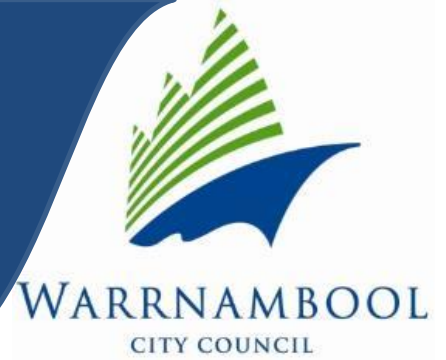


MINUTES

**ORDINARY MEETING
WARRNAMBOOL CITY COUNCIL
5.45PM - MONDAY 6 FEBRUARY 2017**



VENUE:

**Reception Room
25 Liebig Street
Warrnambool**

COUNCILLORS

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

Copies of the Warrnambool City Council's Agendas & Minutes
can be obtained online at www.warrnambool.vic.gov.au

**Bruce Anson
CHIEF EXECUTIVE**

AUDIO RECORDING OF COUNCIL MEETINGS

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

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MINUTES OF THE ORDINARY MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON MONDAY 6 FEBRUARY 2017 COMMENCING AT 5.45PM

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

IN ATTENDANCE: Mr Bruce Anson, Chief Executive
Mr Peter Utri, Director Corporate Strategies
Mr Andrew Paton, Director City Growth
Mr Scott Cavanagh, Director City Infrastructure
Ms. Vikki King, Director Community Development
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. ANDERSON
SECONDED: CR. CASSIDY

That the Minutes of the Ordinary Meeting of Council held on 19 December 2016 be confirmed.

CARRIED – 7:0

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

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

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

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.
Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

Cr. Neoh	Item 5.7 - Reid Oval Development Plan
Nature of Disclosure	Indirect Interest – S78B – Conflicting duties
Nature of Interest	South West Sport is a stakeholder in the Reid Oval Development Plan (CEO of South West Sport)

5. REPORTS

5.1 MONTHLY FINANCE REPORT – DECEMBER 2016

PURPOSE

This report updates Council on the financial performance for the 6 months ended 31 December 2016.

EXECUTIVE SUMMARY

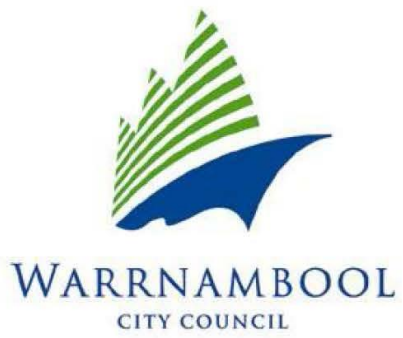
- This Finance Report – refer **Appendix A** compares actual financial results against budget for the 6 months from 1 July 2016 to 31 December 2016.
- The report sets out financial results for Councils Recurrent (day to day operations) Projects, Capital Works, Rates and Loan activities.
- Year to date budgets are profiled monthly to reflect the timing of cash inflows and outflows.
- Overall the 6 month actual results indicate a favourable financial position of \$263,000 when compared to the YTD Budget.

MOVED: CR. HERBERT

SECONDED: CR. HULIN

That the information be received.

CARRIED – 7:0



Monthly Financial Report

December 2016

Monthly Financial Report

December 2016

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Monthly Financial Report

December 2016

I. Executive Summary

The monthly report is designed to illustrate the financial performance and position of Warrnambool City Council compared to its adopted and revised seasonised budget for the period ending 31 December 2016.

The below summary compares Net Results (Revenue less Expenditure) for both Recurrent and Capital Works Budgets.

Overall the 6 month actual results indicate a favourable financial position to budget \$263k.

Key Financial Results	Adopted Budget	Revised Budget	YTD Budget	YTD Committed	YTD Variance	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Rates	34,119	34,119	34,052	34,224	172	▲
Recurrent	(21,884)	(22,096)	(12,459)	(12,538)	(79)	▼
Operational Project	(405)	(1,484)	(204)	(57)	147	▲
Capital Works	(12,540)	(14,046)	(8,420)	(8,400)	20	▲
Loans	743	743	(978)	(976)	3	▲
Surplus / (Deficit)	0	2,798	1,371	1,371	0	▬
Total	33	33	13,361	13,625	263	▲

Monthly Financial Report

December 2016

2. Key Performance Indicators

Financial Sustainability Ratios	Target	Revised Budget	YTD Committed	Status	Commentary
Adjusted Underlying Result	0% to 10%	3%	45%	▲	This will reduce during the course of the year as we continue to receive non-rate revenue.
Level of Dependence on General Rate Revenue	< 55%	48%	66%	▼	This will improve during the course of the year as we continue to receive non-rate revenue.
Self Financing	> 20%	21%	NA	NA	Is based on surplus from cash flow operating activities.
Current Ratio	1.5 to 3.0 times	1.0 times	3.1 times	▲	This will reduce during the year as debtors decline with payment of the 2 remainder quarterly rate instalments.
Indebtedness	< 40%	18%	20%	▲	Well within acceptable levels
Debt Servicing Ratio	< 10%	5%	1%	▲	This will increase at year end when new borrowings are taken-up, however it will remain in acceptable levels.
Asset Renewal	> 90%	90%	75%	▼	Will increase during the year as renewal expenditure occurs.
Capital Replacement	> 1.5 times	1.5 times	1.0 times	▼	Will increase during the year as capital expenditure occurs.
Cash Balance	>= \$10.0 m	\$7.9 m	\$13.3 m	▲	Above target
Unrestricted Cash	> \$2.0 m	\$0.6 m	\$6.1 m	▲	Above target

Key Performance Indicators Definitions

Financial Sustainability Ratios	Explanation	Calculation
Adjusted Underlying Result	Indicates Council's ability to generate sufficient revenue to cover operating costs including cost of replacing assets.	Underlying Surplus / Underlying Revenue
Level of Dependence on General Rate Revenue	Measures Council's reliance on operating revenue from rates.	Rates / Total Revenue
Self Financing	Indicates Council's ability to generate sufficient operating cash flows to invest in asset renewal and repay any debt it may have incurred in the past.	Cash Operating Surplus / Underlying Revenue
Current Ratio	Measures the extent to which Council has liquid assets available to meet short term financial obligations.	Current Assets / Current Liabilities
Indebtedness	Measures Council's level of reliance on debt to fund capital programs.	Non-Current Liabilities / Own Source Revenue
Debt Servicing Ratio	Indicates Council's ability to meet current debt instalments with recurrent revenue.	Interest Expense + New Loans / Total Revenue
Asset Renewal	Indicates Council's ability to maintain existing assets at a consistent rate.	Renewal Capital Expenditure / Depreciation
Capital Replacement	Indicates Council's ability to replace assets at a rate consistent with their consumption.	Capital Expenditure / Depreciation
Cash Balance	Level of cash the Council holds.	Cash at bank
Unrestricted Cash	Level of cash the Council holds that is not restricted for a specific purpose and is available for general purposes.	Cash at bank minus provisions, bonds and open space reserves

Monthly Financial Report

December 2016

3. Statement of Comprehensive Income

	Adopted	Revised	YTD	YTD	Variance		
	Budget	Budget	Budget	Committed	\$'000	%	
	\$'000	\$'000	\$'000	\$'000			
Revenue							
Rates and Charges	34,119	34,119	34,052	34,224	172	0.5%	▲
Statutory Fees and Fines	1,200	1,250	617	797	179	29.0%	▲
User Fees	16,528	16,539	7,777	7,585	(192)	(2.5%)	▼
Recurrent Grants	12,355	12,632	6,141	6,502	361	5.9%	▲
Non-Recurrent Grants	1,818	5,800	1,646	1,292	(354)	(21.5%)	▼
Contributions - Cash	623	3,927	719	1,030	311	43.2%	▲
Contributions - Non Cash	4,000	4,000	0	0	0	0.0%	▼
Other Income	350	362	156	165	9	5.6%	▲
Interest Income	434	434	203	188	(14)	(7.1%)	▼
Revenue Total	71,427	79,062	51,312	51,783	471	0.9%	▲
Expenses							
Employee Benefits	30,427	30,830	16,022	16,212	(190)	(1.2%)	▼
Materials and Services	22,020	23,569	11,705	12,134	(429)	(3.7%)	▼
Bad and Doubtful Debts	102	102	48	68	(20)	(41.0%)	▼
Finance Costs	595	595	297	270	27	9.2%	▲
Other Expenses	823	808	324	218	106	32.6%	▲
Depreciation	10,000	10,000	0	4	(4)	0.0%	▼
Net loss / (gain) on asset disposal	1,309	1,159	(349)	(403)	54	14.1%	▲
Expenses Total	65,276	67,063	28,048	28,504	(455)	(1.6%)	▼
Net Surplus / (Deficit)	6,151	11,999	23,264	23,279	15	0.1%	▲
Other Comprehensive Income							
Net asset revaluation	10,000	10,000	0	0	0	0.0%	▬
Total Comprehensive Income	16,151	21,999	23,264	23,279	15	0.1%	▲
Net Underlying Surplus / (Deficit)	2,151	7,999	23,264	23,279	15	0.1%	▲

Monthly Financial Report

December 2016

4. Balance Sheet

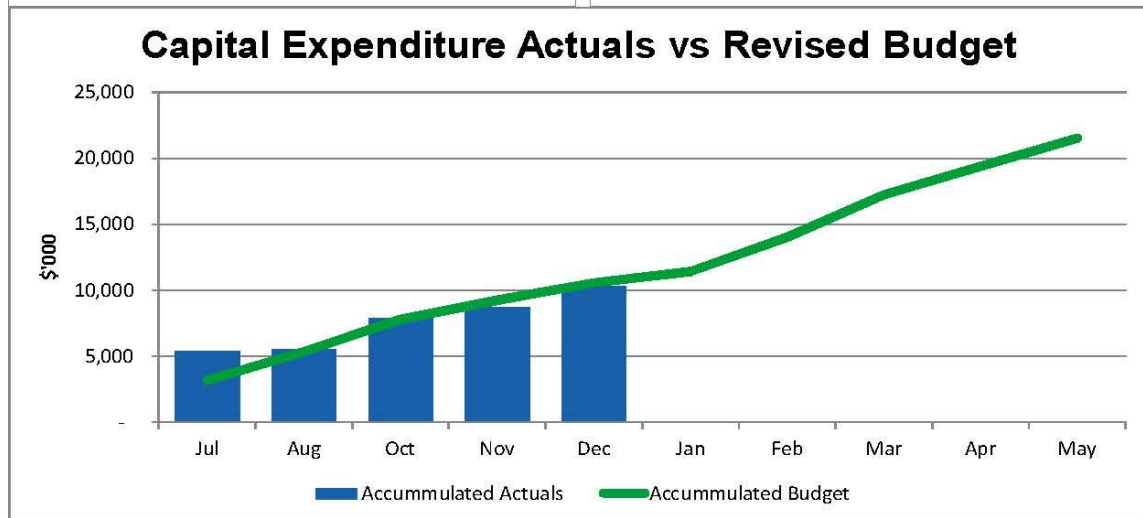
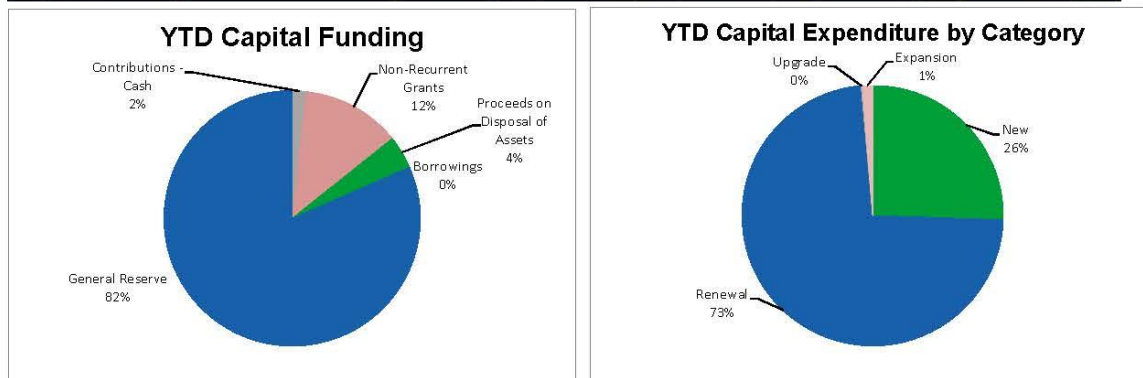
	Opening Balance 1/07/2016 \$'000	Movement \$'000	Closing Balance 31/12/2016 \$'000
Current Assets			
Cash & Cash Equivalents	2,227	(910)	1,317
Investments	10,000	2,000	12,000
Trade and Other Receivables	3,458	16,923	20,381
Other Assets	533	(286)	247
Current Assets Total	16,217	17,727	33,944
Non-Current Assets			
Trade and Other Receivables	161	0	161
Investments in associates	493	0	493
Property Plant & Equipments	647,211	3,249	650,459
Non-Current Assets Total	647,865	3,249	651,114
Total Assets	664,083	20,976	685,059
Current Liabilities			
Trade and Other Payables	4,564	(771)	3,793
Trust Funds and Deposits	720	(82)	638
Provisions	5,669	0	5,669
Interest-bearing Loans and Borrowings	1,985	(976)	1,010
Current Liabilities Total	12,938	(1,829)	11,109
Non-Current Liabilities			
Provisions	569	0	569
Interest-bearing Loans and Borrowings	7,915	0	7,915
Non-Current Liabilities Total	8,484	0	8,484
Total Liabilities	21,422	(1,829)	19,593
Net Assets	642,661	22,805	665,466
Equity			
Accumulated Surplus	201,134	22,941	224,075
Reserves	441,526	(136)	441,390
Total Equity	642,661	22,805	665,466

Monthly Financial Report

December 2016

5. Capital Expenditure and Funding

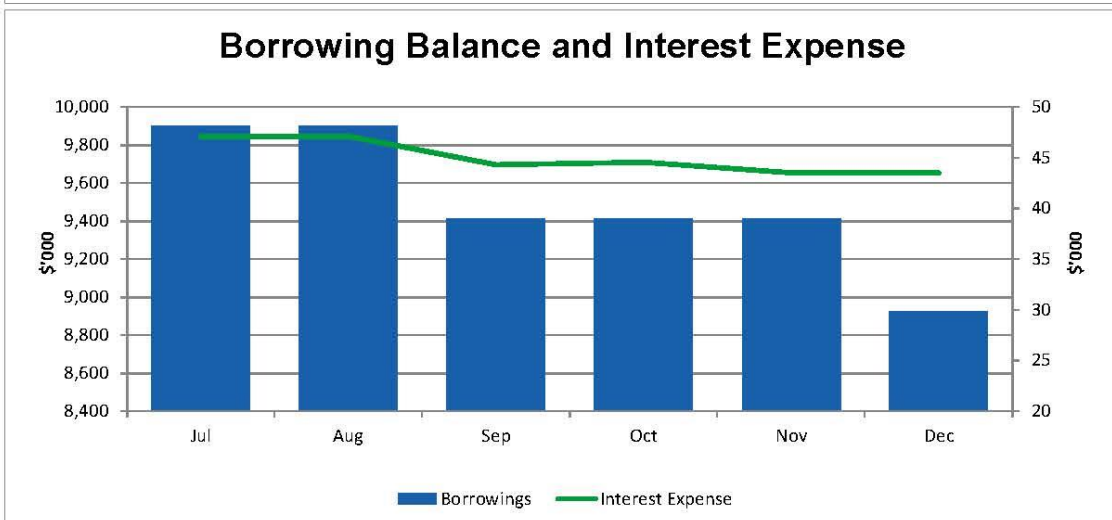
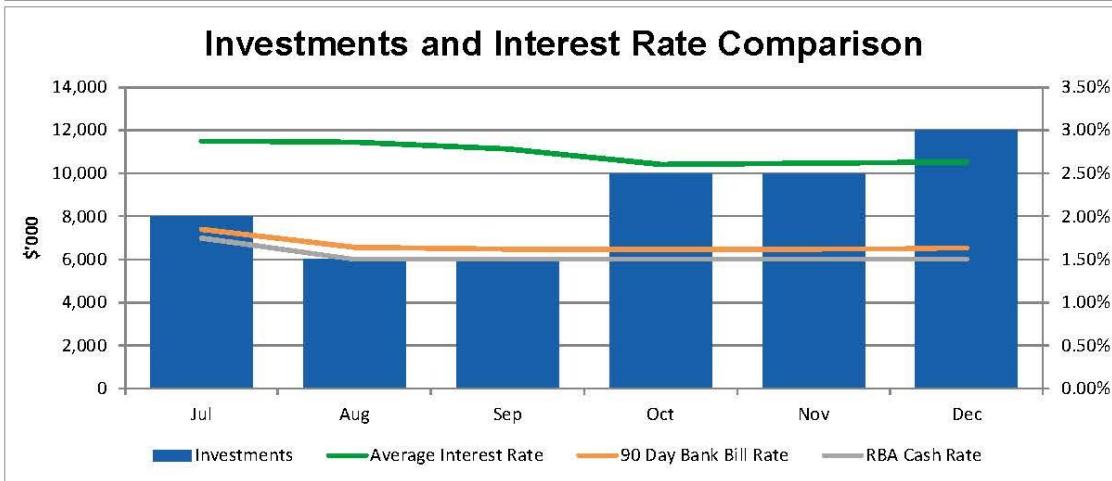
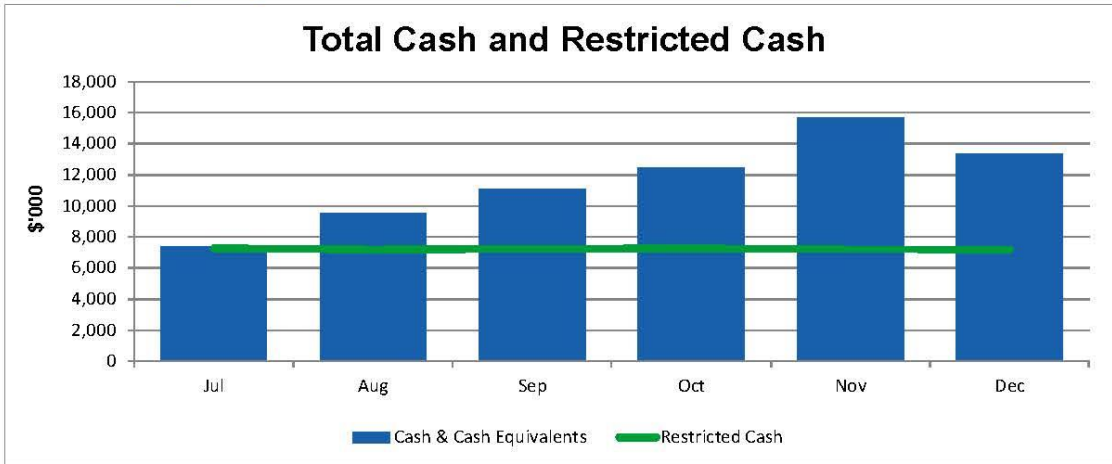
	Adopted Budget	Revised Budget	YTD Budget	YTD Committed	Variance	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Expenditure						
New	1,491	5,889	3,027	2,632	395	▲
Renewal	12,894	16,890	7,326	7,545	(219)	▼
Upgrade	34	57	20	14	6	▲
Expansion	329	556	194	132	62	▲
Capital Expenditure	14,747	23,393	10,567	10,322	245	▲
Funding						
Contributions - Cash	25	3,033	117	177	60	▲
Non-Recurrent Grants	1,818	5,800	1,646	1,292	(354)	▼
Proceeds on Disposal of Assets	364	514	385	439	54	▲
Borrowings	2,700	4,700	0	0	0	▬
General Reserve	9,840	9,346	8,420	8,415	5	▲
Capital Funding	14,747	23,393	10,567	10,322	245	▲



Monthly Financial Report

December 2016

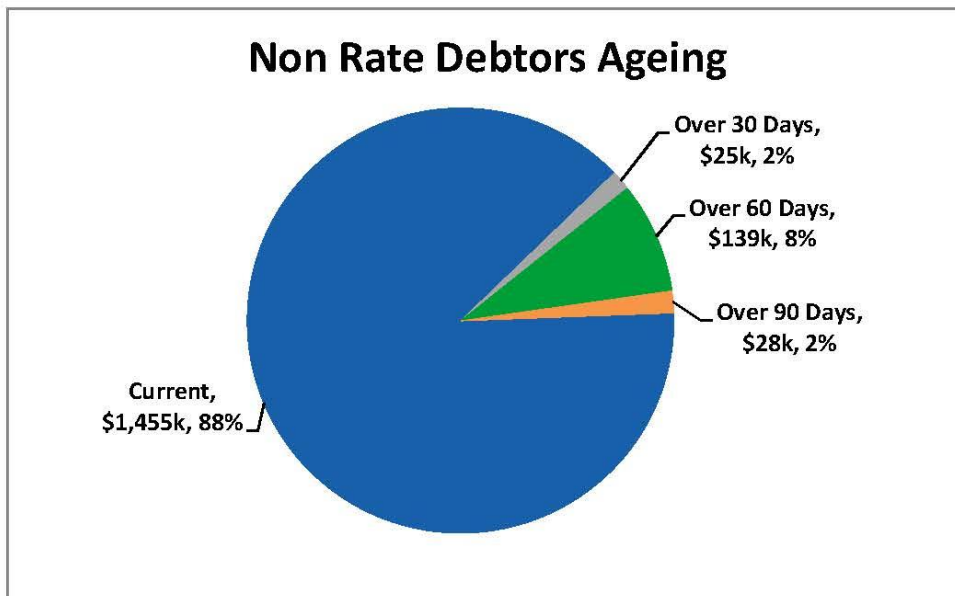
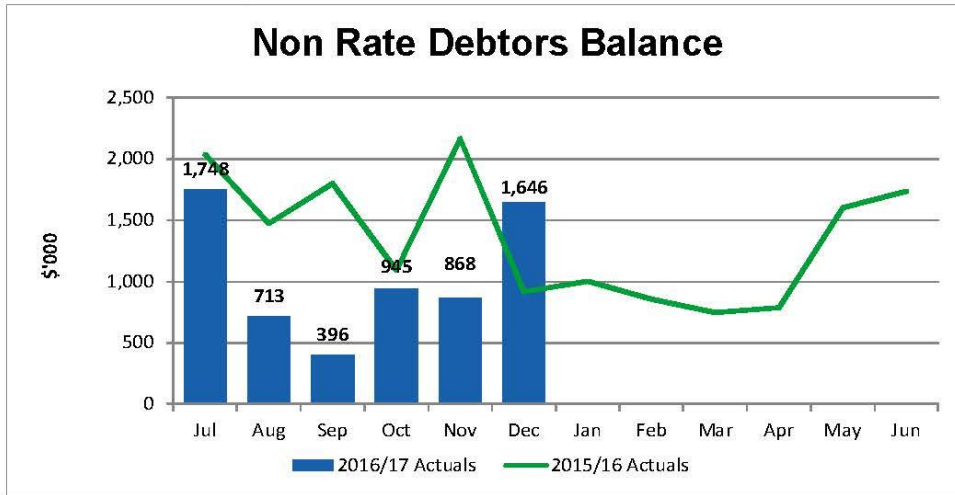
6. Treasury Report



Monthly Financial Report

December 2016

7. Debtors Report



Monthly Financial Report

December 2016

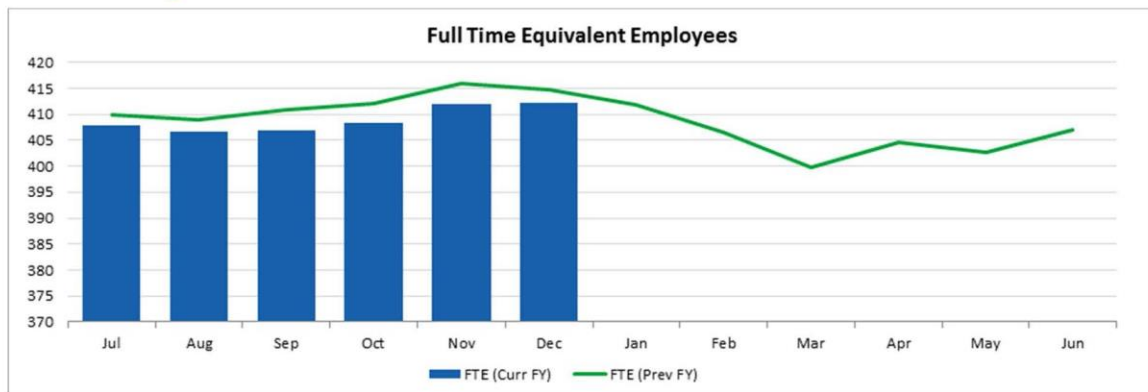
8. Budget Variations and Impacts

Item	Ledger No.	Variation Status	Budget Variation \$	Cumulative Total \$
Adopted Budget Surplus				33,192
Rollovers - Net		MEG	(2,513,287)	(2,480,095)
Cash Surplus Bought Forward		MEG	2,513,287	33,192
September Quarter Variations				33,192
December Quarter Variations				
Vic Roads Community Road Safety Grant	523500-3035		13,454	46,646
Vic Roads Community Road Safety Expenditure	523500-3035		(13,454)	33,192
Coast Management Plan Grant	642250-2093		36,500	69,692
Coast Management Plan Expenditure	642250-2093		(36,500)	33,192
Native Vegetation Project Income	543000-3134		45,000	78,192
Native Vegetation Project Expenditure	543000-3134		(45,000)	33,192
Climate Change Grant	543000-3056		20,000	53,192
Climate Change Expenditure	543000-3056		(20,000)	33,192
Barwon South West Coastal Assessment Grant	543000-3125		250,000	283,192
Barwon South West Coastal Assessment Expenditure	543000-3125		(250,000)	33,192
Pertobe Rd Insurance Claim Income	104500-1668		6,664	39,856
Road Maintenance Expenditure	212000-1184		(6,664)	33,192
Revised Budget Surplus				33,192

Monthly Financial Report

December 2016

9. FTE Report



YTD Headcount by Directorate

Directorate	Employee Type					Grand Total	Grand Total 12 mths Ago
	Perm FT	Perm PT	Temp FT	Temp PT	Casual		
Community Development	53	149	4	41	163	410	409
City Infrastructure	87	48	7	2	19	163	160
City Growth	28	30	7	15	35	115	95
Corporate Strategies	28	26	4	0	3	61	60
Executive	2	1	1	0	1	5	5
TOTAL	198	254	23	58	221	754	729

5.2 DISABLED PARKING REVIEW**PURPOSE**

To provide Council with outcome and recommendations from the City Centre – Disabled Parking Review.

EXECUTIVE SUMMARY

- At the 2 May 2016 Council meeting, a petition was received with 200 signatures which asked Council to consider providing more disabled parking spaces in the city centre.
 - Council resolved on the 6 June 2016 to undertake a review of disabled parking provision and utilisation in the city centre.
 - This report presents the findings of the Disabled Parking Review – refer **Appendix A**.
 - The Disabled Parking Review has identified a number of issues, opportunities and recommendations for consideration.
 - Council should consider providing a recurrent budget allocation as part of its 2017/2018 budget process to allow the recommendations of the review to be implemented.
-

MOVED: CR. HULIN
SECONDED: CR. CASSIDY

That Council:

1. **Endorse the Disabled Parking Review and its recommendations.**
2. **Consider recurrent funding allocations for disability parking improvements as part of the 2017/2018 budget process.**

CARRIED – 7:0

BACKGROUND

At the 2 May 2016 Council meeting a petition was received with 200 signatures which asked Council to consider providing more disabled parking spaces in the city centre.

A review has been completed of accessible parking bay provision and is now being presented for the consideration of Council.

ISSUES

The Disabled Parking Review has identified a range of issues with the supply and standard of accessible parking spaces, and has recommended some process improvement options for the disabled persons parking scheme.

CURRENT STATUS

The review has identified the following key findings:

- 65 of the 3800 city centre car parks are Designated Accessible Parking Bays. This equates to 1.7% of the parking supply. This does not meet the best practice guidelines of 2%;
- 11 (17%) Designated Accessible Parking Bays are compliant when assessed against the relevant Australian Standards;
- 54 (83%) Designated Accessible Parking Bays are considered non-compliant;
- 92% of Disabled Persons Parking Scheme permit holders state there is not enough disabled car parking;
- 75% of Disabled Persons Parking Scheme permit holders think there should be more enforcement of the correct usage of Disabled Accessible Parking Bays;
- 91% of Disabled Persons Parking Scheme permit holders support a lifelong permit for eligible holders with a permanent disability.

KEY CONSIDERATIONS

The review provides a number of recommendations to improve outcomes for users of disabled car parking bays. These include:

- Allocate a recurrent budget of at least \$30,000 to improve compliance and supply of Designated Accessible Parking Bays in the City Centre;
- Achieve a 2% supply of Designated Accessible Parking Bays by the end of 2018 (total 76);
- Introduce measures in relation to the processing of disabled parking permits to improve efficiencies and equitable outcomes;
- Increase monitoring and enforcement of Local Laws relating to Designated Accessible Parking Bays to improve knowledge of usage patterns and compliance.

The recommendations aim to improve compliance of the existing Designated Accessible Parking Bays and provide additional capacity to meet a 2% best practice target. This objective will enhance availability and opportunities for people with a disability, to access the City Centre.

It is also proposed that Council improve the processing of Disabled Persons Parking Scheme permits and Designated Accessible Parking Bays through changes to its systems and provision.

CONSULTATION / COMMUNICATION

Council consulted with disability parking permit holders between the 9th – 25th July 2016.

Respondents were able to complete a survey which was provided on Council's website or fill in a hard copy version which was located at the Archie Graham Community Centre and Civic Centre.

The survey included 23 questions to identify disabled parking issues and 92 responses were obtained.

TIMING

Aspects and recommendations from the report which do not require a specific budgetary allocation can be progressively implemented following adoption of the report.

Recommendations which require a budget allocation will need to be considered as part of future budget processes before they can be implemented.

FINANCIAL IMPACT

The Disabled Parking Review was developed internally by Council staff, making a considerable financial saving when compared to outsourcing.

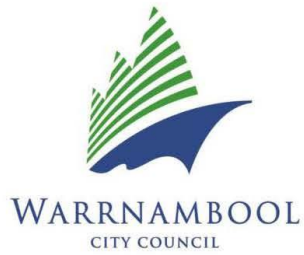
A recurrent budget of \$30,000 is required to improve the level of compliance and provide additional disabled parking bays in the City Centre. This is necessary to achieve the objectives of the 2% supply target.

The report also proposes to introduce efficiencies in the administration of the Disabled Persons Parking Scheme.

ENVIRONMENTAL / RISK IMPACT

The environmental risks associated with the project are minimal.

Risks will be reduced as part of the implementation of the Disabled Parking Review recommendations.



CITY CENTRE - DISABLED PARKING REVIEW

NOVEMBER 2016

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Executive Summary

Warrnambool City Council has undertaken a review of disabled parking in the City Centre. The review was conducted with consideration to legislation, Council plans and policies, benchmarking of regional Councils, best practice, community feedback and the current status of Designated Accessible Parking Bays (DAPBs).

The objective of the review was to:

- Assess the current status of accessible parking in the City Centre;
- Provide a framework to improve decision making regarding the prioritisation of parking infrastructure;
- Update and streamline Council's administration of the Disabled Persons' Parking Scheme;
- Identify opportunities to improve accessible parking supply and access in the short term and prioritise investment in the long term.

The review identified the following key information:

- 65 of the 3800 city centre car parks are DAPBs. This equates to 1.7% of the parking supply. This does not meet the best practice guidelines of 2%;
- 11 (17%) DAPBs are compliant when assessed against the relevant Australian Standards;
- 54 (83%) DAPBs are considered non-compliant;
- 92% of Disabled Parking Permit holders state there is not enough disabled car parking;
- 75% think there should be more enforcement of the correct usage of DAPBs;
- 91% support a lifelong permit for eligible holders with a permanent disability.

The review provides a number of recommendations to improve outcomes for users of disabled car park bays. These include:

- Allocate a recurrent budget of at least \$30,000 to improve compliance and supply of DAPBs in the City Centre;
- Develop, adopt and implement a policy and procedure framework to provide guidance on decision making for the allocation of DAPBs and locations;
- Achieve a 2% supply of DAPBs by the end of 2018 (total 76);
- Introduce measures in relation to the processing of disabled parking permits to improve efficiencies and equitable outcomes;
- Increase monitoring and enforcement of Local Laws relating to DAPBs to improve knowledge of usage patterns and compliance.

The recommendations proposed aim to improve compliance of the existing DAPBs and provide additional DAPBs to a 2% best practice target. This will enhance availability and opportunities for people with disability to access the City Centre.

The review has also shown that Council can make improvements to the disabled parking permit process through changes to its management systems.

Introduction

Warrnambool City Council (Council) has social and legislative responsibilities to ensure that facilities, services and opportunities within our local community are accessible and inclusive of all people, including those with disability.

In response to comments and feedback from the community, Council committed to a review of disabled parking in the City Centre. This document provides a summary of that review. The review scope includes the City Centre as defined in the 2012 City Centre Structure Plan (CCSP). Refer to Figure 1.



Figure 1: City Centre boundaries

The CCSP includes reference to the following objective:

'Existing and future car parking provision for shoppers, employees and other visitors must be readily accessible from the road network, safe and take into account the needs of all users, including disabled visitors.'

An objective of the 2015 Warrnambool City Council – City Centre Parking Strategy is to *'Enhance accessibility and safety for all, including those with disabilities, pedestrians and cyclists.'*

At the time of this review, planning is well underway for the \$15 million renewal of the City Centre, with works to begin in February 2017. The timing of this project provides an opportunity to improve disabled parking at the design stage and deliver positive outcomes for people with disability in this precinct.

The Review

In accordance with the Road Management Act 2004, Council is the road manager for the majority of streets included in the City Centre area. In relation to parking for people with disability, Council's role is to:

- Allocate parking spaces;
- Monitor and enforce parking controls;
- Manage the process for the issuing of disabled parking permits.

Council Officers have undertaken this review with consideration of current legislation, standards and Council plans and strategies. Consideration has also been given to demographic trends for those living with disability in Australia.

According to the Australian Bureau of Statistics (ABS) 2015 Survey of Disability, Ageing and Carers (SDAC) there are 4.3 million Australians who identify as having some form of permanent disability. This equates to 18.3% of the Australian population. Assuming a similar rate of prevalence locally, more than 6,000 Warrnambool residents have a permanent disability. This number will increase in the future with population growth and ageing.

ABS - Disability, Ageing and Carers, Australia: First Results, 2015

<http://www.abs.gov.au/ausstats%5Cabs@.nsf/0/56C41FE7A67110C8CA257FA3001D080B?Opendocument>

Objectives

The objectives of this review are to:

- Assess the current status of accessible parking in the City Centre;
- Provide a framework to improve decision making regarding the prioritisation of parking infrastructure;
- Update and streamline Council's administration of the Disabled Persons' Parking Scheme;
- Identify opportunities to improve accessible parking supply and access in the short term and prioritise investment in the long term.

Methodology

The review assessed, considered or involved the following actions:

- Review relevant legislation, Council plans and best practice guidelines;
- Review Council's current budget, policies and process for Designated Accessible Parking Bays (DAPBs) and permit requests;
- Benchmark DAPB percentages and relevant information with other regional Victorian Councils;
- Conducted an audit of the provision and occupancy of Council's current DAPBs;
- Consulted Disabled Persons' Parking permit holders;
- Made recommendations regarding the future provision of DAPBs and the administration of the Disabled Person's Parking Scheme.

Legislation

State and Federal legislation relevant to the design and location of disabled parking in public places:

State

- Disability Act 2006 – Victoria;
- Road Management Act 2004.

Federal

- Disability Discrimination Act 1992;
- Equal Opportunity Act 1995 (EOA).

There are also other regulations and standards to consider. These include:

- National Construction Code 2016 - Volume One Building Code of Australia (BCA);
- Disability (Access to Premises) Standards 2010;
- AS1428.1 – 2001 Design for access and mobility Part 1: General requirements for access – New building work;
- AS/NZS 2890.6:2009 Parking facilities Part 6: Off-street parking for people with disabilities;
- AS 2890.5 – 1993 Parking facilities Part 5: On-street parking;
- AS/NZS 2890.1: 2004 Parking facilities Part 1: Off-street car parking.

Council Plans & Policies

Provision of adequate disabled parking in the City Centre aligns with the following Council plans and strategies:

- Warrnambool City Council Plan 2013 – 2017 (Amended 2015);
- Warrnambool - A Healthy City 2013 – 2017;
- 2015 Warrnambool City Council – City Centre Parking Strategy;
- Warrnambool City Centre Streetscape Guidelines 2015.

There is currently no documented policy or procedure in Council for assessing requests regarding changes to or addition of DAPBs in the City Centre.

Best practice/guidelines

There is currently no standard relating to the provision of supply for DAPBs in on-street areas and varying standards for off-street car parks depending on the use of a building.

The BCA and Disability (Access to Premises) Standards 2010 provides some of the most appropriate guidelines for the provision of DAPBs. Subsequently a target of 2% of DAPBs in the city centre is considered best practice. Refer to Appendix 2.

Budget review

There is no recurrent budget for the maintenance, upgrade or addition of DAPBs. The combination of a recurrent budget with a prioritisation program will provide the necessary investment to improve disabled parking in the city centre.

Process for administering the Disabled Persons Parking Scheme

The Victorian Disabled Persons Parking Scheme is currently administered by Warrnambool City Council Local Laws branch for Warrnambool residents who meet eligibility requirements.

Process:

- Applicants discuss with their Medical Practitioner about the eligibility of lodging an application;
- The Medical Practitioner will complete and sign the form to be lodged with Council;
- Council will assess the application in accordance with the recommendations of the Medical Practitioner and the VicRoads guidelines and issue the applicable permit.

The current situation for the processing of disabled parking permits provides opportunity for improvement with positive outcomes for applicants, current permit holders and Council. By the time the permit is lodged, recorded on the system, assessed by officers, permit developed and issued, then sent to the permit holder with an invoice, and payment process, the process takes over two weeks. This process involves up to 5 different Council officers and takes approximately 30 minutes in total to process from the point of application to the point of issuing a permit.

Other Councils provide a 'one stop' service at their civic reception for the application, recording, assessing, issuing and payment of a disabled parking permit. This obviously has improved outcomes for the applicant by potentially being able to receive a permit (if approved) almost immediately, with obvious efficiencies by Council by reducing the administration burden. It is estimated changes to a new system could save Council over \$10k in operational efficiencies.

There is also an opportunity to remove the renewal fee and the renewal notice. The current renewal fee of \$8 does not cover the cost of processing the renewal. This fee generated approximately \$6k in revenue each year. Removal of the renewal fee and the renewal notice process will provide a saving for disabled parking permit holders and an efficiency for Council.

Benchmarking

Benchmarking of disabled parking was conducted against seven Victoria Council's which includes:

- City of Ballarat;
- City of Greater Bendigo;
- Surf Coast Shire Council;
- Wangarrata City Council;
- Mildura City Council;
- City of Greater Geelong
- And Wyndham City Council, while not a regional council it was chosen due to its similar software systems used for process of disabled parking permits.

Policy:

- Only one council mentioned accessible parking in its Parking Management Policy;
- The other six councils either did not mention accessible parking in their CBD parking policies or else did not have CBD parking policies at all.

DAPB Ratio:

- Three centres have a target of 2% of carparking spaces in the CBD;
- The targets were not stipulated for the other four centres.

Disabled Parking Permits:

- Four of the seven provide lifelong permits;
- Four of the seven do not charge a permit application fee;
- Four of the seven do not charge a renewal fee;
- Six of the seven have three year permits;
- Three of the seven do not send renewal notices.

Audit of current DAPBs

The City Centre (refer to Figure 1) has increased its car parking supply from 3500 publicly available car parks in 2009 to 3800 in 2015.

An audit was undertaken by Council's Infrastructure Development and Projects in July 2016. The key findings of that audit are identified below:

- 65 DAPBs are provided in the City Centre. This equates to 1.7% of the parking supply;
- 11 (17%) DAPBs are compliant when assessed against the relevant Australian Standards;
- 54 (83%) DAPBs are considered non-compliant;
- Of the 68 designated DAPBs -
 - 5 (8%) are parallel bays;
 - 60 (92%) are angle bays (includes 45° to 90°);
 - 34 are on street;
 - 31 are off street.
- There are approximately 1300 category 1 permits issued annually. This equates to one DAPB per 20 category one (blue) permit holders;
- The availability of non-Council controlled DAPBs in a range of off street locations such as supermarkets, medical centres and South West TAFE increases the parking options for category one permit holders when visiting the City Centre;
- 32% of DAPBs were occupied at the time of the audit.

Note: Compliance was assessed against the Australian Standards AS 2890.6-2009 and AS 2890.5-1993.

Many of the non-compliant DAPBs may be easily rectified through improved line marking, signage and general maintenance. Figure 2 provides examples of where faded line marking and signage.

Figure 2: Line marking and signage renewal example



Figure 5 in Appendix 1 identifies the location of DAPBs in the city centre and identifies compliant and non-compliant bays. This figure also identifies those bays that can be made compliant through relatively minor works. This is reliant on a budget to undertake these works and a recurrent budget to undertake continued maintenance.

Consultation

Surveys were conducted in the period 9 – 25 July 2016. Respondents were able to complete the survey by accessing Council's website or by completing a hard copy available at the Archie Graham Community Centre or Civic Centre.

The survey included 23 questions to identify disabled parking issues. In total, 92 respondents took part in the survey.

Survey responses indicate:

- 48% of respondents visit the City Centre between two and five days a week;
- 33% visit the City Centre in the morning;
- Most common reasons for visiting the City Centre are:
 - 88% Shopping;
 - 84% Visiting the doctor;
 - 74% Pharmacy;
 - 62% Banking.
- 36% park for one to two hours;
- Areas for parking in order of popularity are:
 - Coles car park;
 - Liebig Street;
 - Ozone car park;
 - Koroit Street.
- 50% of people say disabled parking in the City Centre is comparable to other Victorian regional cities;
- 92% state there is not enough disabled car parking;
- When choosing where to park, the following are considered important factors:
 - Location;
 - Availability;
 - Ease of access;
 - Design of car park (with size being easily the most important factor);
 - Price of parking;
 - Personal or car safety.
- 75% think there should be more enforcement of correct usage of DAPBs;
- 88% support extending the current 2 year permit to 3 years;
- 67% support discontinuing the renewal notice and removing the \$7 fee (\$8 in 16/17);
- 91% support a lifelong permit for eligible holders with permanent disability.

A full copy of the survey report is provided in Appendix 3

Discussion

The ratio of accessible carparking numbers for people with a disability as specified in the Building Code of Australia (BCA) is between 1% and 2%, depending upon the classification of surrounding buildings (refer to Appendix 2). Within the City Centre, this ratio takes into account both on-street and off-street spaces available in the locality, and includes Council managed and non-Council managed bays.

Of the 3,800 Council managed car parks in the City Centre, 1.7% are DAPBs. Based upon benchmarking with other Victorian Councils, best practice guidelines and community expectations, a target ratio of 2% for Council managed parking bays in the City Centre would be a desirable outcome.

A majority of existing Council managed DAPBs in the City Centre are not compliant with the current Australian Standards for on-street and off-street parking facilities for people with disability. By identifying non-compliant design features through the audit, Council officers can determine the upgrades necessary to enhance access to existing DAPBs and thereby meet the needs of users.

At a local level, priorities for the allocation of parking spaces have been reviewed. With the impact of an ageing population and increased social and economic opportunities for people with disability to engage with community, there are increased pressures on the demand for disabled parking. This presents opportunities to provide a mix of infrastructure to meet the requirements of a range of disabled parking users.

For instance, in response to the increased uptake of larger vehicles with rear or side access for people with disability, more DAPBs could be located in off-street zones that provide accessible, convenient and safe environments (off-street car parks provide a low speed environment when compared to on-street areas). It is worth noting that the Coles and Ozone off-street car parks are among the most popular DAPB locations in the City Centre.

Figure 3: Disabled Car Park in Cramond & Dickson. Figure 4: Access to Liebig Street from car park



Figure 3 and 4 highlight the importance of improved connections between off-street car parks and on-street areas. Such improvements would improve access for all, not just those with a disability.

It is acknowledged that more DAPBs in off-street car parks will not suit all users. On-street parking in Liebig Street and Koroit Street was identified in the survey as being preferred by a significant number of respondents. Any increase in the number of DAPBs in the City Centre should therefore include additional on-street parks in areas of high visitation and occupancy.

The issues of the status of existing DAPBs in the City Centre and the need for additional DAPBs can be addressed through the development of a policy and procedure framework.

The City Centre Revitalisation project provides an opportunity to improve the provision of DAPBs through the planning and design phase for the Liebig Street redevelopment with deliverable outcomes in the short term.

In order to adequately address the DAPB issues, dedicated resources will need to be allocated on a recurrent basis, with set targets and timelines to drive improvements.

Feedback from the consultation process highlighted the desire for changes to the Disabled Parking Permit Scheme fees and conditions. The current process for issuing disabled parking permits is human resource intensive and could be made more efficient.

Conclusion

The current provision of accessible parking facilities in the City Centre does not meet best practice guidelines. Council should aim to achieve best practice target of 2% to enhance availability and opportunities for people with disability to access the City Centre through improved supply and upgrades of DAPBs to achieve compliance.

Council should also look to improve the processing of disabled parking permits and parking requests through changes to its systems and provision of a framework to prioritise investment and provide positive outcomes for disabled parking permit holders and efficiencies for Council.

Recommendations

In order to improve accessible parking in the city centre the following recommendations are provided:

- Allocate a recurrent budget of at least \$30,000 to improve compliance and supply of DAPBs in the City Centre;
- Develop, adopt and implement a policy and procedure framework to provide guidance on decision making for the allocation of DAPBs which in conjunction with an allocated recurrent budget of at least \$30,000 this would enable the following targets to be met:
 - Achieve a 2% supply of DAPBs by the end of 2018 (total 76) by installing eleven additional bays including in on-street and off-street car parks;
 - Increase the number of DAPBs in the City Centre which meet the minimum standards for infrastructure compliance from 11/65 (17%) to 22/65 (34%) by the end of June 2018.
 - Achieve 100% compliance of DAPBs in the City Centre by 2026 (It is estimated Council will have 4020 parking bays, with the target of 80 parking bays (2%) to be fully compliant).
- Introduce measures in relation to the processing of disabled parking permits to improve efficiencies and equitable outcomes. Measures include:
 - Discontinue the renewal notice and remove the fee;
 - Subject to approval under the relevant legislation introduce processes, allow for applicants to apply for a lifelong permit upon recommendation from a Medical Practitioner;
 - Subject to legislation extend the current permit expiry from 2 years to 3 years;
- Increase monitoring and enforcement of Local Laws relating to DAPBs to improve knowledge of usage patterns and compliance;
- Locate meters close to DAPBs as part of the City Centre Renewal project and new meter roll out;
- Conduct a review in 2019 to determine progress of improvements and targets.

The recommendations are further described in the table below:

<i>Recommendation</i>	<i>Description</i>	<i>Desired Outcome</i>
Achieve a 2% supply of DAPBs in the city centre by the end of 2018.	Increase supply to on-street and off-street car parks to 76. This assumes parking remains 3800 spaces.	Improved access and availability for users of DAPBs in the city centre.
Provide more disabled parking in on-street areas.	Provide a disabled parking bay in the north end of Liebig Street between Raglan Parade and Lava Street as part of the Stage One City Centre Revitalisation. Provide one additional disabled parking bay in the south end of Liebig Street between Koroit Street and Timor Street. Provide one additional disabled parking bay in Liebig Street between Timor Street and Merri Street. Explore the practicalities of creating disabled parking bays at laneway exits that are no longer or proposed not to be used by vehicles. Begin a process to prioritise the roll out of additional DAPBs	Improve access to the north end of Liebig Street. Improve access to the south end of Liebig Street. Improve access to the Library, Civic Centre, Art Gallery and Lighthouse Theatre. Provide additional disabled parking in the short term at low cost.
Provide more and a greater variety of disabled parking in off-street areas.	Priorities are to include additional DAPBs in the Ozone and Parkers Off Street Car Parks by the end of 2018. Provide more parallel parking bays in appropriate areas.	Improved accessibility for those with mobility scooters and other aids. Improve availability for long term use.
Conduct improvements to 5 of the 65 disabled parking bays to achieve compliance.	Stage works using the \$30k recurrent budget to achieve 34% compliance by end of June 2018. This will mostly include the renewal of existing signage and line marking.	Improve compliance to the Australia Standard and improve access and reduce risks to disabled parking permit holders.
Provide improved connections between off-street carparks to on-street areas.	Upgrade connections, particularly those near DAPBs such as Cramond and Dickson Off Street Car Park (Figure 3).	Improve access and increase the likelihood these car parks will be used.
Achieve 100% compliance of DAPBs in the City Centre by 2026	Stage improvements to DAPBs over a ten year period subject to a prioritisation framework and input from Council Officers.	Improve compliance of DAPBs and access for DAPB users.

<i>Recommendation</i>	<i>Description</i>	<i>Desired Outcome</i>
Introduce 'lifelong' disabled parking permits.	Applicants must have their condition diagnosed as a 'lifelong illness' by a suitable medical practitioner. Once established the applicant will not be required to visit a medical practitioner as part of the renewal process.	Improved convenience.
Extend the permit period from 2 years to 3 years.	Over time inform permit holders permits will be extended to 3 years.	Improve convenience for permit holders and efficiency for Council.
Develop an investment and prioritisation matrix	To be developed internally by Council staff.	To guide decision making for prioritisation of investment to improve disabled parking.
More education.	Improve awareness of the Category 1 and Category 2 permits and that only Category 1 permits can be issued for those that have been assessed by a medical practitioner requiring a walking aid.	Reduce the inappropriate use of Category 1 permits and promote the likelihood disabled car parks will be used by those most at need in the community.
Improve customer service for new disabled permit applications	Other Councils process permits at the customer service counter at the point of application in accordance with guidelines and policies. It is proposed to follow this practice.	Improved outcomes for the applicant and efficiencies for Council.
Increase monitoring and enforcement of disabled car parks.	Conduct annual surveys of disabled car park occupancies.	Provide improved information on the availability of disabled car parks to determine usage patterns and decision making for upgrades or additional disabled car parks in areas of high demand.
	Increase patrols of disabled car park bays, checking for a valid disabled parking permit.	Improve compliance, accessibility and availability of disabled car parks.
Establish a recurrent improvement budget.	Create a new recurrent budget of \$30k for access improvement and have priorities directed by an advisory group.	Target areas of greatest need and priority.
Investigate ways to improve customer service related to the processing of permits.	Consider shifting to new paper permits used by other Councils to enable faster processing of applications.	Improved outcomes for disabled parking permit applicants.

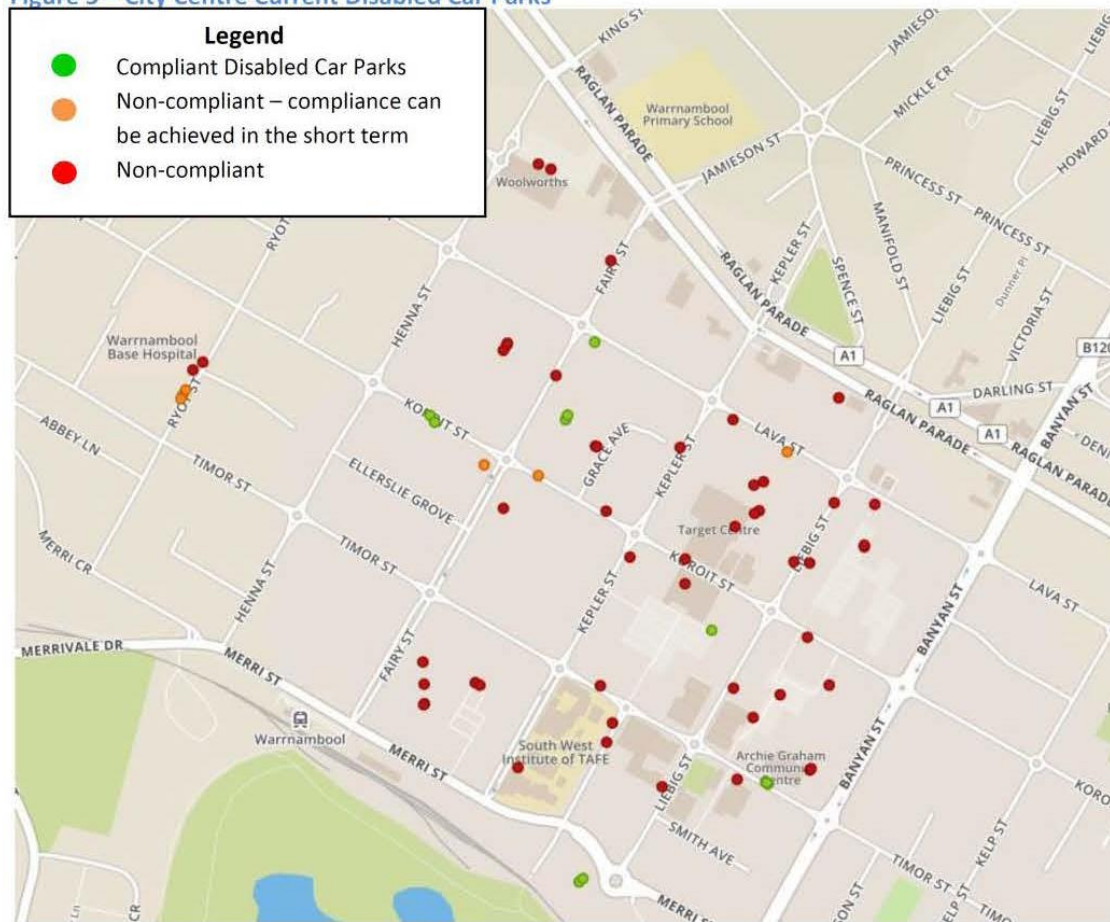
<i>Recommendation</i>	<i>Description</i>	<i>Desired Outcome</i>
Remove the renewal notice and fee.	Phase in over a two year period to make people aware it will be the responsibility of permit holders to renew their permits. It is estimated Council will forego \$6k P/A in revenue but save over \$10k P/A in staff efficiencies.	Reduce costs for disabled parking permit holders and improve efficiencies for Council.

Appendices

Appendix 1

Audit - Current Disabled Car Parks

Figure 5 – City Centre Current Disabled Car Parks



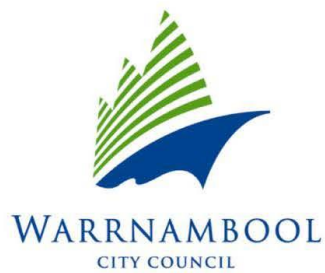
Appendix 2

Figure 6 – Relevant sections of the Disability (Access to Premises – Buildings) Standards 2010

<i>Class of building to which the Class building or carparking area is associated</i>	<i>Number of accessible carparking spaces required</i>
Class 5, 7, 8 and 9c (office building, aged care building, storage etc)	1 space for every 100 carparking spaces or part thereof.
Class 6 (shop, café, restaurant, hotel etc) (a) Up to 1 000 carparking spaces; and (b) for each additional 100 carparking spaces or part thereof in excess of 1 000 carparking spaces.	1 space for every 50 carparking spaces or part thereof. 1 space.
Class 9a (a) Hospital (non-outpatient area) (b) Hospital (outpatient area): (i) up to 1 000 carparking spaces; and (ii) for each additional 100 carparking spaces or part thereof in excess of 1 000 carparking spaces.	1 space for every 100 carparking spaces or part thereof. 1 space for every 50 carparking spaces or part thereof. 1 space.

Appendix 3

2016 Disabled Parking Survey Report



DISABLED PARKING SURVEY REPORT

Disabled Parking Issues in Warrnambool's City Centre

This report presents the results of surveys collected from the 9-25 July 2016.

Prepared by: Warrnambool City Council Officers:
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Prepared for: Warrnambool City Council

Submitted: 11th August 2016

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SURVEY OBJECTIVES

The objectives of the surveys were to:

- Identify issues for disabled parking permit holders in the City Centre.
- Identify opportunities to improve disabled parking in the City Centre.
- Respond to a petition with over 200 signatories which was presented to Council in May 2016.

PARTICIPANTS

92 respondents were surveyed from the 9-25 July 2016. The majority of respondents included the following characteristics:

- 63% held a Code A permit.
- 86% were from the Warrnambool City Council.
- 90% had a Blue/Category 1 permit.
- 67% were female.
- 47% were aged between 61-80.

METHODOLOGY

The survey was developed internally by Council staff from the Rural Access, Infrastructure Design, City Strategy and Development and Local Laws branches.

Surveys were collected via the following ways:

- Respondents' completed the survey via access to Council's web page using Survey Monkey.
- Respondents' completed hard copy surveys at the Civic Centre in Liebig Street or the Archie Graham Community Centre in Timor Street.

Promotion of the survey included:

- SMS to over 200 disabled parking permit holders who have mobile numbers registered with Council.
- Advertisements in the Warrnambool Standard.
- Advertisements on ACE Radio.

DATA COLLECTED

The survey results include 92 responses, which included a good variety of age groups from Warrnambool and the surrounding area.

The margin of error was determined using assumptions that 1400 disabled parking permit holders exist in Warrnambool and 92 responses were provided. The result was a 9.88% margin of error. This means a 10% margin of error should be applied to results to give an indication of an entire parking population. <https://www.checkmarket.com/market-research-resources/sample-size-calculator/>

RESULTS

Below is a summary of results. Please refer to Appendix A for a full list of results for each of the survey questions.

Figure 1: Summary of data collected from the survey.

Questions	Key finding	Comment	Recommendation
1. Which one of the following categories is your Disabled Parking Permit?	Code A 63% Code B 31% Code C 2 % Code D 2%	Consistent with the % of distribution of Code A permit holders on Council records	N/A
2. What is your postcode?	86% Warrnambool 8% Moyne. With participants Corangamite, Glenelg, Southern & Northern Grampians	Supports general view that Warrnambool services the broader region within approximately 100km.	Consider population within 100km radius for future disabled parking planning.
3. What colour is your Disabled Parking Permit	90% Blue/Category 1 10% Green/Category 2	Consistent with the % of distribution of permit holders on Council records	N/A
4. Are you male or female?	Male 33% Female 67%	Consistent with permit records.	N/A
5. What is your age?	26% 41-60 47% 61 – 80 15% 81-100	Good representation from age groups.	N/A
6. How often do you use your Disabled Parking Permit?	48% between 2 & 5 days a week 31% at least once per day 17% weekly	Comments also received that permit holders are becoming more mobile.	Investigate trends for active aging and plan for increased patronage of disabled parking bays.
7. What time of day do you mostly visit the Warrnambool City Centre?	Morning 33% Afternoon 29% Other (All, varies) 28%	Many stated they avoid the busier time of the afternoon.	N/A

Questions	Key finding	Comment	Recommendation
8. I usually use my Disabled Parking permit for..... (choose one or more)	88% Shopping 84% Visiting the doctor 74% Pharmacy 62% Banking 43% Leisure and entertainment 35% Participating in community events	Consistent with general perceptions. Participation in community events correlates to Q6 with a more active population.	Investigate trends for active aging and plan for increased patronage of disabled parking bays.
9. How long do you spend in the City Centre?	36% 1-2 hours 27% 30 min to 1 hour 8% 30 min or less	Park for longer than majority of general motorists who park 1 hour or less *1.	Consider longer time controls for disabled car parks. Note this will impact availability.
10. Where do you park regularly?	Coles mentioned 31 times Liebig Street 23 times Ozone OSCP 21 times Koroit Street 19 times	Off-street parking has high demand.	Further explore if off-street car parking areas are preferred for certain reasons i.e. availability, location, proximity to shopping, habit etc
11. On average how long do you search for an available disabled parking bay	5-10 min 35% 2-5 min 16% 10 or more min 25% Other () 19%	DPPH (Disable Parking Permit Holders) search for longer than majority of general motorists who search less than 2 min *1. Relevant to Q14 & Q15	More enforcement may improve turnover and availability.
12. Compared to other places in Victoria, disabled parking in the Warrnambool City Centre is.....	About the same 50% Worse 48% Better 3%	Unsure of other locations	Further explore which Cities are better in next survey
13. Does Warrnambool's City Centre have enough disabled car parking?	No 92% Yes 8 %	Very strong result of No	Provide more disabled parking in the City Centre including, cultural precinct & Medical.
14. How would you rate the availability of disabled parking in the City Centre?	Poor 52% Neither good nor bad 25% Very poor 13% Good 10%	Relevant to Q11 & Q15	Consider more enforcement may improve turnover and availability.

15. Do you think there should be more enforcement of disabled parking restrictions?	Yes 75% No 25%	Strong result of Yes. Relevant to Q11 & Q14	Increase enforcement of disabled parking bays
Questions	Key finding	Comment	Recommendation
16. Are you aware you can use a Green Disabled Parking Permit to park for twice the amount of time in a standard time limited parking bay? (Not a designated Disabled Bay)	Yes 64% No 36%	Good awareness	Improve education
17. Are you aware you may also use a Blue Disabled Parking Permit to park for twice the amount of time in a standard time limited parking bay? (Not a designated Disabled Bay)	Yes 66% No 34%	Good awareness	Improve education
18. Disabled Parking Permit holders are required to reapply for permits every two years to ensure the status of permit holders is accurate and to promote appropriate use of Disabled Parking Permits for those at need. Would you support extending the current permit expiry from 2 years to 3 years?	Yes 88% No 12%	Very strong results of Yes	Subject to legislation extend the current permit expiry from 2 years to 3 years.
19. Rank the issues in order of most important to you when choosing your park (1 most important to 6 least important)	Location 11% Availability 10% Ease of access 10% Personal or car safety 9% Design of car park 9%	Results are consistent with majority of general motorists who stated location and availability was most important.	Consider random allocation of the order of questions in future surveys to determine if entry error is occurring.

Questions	Key finding	Comment	Recommendation
20. Council currently charges a fee of \$7 for renewal of Disabled Parking Permits to cover the cost of issuing notices. Would you support a proposal to discontinue the renewal notice and remove the fee?	Price of parking 8% Yes 67% No 33%	Strong results of Yes	Consider discontinuing the renewal notice and removing the fee.
21. Would you support WCC introducing new criteria for a Medical Practitioner to identify if applicants have a lifelong disability? This would remove the requirement to have a Medical Practitioner completed form when reapplying for a permit.	Yes 91% No 9 %	Very strong result of Yes	Subject to approval under the relevant legislation introduce processes to allow for applicants to apply for a lifelong permit upon recommendation from a Medical Practitioner.
22. What design features encourage you to use disabled parking spaces?	39% Size 35 % Other	Size, signage, surface and angle bay featured strongly	Develop a program to identify bays which can be increased in size and added to improve access and availability in accordance with the Aust. Standards.
23. Thank you for participating in the survey. Do you have any further comments?	Install meter in front of bay Spaces allow for tailgate lift More parks closer to the entrance of major businesses and institutions such as WCC offices	Variety of suggestions	Locate meters close to disabled parking bays as part of the revitalisation and new meter roll out.

Abbreviations

- Disabled Parking Permit Holders - DPPH

RECOMMENDATIONS

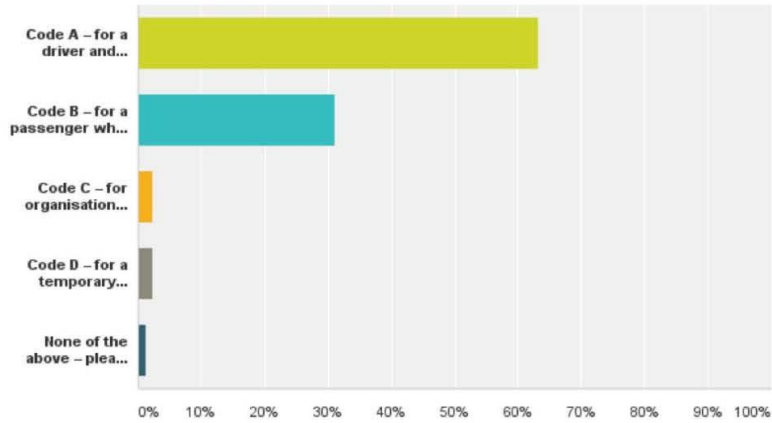
- High – the greatest potential for improved user satisfaction
- Medium – greater potential for improved user satisfaction
- Low – increase the potential for improved user satisfaction

Recommendation	Effect
Consider discontinuing the renewal notice and removing the fee.	High
Subject to approval under the relevant legislation introduce processes to allow for applicants to apply for a lifelong permit upon recommendation from a Medical Practitioner.	High
Develop a program to identify bays which can be increased in size and added to improve access and availability in accordance with the Aust. Standards.	High
Locate meters close to disabled parking bays as part of the revitalisation and new meter roll out.	High
Provide more disabled parking in the City Centre. Consider Library & Medical Practitioners	High
Subject to legislation extend the current permit expiry from 2 years to 3 years.	High
Consider population within 100km radius for future disabled parking planning.	Medium
Investigate trends for active aging and plan for increased patronage of disabled parking bays.	Medium
Investigate trends for active aging and plan for increased patronage of disabled parking bays.	Medium
Consider longer time controls for disabled car parks. Note this will impact availability.	Medium
Further explore if off-street are preferred for certain reasons i.e. availability, location, proximity to shopping, habit etc	Medium
More enforcement may improve turnover and availability.	Medium
Improve education	Medium
Further explore which Cities are better in next survey	Low
Consider random allocation of the order of questions in future surveys to determine if entry error is occurring.	Low
Annual monitoring of disabled bay occupancy	IDM

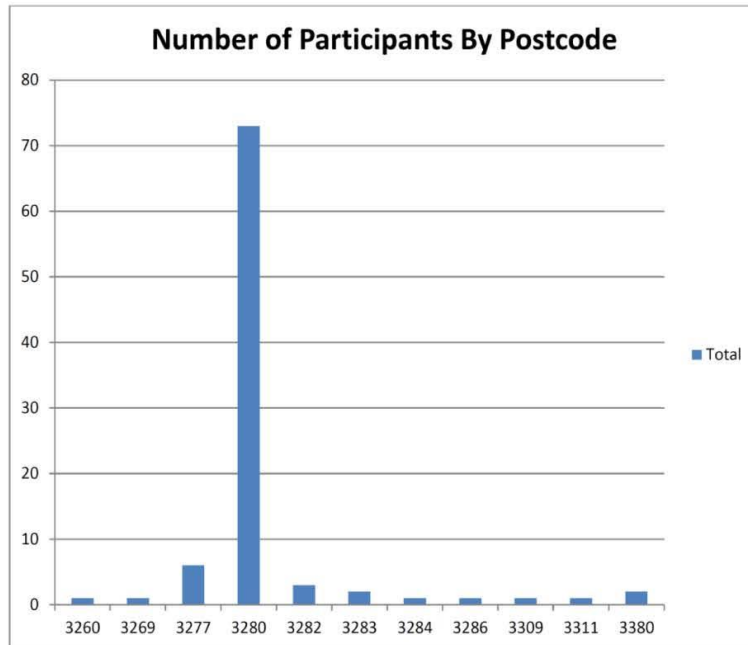
*Definitions: IDM – Informs decision making

APPENDIX A – SURVEY QUESTIONS AND RESULTS

Q1: Which one of the following categories is your Disabled Parking Permit?

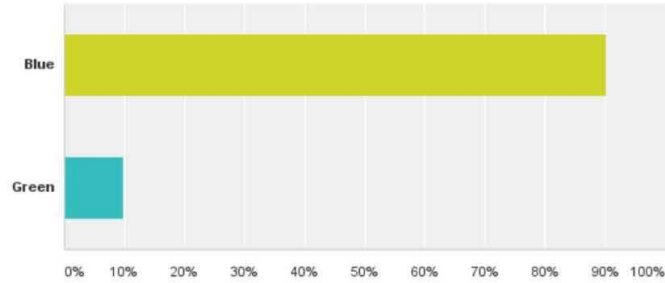


Answer Choices	Responses
Code A – for a driver and passenger who has a significant intellectual or ambulatory disability	63.22% 55
Code B – for a passenger who has a significant intellectual or ambulatory disability	31.03% 27
Code C – for organisations transporting individuals with a disability	2.30% 2
Code D – for a temporary permit	2.30% 2
None of the above – please cease the survey, thank you for your interest	1.15% 1
Total	87

Q2: What is your postcode?

Postcode	Number	CityTown	Municipality
3260	1	Camperdown area	Corangamite
3269	1	Port Campbell area	Corangamite
3277	6	Allansford	Warrnambool
3280	73	Warrnambool	Warrnambool
3282	3	Koroit	Moyne
3283	2	Killarney/Tower Hill	Moyne
3284	1	Port Fairy	Moyne
3286	1	Macarthur	Moyne
3309	1	Digby	Glenelg
3311	1	Casterton	Glenelg
3380	2	Stawell	Northern Grampians

Q3: What colour is your Disabled Parking Permit?



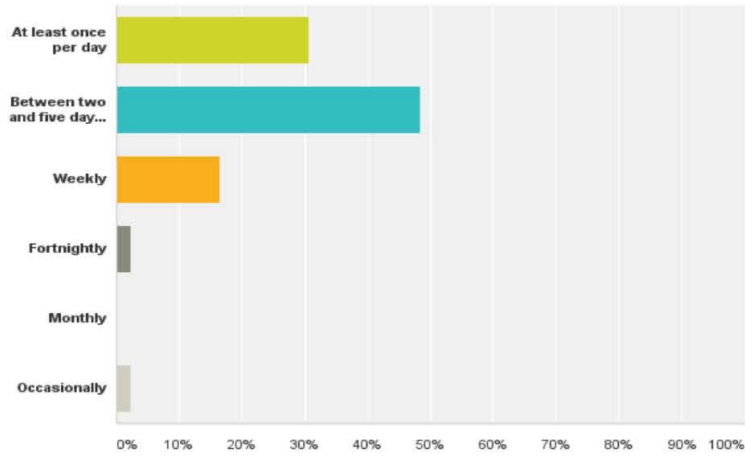
Q4: Are you male or female?

Answer Choices	Responses	Count
Male	32.61%	30
Female	67.39%	62
Total		92

Q5: What is your age?

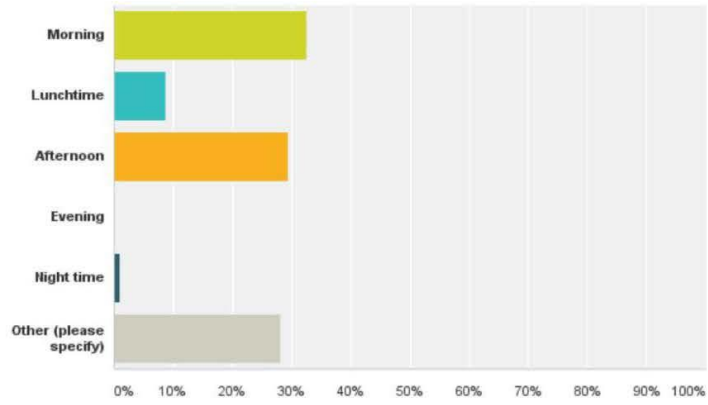
Answer Choices	Responses	Count
18-25	3.26%	3
26-40	6.52%	6
41-60	26.09%	24
61-80	46.74%	43
81-100	15.22%	14
Other (please specify)	2.17%	2
Total		92

Q6: How often do you use your Disabled Parking Permit?



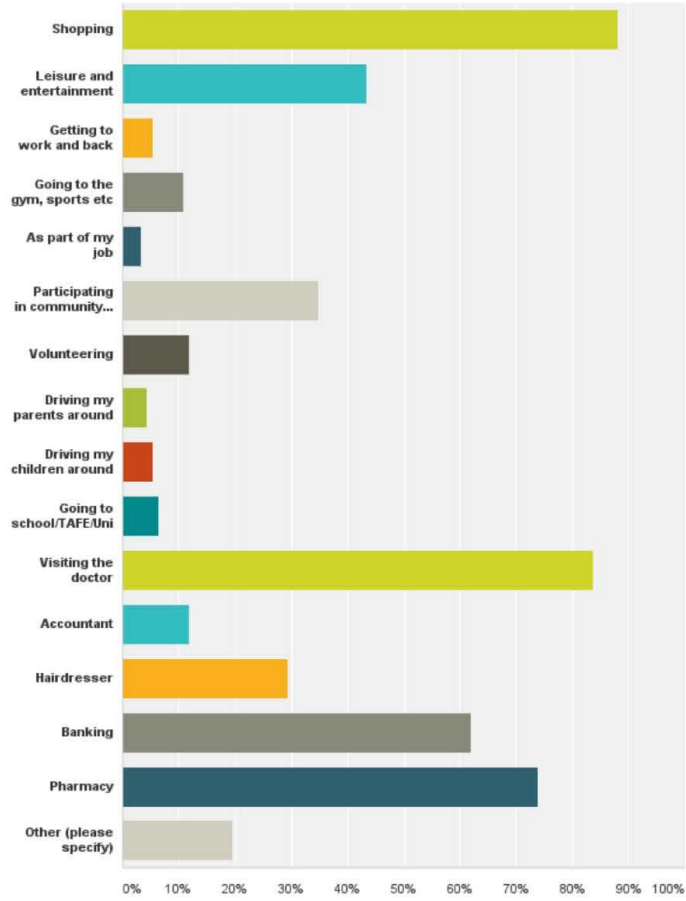
Answer Choices	Responses
At least once per day	30.77% 28
Between two and five days a week	48.35% 44
Weekly	16.48% 15
Fortnightly	2.20% 2
Monthly	0.00% 0
Occasionally	2.20% 2
Total	91

Q7: What time of day do you mostly visit the Warrnambool City Centre?



Answer Choices	Responses
Morning	32.61% 30
Lunchtime	8.70% 8
Afternoon	29.35% 27
Evening	0.00% 0
Night time	1.09% 1
Other (please specify)	28.26% 26
Total	92

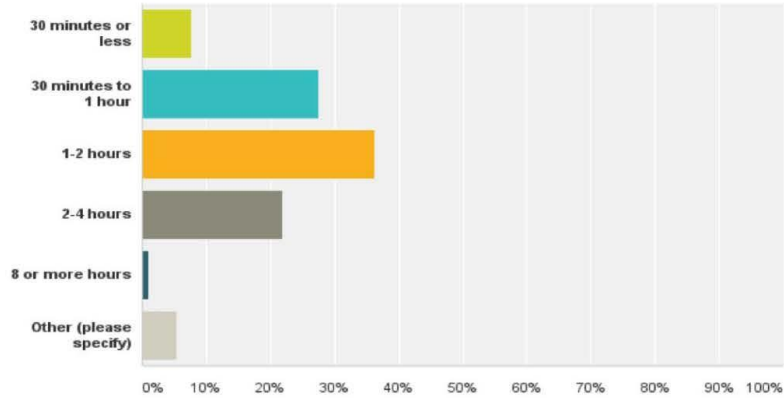
Q8: I usually use my Disabled Parking permit for.... (choose one or more)



Q8: I usually use my Disabled Parking permit for..... (choose one or more)

Answer Choices	Responses	
Shopping	88.04%	81
Leisure and entertainment	43.48%	40
Getting to work and back	5.43%	5
Going to the gym, sports etc	10.87%	10
As part of my job	3.26%	3
Participating in community events	34.78%	32
Volunteering	11.96%	11
Driving my parents around	4.35%	4
Driving my children around	5.43%	5
Going to school/TAFE/Uni	6.52%	6
Visiting the doctor	83.70%	77
Accountant	11.96%	11
Hairdresser	29.35%	27
Banking	61.96%	57
Pharmacy	73.91%	68
Other (please specify)	19.57%	18
Total Respondents: 92		

Q9: How long do you spend in the City Centre?



Q10: Where do you park regularly?

Gateway Kmart Coles Younger Street
 Ozone North Point Park Target
 Archie Graham Hospital Pharmacy
 Warrnambool Medical Clinic Target
 Teller Outside Newsagents Bank Doctor
 Coles Supermarket Chemist
 Raglan Koriot St between Liebig Liebig and Kepler
 St B Street Fairy Timor Archie Graham Lava
St between Liebig and Banyan Park

Q10: Where do you park regularly?

Answer Choices	Responses	
Specify street name between streets i.e. 'Kepler Street between Timor Street and Koroit Street'	76.40%	68
Off-street car park name i.e. 'Coles Younger' or 'Ozone'	74.16%	66
Name of business	44.94%	40

#	Specify street name between streets i.e. 'Kepler Street between Timor Street and Koroit Street'	Date
1	Liebig St between Lava & Koroit St. Koroit St between Liebig and Kepler	7/26/2016 11:07 AM
2	Lava St between Liebig and Banyan	7/26/2016 10:59 AM
3	Koroit St between Liebig St & Kepler St	7/26/2016 10:52 AM
4	Koroit St (Liebig/ Kepler	7/26/2016 10:45 AM
5	Koroit St - Liebig St & Timor St - Koroit St	7/26/2016 10:41 AM
6	Archie Graham Centre	7/26/2016 10:35 AM
7	Liebig St between Lava & Timor	7/26/2016 10:31 AM
8	Fairy St Liebig St	7/26/2016 10:27 AM
9	Timor St between Timor and Koroit St east and west side. Koroit St between Timor and Merri St plus Timor and Koroit St Kepler between Koroit and Lava	7/26/2016 10:17 AM
10	koroit St between Liebig and Banyan	7/26/2016 10:04 AM
11	Parkers Car park	7/26/2016 9:47 AM
12	Koroit st between liebig & kepler st	7/23/2016 11:55 PM
13	Liebig st,	7/22/2016 3:48 PM
14	Liebig Street	7/21/2016 3:33 PM
15	Koroit / Lava Streets	7/21/2016 1:08 PM
16	Kepler street, between Timor street and Koroit, Liebig Street,	7/20/2016 4:23 PM
17	Timor St - Archie Graham Centre Supermarket Car parks	7/19/2016 5:05 PM
18	Timor St	7/19/2016 11:24 AM
19	Liebig St, Library	7/19/2016 11:04 AM
20	move to car around as close as can get to destination, haven't been able to find many disabled parks as yet	7/19/2016 10:58 AM
21	Koroit St between Liebig St. & Kepler St.	7/19/2016 10:48 AM
22	Timor St Archie Graham	7/19/2016 10:33 AM
23	Timor & Koroit Sts	7/19/2016 10:30 AM
24	Lava St, Liebig St, Koroit St, & Timor St	7/19/2016 10:13 AM
25	1a Liebig st and target complex	7/18/2016 4:36 PM
26	koroit street	7/15/2016 5:17 PM
27	Timor St, Koroit St, Lava St, Kepler St	7/15/2016 5:10 PM
28	Koroit St	7/15/2016 1:47 PM
29	Liebig street, "Parkers" Car Park	7/14/2016 8:48 PM

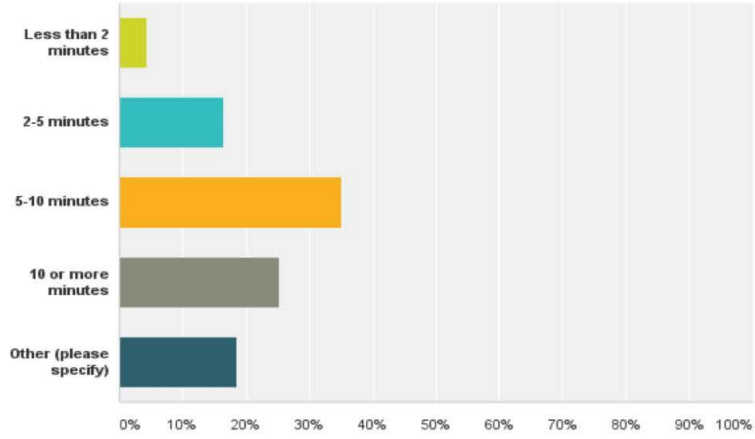
30	Timor st between Liebig Lava and Koroit	7/14/2016 4:51 PM
31	Kepler st Liebig st fairy sy	7/14/2016 2:29 PM
32	Liebig St between Timor & koroit st	7/14/2016 11:12 AM
33	CBD	7/13/2016 2:49 PM
34	Liebig and Kepler st	7/13/2016 2:17 PM
35	in Liebig st. in Korit st. cnr. Kepler & Lava st.	7/13/2016 12:30 PM
36	Liebig Street	7/13/2016 10:14 AM
37	Liebig between koroit and timor st	7/12/2016 9:05 PM
38	Kepler (Lava& Koroit)	7/12/2016 12:04 PM
39	Liebig st between Koroit and Timor	7/12/2016 10:27 AM
40	Timor street	7/11/2016 11:05 PM
41	Koroit st. between Liebig & kepler	7/11/2016 6:41 PM
42	Liebig st and raglan parade	7/11/2016 6:33 PM
43	Koroit Street between Liebig & Keppler Street	7/11/2016 6:26 PM
44	Lava st	7/11/2016 6:16 PM
45	lie big street between Raglan & Timor street	7/11/2016 5:26 PM
46	Liebig street	7/11/2016 4:38 PM
47	Lava st between Liebig And Kepler St	7/11/2016 4:16 PM
48	Various	7/11/2016 2:23 PM
49	Liebig St between Lava & Timor Sts	7/11/2016 2:00 PM
50	Koroit and raglan parade	7/11/2016 1:40 PM
51	Liebig whenever	7/11/2016 1:36 PM
52	Lava St, from South West Credit to Fairy St, Fairy St, from the highway to Lava St, Timor St, from Kepler to Liebig St, Liebig St, from War Memorial to Timor St, Koroit St, from Liebig to Kepler st.	7/11/2016 1:22 PM
53	Koroit st B/w liebig & Kepler - Fairy st B/w Raglan ode & Fairy st.	7/11/2016 1:10 PM
54	Liebig between Raglan Timor. I find trying to get a park bloody inpossible	7/11/2016 1:10 PM
55	Liebig St b/w lava & Timor st	7/11/2016 1:07 PM
56	Post office	7/11/2016 1:03 PM
57	Koroit	7/11/2016 12:59 PM
58	Liebig	7/11/2016 12:59 PM
59	Koroit Street between Liebig and Kepler	7/11/2016 12:56 PM
60	liebig street and Timor and koroit	7/11/2016 9:10 AM
61	Liebig street	7/10/2016 9:21 AM
62	All streets as required	7/8/2016 10:35 PM
63	Liebig Street , Lava Street and Koroit Street	7/8/2016 10:13 AM
64	Koroit st... Between Liebig st and Kepler st	7/8/2016 11:34 PM
65	Lava street between liebig and kepler	7/8/2016 8:51 PM
66	Koroit Street area	7/8/2016 7:18 PM
67	coles	7/8/2016 6:55 PM
68	Timor	7/8/2016 4:59 PM
#	Off-street car park name i.e. "Coles Younger" or "Ozone"	Date

1	Coles	7/26/2016 11:10 AM
2	Coles & Ozone	7/26/2016 11:07 AM
3	Coles younger	7/26/2016 11:03 AM
4	Coles	7/26/2016 11:01 AM
5	Ozone	7/26/2016 10:59 AM
6	Coles Younger	7/26/2016 10:52 AM
7	KMart Woolworths, Coles	7/26/2016 10:45 AM
8	Main Street Wbool	7/26/2016 10:35 AM
9	Coles Younger	7/26/2016 10:31 AM
10	Behind SW Credit	7/26/2016 10:27 AM
11	Coles Younger, Ozone, Parkers- meters too far away	7/26/2016 10:17 AM
12	Ozone	7/26/2016 10:04 AM
13	Gateway plaza	7/23/2016 11:55 PM
14	Coles Younger and ozone, all offstreet car parks, not sure of all names	7/22/2016 3:48 PM
15	Coles Younger	7/21/2016 3:33 PM
16	Ozone	7/21/2016 1:08 PM
17	Coles Younger	7/20/2016 6:46 PM
18	Train station, Ozone, Target, Centro shopping plaza, Gateway shopping plaza	7/20/2016 4:23 PM
19	coles central car park	7/20/2016 1:30 AM
20	Coles Younger	7/19/2016 11:15 AM
21	Swirtons IGA	7/19/2016 11:04 AM
22	Cole/Ozone/Parkers	7/19/2016 10:58 AM
23	Coles	7/19/2016 10:48 AM
24	Coles	7/19/2016 10:39 AM
25	Gateway	7/19/2016 10:33 AM
26	Private Car Park	7/19/2016 10:25 AM
27	Coles Younger	7/19/2016 10:13 AM
28	ozone	7/16/2016 11:45 AM
29	Ozone, Parkers	7/15/2016 5:10 PM
30	Ozone	7/15/2016 1:47 PM
31	Coles car park	7/14/2016 8:48 PM
32	Coles north point and Kmart	7/14/2016 2:29 PM
33	Under target	7/14/2016 11:24 AM
34	Youngers, Ozone	7/13/2016 2:17 PM
35	Coles Younger, Woolworth, Aldes, North Point, Gate Way.	7/13/2016 12:30 PM
36	Outside Doctors Surgery	7/13/2016 10:14 AM
37	Coles Younger car park	7/12/2016 9:05 PM
38	Coles, Ozone	7/12/2016 12:04 PM
39	Ozone, Parkers, Coles	7/12/2016 10:27 AM
40	Rycol street	7/11/2016 11:05 PM
41	Coles younger	7/11/2016 9:48 PM

42	Coles younger	7/11/2016 6:41 PM
43	Coles Younger	7/11/2016 6:26 PM
44	Coles younger, gateway, home maker centre	7/11/2016 6:16 PM
45	Coles Youngers	7/11/2016 5:26 PM
46	Ozone car park	7/11/2016 2:31 PM
47	Ozone car park	7/11/2016 2:29 PM
48	Various	7/11/2016 2:23 PM
49	Coles younger	7/11/2016 2:14 PM
50	Coles Younger & Target car park	7/11/2016 2:00 PM
51	Ozone	7/11/2016 1:36 PM
52	Ozone	7/11/2016 1:36 PM
53	Gateway Plaza, Coles Younger, Homemakers Centre, Spotlight/Harvey Norman car parks, Ozone car park.	7/11/2016 1:22 PM
54	Coles car park / pier car park on weekends	7/11/2016 1:10 PM
55	Coles. Kmart. Dennington	7/11/2016 1:03 PM
56	Coles	7/11/2016 12:59 PM
57	Ozone	7/11/2016 12:58 PM
58	Coles	7/11/2016 12:56 PM
59	Llëbig st	7/11/2016 12:53 PM
60	Ozone	7/10/2016 9:21 AM
61	All off street parks as required	7/8/2016 10:35 PM
62	Coles	7/8/2016 11:01 AM
63	target , gateway , youngers	7/8/2016 8:54 AM
64	ozone	7/8/2016 1:38 AM
65	Ozone car park	7/8/2016 11:34 PM
66	Ozone	7/8/2016 8:51 PM
#	Name of business	Date
1	Archie Graham Centre	7/26/2016 10:59 AM
2	Centro	7/26/2016 10:45 AM
3	Bank/ Chemist	7/26/2016 10:31 AM
4	Materias & Sw Credit	7/26/2016 10:27 AM
5	Centre link, Dentist, LAwyers, Banks & P.O.	7/26/2016 10:17 AM
6	Bank Panines	7/26/2016 10:04 AM
7	Woolworths	7/23/2016 11:55 PM
8	Bank, Target, opsm, many others	7/22/2016 3:48 PM
9	Kmart	7/21/2016 6:23 PM
10	Warrnambool Medical Clinic and Pharmacy	7/20/2016 6:46 PM
11	Aldi, Monaghan's pharmacy, Library, hospital, MPower	7/20/2016 4:23 PM
12	coles supermarket	7/20/2016 11:30 AM
13	Archie Graham	7/19/2016 11:24 AM
14	Medical clinic Target	7/19/2016 11:15 AM
15	Various	7/19/2016 10:58 AM

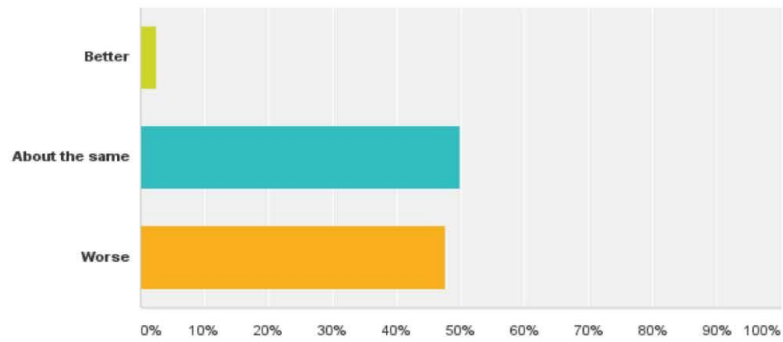
16	Coles and chemist	7/19/2016 10:48 AM
17	Supermarket	7/19/2016 10:39 AM
18	Dept of Health & Human Services	7/19/2016 10:25 AM
19	Chemist, Doctor	7/19/2016 10:13 AM
20	Warrnambool med clinic	7/18/2016 4:36 PM
21	banks	7/18/2016 11:45 AM
22	Doctor on north side of highway in Liebig st	7/14/2016 8:48 PM
23	Archie Graham Coles Commonwealth Bank Post office shop	7/14/2016 4:51 PM
24	Soulsby and struth pharmacy	7/14/2016 11:12 AM
25	Post office. Bank chemist	7/13/2016 2:17 PM
26	And the HOSPITAL	7/13/2016 12:30 PM
27	Warrnambool Medical Clinic	7/13/2016 10:14 AM
28	Target/Coles/Caffetopia/Post Office	7/11/2016 6:41 PM
29	Cambome clinic.	7/11/2016 6:33 PM
30	Wdea	7/11/2016 6:16 PM
31	Target on Korolt Street	7/11/2016 5:26 PM
32	Coles lava street	7/11/2016 4:16 PM
33	Squeezies.Post office . Teller outside Newsagents etc etc	7/11/2016 2:31 PM
34	Squeezies.Post office . Teller outside Newsagents etc etc	7/11/2016 2:29 PM
35	Various	7/11/2016 2:23 PM
36	chemists,shopping_post office	7/11/2016 2:14 PM
37	Target / pharmacy	7/11/2016 2:00 PM
38	Southern way	7/11/2016 1:10 PM
39	Raject shop target breakwater	7/11/2016 1:03 PM
40	vision australia	7/9/2016 8:54 AM

Q11: On average how long do you search for an available disabled parking bay

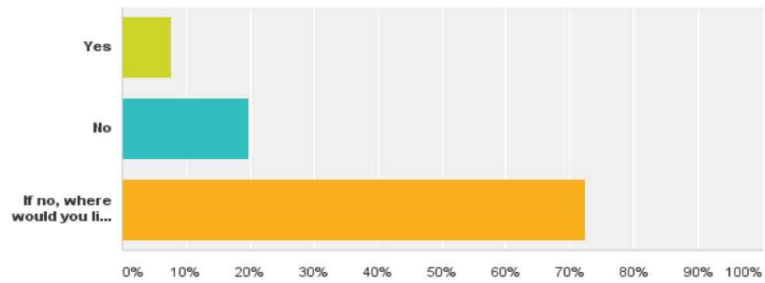


Answer Choices	Responses
Less than 2 minutes	4.40% 4
2-5 minutes	16.48% 15
5-10 minutes	35.16% 32
10 or more minutes	25.27% 23
Other (please specify)	18.68% 17
Total	91

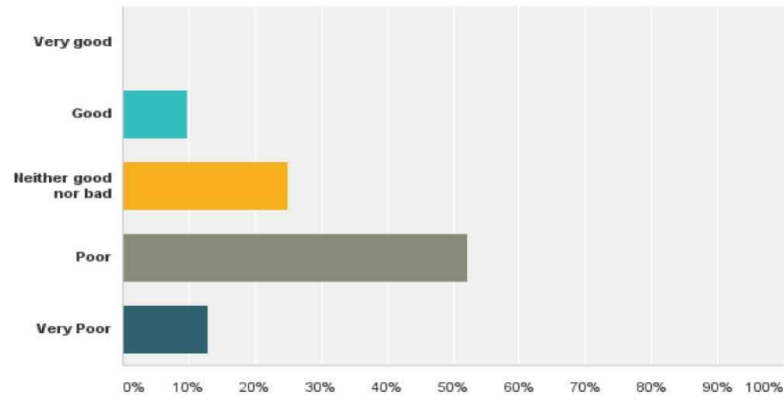
Q12: Compared to other places in Victoria, disabled parking the Warrnambool City Centre is



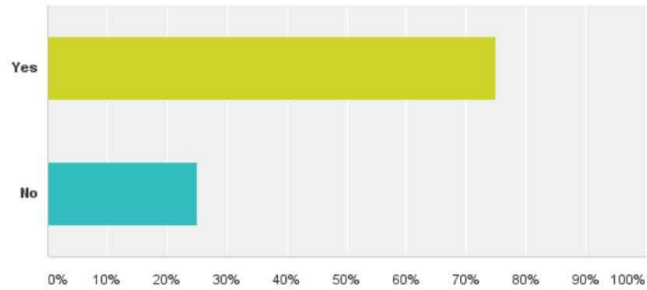
Answer Choices	Responses	
Better	2.50%	2
About the same	50.00%	40
Worse	47.50%	38
Total		80

Q13: Does Warrnambool's City Centre have enough disabled car parking?

Answer Choices	Responses
Yes	7.69% 7
No	19.78% 18
If no, where would you like to see more disabled parking bays located?	72.53% 66
Total	91

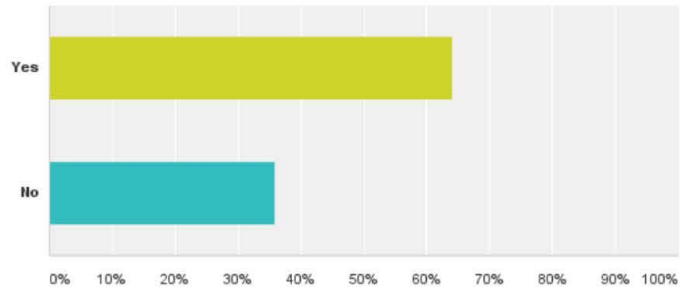
Q14: How would you rate the availability of disabled parking in the City Centre?

Answer Choices	Responses	
Very good	0.00%	0
Good	9.78%	9
Neither good nor bad	25.00%	23
Poor	52.17%	48
Very Poor	13.04%	12
Total		92

Q15: Do you think there should be more enforcement of disabled parking restrictions?

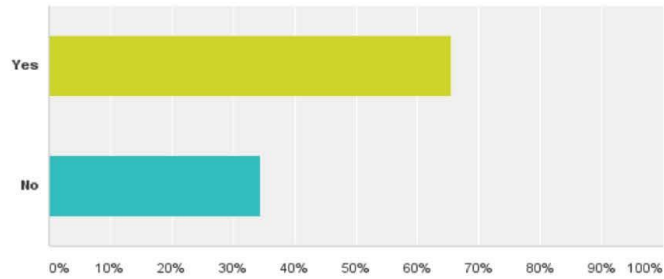
Answer Choices	Responses	
Yes	75.00%	66
No	25.00%	22
Total		88

Q16: Are you aware you can use a Green Disabled Parking Permit to park for twice the amount of time in a standard time limited parking bay? (Not a designated Disabled Bay)



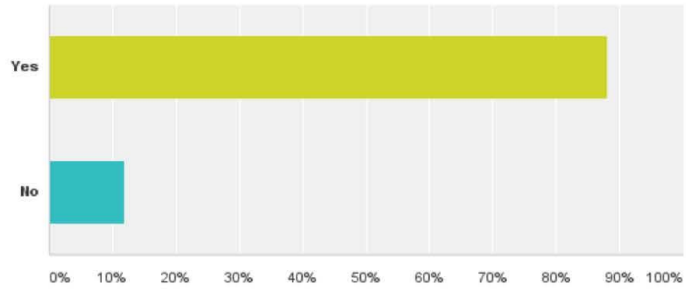
Answer Choices	Responses
Yes	64.04% 57
No	35.96% 32
Total	89

Q17: Are you aware you may also use a Blue Disabled Parking Permit to park for twice the amount of time in a standard time limited parking bay? (Not a designated Disabled Bay)



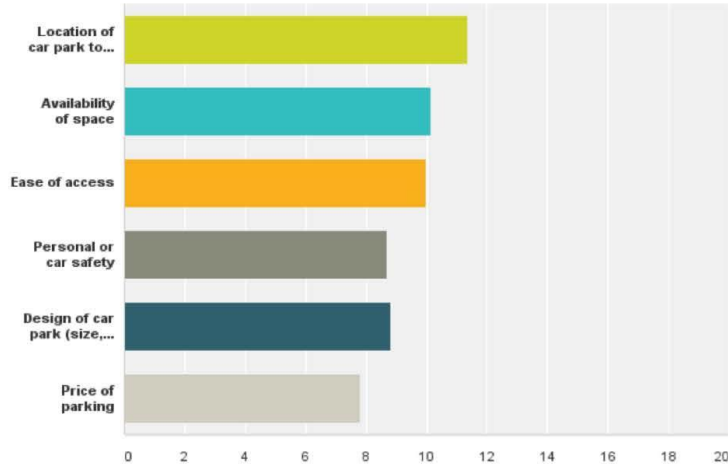
Answer Choices	Responses
Yes	65.56% 59
No	34.44% 31
Total	90

Q18: Disabled Parking Permit holders are required to reapply for permits every two years to ensure the status of permit holders is accurate and to promote appropriate use of Disabled Parking Permits for those at need. Would you support extending the current permit expiry from 2 years to 3 years?



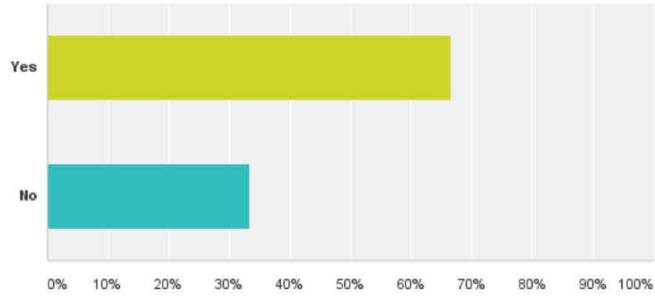
Answer Choices	Responses
Yes	88.04% 81
No	11.96% 11
Total	92

Q19: Rank the issues in order of most important to you when choosing your park (1 most important to 6 least important)



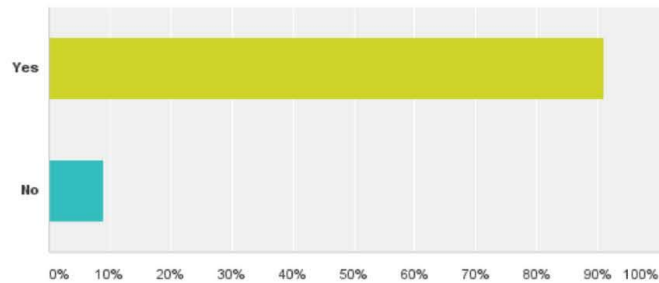
	1	2	3	4	5	6	1	2	3	4	5	6	Total	Score
Location of car park to destination	67.95% 53	17.95% 14	6.41% 5	1.28% 1	5.13% 4	0.00% 0	0.00% 0	1.28% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	78	11.36
Availability of space	13.75% 11	38.75% 31	18.75% 15	15.00% 12	10.00% 8	1.25% 1	1.25% 1	1.25% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	80	10.16
Ease of access	14.63% 12	19.51% 16	34.15% 28	18.29% 15	9.76% 8	2.44% 2	0.00% 0	0.00% 0	1.22% 1	0.00% 0	0.00% 0	0.00% 0	82	9.96
Personal or car safety	3.75% 3	7.50% 6	18.75% 15	17.50% 14	38.75% 31	11.25% 9	0.00% 0	0.00% 0	1.25% 1	1.25% 1	0.00% 0	0.00% 0	80	8.70
Design of car park (size, ramps, angle, parallel)	3.61% 3	12.05% 10	13.25% 11	32.53% 27	21.69% 18	14.46% 12	0.00% 0	0.00% 0	0.00% 0	0.00% 0	2.41% 2	0.00% 0	83	8.81
Price of parking	4.82% 4	4.82% 4	7.23% 6	8.43% 7	7.23% 6	65.06% 54	1.20% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1.20% 1	83	7.81

Q20: Council currently charges a fee of \$7 for renewal of Disabled Parking Permits to cover the cost of issuing notices. Would you support a proposal to discontinue the renewal notice and remove the fee?

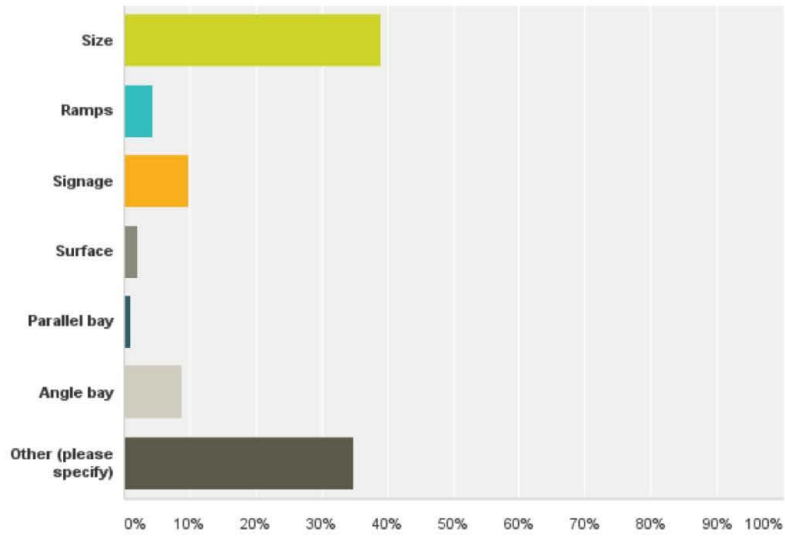


Answer Choices	Responses	
Yes	66.67%	60
No	33.33%	30
Total		90

Q21: Would you support WCC introducing new criteria for a Medical Practitioner to identify if applicants have a life long disability? This would remove the requirement to have a Medical Practitioner completed form when reapplying for a permit.



Answer Choices	Responses
Yes	91.11% 82
No	8.89% 8
Total	90

Q22: What design features encourage you to use disabled parking spaces?

Answer Choices	Responses
Size	39.13% 36
Ramps	4.35% 4
Signage	9.78% 9
Surface	2.17% 2
Parallel bay	1.09% 1
Angle bay	8.70% 8
Other (please specify)	34.78% 32
Total	92

Q23: Thank you for participating in the survey. Do you have any further comments?

Footpath Drives Liebig Street Charge Bays
Able Bodied People Space Road Permit
Makes it Hard Access Clinics Park Near Walker
Think

#	Responses	Date
1	no	7/26/2016 11:10 AM
2	Parking Space need to have ramps to access the footpath ie. No steps to curb	7/26/2016 10:59 AM
3	Q16 & 17 But parking is not wide enough to manage walker	7/26/2016 10:41 AM
4	It is difficult to know which Disabled Parks are free, it is also difficult to walk or push to parking ticket machine then back to the car to place the ticket in car	7/26/2016 10:27 AM
5	Place more parks closer to entrance of major business & institutions. ie: WCC office & Library Disability Park 5 bays away & should be close to main entrances. No park near entrance of most Banks,. No parks near entrance of Centrelink, Medicare & Human Services. More Disability Parks are required around SouthWest Health Care & St John of Gods	7/26/2016 10:17 AM
6	Thank you for considering us. Danger for us comes from stepping up/down from road(parking) surface to footpath from firm to soft (with any upward/downward) step	7/26/2016 10:04 AM
7	Q20 I think it's a reasonable charge. Thank you for this service, which is a gret help to my husband and myself	7/26/2016 9:47 AM
8	no	7/22/2016 6:14 PM
9	four wheel drives and larger vehicles are making life very difficult as they squeeze into spaces that were designed for smaller sedan type cars, I drive an Astra hatch and struggle to get into my car sometimes because there is not enough space in non disabled parking.	7/22/2016 3:48 PM
10	To change the card to be like other councils I keep on having trouble with the suction cup other have sick on pocket	7/21/2016 6:23 PM
11	It is difficult in ticketed car parks when free parks are taken and I need to park in a normal park I must walk to the ticket machine and back to my car. I can only walk short distances at one time so after I get my ticket I then have to rest in the car before I even begin my errand. Would be good if I didn't need to get a ticket in any of the parks when I have my permit displayed. All of Liebig street needs more disabled parks. Thank you for survey.	7/21/2016 3:33 PM
12	Spaces should allow for tailgate lifts	7/21/2016 1:08 PM
13	I any disabled person who drives and parks themselves involved in the assessment of this review?	7/20/2016 6:46 PM
14	How could we access the results of the survey?	7/20/2016 4:23 PM
15	Ask yourself the question How many Blue permits do we issue each year ??? How many permits do adjoining shires issue for people who shop in Warrnambool? and how many disabled spaces are available. It is quite a miracle to find empty disabled parks in Warrnambool in the Liebig St area. There is also a great need for extra officers to patrol the parks, many times the people returning to their cars are obvlously not the permit holders. This happens at warrnambool Primary School and Aldi on a daily basis - to name only 2!! A final point I would like to make is my support of the suggestion (actually suggested by myself several times to Council) that people with lifetime disabilities not be required to reapply for permits. For those of us with a permanent disability this would make that aspect of our lives just a little easier. Thank you	7/19/2016 5:05 PM

16	I have phenfleral Neuropathy and my feet hurt to walk on if I have to lift my walker up onto the footpath because there is no park available it makes it hard for me to get up onto the path. This condition is permanent and will not get any better , but will get worse	7/19/2016 11:24 AM
17	I would like more disabled parks closer to Banks and under Target & near medical Practices. I don't mind paying parking fees= reasonable fees. But, if local banks, etc move out to Gateway, I would not need to use the CBD- where all the services I need are located. Where parking is free and available there, I can shop without watching a parking meter all the time- fines discourage shoppers! Lack of parking in and around Archie Graham Community Center.	7/19/2016 11:15 AM
18	More disabled in the main Sts and at Medical premises eg. Hospital, Clinics, Pharmacies Railway Stations.	7/19/2016 11:04 AM
19	It seems more Disabled parks are needed.Q12 - we need more in Wbool. Q15 Enforcement. Just more disabled carparks available needed. Q 16 Green Permit -haven't got a green one.Q17 Blue Permit_ limited space to get in & out of car. not always suitable - are these standard parks charged? Q20 \$7 fee - just reduce fee to actual cost (\$2 more) \$1 stamp, \$1 to put simple notice in envelope & post. Q21 New Criteria-but may also stop those in need because of a temporary disability.	7/19/2016 10:58 AM
20	Disable park in Coles carpark near Kemmonds and George Taylors. It would make it easier to go to Arts & Kay Chemist for medication.2 More Disable car parks outside Coles at the back of supermarket.	7/19/2016 10:39 AM
21	Meter should be installed in front of Parking Bay. If you have to go away from meter sometimes you have to go 3 parking spaces the other way	7/19/2016 10:30 AM
22	Currently I use a designated Disability Park at work, which is also access for IT and others with a disability. If a park could be made available in OKOR1 it would benefit all as I require my car to be in close proximity to access in case I need to go home asap.(Off Korot St or parking area) I also have a disability that is life long, so will require for the rest of my life, it would be just one less Dr's appointment.	7/19/2016 10:25 AM
23	"Yes". If you wish for people to shop in the city Centre, then thought needs to be given to the easy availability of disable car parking. For example who really wants one outside Thomas Jewellery!! Think about where Disabled People are likely to need to park, and act on it. This is long overdue. E.L.Jones	7/19/2016 10:13 AM
24	please police them more	7/16/2016 11:45 AM
25	Very frustrating when able bodied people occupy disabled parks forcing you to park in ordinary parks	7/14/2016 8:48 PM
26	No	7/14/2016 4:51 PM
27	I could be wrong but in the south block of Liebig st I think there is only 1 park near Lucas butchers nothing near chemist or spec savers	7/14/2016 11:12 AM
28	Wbool is the only town that charge parking for the disable	7/13/2016 12:30 PM
29	No	7/13/2016 10:14 AM
30	All Doctors clinics should have disabled parking bays	7/12/2016 10:27 AM
31	More disabled parks are needed in liebig st	7/11/2016 9:48 PM
32	Please remember people with walkers and wheel chairs need extra space.	7/11/2016 6:33 PM
33	As the population increases in the older age brackets more disabled spaces are needed.	7/11/2016 6:26 PM
34	The amount of people with disabled permits that use them & you know them & they shouldn't be using the parks	7/11/2016 4:38 PM
35	Keep getting tickets EVEN WITH THE CORRECT PERMIT??? Y??? Cos 1 grey ghost can't read n is 2 lazy 2 note correct permit...I suspect he is on a quota 2 raise council funds n line his own egoistic pocket...clever boy lmfao at Ur stupidity...Polly wants a cracker...DOH!!!	7/11/2016 2:31 PM
36	Keep getting tickets EVEN WITH THE CORRECT PERMIT??? Y??? Cos 1 grey ghost can't read n is 2 lazy 2 note correct permit...I suspect he is on a quota 2 raise council funds n line his own egoistic pocket...clever boy lmfao at Ur stupidity...Polly wants a cracker...DOH!!!	7/11/2016 2:29 PM
37	Thanks for the opportunity to have input!	7/11/2016 2:14 PM
38	I have a problem with people using disable parking without a permit !!! It happens all the time.	7/11/2016 2:00 PM
39	I have recently renewed my permit & I am not impressed with the process. My particular disability is lifelong & neurological in nature it varies in how I'm affected on a daily basis. Some days I only need a green permit & others a blue one to give me better access to appropriate & close parking. I asked for this to be considered in the renewal & a blue one be issued. In my view, my individual needs were totally ignored. I asked to be contacted if more info or clarification was needed & this wasn't done. My initial classification/permit was a blue one, my condition & needs hasn't changed but the permit I have been issued has. WHY.	7/11/2016 1:36 PM

40	Fine offenders	7/11/2016 1:36 PM
41	I am disconcerted by some councillors remarks that they have noticed seemingly able bodied people using disabled car parks. Yes, I am aware that there are some who use disabled parking permits inappropriately, for example, stealing their deceased parents permit even though they themselves have no disability. This should be cracked down on harshly. However, there are many people with a disability which is not obvious from appearances, and councillors remarks are offensive to those people. I am one of them - young and seemingly healthy from looks, however, I am severely physically disabled and sometimes rely on a wheelchair. Councillors and others who judge people like me for using a disabled permit should check their ableist language and respect the decision of the doctor who has approved the disability application.	7/11/2016 1:22 PM
42	Filling out dr form for someone with a permanent and severe disability is always difficult as it happens constantly. To eliminate one visit for parking permit would be helpful.	7/11/2016 1:10 PM
43	YES ALL disable car parking spaces need to be wider and longer . I have to use a mobility scooter so I know what it,s like when there is no room between parks	7/11/2016 1:10 PM
44	There definately be more disabled parks in the cbd and also a pamphlet with the locations of the bay	7/11/2016 12:58 PM
45	access from road to path is very important as is space for doors	7/11/2016 9:10 AM
46	Re Q1- none of the permit categories apply to wheelchair users for whom disabled parking bays are a necessity. Consideration should be given to dedicated parking bays for wheelchair users.	7/8/2016 10:35 PM
47	Maybe the council should look in to themany pe who park in the disable space where the person who has the permit sit in the car wait wtd an able body person goes and does their shopping etc. It makes it hard for the rest of us who would use the space properly	7/8/2016 11:01 AM
48	There should be a disabled bay outside the Bendigo Bank in Liebig Street.	7/8/2016 10:13 AM
49	many parks do not have ramp access to footpaths meaning that that you have to walk on road or try to hegotiate gutter with a wheelie or wheelchair	7/8/2016 8:54 AM
50	We live out of town, but do our main shopping and medical appointments in Warrnambool and find it frustrating with the lack of disabled parking particularly in Liebig Street, which means we do not shop there, as my husband struggles to walk any distance.	7/8/2016 7:18 PM
51	Test	7/8/2016 4:54 PM

APPENDIX B: LIMITATIONS

It is acknowledged the following limitations apply:

- Surveys were conducted during winter which may affect results.
- The sites of the access to the surveys were limited to the Archie Graham Community Centre in Timor Street and the Civic Centre in Liebig Street. Subject to resources, it is recommended to place surveys in other areas such as pharmacies, medical clinics, major institutions and other locations that may improve participation rates.
- Resources for allocation of staff was limited, therefore the number of 92 participants was considered a reasonable participation rate. Subject to more resources it is recommended to conduct face to face survey of participants in the future to improve participation rates to improve the margin of error.

APPENDIX C: RECOMMENDATIONS FOR FUTURE SURVEYS

Question	Recommendation
1. Which one of the following categories is your Disabled Parking Permit?	None
2. What is your postcode?	None
3. What colour is your Disabled Parking Permit?	None
4. Are you male or female?	Investigate ways to improve the male participation
5. What is your age?	None
6. How often do you use your Disabled Parking Permit?	None
7. What time of day do you mostly visit the Warrnambool City Centre?	Conduct survey in different time of year to see if there is a difference
8. I usually use my Disabled Parking permit for..... (choose one or more)	None
9. How long do you spend in the City Centre?	None
10. Where do you park regularly?	None
11. On average how long do you search for an available disabled parking bay	None
12. Compared to other places in Victoria, disabled parking in the Warrnambool City Centre is	Provide a content box so that when participants say worse they identify where.
13. Does Warrnambool's City Centre have enough disabled car parking?	None
14. How would you rate the availability of disabled parking in the City Centre?	None
15. Do you think there should be more enforcement of disabled parking restrictions?	None
16. Are you aware you can use a Green Disabled Parking Permit to park for twice the amount of time in a standard time limited parking bay? (Not a designated Disabled Bay)	None
17. Are you aware you may also use a Blue Disabled Parking Permit to park for twice the amount of time in a standard time limited parking bay? (Not a designated Disabled Bay)	None
18. Disabled Parking Permit holders are required to reapply for permits every two years to ensure the status of permit holders is accurate and to promote appropriate use of Disabled Parking Permits for those at need. Would you support extending the current permit expiry from 2 years to 3 years?	None
19. Rank the issues in order of most important to you when choosing your park (1 most important to 6 least important)	None

20. Council currently charges a fee of \$7 for renewal of Disabled Parking Permits to cover the cost of issuing notices. Would you support a proposal to discontinue the renewal notice and remove the fee?	None
21. Would you support WCC introducing new criteria for a Medical Practitioner to identify if applicants have a life long disability? This would remove the requirement to have a Medical Practitioner completed form when reapplying for a permit.	None
22. What design features encourage you to use disabled parking spaces?	None
23. Thank you for participating in the survey. Do you have any further comments?	None

5.3 PROCUREMENT POLICY

PURPOSE

The purpose of this report is to seek approval to release a revised version of Council's Procurement Policy for public comment.

EXECUTIVE SUMMARY

- Section 186A of the *Local Government Act 1989* requires Council to prepare, approve and comply with a procurement policy.
 - Section 186A(7) of the *Local Government Act 1989* requires that at least once in each financial year a Council must review the current Procurement Policy and may, in accordance with the section, amend the Procurement Policy.
 - The revised Procurement Policy is based on the model MAV Procurement Policy which has been designed specifically for Local Government - **refer Appendix A.**
 - The MAV model Procurement Policy has been through a significant redesign which has removed much of the procedural detail of the current model policy. The procedural detail is now incorporated into a Procurement Manual and the policy now covers the key principles and commitments of Council in relation to procurement.
-

MOVED: CR. NEOH
SECONDED: CR. HULIN

That Council:

1. **Agree to release the revised version of Council's Procurement Policy for public comment for a period of 28 days,**
2. **Consider submissions in relation to the revised version of the Procurement Policy at a future Council meeting.**

CARRIED – 7:0

BACKGROUND

In accordance with Section 186A of the *Local Government Act 1989* Council is required to prepare, approve and comply with a Procurement Policy.

The policy establishes the procurement framework by providing guidance, governance and clarity on principles, practices and processes to be applied to all of Council's procurement.

ISSUES

Council must adopt and have a current procurement policy in place which meets its legislative requirements. The policy should cover the key principles and commitments of Council in relation to procurement and procedural detail should be contained in a procurement manual.

The revised policy is based on nine core guiding principles which will underpin all procurement. These principles are: ethics, value for money, competition, fairness to suppliers, accountability, risk management, transparency, sustainable procurement, and confidentiality.

Council should be committed to ensuring that its purchasing practices are fair and that they achieve best value outcomes for the community.

CONSULTATION / COMMUNICATION

This report proposes that the revised policy be released for a period of 28 days and that all submissions made in response to the draft document are considered at a future Council meeting, prior to adoption of the Policy.

CURRENT STATUS

Council currently has an adopted Procurement Policy which will remain in force until a new policy is adopted.

Prior to adopting the revised Policy, Council is being asked to consider advertising the draft version for public comment for a period of 28 days.

KEY CONSIDERATIONS

Council should consider and adopt a Procurement Policy that establishes the procurement framework by providing guidance on its procurement activities.

TIMING

Routine.

FINANCIAL CONSIDERATION

Council's Procurement Policy identifies the principles, practices and processes to be applied to all of its procurement activities. The policy will direct how purchases and procurement activities occur within the organisation.

RISK

If Council does not have a clear and effective Procurement Policy there will be uncertainty about its procurement practices and governance controls.



WARRNAMBOOL
CITY COUNCIL

Procurement Policy

POLICY TYPE: ORGANISATIONAL

APPROVAL DATE: 8th November 2016

REVIEW DATE: 7th November 2017



PROCUREMENT POLICY

DOCUMENT CONTROL

Document Title:	<i>Procurement Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Financial Services</i>
Responsible Officer:	<i>Manager Financial Services</i>
Document Status:	<i>Draft</i>
Approved By:	<i>Council</i>
Adopted Date:	
Review Date:	



PROCUREMENT POLICY

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PROCUREMENT POLICY

1. INTRODUCTION

1.1. Purpose

Warrnambool City Council's procurement framework, which covers contracting, purchasing and contract management activities, is designed to support the achievement of Council's strategic aims and objectives.

This policy establishes the procurement framework by providing guidance, governance and clarity on the principles, practices and processes to be applied to all of Council's procurement activities.

1.2. Scope

This Procurement Policy is made under Section 186a of the Local Government Act 1989. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186a of the Act requires the Council to prepare, approve and comply with a Procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors and Council Staff.

The Act, the Procurement Policy and associated procedures of Council are the primary reference points for how all procurement should be performed.

1.3. Definitions

The following definitions apply to terminology used throughout this Policy.

Term	Definition
Act	Local Government Act 1989 (as amended).
Best and Final Offer (BAFO)	A process that is utilised during a tender process which allows Council to invite shortlisted tenderers to submit their best and last technical and priced offer on the basis of the tender requirements. This process is designed to further assist in the demonstration of achieving the value for money principles.
Category Management	The strategic, proactive and organisational approach to the end to end procurement of specific categories of organisational spend.
Commercial in Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full time and part-time Council officers, and temporary employees, contractors and consultants while engaged by the Council.
Conflict of Interest	Refer to section 77A of the Act.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on



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	Council's behalf.
Emergency	Sudden or unexpected occurrence requiring immediate action.
Environmental Sustainability	Ensuring immediate organisational needs are met whilst taking into account the needs of future generations.
e-Procurement	The use of electronic systems to acquire goods, services and works.
Ethics	The moral principles or values that guide practitioners in all aspects of procurement.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods, services and works which generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
MAV LEAP Program	A procurement continuous improvement program designed to assist organisations, regions and sectors to: <ul style="list-style-type: none"> ▪ Achieve and demonstrate sustainable savings and value for money; ▪ Support local and regional economic development and other triple bottom line objectives; ▪ Identify and pursue shared services opportunities; ▪ Improve probity management and compliance; and ▪ Improve organisational and sector capability.
Negotiation	The bargaining process between two or more parties. Each party has its own viewpoints and objectives, but seeks to reach an overall satisfactory arrangement.
Probity	Probity is uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Commonly an observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisors would be available to answer questions and provide advice to the evaluation team.
Probity Auditor	Primarily reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Purchase Order	The official Council order issued to enable payment through the Council's Financial System.
Purchasing Card	Refers to Council's Corporate Credit Card.
Request for Information (RFI)	Formal request for information to gain a more detailed understanding of the supplier market and the range of solutions and technologies that may be available. It may be used to develop documentation for a future tender.
Request for Quotation	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful bidder or tenderer.
Social Procurement	Social Procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.

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Supplier	The organisation named in the contract as the party responsible for the performance of the contractual obligations.
Sustainability	Activities that meet the needs for goods, works and services in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage to the environment.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement processes.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including contribution to the advancement of the business priorities, non-cost factors such as fitness for purpose, quality, service and support and cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

1.4. Treatment of GST

All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5. References

Council's procurement activities shall be carried out in compliance with the following Council policies and procedures and associated legislation:

- Local Government Act 1989
- Occupational Health & Safety Act 2004
- Public Records Act 1973
- Independent Broad-based Anti-corruption Commission (IBAC) Act 2011
- Competition and Consumer Act 2010
- Victorian Local Government Best Practice Procurement Guideline 2013
- Procurement Manual
- Risk Management Policy
- Risk Management Strategy 2016-2019
- Health & Safety Policy
- Corporate Credit Card Policy
- Gift and Benefits Policy
- Fraud and Corruption Control Policy
- Councillors Code of Conduct
- Staff Code of Conduct
- Instrument of Delegation

Council acknowledges the MAV for the provision of the Model Procurement Policy and the Victorian Local Government Best Practice Procurement Guideline 2013 in the development of this policy.

2. POLICY PRINCIPLES

2.1. Guiding Principles



PROCUREMENT POLICY

The following nine core guiding principles for procurement underpin all procurement activities undertaken by Council:



2.1.1. Ethics

Council acknowledges the importance of ethics in procurement and is committed to ensuring ethical practices are promoted and maintained across all Council procurement activities.

Councillors and Council Staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

2.1.1.1. Conflicts of Interest

Councillors and Council Staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council Staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- **Avoid** conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council Staff, plus their relatives and close associates;

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PROCUREMENT POLICY

- **Declare** that there is no conflict of interest. Where future conflicts, or relevant private interests arise Council Staff must make their manager, or the chairperson of the relevant tender evaluation panel aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise; and
- **Observe** prevailing Council, and governmental, guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any tender related information whether or not for personal gain.

2.1.1.2. Gifts and Hospitality

Councillors and Council Staff shall at all times ensure compliance with Council's Gifts & Benefits Policy.

2.1.2. Value for Money

Achieving best value for money shall be the basis of all procurement decisions within Council.

Council Staff are not required to accept the lowest tender. Instead, Council Staff are required to take into account issues of quality, cost, the accessibility of the service and other relevant factors when assessing best value for money as part of their procurement activities.

2.1.3. Competition

Council's procurement processes have been designed to ensure the principle of competition is adequately addressed.

Council Staff shall ensure that a competitive marketplace is promoted by using the correct process for the particular procurement activity and ensuring that prospective suppliers are given an equal opportunity to participate in the process.

2.1.4. Fairness to Suppliers

Council acknowledges the importance of ensuring its procurement processes and practices promote positive supplier engagement.

Council Staff shall ensure that all prospective suppliers are treated fairly in an open and transparent manner and have access to the same information.

2.1.5. Accountability

Council will maintain consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. All procurement decisions and actions shall be accountable, defensible and withstand scrutiny.

Council Staff shall be able to account for all procurement decisions made over the whole-of-life of all goods, services and works purchased with supporting, auditable, documentation.

2.1.6. Risk Management

Council has a responsibility for ensuring that risk is adequately addressed in its procurement framework and processes and in line with Council's Risk Management framework (Policy, Strategy & Procedures).

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Council's Risk Management Policy includes a detailed Risk Appetite Statement which is the foundation of the Risk Management framework.

The key determinants of risk appetite are intrinsically related to the achievement of the Council Plan. Council has low appetite for risks that foreseeably may:

- Compromise the safety and welfare of staff, volunteers, third party agents and members of the community
- Constitute a breach of regulation and legislation

Council Staff shall appropriately apply risk management at all stages of their procurement activities which will be properly planned and carried out in a manner that will protect and enhance the Councils capability to prevent, withstand and recover from interruption to the supply of goods, services and works. This risk management approach applies to Councils Occupational Health & Safety obligations.

2.1.7. Transparency

Council shall conduct its procurement processes in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

Council Staff shall maintain key records of all procurement processes to be able to demonstrate transparency in their procurement decision making processes.

2.1.8. Sustainable Procurement

Council recognises it has an implicit role in furthering sustainability objectives, through its procurement of goods, services and works.

Council will maintain a procurement framework designed to support the achievement of value for money outcomes and facilitate opportunities to further organisational environmental, social and economic development objectives.

2.1.8.1. Social Procurement

Where applicable, Council Staff will be supported to use Councils procurement processes and purchasing power to generate positive social and economic outcomes for our community.

2.1.8.2. Environmental Sustainability

Where applicable, Council Staff shall consider the following environmental principles as part of their procurement activity:

- REFUSE – Choose not to purchase a product/service.
- REDUCE – Choose to purchase less of a given product/service.
- REUSE – Purchase a product of extended life or of multiple uses.
- RECYCLE – Purchase a product that contains amounts of non-virgin materials.
- REPLACE – Choose to replace or offset the resources purchased in a product.

2.1.8.3. Local Business Support

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, while remaining compliant with the



PROCUREMENT POLICY

Competition and Consumer Act 2010 and other fair trading legislation requirements.

Council will include a 'local benefit' schedule in its tender documents. Local benefit will be a scored tender evaluation criteria with up to a 5% weighting applied to all tender assessments.

2.1.9. Confidentiality

Commercial in-confidence information received by Council shall not be disclosed and shall be stored in a secure location.

Councillors and Council Staff shall not release or discuss the following:

- information disclosed by organisations in tenders, quotations or during tender negotiations;
- all information that is Commercial in Confidence; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Tenderers are however advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available.

3. POLICY PROVISIONS

3.1. Standards

Council procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act (where applicable),
- Warrnambool City Council policies,
- Warrnambool City Council Procurement Manual,
- Victorian Local Government Best Practice Procurement Guidelines 2013, and
- Other relevant legislative requirements such as but not limited to the Competition and Consumer Act, Trade Practices Act, Goods Act and the Environmental Protection Act.

3.2. Internal Controls

Council has installed and will maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

3.3. Responsible Financial Management

The principle of responsible financial management shall be applied to all Council procurement activities.

Council Staff shall not authorise the expenditure of funds in excess of their financial delegations.

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PROCUREMENT POLICY

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

3.4. eProcurement

E-Procurement is integral to the overall development of procurement processes and practices.

By utilising e-procurement Council aims to:

- reduce transaction costs;
- achieve greater leverage;
- make processes more efficient;
- improve management information and visibility of spend;
- increasing control and consistency of processes; and
- improve spend compliance.

4. PROCUREMENT METHODS AND PROCESSES

4.1. Procurement Methods

Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- purchasing card;
- petty cash;
- purchase order following a Request for Quotation process;
- under contract following a Request for Quotation or Tender process;
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Procurement Australia, Victorian Government, or other bodies; and
- other arrangements authorised by the Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies.

Council may, at their discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process may commence with a RFI / EOI stage followed by a tender process.

4.1.1. Emergencies

Council will enter into a contract, the value of which reaches the threshold amounts, for the provision of goods, services or works without first putting that contract to public tender, if it is resolved that the contract must be entered into because of an emergency.

4.1.2. Ministerial Exemption

The Minister for Local Government may exercise his or her discretionary power to approve an arrangement for the purposes of the Act, a contract that Council wishes to enter into without first exposing that contract to public tender. Ministerial exemptions will only be sought in exceptional circumstances.

4.2. Procurement Processes Overview

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PROCUREMENT POLICY

Council's procurement processes are based on the principles listed above.

Further details of the procurement processes undertaken by Council are contained in Council's Procurement Manual. Together with this policy, the Procurement Manual provides the complete procurement framework applicable to all Council's procurement activities.

All procurement processes shall be conducted in accordance with the requirements of this policy, the Procurement Manual and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

4.2.1. Category Management

Council will establish a Category Management approach to its key categories of spend, bringing together expertise from across Council to identify and embed the most appropriate and effective category strategy in order to deliver on Council's objectives through contract arrangements.

4.2.2. Negotiation

In line with the Local Government Best Practice Procurement Guidelines 2013, Council reserves the right to conduct negotiations in its tender documentation in order to better meet / achieve its value for money objectives. This negotiation process may include undertaking a Best and Final Offer (BAFO) process.

4.2.3. Contract Management

Council shall establish an appropriate contract management framework to govern and guide its contract management activities.

Council will proactively manage key contracts with a nominated Council Staff member responsible for the delivery of the contracted goods, services or works to ensure the Council is best placed to achieve its contract objectives.

4.2.4. Supplier Engagement and Management

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

Council is committed to:

- managing existing suppliers, to ensure the benefits are delivered;
- developing new suppliers and improving the capability of existing suppliers where appropriate; and
- communicating to potential suppliers via its website.

4.2.5. Probity Advisor/Auditor

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

5. PROCUREMENT THRESHOLDS

5.1. Minimum Spend Competition Thresholds

Any Council procurement under the threshold must comply with the Council's own policy and procedures.



PROCUREMENT POLICY

The following table summarises Council's thresholds:

Procurement Value (AU\$, excl. GST)	Procurement Process	Payment Method	Agreement Type	Documentation Requirements
<\$5,000	Seek a minimum of 1 Oral Quote	Petty Cash (\$100 limit) Purchase Card Purchase Order	Purchase Order Conditions	Record Quote/s
\$5,000 - \$25,000	Seek a minimum of 2 Written Quotes	Purchase Order	Purchase Order Conditions or Contract for Quotes	Record Quotes & Delegate Approval
\$25,000 - \$75,000	Seek a minimum of 3 Written Quotes			
\$75,000-\$135,000 (Goods/Services) \$75,000-\$180,000 (Works)	Seek a minimum of 3 Written Quotes (Director approval required) or Tender Process		Contract for Tender	Record Quotes & Delegate Approval for Quotes Evaluation Report for Tender
>\$135,000 (Goods/Services) >\$180,000 (Works)	Tender Process		Contract	Evaluation Report

Notes:

- Financial values are for the total estimated cost for the procurement.
- Requirements cannot be split to circumvent the above thresholds.
- Council Officers must follow the requirements set out in the table above.

The tender thresholds shall apply for two financial accounting periods.

However, should Council consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, in consultation with senior management public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

Council Staff may undertake purchasing arrangements under the tendering limits outside this procedure at the discretion of the relevant Director, if the following special circumstances apply:

- The goods, service or works are of an urgent nature;
- Only a limited number of Suppliers could perform or supply the goods, service or works due to the level of specialist expertise required;
- The works, goods or service are an extension of previously approved goods, service or works and the appropriate variation has been processed;
- The works, goods or service are required as part of a grant, funding agreement, lease or similar arrangement specifically stating how the goods, service or works are to be provided or undertaken;
- Where no quotes or tenders were submitted or no quotes or tenders were submitted that conform to the essential requirements of the specification



PROCUREMENT POLICY

document – in this instance direct contact with the supplier of choice may be appropriate;

- Where there is a clearly defined and significant social or environmental benefit; or
- Where the acquisition is of a cultural or artistic nature i.e. a live show or art piece.

All exemptions granted under this policy shall be provided to the Finance Department.

6. DELEGATIONS OF AUTHORITY

6.1. Requirement

Delegations define the limitations within which Council Staff are permitted to work. Delegation of procurement authority allows specified Council Staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

6.2. Council Staff

Council shall maintain a documented scheme of procurement delegations, identifying the Council Staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council and their respective delegations contained in the Procurement Manual.

6.3. Delegations reserved for Council

Tender recommendations where the expenditure is over the Chief Executive Officer's delegation must be approved by Council.

7. POLICY GOVERNANCE

7.1. Owner

Manager Financial Services.

7.2. Review

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The policy and associated procedures will be review annually in accordance with Council's requirements under the Act.

7.3. Compliance Responsibility

All Council Staff have the responsibility to comply with the provisions of this policy.

7.4. Performance Measures and Continuous Improvement

Council shall establish appropriate performance measures and reporting systems which will be used to monitor performance and compliance with procurement policies, procedures and controls.



PROCUREMENT POLICY

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance.
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers

As part of Council's commitment to continuous improvement in procurement, Council will participating in and deliver on its objectives through the MAV LEAP Program.

7.5. Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Council is committed to consultation and cooperation between management and employees.

5.4 ROAD MANAGEMENT PLAN REVIEW

PURPOSE

The purpose of this report is to inform Council on the intent to review the Road Management Plan.

EXECUTIVE SUMMARY

- Council has a Road Management Plan that sets relevant standards in relation to Council's road management functions.
- The Road Management Plan establishes the management system for Council to discharge its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.
- Council adopted the current Road Management Plan (**Appendix A**) in June 2013.
- The Road Management Plan was first developed in 2004 in response to the introduction of the Road Management Act.
- The Road Management Plan lists the type of defects that will be identified through scheduled inspections and a response time for the repair of those defects.
- Council must, in accordance with Road Management (General) Regulations (2016), conduct and complete a review of its Road Management Plan within the period referred to in section 125(1) of the Local Government Act (1989) (before June 30, 2017).
- The aim of the review is to ensure that the standards set for road inspections and maintenance are appropriate.
- The review process will include workshops with all relevant Council staff and the community will have the opportunity to make submissions on the plan.
- A primary objective of the review is to ensure that Council has set realistic operational standards whilst meeting a reasonable standard of service. The review, therefore, has the opportunity to decrease Council's exposure to risk (where amendments are applicable).

MOVED: CR. HERBERT
SECONDED: CR. ANDERSON

That Council notes the requirement for review of the Road Management Plan and the process for this review under the Road Management (General) Regulations (2016).

CARRIED – 7:0

BACKGROUND

The Road Management Act (2004) provides the opportunity for councils to develop a Road Management Plan to establish a management system to prioritise road functions. The Road Management Plan is based on Council's policy and operational objectives and sets relevant standards in relation to Council's road management function.

The Road Management Plan forms the basis of Council's defence in the event of an insurance claim under Section 39(4) & Section 105(3) of the Act:

“A road authority is said to have made a policy or policy decision relating to a road management function, if the road authority has made a road management plan that includes provisions relating to the performance of that road management function.”

“For the purposes of the defence referred to in subsection (1), a road authority is to be taken to have established the defence if the road authority proves to the satisfaction of the court that-

- (a) The road authority had a policy which addressed the matter which was a cause of the incident giving rise to the action; and***
- (b) The road authority complied with the relevant part of the policy.”***

Council adopted the current Road Management Plan in June 2013 following a comprehensive review of the previous plan. The Road Management (General) Regulations 2016 require Council to undertake a review of its Road Management Plan during the same period as it's preparing its Council Plan.

ISSUE

The Road Management Plan lists the type of defects that will be identified through a scheduled inspection and a response time for the repair of those defects. The aim of the review is to ensure that the standards set for road inspections and maintenance are appropriate. Types of defects identified within the plan include potholes, trip hazards, over-hanging trees, etc.

Inspection frequencies and defect intervention levels are to be reviewed to ensure that they fall within the bounds of community expectations and available financial resources.

The process of review will include workshops with relevant Council staff. These workshops shall involve both the staff who inspect the assets and those who manage defect repairs. In addition to the internal process of review, the Road Management Plan Review along with an invitation for submissions shall be advertised in the Warrnambool Standard and in the Government Gazette as required by the regulations.



CURRENT STATUS

The Road Management Plan is currently under intent to review status.

KEY CONSIDERATIONS

- The policies and standards adopted in the Road Management Plan must be adhered to in order for Council to be afforded protection under the Road Management Act, meaning that they must be both realistic and affordable.
- Council's exposure to risk is directly proportional to its level of non-compliance with the plan, therefore "aspirational" levels of service are better placed within separate Council documents.
- Council's compliance with its Road Management Plan is monitored, as such, this data will be utilised to question the current practices, policies and standards contained within and relating to the Road Management Plan.

TIMING

Council must, in accordance with Road Management (General) Regulations (2016), conduct and complete a review of its Road Management Plan within the period referred to in section 125(1) of the Local Government Act (1989). As such, the review must be completed (and the revised plan adopted) by 30 June 2017.

RISK

A primary objective of the review is to ensure that Council has set realistic operational standards whilst meeting a reasonable standard of service. The review, therefore, has the opportunity to decrease Council's exposure to risk (where appropriate amendments are applicable).

APPENDIX A: WARRNAMBOOL CITY COUNCIL ROAD MANAGEMENT PLAN (2013)

Warrnambool City Council

Municipal Road Management Plan



WARRNAMBOOL
CITY COUNCIL

Municipal Road Management Plan

Version 4.00 - June 2013

Schedule of Changes & Amendments

Version	Date	Changes/Amendments
V.01	04/10/04	Endorsed by Council at its meeting 4 October 2004, Notice in Government Gazette 14 October 2004
V2.00	June 2008	This document and its support documents have been reviewed to address the experience since V1.00 was adopted that a number of documented service levels were not achievable with the available funding. Refer to note in Executive Summary. Version 2.00 addresses this. Notice in Government Gazette 10 April 2008. Adopted by Council at its meeting 23 June 2008
V2.01	March 2009	This document and its support documents have been reviewed to address the experience since V2.00 was adopted. It is a requirement under the Road Management Act 2004 to update and present Council's Municipal Road Management Plan to any newly elected Council. Version 2.01 addresses this. Notice in Government Gazette 2 April 2009. Adopted by Council at its meeting in June 2009.
V3.00	28 May 2012	This document and its support documents have been reviewed to address the experience since V2.01 was adopted. The document takes into account matters raised in audits over the intervening period. The plan was adopted by Council at its meeting 28 May 2012
V4.00	June 2013	This document was reviewed with no amendments made.

NB: Version numbering changes (eg V1.00 to V2.00) will be made when the document undergoes its regular review and when significant changes are made to standards and guidelines for inspections, intervention levels or work. Point number changes (V1.00 to V1.01) will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues.

Municipal Road Management Plan

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1. Executive Summary

The Warrnambool City Council is custodian of an extensive range of community assets that it provides to facilitate delivery of its services to the community.

Typical Council infrastructure assets for use in providing services to the community are found in:

- the road & street network, including footpaths, kerb and channel, culverts, bridges, traffic facilities, guard rails, street furniture, bus shelters, street lighting, street name & regulatory signs, and car parks both on and off-street;
- flood protection and stormwater drainage systems;
- waste management facilities, including landfills and waste transfer stations;
- buildings and facilities of various types that provide a focus for services, such as administrative facilities, child care centres, health centres, youth centre, kindergartens, community halls, etc;
- parks and recreation facilities, including active and passive recreation areas, sport centres, lighting, etc.
- plant and equipment, including Workshop and Depot facilities to undertake specific services;
- Information technology networks, including computer and telecommunication systems.

Version 1.00 of the Road Management Plan was developed during 2004 to establish a management system for the public road functions that are the responsibility of the Council to meet the needs of the community. The management system is based on policy and operational objectives and at the same time recognises resource limitations in undertaking the necessary levels of service and performance standards outlined in the Plan.

This Plan encompasses road user needs and expectations within an economic framework based on meeting "reasonable" maintenance operation targets and asset management programs relative to the road network function.

To be effective, the Road Management Plan requires implementation of systemised records management so that details of inspections and remedial works can be readily recorded and retrieved. This is of especial importance in the event of litigation as council's defence is to be able to demonstrate that it has adhered to the requirements of the Plan.

This Plan clearly establishes the management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standards in relation to discharge of duties in the performance of those road management functions.

2. Introduction

2.1 Legislative Basis for the Plan

This Municipal Road Management Plan (referred to hereafter as the 'Plan') has been prepared in accordance with the Road Management Act, 2004, one of the key purposes of which is to reform the law relating to road management in Victoria. The Plan reflects the purposes and objectives of the Council as required by the Local Government Act, 1989.

The Warrnambool City Council is the designated 'Co-ordinating Road Authority' for municipal roads within the City and is responsible for their care and management.

Council will ensure that if a road is required for public traffic, it is kept open for public use, and may carry out work on the road. The Council is not obliged to do any specific work on the road and in particular is not obliged to carry out any surface or drainage work on an unmade road.

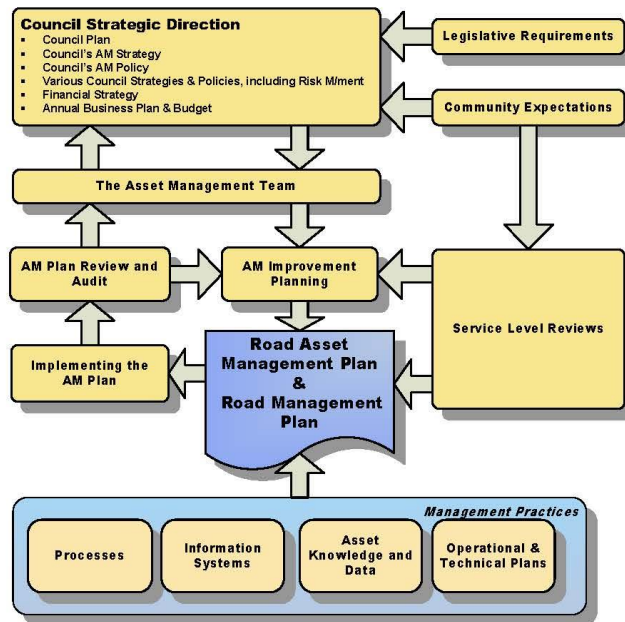
2.2 Purpose of the Plan

The purpose of the Plan is to establish a management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standard in relation to discharge of duties in the performance of those road management functions.

2.3 Strategic Planning Process

The Road Management Plan has been developed to accord with other Council plans and strategies and is a component of Council's overall strategic planning process as shown in the following diagram.



3. Public Roads, User Rights and Responsibilities

3.1 Public Roads

“Public roads” are freeways, arterial roads and other roads that Council has decided are reasonably required for general public use.

The Road Management Act imposes specific duties on Council with respect to the inspection, repair and maintenance of its public roads.

3.2 Definitions

“Act” is the Road Management Act 2004.

“Ancillary Area” is any area designated by Council used by motor vehicles connecting to a roadway. E.g. car park, rest stop or scenic lookout.

“Arterial Roads” are Freeways, Highways & Declared Main Roads, which are managed by the State Government through VicRoads.

“Bridge and Major Culverts” means a structure having a clear span greater than 1.80 metres or a pipe culvert having a waterway area greater than 3 sq m.

“Pathway” is a formed area located on the road reserve intended to be used by pedestrians. It may also be intended for use by bicycles. It can be formed of concrete, pavers, asphalt, stone or similar material.

“Municipal Roads” are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads, which are those that are reasonably required for general public use.

“Non-Road Infrastructure” means infrastructure in, on, under or over a road which is not road infrastructure and includes gas pipes, water and sewerage pipes, cables, electricity poles and street lights, rail crossings, bus shelters, vegetation and the like.

“Other Roads” include roads in State forests & reserves, and roads on private property. The municipal council is not responsible for the care and maintenance of these roads.

“Response Time” is the time to respond to a hazard or defect measured from when the hazard or defect is identified by or notified to Council. The nominated time is not precise and a 10% margin is allowable.

“Road” by definition in the Local Government Act 1989 includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

“Road Infrastructure” means that infrastructure which forms part of a roadway, pathway or shoulder including-

- (i) Structures forming part of the roadway, pathway or shoulder;
- (ii) Materials from which a roadway, pathway or shoulder is made.

and includes bridges, culverts and fords plus materials such as asphalt, bitumen, gravel, line marking, guideposts, signs, traffic lights etc.

“Working Day” means any day of the week excluding Saturdays, Sundays and public holidays (within the meaning of the Public Holidays Act 1993) applying in the municipal district.

3.3 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- ☞ The community in general (for recreation, sport, leisure & business);
- ☞ Residents & businesses adjoining the road network;
- ☞ Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- ☞ Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- ☞ Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- ☞ Tourists & visitors to the area;
- ☞ Emergency agencies (Police, Fire, Ambulance, VICSES);
- ☞ Military (special use in times of conflict & emergency);
- ☞ Traffic & Transportation managers;
- ☞ Managers of the asset that is the road network;
- ☞ Construction & maintenance personnel who build and maintain asset components;
- ☞ Contractors & suppliers for the road network;
- ☞ Land Developers;
- ☞ Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications);
- ☞ Insurers – integral to risk management strategies that require sound AM practices
- ☞ Council as custodian of the asset;
- ☞ State & Federal Government that periodically provide support funding to assist with management of the network.

3.4 Obligations of road users

3.4.1 Duty of the Road User

- (1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the —
 - physical characteristics of the road;
 - prevailing weather conditions;
 - level of visibility;
 - condition of the motor vehicle;
 - relevant road laws and advisory signs;
 - physical and mental condition of the driver.
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
- (3) A road user must—
 - have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
 - have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
 - have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

3.4.2 Incident Claims

If a person proposes to commence a proceeding in a court based on a claim in relation to an incident arising out of the condition of a public road or infrastructure, the person must give written notice of the incident to the responsible road authority within the prescribed period of the incident occurring [clause 115(1) of the Road Management Act].

3.4.3 Council Local Laws

Council has local laws that require permits to be sought from Council where a member of the public or organisation proposes to undertake activities within the road reserve that may in any way impede access by the public or interfere with road infrastructure.

3.4.4 Obligation to Maintain & Keep Safe

In relation to provision of access to the road reserve from adjoining properties, there are several assets within the road reserve that council does not have an obligation to maintain. These include:

- (1) **Vehicle crossings** (driveways) where the portion of a vehicle crossing located between the carriageway and the footpath is the responsibility of the adjoining property owner to maintain. If there is no footpath present, the crossing runs from the carriageway to the property boundary and is the responsibility of the adjoining property owner to maintain.
- (2) **Nature strips & infill areas** which are those residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the footpath and private road crossings. These are normally sown to grass with responsibility for maintenance of the grass generally being left to the property owner. Street trees however are controlled and maintained by Council.
- (3) **Single property stormwater drains** that are constructed within the reserve from the property boundary to a discharge outlet in the kerb or into the drain. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.

Regardless of its maintenance obligations, Council has a duty of care to ensure that these assets are in a safe condition for the public in general. They are often a point of conflict with residents who have an expectation that Council will maintain them as they are within the road reserve.

3.5 Delegations

The Chief Executive Officer through an "Instrument of Sub-Delegation" has delegated the various functions under the Road Management Act to the respective officers of Council detailed in the Instrument of Sub-Delegation.

3.6 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP).

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the Chief Executive Officer (CEO) of Council, has to, pursuant to Section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated, stating the time this is to occur and other relevant particulars.

4. Municipal Asset Management

4.1 Asset Hierarchies – Road Network

All roads & footpaths within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.

The Council has developed two separate hierarchies for its road network to recognise the variances in usage between the three. These are:

- Road & Street network
- Footpath network

Road & Street Hierarchy

Category	Function
Link	Carry the heaviest volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality.
Collector	Carry significant volumes of traffic and provide access by connecting residential areas to the link roads. They also provide links between the various arterial roads.
Access	Carrying moderate volumes of traffic and primarily serve as property access roads for the local community.
Lane	Roads carrying local traffic, typically providing secondary access to properties with more than one road frontage.

Note: Bridges, culverts, traffic facilities and kerb & channel have their hierarchies based on the road hierarchy with vehicular traffic. For the footpath hierarchy pedestrian traffic is the basis of usage volume

▪ Pathway Hierarchy:

Category	Function
Category 1	CBD, and those pathways within the vicinity of schools, hospitals and aged care facilities.
Category 2	Selected medium use pathways in prominent areas other than described above
Category 3	Pathways in residential, commercial & industrial areas other than as described above.

4.2 Maintenance Management System

The Maintenance Management System for the municipal road network infrastructure within the Warrnambool City Council is a combination of standards, codes, guidelines and data management systems.

Key components are outlined as follows:

4.2.1 Functional Levels of Service

The functional levels of service covering function, and target design & construction parameters are outlined in Attachments 2 & 3 outlining the Road Hierarchy for roads and streets within the Warrnambool City Council.

4.2.2 Maintenance Service Agreements, MSA

Council is developing several Maintenance Service Agreements (MSA). These documents, based on the national Aus-Spec #4 Road Maintenance Specification

Framework, provide the technical specifications for this work across the whole municipality.

The Work generally comprises the activities which are described as routine maintenance of road and street pavements, road furniture and roadsides.

4.2.3 Asset Maintenance – Levels of Service

The Level of Service (LOS) set out in each of the Maintenance Service Agreements reflects the requirements for management of the road asset. The LOS takes into account:

- Community views and values
- Industry standards
- The need to provide a road network that is safe for all users
- Ability of Council to fund maintenance activities.

The following matters are taken into account when developing maintenance standards:

- (a) **Road condition surveys** – periodic surveys to monitor road pavement, road surfacing, structure, and roadside condition at specified intervals depending on the asset, its condition at the previous survey, the volume and nature of road usage (hierarchy classification), and any risk to safety.
- (b) **Routine maintenance inspections** – regular inspections, as part of the day-to-day maintenance of the road network, to monitor asset condition against defect intervention levels (ie that point which takes the defect beyond the 'tolerable' level) and asset safety. Inspection intervals have been determined having regard to the particular road asset element, the type, volume and nature of road usage, and the resources available.
- (c) **Routine maintenance standards** – routine maintenance and repair functions and standards that are based on agreed asset performance targets and defect intervention levels and response actions (based on risk assessment) for a particular asset element (eg. road, footpath, bridge) and road type. Standards vary across the road network in line with relevant risk factors such as traffic volumes, composition of traffic, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs, and competing priorities for funding.
- (d) **Repair and maintenance works** – routine maintenance and repair works are undertaken within a specified reasonable period of time having regard to intervention action priorities, and to specified standards.

Response times have been determined by appropriate Council Staff from local knowledge and experience based upon past performance. Attachment 2 details defect intervention levels and response times.
- (e) **Temporary measures** – temporary works to be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed.
- (f) **Emergency works** – works required to be undertaken immediately outside routine works programs to ensure the safety of road users and the public as a result of emergency incidents. Emergency works include traffic incident management, responses to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan & Municipal Emergency Management Plan.

The outcome of the assessment of the various maintenance factors results in the preparation of the annual program for road maintenance, setting out the level of activities and resources to be considered with the Annual Budget.

By developing long term maintenance programs, Council is better able to strategically plan its finances.

4.2.4 Asset Inspection Process

To enable competent management of the road network Council conducts a regular inspection processes covering; identifying defects, responding to incidents and assessing overall condition. Attachment 3 lists the inspection requirements and also their frequencies.

Defect Inspections

Routine Defect Inspections – determine if the road asset complies with the levels of service in terms of having defects above intervention levels. Programmed defect inspections are undertaken by way of a formal timetable regime by suitably trained officers.

Intensive Defect Inspections – as for routine defect inspections however a large number of assets are inspected in a short period of time by way of additional short term resources. i.e experienced contractors or suitably trained temporary staff.

Incident Inspections – conducted following an incident or other report that indicates a defect outside the tolerable level or otherwise likely to create danger to the community. As a result an incident condition report may be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures;

Condition Inspections - identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values.

4.3 Community Expectations & Consultation

4.3.1 Future Consultation

Wherever practicable, input will be sought on appropriate aspects of the Plan by way of community consultation. However consultation will be governed by the ability to accommodate changes for reasons that include existing physical constraints as well as the affordability of resources to effect possible changes. By seeking community input into its service delivery, it is vital that Council does not create a false sense of expectation by the community that suggested changes will be implemented that simply cannot be achieved for reasons such as the affordability factor.

5. Council Support Systems

5.1 Customer Service Systems & Procedures

5.1.1 Customer Request System

Customer requests and complaints are managed and tracked by way of Council's *Open Office – Customer Service Manager* computerised system. It enables Council staff to be able to input their own requests, be aware of requests pending and search completed requests.

5.1.2 Maintenance Responsiveness & Performance Targets

The Customer Request System records & dates any requests that have been received, what the request is about, and then the dates when those requests have been actioned.

It should be noted that 'actioning' a request doesn't necessarily mean that the request has been fulfilled but simply that appropriate action has taken place.

Appropriate action may well mean that an asset defect, such as a damaged footpath has been inspected and:

- repairs are straight-forward and have been implemented as soon as a work crew is available - the appropriate action in this case is when the repair work has been completed; or
- repairs are significant and need to be undertaken on a special works program along with a number of similar works and the site has been made safe until such time as repairs are undertaken - the appropriate action is when the repair work has been listed on the future works program not when it has been completed; or
- the defect was found not to warrant any remedial action at that stage as it was below specified intervention levels - the appropriate action in this case is to record the inspection and take no action.

Whatever the response, it is noted against the original request.

The Customer Request System enables the response times to be monitored to assess performance. This covers response times both for inspections and then the interval until appropriate action is undertaken.

5.2 Asset Information System

Warrnambool City Council utilises the *Conquest Asset Management System* as the knowledge database to manage its assets.

This is the database that stores relevant asset information, including the Register of Public Roads and other information that is important in managing the road assets.

Data recorded for roads may include location by name, asset valuation information and condition and defect histories for roads and pathways .

6. Financial Management

6.1 Budget Provisions

The commitments and obligations specified within this Plan are matched to the financial resources available to deliver those commitments as set out in the Council Plan and Council Budget. To achieve and sustain acceptable standards of service for the road asset requires Council to commit annual funding adequate to provide for regular and responsive maintenance and timely renewal or replacement of the asset.

The financial resources allocated for road and footpath renewal works are considered reasonable having regard to the overall service delivery priorities and objectives of the Council.

6.2 Budget Process

The budget process is conducted in a manner that ensures matters requiring consideration are taken into account prior to final adoption by Council. Community input is sought during the preparation of the Council Plan and annual budget. Submissions are invited via public notice advertisements. Any submissions by the community are considered prior to Council adopting its annual budget. This process ensures the community has every opportunity to participate in the budgetary process.

7. Register of Public Roads

7.1 Council's Road Infrastructure

The Municipal Register of Public Roads is stored on Council's Road Asset Information System, the Conquest Asset Management System.

A hard-copy is available for inspection at the Warrnambool City Council's Customer Service Centre. The hard copy will be updated at least annually and update sheets will be inserted at other times when significant changes are made. (eg new subdivisions added)

7.2 Maintenance Demarcation Agreements

Where there are maintenance demarcation agreements defining limits of responsibility on municipal roads between Warrnambool City Council and VicRoads, Moyne Shire, Department of Sustainability & Environment or any other public body or private organisation, the schedule of roads affected by these agreements are listed in the Register of Public Roads.

Issues relating to VicRoads will be outlined in the Instrument of Delegation between VicRoads and Council. Typical demarcation issues where council is often thought to have sole responsibility are listed in the following table:

Issue	Agreement with	Responsibilities
Boundary Roads	Moyne Shire Council	Detailed in the Register of Public Roads.
Street Lighting	Electricity Supply Authority	Asset owned by the Authority; Council pays annual charge.
Rail Crossings	VicTrack	As set out in the Safety Interface Agreement

7.3 Non- Road Infrastructure

Non-road infrastructure within the road reserve (eg rail crossings, telecommunications structures, water & sewerage, street lighting, etc) are to be maintained by the body responsible for that infrastructure.

7.4 Updating the Register of Public Roads

Changes to the Register of Public Roads will be effected within 90 days of advice of such changes pursuant to the Councils Asset Handover Procedure.

8. Reviewing the Road Management Plan

The Road Management Plan is intended to be a dynamic document, and as such, there is a need for regular review, refinement and improvement. This will ensure that the Plan is in accord with responsible asset management, changing technology, and in particular, Council and community requirements and expectations.

It is proposed to undertake a review of this Plan at least every 4 years, or more frequently if circumstances require it. Any revised plan will be subject to the consultation and approval processes as detailed in section 54 of the Act.

9. Attachments

1. Summary of Non-Road Infrastructure in the Road Reserve.
2. Typical Defect Intervention Levels
3. Road Asset Inspection Frequencies

Attachment 1 – Summary of Non-Road Infrastructure on the Road Reserve

Asset Type	Infrastructure Manager
Street Lights	Powercor
Traffic Signal Installations – VicRoads assets	VicRoads
Telecommunications infrastructure Assets	Telstra and Optus
Water & Sewerage infrastructure assets	Wannon Water
Electricity infrastructure assets	Powercor
Gas infrastructure assets	Tenix
Rail Crossings	VicTrack
Bus Stops/Shelters (Public Transport)	Department of Transport

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Attachment 2 – Intervention Levels and Response Times**Defects from Routine Defect Inspections****Road Network**

Defect Description	Response Times by Hierarchy (working days)			
	Link	Collector	Access	Lane
Obstruction in the traffic lane - Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, an accumulation of dirt or granular materials in a sealed road.	5	5	5	-
Obstruction in the traffic lane - Ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	5	5	5	-
Edge of seal drop off >100mm	10	15	20	30
Reduction in original sealed width \geq 250mm	10	15	20	30
Pothole in the traffic lane of sealed road depth >100mm and diameter >300mm	10	15	20	30
Pothole in the traffic lane of unsealed road depth >150mm and diameter >500mm	10	15	20	30
Deformation >100mm under a 3m straight edge in the traffic lane of sealed road.	20	40	60	90
Deformation >150mm under a 3m straight edge in the traffic lane of unsealed road.	20	40	60	90
Missing or substantially damaged drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	5	5	5	5
Tree limbs or trees that are in immediate danger of falling and causing danger to the public.	5	5	5	5
Trees, shrubs or grasses that restrict design sight distance to intersections or to safety signs.	20	40	60	-
Vegetation intruding within an envelope over roadways with a speed limit >70kmph from the back of shoulder and or kerb and a minimum of 4.3m height clearance for traffic lane and trafficable portion of shoulder.	20	40	60	-
Regulatory Sign missing, illegible or damaged.	5	10	15	-
Guidepost missing or damaged at a critical location*.	5	10	15	-
Safety Barrier missing or damaged at a critical location*.	5	10	15	-
Pavement marking missing, illegible or confusing at a critical location*.	5	10	15	-

Pathway Network

Defect Description	Response Times by Hierarchy (working days)		
	1	2	3
Defective with a step >20mm and <30mm	20	25	-
Defective with a step >30mm	20	25	30
Hole or gap >40mm	20	60	90
Vegetation which presents a physical hazard to the public over pathways, intruding into a clearance envelope 0.5m from the edge of path and a minimum of 2.1m height clearance over path.	20	40	90

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*A critical location is a location where the road alignment and/or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public.

Emergency callout - when any call is received which reports public safety in jeopardy the relevant service team will inspect and assess the issue within 1 hour.

Where because of the nature of the repair required level of resources required or workload it is not possible to rectify within the response times shown in this attachment, appropriate warning of the hazard is to be provided until the repair can be completed.

Appropriate Warning could include

- Provision of warning signs,
- Traffic control action,
- Diverting traffic around the site,
- Installation of a temporary speed limit,
- Lane closure,
- Restrict use (eg. load limit), or
- Full closure.

Defects from Intensive Defect Inspections

Intensive defect inspections involve undertaking a large number of assets inspections in a short period of time, generally covering an entire group of assets within a period of less than 2 months. This method of inspection is undertaken in place of 'Routine Defect Inspections' in situations where it is assessed to be a more efficient use of Council resources.

As the Intensive Defect Inspection process would result in a large volume of defects being recorded during a short period of time the response times that apply to the individual defects are calculated using a different method than 'Routine Defect Inspections'.

The issues below are important to the application of response times for defects resulting from Intensive Defect Inspections;

- Date the defect information is provided to Council.
- The number and type of defects found.
- The operational capacity to respond.
- Available budget

The response times that will apply will meet the following conditions;

- If the corresponding 'Routine Defect' response time is less 10 working days that response time will apply calculated from the date Council is notified of the defect.
- All other defect response times will be calculated commencing from the due date of the next routine inspection.

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Attachment 3 - Road Asset Inspection Frequencies

Asset Group	Hierarchy Category	Inspection Type, Inspections Per Calendar Year	
		Defect Inspection	Night Defect Inspection
Sealed Roads & Off Street Car Parks	Link	One	One
	Collector	One	One
	Access	One	As required
	Lane	As required	As required
Unsealed Roads	Link	N/A	N/A
	Collector	Two	One
	Access	Two	As required
	Lane	As required	N/A
Footpaths	Category 1	Two	N/A
	Category 2	One	N/A
	Category 3	One per three years	N/A
Bridges	Level 1 Inspections	One	N/A
	Level 2 Inspections	One per two years	N/A

As required: When applied to Inspection frequency, 'As Required' indicates that an inspection will only be undertaken upon a request being submitted and an assessment made as to whether an inspection is warranted on the grounds of a risk to public safety.

N/A: This denotes that the issue is not applicable as that asset component does not exist in that category or an inspection is not warranted.

5.5 LADY BAY - HORSES ON BEACH

PURPOSE:

The purpose of this report is to seek Council direction on control and management arrangements for the 2017 Lady Bay Horses on Beach season.

EXECUTIVE SUMMARY

- The horse racing industry has a long history and association with Warrnambool and its beaches. This has attracted increased attention after it was revealed the 2015 Melbourne Cup winner, Prince of Penzance, used the Lady Bay Beach as part of its training program.
- Council issues permits to race horse trainers to exercise horses on the Lady Bay Beach in partnership with the South West Owners & Trainers Riders Association (SWOTRA).
- Complaints have been received which relate to a number of aspects of the horse on beach training activities. Concerns raised relate to the impact of horses on the coastal environment and safety risks to other beach users. Complaints have also been received from horse trainers about public behaviour towards horses.
- New permit conditions were introduced for the Lady Bay in September 2016 to improve safety, environmental, amenity, equitable access and logistical issues. Council did not issue permits for 2016/17 for horse access at Levys Beach which is subject to cultural heritage issues and approval from the Victorian Government.
- Prior to the conclusion of the annual swim only period from 1 December to the 28 February, Council officers will meet with the Warrnambool Racing Club (WRC) and other stakeholders to manage horse access across the region.
- Growth in the industry during 2017 saw numbers of up to 120 horses accessing the beach on some days. This was a significant increase on previous years where numbers were estimated at a maximum of 50-60.
- Officers are seeking direction from Council on their preferences in relation to maximum daily numbers, length of beach available, and management of the activity.

MOVED: CR. CASSIDY

SECONDED: CR. HULIN

That Council enter into negotiations with the Warrnambool Racing Club (the Club) to establish an agreement that would see the Club manage Horse on Beach activities at Lady Bay on behalf of the Warrnambool City Council, subject to the following overarching principles:

- (i) Allowing a maximum of 16 horses to access the designated beach area for exercising at any one time (working in groups no larger than 2), subject to a maximum of 96 horses per day;**
- (ii) Horses swimming must be confined to the designated swimming area subject to a maximum of 20 horses per day;**
- (iii) Allowing horses to access the beach area between the Pavilion Car Park and the northern most access to McGennan's Car Park and that cones or signage designating the commencement of a horse usage area be erected just before McGennan's Car Park.**
- (iv) Require the Warrnambool Racing Club to periodically have an official, on site monitoring compliance with Council permit conditions that has the power to suspend trainers, riders and horses that do not comply with Council conditions.**

AMENDMENT

MOVED: CR. ANDERSON
SECONDED: CR. NEOH

That Council enter into negotiations with the Warrnambool Racing Club (the Club) to establish an agreement that would see the Club manage Horse on Beach activities at Lady Bay on behalf of the Warrnambool City Council, subject to the following overarching principles:

- (i) Allowing a maximum of 16 horses to access the designated beach area for exercising at any one time (working in groups no larger than 2), subject to a maximum of 96 horses per day;
- (ii) Horses swimming must be confined to the designated swimming area subject to a maximum of 20 horses per day;
- (iii) Allowing horses to access the beach area between the Pavilion Car Park and the northern most access to McGennan's Car Park and that cones or signage designating the commencement of a horse usage area be erected just before McGennan's Car Park.
- (iv) Require the Warrnambool Racing Club to periodically have a full time official, on site monitoring compliance with Council permit conditions that has the power to suspend trainers, riders and horses that do not comply with Council conditions.

The Amendment was LOST – 2:5

Crs. Gaston, Cassidy, Neoh, Owen and Herbert voting against the motion

Crs. Anderson and Hulin voting for the motion

The original motion was then put and CARRIED - 5:2

Crs. Gaston, Cassidy, Neoh, Anderson and Herbert voting for the motion

Crs. Hulin and Owen voting against the motion

BACKGROUND

The horse racing industry has had a long association with Warrnambool and its beaches reportedly dating back over 70 years. The ability to provide beach access to the horse racing industry has attracted increased attention after it was revealed the 2015 Melbourne Cup winner, Prince of Penzance, used the Lady Bay Beach as part of its training program.

Council issues permits for race horse trainers to exercise horses on the Lady Bay in partnership with the South West Owners & Trainers Riders Association (SWOTRA).

ISSUES**Cap**

Complaints have been received about horses using the Lady Bay Beach and relate to the impact on the coastal environment, impact on the upper beach area, safety concerns for pedestrians and horses, and beachgoers.

The complaints most likely stemmed from the noticeable increase in horse activity in the area during 2016.

Given this increase and the complaints received it is appropriate that Council consider the issue and determine if any cap is required on the number of horses accessing the Lady Bay beach on a daily basis.

The Warrnambool Racing Club are expecting to see demand for up to 120 horses for beach training and 20 horses for swim only activity from 1 March 2017.

In considering a cap it is also important to understand that any restriction on access could reduce the attractiveness of Warrnambool to some trainers who may consequently alter the size of their facilities/enterprises in the region.

Monitoring

Prompted by the growth in demand during 2016 Council reassessed its permit conditions to ensure appropriate controls were in place to manage the activity and interactions between beach users. A summary of the revised conditions are contained in **Appendix A**.

Whilst these conditions address safety and environmental concerns it is important that a monitoring regime is in place to manage and control the activity.

Officers believe that monitoring by either the Warrnambool Racing Club will provide an appropriate mechanism to manage compliance with permit conditions

This is partly due to the difficulty that Council has in resourcing a sustained presence in the area and difficulties in identifying offending permit holders. A monitoring regime will improve cleanliness and to reduce amenity impacts.

Council's Local Laws department would continue their oversight function of the activities and liaise closely with the Warrnambool Racing Club.

Beach Access

Council has received complaints about horse shoes being buried in the sand in areas close to the Surf Club where there is significant beach activity and in soft sand areas higher up on the beach.

The occurrence of this could be reduced by limiting the length of beach available for horse on beach activities, a reduction in the size of horse working groups, and increased supervision.

A reduction in the available length would also provide an area of beach where pedestrian and other activities could occur without interaction with horses.

It is proposed that the area available for horse training and swimming activities be limited to the areas designated in **Appendix B**.

CURRENT STATUS

Prior to the 1 December swim only period, there were up to 120 horses using Lady Bay Beach daily.

New permit conditions were introduced for the Lady Bay in September 2016 to improve safety, environmental, amenity, equitable access and logistical issues.

Council did not issue permits for 2016/17 for horse access at Levys Beach which was subject to cultural heritage issues and approval from the Victorian Government.

Recent complaints have been received about horses riding too high up the dune and the horse shoes that are often dropped in the soft sand area. Warnings have been issued to trainers to comply with the permit conditions.

From 1 March 2017 the industry will again have access to Lady Bay beach area and Council needs to determine if it wants to restrict these activities in any way.

CONSULTATION

It is proposed to meet with SWOTRA, WRC, DELWP, Parks Victoria, Moyne Shire and other stakeholders in February to discuss arrangements for the sustainable management of horses accessing beaches across the region.

FINANCIAL IMPACT

Across the west of Victoria, which includes Warrnambool Ballarat and Geelong, the racing industry contributes an estimated \$340 million annually to the economy.

The current fee for horse on beach permits is \$225 per trainer. It is proposed that Council move to a 'user pays' system which reflects the number of horses as opposed to the number of trainers. This fee will be discussed with the stakeholders and included in the 2017/18 Council Budget.

RISK

The risks associated with the horses on beaches are reputational, economic, environmental and safety.

The risks were reassessed during 2016 and new measures introduced in permit conditions as mitigation actions.

APPENDIX A – EXISTING PERMIT CONDITIONS**Horse(s) on Lady Bay Beach Permit Application****NAR Form**

Council is collecting the information on this form so that it may consider your application in accordance with Council Local Law 3.30. The information is only used by Council for this purpose and will not be disclosed unless required under law. Please note that endorsement is required from South West Owners & Trainers Association or Warrnambool Harness Racing Club Inc.

**THE COMPLETED & SIGNED FORM MUST BE RETURNED TO COUNCIL BEFORE
THE PERMIT IS ISSUED.**

(Please tick)

Do you have a current account with Warrnambool City Council? Yes No Unsure

Permit For: (PLEASE TICK) Thoroughbred Standardbred

Owner / Trainer Details

Name.....Surname.....

Postal Address

.....Post Code.....Date of Birth.....

Residential Address (if different to above).....

If the account is to be sent to a PO Box the actual address of applicant must be included

.....Post Code.....

Telephone.....Mobile.....

Facsimile.....Email.....

ABN Number.....ACN Number.....

I wish to apply for an annual permit to be able to exercise and swim horse(s) on the Lady Bay beach, in accordance with Warrnambool City Council's Risk Management Plan "Horse Activities at the Lady Bay Foreshore"

Annual Fees and Conditions Apply (Please tick appropriate boxes)

The applicant has current public liability insurance (minimum \$20 million)

The applicant is a current member of

South West Owners & Trainers Association, or

Warrnambool Harness Racing Club

To be signed by the Secretary of the Association / Club

.....
Signature Print name

Permission is not granted until the form is returned to Council with association / club signature, and permit is received.

Applicant Signature Date.....

OFFICE USE ONLY

Date Paid.....

Receipt No..... Ledger No.....

PERMIT TO ALLOW RESTRICTED BEACH ACCESS BY HORSE PERMIT HOLDER. (LADY BAY)



The permit allows the permit-holder to exercise or swim horse(s) on the Lady Bay beach, subject to the following conditions:

The annual permit fee is paid. If the payment is not received by the due date the permit will lapse.

1. Horses are only permitted on the Beach between dawn (per the Bureau of Meteorology Website) and 10.00am. Horses are prohibited from the Beach outside the stipulated hours, and are not permitted on any area of the foreshore other than that covered in Schedule 3.3 of Local Law 3.30.
2. Walking only is permitted on the beach access track and in the car park.
3. Horses may only walk, trot or canter whilst on the wet / hard sand at the water line. Galloping or continual work on the soft sand is not permitted anywhere on the Beach.
4. Horses must, at maximum work in groups of 3, with not more than 7 groups (21 horses) with a minimum 50 meters between the groups on the beach at any given time. (Total does not include horses in the water in front of the Pavilion).
5. Horses are not permitted in the dune areas.
6. Horses may roll on the hard sand. Rolling is prohibited in the dunes or on the marram grass.
7. Horses must be kept at a safe distance from other beach users and slow to walking pace within 20 metres of pedestrians. Riders to be courteous and avoid confrontation.
8. Horses must be under effective control at all times, including horses wearing bits, saddle cloths to have reflective strips and riders wearing approved hard-hats, lights, protective and high visibility vests plus footwear at all times. Any staff handling a horse (strappers) must be wearing a reflective vest and light whilst on the beach until sunrise. Saddle blanket to be marked with trading name.
9. A permit holder or direct employees only must be in control of the horses. (Not owners or public).
10. A maximum of 2 vehicles per trainer in the car park at any time, other vehicles to remain in the main carpark. (NO HORSES OR EQUIPMENT TO BE UNLOADED).
11. A permit holder must maintain a public liability insurance policy as specified, and must be able to produce evidence of the policy's currency. A current trainer's licence is acceptable verification of the required public liability insurance. A permit will not be issued unless this condition is satisfied and the permit holder agrees to indemnify against liability.
12. A permit holder or nominee is responsible for the complete removal of manure from the car park, access track and beach. Dumping manure anywhere within the Foreshore or car park is prohibited. Use water to wash away excess urine from curb or catchment areas.
13. Any incident involving a horse, staff or member of the public, e.g. abuse or horse on the loose to be reported to (WCC Coordinator of Local Laws Peter McArdle 0419 109 408) immediately.
14. Breach of any of the above conditions will result in a written warning being issued to the permit holder. Any additional breach may result in the issue of an infringement, and the permit being cancelled without further notice. Any breach deemed extreme or issued infringement will lead to instant cancellation. (A Permit cancellation is immediately effective at all beach locations controlled by each Council or Government Departments.)
15. Payment of the fee constitutes a permit holder's agreement to abide by the conditions above.
16. The supplied laminated permit must be carried at all times in each vehicle and produced upon request, whilst in the Foreshore area. Lost laminated permits are to be replaced at the permit holder's expense, without delay. Replacement laminated permits (\$8 per permit) are obtainable by applying to the Coordinator of Local Laws 555 94 806. Permits are strictly non-transferable.
17. A prohibition on the use of the beach or sections of beach will apply during any Council approved events requiring beach access. Council will provide 14 days' notice where possible of such prohibitions.

Please keep this form for your information.

APPENDIX 2 – PROPOSED AREAS 2017



5.6 DRAFT WARRNAMBOOL FORESHORE PRECINCT FRAMEWORK PLAN**PURPOSE**

This report recommends the draft Warrnambool Foreshore Precinct Framework Plan be placed on public exhibition.

EXECUTIVE SUMMARY

- The Warrnambool Foreshore Precinct Framework Plan is currently being developed.
- The draft Plan (shown in full at **Appendix A**) is jointly funded by State Government and Warrnambool City Council and responds to the Warrnambool Economic and Development Strategy 2020 to identify opportunities to facilitate appropriate investment within the Precinct.
- The preparation of the draft Framework Plan has been informed to date by key stakeholders in the Precinct, including a number of economic development type proposals where Council has been approached for advice on process and suitability.
- A Framework Plan provides a long term possible vision for the Precinct. Many of the recommendations in the finalised Framework Plan will require further investigation and consultation.
- The Plan also includes by way of addendum a proposal presented to Council in December 2016 by the Warrnambool Racing Club for development of a temporary horse sand training track within the Foreshore area and within the boundary of the site of the proposed Framework Plan.
- The next step is to place the draft plan on public exhibition for wider community views on the contents of the draft Framework Plan. There may be other concepts and ideas (including items from previous studies in the Precinct) that arise as part of wider consultation with the community that will be brought back to Council to inform the finalised Plan.
- The findings of the consultation will be reported back to Council.

MOVED: CR. NEOH
SECONDED: CR. ANDERSON

That the draft Warrnambool Foreshore Precinct Framework Plan be placed on public exhibition and that the 2007 proposed Masterplan Concept be added as a further addendum to the Plan before going out to public consultation.

CARRIED – 7:0

BACKGROUND

The draft Warrnambool Foreshore Precinct Framework Plan responds to the need identified in the Warrnambool Economic and Development Strategy 2015-2020 to identify opportunities to facilitate appropriate investment within the precinct, such as:-

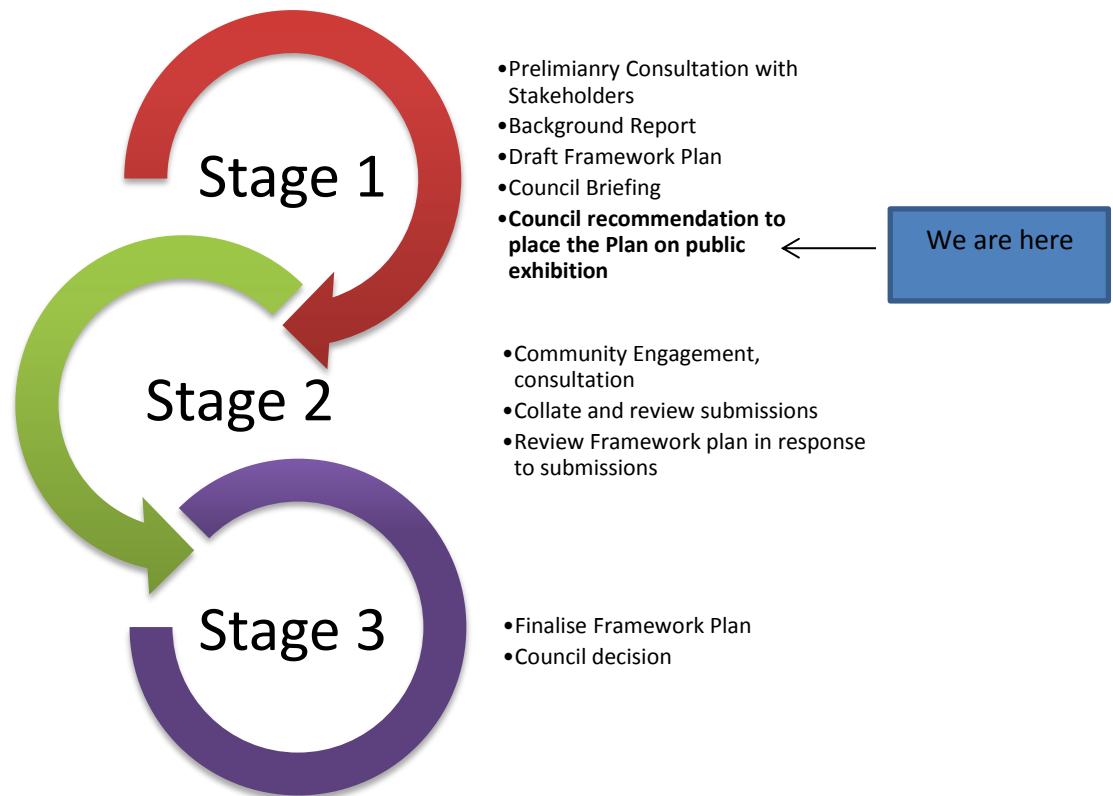
“Identify the needs of our City’s key economic precincts and facilitate appropriate investment within these precincts. Pg 21

Other economic precincts important to the economic growth of our City include:

- *Foreshore Precinct pg 51”*

The plan is a long term vision of the Precinct and will produce appropriate and effective guidance for future uses which responds to the unique precinct attributes.

The diagram below, indicates progress and current status of the Project :-



ISSUES

The draft framework plan responds to an analysis of existing issues and opportunities and includes the following key elements:-

- Land use considerations, including open space and recreational uses and commercial / tourism uses;
- Building locations, including areas considered for built form typologies;
- Connectivity, including the proposed alignment and role and function of different linkages including tracks and trails and road access;
- Access and carparking , including location of carparking, expanded carparking and access;
- Areas of vegetation to be generally retained;
- Signage, including wayfinding and interpretive signage;
- Design guidance, including preferred building heights, materials and colours.

CONSULTATION / COMMUNICATION

The preparation of the draft Framework Plan has been informed to date by key stakeholders in the Precinct, including a number of economic development type proposals where Council has been approached for advice on process and suitability. There may be other concepts and ideas (including items from previous studies in the Precinct) that arise as part of wider consultation with the community that will be brought back to Council to inform the finalised Plan.

It is proposed that the draft plan be placed on public exhibition and engage with the community in accordance with Council's Community Engagement policy – inform, consult, involve and collaborate. Further engagement will occur through the public exhibition phase of the project, via direct notification to stakeholders and user groups, a presence in the Foreshore Precinct; newspaper notices, Council's Your Say website, and media opportunities.

The outcome of the consultation and engagement phase will be collated and reviewed. The Framework plan will be reviewed in response to the submissions before being presented back to Council.

FINANCIAL IMPACT

Costs associated with the project are provided for within the City Growth budget. The Project has been jointly funded by the State Government.

NEXT STEPS

Next key steps for the project are:

- Undertake community engagement;
- Review the framework plan in response to the submissions; and
- Finalise and present to Council for decision;



WARRNAMBOOL FORESHORE PRECINCT FRAMEWORK PLAN

DRAFT | AUGUST 2016

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FILENAME: Warrnambool Foreshore Precinct Framework Plan – Draft Report

VERSION: 2

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- Bill Renehan;
- Lauren Schneider.

ACRONYMS

CDS	Coastal Dune Scrub
CDSM	Coastal Dune Scrub Modified
CHMP	Cultural Heritage Management Plan
CLRA	Crown Land Reserves Act
DELWP	Department of Land, Water and Planning
DDO	Design and Development Overlay
ESO	Environmental Significance Overlay
HO	Heritage Overlay
MUZ	Mixed Use Zone
PCRZ	Public Conservation and Resource Zone
PPRZ	Public Park and Recreation Zone
SLO	Significant Landscape Overlay
VCS	Victorian Coastal Strategy
VMP	Vegetation Management Plan
WCC	Warrnambool City Council



PART A. BACKGROUND

1. INTRODUCTION

1.1. PROJECT BACKGROUND

Urban Enterprise was engaged by Warrnambool City Council to prepare a Framework Plan for the Warrnambool Foreshore Precinct (**the Precinct**). The precinct study area is shown in Figure 1.

The project responds to the need identified in the *Warrnambool Economic and Development Strategy 2015-2022* to identify opportunities to facilitate appropriate investment within the Precinct.

The project is required to promote appropriate and effective development and investment opportunities by responding to the unique precinct attributes.

The report is provided in two sections:

- Part A – Background; and
- Part B – Framework Plan.

Prior to the development of the Framework Plan, three concept options were prepared for the Precinct and a Concept Options Report was distributed to the Project Control Group. The Concept Options were then discussed and refined into the Framework Plan contained within this report.

REPORT ADDENDUM

Since the finalisation of this draft report in 2016, there has been a proposal by Warrnambool Racing Club for development of a temporary horse sand training track within the Foreshore area. Details of this proposal have been included as an addendum provided in Section 8 of the report.

FIGURE 1 PRECINCT STUDY LOCATION



Source: aerial image Google Earth, 2015

1.2. KEY PROJECT OUTCOMES

The outcomes of the project as identified in the project brief are:

- Confirm land ownership / management within the Precinct and approvals required to use / develop public land (Crown and Council);
- Provide guidance on proposed land uses within the Precinct (i.e. expansion of the Deep Blue Hotel and Spa Complex);
- Provide built form guidance for future development (i.e. preferred building height, materials, colours, etc.);
- Identify areas of native vegetation, quality of vegetation and make recommendations regarding management or removal (if necessary);
- Identify car parking requirements associated with existing and proposed uses;
- Confirm the movement network (pedestrian / cycle / vehicles) within the Precinct;
- Provide guidance on signage treatments within the Precinct;
- Confirm infrastructure requirements to service development within the Precinct and provide guidance on how provision of infrastructure will be funded;
- Undertake consultation with key stakeholders and agencies during the preparation of the project.

1.3. CONSULTATION

The following stakeholders have been consulted during the preparation of this background report:

- Deep Blue Hotel and Spa Complex (Gene Seabrook, Bruce Henderson, Daniel Lyne);
- Western District Helicopters (Neville Harris);
- Horse Trainers (Mathew Wheelam);
- Lady Bay Apartments / Pavilion Café (Jon Watson);
- Wannon Water (Ian Baum, Peter Wilson);
- Department of Environment, Land, Water and Planning (Scott Elliot); and
- Warrnambool City Council Departments including:
 - Planning;
 - Events,
 - Tourism;
 - Economic Development; and
 - Open Space and Recreation.
- Warrnambool Racing Club.

2. STRATEGIC CONTEXT

This section of the report provides the strategic policy context relevant to the use and development of the Precinct. The policy context provides a framework for this study to build upon and ensures that the study aligns with existing strategies and policy in State, regional and local contexts.

KEY FINDINGS

There is strong state, regional and local policy support for investment in tourism and tourism related development. Key growing experiences markets which can be delivered through the Precinct include spa and wellbeing, nature based experiences and food.

The *Victorian Coastal Strategy* acknowledges the need for quality tourist development matched to market demand. Strong policy support exists for focussing development on private land, ensuring exemplary design standards and practices and ensuring protection of significant coastal landscapes.

The *Warrnambool Coastal Management Plan* provides management issues of coastal land that will need to be acknowledged in this study. This primarily relates to management of sensitive coastal environments.

The *Vegetation Management Plan* provides an assessment of the vegetation on the Warrnambool coast, including in the study area. The study area consists of modified coastal dune scrub and coastal dune scrub. Much of the vegetation in the precinct is made up of coast tee tree, which is not indigenous but does provide some habitat value, including shelter and habitat for species, including bird populations. Replacement of coast tee tree with indigenous vegetation may provide improved biodiversity outcomes in the long term.

There is significant strategic support for tourism development in Warrnambool and the region to increase visitor numbers and yield, through the Draft *Warrnambool Economic Development and Investment Strategy 2015-2020* and the *Strategic Master Plan for the Great Ocean Road Region Visitor Economy 2015-2025*.

Further, *The Middle Island Project Strategic Plan*, provides the guiding framework for the continued use of Maremma Guardian dogs to achieve a sustainable penguin colony size on Middle Island.

Clause 21.07 of the Warrnambool Planning Scheme acknowledges the significance of the precinct as a tourism asset with the potential for further tourism related development.

2.1. STATE POLICY CONTEXT

VICTORIA'S 2020 TOURISM STRATEGY

Victoria's 2020 Tourism Strategy provides a clear vision for how the tourism industry can increase its economic and social contribution to the State.

Major directions include increasing focus on growth markets, such as China, India, Malaysia and Indonesia, building stronger collaboration between the Victorian Government and regions to ensure growth in visitation, increasing the tourism benefits of major and business events; and identifying and realising key tourism investments.

The Strategy's aim is to grow overnight tourism expenditure to \$24.7 billion by 2020.

VICTORIA'S REGIONAL TOURISM STRATEGY 2013 -2016

Victoria's Regional Tourism Strategy 2013-2016 is the key medium term strategy for realising the directions for regional tourism identified in Victoria's 2020 Tourism Strategy, including priorities for individual regions.

The Strategy identifies growing markets in:

- Spa and wellbeing experiences;
- Organic and natural foods;
- Focus on food provenance;
- Complementary medicine and personal development;
- Nature based experiences;
- Sustainable home and building products.

Key regional Victorian spa experiences include the Natural Mineral Springs – Hepburn Bathhouse, and Geothermal Waters – Mornington Peninsula Hot Springs.

Key priorities identified for the Great Ocean Road region include:

- Support investment in attractions and product that increases overnight visitation; and
- Continue to build on the supply of high quality accommodation developments.

VICTORIAN COASTAL STRATEGY 2014

Coastal environments are a large part of Warrnambool's tourism appeal. The Victorian Coastal Strategy 2014 (VCS 2014) provides policy direction for development in coastal areas.

The Strategy is implemented through the 'Hierarchy of Principles' which gives effect to the directions in the Coastal Management Act 1995 and is included in the State Planning Policy Framework to guide planning and decision making. The Hierarchy of Principles include:

- Ensure the protection of significant environmental and cultural values;
- Undertake integrated planning and provide clear direction for the future;
- Ensure the sustainable use of natural coastal resources;
- Ensure development on the coast is located within existing, modified and resilient environments where the demand for development is evident and any impacts can be managed sustainably.

Strategies and actions are grouped under these principles. Relevant strategies to this study include the following:

COASTAL SETTLEMENTS AND COMMUNITIES

The policy provides direction for coastal planning to maintain non-urban breaks between coastal settlements, avoid linear urban sprawl along the coastal edge and within rural landscapes, and direct growth to areas suitable for accommodating sustainable growth.

Particularly relevant to this study is policy related to Activity Nodes and Recreation Nodes. The Warrnambool Foreshore Precinct would fall under the category of an activity node. Activity nodes provide

for community recreation facilities and tourism activities. They are within settlements and are adjacent to the activity centres identified in planning schemes.

COASTAL BUILDINGS, INFRASTRUCTURE AND MANAGEMENT

The policy provides desired outcomes for coastal buildings and infrastructure, which includes exhibiting excellence in siting and design, avoiding environmental impacts, use of coastal crown land for structures is minimised unless they provide community benefit and their functionality depends on their location near the water.

Within coastal settlements, activity nodes are used to focus buildings and infrastructure in appropriate locations, thus minimising their impacts on the coast.

Use and development on coastal Crown land will need to respond to the criteria set out in the Victorian Coastal Strategy 2014.

VISITATION AND TOURISM

In coastal locations, the opportunities for quality visitor and tourist developments will need to be balanced with policies which protect significant coastal features and landscapes from the environmental impacts that can arise from high visitor numbers.

The desired outcomes under the policy include a diverse range of experiences in appropriate locations, exhibition of exemplary design standards which integrates with the coastal environment and appropriate development within the tourist and visitation context.

Decision criteria for siting new tourism developments include:

1. Coastal recreation and tourism developments are sustainable and equitable, and respond to an identified demand.
2. Private land is the preferred location for new tourism development on the coast.
3. Plans for visitor and tourist developments outside settlements must take into account:

- a. Significant landscapes, ensuring that developments do not compromise the broader 'open space' characteristics of the coast.
- b. Protection of non-urban breaks between settlements and their significant value including areas of environmental and heritage sensitivity.
- c. Ensuring that tourism developments do not become new settlements or create linear coastal development.
- d. Impact on agricultural productivity of the area.
- e. Sensitive areas to be protected from damage and the introduction of pests and weeds.
- f. Best practice ecologically sustainable building and design standards to address overall impacts including waste, access, services, traffic (including cumulative impacts) and economic benefits.

SITING AND DESIGN GUIDELINES FOR STRUCTURES ON THE VICTORIAN COAST

Reference documents relevant to this study primarily include *Siting and Design Guidelines for Structures on the Victorian Coast*, prepared by Tract Consultants for the Victorian Coastal Council, May 1998.

This document includes functional guidelines, cultural and aesthetic guidelines and ecological guidelines for development of structures on the Victorian Coast. The functional guidelines seek to ensure the efficient use of the limited resources of the coast. The cultural and aesthetic guidelines deal with the cultural issues and the appearance of structures but include other facilities such as car parks and the way they relate physically and visually to their surroundings. The ecological guidelines deal with the impact of development on coastal ecosystems.

2.2. REGIONAL & LOCAL POLICY CONTEXT

STRATEGIC MASTERPLAN FOR THE GREAT OCEAN ROAD REGION VISITOR ECONOMY 2015-2025 [DRAFT]

The Strategic Masterplan for the Great Ocean Road Region was prepared by Great Ocean Road Regional Tourism in association with participating local government authorities, local tourism organisations, industry and community leaders, and other key stakeholders and industry partners.

The core objective of the plan is to provide leadership and direction to the region's tourism industry. Other key objectives include to increase visitor yield, visitor dispersal and visitor satisfaction; and to increase private and public investment in infrastructure, product and services.

Among the key strategies to sustainably grow the region's visitor economy, is to maintain and develop visitor infrastructure, product and experiences to meet/exceed sustainable standards with competitive demand expectations.

WARRNAMBOOL ECONOMIC DEVELOPMENT & INVESTMENT STRATEGY 2015-2020 [WORKING DRAFT]

The Warrnambool Economic Development and Investment Strategy was developed in-house by Warrnambool City Council. The purpose of the strategy is to provide direction and promotion of the many initiatives considered most necessary to ensure continued growth and prosperity of the local economy.

The vision for 2020 includes objectives related to tourism, including the promotion of significant investment in tourism infrastructure, marketing and new major events.

Key priorities include identifying key economic precincts and facilitate appropriate investment within these precincts; developing appropriate product experiences to match visitor demand; and support the development and assessment of new tourism proposals, including Crown Land proposals.

ECONOMIC DEVELOPMENT

The Warrnambool Planning Scheme provides policy context for the preparation of the study. The following provides a summary of the Local Planning Policy Framework relevant to this study.

The Lady Bay area is acknowledged as a "significant tourism asset and is to be promoted as a major foreshore precinct with several significant attractions and the opportunity for the well-designed redevelopment of private land". Further, the area in the vicinity of the breakwater is to be developed with limited commercial operations, with the balance of the area to be available as public open space with a range of recreational activities.

Policy also notes that the Lady Bay foreshore area and Lake Pertobe provide opportunity for tourism orientated development.

MIDDLE ISLAND PROJECT STRATEGIC PLAN 2014-2019

The Middle Island Maremma Project began in 2006 in response to a sharp decline in the colony size of Little Penguins on Middle Island due to fox predation. Maremma Guardian dogs were trained and placed on Middle Island to protect the penguins against fox predation during the breeding season. The project has been a huge success, with a cessation of fox predation and a steady increase in the size of the penguin colony from less than 10 in 2005 to approximately 180 in 2013.

The project is considered innovative and highly successful and its success has been highly publicised, including the filming of a feature film 'oddball', released in 2015. The success of the project has created tourism opportunities, particularly leveraging from the release of the film.

The Middle Island Project Strategic Plan ensures the long-term survival of the Little Penguin colony on Middle Island.

WARRNAMBOOL COASTAL MANAGEMENT PLAN 2013

The Warrnambool Coastal Management Plan was prepared by Warrnambool City Council and published in September 2013. The Warrnambool Coastal Management Plan (WCMP) provides for the future use, development and management of Warrnambool's coastline.

The WCMP identifies the most prominent environmental, cultural and recreational values found along Warrnambool's coastline, defines management precincts, identifies key management issues affecting the coastline and provides prioritised management strategies aimed at achieving the plan's vision.

The precinct for this study is located within the **Lady Bay West Precinct**, which includes the Breakwater and Foreshore Activity Nodes as well as areas further west of the precinct, including Middle Island and Pickering Point.

The breakwater activity node includes the foreshore Pavilion and supports a number of local clubs operating in the area, serving as a focal point for recreational activities on the foreshore. The breakwater activity node is accessed via Viaduct Road, pedestrian / cycle trails and a rail trail which extends down to the breakwater, providing high levels of access to the area. A boat ramp is also located on the breakwater for commercial and recreational boating use.

Part of the management objectives for the Warrnambool Coast is to manage the built environment, including concentrating active recreational use and development within highly modified environments with existing infrastructure; supporting existing and future appropriate and sensitive development that is coastal dependent; and create iconic spaces in activity nodes to provide a variety of coastal destinations and experiences.

The key management issues identified in the report that relate to the Precinct and to this study, include:

- Commercial animals access;
- Provision of new infrastructure, including amenities;
- Style and location of interpretive and directional signage;

- Impacts to sites of cultural significance due to fragile and accessible nature;
- Degradation of the coastal environment;
- Dune system disturbance through uncontrolled beach and vantage point access;
- Commercial and recreational boating facilities, fishing and associated activities;
- Traffic congestion and car parking;
- Public safety along the foreshore promenade;
- Competing uses;
- Development pressure;
- Management of introduced plants and animals; and
- Vegetation management.

WARRNAMBOOL COASTAL VEGETATION MANAGEMENT PLAN, 2012

Biosis Research prepared the vegetation management plan (VMP) for Warrnambool City Council in 2012. The plan assesses the existing vegetation and provides Council with a management strategy for the area.

The study area relevant to this report is the assessment of vegetation in the Lady Bay West precinct. The key points relevant to this study include:

- Most of the native vegetation in this area is Coastal Dune Scrub in various degrees of modification, with Coast Tea-tree being locally dominant.
- A small area of Spray-zone Coastal Shrub land occurs seaward of the old aquarium.
- The promenade / foreshore is more disturbed than other areas and weed cover is high on some sites, particularly Coast Tea-tree. Mirror Bush is very prominent having been planted over the years as a screening plant.
- Revegetation has been undertaken in the experimental clearing of Coastal Dune Scrub next to The Promenade. Some of these plantings were low density and the vegetation has high weed cover as a result.

- Some residents have requested pruning or removal of vegetation at McGennan's Car park and along the Promenade; the two main concerns are provision of views and personal safety while walking.
- Coastal Tea-tree dominates the structure of much of this area, providing habitat for a range of fauna, and over storey for smaller indigenous plant species.
- The vegetation provides a large area of relatively undisturbed habitat in the large area between the Breakwater Road, Lady Bay, and the development area to the north. The vegetation also forms a corridor of habitat along the foreshore. There is considerable variation in the type and quality of biodiversity values in this zone.
- Although Coast Tea-Tree is not indigenous, it does provide some habitat values and significant physical structure. Replacement with indigenous vegetation may provide improved bio-diversity outcomes in the long-term (if it can be established).
- Removal of large areas of tea-tree on the foreshore Promenade is therefore not appropriate. The Promenade area is also particularly vulnerable to coastal processes and a large investment in revegetation is not desirable in the long-term. The Promenade can provide for a range of human uses along its length such as creating a microclimate to protect users from the elements in all seasons.
- Under Clause 52.17 of the Planning Scheme, a permit is required to remove native vegetation. Although coast tea-tree and Sweet Pittosporum is not indigenous to Warrnambool, they are indigenous to Victoria and therefore a planning permit is still required for removal.
- According to the VMP, coast tea-tree and Sweet Pittosporum did not originally dominate the vegetation, therefore the vegetation may be deemed to be 'degraded treeless vegetation' which does not require an offset.

Figure 2 shows the classification and approximate location of vegetation within the precinct.

FIGURE 2 VEGETATION MAP



Source: Warrnambool Coast Vegetation Management Plan, 2013 – Blossos Research Pty Ltd.

WARRNAMBOOL SAFER BOATING & HARBOUR FACILITY STUDY

The Warrnambool Safer Boating and Harbour Facility Study was prepared by Water Technology, in association with Meinhardt. The project identifies options to provide safer boating and harbour facilities at the Port of Warrnambool.

During the preparation of this report, three options were submitted for public consultation. These include:

- Option A: Upgrade existing facilities, including works to widen the boat ramp with porous structure to diffuse wave energy and wave heights to be managed through continuation of dredging.
- Option B: Breakwater spur and artificial groyne, including works to widen the boat ramp made with porous structure to diffuse wave energy, construction of a groyne to the north of the boat ramp, and a spur emerging from the breakwater to the east of the ramp.
- Option C: Fully enclosed harbour, including works to widen the boat ramp with porous structure to diffuse wave energy, construction of a longer groyne to the north of the boat ramp, and a large spur from the breakwater.

Regardless of the option that is undertaken, the outcome will be a safer boating harbour to varying degrees. The upgrade may also result in increased activity in the Precinct.

3. EXISTING SITUATION ANALYSIS

This section of the report provides analysis of the site, including cultural heritage attributes, existing planning controls, land ownership, user groups and usage pattern. A spatial analysis has also been undertaken. Information in this section of the report has been sourced through a site visit, stakeholder consultation and desktop research.

3.1. CULTURAL HERITAGE

Warrnambool's coastline is rich in cultural heritage, which includes places of indigenous and post settlement significance. Fragile archaeological evidence of Aboriginal occupation at Point Ritchie and west of Pickering Point indicate how important the coastal environment was in terms of Aboriginal land use, particularly for food supply, ceremonies and celebrations. Middens are among the most common and visual proof of Aboriginal occupation with evidence of discarded food refuse and cooking materials including shellfish, animals bone, charcoal and stone. Warrnambool's coastline remains culturally significant to the local indigenous community and Council acknowledges the Guditj-mara and the Kirrae Whurrong people as the original custodians of land in Warrnambool.¹

Warrnambool's foreshore is rich in post settlement history. The coastline supported early European recreation and commercial pursuits with the construction of the breakwater, completed in 1890. At this time the precinct included both the concrete breakwater extending into the bay and the timber viaduct, which connected the breakwater to land. Viaduct road was originally a raised timber structure.

The area to the east of the breakwater which was once a harbour is now reclaimed land, which comprises much of the study area. Since the introduction of the Breakwater and Viaduct Road, the area that was previously ocean is now land. Figure 3 shows the foreshore in 1910-1915, before the area became

reclaimed land. Hence, it is unlikely that the current land mass would have been an area of Aboriginal cultural occupation. In any event, the area has been reclaimed using dredge spoil from the harbour over time. The breakwater railway was removed in 1962, however some fragments remain. Today, the Breakwater provides a sheltered place for recreation and commercial activities.²

FIGURE 3 FORESHORE WITH ORIGINAL BREAKWATER AND VIADUCT ROAD & LAND BUILD UP OVER TIME



Source: Merri River Mouth taken between 1910-1915 – Warrnambool & District Historical Society and Warrnambool City Council, 2014

¹ Extract sourced from the Warrnambool Coastal Management Plan, 2013

² Extract sourced from the Warrnambool Coastal Management Plan, 2013

3.2. LAND OWNERSHIP & MANAGEMENT

An overview of the land ownership is shown in Figure 4.

3.2.1. CROWN LAND

The precinct primarily consists of Crown land. Warrnambool City Council is the Committee of Management and is the Port Manager for the Warrnambool Breakwater and Lady Bay.

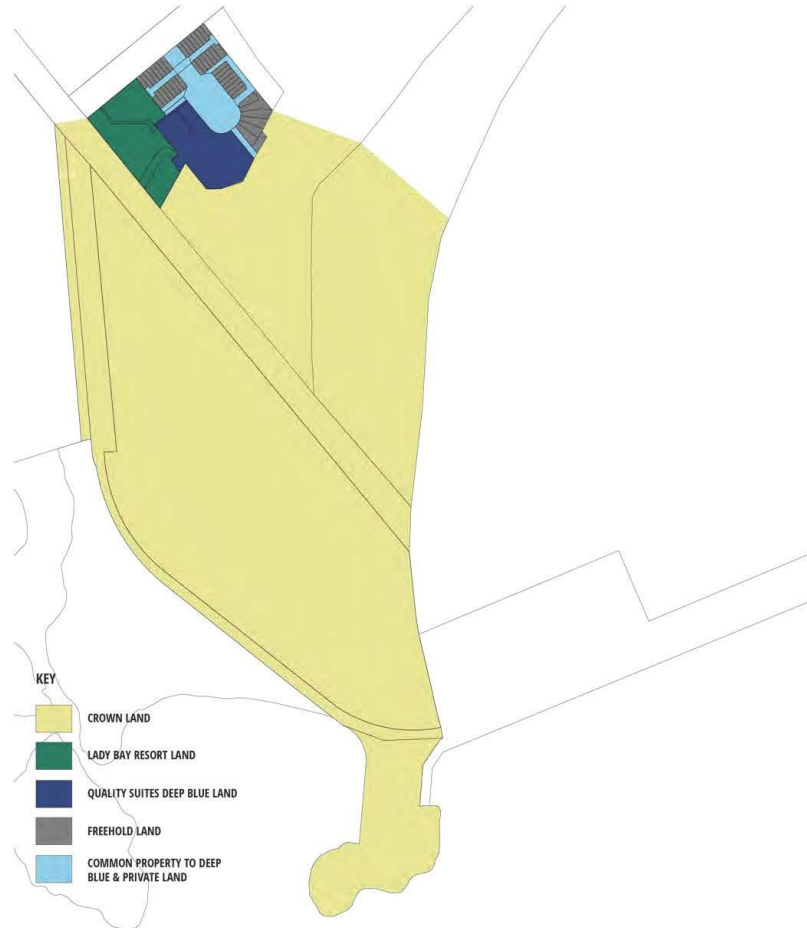
3.2.2. FREEHOLD LAND

The freehold land in the precinct includes the land occupied by the Lady Bay Resort, Quality Suites Deep Blue as well as the dwellings, owned by individual landowners adjacent to the Deep Blue hotel. The individual private landowners and the Quality Suites Deep Blue share common property, highlighted in Figure 4. This property consists of access roads, car-parking and some landscaping. Deep Blue maintains and manages this land at their own expense. There is no owner's corporation in respect of these common areas.

3.2.3. CURRENT LEASES

The Council owns the Pavilion Café and Bar located on the Warrnambool foreshore. The Pavilion Café and Bar is leased to a commercial operator and is managed by the Lady Bay Resort.

FIGURE 4 LAND OWNERSHIP



3.2.4. CROWN LAND (RESERVES) ACT 1978

The following information has been sourced from the *Crown Land Leasing Guidelines – Leasing Legislation, 2012*, Department of Environment, Land, Water and Planning (DELWP).

Most leasing of Crown land in Victoria is on land reserved under the Crown Land (Reserves) Act 1978 (CLRA). Under the CLRA, a committee of management or trustees may grant a lease with the prior written approval of the Minister.

SECTION 17D CROWN LAND (RESERVES) ACT 1978³

The most commonly used leasing provision in the CLRA is section 17D. This section allows committees of management to grant leases over any class of Crown land reserved under section 4 of the CLRA for any purpose (regardless of whether or not the permitted use under the lease is consistent with the reserve purpose).

The maximum term for which a lease may be granted under Section 17D is 21 years. Before the committee of management may grant a lease, the Minister must approve:

- The grant of the lease (pursuant to section 17D (1)); and
- The purpose of the lease (pursuant to sections 17D(1)).

For the minister to give approval to the grant and purpose of a lease under section 17D, the Minister must be satisfied that the purpose for which the lease is to be granted is not detrimental to the purpose which the land is reserved.

³ Department of Environment, Land, Water and Planning - Crown Land Leasing Guidelines, 2012 p. 6

⁴ Department of Environment, Land, Water and Planning - Crown Land Leasing Guidelines, 2012 p. 6

SECTION 17CA – LEASES FOR UP TO 65 YEARS⁴

Section 17CA is intended to grant leases for a term of more than 21 years, to facilitate projects of a larger scale. Under this section the term of a lease must be more than 21 years but not more than 65 years. The lease may be for any purpose (whether consistent with the reserve purpose or not).

Leases under section 17CA may only be granted by the Minister. The Minister may grant a lease under this section over land managed by trustees or a committee of management or where there are no trustees or committees of management.

Under section 17CA, before the Minister may grant a lease, the Minister must provide a statement that the Minister is satisfied that:

- The purpose for which the lease is to be granted is not detrimental to the purpose for which the land is reserved; and
- The proposed use, development, improvements or works that are specified in the lease are of substantial nature and of a value which justifies a longer term; and
- The granting of a longer term lease is in the public interest.

LEASES DETRIMENTAL TO THE PURPOSE OF THE RESERVE⁵

The CLRA does not define the types of lease purposes that are detrimental to the various reservation categories. Each lease proposal is therefore considered on a case-by-case basis, taking the particular circumstances into account, so that the Department may make an appropriate recommendation to the Minister.

⁵ Department of Environment, Land, Water and Planning – Crown Leasing Guidelines, 2012 p.8

It is therefore important for the committee of management to confirm which reservation purpose applies to the proposed lease area. Confirming the reservation purpose will provide some initial guidance on whether the proposed lease may or may not be detrimental to the reservation purpose.

A number of factors are relevant in making the assessment of any lease proposal. These include:

- Is it necessary to lease reserved Crown land for the proposed use under the lease? Can the proposed use be accommodated on freehold land? If not, why not?
- Is there a demonstrable public and economic benefit?
- Will the proposed use result in the loss of open space used by the general public? If so, to what extent?
- Can the loss of free and unrestricted use and access by the public of the proposed lease area be justified in the context of the area of the whole reserve?
- Is it proposed that new buildings will be constructed which may impact on adjoining reserved Crown land?
- Would natural values be affected, for example, is the removal of vegetation necessary?
- Is the use/development subject to a management plan approved by the DELWP?
- Does the proposal have community support and how has that support been gauged?
- What type(s) of community consultation has been undertaken?
- Is the proposal consistent with other government policy objectives or legislation?

3.3. EXISTING PLANNING CONTROLS

3.3.1. ZONING

Figure 5 shows the current zoning controls on the precinct. The majority of the precinct is zoned Public Park and Recreation Zone (PPRZ), whilst the northern section of the site containing Lady Bay Apartments and the Deep Blue Hotel and Spa is zoned for Mixed Use (MUZ). The southern most tip of the precinct is

zoned for Public Conservation and Resource (PCRZ). The breakwater and boat ramp, which falls outside of the study precinct, is zoned for Public Use (PUZ).

FIGURE 5 ZONE MAP



Source: Zones sourced from Victorian State Government, Environment, Land, Water and Planning, Planning Maps Online, 2015

The following provides a summary of the relevant controls under each of the applicable zones

PUBLIC PARK AND RECREATION ZONE (PPRZ)

The purpose of the PPRZ is to:

- Recognise areas for public recreation and open space.
- Protect and conserve areas of significance where appropriate.
- Provide for commercial uses where appropriate.

Under the zone a permit is not required for the use of the land for informal outdoor recreation. No permit is required for a heliport, office, retail premises or store, however, particular conditions need to be met (primarily relating to a use conducted by or on behalf of a public land manager or Parks Victoria under the relevant provisions of the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958 of the Crown Land (Reserves) Act 1978), as well as a use specified in an Incorporated Plan in a schedule to the zone. Currently there are none specified in the Schedule.

A permit is required to construct a building or construct or carry out works, which does not apply to pathways, trails, seating, picnic tables, drinking taps, shelters, barbeques, rubbish bins, security lighting, irrigation or underground infrastructure, playgrounds, planting or landscaping.

MIXED USE ZONE (MUZ)

The purpose of the MUZ is to:

- Provide for a range of residential, commercial, industrial and other uses which complement the mixed-use function of the locality.
- Provide for housing at higher densities.

- Encourage development that responds to the existing or preferred neighbourhood character of the area.
- Facilitate the use, development and redevelopment of land in accordance with the objectives specified in the schedule to this zone.

Under the zone a permit is required to use the land for Accommodation.

The Schedule to the MUZ does not specify any particular requirements for development.

PUBLIC CONSERVATION AND RESOURCE ZONE (PCRZ)

The purpose of the PCRZ is to:

- Protect and conserve the natural environment and natural processes for their historic, scientific, landscape, habitat or cultural values.
- To provide facilities which assist in public education and interpretation of the natural environment with minimal degradation of the natural environment or natural processes.
- To provide for appropriate resource based uses.

Uses that do not require a permit include boat launching facility, camping and caravan park, caretaker's house, car park, informal outdoor recreation, interpretation centre, jetty, kiosk, marine dredging, mooring pole, open sports ground, pier, pontoon and road.

3.3.2. OVERLAYS

Figure 6 shows the current overlays that apply to the precinct. The majority of the precinct is covered by an Environmental Significance Overlay (ESO) and Significant Landscape Overlay (SLO). The Lady Bay Apartments and Deep Blue Hotel and Spa Complex is covered by a Design and Development Overlay (DDO8). A portion of Viaduct Road to the west and the southern portion of the precinct is covered by a Heritage Overlay (HO19).

FIGURE 6 OVERLAYS MAP



Source: Overlays sourced from Victorian State Government, Environment, Land, Water and Planning, Planning Maps Online, 2015

The following provides a summary of the relevant controls under each of the applicable overlays:

ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)

The purpose of the ESO is to identify areas where the development of land may be affected by environmental constraints and to ensure that land is compatible with identified environmental values. A permit is required under the overlay to construct a building or carry out works, construct bicycle pathways and trails, subdivide land, remove, destroy or lop any vegetation, including dead vegetation.

SCHEDULE 1 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY

The objectives of Schedule 1 to the Environmental Significance Overlay include:

- To protect the natural and cultural values of the coast, and appreciate the complex nature of biological and physical coastal processes.
- To promote the integrated management and protection of the coastal areas by the community, private sector and various levels of government.
- To recognise the economic value of coastal tourism, and balance the desire for public access to the coast and proposals for coastal tourism facilities with the need to sustainably manage natural and cultural coastal values, which includes placing limitations upon the extent of coastal areas available for development.
- To ensure freehold land along the coast is used and developed in a sustainable manner.
- To prevent and arrest coastal erosion, including discouraging the grazing by stock of sensitive coastal environs and cliff tops.
- To maintain and enhance stands of remnant vegetation and encourage planting of locally indigenous species.
- To arrest the spread and encourage the removal of invasive environmental weeds.

The permit requirements under schedule 1 to the ESO relevant to this study include:

- The design and siting of buildings, works and other infrastructure, including access routes in coastal areas will be sensitive to the natural and aesthetic qualities of the coastal environment, and be consistent with siting and design guidelines prepared by the Victorian Coastal Council.
- New buildings and works should not be sited in visually intrusive locations, including prominent cliffs and headlands, nor cause loss of amenity in the surrounding areas.

SIGNIFICANT LANDSCAPE OVERLAY (SLO)

The purpose of the SLO is to identify significant landscapes and conserve and enhance the character of the significant landscapes. The SLO relates to the removal of vegetation and native vegetation. The SLO provides a table of exemptions where no permit is required to remove, destroy or lop vegetation. The relevant exemptions to this study include:

- **Bracken** – The vegetation is bracken (*Pteridium esculentum*) which has naturally established or regenerated on land lawfully cleared of naturally established vegetation.
- **Crown land** – The vegetation is to be removed, destroyed or lopped on Crown land and by a person acting under and in accordance with an authorisation order made under sections 82 or 84 of the Traditional Owner Settlement Act 2010.
- **Pest animal burrows** – The vegetation is to be removed, destroyed or lopped to enable the removal of pest animal burrows.

SCHEDULE 1 TO THE SIGNIFICANT LANDSCAPE OVERLAY

Schedule 1 to the SLO provides the objectives to be achieved in relation to landscape character in the area, these include:

- To protect and enhance the scenic qualities of coastal hinterland areas.
- To recognise the value of the scenic qualities of views towards the coast to residents, visitors and the tourist industry.
- To maintain and enhance views from major roads and residential areas towards the coast.

- To prevent the interruption of views towards the coast by inappropriate or poorly designed development or that which is sited in prominent locations.
- To encourage development which does not intrude upon views of the coast.
- To recognise hedgerows and established exotic vegetation as an important element of the coastal landscape.

DESIGN AND DEVELOPMENT OVERLAY (DDO8)

The DDO is provided to identify areas which are affected by specific requirements relating to the design and built form of new development.

A permit is required under the DDO to construct a building or carry out works in accordance with any requirements in the schedule to the DDO and to subdivide the land.

SCHEDULE 8 TO THE DESIGN & DEVELOPMENT OVERLAY

Schedule 8 to the DDO provides specific design and development objectives for development on the land. The design objectives include:

Village Character

- To ensure that the Norfolk Island Pines along Pertobe Road remain as the dominant landscape feature in the area.
- To ensure that development reduces in size away from the new hotel proposed as part of the Port Warrnambool Development.
- To ensure that development is not visible above the dunes from the beach.
- To ensure that new development includes features that enhance the appearance of the Warrnambool foreshore and environs, or contribute to the areas character or sense of identity.
- To ensure that special attention is given to the facades of buildings that are visible from the South Warrnambool Wetlands and Breakwater Road.

Site Layout and Building Envelope

- To ensure that buildings are appropriately setback from sensitive environmental boundaries and street frontages.

HERITAGE OVERLAY (HO8)

The purpose of the HO is to:

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

The HO primarily relates to the concrete breakwater and the timber viaduct. These are listed on the Victorian Heritage Register. The breakwater is significant as “one of the most important maritime engineering projects in Victoria in the late nineteenth century”.⁶

⁶Victorian Heritage Database, Warrnambool Breakwater, Viaduct and Harbour – H2124

3.3.3. AREAS OF ABORIGINAL CULTURAL HERITAGE SENSITIVITY

The precinct, much like the majority of the Warrnambool coast line, is within one or more areas of cultural heritage sensitivity as described in the Aboriginal Heritage Regulations 2007. This may trigger the need for a Cultural Heritage Management Plan (CHMP) in relation to proposed activities within the precinct.

Places of Aboriginal significance are protected under the Aboriginal Heritage Act 2006 and it is important that culturally significant sites are identified and protected against inappropriate use and development⁷.

However, given that majority of the land is reclaimed land post introduction of the Breakwater and Viaduct Road, it may somewhat negate the need for a CHMP.

FIGURE 7 AREAS OF ABORIGINAL CULTURAL SENSITIVITY



Source: Source: Victorian State Government, Environment, Land, Water and Planning, Planning Maps Online, 2015

⁷Warrnambool Coastal Management Plan, 2013

3.3.4. NATIVE VEGETATION

CLAUSE 52.17

Clause 52.17 of the Warrnambool Planning Scheme sets out the requirement for a planning permit for the removal of native vegetation. The purpose of Clause 52.17 is:

- To avoid the removal of native vegetation that makes a significant contribution to Victoria's biodiversity.
- Minimise impacts on Victoria's biodiversity from the removal of native vegetation.
- Where native vegetation is permitted to be removed, ensure that an offset is provided in a manner that makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation to be removed.
- To manage native vegetation to minimise land and water degradation.
- To manage native vegetation near buildings to reduce the threat to life and property from bushfire.

3.4. EXISTING KEY USES

ACCOMMODATION

There are two accommodation establishments within the precinct, including the Lady Bay Resort and Quality Suites Deep Blue Hotel and Spa.

Lady Bay Resort includes the following facilities:

- 65 self contained apartments;
- 16 studio rooms;
- Restaurant;
- Conference and events centre.

Quality Suites Deep Blue Hotel and Spa includes:

- 80 studio rooms;
- Restaurant;
- Conference and events centre;
- Day Spa.

The Deep Blue day spa utilises natural geothermal spring water. This facility consists of a geothermal mineral pool, four private hot mineral pool rooms and treatment rooms. Deep Blue plan to expand the day spa facility on undeveloped excess private land (discussed further in section 3.6).

HORSE TRAINING

Horse training within Lady Bay is a unique activity to the precinct and to regional Victoria. Currently Wednesday and Friday are the key days for training Horses, typically between dawn and 10.00am and including up to 100 horses over this time. Occasionally, some will train until 10am.

Six different trainers use the Lady bay area, which is a vital asset for their training needs. Lady Bay is a very suitable site due to good access and slope and sand conditions. The trainers hold a permit to train the horses.

Horse training also provides a spectacle and a point of interest. People often watch the horses train from the Pavilion Café and Bar.

BOAT LAUNCHING

Although not within the site boundary of this study, the precinct is nonetheless heavily utilised for boating activity. The area is used by both commercial and recreational vessels. The car park at the southern end of the precinct is heavily utilised by long vehicles including cars with boat trailers.

ACTIVE RECREATION

The precinct is used for active recreation, including walking, jogging, cycling, swimming and skateboarding. The skate park located adjacent to the Lady Bay Resort is a heavily utilised community asset, particularly for youth.

PASSIVE RECREATION

The precinct is used for passive recreation including sightseeing, sitting and relaxing. Infrastructure such as public bench seats and tables are heavily utilised during the peak visitation periods.

PRIVATE RESIDENCES

There are a number of private residences adjacent to the Deep Blue Hotel. Some are also utilised as self contained rental accommodation.

ANNUAL ROTARY CLUB HOLE IN ONE COMPETITION

The Warrnambool Rotary Club use the open grassed area adjacent to the skate park for an annual fundraiser hole in one golf competition. The competition raises approximately \$30,000 for the Rotary Club each year.

YACHT CLUB

The Yacht Club is located adjacent to the foreshore Pavilion. It is a small but active sailing club, sailing most Saturdays from October through to Easter. The club also has club facilities located within the Pavilion.

3.5. PROPOSED DEVELOPMENTS

There are existing informal proposals for development within the precinct. Below provides a summary of the existing proposals. Information has been sourced through consultation with key stakeholders.

EXPANSION OF QUALITY SUITES DEEP BLUE SPA COMPLEX

Deep Blue Hotel and Spa is proposing to expand their current spa facility to their currently undeveloped freehold land. The proposal is broken into two stages:

- Stage 1 is development of a natural geothermal spa facility on their freehold land. As a part of the development the landowner is seeking to utilise a portion of Crown Land adjacent to the facility for car parking to service the facility.
- Stage 2 involves an expansion of the hotel facility to include additional guest rooms as well as expansion of the restaurant within the Hotel.

It is envisioned that the expanded spa facility would have capacity for up to 250 people per day. The capital cost of stage one is in the order of \$1 - \$2 million.

HELICOPTER TOURS

A proposal to operate helicopter tours from the precinct has been put forward. The operation of helicopters would require the establishment of a landing pad. One helicopter would operate from the precinct and tours would primarily be conducted from December to April, depending on demand. The proposed helicopter is a Robinson 44, which can accommodate 3 passengers and a pilot. The helicopter would be based out of Warrnambool airport.

Formal access to the precinct is required in order for the helicopter tours to operate. Approximately 30 to 50 square metres of space would be required for the establishment of a landing pad. No servicing is required (i.e. water or electricity).

EXPANSION OF PAVILION CAFÉ AND BAR

Expansion of the Pavilion Café and Bar has been proposed as a future consideration. The pavilion would expand to the rear of the facility into the lawn area behind the pavilion. The proposed expansion would incorporate a two storey building with storage and servicing at the lower level and a function/event space at the upper level.

OTHER APPLICATIONS

Anecdotally, there was an application put forward two to three years ago for the establishment of a jet-ski business in the foreshore area.

4. SITE ANALYSIS

This section of the report provides a spatial analysis of the key elements of the Precinct, including commentary and analysis. The site analysis plan is shown on the following page. The key elements of the site analysis are summarised below.

ACTIVITY NODES

There are two key activity nodes within the precinct. These include the *Accommodation Activity Node*, consisting of the key accommodation establishments (Lady Bay Resort and Quality Suites Deep Blue) and the *Breakwater Activity Node* (Breakwater, boat ramp and pavilion café and bar). These activity nodes frame the precinct to the north and the south.

MOVEMENT NETWORK

The movement network is restricted to the perimeters of the precinct via Viaduct Road and the foreshore promenade. On the west side of the precinct, Viaduct Road provides vehicle access to the precinct via a two way concealed bitumen road. Adjacent to Viaduct Road is a sealed shared concrete pathway and wooden boardwalk for pedestrian access. Bicycle lanes are provided on road. Viaduct Road is heavily utilised by long vehicles, including cars towing boats. This is the only point for vehicle access to the precinct.

The foreshore promenade provides pedestrian and cycling access along the eastern boundary of the precinct.

PATHS & SHARED TRAILS

The key trails and paths in the precinct include:

- The foreshore promenade shared trail. The foreshore promenade is a heavily utilised trail. Counters in March/April of 2008 recorded average weekly use of 5476 people, translating to a minimum of 285,000 users per annum⁸. This is likely highly underestimated due to the counters being conducted out of peak season. In 2008 Council investigated widening the promenade between the Yacht Club and Surf Life Saving Club in response to congestion and user safety concerns.
- Viaduct Road shared trail, which is a part concrete and part wooden boardwalk two-way path.
- The Pickering Point Trail, although outside the study area, feeds into the precinct. This is an elevated boardwalk trail that links the foreshore precinct with Point Ritchie.
- A pedestrian path that links the back of Deep Blue with the Worm Bay car park.
- A pedestrian path linking the Worm Bay car park to the foreshore promenade. Formal beach access is also provided at this point.

CAR PARKING

There are four key locations for car parking within the precinct, these include the Worm Bay car park, Lady Bay resort car park, the Breakwater Activity Node car park and the Viaduct Road car park. There are approximately 363 public car parks within the precinct, including standard car parks and long vehicle car parks.

Anecdotally, the car parks are heavily utilised, particularly during holidays and the summer months and car parking is often at capacity.

⁸ Statistics provided by Warrnambool City Council via Barwon South West Regional Trails Master Plan 2009-2019 – Attachments Report



LEGEND

-  STUDY AREA BOUNDARY
-  KEY ACTIVITY NODES
-  KEY DIRECTIONAL MOVEMENT
-  CAR PARKING NODE
-  COASTAL DUNE SCRUB MODIFIED
-  COASTAL DUNE SCRUB
-  TRAIL / PATH
-  ROAD
-  BUILDING
-  LADY BAY RESORT
-  QUALITY SUITES DEEP BLUE
-  KEY VIEWS
-  HIGH EXPOSURE AREAS
-  MAIN SERVICES LINE (WATER, POWER)

EXISTING SITUATION ANALYSIS

VEGETATION

Vegetation within the precinct is located between Viaduct Road, the foreshore promenade and both activity nodes. It consists primarily of Coastal Dune Scrub and Modified Coastal Dune Scrub.

KEY VIEWS

The precinct contains a magnitude and variety of key views. The following are a list of the key views shown on the physical site analysis map that affect the precinct:

- Views from accommodation establishments over the foreshore precinct and over the Warrnambool coastline;
- Glimpses of the ocean from the bend of Viaduct Road;
- Views to the foreshore precinct and Warrnambool coastline from the Pickering Point Trail;
- Views from Viaduct Road to Middle Island;
- Views from the beach toward the foreshore and breakwater;
- Views from the *Breakwater Activity Node* to the coastline, breakwater and middle island;
- Ocean views and Middle Island views from the former aquarium domes; and
- Views to the precinct from further east down the Warrnambool coast line.

EXPOSURE

Many areas within the precinct are highly exposed to the natural elements including wind, sea spray and wave action. The precinct is also exposed to prevailing south westerly winds.

QUALITY OF EXISTING INFRASTRUCTURE

Much of the existing infrastructure is relatively new and is of high quality. The infrastructure associated with the foreshore pavilion is of high quality and aesthetic value, paying respect to the unique coastal environment. The prominent and most used shared paths are concealed and of good quality. Older street furniture exists in the precinct which could be upgraded to a contemporary, high quality standard.

BUILT FORM

The primary built form within the precinct is concentrated within the Mixed Use Zone and in the Pavilion Café and Bar precinct. The built form typologies vary considerably between the two.

The mixed use precinct is typically characterised by higher density hotel, townhouse and apartment development, typically ranging between 3 and 7 storeys. This area includes open bitumen car parking and above ground car parking (Deep Blue Hotel & Spa). The hotel development in this area is quite internalised. Lady Bay Resort has the largest amount of exposure from Viaduct Road.

Lady Bay Resort incorporates a pastel colour palette typical of many seaside developments, including light blues, aqua and cream.

Deep Blue Hotel is typically brown and beige with off-white trim. A red spire atop the building is a recognised point of reference within the precinct.

Vegetation within the precinct softens the appearance of the built form, particularly from the south.

The other key building in the precinct is the Pavilion Café and Bar. This is a recent addition to the foreshore. Designed by Perkins Architects, the Pavilion is a two storey building incorporating various uses including a café and bar, community space and facilities to accommodate the yacht club, coast guards and fisheries. The building is primarily constructed of a combination of timber, concrete and glass to respond to the unique coastal environment.

SERVICES

Wannon Water has water assets in the precinct. Water pipe runs from Pertobe Road alongside Viaduct Road, connecting the amenities block at the Pickering Point trail entry and the Pavilion to water. The water pipe terminates at the Pavilion.

Powercor is the referral authority for electrical assets in the precinct. The precinct contains both high voltage cable and low voltage cable. High voltage cable runs from Pertobe Road alongside Viaduct Road to the Pavilion hub. High voltage cable also services the accommodation establishments.

Gas pipeline infrastructure is confined to the northern end of the precinct, servicing the accommodation establishments and private dwellings.

SIGNAGE

There is limited way finding and interpretive signage throughout the precinct. However, the signage that is within the precinct is generally of poor quality.





VIEW FROM PICKERING POINT TRAIL



APPROXIMATE PROPOSED STAGE
1 AREA OF DEEP BLUE SPA
DEVELOPMENT



APPROXIMATE LOCATION OF
HELICOPTER LANDING PAD



HORSE TRAINING IN LADY BAY BAY



MIDDLE ISLAND INTERPRETIVE
SIGNAGE AT PICKERING POINT TRAIL
START



VIADUCT RD BOARDWALK / SHARED
PATH



DIFFERENT STREET FURNITURE STYLES



OPEN GRASSED AREA FOR 'HOLE IN
ONE' COMPETITION ADJACENT TO
SKATE PARK

5. ISSUES & OPPORTUNITIES

This section of the report provides an assessment of the issues and opportunities in relation to the Precinct. This section has been prepared in review of relevant information, site visit and consultations. A spatial analysis of the issues and opportunities is included on page 32. The key Precinct issues and opportunities are summarised as follows.

5.1. ISSUES

ACCESS & PARKING

- Viaduct Road is the only point of access for vehicles. This creates conflicts when the triathlon is held due to limited access for boat users and limited ability for people to access the car park to use the pavilion café and bar.
- Parking is at capacity, particularly in peak summer periods. Cars currently park informally on grassy verges in Worm Bay Car Park. However, in the off-peak there is ample car parking available.
- Informal access to the beach is eroding the dunes.
- There is a bottleneck at entry to the car park adjacent to the Pavilion Café and Bar. Trucks and cars can't pass at the same time, creating a safety issue.

INFRASTRUCTURE & SERVICES

- There is currently no water tap servicing the horse trailer car park area. A tap is required to wash down horses and the car park after horse training.
- Recreational infrastructure is at a premium, particularly in the summer periods. This includes the promenade foreshore path, seating and open space.

- There are potential sewer pump capacity issues with Pavilion Café and Bar, which may require the installation of a sewer store to increase the capacity of the pump (particularly if the Pavilion capacity is expanded).
- There are no public toilets servicing the skate park area. Skate park users have a tendency to use the Lady Bay Resort toilets with reported cases of vandalism.

SIGNAGE

- There is limited way-finding and interpretive signage throughout the precinct, and much of the existing signage is outdated.

PATHWAYS

- Limited connections through the precinct. Connections are limited to the perimeters of the precinct.

SAFETY

- There is no pedestrian crossing linking the Viaduct Road pathway with Pickering Point trail.
- Hoons use Viaduct Road at night. Currently there are limited traffic calming measures such as speed bumps.
- Storm surge issues, particularly along exposed areas such as the Breakwater and Viaduct Road.
- The former aquarium domes pose a potential safety issue for people and children climbing on them.

OTHER

- There is the potential for conflicts to be generated between helicopter use and sensitive land uses. This would need to be controlled through permit conditions if introduced.

- There is vermin and rodent issues associated with expansive vegetated area throughout the precinct.
- There is a need to establish formal use agreements in order to minimise conflicting precinct uses.

5.2. OPPORTUNITIES

TRANSPORT & PARKING

- Potential for new road access through precinct to create a secondary vehicle access point to increase the range of uses and limit conflicts.
- Potential to increase car parking capacity in strategic locations where appropriate.
- Potential to introduce car parking timing regulations in strategic locations.

INFRASTRUCTURE & SERVICES

- Potential to increase sewerage capacity of pavilion through introduction of holding tank to facilitate expansion of the Pavilion facility.
- Provide tap for use by horse trainers to wash down horses and car park post training.

SIGNAGE

- Potential to increase interpretive signage for Middle Island, leveraging from the release of 'oddball'.
- Potential to increase way finding signage for vehicles and pedestrians at strategic locations.

PATHWAYS

- Potential to increase precinct tracks and trails, particularly between activity nodes and existing trail network.

TOURISM DEVELOPMENT OPPORTUNITIES

- Potential to expand the Pavilion Café and Bar to increase seating capacity and/or events, leveraging off current success.
- Potential for the introduction of helicopter tours along the Shipwreck Coast, with the precinct as the key take off / landing point.
- Potential to expand the Deep Blue Hotel spa facility to increase visitation to the precinct.
- Opportunity to incorporate high quality design standards within new developments, reflective of the unique coastal environment and to promote environmentally sustainable design.
- Potential to utilise absolute waterfront land for dining opportunities such as a seafood restaurant.
- Increase opportunities for passive recreation such as the introduction of open grassed areas.
- Increase the opportunity for events to be accommodated within the precinct.
- Leverage off horse swimming training as a unique visitor attraction.
- Increase the opportunity for local farmers and arts and craft markets.
- Opportunity for boutique low scale -high quality accommodation development.

SAFETY

- Increase pedestrian safety through traffic calming measures and pedestrian crossings.



ISSUES & OPPORTUNITIES



PART B. FRAMEWORK PLAN

5.3. OVERVIEW

The Framework Plan provides the basis for considering and determining planning permit applications in the Warrnambool Foreshore Precinct.

Three concept options were prepared for the Precinct which were discussed and agreed with the Project Control Group. A combination of elements from the concept options has formed the basis of the preparation of the Framework Plan.

The Framework Plan creates a simple set of planning considerations and objectives for the precinct.

The Framework Plan includes the following key elements:

1. Land Use Considerations, including open space and recreational uses and commercial and tourism uses.
2. Building locations, including areas considered for built form typologies.
3. Connectivity, including the proposed alignment and role and function of different linkages including tracks and trails and road access.
4. Access and car parking, including location of car parking, expanded car parking and access.
5. Areas of vegetation to be generally retained.
6. Signage, including way-finding and interpretive signage.
7. Design guidance, including preferred building heights, materials and colours.

The Framework Plan is provided on the following page.



5.4. LAND USE CONSIDERATIONS

The following provides a summary of the considerations for the main land uses in the Warrnambool Foreshore Precinct and how they should be considered during the planning process. There are some specific economic development opportunities for the Precinct that may be supported in principle with careful management of siting and design of buildings as outlined below.

OPEN SPACE & RECREATIONAL USES

The Warrnambool Foreshore Precinct is a popular area for recreation both for locals and visitors. Enhancing and respecting the recreational nature of the precinct is a key consideration.

The recreational aspect of the precinct is characterised primarily by tracks and trails for walking and cycling, a skate park and water and boating activities. Currently, there is limited opportunity for more passive forms of recreation including relaxing, sunbathing and picnics through provision of appropriate open space.

Given the foreshore beach has a tendency to be inundated with sea weed, there is limited opportunity for passive recreation to take place on the beach.

There is opportunity to increase both passive and active recreational opportunities in the Precinct through new tracks and trails and open spaces.

Increasing and/or enhancing open spaces will increase the range of activities available to the community and to visitors.

A new north-south and east-west trail connection would provide enhanced connectivity within the precinct as well as provide greater external linkages for active recreation such as walking and cycling.

A new open grassed area set back from the waters edge and protected by vegetation along the foreshore promenade may provide a more sheltered area for picnics, sunbathing, relaxing, informal social gatherings and/or to accommodate events.

TOURISM USES

The Precinct plays an important role within Warrnambool's tourism context. There are various tourism uses that may be suited to the Precinct which would enhance and complement the current tourism characteristics of the Precinct.

The tourism uses in the Precinct enhance and complement the recreational function of the area and regional tourism in Warrnambool. The Lady Bay Hotel and Deep Blue Hotel provide an accommodation node and activity node for visitors to Warrnambool. This node also includes conferencing, dining and a geothermal spa.

The Pavilion café and bar provides the second key point of commercial and tourism activity in the Precinct, providing a food and beverage and function and event space for the community and visitors. The outlook and views from the Pavilion make it a highly unique dining experience.

There is opportunity to build on and enhance the tourism and commercial uses in the Precinct to create more opportunity for the community and visitors to engage with the Precinct in different ways. This includes development of the proposed Geothermal Day Spa facility in conjunction with the Deep Blue Hotel, an expanded pavilion café and restaurant, new eco-accommodation, helicopter tours, watercraft hire/opportunities, restaurant and kiosk/food stalls and event spaces.

The current statutory implications of the proposed uses are shown in Table 1. This shows the proposed use, current zoning, whether the use is possible under the zone and the relevant permit conditions.

In most instances the use will require the preparation of an incorporated plan to be included in a schedule to the zone. This would require this Framework Plan to be progressed and developed into a Masterplan, which could be incorporated into the Warrnambool Planning Scheme.

TABLE 1 CURRENT STATUTORY IMPLICATIONS OF PROPOSED LAND USES

Proposed Use in Framework Plan	Current Zone	Use Possible Under the Zone	Section 1 - Permit Not Required Conditions	Section 2 - Permit Required
Informal Outdoor Recreation e.g. pathways, trails, seating, picnic tables, informal grass areas	PPRZ	Yes	None	N/A
Heliport	PPRZ	Yes	<p>Must be either of the following:</p> <ul style="list-style-type: none"> A use conducted by or on behalf of a public land manager or Parks Victoria under the relevant provisions of the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958, or the Crown Land (Reserves) Act 1978. A use specified in an Incorporated Plan in a schedule to this zone 	If the Section 1 Condition is not met - Must be associated with the public land use and/or satisfy the requirements of Clause 52.15 'Heliport and Helicopter Landing Site'
Accommodation	PPRZ	Yes	<p>Must be either of the following:</p> <ul style="list-style-type: none"> A use conducted by or on behalf of a public land manager or Parks Victoria under the relevant provisions of the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958, or the Crown Land (Reserves) Act 1978. A use specified in an Incorporated Plan in a schedule to this zone 	N/A
Road	PPRZ	Yes	Must meet the requirements of Clause 62.01	N/A

Restaurant	PCRZ	Yes	<p>Must be either of the following:</p> <ul style="list-style-type: none"> • A use conducted by or on behalf of a public land manager or Parks Victoria under the relevant provisions of the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958, or the Crown Land (Reserves) Act 1978. • A use specified in an Incorporated Plan in a schedule to this zone 	N/A
Retail Premises	PPRZ	Yes	<p>Must be either of the following:</p> <ul style="list-style-type: none"> • A use conducted by or on behalf of a public land manager or Parks Victoria under the relevant provisions of the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958, or the Crown Land (Reserves) Act 1978. • A use specified in an Incorporated Plan in a schedule to this zone 	If the Section 1 Condition is not met - Must be associated with the public land use
Trade from a stall, stand, motor vehicle, trailer e.g. kiosk / food truck	PPRZ	Yes	Must meet the requirements of Clause 62.01	N/A
Events	PPRZ	Yes	Where the event has been authorised by the public land manager or by the Council under a local law.	N/A
Car Park	PCRZ	Yes	<p>Must be either of the following:</p> <ul style="list-style-type: none"> • A use conducted by or on behalf of a public land manager or Parks Victoria under the relevant provisions of the Local Government Act 1989, the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Forest Act 1958, the Water Industry Act 1994, the Water Act 1989, the Marine Act 1988, the Port of Melbourne Authority Act 1958, or the Crown Land (Reserves) Act 1978. • A use specified in an Incorporated Plan in a schedule to this zone 	N/A

5.5. BUILDING LOCATIONS

Building locations should be sited in conjunction with existing areas of development and/or in strategic locations without adversely affecting the recreational value of the Precinct.

Currently, the major development is at the northern end of the Precinct and includes the two hotel accommodation establishments the Lady Bay Resort and Deep Blue Resort. The other primary built form location is the Pavilion located to the south east of the Precinct. These locations differ in their function and built form.

There is opportunity to intensify development within these areas in line with current activities and without adversely affecting existing amenity and/or compromising views.

There is further opportunity to introduce discreet, low scale boutique eco-accommodation in the Precinct, to cater for another visitor market and enhance tourism activity in the Precinct. This accommodation could be managed by one of the existing accommodation operators in the Precinct.

5.6. CONNECTIVITY

The Precinct includes a combination of shared pedestrian/cyclist paths and road access, confined primarily to the boundaries of the Precinct.

There is opportunity to increase connectivity within the Precinct through the introduction of new tracks/trails and an alternative road access route.

New trails will increase the connectivity of the precinct both internally and externally and provide for a higher recreational use. A new east west trail or boardwalk would directly link the foreshore promenade with the Pickering Point Trail.

A new shared north-south connection could provide a more direct link from the accommodation node to the Pavilion, while also provide the opportunity for use as an alternative vehicle connection, to be used for specific events and/or in case of emergencies.

5.7. ACCESS & CAR PARKING

Car parking in the precinct is highly utilised, particularly during the peak times of the year. Car parking will need to be sufficient to accommodate increased activity, whilst ensuring it is not the dominant land use of the Precinct.

The proposal for a new geothermal day spa facility will likely increase the demand for short stay car parking. A car parking demand assessment should be undertaken which assesses the likely impact the facility will have on car parking requirements. This can then be used to inform specific development of additional car parking.

Existing car parking nodes can be expanded to provide additional car parking in strategic locations without a significant increase in land take.

Expanded car parking areas could include the Worm Bay Road car park and the Pavilion car park. An expansion of the Worm Bay Road car park on existing grass verges could accommodate approximately an additional 55 car spaces without significant redevelopment. An expanded Pavilion car park to the north could accommodate approximately an additional 50 car spaces.

Expansive areas of open car parking should be avoided through the use of vegetation screens between pockets of car parking.

Further investigation and detailed planning would be required in order to provide more detailed estimates of additional capacity for car parking.

Viaduct Road provides the only vehicle access road to the Precinct. There is opportunity to provide an additional north-south road connection, which provides limited alternate vehicle access. Traffic calming measures such as speed bumps and speed signs should be implemented along Viaduct Road.

5.8. VEGETATION CONSIDERATIONS

The Precinct is characterised by coastal dune scrub and modified coastal dune scrub vegetation on reclaimed land.

Vegetation within the Precinct is an important contributor to the natural characteristics and coastal amenity of the Precinct. Given the land has been reclaimed over time since the introduction of Viaduct Road and the breakwater and consequent dumping of dredge spoil the vegetation largely consists of Coastal Dune Scrub in various degrees of modification with the Coast Tee-tree being locally dominant.

Native vegetation should generally be retained along the Foreshore Promenade, as recommended in the VMP, 2012.

Selective vegetation removal to accommodate the changes proposed in this Framework Plan would be possible, provided that:

- The vegetation is non-indigenous to the local area;
- The vegetation is weeds;
- The vegetation is of poor quality;
- A landscape masterplan showing new plantings, including locations and species is proposed and agreed.

Any development proposing vegetation removal will be subject to Under Clause 52.17 of the Planning Scheme, a permit is required to remove native vegetation. Although coast tea-tree and Sweet Pittosporum is not indigenous to Warrnambool, they are indigenous to Victoria and therefore a planning permit is still required for removal.

Pest and weed management is required in the study area.

5.9. SIGNAGE

Way finding signage and interpretive signage contribute to the amenity and functionality of the precinct for visitors and the community.

Signage is largely lacking in the Precinct and additional signage should be considered that appropriately directs users through the Precinct and provides tourism value through interpretation of the local area.

Way finding signage is required for vehicles and pedestrians. Predominant locations for vehicle way finding signage include locations along Viaduct Road.

Pedestrian directional signage is required at key Precinct entry points on tracks and trails and at key junctions of tracks and trails.

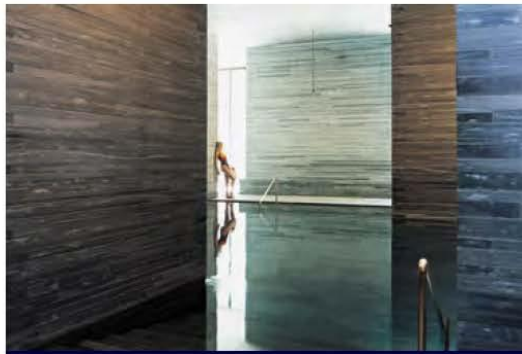
Interesting local stories such as the protection of the Little Penguins on Middle Island by Maremma Dogs and the historical significance of the area, including early European use for recreation and commercial pursuits with the completion of the breakwater in 1890 could be leveraged through interpretive signage.



HOT SPRINGS RESORT - CHINA



HEPBURN SPRINGS BATHHOUSE



THERME VALS, SWITZERLAND



PENINSULA HOT SPRINGS

GEOTHERMAL HOT SPA FACILITY EXAMPLES



GLASS SPA RESORT, CHINA



BEIJING HOT SPRINGS



GEOTHERMAL POOL, VIETNAM

OPEN GRASSED FORESHORE AREA EXAMPLES





ECO ACCOMMODATION, MEXICO

ECO ACCOMMODATION EXAMPLES



RAMADA ECO BEACH ACCOMMODATION, BROOME



6. DESIGN GUIDANCE

This section provides general siting and design principles for development within the Precinct. Refer to the Warrnambool Planning Scheme for relevant overlays and schedules.

6.1. GENERAL SITING & DESIGN PRINCIPLES

Given the coastal location of the precinct, development will need to respond to the *Siting and Design Guidelines for Structures on the Victorian Coast 1998*

The following provides key excerpts from the *Siting & Design Guidelines for Structures on the Victorian Coast*. These guidelines have been used to inform the preparation of the design guidance for the Precinct.

Grouping of Structures

'Where possible, development and structures should be concentrated at particular locations. A multiple-use approach should be adopted, to help avoid overshadowing or blocking of views.'

Urban Infill

'New development in existing settlements should respond to their context and be of an appropriate scale and form.'

Setback from Shoreline

'Structures should be located as far back as practicable from the shoreline.'

Utility Services

'Developments should be sited close and accessible to existing supplies of water and electricity or gas, if required, and to stormwater drains and sewers, where practicable.'

'Innovative, environmentally friendly techniques should be encouraged.'

'All sewerage should be discharged to adjacent sewers or provision made for disposal by an approved method'.

Vehicular Traffic Implications

'Developments should not place undue strains on vehicular traffic in the locality.'

'Local planning authorities should be consulted to determine traffic planning for the area and avoid duplication of car parking facilities or traffic congestion in the adjacent areas.'

'Development should be located to utilise existing roads and car parks.'

'For any major new development projects, strategies catering for increases in traffic and car parking demand must be provided as part of the project. Alternatives to new permanent car parks on the foreshore should be explored.'

'Car parks and roads should be minimised in sensitive coastal environments.'

Pedestrian Accessibility and Open Space Links

'Structures should not impede public access to and along the shoreline except where access control is their primary function.'

'Developments should provide planned and controlled pedestrian access to the shoreline in appropriate locations.'

'Alternative modes of transport such as bicycling and rollerblading should be given access to the foreshore whilst not conflicting with pedestrian flows.'

Materials

'All materials and finishes should be durable in the coastal environment.'

Materials commonly use are:

Timber - Durability varies with species and finish. Generally, the more dense the timber, the greater its durability. Examples of the most durable timbers which are suitable for structures in the water are Red Gum, Jarrah and Tallow wood. For ecological sustainability reasons the use of plantation-grown and recycled timbers is recommended.

The durability of timbers is generally improved by treatment with preservative followed by surface coating. Painting usually gives longer lasting protection than treatment with stains or varnishes. Treatment of timber with preservatives under pressure is particularly effective and CCA treated radiata pine is a durable, commonly available material.

Aluminium - This material has a high durability rating which is increased by anodising. A roof pitch greater than 5 degrees should be used to ensure self-washing. Aluminium window frames are suitable but require regular washing to reduce corrosion.

Galvanised Steel - Particularly susceptible to salt attack and should be painted regularly to prevent rapid corrosion. Increased durability is achieved by using pre-coated products. A roof slope greater than 10 degrees is recommended to achieve self-washing. Regular maintenance, particularly washing, will also improve the performance of this material in coastal areas. The robustness and ease of handling of steel are considerations in the design of public structures, however, allowance should be made for replacement at appropriate intervals.

Compressed Cement Sheeting - Durable in the marine environment, however the thinner sheets are susceptible to impact damage in public areas and may discolour and become brittle with age.

Terracotta Unglazed Tiles - More resistant to salt attack than glazed, with those tiles fired at high temperatures being the most durable.

Concrete - Durable, providing there is adequate cover to all reinforcement to prevent corrosion (in accordance with relevant Codes of Standards Association of Australia). Concrete tiles are durable although fungal growths may cause a change in colour.

Glass - The use of glass on the coast needs special consideration to avoid glare and reflection. As a material it has a most logical use in the coastal environment, but extreme care is needed to ensure that the glass recedes into the landscape, particularly where the sun could be reflected (eastern, northern and western orientations)

Environmental Materials – Ecologically friendly materials such as low embodied energy materials, recycled/recyclable materials and earth construction should be given preference and used wherever appropriate.

Clay bricks, natural stonework and plastic products are all durable and require no special treatment.

6.2. PREFERRED HEIGHTS

The Framework Plan includes a height plan for new development within the Precinct and provides detail on the preferred heights sought to be achieved in the Precinct. The height plan relates to the following key development parcels in the Precinct:

- The Geothermal Day Spa facility adjacent to the Depp Blue Quality Suites;
- The expansion of the Pavilion Café and Bar;
- The potential eco-accommodation precinct; and
- The potential restaurant at the southern end of the Precinct.

6.3. DESIGN OBJECTIVES

- To ensure that all new development responds to the site and surrounding area.
- To maintain the recreational and environmental value of the Warrnambool Foreshore.
- To respect the built form typology of the foreshore.
- To increase passive and active recreation opportunities.
- To provide for appropriate tourism uses and development.
- To improve pedestrian connectivity and circulation.
- To consider the implications on car parking demand from development.
- To promote exemplary design.
- To ensure best practice in terms of sustainability and energy efficiency.

GENERAL SITING AND DESIGN GUIDELINES

- Buildings should be located so as to not adversely impact on the coastal and recreational activities and processes conducted on the site and adjoining land and the long term viability of the Precinct for these activities.
- Appropriate landscaping should be used to reduce the visual impact of the buildings on the landscape.
- Buildings should not be sited on visually exposed ridgelines, unless the visual impact is minimised by using designs and colours that merge with, or compliment the landscape.
- Building setbacks from property boundaries, government and private roads and waterways should be relevant to the scale of the building, the site circumstances, the potential environmental impact and the coastal and environmental activities conducted on site.
- Buildings should be designed to respond to the topography of the land.
- External finishes on buildings should respond to, compliment and/or reflect the colours and textures evident in the natural environment and have a low reflectivity to minimise glare and visual impact.
- Buildings should be designed to exemplary design standards.

ACCESS

- Buildings should be accessible by legal, all weather, and practical access.
- Access driveways should be located to minimise tree removal and land forming.
- Access driveways should follow contours to avoid excessive site works, erosion and sedimentation run off.

6.4. SPECIFIC USE & DEVELOPMENT

6.4.1. DEEP BLUE GEOTHERMAL SPA

The commercial tourism node at the north of the Precinct, coupled with undeveloped private land and existing geothermal water infrastructure provides an opportunity for the further development of a geothermal spa facility.

The Deep Blue Hotel is proposing to develop a geothermal spa facility on an undeveloped land parcel adjacent to the hotel.

There is opportunity for the spa facility to provide views over Lady Bay and the Precinct from a higher vantage point.

The design of the spa facility should respond to the surrounding environment, including adjacent built form, vegetation, views, access ways, car parking, prevailing wind and weather conditions.

A demand assessment for increased car parking should be undertaken with proposal for redevelopment to assess to what extent the facility will require additional car parking. Additional car parking at the Worm Bay Road car park could be provided to service a broad range of visitors and the community whilst also providing capacity to accommodate increased car parking as a result of the development of the spa facility.

Car parking could be regulated by time to ensure use for temporary visitation only.

The spa facility should be designed to exemplary architectural standards, materials and finishes.

DESIGN & SITING OF GEOTHERMAL SPA FACILITY

LOCATION & CONTEXT

- Has a strong relationship to existing facilities.
- Has a connection or promotes an experience linked with the coastal setting / or natural attributes of the location.

BUILT FORM & DESIGN

- Design should consider the established built form character. Exemplary architectural design is encouraged that enhances the existing built form character.
- The height and bulk of the development should respond to the existing built form context and not dominate the landscape.
- Materials will be robust and compatible with an ocean foreshore environment.
- External materials, colours and finishes should be in harmony with the surrounding landscape.
- Colour scheme and selection of materials and finishes should be compatible with the surrounding environment.
- Avoid the use of long blank walls particularly when fronting streets, pedestrian trails or other access areas.

ACCESS

- Primary vehicle access ways should be separate from delivery and loading access.
- The primary access ways should provide a distinct sense of arrival.
- Access should be DDA compliant.

6.4.2. ECO-ACCOMMODATION

The Precinct provides the opportunity for integration of quality, eco-accommodation which leverages off the existing commercial accommodation precinct.

The accommodation would be eco-accommodation, which is sensitive to the surrounding eco-system and showcases the natural setting.

DESIGN & SITING OF ECO ACCOMMODATION

LOCATION & CONTEXT

- Has a strong relationship to existing facilities.
- Has a connection or promotes an experience linked with the coastal setting / or natural attributes of the location.

BUILT FORM & DESIGN

- The siting and design must consider the established character and landscape of the local area.
- The height and bulk of the development should respond to the existing built form context and not dominate the landscape.
- Materials will be robust and compatible with an ocean foreshore environment.
- External materials, colours and finishes should be in harmony with the surrounding landscape.
- Colour scheme and selection of materials and finishes should be compatible with the surrounding environment.
- Glass reflection to be tempered using vision screens.
- Exterior lighting will be limited to low watt, site specific lighting (neon advertising, exterior neon lighting or flashing illumination will not be permitted).
- Car parking areas are to be located within or adjacent to the Deep Blue / Lady Bay complex.

ACCESS

- Vehicle access should be provided from existing access ways.

6.4.3. PAVILION CAFÉ & BAR

The Pavilion Café and Bar provides a highly complementary and utilised facility for the Precinct. The existing Pavilion operation can be expanded to include greater capacity for events and a restaurant.

An expanded Pavilion should have regard to the existing character and landscape of the area.

An increase in the capacity of the Pavilion will likely coincide with an increase in the number of people utilising the facility as well as the hours of utilisation. Therefore, resultant noise and car parking demand from increased activity will need to be considered.

The scale of the expanded facility should take account of:

- Target markets;
- Ability for the expansion to fill a gap in the market in terms of function capacity and/or dining experience.

DESIGN & SITING OF EXPANDED PAVILION CAFÉ & BAR

LOCATION & CONTEXT

- Is co-located with existing facility and is an extension of the existing facility.
- Is extended to the west of the existing Pavilion.
- Takes advantage of key views.

BUILT FORM & DESIGN

- The selected construction materials and colour scheme are compatible with the existing Pavilion and surrounding landscape.

- Materials will be robust and compatible with an ocean foreshore environment.
- The height, bulk and appearance of the development is consistent with the height, bulk and appearance of the existing Pavilion.
- Exterior lighting will be limited to low watt, site specific lighting (neon advertising, exterior neon lighting or flashing illumination will not be permitted).
- Utilities, including bin storage, delivery service areas and air conditioning plants, will be screened and will not be visible from the public domain.
- Effluent from food preparation areas, kitchens and ablutions will not enter the waterway or affect the foreshore.
- The proposal will not detract from the established amenity of the Precinct.
- The design will maximise views.
- External materials, colours and finishes are required to sit in harmony with the surrounding landscape.
- A secondary entrance should be established to delineate restaurant/café/bar from function areas and provide a sense of arrival.
- Prevailing winds should be considered in siting and orientation of design.

ACCESS

- Access for deliveries must be considered in site layout and design.
- Access should be DDA compliant.

6.4.4. SOUTHERN POINT RESTAURANT

The southern most point of the Precinct may provide for the future opportunity for a quality waterfront dining experience.

The design of a proposed restaurant must have regard to the established character and landscape of the area.

DESIGN & SITING OF SOUTHERN POINT RESTAURANT

LOCATION & CONTEXT

- Provides outlook over the Southern Ocean;
- May be co-located with a viewing platform /interpretive area for Middle Island;
- Should be adequately set back from the coastal edge to account for wave action and potential storm surge;
- Essential services including water, sewerage, and electricity are available.
- The proposal will not detract from the established amenity of the adjacent locality.

DESIGN & BUILT FORM

- The selected construction materials and colour scheme are compatible with the surrounding landscape.
- Materials will be robust and compatible with an ocean foreshore environment.
- The height, bulk or appearance of the development will not dominate the landscape.
- Exterior lighting will be limited to low watt, site specific lighting (neon advertising, exterior neon lighting or flashing illumination will not be permitted).
- Utilities, including bin storage, delivery service areas and air conditioning plants, will be screened and will not be visible from the public domain.

- Effluent from food preparation areas, kitchens and ablutions will not enter the waterway or affect the foreshore.
- Foods, goods, waste, cleaning products and chemicals are properly stored and contained within the facility.

ACCESS

- Access for deliveries must be considered.
- Access should be DDA compliant.

7. IMPLEMENTATION

The future development of the Warrnambool Foreshore Precinct will require agreement and co-ordination between State and Local Government, private landowners, Precinct stakeholders, business operators and the wider community.

7.1. NEXT STEPS

This Framework Plan provides a long term possible vision for the Precinct. It will be important that planning decisions, development and investment have regard to the Framework Plan set out in this document.

STATUTORY ACTIONS

Many of the recommendations in this Framework Plan will require further investigation and consultation. In order for many of the proposed land uses to progress a plan would need to be incorporated into the Warrnambool Planning Scheme.

It is recommended that a Masterplan for the Precinct is prepared, which includes relevant State and Local Government, stakeholder and community consultation approval, with the aim of including this plan as an Incorporated Plan in the Planning Scheme.

NON-STATUTORY ACTIONS

Early development stakeholders such as the Deep Blue will need to consider the recommendations in this Framework Plan and how development will contribute to ensuring the future sustainability and vibrancy of the Precinct as a recreational and tourism hub.

The proposed Deep Blue Spa Facility will need a car parking demand assessment to assess the extent to which the facility will generate demand for additional car parking. This should take account of various factors, including:

- Estimated visitation;
- The number of users staying in the hotel using the spa;
- Mode of transport i.e. visitors by bus will not require car parking;
- Short stay nature of day spa visitors;
- Likely size of groups of visitors;
- Times of visitation (including time of day and time of year);

This will provide a first step in assessing the demand for additional car parking, which can be used as the basis for robust planning in relation to provision of additional parking off site and for formal agreements between relevant parties.

FUNDING OPPORTUNITIES

The Deep Blue Geothermal Spa proposal has recently received grant funding from the Federal Government, which will contribute to the development of the facility.

Other funding opportunities include the Regional Development Victoria Regional Infrastructure Fund, for funding of tourism projects. Projects which could be considered for funding include tracks and trails, geothermal spa facility and eco-accommodation.

8. ADDENDUM TO REPORT

8.1. INTRODUCTION

Since the finalisation of this draft report in 2016, there has been a proposal by Warrnambool Racing Club for development of a temporary horse sand training track within the Foreshore area and within the boundary of the site of the proposed Framework Plan. Currently horses swim within the Lady Bay area, typically between dawn and 10am and a proposal has been put forward to develop a sand track on the Foreshore to allow horses to canter and run around a sand track on the Foreshore.

Urban Enterprise was requested to include an addendum to the report to provide initial details of the proposal so that it can be reasonably considered. This section includes the current details of the proposal as well as initial considerations of the proposal.

8.2. PROPOSAL DETAILS

The proposal is to develop a six metre wide fenced sand track of 700 metre circumference, used for the training of thoroughbred race horses, with formalised horse access to the beach for swimming and wading in water. An indicative concept for the proposal is provided on page 53, prepared by Dalton Consulting Engineers. Key components include:

- The proposed material for the sand track fence has not yet been specified, however it is proposed to use a material that is environmentally friendly and aesthetically pleasing.
- Extension of the existing car park, located to the north of the Pavilion. The expanded car park includes approximately 52 additional car spaces.

- Development of an observation deck, located adjacent to the foreshore promenade, for tourists and locals to view the horses as they train on the sand track and swim in the bay. Specific design details of the observation deck are not yet known, including the height and materials.
- Direct beach access for horses from the sand track;
- Hours of training to typically occur between dawn and 10am, seven days a week.

The proposal is temporary in nature with a lifespan of five years only. It is assumed that the proposal would be subject to a lease agreement, most likely with the Warrnambool Racing Club. The five-year lease would commence on completion of construction and terminate after five years, at which point Warrnambool Racing Club would be required to remediate the site.

The development would be entirely funded by Warrnambool Racing Club, at no cost to Council. This includes estimated total development cost of \$700,000, including approximately \$400,000 for construction of the car park, \$100,000 for construction of the track, \$50,000 for construction of the track fence, \$100,000 for construction of the observation deck and \$50,000 for new access and walk ways.

At the end of the five year lease, the car park infrastructure would remain, as would the observation deck and walkways, with all other development to be removed by the lessee.

Construction of the track and associated improvements is estimated to take approximately 2 months, with remediation of the site at the end of the five year period estimated at 1 month.

Warrnambool Racing Club would ideally like to commence the project by June 2017.

8.3. CONSIDERATIONS

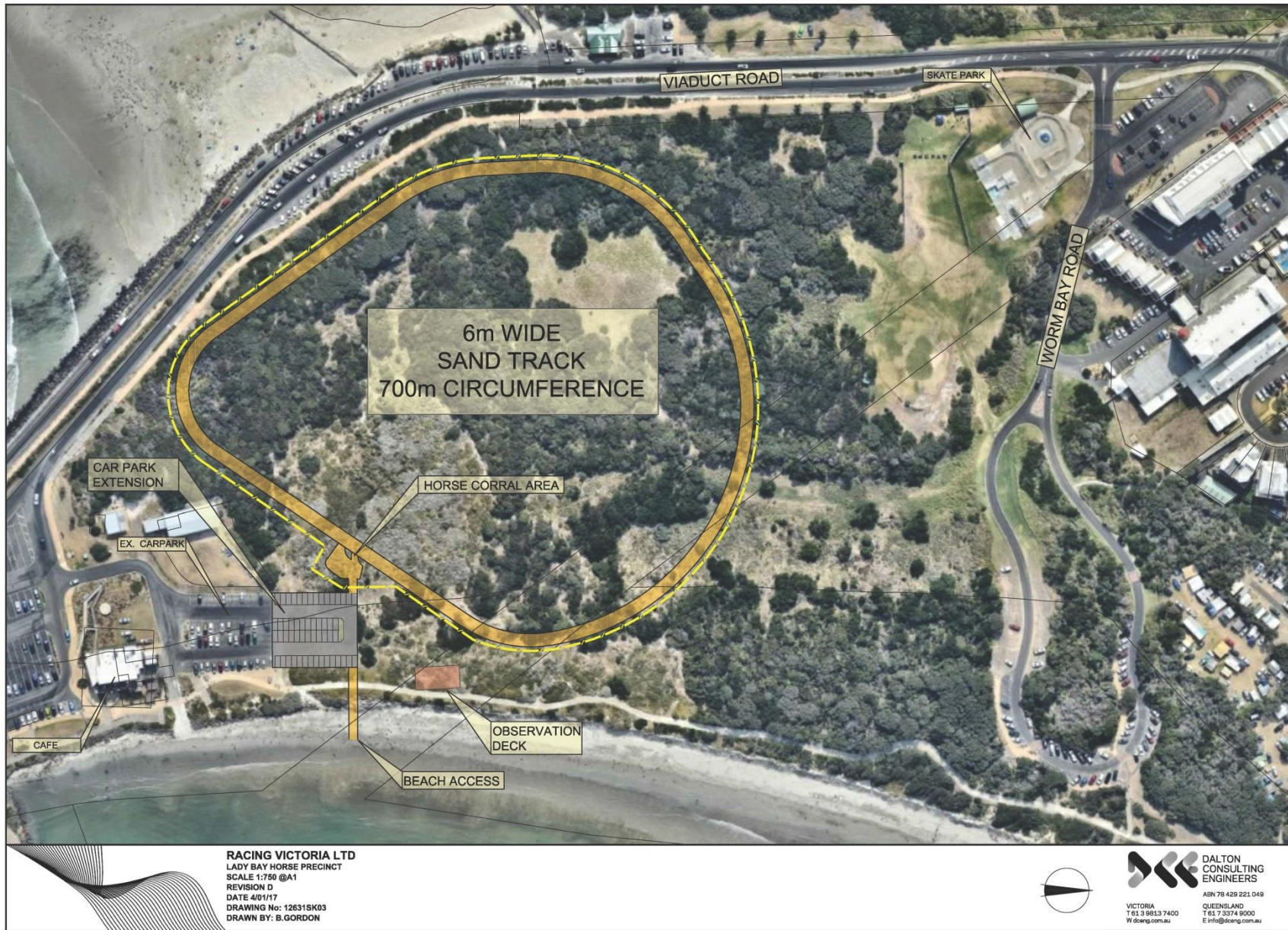
The development and operation of the horse training sand track on the foreshore raises a number of issues:

- **Suitability of a Horse Training Track on Warrnambool Foreshore** – the suitability of the location of the proposal in the Foreshore area would require thorough consideration, including impact on foreshore activity, pedestrian amenity, the environment and car parking demand.
- **Environmental impact** – The nature of the environmental impact of the proposal is not yet known. An environmental impact assessment would be required to determine the likely effects the proposal would have on the natural environment, both through construction and operation.
- **Short term impact on the proposed Framework Plan** – The proposal for the sand track conflicts with proposals identified in the Framework Plan as outlined in this report. These include the proposals for:
 - A helicopter tours landing pad;
 - A new shared path/alternate road link;
 - Open space / foreshore lawn area; and
 - Proposed pedestrian paths.

Development of the above proposals could not occur in the locations identified in the Framework Plan whilst the sand training track is in existence. The proposals could be developed once the sand training track was removed. It may be possible to identify alternative locations for some or all the proposals but this would require reconsideration of the Framework Plan.

However, the proposal does include an expansion of the car park, located north of the Pavilion, which aligns with the proposed car park expansion included in the Framework Plan. This car park would be developed at no-cost to Council and would remain a Council asset at the end of the five-year lease period. This would be a significant benefit to the Council and the community.

- **Economic Development** – The proposal would likely deliver economic benefits to Warrnambool through direct and indirect economic impact during the construction and operational phase of the track. Presumably, there would be economic benefits for the horse racing industry in Warrnambool, although these have not been quantified. There may also be additional tourism benefits to Warrnambool and the wider precinct through attracting additional tourists to the precinct to view horses training.
- **Temporary Use Only** – According to Warrnambool Racing Club the proposal is temporary in nature. i.e. it would have a lifespan of five years. There has been no discussion or proposal for ensuring the five-year time limit is adhered to.



Drawing File: G:\Users\m110001\Documents\2017\Lady Bay Horse Precinct\Warrnambool\Warrnambool.dwg
Date/Time: Wed Jan 04, 2017 11:50pm -BGP

RACING VICTORIA LTD
 LADY BAY HORSE PRECINCT
 SCALE 1:750 @A1
 REVISION D
 DATE 4/01/17
 DRAWING No: 12631SK03
 DRAWN BY: B.GORDON



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5.7 REID OVAL DEVELOPMENT PLAN

Cr. Neoh declared an interest and left the meeting at 6.30pm.

PURPOSE

The purpose of this report is to present the Reid Oval Development Plan to Council for endorsement.

EXECUTIVE SUMMARY

- Stage 1 of the Redevelopment of Reid Oval was completed in 2015.
- Council provided \$30,000 towards the Reid Oval Development Plan in 2015/16 to determine the priorities for future improvement works.
- The draft plan was presented to Council, and exhibited for public feedback in September 2016 with sixty-four submissions received.
- The submissions demonstrated broad agreement with the vision and key infrastructure priorities.
- The Development Plan identifies that Reid Oval be recognised as the premier regional outdoor sports ground for Warrnambool and the Great South Coast.
- The Plan identifies six key infrastructure priorities in three stages for development:
 - Reid Oval playing surface upgrade
 - Playing surface lighting upgrades
 - Player and umpire amenity upgrades
 - Improved spectator amenities
 - Improved cricket training facilities
 - State/Regional Sporting Association offices.
- The proposed priority improvements are valued at \$6.81m.
- Facility standards and management of use are key considerations for the implementation of the Development Plan.
- Funding for the construction of the project could be sought in a couple of ways, and the amount achieved will determine what the local contribution (from Council and local stakeholders) would be and the extent to which the project would need to be staged.
- Funding of \$100,000 is required to progress the design phase in 2017/18.

MOVED: CR. HERBERT
SECONDED: CR. HULIN

1. **That Council endorses the Reid Oval Development Plan to guide the site over the next ten years and given its importance, that Council makes it a priority to obtain the funding to complete the planned works within 5 years.**
2. **That Council endorses Reid Oval as the Premier Regional Outdoor Sports Ground for Warrnambool.**
3. **That a Council allocation of \$100,000 to commence the project design process is referred to Council's 2017/18 budget for consideration.**
4. **That Council actively lobbies Government for funding for the project.**

CARRIED – 6:0

BACKGROUND

Reid Oval, part of the Albert Park Reserve, is Crown Land managed by Council. It is one of fourteen recreation reserves that Council manages. It is the only reserve that Council has identified as a Strategic Priority Project for major redevelopment.

It is currently used for AFL, cricket, netball, some school use, and is the home of the Warrnambool and District Umpires Association.

The winter season is the time of greatest demand (approximately 29 hours weekly use), with the 2016 winter season schedule summarised below:

Monday	East Warrnambool Football Netball Club Senior and Junior team training
Tuesday	Warrnambool Football Netball Club Senior and Junior team training
Wednesday	East Warrnambool Football Netball Club Senior and Junior team training
Thursday	Warrnambool Football Netball Club Senior and Junior team training
Friday	Warrnambool Football Netball Club Auskick
Saturdays	Hampden Football Netball League or Warrnambool and District Football Netball League competition
Sundays	Hampden Junior Football Netball League competition

There is also some school use over this period. The Football Umpires are based at the Oval but do not use the ground for training.

The summer season has much less use (approximately 15 hours), with Nestles Cricket Club the tenant for training and competition. It should be noted that preseason football training has been limited this year, following discussions with user groups, to assist in reducing wear on the ground prior to the winter season. Both football clubs were approved one night a week only.

The first stage of the Oval's redevelopment, informed by recommendations from the Reserve Master Plan completed in 2003 and feedback from the Reid Oval User Groups¹ (ROUG) was completed in 2015. The project was valued at \$720,000 and included contributions from Council, the Victorian Government, local Philanthropic Trusts and the ROUG (including significant in kind labour from the Warrnambool Football Netball Club).

The first stage project components included:

- New multipurpose netball pavilion.
- Electrical connections including communications.
- Plumbing connections including gas, water and sewer.
- New training standard netball court lighting.
- Civil works including road realignment and netball court run off extension to comply with Netball Australia venue standards.
- Supply and installation of an electronic scoreboard.

Concerns were raised by the ROUG and other stakeholders regarding the condition of the oval playing surface in 2015, and they sought advice and direction from Council about the next step or stage in the implementing the overall redevelopment project.

Council provided \$30,000 in its 2015/16 budget for the Reid Oval Development Plan.

THE DEVELOPMENT PLAN

The Development Plan (DP) guides the development of the site over the next ten years and outlines the improvements to be undertaken and their indicative costs.

In assessing Reid Oval's future needs, the intent of the project 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.

Process and Consultation

The process to develop the DP built on previous community and stakeholder consultation to ensure improvement proposals reflect current and future community needs, and respond to peak sporting body facility requirements and standards.

The key steps in the project's stakeholder engagement process is summarised below:

- Council commenced the stakeholder engagement with a project inception meeting with the ROUG in December 2015.
- Inception meeting with key sport stakeholders - AFL Western District, AFL Victoria, Cricket Victoria and insideEDGE Sport and Leisure Planning – in March 2016.
- Council, sport and user group workshop at Reid Oval (including presentations from turf specialists Peter Frewin (Australia Golf Course Superintendents Association contracted to provided turf advice to the AFL), and Les Burdett (National and International consultant in turf wicket curation). Thirty representatives attended in May 2016.
- Draft plan presented to Council and exhibited for public feedback with sixty-four submissions received – September 2016
- Meeting with the Warrnambool and District Football Umpires Association (WDFUA) to discuss its feedback on the draft plan in November 2016.
- Amendments made and final plan issued in January 2017.

The stakeholder and community feedback achieves broad agreement with the vision and six key infrastructure priorities. A summary of the minor amendments made to the draft plan includes:

- Allowance for a Reserve electrical upgrade (\$100,000) included in Stage 2.
- Increase to standard for playing surface and lighting (\$350,000) in Stage 2.
- Rewording of option 4.5 to reflect feedback from meeting with the WDFUA.
- Further information included for Strategic and Sport Development Considerations (facility standards, management and level of use and female friendly facility provision).

Findings and Recommendations

The vision and purpose for Reid Oval is that it will be recognised as the premier regional outdoor sports ground that provides sport and recreation opportunities for Warrnambool and surrounding Great South Coast community.

The consultation process identified 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.

The DP includes three staged options that can be delivered stand-alone or in unison (based on funding availability). A summary of options is provided below:

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
Total		\$6.81 million

Seven actions have been identified in addition to the priority development options that will need to be undertaken in conjunction with the Development Plan to ensure that facilities provided at Reid Oval are managed and maintained to meet standards.

A copy of the final Development Plan is attached – refer **Appendix A**.

Facility Standards

Over the past ten years the major State Sporting Associations (AFL, Cricket, Netball, Tennis and Soccer) have developed standards for the provision and development of appropriate facilities for their sports venues. The facility standards for AFL and cricket are very similar given that the sports predominantly share the same facilities. Therefore for the purpose of the DP, AFL Preferred facility standards are specified (unless otherwise stated). The AFL facility hierarchy includes State, Regional and Local level standards, and provide direction for the development of new facilities and/or those being considered for major refurbishment or redevelopment.

Throughout the preparation of the DP, reference has been made to Reid Oval being developed to a higher than regional standard.

State Level AFL standards have been applied to the proposed priority improvements including the playing surface, lighting and player interchange benches. Other improvements, particularly the proposed new change rooms and pavilion, are based on achieving regional standards, as this will best suit the vast majority of likely use. Where a State Level facility is required, for example to host an AFL practice match, the higher standard facilities can be achieved through temporary or bumped-in infrastructure. This approach reflects advice from the AFL following an inspection of Reid Oval in 2015 for a prospective AFL pre-season match.

The likelihood of a regional venue receiving an AFL pre-season match is approximately one every five to seven years (based on the current placement of events in regional Victoria). Therefore the approach taken is a balance between addressing the needs of current users and the likely return on investment from providing higher standard facilities for less frequent events.

Management and Level of Use

Implementation of the proposed priorities will impact on overall site management, usage arrangements and increased maintenance requirements.

As outlined in the Background section above, the playing surface condition is impacted by over use during winter. SportsTurf research recommends that a regional standard ground should not exceed 16 – 20 hours per week use and a state standard ground should not exceed 21 -25 hours week. It is important to note that increased standards of maintenance will be required to sustain the higher level of use. A review of the playing surface level of use and annual maintenance program would be required to ensure its sustainability and continued return on investment.

Upgraded infrastructure and improved maintenance to the grassed hockey pitch areas (adjacent to the northern boundary of Reid Oval) is a recommendation of the Plan and should be undertaken prior to the upgrade of the playing surface. This will provide an improved training area for the Umpires, and an opportunity to relocate junior and some senior winter training, and/or relocate pre-season football training.

Further work will be required during design to determine the appropriate level use and maintenance required to sustain the level of capital investment in a higher quality playing surface. This is likely in turn to require discussions with user groups regarding limitations of use to maintain the standards achieved, particularly around the ground surface.

It is important to note that increasing the standard and scope of facilities, in this case as proposed at an outdoor sportsground, will also require an increase in recurrent investment for maintenance and asset renewal to align with the facilities provided. Based on the priorities identified in the DP, additional recurrent funds would be required to maintain and renew the playing surface and the additional physical assets provided. Further information will be provided to Council on this element of the project as it progresses.

NEXT STEPS

Capital Investment

Option 1

State Government funding is provided through Sport and Recreation Victoria's Community Sports Infrastructure Fund. Funding to develop or upgrade major district and regional sport and recreation facilities is available under the Major Facilities Category (grants of up to \$650,000) where the total project cost is more than \$500,000.

This funding stream has a particularly long lead time with expressions of interest/project proposals due in April this year, for projects to be constructed in 2018/19. Based on a Stage 2 project scope, and if the project proposal was successful, a commitment of \$950,000 from Council and local stakeholders would be required.

To submit a full application for the SRV Community Sports Infrastructure Fund detailed design and quantity surveyor's costings will be required in order to demonstrate the project is "shovel ready" for the 2018/19 construction date, and to compete in a highly competitive State-wide funding program.

The AFL also provides grants for State-level standard facilities with up to \$100,000 available. Cricket Victoria is currently developing its State-wide Facilities Strategy and it is understood that it will make financial contributions towards the upgrade of regional facilities, however the specific details are not currently known

Option 2

Council may choose to actively lobby the State Government for a special one-off grant to implement multiple stages (2 – 3/2-4) of the project.

Depending on the funding that was achieved through this approach, Council and local stakeholders would also be required to ensure whatever local contribution was required would be in place.

Detailed Design

Funding is required to commence the design process for priority improvements. It is recommended that \$100,000 is allocated in Council's 2017/18 budget to undertake the following components:

- Revised site survey.
- Electrical demand assessment.
- Geotechnical assessment and engineering design for playing surface, irrigation and lighting.
- Architectural designs for the pavilion.
- Quantity surveyed estimates.

¹ The Reid Oval Users Group includes an executive member each of the following organisations AFL Wester District, Warrnambool Football Netball Club, East Warrnambool Football Netball Club, Nestles Cricket Club, Warrnambool and District Football Umpires Association, Hampden Football Netball League, Warrnambool and District Football Netball League and the Warrnambool and District Cricket Association. The Group is convened by Council to information project planning and matters related to the use and management of the Oval.



REID OVAL DEVELOPMENT PLAN

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ABOUT THIS DOCUMENT

The Reid Oval Development Plan includes objectives, planning and design priorities, proposed future staged options for development, indicative costs and potential funding opportunities. The Development Plan builds on the first stage of capital works completed at Reid Oval in recent years which included new netball player, umpire and spectator amenities, netball court and lighting improvements and a new electronic scoreboard.

The Reid Oval Development Plan was prepared by *insideEDGE* Sport and Leisure Planning (*insideEDGE*) and ACLA Consultants in conjunction with the Warrnambool City Council and Reid Oval User Groups. Significant input and advice was also provided by regional Reid Oval users and stakeholders, and from peak sporting bodies including Cricket Victoria, AFL Victoria, Netball Victoria and AFL Western District Commission.



EXECUTIVE SUMMARY

The Reid Oval Development Plan was commissioned by Warrnambool City Council and local user groups in 2016 to establish a vision and direction for the next stages in the development and provision of sport and community infrastructure at Reid Oval.

Redevelopment of Reid Oval is one of Warrnambool City Council's Strategic Priority Projects.

The first stage of redevelopment included improvements to netball facilities and a new electronic scoreboard, which was completed in 2015.

This Development Plan will guide the next stages for Reid Oval's improvement and enhancement.

Reid Oval stakeholders have identified the desire to promote the Oval as the premier outdoor sports ground within Victoria's Great South Coast. Achieving recognition from the local community, regional stakeholders and state and national sporting bodies as the premier sporting venue for Australian Rules Football, cricket and netball is critical. Recognition will also support greater player and participation development opportunities, as well as the attraction of local, regional and state level events and competitions.

The Development Plan has built on previous community and stakeholder consultation to ensure improvement proposals reflect current and future community needs, as well as meet best practice and peak sporting body facility requirements and standards.

Several common themes emerged from consultation relating to the condition and general functionality of Reid Oval. These included:

- Aged buildings with limited functionality and non-compliance to current sporting standards.
- An overused playing surface.
- Inadequate sports ground and netball court lighting.
- Insufficient spectator viewing areas.
- Improvements required to overall site and activity management.

Stakeholder and community input into the future direction and purpose of Reid Oval created a clear direction for its long-term future:

- Full renovation of the main oval playing surface, including the installation of drainage and automatic irrigation to improve capacity and management.
- Improvement of main playing oval and netball court lighting.
- Replacement of player and umpire amenities and public toilets.
- Improvement of spectator amenities and cricket practice facilities.

- Provision of sporting administration offices, and an education space for sporting association, match day and event use.

In achieving the above, an estimated \$6.81M will need to be secured through stakeholder partnerships over the next 10 years to fulfil the long-term vision and direction for Reid Oval.

This Development Plan has been designed to be realistic and practical in its implementation, with key priorities and proposed staged options to be deliverable over the next five to ten years.

It is important to note that stakeholder and community demands, priorities and directions change over time, hence suggested improvements are current at the time of preparing this plan and will be subject to funding acquisition.

Consultation themes and Draft Development Plan directions were presented to a range of user groups and stakeholders, and made available for public comment during September 2016.

64 individual community submissions were received, in addition to user group and Council feedback. All feedback has been reviewed and used to inform the revision of the Draft Reid Oval Development Plan into this Final Report.

REID OVAL DEVELOPMENT PLANNING

BACKGROUND AND CONTEXT

Reid Oval is part of the Albert Park Reserve. The Reserve is the major open space and outdoor precinct within the City and is a prominent site and facility within the Great South Coast region. Reid Oval is classified according to its importance in providing open space for sport and recreation activities for current and future residents.

As well as Reid Oval, the reserve includes two other outdoor sports grounds, an outdoor equestrian facility, synthetic hockey pitch, a number of grass training areas, tracks and trails, playspace, croquet and bowls facilities, a table tennis stadium, club operated social facilities and a community garden.

Reid Oval is one of fourteen recreation reserves that Warrnambool City Council manages. It is the only reserve that Council has identified as a Strategic Priority Project for major redevelopment.

Council is leading the process to complete a Development Plan for the Oval and has allocated funds to support this action.

Council forecasts population to grow by 12,049 between 2016 and 2036. This population growth of 34.71% suggests that future participation in sport and recreation is likely to see sustained growth and additional usage of Reid Oval. A coordinated approach to future planning and development of site infrastructure and amenities will ensure that facilities will continue to cater for community growth and changing needs.

DEVELOPMENT PLAN OBJECTIVES

The Reid Oval Development Plan will guide the development of the site over the next ten years. The Development Plan outlines the improvements to be completed and their indicative costs.

In assessing Reid Oval's future needs, the intent of the project has been clear in the need to better understand the following:

- Scope and funding of priority improvement works.
- The need to better meet infrastructure standards.
- Better management of Reid Oval and its usage.

STAGE 1 DEVELOPMENT OUTCOMES

The Development Plan will build on the Stage One works recently completed at Reid Oval, which included:

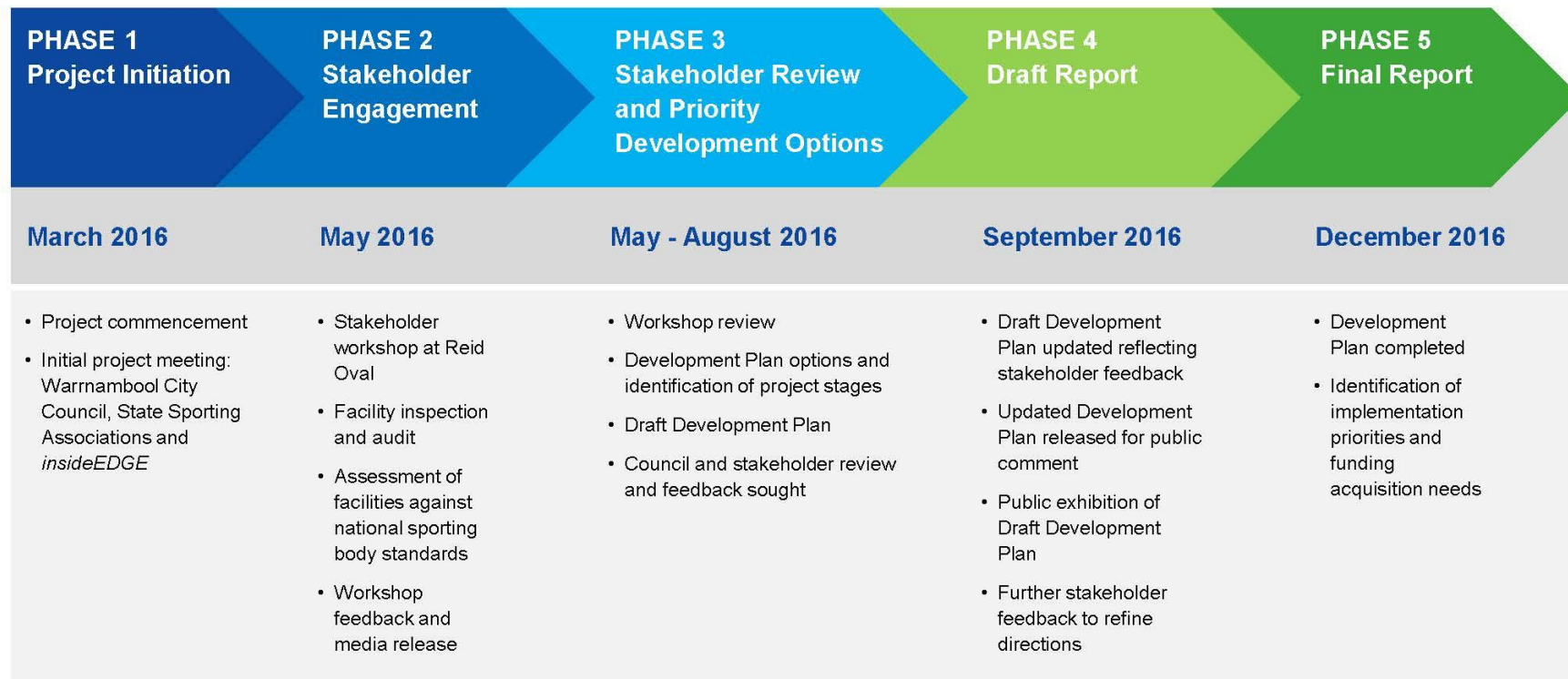
- A new netball pavilion with player, umpire and spectator amenities.
- Upgraded netball court run-offs to compliant standards.
- New netball court lighting to the main netball court.
- A new electronic scoreboard for the main oval.





PROJECT METHODOLOGY

The Reid Oval Development Plan outlines proposed priorities and staged options for future development. The Plan was undertaken in five key phases, commencing in March 2016 with the final Development Plan to be completed by December 2016.



REID OVAL VISION, PURPOSE AND FUNCTION

VISION AND PURPOSE

Reid Oval will be recognised as the premier regional outdoor sports ground that provides sport and recreation opportunities for the Warrnambool and the surrounding Great South Coast community.

Reid Oval will be developed as Council's key destination for local, regional and higher level sporting events and competition, League and Association finals. Its amenity and program provision will also see it become a destination that drives sports development in all community sectors, particularly those that are currently under-represented in formal sporting activities within Warrnambool.

Reid Oval also represents a location for any future proposed regional sports office, administration and education amenities and services.

EXISTING REID OVAL INFRASTRUCTURE

- Full size Reid Oval playing area (with turf cricket table)
- Sports field floodlighting (training standard)
- Home and away change rooms
- Match officials and timekeepers box
- Undercover terraced spectator viewing area
- Warrnambool Football Netball Club social facilities
- East Warrnambool Football Netball social facilities
- Warrnambool and District Football Umpires Association headquarters
- Two asphalt floodlit netball courts (one court lit to 100 lux)
- Netball change rooms, kitchen and toilet amenities
- Match day bar
- Electronic scoreboard
- Public toilets (male and female)
- Synthetic cricket practice wickets
- Gym space for both Football and Netball Clubs
- Formal, informal and overflow car parking



REID OVAL VISION, PURPOSE AND FUNCTION

PRECINCT ROLES AND FUNCTIONS

Reid Oval, including all of its sport, recreation and community facilities, is considered to be the premier outdoor sports ground within Warrnambool and one with few rivals within the Great South Coast region of Victoria.

It currently provides competition and training facilities for football, netball and cricket clubs playing in the Hampden Football Netball League, Warrnambool and District Football Netball League, Warrnambool and District Cricket Association, as well as the headquarters and training facility for the Warrnambool and District Football Umpires Association.

Reid Oval facilities and amenities are highly used throughout summer and winter seasons.

The presence of major social, community, entertainment and function facilities within the broader Albert Park Precinct make it a focal point for additional community use and activity beyond sport and recreation.

CORE REID OVAL USERS

- Warrnambool Football Netball Club
- East Warrnambool Football Netball Club
- Nestles Cricket Club
- Warrnambool and District Football Umpires Association
- Hampden Football Netball League
- Warrnambool and District Football Netball League
- Warrnambool and District Cricket Association
- Casual community users

VALUED CHARACTERISTICS

- Social and active reserve atmosphere
- Accessible central location for local residents and the wider community
- A variety of sporting facilities and associated infrastructure
- Elevated spectator viewing areas
- Significant social and entertainment facilities that are open daily
- Large precinct with the capacity to hold community events
- Secure venue to manage sporting competition finals
- Multiple reserve entry points and vast car parking opportunities





Reid Oval Development Plan | **Final Report** | January 2017 – Issue 2

STAKEHOLDER NEEDS & CONSULTATION

Stakeholder consultation was undertaken in order to develop a realistic and practical Development Plan that responds to current and projected future usage demands. Consultation involved an interactive workshop with Warrnambool City Council staff, Reid Oval user groups, state sporting organisation representatives and specialist advice from turf management consultants.

CONSULTATION METHODS

The following consultation methods were undertaken and have informed identification of Reid Oval improvement priorities and future capital development options:

- Meetings with Council staff.
- Workshop with Cricket Victoria, AFL Victoria, Netball Victoria and AFL Western District representatives.
- Sport and user group presentation/workshop at Reid Oval, including turf specialists Peter Frewin and Les Burdett (30 representatives in attendance).
- Telephone interviews and discussions with a sample of potential sport and community users.
- Informal on-site discussions with various users during site inspections.
- Council and stakeholder presentations and public exhibition of Draft Development Plan.

DEVELOPMENT PRIORITIES

The consultation process identified six key infrastructure priorities for development (in order of priority):

1. Reid Oval playing surface upgrade.
2. Lighting upgrades.
3. Player and umpire amenity upgrades.
4. Improved spectator amenities.
5. Improved cricket training facilities.
6. State/Regional Sporting Association offices.

In addition to the above infrastructure priorities there was general recognition by all stakeholders, including Council, that Reid Oval should be promoted and developed as Warrnambool's premier outdoor sports ground. Reaching agreement of this is key to initiating development priorities and in securing levels of investment commensurate with the status of Reid Oval and its proposed future use(s).

PLANNING CONSIDERATIONS

STRATEGIC CONSIDERATIONS

The Reid Oval Development Plan considers the main Reid Oval, netball courts and associated and immediately surrounding amenities only. However, integration with surrounding precinct facilities and users will also be required as recommended improvement projects begin to be actioned.

It is understood that there is some uncertainty about the future of some football and netball clubs in Warrnambool. Deakin University Football Netball Club is in recess for 2017 and will review its position for 2018.

At the time of drafting this Plan, no definitive actions have occurred that could or should influence how this Plan is developed. All stakeholders involved in the future development of Reid Oval, including Council, should continue to monitor the situation, and be prepared to review this Plan if the situation changes in such a way that may impact on the Oval into the future.

Implementation of proposed priorities will impact on overall site management, usage arrangements and increased maintenance requirements. The playing surface condition is impacted by over use during winter (average of 29 hours per week) compared to summer (average of 15 hours per week). Sportsturf research recommends that a regional standard ground should not exceed 16-20 hours use per week. A review of the playing surface levels of use and annual maintenance program is required to ensure its sustainability and return on investment.

FACILITY STANDARDS AND DEVELOPMENTS

Over the past ten years the major State Sporting Associations (AFL, Cricket, Netball, Tennis and Soccer) have developed guidelines for the provision and development of appropriate facilities for their sports' venues. Preferred facility requirements have been defined for State, Regional and Local level facilities and guidelines provide direction for the development of new facilities and/or those being considered for major refurbishment or redevelopment.

Across Victoria, the majority of venues in regional areas and cities do not meet these higher level standards, unless regularly used for state or national league competition. It is common practice for temporary facilities and support amenities to be bumped in for one-off or irregular fixtures, with associated costs, logistics and benefits considered by competition management with the context of hosting such games.

State Level AFL standards have been applied to the proposed priority improvements including the playing surface, lighting and player interchange benches. Other improvements, particularly the proposed new change rooms and pavilion, are based on achieving regional standards, as this will best suit the vast majority of likely use. Where a State Level facility is required, for example to host an AFL practice match, the additional facilities can be achieved through temporary or bumped-in infrastructure. A more detailed overview of the AFL/Netball/Cricket standards is provided as **Appendix 1**.

In terms of future priorities for Reid Oval, while national level matches or events are highly desired to support broader tourism, economic and community development objectives, they should not be provided at the expense of meeting essential and immediate community needs.

Throughout the preparation of the Reid Oval Development Plan, reference has been made to Reid Oval being developed to a higher than regional standard. This has generally involved providing facilities to meet AFL State League and AFL pre-season match requirements and Tier 3 Cricket Australia Domestic Competition standards. At present Reid Oval fails to meet these standards.

Wider Great South Coast regional planning should also be considered through the implementation stages of the Development Plan. Of particular interest is the concurrent planning work being conducted in Hamilton for the provision of a Regional Cricket Hub. The outcomes of this study and its potential impact on Reid Oval facilities for cricket and its broader benefits to the region should be considered to avoid the potential duplication of similar facilities at Reid Oval.

DEVELOPMENT PRINCIPLES

FEMALE FRIENDLY FACILITIES

The sporting industry's growth, development and continued strong focus on and support for female sport at both the community and high performance levels, particularly in Australian Rules Football and cricket, must be recognised, nurtured and supported through future development of facilities and programs at Reid Oval. This may include the introduction of additional teams, new participation programs, and more umpires, match officials, administrators and volunteers.

The Female Friendly Sport Infrastructure Guidelines (Victorian Government, 2016) state that female participation in sport is influenced by the extent, variety and accessibility of facilities. New infrastructure that meets female friendly design standards is required to support increasing participation in women's cricket and football.

REID OVAL DEVELOPMENT PRINCIPLES

- Remove and replace functionally obsolete facilities with consolidated and shared infrastructure that meets sport and industry standards.
- New or redeveloped infrastructure must seek to optimise and promote greater flexibility of use.
- Priority is provided to infrastructure development that seeks to achieve local, regional and higher participation development needs.
- All future infrastructure design will consider universal design principles, female friendly design elements and seek to achieve safe, accessible and welcoming amenities.
- Prioritise facilities and amenities that provide for future demand, in particular for female sport.
- Ensure that high levels of playing field provision and conditions can be maintained to meet required levels of training and competition, and do not exceed the recognised level of maximum use.
- Promote Reid Oval infrastructure development activities that create shared investment opportunities and leverage partnership contributions.



DEVELOPMENT PLAN OPTIONS

DEVELOPMENT PLAN STAGED OPTIONS

The following section provides a set of future staged improvement options for Reid Oval.

Staged options have been developed to provide sport, government and community stakeholders with a schedule of prioritised reserve improvements, along with stakeholder responsibilities, estimated costs and potential funding opportunities.

Ongoing ownership, monitoring and delivery of individual improvements will require a planned approach from Council and partnering stakeholders. Priority options/stages provided have no defined timeline, but implementation will be guided by stakeholder and community needs and available funding.

DEVELOPMENT OPTIONS

In order to provide realistic opportunities for the future development and improvement of Reid Oval that reflect sport and community objectives and priorities, three further options/stages have been identified with specific capital improvements outlined for each.

It is noted that Stage 1 of the overall redevelopment project has been completed. Therefore, the three proposed stages represent the next steps in the redevelopment process.

Optimum timing considerations have also been provided for each improvement to allow stakeholders to better understand staging, and identify projects that need to be completed in unison and those that can be delivered as stand-alone actions.

STAGE 2

Stage 2 focuses on improving existing Reid Oval playing area facilities for Australian Rules Football, Cricket and Netball to better cater for training and competition needs and usage levels. Recommended improvements will assist in managing capacity issues currently being experienced and concentrate on bringing playing area facilities up to the minimum identified standards for each sport.

STAGE 3

Stage 3 proposals help to build on playing and training facility improvements and replace functionally obsolete player, umpire/match official and spectator amenities with facilities that meet regional level standards for Australian Rules Football and Cricket.

STAGE 4

Stage 4 serves multiple purposes and builds on Stages 2 and 3. This stage focuses on improving spectator amenities and cricket training facilities to meet Cricket Australia's Community Cricket Facility Guidelines. Stage 4 also includes an opportunity to improve sports administration accommodation, community and sports education/training facilities and club/match day amenities.

STAKEHOLDER RESPONSIBILITY

Identifying stakeholder involvement and the allocation of roles, responsibilities and resources provides a focused approach to delivery and implementation. Each Stage has a nominated stakeholder responsible for its initiation and potential funding sources for consideration.

It should be acknowledged that priorities and development opportunities can change and are based on funding availability. The presentation of new or unknown opportunities or changes in community demands can also alter priorities.

STAGE 2 OPTIONS

STAGE	PROPOSED PRIORITY IMPROVEMENTS	OPTIMUM TIMING	OPINION OF PROBABLE COST	STAKEHOLDER RESPONSIBILITY	POTENTIAL FUNDING SOURCES
2	2.1 Renovate Reid Oval playing surface (to State level standard) including drainage and automatic irrigation to address sub-surface and compaction issues, improve playability for AFL and Cricket users and better manage training and match day use and capacity.	Between September and March (any year when funding is available)	\$1.1m ^(a)	Council Reid Oval User Groups State Sporting Associations	Council Victorian Government Reid Oval User Groups State Sporting Associations
	2.2 Improve existing Reid Oval playing field lighting to 200 lux standard to better manage football training activities and to accommodate local and regional night match fixtures. Assess and upgrade the Reserve electrical supply to accommodate the proposed priority improvement.	In conjunction with 2.1	\$300,000 ^(b) \$100,000		
	2.3 Provide a minimum of 100 lux floodlighting to Netball Court 2 to better accommodate netball training activities. Cost estimate assumes electrical supply capacity is already in place to accommodate the upgrade.	In conjunction with 2.1	\$35,000		
	2.4 Replace Reid Oval pipe rail fencing with Australian Standard sports ground fencing and replace player interchange benches to meet current AFL National Facility Guidelines for state level facilities.	In conjunction with 2.1	\$65,000		
	STAGE 2 ESTIMATE	-	\$1.60M		

(a) A broad estimate to bring the Reid Oval playing surface up to an accepted AFL pre-season match standard may be in the ballpark of \$1m-\$1.1m. Detailed design and civil investigations would be required to quantify costs.

(b) Lighting costs would escalate by an estimated \$250,000-\$300,000 to reach Cricket Australia's Class II standards for community club level cricket (500 lux in the square and 300 lux in the outfield).

STAGE 3 OPTIONS

STAGE	PROPOSED PRIORITY IMPROVEMENTS	OPTIMUM TIMING	OPINION OF PROBABLE COST	STAKEHOLDER RESPONSIBILITY	POTENTIAL FUNDING SOURCES
3	<p>3.1 Remove buildings and infrastructure in the study area that are reaching the end of their functional life (including main change room building, match day bar and male public toilets) and replace with a contemporary amenities building that meet current AFL National Facility Guidelines for regional level facilities, Universal Design principles and Female Friendly Infrastructure Guidelines.</p> <p>Any building would be inclusive of player and umpire change rooms, timekeeping/match official amenities, spectator services, public toilets and storage to support site management and maintenance.</p>	<p>Outside of Australian Rules Football season (any year when funding is available – temporary accommodation or an alternative site would be required during construction phase)</p>	<p>\$2.3M inclusive of building works, design fees, demolition, building services and contingencies</p>	<p>Council Reid Oval User Groups State Sporting Associations</p>	<p>Council Victorian Government Reid Oval User Groups State Sporting Associations</p>
	STAGE 3 ESTIMATE	-	\$2.3M	-	-

STAGE 4 OPTIONS

OPTION	PROPOSED PRIORITY IMPROVEMENTS	OPTIMUM TIMING	OPINION OF PROBABLE COST	STAKEHOLDER RESPONSIBILITY	POTENTIAL FUNDING SOURCES
4	4.1 Improve the existing covered terrace spectator area to provide better amenity, weather protection and seating to encourage greater use by spectators.	During Spring-Summer seasons	\$300,000	Council	Council Reid Oval User Groups
	4.2 Upgrade ground treatment between Reid Oval fencing and covered terrace spectator area to provide a more dedicated spectator viewing and congregation area away from the player interchange benches and match day food and beverage service areas.	During Spring-Summer seasons post implementation of 3.1	\$80,000		
	4.3 Undertake ground works on the eastern side of Netball Courts 1 and 2 to provide weather protected spectator viewing areas. Provide an alternative spectating area to the existing uncovered standing areas and the covered verandah immediately in front of the netball pavilion. This this will require cutting into the existing embankment and potentially moving the boundary fence into the adjacent land area.	During Spring-Summer seasons	\$70,000		
	4.4 Upgrade the existing cricket practice wicket area to meet Cricket Australia Community Cricket Facility Guidelines for club (home) level facilities, inclusive of fully enclosed synthetic cricket wickets with retractable netting. Include multiple line marking and floodlighting options to improve flexibility and maximise community use. Practice wicket enclosure, if expanded may also require reorientation of existing fence line and adjacent roadway. ^(c)	Can be completed independently anytime, but best constructed over spring-summer months	\$160,000 (without floodlights) or \$250,000 with 300 lux floodlighting	Council Nestles Cricket Club Cricket Victoria	Council Nestles Cricket Club Victorian Government

(c) Additional costs for realignment and replacement of the existing boundary fence and roadway is included in proposed improvement 5.3.

STAGE 4 OPTIONS

OPTION	PROPOSED PRIORITY IMPROVEMENTS	OPTIMUM TIMING	OPINION OF PROBABLE COST	STAKEHOLDER RESPONSIBILITY	POTENTIAL FUNDING SOURCES
4	<p>4.5 Expand on the amenities building proposed under improvement 3.1 to provide future space for the Warrnambool and District Football Umpires Association operations, match day functionality, media and community use. Provide office accommodation to support the relocation of South West Sport and AFL Western District and Football-Netball League administration to Reid Oval and encourage satellite use of the space by other aligned state and regional sporting bodies and community organisations. Provision and joint use of education and training amenities would also be provided.</p> <p>Preference would be to maximise viewing towards Reid Oval and would likely form a 2nd storey to any previously constructed building. Preservation of user group identity and heritage should be considered in any new building and new management models will be required to manage collective use of new spaces.</p> <p>Upon completion, remove the Warrnambool and District Football Umpires Association pavilion, amenities and storage building and consider alternate use for the space.</p>	Best conducted as one major project in conjunction with improvement 3.1	\$2.3M if conducted as a subsequent stage to improvement 3.1 inclusive of building works, design fees, demolition, building services and contingencies.	Council Reid Oval User Groups State Sporting Associations AFL Western District	Reid Oval User Groups Victorian Government AFL Victoria South West Sport Other participating SSA's
STAGE 4 ESTIMATE		-	\$2.91M	-	-

OTHER OPPORTUNITIES

During the engagement process, Council, user groups and other key stakeholders identified a number of other actions that will need to be undertaken in conjunction with this Development Plan to ensure that facilities provided at the Oval are managed and maintained to meet standards.

STAGE	OTHER SITE IMPROVEMENT OPPORTUNITIES	OPTIMUM TIMING	OPINION OF PROBABLE COST	STAKEHOLDER RESPONSIBILITY	POTENTIAL FUNDING SOURCES
Other site features not included in priority development options	5.1 Continue to provide and maintain existing roadways and overflow car parking areas for weekly match days and football, netball and cricket finals. Ensure spectator and vehicle conflicts are managed through event day operations and staffing.	Ongoing	General site maintenance costs	Reid Oval User Groups and Council	Council
	5.2 Continue to maintain Reid Oval precinct perimeter fencing to ensure venue can provide for and manage regional or higher level sporting activities and events.	Ongoing	General site maintenance costs	Council	Council
	5.3 Extend the existing formal car parking for Reid Oval (entry from Cramer Street) south towards the cricket practice wicket area to accommodate greater use from additional Reid Oval users (assuming improvement 4.5 is undertaken) and for new events that may be conducted.	If required to accommodate future demand	\$170,000	Council	Council
	5.4 Upgrade the grass hockey playing pitch area to an appropriate level surface with irrigation and lighting to 100 lux. Improve access to provide better connectivity to main reserve activity areas and grass space to support upgrades to Reid Oval and to appropriately manage pre and during season football and umpire training.	Prior to implementing option 2.1	\$350,000	Council	Council and Victorian Government
	5.5 Review the annual maintenance program and procedures to improve the standard of the grass hockey pitch playing area (to accommodate training) and to Reid Oval (surface, drainage and irrigation) to maintain its standard for training and matches.	Ongoing	\$65,000	Council	Council
	5.6 Provide additional panels to the electronic scoreboard to meet its full capacity.	As required	\$20,000	Reid Oval User Groups	Reid Oval User Groups
	5.7 Develop a range of policies for Reid Oval that will assist in its effective and efficient management. The review of the playing surface level of use to ensure the ground quality can only be sustained should it be undertaken prior to implementation of Option 2.1.	Ongoing	Utilise existing Council staff time	Council and Reid Oval User Groups	Council



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OPINION OF PROBABLE COSTS

To assist project partners in scoping and managing identified staged priorities, an 'opinion of probable cost' for each proposed improvement has been provided.

Opinion of probable costs are estimated calculations based on current market trends, similar project costings and professional experience. While care has been taken in providing these outline costs, only following detailed site investigation and design, and from tendering individual projects can real costs be known. As such, the opinion of probable costs and associated assumptions should be used as a guide only when scoping funding needs and requirements.

POTENTIAL FUNDING OPPORTUNITIES

With identified priority improvement costs of just over \$6.81M, the Warrnambool City Council will require significant support from a range of stakeholders in order to meet highlighted funding requirements. Potential funding opportunities and partners have been included in the above schedules to assist with the delivery of Reid Oval staged improvement options.

IMPACT OF STAGING DEVELOPMENT

The proposed staging of Reid Oval development and improvement works has been provided as a means to scoping and implementing actions that are independent of each other, as well as being matched to capitalise on a range of funding opportunities. It should be noted that staging will ultimately increase the overall development cost and budget, and is likely to impact on club operations, player retention, financial sustainability and will require either short-term relocation and temporary amenities to be provided.

The following page provides a visual representation of the Reid Oval Development Plan staged options and associated improvement priorities.



LEGEND

- Existing Trees To be retained and protected
- Proposed Trees
- Existing Fencing
- Proposed Fencing
- Existing Lighting
- Proposed Lighting
- Existing Asphalt Carpark
- Proposed Asphalt Carpark
- Gravel Road
- Proposed Coaches Boxes
- Existing Buildings to be Removed
- Proposed Buildings
- Proposed Shade/ Shelter Structure
- Proposed Sportsfield Turf
- Grass
- Overflow Car Parking

PROPOSED STAGED IMPROVEMENT OPTIONS

STAGE 2

- 2.1** Renovate Reid Oval playing surface to state level standard including drainage and automatic irrigation.
- 2.2** Improve existing Reid Oval playing field lighting to 200 lux standard (or greater) to better manage football and umpire training activities and to accommodate local and regional night match fixtures for Football and potentially Cricket in the future. Assess oval upgrade electrical supply to accommodate.
- 2.3** Provide a minimum of 100 lux floodlighting to Netball Court 2 to better accommodate netball training activities.
- 2.4** Replace Reid Oval pipe rail fencing with Australian Standard sports ground fencing and replace player interchange benches to meet current AFL National Facility Guidelines for state level facilities.

STAGE 3

- 3.1** Remove buildings and infrastructure within the Reid Oval precinct that are reaching the end of their functional life and rebuild a contemporary amenities building inclusive of player and umpire change rooms, timekeeping amenities, public toilets and storage to support site management and maintenance.

STAGE 4

- 4.1** Improve the existing covered terrace spectator area to provide better amenity, weather protection and seating to encourage greater use by spectators.
- 4.2** Upgrade ground treatment between Reid Oval fencing and covered terrace spectator area to provide a more dedicated spectator viewing and congregation area.
- 4.3** Undertake ground works on the south eastern side of the Netball Courts 1 and 2 to provide weather protected spectator viewing areas.
- 4.4** Upgrade the existing cricket practice wicket area to meet Cricket Australia Community Cricket Facility Guidelines for Club (Home) level facilities, inclusive of fully enclosed synthetic cricket wickets with retractable netting.
- 4.5** Expand on the amenities building proposed under improvement 3.1 to provide future space for the Warrnambool and District Football Umpires Association operations, match day functionality, media, community use and office accommodation for South West Sport, AFL Western District and Football-Netball League and other potential sporting bodies.

OTHER SITE IMPROVEMENT OPPORTUNITIES

- 5.1** Continue to provide and maintain existing vehicle roadways and overflow car parking areas for weekly match days and football, netball and cricket finals.
- 5.2** Continue to maintain Reid Oval precinct perimeter fencing to ensure venue can provide for and manage regional or higher level sporting activities and events.
- 5.3** Extend the existing formal car parking for Reid Oval (entry from Cramer Street) south towards the cricket practice wicket area to accommodate greater use from additional Reid Oval users (assuming improvement 4.5 is undertaken) and for new events that may be conducted.
- 5.4** Improve grass hockey playing pitch area to an appropriate level for football and umpire training and improve access to provide better connectivity with Reid Oval.
- 5.5** Review the annual maintenance program and procedures to improve the standard of the grass hockey pitch playing area (to accommodate training) and to Reid Oval (surface, drainage and irrigation) to maintain its standard for training and matches.
- 5.6** Provide additional panels to the electronic scoreboard to meet its full capacity.
- 5.7** Develop a range of policies for Reid Oval that will assist in its effective and efficient management.

APPENDIX 1: AFL PREFERRED FACILITY REQUIREMENTS

The following table provides an summary overview of relevant key elements from the AFL Preferred Facility Guidelines (August 2012).

FACILITY COMPONENT	STATE LEVEL	REGIONAL LEVEL	LOCAL LEVEL
Playing field	Should incorporate adequate (for local conditions) sub-surface drainage and irrigation as required. Drought resistant/low water use grasses are recommended. Playing field to have an even turf cover and level surface with no obvious depressions or holes. Specific standards exist for 'Elite' facilities in relation to surface stability, hardness, traction and consistency.		
Lighting	200 – 500 Lux	100 – 200 Lux	50 - 100 Lux
Change rooms	75-90m2 per room	55-75m2 per room	45-55m2 per room
Toilets and showers	35m2 with five showers per room, with preference for individual lockable cubicles	25m2 with four showers per room, with preference for individual lockable cubicles	25m2 with three showers per room, with preference for individual lockable cubicles
Umpires rooms (including toilet and showers)	30-40m2 (with two lockable cubicle showers)	30-40m2 (with two lockable cubicle showers)	20-25m2 (with two lockable cubicle showers)
Coaches boxes	Elevated above interchange benches	Forms part of interchange bench	Forms part of interchange bench
Goal and point posts	Goal 12m out of ground Point 8m out of ground	Goal 10m out of ground Point 6.5m out of ground	Goal 8m out of ground Point 5m out of ground

Cr. Neoh returned to the meeting at 6.34pm.

5.8 ACTIVE WARRNAMBOOL – PROJECT STATUS REPORT

PURPOSE

The purpose of this report is to provide Council with information regarding the Active Warrnambool planning project.

EXECUTIVE SUMMARY

- The Warrnambool Recreation Plan 2007 – 2017 is scheduled to conclude this year, and it is considered timely that a new Plan be developed.
- A new Plan aims to provide direction in response to changing sport, recreation and physical activity trends, and inform the service, infrastructure and programming needs for sport, recreation and physical activity in a growing regional city over the next ten years.
- Vichealth's Local Government Population Profile 2015 identified that 32.8% of Warrnambool residents participate in organised physical activity (28.7% State average) and 69.2% in non-organised physical activity (70.5% State average). Warrnambool residents are more likely to participate in a sporting club or organisation (17.2%) compared to the rest of the state (9.8%).
- Funding of \$30,000 was received from Sport and Recreation Victoria under its 2016/17 Community Sport Infrastructure Fund planning category. Council also allocated \$30,000 in 2016/17 to support development of the new Plan.
- A brief has been developed to guide the development of the new Plan. The brief separates the project into two stages – Stage 1 Background Report and Stage 2 New Plan.
- Stage 1 of the project has been completed.
- It is now proposed to commence the second stage of the project. Given this stage incorporates all the engagement components, it is now appropriate to confirm governance and delivery arrangements for the project. It is expected the project will be completed by December 2017.

MOVED: CR. OWEN
SECONDED: CR. HULIN

That Councillors Anderson and Herbert be nominated to the Project Control Group for the Active Warrnambool project.

CARRIED – 7:0

BACKGROUND

The Warrnambool Recreation Plan 2007-17 (WRP) was endorsed by Council in 2008. The WRP incorporated an Action Plan based around the following seven key themes:

- Planning for Recreation
- Managing Recreation
- Improving existing recreation infrastructure
- Reviewing or relocating existing recreation facilities
- Developing new and/or additional recreation facilities
- Supporting clubs and organisations
- Developing new or improving existing public open space.

WRPs implementation scorecard shows that of the 84 recommended actions,

- 33 have been achieved.
- 44 were progressed over the life of the Plan.
- 7 were not undertaken.

Apart from implementation of recommendations, the WRP has also produced broader outputs:

- Strategic direction to guide the work of the Recreation Unit.
- Secured a significant level of funding from the State Government with 58 projects completed over the past nine years. Council's direct investment of \$2,999,071 has resulted in expenditure of \$9,344,442 on Plan recommendations, with \$6,138,371 leveraged from external sources (Government grants, club contributions and philanthropic trusts). This demonstrates that for every Council dollar invested, approximately two external dollars were leveraged for project implementation.

DEVELOPING A NEW PLAN – ACTIVE WARRNAMBOOL

The WRP was a ten year plan and is scheduled to conclude in 2017. With most recommend actions from the WRP either completed or progressed, it is time to develop a new Plan.

A range of changes and considerations that support the timing for the work include:

- Movement of sport and recreation portfolio to the Department of Health and Human Services following the 2014 State Government election, resulting in a shift from the traditional approach of participation in sport to health through sport. An increased focus on support for active recreation has also occurred.
- Development of strategic evidence based data that provides information around benefits and outcomes that arise from participation in sport and recreation.
- Responding to health and wellbeing trends evident in Statewide data and through Council's Health and Wellbeing Plan (refer below).
- Changes in local participation and demand.
- Ensuring the best use of resources and managing increases and changes in demand.
- Development of other strategic influences including Council's Open Space Strategy.

A new Plan will provide direction in response to changing sport, recreation and physical activity trends, and inform the service, infrastructure and programming needs for sport, recreation and physical activity in a growing regional city over the next ten years.

It was determined that the development of a new Plan should occur in two stages:

- Stage 1 – Background to a new Plan
- Stage 2 – The new Plan – public and stakeholder consultation, issue and trend analysis, development of discussion papers and completion of Plan report.

A brief to guide the development of the new Plan has been developed, and is attached as **Appendix A**.

Stage 1 – Background – is now complete.

The Background report addresses the following project components:

- A demographic analysis for Warrnambool using data relevant to sport, recreation and physical activity provision.
- A literature review of current sport, recreation and physical activity participation trends, including present and future national and international sport, recreation and physical activity trends, and demonstrating how they will likely impact on provision in Warrnambool over the period of the new Plan.
- A review of local government trends in relation to service provision in support of sport, recreation and physical activity provision, particularly in relation to Victorian regional cities.
- An audit of Councils historical (last ten years) and current delivery of sport, recreation and physical activity, including budget and resource provision, facilities, programs and supports provided.
- An audit of non-Council sport, recreation and physical activity providers in the city, outlining services provided and any overlapping or gaps in relation to Council provision.
- Identifying Council plans and policies that inform and/or impact on how and how well Council provides sport, recreation and physical activity.

A copy of the Background Report is available to Councillors on request.

KEY STRATEGIC INFLUENCES

Warrnambool – A Healthy City (WAHC) – 20013-17

Council's Health and Wellbeing Plan – "Warrnambool – A Healthy City (WAHC) – 20013-17" provides the local strategic context that supports Council's involvement in supporting sport, recreation and physical activity. The Plan identified that almost 30% of residents do not do enough exercise to meet the recommended physical activity guidelines. One of its aims is to increase opportunities for people to participate in active travel, sport and active recreation, and provide safe, inclusive, accessible and well used places and spaces which encourage physical activity.

Open Space and Sustainable Transport Planning

Council has completed two plans that aligned with the key themes/recommendations from the WRP - an Open Space Strategy in 2014 and the Sustainable Transport Strategy in 2010.

The Open Space Strategy provides an overarching framework to direct open space planning and management to 2026. Its key recommendations include filling gaps in open space provision; provision of active open space; addressing key connectivity issues; developing an open space contributions policy; and developing a play space strategy.

The Sustainable Transport Strategy focussed on planning and developing infrastructure for walking and cycling. The objectives of the Strategy include integrating sustainable transport principles into all Council policy, planning, programs and activities; maintaining, appropriately upgrading, and extending physical infrastructure that supports the use of active transport modes; improving connectivity and safety of existing pedestrian and cycling routes to foster increased use of active transport modes; promotion of the use of active transport and public transport to residents and visitors of Warrnambool; and demonstrating leadership and advocacy in the field of sustainable transport.

Sports Ground Management

Council provides a range of services in undertaking sports ground management including sports field maintenance, building maintenance, payment of certain utility costs, insurance and waste services. These services are provided to 15 sportsgrounds that are tenanted by 34 sporting clubs and associations.

Work commenced in 2013 on a review of sports ground management.

The aim of the Review was to:

- Audit services provided to sports grounds by Council and identify responsibilities undertaken by clubs and associations.
- Develop a model for equitable and consistent service provision.
- Ensure Council responsibilities are directed to areas where there is broader community benefit or high risk.

The first two components of the work have been completed, and an Action Plan developed. Stage 1 of the Action was implemented in 2015. Following a presentation at Briefing, further information regarding the Review will be presented to Council in 2017.

Facility Development/Capital Works

Facility provision is likely to remain a key element of Council's Recreation service, including the renewal or development of new Council or club facilities.

A number of factors have influenced the ways Council considers and participates in these types of projects:

- An increased number of government funding programs, from three in 2007 to six in 2017. The funding programs are predominately from Sport and Recreation Victoria:
 - Community Sports Infrastructure Funding
 - Country Football Netball Program
 - Female friendly facilities
 - Sports specific programs for cricket, sport shooting and soccer.

- A number of the larger State Sporting Associations have also introduced infrastructure funding programs.
- The number of capital works and projects managed annually has increased significantly from nine in 2007 (three projects and six infrastructure) to thirteen in 2016 (five projects and eight infrastructure).
- Increased risk associated with the delivery of capital projects has resulted in the implementation of improved project management practices, project approval requirements, improved assessment of club initiated projects, and a more integrated project management across directorates.
- Changes to, or introduction of new facility standards/guidelines (Australian Standards, Disability and Gender Equity compliance, Sport specific infrastructure guidelines) and its resultant impacts on asset management and renewal.
- Continued development of the local funding model, an approach to building community infrastructure in partnership with sports facility tenants which allows local clubs to undertake project construction using local businesses and trade persons, and in-kind labour and materials.

Current Participation Trends

The AusPlay national population tracking survey (Australian Sports Commission) was established in 2015. It provides the sport sector with important data, and fills a major information gap left when the ABS stopped collecting sport and recreation data in 2014.

A summary of 2015/16 the survey's key findings show:

- Whilst sport remains an important form of activity throughout life, non-sports related physical activity becomes more important as we age.
- 87% of adults participated in a sport or physical activity in the last twelve months, with 59% of Australians aged 15 or over participating in sport or physical activity three or more times per week.
- Adults participate in non-sport related physical activities more often than sport.
- 54% of children were active at least once a week through organised sport/physical activity outside of school hours - only 19% were active at least three times per week.
- Physical health or fitness is the strongest motivation for non-sport related physical activity. Whilst it is also the lead motivation for playing sport, people are more likely to also play sport for the fun/enjoyment and social aspects.

Local residents, through the WAHC consultation, reported that they are concerned about their health and wellbeing as a result of poor work life balance, weight and lack of physical activity.

Future Demand/Trends for High Participation Sports

The Ausplay Survey shows:

- The National top ten club-based activities for adults in order of ranking include golf, football, tennis, cricket, netball, AFL, basketball, lawn bowls, rugby league and hockey.
- For children the most popular activities are football, AFL, netball, basketball, cricket, tennis, swimming, athletics, rugby league and gymnastics.
- Recreational walking is the most popular physical activity for adults followed by fitness/gym activities and jogging/running.

Vichealth's Local Government Population Profile 2015 identified that 32.8% of Warrnambool residents participate in organised physical activity (28.7% State average) and 69.2% in non-organised physical activity (70.5% State average). Warrnambool residents are more likely to participate in a sporting club or organisation compared to the rest of the state (17.2% compared to 9.8%).

The use of data and an evidence based approach as the basis to determine demand is important to justify investment – Council/Government/local community - in identified priorities.

Independent assessment of Warrnambool's participation projections that are based on its forecast population growth in relation to the individual National sporting participation rates is current best practice to determine the current and future infrastructure needs for sport.

An example of this was the Sports Demand Analysis for cricket and soccer completed in 2014. Key findings from the analysis were:

- Warrnambool has some of the highest cricket participation rates in the State outside of Melbourne. However whilst modest participation increases are forecast there is an adequate supply of facilities and no additional pitches are likely to be required in the next 20 years.
- Current participation rates for soccer are significantly below (80%) expected trends for a regional centre like Warrnambool, and current infrastructure is at capacity. It is estimated that an additional five soccer pitches will be required over the next twenty years.

Development of this type of analysis for AFL, netball, basketball, tennis and lawn bowls should occur as part of the new Plan. The data will help guide planning for the future use of new open spaces in North of the Merri and Brauerander, as well as telling Council when additional facilities are not required or can be delayed.

It would also be important to develop some local measures to capture local participation trends in participation that would not only help guide future planning but also provide evidence of success or other wise of changes introduced.

Emerging Interests

A range of requests have been received for Council support in “non-traditional” activities including:

- Support to coordinate events for young people in long boarding/skate boarding and provision of infrastructure that supports an increased degree of risk taking such as parkour fitness and diving pontoons at Lady Bay.
- Establishment of, or access to, facilities for non-traditional sports or sports that have not traditionally been supported by Council or been evident in the community including baseball/softball, rugby (nines, league and union), motorised controlled cars, petanque, ultimate frisbee, gaelic football, squash/racquetball and roller derby.

Background Report Considerations

The Stage 1 Background Report highlighted a number of issues worthy of consideration in developing the new Plan:

- Focus on initiatives designed to increase participation, particularly by those who are not sufficiently active already.
- Direct resources to areas of disadvantage / low participation.
- Focus on inclusion, access and equity.
- Plan for recreation facilities and infrastructure in growth areas.
- Incorporate asset renewal allocations into budgets for all projects.
- Ensure that there is a multi-disciplinary approach to recreation provision and that the strategy is incorporated across Council.
- Identify Council's role and priority areas for expenditure.
- Improve information / promotion.
- Undertake data collection and evaluation.
- Use an evidence based approach to developments and initiatives where possible.
- Identify ways to better support clubs to achieve desired outcomes.
- Review seasonal allocations, leases and licences.
- Review management models for recreation reserves
- Review Council's Community Development Fund.
- Undertake master planning for recreation reserves.
- Develop a play space strategy.
- Need to focus on linking existing and future growth areas to key local infrastructure including schools, recreational facilities, parks, etc.
- Previous plan did not consider indoor facilities - new plan should consider these.

PROJECT IMPLEMENTATION**Project Governance**

A Project Control Group will oversee the project:

- Director Community Development
- Director City Infrastructure
- Manager Recreation and Culture
- Manager Community Planning and Policy
- Recreation and Youth Service Manager
- Sport and Recreation Victoria
- Councillor

An Internal Project Reference Group will be established to provide advice with the proposed membership to include:

- Manager Capacity Access and Inclusion
- Manager Infrastructure Development and Projects or delegate
- Manager Financial Services or delegate
- Manager Economic Development and Investment
- Manager City Strategy and Development
- Manager Revenue and Property
- Service Manager Warrnambool Stadium
- Recreation Planner
- Youth Development Planner
- Open Space Planner

An external Project Advisory Group will be established to enable direct engagement with a range of diverse key local stakeholder groups, agencies and clubs and organisations.

Project Budget/Funding

Council has allocated \$30,000 in its 2016/17 budget, and Sport and Recreation Victoria has provided \$30,000 through its 2016/17 Community Sports and Infrastructure Program, to complete the new Plan.

Project Implementation

The second stage of the project will be implemented using internal and external resourcing for the various tasks.

Project Process/Timing

The following processes/timing are proposed:

Task	Timeframe
Establish Project Governance and brief Council	January 2017
Inaugural PCG and Reference/Advisory Group meetings	February 2017
Finalise brief and procurement of project delivery services	March 2017
Commence Stage 2	March 2017
- Data collection / Stage 1 Consultation	May 2017
- Issues and Opportunities report	July 2017
- Consultation Stage 2	September 2017
- Draft Plan peer reviewed	October 2017
- Draft Plan presented to Council	October 2017
- Exhibition of the draft plan	November 2017
- Final Plan endorsed	December 2017

Active Warrnambool – a sport recreation and physical strategy for the city

Project Brief

Prepared by:	Kim White
Approved by:	Russell Lineham

Version	Date	Comment (to be completed with each new version)
1	October 2015	Draft brief for submission to SRV

1. Introduction

A new Strategy will provide direction in response to changing sport, recreation and physical activity trends and issues, and inform the development, infrastructure and programming needs for Warrnambool over the next ten years.

2. Municipal Profile

2.1 City Description

Warrnambool City Council is a municipality covering 120sq km in south-west Victoria. It contains the city of Warrnambool, which has a population of 33,500, and the small towns of Allansford, Woodford and Bushfield (refer Diagram 1). Significant natural features include the estuaries of the Merri and Hopkins rivers and the expansive Lady Bay which in winter and spring is a nursery for southern right whales.

Warrnambool is a major regional employment base with significant dairy and meat processing factories along with a range of industries which service agricultural enterprises. Warrnambool generates a gross regional product of about \$1.6 billion which accounts for over 20 per cent of the Great South Coast region's economic output despite the municipality covering less than one per cent of the region's total area. It has 2,893 registered businesses and significant employment sectors include health and social assistance (14.9 per cent of those employed), retail (13.7 per cent), manufacturing (10.3 per cent), education and training (9.1 per cent), construction (8.8 per cent), accommodation and food services (8.8 per cent).

Tourism is another major driver of the city's economy with the city positioned within the Great Ocean Road region and home to the award-winning Flagstaff Hill Maritime Village. Each year more than 700,000 people visit Warrnambool. Tertiary education providers Deakin University and South West TAFE have campuses in Warrnambool which, along with bringing students to the city, provide local people with opportunities to pursue education and vocational training without having to leave the region.

Council is also a major employer and provides a range of community services and also owns and manages community assets including the aquatic centre AquaZone, Warrnambool Art Gallery, Warrnambool Stadium, the Lighthouse Theatre and Surfside Holiday Park.

Over 2014-2015, Council managed an operating budget of \$64.1 million, of which \$19.7 million was dedicated to capital works and the remainder to operations and the delivery of services.

Active Warrnambool – a sport recreation and physical strategy for the city

Project Brief

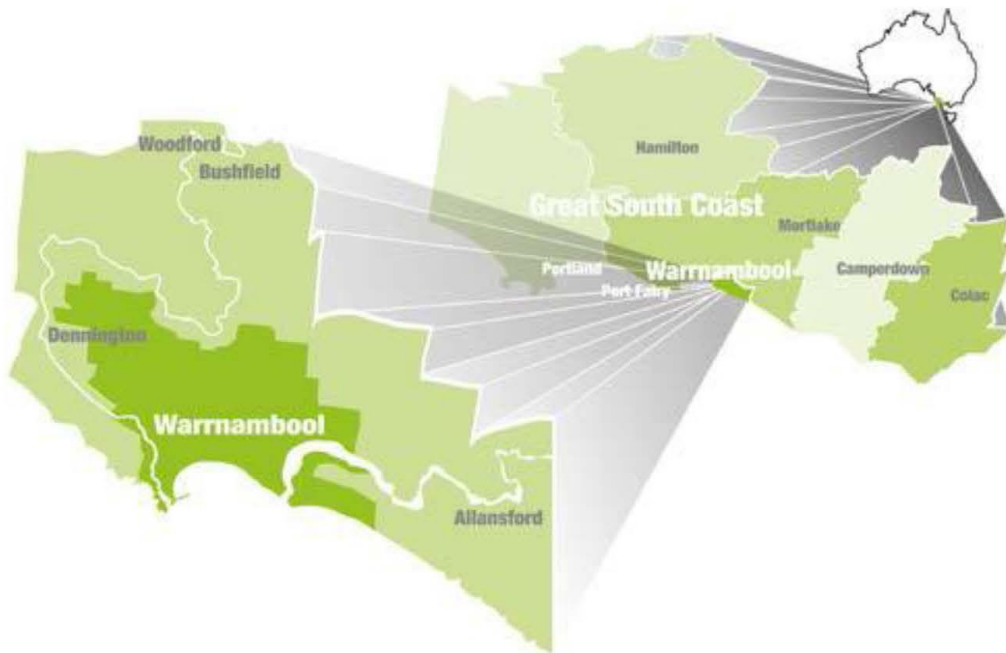


Diagram 1: Geographic Overview

2.2 Demographic Profile

Population forecasts developed by id.com anticipate Warrnambool's population to increase to more than 43,000 by 2031 (or 37,595 by 2021 or 40,725 by 2026)
Sources <http://forecast.id.com.au/warrnambool/population-summary>

Warrnambool's growth rate is currently 1.44% (around 600 people per annum) and the current population of the municipality is 33,501 (ABS, ERP 2014).

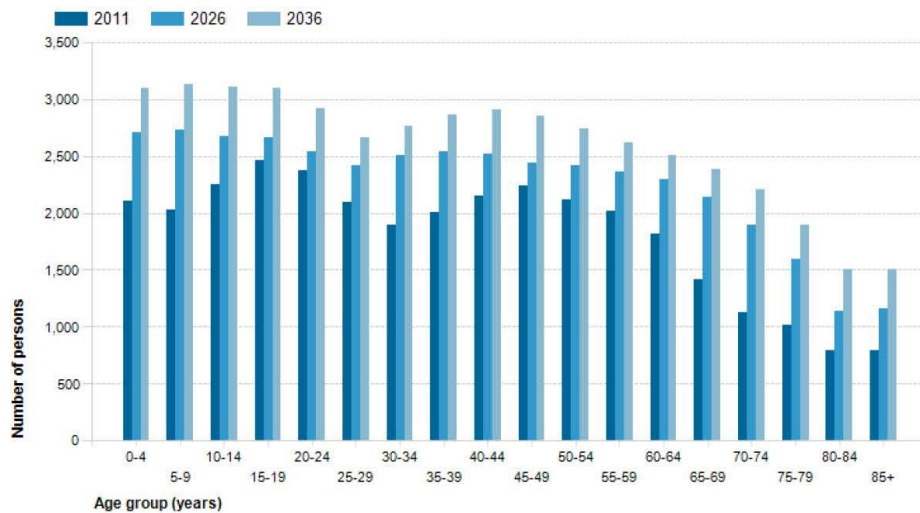
By 2036 Warrnambool's largest source of population growth will come from the youngest and oldest age cohorts. Projections currently forecast indicate that in 2036 the largest population numbers will be in residents under 19 years of age - refer Diagram 2 below.

Active Warrnambool – a sport recreation and physical strategy for the city

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Forecast age structure - 5 year age groups

Warrnambool City - Total persons



Population and household forecasts, 2011 to 2036, prepared by .id the population experts, September 2015.



Diagram 2:

The Residential Land Supply Report 2015 found Warrnambool had a residential lot supply of approximately 6,321 lots. This is comprised of: 4,930 zoned broadacre lots (78% of supply); 757 major infill lots and 12 (unzoned) future residential lots (12% of supply); 622 development ready minor infill lots (10% of supply).

Active Warrnambool – a sport recreation and physical strategy for the city

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3. Background

3.1 Warrnambool Recreation Plan 2007-17

The Warrnambool Recreation Plan (WRP) 2007-17 was endorsed by Council in 2008. Its Action Plan was based around the following seven key themes:

- Planning for Recreation
- Managing Recreation
- Improving existing recreation infrastructure
- Reviewing or relocating existing recreation facilities
- Developing new and/or additional recreation facilities
- Supporting clubs and organisations
- Developing new or improving existing public open space.

A recent review of the WRPs implementation scorecard shows that implementation is well ahead of schedule. Of the 84 recommended actions, 31 have been achieved, 18 are ongoing and being progressed over the life of the Plan, 28 are in progress and 7 are not complete. A summary of progress against the implementation plan actions is attached as **Appendix A**.

Apart from the direct implementation of recommendations, WRP has also produced a range of broader outputs:

- Strategic direction to guide the work of the Recreation Unit.
- Modest increase in recurrent resources to implement the WRP.
- Secured a significant level of funding from the State Government with 51 projects (initiated by the Recreation team) completed over the past eight years. Council's direct investment of \$2,519,571 has resulted in expenditure of \$7,728,317 on Plan recommendations, with \$5,043,746 leveraged from external sources (Government grants, club contributions and trusts). For every Council dollar invested, approximately two external dollars were leveraged for project implementation.

A large proportion of the work has been directed around new or improved sport and recreation facilities (with a focus on planning and delivery of capital works), recreation planning projects and policy development.

An overview of the key projects is outlined below with a detailed overview provided as **Appendix B**:

Thirty-nine capital works projects were completed including 23 sports grounds improvements. Eight of these projects addressed below standard netball infrastructure including netball court replacements, runoff improvements and new change room pavilions. The first stage

Active Warrnambool – a sport recreation and physical strategy for the city

Project Brief

redevelopment of Reid Oval incorporating a new multipurpose netball pavilion was completed in 2014.

Other infrastructure projects included new playgrounds, sport shooting facilities including new clay target and small bore rifle ranges at Lake Gilleard, a new BMX track, skate park redevelopment, bowling green, Albert Park Shared Trail and open space revitalisation at Jubilee Park Woodford.

Twelve strategic planning projects were completed including: master plans for Allansford Recreation Reserve, Jubilee Park Woodford, Jetty Flat Reserve BMX Track and Briery Reserve. An investigation into new premises for drag racing (and consequential planning permit application) was supported. The Open Space Strategy was completed in 2014. Council was also a partner in the Barwon South West Regional Trails Master Plan and Great Ocean Road Trails product development regional planning projects.

A range of policies have been developed, including capital contributions, final use of sports grounds, and sports grounds user fees review.

Council commenced a review of its management of Sports Grounds in 2013. The review considered service provision at sports grounds and identified inconsistencies in service levels. It recommended changes to improve the efficiency and effectiveness of that provision, eliminate inconsistencies and elements of duplication where Council and Clubs were undertaking similar tasks. The Review is in its first year of implementation, and has resulted in a range of changes to roles and responsibilities between Council and the tenant user group.

3.2 Policy and Planning Framework

Council Plan 2013-17 (amended 2015)

The Plan outlines the vision for Warrnambool to be a thriving, culturally rich and inclusive, leading regional city. The Plan's Strategies respond to the following four objectives: to be a leading regional city, a sustainable city, a liveable city and a city of growth.

Warrnambool – A Healthy City (WAHC) – 20013-17

Council's Health and Wellbeing Plan – "Warrnambool – A Healthy City (WAHC) – 20013-17" provides the strategic context for this work. The following issues have been identified as the focus of the Plan; Physical Activity; Mental Wellbeing; Healthy Eating; Violence against women and children; Harmful use of alcohol; Education and life long learning; Access to programs and services and Employment. The WAHC identifies that almost 30% of residents do not do enough exercise to meet the recommended physical activity guidelines. The goal to promote healthy lifestyles aims to increase opportunities for people to participate in active travel, sport and active recreation, and provide safe, inclusive, accessible and well used places and spaces which encourage physical activity for all regardless of age, gender, income, ethnicity or disability.

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Warrnambool Open Space Strategy 2014-2026

The Warrnambool Open Space Strategy provides an overarching framework to direct open space planning and management to 2026. The Strategy's vision is for Warrnambool to have high quality, diverse, accessible open space network that reflects community needs and enhances social connection, environmental protection and economic benefits. The following guiding principles have been developed to implement the vision in practice – that the Network will be accessible, adaptable, connected, efficient, diverse, equitable, and protective of the environment.

3.3 Current Recreation Services

Facilities

- Council manages and maintains thirteen sports grounds on Crown or Council land for AFL, netball, cricket, soccer and hockey activities. It supports one locally elected Committee of Management (Allansford Recreation Reserve) and one Section 86. Committee of Management (Allansford Hall). One equestrian facility, situated in Albert Park, is also managed by Council.
- Council manages and operates AquaZone and Warrnambool Stadium. AquaZone provides indoor and outdoor water spaces, health and fitness facilities and a range of wet and dry programs. Warrnambool Stadium operates two venues – a three court multi-purpose facility for basketball, badminton and volleyball and various tournaments and events and a gymnastics centre.
- The Warrnambool City Netball Association operates a two court indoor stadium used for netball and indoor bowls adjacent to the Warrnambool Stadium.
- There are a number of privately operated indoor recreation facilities for cricket, soccer, tennis, swimming, fitness, martial arts and squash. A number of primary and secondary schools have single purpose indoor facilities as well as outdoor sports grounds.
- Racing facilities are provided by the Warrnambool Racing Club (flat and jumps races) including the nationally recognised May Racing Carnival and the Warrnambool Greyhound Racing Club at the Showgrounds.
- Motorsport facilities include Premier Speedway (Home of the Grand Annual Sprintcar Classic) and motorbike and go-kart tracks located at Lake Gilliear, all operated by local clubs. The Warrnambool Airport is currently used for drag racing events.
- Shooting facilities include a small bore, clay target, archery and target rifle shooting complex at Lake Gilliear.
- Sixty playgrounds are managed and maintained by Council, including the iconic Lake Pertobe regional playground.
- A BMX track and a skate park, both available for public use, are collocated around the foreshore and Lake Pertobe.
- The city has a range of built and natural pathways used for walking, cycling and skating, including the Foreshore Promenade and the Warrnambool to Port Fairy Rail Trail.
- Council supports the Melbourne to Warrnambool Cycling Classic. Through a contract with Complete Sports Marketing, Council has secured a number of high profile sporting events to Warrnambool in recent years, including State Championships for Surf Life Saving and

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Motocross, the National Indoor Bowls Championships and will host the 2016 State BMX Championships. The arrangement has also led to the establishment of the Tour of Warrnambool Cycling Classic.

Appendix C provides an overview of Warrnambool's sport and recreation facilities.

Programming and Development

- Council provides a range of programs and supports including:
 - A small grants program for community clubs and organisations providing sport and recreation programs and activities.
 - Limited funds to assist local sportspeople with participation in national and international events.
 - A range of recreation programs, including older adults, after school care and vacation care.
 - Music entertainment events and skate competitions for young people supported by the State Governments FreeZa funding program.
 - Technical advice and support to local clubs and organisations, particularly in terms of accessing funding opportunities and club development.
- South West Sport is the regional sports assembly based in Warrnambool that supports the development of sport and recreation in the region.
- South West Academy of Sport facilitates improvement in sporting performance in the South West.
- There are approximately 300 clubs and organisations in Warrnambool, and many of them are involved in the sport, recreation and physical activity areas.
- Connect Warrnambool is an on-line resource that provides a platform for local clubs and organisations to share information, promote their activities, and attract and develop their volunteers.

3.4 Council responsibilities

Sport, recreation and physical activity services are provided by all four Council Directorates:

Community Development has responsibility for sports ground management, community funding programs, facility development and management, recreation programs, recreation planning, planning and development of community infrastructure, youth services, club and committee development and support, events planning, delivery and support, and community planning and policy.

Corporate Services has responsibility for tenancy agreements.

City Growth is responsible for open space planning and planning for walking and cycling.

City Infrastructure has responsibility for building and facility maintenance, parks and gardens maintenance of outdoor sporting reserves, playgrounds, pathways and trails. The Travel Smart

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program, footpath, cycling lane and shared pathway programs are other responsibilities.

3.5 Key background and supporting information

A list of the documents providing background information for the project is attached as **Appendix D**.

4. Scope of the Plan

The aim of the project is to develop a Strategy to inform Council's planning and provision of sport, recreation and physical activity in Warrnambool to 2026.

The project will need to investigate and address the following key questions:

- **What is the current environment** – demographic and participation trends, what is provided by Council, local clubs and organisations, other Governments and agencies.
- **What is successful and what needs improvement** – assessing current delivery against standards and benchmarks, user and stakeholder comment on the current offer.
- **What needs to be done** – assessing demand against population growth, residential and commercial development and community needs, and identifying key changes and improvements around programming, development and infrastructure.
- **What are the key issues** – confirming, analysing and responding to the key issues that impact on providing sport, recreation and physical activity in Warrnambool to 2026.
- **How can this be done** – consider appropriate timing and staging of the various recommendations and actions presented, consider how funding availability and non-cash resources will influence the Strategy, how to best integrate Council directorate support for the Strategy, how to measure performance against the Strategy.

The project will focus on services in the areas of:

- Indoor recreation facilities
- Outdoor sports grounds
- Single purpose recreation facilities
- Playgrounds
- Pathways and trails
- Recreation programs and events
- Recreation planning
- Club and committee development activities.

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The project will not consider:

- Broad open space planning and provision
- Cultural and heritage facilities, programs and development
- Events
- Home based or private sport and recreation.

5. Current Issues

Strategic

- How the Strategy can be integrated with other key relevant Council planning documents - Warrnambool – A Healthy City 2013 -17, the Warrnambool Open Space Strategy, the Asset Management Strategy, and the Municipal Strategic Statement.
- How to develop a sustainable resource and investment approach, particularly around capital works to establish an equitable balance of funding requirements between Council, local partners and other funders. The approach should include a framework to prioritise and plan for investment.
- Assess the type and level of services Council provides in sport, recreation and physical activity.

Facilities

- Develop an effective response to high demand for requests around the renewal and upgrade of club-based facilities.
- Policy standards for sports ground infrastructure provision to manage user group expectations.
- Consider further requirements to ensure the sustainable management of sports grounds.
- Current lack of a sports ground that meets regional standards.
- Maximise use of existing community facilities.
- Establish new facilities for soccer to support participation demands.
- Determine how Council responds to planning and resourcing for walking and cycling.
- Respond to the needs of young people around skating and related activities.
- Determine how a review of Council's support for Community Buildings fits with this Strategy and Council's overall priorities.
- Developing a framework to inform the standards and priorities for the renewal and development of playgrounds.
- Plan for investment in open space that supports growth area development, and introduction of new recreation and social infrastructure.
- Develop an effective response to interest to improve access to a range of non-traditional sport and recreation activities.
- Determine if the management of tenancy agreements for recreation facilities should be better integrated with the Recreation unit.
- Determine the opportunities available for expanded use of school and other educational institutions recreation facilities by the community.

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Programming and Development

- Review Council's Community Development Fund to better integrate with the Health and Wellbeing Plan and better support groups that are providing broader benefits to the community, and builds capacity.
- Attraction and retention of club members and volunteers and how this impacts the sustainability of clubs and organisations.
- Determine if Council has a role in activating broader community participation in sport and recreation through programming or marketing.
- Undertake further demand analysis for major sports to determine participation trends and infrastructure requirements.
- Determine if services provided in events should be better aligned with Recreation.

6. Aim of the Strategy

The aim of the project is to develop a Strategy to inform Council's planning and provision around sport, recreation and physical activity to 2026. The Strategy is to provide clear directions for Council and stakeholders in the determination of appropriate priorities, service levels and resourcing to support sport, recreation and physical activity in Warrnambool for the next 10 years.

7. Project Stages

Stage One – What is the current environment

Tasks

- a) Complete a demographic analysis for Warrnambool using data relevant to sport, recreation and physical activity provision.
- b) Conduct a literature review of current sport, recreation and physical activity participation trends, and local government trends in relation to service provision in support.
- c) Complete a mapping exercise that identifies key facilities and programs, and user groups (associations and clubs) and participants.
- d) Undertake an audit of Councils historical (last ten years) and current delivery of sport, recreation and physical activity, including budget and resource provision, facilities and programs and supports provided, and outcomes and standards achieved.
- e) Undertake an audit of non-Council sport, recreation and physical activity providers in the city, outlining services provided and any overlapping or gaps in relation to Council provision.

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- f) Consider present and future national and international sport, recreation and physical activity trends, and how they will likely impact on provision in Warrnambool over the Strategy period.
- g) Consider the projected participation change for major sports (AFL, netball, basketball and tennis), in addition to previously completed work for soccer and cricket, and the consequential impacts on infrastructure provision.
- h) Identify other Council plans and policies that inform and/or impact on how and how well Council provides sport, recreation and physical activity.

Note – this Stage will be undertaken by Council.

The work will be documented as a project Background Paper to be used by the Project Control Group (PCG) and external consultant as reference material for the Strategy. The consultant will review the paper and, in conjunction with the PCG, make any changes required before commencing Stage 2.

Stage Two – What is successful and what needs improvement

Tasks

- a) Consult with user groups, participants and stakeholders in relation to the scope, accessibility and quality of Council's current sport, recreation and physical activity offer.
- b) Undertake a review of issues that impact on the current and future sport, recreation and physical activity Council offer, including but not limited to those outlined in outlined in Section 5 above.
- c) Analyse Council's current sport, recreation and physical activity offer against industry standards and best practice models.
- d) Review existing Council sport, recreation and physical activity strategies/policies, identify gaps and recommend improvements, additions or deletions.
- e) Identify key sport, recreation and physical activity stakeholders and support agencies in Warrnambool and at regional and state level, and assess their relationship and impact on sport, recreation and physical activity provision in the city.
- f) Appraise the support provided by Council to user groups and stakeholders, and identify more sustainable support mechanisms where they exist.

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Stage Three – What needs to be done

Tasks

- a) Investigate the sport, recreation and physical activity needs of Warrnambool based on current population, future growth projections and expected participation trends, and establish benchmarks to inform the standard and level of service provision for the community to 2026.
- b) Conduct consultations with user groups and participants, operators and service providers, to identify needs and service gaps in sport, recreation and physical activity provision in Warrnambool.
- c) Conduct a literature search to assist with the assessment of need and gaps in service delivery including existing Council studies and masterplans.
- d) Identify key facilities and programs to be developed and provided by Council over the Strategy.
- e) Identify key facilities and programs to be developed and provided by non-Council stakeholders over the Strategy, including what, if any, Council support should be provided for their development or provision.
- f) Present a prioritised list of improvements incorporating elements identified in d) and e) above.
- g) Develop recommendations and strategies on Council's delivery of sport and recreation services in response to identified needs, issues and priorities as documented under a) to f) above.

Stage Four - What are the key issues

- a) Provide analysis and response to issues nominated under Section 5 above as well as any other issues identified over the planning process, and link the responses to the recommendations and strategies listing to be prepared as per Stage 6.

Note – the work undertaken in Stages 2, 3 and 4 will be documented and consolidated into an Issues and Opportunities Paper to be presented to the PCG at the end of Stage 4.

Stage Five – How can this be done

Tasks

- a) To analyse the improvements identified in Stage 3 in relation to availability of Council and

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community resources and capacity, local demography, trends in provision and participation, and availability of assistance from other stakeholders and funders.

- b) Present a framework for integrated recreation service planning and delivery across Council (including land use planning and management, asset management, municipal health and wellbeing, and events).
- c) Identify non-Council funding sources and how they might support Council or other local service providers, including analysis of proposed funding allocation requirements against identified recommendations and actions over time.
- d) Identify the need for future or follow-up planning and investigation.
- e) Present a list of performance indicators for Council to measure success in recreation service provision, and nominate two regional cities with relevant benchmarks against the nominated indicators.

Note – the work undertaken in Stage 5 will be documented and consolidated into an Implementation Paper to be presented to the PCG at the end of Stage 5.

Stage Six – The Strategy

Tasks

- a) Prepare a draft Strategy that incorporates:
 - I. The Background Paper
 - II. The Issues and Opportunities Paper
 - III. The Implementation Paper
 - IV. A list of recommendations and actions responding to identified recreational needs in Warrnambool that will:
 - Provide for the most effective methods of providing sport, recreation and physical activity to the community.
 - Stimulate increased participation.
 - Support integration of service delivery across Council.
 - Facilitate sustainable management of relevant assets.
 - Identify sustainable approaches to external funding and resource attraction.

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- V. Develop an implementation plan for the Strategy that identifies recommendations, and includes a separate methodology per recommendation incorporating actions, responsible officer/s, timelines, performance indicators, resource considerations, funding sources and stakeholder involvement.
- b) Following consideration and feedback from the PCG and other stakeholders, prepare the final Strategy for presentation to the PCG and Council.

8. Project Outputs

The project should produce the following outcomes:

- a) Production of clear, concise, timely evidence based documentation:
- Paper 1 – Background
 - Paper 2 – Issues and Opportunities
 - Paper 3 – Implementation
 - Draft Strategy report
 - Strategy final report
 - Strategy Executive summary
- b) Effective engagement with Council staff, PCG, Councillors, stakeholder forums, other key stakeholders and the community demonstrated by:
- Quality, clarity and timeliness of communication between the consultant and Council staff, PCG, other stakeholder forums, and Councillors.
 - Level of engagement and commitment by key stakeholders.
 - Level of community participation in the project.

9. Project Management Arrangements

The project will be directly managed by Council's Manager Recreation and Culture.

The project will be overseen by a PCG with the following membership:

- Director Community Development

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- Director City Infrastructure
- Manager Recreation and Culture
- Manager Community Planning and Policy
- Recreation and Youth Service Manager
- Councillor
- Sport and Recreation Victoria representative

The committee will be responsible for the appointment of the consultant, monitoring the progress of the plan, and providing information and comment in response to issues that arise.

It is expected that the committee will liaise with the consultant on the following basis:

- Initial briefing meeting.
- Monthly progress meetings.
- Presentation of draft and final reports.

It is also expected that the consultant will present the final report to Council.

10. Stakeholder Engagement

A critical aspect of this planning process will be to engage with users groups, participants, service providers and stakeholders in ways that reflect the principles outlined in Council's Community Engagement Policy.

It is proposed that additional groups – an Internal Project Reference Group and an external Project Advisory Group will be established – to provide forums to assist with the project engagement process.

The successful consultant will be required to clearly demonstrate the methods and tools to be used to achieve a comprehensive level of community engagement as part of the planning process and use Council's Community Engagement Policy inform it.

11. Council Responsibilities

Council will provide a venue for public meetings as well meeting rooms at the municipal offices as required. Council will assist the consultant with meeting arrangements, identifying local and regional contacts, providing research data and information and acting as the advisory and liaison point within the municipality.

12. Consultant Responsibilities

The consultant must carry out all requirements as set out in the specification including any additional services offered and accepted by Council under the submitted tender.

In all matters the consultant must respect the confidentiality of material provided by Council and return the same to Council at the conclusion of the study.

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The draft final report and final report must be provided in an electronic form that is compatible with Council's information technology system and associated software. The consultant shall also provide one un-bound master copy and fifteen bound copies of the final report to Council.

13. Ownership and Distribution

All intellectual property, including any reports, plans, photographic material and supporting data gathered and/ or produced throughout this project will remain the joint property of Council and Sport and Recreation Victoria and cannot be reproduced without their consent.

14. Project Timing

Indicative timelines for the project are as follows:

Establish Project Governance and brief Council	January 2017
Inaugural PCG and Reference/Advisory Group meetings	February 2017
Finalise brief and procurement of project delivery services	March 2017
Commence Stage 2	March 2017
- Data collection / Stage 1 Consultation	May 2017
- Issues and Opportunities report	July 2017
- Consultation Stage 2	September 2017
- Draft Plan peer reviewed	October 2017
- Draft Plan presented to Council	October 2017
- Exhibition of the draft plan	November 2017
- Final Plan endorsed	December 2017

15. Financial Arrangements

A budget of \$60,000 has been identified to undertake the Strategy.

Payment to the consultant will be made on the following basis:

- 25% of fee on appointment.
- 50% of fee on completion of draft final report.
- 25% of fee on completion of final report and presentations.

16. Insurances

The contractor/s shall ensure that Public Liability/Professional Indemnity insurance is affected with an approved insurer for a minimum indemnity of \$10 million in joint names of the consultant/s and the Warrnambool City Council. The policies shall be kept valid for the full term of the contract. Evidence of coverage shall be required prior to the successful contractor/s commencing work under this contract.

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16. Subletting

The Contractor shall not sub-let any portion of the works, or assign the Contract, or all or any monies payable under the Contract, or all or any part of any benefit whatsoever arising or which may arise under the Contract without the prior consent in writing of the Council.

17. Default By Contractor

If the Contractor shall default in any one or more of the following respects, that is to say:

- 17.1** the Contractor, without reasonable cause, wholly suspends the carrying out of the contract works;
- 17.2** the Contractor fails to proceed with the contract works with reasonable diligence or in a competent manner; and
- 17.3** the Contractor is otherwise guilty of a breach of the provisions of this agreement.

Then the Council may give the Contractor notice in writing specifying the defaults and stating the intention of Council to determine this agreement. If the Contractor fails within a period of seven (7) days after receipt of such notice to remedy such defects the Council may without prejudice to any other rights or remedies under the agreement or at common law deliver a written notice to the Contractor forthwith determining this agreement.

18. Dispute Resolution

Any dispute or difference whatsoever in conjunction with this agreement shall be submitted to arbitration in accordance with, and subject to, The Institute of Arbitrators Australia Expedited Commercial Arbitration Rules.

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Appendix C - Warrnambool City Council Sport and Recreation facilities – Audit

	Public (Crown/Council)	Private	Regional Facility
Agricultural Society Showgrounds	1		Warrnambool Showgrounds
Athletics	1 (grass track joint use with cricket)	1	Brauerander Park
Archery		1	
Badminton	1 (10 courts)		Warrnambool Stadium
Basketball (indoor)	1 (3 courts) (additional 2 available in netball stadium)	2 court stadium at Brauer College 7 single court stadiums available at Wbool College, St. Pius, Emmanuel College, Our Lady Help of Christians, East Warrnambool Primary, St. Josephs Primary and St. Johns Primary	Warrnambool Stadium
Cricket	12 Reserves (15 grounds) 9 turf and 6 synthetic (hard)	1 indoor 5 school	Reid Oval
Croquet	1 (2 greens)		
BMX	1		Warrnambool BMX Track
Equestrian (2 Pony Clubs, 1 Harness Racing, 1 Racing Club and 1 Showgrounds)	4		Warrnambool Racing Club
Fishing	4		
Football	9	1 (Deakin University)	Reid Oval
Golf	1	1	Warrnambool Golf

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			Club
Greyhound Racing	1		Warrnambool Greyhound Racing Club
Gymnasium/Leisure Facilities	1	5 (U2 Fitness, Snap Fitness, Anytime Fitness, Logans Beach Health and Fitness, Curves) does not include personal training	Aquazone
Gymnastics	1		
Hockey	1 (1 synthetic and 1 grass field)		Warrnambool Hockey Centre
Lawn Bowls	4 (8 synthetic and 1 grass greens) (note that 2 are commercial clubs)		
Martial Arts		3	
Motor sports (speedway, motorcycle, kart/mini moto, drag racing, indoor karting)	1	4	Premier Speedway Warrnambool Kart Club
Netball	15 (Warrnambool Stadium and Netball Centre (5 indoor and 10 asphalt outdoor courts) and twelve courts at sports grounds generally hotmix asphalt and 2 rebound ace)	1 indoor (2 multipurpose synthetic 1 (Deakin University 2 multipurpose plexipave courts)	Warrnambool Netball Centre
Pigeon Racing Club	1		
Playgrounds	53	1	Lake Pertobe
Rowing/Kayaking	2		
Rugby (union)		1	Brauerander Park
Skatepark facilities	1		Viaduct Road

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Shooting/ Rifle Range	1	2	Warrnambool Clay Target Club
Soccer	2 (4 fields)		
Squash/Racquetball	0	1	Action Leisure Centre
Surf Club	1		Warrnambool Surf Life Saving Club
Swimming	1 (25m indoor, 50m outdoor, program and leisure pools)	4 (W'bool College, Figtree, South Coast Aquatics and Logans Beach Health and Fitness)	AquaZone
Hydrotherapy pool	1		
Table Tennis	1 (8 court single purpose facility)		Warrnambool Table Tennis Club
Tennis	3 (Warrnambool Lawn Tennis Club 6 en-tou-cas courts, 2 rebound ace and 26 lawn courts, 2 public use courts local level facilities located at Woodford)	3 (Indoor Tennis Centre (7 courts), Supergrass (9 courts) and Henna Street Church Facility (3 courts))	Warrnambool Lawn Tennis Club
Volleyball	1 (4 courts)		Warrnambool Stadium
Waterskiing	1		
Yachting	1		

Appendix D – Background Documents

- Warrnambool Recreation Plan 2007-17
- Warrnambool Open Space Strategy 2014-26
- Sustainable Transport Strategy 2010-20
- Brierly Reserve Master Master Plan (2012)
- Brierly HUB Feasibility Study (2013)
- Community Services and Infrastructure Plan (2012)
- Allansford Recreation Reserve Master Plan (2009)
- Jubilee Park Woodford Master Plan (2009)
- South Warrnambool Crown Land Planning Investigation (2014)
- Sports Demand Analysis for Cricket and Soccer (2014)

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- Great Ocean Road Trails (2015)
- Sports Ground Management Review (2014)
- Capital Contributions Policy
- Fees and Charges for Use of Sports Grounds Policy
- Finals Use of Sports Grounds Policy

- Active Ageing and Inclusion Plan (2015)
- Youth Services Review (2012)
- Sporting Capital (1999)
- Albert Park Masterplan (1999)
- Synthetic Hockey Field Feasibility Study (2001)
- Sustaining Sportsgrounds (2001)
- Bushfield Recreation Reserve Masterplan (2003)
- Warrnambool Gymnastics development Plan (2004)
- Community Development Fund guidelines
- Individual and Group Assistance guidelines
- Municipal Strategic Statement and structure plans
- Coastal Management Plan (2013)

5.9 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.

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, 19 December 2016 – refer **Appendix A**.
2. Monday, 16 January 2017 – refer **Appendix B**.
3. Thursday 19 January 2017 – refer **Appendix C**.
4. Monday 23 January 2017 – refer **Appendix D**.
5. Monday 30 January 2017 – refer **Appendix E**.

MOVED: CR. HULIN
SECONDED: CR. ANDERSON

That the information be received.

CARRIED – 7:0

APPENDIX A

Assembly of Councillors Record

Purpose of meeting:	Councillor Briefing
Meeting date:	19 December 2016
Start time:	4.30pm
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T Herbert Cr. M Neoh Cr. D Owen
Council Officers present:	Bruce Anson, Chief Executive Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development Andrew Paton, Director City Growth Peter Utri, Director Corporate Strategies
Other persons present:	Warrnambool Racing Club <ul style="list-style-type: none"> ▪ Peter Downs, CEO, ▪ Ashley King, Chairman ▪ Nick Rule, Committee Member
Apologies:	Cr. P. Hulin
Conflict of Interest Disclosures:	Nil
Items discussed:	<ul style="list-style-type: none"> • Lady Bay – Horses on Beach.
Other items raised by Councillors & Officers:	Nil.

The meeting closed at 5.30pm.

Assembly of Councillors Record

Purpose of meeting:	Councillor Induction Session
Meeting date:	16 January 2017
Start time:	1.00pm
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T Herbert – remotely Cr. P. Hulin Cr. M Neoh Cr. D Owen
Council Officers present:	Peter Utri, Director Corporate Strategies David Harrington, Manager Financial Services Darren Barber, Manager Organisation Development Peter Newell, Manager Information Services Glendon Dickinson, Manager Revenue & Property Nick Higgins, Manager Communications Paul White, Service Manager Saleyards Scott Cavanagh, Director City Infrastructure
Other persons present:	Nil
Apologies:	Nil
Conflict of Interest Disclosures:	Nil
Items discussed:	Induction into activities of Corporate Strategies Directorate
Other items raised by Councillors & Officers:	Nil

Meeting was adjourned at 5.15pm.
Meeting resumed at 5.30pm.
Meeting closed at 6.30pm.

Assembly of Councillors Record

Purpose of meeting:	Councillor Briefing
Meeting date:	19 January 2017
Start time:	9.00am
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T Herbert Cr. P. Hulin Cr. M Neoh Cr. D Owen
Council Officers present:	Andrew Paton, Director City Growth David McMahon, Manager Visitor Economy Shaun Miller, Manager Economic Development & Investment Jodie McNamara, Manager City Strategy & Development
Other persons present:	John Keaney, Planning consultant
Apologies:	Nil
Conflict of Interest Disclosures:	Nil
Items discussed:	<ul style="list-style-type: none"> • Induction into activities of City Growth Directorate
Other items raised by Councillors & Officers:	Nil.

The meeting closed at 4.00pm.

Assembly of Councillors Record

Purpose of meeting:	Councillor Briefing
Meeting date:	23 January 2017
Start time:	10am
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T Herbert Cr. P Hulin, arrived 1.30pm Cr. M Neoh Cr. D Owen
Council Officers present:	Bruce Anson, Chief Executive Scott Cavanagh, Director City Infrastructure – from 1.30pm Vikki King, Director Community Development– from 1.30pm Andrew Paton, Director City Growth– from 1.30pm Anne-Maree Neal, Manager Governance & Risk - until 1.30pm
Other persons present:	Jim Gifford, Facilitator
Apologies:	Nil.
Conflict of Interest Disclosures:	Nil.
Items discussed:	<ul style="list-style-type: none"> • Conflict of interest • Lady Bay – Horses on Beach. • City Centre Renewal Project. • Street Trees. • Councillor Code of Conduct.
Other items raised by Councillors & Officers:	Nil.

The meeting closed at 4.30pm.

Assembly of Councillors Record

Purpose of meeting:	Councillor Briefing
Meeting date:	30 January 2017
Start time:	2.30pm
Councillors present:	Cr. K Gaston – Chairperson Cr. R Anderson Cr. S Cassidy Cr. T Herbert Cr. P Hulin arrived 4:00pm Cr. M Neoh Cr. D Owen
Council Officers present:	Bruce Anson, Chief Executive Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development Andrew Paton, Director City Growth Peter Utri, Director Corporate Strategies Russell Lineham, Manager Recreation & Culture Anne-Maree Neal, Manager Governance & Risk Kim White Recreation and Youth Service Manager
Other persons present:	Michael Bodman, InsideEdge Sport & Leisure Planning
Apologies:	Nil.
Conflict of Interest Disclosures:	<ul style="list-style-type: none"> Michael Neoh on Reid Oval Development as a conflict of Duties
Items discussed:	<ul style="list-style-type: none"> Reid Oval Development Plan. Active Warrnambool – Project Status Report. Monthly Financial Report – December 2016. Road Management Plan Review. Disabled Parking Review. Procurement Policy. Foreshore Precinct Plan. Transparency of Council Decisions. Great South Coast Regional AFL, Cricket & Netball Strategy. Jubilee Park Woodford – Pedestrian Bridge. Minutes of Great South Coast Board Meeting held on 2 December 2016.
Other items raised by Councillors & Officers:	<ul style="list-style-type: none"> Investigate the support of The Annual Speedway Event by our Attendance Manager Communications to speak to ACE radio to see if we could introduce a regular “Ask the Council “ segment A suggestion was put forward to enter a Councillor team for relay for life next year Australia Day Committee to examine the processes around recipient speeches

The meeting closed at 6:45pm.

5.10 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

Date	Location	Function
21 December 2016	Warrnambool	Mayor : Attended the Probus Club Christmas function.
11 January 2017	Warrnambool	Mayor : Attended the funding announcement by the Hon. Gayle Tierney MP for the irrigation of Walter Oval project.
20 January 2017	Warrnambool	Mayor & Councillors : Attended the launch of the CBD Renewal Project Stage 1 by The Hon. Gayle Tierney MP.
21 January 2017	Warrnambool	Mayor : Attended the Warrnambool Pedigree Dog Show held at Friendly Societies Reserve.
26 January 2017	Warrnambool	Mayor : Attended and presented the 2017 Australia Day Citizenship awards. Mayor Attended South West Branch of the Order of Australia Association Australia Day Lowering of the flag ceremony and reception.

MOVED: CR. NEOH
SECONDED: CR. HULIN

That this report be received.

CARRIED – 7:0

6. PUBLIC QUESTION TIME

Nil.

Crs Neoh and Anderson attended the launch of the Beach Netball and presented Council with a plaque from Netball Victoria in recognition of Council hosting the recent Beach Netball competition.

7. CLOSE OF MEETING

The meeting closed at 6.40pm.

CHAIRMAN

I certify that these minutes were confirmed at a subsequent meeting of Council

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CR KYLIE GASTON
MAYOR