Reporting Officer:** Russell Lineham  
**Completion Date:** 30/06/2018  
**Report:** *Council will engage with Indigenous community representatives following identification of priority projects in the two master plans*
- 30 % **2.7.03** Introduce indigenous road names in selected new subdivisions in consultation with the indigenous community.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *Council's Road names group have commenced a process to include indigenous names on the road name register, in consultation with the indigenous community. To date, indigenous road names which relate to birds and animals are available for developers to use.*
- 25 % **2.7.04** Continue to provide culturally safe environments, for Indigenous children across Council's Early Years Services.  
**Reporting Officer:** Tina McLeod  
**Completion Date:** 30/06/2018  
**Report:** *All early years services have all completed a self-assessment to establish the current level of cultural safety within the environment. From this actions will be established to meet recommended requirements.*
- 2.8** Increase participation opportunities for disadvantaged members of the community.
- 30 % **2.8.01** Deliver inclusive community engagement activities which provide a variety of opportunities to participate.  
**Reporting Officer:** Richard Stone  
**Completion Date:** 30/06/2018  
**Report:** *The Capacity, Access and Inclusion Branch has undertaken engagement activities with the Warrnambool Seniors Club as part of the Celebrate Festival, People with a Disability as part of the Rights, Lights, Sound project, and volunteer involving organisations as part of the South West Volunteer Network.*
- 25 % **2.8.02** Improve the capacity of vulnerable and disadvantaged families to access services and provide flexible service models to meet their needs.  
**Reporting Officer:** Sharyn Trewin  
**Completion Date:** 30/06/2018

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Report:** *Outreach Maternal Child Health services being offered at Gunditjmarra. Working with South West TAFE young parents program through supported playgroup.*
- 25 % **2.8.03** Establish the Archie Graham Community Centre as a point of information for health and wellbeing activities and opportunities for older adults.  
**Reporting Officer:** Fran Fogarty  
**Completion Date:** 30/06/2018  
**Report:** *Digital Kiosk and free Wifi established at Archie Graham Community Centre to enable community members to access information on health and well-being initiatives in our community.*
- 25 % **2.8.04** Implement the first year actions of the Marrung Aboriginal Education Plan 2016-2026.  
**Reporting Officer:** Tina McLeod  
**Completion Date:** 30/06/2018  
**Report:** *Staff have met with local Indigenous representatives to establish a network to work towards the Marrung plan outcomes. WCC Local Indigenous Language Program continued to educate over 400 children within their Kindergarten program.*
- 25 % **2.8.05** Implement the Integrated Early Child Years model within the Childrens Services Centre which actively supports the participation of children and families.  
**Reporting Officer:** Sharyn Trewin  
**Completion Date:** 31/12/2017  
**Report:** *All early years services have been relocated to the CSC, this allows services to better cater for the needs of families and children, sharing resources and skills.*
- 3** Maintain and improve the physical fabric of the city.
- 3.1** Build better connections for cyclists and pedestrians.
- 25 % **3.1.01** Consider the recommendations from the Cycling Reference Group and implement any actions adopted by Council.  
**Reporting Officer:** Kim White  
**Completion Date:** 30/06/2018  
**Report:** *The Cycling Reference Group meets bimonthly and addresses a range of matters associated with planning, infrastructure and promotion for cycling in Warrnambool*
- 3.2** Create a more vibrant city through activating high quality public places.
- 25 % **3.2.01** Deliver the funded Active Hubs program to encourage residents to use public spaces for active, social connection.  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 30/06/2018  
**Report:** *The Active Hub trailer was integral to the W2040 phase one engagement campaign and is currently being used by WAG, Youth, Recreation, Active Ageing teams to support their activities and engage the community*
- 35 % **3.2.02** Improve active and passive open space in East Warrnambool through the implementation of the Neighbourhood Parks Community Infrastructure project.  
**Reporting Officer:** Kim White  
**Completion Date:** 30/06/2018

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



		<b>Report:</b>	<i>Installation of solar lighting in two parks and two linear connections between the neighbourhood and Gateway Plaza was completed in September. Contracts have been awarded for the community infrastructure works in WAVE Links Park and the construction program is currently being finalised.</i>
	3.2.03		Implement the key funded initiatives of the Open Space Strategy, Year 1.
		<b>Reporting Officer:</b>	Jenny Emeny
		<b>Completion Date:</b>	30/06/2018
→	70 %	3.2.04	Develop an Open Space Contributions Policy.
		<b>Reporting Officer:</b>	Jodie McNamara
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>Strategic work has commenced towards developing an open space contributions policy.</i>
→	10 %	3.2.05	Develop city pride and story through development of town entrances.
		<b>Reporting Officer:</b>	Nick Higgins
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>Supporting City Infrastructure to prepare project for eastern entrance to the city.</i>
→	30 %	3.2.06	Develop food van trading plans for the harbour and city centre precincts.
		<b>Reporting Officer:</b>	Robert Page
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>Plan is being reviewed in combination with the footpath trading policy.</i>
	3.3		Build infrastructure that best meets current and future community needs.
→	50 %	3.3.01	Develop pound facilities that meet compliance requirements of relevant acts and codes of practice.
		<b>Reporting Officer:</b>	Glenn Reddick
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>A concept has been developed. Now the redevelopment needs to go through the budget process.</i>
→	10 %	3.3.02	Implement the 2017-2018 actions in the Disability Action Plan.
		<b>Reporting Officer:</b>	Fran Fogarty
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>DAP is progressing to timeline and is currently with Managers for update.</i>
→	25 %	3.3.03	Consider special rates and charges schemes to develop footpath, drainage and road infrastructure.
		<b>Reporting Officer:</b>	John Finnerty
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>A Special Charge Scheme Policy has been adopted by Council, supported by a Special Charge Scheme Guideline. Schemes identified for consideration will form part of the 2018/2019 budget process.</i>
→	10 %	3.3.04	Progressively plan and renew City Centre streetscapes.
		<b>Reporting Officer:</b>	Benjamin Storey
		<b>Completion Date:</b>	30/06/2018
		<b>Report:</b>	<i>Program is being coordinated with other City Centre Projects including the City Centre Renewal and Pedestrian Serious Casualty Area Program which is currently awaiting funding confirmation.</i>
→	10 %	3.3.05	Develop and expand Off Street Car Parking areas.

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Reporting Officer:** Scott Cavanagh  
**Completion Date:** 30/06/2018  
**Report:** *Agreements drafted for Fairy Street Off Street Car Parking Area. Grace Avenue Off Street Car Park negotiations continuing.*
- 10 % 3.3.06 Develop "significant & heritage" tree renewal program.  
**Reporting Officer:** Mark Mirtschin  
**Completion Date:** 30/06/2018  
**Report:** *Significant and heritage trees are being identified, documented and a renewal program developed once quantities and locations are verified. Areas where significant space is available are being targeted for significant and heritage plantings.*  
  
*Funding to complete condition assessments is still pending.*
- ✓ 100 % 3.3.07 Undertake a tender process for operation of pound services.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *Tender has been awarded to RSPCA.*
- 3.4 Enhance movement in and around the city.
- 90 % 3.4.01 Begin rollout of new "smart" parking machines.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *Rollout commences November this year.*
- 3.5 Maintain and enhance existing Council infrastructure.
- ⊖ 0 % 3.5.01 Undertake a tender process for the operation of pound services.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *Duplicate action.*
- 10 % 3.5.02 Prepare a strategy and funding model for a long-term tree replacement program.  
**Reporting Officer:** Mark Mirtschin  
**Completion Date:** 30/06/2018  
**Report:** *A 5 year costed program is being developed where streets with minimal canopy cover are selected for planting. Surrounding parks and reserves are also being considered for tree planting as the streets are selected.*
- ✓ 100 % 3.5.03 Undertake an assessment of all public place litter bins and develop a maintenance/replacement program. Including the review of rubbish bin, recycling bin and dog bag dispenser locations.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *Review has been undertaken and actioned progressively in line with budget.*
- ✓ 100 % 3.5.04 Report on and identify infrastructure gap projects.  
**Reporting Officer:** John Finnerty  
**Completion Date:** 30/06/2018  
**Report:** *A State of the Assets report relating to all City Infrastructure asset classes was present to Council on 14 August 2017.*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 40 % 3.5.05 Develop and update asset management plans for key asset classes including roads, drains, bridges, footpaths, IT, Building, and monuments.  
**Reporting Officer:** John Finnerty  
**Completion Date:** 30/06/2018  
**Report:** *Bridge Asset Management Plan (AMP) has been adopted by Council, Pathway AMP has been to community consultation and scheduled to go to Council for adoption. A Fleet AMP is well advanced, with development of the Drainage and Open Space AMPs scheduled.*
- 10 % 3.5.06 Identify and regularly monitor condition of asset classes.  
**Reporting Officer:** John Finnerty  
**Completion Date:** 30/06/2018  
**Report:** *Officers are drafting expressions of interest documentation for condition audits of various asset classes to go to the market in coming months. Many of the asset classes have had on-going or periodic assessments completed which maintains the data validity.*
- ✓ 100 % 3.5.07 Report annually to Council and community on backlog works.  
**Reporting Officer:** John Finnerty  
**Completion Date:** 30/06/2018  
**Report:** *A Council Briefing presentation and report has been completed.*
- 5 % 3.5.08 Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the Portuguese monument and Wollaston Bridge.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *Projects to be prioritised to inform the development of funding submissions.*
- 50 % 3.5.09 Develop a Port of Warrnambool master plan to guide the redevelopment and operation of the precinct.  
**Reporting Officer:** Thomas Hall  
**Completion Date:** 30/06/2018  
**Report:** *The Harbour Master Plan Community Consultation Process closed Friday 15 September 2017  
The results are being collated and draft Master Plan amended in preparation for a Council Report.*
- 3.6 Advocate for better regional connections.
- ✓ 100 % 3.6.01 Seek funding for and deliver road safety projects.  
**Reporting Officer:** Paul Cugley  
**Completion Date:** 30/06/2018  
**Report:** *Council has submitted applications for a range of road safety projects across a number of funding streams, including Black Spot, TAC Community Safety and Pedestrian Safety.*
- 50 % 3.6.02 Advocate for essential safety and road improvements on the Princes Highway West.  
**Reporting Officer:** Paul Cugley  
**Completion Date:** 30/06/2018  
**Report:** *Council Officers have met with VicRoad Officers to advocate safety improvements along Princess Hwy and arterial network. A letter will also be sent to VicRoads highlighting local issues as per Council resolution in August 2017.*
- 25 % 3.6.03 Advocate for improved passenger and freight rail services.

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



**Reporting Officer:** Andrew Paton

**Completion Date:** 30/06/2018

**Report:** Council is actively involved in the Alliance Councils for Rail Freight Development. Funding announced of \$114 million towards upgrading the Warrnambool - Melbourne rail service.

**4** Develop a modern economy with diverse and sustainable employment.

**4.1** Grow the city's population through local economic growth.

- 25 % **4.1.01** Facilitate and promote business support and investment opportunities to grow the local economy.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** Council's Economic Development and Investment Strategy identifies over 60 initiatives to grow the local economy across five key themes - Leadership and Collaboration, Investment and Business Support, Infrastructure and Transport, Skills and Employment, and Visitor Economy.
- 25 % **4.1.02** Provide executive support to implement the Great South Coast Food and Fibre Plan.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** Director City Growth and Manager of Economic Development have provided secretariat, policy and advocacy support for the GSC Food and Fibre Council.
- 25 % **4.1.03** Develop and circulate economic data and analysis to business and industry.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** Economic data disseminated and discussed during a number of events and forums as part of the GSC Small Business Festival. Census 2016 data releases are being made available to the public via Council's online demographic and economic modules.
- 25 % **4.1.04** Implement Warrnambool - China Strategy to build local business capacity and capability.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** Draft China strategy has been completed for peer review (EDAC committee) while regional businesses have been provided China business capability development and market access through the Warrnambool China Bureau and Changchun sister-city relationship.
- 25 % **4.1.05** Promote and facilitate investment in the Warrnambool Regional Airport.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** New hangar completed next to HEMS facility and another hangar proposal at advanced stage of planning.
- 30 % **4.1.06** Complete and implement the Housing Diversity Strategy.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** The Housing Diversity Strategy has commenced with initial consultation being carried out through the W2040 plan which will inform the strategy content.

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 30 % 4.1.07 Plan for the development and implementation of precinct structure plans.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *The following precinct structure plans are underway:-*  
 - Logans Beach Framework Plan review;  
 - North Wangoom Framework Plan;  
*The following precinct structure plan is endorsed:-*  
 - Warrnambool Eastern Activity Structure Plan  
*Planning Scheme implementation documentation of these structure plans is currently underway.*
- 50 % 4.1.08 Maintain adequate land supply through regular audits and monitoring.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *Land supply data is regularly monitored.*  
*An annual land supply audit report will be presented to Council for endorsement in early 2018.*
- 4.2 Encourage more sustainable local business.
- 50 % 4.2.01 Develop, promote and deliver Business Support Package to City Centre businesses for Stage 1 & Stage 2 City Centre Renewal Project.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** *Business Support Package for Zone 1 of the city renewal works contributed to over 30,000 entries across various promotions including the Chance to Win a Million Dollars promotion, AFL Grand Final Package, Easter Promotion and May races. Significantly, the Chance to Win a Million dollars promotion reported that over 55% of entries were influenced to shop in the CBD as a direct result of the promotion. Zone 2 business support package currently under development.*
- 60 % 4.2.02 Complete and implement the Industrial Buffers Project.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *The draft Industrial Buffers Report has been received and is being peer reviewed.*
- 10 % 4.2.03 Implementation of Development Plans and Developer Contributions Plans.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *The following key development plans have been endorsed:-*  
 -Riverland : North of the Merri Precinct 2  
 -Toohey Estate : various versions  
*Developer contributions plans currently underway include:-*  
 North of the Merri DCP - Precincts 1 and 2  
 North Dennington DCP
- 25 % 4.2.04 Deliver a business case and feasibility study for a Business Incubator/Accelerator to support growth of existing companies or start-ups in our region.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** *Under development.*
- 25 % 4.2.05 Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** *Advice and support provided to investors, GORT and State Government to facilitate a number of major development projects at planning stage along the Great Ocean Road.*
- 4.3 Enhance the visitor experience.
- 15 % 4.3.01 Develop and implement actions of the 2017 Events Strategy.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** *Events Strategy at draft stage.*
- 25 % 4.3.02 Coordinate and deliver a regional visitor economy project to build the capacity and capability of local operators to access the growing Chinese tourism market.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** *Council partnered with GORT to conduct a Marketing Masterclass for the regional tourism industry. The program included a number of industry development sessions focussed on accessing the growing Chinese tourism market.*
- 25 % 4.3.03 Partner with GORT and other stakeholders to implement the recommendations of the Warrnambool Destination Action Plan.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** *Actions being progressed across a number of Priority Themes - particularly City Centre Renewal and Flagstaff Hill Renewal projects. Discussions occurring with GORT, Warrnambool Tourism and Business Association and other key stakeholders re: delivery and resourcing of other components of the plan. Council's Visitor Economy Advisory Committee also providing advice towards updating the document and prioritisation.*
- 50 % 4.3.04 Complete, launch and promote the Flagstaff Hill Maritime Village Renewal Project.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** *As part of the project renewal investment has occurred across daytime activations, night sound and light show, asset renewal and compliance, consolidation of VIC and restaurant, and boatyard, site access and facade improvements. Official opening scheduled for mid-November 2017.*
- 10 % 4.3.05 Produce and implement a Strategic Plan for the Holiday Parks (Surfside & Shipwreck Bay).  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** *Preliminary planning has commenced.*
- 25 % 4.3.06 Produce and implement a Marketing Strategy to promote Warrnambool in partnership with Great Ocean Road Tourism & Industry.  
**Reporting Officer:** David McMahon  
**Completion Date:** 31/12/2017  
**Report:** *IAMWARRNAMBOOL website and associated branding launched. A well attended Marketing Masterclass conference held at Deakin University Warrnambool Campus.*



## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 25 % **4.3.07** Support and participate in the activities of the Warrnambool Tourism and Business Association.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** Council is represented on the WTBA and provides secretariat support.
- 25 % **4.3.08** Support the activities of the Great Ocean Road Regional Tourism Board.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** Council is represented on GORRT Board. Visitor Economy branch working collaboratively with GORRT officers and other industry stakeholders.
- 25 % **4.3.09** Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.  
**Reporting Officer:** David McMahon  
**Completion Date:** 30/06/2018  
**Report:** Shipwreck Coast Master Plan (SCMP) identified by GSC Regional Partnerships as its number one priority. \$55 million in State and Federal funding announcements made in October 2017. Council's Chief Executive appointed to SCMP Taskforce.
- 4.4** Advocate for and improve infrastructure including transport, services and digital infrastructure.
- 50 % **4.4.01** Provide advocacy support material and report on advocacy outcomes.  
**Reporting Officer:** Nick Higgins  
**Completion Date:** 30/06/2018  
**Report:** Advocacy documents have been prepared. They are revised and updated when required. working collaboratively across council to get our messages out in support of our community.
- 10 % **4.4.02** Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.  
**Reporting Officer:** Scott Cavanagh  
**Completion Date:** 30/06/2018  
**Report:** Continuing to develop Princes Highway West advocacy.
- 4.5** Create stronger links between education providers, business and industry.
- 25 % **4.5.01** Develop and circulate economic data and analysis to business and industry.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** The GSC Small Business Festival provided events and forums to communicate local economic data and analysis. Census 2016 data releases are also being consolidated and made available online via Council's demographic and economic products.
- 10 % **4.5.02** Continual Improvement of the Development Toolkit.  
**Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** The city development toolkit is maintained and updated as changes to legislation and processes occur.
- 10 % **4.5.03** Continual Improvement of the Building Services Toolbox.

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Reporting Officer:** Jodie McNamara  
**Completion Date:** 30/06/2018  
**Report:** *The building toolbox is updated to reflect changes to legislation and processes.*
- 25 % 4.5.04 Develop and implement a plan of partnership initiatives with Deakin Warrnambool and South West TAFE.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 30/06/2018  
**Report:** *Council has been working in partnership with Deakin University to promote and secure education scholarships funded by business and industry.*
- 50 % 4.5.05 Develop an International Student Education Prospectus.  
**Reporting Officer:** Shaun Miller  
**Completion Date:** 31/12/2017  
**Report:** *A prospectus for international education was prepared specifically for the Changchun Business Delegation in September 2017. Council are working with local education providers to understand the target markets they are pursuing to inform a broader international prospectus.*
- 5 Practice good governance through openness and accountability.
- 5.1 Strategic Resource Plan.
- 10 % 5.1.01 Coordinate, prepare and have adopted Council's Strategic Resource Plan.  
**Reporting Officer:** David Harrington  
**Completion Date:** 30/06/2018  
**Report:** *Timetable prepared and distributed to managers. Plan being reviewed in relation to increasing community aspiration and a tightening fiscal circumstance.*
- 5.2 Annual Budget.
- 10 % 5.2.01 Coordinate, prepare and have adopted Council's Annual Budget.  
**Reporting Officer:** David Harrington  
**Completion Date:** 30/06/2018  
**Report:** *Timetable prepared and distributed to managers. Financial guidance parameters being development in alignment with the strategic resource plan and the long term financial plan to ensure the most efficient use of resources.*
- 5.3 Council Plan.
- ✓ 100 % 5.3.01 Coordinate, prepare and have adopted the Council Plan 2017-2021.  
**Reporting Officer:** Nick Higgins  
**Completion Date:** 30/06/2018  
**Report:** *The Council Plan 2017-2021 has been prepared and adopted. The Council Plan is reviewed annually and, where required, revised.*
- 5.4 Community Plan.
- 80 % 5.4.01 Undertake extensive and inclusive community engagement to inform a long term Community Plan (Warrnambool 2040).  
**Reporting Officer:** Lisa McLeod  
**Completion Date:** 31/12/2017

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- Report:** *Phase One involved more than 2000 responses from community members. There have been almost 100 people volunteer a day to be community reps on the W2040 Panel who are tasked with developing the goals and priorities for the draft community plan.*
- 80 % **5.4.02** Develop a Community Plan to 2040.
- Reporting Officer:** Lisa McLeod
- Completion Date:** 30/06/2018
- Report:** *Warrnambool 2040 is progressing well with Phase One complete and Phase 2 on schedule. A draft plan will be prepared for Council's consideration after the Community Planning day on 21st October 2017.*
- 5.5** Reporting to the community.
- 25 % **5.5.01** Report to the community on progress made in relation to the Council Plan, gather data to meet the Local Government Performance Reporting requirements.
- Reporting Officer:** Peter Utri
- Completion Date:** 30/06/2018
- Report:** *Actions toward the achievement of the Council Plan objectives are outlined through the actions and initiatives reporting. Through out the year reports and updates are provided to Council and the community through specific plan updates like the Green action plan and various operations reports. Updates and promotion of local achievements are also broadcast through C2C and the local papers.*
- LAGPRF reporting is undertaken at the end of each financial year and give clear comparative information of this councils performance against like councils across the state and this information is available to all residents online through the LGPRF web site*
- 20 % **5.5.02** Report on the extent of, and engagement with, Council's communications efforts.
- Reporting Officer:** Nick Higgins
- Completion Date:** 30/06/2018
- Report:** *Council has continued to issue media releases and respond to media inquiries. Council's main website carries regularly updated news items along with the dedicated city centre renewal website. The C2C newsletter is produced monthly and regular newsletters for the city centre renewal have been produced, uploaded online and links sent to stakeholders via SMS or email.*
- 5.6** Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement.
- 20 % **5.6.01** Provide community engagement opportunities relating to Council projects as required.
- Reporting Officer:** Nick Higgins
- Completion Date:** 30/06/2018
- Report:** *Recent examples include opportunities for the community to have their say on the Resource Recovery, Waste Minimisation and Management Strategy and the Port of Warrnambool Master Plan.*
- 30 % **5.6.02** Undertake a review of Councils Local Laws and seek submissions from the community before adopting.
- Reporting Officer:** Glenn Reddick
- Completion Date:** 30/06/2018
- Report:** *First draft of Local Laws received, working group established.*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 5.7** Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.
- 25 % **5.7.01** Continual refinement of the Health and Safety System through improved process, implementation, reporting and organisation engagement.  
**Reporting Officer:** Darren Barber  
**Completion Date:** 30/06/2018  
**Report:** *Quarterly reporting has been completed for MEG and Audit and Risk. A gap analysis document is currently being developed in readiness for the National Auditing Tool (NAT) as part of the new MAV Self Insurance Scheme.*
- 25 % **5.7.02** Enhancing efficiency and organisational performance through improved organisation culture utilising a trusted advisor model of service.  
**Reporting Officer:** Darren Barber  
**Completion Date:** 30/06/2018  
**Report:** *The OD team continues to engage with the organisation and facilitate conversations about efficiency and organisation performance. A highlight this quarter is partnering with the Capacity Access and Inclusion branch to assist in developing strategies for service improvement.*
- 20 % **5.7.03** Facilitation of organisational business improvement through identification and implementation of technological advance utilising a project management approach.  
**Reporting Officer:** Benjamin Storey  
**Completion Date:** 30/06/2018  
**Report:** *A system to support Council's project management framework has been identified and requires funding through the budget process.*
- 35 % **5.7.04** Implement workplace actions to educate and build capacity of Council staff regarding gender and diversity equity and family violence issues.  
**Reporting Officer:** Darren Barber  
**Completion Date:** 30/06/2018  
**Report:** *We are currently implementing the Listen Lead and Learn gender equity program across council to identify strategies and actions that will improve outcomes for women in leadership positions across council.*
- 75 % **5.7.05** Implement mobile computing system for Environmental Health Services to improve efficiency, service delivery and reduce paper waste.  
**Reporting Officer:** Robert Page  
**Completion Date:** 30/06/2018  
**Report:** *Mobile computing system has been installed and is in testing phase.*
- 95 % **5.7.06** Update the Domestic Animal Management Plan.  
**Reporting Officer:** Peter McArdle  
**Completion Date:** 31/12/2017  
**Report:** *Plan is out for public comment prior to presenting to Council for adoption.*
- 90 % **5.7.07** Introduce state-of-the-art technology to manage car parking in the city.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *New machines and enforcement devices have been ordered and will be installed in December*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- ✓ 100 % 5.7.08 Review work processes and safety procedures to ensure local laws are maintained efficiently and safely.  
**Reporting Officer:** Peter McArdle  
**Completion Date:** 30/06/2018  
**Report:** *Ongoing requirement, a number of new safety items have been purchased and processes reviewed.*
- ✓ 100 % 5.7.09 Update the Municipal Fire Management Plan.  
**Reporting Officer:** Peter McArdle  
**Completion Date:** 31/12/2017  
**Report:** *Presented to Council for information pending review.*
- 10 % 5.7.10 Ensure T1 ECM document management system is well integrated into Council business processes.  
**Reporting Officer:** Peter Newell  
**Completion Date:** 31/12/2017  
**Report:** *As at 4th Oct '17 170 staff trained.  
Training sessions continuing weekly or as required.  
Records & IT staff working with business teams to refine processes utilising features or ECM.  
  
Ongoing training being scheduled for organisation*
- 10 % 5.7.11 Aim for efficiencies through the use of digital technology.  
**Reporting Officer:** Peter Newell  
**Completion Date:** 30/06/2018  
**Report:** *Working with the Systems Improvement Committee and business units of Council to identify, document and manage opportunities for improvement.  
Extension of the Tech1 Project Management module is the first additional initiative to be taken on since the budget process.*
- 5.8 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk.
- ✓ 100 % 5.8.01 Conduct an audit and develop an action plan to meet the requirements of the Municipal Emergency Management Plan.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *MEMP has been audited and actions completed*
- 10 % 5.8.02 Achieve a low risk financial sustainability rating through preparation of the annual budget and ongoing monitoring of the financial performance.  
**Reporting Officer:** David Harrington  
**Completion Date:** 30/06/2018  
**Report:** *Continual monitoring of performance through the Executive and Council, highlighting any issues and implementing actions required to achieve financial sustainability.*
- 15 % 5.8.03 Develop long term financial plans to ensure the long term financial sustainability of Council.  
**Reporting Officer:** David Harrington  
**Completion Date:** 30/06/2018  
**Report:** *Updating long term financial model after completion of 2016/17 financial year. Work continues on developing modeling scenarios in order to both ensure long term financial sustainability and to incorporate the aspirations of the community of major projects to be undertaken.*

## Activities & Initiatives 2017 - 2018

### Action Status with Revisions/Reports



- 5.9** Deliver customer-focused, responsive services.
- 25 % **5.9.01** Improving organisation culture, engagement and service standards through a coordinated approach to innovative and sector leading training, professional development, cultural diversity and wellbeing.  
**Reporting Officer:** Darren Barber  
**Completion Date:** 30/06/2018  
**Report:** *Our 2017 / 2018 training plan has been developed and training opportunities communicated across council. This included a video production highlighting the training experience of previous delegates of the LG Pro and Great South Coast leadership programs.*
- 20 % **5.9.02** Customer Service Strategy Review 2017-2018.  
**Reporting Officer:** Glendon Dickinson  
**Completion Date:** 30/06/2018  
**Report:** *Report on outcomes of 2012/2016 nearing completion for submission to Council. Identification of key members for project group to be identified in the coming weeks*
- 10 % **5.9.03** Identify customer-focused opportunities for the development of digital service delivery.  
**Reporting Officer:** Glendon Dickinson  
**Completion Date:** 30/06/2018  
**Report:** *Business Improvement Group has had site meeting at the city of Casey to identify possibility of a resource share program in this area. Work has also commenced in the integration of SAI Global and Tech One software for the digital delivery of Statutory Certificates relating to Land Conveyance. Preliminary work in the Digital delivery of all land conveyance matters is underway and will be operational by October 2018 to meet legislative requirements for the transfer of land.*
- 50 % **5.9.04** Communicate new initiatives and changes in legislation to the commercial sector under the Food and Health Act.  
**Reporting Officer:** Robert Page  
**Completion Date:** 31/12/2017  
**Report:** *First e-newsletter communication has been sent regarding new changes in tobacco legislation and other food safety matters, social media articles produced.*
- 30 % **5.9.05** Ensure all Local Laws are enforced and the review process and discretions administered in accordance with the objectives of the Local Laws and relevant Council guidelines.  
**Reporting Officer:** Glenn Reddick  
**Completion Date:** 30/06/2018  
**Report:** *Local Laws review process has commenced. First draft received and working group established*
- ✓ 100 % **5.9.06** Complete a review of the existing kerb side collection contract in readiness for a new contract.  
**Reporting Officer:** Kate McInnes  
**Completion Date:** 30/06/2018  
**Report:** *Contract has been reviewed and consultant appointed to draft the new contract*

**5.5 CORPORATE STRATEGIES OPERATIONS REPORT****Purpose**

*This report provides information related to activities undertaken by the Corporate Strategies Directorate over the past quarter and, where relevant, the past financial year.*

**THE DIRECTORATE**

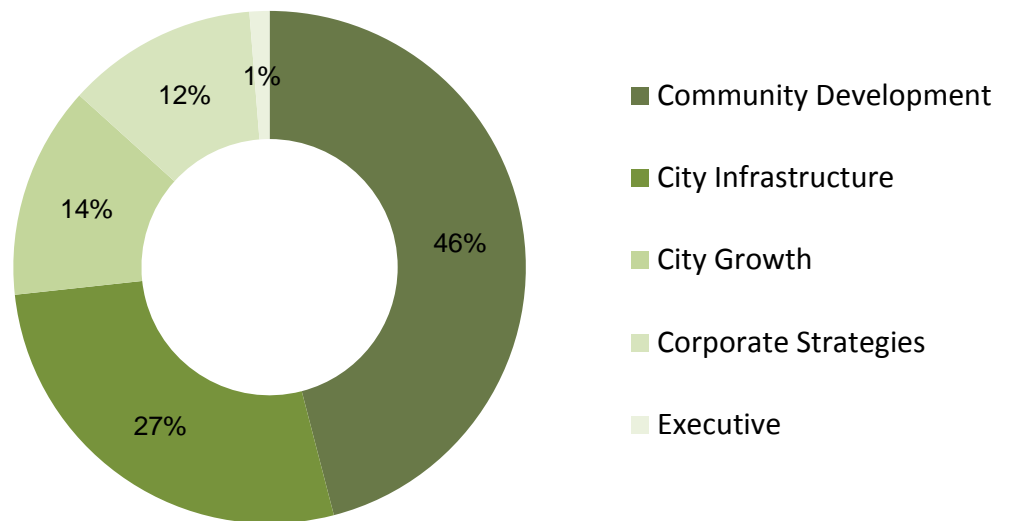
The Corporate Strategies Directorate is a largely an internal service provider to all parts of the organisation.

The directorate comprises Organisation Development, Revenue and Property Services, Information Services, Communications and the South-West Victorian Livestock Exchange.

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

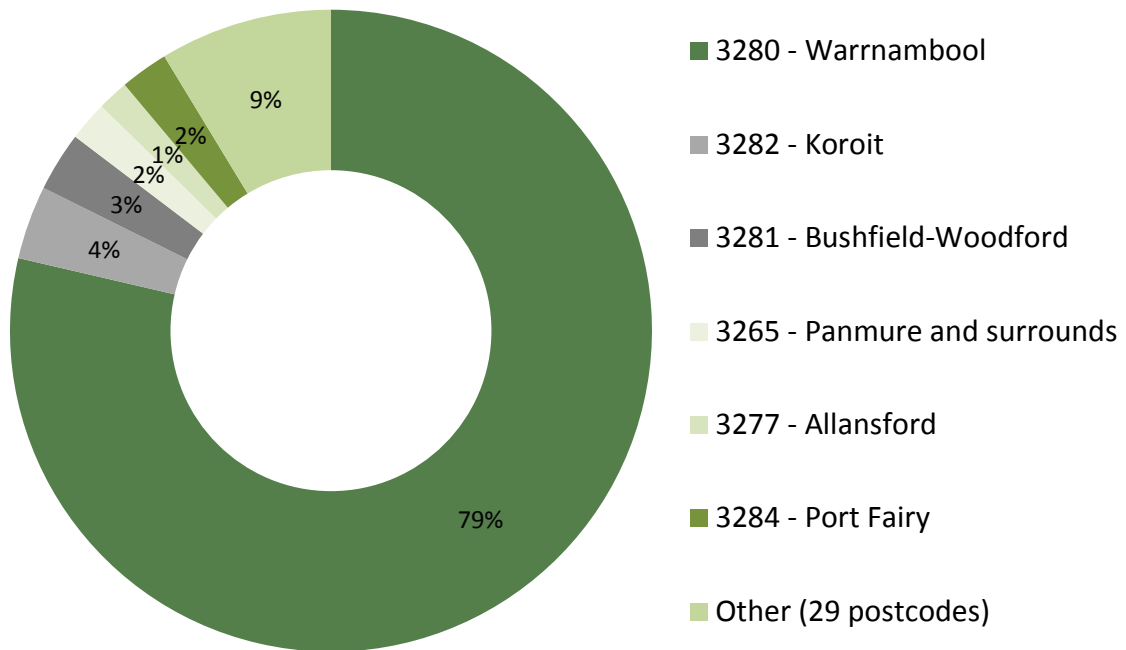
**That the Corporate Strategies Operations Report be received.**

**CARRIED 6:0**

**ORGANISATION DEVELOPMENT BRANCH****Where we work - around the directorates**

Overall the total number of individual people that work for council is about 715. This number equates to the equivalent of about 400 full-time jobs in the community. Staff numbers fluctuate seasonally with additional employees hired over summer months to work at Surfside Holiday Park, AquaZone and Flagstaff Hill Maritime Village. Council is one of Warrnambool's major employers with the largest proportion of staff living in the 3280 post code.

### Where our staff are from - postcodes



### A safer workplace

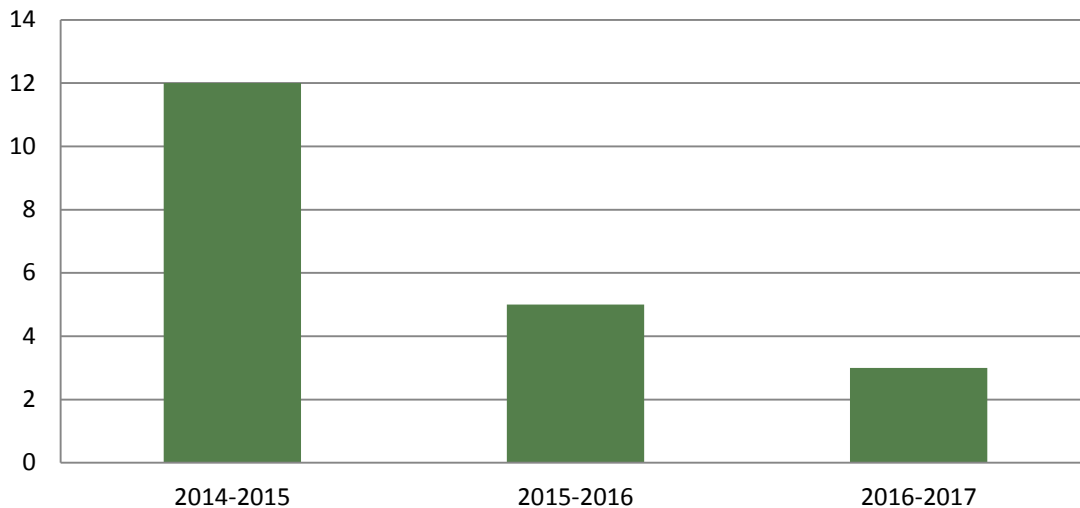
Council is strengthening its health and safety culture. A focus on identifying and reporting hazards has created safer work environments and reduced the potential for WorkCover claims.

Activities over the past year have included:

- 22 awareness training sessions on manual handling and avoiding slips, trips and falls;
- A specialist physiotherapist delivered job-specific manual handling training to the HACC services team; and,
- Council’s Injury Management Advisor developed return-to-work plans for 24 workplace injuries and 16 return to work plans for non-work related injuries

The graph below reflects a reduction in injury rates over the past three financial years. Council’s challenge is to continue this trend to ensure staff and volunteers return home safely each day.

### Standard WorkCover claims





## Work Experience/Internships/Work Placements

The breadth of roles across Council's operations makes it an attractive destination for people seeking work experience.

Over the past year:

- 91 students completed work experience/work placement across various Council service areas.
- Six graduates successfully completed their 2016 Traineeships with WCC in January 2017.
- Seven trainees commenced in the 2017 Traineeship Program and have begun their studies in the areas of Business Administration, Sport & Recreation, Tourism, Community Services & Conservation & Land Management. An additional trainee was appointed in June 2017, for a two year traineeship with the Environment team.

## Generating efficiencies through shared services

Warrnambool City Council initiated a Memorandum of Understanding with four South West municipalities to develop shared corporate services with a view to achieving efficiencies that would deliver savings to ratepayers. The inaugural service identified as a pilot service is Learning and Development.

This project is in the early development stage with:

- South West Corporate Directors Group endorsing the concept.
- Moyne, Corangamite, Glenelg, Southern Grampians and Warrnambool Councils are committed to the arrangement.

The Corangamite, Moyne and Warrnambool municipalities were successful in securing \$75,000 from the State Government to develop shared services..

This funding plus cash and in-kind support of \$75,000 from the three councils will be used to complete a business case to assess the feasibility of integrating the core Information Technology and Communication (ICT) functions into a shared service model with the long-term objective of delivering services more efficiently and effectively.

All councils are facing increasing cost pressures. The demand for ICT continues to grow and the capacity of councils to meet this challenge individually is becoming increasingly difficult and costly. The three councils would like to explore a model that ensures each are able to meet the needs of their internal and external customers at an acceptable cost.



## REVENUE, PROPERTY AND CUSTOMER SERVICE BRANCH

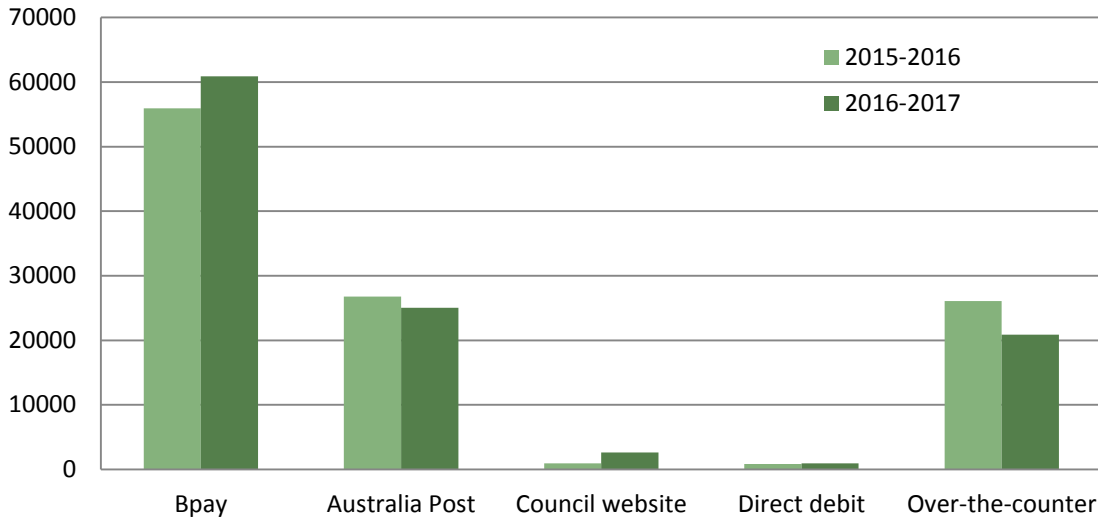
Over recent years Council has encouraged customers to pay accounts electronically rather than over the counter.

While Council continues to provide an over-the-counter service for customers who prefer to manage their accounts face-to-face, a range of options has been provided for pay Council bills including BPay, direct debit and via Council's website.

These payment choices recognise that more people prefer to manage bills electronically and at a time of their choosing.

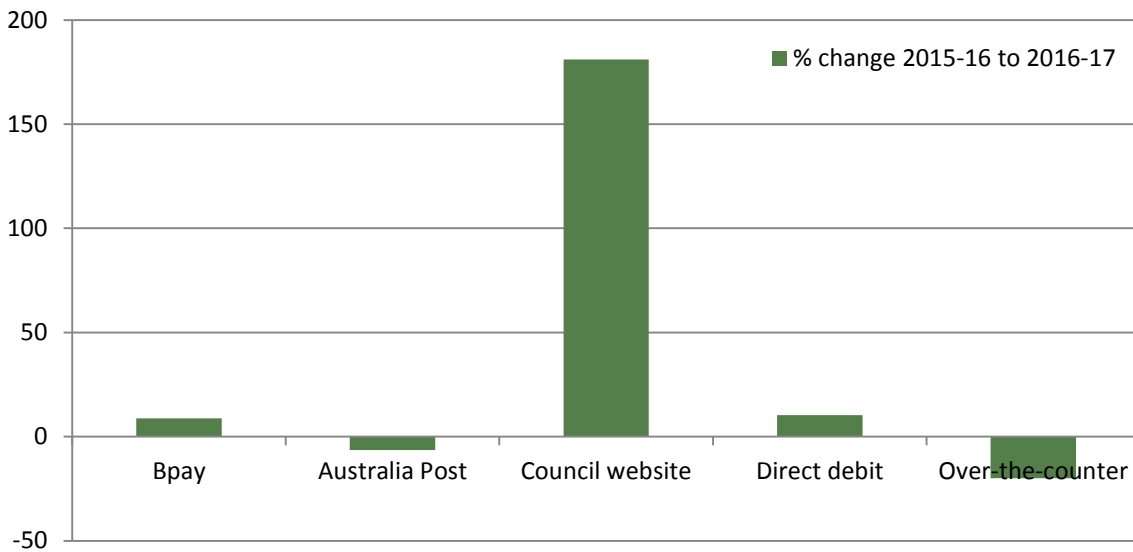
These options also provide a cost-saving to Council. The move away from over-the-counter payments (26,093 in 2015-2016 down to 20,888 in 2016-2017) has saved considerable staff time in accepting and processing payments.

### Payment methods



While payments via the Council website are relatively small in number this method of payment experienced considerable growth over the past year.

### Payment preferences - trends



**Payment Method**

BPay, online via the Council website and direct debit are increasing as preferred payment methods.

Activity	Aug 17	Sept 17	Oct 17	2016/17 Total	2015/16 Total
Commonwealth Bank BPay	3,912	7,004	4,638	60,907	55,958
Australia Post	1,443	2,907	1,464	25,068	26,759
Internet (commenced 1/1/2016)	244	225	257	2,636	937
Counter	2,060	2,189	1,490	20,888	26,093
Direct Debit	9	15	16	949	860

**eNotice Registration**

The promotion of receiving rate notices electronically achieves a more environmentally friendly delivery method and savings on postage for Council.

Notice Type (No Registered)	Aug 17	Sept 17	Oct 17	2017/18 Total	2016/17 Total
eNotice (Electronic)	467*	238	75	2,379	1,427

\* First Introduced

**City Assist**

The City Assist Unit is Council's customer service team and operates at the Civic Centre front counter. As Council's "one-stop-shop", City Assist aims to answer all inquiries or connect customers with the appropriate Council officers.

The following tables reflect the variety of interactions between City Assist and its customers, along with the team's performance and responsiveness.

Popular customer inquiry topics included:

**July 2017**

Stormwater  
Kindergartens

**August 2017**

Rates – account and valuation inquiries  
Animal registration and fines

**September 2017**

Rates  
Kindergarten first round offers

**Total Customer Contact Summary**

	2016-2017	2015-2016	First qtr 2017	First qtr 2016
Total customer contacts for City Assist Unit	<b>97,566</b>	97,796	<b>22,069</b>	<b>24,294</b>
Enquiries resolved at the first point of contact %	<b>65</b>	64	<b>69</b>	<b>68</b>

**Telephone Contact Summary**

	2016-2017	2015-2016	First qtr 2017	First qtr 2016
Total telephone calls answered in City Assist Unit	55,061	55,198	12,232	13,466
Average phone calls answered per day	223	223	188	207
Average waiting time before speaking to a customer service officer (Seconds)	20	21	23	20
Percentage of calls answered within 20 seconds	64	77	63	71
Percentage Calls resolved at the first point of contact	44	41	46	46

**Face to Face Contact Summary**

	2016-2017	2015-2016	First qtr 2017	First qtr 2016
Total in-person contacts in City Assist Unit	41,715	42,158	9,737	10,732
Payments made at front counter	20,646	22,584	4,514	5,321
Percentage Enquiries resolved at the first point of contact	95	95	98	95

**Website**

Customers continue to visit Council's website to gather information on Council services. Requests to Council for information and/or services can also be made online. When a request is lodged online, it is allocated a password, which enables customers to revisit their request and view its progress, as it is actioned by Council staff.

**Web Site Contacts – Summary**

	2016-2017	2015-2016	First qtr 2017	First qtr 2016
Customer Requests submitted online	164	124	38	26
Total Visits to the Website	230,049	253,154	5,1781	4,6674
Repeat Visitors	93,333	122,300	22,143	18,331
New Visitors	136,716	130,854	29,638	28,343
Live Support	344	314	77	70

**Customer Request Management System**

The customer request system records, tracks and monitors requests from both internal and external customers.

### Customer Requests - Summary

	2016-2017	2015-2016	First qtr 2017	First qtr 2016
Total Customer Requests logged	14,613	16,683	3,727	3,909
Most requested subject (excluding phone messages) for external customers	Parking	Parking	Parking	Parking



### INFORMATION SERVICES BRANCH

Council is committed to enabling IT – anytime, anywhere on any device.

This increases efficiency, accuracy and timeliness with work being done once, directly into Council's computer systems rather than being written on paper and transcribed later.

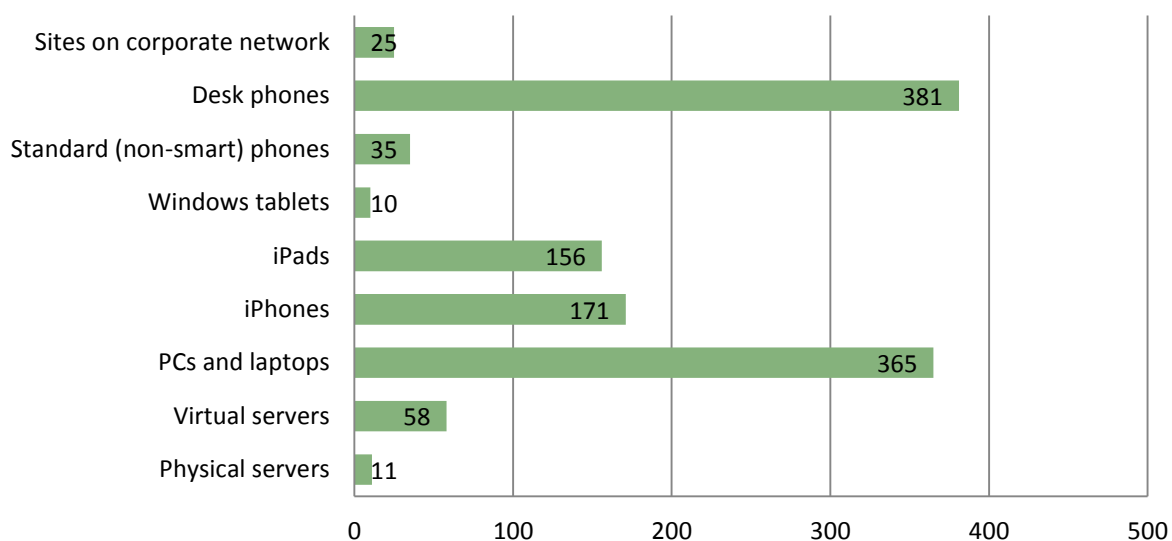
To support this:

- 20 per cent of our “desktop” computers are laptops which are portable.
- smartphones and tablets give staff access to emails, calendars and contacts and a growing suite of other applications so they can conduct business anytime and anywhere.
- Council is installing wi-fi into all of its sites making mobile working even more seamless.
- Council runs an Employee Self-Service portal which enables all Council staff to use their own PC, smartphone or tablet to view pay summaries, request leave or update their details anytime, anywhere on any device.

### IT Infrastructure

Council's kindergartens are now connected to the corporate computer network providing an improved level of connectedness for staff working at the kindergartens – they have access to services including the intranet.

#### IT infrastructure



WiFi has been installed at the Lighthouse Theatre and AquaZone. Works are underway to install Wifi at the Art Gallery and Surfside Holiday Park.

Another cost-saving has been achieved with printing from Apple devices now possible without the need for additional software.

On the cybersecurity front our service and desktop computer operating systems have received security updates, protecting the Council from viruses and malware such as “Wanna Cry”.

NBN upgrades have been provided at the Archie Graham Community Centre, Flagstaff Hill Maritime Village (for management of the night show experience), AquaZone and the Lighthouse Lodge.

Web browsing at Council offices is managed and monitored by a tool, Zscaler.

- During the month of October there were a total of 28.1 million internet transactions
- Zscaler blocked 222,478 as being potentially harmful
- Advanced threats blocked included:
  - 3,742 instances of spyware
  - 383 cross-site scripting (Cross-site scripting (XSS) is a type of computer security vulnerability typically found in web applications. XSS enables attackers to inject client-side scripts into web pages viewed by other users. A cross-site scripting vulnerability may be used by attackers to bypass access controls)
  - 152 viruses
  - 5 instances of phishing (techniques to divulge private or secure information)

The Zscaler tool also blocks:

- Time-wasting sites – not related to work
- Resource-wasting sites – video, games, etc
- Gambling and pornographic sites



## Emails

Council staff have a combined total of 666 email addresses.

In the 30 days to November 13 there were:

- 209,300 emails received
- 141,800 stopped by reputation
- 4,101 spam emails detected
- 63,300 emails were sent
- 1 virus was detected

## Records

On September 11 Council switched on a new records management system called ECM.

During August and September over 1.3 million records were extracted from the previous system and placed in ECM.

ECM is part of the TechnologyOne integrated suite of programs, a number of which are used by Council in other areas of the operation, including finance.

In the nine weeks since ECM was switched on, 37,378 records have been added.

In addition to digital records, Council has about 750 linear metres of physical records stored off-site. For a number of years this has been in leased premises. A warehouse has now been built at the Council Depot to store these records. Over time this will be a significant cost saving to Council.

Council participates in a Municipal Association of Victoria-sponsored program to improve record-keeping. Moving toward Victorian Electronic Records Standards Compliance mitigates our legislative risk in relation to record-keeping.

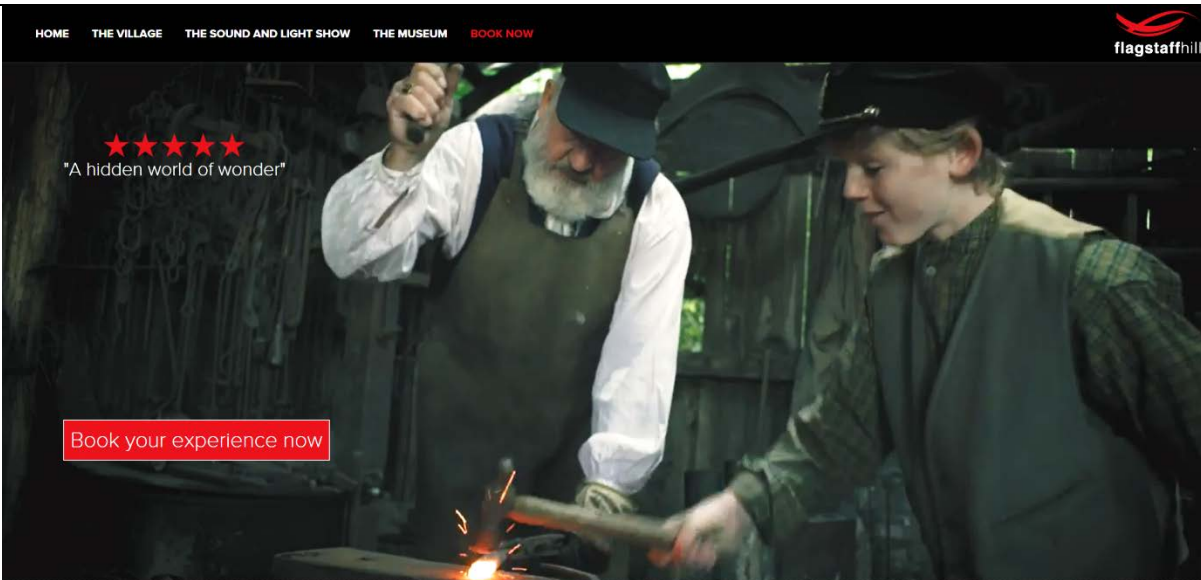
## COMMUNICATIONS BRANCH

The Communications Branch exists to help inform the community about Council activities and initiatives, to provide internal communication support and to help advocate for the municipality.

## Websites

The Communications Branch continues to maintain more than 15 websites including the main Council website and sites for AquaZone, the CBD renewal, community engagement, Connect Warrnambool, Fun4Kids, the WAG, Lighthouse Theatre, Surfside Holiday Park and Eat Well, Be Active.

The Flagstaff Hill Maritime Village website was brought "in-house" and completely redeveloped to coincide with the reopening of the village following the \$2.95 million upgrade which included a new sound and light show.



**FLAGSTAFF HILL - EXPERIENCE THE HISTORY**

At the end of The Great Ocean Road, just beyond the 12 Apostles, the picturesque seaside city of Warrnambool is home to Flagstaff Hill Maritime Museum and Village.

*Above: screenshot from the new Flagstaff Hill website.*

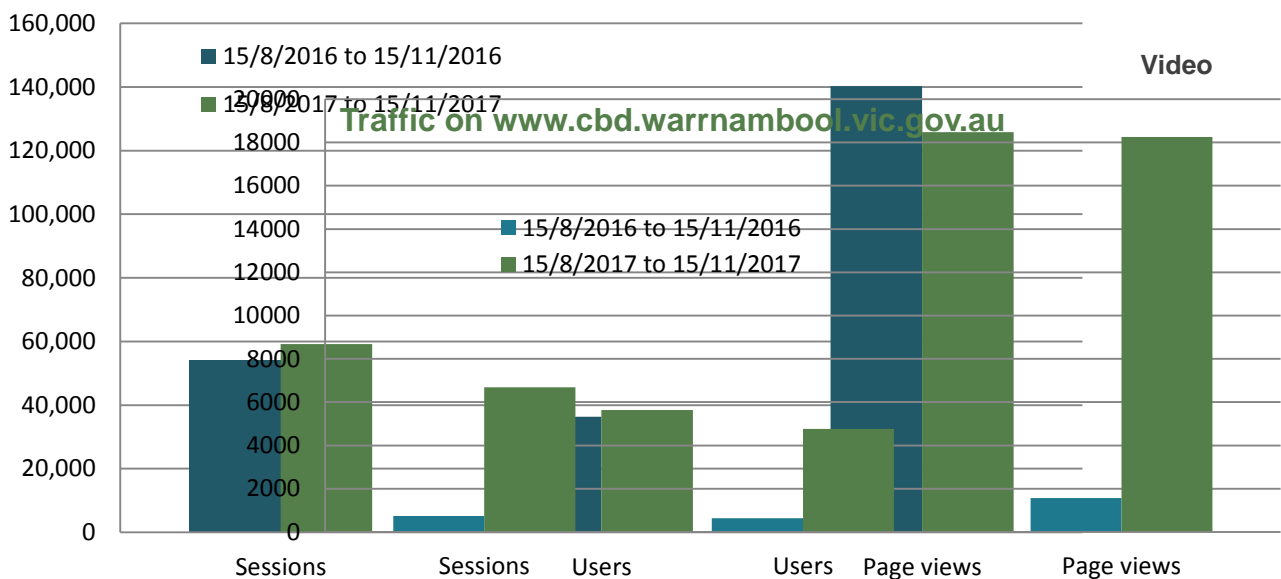
Council's website designer now has access to development, testing and production websites enabling the more rigorous testing of websites and application of security updates without disrupting live websites.

A new website was created to assist with community engagement for the long-term community plan, Warrnambool 2040 (w2040.com.au).

The main Council website continues to attract the greatest number of users and sessions. The number of sessions in the three months to November 15, 2016, was 54,277. The sessions in the three months to November 15, 2017, totalled 59,224.

With the City Centre Renewal currently under way, traffic to the [cbd.warrnambool.vic.gov.au](http://cbd.warrnambool.vic.gov.au) website has increased markedly compared to last year. The website contains the weekly city renewal newsletter and is also the portal through which shoppers enter the \$1 million city renewal promotion.

**Traffic on [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)**



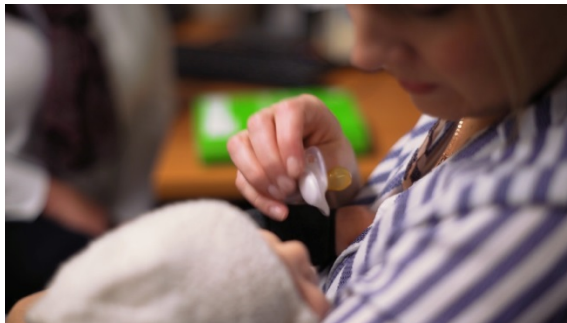
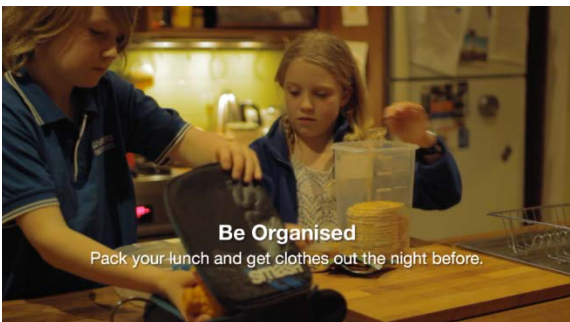
**Traffic on [www.cbd.warrnambool.vic.gov.au](http://www.cbd.warrnambool.vic.gov.au)**



The Communications Branch is produced a number of videos to promote Council activities including the City Centre Renewal, Flagstaff Hill Maritime Village and WAG exhibitions.



**Above left:** video to promote the day experience at Flagstaff Hill Maritime Village. **Above right:** Still image from a video showcasing Warrnambool which was played on a Chinese TV news program.



**Above left:** walk to school video. **Above right:** Celebration of 100 years of maternal and child health services.



Riding for the Disabled

### Print

The C2C magazine continues to provide a more traditional means of communication and is distributed as an insert into a Saturday edition of The Standard at beginning of the month. Along with information on Council projects and activities the community calendar has been used by community groups including the Country Women's Association, Warrnambool Community Garden and the Warrnambool Playgroup.

Weekly editions of the city centre renewal newsletter are being produced. The newsletter is available online and links are emailed and sent via SMS to interested stakeholders.

### Media

Over the recent months media releases were issued covering a range of Council-related topics and functions including: the revamp of the Allansford hall, the Woodford bridge, various roadworks, children's service centre open day, the Great South Coast Small Business Festival, Flagstaff Hill, the Draft Waste Management Strategy, return of the whales and the lighting project at East Warrnambool parks.

The Communications Unit also issues an eNews email to interested residents which includes information on major Council projects along with decisions from Council meetings.

Council receives regular media inquiries from The Standard, Ace Radio, ABC Radio, WIN TV and Channel 9 Western Victoria. In recent months Council has responded to inquiries on topics including the city centre renewal, the organic waste trial and mountain biking at Thunder Point.

Local ABC Radio and Ace Radio also provide regular broadcast opportunities for the Mayor to answer questions and discuss Council projects.

### Graphic design

Council's in-house graphic designer continued to produce work for a range of Council's departments including the WAG, Lighthouse Theatre and Flagstaff Hill.



*Above: art for the mural at the revamped RSL building.*



*Above: poster promoting the new gym equipment at Aquazone.*



Above: art work for the Warrnambool 2040 plan and a sign for the Japanese Garden.

**Advertising**

A number of radio advertisements were aired on local radio to promote initiatives including Clean Up Australia Day, Detox Your Home and childcare services.

Council also continues to run “noticeboard” advertisements every week in The Standard which are drawn up by the in-house graphic designer.

Advertisements promoting the saleyards, supported by Warrnambool stock agents, also appear weekly in the Standard.


Now taking enrolments



The Warrnambool City Council has been offering quality early years education for more than 40 years

Centre-based Child Care	Family Day Care	Kindergarten Services
<p>www.warrnambool.vic.gov.au   Connect to Council             Phone: 5559 4747</p>		

Above: advertisement promoting childcare services.



Proudly located in Warrnambool

South West Victorian Livestock Exchange 5559 4737

### May 26 Store Sale Report

Warrnambool agents yarded 3200 cattle last Friday, feedlot buyers were very active on suitable cattle along with restockers and commission buyers producing prices seen at last month's sale. Cattle went to all parts of Victoria, NSW and South Australia. A highlight was Moyne Falls selling 786 head for an average of \$1100. Congratulation to all vendors for a great line of Cattle.

### Top Prices May 31, 2017

<b>BULLOCKS</b>			<b>HEAVY HEIFERS:</b>		
800 to 900kg	\$2.89/kg	\$2712	over 500kg	\$3.00/kg	\$1622
700 to 800kg	\$3.16/kg	\$2370	<b>BULLS:</b>	\$3.05/kg	\$3324
600 to 700kg	\$3.15/kg	\$1974	<b>BEEF COWS:</b>	\$2.65/kg	\$1924
<b>HEAVY STEERS:</b>			<b>DAIRY COWS</b>		
500 to 600kg	\$3.17/kg	\$1780	Friesian:	\$2.34/kg	\$2001
<b>TRADE STEERS:</b>			Jersey:	\$2.20/kg	\$1065
400 to 500kg	\$3.39/kg	\$1627	<b>BOBBY CALVES:</b>		
<b>FRIESIAN STEERS AND CROSS-BRED STEERS:</b>			FRIESIAN HEIFERS		\$285
400 to 500kg	\$2.63/kg	\$1413	FRIESIAN BULL		\$61
<b>STEER VEALERS:</b>			BEEF CROSS-BULLS		\$165
400 to 500kg	\$3.58/kg	\$1651	HEIFERS		\$140
<b>HEIFERS VEALERS:</b>			<b>STORE CALVES:</b>		
400 to 500kg	\$3.40/kg	\$1258	cross-bred steers		\$785
<b>TRADE HEIFERS:</b>			heifers		\$565
400 to 500kg	\$2.90/kg	\$1392			

### Draw Wednesday June 7, 2017

Agent	Cattle	Sheep	Calves	Dairies
Brian O'Halloran	2	4	3	4
Eiders	5	2	1	2
J & J Kelly	3	5	4	3
Landmark	4	1	2	5
SKB				
Rodwells	1	3	-	1

### TO BE OFFERED IN DAIRY SALE 1PM WEDNESDAY JUNE 7

- A/c Rosverland farms
- 60 AI Bred Friesian heifers rising 2 years
- Dep to Jersey bulls for June calving
- A/c D & C FARLEY
- 30 AI Friesian cows 2nd-4th calvers ,
- Calved end of April, May
- A/c Vendor
- 30 freshly calved and springing Holstein heifers
- AI bred.

**Brian O'Halloran & Co.**  
Anthony Mahony  
0419 529 576

**LANDMARK**  
Kieran Johnstone  
0408 352 029

**Eiders**  
David Patterson  
0406 759 071

**KELLY**  
Jack Kelly  
0408 529 480

**SKB Rodwells**  
Glen Judd  
0448 925 444

www.warrnambool.vic.gov.au Connect to Council

Above: sample of weekly advertisement for the South-West Victorian Livestock Exchange.



Above: the Fun4Kids television advertisement was produced in-house.

### Social Media

Council is active on social media platforms including Twitter, Facebook, YouTube and Instagram. Council Twitter followers now number 3,683, up from 681 in May 2013.

Great Oz Gov Tweets

Using data to highlight great government communication. From Measured Voice and Delib Australia.

#3 This was the 3rd most engaging Tweet from Australian government Twitter accounts on July 3, 2017.

Within its first day, this tweet received

- 20 retweets
- 54 favorites
- reached a potential of 35,488 people

Other top tweets from Australian governments and councils on July 3, 2017

by @AusAntarctic by @parksvictoria

**WARRNAMBOOL CITY COUNCIL**

**SUPPORTS MARRIAGE EQUALITY**

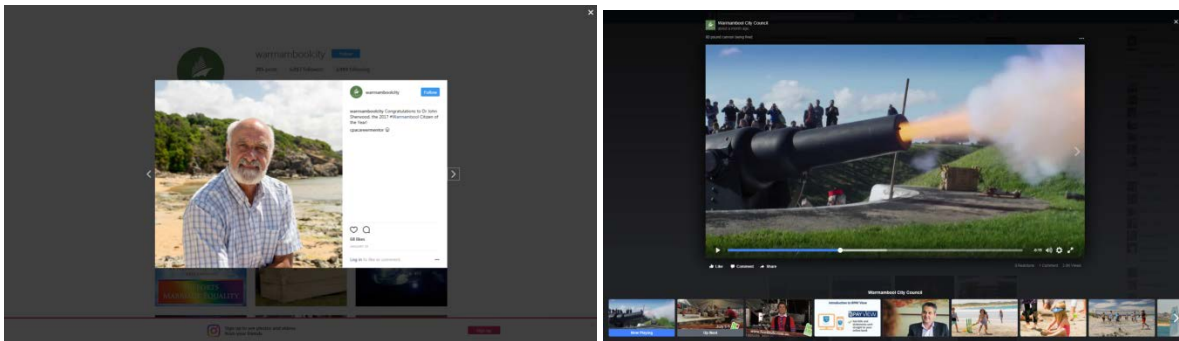
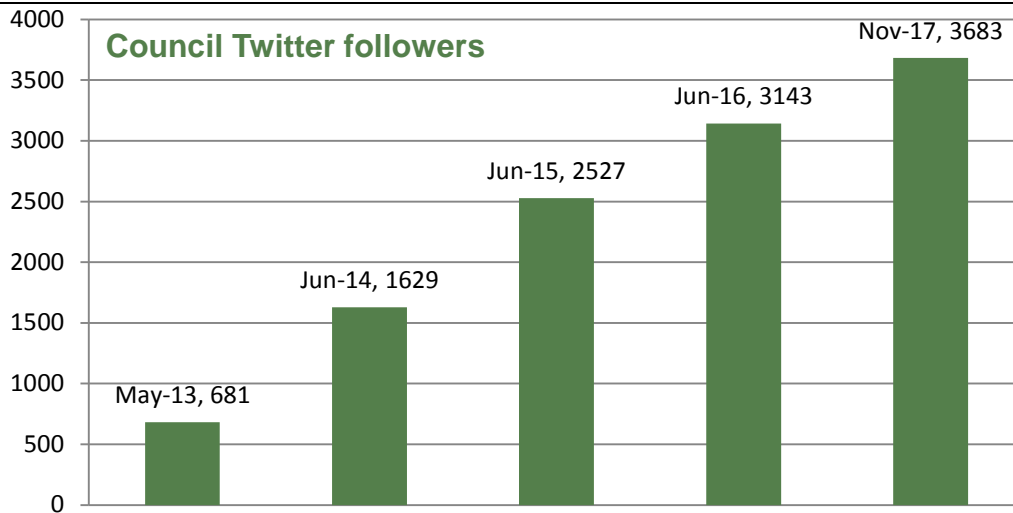
Warrnambool City @warrnamboolcity

At tonight's Council meeting, we made our stance clear #MarriageEquality

6:36 PM - Jul 3, 2017

8 11 43 96

Left: the tweet announcing the decision on marriage equality was assessed as the "third most engaging tweet" from a government account on July 3.



**Above left:** Instagram continues to grow in popularity with the Council's account registering 5,035 followers, up from (4,659 followers in June 2016). **Above right:** the slow-motion video of the cannon firing at Flagstaff Hill Maritime Village during the Fun4Kids Festival received 2,800 views.

Council's main Facebook page also recorded steady growth over the past year and is currently at 3,501 likes.

Council also has 153 subscribers to its YouTube channel and Council videos have a combined 301,524 views.

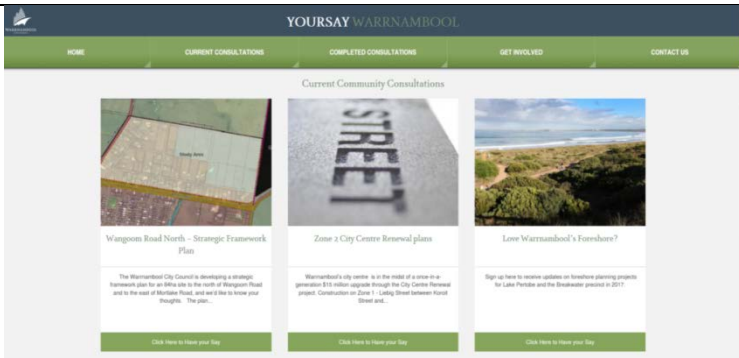
### Audio

Council provides audio recordings of Council's public meetings and these are made available for streaming or downloading via Council's main website, [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au).

The first Council meeting recording to be made publicly available was the August, 2015 meeting. Up to July 31, 2017, the 37 Council meetings have so far recorded 1,517 "plays" and 87 downloads.

### Engagement

The Communications Branch has supported community engagement efforts for the Warrnambool 2040 community plan, the Lake Pertobe Master Plan, Botanic Gardens Master Plan. The branch also took a leading role in the production of the Council Plan 2017-2021.



Above: sample of community engagement opportunities available through the Your Say website.

**Marketing campaigns**

The Communications Branch works with other Council departments to help with the promotion of Council initiatives. These have included the Immerse Yourself campaign which encourages people to shop in the city centre for a chance to win \$1 million; promotion of Meals on Wheels and encouraging the uptake of BPay View for rates payment.

The branch also produce brochures on issues that Council actively advocates for on behalf of the community including tourism, food and fibre, roads, rail services and a new learning centre/library.



Above left: branding and design for the \$1 million city centre promotion was developed in-house. Above right: city centre traders helped promote the free 90-minute parking in Parkers Carpark as part of the City Centre Renewal business support package.



Above left: images of the South West were displayed on a large video screen during the Fun4Kids Festival. Above right: the Lighthouse Theatre season launch involves the production of video and printed materials in partnership with the theatre team.

## FINANCIAL SERVICES BRANCH

### Better vehicle management

Council re-negotiated its fuel card contract and is now using the Victorian Government contract which will achieve annual savings of \$20,000.

Through TechOne a report on monthly vehicle fuel consumption is being produced. This will lead to better understanding of the consumption incurred by each vehicle and allow us to analysis fuel consumption patterns and drill into vehicle usage and to try to create savings and efficiencies with better fleet management.

### Smarter phone plans

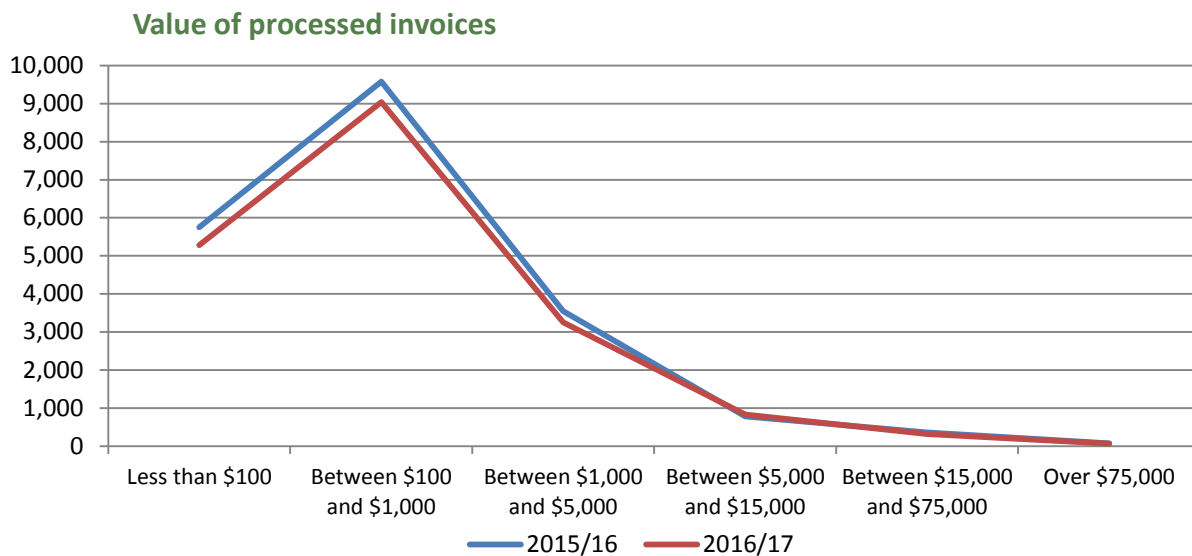
Set-up automated reporting to review mobile phone plans and usage enabling us to align the phone plans to most cost effective which is achieving annual savings of \$13,000.

### Joining forces for a better banking deal

Council entered into a joint procurement process with three other Councils for transactional banking services. The increased scale of the joint tender achieved annual savings of \$10,000.

### When cards are the better option

Greater use is being made of purchase cards for low value purchases. The cards have a lower processing cost to Council - about \$15 per transaction against \$75 per transaction for invoices with purchase orders. The number of invoices processed in 2016-2017 has reduced by 1,305 while credit card usage has grown from 14% to 23% of total transactions. Based on the processing cost per transaction, this has generated savings of \$78,300. The volume of invoices under \$1,000 has dropped by almost 14% or 1,009 invoices annually.



### More automation

Sites including Aquazone, Warrnambool Stadium and the Holiday Parks now have integrated cash receipting systems allowing them to automatically process transactions in Technology One. This has saved significant manual work in keying these figures into Technology One.

Monthly financial reports for managers and service managers are now automated. With one click 324 reports are produced and links sent to 46 managers and service managers.

Loan payments are now pushed into Accounts Payable when they are due as a result of automating the treasury function in Technology One. This was previously done manually and the system accrues data on interest income and expenses on a monthly basis – leading to more accurate financial statements.

Invoices from our utilities provider are now electronically uploaded into Technology One. The process now takes minutes where previously it took more than a day a month of manual processing. Over the course of a

year we receive about 600 utilities invoices. This electronic upload will equate to a time saving of about 14 days per year and a processing cost saving estimated at \$45,000.

### Better reporting

The revised the Monthly Finance Report to Councillors and Council directors provides more comprehensive information including profit and loss statement, balance sheet, top five and bottom five performing services, capital expenditure and funding analysis, debtors report, treasury report, FTE report and a procurement analysis report.

### Help when it's needed

Each department has a dedicated finance partner to assist with any financial issues. This leads to the finance partner having a better insight and understanding on the operations of the department.

### Real-time financial data

A new TechOne dashboard was developed for kindergartens to give them a real-time comparison on actual versus budgeted finances. This is assisting with managing consumables within their operations.

### The big picture

A long-term financial model was developed in TechnologyOne to show the financial sustainability of the Council over a 15-year period. The model includes all services, expenditure types and produces a full set of accounting financial statements and indicators. It also allows Council to quickly run various business scenarios and assess the impacts to Council's long-term financial sustainability indicators.

Procurement	Actuals	Actuals
	2016/17	2015/16
Total Payments	\$54.217m	\$55.241m
Total Number of Invoices	19,796	21,101
Total Number of Purchase Card Transactions	4,562	2,853
% Usage of Purchase Card Transactions	19%	13%
No. of Active Suppliers	3,664	4,227
No. of Suppliers who have been used only once	669	663
No. of Invoices below \$1,000	14,865	15,477
No. of Suppliers for Top 20% of Expenditure	5	7

Payroll	Actuals	Actuals
	2016/17	2015/16
Number of Employees Paid during the Financial Year	798	768
Value of Employee Payroll Transactions	\$29.533m	\$27.225m





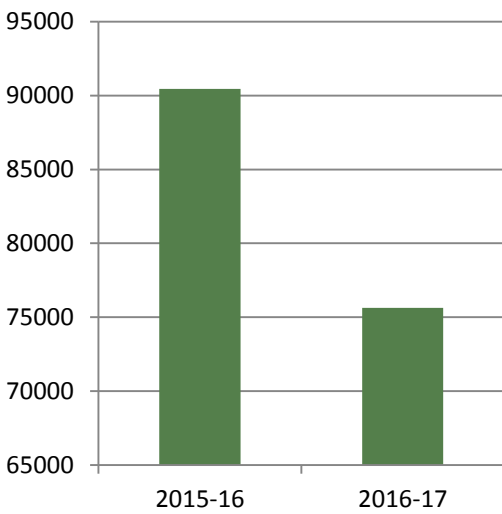
### SOUTH-WEST VICTORIAN LIVESTOCK EXCHANGE

The number of cattle sold through the livestock exchange over 2016-2017 was below expectations. This has been a seasonal issue with other saleyards in western Victoria also recording lower numbers over the financial year.

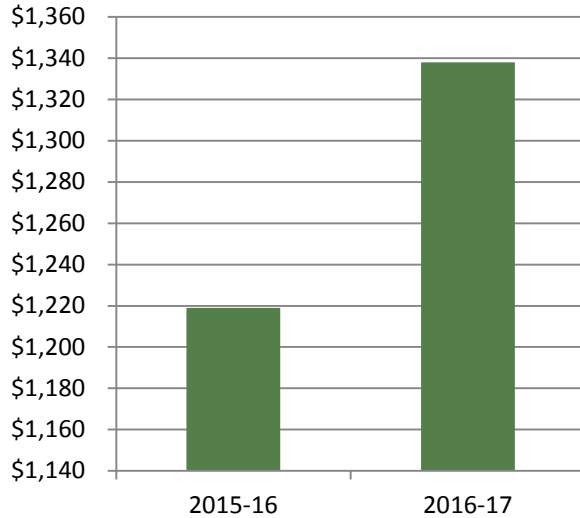
The value of stock is well above that of previous years with the average price of prime cattle at \$1,338 per head and store cattle at \$1,155 per head.

The projected operating surplus of \$326,994 was about \$110,000 below budget, attributable to the reduced throughput on the previous year.

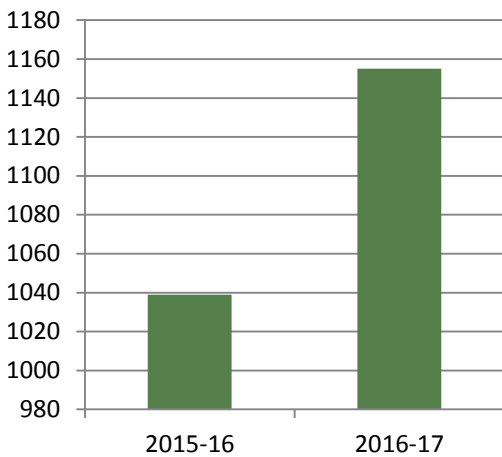
**Cattle numbers**



**Prime cattle \$ per head**

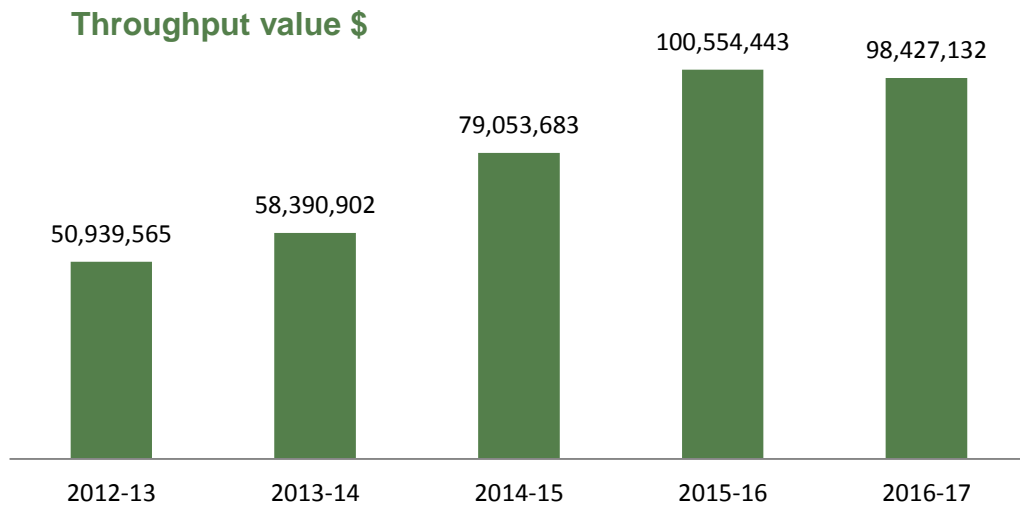


**Store cattle \$ per head**



Three dairy sales were conducted in June this year taking the overall tally for 2016-2017 to seven compared three in 2015-2016.

Some dairy livestock came from outside the typical catchment area including Adelaide Hills and Gippsland. The main driver was producers wanting to take the stock closer to buyers.



A company called Arena Digital has installed a monitor situated in the canteen. This displays advertising, sales, information and upcoming events. There is no cost to SWVLX or Council with all operating costs covered by Arena Digital. There is also scope for Livestock Exchange staff to recruit businesses to advertise on the monitor and share the advertising fee.

A welfare officer has been appointed from the agents' group to work with Council representatives on animal welfare issues.

## **5.6 NORTH WARRNAMBOOL FLOODPLAIN – POST MITIGATION FLOOD MODELLING**

### **PURPOSE:**

***This report provides Council with an update on the status of the North Warrnambool Floodplain Management Plan – Post Mitigation Flood Works modelling.***

### **EXECUTIVE SUMMARY**

- Several flood investigations have been undertaken on the Russell Creek catchment.
- Flood mitigation measures along the Russell Creek included:
  - Russell Creek channel reshaping;
  - Vegetation clearing and removal;
  - Mortlake Road culvert capacity upgrade; and
  - Construction of flood walls along selected sections of Russell Creek.
- The \$4 million mitigation works were funded through the Federal and State Government Natural Disaster programs, and successfully completed by November 2016.
- All planned mitigation works have been completed, with the subsequent report “Russell Creek Flood Mitigation – As Constructed Flood Modelling” prepared and attached – **refer separate attachment (Appendix A)** for endorsement.
- The Average Annual Damages (AAD) from the updated modelling (inclusive of the flood mitigation works) is estimated at approximately \$69,571. The previous existing conditions modelling determine an AAD of \$491,783, demonstrating a reduction in the AAD of \$422,212.
- This significant reduction is also reflected in the number of above floor flooded properties. During the 1% AEP flood event the number of properties expected to be flooded above floor has reduced from 146 to 14.
- The depth of above floor flooding has reduced for all but one (1) of the 14 properties. The average depth of above floor flooding in the 13 properties has reduced by 100mm.

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

**That Council:**

1. **Endorse the Russell Creek Flood Mitigation – As Constructed Flood Modelling report;**
2. **Refer the Russell Creek Flood Mitigation – As Constructed Flood Modelling report and supporting flood model information to the Glenelg Hopkins Catchment Management Authority (CMA) for declaration of flood levels;**
3. **Recommence planning scheme amendment C078 Part 2, to update the Urban Floodway Zone (UFZ) and Land Subject to Inundation Overlay (LSIO) throughout the catchment;**
4. **Prepare a Citywide Floodplain Management Plan to update and consolidate the currently separated North Warrnambool and South Warrnambool flood information;**
5. **Endorse the use of the Drainage Fund to undertake stormwater drainage planning projects which will identify and prioritise stormwater drainage risk mitigation projects; and**
6. **Notify the State Emergency Service (SES) that the Russell Creek Flood Mitigation Works are completed and that new flood level information will be referred to the CMA which is to be used in updating the Municipal Flood Emergency Plan (MFEP).**

**CARRIED – 7:0**

**BACKGROUND**

A significant proportion of the urban community in Warrnambool is centred on Russell Creek. The creek and the surrounding park lands provide an important social amenity benefit to the local community, whilst also servicing the stormwater drainage flow from the surrounding area.

The narrow creek corridor is considerably confined in a number of sections, with a number of dwellings and commercial buildings constructed close to the waterway flow path within this floodplain.

The creek corridor is considered an important natural asset for the residents of Warrnambool and is used for walking, running, cycling and as open space with playgrounds. The creek corridor is readily accessible via a number of access ways which connect to linear reserve.

These unique characteristics along with the need for an aesthetically pleasing environment which does not compromise the privacy of adjoining properties formed many of the limitations in relation to flood mitigation planning.

Numerous flood investigations have been undertaken on this catchment, including:

- North Warrnambool Flood Study for Merri River and Russell Creek (GHD, 2003)
- Russell Creek Flood Modelling (Cardno Lawson Treloar, 2007)
- Design of North Warrnambool Floodplain Management Plan (Cardno, 2010)
- Design of North Warrnambool Floodplain Management Plan – Phase 2 (Cardno, 2012)
- Design of North Warrnambool Flood Mitigation Works (Water Technology, 2015)

The Design of North Warrnambool Flood Mitigation Works prepared in 2015, detailed key infrastructure required to implement flood mitigation measures along the Russell Creek. Once completed mitigation works would reduce the risk of flooding to more than 750 properties and in excess of 100 buildings.

The flood mitigation measures included:

- Russell Creek channel reshaping;
- Vegetation clearing and removal;
- Mortlake road culvert capacity upgrade; and
- Construction of flood walls along selected sections of Russell creek.

The \$4 million mitigation works was funded through the Federal and State Government Natural Disaster programs, and successfully completed as intended by November 2016.

## ISSUES

Under the *Water Act 1989* the Glenelg Hopkins Catchment Management Authority (CMA) is the responsible agent for declaration of flood levels, it is proposed that the Russell Creek Flood Mitigation - As Constructed Flood Modelling report is referred to the CMA for declaration of flood levels.

With the completion of the Russel Creek flood mitigation works and the post mitigation flood study, Council is now in a position to recommence planning amendment C078 part 2, as a matter of urgency to correct inaccuracies in the location of the Urban Floodway Zone (UFZ) and Land Subject to Inundation Overlay (LSIO).

As floodplain management is an iterative process, with the completion of the mitigation works and post mitigation modelling, it is now time the updated the Floodplain Management Plan to reflect the current situation and look at the next step in floodplain management for Warrnambool.

## CURRENT STATUS

All planned mitigation works have been completed, with the subsequent report "Russell Creek Flood Mitigation – As Constructed Flood Modelling" prepared and attached (**Appendix A**) for endorsement. The report is a culmination of many years of investigation, planning, consultation and delivery of infrastructure.

## KEY CONSIDERATIONS

### Hydrology & Hydraulics

The Russell Creek catchment is ungauged; therefore the adopted design flows were validated against a range of other flow estimate methods including past studies, regional peak flow estimation equations and an existing flood model developed as part of previous hydrological assessments.

The 48 sub-areas ranging in area from 9 to 210ha comprise of farming land, commercial and residential development areas and existing residential properties totals 3,750ha (32.7km<sup>2</sup>).

Comparison of peak flow estimates between this study and those produced during the previous study by Cardno (2010), shown a variation in flows ranging between 7 - 29% in comparison to the previous results. Factors which have contributed to the variation between the old and new peak flow results include a change in method in accordance with AR&R (2016); specifically, a change in rainfall depths and design losses, rainfall temporal patterns, and changes in the catchment area and subarea delineation.

The hydraulic modelling included running critical storm durations including the 1, 3, 6, 12 and 24 hour duration events for all AEP events including the 0.5%, 1%, 2%, 5%, 10% and 20% AEP. Maximum flows typically fell between 18 to 48 hour storm durations which were longer than expected given the catchment was known to respond very quickly and which has a time of concentration of about 3 hours.



**Figure:** 1% AEP Flood Depth (New Existing Conditions)

## Flood Damages Assessment

Flood damages assessment methodology adopted was based on that previously utilised for a number of studies in Victoria, combining aspects from relevant flood damage literature.

A range of mitigation options were considered for adoption along Russell Creek to mitigate during flood events. Ultimately each mitigation measure was assessed against properties inundated, building impacted and overall damages from each event.

The flood damage assessment for existing conditions now includes the as constructed flood mitigation works. The Average Annual Damages (AAD) for existing conditions is estimated at approximately \$69,571. The AAD determined as part of this assessment is showing results which are significantly lower than previous assessments for the mitigation works.

The previous existing conditions modelling determine an AAD of \$491,783, demonstrating a reduction in the AAD of \$422,212. This significant reduction is also reflected in the number of above floor flooded properties. During the 1% AEP flood event the number of properties expected to be flooded above floor has reduced from 146 to 14.



**Figure:** Comparison of Original and New 1% AEP Flood Depth

## Above Floor Flooding

The number of above floor flooded properties has significantly reduced as a result of the constructed mitigation works. Whilst 14 properties are still shown to be flooded above floor, a number of these properties are shown to be flooded by relatively shallow depths.

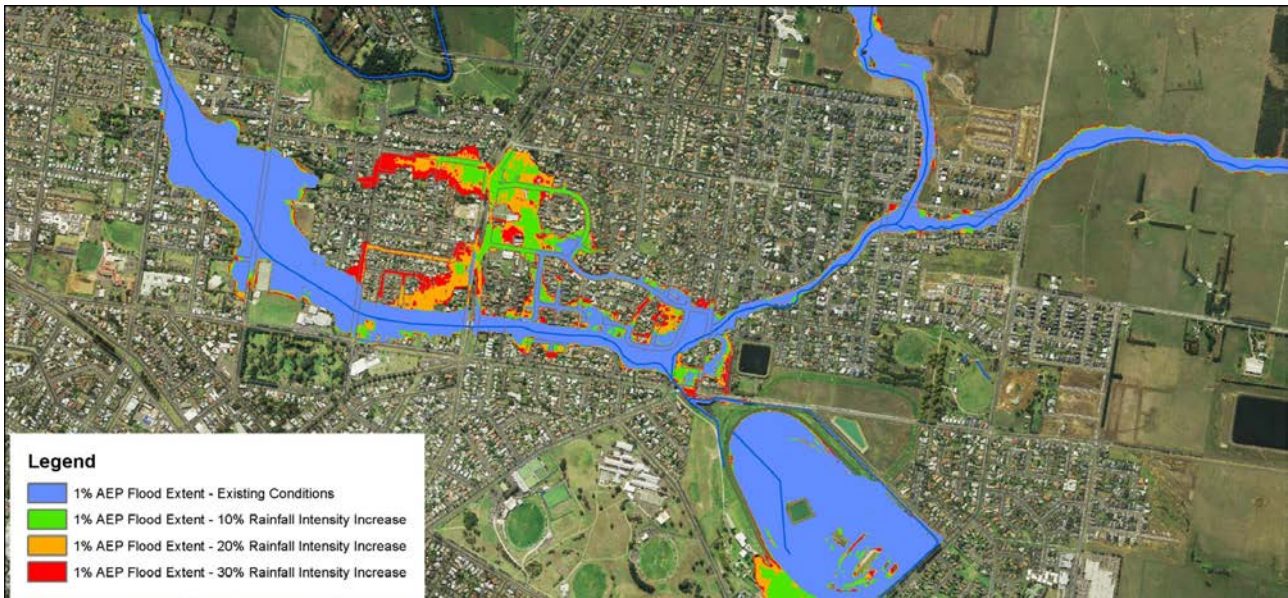
The depth of above floor flooding has reduced for all but one (1) of the 14 properties. The average depth of above floor flooding has reduced by 100mm. The locations of the above floor flooded properties are focused on three areas Wangoom Road, Whites Road and within the breakout area around Moonah Drive.

All of the properties identified to be flooded above floor following the mitigation works had previously been identified at being at risk from above floor flooding during the 1% AEP flood events.

## Climate Change

The assessment of climate change was modelled for rainfall intensity increases of 10%, 20% and 30% to provide a range of potential flows that may occur along Russell Creek due to climate change. The latest guidance material predicts a 5% rainfall intensity increase per degree of warming.

A scenario of 2°C of warming is consistent with 'Climate Change in Australia Projections' report which suggests for an intermediate climate scenario, a temperature increase of between 1.1°C to 2.0°C is likely for the Southern Slopes of Australia. This climate change scenario would result in a 10% increase in rainfall intensity.



**Figure:** Climate Change Rainfall Intensity Increase For 1% AEP Event

### Stormwater Network

As part of the flood modelling sensitivity testing, scenario flood events impacting on the stormwater network were undertaken. The results provide an indication of potential problem areas including low lying land north of Russell Creek where drainage infrastructure may be undersized.

Whilst the primary focus of this report is to assess and present revised flood mapping following the construction of mitigation works on Russell Creek, the assessment focuses on riverine flooding and does not consider inundation resulting from stormwater flooding. It is possible that in some instances properties will be subject to flooding from both stormwater and riverine flooding.



**Figure:** 1% AEP Rain on Grid (sensitivity testing)

The risk of stormwater flooding in Warrnambool is greatest when the capacity of the stormwater drainage network is exceeded and the excess accumulates in the road networks which often then drain to low lying land. These issues can be compounded due to the increased runoff from hard surfaces along with ageing and often undersized infrastructure.

It is important to have a clear understanding of the areas within the drainage network which may be undersized and at greatest risk from stormwater flooding.

Warrnambool is well placed to apply best management practices for its stormwater drainage network, particularly given the work completed to date with the development of digital elevation model (DEM) and flood mapping. Development of the geometric network and overland flow paths, both of which will establish the overall drainage network, both above and below ground (including data gaps) has commenced.

## CONSULTATION

The project was delivered by Warrnambool City Council in partnership with the Glenelg Hopkins Catchment Management Authority.

Like the flood studies, community engagement was undertaken a number of times in 2003, 2005, 2006, 2007 and then again in 2013 more specifically on the flood mitigation works that were being proposed.

It was necessary to develop formal communication engagement plans, which included:

- A pre-alert for all local politicians with information on how to respond to potential enquiries from concerned residents;
- A staff briefing to ensure all relevant staff, including customer service, are briefed on the issues and aware of their role in the project;
- Property owners and residents mail-out, based on distribution of three letters:
  - for all properties in the Russell Creek catchment
  - for properties that have their buildings impacted by above floor flooding and how the mitigation works will assist
  - for properties where mitigation works will not assist
- Joint media releases from Council and the Catchment Management Authority;
- Email or SMS alert sign-up for project updates; and
- All explanatory material (i.e. fact sheets) uploaded to websites.

The most common enquiries received were the focus of fact sheets prepared addressing:

- Why there were properties that would not benefit from the mitigation works;
- What impacts the flood modelling and subsequent planning controls might have on insurance;
- Whether land will be able to be developed following the flood mitigation works; and
- Requests that private accesses from properties direct to the creek reserve (both pedestrian and vehicular) be retained.

Preparation of the Russell Creek Flood Mitigation – As Constructed Flood Modelling report has occurred with significant peer reviewed by the Department of Environment, Water, and Land Planning (DELWP) Floodplain Management Unit and the CMA.

The information contained in the report and supporting modelling will be used by the State Emergency Service (SES) and Council in updating the Flood Emergency Plan and Floodplain Management Plan, which will also include community engagement.

The completion of the planning scheme amendment related to Urban Floodway Zone (UFZ) and Land Subject to Inundation Overlay (LSIO) currently on hold awaiting the completion of the flood mitigation works and post mitigation report, is now able to be recommenced through a panel hearing process.

## FINANCIAL

The implementation of the flood mitigation works identified has joint funding from all three (3) levels of government, facilitated through the Natural Disaster Resilience Grants Scheme – Victoria.

Funding for the project commenced under this arrangement in 2010/2011 and will conclude in 2017/2018, over which time the project will be completed at the cost of just over \$4.0 million.

A major factor in justifying the project cost relates back to the cost benefit analysis being able to show the investment in flood mitigation infrastructure will be offset by the savings in damages.

Council has utilised the Drainage Fund for its contribution towards the flood mitigation works, in the order of \$1.35 million over seven (7) years. Further flood mitigation relating to stormwater drainage is recommended, however flood modelling, risk analysis and project prioritisation is yet to be completed.

## **RISK**

The flood mitigation works and post mitigation study have demonstrated a reduction in the number of properties that are at risk flooding and inundation above floor levels.

The post mitigating flood modelling conforms to the 2016 release of Australian Rainfall and Runoff, a guide to Flood Estimation (ARR2016), aligning with best practices.

Managing floods involves three main types of activities:

- Prevention (or mitigation), involving the work before a flood;
- Response, being the activities during a flood event; and
- Recovery, covering the actions taken after a flood.

There are a number of authorities, municipal councils, emergency services and flood-affected communities involved in the management of floods and floodplains:

- The Commonwealth Government is responsible for national flood management programs and flood forecasting;
- The Victorian Government develops and implements state flood policy, and contributes funding to national flood management programs;
- Catchment management authorities and Melbourne Water develop and implement regional floodplain management strategies in consultation with local stakeholders and communities;
- They also provide flood advice to municipal councils and landholders;
- Municipal councils regulate development through their planning schemes, co-fund flood studies and often manage flood mitigation infrastructure;
- Landholders are accountable for flood management on their own properties. In such circumstances, local community knowledge and experience plays a key role in preparing for floods and reducing damage caused by floods.

The Emergency Management Manual Victoria provides a detailed description of the roles and responsibilities of a large number of agencies involved in flood prevention, response and recovery.

Flood insurance premiums are set by insurance companies; policies vary widely and different insurance companies will take different approaches to damages caused by flooding. DELWP has provided its flood mapping information to insurance companies. This allows insurance companies to price flood premiums on the best available flood information. Flood mitigation infrastructure, such as levees, should reduce insurance premiums in flood-prone areas.



## **5.7 DOMESTIC ANIMAL MANAGEMENT PLAN ADOPTION**

### **PURPOSE**

***To adopt the updated Domestic Animal Management Plan following public consultation.***

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### **EXECUTIVE SUMMARY**

- The Domestic Animal Management Plan 2017-2021 (the Plan) details Councils approach to domestic animal management for the next 4 years.
- 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.
- 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 separate attachment.***
- The Warrnambool City Council Domestic Animal Management Plan was released for public comment between 3<sup>rd</sup> October and 31<sup>st</sup> October 2017.
- The Plan is reviewed internally each year, and every 4 years the plan must be advertised for public consultation.
- One submission was received requesting an enclosed off lead dog park in Warrnambool. –**Refer Appendix B – *Included in separate attachment,***

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**MOVED: CR. CASSIDY**  
**SECONDED: CR. HULIN**

**That Council having considered the submissions adopts the Warrnambool City Council Domestic Animal Management Plan 2017-2021.**

**CARRIED – 7:0**

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### **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

The draft plan was released for public comment for 4 weeks between the 3<sup>rd</sup> and 31<sup>st</sup> October 2017, to ensure that key stakeholders such as the RSPCA, Veterinarian practitioner's interest groups and the public can provide feedback on the Plan.

Council received 1 submission requesting an off lead enclosed Dog Park. As Council is currently considering options for the provision of an off lead dog park it will refer this proposal to the relevant project officer who will consider this proposal as part of that project.

## TIMING

The Plan must be adopted before the end of December.

## 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.

## **5.8 PETITION – TO REINSTATE OLD PUBLIC TRANSPORT BUS ROUTES IN WARRNAMBOOL**

### PURPOSE

***To provide an update on action taken in regard to the petition received which requests that old public transport bus routes in Warrnambool be returned.***

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### EXECUTIVE SUMMARY

- A petition has been received with 52 signatures requesting that the old public transport bus routes in Warrnambool be returned.
- In accordance with Local Law L.1 Governance the petition was received by Council at its ordinary meeting of 2 October 2017, and referred to the Chief Executive for consideration and response.
- Public Transport Victoria (PTV) is the authority responsible for public transport services including route determination.
- Council Officers have sent a letter regarding the petition to PTV for their consideration and to action the matter.
- Council's letter supports a review in consultation with the community of the existing public transport bus network within Warrnambool.

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**MOVED: CR. HULIN**  
**SECONDED: CR. GASTON**

**That the letter sent to Public Transport Victoria is noted.**

**CARRIED - 7:0**

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## BACKGROUND

Council has previously received a petition with 52 signatures requesting that the old public transport bus routes in Warrnambool be returned.

On 2 October 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.”*

## ISSUES

The issue raised in the petition asks for the old public transport bus routes in Warrnambool to be returned. Public Transport Victoria (PTV) is the authority responsible for public transport services including route determination.

## CURRENT STATUS

Council Officers have sent a letter regarding the petition to PTV for their consideration and requesting that they action the matter. Council's letter supports a review in consultation with the community of the existing public transport bus network within Warrnambool based. **A copy of the letter is attached in Appendix A.**

## KEY CONSIDERATIONS

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  
Enhance movement in and around the city
- Sustainable Transport Strategy and Road Users Plan  
Advocate for improved public transport in Warrnambool

## CONSULTATION / COMMUNICATION

A copy of Council's letter to PTV will also be sent to the petition contact person to inform them of the action Council has taken.

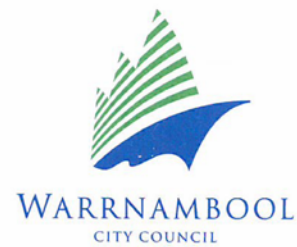
## FINANCE

There are currently no identified costs to Council related to the matter.

## RISKS

Advocating to PTV on behalf of the community relates to Council's strategic objectives.

25 October 2017



Mr. Jon Gunby  
Public Transport Victoria  
180 Fyans Street  
GEELONG VIC 3220

Dear Jon

**PETITION RECEIVED BY COUNCIL REQUESTING REINSTATEMENT OF OLD PUBLIC TRANSPORT BUS ROUTES IN WARRNAMBOOL**

Council has received a petition with 52 signatures requesting that the old public transport bus routes in Warrnambool be returned. This petition was received by Council at its meeting on 02 October 2017.

As Public Transport Victoria is responsible for the public transport bus network within Warrnambool, Council is notifying you of this petition for your consideration and action.

The contact for the petition is:

Nelda Dow  
5 Wallace Avenue  
Warrnambool Vic 3280

Council believes the last public transport review was undertaken as part of public forum held in September 2015. Having considered the petition request, Council supports a review in consultation with the community on the existing public transport bus network within Warrnambool.

Council will inform the petition contact that the matter has been referred to you. Your notification of the outcomes or response on this matter to Council would be appreciated.

To discuss this matter further please feel free to contact Council's Coordinator Infrastructure Management, Paul Cugley on 5559 4856.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Justin Hinch".

JUSTIN HINCH  
**Manager Infrastructure Services**

Cc: Nelda Dow

## **5.9 CONTRACT 2017047 – PROVISION OF CONSULTANCY SERVICES**

***The Director City Infrastructure declared an interest and left the meeting at 6.26pm.***

### **PURPOSE**

***This report is to inform Council of the tenders that were received for Contract No. 2017047 – Provision of Consultancy Services Engineering / Technical and seeks Council's approval to award the works to the preferred Tenderers.***

---

### **EXECUTIVE SUMMARY**

- The intent of this contract is to pre-approve a panel of consultants for the provision of a broad range of consultancy services related to the delivery of Council infrastructure and capital projects and programs over a two to three year period.
- 49 tender submissions were received before Close of Tenders and considered by the Tender Assessment Panel, details of which are attached to this report.
- The Tender Assessment Panel has recommended that Deeds of Standing Offer be awarded to 49 of the Tenderers for the provision of the Services for which their Tenders were deemed to have passed the Tender Assessment.

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

1. **That Council Award Deeds of Standing Offer for Contract No. 2017047 Provision of Consultancy Services Engineering / Technical to 49 of the Tenderers for the provision of the Services as recommended in the Panel Report – Refer Appendix A**
2. **That Deed of Standing Offer documents are executed under delegated authority pursuant to Local Law 1-2016 C11 of the Council.**

**CARRIED – 7:0**

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### **BACKGROUND**

To ensure Council's compliance with the Local Government Act and its own Tendering Policy, Council sought submissions from suitably experienced and qualified consultants for engagement in a range of engineering, design and other technical services to assist in the development and delivery of infrastructure and capital projects and programs other over the next two to three years.

The Contract is a pre-qualification register with any engagement managed as a Deed of Standing Offer, paid on agreed rates and other costs and disbursements.

### **PURPOSE**

The purpose of entering into this contract is to prequalify a number of consultants across a broad range of technical services through a tender process, so that the procurement of these services can be streamlined over the term of the contract.

It is not intended that consultancy services will be used for all Council engineering and technical activities, but rather for those areas that require specific knowledge and expertise, and/or for those works which cannot be serviced within existing staff resources.

**SCOPE OF WORKS**

The services covered by the contract are summarised in the following table:

<b>SERVICE CATEGORY</b>	<b>SUB-CATEGORY</b>
<b>1. General Civil Design</b>	
<b>2. Geotechnical</b>	2.1 Sampling and Testing
	2.2 Geotechnical Design
<b>3. Surveying</b>	3.1 Unlicensed Survey Services
	3.2 Licenced Survey Services
	3.3 Hydrographic Survey Services
<b>4. Traffic Management</b>	4.1 Construction Traffic Management
	4.2 Road Safety Auditing
	4.3 Traffic Impact Assessment
	4.4 Intersection and Local Area Traffic Management Design
	4.5 Traffic Signals Design
	4.6 Traffic Counts
<b>5. Services Design</b>	5.1 Water Services Design
	5.2 Sewer Design
	5.3 Mechanical Services Design
	5.4 Electrical Services /Power Design
	5.5 Street Lighting Design
	5.6 Exterior / Flood Lighting Design
	5.7 Interior Lighting Design
	5.8 Fire Services Design
	5.9 Gas Services Design
	5.10 Telecommunications Design
<b>6. Structural Design</b>	6.1 Bridge Design
	6.2 Building Structural Design
	6.3 General Structural Design
<b>7. Stormwater</b>	7.1 Flood Modelling
	7.2 Floodway Design
	7.3 General Drainage Design
	7.4 Water Sensitive Urban Design (WSUD)
<b>8. Playground Design</b>	
<b>9. Landscape Design</b>	
<b>10. Environmental Impact Management</b>	
<b>11. Cultural Heritage Management</b>	
<b>12. Native Vegetation Management</b>	
<b>13. Marine &amp; Coastal Design</b>	
<b>14. Architectural Design</b>	
<b>15. Interior Design</b>	
<b>16. Airport Design</b>	
<b>17. Procurement</b>	17.1 Contract Documentation
	17.2 Contract / Project Management
<b>18. Asset Management</b>	
<b>19. Quantity Surveying</b>	
<b>20. Underground Utilities Location</b>	
<b>21. Temporary Technical/Design Staff Placement</b>	

**ISSUES****Legislative Powers**

Legislative provisions to enter into contracts are contained under Section 186 of the Local Government Act 1989 (as per the following extract).

“**186.** Restriction on power to enter into contracts

(1) Before a Council enters into a contract for the purchase of goods or services or for the carrying out of works, to the value of \$100,000 (or such higher amount as may be fixed by Order in Council) or more, it must—

(a) Give public notice of the purpose of the contract and invite tenders from any person wishing to undertake the contract; or

(b) Give public notice of the purpose of the contract or the project to which the contract relates and invite expressions of interest from any person interested in undertaking the contract or all, or any part of, the project.”

On 5 August 2008, the Governor in Council made an Order fixing the amount to be:

- \$150,000 for contracts for goods or services; and
- \$200,000 for the carrying out of works

The Council has, via instrument of delegation, delegated to the member of Council staff occupying the position of Chief Executive Officer, the power to enter contracts up to a value of \$299,999 Inclusive of GST. As it is possible that the total cost of engineering / technical consultancy services over the term of this contract could exceed this amount, it would not be prudent for Council to exercise this delegation in this case.

**Tenders Received**

Close of tenders was 2:00pm Friday 4 August, 2017. A total of 49 tender submissions were received in the tender box up until the close of tenders. One late tender was received.

The companies which submitted tenders to Council before the close of tenders and whose submissions have been assessed by the Tender Assessment Panel are summarised in the following table:

<b>No</b>	<b>Company</b>	<b>Address</b>
1.	<b>Alan H Simpson Land Surveyor Pty. Ltd.</b>	58 Fairy Street, Warrnambool, Vic.
2.	<b>Andrew O'Brien &amp; Associates Pty Ltd</b>	Suite 2.03, 789 Toorak Rd, Hawthorn East, Vic.
3.	<b>Argot Consultants Pty Ltd</b>	35 Candlebark Quadrant, Rowville, Vic.
4.	<b>ATI Australia Pty Ltd</b>	Level 2, 222 Pitt Street, Sydney, NSW
5.	<b>KS Talbot Pty Ltd ATF Talbot Family Trust</b>	2/1109 Raglan Parade, Warrnambool, Vic.
6.	<b>Beveridge Williams &amp; Co Pty Ltd</b>	1 Glenferrie Road, Malvern, Vic.
7.	<b>Biosis Pty Ltd</b>	C/- Dobbyn & Carafa Level 9, 636 St Kilda Rd, Melbourne, Vic.
8.	<b>Brian Consulting Pty Ltd</b>	28 Kepler Street Warrnambool, Vic.
9.	<b>Calibre Consulting Pty Ltd</b>	Level 2, 55 Southbank Blvd, Southbank, Vic.
10.	<b>Cavan Constructions Pty Ltd</b>	357 Koroit Port Fairy Rd, Crossley, Vic.
11.	<b>Civil and Traffic Consulting Pty Ltd</b>	10 Baytown Close, Barwon Heads, Vic.
12.	<b>CT Management Group Pty Ltd</b>	79 Gheringhap St, Geelong, Vic.
13.	<b>Ebony Perrin</b>	15 Omonds Ln, Port Fairy, Vic.
14.	<b>Engeny Management Pty Ltd as trustee for Engeny M Trust</b>	C/- AH Jackson & Co Chartered Accountants Level 3 HQ South Tower, 520 Wickham St, Fortitude Valley, Qld.
15.	<b>Fahrenheit Fire Pty Ltd</b>	Westfield Office Tower Level 4, Suite 506, 152

No	Company	Address
		Bunnerong Rd, Eastgardens, NSW
16.	<b>Glenn Rundell Consulting Pty Ltd</b>	152 Skene Street Warrnambool, Vic.
17.	<b>The Trustee for The Hagebols Family Trust</b>	Waurm Ponds, Vic.
18.	<b>Harmer Architecture Pty Ltd</b>	25 Budd St, Collingwood, Vic.
19.	<b>HDS Australia Pty Ltd</b>	21-23 Aristoc Rd, Glen Waverly, Vic.
20.	<b>JJ Ryan Consulting Pty Ltd</b>	16/79 Manningham Rd, Bulleen, Vic.
21.	<b>Land Design Partnership Ptd Ltd</b>	52-54 Rathdowne St, Carlton, Vic.
22.	<b>Landform Civil Design Pty Ltd</b>	127 Wills St, Bendigo, Vic.
23.	<b>LD Eng</b>	Suite 26, 202-220 Ferntree Gully Road, Notting Hill, Vic 3168
24.	<b>Leaf Design Studio</b>	Suite 6, 653 Mountain Hwy, Bayswater, Vic.
25.	<b>Live Architecture</b>	21 Banyan Street Warrnambool, Vic.
26.	<b>Morphum Environmental Ltd</b>	Level 17, 31 Queen St, Melbourne, Vic.
27.	<b>Muller Pty Ltd atf Muller Unit Trust</b>	H & M Accountants, 36 Kemp St, The Junction, NSW
28.	<b>Pitt &amp; Sherry (Operations) Pty Ltd</b>	Level 4, 113 Cimitiere St, Launceston, Tas.
29.	<b>P J Yttrup &amp; Ass Unit Trust</b>	33 Roberts Rd, Belmont, Vic.
30.	<b>PMDG Nominees Pty Ltd &amp; Practical Maintenance Pty Ltd</b>	41 Percy St, Portland, Vic.
31.	<b>Rapid Map Services Pty Ltd</b>	Suite 22, 2 Enterprise Dr, Bundoora, Vic.
32.	<b>Rural Works Pty Ltd</b>	6 Rose St, Violet Town, Vic.
33.	<b>Safe System Solutions Pty Ltd</b>	G2/10-14 Hope St, Brunswick, Vic.
34.	<b>Site Geotechnical Pty Ltd</b>	Factory 3, 8 Cannery Ct, Tyabb, Vic.
35.	<b>SMEC Australia Pty Ltd</b>	71 Queens Rd, Melbourne, Vic.
36.	<b>South West Civil Engineering</b>	124 Banyan Street Warrnambool, Vic.
37.	<b>Sureside Consulting Pty Ltd</b>	120 Pickles St, South Melbourne, Vic.
38.	<b>Terry Alford Consulting Pty Ltd</b>	12 Tattersall Dr, Kyneton, Vic.
39.	<b>TGM Group Pty Ltd</b>	1315 Sturt St, Ballarat, Vic.
40.	<b>The CSE Group Consulting Engineers Pty Ltd</b>	116 Timor Street Warrnambool, Vic.
41.	<b>Geotesta Trust</b>	Level 1, 7 Business Park Dr, Notting Hill, Vic.
42.	<b>Tiena Pty Ltd</b>	20 Lalor St, Port Melbourne, Vic.
43.	<b>Tonkin Consulting Pty Ltd</b>	Level 2, 66 Rundle St, Kent Town, SA
44.	<b>Trafficworks Pty Ltd</b>	1st Floor, 132 Upper Heidelberg Rd, Ivanhoe, Vic.
45.	<b>Traffix Group Pty Ltd</b>	Suite 8, 431 Burke Rd, Glen Iris, Vic.
46.	<b>Tutt Environmental</b>	15 Lowery Rd, Crossley, Vic.
47.	<b>Water Technology Pty Ltd</b>	PO Box 323, Mount Waverley, Vic.
48.	<b>Baudinette and Associates Architects</b>	58A Fairy Street Warrnambool, Vic.
49.	<b>Holmes McLeod Consulting Engineers Pty Ltd</b>	451 Raglan Parade Warrnambool, Vic.

A table showing which tenderers have qualified for each service is contained in the Tender Evaluation Report. - Refer to Appendix A

### Tender Evaluation Process

Given the potentially high contract value, the complexity of services and the extensive number of tenderers, the Tender Evaluation Panel has taken several months to compile the Tender Evaluation Report - Refer to Appendix A.



The evaluation of each tender submission included:

- Compliance requirements such as Statements on Conformance, Receipt of Addenda and Conflict of Interest Declarations, etc.
- Mandatory requirements such as provision of OH&S management, insurance and financial stability information;

A preliminary review of tenders identified various discrepancies and incomplete information, which required clarification.

Once Tenders were deemed to have met all conformance and mandatory requirements, they were given a weighted score based on a number of Evaluation Criteria. For eligibility for award of a Deed of Standing Offer, each consultant had to achieve a minimum weighted score of 55% in accordance with Council's Procurement Manual. As this is a pre-qualification process, a final "value for money" ratio is not required to be determined at this time. The value for money ratio can be calculated at the time of secondary procurement as a way of ranking Consultancy Proposals.

### **Tender Evaluation Panel**

In accordance with Council's Tendering and Contract Management Procedures, a Tender Evaluation Panel was formed to assess the tenders consisting of the following persons:

No	Name	Position
1.	Justin Hinch	Manager Infrastructure Services
2.	Benjamin Storey	Acting Manger Facilities & Projects
3.	Rohan McKinnon	Senior Projects Engineer
4.	Paul Cugley	Coordinator Infrastructure Management

Attached to this report is a copy of the Tender Evaluation Report prepared by the Tender Evaluation Panel, together with a recommendation for award of this tender. - **Refer to Appendix A**

### **Tenders Independently Scored Based On Service Type**

Note that most Tenderers applied for several consultancy services. The panel scored each service applied for independently as different consultants had different levels of experience, qualifications, and resources for different services. As a result, not all consultants were deemed to have achieved the minimum score for all services they applied for. These consultants will therefore not be awarded Deeds of Standing Offer for all the services for which they tendered.

### **CONFLICT OF INTEREST**

Council's Director of City Infrastructure has declared a conflict of interest in relation to this matter and has precluded himself from involvement and consideration of this tender.

### **CURRENT STATUS**

Council's previous consultancy contract for the services covered by this contract has now expired.

### **TIMING**

The Contract shall operate from the date Deeds of Standing Offer are signed by the various consultants until 30 June 2019 (Years 1 & 2), with the provision that the contract can be extended under authority of a delegated Council Officer to 30 June 2020 (Year 3) based on the percentage increase nominated in tenders (typically based on CPI up to 5%).

**FINANCIAL IMPACT**

Given the support this contract provides to the delivery of infrastructure project and program activities, it is expected that over the span of the contract the accrued contract value would be above the delegated amount of \$300,000 set by Council to enable the Chief Executive to enter into a contract.

**RISK**

There is financial risk associated with aggregated procurement, a situation where over a specific period a single contractor is awarded multiple works typically of small value but where the aggregated value would require a higher level of procurement. This contract will allow works to be awarded on an as needs basis without risk of aggregated procurement being of concern.

This contract does not remove the requirement of Council Officers to seek quotations in accordance with the Procurement Policy, but limits the administration and management required for service providers and for Council for multiple contracts.

A single contract administered by City Infrastructure will reduce operational risk with specific procedures being followed by staff undertaking service/supplier purchases using the list of preferred contractors/suppliers.

**APPENDIX A TENDER EVALUATION REPORT****TENDER EVALUATION REPORT****To be used as:**

- 1. The evaluation and recommending report to delegates of Council; and**
- 2. An attachment to a Council report where Council's decision is required.**

Contract No: 2017047  
Contract Name: Provision of Consultancy Services Engineering / Technical  
Date: 13 November 2017  
Chair Tender Evaluation: Justin Hinch  
Title: Manager Infrastructure Services

**1 DESCRIPTION OF CONTRACT**

Consultants were invited to submit tenders for pre-qualification for engagement in a range of engineering / technical consultancy services to assist in the development and delivery of infrastructure projects being managed by Council over the next three year period (Year 1 from award of contract to 30<sup>th</sup> June 2018, Year 2 from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019 and Year 3 (optional) from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020).

The consultancy services are across 21 areas related to engineering and technical fields as follows:

<b>SERVICE CATEGORY</b>	<b>SUB-CATEGORY</b>
<b>1. General Civil Design</b>	
<b>2. Geotechnical</b>	2.1 Sampling and Testing 2.2 Geotechnical Design
<b>3. Surveying</b>	3.1 Unlicensed Survey Services 3.2 Licenced Survey Services 3.3 Hydrographic Survey Services
<b>4. Traffic Management</b>	4.1 Construction Traffic Management 4.2 Road Safety Auditing 4.3 Traffic Impact Assessment 4.4 Intersection and Local Area Traffic Management Design 4.5 Traffic Signals Design 4.6 Traffic Counts
<b>5. Services Design</b>	5.1 Water Services Design 5.2 Sewer Design 5.3 Mechanical Services Design 5.4 Electrical Services /Power Design 5.5 Street Lighting Design 5.6 Exterior / Flood Lighting Design 5.7 Interior Lighting Design 5.8 Fire Services Design 5.9 Gas Services Design 5.10 Telecommunications Design
<b>6. Structural Design</b>	6.1 Bridge Design 6.2 Building Structural Design 6.3 General Structural Design
<b>7. Stormwater</b>	7.1 Flood Modelling 7.2 Floodway Design 7.3 General Drainage Design 7.4 Water Sensitive Urban Design (WSUD)
<b>8. Playground Design</b>	
<b>9. Landscape Design</b>	
<b>10. Environmental Impact Management</b>	
<b>11. Cultural Heritage Management</b>	
<b>12. Native Vegetation Management</b>	
<b>13. Marine &amp; Coastal Design</b>	
<b>14. Architectural Design</b>	
<b>15. Interior Design</b>	
<b>16. Airport Design</b>	
<b>17. Procurement</b>	17.1 Contract Documentation 17.2 Contract / Project Management
<b>18. Asset Management</b>	
<b>19. Quantity Surveying</b>	
<b>20. Underground Utilities Location</b>	
<b>21. Temporary Technical/Design Staff Placement</b>	

### 1.1 Purpose

The purpose of entering into this contract is to register consultants which meet the specified pre-qualification requirements of Council to deliver the various services. It is not intended that consultancy services will be used for all of Council engineering and technical activities, but rather for those areas that require specific knowledge and expertise, and/or for those works which cannot be serviced within existing staff resources.

### 1.2 Scope of Works

The types of services are listed above, but it is acknowledged that various consultants will have specialist skills in particular areas. Consultancy services will occur on an as-needed basis, and fees will be calculated in accordance with the supplied schedule of rates information. Timeframe requirements and a specific price for each project will be confirmed with the consultant prior to the commencement of each job.

Consultants will need to comply with design standards and or guidelines issued with each specific consultancy brief (Consultancy Request). These standards and guidelines include but are not limited to;

- Infrastructure Design Manual,
- Various VicRoads Design guidelines and specifications,
- Various NatSpec/AUS-Spec specifications,
- Various Australian Standards,
- Various Codes, Guidelines and Regulations etc.

### 1.3 Budget

There is no specific budget for this contract, as costs are allocated to various infrastructure project budgets. The services will be undertaken from within these project budgets.

Given the support this contract provides to the delivery of infrastructure projects, it is expected that over the span of the contract the accrued contract value could be over \$300,000.

### 1.4 Type of Contract

This contract is based on a Deed of Standing Offer for Design Consultancy Services.

Any Consultancy Request developed under this contract must state that it is issued pursuant to Clause 4.1 of the Deed and must also state what form the consultant's fee for the particular project is to take (lump sum, percentage of budget / construction contract or schedule of rates).

Consultants provided with a Consultancy Request are to provide a Consultancy Proposal. The Consultancy Proposal must provide the fee for which the Consultant proposes to provide the Service(s) and contain such other information as is required by the relevant Consultancy Request (details of the resources to be used, and hours allocated, format of outputs, methodology to be applied, detailed project timelines, etc.).

Consultants who submit a Proposal shall be selected by a project specific evaluation panel applying Best Value Principles having regard to the factors which the evaluation panel considers relevant and have included in the Consultancy Request and/or are in accordance

with the qualitative criteria and weightings set out in the Conditions of Tendering to Contract 2017047.

### 1.5 Term of Contract

The Contract shall operate from 4 December 2017 to 30 June 2018 (Year 1), from 1 July 2018 to 30 June 2019 (Year 2), and at the discretion of Council Officers, can be extend from 1 July 2019 to 30 June 2020 (Year 3) based on the percentage increase in fees accepted in Tenders.

### 1.6 Legislative Powers

Legislative provisions to enter into contracts are contained under Section 186 of the Local Government Act 1989.

This report must be submitted to Council for a determination given the potential for the total contract amount to be above the delegated amount of \$300,000 set by Council to enable the Chief Executive to enter into a contract.

## 2 TENDER PROCESS

### 2.1 Preparation of Tender Documents

The preparation of tender documentation for this contract was commenced in February 2017; the tender documents were based on a Deed of Standing Offer Contract that Council has developed for use in design consultancy projects.

Appropriate conditions of contract have been adopted to minimize Council's risk.

Tender submission schedules have been developed based on standard template documents to ensure necessary information is captured at the tender stage to fully assess the capacity of consultants to undertake the required works.

Below is a list of the tender documents prepared:

- Conditions of Tendering
- Volume 1: Deed of Standing Offer
- Volume 2: Specification
- Volume 4: Tender Forms

Note: Volume 3 normally contains bills of quantities, plans and other attachments related to a specific project. Volume 3 has therefore not been included in these consultancy services documents.

### 2.2 Tender Details

Public notices were placed in the following papers calling for tenders.

No	Location	Date
1.	The Standard	15/Jul/2017, 22/Jul/2017, 29/Jul/2017
2.	The Age	15/Jul/2017

Tender documents were also made available on Council's TenderLink portal, for download. A link to the portal was accessible from Council's website for the duration of the tender period.

### 2.3 Addendums

No addendums were issued.

A request to extend the contract period beyond 3 years was posted on the Tenderlink Forum on 27/Jul/2017. Council posted our reply on the Forum on 31/Jul/2017. The reply stated that an extension to the contract term was not justified.

### 2.4 Tenders Received

Close of tenders was 2:00 pm Friday August 4, 2017. A total of 49 tender submissions from 49 tenderers were received in the tender box up until the close of tenders. One late tender was submitted and not assessed.

The following companies submitted tenders to Council before close of tenders and have been assessed by the tender assessment panel:

No	Company	Address
1.	Alan H Simpson Land Surveyor Pty. Ltd.	58 Fairy Street, Warrnambool, Vic.
2.	Andrew O'Brien & Associates Pty Ltd	Suite 2.03, 789 Toorak Rd, Hawthorn East, Vic.
3.	Argot Consultants Pty Ltd	35 Candlebark Quadrant, Rowville, Vic.
4.	ATI Australia Pty Ltd	Level 2, 222 Pitt Street, Sydney, NSW
5.	KS Talbot Pty Ltd ATF Talbot Family Trust (AGT)	2/1109 Raglan Parade, Warrnambool, Vic.
6.	Beveridge Williams & Co Pty Ltd	1 Glenferrie Road, Malvern, Vic.
7.	Biosis Pty Ltd	C/- Dobbyn & Carafa Level 9, 636 St Kilda Rd, Melbourne, Vic.
8.	Brian Consulting Pty Ltd	28 Kepler Street Warrnambool, Vic.
9.	Calibre Consulting Pty Ltd	Level 2, 55 Southbank Blvd, Southbank, Vic.
10.	Cavan Constructions Pty Ltd	357 Koroit Port Fairy Rd, Crossley, Vic.
11.	Civil and Traffic Consulting Pty Ltd	10 Baytown Close, Barwon Heads, Vic.
12.	CT Management Group Pty Ltd	79 Gheringhap St, Geelong, Vic.
13.	Ebony Perrin	15 Omonds Ln, Port Fairy, Vic.
14.	Engeny Management Pty Ltd as trustee for Engeny M Trust	C/- AH Jackson & Co Chartered Accountants Level 3 HQ South Tower, 520 Wickham St, Fortitude Valley, Qld.
15.	Fahrenheit Fire Pty Ltd	Westfield Office Tower Level 4, Suite 506, 152 Bunnerong Rd, Eastgardens, NSW
16.	Glenn Rundell Consulting Pty Ltd	152 Skene Street Warrnambool, Vic.
17.	The Trustee for The Hagebols Family Trust	Wauron Ponds, Vic.
18.	Harmer Architecture Pty Ltd	25 Budd St, Collingwood, Vic.
19.	HDS Australia Pty Ltd	21-23 Aristoc Rd, Glen Waverly, Vic.
20.	JJ Ryan Consulting Pty Ltd	16/79 Manningham Rd, Bulleen, Vic.
21.	Land Design Partnership Ptd Ltd	52-54 Rathdowne St, Carlton, Vic.

22.	Landform Civil Design Pty Ltd	127 Wills St, Bendigo, Vic.
23.	LD Eng	Suite 26, 202-220 Ferntree Gully Road, Notting Hill, Vic 3168
24.	Leaf Design Studio	Suite 6, 653 Mountain Hwy, Bayswater, Vic.
25.	Live Architecture	21 Banyan Street Warrnambool, Vic.
26.	Morphum Environmental Ltd	Level 17, 31 Queen St, Melbourne, Vic.
27.	Muller Pty Ltd atf Muller Unit Trust	H & M Accountants, 36 Kemp St, The Junction, NSW
28.	Pitt & Sherry (Operations) Pty Ltd	Level 4, 113 Cimitiere St, Launceston, Tas.
29.	P J Yttrup & Ass Unit Trust	33 Roberts Rd, Belmont, Vic.
30.	PMDG Nominees Pty Ltd & Practical Maintenance Pty Ltd	41 Percy St, Portland, Vic.
31.	Rapid Map Services Pty Ltd	Suite 22, 2 Enterprise Dr, Bundoora, Vic.
32.	Rural Works Pty Ltd	6 Rose St, Violet Town, Vic.
33.	Safe System Solutions Pty Ltd	G2/10-14 Hope St, Brunswick, Vic.
34.	Site Geotechnical Pty Ltd	Factory 3, 8 Cannery Ct, Tyabb, Vic.
35.	SMEC Australia Pty Ltd	71 Queens Rd, Melbourne, Vic.
36.	South West Civil Engineering	124 Banyan Street Warrnambool, Vic.
37.	Sureside Consulting Pty Ltd	120 Pickles St, South Melbourne, Vic.
38.	Terry Alford Consulting Pty Ltd	12 Tattersall Dr, Kyneton, Vic.
39.	TGM Group Pty Ltd	1315 Sturt St, Ballarat, Vic.
40.	The CSE Group Consulting Engineers Pty Ltd	116 Timor Street Warrnambool, Vic.
41.	Geotesta Trust	Level 1, 7 Business Park Dr, Notting Hill, Vic.
42.	Tiena Pty Ltd (Bradbury Dicker)	20 Lalor St, Port Melbourne, Vic.
43.	Tonkin Consulting Pty Ltd	Level 2, 66 Rundle St, Kent Town, SA
44.	Trafficworks Pty Ltd	1st Floor, 132 Upper Heidelberg Rd, Ivanhoe, Vic.
45.	Traffix Group Pty Ltd	Suite 8, 431 Burke Rd, Glen Iris, Vic.
46.	Tutt Environmental	15 Lowery Rd, Crossley, Vic.
47.	Water Technology Pty Ltd	PO Box 323, Mount Waverley, Vic.
48.	Baudinette and Associates Architects	58A Fairy Street Warrnambool, Vic.
49.	Holmes McLeod Consulting Engineers Pty Ltd	451 Raglan Parade Warrnambool, Vic.

### 3 Tender Evaluation

#### 3.1 Evaluation Panel

In accordance with Council's Tendering and Contract Management Procedures, an Evaluation Panel was formed to evaluate the tenders, consisting of:

No	Name	Position
1.	Justin Hinch	Manager Infrastructure Services
2.	Benjamin Storey	Acting Manger Facilities & Projects
3.	Rohan McKinnon	Senior Projects Engineer
4.	Paul Cugley	Coordinator Infrastructure Management



### 3.2 Conflict of Interest and Confidentiality

Each member of the Evaluation Panel has signed the Contract Procurement Management Plan. In doing so, the Panel Members declared that they have no conflict of interest in relation to the Contract. They also acknowledged their responsibility with regard to confidentiality of submitted tenders.

### 3.3 Tender Assessment

The following criteria were used by the panel to assess each tender submission:

#### 3.3.1 Compliance Criteria

Tenders were assessed for compliance based on submission of Tender Forms 1-5. In order to meet the Compliance Criteria, Tenderers had to:

- Adequately identify themselves
- Provide pricing information
- Make a declaration regarding collusion
- Make a declaration regarding conflicts of interest
- Provide information on their legal structure
- Confirm receipt of addenda

The assessment of the Compliance Criteria was on a pass / fail basis. All 49 Tenders were deemed to have passed.

#### 3.3.2 Mandatory Criteria

Submissions were then assessed by the Evaluation Panel with regard to Mandatory Requirements based on submission of Tender Forms 6-8. In order to meet the Mandatory Requirements, Tenderers had to:

- Complete a questionnaire on the Tenderer's OH&S management system
- Provide details on the Tenderer's insurances (WorkCover, Liability, Indemnity, etc.)
- Complete a questionnaire on the Tenderer's financial stability

The assessment of the Mandatory Criteria was on a pass / fail basis. All 49 Tenders were deemed to have passed.

#### 3.3.3 Evaluation Criteria

Once deemed to have met the Compliance and Mandatory Criteria, Tenders were assessed against the following criteria and a "total weighted score" was determined:

<i>Criterion</i>	<i>Description</i>	<i>Weightings</i>
Management Systems	Systems covering Occupational Health and Safety, Environmental Management, Risk Management, and Quality.	30%

Professional Capacity	<p>Appropriate resourcing with qualified/accredited personnel, software, equipment and subcontractors.</p> <p>Experience with the use of relevant design standards and guidelines associated with Victorian Local Government.</p>	30%
Past Performance	<p>Compliance with project briefs, specifications, contract conditions, standards, guidelines, codes, regulations and legislation.</p> <p>Compliance with agreed budgets.</p> <p>Commitment to resolving issues through open, timely and effective communication with a non-adversarial approach.</p> <p>Compliance with agreed timeframes without unreasonable amounts of rework, progressively monitoring progress of services and provision of appropriate resources to critical activities.</p> <p>Mitigation of delays due to unforeseen consequences or the actions of parties outside the consultant's control.</p>	35%
Local Benefit	Local presence, use of local services and suppliers, and / or other local benefit.	5%

Tenderers had to attain a total weighted score higher than 55% to be considered eligible to enter a Deed of Standing Offer with Council for Consultancy Services.

### 3.4 Tender Review & Tender Clarifications

The Tender Evaluation Panel carried out a preliminary review of tenders to ascertain any non-conformances, assess whether or not non-conformances were acceptable, and to identify any issues within tenders that required clarification.

#### 3.4.1 Conflict of interest

No Tenders have declared any conflict of interest in their tender submission.

#### 3.4.2 Non-conformance

No Tenders have been deemed non-conforming.

**3.4.3 Post Tender Clarifications**

Prior to carrying out the final tender evaluation the following clarifications were sought from the Tenderers:

<b>Company</b>	<b>Clarifications</b>
Alan H Simpson	Ambiguous response to Question 9 on Finance Questionnaire (Form 8)
ATI	Erroneous response to Question 10 on Finance Questionnaire (Form 8)
Beveridge Williams	Stat. Dec (Form 3A) not properly executed Statement of Conformance (Form 5) incomplete
Bradbury Dicker	Erroneous response to Question 10 on Finance Questionnaire (Form 8)
Fahrenheit	Statement of Conformance (Form 5) incomplete
Landform Civil	Errors on Items 6.1- 6.3, Pages 2 & 5 of Tender Prices (Form 2) Stat. Dec (Form 3A) not properly executed Statement of Conformance (Form 5) incomplete Erroneous response to Question 10 on Finance Questionnaire (Form 8)
LD Eng	Erroneously submitted a blank Forms file. All other supporting documents were fine. They were able to provide the completed file immediately upon request.
Harmer Architecture	Erroneous response to Question 10 on Finance Questionnaire (Form 8)
Rural Works	Error on Item 3.1, Page 1 of Tender Prices (Form 2)
Southwest Civil	Stat. Dec (Form 3A) not properly executed
Terry Alford	Erroneous response to Question 10 on Finance Questionnaire (Form 8)
Tutt Environmental	Erroneous response to Question 10 on Finance Questionnaire (Form 8)
Watertech	Erroneously submitted a incorrect Forms file. All other supporting documents were fine. They were able to provide the correct file immediately upon request. Statement of Conformance (Form 5) incomplete
Holmes Mcleod	Statement of Conformance (Form 5) incomplete

**3.4.4 Assessment of Tender Submissions**

The assessment panel scored each tender submission for each service tendered, and for each of the four Evaluation Criteria. Note that some tenderers did not achieve the 55% minimum Evaluation Criteria score for every service they tendered for. They will therefore only be given Deeds of Standing Offer for those services for which they did achieve a score of 55% or higher. A summary table of consultants and services is enclosed. – **Refer Appendix A.** Brief general comments on each tender submission are also provided. – **Refer Appendix B.**

### 3.4.5 Reference Checks

A reference check was conducted on all Tenderers. This reference check formed the basis for the assessment of the Tender's Past Performance in accordance with Council's Procurement Manual.

As part of the consultant selection procedure under this contract the project specific evaluation panel can review the references submitted as part of the secondary procurement process and follow up any consultants unknown to the panel.

Given this contract will be utilised by numerous Council officers, who will have varying knowledge of the consultants on the register, the ability to continuously review references will benefit the secondary procurement process.

## 4 RECOMMENDATIONS:

**4.1** That Deeds of Standing Offer for Contract No. 2017047 be offered to the 49 Tenders for the Services for which they have been deemed to have achieved a passing score on the Evaluation Criteria. - **Refer Appendix A**

**4.2** That this report be referred to a Committee of the Whole Council meeting for consideration and award of the contract.

5 TENDER EVALUATION PANEL SIGNATURES:

<b>Recommendation Supported:</b>	<p>X  Justin Hinch (Chair) Manager Infrastructure Services</p>
<b>Recommendation Supported:</b>	<p>X  Benjamin Storey Acting Manager Facilities &amp; Projects</p>
<b>Recommendation Supported:</b>	<p>X  Rohan McKinnon Senior Projects Engineer</p>
<b>Recommendation Supported:</b>	<p>X  Paul Cugley Coordinator Infrastructure Management</p>



Tenderer	Service Type												
	5.1. Water Services Design	5.2. Sewer Design	5.3. Mechanical Services Design	5.4. Electrical Services Design	5.5. Street Lighting Design	5.6. Exterior / Flood Lighting	5.7. Interior Lighting Design	5.8. Fire Services Design	5.9. Gas Services Design	5.10. Tele-Communications	6.1. Bridge Design	6.2. Building Structure Design	6.3. Gen. Struct. Design (footings)
1 Alan H Simpson													
2 Obrien Traffic													
3 Argot Consultants													
4 ATI									Yes				
5 AGT													
6 Beveridge Williams													
7 Biosis													
8 Brian Consulting	Yes	Yes					Yes						
9 Calibre Consulting										Yes	Yes	Yes	
10 Cavan ConstructionS													
11 Civil and Traffic													
12 CT Management													
13 Ebony Perrin	Yes	Yes											
14 Engeny	Yes												
15 Fahrenheit							Yes						
16 Glenn Rundell													
17 Hagebols Engineering			Yes					Yes					
18 Harmer Architecture													
19 HDS	Yes	Yes											
20 JJ Ryan										Yes	Yes	Yes	
21 Land Design													
22 Landform Civil	Yes	Yes										Yes	
23 LD Eng	Yes	Yes											
24 Leaf Design													
25 Live Architecture													
26 Morphum	Yes	Yes											
27 Muller Partnership													
28 Pitt Sherry	Yes	Yes	Yes	Yes			Yes			Yes	Yes	Yes	
29 PJ Yttrup										Yes	Yes	Yes	
30 PM Design	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes		Yes	Yes	Yes	
31 Rapid Map													
32 Rural Works					No	No				Yes	No	Yes	
33 Safe System Solutions					Yes								
34 Site Geotechnical													
35 SMEC	Yes	Yes	Yes	Yes	Yes		Yes			Yes	Yes	Yes	
36 South West Civil	Yes	Yes											
37 Sureside Consulting										Yes		Yes	
38 Terry Alford													
39 TGM Group Pty Ltd	Yes	Yes								Yes	Yes	Yes	
40 The CSE Group	Yes	Yes					Yes			Yes	Yes	Yes	
41 Geotesta Pty Ltd													
42 Bradbury Dicker Group													
43 Tonkin Consulting										Yes	Yes	Yes	
44 Trafficworks Pty Ltd					Yes								
45 Traffix Group Pty Ltd													
46 Tutt Environmental													
47 Water Techlogy													
48 Baudinette and													
49 Holmes McLeod											Yes	Yes	

Tenderer	Service Type														
	7.1. Flood Modelling	7.2. Floodway Design	7.3. General Drainage Design	7.4. Water Sensitive Urban Design	8. Playground Design	9. Landscape Design	10. Environmental	11. Cultural Heritage	12. Native Vegetation	13. Marine & Coastal Design	14. Architectural Design	15. Interior Design	16. Airport Design	17.1. Contract Documentation	17.2. Contract / Project
1 Alan H Simpson															
2 Obrien Traffic															
3 Argot Consultants			Yes	Yes											
4 ATI															
5 AGT															
6 Beveridge Williams	Yes	Yes	Yes	Yes	Yes	Yes								Yes	Yes
7 Biosis							Yes	Yes	Yes						
8 Brian Consulting	No	No	Yes	Yes										Yes	Yes
9 Calibre Consulting	Yes	Yes	Yes	Yes											
10 Cavan ConstructionS															
11 Civil and Traffic															
12 CT Management														Yes	Yes
13 Ebony Perrin															Yes
14 Engeny	Yes	Yes	Yes	Yes										Yes	Yes
15 Fahrenheit										Yes					
16 Glenn Rundell														Yes	Yes
17 Hagebols Engineering														Yes	Yes
18 Harmer Architecture										Yes	Yes			Yes	Yes
19 HDS			Yes											Yes	Yes
20 JJ Ryan			Yes	Yes					Yes				Yes	Yes	Yes
21 Land Design					Yes	Yes									
22 Landform Civil			Yes	Yes											
23 LD Eng	Yes	Yes	Yes	Yes										Yes	Yes
24 Leaf Design					Yes	Yes								Yes	Yes
25 Live Architecture										Yes				Yes	Yes
26 Morphum	Yes	Yes	Yes	Yes											
27 Muller Partnership															
28 Pitt Sherry	Yes	Yes	Yes	Yes			Yes							Yes	Yes
29 PJ Yttrup			Yes	Yes										Yes	Yes
30 PM Design	No	No	Yes	Yes									No	Yes	Yes
31 Rapid Map			No	No	No										
32 Rural Works	No	No	Yes	No	No	No	No	No	Yes					Yes	Yes
33 Safe System Solutions	No		Yes				Yes								
34 Site Geotechnical															
35 SMEC	Yes	Yes	Yes	Yes		Yes	Yes		Yes	Yes			Yes	Yes	Yes
36 South West Civil			Yes	Yes										Yes	Yes
37 Sureside Consulting									Yes						
38 Terry Alford														Yes	Yes
39 TGM Group Pty Ltd	Yes	Yes	Yes	Yes										Yes	Yes
40 The CSE Group	Yes	Yes	Yes	Yes									Yes	Yes	Yes
41 Geotesta Pty Ltd														Yes	Yes
42 Bradbury Dicker Group										Yes	Yes				
43 Tonkin Consulting	Yes	Yes	Yes	Yes			Yes		Yes				Yes	Yes	Yes
44 Trafficworks Pty Ltd															
45 Traffix Group Pty Ltd															
46 Tutt Environmental				Yes			Yes		Yes						
47 Water Techlogy	Yes	Yes	Yes	Yes			Yes		Yes	Yes					
48 Baudinette and										Yes	Yes				
49 Holmes McLeod															



	Tenderer	Service Type			
		18. Asset Management	19. Quantity Surveying	20. Underground Utilities Location	21. Temporary Technical /
1	Alan H Simpson				
2	O'Brien Traffic				
3	Argot Consultants				
4	ATI				
5	AGT				
6	Beveridge Williams				
7	Biosis				
8	Brian Consulting				
9	Calibre Consulting	Yes			
10	Cavan ConstructionS		Yes		
11	Civil and Traffic				Yes
12	CT Management	Yes			Yes
13	Ebony Perrin				Yes
14	Engeny	Yes			
15	Fahrenheit				
16	Glenn Rundell				Yes
17	Hagebols Engineering				Yes
18	Harmer Architecture				
19	HDS	Yes			
20	JJ Ryan	Yes			Yes
21	Land Design				
22	Landform Civil				
23	LD Eng				Yes
24	Leaf Design				
25	Live Architecture				
26	Morphum	Yes			Yes
27	Muller Partnership		Yes		
28	Pitt Sherry	Yes			
29	PJ Yttrup				
30	PM Design	No	No		Yes
31	Rapid Map	Yes			
32	Rural Works	No		No	Yes
33	Safe System Solutions				Yes
34	Site Geotechnical				
35	SMEC	Yes			Yes
36	South West Civil	No	No	No	Yes
37	Sureside Consulting	Yes			
38	Terry Alford	Yes			Yes
39	TGM Group Pty Ltd	Yes	Yes		
40	The CSE Group				
41	Geotesta Pty Ltd				
42	Bradbury Dicker Group				
43	Tonkin Consulting	Yes			Yes
44	Trafficworks Pty Ltd				
45	Traffix Group Pty Ltd				
46	Tutt Environmental				
47	Water Techlogy				
48	Baudinette and				Yes
49	Holmes McLeod				

**APPENDIX B TENDER COMMENTS**

Tenderer	General Comments	Reasons Where Deed Is Not Offered For Particular Services Tendered For
1 Alan H Simpson	Experienced. Local. Minimal management docs.	N/A
2 Obrien Traffic	VicRoad prequalified. Experienced. No local office.	N/A
3 Argot Consultants	Experienced. No local office. Good management docs.	N/A
4 ATI	Experienced. No local office. Good management docs.	N/A
5 AGT	VicRoad prequalified. Experienced. Local.	N/A
6 Beveridge Williams	High level of certification. Experienced. No local office.	N/A
7 Biosis	Experienced company. Does not have a local office. Has good quality assurance documents.	N/A
8 Brian Consulting	Experience in most areas is good. Local. Minimal management documents.	Evidence of management system documentation was poor. No evidence of qualification, experience, software or subconsultants for RSA (4.2); Flood modelling (7.1) or Floodway Design (7.2).
9 Calibre Consulting	Experienced. Office in Geelong. Good management docs.	N/A
10 Cavan Constructions	DBYD & Telstra Certified. Experienced. Local. Internal management docs.	N/A
11 Civil and Traffic	Single professional company. Office in Geelong. Internal management docs.	N/A
12 CT Management	Experienced. Office in Geelong. Good management docs.	
13 Ebony Perrin	Single professional company. Office in Port Fairy. Minimal management docs.	Evidence of management system documentation was poor. Limited evidence of experience in General Civil Design (road and drainage design) was provided.
14 Engeny	Experienced. Office in Melbourne. Certified quality assurance docs.	N/A
15 Fahrenheit	Experienced. Nearest office is NSW. Good management docs	N/A
16 Glenn Rundell	Single professional company. Local. Limited management docs.	N/A
17 Hagebols Engineering	Experienced. Office in Geelong. Minimal management docs.	N/A
18 Harmer Architecture	Experienced. Office in Melbourne. Internal management docs.	N/A
19 HDS	Experienced. Office in Melbourne. Certified quality docs.	N/A
20 JJ Ryan	Experienced. Office in Melbourne. Internal management docs.	N/A
21 Land Design	Experienced. Office in Melbourne. Internal management docs.	N/A
22 Landform Civil	Experienced. Office in Bendigo. Internal management docs.	N/A
23 LD Eng	Experienced. Office in Melbourne. Certified management docs.	N/A
24 Leaf Design	Sole professional company. Office in Melbourne. Internal management docs.	N/A

Tenderer	General Comments	Reasons Where Deed Is Not Offered For Particular Services Tendered For
25 Live Architecture	Experienced. Local . Internal management docs.	N/A
26 Morphum	Experienced. Office in Bendigo. Internal management docs.	N/A
27 Muller Partnership	Experienced. Office in Melbourne. Internal management docs.	N/A
28 Pitt Sherry	Experienced. Office in Melbourne. Vicroads prequalified.	N/A
29 PJ Yttrup	Experienced. Office in Geelong. Minimal management docs.	N/A
30 PM Design	Generally an experienced company. Local. Minimal management docs.	Minimal management system documentation was presented. Little evidence was presented of having the required experience, qualifications, equipment, sub-consultants and/or software to perform Survey(3.1&3.2), RSA (4.2), TIA (4.3), Street Lighting (5.5), Flood Study/Design(7.1-7.2), Airport Design(16), Asset Mgt (18), or Quantity Surveying(19).
31 Rapid Map	Good experience in Asset Management. Internal management docs. Office is Melbourne.	Little evidence was presented of experience, qualification and/or subconsultants for RSA (4.2), Drainage (7.3-7.4), or Playground Design (8).
32 Rural Works	Level of experience in some areas tendered for was good. Limited management docs. Nearest office is in Sepparton.	Management system documentation presented was limited. Limited evidence was presented of equipment, experience, qualification, software and/or sub-consultants for Geotech(2.1-2.2), Street Lights(5.5), Exterior Lights(5.6), Buildings(6.2), Flood Study(7.1), Floodways(7.2), WSUD(7.4), Playgrounds(8), Landscape(9), Enviro(10), Heritage(11), Asset Mgt(18), or Service Location(20).
33 Safe System Solutions	Level of experience in some areas tendered for was good. Internal management systems. Office in Hamilton.	No evidence was presented of experience or software for Flood Modelling (7.1).
34 Site Geotechnical	Experienced. Office in Melbourne. Internal management systems.	N/A
35 SMEC	Very experienced company. Office in Geelong. Internal management systems.	N/A
36 South West Civil	Level of experience in some areas tendered for was good. Limited management docs. Local. Sole proprietor.	Management system documentation presented was minimal. Little evidence was presented of experience, qualification, equipment/software and or sub-consultants required for the broad range of Asset Management (18) Quantity Surveying (19) and Service Location(20) services which Council requires.
37 Sureside Consulting	Experienced. Office in Melbourne. Internal management systems.	N/A
38 Terry Alford	Experienced. Office in Kyneton. Internal management systems.	N/A
39 TGM Group Pty Ltd	Experienced. Office in Ballarat. Certified quality mangement system.	N/A
40 The CSE Group	Experienced. Local. Internal management system.	N/A

Tenderer	General Comments	Reasons Where Deed Is Not Offered For Particular Services Tendered For
41 Geotesta Pty Ltd	Experienced. Office in Melbourne. Certified quality system.	N/A
42 Bradbury Dicker Group	Experienced. Office in Geelong. Internal management systems.	N/A
43 Tonkin Consulting	Experienced. Nearest office is Mt Gambier. Certified quality system.	N/A
44 Trafficworks Pty Ltd	Experienced. Office in Melbourne. Internal management systems.	N/A
45 Traffix Group Pty Ltd	Experienced. Office is Melbourne. Internal management systems.	N/A
46 Tutt Environmental	Experienced. Local. Sole proprietor. Limited management docs.	N/A
47 Water Techlogy	Experienced. Nearest office is Geelong. Certified quality system.	N/A
48 Baudinette and Assoc.	Experienced. Local. Limited management docs.	N/A
49 Holmes McLeod	Experienced. Local. Limited management docs.	N/A

***The Director City Infrastructure returned to the meeting at 6.28pm.***

## **5.10 ZIEGLER PARADE BRIDGE ALLANSFORD – FUTURE MANAGEMENT**

### **PURPOSE**

***This report is to inform Council of the recent investigations completed and works undertaken on the Ziegler Parade Bridge at Allansford, and seeks Council's endorsement of the proposed management plan for the bridge into the future.***

### **EXECUTIVE SUMMARY**

- A detailed condition inspection has been completed on the Ziegler Parade Bridge by an independent Bridge Specialist.
- A report has been prepared to provide Council with the full understanding of the upgrade options and risks associated with the Ziegler Parade Bridge at Allansford.
- The report reviews 4 options to achieve a range of load capacities, with expected serviceable lives, initial capital cost estimates, ongoing annual maintenance/management costs, and risks for each option.
- The existing bridge cannot be upgraded to a 42.5t capacity.
- A new bridge with no load limit would cost approximately \$2.40 million.
- Approximately \$150,000 (including consultant's fees) has been spent to date to install concrete barriers, a temporary approach chicane and new pedestrian fencing to open the bridge to traffic up to pedestrians, cyclists and vehicular traffic up to 14 tonne loads.
- Council had a total budget of \$1.20 million, including a Federal Government Grant of \$600,000 to upgrade the bridge to allow trucks use. As the bridge cannot be upgraded to allow 42.5t heavy vehicles to use the bridge, the federal funding will need to be returned.
- Wannon Water assets are located on the existing bridge.
- An alternative state government managed bridge over the Hopkins River is located in close proximity to the current bridge. Access to the VicRoads bridge via Garabaldi Lane is less than ideal due to - unprotected turning lanes and lack of acceleration/merge lane.
- Ownership and maintenance responsibilities for the bridge need to be confirmed with VicRoads in accordance with the Road Management Act 2004 Code of Practice for the Operational Responsibility for Public Roads.

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**MOVED: CR. NEOH**  
**SECONDED: CR. HULIN**

### **That Council:**

1. **Adopt "Option 2" in this report for future management of the Ziegler Parade Bridge which involves:**
  - a) **Leave the recently installed concrete barriers on the bridge in their current location;**
  - b) **Retain the 14 tonne load limit;**
  - c) **Make the temporary approach chicane permanent by replacing the chicane barriers with kerb and channel outstands, timber bollards, signage and landscaping;**
  - d) **Provide an increase to annual bridge maintenance budget to carry out annual condition monitoring and any required concrete repairs to the bridge of \$20,000 per year;**
  - e) **Plan to review the bridge condition and management plan within 10 years, at which time all options again will be considered by a future Council;**
2. **Continue to lobby VicRoads for upgrade improvements to the design layout of the Garabaldi Lane/Princes Highway intersection.**

3. **Seek VicRoads clarification on the operational responsibilities for the Ziegler Parade / Princes Highway intersection including the bridge;**
4. **Request VicRoads to improve street lighting at the Princes Highway/Grauer Road intersection; and**
5. **That this recommendation be incorporated into Council's Bridge Asset Management Plan for implementation.**
6. **Acknowledge that the Federal Government Bridge Renewal grant of \$600,000 will be returned.**

**CARRIED – 6:1**

**Crs. Neoh, Anderson, Cassidy, Owen, Herbert & Gaston voting for the motion**

**Cr. Hulin voting against the motion**

## **BACKGROUND**

The Princes Highway original route was through Allansford along Ziegler Parade, and over the last century there have been at least three (3) bridge structures in place to assist vehicular traffic on Ziegler Parade to cross the Hopkins River.



*Photo: Pre-1937 showing concrete columns constructed on bluestone footings with timber beams and deck*

In the early 1900's the concrete pier bases, columns and lower pier crossheads were constructed upon the already existing masonry pier bases. Timber corbels, timber beams and deck were also installed at that time.

In the late 1930's, the timber components were replaced with a completely new reinforced concrete superstructure comprising the main beams and deck which remains today.

In the early 1980's the Princes Highway by-pass of the town of Allansford was constructed and a new bridge was constructed on the by-pass route approximately 40 metres to the north of the Ziegler Parade. When the bypass was completed Ziegler Parade and the bridge reverted to Council control. Prior to the bridge being accepted by Council, extensive concrete patching was completed.

In 2011, following a significant flood in the Hopkins River, a consultant was engaged to carry out a Level 2 condition assessment of the structure and recommend remedial works. As a result of the condition assessment and the consultant's recommendations, a 14 tonne load limit was imposed on the bridge in 2012.

In 2013 concrete patch repairs were carried out to pier columns, lower pier cross-heads, the 3 internal bridge beams and bridge railings, and repairs were undertaken to the bluestone masonry abutments as the first stage of the bridge rejuvenation. The following photos show the structure and condition of the bridge following completion of the 2013 repairs.



At the time, Council was seeking external funding to undertake further concrete repairs of the upper pier crossheads, the remaining bridge beams, and to construct the reinforced concrete pier blades or install the new guard fence across the bridge. In 2013, the estimated cost to complete these works was \$1.20 million.

In January 2016, Council was advised that it was successful in securing a \$600,000 grant under the Federal Government's Bridges Renewal Program which funds strategic and freight productivity routes. The funding agreement signed in March required:

- A \$600,000 contribution by Council to provide a total budget of \$1.2 million; and
- Construction to be completed by 30 June 2017 which allowed the bridge to re-open to heavy vehicles, the 14 tonne load limit would be removed and buses and quarry trucks from Lake Gilleear quarries would be able to use the bridge.

In September 2016, Council engaged a bridge design consultant to complete a Level 3 condition assessment of the structure and to provide an options paper to assist in planning works to upgrade the bridge. Coincidentally at the time, the bridge was closed as a precaution during a significant flood event.

The subsequent report further detailed a number of safety and structural issues with the bridge and provided a number of options available to achieve a range of load capacities, with expected serviceable lives, initial cost estimates and ongoing annual maintenance/management cost estimates for each option. The key options are summarised in a table later in the report.

On 19 December 2016, Council resolved to install traffic barriers and chicane on the Ziegler Parade bridge to enable the bridge to be re-opened to light vehicle and pedestrian traffic, maintaining a load limit in place.

## ISSUES

Following completion of the Level 3 condition assessment, review of the construction drawings (dated 1937) and a detailed structural assessment, a number of options have been identified for managing the bridge into the future. The key options are summarised in the table below together with estimated costs, benefits and risks.

Option No.	Description	Bridge Usage (benefit cost ratio – BCR <sup>1</sup> )	Est. Initial Capital Cost (\$k)	Est. Service Life before Major Review (years)	Est. Extra Average Annual Costs (\$k)	Remaining Risk
1	Close bridge and decommission	Nil BCR N/A	100	N/A	N/A	All pedestrians, cyclists and vehicles must use the highway bridge  No pedestrian and cycling facilities on highway bridge  Poor condition of Garibaldi Lane and highway intersection
2	No further concrete repairs, install new pre-cast concrete “F” barriers inside existing railings and provide separated pedestrian/cyclist space, open bridge to vehicles up to 14 tonne	Cars, small trucks BCR 2.8	150	10	20	Buses, heavy vehicles must use highway bridge  Poor condition of Garibaldi Lane and highway intersection  Concrete repairs (\$100k) expected during service life
3	Complete concrete repairs, construct concrete deck overlay, install new pre-cast concrete “F” barriers and provide separated pedestrian/cyclist space, open bridge to vehicles up to 18 tonne	Cars, small trucks, buses BCR 2.3	750	30	18	Heavy vehicles must use highway bridge  Poor condition of Garibaldi Lane and highway intersection
4	Demolish existing structure, construct new reinforced concrete bridge, separate pedestrian/cyclist space	All vehicles, pedestrians, cyclists BCR 3.8	2,400	100	2	Nil

Note:

1. The Benefit Cost Ratio (BCR) is calculated as follows:

$$100 * \frac{\text{Service Life}}{\text{Initial Capital Cost} + (\text{Extra Average Annual Costs} * \text{Service Life})}$$

The higher the BCR the more beneficial the option is considered.

- Even with significant repairs and structural improvements to the existing bridge (option 3), a maximum 18 tonne load limit will not provide for heavy vehicles.
- The highest cost benefit and only option available to Council to permit heavy vehicles is to demolish the existing structure and construct a new bridge (option 4), however is the most challenging to fund.



## CURRENT STATUS

At its meeting of 19 December 2016, the Council directed that as an interim measure, barriers and a chicane be installed on the bridge, and it be opened to vehicular traffic (option 2).

Traffic barriers and an approach chicane have been installed and the bridge is opened to vehicular traffic with the 14 tonne load limit.



The traffic barriers were positioned so that a separate shared path was provided and a new pedestrian fence was installed along the south side of the bridge to improve safety for pedestrians and cyclists.

The chicane was installed to ensure long heavy vehicles could not access the bridge and 20km/hr speed signs were installed to advise motorists of the safe speed to negotiate the chicane.

These chicanes now need to be formalised as a permanent treatment (ultimately replacing the red and yellow barriers) with kerb and channel, timber bollards and plantings will be resolved and implemented subject to the management option determined.

## KEY CONSIDERATIONS

### Heavy Vehicles

The primary source of heavy vehicles which used the bridge before the load limit was applied were from the Lake Gilllear Limestone Quarry which is located south west of Allansford.

These heavy vehicles accessed the Princes Highway (west-bound) via the bridge, and were able to use the on-ramp type transition from Ziegler Parade to the highway to quickly and effectively merge in with traffic on a divided 4-lane section of the highway.

There is no such acceleration lane at the Princes Highway-Garibaldi Lane intersection.

### Buses

Public and school buses have not been able to use the bridge since the 14 tonne load limit was imposed in 2012.

There are five (5) public buses per day and six (6) school buses that would use the bridge that travel from Allansford to Warrnambool. The alternative for west-bound bus traffic is the Garibaldi Lane route.

### Pedestrians & Cyclists

There is a demand for pedestrians and cyclists to have a safe bridge to cross the Hopkins River, particularly when there is a major event at the Allansford Speedway. This season there are 13 events at the Allansford speedway which attract thousands of patrons. Many patrons park in Allansford and walk across the bridge to access the speedway.

Cyclists, including those that are travelling along the Great Ocean Road to Warrnambool who wish to access the Allansford township facilities use the bridge to avoid high speed traffic along the Princes Highway route. Similarly the route is used as a training route for cycling club members.

There are four (4) properties west of Allansford within 400m of the town who potentially would use the bridge for pedestrian access to the town.

The Princes Highway bridge is not considered as a safe alternative for pedestrians and cyclists as there are high volumes of vehicles, including heavy vehicles, which use this bridge in a 100km/hr zone and there is no separate footway on this structure.

### Allansford Local Traffic

The Ziegler Parade bridge is the main route used by Allansford residents travelling to Warrnambool. Approximately 1,000 vehicles per day use this bridge as it provides direct access onto the Princes Highway, without turns and with the advantage of an acceleration/merge lane.

### Princes Highway / Garibaldi Lane Intersection

As heavy vehicles cannot use the Ziegler Parade Bridge, they now access the Princes Highway via Garibaldi Lane. The manoeuvre to enter the Princes Highway from Garibaldi Lane involves a 90+ degree turn onto a 2-lane undivided 100 km/h road, usually after having to come to a complete stop and wait for highway traffic.

A Road Safety Audit of the Garibaldi Lane / Princes Highway intersection that concluded:

- The sight distances at the intersection meet the Austroads Guide to Road Design Part 4A;
- There were no accidents recorded at the intersection in the past 5 years;
- The intersection was observed to operate adequately and with spare capacity during the morning peak period; and
- The pavement condition and line marking was poor and required works.

The Road Safety Audit also noted that the Garibaldi Lane approach is very wide which allows motorists to:

- Turn left at relatively high speeds by cutting the corner and with poor observation angles to the east; and

- Wait two-abreast at the holding line. This practice can result in vehicles blocking sight lines to approaching traffic and an increased risk crashes involving vehicles entering the Highway.

Road Safety Audit recommendations included:

- Consider reducing the width of the south approach, subject to the swept paths of turning vehicles. This could be achieved by modifying kerb lines, providing a concrete apron at the south west corner or implementing line marking to narrow the approach to a single lane.
- Consider undertaking a traffic analysis to determine the ability of this intersection to safely accommodate the expected traffic volumes.

The intersection also has unprotected turning lanes from the Princes Highway into Allansford in a high speed zone.

### Bridge Ownership

Council has recently sought legal advice in relation to ownership of the bridge due to some ambiguities in the Road Management Act – Code of Practice for Operational Responsibility. The advice was as follows:

1. The whole of the bridge is constructed on Crown land set aside as government road;
2. The bridge and those parts of Ziegler Parade to the east and the west of the bridge are municipal roads for the purpose of the Code of Practice; and
3. The Code of Practice does not conclusively allocate responsibility for the maintenance of the bridge. On balance, the intension of the Act would be that Council is responsible.

The lack of clarity around the maintenance responsibility does provide some ability to advocate to VicRoads that they have shared responsibility for the bridge. It is unclear if the bridge forms part of the intersection between Ziegler Parade and the Princes Highway, noting that under the Code of Practice it is recommended that both parties meet to clarify and put in place operational arrangements.



*Princes Highway Road Reserve at the Ziegler Parade Road Bridge*

## Bridge Options

1. Closing the bridge to all vehicles, pedestrians and cyclists (option 1) would mean that all access to and from the Princes Highway would then be via Garibaldi Lane and is not assessed as providing any benefit.
2. Restricted vehicle access to use the bridge (option 2) using a 14 tonne load limit has been implemented as an interim treatment at an estimated cost of \$150,000. Works to permanently implement this treatment (i.e. ultimately replacing the red and yellow barriers) and completing works to maintain the integrity of the structure is estimated at an additional \$200,000, making the total option \$350,000.

The anticipated service life is up to 10 years. This option does not allow heavy vehicles, including buses to use the bridge.

This option has a requirement for additional maintenance of \$20,000 per year to the bridge maintenance budget to undertake a more intense monitoring and maintenance program.

3. Restricted vehicle access to use the bridge (option 3) using an 18 tonne load limit involves additional works to repair concrete and construct a concrete deck overlay at an estimated cost of \$750,000.

The anticipated service life is up to 30 years. This option does not allow heavy vehicles use the bridge, although there is potential for select trucks and buses to use the bridge which meet the 18 tonne load limit.

This option has a requirement for additional maintenance of \$20,000 per year to the bridge maintenance budget to undertake a more intense monitoring and maintenance program.

4. Based upon risk and benefit/cost considerations, the option presenting the highest benefit (i.e. the lowest average annual cost over the estimated service life of the asset) is to replace the bridge with a new structure (option 4). This is also the only option which allows heavy vehicles to use the structure.

However, this treatment (option 4) comes at substantial initial capital cost of \$2.4 million. Funding of up to \$1.2 million consisting of equal contributions from Federal and Council is available leaving a \$1.2 million shortfall to enable this option to be implemented.

## Historical Significance of Bridge

Although the bridge is not on the Victorian Heritage Register, it does have some historical significance and the bridge is covered by an historical overlay in the City of Warrnambool Planning Scheme.

## CONSULTATION

On 15 December 2016, a community information session was held in Allansford to explain the history and condition of the bridge and that it may not be feasible to upgrade the existing bridge to carry heavy vehicles. Approximately 70 community members attended the session.

From the session, it was broadly requested that the bridge be re-opened to traffic under load limit restrictions as soon as possible and that VicRoads be engaged with regards to the condition and safety of the Garibaldi Lane and the Princes Highway intersection.

A petition containing 496 signatures was received by Council at its meeting of the 19 December 2016 requesting urgent repairs to the Garibaldi Lane and the Princes Highway intersection.

A further public meeting was held in Allansford on the 1 March 2017. The meeting was presented with a number of options to manage the bridge into the future. Approximated 30 community members were in attendance who were invited to fill out a questionnaire to provide feedback on the options discussed by 15 March 2017.

As at 31 March 2017, five (5) completed questionnaires were received and a summary of comments received are provided in the table below:

Questionnaire No.	Comments
1	Duplicate Princes Highway past Garibaldi Lane with a new bridge and longer turning lane into Allansford from the highway into Garibaldi Lane
2	Retain Ziegler Parade bridge as it provides a good smooth access onto the Princes Highway. In future extend duplication of Princes Highway to allow safe access into Allansford. Lighting needs to be improved at Grauer Road/ Princes Hwy intersection
3	Retain Ziegler Parade bridge as it makes it easy to get on to the Princes Highway. Get a second bridge on highway or slow traffic down by a speed limit
4	Concern that until VicRoads can duplicate highway or improve Garibaldi Lane/Princes Highway intersection, there is not a good solution for heavy vehicle access to the Princes Highway. There is no street lighting at Grauers Road/Princes Highway intersection.
5	Don't de-commission Ziegler Parade bridge until absolutely necessary. Important to retain pedestrian cycling access on existing bridge. Need to improve access to highway via Garibaldi Lane or consider a new access road (perhaps opposite Andersons Garage).

### FINANCIAL CONSIDERATION

Council had budgeted \$1.2 million in 2016/2017 upgrade the Ziegler Parade Bridge. This amount consists of a grant of \$600,000 from the Federal Government's Bridge Renewal Program.

It is understood that if the bridge cannot be upgraded for heavy vehicles that the Federal funding will need to be returned.

Council has already spent \$150,000 implementing the interim option 2, and forecasts a total spent of approximately \$350,000 to complete this option which is to be funded from Council's own \$600,000 budget allocation.

If Council were to determine that a new bridge is required noting a funding shortfall of \$1.2 million, funding strategies would consist of either applying for a further grant such as the Federal Government's Bridge Renewal Program or self-funded.

Council's current funding agreement with the Federal Government requires works to be completed to remove the load limit on the bridge with the project to be completed by 30 June 2017. This is now unachievable.

This option has a requirement for additional maintenance of \$20,000 per year to the bridge maintenance budget to undertake a more intense monitoring and maintenance program.

### TIMING

Completion of option 2 can be achieved before 30 June 2018. However, construction of a new bridge (option 4) would take at approximately two (2) years to complete allowing for all permits, detailed design, the tendering processes and the construction period.

### RISK

The residual risk has been identified in each of the four (4) options for future management of the bridge.

**5.11 RESOURCE RECOVERY, WASTE MINIMISATION AND MANAGEMENT STRATEGY -  
ADOPTION****PURPOSE**

***To adopt the Resource Recovery, Waste Minimisation and Management Strategy including updates and additions made to the document following community consultation.***

**EXECUTIVE SUMMARY**

- The Resource Recovery, Waste Minimisation and Management Strategy (The Strategy) seeks to consolidate existing information, provide a holistic overview and set a future direction for resource recovery and waste management within the City of Warrnambool. The updated Strategy is attached – ***refer separate attachment.***
- The draft document has been reviewed and has been amended in response to feedback from the public consultation period and is submitted to Council for adoption.
- Community consultation occurred via media releases, Council's website, C2C, social media, newspaper advertisement, radio advertisements, presentations to groups, phone discussions and an online survey. A total of 75 submissions were received during the consultation period - (**refer Appendix A**).
- The adopted Strategy will inform the new kerbside collection service and contract which is due to be advertised by public tender in 2018.
- Respondents to the online survey were asked to nominate their top five priorities.
- Responses to the question 'What does Council do well?' included efficient and reliable kerbside service, clean streets and little litter, amazingly clean streets and public places and the flexibility of staff providing extra public place bin empties during peak periods.
- Through the consultation process, no gaps in the Strategy were identified. Any other comments/submissions made were already covered in the strategy, and did not warrant a significant change to the document.
- The Strategy has been formatted and updated to include the amended drivers for change noting the consultation submissions and responses.

**MOVED: CR. OWEN**

**SECONDED: CR. HULIN**

**That Council:**

1. **Adopt the Resource Recovery, Waste Minimisation and Management Strategy.**
2. **Consider priority actions as part of the 2018/2019 budget process.**

**CARRIED – 7:0**

**BACKGROUND**

The Strategy is intended to be used to inform decisions about resource recovery, waste minimisation and management in Warrnambool. It will provide guidance and certainty to the community about aspects of waste management, whilst providing an aspirational vision for the future.

The Strategy was released following Council's decision at its meeting on September 4<sup>th</sup>, 2017 to exhibit the Strategy for public consultation. Consultation was open for a period of 6 weeks, closing on October 18<sup>th</sup>, 2017.

Seventy three online survey responses were received and one letter, providing feedback about the Strategy, its actions and waste management in the City.

The Strategy has now been refined and has been updated to reflect the relevant comments from the community.

## ISSUES

An assessment of the submissions received is provided in the consultation/ communication section of this report.

The top five priorities identified by the community through the consultation were –

- Protecting our rivers, creeks and the ocean from pollution.
- Diverting more waste from landfill e.g. more recycling, introduce an organics collection.
- Having transfer stations where I can drop off items such as old electrical goods.
- Keeping waste costs at about average for a regional city.
- Becoming a plastic bag free city.

There were also requests for:

- More information about kerbside recycling and the entire recycling process.
- Information about organics recycling and home composting.
- Increased use of social media for education purposes.
- Raising awareness about the impact of plastic in the environment.

Introduction of a food organic garden organic (FOGO) collection service provided by Council was overwhelmingly the most popular response to the question ‘What could Council do better when it comes to waste management?’, with 37 responses.

## CONSULTATION / COMMUNICATION

The Strategy was released for public comment from September 5<sup>th</sup> 2017 until 18<sup>th</sup> October 2017. A total of 75 submissions were received. These submissions contained comments and references to other aspects of the Strategy which have been broken down into themes for assessment.

Consultation was in the form of media releases, Council’s website, C2C, social media, newspaper advertisement, radio advertisements, presentations to groups, phone discussions and an online survey.

Specific target audiences included environmental community groups, service groups, Archie Graham, kindergarten and primary school communities.

Relevant commercial, not-for profit and community enterprises were consulted with during the development of the strategy.

Submissions have been assessed and the content of the final Strategy has been updated to reflect feedback received (**Refer Appendix A**). The draft strategy has also been updated to reflect changing circumstances, for example the announcement of the Plastic Bag Ban by the State Government.

The survey raised the following questions:

- Q1** What are your top 5 priorities for waste management and resource recovery?
- Q2** What do you think is missing from the strategy?
- Q3** What could Council do better when it comes to waste management?
- Q4** What does Council do well in the waste management area?
- Q5** What does the community need to be better informed about when it comes to managing household waste?

From the 75 individual submissions received, the submissions and the comments have been grouped into themes for consideration and assessment:

### **1. In favour of Council providing a green waste / food waste collection service - 37 responses.**

**Assessment** - The Strategy incorporates and supports a Council operated organic waste collection. It is significant that this aspect of the Strategy attracted the highest response.

**2. Hard rubbish collection – 25 responses**

**Assessment** – The Strategy is not generally supportive of a traditional hard waste collection. Hard waste services are not free and costs associated with a service would need to be included in the Waste Management Charge. This process effectively transfers individual costs over the rate base. Our suggested approach for this is to consider options for a hard waste service for residents with special needs requirement.

**3. Unhappy with night time collection and preference for a day time service - 16 responses**

**Assessment** – It is acknowledged within the Strategy that an overnight collection has some amenity impacts; however the benefits of collection efficiency, safety (less traffic and pedestrian activity) are considered to be of a higher community benefit. Given the relatively small number of submissions on this matter through the consultation, suggests there is widespread community acceptance for the overnight service.

**4. Support for Warrnambool Green Waste (Company) -13 responses**

**Assessment** – The Strategy explains in considerable detail the need, drivers and net community benefit for a municipal wide weekly or fortnightly organic and food organic collection service. These include:

- Cost savings and environmental benefits from diverting food waste from landfill.
- Reduced carbon emissions to meet Council's emissions target of a 30% reduction in emissions by 2020.
- Reduced illegal dumping with associated cost savings.
- Stormwater protection.

**5. More public place rubbish and recycling bins and dog bag dispenser - 11 responses.**

**Assessment-** The Strategy confirms that Council is committed to ongoing review of public place bins to keep pace with change. The “bag it bin it” dog litter campaign as outlined in the Strategy will support this initiative to reduce dog litter.

**6. No green waste service -7 responses**

**Assessment** - Refer to green waste assessment 4 above.

**7. Bigger bins for kerbside collection, and more education – 6 responses**

**Assessment** – The Strategy recognises the demand for larger bins which will be further considered and incorporated into the new kerbside collection contract.

**8. Kerbside collection in the CBD - 1 response**

**Assessment** – The service Council provides is for domestic waste. Council is not equipped in the specialist commercial waste market and private operators who have greater flexibility are available for this service.

**9. More Ewaste information -1 response.**

**Assessment** – The Strategy discusses Ewaste, Council will play an increasing role in public education in managing Ewaste.

Sixteen respondents to the survey have requested to be kept updated about waste management issues. This will occur via email on an ongoing basis.

**TIMING**

Following adoption of the Strategy, it will be available for public access permanently on Council's website and in hardcopy upon request.

Performance against the criteria listed in the Strategy will be reported annually to Council. The Strategy will be reviewed once in every four years or at least once in the life of the elected council.

Priorities will be formulated through Council's annual budget process.



**FINANCIAL CONSIDERATION**

The costs of preparing the Strategy and the consultation process are contained within the budget of City Infrastructure.

Council will need to assess the future resource options required to implement the Strategy actions.

These will be for future annual budget consideration.

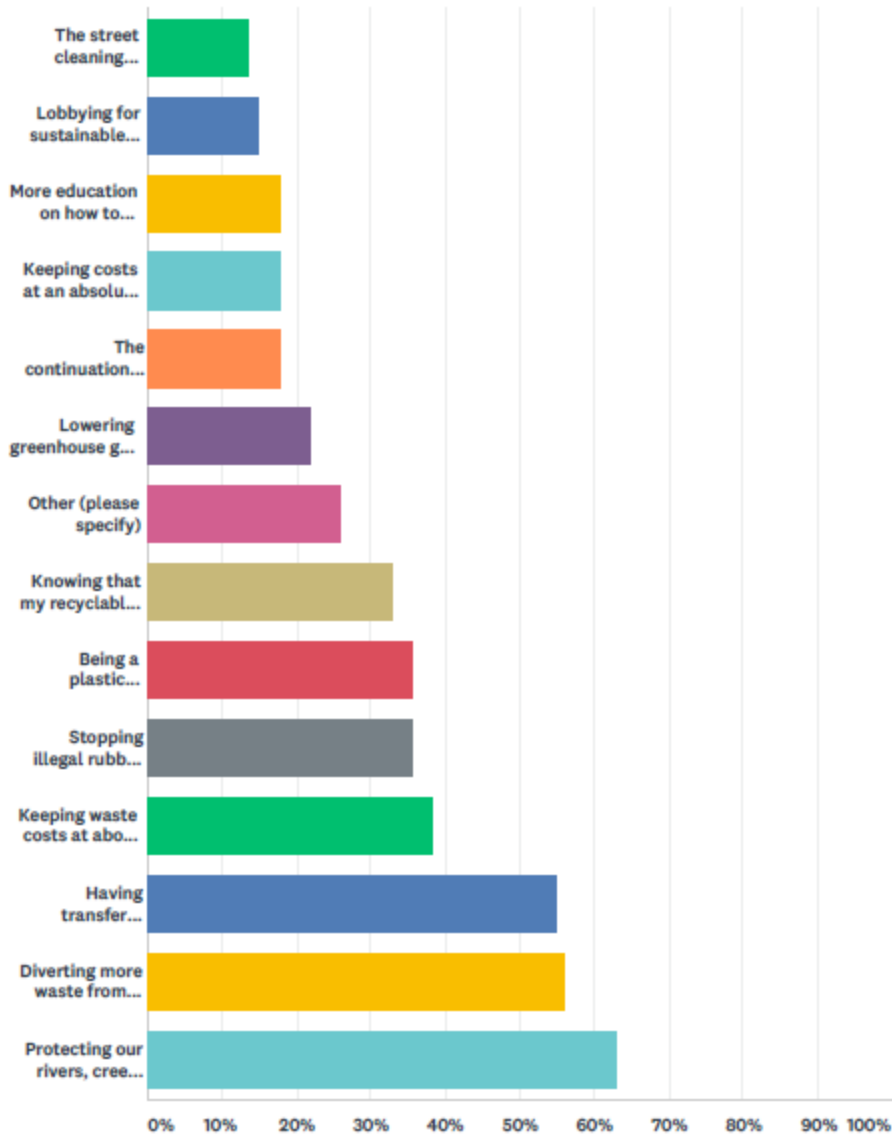
**RISK**

The risks associated with the project are reputational, financial and operational.

## Results of online survey

Q1 What are your top five priorities relating to waste management and resource recovery? We've suggested some below but please feel free to add your own.

Answered: 73 Skipped: 0



ANSWER CHOICES	RESPONSES	
The street cleaning program.	13.70%	10
Lobbying for sustainable packaging and container desposit legislation.	15.07%	11
More education on how to manage my household waste.	17.81%	13

Keeping costs at an absolute minimum regardless of what happens to the waste.	17.81%	13
The continuation of programs like Detox Your Home and DrumMuster.	17.81%	13
Lowering greenhouse gas emissions.	21.92%	16
Other (please specify)	26.03%	19
Knowing that my recyclables are being processed by a reputable company with a sound track record.	32.88%	24
Being a plastic bag-free city.	35.62%	26
Stopping illegal rubbish dumping.	35.62%	26
Keeping waste costs at about the average for a regional city.	38.36%	28
Having transfer stations where I can drop off items such as old electrical and electronic goods.	54.79%	40
Diverting more waste from landfill eg more recycling, introduce an organics collection.	56.16%	41
Protecting our rivers, creeks and the ocean from pollution.	63.01%	46
Total Respondents: 73		

## Q2 What do you think is missing from the strategy?

Answered: 56 Skipped: 17

#	RESPONSES	DATE
1	Strong encouragement to residents to recycle everything possible. Although the large supermarkets have indicated that will not have plastic bags in the future many residents do not understand what effect plastic bags and recyclable items not recycled have on the environment and the quality of the world we leave to our children.	10/8/2017 5:23 PM
2	Have just move to the city you need a green bin pick up works well in pervious shire I lived in	10/5/2017 6:53 PM
3	Green waste and hard rubbish collection	9/28/2017 7:30 PM
4	I am a customer of the current green waste collection service; they are courteous, prompt and reasonably priced. Given these factors, I see no reason why the WCC should fund an alternative service; the money would be better spent on other activities (e.g. see my priority list above).	9/27/2017 10:15 PM
5	Hard rubbish collection	9/27/2017 9:56 PM
6	We don't want an organics collection. 75% of us voted against it a few years back	9/24/2017 12:58 AM
7	Nothing	9/24/2017 12:56 AM
8	Hard waste	9/24/2017 12:53 AM
9	As I already have warmambool green waste pick up by green waste, I am happy with there service and do not want to change. They are very friendly and easy to contact. I think that warmambool green waste should stay as they are and not bring in another greenwaste busineses	9/23/2017 8:38 PM
10	Nothing is missing I am happy with the way it is	9/23/2017 8:38 PM
11	I am already happy with Shane Timms warmambool green waste, it is very reliable with a great customer experience, which I do not want to change Shane comes and gets my green waste when I need him to as I do not always have green waste so this saves me money and I love supporting a great local!	9/23/2017 8:37 PM
12	I am already happy with Shane Timms warmambool green waste, it is very reliable with a great customer experience, which I do not want to change Shane comes and gets my green waste when I need him to as I do not always have green waste so this saves me money and I love supporting a great local!	9/23/2017 8:36 PM
13	I'd like council to consider changing overnight roadside collection to daytime (sick of the rubbish trucks waking me up!!) and to consider a hard waste collection service a couple of times a year.	9/22/2017 4:17 PM
14	Cost needs to be kept to a minimum to encourage more recycling	9/21/2017 1:40 PM
15	Indication of what is possible	9/21/2017 10:51 AM
16	Reducing noise pollution overnight. Both rubbish and recycling needs to be collected in the same hours we are allowed to have noise pollution.	9/21/2017 9:43 AM
17	Green waste hasn't been considered	9/20/2017 11:20 PM
18	Keeping waste disposable affordable for everyone. Also, an affordable green waste system. Other towns have their green bin collected fortnightly - our rates are expensive yet our services are less.	9/20/2017 10:50 PM
19	Annual hard waste collection	9/20/2017 10:32 PM
20	Unsure	9/20/2017 10:23 PM
21	Costings	9/20/2017 10:14 PM
22	FREE green waste collection. Or at least two free uses of the waste station per year per rated property. Or a free skip once a year per "x" amount of houses.	9/20/2017 10:05 PM
23	Green waste collection	9/20/2017 9:59 PM
24	Not having late pick ups	9/20/2017 9:44 PM

25	I don't think enough people are aware of the rubbish situation	9/20/2017 11:52 AM
26	Green waste pick up and hsrdr rubbish collection	9/19/2017 10:05 PM
27	There needs to be more bins around the city. No one wants to carry their rubbish around for 15 minutes, and bins on every corner would fix this and create a few jobs	9/19/2017 8:13 PM
28	Having bigger rubbish bins for the home and also green waist bins	9/19/2017 8:04 PM
29	Green waste collection	9/19/2017 7:45 PM
30	Need to link in with other resources- advertise soft plastic recycling at REDcycle at Coles and help advertise. Do info videos on recycling and how contaminants affect all our hard work and plug it on Facebook. Educate educate educate! We have a very very lazy generation as adults that don't care as it's an inconvenience or a cost. We have a willing generation of children that can help sway their parents. Get into schools, show them recycling videos and get them to pester parents about putting the wrong things in the wrong bin and recycling soft plastics at Coles and stop littering and allow them to grow up with a changed attitude. Organise prizes for kids for inventive ideas. Support schools to do soft plastic recycling.	9/19/2017 7:20 PM
31	Many public spaces have no bins, neither recycling or rubbish. Especially on popular dog walking areas and so...poop!	9/19/2017 3:50 PM
32	A lack of recycle bins and dog waste bins across Warrnambool including all parks and ovals	9/19/2017 1:42 PM
33	Hard rubbish collection.	9/19/2017 12:36 PM
34	Raising awareness of the problem of litter	9/19/2017 10:48 AM
35	Need for increased waste collection during peak season, such as whale sighting at Logan's Beach.	9/18/2017 10:48 PM
36	Reasonable bin sizes and regular recycling pick up - waste collection services here are insane for families, and many within this district ARE big families. We fill recycling to run each week and recyclable goods have to be put in general waste as a result. With 3 children in nappies, we fill general bins within days too. We just can't keep up. We take a load to the tip every few weeks and it costs in excess of \$60-\$80?!! That's AFTER we pay rates?!!! If this continues with bin allocations for residence, how about offering 2-3 free drop offs to top per household per year?	9/18/2017 10:17 PM
37	Green waste removal	9/18/2017 10:04 PM
38	Larger household recycling bins	9/18/2017 9:41 PM
39	Hard waste collection	9/18/2017 9:39 PM
40	I don't want to pay for an green waste bin that I won't use	9/18/2017 8:31 PM
41	Hard rubbish, green waste collection, composting	9/18/2017 8:28 PM
42	Hard rubbish collection	9/18/2017 6:48 PM
43	Increasing the types of recyclables for collection, for example polystyrene, soft plastics (wrappings/packaging/bags)	9/18/2017 4:51 PM
44	I'm not sure. Education on what could be recycled and the costs to each house, and whether it will be charged to everyone along with rates or a separate charge for green bins in an opt in system.	9/16/2017 3:15 PM
45	We should have a fortnightly green waste collection and a hard rubbish collection - we are so behind the times here.	9/16/2017 11:57 AM
46	For residents to have the option to opt-out of any new green waste collection. If opt-out, rates should be reduced. I have extensive compost system so would not use it in any way and would be pissed off to pay for something i will not use.	9/14/2017 8:11 PM
47	Banning single use plastic bags	9/14/2017 5:54 PM
48	Having a smart house model set up so the community can visually see how to better manage waste and use resources more wisely	9/14/2017 5:28 PM
49	Maybe a reward program. Like the tokens for shopping trolleys we could hand out tokens for own shopping bags or your own mug at a coffee shop and get 50c of a certain amount. Some practise it already	9/12/2017 5:20 PM
50	Free drop off for green waste	9/11/2017 5:39 PM

51	Hard waste kerb side pick up	9/11/2017 1:48 PM
52	We need household green waste bins!	9/11/2017 1:34 PM
53	More bins and recycling information along the promenade. Maybe more signage along the path itself driving for a cleaner beach for generations to come!	9/11/2017 1:28 PM
54	Hard rubbish collection	9/11/2017 1:17 PM
55	Understanding of the contract process for the trial/full green/organics collection: What company will be conducting this? Will the existing local companies be included? Will households be able to opt out (and not pay any associated rates) if they prefer to use their existing green waste service? Also missing is support for the statements about night-time collection. Has any research been done to show that it is safer, or is that just hearsay? I find even one truck extremely loud and disturbing, and would much prefer to have a daytime collection.	9/7/2017 6:25 PM

### Q3 What could Council do better when it comes to waste management?

Answered: 60 Skipped: 13

#	RESPONSES	DATE
1	Addressing all of the above mentioned items. Especially providing a green waste bin. My cousin in Nathalia has an organic container in his kitchen. I put everything I can in my compost bin so I don't see this as so important as being able to get rid of excess green waste.	10/10/2017 3:59 PM
2	Include a provision for compostable waste.	10/8/2017 5:23 PM
3	Offer one FREE voucher for the Hard Waste AND one for Green waste for every rate paying household per year to be used at any of the waste transfer stations. Could also introduce a bin for green waste and food waste.	10/7/2017 4:30 PM
4	Green bin pick up	10/5/2017 6:53 PM
5	Hard rubbish. Not greenwaste, that was voted out last time We don't want to pay more in rates for a servixe we use privately	9/27/2017 9:56 PM
6	5 free trips to transfer station each year	9/24/2017 12:58 AM
7	5 free trips to transfer station each year	9/24/2017 12:56 AM
8	Hard waste collectiin	9/24/2017 12:53 AM
9	My current service is perfect the council does not have to have any input in the green waste due to there already being and great business that everyone is happy with and they can provide for everyone in the town	9/23/2017 8:38 PM
10	Keep the system it has as it works well and everyone I know is happy with the service Shane provides	9/23/2017 8:38 PM
11	I believe the council has and does not need to have anything different as the current relationship with my green waste service is great and council should stay out of it	9/23/2017 8:37 PM
12	I believe the council has and does not need to have anything different as the current relationship with my green waste service is great and council should stay out of it	9/23/2017 8:36 PM
13	Better acces to information on where things can be disposed. Encouraging op shops and other waste disposal orgs to open on the weekends...not just Sat morning.	9/22/2017 4:17 PM
14	Get quieter trucks!	9/21/2017 1:40 PM
15	Providing local green waste collection bins and organic recycling bins/ composters in local areas	9/21/2017 10:51 AM
16	Educate the collection companies on more appropriate language to yell out (or not yell at all) when they accidentally drop a bin. Understand the laws in relation to noise pollution. My family and I have lived in a few houses around warmambool and in all, on collection nights the trucks, swearing, brakes can be heard for up to 5 hours!!! 5 hours of frightened screaming children week after week after week. It's breaking the law, it's exhausting and it's got to stop.	9/21/2017 9:43 AM
17	Not do collections in the middle of the night	9/21/2017 1:55 AM
18	Night time collection of rubbish is ridiculous, it wakes our kids every week, needs to be moved to daytime- may not be practical in cbd but in the suburbs it's a no brainer (probably why it hasn't been implemented)	9/20/2017 11:20 PM
19	Stop ridiculous night-time waste collection. It is disruptive and unnecessary. Other bigger regional towns have collections during the day - why try and be different? Please stop!	9/20/2017 10:50 PM
20	Listen to the public	9/20/2017 10:32 PM
21	Waste collection should occur during the day, not late or in the middle of the night. It's very disruptive	9/20/2017 10:23 PM
22	Green waste- maybe providing a bin for collection once per month or vouchers as per other councils and shires	9/20/2017 10:14 PM

23	Free green waste collection fortnightly or monthly with a large bin.	9/20/2017 10:05 PM
24	Provision of green waste and hard rubbish collections	9/20/2017 9:59 PM
25	Having better suitable times for collection	9/20/2017 9:44 PM
26	Please choose collection times when you don't disturb families in the middle of the night. Having to deal with scared, screaming kids every Tuesday has become overwhelming for our family.	9/20/2017 9:35 PM
27	Make sure illegal dumping is stopped	9/20/2017 11:52 AM
28	Green waste pick up and hard rubbish pick up.. Recycle shop like portland	9/19/2017 10:05 PM
29	More bins	9/19/2017 8:13 PM
30	All homes should have free green waist bins	9/19/2017 8:04 PM
31	We need a green waste bin for lawn clippings etc. A small bin for food scraps would also be good. Also a hard rubbish (old furniture etc) collection day once every few months, where people can leave their items on their nature strip to be collected.	9/19/2017 7:45 PM
32	Education. People know so little about recycling. Do a mini war on waste Warrnambool contest and see if people can Facebook their minimising waste to 1 bag landfill per week for example and get a cash prize or something for best idea/littlest waste per head. Warrnambool needs ready access to green waste or do more composting ideas for home. Where do people take green waste (depo costs an absolute fortune for a great resource) to prevent carbon production in landfill? We need to bridge this gap and consider a free depot or a green waste bin like Moyne. Regularly do beach clean ups- let's see council workers involved with Sea Shepherd clean up days, helping provide tools, help and advice eg steepness of Shelley beach etc. maybe organise a council one?!	9/19/2017 7:20 PM
33	More bins and ensure they are emptied OFTEN!	9/19/2017 3:50 PM
34	Provide more recycle bins in the main street, at all ovals and parks as well as dog waste bins. The bins at the break water are always over flowing, they need to be either removed more frequently or add another set of bins	9/19/2017 1:42 PM
35	Offer hard rubbish collection	9/19/2017 12:36 PM
36	Let us know where the waste is actually going	9/19/2017 10:48 AM
37	Increased waste collection, especially over weekends during peak seasons. Provide natural waste bins for all households.	9/18/2017 10:48 PM
38	Increase options for recycling as well as frequent weekly collection. The wind blowing debris from open bins is a huge issue too. Ends up littering our neighbourhood, our yards but worse, our waterways.	9/18/2017 10:17 PM
39	Opening times of rubbish/green waste drop off = efpos boom gate. Invest in tractor for rubbish removal at the beach.	9/18/2017 10:04 PM
40	The ability to recycle more items eg soft plastics	9/18/2017 9:41 PM
41	Introduce kitchen caddies and biodegradable liners like they have in Moyne Shire	9/18/2017 9:39 PM
42	Actually sweep my street, has never happened get trucks with reversing alarms that adjust to volume of sound around them	9/18/2017 8:31 PM
43	Recyclable collection and rubbish collection for commercial premises in the city. Or reduce the rates to compensate	9/18/2017 8:28 PM
44	Green waste bins and hard rubbish collection	9/18/2017 6:48 PM
45	Ensure that collection does not contribute to waste on the street through toppled bins, contractors spilling waste and failing to clean it up. Install proper bins in some public areas, for example on the foreshore, instead of 240L bins or steel drums.	9/18/2017 4:51 PM
46	Provide more bins for rubbish around parks, beaches and walks. Provide Green/compost rubbish bins and collections in an opt in system per household, possibly on the alternate weeks to the yellow bins. Fine people who are not carrying dog poo bags whilst walking their dogs. The amount of dog waste around in disgusting compared to other councils/suburbs.	9/16/2017 3:15 PM
47	Green waste collection and hard rubbish collection.	9/16/2017 11:57 AM
48	Introduce organics collection. Move to a plastic bag free municipality.	9/15/2017 6:57 AM

49	Supporting the small business that already supplies green Waste management	9/14/2017 10:25 PM
50	Not much really. It's pretty good.	9/14/2017 8:11 PM
51	A HARD DROP much like Melbourne where a few times a year large waste (such as TV or fridge box full of foam) or an old couch or whatever could be picked up as not all people can have large waste items removed	9/14/2017 5:54 PM
52	Having a green waste collection or a drop off compostable green collection point .... our rates are high and this should be included in our waste management system... this will also educate people on how to better isolate waste products more effectively	9/14/2017 5:28 PM
53	Don't know. It comes down to an individual level.	9/12/2017 5:20 PM
54	Education on waste	9/11/2017 5:39 PM
55	Lower cost of tips.	9/11/2017 1:48 PM
56	Bring in household green waste bins!	9/11/2017 1:34 PM
57	Supplying more receptacles for waste and more advertising relating to the same.	9/11/2017 1:28 PM
58	better waste options, all residents should have 3 bins. General waste, Green waste and recyclable.	9/11/2017 1:17 PM
59	Day time bin collections. Hard waste collection days, even if only once/twice a year.	9/7/2017 6:25 PM



## Q4 What does Council do well in the waste management area?

Answered: 49 Skipped: 24

#	RESPONSES	DATE
1	Provides good services for rubbish and recycleables	10/10/2017 3:59 PM
2	I am happy with the current rubbish and recycling collections.	10/8/2017 5:23 PM
3	Collection of rubbish using the bin system with one small bin for rubbish and one for recycling.	10/7/2017 4:30 PM
4	Haven't been here long enough to comment	10/5/2017 6:53 PM
5	Waste money	9/24/2017 12:58 AM
6	Waste money	9/24/2017 12:56 AM
7	Keep things as they are	9/24/2017 12:53 AM
8	My current service is perfect the council does not have to have any input in the green waste due to there already being and great business that everyone is happy with and they can provide for everyone in the town	9/23/2017 8:38 PM
9	I believe that the way Shane is contributing to the green waste pick up is great and does not need to be changed	9/23/2017 8:38 PM
10	Like the distributed approach to waste management with orgs such as WDEA involved. I like that there is to be a green waste trial - very supportive of this, thank you.	9/22/2017 4:17 PM
11	Yes our rubbish is collected as per the schedule	9/21/2017 1:40 PM
12	Providing household waste and recycling collection	9/21/2017 10:51 AM
13	Give us good sized recycling bins	9/21/2017 9:43 AM
14	No hard rubbish collection, no green waste collection, night time rubbish collection, no free drop off of white goods and recyclables (as in Ireland) ah.... can't think of much that's done "well"	9/20/2017 11:20 PM
15	They are good at charging huge amounts for waste disposal and provide the smallest bins I've seen. No green waste bin? Another ridiculous inconvenience for a town with LOTS of grass!	9/20/2017 10:50 PM
16	Not sure to be honest	9/20/2017 10:32 PM
17	The service is good it's the collection times that are a problem	9/20/2017 10:23 PM
18	Regular and reliable services	9/20/2017 10:14 PM
19	Weekly collections.	9/20/2017 10:05 PM
20	Recycling	9/20/2017 9:59 PM
21	Efficient	9/20/2017 9:44 PM
22	General garbage and recycling pick up	9/19/2017 10:05 PM
23	Surprisingly little litter around	9/19/2017 8:13 PM
24	Keeps our streets very clean	9/19/2017 8:04 PM
25	Unsure really except providing a regular recycling collection. Was impressed to hear from my own concerned enquiries that compostable dog poo bags will be available from bag dispensers in Warrnambool. Too many found on beach clean up days by the Sea Shepherd.	9/19/2017 7:20 PM
26	Regular domestic collections	9/19/2017 3:50 PM
27	Keeps the streets and public bin areas clean	9/19/2017 12:36 PM
28	Having specific collection days	9/19/2017 10:48 AM
29	Very little.	9/18/2017 10:48 PM
30	Empties public bins regularly. Rarely overflowing	9/18/2017 10:17 PM

31	Street cleaning and keeping the main street clean.	9/18/2017 10:04 PM
32	Weekly collection	9/18/2017 9:41 PM
33	Never once had an issue with my kerbside collection service.	9/18/2017 9:39 PM
34	Street cleaning, pavement cleaning	9/18/2017 8:28 PM
35	Rubbish collection in general	9/18/2017 6:48 PM
36	Collection. Attractive public bins in most areas.	9/18/2017 4:51 PM
37	Not much other than send trucks out to empty bins on a regular basis.	9/16/2017 3:15 PM
38	Generally, the supply of rubbish bins around the city.	9/15/2017 2:09 PM
39	Re-cycling collection.	9/15/2017 6:57 AM
40	Street sweeping. Cbd is cleaned after weekend action/mess/rubbish/dim sims etc. Bins are emptied.	9/14/2017 8:11 PM
41	Picking up current waste and recycling bins in a professional and reliable manner	9/14/2017 5:54 PM
42	the city is clean... so this shows that something is working well with their waste managemnt	9/14/2017 5:28 PM
43	Bins that are secure so that wind does not blow rubbish around. Quick action i.e. The whale viewing area got extra bins on one of the crazy tourists weekends promptly! I like that flexibility	9/12/2017 5:20 PM
44	Keeps bins empty in peak seasons	9/11/2017 5:39 PM
45	Not much really	9/11/2017 1:48 PM
46	Our streets and public areas are amazingly clean and rubbish free.	9/11/2017 1:34 PM
47	it does have a number of bins already but for the amount of people using it, there obviously needs to be more all the way along the promenade!	9/11/2017 1:28 PM
48	Generally a reliable pick up service	9/11/2017 1:17 PM

## Q5 What does the community need to be better informed about when it comes to managing household waste?

Answered: 44 Skipped: 29

#	RESPONSES	DATE
1	the proper disposal of waste.	10/10/2017 3:59 PM
2	As stated earlier the community needs to be further educated in the full use of the recycling option, and in the danger of plastic bags to the environment.	10/8/2017 5:23 PM
3	Education on composting at home.	9/24/2017 12:58 AM
4	Education on composting at home.	9/24/2017 12:56 AM
5	Worm farm or composting at home	9/24/2017 12:53 AM
6	Nothing keep Shane has I like to help locals in their businesses and warrnambool city council should too	9/23/2017 8:38 PM
7	Better access to info about where to dispose what - the list at the end of the dearly Strategy is very helpful and could be permanently available on an accessible place on the website	9/22/2017 4:17 PM
8	No	9/21/2017 1:40 PM
9	locations for free disposal of waste materials including white goods etc	9/21/2017 10:51 AM
10	Maybe a recycling guide we can stick to the top of our bins? Advertisement on how we can get rid of electronic stuff	9/21/2017 9:43 AM
11	Available options for disposal of larger items eg white goods, mattresses always being illegally dumped as there is no other option - should organise hard rubbish collection 2 a yr and reduce dumping enormously	9/20/2017 11:20 PM
12	What actually can and can't be recycled	9/20/2017 10:32 PM
13	Recycling and green waste	9/20/2017 10:23 PM
14	Organics and recycling and other items	9/20/2017 10:14 PM
15	I think you education program and leaflets are fine.	9/20/2017 10:05 PM
16	What items are recyclable and how they are identified	9/20/2017 9:59 PM
17	Na	9/20/2017 9:44 PM
18	Recycling	9/19/2017 10:05 PM
19	Probably a Snapchat story	9/19/2017 8:13 PM
20	How yo recycle better	9/19/2017 8:04 PM
21	As above. Much more info, do regular Facebook posts- recycling this week! Did you know you can recycle aluminium foil rolled in a fist sized ball? Did you know you must remove bottle lids and you can place these lids in .....(something to prevent them slipping through the recycling system).	9/19/2017 7:20 PM
22	separation of recyclables	9/19/2017 3:50 PM
23	How to recycle properly and what happens if their recycling bin is contaminated	9/19/2017 1:42 PM
24	Offer a hard rubbish collection once or twice a year to minimise illegal dumping of rubbish and household goods	9/19/2017 12:36 PM
25	They need to know about single use plastics and the effects they have on the environment	9/19/2017 10:48 AM
26	Recycling categories	9/18/2017 10:17 PM
27	What goes in waste, recycling and green waste to go on fridges.	9/18/2017 10:04 PM
28	What items are suited for recycling and which are suited to rubbish	9/18/2017 9:41 PM

29	What can be diverted away from landfill	9/18/2017 9:39 PM
30	How to replace plastic, be aware of the toxicity of synthetic fabrics, cosmetics, and things like "cotton" buds. How to use environmentally and sustainable things instead. And the benefits of using local products, even indigineous plant species.	9/18/2017 8:28 PM
31	We can reuse/recycle more	9/18/2017 6:48 PM
32	Acceptable recyclables (not all households received the new stickers/promotional material when it was most recently distributed).	9/18/2017 4:51 PM
33	What exactly can be recycled in the yellow bins and if bought in the green bins. Some people believe only paper and cardboard can go in the yellow bins.	9/16/2017 3:15 PM
34	Encourage more composting where households have space, and perhaps 'group' composting among multi-unit developments. i have composted/recycled all green/plant waste on my block over the last decade.	9/15/2017 2:09 PM
35	Home solutions, reduction of organic waste going to land-fill, education re composting, worm farms	9/15/2017 6:57 AM
36	That other trials of food scrap disposals in other council areas have not been successful	9/14/2017 10:25 PM
37	Putting recycling into plastic bags.	9/14/2017 8:11 PM
38	How to reduce their own waste	9/14/2017 5:54 PM
39	what can actually be recycled, what happens to recyclables and what can also be used again effectively without shame	9/14/2017 5:28 PM
40	We talked to someone about a " green bin " for lawn and garden rubbish " and the advise was seriously to put it into plastic bags and into the regular rubbish. If that is the attitude as people perceive the bins as too expensive, we need to learn	9/12/2017 5:20 PM
41	What is/isn't recyclable. Impacts households have on environment when u litter	9/11/2017 5:39 PM
42	Recycling	9/11/2017 1:48 PM
43	If you go home take it with you! If you take the dog for a walk, take a bag and take some waste home with you!!	9/11/2017 1:28 PM

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**5.12 PETITION – CITY CENTRE OFF STREET FREE PARKING**

*Cr. Neoh declared an interest and left the meeting at 6.44pm.*

**PURPOSE**

*To receive a petition which requests that free 90 minute parking be provided in Parkers and Ozone car parks for the next 2 years up to midday.*

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**EXECUTIVE SUMMARY**

- A petition has been received with 37 signatures requesting that Council provide free 90 minute car parking in Parkers and Ozone car parks for the next 2 years up to midday to entice shoppers back to the CBD.
- In accordance with Local Law L.1 Governance, the petition should be received and referred to the Chief Executive for a report to a future Council meeting.

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**MOVED: CR. GASTON**  
**SECONDED: CR. HULIN**

**That in accordance with Local Law L1 Governance, the petition be referred to the Chief Executive for a report to a future Council meeting.**

**CARRIED – 6:0**

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**BACKGROUND**

Council has received a petition with 37 signatures requesting that Council provide free 90 minute car parking in Parkers and Ozone car parks for the next 2 years up to midday to entice shoppers back to the CBD – ***Refer Appendix A.***

**ISSUES**

The petition highlights that the extension of the works program into 2019 will extend the period of disruption to the City Centre. In extending the works period the petition highlights that the impact to businesses and the inconvenience to the public should be reassessed.

**CONSULTATION / COMMUNICATION**

A response will be sent to the person who submitted the petition, to inform them of the Council process.

Warrnambool City Council

29 NOV 2017

28th NOVEMBER, 2017

Dear Mayor and Councillors,

Officer

We are now heading towards the end of November and the CBD renewal is far from finished contrary to what we were told 2 years ago that they would be completed by the end of October. We now believe there will be continued traffic disruptions in the CBD up to the end of November. Further to this matter we now believe there will be continued traffic disruptions in the CBD for the next 2 years, once again contrary to what we were told by the Council 2 years ago. We have been lately informed only the southern end of Liebig Street will be renewed in 2018 and now Koroit Street will not be done until 2019.

While work has been in progress in the CBD, the impact to businesses and the inconvenience to the public have been far greater and bigger than initially thought. Many businesses have suffered much heartache and distress over the closure of streets and the loss of car parks this year, also many suffering losses of \$50,000 to \$100,000 in sales and this is going to continue with further traffic disruptions for the next two years.

Do not gain the wrong perception that we are unhappy with the CBD renewal. It will be a great asset for Warrnambool in years to come. But the fact that the Council have broken its promise of what we were led to believe 2 years ago to have the street works completed by the end of October and secondly to have traffic disruptions extended to 2019.

We therefore consider that some form of appropriate compensation should be allowed in the form allowing free 90 minute car parking In Parkers and Ozone car parks for the next 2 years up to midday to entice shoppers back to the CBD [We are aware the Ozone car park is free 90 minute for 2018]. This period is normally a quiet time when

parking is underutilised and it will assist to spread the load on the car parks when shoppers can take advantage of free 90 minute car parking before midday. As previously mentioned, shoppers have become increasingly despondent and disconsolate about entering the CBD not knowing which streets to drive along without disruptions and less carparks.

To have many potential shoppers return to the CBD will not happen overnight or in the short term, but for the Council to provide some form of free car parking will assist immensely to have the CBD return to its former splendour.

Name:	Business:	Signature:
Christine Hayes	Progers Newsagency	Christine Hayes
<del>Alcott</del> Nathalie Sweeney	Style 105 Bookistic	<del>Alcott</del> [Signature]
Susan Mooney	Annie's Gifts	Alice Mooney
Renee Roberts	Annie's Gifts	[Signature]
Natalie Juchter	Warrnambool Breastfeeding Centre	[Signature]
YING WANG	HOME COFFEE	[Signature]
Lisa Pittkethly	Darriwill Farm	[Signature]
Allen Conway	Lifestyle Living	[Signature]
ALLAN LAKE	Socially & Strath Warrnambool	[Signature]
Susan Gleesa	Styler Made Interiors	[Signature]
Diane Coates	Mack's Snacks	[Signature]
Judith O'Brien Amanda Sewell	Tirnanong Skin and Body Katie's	[Signature]

Tamara Mahoney	Fishtales Cafe	
Chelsea	Colleo Treat	
NANCY	THE LIEBIG	Nancy
Jane Shaw	Harris Wood	Jane
Millie Mahony	Harris & Wood	Millie Mahony
Peter Harris	Lucas Brothers Ltd	Peter
Brian Hancock Director	Brian O'Halloran	
Debbie Annett	STYLE ACTIVE BY CHLOE	
Susan Monti	Figsellers Cafe	
Robyn Campbell	SUICO	
Sally Ashbury	Bamboo Juice	
MAX TAYLOR	TAYLORS SURFODESY	
MARIO MATELIA	MATELIA PHOT	Mario Matelia
Hannah James	Hanni's Cafe	
DARREN TWYROSS	DARREN OFFICE + ART	
Maree Wilks	DAIZY BOUTIQUE	
Lea Watson	Hitstop Menswear	
PETER HOGG	SACKS THE JEWELLERS	
Jenny Smith	Provincial Home Living	
JEN WRIGHT	HARTHOUSE WAREHOUSE	
ADAM COEH	HARTHOUSE WAREHOUSE	
Blue Ludeman	LUDEMAN RENOVATIONS	
JACQUI CORONA	Clock Tower Tea Rooms	



**Cr. Neoh returned to the meeting at 6.45pm.**

### **5.13 PETITION – HUNTINGFIELD DRIVE - REQUEST FOR SECOND ACCESS ROAD**

**Cr. Herbert declared an interest for Items 5.13, 5.14 and 5.15 and left the meeting at 6.45pm.**

#### **PURPOSE**

***To provide information on the action in regard to the received petition which requests Council 'consider the importance and act on providing a second access Road from Huntingfield Drive'.***

#### **EXECUTIVE SUMMARY**

- A petition has been received with 62 signatures requesting that Council '*urgently consider the importance, and act on, providing a second access Road from Huntingfield Drive onto the Prince Highway*'
- In accordance with Local Law L.1 Governance the petition was received by Council on 6 November 2017 and referred to the Chief Executive for consideration and response.
- Huntingfield Drive was created as part of the Huntingfield Development Plan (as amended).
- At present there is limited opportunity for the creation of a second access to Huntingfield Drive, due to adjoining land being within private ownership.
- Before adjoining land is subdivided a Development Plan will be required. When considering these Development Plans Council will be able to consider the need for alternative access arrangements.

**MOVED: CR. NEOH**  
**SECONDED: CR. HULIN**

**That the enclosed report is provided for information.**

**CARRIED -3 : 3 ON CASTING VOTE OF THE CHAIR**

**Cr. Neoh, Gaston & Anderson voting for the motion**

**Cr. Hulin, Cassidy & Owen voting against the motion**

#### **BACKGROUND**

The majority of land south of the Warrnambool to Melbourne railway line between Ferguson Street in the west and Mahoneys Road in the east is affected by the Development Plan Overlay (Schedule 1) under the Warrnambool Planning Scheme - refer **Appendix A**.

The Overlay triggers the requirement for a Development Plan to be endorsed by Council, with any subsequent subdivision of land to be in accordance with that plan.

The Huntingfield Development Plan (the **Plan**) was approved in 2003 which resulted in the subdivision of land west of Wilkinson Court e.g numbers 1 to 40 Huntingfield Road, O'Sullivan Drive, Naphthine Terrace and part of Dobson Way,. The Plan included land in separate ownership, being LOT 2 LP76603, currently on the market for sale.

The Plan referred to the creation of vehicular and pedestrian linkages through to private land to the west LOT 1 LP76603 and anticipated a crossing over the railway line to land to the north, LOT 1 TP117378.

In August 2017 developers of the land to the west of Naphthine Terrace (LOT 2 LP76603) sought an amendment to the Plan to facilitate a more appropriate subdivision layout than that shown in the approved Plan. Non-statutory notice of the amended Plan was given in the paper and no submissions were received. The amended plan provides the opportunity for the continuation of Huntingfield Drive to the west, consistent with the 2003 Plan. Council endorsed the amended Development Plan at the ordinary meeting on 7 August 2017.

## ISSUES

On 25 October 2017 Council received a petition with 62 signatures requesting Council '*urgently consider the importance, and act on, providing a second access Road from Huntingfield Drive onto the Prince Highway*'. See appendix B.

The petition has been signed by residents of Huntingfield Drive, Naphthine Terrace and Gillin Park.

With regard to the current approved Huntingfield Development Plan:

- The Plan is a statutory document and only affects that land included in the Plan.
- The land affected by the Plan must be developed 'generally in accordance with' the Plan (a planning permit is also required).
- The vacant land currently for sale is the final stage of the Development Plan.
- The amendment to the Plan in August 2017 was instigated by the developer of LOT 2 LP76603 to facilitate permit PP2016-0097 (creation of 35 lots).
- Access and linkages have not changed since approval of the Plan in 2003.

Access to private land to the west will be provided as part of the subdivision of land in accordance with planning permit PP2016-0097 (creation of 35 lots).

The access to land to the north, between #7 and 11 Huntingfield Road has not yet been constructed, with timing dependent on the subdivision of land to the north and negotiation with Victrack.

The remaining 3 parcels of land south of the railway line leading to Verdon Street e.g LOT 1 LP76603 and part of Crown Allotment 2 are subject to the same Development Plan Overlay. No Development Plans for these properties have been submitted or approved by Council to date. When these properties are proposed for development, Council will have the opportunity to consider options for providing additional access points to the land other than the continuation of Huntingfield drive.

## KEY CONSIDERATIONS

Council cannot require changes to an approved Development Plan without the consent of the developer.

The development of land south of the railway line between Ferguson Street in the west and Mahoneys Road in the east has been undertaken in accordance with the endorsed Huntingfield Development Plan. This includes the provision of access and linkages in approved locations. The location, design and construction of the roads would have been in consultation with Council's infrastructure unit and other relevant authorities.

The land currently on the market for sale has a planning permit and is included within the approved Huntingfield Development Plan.

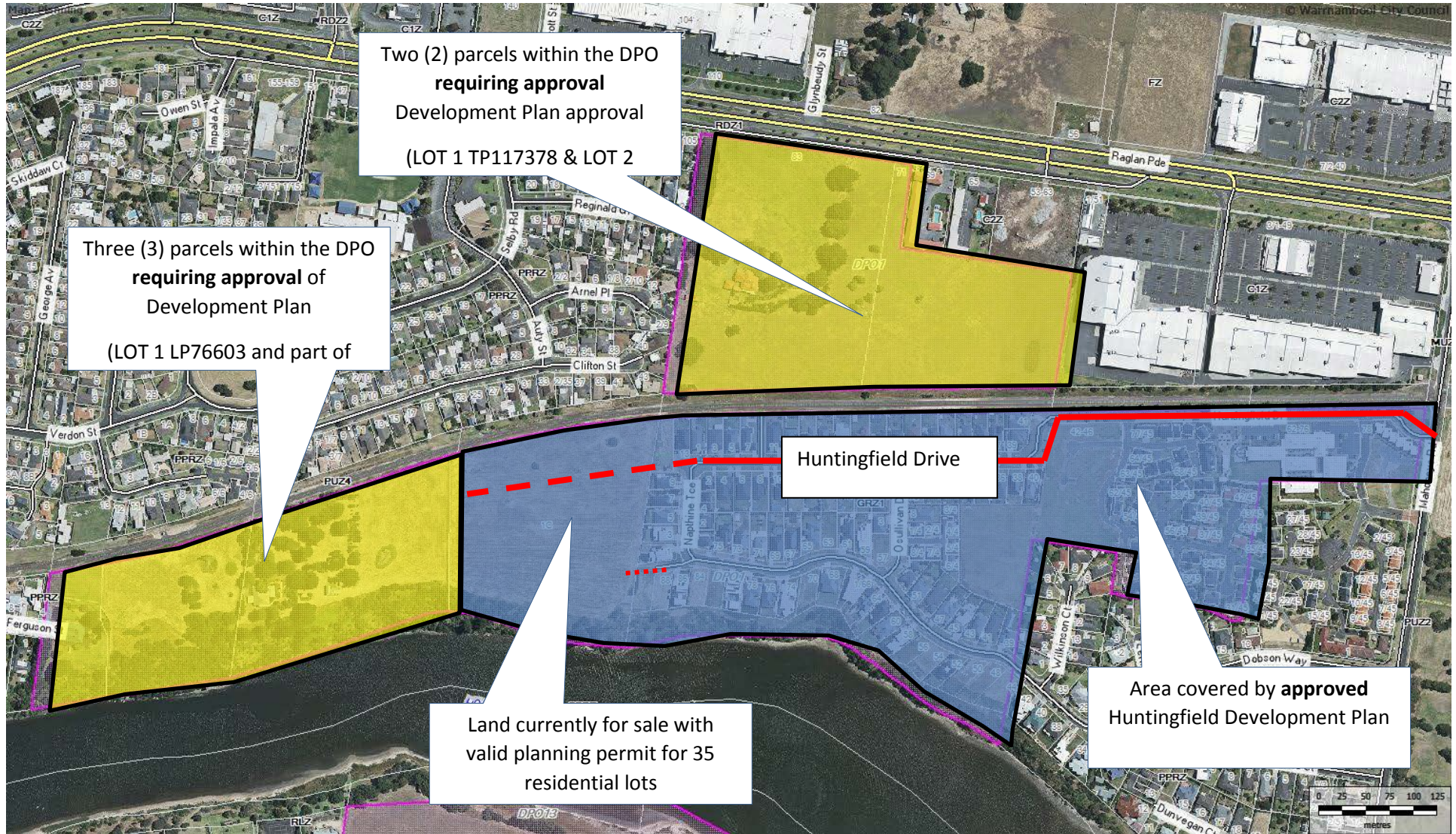
Three (3) parcels of land remain within the area south of the railway line will require Development Plans to be approved by Council before being allowed to be subdivided. The same applies for land immediately north of the railway line.

Limited opportunity exists for the creation of a second access to Huntingfield Drive at present, as it would appear any solution would require land in private ownership.

Future Development Plans will allow Council to consider the need for alternative access arrangements.

## CONSULTATION / COMMUNICATION

A response letter will be sent to the person who submitted the petition, to inform them of the Council action on the matter raised in the petition.



*Cr. Herbert remained out of the meeting for this item.*

## **5.14 AMENDMENT TO THE LOGANS BEACH COASTAL VILLAGE DEVELOPMENT PLAN**

### **PURPOSE**

*This report considers an amendment to the Logans Beach Coastal Village Development Plan and recommends that the amended Development Plan be endorsed.*

### **EXECUTIVE SUMMARY**

- A proposal to amend the Logans Beach Coastal Development Plan has been received from Urbanomics.
- The existing Development Plan was approved by Council in March 2015.
- This amendment seeks to include two new stages (4 and 5) as part of the overall subdivision which would create an additional nine (9) lots within the Coastal Village Development.
- The amendment was exhibited for a two week period. No submissions have been received.
- The amendment appropriately responds to the Development Plan Overlay (DPO12) requirements and is suitable for endorsement by Council.

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**MOVED: CR. HULIN**  
**SECONDED: CR. NEOH**

**That Council endorse the amendment to the Logans Beach Coastal Village Development Plan, in accordance with the requirements of Clause 43.04 (Schedule to DPO12) of the Warrnambool Planning Scheme.**

**CARRIED – 6:0**

### **BACKGROUND**

The site is located in the Coastal Hopkins Growth Area, on the south side of Hopkins Point Road, and is covered by the Development Plan Overlay Schedule 12 (DPO12). Refer to **Appendix A**.

The existing Logans Beach Coastal Village Development Plan (the **Development Plan**) was approved by Council at the ordinary meeting on 2 March 2015.

Planning permits have been issued for subdivision of land in Stages 1, 2 and 3. Titles have been issued for Stages 1 and 2 with Stage 3 imminent.

The proposed amendment to the Development Plan concerns new Stages 4 and 5. Before a planning permit application is able to be progressed, Council is required to amend the Development Plan accordingly. The relevant Clauses of the Warrnambool Planning Scheme are provided at **Appendix B**.

Refer to **Appendix C** for a copy of the current Logans Beach Coastal Village Development Plan. Page 29 of the Plan provides the overall layout.

***NOTE: All Appendices are attached separately.***

### **ISSUES**

The amended Development Plan was submitted to Council on 30 October 2017. Refer to **Appendix D** which includes the applicants request and copy of the amended plan.

An amendment to the Development Plan is required as the current Development Plan does not provide for Stages 4 and 5 and the creation of the nine (9) lots.

At present the approved Development Plan seeks to facilitate 'Open Space Cluster Lots' on land between Southern Ocean Boulevard and Le Couteur Street. The proposed nine (9) lots are not shown on the plan and provide a different outcome for the northern parts of the Coastal Village Development.

Despite the changes, the amended Development Plan would continue to provide a balance lot (#94) with an area of 3.41 hectares than can be used for Open Space Cluster Lots in the future. Proposed Lot 94 will be subject to a separate Development Plan as stipulated on page 33 of the current Development Plan.

The Logans Beach Coastal Village Development Plan, in its original form, was accompanied by

- **Traffic Impact Assessment**, January 2015, prepared by TraffixGroup,
- **Engineering Services Report**, 28 October 2014, prepared by Brian Consulting Pty Ltd.
- **Stormwater Management Plan**, 6 October 2014, prepared by Brian Consulting Pty Ltd.
- **Site Investigation Report (Acid Sulfate Soils)**, 15 February 2012, prepared by Brian Consulting Pty Ltd.
- **Preliminary Site Investigation** at Rodger and Astbury Estates, Hopkins Point Road, Warrnambool, Victoria, July 2014,
- **Flora and Fauna Report**, April 2010, prepared by Kate Lockhart and Mick Aberton.
- **Landscape Plan**, October 2014, prepared by Lisa Stafford Design.
- Report for **Proposed Walkways and Beach Access in the Public Reserve**, Logans Beach, Warrnambool, August 2014,

The proposed changes have been referred to Council's infrastructure Unit to allow consideration of the impact on traffic, engineering services and stormwater. No concerns have been raised.

The proposed amendment to the Development Plan responds to the key requirements of DPO12 by:

- Not affecting the planned seven-hectare coastal reserve,
- Aligning lots along contours minimising cut and fill and maintaining a landscape setting,
- Providing extensive opportunities for revegetation,
- Maintaining a permeable street network,
- Complying with the stormwater management system that utilises water sensitive urban design techniques.
- Providing for view sharing corridors throughout the development to ensure existing dwellings along Hopkins Point Road and future dwellings within the growth area have views to the coastal reserve and the ocean,
- Providing that new development of the lots can be assessed against the Design Guidelines.

The amendment to the Development Plan therefore complies with the provisions of the Development Plan Overlay Schedule 12.

## **CONSULTATION/COMMUNICATION**

The amendment to the Development Plan was advertised (non-statutory) between November 18 to 1 December 2017. No submissions have been received.

## **FINANCIAL IMPACT**

Costs associated with the review and assessment of the Development Plan has been included in the 2017/2018 City Strategy and Development Budget.

## **ENVIRONMENTAL/RISK IMPACT**

The Development Plan has been processed and assessed in accordance with the requirements of the Warrnambool Planning Scheme.

## **5.15 LOGANS BEACH STRATEGIC FRAMEWORK PLAN**

*Cr. Herbert remained out of the meeting for this item.*

### **PURPOSE**

***This report provides Council with an update on the Logans Beach Strategic Framework Plan, and recommends the draft Plan be adopted.***

---

### **EXECUTIVE SUMMARY**

- The Logans Beach Strategic Framework Plan has been prepared by Insight Planning Consultants.
- Public consultation on the draft Plan has been undertaken over a four (4) week period.
- 32 submissions have been received. The draft framework plan has been amended to respond to the submissions, where appropriate.
- The draft plan has been underpinned by a range of reports prepared by technical experts in the fields of flood modelling and drainage; traffic impact assessment; infrastructure servicing; and coastal acid sulfate soil assessment.
- The plan anticipates a low to medium growth scenario resulting in an increase of approximately 200-250 lots across the framework plan area.
- It is recommended the revised Plan be adopted.

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**MOVED: CR. HULIN**  
**SECONDED: CR. NEOH**

**That Council adopt the Logans Beach Strategic Framework Plan, Insight Planning, 2017.**

**CARRIED – 6:0**

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### **BACKGROUND**

The Logans Beach coastal area is located to the east and south of the Hopkins River in Warrnambool. The area consists of land zoned Rural Living (RLZ) to the south of Hopkins Point Road including land zoned Public Park and Recreation Zone (PPRZ) and Public Conservation and Recreation Zone (PCRZ).

The study area also includes land zoned Rural Living to the north of Hopkins Point Road and a small strip of General Residential Zone abutting Hopkins River (Riverview Terrace). See **Figure 1** for a map of the study area.

The Logans Beach coastal area supports a range of environmental values and landscape features. Areas of coastal vegetation provide important wildlife corridors and biological hotspots for vulnerable and threatened flora and fauna species. In addition, Logans Beach is home to the ecologically important Southern Right Whale nursery.

In 2013, Warrnambool City Council prepared a City-Wide Housing Strategy that established a strategic framework for residential development within the municipality to the year 2031. The City-Wide Housing Strategy recognises that existing urban areas (including the Logans Beach coastal area) have capacity for further residential growth.

In 2014, land within the Coastal / Hopkins River Environment growth area (east of the Logans Beach coastal area) was rezoned to allow residential development at conventional densities.

Development within the Logans Beach coastal area has been guided by the *Logans Beach Local Plan 1998* (Local Plan). The Local Plan includes a minimum lot size of 6,000 square metres and an average of 10,000 square metres for multiple lot subdivisions (implemented within the schedule to the Rural Living Zone).

The development of a framework plan provides guidance on planning controls within the area to facilitate further residential development whilst considering the landscape qualities of the area, and climate change risks and opportunities. The framework plan incorporates a response to climate change impacts via planning standards, hydraulic modelling, climate change scenarios, geomorphic standards assessment, transport network analysis, and an infrastructure costing review to assist in future developer funded opportunities for infrastructure projects.

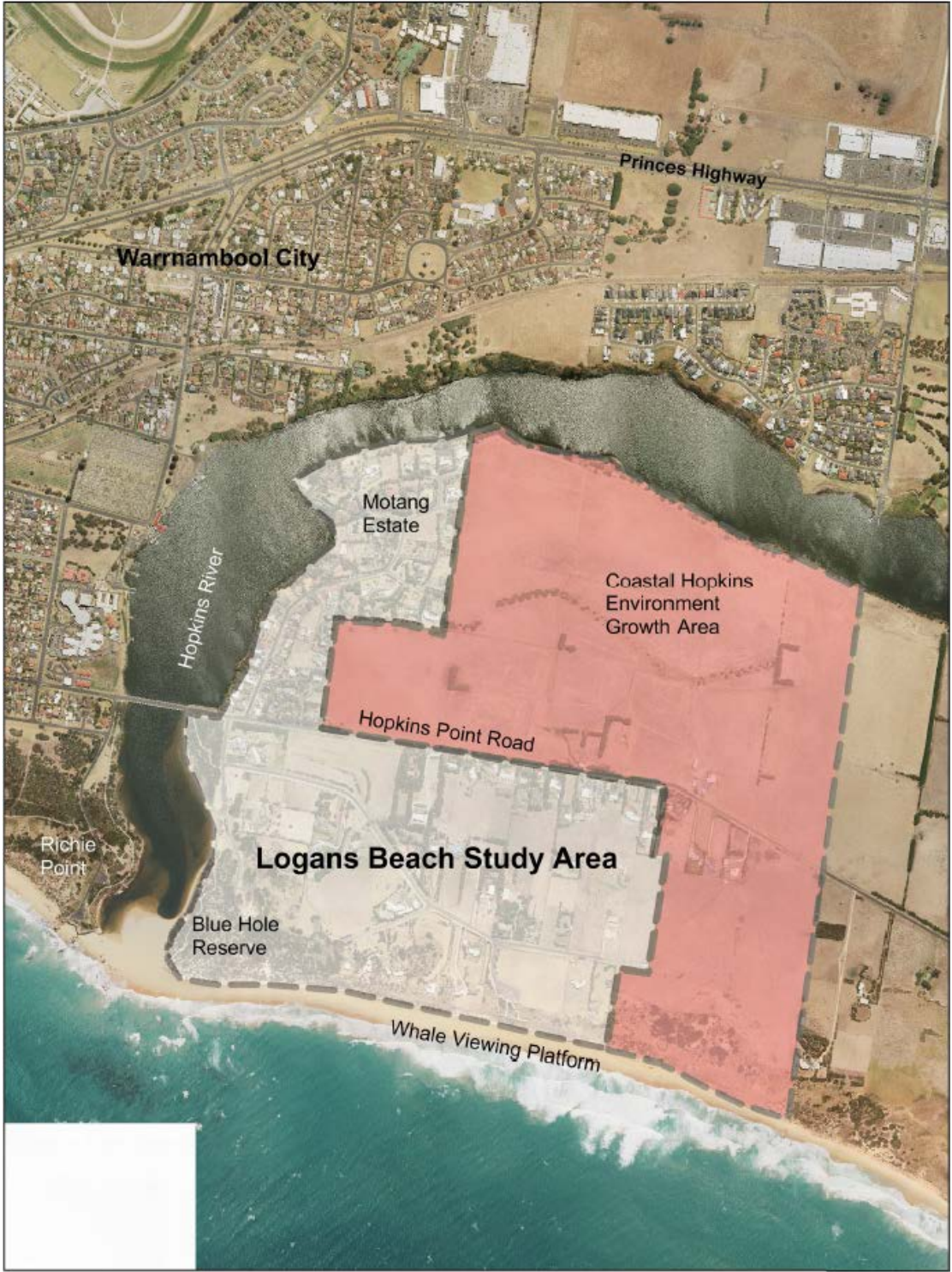
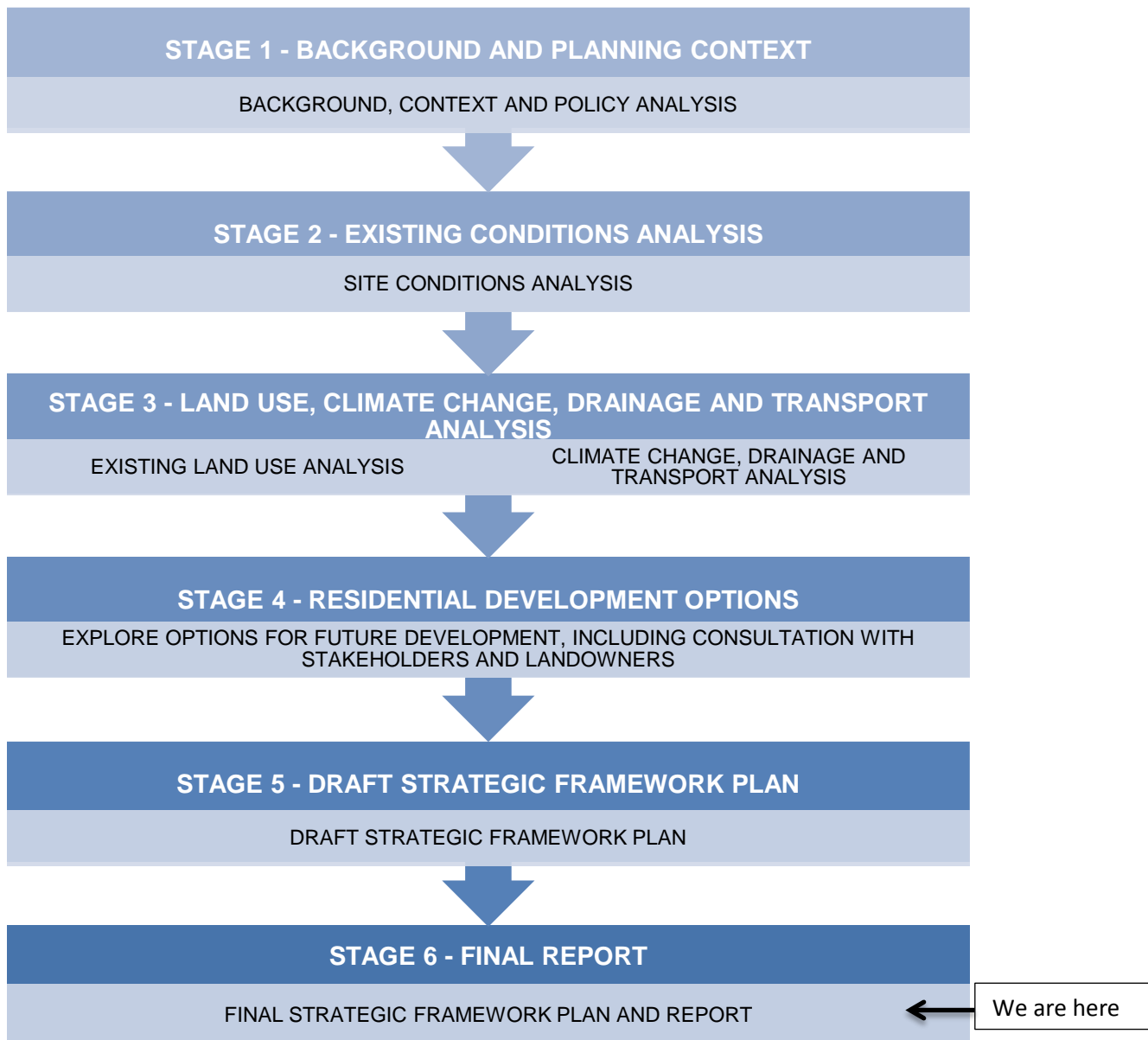


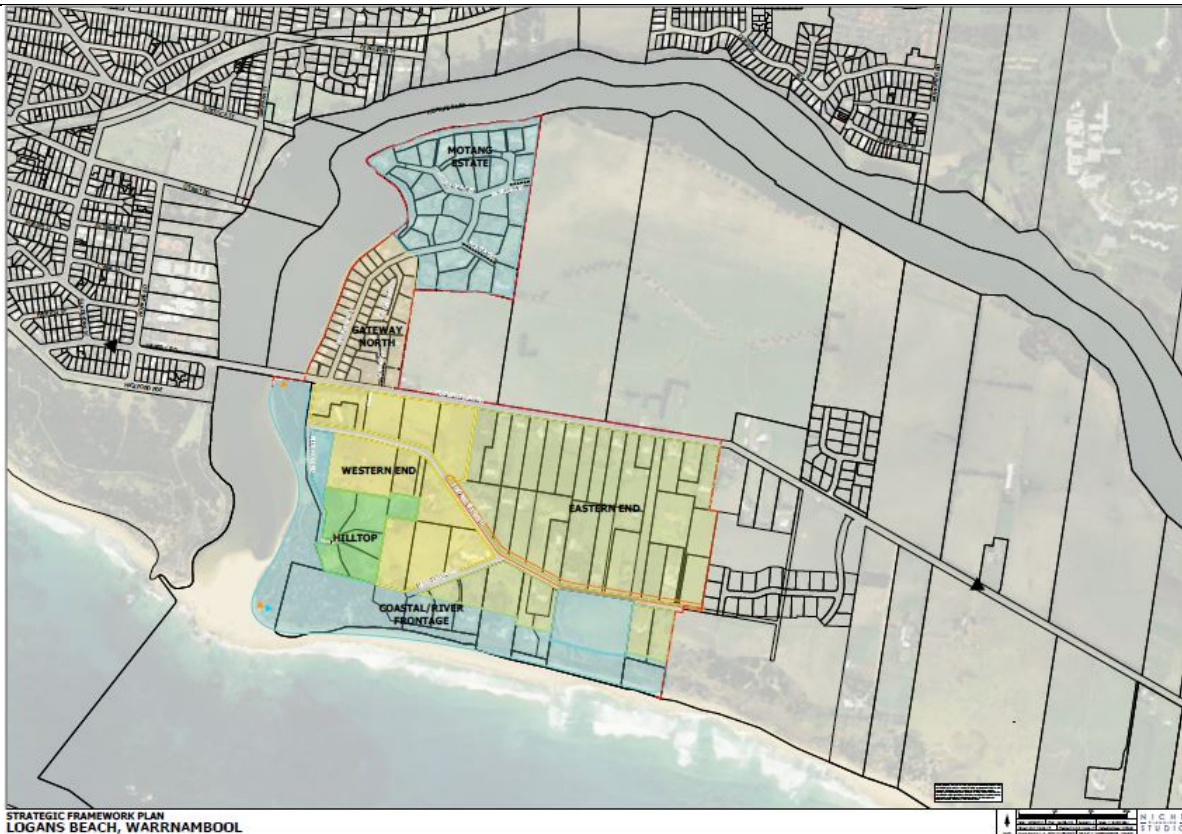
Figure 1 - Logans Beach Strategic Framework Plan Study Area



**LOGANS BEACH STRATEGIC FRAMEWORK PLAN METHODOLOGY****ISSUES**

The draft Framework Plan identifies a number of precincts across the study area, (see plan below) and applied two different growth scenarios in response to the precincts.





#### Medium Growth Scenario

A medium growth scenario proposes lot sizes ranging between 500 sqm and 800 sqm and would apply to the Western End and the Gateway North precincts.

#### Low Growth Scenario

A low growth scenario proposes lot sizes of a minimum of 4000 sqm and would apply to the Hilltop and Eastern End precincts.

The Coastal / River Frontage precinct proposes no development within 100 metres from the coast. This exclusion zone is required to protect the fragile dune environment, including the prevention of weed invasion and erosion, and directing stormwater and sewerage management away from the coastline.

Facilitating development in accordance with the above scenarios will accommodate a total of approximately 200-250 lots across the study area. This lot yield minimises infrastructure upgrades required, and the associated costs will be shared across the study area at the time that development occurs. Local drainage infrastructure and road upgrades will be required. A water retarding/storage area is required to capture and slow water flows before releasing them into the Hopkins River. This will require the construction of a water storage area and acquisition of land at 5-9 Hopkins Point Road, as a natural overland flow path runs toward this western end of the study area. Local road upgrades will be minimal and includes minor intersection upgrades at the western end of Logans Beach Road.

32 submissions were received to the draft plan (refer to **Appendix A** for a plan showing the location of the submitter's properties, and refer to **Appendix B** for a copy of all submissions).

The range of issues raised in the submissions are varied, and are assessed in detail in the Assessment table at **Appendix C**.

However, key issues can be summarised as:

ISSUE	RESPONSE
<b>Concerns with the proposed lot sizes of 500sqm within the Western End precinct.</b>	The specification of 500 sqm does not assume the entire area will be development into lots this size. To clarify, this provision will be reviewed to provide a range of lot sizes ranging from 500 sqm to 1000 sqm.
<b>Request for discretion in applying maximum 4000 sqm lots throughout the Eastern End precinct, with suggested lot sizes of minimum 2000 sqm with an average of 4000 sqm</b>	Opportunity may exist to make the minimum lot size 2000 sqm with an average of 4000 sqm, in areas where subdivision can maintain and enhance the landscape and environmental qualities of the area, and result in a preferred outcome.
<b>Request for discretion in consideration of development within the 100 metre coastal setback.</b>	Extensive consultation with the Department of Environment Land Water & Planning has been undertaken which underpins the 100 metre coastal setback. In order to protect the fragile dune system and minimise erosion and loss of vegetation, it is proposed to retain the 100 metre building exclusion area.
<b>Landowner of 5-9 Hopkins Point Road does not support the land being used for 'communal' flood storage or to accommodate drainage flows from other development sites within the study area.</b>	Extensive consultation occurred with the landowner's representative during the preparation of the draft framework plan. The identification of a drainage reserve at this site is underpinned by stormwater and flood modelling report that has been prepared for the study area. If the land cannot be utilised for stormwater management by the broader precinct, a low growth scenario will need to be applied across the entire study area, including the site at 5-9 Hopkins Point Road. For these reasons, it is not proposed to change the drainage requirements within the Framework Plan.

The revised Framework Plan is included at **Appendix D**.

**NOTE: All appendices are attached separately.**

The next steps in the project will be:

- The preparation of a shared infrastructure plan which will identify the costs and shared infrastructure that is required to service new development within the study area.
- An implementation plan which will identify how the Logans Beach Strategic Framework Plan will be implemented. This will include identification of planning controls as well as other changes to the Planning Scheme.

Once received, these two documents will then form part of a Planning Scheme Amendment that will be prepared and publically exhibited, approximately early 2018, subject to further resolution of Council. It is not proposed to undertake any further consultation on the draft framework plan. Council has to date undertaken consultation with the residents on two separate occasions; firstly at the inception of the project, and secondly at the preparation of the draft framework plan. Feedback from the residents has informed and been incorporated into the framework plan on each occasion. Further consultation will be undertaken through the exhibition of the planning scheme amendment, which will also give residents the ability to have any concerns heard and considered by an independent planning panel.

## COMMUNITY IMPACT/CONSULTATION

Engagement on the draft plan occurred via direct written notification to all landowners within the study area, government agencies including the Department of Environment Land Water & Planning, the Western Coastal Board, Wannon Water, the CFA, the Glenelg Hopkins CMA, and the traditional owner groups and Aboriginal Victoria. Public notice was also placed in the Warrnambool Standard newspaper, on Council's internet, and a publication of media article by The Standard. The draft plan was informally exhibited for a four week period, however several submissions were received (and accepted) after that period.

The project team conducted one-on-one meetings with submitters and landowners to discuss their specific concerns, upon request.

The draft plan was workshopped internally with Council staff, and also with the Environment and Planning Advisory Committee on 9 August 2017. Feedback from the workshops has informed the final plan.

***Cr. Herbert returned to the meeting at 7.02pm.***

## **5.16 WARRNAMBOOL – A HEALTHY CITY 2017- 2021**

### **EXECUTIVE SUMMARY**

- Under the Public Health and Wellbeing Act 2008, Councils have a legislative responsibility to protect, improve and promote public health and wellbeing within their municipal district.
- To achieve this, the Act requires Councils to prepare a Municipal Health and Wellbeing (MHWB) Plan and support the plan by developing and implementing public health policies and programs.
- The Municipal Health and Wellbeing Plan (Warrnambool - a Healthy City) for 2017-2021 has now been prepared. The goals and objectives in this Plan must be consistent with and supported by the Council Plan and Municipal Strategic Statement (ie the Planning Scheme).
- The MHWB plan for 2017 – 2021 has been informed by extensive community engagement undertaken as part of the W2040 process between April and June this year. This process resulted in 1289 surveys being completed to inform Council of resident’s views on health and wellbeing matters.
- In July, ‘Partners in Health Forum’ and the first meeting of the City Health and Wellbeing Advisory Committee reviewed health data and these community engagement learnings to confirm the priority issues to be included in the draft plan for 2017-2021.
- The draft plan was made available for comment in August. Nine responses were received.
- Revisions were made to the draft plan in response to stakeholder feedback and Warrnambool- a Healthy City 2017-2021 is now presented to Council for consideration.

***NOTE: Municipal Health & Wellbeing Plan is attached as a separate document.***

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

- 1. Council adopt “Warrnambool - A Healthy City” as the Municipal Health and Wellbeing Plan for 2017 – 2021.**
- 2. The goals, objectives and strategies of the municipal health and wellbeing plan be integrated in the Council Plan and funds allocated to ensure Council policies, programs and initiatives to support the health and wellbeing of residents continue to be supported and funded.**
- 3. Council acknowledges the significant value of the community engagement data collected using the W2040/Health and Wellbeing Survey tool and commit to funding and using the survey again in 2020/2021 to assist in tracking progress of this and other Council strategic plans and to inform the next iteration of the municipal health and wellbeing plan.**

**CARRIED – 7:0**

### **INTRODUCTION**

Councils are required to develop a health and wellbeing plan every four years. Whilst Council has an obligation to prepare the plan, achieving better health and wellbeing outcomes for Warrnambool’s community is a shared responsibility. Improving outcomes relies on collective and sustained effort from a range of partners, including all levels of government, non-government organisations, businesses, health professionals, clubs and community groups, families and individuals.

An extensive process to develop “Warrnambool – A Healthy City” in 2013 confirmed the priority health and wellbeing issues to be addressed over time. Based on a review of health and wellbeing data, policy and feedback received from the local community, the existing long term priorities remain unchanged, and action on “other drugs” has been added in this iteration.

## THE PRIORITY ISSUES

The plan developed in 2013 endorsed the following issues as the priorities to be addressed. These continue to align with state policy and local priorities and so remain in 2017 – 2021. Both the policy review and community engagement learnings undertaken to inform the new plan, suggest that “other drugs” should be added to the priorities and this issue is now included.

- Physical activity
- Healthy eating
- Harmful use of alcohol & other drugs
- Smoking
- Violence against women and children
- Mental (social & emotional) wellbeing
- Access to programs and services
- Educational attainment and life-long learning
- Employment (economic participation)

Warrnambool – A Healthy City 2017-2021 builds on the foundations of the 2013-17 plan but has been strengthened to better integrate with and measure effort across the community. The previous plan’s goals, objectives and strategies have been revised to better align with other plans and initiatives; and importantly, include new measures to show how progress will be reported over time.

The revised Health and Wellbeing Plan for 2017-2021 includes relevant measures from the ‘Victorian Public Health and Wellbeing Outcomes Framework’, which has been adopted by the State Government to monitor the progress of longer term public health outcomes at a State level. In addition, measures from Council’s Health and Wellbeing Survey have also been included.

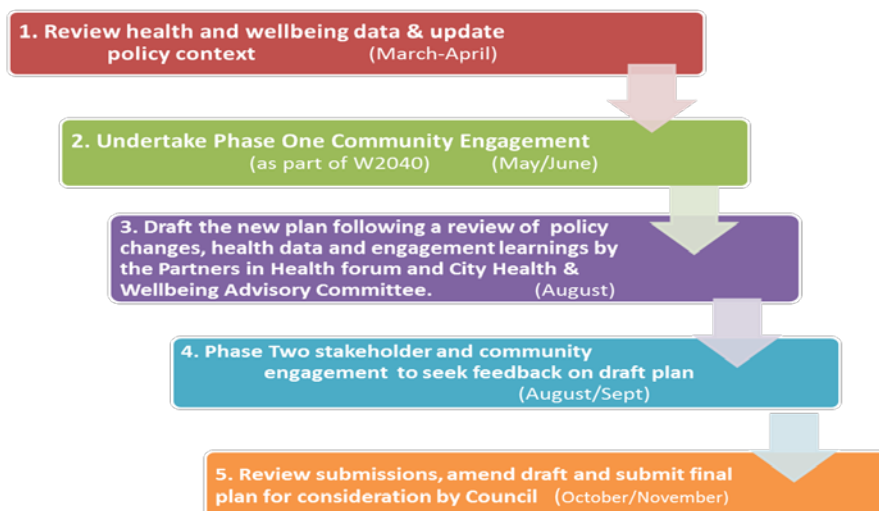
It can take many years, or even decades to see improvements at a population level. The Warrnambool community’s performance against these new measures will be assessed in 2021.

## DEVELOPING THE PLAN

The process to review “Warrnambool – a Healthy City” was supported by the South West Primary Care Partnership who provided analysis of health and wellbeing data trends and reviewed the policy context.

The community engagement activities to inform the Plan were included in the extensive community engagement activities undertaken to inform the W2040 Community Plan. This process is illustrated overleaf.

The process to developing the plan included the following stages:



Councillors were briefed about the draft Health and Wellbeing Plan for 2017-2021 in August. Following this briefing, the second phase of community engagement was undertaken and key stakeholders and the community were invited to provide feedback on the draft plan.

### WHAT HAS CHANGED IN THE PLAN FOR 2017-2021?

Based on the review of health and wellbeing data, community engagement learnings and policy changes and input from the Plan's partners the following changes are proposed in this iteration of the plan (see Attachment One):

- i. The plan itself has been kept to a succinct six pages, with the supporting evidence such as the health and wellbeing data analysis, community engagement learnings and the policy review attached as appendices.
- ii. The draft plan's goals and objectives have been revised to better align with the State Government's Outcomes Framework and SWPCP's Integrated Health Promotion Plan (IHP). For more information go to <http://www.swpcp.com.au>.
- iii. The priority issues included in the previous plan remain for 2017 – 2021. These are:
  - Physical activity
  - Healthy eating
  - Harmful use of alcohol
  - Smoking
  - Educational attainment and life-long learning
  - Violence against women and children
  - Mental (social & emotional) wellbeing
  - Access to programs and services
  - Employment (economic participation)
- iv. Drugs have been added to the list of priority issues as a result of concern from the community and also the request for inclusion by Council's Health and Wellbeing Advisory Committee. To give effect to this change, the objective of reducing harm from alcohol has been amended to include "other drugs".
- v. New baseline measures, which align with the Victorian Outcomes Framework and also utilise findings from the WCC's survey on health and wellbeing issues, have been included to improve measurement and reporting on the progress of the plan over time.
- vi. Partners to the MHWB plan have been listed against their priority Objectives as appropriate.

### COMMUNITY & STAKEHOLDER ENGAGEMENT

The draft plan was made available for feedback online at [www.yoursaywarrnambool.com.au](http://www.yoursaywarrnambool.com.au) and in print form from mid-August to mid-September. In addition, stakeholders and partners (both Council's internal teams and in the community) were emailed and invited to provide comment on the draft plan.

Nine responses were received from internal and external stakeholders. Overall the feedback was positive and constructive.

There was support for the priority issues identified and the goals, objectives and strategies outlined in the plan. There were suggestions about the wording of these, and specifics of the plan which are summarised below. These changes have been included in the final draft which is Attachment 1 to this report.

Respondent:	Comments:	Action taken:
Department Health and Human Services	Suggesting increased clarity around the collective work and partnerships	Partners included as a column in the table for each objective.
Women's Health and Wellbeing Barwon South West	Requesting re-wording of Family Violence Objective and Strategies.	Revised as requested
South West Primary Care Partnership	Letter of congratulations – noted support for the simple language and the clear alignment between the HWB plan and SWPCP'S strategic priorities	No action required
Warrnambool Community Garden	Seeking inclusion as a partner in the plan	Noted as partner.

Lifeline South West	Seeking inclusion as a partner in the plan	Noted as partner.
Wannon Water	Confirming support as a partner in the plan around Healthy Eating Objective.	No action required.
Rural Access Team, WCC	Requesting Disability Access & Inclusion Policy and Plan being noted. Requested next iteration of Health and Wellbeing Survey consider questions around disability.	Revised as requested. Next survey to include disability questions.
City Strategy & Development Team, WCC	Support for the plan and offer to work to use the planning scheme and local policies to address priority issues where possible.	No action required.
Terri Hibbert, Australian Breastfeeding Assoc. (ABA)	Recognising role of groups like ABA in social connection, and seeking support for ABA operations in CBD.	Referred to Child & Family Services Team

## NEXT STEPS

Following Council's endorsement of the 2017-2021 Plan (Attachment One), specific projects and activities will be identified for possible inclusion in the Council Plan's Actions and Initiatives for 2018/19 and beyond.

The Council's Health and Wellbeing Advisory committee will be consulted on priority actions and initiatives for Council in 2018/19.

## 5.17 WARRNAMBOOL ART GALLERY UPDATE

### PURPOSE

***The report provides information to Council around a range of issues at WAG, and presents recommendations around two documents required for the Museum Accreditation Program.***

### EXECUTIVE SUMMARY

- Representation on the WAG Industry Panel needs to be updated to allow for the next meeting of the panel to be convened.
- Additional documentation is to be submitted by WAG as part of the Museum Accreditation Program (MAP) requirements, and Council endorsement is sought for the updated Collection Policy that incorporates a revised Gallery Mission Statement, and for the Gallery's Code of Ethics.
- WAG is proposing to develop a new Strategic Plan for the service that, as well as being good practice in service development, will also meet longer term requirements from MAP and Creative Victoria.
- WAG is developing a range of programming initiatives, all of which will require significant amounts of external grant funding to be realised.

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

1. That Council endorse the updated WAG Collection Policy as attached as Appendix A to this report.
2. That Council endorse WAG's Code of Ethics being the International Council of Museums Code of Ethics for Museums 2014 as attached as Appendix B to this report.

**CARRIED – 7:0**

***NOTE : Appendices A & B are attached as separate documents***

## Museum Accreditation Program (MAP)

WAG is enrolled in MAP – a peer review accreditation program managed by Museums Australia (Victoria). To become accredited, museums and Art Galleries generally spend 2–3 years developing procedures, policies and practice to meet recognised museum standards. MAP provides a holistic framework designed for museums to improve operations, build capacity and support community.

To become accredited, museums/galleries spend 2–3 years developing procedures, policies and practice to meet recognised standards. Accreditation requires compliance with National Standards for Australian Museums and Galleries, and adherence to a Collection Policy and to a Preventative Conservation Procedure. In August 2016, WAG submitted documents for final assessment. This was followed by a site verification visit by a Peer Review Panel in November 2016.

The Peer Review Panel found that the Gallery is meeting MAP standards in most areas. There are, however, a number of areas in which the requirements are not yet being met. Accordingly, WAG needs to develop and/or provide the following documentation before accreditation can be granted:

- An updated WAG Collection Policy (refer **Appendix A**) that:
  - Includes a wind-up clause for the Gallery that meets the National Standards Benchmarks.
  - Refers to the Gallery's chosen code of ethics (International Council of Museums Code of Ethics for Museums, 2014 – refer **Appendix B**). The MAP process also requires that the code be endorsed by Council.
  - Refers to the Gallery's obligations as a Deductible Gift Recipient or under the Cultural Gifts Program.
  - Includes the Gallery's updated Mission Statement.
  - Better articulates the processes of acquisition and deaccession, including the introduction of a deaccession cooling off period of a minimum of 12 months.
  - Articulates the role of the WAG Foundation in Acquisitions and Deaccessioning.
- The Gallery is required to create and implement a Collection Storage Management plan to help create more space in the store room and reduce risk to the collection and to staff. This should also include longer term plans (next ten years and beyond) for storage of the collection.
- WAG's Disaster Plan should include, and be based on, a risk assessment for the Gallery. It should relate to Council's Business Continuity planning, and also include a list of 10 priority collection items.

The panel strongly recommends that the focus on innovation and play within exhibitions and public programming is clearly articulated particularly in the Gallery's Forward (Strategic) Plan and the Interpretation Policy, and any other relevant policies. The Gallery is also strongly encouraged to develop an Acquisitions and Deaccessioning Committee to oversee Acquisitions and Deaccessioning.

There is a high demand for places in MAP and not all applicants are accepted. Achieving accreditation means sector recognition for a museum/gallery working towards and achieving best practice in governance, collection management and community engagement. Once achieved, it also confirms a museum/gallery's reputation as a well-managed and well conducted institution.

## WAG Industry Panel

The WAG Industry Panel (IP) held its inaugural meeting in July 2016.

The terms of reference for the IP are to review and provide advice on:

- WAG's creative programs including collection, and exhibition and education programs
- WAG's strategic direction, identity and industry position
- Appropriate and constructive challenges to the assumptions and operations of WAG
- Community engagement for WAG's programs.

Current members of the IP include:

- Cameron Auty (Co-Manager, Victorian Collections, Museums Australia [Victoria])
- Professor Brenda Cherednichenko (Executive Dean, Faculty of Arts and Education, Deakin University)

- Ann Morris (President, Friends of WAG)
- Karen Quinlan (Director, Bendigo Art Gallery)
- Peter Watson (Pitstop Menswear)
- Councillor (Cr. Kylie Gaston)
- Vikki King (Director Community Development)
- Russell Lineham (Manager Recreation and Culture)
- Vanessa Gerrans (Director WAG)

There is also a vacancy on the IP for an artist representative as the previous incumbent has left the district. There was also discussion at the first meeting around the opportunity to invite an indigenous representative onto the IP. Officers will identify suitable candidates to fill the two roles.

### **WAG Strategic Plan**

The WAG Strategic Plan 2012-2017 is at the end of its term. WAG is proposing that a new 10 year Strategic Plan be developed for the service. The new Plan would consider the whole scope of WAG's future requirements and opportunities, including collection, programming, community engagement and infrastructure.

It is proposed that this process is undertaken using largely internal resources, with the Industry Panel to be used as the main external reference group. The draft new Strategic Plan will be presented to Council for consideration.

Further impetus to develop a new Strategic Plan is provided by:

- MAP Accreditation requires the Gallery to submit a copy of its Forward (Strategic) Plan (including an Annual Plan) once completed.
- The Gallery receives recurrent funding (\$100,000) from the State Government through Creative Victoria under its Regional Partnerships Program (RPP). Creative Victoria is now requesting all funded organisations under the RPP have some form of Strategic Plan in place.

### **Public Art Policy Review**

In response to the item in the Councillor Initiatives Action Plan regarding encouraging public art, WAG will undertake a review of the Public Art & Cultural Materials Management Plan (2008) with a view to developing a new draft Public Art Policy, and will report back to Council.

### **Program Development**

#### Children and Families

WAG is creating a unique place for young children – from babies to 14 year olds - where children will explore, play and learn. It is proposed to dedicate the Front Gallery to this. WAG aspires to create a space that will support families, carers, educators and children to learn together with exhibition experiences that combine hands-on exploration and discovery, open-ended play-based learning, extraordinary immersive environments and unique museum collection objects. Dedicated children's programming has commenced, and WAG is exploring funding avenues to support this approach, as well as consulting widely with children and their families, early childhood educators and specialists, playground designers and health professionals to create a unique and innovative space for play-based learning.

#### Warrnambool Art Train

The 'Warrnambool Art Train' is an exhibition (interior and exterior) and suite of public engagement programs (including cocktail events, artist talks, local produce markets and guided tours) on a specially organised train. The project would provide participants travelling between Melbourne and Warrnambool with an immersive art experience that showcases the creative talents of South-West Victoria. Special events would occur at the commencement of the journey at Southern Cross Station and final destination at Warrnambool Station. Participants will be introduced to the creative and industrial culture of the region; bringing together organisations, attractions, cultural institutions and niche audiences to boost local tourism and promote collaboration between South-West Victorian cultural organisations.

WAG has submitted an application to Creative Partnerships Australia for matched funding dollar-for-dollar and if successful will seek to raise further funds. The indicative project budget is \$113,380.



## Public Art

Two projects are in development:

### **WAG Façade Mural**

WAG is seeking external funding to commission local artists Danielle O'Brien and Marie Cook to create a large scale mural on the Gallery façade which celebrates the life and work of Portland-born Vida Jane Mary Goldstein (1869-1949), feminist and suffragist pioneer for women's rights in Australia. The indicative project budget is \$35,000.

### **Courtyard Sculpture**

Matthew Harding is an innovative Australian artist/designer engaged in a diverse practice of sculpture, public art and design. Trained in the visual arts, construction industries and various craft traditions, Matthew pushes the boundaries of materials and process producing sculptural forms and design pieces in stone, wood, metal, glass and ephemeral media. The WAG will investigate funding opportunities to acquire The Piper (or similar) public artwork to be located outside the Gallery. The indicative project budget is \$75,000.

### **Indigenous Collection**

In accordance with the Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016, WAG will register the Gallery's collection of Indigenous artefacts. WAG has several exhibitions in development that would provide an avenue for the practical application of research that has occurred at key sites such as Budj Bim and Moyjil. Longer term opportunities to be explored as part of developing the new Strategic Plan include a permanent offering of Indigenous works on display, the creation of employment opportunities for indigenous people, and a partnership with a tertiary institution for research scholarship opportunities.

## **5.18 REID OVAL REDEVELOPMENT PROJECT - DESIGN AND DEVELOPMENT PROCESS INCEPTION REPORT**

### **PURPOSE**

*The purpose of this report is to provide Council with information regarding the Reid Oval Design and Development process.*

### **EXECUTIVE SUMMARY**

- Council and the Reid Oval User Groups completed Stage 1 of the Reid Oval Redevelopment Project in 2015.
- A Development Plan, incorporating priority projects for the three future stages of redevelopment at Reid Oval, was completed and endorsed by Council in January 2017.
- \$200,000 is currently available, through funding from Council (\$100,000) and the State Government (\$100,000), to undertake a design and development process for the next stages of Reid Oval Redevelopment project.
- The design and development process is proposed to incorporate seven stages that, subject to funding, will progress the next stages of the redevelopment project from concept design to construction.
- Once governance arrangements are confirmed, the design and development process can commence.

**MOVED: CR. HULIN**

**SECONDED: CR. OWEN**

**That Councillor Sue Cassidy be nominated to the Project Control Group for the Reid Oval Design and Development process.**

**CARRIED – 7:0**

**BACKGROUND****Reid Oval Development Plan**

The first stage of the Oval's redevelopment was completed in 2015. That project, valued at \$720,000, included a new multipurpose netball pavilion, new training standard netball court lighting, and supply and installation of an electronic scoreboard.

Following completion of the first stage, the Reid Oval User Groups (ROUG) and other stakeholders continued to raise concerns regarding the condition of the oval playing surface, and they sought advice and direction from Council about the next step in the implementation of an overall redevelopment project at the Oval. In response, Council provided \$30,000 in its 2015/16 budget to undertake a Reid Oval Development Plan (DP).

The intent of the DP was to better understand the:

- Scope and cost of priority improvement works.
- Requirements to meet specified infrastructure standards.
- Need to better manage Reid Oval and its usage.

The DP, completed and endorsed by Council in 2017, included the following three key components:

1. A vision for Reid Oval

**Reid Oval will be recognised as the premier regional outdoor sports ground that provides sport and recreation opportunities for Warrnambool and the surrounding Great South Coast community.**

2. Six key infrastructure priorities for development (in order of priority):

1. Reid Oval playing surface upgrade
2. Playing surface lighting upgrades
3. Player and umpire amenity upgrades
4. Improved spectator amenities
5. Improved cricket training facilities
6. State/Regional Sporting Association offices.

3. The six priorities were incorporated into three stages that can be delivered stand-alone or in unison (based on funding availability):

Stage	Priority Improvements	Opinion of Probable Cost
2	1,2	\$1.6 million
3	3	\$2.3 million
4	4,5,6	\$2.91 million
<b>Total</b>		<b>\$6.81 million</b>

**Note** - The above costs were indicative only, and did not include allowances for project design, contingency or escalation that impact on a total project cost. Refinement of the total project cost is one of the key outcomes for the design and development process. At this stage, based on the need to include allowances for project design, contingency or escalation, the indicative total cost for the project is \$10m.

**Reid Oval Redevelopment Project – Current situation**

Subsequent to completion of the DP, Council allocated \$100,000 in its 2017/18 Budget to undertake further design and development work for the Reid Oval project. This allocation was augmented by a matching (unsolicited) contribution from the State Government through its 2017/18 Community Sport Infrastructure Fund.

The funding agreement for the State Government contribution is being finalised at the time of writing this report. It is noted that, as is the usual case with this type of funding, the agreement has a range of conditions including Sport and Recreation Victoria representation on the project's governance structure, approval of the project brief, and project timing requirements.

Council has also advocated to the State Government and local parliamentarians for capital funding for the project, using the project advocacy document.

## THE DESIGN AND DEVELOPMENT PROCESS

The aim of the process is to complete design and project development for Stages 2 – 4 of the Reid Oval DP.

A draft project brief has been developed to allow for the Reid Oval project to progress from the DP through concept design to construction. Accordingly, the design and project development process is proposed to incorporate the following stages:

- **Concept design**  
Undertake design to arrive at a final concept design for the project.
- **A functional and technical brief**  
A detailed functional and technical brief will be prepared following endorsement of the preferred concept design by Council. The brief shall describe the characteristics and performance standards required to be achieved by the project.
- **A project delivery strategy**
- **Schematic and design development**  
This stage involves the preparation of Schematic designs and Cost Plan for the agreed concept option. This will be followed by the ongoing development and refinement of the approved design by all consultants and the incorporation of all Authority and proprietary supplier requirements into the design. A further Cost Plan will be prepared to demonstrate that the project is being developed within budget.
- **Contract documentation**  
This stage involves the development of properly coordinated tender documents, suitable for tendering and subsequent construction, either as lump sum or a number of contracts.
- **Tender processes**  
In conjunction with Council, take the project documentation approved in the previous phase to tender.
- **Construction advice and administration**  
This stage involves the contract administration of the project, and the commissioning of the various components of the project as they reach completion.

Undertaking each stage, and progressing through the stages, is contingent on achieving on-going project funding, particularly for some of the later stages related to detailed design, procurement, and construction where extensive capital funds are required for implementation. It is estimated that the current funding allocated to the project - \$200,000 – should allow for the completion of the first three stages of the design and development project.

## PROJECT IMPLEMENTATION

### Project Governance

A Project Control Group will oversee the project:

- Chief Executive
- Director Community Development
- Director City Infrastructure
- Manager Recreation and Culture
- Manager Facilities and Projects
- Councillor
- Sport and Recreation Victoria

The PCG will oversee and facilitate the implementation of the project including:

- Appointment of the project consultant team.
- Providing technical advice, ensuring all project issues are considered, and general direction setting.
- Monitoring progress of the project.
- Providing information and comment in response to issues that arise.
- Considering and recommending the draft and final documents, plans and budgets.

Council will also establish a Project Working Group for the project.

The PWG will provide advice to the PCG and consultant team including:

- Providing technical advice and information as facility users.
- Providing information and comment in response to issues that arise.
- Considering and commenting on the draft and final documents, plans and budgets as required.

The PWG will comprise Reid Oval User Group representatives and relevant Council Officers.

### **Project Budget/Funding**

Council has allocated \$100,000 in its 2017/18 budget, and Sport and Recreation Victoria has provided \$100,000 through its 2017/18 Community Sports and Infrastructure Program, to commence the project.

### **Project Implementation**

The project will be implemented using external resourcing for the various tasks.

### **Project Timing**

Given the number of stages involved in the design and development project, and that implementation of all the stages is predicated on obtaining the necessary funds, it is difficult to set a timeframe for the overall project.

Subject to the outcome of this report, it is anticipated that the two governance groups meet as soon as is practicable to confirm the project brief. Following that, procurement of the necessary external resources can be undertaken to commence the first stage of the project. Council will also work with the appointed consultants to establish project plans, including timing requirements, for each of the project stages.

## **5.4 NOTIFICATION TO ESSENTIAL SERVICES COMMISSION OF INTENTION TO SEEK RATE CAP VARIATION**

### **EXECUTIVE SUMMARY**

- This report proposes Council seeks to apply for a variation to the rate cap as part of maintaining service levels and ensuring the provision of appropriate asset renewal into the future.
- Council flagged to the community within its Strategic Resource Plan of the 2017 – 2018 Budget the need for a variation above the Government rate cap of CPI in order to retain the breadth and level of services offered to the community and to remain financially sustainable.
- Warrnambool Council has historically maintained its rating strategy at about the average of Benchmark Regional Council rates, for the average rateable property.
- Council has continually sought to operate efficiently with last year achieving a controlled 1.2% rise in the operating costs and a rise of 3% for the preceding 2 years.
- The provision of regional services not supported by other levels of government contributes to the pressure on Councils recurrent budget.
- A reliance on increasing user fees is a fraught alternative with a disproportionate effect on many of the most vulnerable in our community. This cohort is the target of many of our services.
- Many fees and charges for services delivered on behalf of the state are capped.
- The consequence of not being successful in a rate cap variation application is a very real possibility for the reduction of services to the community or the reducing condition of our assets.

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**MOVED: CR. NEOH**  
**SECONDED: CR. HERBERT**

**That Council notifies the Essential Services Commission in writing of its intention to apply for a variation to the rate cap.**

**LOST – 4:3**

**Crs. Hulin, Herbert, Cassidy & Owen voting against the motion**

**Crs. Neoh, Anderson & Gaston voting for the motion**

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## **BACKGROUND**

The community in Warrnambool have generally been aspirational in the services and facilities they prefer to see delivered by Council. Conjecture as to the priority of the services is always evident as the many demands of the community compete for limited resources. Improved local amenity and sporting facilities feature highly on people's favoured list of priorities as is a shift to greater investment in environmentally sustainable practice.

Over 100 different services are provided by Council to the community. Many of the services delivered by Warrnambool Council also work on improving the economy of the region where local residents benefit from the health of the economy rather than the use of direct services. These are services such as the Airport, Flagstaff Hill, the Visitor Information Centre, The Port and the Saleyards just to name a few. Whilst all of these services are seen as important to the region by other levels of government who have supported them with capital contributions, no contribution is made to the on-going running of these facilities and services.

Everyone can name services they individually believe we can do without or do not use. But there are as many people advocating for service and infrastructure improvements increases or expansions. Council seeks the views of its community from many different sources including the Active Warrnambool consultations, planning studies, master planning exercises like the Reid Oval Development, the waste strategy consultation and of course most recently through the 2040 exercise.

It is Council's role to balance the views in the community to advocate on behalf of members that are under-represented and vulnerable and to allocate resources to grow our community.

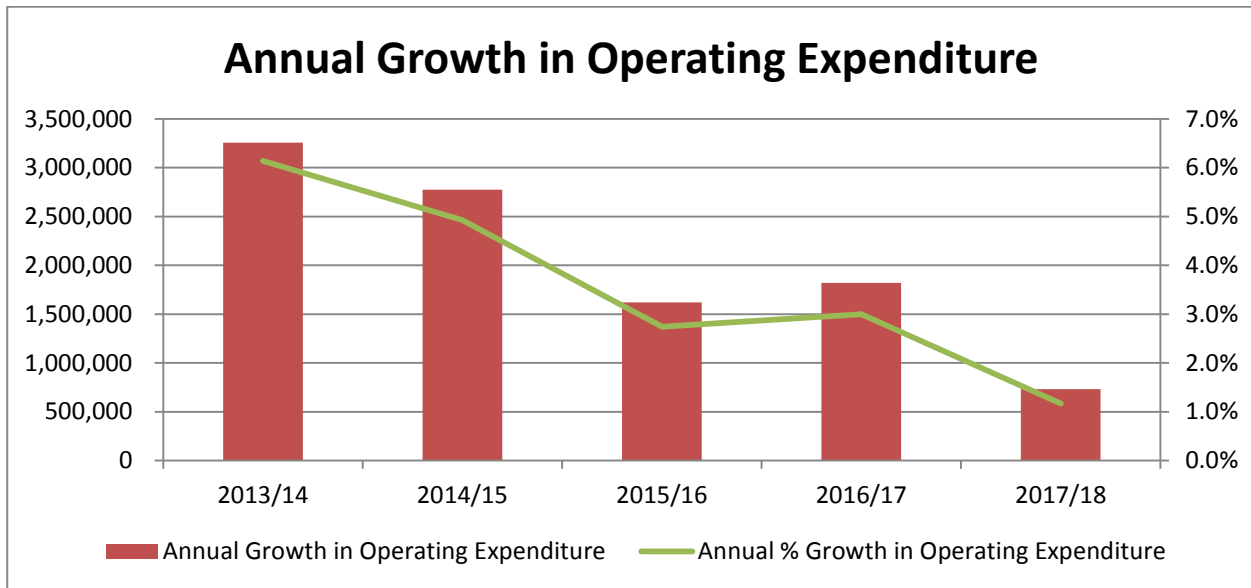
There are always very vocal minorities in the community that would strip away the amenity and services that have been built up over a long time. In general the community remains proud of the range of services delivered such as the Library, Performing Arts Centre, Gallery, Immunisation services Child Care Maternal and Child Health Services, Aged Care and the myriad of sporting facilities.

In general, Council is called upon to provide more and better services to the community in these areas. A recent and ongoing vocal example has been the call to provide for the upgrade of Reid Oval to be able to hold AFL standard matches.

Rates and charges levied by Council account for 45% of the income Council generates, the remainder is achieved through user fees, charges and government grants.

A 1% increase in Council operating costs equates too approximately \$670,000 a 1% increase in rate revenue provides approximately \$350,000 in additional income. Many government grants are frozen and do not meet the amount of rising costs.

Competition in commercial markets caps our ability to raise income from services such as the saleyards, aquatic facilities, holiday parks or performing arts centre.



A comprehensive list of what we do can be found in *appendix (a)*

## ISSUE

Council continues to balance the needs of the community versus financial sustainability. Pressure to maintain infrastructure and maintain service levels constantly challenges the organisation to find more efficient and innovative methods to deliver services.

In order to maintain the same breadth and level of services Council needs to develop a mix of strategies to respond to increasing cost pressures. These measures include the reduction of costs, the development of innovation to deliver existing services, the introduction of new technologies to streamline service provision, seek new income streams and seek to alter the rate cap to provide additional income.

This report deals with the Council's approval to undertake the first step in the process for beginning a variation to our capped rate.

If Council proceeds with the application, and is successful, it may still choose to apply a rate at the time of setting the budget at a level lower but no higher than the approved variation or capped rate.

The Essential Service Commission is the governing body that assess all variation applications to the rate. The Minister for Local Government is the ultimate authority to approve or disapprove an application for variation.

The Commissions' role in relation to rate capping is to advise on the level of the annual cap and to assess applications for variations by individual Councils to the cap.

### The purposes of the Fair Go Rates system

The purposes of this part of the Act are—

- (a) to promote the long term interests of ratepayers and the community in relation to sustainable outcomes in the delivery of services and critical infrastructure; and
- (b) to ensure that a Council has the financial capacity to perform its duties and functions and exercise its powers.

In preparation for a variation, Council must prove to the commission:-

## Six matters an application for a higher cap must specify

An application must specify —

- (a) a proposed higher cap for each specified financial year; and
- (b) the reasons for which the Council seeks the higher cap; and
- (c) how the views of ratepayers and the community have been taken into account in proposing the higher cap; and
- (d) how the higher cap is an efficient use of Council resources and represents value for money; and
- (e) whether consideration has been given to reprioritising proposed expenditure and alternative funding options and why those options are not adequate; and
- (f) that the assumptions and proposals in the application are consistent with the Council's long-term strategy and financial management policies set out in the Council's planning documents and annual budget.

If approval is granted by Council, officers will seek to fulfil the 6 requirements as set out and work with the Essential Services commission to satisfy the requirements of the application.

One of the key aspects of the application criteria will be the "trade-off" conversations to be held with the community in the new-year as part of matter C as outlined above.

As stated, Council is required to give formal notification of its intent to seek a variation to the rate cap.

The notification of intent should specify the:

- **indicative higher cap that the council is seeking**  
An additional maximum 2.95% is being considered above the cap level to a total maximum including the cap of 4.95%
- **number of years (maximum of four financial years)**  
For 2 years beginning the 2018-2019 financial year
- **indicative reasons for seeking a higher cap**  
Support for infrastructure renewal back log and assistance with the cost imposts of the provision of regional facilities and services
- **expected date of sending**  
March 2018
- **details of the nominated contact for future communications**  
Director Corporate Strategies

## COMMUNITY IMPACT/CONSULTATION

The long term viability of Council's services and infrastructure has key impacts on the community. Much of the consultation work undertaken by Council over the last few years has reinforced the view that the community wishes to see a strong vibrant and growing city. All of this is tempered within lenses of affordability to rate payers and services users who pay for the services and infrastructure provision.

Improved services and facilities continue to be asked for and are reasonably expected by a growing and engaged community

Our leadership role in the region in attracting investment and as a major tourist destination this all adds complexities to choices on resource provision.

Further frank conversations have to be held with our community as to the trade-offs possible to help inform our decision making on a financially sustainable future in a constrained environment.

## FINANCIAL IMPACT

2.95% additional in rates would generate an additional \$916k. This would equate to an additional \$54 a year per assessment (just over a \$1 per week). There are 16,950 rateable assessments in Warrnambool.

In 2018 – 2019 the forecast additional impact on energy fees increases alone to Warrnambool City Council is estimated to be \$250,000. Construction costs insurances, and compliance costs are all running at above the general Melbourne CPI base that the rate cap is based upon.

There is no guarantee the application would be successful and an inability to raise further rate income would seriously jeopardise the current level and breadth of services provided to the community, the capital program planned and the rate of renewal of our communities assets.

Council is not relying on the success of a rate cap variation alone. It continues to undertake long term measures where possible to reduce costs

These include :

- Shared service arrangements with neighbouring Councils
- The introduction of technology where appropriate to improve efficiency
- Advocacy to government to provide both operating grants the keep pace with costs as well as capital contributions.
- The review of service to assess the method of delivery community need and comparative use of resources to other prioritised endeavours
- Identification of new sources of revenue
- Council continues to resist the impetus of other levels of Government to shift cost to local authorities
  - In the last two months alone-
    - Changes to state emergency management provisions have had significant cost implications to council operations
    - Changes to areas for Vic Roads responsibility have shifted costs to Council
    - Abolition of funding for the administration of the fire services levy on behalf of the State Government

This is an ongoing issue that continues to cause “death by a thousand cuts” and its cumulative effect on local resourcing is significant

#### **NB: Long Term Cost Shift Example**

Libraries are an incredibly important service provided to the community utilised across age groups and by some of the most vulnerable in our community.

State funding for library operations 40 years ago was 20% local contribution 80% State contribution. That same service contribution is now reversed and on \$800,000 plus annual contribution that is a \$600,000 annual differential, paid for by the community, from where it started.

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

Councillors are required to act as sound economic stewards under their responsibilities within the Local government Act. Council is required to understand and act in the best interests of the whole of the community.



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**5.19 ADVISORY COMMITTEE REPORTS****PURPOSE**

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

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**REPORT**

1. **Warrnambool City Council Cycling Reference Group**  
Wednesday 11 October 2017 - refer **Appendix A**
  2. **Warrnambool Livestock Exchange Advisory Committee**  
Friday 17 November 20`17 – refer **Appendix C**
- 

**MOVED: CR. HULIN**  
**SECONDED: CR. GASTON**

**That the Advisory Committee records and Reference Group record be received.**

**CARRIED – 7:0**

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**Warrnambool City Council  
Cycling Reference Group  
Record of Meeting  
11 October 2017 @ 5.30pm**

**Attendance**

Richard Adams (Chair)	
Dave McIntyre	Vikki King (WCC)
Clare Vaughan (arrived 6pm)	Paul Cugley (WCC)
Rob Gunstone	Rod Sanderson (WCC)
Cr Peter Hulin	Russell Lineham (WCC)
Nicole Wood (WCC)	Jodie McNamara (WCC)

**Apologies**

Trisha Blakeslee, Shane Wilson & Kate Haberfield.

Agenda Item	Actions
<p><b>Review of Previous Meeting Record</b> The previous record of meeting was reviewed and declared a true record.</p>	
<p><b>Business arising from the Previous Minutes</b></p> <p>a) <b>Jodie McNamara Manager City Strategy and Development – how cycling fits into the statutory and strategic planning context</b></p> <p>JMc explained planning law and guidelines with reference to both State and Local content and how cycling was considered within these.</p> <p>JMc also explained that the new urban design guidelines allow consideration for cycling when it comes to new subdivisions.</p> <p>RA asked about how new subdivisions in growth areas impact on existing planning and infrastructure further down the line. JMc explained existing infrastructure and linkages are also considered in the planning process.</p> <p>RG asked about planning for recreational cycling pathways with the Merri given as an example. JMc explained that pathways North of the Merri had been addressed in planning the new subdivisions and that South of the Merri was still being considered.</p>	<p><a href="http://www.urban-design-guidelines.planning.vic.gov.au/">http://www.urban-design-guidelines.planning.vic.gov.au/</a></p> <p><a href="http://planningschemes.dpcd.vic.gov.au/schemes/vpps/15_SPPF.pdf">http://planningschemes.dpcd.vic.gov.au/schemes/vpps/15_SPPF.pdf</a></p> <p><a href="http://planningschemes.dpcd.vic.gov.au/schemes/vpps/18_SPPF.pdf">http://planningschemes.dpcd.vic.gov.au/schemes/vpps/18_SPPF.pdf</a></p> <p><a href="http://economicdevelopment.vic.gov.au/__data/assets/pdf_file/0011/1091873/Cycling-strategy-Cycling-into-the-Future-Dec-2012.pdf">http://economicdevelopment.vic.gov.au/__data/assets/pdf_file/0011/1091873/Cycling-strategy-Cycling-into-the-Future-Dec-2012.pdf</a></p>

Agenda Item	Actions
<p>Discussion around mixed use paths.</p> <p>JMc introduced the “Cycling into the Future paper”</p> <p>RG asked if there was consistent design/implementation in relation to on road bike lanes and paths. PC &amp; JMc spoke to recent on road bike lane examples within the city. PC provided Link</p> <p>RC thanked JMc and reiterated the importance the group places on cycling being considered with city planning.</p> <p><b>b) Draft city loop cycle route – Dave McIntyre</b></p> <p>DMc invited CV to make comment on the proposed route. CV said that perhaps a blue line would assist cyclist in following the route.</p> <p>Discussion around the next steps in implementing the route. RL suggested a draft map and narrative to inform Council of the proposal.</p> <p><b>c) Draft statement re cycling network Henna Street</b></p> <p>RL presented a draft statement to be considered. The group amended the statement to read as below and requested it be included in the minutes to Council.</p> <p><i>“That the Cycling Reference Group highlights to Council its concern regarding the lack of safe facilities for cyclists in Henna Street between Koroit and Merri Streets, including the roundabout at Henna and Timor Streets.”</i></p> <p><b>d) Bicycle use data/Local data re accidents involving cyclists - P. Cugley &amp; N.Wood</b></p> <p>PC introduced NW</p> <p>NW explained that all cycling accident data reported to police is put into Vic Roads crash statistics. PC &amp; NW will endeavour to find a clearer map of the city showing cycling crash stats.</p> <p>Cr H said that in England statistics are collected from hospitals. VK explained while testing was happening with relation to data (relating to alcohol), collection from hospitals it is neither a widespread or sophisticated process at this stage.</p> <p>Cr H said that accurate and complete statistics were important. The group discussed that non reported incidents or near misses are an issue.</p> <p>NW spoke of awareness campaigns to influence cyclist and driver behaviour on our shared road ways. NW submitted a survey to be distributed to the group.</p> <p>Further discussion on the need for more statistics. DMc asked how local cyclists can make reports. NW said she would speak with Council’s City Assist area to improve</p>	<p>Statement to be included in minutes presented to Council.</p> <p><a href="https://public.tableau.com/views/Crashstatfacts/Mapviewbycrashes?%3Aembed=y&amp;%3Adisplay_count=yes&amp;%3AshowTabs=y&amp;%3AshowVizHome=no#1&amp;%3Adisplay_count=yes&amp;%3Atoolbar=no&amp;%3Arenderer=false">https://public.tableau.com/views/Crashstatfacts/Mapviewbycrashes?%3Aembed=y&amp;%3Adisplay_count=yes&amp;%3AshowTabs=y&amp;%3AshowVizHome=no#1&amp;%3Adisplay_count=yes&amp;%3Atoolbar=no&amp;%3Arenderer=false</a></p> <p>Map of incidents within city to be provided to group.</p>

Agenda Item	Actions
<p>capture of such reports. RA suggested historical incidents could also be important. Discussion around the need for user friendly software for incident reporting. Discussion around right of way with regards to driveways and cross overs. PC &amp; NW will seek clarification on this.</p> <p><b>e) Presentation from Bicycle Network – R. Lineham</b> RL said he had been in contact with Bicycle Network and Fiona Neuwirth would be the contact for a future presentation to the group.</p>	
<p><b>New Business</b></p> <p><b>a) Active Warrnambool Strategy</b> RL explained the Active Warrnambool Strategy will replace the Warrnambool Recreation Plan 2007-17. It will inform Council's planning and provision of sport, recreation and physical activity for the next ten years. RL invited all group members to register for upcoming focus groups and make use of opportunities to participate in the strategy's development.</p>	
<p><b>Other Business</b></p> <p><b>a) Cycling Reference Group priorities</b> DMc said there was a need for the group to focus on seeing through and following up on issues it has discussed. DMc said that issues of traffic/cyclist conflict and cyclist safety should be a priority. Discussion around how issues are best presented to Council. RL suggested the group may want to adopt an overall approach for the management of issues to present to Council. Cr H said that he could talk to specific issues within Council but a priority list from the group is also important. RA suggested the group should produce a list of issues both large and small to ensure progress. General support for this to be put on the next meeting agenda.</p> <p><b>b) Melbourne to Warrnambool</b> RA outlined the event and associated activities over the upcoming weekend. Cr H raised concern about a lack of Council involvement in the promotion and staging of the event. CV &amp; RA responded that they believed it was an event for the race committee and community to drive.</p> <p><b>c) Rail Trail promotion</b> Cr H said there is little or no promotion of the Rail Trail to be accessed by riders arriving via the Railway Station in</p>	<p>Priority issue list to be drafted as agenda item at next meeting.</p>

Agenda Item	Actions
<p>Warrnambool. Discussion around a brochure that was previously available at the station. RL noted that the Rail Trail Committee would be interested in following that up.</p> <p><b>d) Vehicles in or on bike lanes within the city</b> Cr H said he was concerned about the instances of vehicles crossing over bike lanes and how this impacted on cyclist safety. Cr H also said there is a need to consider dedicated lanes at some intersections within the city to avoid the hazard of merging traffic pushing vehicles into bike lanes.</p> <p><b>e) Jamieson Street roundabout</b> Cr H asked how the changes to the Jamieson Street roundabout were working.</p> <p><b>f) Thunder Point signage project</b> Cr H asked how the Council Small Infrastructure funded Thunder Point signage project was progressing. RG explained the club was still investigating placement in relation to which track would be part of the long term layout of the precinct.</p> <p><b>g) Warrnambool Mountain Bike Club's come and try day.</b> RA said the WMBC should be congratulated for the 190 people who attended their come and try day on 17 September. RG said that many residents were unaware of the precinct and the access to safe off road cycling for all. RG said broader access to safe off road cycling should be considered within the Active Warrnambool strategy.</p>	
<p><b>Meeting Closed pm.</b></p>	
<p><b>NEXT MEETING</b> 13<sup>th</sup> December 2017 @ 5.30pm</p>	

# Warrnambool Livestock Exchange Advisory Committee

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## MINUTES OF THE WARRNAMBOOL LIVESTOCK EXCHANGE ADVISORY COMMITTEE MEETING HELD AT THE WARRNAMBOOL CIVIC CENTRE ON FRIDAY 17 NOVEMBER 2017 AT 2PM

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- 1. PRESENT** Owen O'Keefe (Chairperson)  
Dan Carey  
Jim Doukas  
Cr. Robert Anderson  
Peter Utri, Director Corporate Strategies  
David Harrington, Manager Financial Services  
Paul White, Service Manager Saleyards

**APOLOGIES** Trevor Fry

**2. CONFIRMATION OF MINUTES OF WARRNAMBOOL LIVESTOCK EXCHANGE  
ADVISORY COMMITTEE MEETING HELD ON 14 JULY 2017.**

**MOVED: CR. R. ANDERSON  
SECONDED: D. CAREY**

**That the minutes of the Warrnambool Livestock Exchange Advisory Committee meeting held on 14 July 2017 be received.**

**CARRIED**

**Business arising from the minutes.**

- Service Manager Saleyards has completed a number of items from last meeting that will come up in Managers report.

**3. MANAGER'S REPORT**

The Service Manager Saleyards presented the Manager's Report.

Items raised in the report included:

- Throughput.
- Price comparisons.
- Value of stock sold.
- Action record.
- Current Capital Works update.
- Other projects (Agent Offices).
- Future Capital Works.
- Q Fever.
- Chain of Responsibility.
- Advertising.
- Animal Welfare.

### Discussion from Managers Report:

- The numbers for the year were down by 7,078 on the same time last year. This downward trend is Victoria-wide and there seems no logical explanation for the lower numbers. However we are hopeful that it will pick up in the New Year. Worth remembering that we are coming off a low base in last year's numbers.
- After a brief discussion on the numbers, Paul White is to talk to the database and try to work out the following:
  - How many cattle are in the SWVLX catchment area?
  - How many of those cattle come to the SWVLX selling centre?
  - And how many are going either direct, over the hooks, forward contract or mobile cattle scales?
- Value of stock is in-line with the amount of cattle that have been sold at SWVLX. Although prices have eased a little since this time last year it is still a climate for selling. It is also the first time in my industry involvement that prices have been high and cattle numbers low.
- Some capital projects that needed to be rolled out this year have been completed or are in the process of being complete:
  - Baleen filters – in progress.
  - Weigh cells at old scale – complete.
  - Replacement of Geo bags – complete.
- Paul White explained items that are complete from Action Record and other items that were still a work in progress. Items removed from the action record are as follows:
  - New sign at entrance and removal of service clubs advertising.
  - Replacement of Geo Bags.
  - Bollards to replace temp fencing in car park.
  - Replacement of weigh cells.
  - Installation of chemical shower.
  - Installation of effluent dump points.
- Items to be added to the Action Record are:
  - Stock information from National Database.
  - Replacement of discontinued RFID readers.
- Item still on the Action record is refurbishment of agent offices. A suggestion by Dan Carey was that we just paint the floors for the time being.
- Paul White explained that there had been some minor OH&S incidents since last meeting. These all have been rectified including bottom steps painted with hi-vis paint minimising a tripping hazard, draining hoses for easier movement minimising manual handling and new catch fitted to bull pens for better safety.
- SWVLX and Council have taken steps to have all saleyard staff vaccinated against Q fever and have encouraged all other saleyard operators to have their staff vaccinated as per Victorian Government guidelines.
- A discussion on Chain of Responsibility (COR) was had between all committee members. Paul White reported that a saleyard in NSW was seeking legal advice on the situation as well as ALMA, the National body for saleyards.
- Agent's and SWVLX had started an advertising campaign over the last few months which included newspaper, radio, Auction Plus, Facebook, Twitter and live streaming of market reports. We have engaged a drone to take live footage at the November Store sale.
- Paul White has invited Animal Angels Australia to attend the saleyards in January 2018.

**MOVED: CR. R. ANDERSON**  
**SECONDED: J. DOUKAS**

**That the Manager's Report be received.**

**CARRIED**

#### **4. FINANCIAL REPORT**

The financial report sets out the provisional revenue and expenditure results for the 4 months ended October 2017 compared to budget.

Income is \$42,091 below the personalised year to date budget, largely due to the lower sales. Recent store sales have seen an improvement in sales and this is expected to increase into the New Year.

Expenditure is \$5,882 under budget mainly due to staff wages which is partly offset by additional maintenance cost.

The SWVLX capital works has been completed.

**MOVED: D. CAREY**  
**SECONDED: J. DOUKAS**

**That the Financial Report be received.**

**CARRIED**

#### **5. GENERAL BUSINESS**

Discussions were held in relation to the possibility of purchasing a site at this year's Sungold Field Days in February 2018. Paul White is to look into the possibility of what could be presented. Some of the activities put forward were Inductions, Q Fever need to look at some funding, animal welfare, new LPA rules, agent support, tea coffee, water and some type of activity. Paul White to contact the Economic Development Branch at Council to discuss set up.

**Meeting closed at 3.14pm.**



## **5.20 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 13 November 2017 – refer **Appendix A**
2. Monday 20 November 2017 – refer **Appendix B**
3. Tuesday 21 November 2017 – refer **Appendix C**
4. Monday 27 November 2017 – refer **Appendix D**

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**MOVED: CR. HULIN**  
**SECONDED: CR. NEOH**

**That the information be received.**

**CARRIED – 7:0**

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**Assembly of Councillors Record**

Purpose of meeting:	Councillor Briefing
Meeting date:	13 November 2017
Start time:	12noon
Councillors present:	Cr. R. Anderson – Chairperson Cr. S Cassidy Cr. K. Gaston 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
Other persons present:	Wayne Kayler-Thomson, Chair, Great Ocean Road Regional Tourism Board Several traders from Southern end of Liebig Street
Apologies:	
Conflict of Interest Disclosures:	Nil
Items discussed:	<ul style="list-style-type: none"> <li>▪ Flagstaff Hill Maritime Village</li> <li>▪ CBD Revitalisation Project impacts on southern end traders and works timing</li> </ul>
Other items raised by Councillors & Officers:	Nil.

The meeting closed at 4.30pm.

**Assembly of Councillors Record**

Purpose of meeting:	Councillor Briefing
Meeting date:	20 November 2017
Start time:	2.15pm
Councillors present:	Cr. R. Anderson – Chairperson Cr. S Cassidy Cr. K. Gaston 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 Phillip Hogan Senior economic Development Officer
Other persons present:	<ul style="list-style-type: none"> <li>▪ Roma Britnell, MP, Member for South West Coast</li> <li>▪ Jarrod Wooley, Office of Member for South West Coast</li> <li>▪ Steven Callaghan, Callaghan Motors</li> <li>▪ Mathew Burgess, Toyota Warrnambool</li> <li>▪ Leon Cleal, Warrnambool Auto Group</li> </ul>
Apologies:	
Conflict of Interest Disclosures:	Michael Neoh Liebig street development discussions
Items discussed:	<ul style="list-style-type: none"> <li>▪ Old public transport bus routes</li> <li>▪ Resource Recovery, Waste Minimisation and Management Strategy</li> <li>▪ Temporary Work (Skilled) Subclass 457 Visa and Warrnambool City Council's Regional Certifying Body (RCB) Function</li> <li>▪ Warrnambool 100 years a City</li> <li>▪ CBD revitalisation works</li> <li>▪ GSC Food &amp; Fibre delegation to Canberra</li> <li>▪ Fletcher Jones building owner meeting</li> <li>▪ Fence at former Criterion Hotel</li> <li>▪ Laneway Bar proposal</li> <li>▪ Victorian Infrastructure Plan</li> <li>▪ Council priorities</li> <li>▪ Warrnambool motor vehicle industry</li> </ul>
Other items raised by Councillors & Officers:	<ul style="list-style-type: none"> <li>▪ Parking conflicts lifesaving club</li> <li>▪ Update of gate way signage</li> <li>▪ Concerns around costs for road management of criterion bike race</li> </ul>

The meeting closed at 6.30pm.

**Assembly of Councillors Record**

Purpose of meeting:	Planning Permit Application PP2017-0124 regarding the proposed 40m high Optus telecommunication tower and associated equipment
Meeting date:	21 November 2017
Location:	Entry to Allansford Rec Reserve
Start time:	4.30pm
Councillors present:	Cr. R. Anderson Cr. K. Gaston
Council Officers present:	James Phillips Coordinator City Development Erin Sonogo Planning Officer
Other persons present:	4x Objectors and the permit applicant were also in attendance.
Apologies:	Cr. S Cassidy Cr. T Herbert Cr. P Hulin Cr. M Neoh Cr. D Owen
Conflict of Interest Disclosures:	Nil
Items discussed:	Planning Permit Application PP2017-0124 regarding the proposed 40m high Optus telecommunication tower and associated equipment.

The meeting closed at 5.30pm.

**Assembly of Councillors Record**

Purpose of meeting:	Councillor Briefing
Meeting date:	27 November 2017
Start time:	3.00pm
Councillors present:	Cr. R. Anderson – Chairperson Cr. S Cassidy Cr. K. Gaston 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 Glen Reddick Manager city amenity Jodie McNamara manager City Strategy and Development David Harrington Manager Finance Russel Lineham Manager recreation and culture
Other persons present:	<ul style="list-style-type: none"> <li>▪ Professor Rob Wallis Chair Warrnambool Council Audit and Risk committee</li> </ul>
Apologies:	Cr Hulin left the meeting at 3:50pm
Conflict of Interest Disclosures:	<ul style="list-style-type: none"> <li>▪ Scott Cavanagh Director City Infrastructure Contract 2017047 – Provision of Consultancy Services</li> <li>▪ Cr Herbert items Logans Beach Strategic Framework Plan</li> <li>▪ Amendment to Logans Beach Coastal Village Development Plan</li> <li>▪ Petition – Huntingfield Drive - Request For Second Access</li> <li>▪ Cr Neoh CBD Revitalisation Works</li> </ul>
Items discussed:	<ul style="list-style-type: none"> <li>▪ Appointment of Council Representatives On Advisory Bodies and Other External Committees for 2017/2018</li> <li>▪ Notification To Essential Services Commission of Intention To Seek Rate Cap Variation</li> <li>▪ Activities &amp; Initiatives 2017-2018 – September Quarter</li> <li>▪ Communications Strategy</li> <li>▪ Domestic Animal Management Plan</li> <li>▪ North Warrnambool Floodplain – Post Mitigation Flood Modelling</li> <li>▪ Ziegler Parade Bridge Allansford – Future Management</li> <li>▪ Contract 2017047 – Provision of Consultancy Services</li> <li>▪ Logans Beach Strategic Framework Plan</li> <li>▪ Amendment to Logans Beach Coastal Village Development Plan</li> <li>▪ Petition – Huntingfield Drive - Request For Second Access Road</li> <li>▪ Warrnambool – A Healthy City 2017- 2021</li> <li>▪ Warrnambool Art Gallery - Update</li> <li>▪ Reid Oval Redevelopment Project - Design and Development Process Inception Report</li> <li>▪ Monthly Financial Report – October 2017</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Small Infrastructure Fund – Framework Review</li> <li>▪ Warrnambool City Council Local Laws</li> <li>▪ CBD Revitalisation Works</li> <li>▪ Municipal Road Management Plan: Biannual Compliance Report</li> <li>▪ City Entrance Signage</li> <li>▪ Roads To Recovery Program</li> <li>▪ Special Charge Schemes – Willow Tree Lane and Hopetoun Street</li> <li>▪ Design and Construction Simpson Street Drainage Project</li> <li>▪ Great Ocean Road Regional Tourism Board - Stakeholder Report</li> <li>▪ Council Priorities</li> </ul>
Other items raised by Councillors & Officers:	<ul style="list-style-type: none"> <li>▪ Nurdels spillage and Wannon water EPA response, further update requested on welcoming refugees city, Wunta support requests</li> </ul>

The meeting closed at 6.00pm.

**5.21 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>
5 November 2017	Warrnambool	Mayor : Attended the Liebig Street City Centre Block party.
	Warrnambool	Mayor : Met with the Austin 7 Car Rally Club during their stopover in Warrnambool.
7 November 2017	Warrnambool	Mayor : Attended the Brauer College Remembrance Day Service.
8 November 2017	Warrnambool	Chief Executive : Attended the Deakin University South West Advisory Group meeting.
9 November 2017	Warrnambool	Mayor – Attended the launch of Elizabeth O’Callaghan’s book “Silent Lives”,
10 November 2017	Warrnambool	Mayor : Hosted a Civic Reception to the delegates for the Lions District Convention and provided a Mayoral Welcome at the convention opening.
11 November 2017	Warrnambool	Mayor : Attended the Remembrance Day service and laid a wreath on behalf of the City.
12 November 2017	Warrnambool	Mayor : Presented awards for the SW TAFE art exhibition held at Warrnambool Art Gallery.
14 November 2017	Warrnambool	Mayor : Attended the Liquor Accord meeting.
	Warrnambool	Mayor : Attended the Brophy Family & Youth Services Annual General Meeting.
15 November 2017	Warrnambool	Mayor : Attended the Clontarf Academy presentation night.
16 November 2017	Warrnambool	Mayor : Attended the South West Healthcare Annual General Meeting.
	Warrnambool	Mayor : Attended the final Customer Service awards for 2017.
17 November 2017	Warrnambool	Mayor : Attended the official re- opening of the Flagstaff Hill sound and light show.
20 November 2017	Geelong	Chief Executive : Presented to the Committee on Infrastructure, Transport & Cities Inquiry in the development of cities.

22 November 2017	Warrnambool	Mayor : Attended the opening of Callaghan Motors new premises.
23 November 2017	Wodonga	Mayor & Chief Executive : Attended the Annual General Meeting of Regional Cities Victoria.
25 November 2017	Warrnambool	Mayor : Attended the Commemoration Ceremony for the acquisition of the Service Medals of Captain Reg Saunders MBE by Minister for Veterans Affairs, Dan Tehan & Chief of Army Lieutenant Angus Campbell
28 November 2017	Warrnambool	Mayor & Chief Executive : Attended the Deakin University "Connect, Inspire, Innovate" Forum.
30 November 2017	Warrnambool	Mayor : Attended the official Warrnambool Racing Club committee function for the Port Fairy Community Raceday.
	Warrnambool	Mayor : Attended the WRAD 34 <sup>th</sup> Annual General Meeting.
	Warrnambool	Chief Executive : Attended the Leadership Great South Coast 2017 Graduation dinner.

**MOVED: CR. NEOH**  
**SECONDED: CR. GASTON**

**That this report be received.**

**CARRIED – 7:0**

## **6. PUBLIC QUESTION TIME**

### **6.1 QUESTION FROM ANNE VICKERY, 13 NAYLOR CRESCENT, WARRNAMBOOL**

*"The current submissions that are being put forward to Council for comment on the harbour master plan, will each sitting member of Council be reading each submission including comments or will they only be receiving this information in the form of collective data. If it is in the form of collective data then can you please explain how they will know what the individual comments were without actually reading them. If you want to hear from both sides as has been stated then don't you think you need to read the comments for yourselves."*

The Chief Executive responded that submissions will be provided to all Councillors.

## **7. CLOSE OF MEETING**

The meeting closed at 7.52pm.

## **CHAIRMAN**

**I certify that these minutes were confirmed at a subsequent meeting of Council**

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**CR. ROBERT ANDERSON**  
**MAYOR**