

# MINUTES

SCHEDULED COUNCIL MEETING

WARRNAMBOOL CITY COUNCIL

5:45 PM - MONDAY 7 SEPTEMBER 2020



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**Virtual Meeting via Zoom**

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**COUNCILLORS**

Cr. Tony Herbert (Mayor)

Cr. Robert Anderson

Cr. Sue Cassidy

Cr. Kylie Gaston

Cr. Michael Neoh

Cr. David Owen

Cr. Peter Sycopoulis

Copies of the Warrnambool City Council's Agendas & Minutes  
can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

**Vikki King**

**ACTING CHIEF EXECUTIVE OFFICER**

## **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.

## **BEHAVIOUR AT COUNCIL MEETINGS**

Thank you all for coming – we really appreciate you being here. These meetings are the place where, we as Councillors, make decisions on a broad range of matters. These can vary greatly in subject, significance and the level of interest or involvement the community has. As part of making these decisions, we are presented with comprehensive information that helps us to form our position – you will find this in the agenda. It should also be remembered that the Council meeting is a “meeting of the Council that is open to the public”, not a “public meeting with the Council.” Each Council is required to have a local law that pertains to governance meeting procedures. Warrnambool City Council has followed best practice in this regard and its Local Law No.1 - Governance (Meeting Procedures) Local Law provides regulations and procedures for the governing and conduct of Council meetings. Copies of the Conduct and Behaviour excerpt from Warrnambool City Council Local Law No. 1 - Governance (Meeting Procedures) Local Law can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au) or are available from the table at the rear of the room

We thank you in anticipation of your co-operation in this matter.

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**MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD  
VIRTUALLY VIA ZOOM ON MONDAY 7 SEPTEMBER 2020 COMMENCING AT 5:45 PM**

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

**IN ATTENDANCE:** Ms. Vikki King, Acting Chief Executive Officer  
Mr Peter Utri, Director Corporate Strategies  
Mr Luke Coughlan, Acting Director City Infrastructure  
Mr Andrew Paton, Director City Growth  
Mr David Harrington, Manager Financial Services (until 6.55pm)  
Ms. Wendy Clark, Executive Assistant

**1. OPENING PRAYER & ORIGINAL CUSTODIANS STATEMENT**

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

**ORIGINAL CUSTODIANS STATEMENT**

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

**2. APOLOGIES**

Nil

**3. CONFIRMATION OF MINUTES**

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**MOVED: CR. ROBERT ANDERSON**

**SECONDED: CR PETER SYCOPOULIS**

**That the Minutes of the following Council Meetings be confirmed:-**

- 1. Minutes of the Special Meeting of Council held on 13 July 2020;**
- 2. Minutes of the Ordinary Meeting of Council held on 3 August 2020, and**
- 3. Minutes of Additional Council Meeting held on 24 August 2020.**

**CARRIED - 7:0**

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**STATEMENT BY THE MAYOR, CR. TONY HERBERT**

The Mayor read out a statement from Trish Blakeslee thanking the Council for the work undertaken at the Woodford Jubilee Wurrumbit Birrng Yaar Park, which was one of the successful Pick Your Projects to construct public amenities at the Woodford Jubilee Wurrumbit Birrng Yaar Park. The new ambulant and low flush toilet facilities are now open and final works on the landscaping recently completed. Over the past decade, Woodford Park has been completely transformed to become one of the most popular parks in the municipality. The addition of the new amenities block has ensured the public has a first rate facility for toileting and also providing protection of a sensitive environment and a clean open space and river for everyone to enjoy. Thanks were expressed to Kim White, Warrnambool City Council senior recreation planner for her ongoing direction and support, special thanks also need to be provided to the Warrnambool Fly Fishers Club for their generous support, for many community members of Woodford for their professional advice and leadership and also their energy and commitment to such a project. Members of Council are invited to visit the park.

**4. DECLARATION BY COUNCILLORS AND 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. Michael Neoh- Item 5.11 - Contract 2020067 - Construction Reid Oval Redevelopment - Conflict of duties.
- Cr. Michael Neoh - Item 5.20 - 2020/21 Community Development Fund - Conflict of duties.

## **5. REPORTS**

### **5.1. PROPOSED CHANGES TO COUNCIL MEETING DATES FOR NOVEMBER 2020**

#### **PURPOSE:**

*To propose a change to the date of the Annual Meeting of Council and the Ordinary Council Meeting scheduled for 23 November 2020.*

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#### **EXECUTIVE SUMMARY**

- Proposed changes to Annual Council Meeting and previously adopted Scheduled Council Meeting to be held on 23 November 2020.
- 

**MOVED: CR. ROBERT ANDERSON**

**SECONDED: CR PETER SYCOPOULIS**

- 1. That the Annual Council Meeting scheduled for 9 November 2020 be rescheduled to 23 November 2020.**
- 2. That the previously adopted Scheduled Council meeting to be held on 23 November 2020 be rescheduled to 7 December 2020.**
- 3. That the rescheduled dates of meetings be advertised accordingly.**

**CARRIED – 7:0**

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#### **BACKGROUND**

At the Council meeting held on 2 December 2019, Council adopted the Schedule of Ordinary Meetings for Council from February 2020 – December 2020, inclusive, with the following meeting dates being adopted:-

- Monday 9 November 2020 – Annual Council Meeting – Installation of new Council.
- Monday 23 November 2020 – Ordinary Meeting of Council

Advice has been received from the Victorian Electoral Commission (“VEC”) that due to the Covid-19 restrictions, it is expected that final declarations for all council elections will not be completed until 13 November 2020.

This advice from the VEC will now necessitate a change to the date of the Annual Meeting of Council which was scheduled for Monday 9 November 2020.

It is now proposed that the Annual Meeting of Council be held on Monday 23 November 2020.

With the proposed changes to the Annual Meeting of Council, it is also necessary to change the date of the previously scheduled 23 November 2020 Ordinary Council Meeting.

It is proposed that the previously scheduled 23 November 2020 Ordinary Council Meeting be rescheduled to be held on Monday 7 December 2020.

#### **FINANCIAL IMPACT**

None.

## LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement

#### **TIMING**

The previously adopted Council meeting scheduled will need to be amended and adopted by Council at the 7 September 2020 Council meeting and advertised accordingly.

#### **OFFICERS' DECLARATION OF INTEREST**

No conflict.

#### **ATTACHMENTS**

Nil

### **5.2. CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS POLICY**

#### **PURPOSE:**

***This report submits a new Chief Executive Officer Employment and Remuneration Policy that meets the requirements of the new Local Government Act 2020 and updates the terms of Reference for the supporting Chief Executive Officer Employment Matters Advisory Committee (CEEMAC).***

#### **EXECUTIVE SUMMARY**

- The current Chief Executive Employment Matters (Performance & Remuneration) Policy and Terms of Reference for the Chief Executive Employment Matters Committee (CEEMAC) were due for review in September 2019.
- With the recruitment of a new CEO imminent it is timely to complete the reviews.
- The reviews have had regard for the Policy requirements set out in the new Local Government Act 2020 (LGA 2020).
- The policy has been developed to assist the Council in fulfilling its responsibilities associated with the CEO's employment and performance matters.
- The Policy proposes that the Council continue with the engagement of CEEMAC to assist in meeting these responsibilities.

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**MOVED: CR PETER SYCOPOULIS**

**SECONDED: CR. ROBERT ANDERSON**

- 1. That the Chief Executive Officer Employment and Remuneration Policy and the Terms of Reference for Chief Executive Officer Employment Matters Advisory Committee (CEEMAC) be approved.**
- 2. That the appointment of an independent Chair of the Chief Executive Officer Employment Matters Advisory Committee (CEEMAC) be deferred until after the 2020 General Election.**

**CARRIED - 7:0**

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**BACKGROUND**

- The Council currently has a Chief Executive Employment Matters (Performance & Remuneration) Policy, that was due for review in September 2019.
- It also has a Chief Executive Employment Matters Committee (CEEMAC) and similarly its Terms of Reference were due for review at the same time.
- The Policy does provide some guidance around the recruitment process.
- Given that both the Policy and Terms of Reference were overdue for review, a review was undertaken, on the instruction that the documentation should comply with the provisions in the new LGA 2020.
- Drafts were considered by CEEMAC in June 2020
- As a consequence of discussion with all councillors amendments have been made to the Policy and the Committee's role to confirm the Council's role in the recruitment and appointment process.

**LEGISLATION:**

- Sec. 45 of the new Local Government Act 2020 requires the Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.
- The first Chief Executive Officer Employment and Remuneration Policy must be adopted by 31 December 2021.
- As noted above, given that the current Policy and Terms of Reference were overdue for review, it was decided that the updated documentation should comply with the provisions in LGA 2020.
- LGA 2020 requires that the Policy must—
  - provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
  - provide for the following—
    - the recruitment and appointment process;
    - provisions to be included in the contract of employment;
    - performance monitoring;
    - an annual review; and
  - include any other matters prescribed by the regulations.
  - have regard to—
    - any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
    - any Determination that is currently in effect under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies

**POLICY DEVELOPMENT:**

- This policy has been developed to assist Council in fulfilling its responsibilities associated with the Chief Executive Officer's employment and performance matters and to fulfil the requirements of LGA 2020.
- The Policy was subject to review by the current Chief Executive Employment Matters Committee in June 2020.
- The Policy covers:
  - Recruitment process;
  - Appointment of the CEO;
  - Contract of Employment clauses;
  - Remuneration determinations;
  - Establishing the Performance Plan and monitoring
  - Annual performance review
- It has been subject to a compliance check with LGA 2020 requirements:

No.	Requirement	Policy Content
1	Provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Policy	✓
2	Recruitment and appointment process	✓
3	Provisions to be included in the contract of employment	✓
4	Performance monitoring	✓
5	Matters prescribed by regulations	
6	Annual review	✓
7	Regard to any Government wages policy	✓
7	Regard to any determination under Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 re remuneration	✓

- The Policy proposes that the Council continue with the engagement of a Chief Executive Officer Employment Matters Advisory Committee to assist in meeting the Council's responsibilities associated with the employment of the CEO.

**CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS ADVISORY COMMITTEE (CEEMAC)  
TERMS OF REFERENCE:**

- The Committee's role is to assist and advise the Council on matters including:
  - Recruitment of the CEO;
  - Determining the Performance Plan of the CEO;
  - Monitoring the CEO's achievement of the Performance Plan; and
  - Preparing an Annual Review Report on the CEO's performance and key terms of employment.
- Detail on the Committee's functions and responsibilities has been included in the Terms of Reference.

**FINANCIAL IMPACT**

The Policy and Terms of Reference are overarching documents and do not, per se, commit the Council to any financial considerations.

The Policy includes the Requirements of the new Local Government Act 2020 regarding the determination of the Remuneration Package for the CEO.

**LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

Not Applicable

**COMMUNITY IMPACT/CONSULTATION**

Community consultation on this Policy is not proposed.

**LEGAL RISK/IMPACT**

Legal advice will be obtained on the Contract of Employment with the CEO.

**OFFICERS' DECLARATION OF INTEREST**

No officer involved in this report has declared a conflict of interest.

**ATTACHMENTS**

1. Chief Executive Officer Employment & Remuneration Policy [5.2.1 - 13 pages]
2. CEEMAC Terms of Reference [5.2.2 - 5 pages]



WARRNAMBOOL  
CITY COUNCIL

**CHIEF EXECUTIVE OFFICER  
EMPLOYMENT AND REMUNERATION  
POLICY**

**DOCUMENT CONTROL**

<b>Document Title:</b>	Chief Executive Employment and Remuneration Policy
<b>Policy Type:</b>	Council
<b>Responsible Branch:</b>	Governance & Risk
<b>Responsible Officer:</b>	Manager Governance
<b>Document Status:</b>	Draft
<b>Approved By:</b>	Council
<b>Approval Date:</b>	
<b>Review Date:</b>	

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## 1. INTRODUCTION

### Purpose

The Council is responsible for the appointment of the Chief Executive Officer ('the CEO'), determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO.

This policy has been developed to assist Council in fulfilling its responsibilities relating to the Chief Executive employment and performance matters and to fulfil the requirements of the Local Government Act ('the Act').

The Council recognises the importance of having sound governance practices and systems for the employment of a CEO so as to attract and retain a high calibre CEO.

### Scope

This policy applies to the employment of the CEO. In the event of any inconsistency between this policy and the CEO's Contract of Employment, the provisions of the Contract of Employment shall prevail to the extent of the inconsistency.

### Definitions and Terminology

Term	Meaning
<b>Act</b>	Local Government Act 1989 and/or the Local Government Act 2020
<b>CEO</b>	Chief Executive Officer
<b>Committee</b>	Chief Executive Officer Employment Matters Advisory Committee
<b>Council</b>	Warrnambool City Council
<b>Observer</b>	Observers may be at a meeting "in attendance", or "by invitation". As they are not Committee members, observers do not have voting rights and do not normally have speaking rights (though the Chair may invite them to speak in appropriate circumstances).
<b>Recruitment Consultant</b>	Consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles

### References

Category	Document
<b>Legislation</b>	Local Government Act 1989 Local Government Act 2020 Local Government Planning and Reporting Regulations Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019

<b>Standards &amp; Guidelines</b>	Victorian Government Public Entity Executive Remuneration Policy (PEER policy)
<b>Council Related Policies &amp; Procedures</b>	Chief Executive Employment Matters Procedure Chief Executive Employment Matters Committee – Terms of Reference.

## 2. POLICY

### Principles

The Council will carry out its functions relating to the appointment, remuneration and performance appraisal of the CEO in accordance with a number of leading practice principles:

- Decision-making processes that are fair, accessible and applied consistently in comparable circumstances;
- Decision-making criteria that are relevant, objective and transparent;
- Decisions and actions that are conducive to ongoing good governance;
- Documentation that is sufficiently clear and comprehensive to render decisions transparent and capable of effective review;
- Employment decisions that are based on the proper assessment of an individual's work related qualities, abilities and potential against the genuine requirements of the role; and
- Decisions to appoint new employees that are based on competitive selection, open processes and objective criteria.

The responsibility for assisting the Council with its obligations regarding CEO employment and performance matters shall be delivered through the establishment of a CEO Employment Matters Advisory Committee.

### CEO Employment Matters Advisory Committee

The Council shall establish an Advisory Committee to be known as the CEO Employment Matters Advisory Committee (the Committee).

#### Role

The Committee's role is to assist and advise the Council on matters including:

- Recruitment of the CEO;
- Determining the Performance Plan of the CEO;
- Monitoring the CEO's achievement of the Performance Plan; and
- Preparing an Annual Review Report on the CEO's performance and key terms of employment.

#### Membership

The membership of the Committee will comprise an Independent Chair, the Mayor and two Councillors.

#### Observers

Any Councillor who is not a member of the Committee, may subject to the consent of the Independent Chair attend a meeting of the Committee as an Observer.

#### Terms of Reference

The Terms of Reference for the Committee are set out in a separate document.



## Recruitment Process

The Council shall:

- a. Engage a recognised Recruitment Consultant to run the recruitment process, on Council's behalf, in consultation with the Committee.
- b. Agree on the general framework for the terms of employment of the CEO.
- c. Give final approval for the recruitment process to proceed having considered the advice from the Committee and the Recruitment Consultant.
- d. Identify suitable candidates for appointment and conduct interviews

The Committee's role is to liaise with the Recruitment Consultant on the recruitment process and recommend the process to the Council.

## Appointment of CEO

The Council will receive a report from the Committee on the completion of its role with the recruitment process, authorise the implementation of the recruitment process and subsequently conduct interviews with selected candidates.

The Council must decide on a preferred candidate and with the support of the Recruitment Consultant negotiate the Contract of Employment within the general framework for the terms of employment as agreed by the Council.

The appointment of the CEO must be made by a resolution of the Council.

## Contract of Employment

The following provisions must be included in the Contract of Employment:

- a. Term of employment – no greater than five (5) years;
- b. Total Remuneration Package (including salary, cost to employer of motor vehicle, superannuation and other employment benefits, including associated fringe benefits tax);
- c. Additional expenses payable by Council;
- d. Annual review of performance;
- e. Annual review of the Total Remuneration Package;
- f. Leave entitlements;
- g. Ownership of intellectual property;
- h. Performance criteria;
- i. Conduct matters;
- j. Suspension, redundancy and termination of contract provisions;
- k. No compensation for termination of a contract beyond pay in lieu of notice and accrued leave;
- l. Employment notice provisions; and
- m. Dispute resolution procedure, to deal with disputes arising out of the contract.

## Total Remuneration Package

In determining the CEO's Total Remuneration Package, on appointment and in subsequent reviews, the Council must have regard to:

- a. The principles in the Government of Victoria's Policy on Executive Remuneration in Public Entities.
- b. Any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 relating to remuneration bands for executives employed in public service bodies.

## Performance Plan and Monitoring

The Council shall:

- a. Engage a Facilitator to assist the Committee to develop and monitor the CEO Performance Plan.
- b. Approve the CEO's annual Performance Plan (which shall contain Performance Objectives and appropriate Measures of Achievement).

The Committee's role is to:

- a. Prepare a draft annual Performance Plan for Council's consideration.
- b. Seek expert advice on facilitation and criteria for the preparation of the Performance Plan and its review.
- c. Regularly monitor the CEO's performance.

## Annual Review

The Council shall:

- a. Make a final assessment of the CEO's annual performance against the Performance Plan.
- b. Review the CEO Total Remuneration Package.
- c. Advise the CEO of the outcomes of the annual review process.

The Committee's role is to:

- a. Conduct an annual review of the CEO's performance.
- b. Submit an Annual Review Report to the Council, including recommendations on:
  - i. Whether the CEO meets the Performance Plan criteria;
  - ii. To vary any Performance Plan criteria;
  - iii. To vary the Total Remuneration Package; and/or
  - iv. Other terms and conditions of the contract.

The Council must receive and consider the Committee's Annual Review Report recommendations within 3 weeks of the anniversary date of the CEO's date of commencement of employment.

Within one month of receiving the Committee's Annual Review Report the Council must complete:

- a. The review of the Total Remuneration Package.
- b. Setting the Performance Plan for the next 12 months.
- c. Agree on a Professional and Personal Development Plan.
- d. Address and any other matters referred by the Committee.

Written notification from the Mayor to the CEO on the outcome of the Council's resolution on the Annual Review must be sent within one week after the Council meeting at which the decisions of the Council are made.

## Integrity of the Processes

All information relating to the recruitment, selection and review processes must be kept strictly confidential. Councillors and staff involved in the processes must take all reasonable steps to maintain confidentiality and respect the privacy of all persons involved.

Any breaches of confidentiality may constitute a breach of the Councillor or Staff Code of Conduct.

### Reporting

Disclosure of the CEO's Total Remuneration Package will only be by way of information included in Council's Annual Report and in accordance with any other legislative requirements.

## 3. GOVERNANCE

### Review

This policy shall be reviewed, in consultation with the CEO Employment Matters Advisory Committee, at least every three (3) years.

### Compliance Responsibility

The Committee's independent Chair shall exercise an oversight function over compliance with this policy. The Chair shall report on any non-compliance matters to the Council.

## CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS ADVISORY COMMITTEE (CEEMAC) TERMS OF REFERENCE

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### 1. Establishment of Committee

The Chief Executive Officer Employment Matters Advisory Committee ('the Committee'), is a formally appointed Advisory Committee of the Warrnambool City Council ('the Council') for the purposes of the Local Government Act 1989/2020 ('the Act').

The membership of the Committee and the Terms of Reference will be approved by resolution of the Council.

### 2. Purpose of Committee

The Committee's role is to assist and advise the Council on matters including:

- a. Recruitment of the Chief Executive Officer ('the CEO') or the person to act as the CEO;
- b. Determining the Performance Plan of the CEO;
- c. Monitoring the CEO's achievement of the Performance Plan; and
- d. Preparing an Annual Review Report on the CEO's performance and key terms of employment.

The functions and responsibilities for the Committee's role are set out in Appendix 1. In carrying out its role, the Committee must have full regard for the directions set out in the CEO Employment and Remuneration Policy.

### 3. Authority and Compliance

The Committee is an advisory committee only and has no delegated decision making authority.

### 4. Membership

#### Composition

The Committee shall be composed of:

- Independent Chair,
- The Mayor and
- Two Councillors appointed by the Council.

#### Appointment of Chair

The Independent Chair will be appointed by the Council.

Key competencies for the appointment of the Independent Chair include:

- Demonstrated human resource management skills, senior business experience and/or local government experience and/or employment law background;
- Demonstrated ability in relation to performance management and development of Executive level staff; and
- Previous experience or facilitation experience working with Executive, Governance bodies

or Board Members in membership and or / facilitation roles

**Term of Appointment**

Up to four years, in line with the term of the Council.

**Observers**

Any Councillor who is not a member of the Committee, may subject to the consent of the Independent Chair attend a meeting of the Committee as an Observer.

## 5. Support to the Committee

Administrative responsibility and support for the Committee is assigned to the Manager Governance. This function includes providing:

- information and any necessary training for members in relation to their responsibilities under the Terms of Reference and the Act;
- preparation of meeting agendas and minutes;
- advice in respect to matters before the Committee; and
- secretarial and logistical support to the Committee

## 6. Meeting Proceedings

**Meeting Schedule**

The Committee will meet at least four times a year, with authority to convene additional meetings as circumstances require.

**Attendance at Meetings**

Teleconference or over the internet (e.g. Zoom, Skype, FaceTime) attendance is acceptable

A member who misses two consecutive meetings without a formal apology may, at the discretion of Council, have their term revoked.

A member who is unable to attend the majority of meetings during the year without a formal apology may, at the discretion of Council, have their term of office revoked.

**Meeting Agendas**

Agenda items can be submitted by Members for consideration for inclusion by the Chair.

The structure of the Committee Agenda and documents will be determined by the Chair.

The Agenda must be distributed to members at least five working days prior to the meeting.

**Quorum**

A quorum of the Chair and at least two other members will be necessary to transact the business of the committee.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chair be referred to the next meeting of the Committee.

**Conflict of Interest**

If a Member has a conflict of interest relating to any item on a Meeting Agenda, the member must verbally disclose the type and nature of the interest immediately before consideration of the matter in question.

**Confidentiality**

All Committee meetings and records are considered confidential and may be designated as confidential in accordance with the Act as the matters relate to personnel and contractual matters.

**Minutes and Reporting**

The Manager, Governance will take the minutes for each Committee meeting.

The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.

Minutes of each meeting will be presented at the next Council meeting.

## 7. Records

All records pertaining to the Committee's function shall be kept by the Manager Governance on the CEO's personnel file.

The records may be accessed by the Chair, Mayor and CEO (current incumbent only).

## 8. Key Meeting and Reporting Requirements

- 1<sup>st</sup> & 3<sup>rd</sup> quarter Performance Review Progress meetings (CEO & Committee)
- Mid-year Performance Review (CEO & Committee/Consultant)
- Full Year Performance Review (CEO & Committee/Consultant).
- Submission of the Committee's Annual Review report to the Council - to occur within 3 weeks the anniversary date of the CEO's date of commencement of employment.

## Appendix 1 – CEEMAC Functions and Responsibilities

### a. Recruitment of the CEO

To fulfil its role, the Committee shall:

1. Undertake preparatory work on the recruitment process in conjunction with the appointed Recruitment Consultant. Develop and agree on:
  - a. A search and selection process and timeframe;
  - b. A range for the Total Remuneration Package
  - c. Conditions of employment;
  - d. Key accountabilities of the role;
  - e. Key selection criteria;
  - f. Candidate application material;
  - g. A candidate identification strategy;
  - h. Methods of applicant evaluation; and
  - i. Public relations and internal communications activities.
2. Liaison with the appointed Lawyer to review and recommend on the form and terms of the Contract of Employment, including:
  - a. Term of employment – no greater than five (5) years;
  - b. Total Remuneration Package (TRP);
  - c. Additional expenses payable by Council;
  - d. Annual review of performance;
  - e. Annual review of the TRP;
  - f. Leave entitlements;
  - g. Ownership of intellectual property;
  - h. Performance criteria;
  - i. Conduct matters;
  - j. Suspension, redundancy and termination of contract provisions;
  - k. No compensation for termination of a contract beyond pay in lieu of notice and accrued leave;
  - l. Employment notice provisions; and
  - a. Dispute resolution procedure.
3. Seek Council approval for the recruitment process to proceed.

### b. Determining the Performance Plan

To fulfil its role, the Committee shall:

1. Recommend to Council the appointment of a Facilitator to assist the Committee to discharge its obligations in relation to the preparation of an annual performance plan and subsequent monitoring and year-end review.
2. Ensure that the CEO is consulted and advised of the process.
3. In consultation with the CEO, identify and agree the Performance Plan objectives and measures that the CEO should work towards achieving over a 12 month period and submit to the Council for approval (refer to Appendix 2 for Performance Plan Template).

**c. Monitoring achievement of the Performance Plan**

To fulfil its role, the Committee shall:

1. Monitor the CEO's performance and provide feedback to the CEO and about his/her performance at quarterly review meetings.
2. Ensure that the CEO submits a written end-of-year self-assessment on the Performance Plan
3. Ensure that all Councillors are invited to provide written comments on the CEO's performance to the Committee based on the Performance Plan Template.
4. Attend to the collection and collation of council feedback in relation to the CEO's performance as measured against the Performance Plan. In making this assessment, the Committee will take into account any written comments about the performance of the CEO it has received from Councillors

**d. Annual Review**

To fulfil its role, the Committee shall:

2. Make a detailed assessment of the CEO's performance against the Performance Plan.
3. Review the CEO's Total Remuneration Package as a component of the annual review. In considering its recommendations on the CEO Total Remuneration Package the Committee must have regard to:
  - a. The principles in the Government of Victoria's Policy on Executive Remuneration in Public Entities; and
  - b. Any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 relating to remuneration bands for executives employed in public service bodies
4. The Chair shall arrange for the preparation of an Annual Review Report having regards to:
  - a. Written submission made by Councillors;
  - b. Other Information, both quantitative and qualitative, pertinent to the various measure of performance established in the Performance Plan;
  - c. The CEO's written appraisal of his performance; and
  - d. The Committee's own deliberations.
5. Provide feedback to the CEO about the proposed outcome of the annual performance review and the TRP review and provide the CEO the opportunity to submit a response.
6. Submit the Annual Review Report to the Council.  
The CEO's written self-assessment and response to the Committee's assessment will form part of the Report to the Council.  
The Report will seek decisions on outcomes of the review process, including:
  - a. The CEO's achievement of the Performance Plan;
  - b. Any proposed variation to the Total Remuneration Package;
  - c. Setting the CEO's Performance Plan for the next 12 month period;
  - d. Setting the CEO's Professional and Personal Development Plan for the next 12 month period; and
  - e. Whether any options of the CEO's contract should be exercised in accordance with the Contract of Employment.



## CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS ADVISORY COMMITTEE (CEEMAC) TERMS OF REFERENCE

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### 1. Establishment of Committee

The Chief Executive Officer Employment Matters Advisory Committee ('the Committee'), is a formally appointed Advisory Committee of the Warrnambool City Council ('the Council') for the purposes of the Local Government Act 1989/2020 ('the Act').

The membership of the Committee and the Terms of Reference will be approved by resolution of the Council.

### 2. Purpose of Committee

The Committee's role is to assist and advise the Council on matters including:

- a. Recruitment of the Chief Executive Officer ('the CEO') or the person to act as the CEO;
- b. Determining the Performance Plan of the CEO;
- c. Monitoring the CEO's achievement of the Performance Plan; and
- d. Preparing an Annual Review Report on the CEO's performance and key terms of employment.

The functions and responsibilities for the Committee's role are set out in Appendix 1. In carrying out its role, the Committee must have full regard for the directions set out in the CEO Employment and Remuneration Policy.

### 3. Authority and Compliance

The Committee is an advisory committee only and has no delegated decision making authority.

### 4. Membership

#### Composition

The Committee shall be composed of:

- Independent Chair,
- The Mayor and
- Two Councillors appointed by the Council.

#### Appointment of Chair

The Independent Chair will be appointed by the Council.

Key competencies for the appointment of the Independent Chair include:

- Demonstrated human resource management skills, senior business experience and/or local government experience and/or employment law background;
- Demonstrated ability in relation to performance management and development of Executive level staff; and
- Previous experience or facilitation experience working with Executive, Governance bodies

or Board Members in membership and or / facilitation roles

**Term of Appointment**

Up to four years, in line with the term of the Council.

**Observers**

Any Councillor who is not a member of the Committee, may subject to the consent of the Independent Chair attend a meeting of the Committee as an Observer.

## 5. Support to the Committee

Administrative responsibility and support for the Committee is assigned to the Manager Governance. This function includes providing:

- information and any necessary training for members in relation to their responsibilities under the Terms of Reference and the Act;
- preparation of meeting agendas and minutes;
- advice in respect to matters before the Committee; and
- secretarial and logistical support to the Committee

## 6. Meeting Proceedings

**Meeting Schedule**

The Committee will meet at least four times a year, with authority to convene additional meetings as circumstances require.

**Attendance at Meetings**

Teleconference or over the internet (e.g. Zoom, Skype, FaceTime) attendance is acceptable

A member who misses two consecutive meetings without a formal apology may, at the discretion of Council, have their term revoked.

A member who is unable to attend the majority of meetings during the year without a formal apology may, at the discretion of Council, have their term of office revoked.

**Meeting Agendas**

Agenda items can be submitted by Members for consideration for inclusion by the Chair.

The structure of the Committee Agenda and documents will be determined by the Chair.

The Agenda must be distributed to members at least five working days prior to the meeting.

**Quorum**

A quorum of the Chair and at least two other members will be necessary to transact the business of the committee.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chair be referred to the next meeting of the Committee.

**Conflict of Interest**

If a Member has a conflict of interest relating to any item on a Meeting Agenda, the member must verbally disclose the type and nature of the interest immediately before consideration of the matter in question.

**Confidentiality**

All Committee meetings and records are considered confidential and may be designated as confidential in accordance with the Act as the matters relate to personnel and contractual matters.

**Minutes and Reporting**

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  - c. Setting the CEO's Performance Plan for the next 12 month period;
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  - e. Whether any options of the CEO's contract should be exercised in accordance with the Contract of Employment.

### **5.3. ACTIVITIES & INITIATIVES 2019-2020: APRIL - JUNE (QUARTER 4)**

#### **PURPOSE:**

***This report provides information on the progress in achieving the Activities and Initiatives (A&I's) set down for 2019-2020 as part of the Council Plan and Budget process. This report provides Council and the community with an update in the progress of actions across Councils' functional areas.***

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#### **EXECUTIVE SUMMARY**

This report reflects on the progress and achievements of a broad range of Actions and Initiatives set out originally in the Council Plan and Budget, for the financial year 2019 –2020.

The Council has been able to achieve the continuation of the majority of its services to the community despite the impacts of Covid-19 and has additionally altered its program focus where appropriate to respond to supporting the community through our program of works.

Council continues to deliver services that respond to the constraints by other levels of government to keep us safe. This has in many instances meant a rethink of how we provide our services. Council has adapted its service delivery methods and has continued to plan for a post COVID future for this community.

The A&I's underpin activities Council undertakes to work toward the vision of Warrnambool: A Cosmopolitan City by the Sea.

The 5 key objectives that support this Vision are:

1. Sustain, enhance and protect the natural environment.
2. Foster a healthy, welcoming city that is socially and culturally rich.
3. Maintain and improve the physical places and visual appeal of the city.
4. Develop a smarter economy with diverse and sustainable employment.
5. Practice good governance through openness and accountability while balancing aspirations with sound financial management.

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

**That the Activities & Initiatives 2019-2020 April – June Quarter 4, be received.**

**CARRIED - 7:0**

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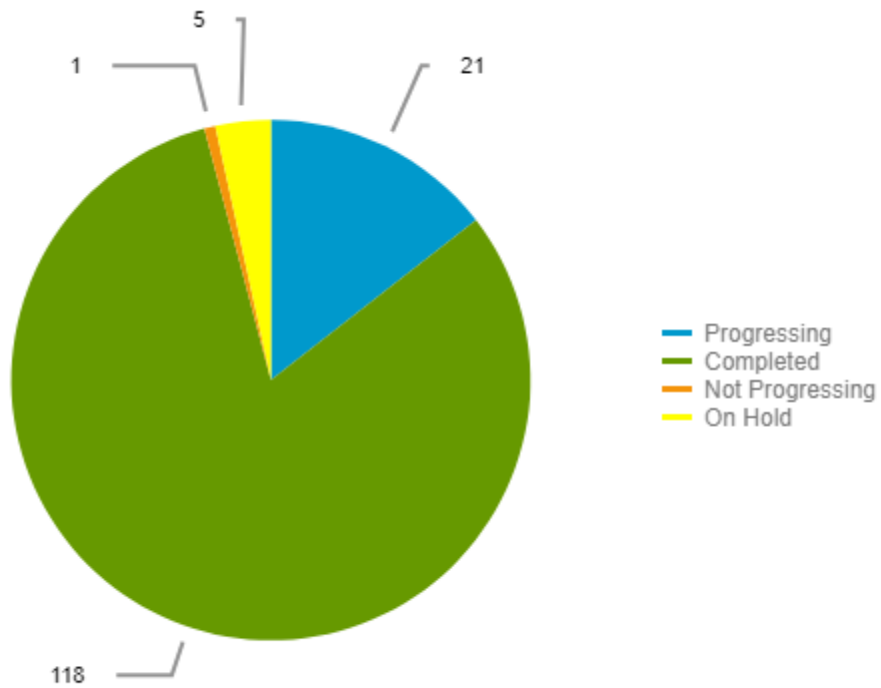
#### **BACKGROUND**

The 2017-2021 Council Plan (Revised 2019) is the principle planning and strategic document of the Council and details the Council strategic objectives for its community over a 4 year period.

Council is required to set down the A&I's on an annual basis that are to be funded and demonstrate how these actions will contribute to achieving the strategic objectives specified in the Council Plan and Budget.

#### **2019-2020 ACTIVITIES AND INITIATIVES OVERVIEW**

This report provides a snapshot as to the progress of the 2019-2020 A&I's.

**ATTACHMENTS**

1. Activities & Initiatives 2019-2020: April - June (Q4) [5.3.1 - 31 pages]



- Completed
- Progressing
- On Hold
- Not Progressing
- Not Updated





## Warrnambool City Council Activities & Initiatives

# Q4, 2019

### 1: Sustain, enhance and protect the natural environment.

#### 1.1: Protect and enhance our waterways, coast and land.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.1.1	Complete a Domestic Wastewater Management Plan.	Coordinator Environmental Health	100%		Plan has been adopted by Council.
1.1.2	Ensure compliance with Local Laws relating to horses on Lady Bay.	Coordinator Local Laws Traffic Fire & Animal Contr	100%		Although this action is ongoing, compliance has been achieved through warnings and suspensions of offenders. Horse training was suspended on Lady Bay due to Covid-19 but at the time of reporting had resumed.
1.1.3	Ensure all septic tanks meet EPA guidelines and requirements.	Coordinator Environmental Health	100%		The installation of new septic tanks complies with the EPA Code of Practice at the date they are installed. The continued monitoring of these, particularly at high-risk sites (i.e. beside rivers), will be achieved via the implementation of the Domestic Wastewater Management Plan. This action is ongoing.
1.1.4	Review recycling practices in the city and develop short and long-term options for recycling processing.	Manager City Amenity	100%		Council resolved to introduce the fourth bin for glass across the municipality. This action will be set to be implemented in 2020-2021. This initiative greatly improves the quality of recyclable material collected and potentially lowers the cost of recycling.

#### 1.2: Commit to being a carbon neutral organisation by 2040.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.2.1	Deliver street lighting energy efficiency replacement program.	Coordinator Natural Environment	100%		The Street Lighting Project is under way and the lighting design is progressing for replacement of LED street lights in the second half of 2020. Appointment of a contractor is imminent with implementation timelines scheduled for end of 2020.
1.2.2	Continue to reduce reliance on landfill by diverting organic material from waste streams.	Manager City Amenity	100%		This action in relation to FOGO is ongoing although the program has been fully rolled out. In 2019-2020 800 tonnes of material was diverted from landfill.

#### 1.3: Assess our climate change preparedness.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.3.1	Support State Government in Local Coastal Hazard Assessment program.	Coordinator Natural Environment	100%		The Deakin University dune monitoring program is under way and includes Lady Bay. The monitoring will inform Phase 2 of the Local Coastal Hazard Assessment which is subject to funding.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Warrnambool City Council has been selected as the lead agency for the Barwon South West Climate Alliance and will host a Climate Alliance Establishment Officer, a position funded by the Department of Environment, Land, Water and Planning and Alliance Councils.

#### 1.4: Review options for managing waste.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.4.1	Investigate opportunities for waste to energy to reduce reliance on landfill.	Manager City Amenity	50%		These commercial in-confidence investigations and discussions with potential providers are continuing.

#### 1.5: Educate and partner with the community on Councils sustainability initiatives.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.5.1	Implement Green Futures support program for households and businesses to facilitate improved energy efficiency, use of renewable energy and reduce costs.	Coordinator Natural Environment	100%		A second business audit has been completed, with an aim to begin an environmental upgrade. Avenues to further promote and raise the profile and opportunities of the benefits of the Environmental Upgrade Agreements is being undertaken.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

## 2: Foster a healthy, welcoming city that is socially and culturally rich.

### 2.1: Promote healthy lifestyles.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.1	Ensure compliance with the Tobacco Act and MAV Tobacco Agreement.	Coordinator Environmental Health	100%		<p>Due to COVID-19, the Tobacco Test Program (TTP), which involves the assistance of a young person under 18 years of age, did not occur during the Easter holiday. The TTP will only resume once health authorities advise that the risk of COVID-19 has significantly reduced.</p> <p>At Warrnambool Base hospital we continue routine monitoring to confirm smoking is not occurring within 4m of public entry points.</p> <p>Food premise inspections continue to also ensure that dining areas remain smoke-free.</p>
2.1.2	Implement Warrnambool - A Healthy City 2017-2021.	Travel Smart Officer	100%		<p>The Municipal Health and Wellbeing Plan draft review was completed in partnership with South West Primary Care Partnership. The VicHealth-funded This Girl Can campaign was postponed until September due to COVID-19. During March-June online activities were promoted via the Connect Facebook platform and included: emergency messaging about COVID19 (local and state information); promotion of healthy eating and physical activity (local and state information) during lockdown; information around mental health services and help; information and support for people who speak a language other than English; and promotion of local businesses and promotion of lifelong learning (links to virtual tours/activities and local online activities). Council also worked in partnership with the health network to promote access local food, mental health supports and domestic violence support.</p>
2.1.3	Increase understanding of priority health and wellbeing issues in the community.	Travel Smart Officer	100%		<p>Community planning under way for Gambling Harm Awareness week and Mental Health week for Q4. The 'This Girl Can' campaign (postponed) will incorporate the promotion of the impact of physical activity on mental health as a response to the ongoing stress of COVID19. Planning with the local Peek Whurrong community aims to create a partnership approach to mental health by working with partners to develop programs which connect young people to the language, environment and physical activity/art opportunities. Council will be working with</p>



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					partners to develop a strategy to support people impacted by COVID-19.
2.1.4	Encourage social connection and promote active living in public spaces.	Travel Smart Officer	80%		Reduced capacity to roll out the full program due to officer vacancy and the COVID-19 pandemic.
2.1.5	Provide communications support to promote Council services and facilities.	Manager Communications	100%		The final quarter of 2019-2020 saw in some instances a reversal of promotional messages as Council services and facilities were either closed or modified their operations to comply with COVID-19 restrictions. This included informing the community of temporary shutdowns or reduced hours at venues including AquaZone, the Lighthouse Theatre, Flagstaff Hill and the WAG.
2.1.6	Ensure premises operating under the Food Act and Public Health Act are inspected before a renewal of registration is granted.	Coordinator Environmental Health	100%		All premises were reinspected prior to their registration being renewed.

### 2.2: Increase participation, connection, equity, access and inclusion.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.1	Partner with local agencies and organisations to address health and wellbeing priorities.	Travel Smart Officer	100%		<p>Increased focus on advocacy and support for local agencies as a result of uncertainty over Primary Care Partnerships funding. The PCPs provided a strong evidence-based case for the role they play in supporting the health and wellbeing of municipalities along with the related agencies with a similar focus. Funding was extended by six months while the State Government considers agency and stakeholder feedback.</p> <p>Beyond the Bell (BTB) funding was due to end in June 2020. Support for continued funding from agencies across the sub-region has been strong and ongoing.</p> <p>Family and Children's Services have continued the Maternal Child Health Immunisation partnership with Gunditjmara Health Service which is achieving high rates of vaccination.</p> <p>COVID-19 is affecting smaller agencies and their capacity to maintain services. Expecting that item will occupy a lot of time from this point on.</p> <p>Other agencies partnered with include Women's Health and Wellbeing Barwon South West,</p>



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Respect 2040 strategy, Emergency Management Victoria, and Brophy Family and Youth Services.
2.2.2	Develop a proposal for the development of fit-for-purpose immunisation facilities.	Coordinator Immunisation	100%		Designs are in progress, awaiting funding to implement the plans.
2.2.3	Children with the highest needs within the community are identified and offered support through the Early Years Continuum.	Manager Children & Family Services	100%		The Early Years Leadership group has continued to meet and identify families in need. Support from all areas of the early years learning and development continuum is provided to ensure all families needs are met. The establishment of the collaboration group has been a huge benefit through the COVID-19 pandemic with the group increasing meetings from fortnightly to weekly to ensure all families with urgent needs are responded to quickly.
2.2.4	Maintain and enhance child immunisation rates (from 95 per cent coverage).	Coordinator Immunisation	100%		Immunisation rates have exceeded 95% for this year.
2.2.5	Strengthen and further develop the central enrolment process for kindergartens which respond to policy direction emerging from the Early Years Reform.	Service Manager Early Years Learning and Developme	100%		The Central Enrolment Project was completed in October 2019, with all project goals completed.
2.2.6	Support the collection and sharing of consistent data and evidence to inform strategic and service planning.	Travel Smart Officer	100%		As information is released data is forwarded to relevant staff and local agencies as appropriate.
2.2.7	Encourage residents to be prepared for emergencies, increase awareness of local emergency alerts/warnings and share preparedness resources and information with residents.	Travel Smart Officer	100%		Connect proved to be an effective and efficient source of information for the COVID-19 emergency management situation. During March an extra 1000 people followed Connect so they could be kept up to date with COVID-19 information and as a way to maintain connection during lockdown. Between March and June 482 posts had a reach of 842,029. The highest reaching posts were during the peak of the COVID 19 lockdown in March Feeling overwhelmed? (20,102) and Stay at Home (18,770).
2.2.8	Establish a parenting program supporting the needs of fathers within the community.	Service Manager Early Years Intervention & Support	55%		On hold due to COVID-19: unable to conduct groups.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.9	Continue to develop a kiosk information centre for families to navigate childrens services and activities within the community.	Service Manager Early Years Intervention & Support	75%		On hold due to service relocation to accommodate Florence Collins renovation.
2.2.10	Continue to monitor and deliver agreed annual priorities of the State Government Early Childhood Reform Plan across all Early Years Learning and Development services and alliance networks.	Service Manager Early Years Intervention & Support	70%		Sleep and Settling initiative postponed due to COVID.  Baby Makes 3 groups postponed due to COVID - planning to offer via Zoom.  Parenting education undertaken via telephone hotline.
2.2.11	Embed child safety standards across the Early Years Learning and Development Unit.	Service Manager Early Years Learning and Developme	100%		Continuous improvement in place to ensure child safe standards are met and embedded into everyday practice through service quality improvement plans.
2.2.12	Foster relationships between early years services and culturally diverse families, to make sure our services are safe and responsive to their cultural needs.	Service Manager Early Years Learning and Developme	100%		The Indigenous Language Program has continued to be delivered to all kindergartens. Action plans are developed to support services to offer a culturally safe environment for all children.
2.2.13	Complete the principle pedestrian network plan to inform future investment in our pathways and support sustainable transport.	Manager Infrastructure Services	90%		Final report released for public comment.
2.2.14	Ensure regional assessment targets are met and that quality processes are adhered to.	Service Manager Community Support	100%		The Regional Assessment Service (RAS) has continued to operate under the My Aged Care (MAC) and DHHS COVID-19 restrictions, completing both telephone and in-home assessments as per client needs. RAS Assessment Officers have completed mandatory training during this quarter in order to maintain competency and proficiency during this time of continual change. As of the end of June 2020, the following outcomes have been achieved in relation to the Department of Health and Human Services Key Performance Indicator (KPI) criteria:  Action referrals within 3 calendar days of issue KPI Met  Complete Assessments within the allocated priority timeframe KPI Met  NSAF (National Screening and Assessment Form) KPI Met - 100% of the NSAF and Support Plans meet the agreed quality



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Client Satisfaction Surveys KPI Met - every client is sent a survey to fill out, with 100% Clients being satisfied or very satisfied with the overall quality of the Assessment service  Acceptance of referrals KPI Met
2.2.15	Continue to implement Council's Disability Action Plan.	Manager, Capacity, Access & Inclusion	100%		The Disability Action Plan is currently ahead of schedule with all due actions completed. To date 30 actions were completed, 13 were in progress and one is not progressing due to a lack of budget allocation at this stage.  The disability work experience project, that supports People with a disability to gain work experience at Council is on hold due to the current COVID-19 situation. Recommencement will occur once it is deemed safe to do so.  Further works to be undertaken during 2020-2021 in response to completed facility audits.
2.2.16	Ensure that the Commonwealth Home Support program meets and maintains all quality service standards as established by the Commonwealth Government.	Service Manager Home Support	100%		Service Quality Self Assessment reviewed and updated. The Home Support Continuous Quality Improvement Plan was updated in line with self-assessment. All service forms have been redesigned using health literacy principles to ensure they are easy to understand and user friendly. Meals on Wheels service is undertaking a service enhancement process, supported by Volunteer Connect, to provide an improved experience for volunteers and clients.
2.2.17	Implement Council's wellness, reablement and diversity plans.	Service Manager Home Support	100%		2019 - 2020 Wellness & Reablement and Diversity Plan reviews submitted to DHHS and following evaluation were accepted and recorded as final.

### 2.3: Increase community health and social connection.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.1	Establish Archie Graham as a key provider of health and wellbeing information, activities and opportunities for older adults and other community groups.	Service Manager Community Support	100%		The Archie Graham Community Centre was temporarily closed to the community due to the COVID-19 pandemic on 23 March 2020. Prior to the closure, health and well-being activities and community information sessions during the first three weeks of March were near maximum capacity.  Group exercise staff pivoted from offering centre-based exercise sessions to online exercise sessions. Printable resources with photos and descriptions were also distributed via the centres newsletter.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>n the final quarter, centre staff made 667 telephone contacts to check on the well-being of Archie Graham Community Centre patrons.</p> <p>The Archie newsletter included essential safety information about COVID-19 and contact information for Council Home Support Services.</p> <p>During June, the Community Programs and Reception teams developed a COVID Safety Plan in preparation for re-opening the facility in a staged way during July and August (subject to level of restrictions in place).</p>
2.3.2	Increase connectedness and build health and wellbeing knowledge of local people via social media.	Travel Smart Officer	100%		<p>Warrnambool Walks and W2040 have a reach of over 25,000 people. These social media platforms have played an important role during the COVID-19 emergency event and have been used to relay emergency messaging from the Victorian Government along with providing local information about physical and mental health.</p> <p>The West Warrnambool Neighbourhood House was engaged the community via Facebook and as a Foodshare outlet the house was able to supply local people with food hampers.</p>
2.3.3	Continue to support and grow active volunteerism within the local community.	Service Manager Community Support	100%		<p>Volunteer Connect continues to support and advise volunteer involving organisations through the COVID-19 pandemic. Regular contact has taken place via email and phone, offering guidance on volunteer engagement through isolation, as well as advising on how to safely return volunteers to their roles. The South West Volunteer Network meetings are a supportive platform for organisations with volunteers to meet and share ideas on how to respond to the pandemic.</p>
2.3.4	Analyse impact of childcare subsidy and other sector reforms on the Outside School Hours Care operating model.	Service Manager Warrnambool Stadium	100%		<p>The introduction of the Federal Governments Emergency Childcare Relief Package in response to the COVID-19 Pandemic applied a very different operating model to Outside School Hours Care services. The emergency package was to conclude on the July 13 with a staged return to the normal Childcare Subsidy system expected. Engagement with the Department of Education and Training around compliance and quality improvement has not been possible through service visits and face-to-face meetings with department officers however Councils OSHC service has actively engaged with the department to progress quality improvement plans for both After School Care and Vacation Care programs.</p>





## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.5	Complete the Age Friendly Communities Project.	Manager, Capacity, Access & Inclusion	100%		<p>Significant progress on the Age-Friendly Cities projects in this quarter include the following initiatives:</p> <p>The Welcoming Business Project Our business is for everyone will now support 180 businesses to embrace age and diversity. A sticker to acknowledge the business, online education for business owners and staff and check lists for businesses to measure their accessibility have been developed. Support from the Age Friendly Communities Project Officer will also be provided to support implementation.</p> <p>The Driving Safely for Longer initiative provided refresher lessons to 18 older drivers and one session to one person with a disability in a specially designed vehicle.</p> <p>Grants were provided to assist the Warrnambool Community Garden install seating for older people, and the Warrnambool Croquet Club to grow community interest and club memberships.</p> <p>An easy-to-read postcard was developed for GPs to give to older adults with details on how to access clubs and groups, thereby increasing physical and social activity. The final report has been submitted to the Department of Health and Human Services.</p>
2.3.6	Early childhood services know how to respond and reduce harm related to childhood trauma.	Manager Children & Family Services	100%		<p>Staff across the Early Years Learning and Development Continuum have had extensive training in child-related trauma, eg. Marte Meo, Bridges out of Poverty, and Early Childhood Australia Stress and Trauma Training. Staff receive regular debriefing and support to help sustain their health and wellbeing when working in the areas of trauma.</p>
2.3.7	Establish and deliver a Neighbourhood House program in the West Warrnambool Community.	Manager, Capacity, Access & Inclusion	100%		<p>In response to the COVID -19 Pandemic the West Warrnambool Neighbourhood House increased its Facebook presence by advertising delivery of Food Share hampers to residents living in West Warrnambool and Dennington. Hampers were also advertised on Connect Warrnambool social media and the Archie Graham Newsletter and South West Healthcare Community Access to Food Flyer.</p> <p>By the second week of April and with stage three restrictions implemented it became apparent that vulnerable families living in the Warrnambool West area were in need of more support. The Neighbourhood House coordinator collaborated with Life Line Southwest and Warrnambool &amp;</p>



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>District Food Share to offer more services and extra support to residents who were self-isolating, immune compromised, elderly, recently unemployed and those caring for extended family members.</p> <p>A postcard drop offered vulnerable families and individuals access to free items such as warm blankets, clothes, toiletries, food hampers, books puzzles, games and DVDs as well as other information about services in Warrnambool. Neighbourhood House and Lifeline volunteers were recruited to deliver 1,000 postcards to residential addresses in the West Warrnambool community, with a significant focus on pensioner and single parent dwellings, in particular families and individuals without access to Facebook or Wi-Fi devices.</p> <p>In the three months to June 30, 99 hampers were delivered to families in West Warrnambool. Although demand decreased, hampers of food and toiletries were still being delivered by the Neighbourhood House to families on request.</p>
2.3.8	Provide increased services through the Enhanced Maternal and Child Health (MCH) Service to support children up to the age of three years.	Service Manager Early Years Intervention & Support	100%		Supported playgroup on hold as a result of COVID-19, Facebook and Zoom used to remain engaged with families. Continuing to provide EMCH service throughout pandemic with modifications to consider safety.
2.3.9	Review and further develop operational procedures and resources for Emergency Relief Centre Activation at Warrnambool Stadium.	Service Manager Warrnambool Stadium	100%		While the Emergency Relief Centre was not activated at Warrnambool Stadium in 2019-2020, the equipment, stock and facilities have all been reviewed and where necessary supplemented to ensure the Stadium is ready to deliver an effective response in the event of an emergency. Supporting documentation has been expanded and staff training and familiarisation undertaken over the past 12 months.
2.3.10	Work with the system provider to further improve functionality within the KidsXap system for Outside School Hours Care.	Service Manager Warrnambool Stadium	100%		Strong progress has been made over the past 12 months on embedding the KidsXap system within Councils Outside School Hours Care programs. The educator team is now trained and using the system within the service to access information to support individual children while in care. Program administration is now integrated with KidsXap to efficiently manage enrolments, bookings, family accounts and Childcare Subsidy management. A scheduled update (KidsXap 2.0) is expected to enable further efficiencies and program enhancements.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

#### 2.4: Encourage and support participation in sport, recreation and physical activity.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.1	Implement the AquaZone Operational Plan and make improvements to drive increased visitation.	Aquazone Service Manager	100%		Visitor numbers lower than previous year as a result of pandemic restrictions.
2.4.2	Complete the upgrade to AquaZone's water treatment system.	Aquazone Service Manager	100%		All items completed and signed off.
2.4.3	Implement the Merrivale Recreation Reserve irrigation, electrical upgrade and lighting improvement project.	Recreation Planner	100%		Project completed including final aiming and lux level testing. Acquittal to be submitted to the Victorian Government.
2.4.4	Continue implementation of the Reid Oval Redevelopment Project.	Service Manager Recreation & Youth	100%		Detailed design stage completed and project has gone out to tender. Value management strategies are in place if required - to compensate for club contributions, however, design costing in on target.
2.4.5	Implement Stage 1 of the Lake Pertobe Master Plan.	Manager Infrastructure Services	50%		Wayfinding signs set to be installed. Bridge 6 completed. Detailed design for playspace and waterplay under way. Path network construction to begin in August 2020.
2.4.6	Commence implementation of the Active Warrnambool Strategy.	Service Manager Recreation & Youth	100%		Implementation plan being finalised and will be presented to Council in the first quarter of 2020-2021. The plan includes actions with priorities, responsibilities, resourcing and partners involved. The short term actions will be confirmed. A capital works and project prioritisation plan identifying projects for investment will also be presented. The documents will inform the strategy's staged delivery over the next decade and will communicate to the community and key stakeholders the plan priorities over the short, medium and longer term and report on progress.
2.4.7	Coordinate and administer casual and seasonal tenancy use, including fees and charges for use of Council's outdoor sports grounds.	Recreation Planner	100%		Seasonal tenancies completed for 2019-2020.
2.4.8	Coordinate the implementation of IMS Reserves Manager program with all of Council's sports ground user groups to manage and administer club seasonal allocations, licence agreements and casual sports ground bookings.	Recreation Planner	100%		Implementation is complete. Online booking system is now in place, improving the efficiency of the process and the level of communication and data collected. Casual hires and seasonal use processes are ongoing.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.9	Explore facility management software or web-based solution for Warrnambool Gymnastics Centre.	Service Manager Warrnambool Stadium	100%		Effort prior to the pandemic focused on restructuring the gymnastics training program to respond efficiently to participation levels. The Centre reopened with staff re-engaged to identify the best operating system to support their work and service delivery. A number of specific gymnastics centre/program operating systems were identified. Staff will assess providers to identify the system most compatible with the requirements and available resourcing at the Warrnambool Gymnastics Centre. This project will cross over into 2020-2021.
2.4.10	Manage facilities and equipment to support domestic indoor sports competitions, tournaments and events at Warrnambool Stadium.	Service Manager Warrnambool Stadium	100%		Engagement with the Stadiums resident sports associations and other local sports and community groups continued throughout 2019-2020. The equipment and facility maintenance and renewal program progressed as scheduled. The pandemic placed a number of scheduled tournaments and events at risk and forced the cancellation winter domestic sports competitions, the Big V basketball season, some schools sport tournaments and the state netball association championship Warrnambool was to host in October 2020. The focus in 2020-2021 will be to safely re-establish regular indoor sports participation for the community at the Stadium.
2.4.11	Upgrade the gymnasium's strength equipment at AquaZone.	Aquazone Service Manager	100%		Installation of new equipment to occur in July 2020. Timeframe was moved due to international border closures during pandemic.
2.4.12	Commence a program of renewal works for AquaZone's outdoor 50m pool.	Aquazone Service Manager	75%		Programming implemented for youth, older adults, and all abilities. Implementation of online workouts through MyWellness.

### 2.5: Encourage and support more lifelong learning.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.5.1	Continue implementation of the Library and Learning Centre project in conjunction with South West TAFE.	Manager Recreation & Culture	100%		Project on track and has progressed to schematic design. Facade work has commenced.
2.5.2	Deliver Youth Leadership programs that a range of young people can access.	Manager, Capacity, Access & Inclusion	100%		The 2020 Warrnambool and Moyne Youth Awards were presented by the Youth Council via a livestream hosted by Alex Dyson on May 8. The awards received 340 simultaneous live views, 1200 views of one minute or more and a digital reach of 14,291. This years awards saw significant growth in nominations for people aged 19 to 25 years.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>2020 Warrnambool &amp; Moyne Youth Showcase, Warrnambool FReeZA and Moyne FReeZA collaboration, was adapted and delivered online showcasing about 40 young artists, musicians, film makers, makers, and creators. Twenty young people participated in remote filmmaking tutorials. Videos were shared in the lead-up to the Youth Awards attracting 40,000 views.</p> <p>FReeZA Warrnambool has undertaken planning on a music mentoring program to be rolled out remotely in August. It will create valuable networks between young people with more experienced music industry professionals.</p> <p>The Youth Council has continued to meet fortnightly using Zoom. Continuing their partnership with W2040, the Youth Council was involved in the delivery of the 20 Activities in 20 Days health and well-being focused program in May. This program supported local businesses and generated social participation with a digital reach of 27,000 and 220 participants. The Youth Council has continued to advocate for young people. Feedback regarding access to clear and trustworthy information has informed the development of the COVID-19 Information Hub by Beyond the Bell, and now located on their website.</p>
2.5.3	Review current kindergarten models in preparation of the governments introduction for funded programs for three-year olds in line with the State Government's early years reform.	Manager Children & Family Services	60%		Meetings with the Department of Education have been established to discuss the progress of three-year-old kindergarten for 2022. Capacity Assessment reports have been delayed due to COVID-19, and work will need to continue into 2021, delaying the progress of this activity.
2.5.4	Continue to provide high quality early years programs within early years services that prepare children to develop to their full potential.	Service Manager Early Years Learning and Developme	100%		Services have been recognised for achievement of the Sun Smart and Healthy Eating benchmarks.
2.5.5	Continue to improve school readiness outcomes through the implementation of the DET School Readiness Funding.	Service Manager Early Years Learning and Developme	100%		2020 School Readiness plans are on track and have been achieving desired outcomes. The COVID-19 situation has changed the approach to training which has now moved online.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

#### 2.6: Engage a broader range of people in cultural activities.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.6.1	Work with the appropriate stakeholders to progress development of improved tourism product initiatives at Tower Hill and Moyjil.	Director City Growth	100%		In May 2020 the Victorian Government announced \$11.3 million to improve the visitor experience at Tower Hill State Game Reserve. Projects will be prioritised from the recently completed Master Plan for Tower Hill. Tower Hill Project Control Group was formed in 2019 comprising Parks Victoria, RDV, Traditional Owner Groups, Moyne Shire, Warrnambool City Council, Great Ocean Road Regional Tourism, VicRoads, and Visit Victoria. The beach access stair construction project at Moyjil received permit approval from Aboriginal Victoria. Construction was nearing completion with an opening date to be announced shortly.
2.6.2	Develop and deliver a Warrnambool Art Gallery calendar of exhibitions and education programs which attract identified target audiences.	Art Gallery Director	100%		During the time of keeping the community safe from COVID-19 infection, Gallery doors were closed but staff worked behind the scenes to transform and digitise the program to keep the community connected through weekly newsletter, stories, activities, exhibitions and competitions.
2.6.3	Complete the 10 year strategy for the Warrnambool Art Gallery.	Art Gallery Director	60%		On hold pending the outcome of a business case.
2.6.4	Continue to foster community partnerships to deliver arts engagement workshops and activities at the Lighthouse Theatre.	Service Manager Lighthouse Theatre	100%		No further workshops were held in final quarter due to COVID-19 restrictions. Workshops and engagement activities planned as part of performances were rescheduled to late 2020 or 2021 to take place alongside new performance dates.
2.6.5	Develop and implement a Lighthouse Theatre membership program to provide increased engagement and opportunities for the community.	Service Manager Lighthouse Theatre	100%		A membership model has been developed, the ticketing provider has confirmed support. Further development on hold due to COVID-19. Will continue in 2020-2021 for an implementation of the new model as part of the 2021 Theatre Season launch in December 2020.
2.6.6	Develop, launch and deliver the 2020 Theatre Season program which attracts identified target audiences and meet the objectives of the Lighthouse Theatre Programming Policy.	Service Manager Lighthouse Theatre	100%		The theatre season suspended from late March due to COVID-19 restrictions. Significant work and negotiation with producers and tour coordinators undertaken to reschedule as many performances as possible to alternative dates in late 2020 or 2021. Support from patrons has remained strong with most keeping their tickets for the new show dates.



## Warrnambool City Council Activities & Initiatives

# Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.6.7	Undertake a feasibility study for the future of the Warrnambool Art Gallery.	Art Gallery Director	80%		The tender will be progressed in August.
2.6.8	Manage the Warrnambool Art Gallery collection and programs to enable the gallery air-conditioning upgrade.	Art Gallery Director	100%		Gallery components completed on time however the project completion dates were not reached therefore the environmental data not yet available to meet certain contractual requirements for presentation and loan of artworks.

### 2.7: Actively acknowledge local Aboriginal culture.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.7.1	Engage Aboriginal Elders in Councils strategic planning and include Aboriginal culture, stories and language in projects whenever appropriate.	Travel Smart Officer	100%		Lake Pertobe planning, Maternal and Child Health, Family and Children's Services, the Joint Library and WAG have all undertaken engagement and promoted opportunities to consult and include Aboriginal Elders . However, some of these projects have been placed on hold or delayed as a consequence of COVID-19.
2.7.2	Work with the Eastern Maar on developing Councils partnership role in relation to the establishment of treaty outcomes with the Victorian Government.	Director Corporate Strategies	100%		Action to be rolled into 2021 actions. Eastern Marr concurrently pursuing a native title claim through the Federal Court and the negotiations with the Victorian Government. Legal firm continues to act on behalf of a consortium of South West Victorian Councils to establish the extent of the claim and where current Native Title may or may not have been extinguished on land holdings managed by Local Government on behalf of the Crown.  The Victorian Government is pursuing the introduction of Land Use Area Agreements for traditional owners.

### 2.8: Increase participation opportunities for disadvantaged members of the community.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.8.1	Continue to monitor and deliver agreed annual priorities from the 'Early Years Compact'.	Manager Children & Family Services	100%		WCC staff have attended all Early Years Compact meetings held this financial year, progressing the priorities of the compact. COVID-19 has impacted all areas of the Compact and altered priorities over the final months of 2019-2020. Priorities are being reviewed for the next financial year.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

### 3: Maintain and improve the physical places and visual appeal of the city.

#### 3.1: Enhance movement in and around the city including better connections for cyclists and pedestrians.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.1.1	Consider the recommendations from the Cycling Reference Group and implement any actions adopted by Council.	Coordinator Assets & Development	100%		Cycling reference group Terms of Reference revised and new committee members appointed. Future actions will be ongoing.
3.1.2	Enhance safety at the Promenade through the improvement of sight lines.	Manager Infrastructure Services	100%		Trimming activities for the permitted areas are complete for the financial year. Ongoing work is progressing to develop a native vegetation precinct plan.

#### 3.2: Create a more vibrant city through activating high quality public places.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.2.1	Implement the key initiatives of the Open Space Strategy .	Coordinator City Strategy	75%		The South Merri Open Space Precinct Plan is being finalised following a two-month consultation period. The South Merri Open Space Precinct Plan is scheduled for adoption by Council in August 2020. Master plans and landscape plans continue to be prepared and are informed by the Open Space Infrastructure guidelines. Council's Infrastructure Team is undertaking a Play Space Strategy, which is another direct recommendation of the Open Space Strategy. The majority of uncompleted city-wide strategies are either in progress or ongoing (62%). Implementation of the Open Space Strategy key initiatives is progressing on schedule.
3.2.2	Implement an Open Space Contributions Policy.	Coordinator City Strategy	85%		The Open Space Contributions Policy has been completed in draft form. The draft has been independently peer reviewed, and the recommendations of the peer review are under consideration with the likelihood of further work being required that will have future budget implications.

#### 3.3: Build infrastructure that best meets current and future community needs.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.1	Complete the Changing Places Facility Project.	Manager, Capacity, Access & Inclusion	100%		The Changing Places facility was completed. Check-list completed by the building surveyor. Facility accredited and certificate of compliance issued.





## Warrnambool City Council Activities & Initiatives

# Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.2	Develop and adopt a Playspace Strategy.	Manager Infrastructure Services	90%		A draft plan has been prepared. The strategy will be presented to Council in draft, prior to seeking public comment and feedback ahead of the document being adopted.
3.3.3	Progressively plan and renew City Centre streetscapes.	Manager Infrastructure Services	100%		Design work has been completed for Koroit Street - Liebig Street to Kepler Street. Although the action has been completed for the financial year the action is ongoing. Designs will be progressively presented to Council prior to seeking community feedback.
3.3.4	Upgrade of one public amenities building.	Coordinator Building Strategy & Services	100%		The McGennans Car Park public amenity building upgrade project is planned to span two financial years. Project planning is currently under way with construction due to commence in the 2020-2021 financial year.
3.3.5	Develop significant & heritage tree renewal program.	Manager Infrastructure Services	20%		The development of a program has commenced which will be progressed in line with available resources.
3.3.6	Prepare a strategy and funding model for a long-term tree replacement program.	Manager Infrastructure Services	85%		An Asset Management Plan for trees has been prepared and will be presented to Council for adoption in 2020-2021.
3.3.7	Develop and expand off-street parking areas.	Manager City Amenity	70%		In-principle agreement reached for land purchase for an off-street car parking site in CBD. Report will go to the August 2020 meeting to confirm purchase. Project should be created as a 2020-2021 finalisation.
3.3.8	Complete a review of the City Centre Car Parking Strategy.	Manager City Amenity	70%		Awaiting final draft which has had to be revised due to Covid pandemic impacts on parking arrangements affecting the Strategy. The revised strategy is due in August.

### 3.4: Maintain and enhance existing Council infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.4.1	Identify and regularly monitor condition of asset classes.	Manager Infrastructure Services	100%		All planned asset classes have been condition assessed for the financial year.
3.4.2	Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the Portuguese monument and Wollaston Bridge.	Manager Infrastructure Services	100%		Wollaston Bridge works completed. Two cannons removed to enable a local contractor and volunteers to begin restoration. Action to continue into 2020-2021.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.4.3	Update asset management plans for asset classes including drainage, roads, open space, IT, buildings and monuments.	Manager Infrastructure Services	65%		Drainage Asset Management Plan adopted. Buildings & Open Space plans out for community consultation.
3.4.4	Complete service level reviews for parks and gardens and roads and drainage services.	Coordinator Municipal Depot Operations	100%		Service levels reviewed for the financial year. This action is ongoing to ensure service levels are appropriate.

### 3.5: Advocate for better regional connections.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.5.1	Seek funding for and deliver road safety projects.	Coordinator Infrastructure Management	100%		Funding applications made to the following programs <ul style="list-style-type: none"> <li>- Federal Blackspot - Banyan Merri Roundabout</li> <li>- TAC Funding - Ward St Crossing</li> <li>- Vic Roads Community Road Safety Grants</li> </ul>
3.5.2	Advocate for essential safety and road improvements on the Princes Highway West.	Manager City Amenity	100%		2019-2020 advocacy plan completed with spokesperson position had now transitioned to a community representative.
3.5.3	Advocate for improved passenger and freight rail services.	Director City Growth	100%		The \$114 million Warrnambool Line Upgrade includes building a new crossing loop, signalling upgrades and 12 level crossing upgrades. Construction has begun on level crossing upgrades include installing boom gates, bells, flashing lights and improved train detection technology. The level crossing upgrades, delivered by V/Line, are targeted for completion by mid-2020. The broader works as part of the \$114 million upgrade is expected to be complete late 2021. In early July 2020 additional funding was announced by the Commonwealth Government for the Warrnambool Line Upgrade within the Regional Rail Revival Package. It will address cost pressures and enable the project to be completed by the end of 2021. The contract to undertake the main construction phase of the project was awarded to Downer in January 2020. On rail freight matters, the Victorian Government announced \$4 million in June 2020 to extend the Mode Shift Incentive Scheme (MSIS) through to June 30, 2021. Council, as an active member of the Rail Freight Alliance, advocated for the extension of the MSIS in recognition of the important role the Warrnambool Intermodal Terminal plays to move freight by rail to Melbourne.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

## 4: Develop a smarter economy with diverse and sustainable employment.

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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.1	Facilitate and promote business support initiatives to grow the local economy.	Coordinator Economic Development	100%		The Economic Development branch has engaged with and supported businesses in response to the impacts of COVID-19 (#GetAroundWarrnambool). The Business Initiatives Grants (BIG) program closed with 49 businesses receiving funding. These grants require businesses to use local businesses, where possible, to implement the initiatives ensuring the funding has a flow on economic benefit in the community. A business concierge service was established on Council's website which links businesses to Government assistance packages, mentoring support, practical advice and mental health connections. Engagement through a series of webinars was conducted along with ongoing engagement across a range of business sectors either through direct contact (phone, email) or a broader survey to assess the impacts of COVID-19.
4.1.2	Provide executive support to implement the Great South Coast Food and Fibre Plan.	Director City Growth	100%		A Great South Coast Food and Fibre marketing campaign was launched in February 2020. Executive support continues to be provided to the Great South Coast Food and Fibre Council. Warrnambool City Council as the auspice for the \$500,000 Victorian Government grant awarded to the Food and Fibre Council recently acquitted the funding and submitted a final report. Key achievements included effective advocacy for water policy reform, three-phase power upgrades, a dedicated website and branding, Communication and marketing plan was completed, food and fibre focus group, and educational and leadership programs developed. The overarching Great South Coast Food and Fibre Plan continues to be relevant and guides the priorities of the group. Some 26 of the 42 initiatives of this plan have either commenced or have been completed. Work is under way to finalise a sustainable funding model for the group, including recently incorporating to broaden access to funding opportunities.
4.1.3	Develop and circulate economic data and analysis to business and industry.	Coordinator Economic Development	100%		Key economic indicators were regularly communicated to Council and the wider business community including building approvals, population growth, unemployment data regularly updated and made available online ( <a href="http://www.economyprofile.com.au/warrnambool">www.economyprofile.com.au/warrnambool</a> ). A survey and direct business engagement was undertaken to understand the scale and breadth of economic impacts on our circa 2,800 registered businesses as a result of COVID-19. An additional survey is being developed to be distributed shortly to get a further data analysis on the economic impacts on businesses as the state moves through restrictions.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.4	Implement Warrnambool - China Strategy to build local business capacity and capability.	Coordinator Economic Development	100%		The Economic Development team secured funding from the Victorian Government to develop and implement a Building an Asia-capable region program. This program will be an extension of the China Host program and see businesses in the tourism sector given the opportunity to gain the knowledge, skills, cultural awareness and networks to ensure visitors from ASEAN nations have a meaningful Australian experience which caters to specific cultural needs. Other possibilities to continue to build the local business capacity and capability through the China Strategy in response to the impacts of COVID-19 continue to be explored.
4.1.5	Deliver the Designated Area Migration Agreement (DAMA) representative role for the Great South Coast region and the Regional Certifying Body function on behalf of the Great South Coast.	Designated Area Migration Agreement Coordinator	100%		Council has endorsed 62 applicants across the region as part of the GSC DAMA program. Since COVID-19 began impacting the GSC DAMA Region in early March we have still experienced demand for DAMA, but recognise with international borders closed this has slowed some businesses taking on DAMA due to recruitment efforts being impacted. Since early March Council have still endorsed six businesses for a total of eleven positions. A few applicants reduced the number of requested positions in their application due to the borders being closed. This affected the real numbers they need to recruit but they still wanted to obtain their DAMA labour agreement as a part of their longer term recruitment strategy. All of the visa workers recruited to fill these positions were individuals already within the country. This demonstrates that despite international borders being closed there is evidence of internal migration among workers already within Australia who are looking for long term employment and security. Regions like the GSC will need to continue to reach out to this cohort to fill its skills needs as COVID-19 continues to be a presence. We have also fielded inquiries from and are liaising with four dairy farms and two other car dealerships for mechanic positions at present which would bring eight further workers to the region if all proceed. A COVID-19 Impact Statement was requested by and submitted to the Department of Home Affairs in July to reiterate the need for occupations on our skill shortage list and the request for new ones in the areas of aged care, child care and aquaculture.
4.1.6	Deliver Social Housing Planning Project.	Coordinator City Strategy	100%		The Social Housing Planning Project is funded through the Victorian Government's Social Housing Investment Program. The project commenced in July 2019 with the procurement of a social housing consultant. The project, in the final stages, has been informed by extensive stakeholder engagement, data collection and analysis which have identified issues and opportunities to facilitate an increase in social housing in Warrnambool. The project is scheduled for completion in August 2020.
4.1.7	Plan for the development and implementation of	Coordinator City Strategy	100%		Development of precinct structure plans is ongoing, with the future growth area east of Aberline Road currently being developed. The Minister for Planning has appointed



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
	precinct structure plans.				the Victorian Planning Authority as the Planning Authority for the East Aberline Precinct Structure Plan (PSP). Further detailed technical studies are being commissioned to inform the future urban structure of the PSP and required developer contributions. The Allansford strategic framework plan is under way with the second round of community engagement scheduled to commence in coming months. The Eastern Activity Centre Structure Plan has been implemented via Planning Scheme Amendment C103, approved by the Minister for Planning and gazetted on July 9, 2020.

#### 4.2: Encourage more sustainable local business.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.2.1	Continue to facilitate and implement place-making initiatives.	Coordinator Economic Development	100%		Facilitating key place-making activation and engagement activities by partnering with industry to host regular networking and community idea 'pitch' nights which supports a community member implementing a placemaking idea in the city. Economic Development worked with events and communications teams to bring a second edition of Loungefest to the city over the Queens birthday weekend. Solstice Searching, a neon sculptures event, was also brought to the city.
4.2.2	Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.	Director City Growth	100%		Engagement occurring with the Victorian Government regarding the proposed independent statutory authority to manage coastal Crown land and marine waters along the Great Ocean Road. Advice and support provided to a number of potential investors at preliminary planning stage across residential, industrial and visitor economy sectors.
4.2.3	Implementation of Development Plans and Developer Contributions Plans.	Coordinator City Development	100%		Development Plan applications and Development Plan amendments continue to be processed and determined by Council including Logans Beach Coastal Village (addendum for Stages 6 & 7) and the implementation of Hopkins Heights Development Plan. Development contributions have been received and acknowledged for the North Merri Development Contributions Plan and North Dennington Development Contributions Plan. Also developing guidance notes for applicants on how to prepare a Development Plan.
4.2.4	Deliver a business case for a Business Incubator/Accelerator to support growth of existing	Coordinator Economic Development	100%		With a \$284,000 grant secured through Victorian Governments LaunchVic program, Warrnambool City Council coordinated The Ideas Place", a 12-month program to engage



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
	companies or start-ups in our region.				and support local entrepreneurial activity across Warrnambool, Moynes and Corangamite municipalities. This initiative also formalised a partnership with South West TAFE with the use of its entrepreneurial hub The Hive, launched in March 2020.

#### 4.3: Enhance the visitor experience.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.1	Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.	Director City Growth	100%		Over \$700 million in private sector investment is in planning. Victorian and Commonwealth funding of \$108 million has been secured for implementation of Stage 2 of the Shipwreck Coast Master Plan. \$153 million for Great Ocean road maintenance. Parks Victoria has commenced Stage 1 works which will deliver new lookout structures at the Saddle and the Blowhole, Port Campbell National Park; a new pedestrian bridge over Port Campbell Creek in Port Campbell; better telecommunications; and a wi-fi and digital interpretation platform to enhance the experience for visitors.
4.3.2	Support the activities of the Great Ocean Road Regional Tourism Board.	Director City Growth	100%		As the COVID-19 situation continues to evolve, Great Ocean Road Regional Tourism (GORRT) is providing support to the industry across the region via information updates, business support, government relief packages, and webinars.
4.3.3	Continue to implement actions of the 2018-2022 Events Strategy.	Service Manager, Events & Promotion	100%		Delivery of Beachfest 2020 with high participation across 27 different activities over three weeks in January. Significant disruption to events calendar programming occurring due to COVID-19 restrictions. Events team offering support and advice to affected events organisers. Virtual concert (Lounge Fest) was organised for Easter featuring 20 musicians as part of the #GetAroundWarrnambool initiative and drew a wide audience.
4.3.4	Partner with Great Ocean Road Regional Tourism (GORRT) and other stakeholders to implement the recommendations of the Warrnambool Destination Action Plan.	Director City Growth	60%		The Warrnambool Destination Action Plan is to be reviewed with the support of GORRT. Other visitor economy stakeholders will be invited to participate in the review with the expectation that a broader base of Warrnambool's visitor economy will be engaged and lend support towards implementation of the updated Destination Action Plan. Since March, 2020, GORRT and Council resources have been prioritised towards managing COVID-19 impacts on local and regional tourism businesses.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.5	Deliver a population attraction campaign supported by a Victorian Government grant.	Coordinator Economic Development	100%		Since receiving Victorian Government funding to develop a population attraction campaign targeting retirees and baby boomers to relocate to Warrnambool, the Economic Development unit has undertaken research-based initiatives via focus groups and surveys within the target market both inside and outside the city. This research has led the development of a range of targeted marketing campaign activities including the development of a website, advertisements and post code targeted campaigns to draw interest from the target market to relocate to Warrnambool.
4.3.6	Produce and implement a Strategic Plan for the Holiday Parks (Surfside & Shipwreck Bay).	Director City Growth	80%		First draft nearing completion.

#### 4.4: Advocate for and improve infrastructure including transport, services and digital infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.4.1	Provide advocacy support material and report on advocacy outcomes.	Manager Communications	100%		Advocacy materials updated and provided on request. Council was recently successful in obtaining a grant for the installation of a new roof above the saleyards.
4.4.2	Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.	Director City Growth	100%		The Australian Government has added the Princes Highway from Colac to the South Australian border to the National Land Transport Network, recognising the critical importance of the key freight link to the Victorian and national economies. The Australian Governments \$300 million 2019/20 budget commitment to the Princes Highway in Victoria includes the \$60 million investment in upgrades between Warrnambool and Port Fairy.
4.4.3	Enhance the outcomes of Councils regional partnership role and ensure the appropriateness of outcomes for Warrnambool.	Director Corporate Strategies	100%		Key focus of advocacy on a post-COVID-19 economic recovery. Council continues to pursue key stimulus measures to be implemented in the regions including a strong tertiary education sector, major infrastructure projects such as Princess Highway West upgrade and the Hydrogen Futures pilot projects at Deakin.
4.4.4	Develop a Smarter Cities Plan to understand Councils role in the evolution of technology enhancing the growth of a regional city.	Director Corporate Strategies	100%		Ongoing action. Implementation has been delayed with Victorian Government necessarily responding to the COVID-19 crisis. However, the use of technology and this projects genesis in remote partnering mean it remains set to proceed. The development of the shared enterprise system between Warrnambool,



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Corangamite and Moyne will provide for a platform to enable greater connectivity to the community and the utilisation of big data that is the foundation of work being created in smart cities. Scoping of a shared Information Technology Strategy is being completed to better inform priorities for the organisations involved and the plan for improving a smarter cities focus across the region.

#### 4.5: Create stronger links between education providers, business and industry.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.5.1	Deliver education and advisory services to business and industry to raise awareness of building regulation requirements.	Coordinator City Development	100%		Recent changes to the swimming pool regulations has been communicated to the community via Council's website, media and direct mail to affected residents. The information provided includes an overview of the swimming pool regulation changes and associated responsibilities.
4.5.2	Continue to partner on projects and initiatives with Deakin University Warrnambool and South West TAFE.	Coordinator Economic Development	100%		Warrnambool City worked with Deakin University and South West TAFE on a range of regional initiatives including IdeasPlace, China Host program, international student attraction, International Student Guide as well as coordinating formal welcomes for requested student and official delegations. Council led the application for Deakin University research project - Great South Coast Economic Futures which is exploring large commercially feasible projects across a range of sectors - energy, manufacturing, water and tourism. Warrnambool City Council also formed a Memorandum of Understanding with South West TAFE on the The Hive regional business co-working and incubation project. Commonwealth Government funding was secured for Stage 1 of the hydrogen energy precinct led by Deakin led and supported by Council.





## Warrnambool City Council Activities & Initiatives

### Q4, 2019

## 5: Practice good governance through openness and accountability while balancing aspirations with sound financial management.

### 5.1: Provision of opportunities for the community to actively participate in Councils decision-making through effective promotion, communication and engagement.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.1.1	Provide community engagement opportunities relating to Council projects as required and funded.	Travel Smart Officer	100%		The MCPP has provided guidance, support and advice regarding engagement planning and processes for Lake Pertobe Renewal Project, Merri River Precinct Plan and stakeholder and partnership engagement for a range of community projects. Internal engagement was undertaken to seek feedback from families on the Lake Pertobe Playground Concept.
5.1.2	Review the approach to Council meeting procedures to improve the accessibility and transparency of meetings.	Director Corporate Strategies	100%		Council meetings are now livestreamed to provide an alternative to public attendance at meetings which was not possible under COVID-19 restrictions. Draft Governance Rules were released for public exhibition along with a Draft Transparency Policy. Each of these documents chronicles an improved level of participation and transparency in the local democratic process. A new community engagement policy will be formed with a newly elected Council to meet the directions of the new Act and improve the opportunities for participatory democracy in the major decisions of Council.
5.1.3	Prepare for the 2020 Council elections.	Director Corporate Strategies	100%		Election preparation is on track. The Victorian Electoral Commission (VEC) has moved from face-to-face contact to electronic-only contact. Finalisation of the voters roll and VEC accommodation is complete. Candidate training and information sessions have been locked in with an electronic delivery method confirmed. An Election Period Policy has been updated to reflect changes to the Local Government Act.
5.1.4	Report on the extent and engagement with Councils communications measures.	Manager Communications	100%		The final quarter included the release in full of the 2020 Community Satisfaction Survey featuring data on engagement levels and preferred methods of communication. Community consultation was one of the seven core measures in the survey and this saw a drop in performance of five points to 42 in 2020.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

#### 5.2: Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.1	Identify and report on changes to Council operations, policies and procedures in line with the new Local Government Act (if enacted).	Director Corporate Strategies	100%		All policies required in the first phase of the new Local Government Act have been released for consideration and comment. These policies have either been adopted or are due for adoption prior to the September 1, 2020, deadline.
5.2.2	Support reviews of Councils Governance Framework (systems and policies)	Director Corporate Strategies	100%		Review of relevant policies completed. A review of the governance role was undertaken and the position was advertised.
5.2.3	Drive the evolution of the Health and Safety Management System to meet the requirements of the MAV Self-Insurance Scheme via improved return-to-work processes, OHS training calendar implementation and increased organisation engagement.	Health & Safety Project Officer	100%		All actions identified in WorkSafe endorsed remedial action plan completed by the due date of June 30, 2020.
5.2.4	Lead the delivery of an organisational structure review in order to remain a contemporary employer and provide the community best value service delivery.	Manager Organisation Development	100%		Consultant engaged to undertake review. Meetings held with all Directors and Managers and relevant information provided for consultant to undertake review. Final report was submitted to the Chief Executive Officer and Executive Management Team for review and consideration.
5.2.5	Implement workplace actions to educate and build capacity of Council staff regarding gender and diversity equity and family violence issues.	Manager Organisation Development	100%		The Gender Equity Bill passed parliament on 25 February 2020. A Gender Audit subsequently commenced in line with the requirements of this Bill which will inform the development of a WorkForce Plan having regard to gender equity, diversity and inclusiveness. The Learning and Development team is researching relevant training programs to support this process.
5.2.6	Review and embed staff training, development and wellbeing programs in order to drive enhanced employee engagement and culture.	Manager Organisation Development	100%		Revamped staff performance review and appraisal system now embedded. Training is being scheduled in line with the findings of the training needs analysis. Wellbeing committee was established at the Depot and a wellbeing procedure was developed in line with the review of the OHS management System.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.7	Undertake human resource function process mapping exercise in order to identify opportunities to enhance current HR practices.	Manager Organisation Development	100%		Ongoing identification and implementation of current best practice human resource systems continues.
5.2.8	Develop a Municipal Early Years Strategy.	Manager Children & Family Services	5%		Not progressing due to lack of funding opportunities at this time.
5.2.9	Improve record-keeping compliance by improving the use of Council's Electronic Content Management (ECM) system.	Manager Information Services	100%		Education of staff regarding effective use of ECM continues. Specification of metric reports for ECM has commenced.
5.2.10	Refresh the IT Strategy.	Manager Information Services	35%		The status of the project is unchanged however Corangamite Shire officers have indicated informally that there is value in Warrnambool, Moyne and Corangamite working together on an IT strategy.
5.2.11	Participate in shared services project - TechnologyOne - with Moyne and Corangamite shires.	Director Corporate Strategies	100%		Action ongoing. Final addendum to be submitted mid-August on advice from Local Government Victoria (LGV). Presentation to LGV board postponed until August-September due to resourcing constraints at LGV.
5.2.12	Improve the resilience of IT Systems.	Manager Information Services	100%		<p>A total of 130 new devices were deployed. Work done to facilitate Council staff working from home during the Covid-19 pandemic.</p> <p>Most of Council's pool of laptops has been deployed and a large number of WCC staff personal devices have been configured for working from home. Dual monitors have been deployed where required.</p> <p>Instructions provided to staff on: showing two windows on one screen; making multi-party phone calls from a smartphone; conferencing applications; cleaning and disinfecting IT equipment; keeping in touch with your teams working remotely; being aware of COVID-19 scams.</p> <p>Zoom has been deployed for video conferencing.</p> <p>License for F5 reverse proxy has been upgraded to 200Mbps and Aussie Broadband corporate internet connection has been upgraded to 500Mbps to facilitate increased numbers of staff working from home.</p>



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Radio links to remote sites have been tuned for improved performance.
5.2.13	Demonstrate efficiencies via enhanced business processes and the improved utilisation of IT resources.	Manager Organisation Development	100%		Efficiencies achieved in the incident reporting and investigation space via better use of the Elumina software. The move to Ci Anywhere has resulted in efficiencies in general human resources processing and self service. The rostering software will see efficiencies in rostering and payroll.
5.2.14	Coordinate, prepare and have adopted the Council Plan 2017-2021 (revised 2020).	Manager Communications	100%		Council Plan 2020 revision completed, adopted by Council and submitted to the Local Government Minister. Plan included references to the impact of COVID-19 on Council services and operations.
5.2.15	Partner with the community implement the W2040 Community Plan.	Travel Smart Officer	70%		Focus is on maintaining community campaigns at the local level in this financial year, with four community campaigns being supported - Better Buds (assistance with data collection and reporting), Wise Warrnambool (updating of local waste and recycling guide), Merri River Structure Plan (assistance with consultation) and W2040 20 Activities in 20 Days, COVID-19 campaign- partnering with local businesses and artists to support the Warrnambool community through May which focused on mental health and supporting local businesses.
5.2.16	Embed and align Warrnambool 2040 (W2040) goals within Council's strategic planning and reporting processes.	Travel Smart Officer	100%		The essential alignment work that can be completed at this point has concluded. Once staff are in place the next stage will commence.

### 5.3: Ensure financial sustainability through effective use of Councils resources and assets and prudent management of risk.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.3.1	Review Council-owned property with consideration of rental agreements, property valuations and disposal of surplus land.	Senior Revenue Officer	100%		Actions on land surplus to needs is ongoing. COVID-19 impact has seen requests for rental deferment, revenue team is working closely with tenants to provide support.
5.3.2	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	Manager Financial Services	100%		Long-term financial plan completed as part of the budget process. New modelling tool to be tested and long-term financial plan information to be updated as the new financial year progresses to reflect the impacts of COVID-19 on both the short and long-term budgeting.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.3.3	Collaborate with other Councils to explore in-house risk services or contracted services that can be shared at a regional level to minimise costs and maximise the value for money for the community.	Director Corporate Strategies	100%		Ongoing action Shared services are being considered across all corporate functions as Part of the Rural and Regional Councils transformation program.
5.3.4	Embed risk management within Council to influence key strategic and operational decision-making.	Coordinator Risk Management	100%		The newly adopted strategic risks are included in Council's enterprise risk register (RiskWare). This register enables both strategic and operational risks to be systematically monitored and reviewed and will aid with decision making.
5.3.5	Ensure effective Business Continuity Planning (BCP) is in place.	Coordinator Risk Management	100%		Council's Business Continuity Plan and Directorate Sub-Plans were recently updated following completion of the Business Impact Analysis review. All documents are accessible to the Business Recovery Committee and their proxies via the App 'Docs on Tap'. Annual Business Continuity test was conducted late 2019.
5.3.6	Coordinate, prepare and have adopted Councils Strategic Resource Plan.	Manager Financial Services	100%		Strategic Resource Plan adopted on July 6, 2020.
5.3.7	Coordinate, prepare and have adopted Councils Annual Budget.	Manager Financial Services	100%		Annual budget adopted on July 6, 2020.

#### 5.4: Deliver customer-focused, responsive services.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.1	Maintain and implement the Home Support Program continuous improvement plan and self-assessment tool.	Service Manager Home Support	100%		Home Support Continuous Quality Improvement Plan review completed and aligned with Aged Care Quality Standards self-assessment.
5.4.2	Conduct a review of community housing assets as they become vacant and undertake a broader review of Councils community housing program.	Manager City Amenity	50%		Discussions progressing with the Victorian Government. Council will be briefed as more information is available.
5.4.3	Enhance organisational awareness of Victorias Child Safe Standards.	Director Corporate Strategies	35%		New delivery method to be scoped with many staff now working remotely. learning and development looking at utilisation of electronic learning hub to deliver project. Project overdue.



## Warrnambool City Council Activities & Initiatives

### Q4, 2019

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.4	Review Councils complaint handling processes in line the draft Local Government Act changes and Ombudsmans guidelines.	Director Corporate Strategies	80%		Review under way, draft being completed. Prioritisation of policies to adopted in first phase of Local Government Act implementation have been completed first.
5.4.5	Undertake a review of the Customer Service Strategy 2019-2020 to establish timeframes and responsibilities against the actions identified within the plan.	Senior Revenue Officer	100%		The Customer Service Strategy is in the PULSE reporting system and progress against the plan is being monitored.

#### 5.5: Foster an encouraging and positive staff culture.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.5.1	Continue implementation of priority actions arising from the staff survey.	Manager Organisation Development	100%		The actions from the 2018 survey are completed or ongoing. The 2020 survey was undertaken with results presented to the Executive Management Team in April 2020.

## **5.4. FINANCIAL STATEMENTS & PERFORMANCE STATEMENT 2019-20**

### **PURPOSE:**

***This report seeks the endorsement of Council to approve in principle Council's Annual Financial Statements and Annual Performance Statement.***

***It further seeks to nominate two Councillors to have the authority to sign the annual accounts and performance statement on behalf of Council, once final sign off has been received from the Victorian Auditor General's Office (VAGO).***

***This authorization will enable Council to meet its statutory obligations for the lodgment of its Annual Statements (as part of the Annual Report) to the Minister by 30 September 2020. The Annual report which includes the Financial and Performance Statements will return to Council for consideration at a future Council Meeting.***

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### **EXECUTIVE SUMMARY**

The Auditor-General is responsible under the Audit Act for the audit of Council's general-purpose financial reports and performance statement. These audits are conducted by contractors as agents of the Auditor-General. McLaren Hunt Financial Group are the appointed Auditor-General's agent.

Sections 131-134 of the Local Government Act 1989 (LGA) and the Local Government (Planning and Reporting) Regulations 2014 deal with statutory procedures that govern the preparation of an Annual Report inclusive of financial statements, performance statement, report of operations and auditor's reports. These sections and regulations still apply to the conclusion of the 2019 – 2020 Annual report for Warrnambool City Council.

Council has a statutorily set period in which to submit its audited annual statements to the Minister of Local Government which is 30 September each year.

Whilst this condition remains, the Victorian Auditor General's agent for Warrnambool has indicated that due to covid-19 restrictions on operations this time frame may be at risk of being met. To this point no exemption from the time frames has been indicated from the Minister for Local Government. Industry advocacy continues in this space. Council has expedited its completion in order to give VAGO and its agents as much time as possible to complete their works.

Attached to this report is a draft copy of the Annual Report 2019-2020 which contains the operations report, performance statement and financial statements.

Council is required to formally consider the Annual report at a future Council Meeting. Once considered Council is required to place the report on exhibition to the public. Once considered the Annual Report remains available on Council's website for the community to access.

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**MOVED: CR. KYLIE GASTON**  
**SECONDED: CR. SUE CASSIDY**

- 1. That Council, pursuant to Section 132(2) of the Local Government Act 1989 ("the Act") approve in principle the 2019-2020 financial statements contained within the draft annual report (refer Attachment 1) which have been subject to external audit by the Auditor-General's agent, with the outcomes also having been reviewed by Warrnambool Councils Audit & Risk Committee.**
- 2. That Council, pursuant to Section 132(2) of the Act, approve in principle the 2019-2020 Performance Statement contained in the draft annual report (refer Attachment 1) which has been subject to external audit by the Auditor-General's agent, with the outcomes also having been reviewed by Warrnambool Councils Audit & Risk Committee.**

- 
3. That Councillor Michael Neoh and Councillor Sue Cassidy be authorised to certify the 2019-2020 financial statements pursuant to Section 132(5) of the Act, after any changes recommended by the review of audit from the Victorian Auditor General have been made.
  4. That Councillor Michael Neoh and Councillor Sue Cassidy be authorised to certify the 2019-2020 performance statement pursuant to Section 132(5) of the Act, after any changes by the review of audit from the Victorian Auditor General have been made.
  5. That the Council pursuant to Section 134(b) of the Local Government Act put out for public advertisement, its intention to consider the Annual Report at a future Council Meeting.

**CARRIED - 7:0**

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#### **ATTACHMENTS**

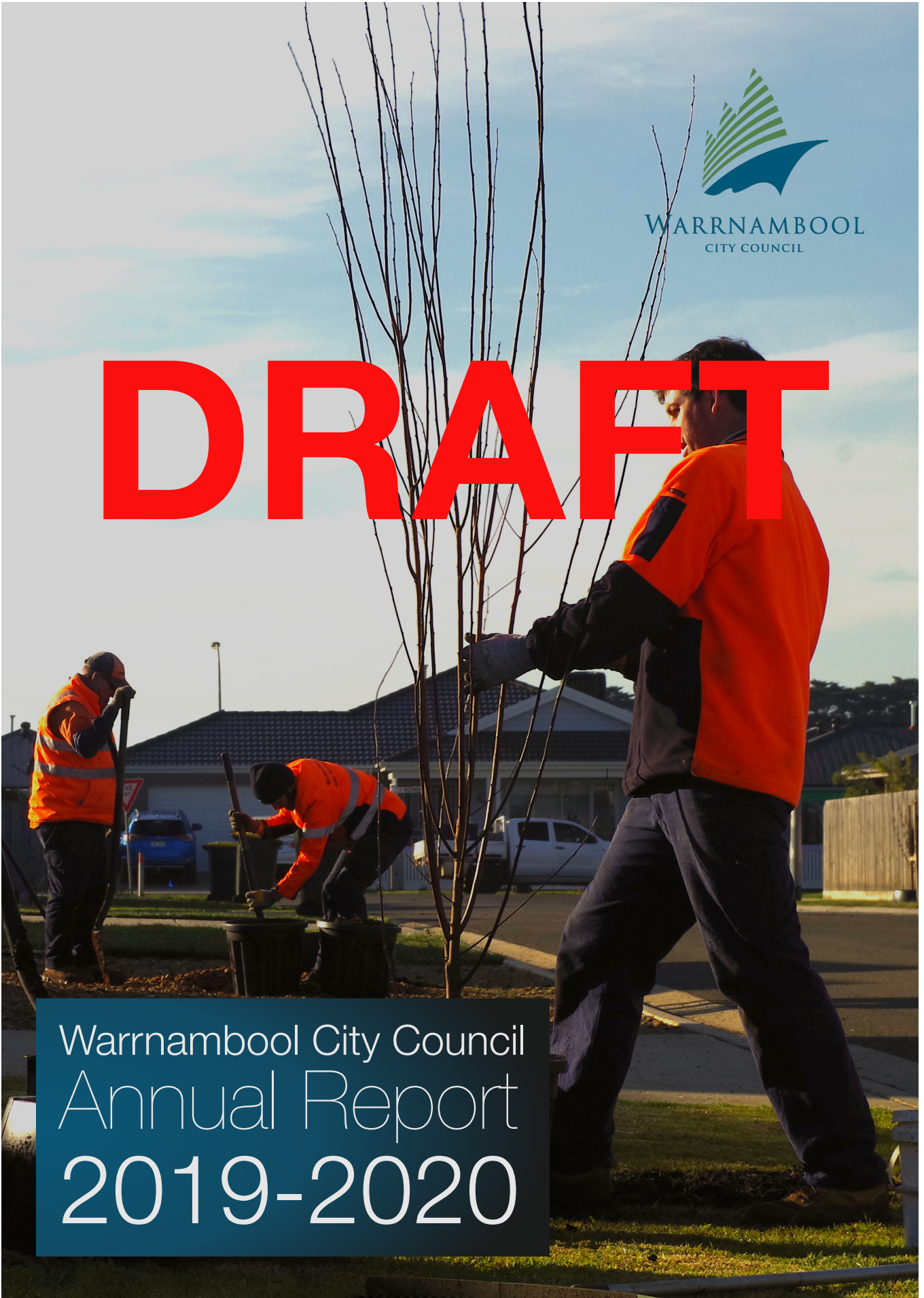
1. Annual Report 2019-2020 (1) [5.4.1 - 67 pages]





**DRAFT**

Warrnambool City Council  
Annual Report  
2019-2020



Report of operations for the year ended June 30, 2020

Report of operations for the year ended June 30, 2020



**WARRNAMBOOL**  
CITY COUNCIL

**Welcome.**

Warrnambool City Council is committed to transparent reporting and accountability to the community.

The Report of Operations 2019-2020 is the primary means of advising the Warrnambool community about council's operations and performance during the financial year.

Warrnambool City Council acknowledges the Traditional Owners of the land on which the municipality is situated and pays respects to Elders past and present.

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Report of operations for the year ended June 30, 2020

## Guiding our actions

Council activities are guided by key strategic documents.

These include the four-year Council Plan, developed by Councillors and adopted within six months of a Local Government election.

The Council Plan, which is revised annually, also acknowledges the goals of the long-term community plan, Warrnambool 2040 (W2040).

### Council vision and objectives

Warrnambool City Council's vision is to be a Cosmopolitan City by the Sea.

Council's theme is to build pride and confidence in the city.

The five objectives identified in the Council Plan for are

1. Sustain, enhance and protect the natural environment



2. Foster a healthy, welcoming city that is socially and culturally rich



3. Maintain and improve the physical places and visual appeal of the city



4. Develop a modern economy with diverse and sustainable employment



5. Practice good governance through openness and accountability while balancing aspirations with sound financial management



Council, in partnership with the community, developed W2040 over 2017 and 2018.

A long-term community plan, or vision, is now a requirement under the new Local Government Act 2020. The Council Plan aligns with the goals of W2040.

The icons beside the Council Plan objectives and the W2040 visions below will appear throughout this report to provide readers with an insight into the strategic origins of Council's actions and initiatives.

### Warrnambool 2040 - the long-term community plan

W2040 has four key visions, these are:

1. People. Warrnambool will be a city where all people thrive.



2. Economy. Warrnambool will be Australia's most resilient and thriving regional economy.



3. Place. Warrnambool will be Australia's most liveable regional city.



4. Environment. Warrnambool will be Australia's most sustainable city



Report of operations for the year ended June 30, 2020

## Our organisational values

In 2018 the following organisational values were adopted to guide staff.

### Accountability

We will be responsible and take ownership of our actions and decisions by being ethical, honest and transparent.

### Collaboration

We will foster effective relationships through engagement, communication and co-operation, support-ing decisions and outcomes for the benefit of all.

### Respectfulness

We will treat everyone with dignity, fairness and empathy, providing others with the opportunity to share views and to be heard.

### Progressiveness

We will evolve and grow by encouraging development, change and continuous improvement in all that we do.

### Wellbeing

We will commit to providing a safe and healthy workplace that promotes staff engagement, performance and achievement, allowing all employees to flourish for the benefit of themselves and the organisation.



Report of operations for the year ended June 30, 2020



## The Warrnambool municipality

The Warrnambool City Council municipality covers 120sqkm in Victoria's South West and is about 260km from the state's capital, Melbourne.

The Warrnambool municipality includes the city of Warrnambool and the towns of Allansford, Woodford and Bushfield.

The city has an estimated residential population of more than 35,000 and based on Victorian Government projections, is forecast grow by a further 5,000-plus people by 2036. By 2036 the Victorian Government predicts the concentration of growth across the South West will continue to occur in Warrnambool with moderate growth in adjoining Moyne Shire.

As with other regional cities, Warrnambool has an ageing community. One in five residents are aged under 15 years (a proportion which is decreasing) and one in five residents are aged over 65 years (a proportion which is increasing).

Warrnambool's median age is 40 compared to the regional Victorian median age of 43 and the Australian median age of 38.

About 75 per cent of Warrnambool's annual net population growth comes from migration – domestic (particularly other Great South Coast municipalities and Melbourne) and overseas. Babies born in the city represent 25 per cent of our population growth.

Domestic migration comprises mostly young families (35-44 years) and those who have retired or are reaching retirement age (55 years and over).

Warrnambool is home to people from 33 countries. More recently the growth in Asian nationalities, including Chinese, Taiwanese, South Korean and Thai born residents has been the most significant from 2011-2016.

At the 2016 census, 2,731 people living in Warrnambool were born overseas. Of these, one in four arrived in Australia in the five years leading to Census 2016.

Of the total population, four per cent speak a language other than English at home – a significant increase of 526 people between 2011-2016.

The number of residents who identified as Aboriginal or Torres Strait Islander in the Census (2011-2016) increased by 10% from 495 to 556.

Of the 15,724 people working in Warrnambool at the 2016 census, 12,738 live in Warrnambool, 2,337 live in the Moyne Shire and 302 live in the Corangamite Shire.

Total private dwellings numbered 15,188 at the 2016 census with an average household size of 2.36.

The SEIFA Index of Disadvantage for Warrnambool was 986. SEIFA is a suite of four indexes that have been created from social and economic Census information: the Index of Relative Socio-economic

Disadvantage, Index of Relative Socio-economic Advantage and Disadvantage, Index of Economic Resources and the Index of Education and Occupation.

Warrnambool's score places it midway on the index for Victorian municipalities.

Population: estimated at 35,181, up from 33,649 on Census night 2016. (Source: ABS, 2019)

Rateable properties: 17,256

Pathways: 328km total length

Sealed roads: 300km

Unsealed roads: 34km

Council drains: 267km

Drainage pits: 11,000

Three major stormwater tunnels along Japan, Simpson and Fairy streets.

Report of operations for the year ended June 30, 2020

## Warrnambool - demographic profile

	Median age	Aboriginal and Torres Strait Islander population	Medium and high density housing
Warrnambool	40	1.7%	19.6%
Regional Victoria	43	1.6%	10%
Victoria	37	0.8%	27%
Australia	37	2.8%	27%

	Median weekly household income	Median weekly mortgage repayment	Median weekly rent
Warrnambool	\$1,180	\$331	\$258
Regional Victoria	\$1,124	\$309	\$238
Victoria	\$1,416	\$391	\$330
Australia	\$1,431	\$409	\$339

	Households renting	Households fully owned or with mortgage	Overseas born
Warrnambool	23.5%	61.3%	8.1%
Regional Victoria	19.8%	66.9%	11%
Victoria	24.3%	64.2%	28.3%
Australia	24.9%	62%	26.3%

	Language other than English at home	University attendance	University qualification
Warrnambool	4.2%	3%	16%
Regional Victoria	6%	3%	15%
Victoria	25.9%	5%	24%
Australia	20.8%	5%	22%

	Trade qualification	Public transport to work	SEIFA index of disadvantage
Warrnambool	21%	1%	986
Regional Victoria	22%	2%	977
Victoria	17%	12%	1010
Australia	19%	19%	1002

## Council buildings

Council owns/manages 350 buildings including:

- Lighthouse Theatre,
- AquaZone,
- Warrnambool Stadium,
- Warrnambool Art Gallery,
- Warrnambool Civic Centre,
- Archie Graham Community Centre,
- Proudfoots and numerous recreational facilities,
- Public toilets,
- Council houses,
- Offices.
- Parks and gardens

Council is responsible for managing 400ha of open space including 250 parks, gardens, playgrounds and sportsgrounds, foreshore and reserves.

## Warrnambool Regional Airport

The 152ha airport supports emergency services including Victoria Police, a fixed wing ambulance and CFA.

It records 30 to 35 aircraft movements a day.

## School crossings

Warrnambool has 32 school crossings used by about



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### A new welcome on the east side

Motorists approaching Warrnambool are now greeted by new entrance signage.



Four separate panels showcase iconic Warrnambool imagery including a whale, penguins, a maremma dog, Norfolk Island pines and the city's skyline.



In November 2018 four concept designs for a new city entrance sign were presented to the community for feedback. More than 200 people had their say, which helped to determine the preferred concept to base the new signage on while taking on board feedback for alterations.

An important component of the artwork for the signage panels was the integration of Gunditjmarra language phrases developed in collaboration with Dr Vicki Couzens, Gunditjmarra Language Custodian and Chairperson at Victorian Aboriginal Corporation for Languages.



The sign was manufactured by specialist gateway entrance signage company Danthonia Design Pty and installed by local contractor BDH Constructions Pty Ltd.

The total project cost was approximately \$120,000.

### Unleashed! Dog park opens with a bark

The new Warrnambool Community Dog Park was opened in July.



The enclosed dog exercise area in Victoria Park encourages owners and their dogs to get out and get active in a sociable and safe environment.

The dog park is fully fenced, with a double gate system for entering and exiting the enclosure.

It also features a FOGO bin and compostable bags for dog poo.

The total construction costs were \$55,000 and included



provision of a drinking fountain, dog bowl and tap.

The project provides scope to be further developed with exercise equipment, seating and other improvements.

The dog park entrance includes a sign which sets out the rules to ensure that dogs and their owners are able to happily share the space.

### Restoring the Cannon Hill view

The community had asked for the view from Cannon Hill to be restored, this was achieved with the removal of small copse of Casuarina trees.



The trees will be replaced with several species of low-growing native shrubs, including the endemic Granny's Grave correa.



Cannon Hill provides one of our city's great views across Lake Pertobe created by an earlier generation across to the sea and Breakwater.



The view is enjoyed by many residents and by visitors to Warrnambool.

Over recent years there have been ongoing native plantings on Cannon Hill and Council has also removed a number of cypress trees to help maintain the view and to tip the balance towards native plants being the dominant vegetation type in the area.

### Capturing Wild Warrnambool – a new quest

An exciting game for local citizen scientists was launched

in August: the Wild Warrnambool Bioquest.

Wild Warrnambool Bioquest provided participants with an opportunity to photograph and document native plants and animals in and around Warrnambool.



Council collaborated with nature mapping game, QuestaGame to deliver the Wild Warrnambool Bioquest.

Participants were required to download the free QuestaGame app, sign up and start submitting wildlife photographs to the Wild Warrnambool Bioquest.



The aim was to develop an understanding of the wildlife living close to home, to raise awareness and appreciation of our wildlife while contributing to a broader understanding of Australia's wildlife.

Players could choose to share their information with national and global biodiversity databases for scientific research including the Atlas of Living Australia, a free online atlas hosted by the CSIRO.

### Major milestone as design firm appointed for Reid Oval Redevelopment

In September Brand Architects were appointed to design the \$11 million Reid Oval Redevelopment,

The Melbourne-based practice has a long track record of designing innovative and highly functional buildings, including a number of modern sporting facilities.

Current and previous projects include the Western Oval redevelopment in Geelong, MacPherson Park redevelopment in Melton, the Caroline Springs Stadium and Tennis Facility and Darebin Stadium.

Reid Oval Project Control Group Chair Cr Sue Cassidy said that the appointment of the design team was a major milestone.

"With the design team now confirmed, we can begin the process of determining specifics about the new and improved infrastructure at Reid Oval," she said.

"User groups have made it very clear that they want to see an upgraded Reid Oval, and Council is committed to working with them to do the job once and do it right."



The redevelopment will see the Reid Oval playing surface upgraded to a regional standard for AFL and cricket, better lighting, modern player and umpire facilities that cater equally for male and female players and umpires, improved spectator amenities and better cricket training facilities.

The Reid Oval Redevelopment is supported by the Victorian Government.

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### Sowing the seeds of community connections in West Warrnambool

In September the West Warrnambool Neighbourhood House became home to a new public garden thanks to a team of industrious Brauer College students.



The Year 12 VCAL students built and installed the garden beds themselves, purchasing materials with \$775 sourced via an online fundraiser.

Student Adriana Johnstone said that the garden beds were deliberately placed on the verge of the Beamish Street facility to make them as visible and accessible as possible to residents.

"The idea was to build some community garden beds for people to come and go as they please and maybe plant a few plants and water them. Things to keep them in contact with the earth and each other," she said.

"We've been working on it for about two terms. We built all of the garden beds plus a bench from scratch, painted them at school, then we've transferred them to the community house and installed them.

"We are so proud of what we have accomplished. To end our schooling with this project is just amazing."

### Making the most of the Merri River

Council called for community views on a section of the Merri River and its surrounding parks and reserves.



The precinct includes all public land and parklands adjoining the south side of the Merri River between Wollaston Road and Manuka Drive.

The work is related to the long-term community plan, Warrnambool 2040, and Warrnambool City Council's sustainability plan, Green Warrnambool.



Both plans identify a goal for the Merri River corridor to become a "connected series of parklands that support active transport, nature-based recreation and wildlife movement" by 2040.



The precinct to the south of the Merri River also has an underdeveloped connection between future trails north of the Merri and the current Russell's Creek Walking Trail.

The feedback from the community will inform a South of Merri Open Space Precinct Plan.

The plan will set the direction for how this strategically important open space corridor should develop in the future.

### Warrnambool tops national liveability ranking

In 2019 Warrnambool and Victoria's South West were

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declared the most liveable region in Australia by global research and consulting group, Ipsos.

Warrnambool came out on top in the Life in Australia study based on factors including a sense of community, access to the natural environment, affordable housing, high quality health services, good job prospects and feeling safe.

Helping Warrnambool achieve the accolade were the community facilities, stunning coastal setting and presence of Deakin University, South West TAFE, a base hospital, dedicated cancer treatment centre and a vibrant arts and culture scene.

In reaching number one Warrnambool outscored inner Perth, Central Adelaide and the Adelaide Hills, Sydney's eastern suburbs, and the inner east and inner south suburbs of Melbourne.

Other regional areas to score highly were the South East of South Australia, the Murray region of NSW and the Sunshine Coast.

### Australia's most liveable places and their Ipsos score

Warrnambool and the South West	68.7
Inner Perth	68.6
Adelaide Central and Hills	67
Sydney Eastern Suburbs	65.8
Melbourne Inner South	65
Melbourne Inner East	64.9
Brisbane Inner City	64.8
Perth North West	64.2
South-East South Australia	63.9
Brisbane East	63.6

### Australia's most liveable regions

Warrnambool and the South West	68.7
South-East South Australia	63.9
Murray, NSW	63.5
Sunshine Coast, Queensland	63.2
West and North-West Tasmania	63.2
Ballarat, Victoria	62.6
Toowoomba, Queensland	62.4
North-West Victoria	62.2
Cairns, Queensland	62.1
Moreton Bay, South, Queensland	62

## Caravan muster comes to Warrnambool

More than 150 caravans set up camp at Surfside Holiday Parks for the annual Australian Caravan Club (ACC) National Muster from October 14-20.

The event will brought more than 300 people from around Australia to Warrnambool for the weeklong event.

Australian Caravan Club Chairman Craig Humphrey said

that expected vans came from far and wide to attend the muster.



"The National Muster is the showcase event of our club. It is the event that attracts the greatest number of club members," he said.

"Our research indicates that each of the attendees will spend up to \$100 per day whilst visiting the region and previous National Musters have injected over \$250,000 to the local economy."



The ACC worked closely with the Warrnambool City Council Events and Promotions team to plan a week-long program to showcase all the region has to offer.

## Business support program a national winner

Warrnambool City Council's CBD Business Support Program was recognised at the Economic Development Australia Awards for Excellence.

The Business Support Program, put in place while the city centre renewal was undertaken in 2017 and 2018, won the marketing and promotion category.

The Business Support Program included a \$1 million prize draw, the Find the Five promotion, business mentoring, A Very Liebig Christmas, AFL finals giveaways, Easter promotions, Beers & Ideas, free parking and more.



"The aim of the program was to support the businesses in the city centre during disruptive construction phases of the city centre renewal," Director City Growth Andrew Paton said.

"We had researched the experiences of other cities that had undergone similar city centre renewals and looked at how we could deliver the work to cause the least disruption and what activities could be done with businesses during that time."



Information gathered during the promotions enabled Council to assess the impact they were having on people's decision to come to the city centre.

"As an example we learnt that the \$1 million prize draw generated transactions valued at \$2.4 million with the average spend per entrant of \$145," Mr Paton said.

"The Find the Five promotion generated transactions of \$1.2 million with CBD businesses distributing 126,000 competition cards.

"Council also established a promotional website, www.cbdme.com.au which showcased dozens of video profiles of city centre traders along with containing details of the various promotions.

"And Council's Shopfront Façade Improvement and All Ability Access Grant program provided \$105,000 to 54

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businesses with the value of shopfront works totalling \$306,000.

"The participation of traders was a key to the success of the program; encouraging customers to enter promotions such as the Find the Five competition and the \$1 million



prize draw helped make the program effective.

"Council would also like to acknowledge the traders who were members of the Liebig Leadership Group which helped steer the program.

"And a big thank you to the Warrnambool residents and visitors who kept coming to the city centre while the construction was under way.

"Ultimately, with funding support from Victorian and Australian governments, Council delivered a very substantial, once-in-a-generation transformation of Liebig Street.

"Major work was completed above and below ground that has improved accessibility and created a more welcoming and inviting space."

Economic Development Australia is the national peak body for economic development professionals. The National EDA Awards for Excellence were held in Adelaide last week. The awards received more than 80 submissions from across Australia which were shortlisted to 27 finalists in nine categories.

## Victorian walkability expert gives city centre tick of approval

The head of Victoria's peak pedestrian advocacy group praised the pedestrian-friendly changes to Warrnambool's city centre.

CEO of Victoria Walks Dr Ben Rossiter visited Warrnambool in 2019 to see first-hand the changes made during the city centre renewal.

Dr Rossiter said the streetscape, particularly Liebig Street, had changed significantly since he lived in Warrnambool as a child and that the changes were positive.

The pedestrian-priority crossings at key roundabouts, the lowered speed limits and the removal of gutters and kerbs

in Liebig Street were significant steps in the right direction, Dr Rossiter said.



"This is a massive change. It feels like Warrnambool now wants to park people. They want people to stay," he said.



"I certainly like being here and I want to stay. I want to hang around.

"Creating walkable communities is really important to create economically sustainable and strong businesses.



"Walking is also the most accessible form of exercise."

Dr Rossiter cited examples in Bendigo, Canberra, Fitzroy and South Melbourne where pedestrians were being prioritised over cars.



"What Warrnambool has done is really impressive, but you're not alone. There are cities not just around the world, but around the country doing similar things," he said.



"Warrnambool is a gorgeous place for walking. Enjoy it. Love it. It's fantastic."

Victoria Walks is a walking health promotion charity. It encourages more people to walk more often and also seeks to overcome the obstacles that discourage people from walking.



## 15km of road network gets resealed

Starting in November sections of 35 Warrnambool streets were resealed to help prevent costly repairs down the track.

The \$730,000 project began mid-November 18 and continued into early December, taking in about 15km of streets.

While some streets scheduled for resurfacing may appear in good condition at a glance, tell-tale signs of wear will have begun to emerge in the form of thin cracks. The cracks allow water to seep into the lower, more expensive

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sections of the road base and eventually create potholes while shortening the effective lifespan of the road.

An annual resealing program can prevent much of this costly damage.



This was the fifth year of a partnership with the Corangamite Shire Council which calls for tenders to complete resealing works in both

### Community Development Fund grants

The Community Development Fund supports not-for-profit organisations based in Warrnambool to fund projects, activities and events which meet the grant program eligibility and criteria and contribute to the liveability of the City.

The fund supports our sporting, recreational, environmental, cultural activities and community events to deliver health and wellbeing outcomes for our residents, contributing to the liveability of the city



Applicant	Funding category	Brief project description	Grant
South Warrnambool Community Association	Culture and Arts	Reinstatement of the Warrnambool Woollen Mill whistle.	\$3,000
Warrnambool Triton Workers	Culture and Arts	Purchase of essential club equipment.	\$2,400
Warrnambool and District Historical Society	Culture and Arts	SOS - Save Our Standards.	\$2,337
Warrnambool and District Artists Society	Culture and Arts	Internal painting of facility.	\$2,000
Friends of Warrnambool Botanic Gardens	Culture and Arts	Friends of WBG 30 <sup>th</sup> anniversary	\$2,500
Warrnambool City Band	Culture and Arts	Kitchen refurbishment of the hall.	\$1,912
Rotary Club of Warrnambool Daybreak	Culture and Arts	Purchase of essential club equipment.	\$3,000
South West Community Energy	Environment and Sustainability	Installation of solar panels.	\$3,000
Friends of Platypus Park	Environment and Sustainability	Merri River community planting sessions.	\$800
Beach patrol 3280-3284	Environment and Sustainability	Monthly beach clean-up sessions.	\$2,500
Warrnambool Coastcare Landcare Network	Environment and Sustainability	Rakali Way community planting sessions	\$2,324
Warrnambool Community Garden	Environment and Sustainability	Community planting of the old quarry	\$2,000
Warrnambool Easter Arts Festival	Events growth funding	Warrnambool Easter Arts Festival	\$2,800
Warrnambool Gift Committee	Events growth funding	Warrnambool Gift	\$2,900
Agricultural Society	Events growth funding	The Warrnambool Show.	\$4,000
Wunta Fiesta	Events growth funding	Wunta Fiesta.	\$15,000
The F Project	Events growth funding	Fletcher Jones Garden Christmas Party.	\$2,800

Applicant	Funding category	Brief project description	Grant
Warrnambool Volleyball Association	Events growth funding	Warrnambool Seaside Volleyball Tournament.	\$2,700
Warrnambool Combined Churches	Events growth funding	Warrnambool City Carols on the Green.	\$1,000
Warrnambool Tri Club	Events growth funding	Foreshore Triathlon.	\$3,200
Allansford Football Netball Club	Events growth funding	Surf T Surf Fun Run and Walk.	\$4,140
Warrnambool Offshore Light Game and Fishing Club	Events growth funding	Shipwreck Coast Fishing Classic.	\$1,400
Warrnambool BMX Club	Events growth funding	2020 Warrnambool BMX Classic.	\$2,000
Dennington Community Association	Events growth funding	Carols by the Merri.	\$1,000
Holiday Actors	Events seed funding	Mamma Mia the Musical.	\$3,000
Warrnambool Athletics Club	Events seed funding	Warrnambool Running Festival.	\$3,016
Warrnambool Student Wellbeing Association	Events seed funding	Wellbeing Week.	\$2,000
Warrnambool Showgrounds Reserve	Events seed funding	Australian Light Horse Association Sports Day.	\$3,250
Comunidades de Lingua Portuguesa	Events seed funding	Warrnambool Portuguese Festival.	\$1,500
Warrnambool Gem Club	Sport and Recreation	Purchase of essential club equipment.	\$1,051
Warrnambool Masters Swimming Club	Sport and Recreation	Masters swimming club coaching course.	\$650
Nestles Cricket Club	Sport and Recreation	Purchase of essential club equipment.	\$1,895
Warrnambool Junior Basketball	Sport and Recreation	Purchase of essential club equipment	\$2,080
Warrnambool Dog Training School	Sport and Recreation	Dog training coaching sessions.	\$900
Warrnambool Rangers Football Club	Sport and Recreation	Purchase of essential club equipment.	\$3,000
Nestles Rowing Club	Sport and Recreation	Purchase of essential club equipment.	\$844
Warrnambool Golf Club	Sport and Recreation	Strategic and business plan.	\$3,000



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## Advocacy helps secure renewable energy precinct

In December Deakin University's Warrnambool hydrogen energy project received a \$2 million Australian Government grant.



The funding announced by Federal Member for Wannon Dan Tehan, will support the first stage of a hydrogen hub to enable the creation of a research, manufacturing and supply chain project in Warrnambool.



This hub will help supply green energy at a competitive price to meet the needs of the community and power the region's industry, transport and energy markets.

The Hydrogen Council predicts the global hydrogen market will be worth around \$US2.5 trillion by 2050. Australia's Chief Scientist has also nominated hydrogen as a potential area of emerging priority and one where Australia's current circumstances could create a competitive advantage.

Deakin University will lead the project with Kenworth and Warrnambool City Council.

When the initial phase is complete, Deakin University will work to establish a 4.5ha hydrogen precinct site that will support fuel cell manufacturing, gas pipeline testing and the development of safety and standards protocols.

It is anticipated that industry and community organisations that partner or co-locate within the Warrnambool-based precinct will also benefit from the project.

"This energy precinct will set a template for other regions that are looking to collaborate on projects that align with Government priorities."

The project aligns with the long-term community plan, Warrnambool 2040, which contains a goal for the Warrnambool municipality to be carbon-neutral by 2040 with energy provided by renewable sources.

Deakin University's Director Energy Dr Adrian Panow said the research at the hub would focus on how homes and industry could transition from the use of diesel and natural gas to hydrogen.

"It's difficult to decarbonise the transport industry without hydrogen," Dr Panow said.

"We need to take our research and scale it up to have global relevance."

A catalyst for Deakin University's push into hydrogen, which does not emit greenhouse gases, was hosting a forum in April 2019 at which a delegation from the Swedish regional city of Mariestad presented its work on hydrogen.

Mariestad's local government body has completed a project in which hydrogen is generated using renewable solar power. The hydrogen is used to power municipal vehicles and work is under way to use hydrogen to heat public buildings.

Warrnambool City Council signed a memorandum of understanding with Mariestad, which contains commitments to share knowledge and insights on renewable energy.

### Feedback sought on dredging options

To help inform a 10-year dredging strategy for the Port of Warrnambool Council sought community feedback on options for the disposal of dredged sand.

The strategy will help ensure that dredging is done in a way that best meets community needs and those who use the port's boat launching facilities.

Council carries out dredging at the Port of Warrnambool on behalf of the Victorian Government.

Dredging ensures there is enough water depth to make the area around the port navigable and the greater depth also helps diffuse wave energy at the launching ramp.

Dredging has proven to be effective at reducing the height of waves experienced on the public boat ramp by as much as 40%."

Four options for disposal of dredged material were considered:

Option 1. Disposal of dredged material in specially constructed retention ponds behind the dunes at Worm Bay.

Option 2. Disposal of dredged material on to a wide stretch of Lady Bay beach from the Pavilion Café to Warrnambool Surf Life Saving Club (approx.) The deposited sand would be 20m wide and 2m deep.

Option 3. Hybrid which is a combination of options 1 and 2. Disposal of some material behind the dunes and some along the beach (up to 5,000 cubic metres of sand placed on the beach to stabilise the dune face).

Option 4. Near-shore marine disposal of dredged material. This would create an artificial sand reef. This would remain in place for a period of time before coastal action placed some material on the beach while a portion would be dispersed off-shore.

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### A new adventure awaits at Lake Pertobe



In December new designs for the Lake Pertobe Adventure Park were released.



The plans were inspired by the community consultation undertaken over 2017 and 2018 that led to the development of the Lake Pertobe Master Plan.



They include a greater variety of equipment for children to play on, proposed planting that will provide more shade and shelter and there will be more all-abilities equipment.



The plans propose a safe environment that still provides plenty of excitement with a 9m climbing tower, water play area, swings, a cubby, sand play spaces and agility challenges.

The \$2.9 million Lake Pertobe upgrade is being funded in equal parts by the Australian Government's Building Better Regions Fund and Warrnambool City Council.

The playground is a component of the upgrade, which will also include a new toilet block at McGennan Car Park, all-abilities paths and a walking trail which will acknowledge the environment and culture of the space.

### New bridge across Russells Creek

Students and the public were given access to a new bridge across Russells Creek in December.

The bridge, east of Bromfield Street, has been funded by Warrnambool City Council and St Joseph's Primary School.



Made of pre-cast concrete by a local manufacturer, the new 6.2m bridge replaces an old timber structure that had become unsafe and could no longer be used.



The bridge was officially opened by Warrnambool Mayor Cr Tony Herbert.

The renewal project connected to an additional



120m of concrete path linking the bridge to the Bromfield Street school crossing which was moved to a safer spot north of the intersection with Barbers Lane.



The improved connections encourage more walking and in this case we're providing a safer environment for children on their way to and from school.



The cost of the new bridge was \$90,000.

Over the financial year, funded by the two per cent rate cap variation, Council invested \$374,000 on renewing 600 lineal metres of footpath.

### The restoration of a Warrnambool icon



The iconic Wollaston Bridge was carefully restored in 2019 with \$335,000 invested on:

- improving abutments connecting to the bridge to the path network;
- replacing timber cross beams and bracing as critical structural support for the suspension bridge;
- replacing deteriorated timber bottom trusses, section of top truss and several posts; and,
- installing new decking and kerb in a contemporary arrangement for improved cyclist and pedestrian safety.

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Heritage Victoria provided \$195,000 towards the project to which Council added a further \$140,000.



While this work has restored the structural integrity of the bridge, some minor work will be carried out in the future to improve the safety and aesthetics of the bridge.

### Work for service veterans recognised

A Warrnambool resident and former Army photographer who volunteers time to help young defence force veterans after they have returned to civilian life became the 2020 Warrnambool Citizen of the Year in January.

James Mepham was recognised for efforts that included involvement in Veterans Health Week activities such as the Great South Coast Veterans Retreat and the Veterans Community Picnic, giving his time as a volunteer subject in the Human Library 3280, a Mental Health Week initiative, and being active in the Rotary movement.

Awards were also given out for Young Citizen of the Year, Local Achiever and Community Event of the Year.



The celebration featured a citizenship ceremony involving 28 people from countries.

Award recipients are chosen from nominations that come from the community. Nominations are reviewed by Council's Australia Day Awards Advisory Committee, which makes recommendations to Council.

The other 2020 Australia Day award recipients were:

#### Young Citizen of the Year

Shannon Carter – for work as a volunteer wildlife carer and youth advocacy through the Youth Alliance group facilitated by Brophy Family and Youth Services.



#### Local Achievers

Tom Richardson and Kylie Thulborn – joint recognition for their work in co-ordinating the Find Your Voice all-abilities choir.

Marie McDonald – for a sustained effort over many years to

raise money for breast cancer research through morning teas and selling homemade goods.

Keith McKenzie – for leadership in the scouting movement over 35 years.

Warrnambool Night Owls – recognition for a CWA group that works tirelessly making and donating items and money to a range of organisations and charities within Warrnambool including the Warrnambool Hospice, Warrnambool Special Developmental School, Warrnambool Breast Feeding Centre, the Warrnambool Toy Library, Anglicare Lego Brick Club, farmers' relief funds and the CWA Victoria Disaster Assistance Fund.

#### Event of the Year



The Human Library 3280 – organized by Matt Reeves and Jodie Fleming the Human Library was an event where people could "borrow" a human book for 15 minutes to gain an insight into the person's background and life experiences. A feature event during Mental Health Week.

### Household glass collection trial

A trial kerbside glass collection service began in February.

About 3400 properties in two trial areas had the lids on their 80L rubbish bins swapped from red to purple – becoming a glass-only bin.

At the same time, they received a new, larger, 140L rubbish bin.

The move to a four-bin kerbside system has the potential to reduce the Municipal Waste Charge for each property by about \$10 annually.

The move to a glass-only collection was because combining glass, cardboard and paper in the same bin created a mix of materials that the recycling industry could not use.



The mix of materials – which are otherwise recyclable – meant that they could end up in landfill, resulting in a poor environmental outcome and, because of the State Government landfill levy, an expensive one.

The community had indicated through a survey that a kerbside glass collection alongside a larger rubbish bin that



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was collected fortnightly was the preferred solution.



This means that there are the same number of 'bin lifts' and truck movements but with an improved recycling outcome.



The separate glass collection continued significant steps made in recent years to reduce the amount of waste being sent to landfill.

Before the introduction of a FOGO (food organics, garden organics) collection the average bin contained 40 per cent organic material and this material was being sent to landfill.



The organic material is now being placed in FOGO bins which has freed up space in red-lidded landfill bins.

The kerbside glass collection was supplemented with bottle banks at Bunnings, the Dennington Shopping Centre and Norfolk Plaza. These will accept all household glass.

### What plant and where?

With the aid of the Warrnambool and District branch of the Australian Plants Society, Warrnambool City Council developed an online plant selector tool.

The tool allows gardeners to select plants based on a range of factors including type, size and water requirements.

People can also choose between Australian plants and plants endemic to the Warrnambool region.

Each plant is accompanied by a stunning photograph, expertly taken by Australian Plants Society member, author and photographer, Kevin Sparrow.

### Going green through innovative scheme

Warrnambool businesses were encouraged to add sustainability upgrades to their buildings through a new incentive scheme - an Environmental Upgrade Agreement.

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Among the businesses to take up the opportunity was the City Central Motel and Apartments which added a 20-kilowatt photovoltaic array, water tanks, double glazing and insulation.



Owner Linda Close said the outcome would be more comfortable accommodation for guests, a reduction in the environmental footprint of the business and lower operating costs.



With an Environmental Upgrade Agreement businesses can access finance through the Sustainable Australia Fund.

The fund, originally established by the City of Melbourne, provides competitive loans which are repaid through Council rates.

The loan is attached to the property rather than an individual and can be repaid over several years.

### Warrnambool street renamed Toohey Drive

Fiscalini Drive in Warrnambool's north was renamed Toohey Drive.

The name change came about after Council receive requests from the community to change the name of Fiscalini Drive, which is named after former Warrnambool Catholic priest Monsignor Leo Fiscalini.

This followed evidence given to the Royal Commission into Institutional Responses to Child Sexual Abuse that parents of victims of convicted paedophile Gerard Ridsdale had sought help from Monsignor Fiscalini but received little support.

Monsignor Fiscalini died in 1995, before the Royal Commission began.

The requests from the community to change the name of the road make references to the emotional harm the continuing reminder of the street name has on surviving victims and their families. Monsignor Fiscalini died prior to the launch of the Royal Commission.

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The new road name, Toohey Drive, references the family which owned and farmed the land that later became the Toohey Estate residential subdivision.

### A time to care for each other

In early March Council began sharing information and advice from the Department of Health and Human Services about COVID-19.



This included recommendations on hand washing and coughing or sneezing etiquette.

Mayor Cr Tony Herbert called on the community to look out for each other.

"While helpful information was available online there were still some people in the community without an internet connection," he said.

"So it's important that you call your elderly relatives or neighbours to see how they're going.

"Let them know to tune in to the news on the radio or television to keep up to date with the latest advice.

"I know of some older people who have gone to do their weekly shopping and been bewildered by the absence on the supermarket shelves of toilet paper and some essential food items.

"So we need to be mindful that there are those who are just buying for their immediate needs and who are not able financially to build up reserves of household items.

"We pride ourselves on being a well-connected and caring community. It's time for our values to come to the fore."

### Dog park to double in size

The rollout of Stage Two of Warrnambool's Community Dog Park began in April.



The \$20,000 second stage included doubling the size of the park and adding seats.



Under current COVID-19 precautions Council was still able to proceed with construction projects provided social distancing protocols were observed.

"This has proven to be an enormously popular community facility and has involved a great partnership between Council and the community," Warrnambool Mayor Cr Tony Herbert said.

"We are using the services of local contractors for the work, including fencing of the new section while the community working group is also involved with the planning and delivery of some of the Stage Two elements.

"The extended space covers an acre (4000sqm) so that's

extra room for running, fetching, gathering and general canine and human socialising.



"I know we're all looking forward to the day when we can re-open the park and have dogs and people gathering in a dedicated doggie domain."

### Live online auctions start at SWVLX



For the first time buyers at Friday's store sale at the South West Victorian Livestock Exchange were able to bid online for cattle.

The April 24 sale of 1500 head of livestock was streamed through a service delivered by SWVLX and online auction platform StockLive.

SWVLX Service Manager Paul White said staff and operating agents were looking forward to the prospect of reaching a wider audience through the live online auction.

"With the challenges and restrictions on physical attendance presented by the current COVID-19 environment, the Warrnambool livestock agents sought to increase exposure of the region's high quality livestock to the broadest array of buyers," Mr White said.

"We'll be able to reach buyers both locally and interstate by interfacing the live sales at SWVLX through the Stocklive platform."

### Thousands tune in to LoungeFest

Warrnambool's first online music festival was hailed as a "revolution" by local music icon Nick How.



Viewership of Get Around Warrnambool - LoungeFest peaked at 1800 simultaneous screens on Saturday April 11, instantly making the concert one of the biggest in the city's history.

How's band "The Motorvators" joined 19 other local musical acts on the festival line-up.

With live music venues closed due to COVID-19, the idea was to create a virtual music festival to bring the talents of South West musicians to loungerooms everywhere.

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## Report of operations for the year ended June 30, 2020

### Highlights 2019-2020

Musicians either sent in recordings made especially for the event, or if that wasn't possible, they submitted footage



from previous gigs.

This was then broadcast on the Warrnambool City Council, COAST FM and Fitz Media Productions Facebook pages as well as on the radio at 95.3 COAST FM.

The three parts of the festival have attracted a cumulative 47,000 views on Facebook either live or on demand. LoungeFest was organised by the Warrnambool City Council, COAST FM, Fitz Media Productions and Karen Thomson.

### 2020 Warrnambool and Moyne Youth Awards



The Warrnambool and Moyne Youth Awards were livestreamed on Friday May 8.

The awards recognise the achievements of people aged 12-25 who demonstrate virtues including cooperation, resilience, responsibility, kindness and passion.

The ceremony was hosted by radio presenter, author and former Warrnambool resident Alex Dyson and streamed on Facebook, with viewership peaking at 350 simultaneous screens.

"Being able to win an award from the comfort of your own home is something that should happen more regularly," Mr Dyson said.

"I won the Warrnambool Gymnastics Club most improved medal in 1996 and have been bragging about it ever since.

"But honestly, when you're going through so much as teenagers and to suddenly have effort recognised, it's an incredible feeling.

"To feel seen and have your efforts recognised is an extremely fulfilling emotion. It allows not only friends and family to celebrate you, but can be an example to others of how personal skill and determination can allow anyone to succeed."

The newly established Youth Showcase was moved online, with the talents of young local musicians, artists, filmmakers and entrepreneurs captured in video packages produced by Colleen Hughson of First Ladies Productions.

These packages, along with other videos posted on Facebook and Instagram in the weeks leading up to the awards ceremony have attracted a cumulative 40,000 views.

The 2020 Warrnambool and Moyne Youth Awards were presented by the Warrnambool City Youth Council, the Moyne Shire Youth Council, the Rotary Club of Warrnambool, Warrnambool Blue Light, the Gwen and Edna Jones Foundation, Freeza Victoria and COAST FM.

#### 2020 Warrnambool and Moyne Youth Award Winners

Warrnambool 12-15 Winner: Amarli Frankel

Runner Up: Mia Copland

Moyne 12-15 Winner: Riley Kelly

Runner Up: Phoebe Reaburn

Warrnambool 16-18 Winner: Maggie Johnson

Runner Up: Sebastian Simmons

Moyne 16-18: Winners: Keely Moore & Samuel Sutcliffe

Runner Up: Stephenee Hines

Warrnambool 19-25 Winner: Kajol Eagle

Runner Up: Monique Hustler

Moyne 19-25 Winner: Harry Coffey

Runner Up: Sean Leneh

### Restoration of Moyjil beach access set to start

Work to restore a beach access staircase at Moyjil-Point Ritchie began in May

The \$215,000 project was funded by Warrnambool City Council (\$94,000) and the Department of Environment, Land, Water and Planning (\$121,000) and is being delivered in partnership with the Eastern Maar Aboriginal Corporation.

Maar shell middens and other archaeological material unearthed in recent years have resulted in Moyjil becoming the subject of an Ongoing Protection Declaration, the highest level of protection available for Aboriginal cultural heritage in Victoria.

The new access project was a collaboration that also includes the Eastern Maar Aboriginal Corporation, the Registered Aboriginal Party for the area.

"Moyjil has been and remains a place of great significance for both Eastern Maar Citizens and everyone that lives or visits Warrnambool. We welcome the announcement that works will begin to further protect the significance of this place for everyone," Eastern Maar General Manager

## Report of operations for the year ended June 30, 2020

Cultural Landscapes John Clarke said.

"We all have a stake in the protection of this old place. It is an old place. A human place; and one that we all can continue to enjoy."

### Annual tree planting program set to begin

New developments, reserves and spaces in established streets were included in Warrnambool's 2020 street tree planting program.

From June each year Council plants hundreds of trees around the city bringing shade, sequestering carbon, creating habitat and adding to the visual appeal of neighbourhoods.

In-fill planting will be done along Toal Drive, Wares Road and Zammit Drive.

Planting in new developments is scheduled for Norman Street, Morton Street, McGinness Way, Boston Drive, Corrigan Street, Goodall Street, Recreation Drive, Shaw Street, Seascape Road, Motang Drive and Montgomery Lane.

The tree species and varieties to be planted this year are a mix of native and exotic and include:

- Pyrus calleryana 'Capital' (Ornamental Pear)
- Prunus cerasifera 'Oakville Crimson Spire' (Flowering Plum)
- Lophostemon confertus (Brushbox)
- Banksia integrifolia (Coastal Banksia)
- Magnolia grandiflora 'Kay Parris' (Evergreen Magnolia)
- Angophora costata (Smooth Bark Apple)
- Zelkova serrata 'Green Vase' (Japanese Elm)
- Lagerstroemia cultivar (Crepe Myrtle)
- Banksia marginata (Silver Banksia)
- Corymbia maculata (Spotted Gum)
- Tristaniopsis laurina (Water Gum)
- Grevillea robusta (Silky Oak)

### A safer intersection for Timor and Kelp streets

The construction of a new roundabout at the intersection of Timor and Kelp streets was completed in June.

The intersection has a history of crashes, with Council successfully applying for \$272,000 in Australian Government Black Spot Funding to help make it safer.

Each year, the Australian Government invites funding applications to treat Black Spot sites with a proven history of crashes across Australia.

In five years of data, there have been four crashes at the Timor and Kelp Street intersection, including one where someone was seriously injured.

"While the intersection might look innocuous at first glance, the crash statistics say otherwise," Warrnambool Mayor Tony Herbert said.



"I'd like to thank the Federal Government for their support to help make Warrnambool's roads safer.

"Anyone who saw the construction site over the past month saw that there was plenty of work involved, and I'm happy that Council was able to continue to progress with the project."

## Report of operations for the year ended June 30, 2020

### Challenges

The economic and social recovery from the impact of COVID-19 will figure prominently in Council's planning.

Council is also faced with the same challenges around asset renewal and closing the funding gap to ensure that Council assets - which are the community's assets - are maintained to a fully functional standard.

### The future

Over the coming year Council will develop two new key strategic documents: the Council Plan and the Municipal Health and Wellbeing Plan.

Council will also renew a key policy required under the Local Government Act 2020, the Community Engagement Policy.



## Report of operations for the year ended June 30, 2020

## The year in review

### From the Mayor

This Annual Report details Warrnambool City Council's achievement of the Council Plan objectives and is the fourth report of this Council.



The role of Council defined under the new Local Government Act (2020) is to "provide good governance in its municipal district for the benefit and wellbeing of the municipal community."

The second half of the financial year has been profoundly affected by the impact of COVID-19.

The impact has been felt by the whole community including Council. At the time of writing Warrnambool and the South West had recorded relatively few cases of coronavirus compared to metropolitan regions, however the "second wave" of infections in Melbourne has prompted us all to remain vigilant and to take precautions.

To help contain the spread of COVID-19 Council responded promptly to the advice provided by the Department of Health and Human Services. This saw temporary shutdowns or modifications to a number of Council services. Among the Council services closed to the public were AquaZone (aquatic centre), the Lighthouse Theatre, Warrnambool Art Gallery, Warrnambool Stadium, Flagstaff Hill Maritime Village and Archie Graham Community Centre. Council also closed its face-to-face customer service counter but continued to

Throughout the year Council continued to advocate on behalf of the city on issues including the Princes Highway West, a roof for the South-West Victorian Livestock Exchange and improved rail services.

While COVID-19 has changed the way we do business to a large extent the year has also brought its share of highlights.

These include Warrnambool being declared Australia's most liveable city by independent research company, Ipsos.

While the year has been challenging on a number of fronts we continued to deliver on our Council Plan commitments and to provide essential services to the community during the state of emergency.

I would like to thank fellow Councillors, Council staff and the community for making enormous contributions towards the great city of Warrnambool.

### From the Chief Executive Officer

On behalf of Warrnambool City Council it is a pleasure to present Council's Annual Report for 2019-2020.



The functions of the Chief Executive Officer are to support the Mayor and the Councillors in the performance of their roles; and to ensure the effective and efficient management of the day-to-day operations of the Council.

The spectre of COVID-19 was a constant presence for Council in the final five months of this reporting period.

Council focused on the delivery of essential services during this time with staff performing in an outstanding manner during the switch to service delivery during a pandemic. The "back-of-house" staff provided great support during this uncertain time.

We acknowledge the staff who were stood down during this time - a cruel outcome of the pandemic - and we hope to see them back as soon as possible.

At the end of June 2020 Council's financial position shows the impact of closures of business operations that generate revenue including AquaZone, Flagstaff Hill Maritime Village and the Warrnambool Stadium.

Despite the impact of COVID-19 Council has finished the 2019-2020 financial year with positive cash balance and prepared to embark on a post-pandemic recovery.

The 2019-2020 financial year also saw revenue raised through a rate cap variation, approved by the Essential Services Commission to cover an asset renewal funding gap.

In November work funded by the variation began including a section of footpath along Pertobe Road in front of the carnival site; work at Cannon Hill from the Portuguese monument to Pertobe Road; and stretches of footpath along Russells Creek, St James Park and Gateway Road.

Funds were also earmarked for the replacement of an ageing playground in Pappas Drive and renewal works to the Hopkins River Bridge.

**Note:** for the duration of the 2019-2020 year Council's Chief Executive Officer was Peter Schneider.

Report of operations for the year ended June 30, 2020

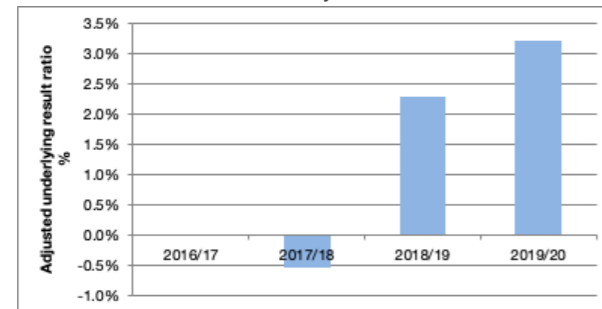
# Financial summary

## Operating position

Council achieved an accounting surplus of \$12.36 million in 2019-20 which is lower than the 2018-19 surplus of \$13.96 million and is impacted by the lower level of non-monetary contributions which are externally driven by property development activities.

The COVID19 restrictions have had a substantial impact on the income of Council with a number of facilities required to close. Council has managed to offset the majority of this impact through reducing controllable expenses and standing down staff where appropriate.

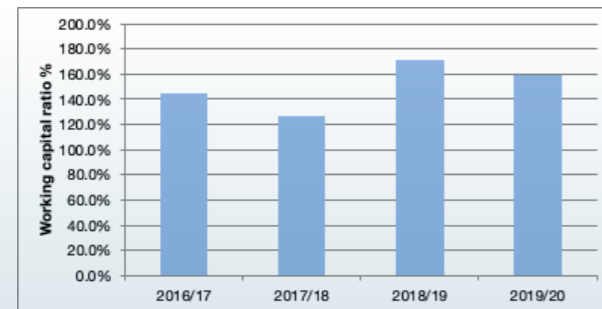
The adjusted underlying surplus of council, after removing non-recurrent capital grants, non-monetary capital contributions, profit/loss on sale of equipment and major expensed capital works, is a surplus of \$2.42 million (\$1.71m in 2018/19). This is above the expected target of >0% and is mainly due to the receipt of Government grants where service provision or project delivery will occur in the 2020/21 financial year.



## Liquidity

The working capital ratio has decreased from 171.6% to 158.7%. This is above Council's long term average and is mainly due to a number of government grants received in advance for provision of service or project delivery that will occur in the 2020/21 financial year.

The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 158.7% is an indicator of satisfactory financial position and within the expected target band of 100% to 200%.



## Obligations

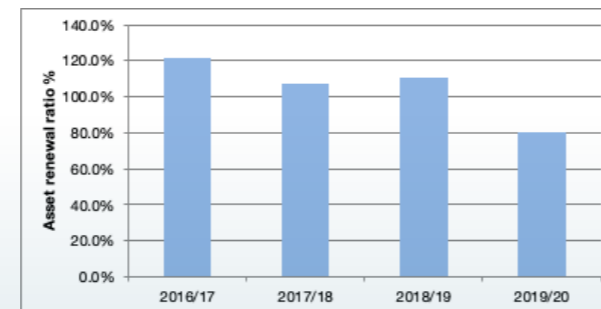
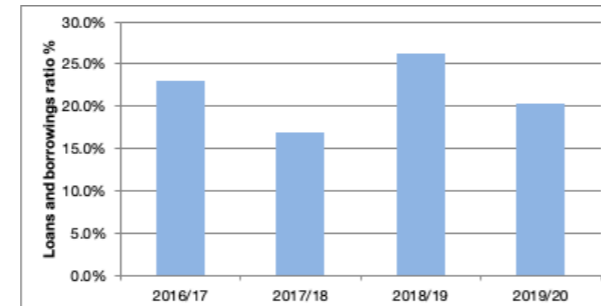
Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community.

To help bridge the current infrastructure gap, council invested \$9.77 million in asset renewal works during the 2019-20 financial year which was below the 2018/19 investment, this is due to the scale of externally funded asset renewal works in 2018/19 with the City Centre upgrade being the largest.

Council's asset renewal ratio which is measured by comparing asset renewal expenditure to depreciation was 80.5% which was a decrease against 2018/19 (110.3%). During the 2019/20 financial year Council increased its own source expenditure in asset renewal with the assistance of the rate cap variation, however the level of Government funded asset renewal spend decreased. To ensure the City's asset are maintained, further assistance is required from the State Government.

At the end of the 2019-20 year council's debt ratio which is measured by comparing interest-bearing loans and borrowings to rate revenue was 20.4% which is within the expected target band of 20%-60%.

Council had no new borrowings in 2019/20 and repaid debt of \$1.74m. Council is guided by the borrowing strategy and the long term financial plan as to when it is appropriate to borrow new funds.

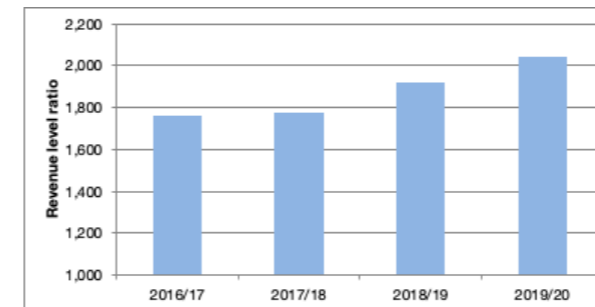
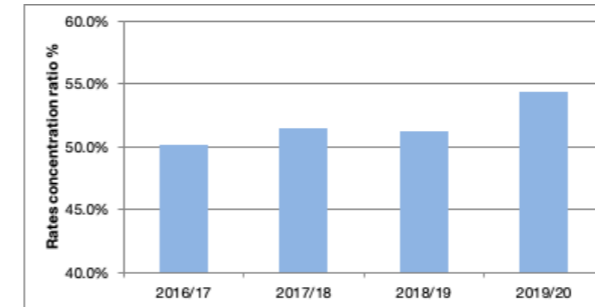


## Stability and efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Council's rates

Report of operations for the year ended June 30, 2020

concentration which compares rate revenue to adjusted underlying revenue was 54.4% for the 2019-20 year which is within the expected target band of 40%-60% but an increase on prior years due to the reduction in revenue as a result of the COVID19 restrictions. Council's average rate per residential assessment of \$2,041 has increased on prior years driven by the 4.5% rate cap variation increase and a \$33.53 increase in the waste management charge



## Description of operations

Warrnambool City Council provides a diverse range of services which include: the building and maintenance of municipal roads, footpaths, cycling paths and public amenities; waste management; tourism and economic development; Meals on Wheels, respite care, recreation services including provision and maintenance of sporting facilities; planning; a live performance theatre, aquatic centre and art gallery.

Council's vision, strategic objectives and strategies to further improve services and facilities are described in our Council Plan 2017-2021, the 2019-2020 Council budget and the annual report.

The delivery of services, facilities, support and advocacy to achieve the Strategic Objectives is measured by a set of service performance indicators and measures. Council also has a wide range of responsibilities under Victorian and Australian legislation.

## Economic factors

In 2019 Council successfully applied to the Essential Services Commission seeking to apply a rate increase of 4.5 per cent over the next three years.

The Commission allowed for a rate variation only over

2019-2020 and 2020-2021. In 2019 Council voted to apply a rate increase of 4.5 per cent over the 2019-2020 with the additional revenue raised to be directed to asset renewal.

## Major capital works

During 2019-2020 the major capital works included the following:

- Kelp and Timor streets roundabout;
- New climate control system, Warrnambool Art Gallery;
- Upgrade intersection of Koroit and Kepler streets;
- Community Dog Park;
- Restoration of Wollaston Bridge;

## Major changes

The impact of COVID-19 saw the temporary closure of reduction in service of a number of Council operations including the Lighthouse Theatre, Warrnambool Stadium, Springers Gymnastics Centre, Flagstaff Hill Maritime Village, the Warrnambool Visitor Information Centre, Warrnambool Art Gallery, Archie Graham Community Centre and Aquazone.

This resulted in a number of staff being redeployed, stood down or required to take leave.

It also reduced income for these facilities.

## Major achievements

The rollout of a FOGO (food organics, garden organics) collection service across the city had a major positive impact on the volumes of waste being sent to landfill.

The FOGO service was followed up with a trial of a separate glass collection service that was aimed at ensuring there was no cross-contamination of recyclable materials.

The rollout of the glass collection across the rest of Warrnambool is expected to proceed in 2020-2021.

Report of operations for the year ended June 30, 2020

## Warrnambool City Council profile

The Warrnambool municipality is 120sqkm in size and situated in the Great South Coast region of Victoria, 263km south-west of Melbourne.

It contains the coastal city of Warrnambool and the towns of Allansford, Bushfield and Woodford.

Warrnambool has a growing population and over recent years has attracted people seeking a seachange and those from the region who are seeking professional and educational opportunities.

A study by global research firm Ipsos revealed that Warrnambool was considered Australia's most liveable city in 2019. This research considered factors including health and education services, access to natural attractions and housing affordability.

Stunning Lady Bay provides a focal point and major attraction for residents and visitors and in winter and spring the bay is home to southern right whales and their calves.

Warrnambool serves as a centre for a regional population of about 120,000 people. It contains a TAFE college, a Deakin University campus including a School of Medicine and a base hospital which is part of South WestHealthcare.

The major employment sectors are health care and social assistance, retail, manufacturing, education and training, accommodation and food services, professional services and construction.

Warrnambool has a moderate climate with an average maximum summer temperature of about 24°C, while the average winter maximum is about 14°C.

The Great South Coast region features major visitor attractions including the 12 Apostles, Tower Hill and Budj Bim National Park.

Along with the natural attractions visitors are drawn to events including the speedway car racing, the May Racing Carnival and surf life saving events.

The region also features some of Australia's most fertile agricultural land much of which is dedicated to dairy and beef production. Major dairy manufacturers and a large meat processor are situated in and around Warrnambool providing a major source of employment.

### Contact details

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Tel: 03 5559 4800  
Email: [contact@warrnambool.vic.gov.au](mailto:contact@warrnambool.vic.gov.au)



Report of operations for the year ended June 30, 2020

## Councillors

Warrnambool City Council is an unsubdivided municipality with each Councillor elected by all voters.

Seven Councillors were elected in October 2016 for a four-year term.

In February 2020 Peter Hulin resigned as a Councillor. Following a countback of votes by the Victorian Electoral Commission Cr Peter Sycopoulis was elected to fill the vacancy.

Council holds regular open meetings at which key decisions are made.

The seven-member Council was elected in October, 2016. Cr Tony Herbert was elected mayor on October 28, 2019.



**Cr Tony Herbert**  
Mayor, October 2018 onwards  
Tel: 0407 800 510 (business hours)  
Mobile: 0427 669 760  
Email: [therbert@warrnambool.vic.gov.au](mailto:therbert@warrnambool.vic.gov.au)



**Cr Robert Anderson**  
Mobile: 0428 115 397  
Email: [randerson@warrnambool.vic.gov.au](mailto:randerson@warrnambool.vic.gov.au)



**Cr Sue Cassidy**  
Mobile: 0417 438 470  
Email: [scassidy@warrnambool.vic.gov.au](mailto:scassidy@warrnambool.vic.gov.au)



**Cr Peter Hulin**  
Elected October 2016, resigned February 2020.



**Cr Kylie Gaston**  
Mobile: 0437 623 715  
Email: [kgaston@warrnambool.vic.gov.au](mailto:kgaston@warrnambool.vic.gov.au)



**Cr Michael Neoh**  
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**Cr Peter Sycopoulis**  
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**Cr David Owen**  
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Email: [dowen@warrnambool.vic.gov.au](mailto:dowen@warrnambool.vic.gov.au)

## Youth Council

The Warrnambool City Youth Council is a youth-led and coordinated program that provides members with the opportunity to assist local government in understanding the needs of young people.

The Warrnambool Youth Council exists to advocate the opinions, issues and concerns of young people with the goal of enhancing opportunities and outcomes for the youth of Warrnambool.

The Youth Council has a Facebook page with details on youth-based activities, services and groups in Warrnambool and beyond.



Youth Council 2019 : Robert Egan, Anna Barker, Ben Pennington, Armelle Gaston, Caitlin Garner, Meg Reuel, Andrew Pritchard, Elise Drake and Samuel Cargeeg. Absent: Tiffany Tracey, Taylah Hernan, Piper Hinkley.

Report of operations for the year ended June 30, 2020

Our people

Organisational structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with the strategic directions of the council plan. Four directors and the CEO form the Executive Management Team and lead the organisation. Details of the CEO and senior officers reporting directly to the CEO are set out below.

Acting Chief Executive Officer\*

Vikki King

\*Peter Schneider was Chief Executive Officer for the duration of the 2019-2020 financial year.

Director Corporate Strategies

Peter Utri

- Communications
- Financial Services
- Information Services
- Revenue and Property
- South-West Victorian Livestock Exchange

Acting Director City Infrastructure\*

Glenn Reddick

\*Scott Cavanagh was Director City Infrastructure for the duration of the 2019-2020 financial year.

- Infrastructure Services
- City Amenity
- Facilities and Projects

Director Community Development

Vikki King

- Community Planning and Policy
- Recreation and Culture
- Capacity, Access and Inclusion
- Children's and Family Services

Director City Growth

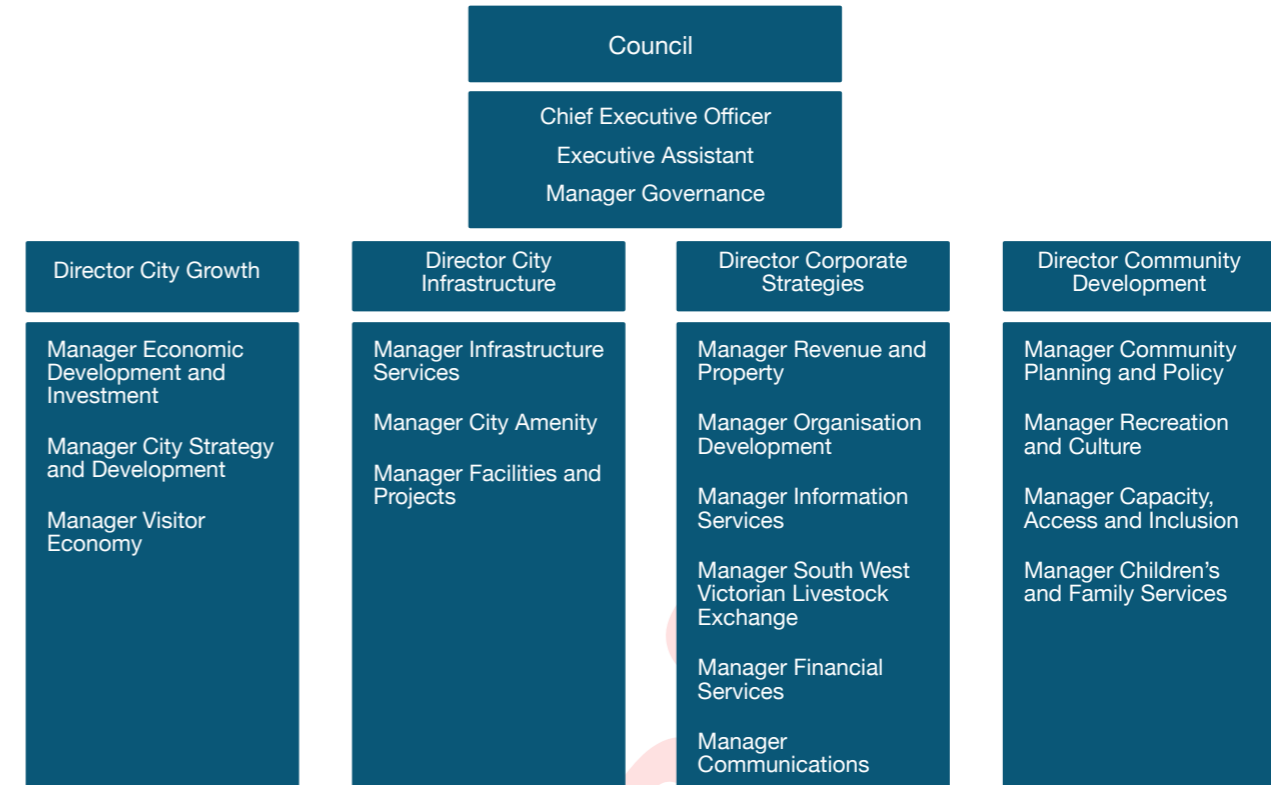
Andrew Paton

- Economic Development and Investment
- City Strategy and Development
- Visitor Economy



Report of operations for the year ended June 30, 2020

Organisational structure



Council staff

A summary of the number of full-time equivalent (FTE) council staff by organisational structure, employment type and gender is below.

Employee type/ gender	Executive FTE	Corporate Strategies FTE	Community Development FTE	City Infrastructure FTE	City Growth FTE	Total FTE
Full-time male	1	18	11	75.3	18.7	124
Full-time female	2	8.5	43	11	15	79.5
Part-time male	0	2	6.4	8.5	3.3	20.2
Part-time female	1	15.7	85	7.9	7.9	117.5
Casual male	0	.4	1.7	.5	.1	2.7
Casual female	0	.5	7.7	.4	.6	9.2

**Report of operations for the year ended June 30, 2020**

**Council staff**

A summary of the number of full-time equivalent (FTE) council staff categorised by employment classification and gender is set out below.

Employment classification	Male FTE	Female FTE	Total FTE
Band 1	3.6	5.0	8.6
Band 2	9.9	14.4	24.3
Band 3	39.9	31.4	71.3
Band 4	25.1	46.6	71.7
Band 5	14.7	35.5	50.2
Band 6	21.3	19.3	40.6
Band 7	16.8	11.7	28.5
Band 8	1.0	1.0	2
Unbanded	14.7	39.2	53.9
<b>Total</b>	<b>147</b>	<b>204.1</b>	<b>351.1</b>

**Equal employment opportunity program**

Warrnambool City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

At a policy level these matters are addressed in Council's Inclusion and Diversity Policy and Disability, Access and Inclusion Policy.

**Other staff matters**

Council has under way an organisation review that is examining the staff structure to ensure resources are being deployed efficiently and effectively in order to deliver on the Council Plan.



**Report of operations for the year ended June 30, 2020**

**Our performance**

**Planning and accountability framework**

The Planning and Accountability Framework is found in part 6 of the Local Government Act 1989 (the Act).

Note that while this Act has been replaced by the Local Government Act 2020 the requirements of the 1989 Act apply this reporting period.

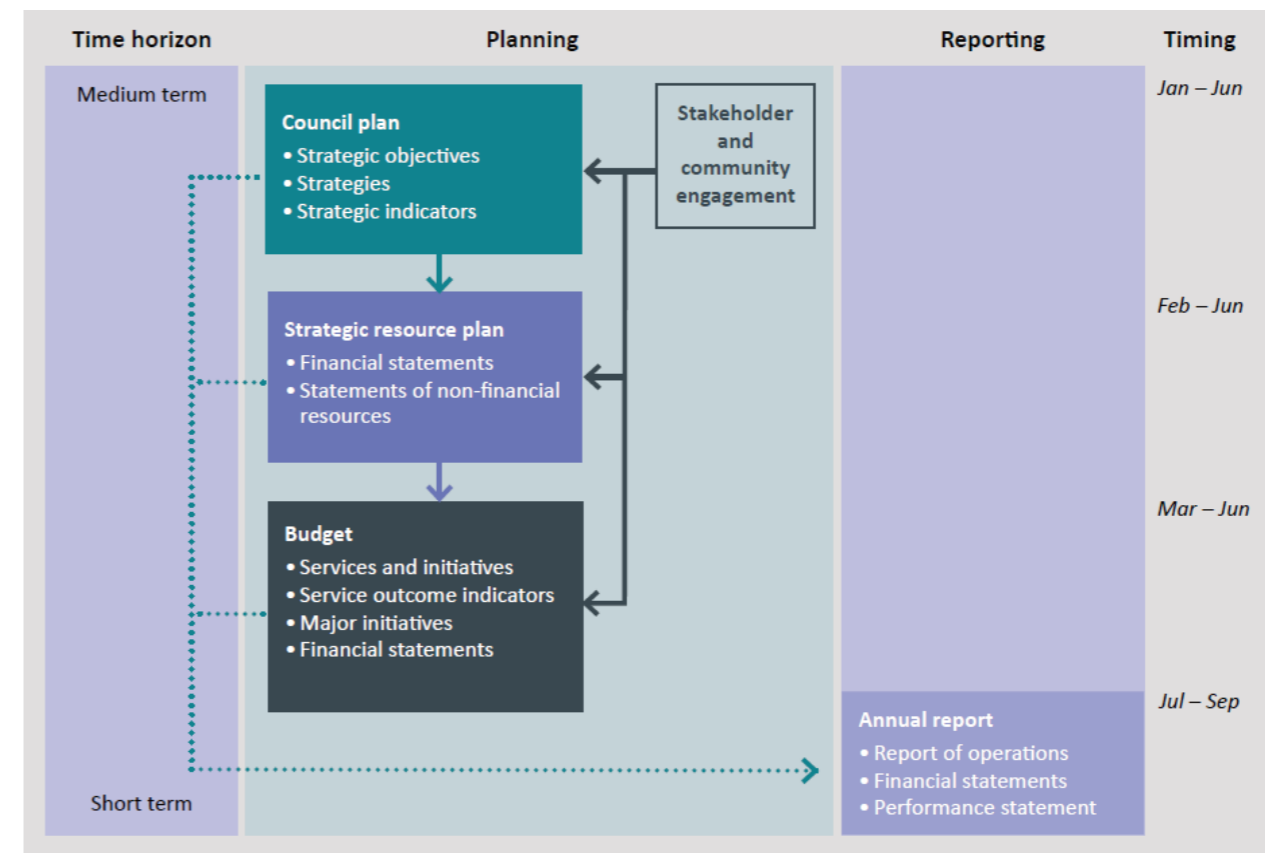
The Act requires councils to prepare the following planning and reporting documents:

- a council plan within the six months after each general

election or by 30 June, whichever is later;

- a strategic resource plan for a period of at least four years and include this in the council plan;
- a budget for each financial year; and
- an annual report in respect of each financial year.

The following diagram shows the relationships between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.



Report of operations for the year ended June 30, 2020

Council Plan

The council plan 2017-21 includes strategic objectives, strategies for achieving these for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the five strategic objectives as detailed in the council plan.

1. Sustain, enhance and protect the natural environment

We will protect our waterways, coast and land; prepare for climate change; investigate options to minimise our waste and look to derive positive outcomes from eco-business.

2. Foster a healthy, welcoming city that is socially and culturally rich

We will seek to have more people feeling healthy and well; have more people learning; have more people culturally involved; have more people connected and participating; we will be resilient in emergencies and be a healthy and safe place to live and study.

3. Maintain and improve the physical places and visual appeal of the city

We will have more of our city connected; we will be a vibrant city; our infrastructure will be fit-for-purpose; we will provide greater amenity and ease of movement and we will be proud of what we already have.

4. Develop a smarter economy with diverse and sustainable employment

We will grow our population; we will have a more sustainable local economy; we will have a more beneficial visitor economy and we will have more modern infrastructure.



5. Practice good governance through openness and accountability while balancing aspirations with sound financial management.

Council will provide strong advocacy for the community and region. It will practice transparent decision-making while delivering services efficiently and effectively.

Performance

Council's performance for the 2019-2020 year has been reported against each strategic objective to demonstrate how council is performing in achieving the 2017-2021 council plan. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the council plan
- Progress in relation to the major initiatives identified in the budget
- Services funded in the budget and the persons or sections of the community who are provided those services
- Results against the prescribed service performance indicators and measures.

Report of operations for the year ended June 30, 2020

Council Plan

Performance

Council's performance for the 2019-2020 year has been reported against each strategic objective to demonstrate how council is performing in achieving the Council Plan 2017-2021.

Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the council plan
- Progress in relation to the major initiatives identified in the budget
- Services funded in the budget and the persons or sections of the community who are provided those services
- Results against the prescribed service performance indicators and measures.

**Key**

- Completed
- Progressing
- On hold
- Not progressing
- Not updated



1. Sustain, enhance and protect the natural environment.

1.1 Protect and enhance our waterways, coast and land

Action Code	Action	Responsible Officer	Progress	Traffic Lights	Comments
1.1.1	Complete a Domestic Wastewater Management Plan.	Coordinator Environmental Health	90%	●	Plan has been drafted which is due for Council adoption in August 2020.
1.1.2	Ensure compliance with Local Laws relating to horses on Lady Bay.	Coordinator Local Laws Traffic Fire & Animal Contr	100%	●	Although this action is ongoing, compliance has been achieved through warnings and suspensions of offenders. Horse training was suspended on Lady Bay due to Covid-19 but at the time of reporting had resumed.
1.1.3	Ensure all septic tanks meet EPA guidelines and requirements.	Coordinator Environmental Health	100%	●	The installation of new septic tanks complies with the EPA Code of Practice at the date they are installed. The continued monitoring of these, particularly at high-risk sites (i.e. beside rivers), will be achieved via the implementation of the Domestic Wastewater Management Plan. This action is ongoing.
1.1.4	Review recycling practices in the city and develop short and long-term options for recycling processing.	Manager City Amenity	100%	●	Council resolved to introduce the fourth bin for glass across the municipality. This action will be set to be implemented in 2020-2021. This initiative greatly improves the quality of recyclable material collected and potentially lowers the cost of recycling.

1.2 Commit to being a carbon neutral organisation by 2040

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.2.1	Deliver street lighting energy efficiency replacement program.	Coordinator Natural Environment	100%	●	The Street Lighting Project is under way and the lighting design is progressing for replacement of LED street lights in the second half of 2020. Appointment of a contractor is imminent with implementation timelines scheduled for end of 2020.
1.2.2	Continue to reduce reliance on landfill by diverting organic material from waste streams.	Manager City Amenity	100%	●	This action in relation to FOGO is ongoing although the program has been fully rolled out. In 2019-2020 800 tonnes of material was diverted from landfill.

1.3 Assess our climate change preparedness

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.3.1	Support State Government in Local Coastal Hazard Assessment program.	Coordinator Natural Environment	100%	●	The Deakin University dune monitoring program is under way and includes Lady Bay. The monitoring will inform Phase 2 of the Local Coastal Hazard Assessment which is subject to funding.  Warrnambool City Council has been selected as the lead agency for the Barwon South West Climate Alliance and will host a Climate Alliance Establishment Officer, a position funded by the Department of Environment, Land, Water and Planning and Alliance Councils.



Report of operations for the year ended June 30, 2020

1.4 Review options for managing waste.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.4.1	Investigate opportunities for waste to energy to reduce reliance on landfill.	Manager City Amenity	40%		These investigations and discussions with potential providers are continuing.

1.5 Review options for managing waste.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.5.1	Implement Green Futures support program for households and businesses to facilitate improved energy efficiency, use of renewable energy and reduce costs.	Coordinator Natural Environment	100%		A second business audit has been completed, with an aim to begin an environmental upgrade Avenues to further promote and raise the profile and opportunities of the benefits of the Environmental Upgrade Agreements is being undertaken.

Major initiatives - sustain, enhance and protect the natural environment

The introduction of a glass kerbside collection service to increase diversion of material from landfill began with a successful trial involving 3400 households.

Progress on a street lighting program replacing old lighting technology with efficient LEDs will result in considerable cost savings to Council over the medium term while reducing greenhouse gas emissions.

Service	Description	Net cost \$'000
		Actual budget
		Variance
Environmental management	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	505 634
		129
Waste Management & Street Cleaning	This service provides kerbside rubbish collections of garbage, and recycling waste from all households and some commercial properties in Council. It also provides street cleaning, leaf collection, street litter bins throughout Council and Food Organics Green Organics collection trial.	3,895 4,452
		557
Parks and Gardens	This service covers a range of areas such as tree pruning, planting, removal, planning and street tree strategies, management of conservation and parkland areas, creeks and other areas of environmental significance. Parks Management provides management and implementation of open space strategies and maintenance programs.	4,032 4,009
		(23)

Report of operations for the year ended June 30, 2020

Service performance indicators

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Waste collection</b>					
<b>Waste diversion</b> Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	38.09%	37.73%	47.78%	64.30%	
<b>Kerbside bin collection requests</b> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	205.76	151.48	162.81	215.87	The increase in kerbside bin collection requests is a result of the introduction of a new FOGO collection across the municipality and a glass collection trial in one fifth of the collection area.
<b>Kerbside collection bins missed</b> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	5.24	3.87	4.49	7.03	The increase in kerbside bin collection requests is a result of the introduction of a glass collection trial in one fifth of the municipality. This included the garbage collection frequency changing from weekly to fortnightly in the trial area, so a number of residents thought their garbage bin was missed until they got used to the new garbage collection frequency.
<b>Cost of kerbside garbage bin collection service</b> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$104.22	\$109.29	\$111.26	\$86.17	A new contract for kerbside garbage and recycling collection began in July 2019 The kerbside garbage collection costs are decreasing due to the frequency of the collection progressively moving from weekly to fortnightly as the glass collection roll-out continues.
<b>Cost of kerbside recyclables collection service</b> [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$27.55	\$29.25	\$59.15	\$61.03	Nil

Report of operations for the year ended June 30, 2020

2. Foster a healthy, welcoming city that is socially and culturally rich



2.1 Promote healthy lifestyles.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.1	Ensure compliance with the Tobacco Act and MAV Tobacco Agreement.	Coordinator Environmental Health	100%	●	Due to COVID-19, the Tobacco Test Program (TTP), which involves the assistance of a young person under 18 years of age, did not occur during the Easter holiday. The TTP will only resume once health authorities advise that the risk of COVID-19 has significantly reduced.  At Warrnambool Base hospital routine monitoring continues to confirm smoking is not occurring within 4m of public entry points.  Food premise inspections continue to also ensure that dining areas remain smoke-free
2.1.2	Implement Warrnambool - A Healthy City 2017-2021.	Travel Smart Officer	100%	●	The Municipal Health and Wellbeing Plan draft review was completed in partnership with South West Primary Care Partnership. The Vichealth-funded This Girl Can campaign was postponed until September due to COVID-19. During March-June online activities were promoted via the Connect Facebook platform and included: emergency messaging about COVID19 (local and state information); promotion of healthy eating and physical activity (local and state information) during lockdown; information around mental health services and help; information and support for people who speak a language other than English; and promotion of local businesses and promotion of lifelong learning (links to virtual tours/activities and local online activities). Council also worked in partnership with the health network to promote access local food, mental health supports and domestic violence support.
2.1.3	Increase understanding of priority health and wellbeing issues in the community.	Travel Smart Officer	100%	●	Community planning under way for Gambling Harm Awareness week and Mental Health week for Q4. The 'This Girl Can' campaign (postponed) will incorporate the promotion of the impact of physical activity on mental health as a response to the ongoing stress of COVID19. Planning with the local Peek Whurrong community aims to create a partnership approach to mental health by working with partners to develop programs which connect young people to the language, environment and physical activity/art opportunities. Council will be working with partners to develop a strategy to support people impacted by COVID-19.
2.1.4	Encourage social connection and promote active living in public spaces.	Travel Smart Officer	80%	●	Reduced capacity to roll out the full program due to officer vacancy and the COVID-19 pandemic.

Report of operations for the year ended June 30, 2020

2.1 Promote healthy lifestyles.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.5	Provide communications support to promote Council services and facilities.	Manager Communications	100%	●	The final quarter of 2019-2020 saw in some instances a reversal of promotional messages as Council services and facilities were either closed or modified their operations to comply with COVID-19 restrictions. This included informing the community of temporary shutdowns or reduced hours at venues including AquaZone, the Lighthouse Theatre, Flagstaff Hill and the WAG.
2.1.6	Ensure premises operating under the Food Act and Public Health Act are inspected before a renewal of registration is granted.	Coordinator Environmental Health	100%	●	All premises were reinspected prior to their registration being renewed.

2.2 Increase participation, connection, equity, access and inclusion.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.1	Partner with local agencies and organisations to address health and wellbeing priorities.	Travel Smart Officer	100%	●	Increased focus on advocacy and support for local agencies as a result of uncertainty over Primary Care Partnerships funding. The PCPs provided a strong evidence-based case for the role they play in supporting the health and wellbeing of municipalities along with the related agencies with a similar focus. Funding was extended by six months while the State Government considers agency and stakeholder feedback.  Beyond the Bell (BTB) funding was due to end in June 2020. Support for continued funding from agencies across the sub-region has been strong and ongoing.  Family and Children's Services have continued the Maternal Child Health Immunisation partnership with Gunditjmarra Health Service which is achieving high rates of vaccination.  COVID-19 is affecting smaller agencies and their capacity to maintain services. Expecting that item will occupy a lot of time from this point on.  Other agencies partnered with include Women's Health and Wellbeing Barwon South West, Respect 2040 strategy, Emergency Management Victoria, and Brophy Family and Youth Services.
2.2.2	Develop a proposal for the development of fit-for-purpose immunisation facilities.	Coordinator Immunisation	100%	●	Designs are in progress, awaiting funding to implement the plans.
2.2.3	Children with the highest needs within the community are identified and offered support through the Early Years Continuum.	Manager Children & Family Services	100%	●	The Early Years Leadership group has continued to meet and identify families in need. Support from all areas of the early years learning and development continuum is provided to ensure all families needs are met. The establishment of the collaboration group has been a huge benefit through the COVID-19 pandemic with the group increasing meetings from fortnightly to weekly to ensure all families with urgent needs are responded to quickly.
2.2.4	Maintain and enhance child immunisation rates (from 95 per cent coverage).	Coordinator Immunisation	100%	●	Immunisation rates have exceeded 95% for this year.
2.2.5	Strengthen and further develop the central enrolment process for kindergartens which respond to policy direction emerging from the Early Years Reform.	Service Manager Early Years Learning and Development	100%	●	The Central Enrolment Project was completed in October 2019, with all project goals completed.

Report of operations for the year ended June 30, 2020

2.2 Increase participation, connection, equity, access and inclusion.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.6	Support the collection and sharing of consistent data and evidence to inform strategic and service planning.	Travel Smart Officer	100%		As information is released data is forwarded to relevant staff and local agencies as appropriate.
2.2.7	Encourage residents to be prepared for emergencies, increase awareness of local emergency alerts/warnings and share preparedness resources and information with residents.	Travel Smart Officer	100%		Connect proved to be an effective and efficient source of information for the COVID-19 emergency management situation. During March an extra 1000 people followed Connect so they could be kept up to date with COVID-19 information and as a way to maintain connection during lockdown. Between March and June 482 posts had a reach of 842,029. The highest reaching posts were during the peak of the COVID 19 lockdown in March – “Feeling overwhelmed?” (20,102) and “Stay at Home” (18,770).
2.2.8	Establish a parenting program supporting the needs of fathers within the community.	Service Manager Early Years Intervention & Support	55%		On hold due to COVID-19: unable to conduct groups.
2.2.9	Continue to develop a kiosk information centre for families to navigate children’s services and activities within the community.	Service Manager Early Years Intervention & Support	75%		On hold due to service relocation to accommodate Florence Collins renovation.
2.2.10	Continue to monitor and deliver agreed annual priorities of the State Government Early Childhood Reform Plan across all Early Years Learning and Development services and alliance networks.	Service Manager Early Years Intervention & Support	70%		Sleep and Settling initiative postponed due to COVID. Baby Makes 3 groups postponed due to COVID - planning to offer via Zoom. Parenting education undertaken via telephone hotline.
2.2.11	Embed child safety standards across the Early Years Learning and Development Unit.	Service Manager Early Years Learning and Development	100%		Continuous improvement in place to ensure child safe standards are met and embedded into everyday practice through service quality improvement plans.
2.2.12	Foster relationships between early years services and culturally diverse families, to make sure our services are safe and responsive to their cultural needs.	Service Manager Early Years Learning and Development	100%		The Indigenous Language Program has continued to be delivered to all kindergartens. Action plans are developed to support services to offer a culturally safe environment for all children.
2.2.13	Complete the principle pedestrian network plan to inform future investment in our pathways and support sustainable transport.	Manager Infrastructure Services	90%		Final report released for public comment.

Report of operations for the year ended June 30, 2020

2.2 Increase participation, connection, equity, access and inclusion.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.14	Ensure regional assessment targets are met and that quality processes are adhered to.	Service Manager Community Support	100%		The Regional Assessment Service (RAS) has continued to operate under the My Aged Care (MAC) and DHHS COVID-19 restrictions, completing both telephone and in-home assessments as per client needs. RAS Assessment Officers have completed mandatory training to maintain competency and proficiency during this time of continual change. As of the end of June 2020, the following outcomes have been achieved in relation to the Department of Health and Human Services Key Performance Indicator (KPI) criteria:  Action referrals within three calendar days of issue KPI Met.  Complete Assessments within the allocated priority timeframe KPI Met  NSAF (National Screening and Assessment Form) KPI Met - 100% of the NSAF and Support Plans meet the agreed quality  Client Satisfaction Surveys KPI Met - every client is sent a survey to fill out, with 100% Clients being satisfied or very satisfied with the overall quality of the Assessment service.  Acceptance of referrals KPI Met.
2.2.15	Continue to implement Council's Disability Action Plan.	Manager, Capacity, Access & Inclusion	100%		The Disability Action Plan is currently ahead of schedule with all due actions completed. To date 30 actions were completed, 13 were in progress and one is not progressing due to a lack of budget allocation at this stage.  The disability work experience project, that supports People with a disability to gain work experience at Council is on hold due to the current COVID-19 situation. Recommencement will occur once it is deemed safe to do so.  Further works to be undertaken during 2020-2021 in response to completed facility audits.
2.2.16	Ensure that the Commonwealth Home Support program meets and maintains all quality service standards as established by the Commonwealth Government.	Service Manager Home Support	100%		Service Quality Self Assessment reviewed and updated. The Home Support Continuous Quality Improvement Plan was updated in line with self-assessment. All service forms have been redesigned using health literacy principles to ensure they are easy to understand and user friendly. Meals on Wheels service is undertaking a service enhancement process, supported by Volunteer Connect, to provide an improved experience for volunteers and clients.
2.2.17	Implement Council's wellness, reablement and diversity plans.	Service Manager Home Support	100%		2019 - 2020 Wellness & Reablement and Diversity Plan reviews submitted to DHHS and following evaluation were accepted and recorded as final.

Report of operations for the year ended June 30, 2020

2.3 Increase community health and social connection.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.1	Establish Archie Graham as a key provider of health and wellbeing information, activities and opportunities for older adults and other community groups.	Service Manager Community Support	100%		<p>The Archie Graham Community Centre was temporarily closed to the community due to the COVID-19 pandemic on 23 March 2020. Prior to the closure, health and well-being activities and community information sessions during the first three weeks of March were near maximum capacity.</p> <p>Group exercise staff pivoted from offering centre-based exercise sessions to online exercise sessions. Printable resources with photos and descriptions were also distributed via the centre's newsletter.</p> <p>In the final quarter, centre staff made 667 telephone contacts to check on the well-being of Archie Graham Community Centre patrons.</p> <p>The Archie newsletter included essential safety information about COVID-19 and contact information for Council Home Support Services.</p> <p>During June, the Community Programs and Reception teams developed a COVID Safety Plan in preparation for re-opening the facility in a staged way during July and August (subject to level of restrictions in place).</p>
2.3.2	Increase connectedness and build health and wellbeing knowledge of local people via social media.	Travel Smart Officer	100%		<p>Warrnambool Walks and W2040 have a reach of over 25,000 people. These social media platforms have played an important role during the COVID-19 emergency event and have been used to relay emergency messaging from the Victorian Government along with providing local information about physical and mental health.</p> <p>The West Warrnambool Neighbourhood House was engaged the community via Facebook and as a Foodshare outlet the house was able to supply local people with food hampers.</p>
2.3.3	Continue to support and grow active volunteerism within the local community.	Service Manager Community Support	100%		<p>Volunteer Connect continues to support and advise volunteer involving organisations through the COVID-19 pandemic. Regular contact has taken place via email and phone, offering guidance on volunteer engagement through isolation, as well as advising on how to safely return volunteers to their roles. The South West Volunteer Network meetings are a supportive platform for organisations with volunteers to meet and share ideas on how to respond to the pandemic.</p>
2.3.4	Analyse impact of childcare subsidy and other sector reforms on the Outside School Hours Care operating model.	Service Manager Warrnambool Stadium	100%		<p>The introduction of the Federal Government's Emergency Childcare Relief Package in response to the COVID-19 Pandemic applied a very different operating model to Outside School Hours Care services. The emergency package was to conclude on the July 13 with a staged return to the normal Childcare Subsidy system expected. Engagement with the Department of Education and Training around compliance and quality improvement has not been possible through service visits and face-to-face meetings with department officers however Councils OSHC service has actively engaged with the department to progress quality improvement plans for both After School Care and Vacation Care programs.</p>

Report of operations for the year ended June 30, 2020

2.3 Increase community health and social connection.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.5	Complete the Age Friendly Communities Project.	Manager, Capacity, Access & Inclusion	100%		<p>Significant progress on the Age-Friendly Cities projects in this quarter include the following initiatives:</p> <p>The Welcoming Business Project "Our business is for everyone" will now support 180 businesses to embrace age and diversity. A sticker to acknowledge the business, online education for business owners and staff and check lists for businesses to measure their accessibility have been developed. Support from the Age Friendly Communities Project Officer will also be provided to support implementation.</p> <p><b>Driving Safely for Longer</b> The Driving Safely for Longer initiative provided refresher lessons to 18 older drivers and one session to one person with a disability in a specially designed vehicle.</p> <p><b>Inclusive settings</b> Grants were provided to assist the Warrnambool Community Garden install seating for older people, and the Warrnambool Croquet Club to grow community interest and club memberships.</p> <p>An easy-to-read postcard was developed for GPs to give to older adults with details on how to access clubs and groups, thereby increasing physical and social activity. The final report has been submitted to the Department of Health and Human Services.</p>
2.3.6	Early childhood services know how to respond and reduce harm related to childhood trauma.	Manager Children & Family Services	100%		<p>Staff across the Early Years Learning and Development Continuum have had extensive training in child-related trauma, eg. Marte Meo, Bridges out of Poverty, and Early Childhood Australia Stress and Trauma Training. Staff receive regular debriefing and support to help sustain their health and wellbeing when working in the areas of trauma.</p>
2.3.7	Establish and deliver a Neighbourhood House program in the West Warrnambool Community.	Manager, Capacity, Access & Inclusion	100%		<p>In response to the COVID -19 Pandemic the West Warrnambool Neighbourhood House increased its Facebook presence by advertising delivery of Food Share hampers to residents living in West Warrnambool and Dennington. Hampers were also advertised on Connect Warrnambool social media and the Archie Graham Newsletter and South West Healthcare Community Access to Food Flyer.</p> <p>By the second week of April and with stage three restrictions implemented it became apparent that vulnerable families living in the Warrnambool West area were in need of more support. The Neighbourhood House coordinator collaborated with Life Line Southwest and Warrnambool &amp; District Food Share to offer more services and extra support to residents who were self-isolating, immune compromised, elderly, recently unemployed and those caring for extended family members.</p> <p>A postcard drop offered vulnerable families and individuals access to free items such as warm blankets, clothes, toiletries, food hampers, books puzzles, games and DVDs as well as other information about services in Warrnambool. Neighbourhood House and Lifeline volunteers were recruited to deliver 1,000 postcards to residential addresses in the West Warrnambool community, with a significant focus on pensioner and single parent dwellings, in particular families and individuals without access to Facebook or Wi-Fi devices.</p> <p>In the three months to June 30, 99 hampers were delivered to families in West Warrnambool. Although demand decreased, hampers of food and toiletries were still being delivered by the Neighbourhood House to families on request.</p>

Report of operations for the year ended June 30, 2020

2.3 Increase community health and social connection.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.8	Provide increased services through the Enhanced Maternal and Child Health (MCH) Service to support children up to the age of three years.	Service Manager Early Years Intervention & Support	100%		Supported playgroup on hold as a result of COVID-19, Facebook and Zoom used to remain engaged with families. Continuing to provide EMCH service throughout pandemic with modifications to consider safety.
2.3.9	Review and further develop operational procedures and resources for Emergency Relief Centre Activation at Warrnambool Stadium.	Service Manager Warrnambool Stadium	95%		While the Emergency Relief Centre was not activated at Warrnambool Stadium in 2019-2020, the equipment, stock and facilities have all been reviewed and where necessary supplemented to ensure the Stadium is ready to deliver an effective response in the event of an emergency. Supporting documentation has been expanded and staff training and familiarisation undertaken over the past 12 months.
2.3.10	Work with the system provider to further improve functionality within the KidsXap system for Outside School Hours Care.	Service Manager Warrnambool Stadium	100%		Strong progress has been made over the past 12 months on embedding the KidsXap system within Council's Outside School Hours Care programs. The educator team is now trained and using the system within the service to access information to support individual children while in care. Program administration is now integrated with KidsXap to efficiently manage enrolments, bookings, family accounts and Childcare Subsidy management. A scheduled update (KidsXap 2.0) is expected to enable further efficiencies and program enhancements.

2.4 Encourage and support participation in sport, recreation and physical activity.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.1	Implement the AquaZone Operational Plan and make improvements to drive increased visitation.	Aquazone Service Manager	100%		Visitor numbers lower than previous year as a result of pandemic restrictions.
2.4.2	Complete the upgrade to AquaZone's water treatment system.	Aquazone Service Manager	100%		All items completed and signed off.
2.4.3	Implement the Merrivale Recreation Reserve irrigation, electrical upgrade and lighting improvement project.	Recreation Planner	100%		Project completed including final aiming and lux level testing. Acquittal to be submitted to the Victorian Government.
2.4.4	Continue implementation of the Reid Oval Redevelopment Project.	Service Manager Recreation & Youth	100%		Detailed design stage completed and project has gone out to tender. Value management strategies are in place – if required - to compensate for club contributions, however, design costing in on target.
2.4.5	Implement Stage 1 of the Lake Pertobe Master Plan.	Manager Infrastructure Services	50%		Wayfinding signs set to be installed. Bridge 6 completed. Detailed design for playspace and waterplay under way. Path network construction to begin in August, 2020.
2.4.6	Commence implementation of the Active Warrnambool Strategy.	Service Manager Recreation & Youth	100%		Implementation plan being finalised and will be presented to Council in the first quarter of 2020-2021. The plan includes actions with priorities, responsibilities, resourcing and partners involved. The short term actions will be confirmed. A capital works and project prioritisation plan identifying projects for investment will also be presented. The documents will inform the strategy's staged delivery over the next decade and will communicate to the community and key stakeholders the plan priorities over the short, medium and longer term and report on progress.
2.4.7	Coordinate and administer casual and seasonal tenancy use, including fees and charges for use of Council's outdoor sports grounds.	Recreation Planner	100%		Seasonal tenancies completed for 2019-2020.

Report of operations for the year ended June 30, 2020

2.4 Encourage and support participation in sport, recreation and physical activity.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.8	Coordinate the implementation of IMS Reserves Manager program with all of Council's sports ground user groups to manage and administer club seasonal allocations, licence agreements and casual sports ground bookings.	Recreation Planner	100%		Implementation complete. Online booking system in place, improving the efficiency of the process and the level of communication and data collected. Casual hires and seasonal use processes are ongoing.
2.4.9	Explore facility management software or web-based solution for Warrnambool Gymnastics Centre.	Service Manager Warrnambool Stadium	100%		Effort prior to the pandemic focussed on restructuring the gymnastics training program to respond efficiently to participation levels. The Centre reopened with staff re-engaged to identify the best operating system to support their work and service delivery. A number of specific gymnastics centre/program operating systems were identified. Staff will assess providers to identify the system most compatible with the requirements and available resourcing at the Warrnambool Gymnastics Centre. This project will cross over into 2020-2021.
2.4.10	Manage facilities and equipment to support domestic indoor sports competitions, tournaments and events at Warrnambool Stadium.	Service Manager Warrnambool Stadium	100%		Engagement with the Stadium's resident sports associations and other local sports and community groups continued throughout 2019-2020. The equipment and facility maintenance and renewal program progressed as scheduled. The pandemic placed a number of scheduled tournaments and events at risk and forced the cancellation winter domestic sports competitions, the Big V basketball season, some schools sport tournaments and the state netball association championship Warrnambool was to host in October 2020. The focus in 2020-2021 will be to safely re-establish regular indoor sports participation for the community at the Stadium.
2.4.11	Upgrade the gymnasium's strength equipment at AquaZone.	Aquazone Service Manager	100%		Installation of new equipment to occur in July 2020. Timeframe was moved due to international border closures during pandemic.
2.4.12	Commence a program of renewal works for AquaZone's outdoor 50m pool.	Aquazone Service Manager	75%		Programming implemented for youth, older adults, and all abilities. Implementation of online workouts through MyWellness.

2.5 Encourage and support more lifelong learning.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.5.1	Continue implementation of the Library and Learning Centre project in conjunction with South West TAFE.	Manager Recreation & Culture	100%		Project on track and has progressed to schematic design. Facade work has commenced.

Report of operations for the year ended June 30, 2020

2.5 Encourage and support more lifelong learning.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.5.1	Continue implementation of the Library and Learning Centre project in conjunction with South West TAFE.	Manager Recreation & Culture	100%		Project on track and has progressed to schematic design. Facade work has commenced.
2.5.2	Deliver Youth Leadership programs that a range of young people can access.	Manager, Capacity, Access & Inclusion	100%		<p>The 2020 Warrnambool and Moyne Youth Awards were presented by the Youth Council via a livestream hosted by Alex Dyson on May 8. The awards received 340 simultaneous live views, 1200 views of one minute or more and a digital reach of 14,291. This year's awards saw significant growth in nominations for people aged 19 to 25 years.</p> <p>2020 Warrnambool &amp; Moyne Youth Showcase, Warrnambool FReeZA and Moyne FReeZA collaboration, was adapted and delivered online showcasing about 40 young artists, musicians, film makers, makers, and creators. Twenty young people participated in remote filmmaking tutorials. Videos were shared in the lead-up to the Youth Awards attracting 40,000 views.</p> <p>FReeZA Warrnambool has undertaken planning on a music mentoring program to be rolled out remotely in August. It will create valuable networks between young people with more experienced music industry professionals.</p> <p>The Youth Council has continued to meet fortnightly using Zoom. Continuing their partnership with W2040, the Youth Council was involved in the delivery of the 20 Activities in 20 Days health and well-being focused program in May. This program supported local businesses and generated social participation with a digital reach of 27,000 and 220 participants. The Youth Council has continued to advocate for young people. Feedback regarding access to clear and trustworthy information has informed the development of the COVID-19 Information Hub by Beyond the Bell, and now located on their website.</p>
2.5.3	Review current kindergarten models in preparation of the governments introduction for funded programs for three-year olds in line with the State Government's early years reform.	Manager Children & Family Services	60%		Meetings with the Department of Education have been established to discuss the progress of three-year-old kindergarten for 2022. Capacity Assessment reports have been delayed due to COVID-19, and work will need to continue into 2021, delaying the progress of this activity.
2.5.4	Continue to provide high quality early years programs within early years services that prepare children to develop to their full potential.	Service Manager Early Years Learning and Development	100%		Services have been recognised for achievement of the Sun Smart and Healthy Eating benchmarks.
2.5.5	Continue to improve school readiness outcomes through the implementation of the DET School Readiness Funding.	Service Manager Early Years Learning and Development	100%		2020 School Readiness plans are on track and have been achieving desired outcomes. The COVID-19 situation has changed the approach to training which has now moved online.

Report of operations for the year ended June 30, 2020

2.6 Encourage a broader range of people in cultural activities.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.6.1	Work with the appropriate stakeholders to progress development of improved tourism product initiatives at Tower Hill and Moyjil.	Director City Growth	100%		In May 2020 the Victorian Government announced \$11.3 million to improve the visitor experience at Tower Hill State Game Reserve. Projects will be prioritised from the recently completed Master Plan for Tower Hill. Tower Hill Project Control Group was formed in 2019 comprising Parks Victoria, RDV, Traditional Owner Groups, Moyne Shire, Warrnambool City Council, Great Ocean Road Regional Tourism, VicRoads, and Visit Victoria. The beach access stair construction project at Moyjil received permit approval from Aboriginal Victoria. Construction was nearing completion with an opening date of late July 2020.
2.6.2	Develop and deliver a Warrnambool Art Gallery calendar of exhibitions and education programs which attract identified target audiences.	Art Gallery Director	100%		During the time of keeping the community safe from COVID-19 infection, Gallery doors were closed but staff worked behind the scenes to transform and digitise the program to keep the community connected through weekly newsletter, stories, activities, exhibitions and competitions.
2.6.3	Complete the 10 year strategy for the Warrnambool Art Gallery.	Art Gallery Director	60%		On hold pending the outcome of a business case.
2.6.4	Continue to foster community partnerships to deliver arts engagement workshops and activities at the Lighthouse Theatre.	Service Manager Lighthouse Theatre	100%		No further workshops were held in final quarter due to COVID-19 restrictions. Workshops and engagement activities planned as part of performances were rescheduled to late 2020 or 2021 to take place alongside new performance dates.
2.6.5	Develop and implement a Lighthouse Theatre membership program to provide increased engagement and opportunities for the community.	Service Manager Lighthouse Theatre	100%		A membership model has been developed, the ticketing provider has confirmed support. Further development on hold due to COVID-19. Will continue in 2020-2021 for an implementation of the new model as part of the 2021 Theatre Season launch in December 2020.
2.6.6	Develop, launch and deliver the 2020 Theatre Season program which attracts identified target audiences and meet the objectives of the Lighthouse Theatre Programming Policy.	Service Manager Lighthouse Theatre	100%		The theatre season suspended from late March due to COVID-19 restrictions. Significant work and negotiation with producers and tour coordinators undertaken to reschedule as many performances as possible to alternative dates in late 2020 or 2021. Support from patrons has remained strong with most keeping their tickets for the new show dates.
2.6.7	Undertake a feasibility study for the future of the Warrnambool Art Gallery.	Art Gallery Director	80%		The tender will be progressed in August.
2.6.8	Manage the Warrnambool Art Gallery collection and programs to enable the gallery air-conditioning upgrade.	Art Gallery Director	95%		Gallery components completed on time however the project completion dates were not reached therefore the environmental data not yet available to meet certain contractual requirements for presentation and loan of artworks.

**Report of operations for the year ended June 30, 2020**

2.7 Actively acknowledge local Aboriginal culture.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.7.1	Engage Aboriginal Elders in Councils strategic planning and include Aboriginal culture, stories and language in projects whenever appropriate.	Travel Smart Officer	100%		Lake Pertobe planning, Maternal and Child Health, Family and Children's Services, the Joint Library and WAG have all undertaken engagement and promoted opportunities to consult and include Aboriginal Elders. However, some of these projects have been placed on hold or delayed as a consequence of COVID-19.
2.7.2	Work with the Eastern Maar on developing Councils partnership role in relation to the establishment of treaty outcomes with the Victorian Government.	Director Corporate Strategies	100%		Action to be rolled into 2021 actions. Eastern Marr concurrently pursuing a native title claim through the Federal Court and the negotiations with the Victorian Government. Legal firm continues to act on behalf of a consortium of South West Victorian Councils to establish the extent of the claim and where current Native Title may or may not have been extinguished on land holdings managed by Local Government on behalf of the Crown.  The Victorian Government is pursuing the introduction of Land Use Area Agreements for traditional owners.

2.8 Increase participation opportunities for disadvantaged members of the community.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.8.1	Continue to monitor and deliver agreed annual priorities from the 'Early Years Compact'.	Manager Children & Family Services	100%		WCC staff have attended all Early Years Compact meetings held this financial year, progressing the priorities of the compact. COVID-19 has impacted all areas of the Compact and altered priorities over the final months of 2019-2020. Priorities are being reviewed for the next financial year.

**Report of operations for the year ended June 30, 2020**

**Major initiatives**

Upgrade of the climate control systems in the Warrnambool Art Gallery and the aquatic centre, AquaZone.

Service	Description	Net cost
		\$'000
		Actual budget
		Variance
Community Support Services	Government funded programs aimed at improving community participation, rural access programs and facilitation of migration to the South West and volunteer programs.	52
		51
		(1)
Aged Services	This area provides a range of services including meals on wheels, personal care, respite, home maintenance, home care, adult day care and senior citizens programs.	253
		326
		73
Family Services	This service provides family orientated support services including pre-schools, maternal & child health, child care, counselling & support, youth services, immunisation, family day care.	1,348
		1,063
		(285)
Art and Culture	Provision of high-quality venues where people can see, present and explore the arts, ideas and events provided at the Warrnambool Art Gallery and Light House Theatre.	1,058
		946
		(112)
Library Services	Provision of quality library and information services to the community.	964
		991
		27
Recreation	Provision of sport, recreation and cultural facilities, service and programs in response to identified community need and to provide information and advice to clubs and organisations involved in these areas.	431
		475
		44
Leisure Centres	The Arc and Aquazone provide premier indoor community leisure facilities in South West Victoria, providing equitable and affordable access to a wide range of aquatic and fitness activities.	1,074
		551
		(523)
Health Services	Administrations of legislative requirements pertaining to public health, immunisation and food premises.	61
		110
		49
Festivals and Events Group	Delivers a range of promotions, festivals and events along with attracting events to the city to deliver economic benefits.	1,021
		1,280
		259

Report of operations for the year ended June 30, 2020

Service performance indicators

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Aquatic facilities</b>					
Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	1.00	1.00	2.00	3.00	Additional inspection completed in relation to the reopening of the facility after the COVID-19 closure.
Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population] facilities	6.86	6.94	6.85	4.37	Closure in July and August 2019 for works on the air handling unit and an upgrade to the water treatment system. Mandatory closure from March 23rd 2020 until a restricted reopening from June 23rd 2020 due to COVID-19 regulation.
Service cost Cost of aquatic facilities [Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	New in 2020	New in 2020	New in 2020	\$3.87	<b>Note:</b> From 2020, this measure replaced two previous measures: 'Cost of indoor aquatic facilities' and 'Cost of outdoor aquatic facilities', see retired measures.
<b>Animal management</b>					
Timeliness Time taken to action animal management requests [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1.00	1.00	1.00	1.00	
Service standard Animals reclaimed [Number of animals reclaimed / Number of animals collected] x100	88.38%	80.54%	84.24%	19.16%	In prior years, animals rehomed was also included in this measure. This year it has been split out between reclaimed (by the original owner) and rehomed to a new owner. If the two measures are added together, they are in line with the prior years.
Animals rehomed [Number of animals rehomed / Number of animals collected] x100	New in 2020	New in 2020	New in 2020	64.57%	In prior years, animals rehomed was also included in the reclaimed measure. This year it has been split out between reclaimed (by the original owner) and rehomed to a new owner. If the two measures are added together, they are in line with the prior years. <b>Note:</b> New measure for 2019-20 financial year.
Service cost Cost of animal management service per population [Direct cost of the animal management service / Population]	New in 2020	New in 2020	New in 2020	\$16.12	<b>Note:</b> This measure is replacing previous 'Cost of animal management service' which was based on cost per number of registered animals, see retired measures.
Health and safety Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	New in 2020	New in 2020	0.00%	<b>Note:</b> This measure is replacing previous 'Animal management prosecutions' which was a measure of number, not proportion, see retired measures.

Report of operations for the year ended June 30, 2020

Service performance indicators

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Food safety</b>					
Timeliness Time taken to action food complaints [Number of days between receipt and first response action for all food complaints / Number of food complaints]	1.38	1.00	1.00	1.00	
Service standard Food safety assessments [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	82.76%	99.28%	99.64%	94.26%	
Service cost Cost of food safety service [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$359.21	\$378.90	\$323.35	\$281.93	Savings were due to a vacancy in the Environmental Health Officer position for a period of 4 months. This role has now been filled.
Health and safety Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	95.35%	100.00%	84.21%	100.00%	Council aim for a 100% target. In 2018-2019 notifications were only identified weeks prior to the period end, with follow up actions completed in the 2019-2020 reporting period. In 2019-20, Council was able to resolve all Non-Compliances outcomes, and hence 100% was achieved.



Report of operations for the year ended June 30, 2020

Service performance indicators

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Libraries</b>					
<b>Utilisation</b> <i>Physical library collection usage</i> [Number of physical library collection item loans / Number of physical library collection items]	5.17	4.72	4.49	3.44	The decrease in loans is related to the closure of the library due to COVID-19 from 23 March until 9 June 2020 and then only a partial reopening and no programs run since early March 2020. <i>Note: From 2019-20, this indicator measures the performance of physical library items as a subset of the wider library collection.</i>
<b>Resource standard</b> <i>Recently purchased library collection</i> [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	74.50%	68.40%	69.03%	66.40%	
<b>Participation</b> <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	15.56%	14.37%	13.77%	13.87%	
<b>Service cost</b> <i>Cost of library service per population</i> [Direct cost of the library service / Population]	New in 2020	New in 2020	New in 2020	\$21.62	The capital component of the Council's contribution to the Corangamite Library Corporation has been excluded from 2019/20 as per the guidelines. <i>Note: This measure is replacing the previous 'Cost of library service' indicator which measured based on number of visits, see retired measures.</i>
<b>Maternal and Child Health</b>					
<b>Service standard</b> <i>Infant enrolments in the MCH service</i> [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	96.33%	95.64%	99.74%	100.00%	
<b>Service cost</b> <i>Cost of the MCH service</i> [Cost of the MCH service / Hours worked by MCH nurses]	\$78.56	\$95.57	\$75.13	\$78.44	
<b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	75.25%	73.63%	76.99%	77.68%	
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	63.75%	61.33%	73.24%	80.00%	

Report of operations for the year ended June 30, 2020

Service performance indicators

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Maternal and Child Health</b>					
<b>Satisfaction</b> <i>Participation in 4-week Key Age and Stage visit</i> [Number of 4-week key age and stage visits / Number of birth notifications received] x100	New in 2020	New in 2020	New in 2020	98.62%	

Draft

Report of operations for the year ended June 30, 2020

**3: Maintain and improve the physical places and visual appeal of the city.**



3.1 Enhance movement in and around the city including better connections for cyclists and pedestrians.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.1.1	Consider the recommendations from the Cycling Reference Group and implement any actions adopted by Council.	Coordinator Assets & Development	100%		Cycling reference group Terms of Reference revised and new committee members appointed. Future actions will be ongoing.
3.1.2	Enhance safety at the Promenade through the improvement of sight lines.	Manager Infrastructure Services	100%		Trimming activities for the permitted areas are complete for the financial year. Ongoing work is progressing to develop a native vegetation precinct plan.

3.2 Create a more vibrant city through activating high quality public spaces.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.2.1	Implement the key initiatives of the Open Space Strategy .	Coordinator City Strategy	75%		The South Merri Open Space Precinct Plan is being finalised following a two-month consultation period. The plan is scheduled for adoption by Council in August 2020. Master plans and landscape plans continue to be prepared and are informed by the Open Space Infrastructure guidelines. Council's Infrastructure Team is undertaking a Play Space Strategy, another direct recommendation of the Open Space Strategy. Most uncompleted city-wide strategies are either in progress or ongoing (62%). Implementation of the Open Space Strategy key initiatives is progressing on schedule.
3.2.2	Implement an Open Space Contributions Policy.	Coordinator City Strategy	85%		The Open Space Contributions Policy has been completed in draft form. The draft has been independently peer reviewed, and the recommendations of the peer review are under consideration with the likelihood of further work being required that will have future budget implications.

Report of operations for the year ended June 30, 2020

3.3 Build infrastructure that best suits current and future needs.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.1	Complete the Changing Places Facility Project.	Manager, Capacity, Access & Inclusion	100%		The Changing Places facility was completed. Check-list completed by the building surveyor. Facility accredited and certificate of compliance issued.
3.3.2	Develop and adopt a Playspace Strategy.	Manager Infrastructure Services	90%		A draft plan has been prepared. The strategy will be presented to Council in draft, prior to seeking public comment and feedback ahead of the document being adopted.
3.3.3	Progressively plan and renew City Centre streetscapes.	Manager Infrastructure Services	100%		Design work has been completed for Koroit Street - Liebig Street to Kepler Street. Although the action has been completed for the financial year the action is ongoing. Designs will be progressively presented to Council prior to seeking community feedback.
3.3.4	Upgrade of one public amenities building.	Coordinator Building Strategy & Services	100%		The McGennan Car Park public amenity building upgrade project is planned to span two financial years. Project planning is currently under way with construction due to commence in the 2020-2021 financial year.
3.3.5	Develop significant & heritage tree renewal program.	Manager Infrastructure Services	20%		The development of a program has commenced with limited progress due to resourcing issues.
3.3.6	Prepare a strategy and funding model for a long-term tree replacement program.	Manager Infrastructure Services	85%		An Asset Management Plan for trees has been prepared and will be presented to Council for adoption in 2020-2021.
3.3.7	Develop and expand off-street parking areas.	Manager City Amenity	70%		In-principle agreement reached for land purchase for an off-street car parking site in CBD. Report will go to the August 2020 meeting to confirm purchase. Project should be created as a 2020-2021 finalisation.
3.3.8	Complete a review of the City Centre Car Parking Strategy.	Manager City Amenity	70%		Awaiting final draft which was revised due to pandemic impacts on parking arrangements affecting the strategy. The revised strategy is due in August.

3.4 Maintain and enhance existing Council infrastructure.


Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.4.1	Identify and regularly monitor condition of asset classes.	Manager Infrastructure Services	100%		All planned asset classes have been condition assessed for the financial year.
3.4.2	Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the Portuguese monument and Wollaston Bridge.	Manager Infrastructure Services	100%		Wollaston Bridge works completed. Two cannons removed to enable a local contractor and volunteers to begin restoration. Action to continue into 2020-2021.
3.4.3	Update asset management plans for asset classes including drainage, roads, open space, IT, buildings and monuments.	Manager Infrastructure Services	65%		Drainage Asset Management Plan adopted. Buildings & Open Space plans out for community consultation.
3.4.4	Complete service level reviews for parks and gardens and roads and drainage services.	Coordinator Municipal Depot Operations	100%		Service levels reviewed for the financial year. This action is ongoing to ensure service levels are appropriate.

3.5 Advocate for better regional connections.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.5.1	Seek funding for and deliver road safety projects.	Coordinator Infrastructure Management	100%		Funding applications made to the following programs: - Federal Blackspot - Banyan Merri Roundabout - TAC Funding - Ward St Crossing - VicRoads Community Road Safety Grants
3.5.2	Advocate for essential safety and road improvements on the Princes Highway West.	Manager City Amenity	100%		2019-2020 advocacy plan completed with spokesperson position had now transitioned to a community representative.

**Report of operations for the year ended June 30, 2020**

3.5 Advocate for better regional connections.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.5.3	Advocate for improved passenger and freight rail services.	Director City Growth	100%		The \$114 million Warrnambool Line Upgrade includes building a new crossing loop, signalling upgrades and 12 level crossing upgrades. Construction has begun on level crossing upgrades include installing boom gates, bells, flashing lights and improved train detection technology. The level crossing upgrades, delivered by V/Line, are targeted for completion by mid-2020. The broader works as part of the \$114 million upgrade is expected to be complete late 2021. In early July 2020 additional funding was announced by the Commonwealth Government for the Warrnambool Line Upgrade within the Regional Rail Revival Package. It will address cost pressures and enable the project to be completed by the end of 2021. The contract to undertake the main construction phase of the project was awarded to Downer in January 2020. On rail freight matters, the Victorian Government announced \$4 million in June 2020 to extend the Mode Shift Incentive Scheme (MSIS) through to June 30, 2021. Council, as an active member of the Rail Freight Alliance, advocated for the extension of the MSIS in recognition of the important role the Warrnambool Intermodal Terminal plays to move freight by rail to Melbourne.

**Report of operations for the year ended June 30, 2020**

**Major initiatives**

Warrnambool Community Dog Park, playground renewal, roundabout at the intersection of Kelp and Timor streets, bridge replacement at Lake Pertobe, beach access replacement.

Service	Description	Net cost
		\$'000
		Actual budget
		Variance
Asset Maintenance	This service prepares long term maintenance management programs for Council's property assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These include buildings, pavilions, roads, footpaths and tracks and drainage.	1,949 1,783 <b>(166)</b>
Infrastructure Services	This service prepares and conducts capital works and maintenance planning for Council's main civil infrastructure assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These include roads, laneways, car parks, foot/bike paths, drains and bridges.	3,072 3,393 <b>321</b>
Regulatory Services	Local laws enforcement including parking fees and fines, public safety, animal management and traffic control.	(457) (835) <b>(378)</b>

Report of operations for the year ended June 30, 2020

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Roads</b>					
<b>Satisfaction of use</b> <i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads ] x100	57.67	56.56	67.89	58.50	There were much fewer street sweeping requests this year
<b>Condition</b> <i>Sealed local roads maintained to condition standards</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	96.10%	96.40%	96.48%	96.80%	
<b>Service cost</b> <i>Cost of sealed local road reconstruction</i> [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$85.73	\$155.90	\$91.05	\$97.30	
<b>Service Cost</b> <i>Cost of sealed local road resealing</i> [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$6.67	\$7.65	\$8.18	\$6.65	Council underwent a competitive multi-year joint tender process in 2019/20 that has resulted in better value for money. Council has increased the amount of works being completed whilst maintaining a similar cost.
<b>Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	49.00	53.00	58.00	48.00	With road requests down and no change to road condition, this is more likely a reflection on the poor community perception of council as a whole or the effect of the poor condition of the State roads.

Report of operations for the year ended June 30, 2020

4: Develop a smarter economy with diverse and sustainable employment.



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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.1	Facilitate and promote business support initiatives to grow the local economy.	Coordinator Economic Development	100%		<p>The Economic Development branch has engaged with and supported businesses in response to the impacts of COVID-19 (#GetAroundWarrnambool). The Business Initiatives Grants (BIG) program closed with 49 businesses receiving funding. These grants require businesses to use local businesses, where possible, to implement the initiatives ensuring the funding has a flow on economic benefit in the community.</p> <p>A business concierge service was established on Council's website which links businesses to Government assistance packages, mentoring support, practical advice and mental health connections.</p> <p>Engagement through a series of webinars was conducted along with ongoing engagement across a range of business sectors either through direct contact (phone, email) or a broader survey to assess the impacts of COVID-19.</p>
4.1.2	Provide executive support to implement the Great South Coast Food and Fibre Plan.	Director City Growth	100%		<p>A Great South Coast Food and Fibre marketing campaign was launched in February 2020. Executive support continues to be provided to the Great South Coast Food and Fibre Council.</p> <p>Warrnambool City Council as the auspice for the \$500,000 Victorian Government grant awarded to the Food and Fibre Council recently acquitted the funding and submitted a final report. Key achievements included effective advocacy for water policy reform, three-phase power upgrades, a dedicated website and branding, Communication and marketing plan was completed, food and fibre focus group, and educational and leadership programs developed.</p> <p>The overarching Great South Coast Food and Fibre Plan continues to be relevant and guides the priorities of the group. Some 26 of the 42 initiatives of this plan have either commenced or have been completed. Work is under way to finalise a sustainable funding model for the group, including recently incorporating to broaden access to funding opportunities.</p>

Report of operations for the year ended June 30, 2020

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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.3	Develop and circulate economic data and analysis to business and industry.	Coordinator Economic Development	100%		Key economic indicators were regularly communicated to Council and the wider business community including building approvals, population growth, unemployment data regularly updated and made available online (www.economyprofile.com.au/warrnambool). A survey and direct business engagement was undertaken to understand the scale and breadth of economic impacts on our circa 2,800 registered businesses as a result of COVID-19. An additional survey is being developed to be distributed in Q1 2020-2021 to get a further data analysis on the economic impacts on businesses as the state moves through restrictions.
4.1.4	Implement Warrnambool - China Strategy to build local business capacity and capability.	Coordinator Economic Development	100%		The Economic Development team secured funding from the Victorian Government to develop and implement a "Building an Asia-capable region" program. This program will be an extension of the China Host program and see businesses in the tourism sector given the opportunity to gain the knowledge, skills, cultural awareness and networks to ensure visitors from ASEAN nations have a meaningful Australian experience which caters to specific cultural needs. Other possibilities to continue to build the local business capacity and capability through the China Strategy in response to the impacts of COVID-19 continue to be explored.
4.1.5	Deliver the Designated Area Migration Agreement (DAMA) representative role for the Great South Coast region and the Regional Certifying Body function on behalf of the Great South Coast.	Designated Area Migration Agreement Coordinator	100%		Council has endorsed 62 applicants across the region as part of the GSC DAMA program. Since COVID-19 began impacting the GSC DAMA Region in early March we have still experienced demand for DAMA, but recognise with international borders closed this has slowed some businesses taking on DAMA due to recruitment efforts being impacted. Since early March Council have still endorsed six businesses for a total of eleven positions. A few applicants reduced the number of requested positions in their application due to the borders being closed. This affected the real numbers they need to recruit but they still wanted to obtain their DAMA labour agreement as a part of their longer term recruitment strategy. All of the visa workers recruited to fill these positions were individuals already within the country. This demonstrates that despite international borders being closed there is evidence of internal migration among workers already within Australia who are looking for long term employment and security. Regions like the GSC will need to continue to reach out to this cohort to fill its skills needs as COVID-19 continues to be a presence. We have also fielded inquiries from and are liaising with four dairy farms and two other car dealerships for mechanic positions at present which would bring eight further workers to the region if all proceed. A COVID-19 Impact Statement was requested by and submitted to the Department of Home Affairs in July to reiterate the need for occupations on our skill shortage list and the request for new ones in the areas of aged care, child care and aquaculture.

Report of operations for the year ended June 30, 2020

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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.6	Deliver Social Housing Planning Project.	Coordinator City Strategy	100%		The Social Housing Planning Project is funded through the Victorian Government's Social Housing Investment Program. The project commenced in July 2019 with the procurement of a social housing consultant. The project, in the final stages, has been informed by extensive stakeholder engagement, data collection and analysis which have identified issues and opportunities to facilitate an increase in social housing in Warrnambool.  The project is scheduled for completion in August 2020.
4.1.7	Plan for the development and implementation of precinct structure plans.	Coordinator City Strategy	100%		Development of precinct structure plans is ongoing, with the future growth area east of Aberline Road currently being developed. The Minister for Planning has appointed the Victorian Planning Authority as the Planning Authority for the East Aberline Precinct Structure Plan (PSP). Further detailed technical studies are being commissioned to inform the future urban structure of the PSP and required developer contributions.  The Allansford strategic framework plan is under way with the second round of community engagement scheduled to commence in coming months. The Eastern Activity Centre Structure Plan has been implemented via Planning Scheme Amendment C103, approved by the Minister for Planning and gazetted on July 9, 2020.

4.2 Encourage more sustainable local business

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.2.1	Continue to facilitate and implement place-making initiatives.	Coordinator Economic Development	100%		Facilitating key place-making activation and engagement activities by partnering with industry to host regular networking and community idea 'pitch' nights which supports a community member implementing a placemaking idea in the city. Economic Development worked with events and communications teams to bring a second edition of LoungeFest to the city over the Queen's birthday weekend. Solstice Searching, a neon sculptures event, was also brought to the city.
4.2.2	Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.	Director City Growth	100%		Engagement occurring with the Victorian Government regarding the proposed independent statutory authority to manage coastal Crown land and marine waters along the Great Ocean Road. Advice and support provided to a number of potential investors at preliminary planning stage across residential, industrial and visitor economy sectors.
4.2.3	Implementation of Development Plans and Developer Contributions Plans.	Coordinator City Development	100%		Development Plan applications and Development Plan amendments continue to be processed and determined by Council including Logans Beach Coastal Village (addendum for Stages 6 & 7) and the implementation of Hopkins Heights Development Plan. Development contributions have been received and acknowledged for the North Merri Development Contributions Plan and North Dennington Development Contributions Plan. Also developing guidance notes for applicants on how to prepare a Development Plan.
4.2.4	Deliver a business case for a Business Incubator/ Accelerator to support growth of existing companies or start-ups in our region.	Coordinator Economic Development	100%		With a \$284,000 grant secured through Victorian Government's LaunchVic program, Warrnambool City Council coordinated "The Ideas Place", a 12-month program to engage and support local entrepreneurial activity across Warrnambool, Moyne and Corangamite municipalities. This initiative also formalised a partnership with South West TAFE with the use of its entrepreneurial hub The Hive, launched in March 2020.

Report of operations for the year ended June 30, 2020

4.3 Enhance the visitor experience.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.1	Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.	Director City Growth	100%		Over \$700 million in private sector investment is in planning. Victorian and Commonwealth funding of \$108 million has been secured for implementation of Stage 2 of the Shipwreck Coast Master Plan. \$153 million for Great Ocean road maintenance. Parks Victoria has commenced Stage 1 works which will deliver new lookout structures at the Saddle and the Blowhole, Port Campbell National Park; a new pedestrian bridge over Port Campbell Creek in Port Campbell; better telecommunications; and a wi-fi and digital interpretation platform to enhance the experience for visitors.
4.3.2	Support the activities of the Great Ocean Road Regional Tourism Board.	Director City Growth	100%		As the COVID-19 situation continues to evolve, Great Ocean Road Regional Tourism (GORRT) is providing support to the industry across the region via information updates, business support, government relief packages, and webinars.
4.3.3	Continue to implement actions of the 2018-2022 Events Strategy.	Service Manager, Events & Promotion	100%		Delivery of Beachfest 2020 with high participation across 27 different activities over three weeks in January. Significant disruption to events calendar programming occurring due to COVID-19 restrictions. Events team offering support and advice to affected events organisers. Virtual concert (Lounge Fest) was organised for Easter featuring 20 musicians as part of the #GetAroundWarrnambool initiative and drew a wide audience.
4.3.4	Partner with Great Ocean Road Regional Tourism (GORRT) and other stakeholders to implement the recommendations of the Warrnambool Destination Action Plan.	Director City Growth	40%		The Warrnambool Destination Action Plan is to be reviewed with the support of GORRT. Other visitor economy stakeholders will be invited to participate in the review with the expectation that a broader base of Warrnambool's visitor economy will be engaged and lend support towards implementation of the updated Destination Action Plan. Since March, 2020, GORRT and Council resources have been prioritised towards managing COVID-19 impacts on local and regional tourism businesses.
4.3.5	Deliver a population attraction campaign supported by a Victorian Government grant.	Coordinator Economic Development	100%		Since receiving Victorian Government funding to develop a population attraction campaign targeting retirees and baby boomers to relocate to Warrnambool, the Economic Development unit has undertaken research-based initiatives via focus groups and surveys within the target market both inside and outside the city. This research has led the development of a range of targeted marketing campaign activities including the development of a website, advertisements and post code targeted campaigns to draw interest from the target market to relocate to Warrnambool.
4.3.6	Produce and implement a Strategic Plan for the Holiday Parks (Surfside & Shipwreck Bay).	Director City Growth	60%		First draft nearing completion.

4.4 Advocate for and improve infrastructure including transport, services and digital infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.4.1	Provide advocacy support material and report on advocacy outcomes.	Manager Communications	100%		Advocacy materials updated and provided on request. Council was recently successful in obtaining a grant for the installation of a new roof above the saleyards.
4.4.2	Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.	Director City Growth	70%		The Australian Government has added the Princes Highway from Colac to the South Australian border to the National Land Transport Network, recognising the critical importance of the key freight link to the Victorian and national economies. The Australian Government's \$300 million 2019/20 budget commitment to the Princes Highway in Victoria includes the \$60 million investment in upgrades between Warrnambool and Port Fairy.

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4.4 Advocate for and improve infrastructure including transport, services and digital infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.4.3	Enhance the outcomes of Councils regional partnership role and ensure the appropriateness of outcomes for Warrnambool.	Director Corporate Strategies	100%		Key focus of advocacy on a post-COVID-19 economic recovery. Council continues to pursue key stimulus measures to be implemented in the regions including a strong tertiary education sector, major infrastructure projects such as Princess Highway West upgrade and the Hydrogen Futures pilot projects at Deakin.
4.4.4	Develop a Smarter Cities Plan to understand Councils role in the evolution of technology enhancing the growth of a regional city.	Director Corporate Strategies	100%		Ongoing action. Implementation has been delayed with Victorian Government necessarily responding to the COVID-19 crisis. However, the use of technology and this project's genesis in remote partnering mean it remains set to proceed. The development of the shared enterprise system between Warrnambool, Corangamite and Moyness will provide for a platform to enable greater connectivity to the community and the use of big data that is the foundation of work being created in smart cities. Scoping of a shared Information Technology Strategy is being completed to better inform priorities for the organisations involved and the plan for improving a smarter cities focus across the region.

4.5 Create stronger links between education providers, business and industry

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.5.1	Deliver education and advisory services to business and industry to raise awareness of building regulation requirements.	Coordinator City Development	100%		Recent changes to the swimming pool regulations has been communicated to the community via Council's website, media and direct mail to affected residents. The information provided includes an overview of the swimming pool regulation changes and associated responsibilities.
4.5.2	Continue to partner on projects and initiatives with Deakin University Warrnambool and South West TAFE.	Coordinator Economic Development	100%		Warrnambool City worked with Deakin University and South West TAFE on a range of regional initiatives including IdeasPlace, China Host program, international student attraction, International Student Guide as well as coordinating formal welcomes for requested student and official delegations. Council led the application for Deakin University research project - Great South Coast Economic Futures which is exploring large commercially feasible projects across a range of sectors - energy, manufacturing, water and tourism. Council formed a Memorandum of Understanding with South West TAFE on the The Hive regional business co-working and incubation project. Commonwealth Government funding was secured for Stage 1 of the hydrogen energy precinct led by Deakin and supported by Council.

Report of operations for the year ended June 30, 2020

Major initiatives

Population attraction campaign targetting areas of metropolitan Melbourne where people are considering a seachange; successful application for grant to fund a roof over the livestock exchange; shared enterprise system between Moyne, Corangamite and Warrnambool municipalities.

Service	Description	Net cost
		\$'000
		Actual budget
		Variance
Statutory Building Services	This service provides statutory building services to the Council community including processing of building permits.	118 134 <b>16</b>
City Strategy & Development	This service prepares and processes amendments to the Council Planning Scheme. This service processes statutory planning applications, provides advice and makes decisions about development proposals which require a planning permit, as well as representing Council at the Victorian Civil and Administrative Tribunal where necessary. It monitors the Council's Planning Scheme, prepares major policy documents and processes amendments to the Council Planning Scheme.	1,087 1,174 <b>87</b>
Warrnambool Livestock Exchange	Provides a regional livestock marketing centre that meets the needs of the stock agents, buyers and producers.	(370) (169) <b>201</b>
Holiday Parks	Provides affordable holiday accommodation that is modern, clean and well maintained in a family orientation atmosphere.	(826) (865) <b>(39)</b>
Flagstaff Hill Maritime Village & Visitor Information Centre	A major regional tourist attraction and visitor information centre that includes a recreated heritage village which displays the maritime history of the region and features the "Shipwrecked" Sound & Light laser show.	750 741 <b>(9)</b>
Economic Development	Includes the industry and business support, research and statistical analysis and project development which underpin economic development.	837 915 <b>78</b>
Warrnambool Airport	This service provides a regional Airport that meets the needs of users and operates as a viable commercial enterprise to the benefit of the region.	177 196 <b>19</b>
Port of Warrnambool	Council manages the Cities port facility on behalf of the State Government.	0 0 <b>0</b>

Report of operations for the year ended June 30, 2020

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Statutory planning</b>					
<b>Timeliness</b> <i>Time taken to decide planning applications</i> [The median number of days between receipt of a planning application and a decision on the application]	45.00	38.00	37.00	35.00	
<b>Service standard</b> <i>Planning applications decided within required time frames</i> [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	88.54%	93.95%	93.20%	91.97%	
<b>Service cost</b> <i>Cost of statutory planning service</i> [Direct cost of the statutory planning service / Number of planning applications received]	\$1,807.90	\$2,077.01	\$1,928.14	\$1,806.07	
<b>Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	50.00%	100.00%	50.00%	0.00%	One application was determined by VCAT during the 2019-20 financial year. Councillors formed a position to not support the application, VCAT did not uphold that position and approved the application.

Report of operations for the year ended June 30, 2020

**5: Practice good governance through openness and accountability while balancing aspirations with sound financial management.**



5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.1.1	Provide community engagement opportunities relating to Council projects as required and funded.	Travel Smart Officer	100%		The MCPPE has provided guidance, support and advice regarding engagement planning and processes for Lake Pertobe Renewal Project, Merri River Precinct Plan and stakeholder and partnership engagement for a range of community projects. Internal engagement was undertaken to seek feedback from families on the Lake Pertobe Playground Concept.

5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.1.2	Review the approach to Council meeting procedures to improve the accessibility and transparency of meetings.	Director Corporate Strategies	100%		Council meetings are now livestreamed to provide an alternative to public attendance at meetings which was not possible under COVID-19 restrictions. Draft Governance Rules were released for public exhibition along with a Draft Transparency Policy. Each of these documents chronicles an improved level of participation and transparency in the local democratic process. A new community engagement policy will be formed with a newly elected Council to meet the directions of the new Act and improve the opportunities for participatory democracy in the major decisions of Council.
5.1.3	Prepare for the 2020 Council elections.	Director Corporate Strategies	100%		Election preparation is on track. The Victorian Electoral Commission (VEC) has moved from face-to-face contact to electronic-only contact. Finalisation of the voters roll and VEC accommodation is complete. Candidate training and information sessions have been locked in with an electronic delivery method confirmed. An Election Period Policy has been updated to reflect changes to the Local Government Act.
5.1.4	Report on the extent and engagement with Councils communications measures.	Manager Communications	100%		The final quarter included the release in full of the 2020 Community Satisfaction Survey featuring data on engagement levels and preferred methods of communication. Community consultation was one of the seven core measures in the survey and this saw a drop in performance of five points to 42 in 2020.

Report of operations for the year ended June 30, 2020

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.1	Identify and report on changes to Council operations, policies and procedures in line with the new Local Government Act (if enacted).	Director Corporate Strategies	100%		All policies required in the first phase of the new Local Government Act have been released for consideration and comment. These policies have either been adopted or are due for adoption prior to the September 1, 2020, deadline.
5.2.2	Support reviews of Councils Governance Framework (systems and policies)	Director Corporate Strategies	100%		Review of relevant policies completed. A review of the governance role was undertaken and the position was advertised.
5.2.3	Drive the evolution of the Health and Safety Management System to meet the requirements of the MAV Self-Insurance Scheme via improved return-to-work processes, OHS training calendar implementation and increased organisation engagement.	Health & Safety Project Officer	50%		All actions identified in WorkSafe endorsed remedial action plan completed by the due date of June 30, 2020.
5.2.4	Lead the delivery of an organisational structure review in order to remain a contemporary employer and provide the community best value service delivery.	Manager Organisation Development	100%		Consultant engaged to undertake review. Meetings held with all Directors and Managers and relevant information provided for consultant to undertake review. Final report was submitted to the Chief Executive Officer and Executive Management Team for review and consideration.
5.2.5	Implement workplace actions to educate and build capacity of Council staff regarding gender and diversity equity and family violence issues.	Manager Organisation Development	100%		The Gender Equity Bill passed parliament on 25 February 2020. A Gender Audit subsequently commenced in line with the requirements of this Bill which will inform the development of a WorkForce Plan having regard to gender equity, diversity and inclusiveness. The Learning and Development team is researching relevant training programs to support this process.



Report of operations for the year ended June 30, 2020

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.6	Review and embed staff training, development and wellbeing programs in order to drive enhanced employee engagement and culture.	Manager Organisation Development	100%		Revamped staff performance review and appraisal system now embedded. Training is being scheduled in line with the findings of the training needs analysis. Wellbeing committee was established at the Depot and a wellbeing procedure was developed in line with the review of the OHS management System.
5.2.7	Undertake human resource function process mapping exercise in order to identify opportunities to enhance current HR practices.	Manager Organisation Development	100%		Ongoing identification and implementation of current best practice human resource systems continues.
5.2.8	Develop a Municipal Early Years Strategy.	Manager Children & Family Services	5%		Not progressing due to lack of funding opportunities at this time.
5.2.9	Improve record-keeping compliance by improving the use of Council's Electronic Content Management (ECM) system.	Manager Information Services	100%		Education of staff regarding effective use of ECM continues. Specification of metric reports for ECM has commenced.
5.2.10	Refresh the IT Strategy.	Manager Information Services	35%		The status of the project is unchanged however Corangamite Shire officers have indicated informally that there is value in Warrnambool, Moyne and Corangamite working together on an IT strategy.
5.2.11	Participate in shared services project - TechnologyOne - with Moyne and Corangamite shires.	Director Corporate Strategies	100%		Action ongoing. Final addendum to be submitted mid-August on advice from Local Government Victoria (LGV). Presentation to LGV board postponed until August-September due to resourcing constraints at LGV.
5.2.12	Improve the resilience of IT Systems.	Manager Information Services	100%		A total of 130 new devices were deployed. Work done to facilitate Council staff working from home during the Covid-19 pandemic. Most of Council's pool of laptops has been deployed and a large number of WCC staff personal devices have been configured for working from home. Dual monitors have been deployed where required. Instructions provided to staff on: showing two windows on one screen; making multi-party phone calls from a smartphone; conferencing applications; cleaning and disinfecting IT equipment; keeping in touch with your teams working remotely; being aware of COVID-19 scams. Zoom has been deployed for video conferencing. License for Fortinet firewall has been upgraded to 200Mbps and Aussie Broadband corporate internet connection has been upgraded to 250Mbps to facilitate increased numbers of staff working from home. Radio links to remote sites have been tuned for improved performance.
5.2.13	Demonstrate efficiencies via enhanced business processes and the improved utilisation of IT resources.	Manager Organisation Development	100%		Efficiencies achieved in the incident reporting and investigation space via better use of the Elumina software. The move to Ci Anywhere in has resulted in efficiencies in general human resources processing and self service. The rostering software will see efficiencies in rostering and payroll.
5.2.14	Coordinate, prepare and have adopted the Council Plan 2017-2021 (revised 2020).	Manager Communications	100%		Council Plan 2020 revision completed, adopted by Council and submitted to the Local Government Minister. Plan included references to the impact of COVID-19 on Council services and operations.

Report of operations for the year ended June 30, 2020

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.15	Partner with the community implement the W2040 Community Plan.	Travel Smart Officer	70%		Manager position currently vacant. Focus is on maintaining community campaigns at the local level in this financial year, with four community campaigns being supported - Better Buds (assistance with data collection and reporting), Wise Warrnambool (updating of local waste and recycling guide), Merri River Structure Plan (assistance with consultation) and W2040 20 Activities in 20 Days, COVID-19 campaign- partnering with local businesses and artists to support the Warrnambool community through May which focused on mental health and supporting local businesses.
5.2.16	Embed and align Warrnambool 2040 (W2040) goals within Council's strategic planning and reporting processes.	Travel Smart Officer	100%		The essential alignment work that can be completed at this point has concluded. Once staff are in place the next stage will commence.

5.3. Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.3.1	Review Council-owned property with consideration of rental agreements, property valuations and disposal of surplus land.	Senior Revenue Officer	100%		Actions on land surplus to needs is ongoing. COVID-19 impact has seen requests for rental deferment, revenue team is working closely with tenants to provide support.
5.3.2	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	Manager Financial Services	100%		Long-term financial plan completed as part of the budget process. New modelling tool to be tested and long-term financial plan information to be updated as the new financial year progresses to reflect the impacts of COVID-19 on both the short and long-term budgeting.
5.3.3	Collaborate with other Councils to explore in-house risk services or contracted services that can be shared at a regional level to minimise costs and maximise the value for money for the community.	Director Corporate Strategies	100%		Ongoing action Shared services are being considered across all corporate functions as Part of the Rural and Regional Councils transformation program.
5.3.4	Embed risk management within Council to influence key strategic and operational decision-making.	Coordinator Risk Management	100%		The newly adopted strategic risks are included in Council's enterprise risk register (RiskWare). This register enables both strategic and operational risks to be systematically monitored and reviewed and will aid with decision making.
5.3.5	Ensure effective Business Continuity Planning (BCP) is in place.	Coordinator Risk Management	100%		Council's Business Continuity Plan and Directorate Sub-Plans were recently updated following completion of the Business Impact Analysis review. All documents are accessible to the Business Recovery Committee and their proxies via the App 'Docs on Tap'. Annual Business Continuity test was conducted late 2019.
5.3.6	Coordinate, prepare and have adopted Councils Strategic Resource Plan.	Manager Financial Services	100%		Strategic Resource Plan adopted on July 6, 2020.
5.3.7	Coordinate, prepare and have adopted Councils Annual Budget.	Manager Financial Services	100%		Annual budget adopted on July 6, 2020.

Report of operations for the year ended June 30, 2020

5.4 Deliver customer-focused, responsive services

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.1	Maintain and implement the Home Support Program continuous improvement plan and self-assessment tool.	Service Manager Home Support	100%		Home Support Continuous Quality Improvement Plan review completed and aligned with Aged Care Quality Standards self-assessment.
5.4.2	Conduct a review of community housing assets as they become vacant and undertake a broader review of Council's community housing program.	Manager City Amenity	50%		Discussions progressing with the Victorian Government. Council will be briefed as more information is available.
5.4.3	Enhance organisational awareness of Victoria's Child Safe Standards.	Director Corporate Strategies	35%		New delivery method to be scoped with many staff now working remotely, learning and development looking at utilisation of electronic learning hub to deliver project. Project overdue.
5.4.4	Review Council's complaint handling processes in line the draft Local Government Act changes and Ombudsman's guidelines.	Director Corporate Strategies	80%		Review under way, draft being completed. Prioritisation of policies to adopted in first phase of Local Government Act implementation have been completed first.
5.4.5	Undertake a review of the Customer Service Strategy 2019-2020 to establish timeframes and responsibilities against the actions identified within the plan.	Senior Revenue Officer	100%		The Customer Service Strategy is in the PULSE reporting system and progress against the plan is being monitored.

Report of operations for the year ended June 30, 2020

Major initiatives

Review Customer Service Strategy; formal adoption of the Warrnambool 2040 long-term community plan; review of Council-owned property including land surplus to Council needs.

Service	Description	Net cost
		\$'000
		Actual budget
		Variance
<b>Elected Council</b>	Elected Council governs our City in partnership with and on behalf of our community, and encourages and facilitates participation of all people in civic life. Also includes contributions made to community groups and organisations.	403 585 <b>182</b>
<b>Governance &amp; Risk</b>	Responsible for supporting good governance within Council and implementing the Corporate Risk Management Framework, managing Council's insurance portfolio and providing internal support on insurance matters to council officers.	895 697 <b>(198)</b>
<b>Executive Services</b>	Manages and facilitates the Council governance service, implementation of Council decisions and policies and compliance with the legislative requirements. Also includes media & marketing.	992 996 <b>4</b>
<b>Revenue &amp; Customer Service</b>	Provides a complete service in revenue collection, property management and a customer interface for various service units and a wide range of transactions. Includes contract valuation service.	852 893 <b>41</b>
<b>Information Services</b>	Enables Council staff to have access to the information they require to efficiently perform their functions. Includes software support, licensing and lease commitments.	2,287 2,178 <b>(109)</b>
<b>Organisation Development</b>	This service promotes and implements positive HR strategies to assist staff reach their full potential and, at the same time are highly productive in delivering Council's services to the community. Includes recruitment, staff inductions and training.	844 965 <b>121</b>
<b>Corporate &amp; Financial Services</b>	Provides corporate support to Council and all divisions/branches in meeting organisational goals and objectives and includes banking and treasury functions, loan interest, audit, insurances, overhead costs including utilities and unallocated grants commission funding.	(1,539) (1,330) <b>209</b>
<b>Depreciation</b>	Depreciation is the allocation of expenditure write down on all of Council's assets over their useful lives.	12,385 12,871 <b>486</b>

Report of operations for the year ended June 30, 2020

Service Performance Indicators

Service/indicator/measure	Results				Material variations and comments
	2017	2018	2019	2020	
<b>Governance</b>					
<b>Transparency</b> Council decisions made at meetings closed to the public [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100	11.95%	13.64%	5.19%	12.68%	The increase in 2019-2020 is a result of a number of confidential staffing matters that were resolved at meetings closed to the public.
<b>Consultation and engagement</b> Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	55.00	50.00	47.00	42.00	A number of high profile issues have impacted on the community's perception of Council listening to community views.
<b>Attendance</b> Councillor attendance at council meetings [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100	97.14%	96.99%	90.68%	90.48%	
<b>Service cost</b> Cost of elected representation [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$49,133.00	\$48,047.00	\$56,627.94	\$42,908.86	The 2018/19 financial year included the costs associated with the recruitment of a new CEO. Council has reduced costs in 2019/20 by providing electronic agendas and saving on printing/paper costs.
<b>Satisfaction</b> Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	51.00	46.00	48.00	38.00	A number of high profile issues have been prevalent over the previous year, impacting the community's perception of Council listening to community views.

Report of operations for the year ended June 30, 2020

Governance

Warrnambool City Council is constituted under the Act to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- Taking into account the diverse needs of the local community in decision-making
- Providing leadership by establishing strategic objectives and monitoring achievements
- Ensuring that resources are managed in a responsible and accountable manner
- Advocating the interests of the local community to other communities and governments
- Fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that council and its administration meet the community's priorities. The community has many opportunities to provide input into council's decision-making processes including community consultation, public forums such as ward meetings and the ability to make submissions to Special Committees of council.

Council's formal decision-making processes are

Councillor	Ordinary Council meetings	Annual/special meetings	Committee of the Whole meetings	Councillor briefings
Cr Robert Anderson	10/10	5/5	6/6	37/37
Cr Kylie Gaston	10/10	5/5	6/6	35/37
Cr Sue Cassidy	10/10	5/5	6/6	34/37
Cr Tony Herbert	9/10	5/5	5/6	33/37
Cr Peter Hulin – resigned 12/2/2020	6/7	2/2	4/4	21/25
Cr Michael Neoh	9/10	5/5	5/6	33/37
Cr David Owen	6/10	3/5	4/6	31/37
Cr Peter Sycopoulis – from 11/3/2020	2/2	3/3	1/1	12/12

conducted through council meetings and Special Committees of Council. Council delegates the majority of its decision-making to council staff. These delegations are exercised in accordance with adopted council policies.

Meetings of council

Council conducts open public meetings at the Civic Centre, 25 Liebig Street, Warrnambool, on the first Monday of each month.

Members of the community are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to submit a question to the council, make a submission or speak to an item.

Over 2019-2020 Council held the following meetings:

- 10 Ordinary meetings;
- 5 Special meetings;
- 6 Committee of the Whole meetings; and
- 37 Councillor briefing sessions.

The table below provides a summary of councillor attendance at 2019-2020 council meetings and special council meetings.

Report of operations for the year ended June 30, 2020

**Council committees**

The Act allows councils to establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons

- Any combination of the above.

Council has one Special Committee, the Committee of the Whole, comprising the seven Councillors.

Council also has a number of advisory committees. The following table contains a list of these committees and the purpose for which each committee was established

Special committee	Councillors	Officers	Other	
International relations advisory committee	2	-	Up to six	To develop activities such as student exchange, teacher exchange, citizen exchange school language programs, cultural and sporting exchange, community involvement. To enhance Warrnambool's economy through improved business, trade and tourism links. To support Council in hosting international delegations where appropriate. To consider and provide advice to Council on sister city policy, strategy, current issues or trends. To consider and provide advice to Council on general international matters where appropriate.
Environment and Planning Advisory Committee	1	-	Up to six	To provide advice to Council on environment and sustainable matters; To assist Council in the implementation of sustainability and environmental initiatives and projects; To assist Council in the implementation of the Green Warrnambool Plan; and, To provide advice to Council in relation to conservation and enhancement of the urban landscape.
South-West Victorian Livestock Exchange	1	-	Comprising representatives from the sale agents, stock owners, stock transport industry and a general community representative.	Provide advice in relation to the management and operation of the Warrnambool Livestock Exchange.  Provide a conduit for information between the Warrnambool City Council, saleyards management, stock agents, buyers, sellers, transporters, other stakeholders and the community.
Warrnambool Australia Day Advisory Committee	1	-	4	To provide advice and recommendations around the Warrnambool Australia Day awards To advise Council on matters relating to the economy of Warrnambool and the Great South Coast.
Economic Development Advisory Committee			5	To advise Council on matters relating to the economy of Warrnambool and the Great South Coast. To discuss new initiatives and major projects that support the Economic Development and Investment Strategy To review new initiatives using an agreed assessment model To review feasibility studies and business cases in line with Council priorities; and To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference, or are otherwise consistent with the intent and purpose of the Economic Development and Advisory Committee.
Visitor Economy Advisory Committee	2	2	Up to eight	To provide expert advice and recommendations on all tourism-related matters; • Conduct tasks and projects to strengthen the visitor economy on WCC behalf; • Build and enhance relationships and partnerships of the visitor economy; and • Collect, evaluate and determine trends and outcomes to enable evidence based advice

Report of operations for the year ended June 30, 2020

Special committees cont'	Councillors	Officers	Other	Purpose
Audit and Risk Committee	2	-	3	Oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.
Health and Wellbeing Advisory Committee				Provide advice to Council on the development, review and implementation of the Warrnambool CityHealth and Wellbeing plan and associated action plans.

**Code of conduct**

The Act requires councils to develop and approve a councillor Code of Conduct within 12 months after each general election. On February 20, 2017, Council adopted a revised Councillor Code of Conduct which is designed to assist Councillors to:

- Act with integrity
  - Impartially exercise their responsibilities in the interests of the local community
  - Not improperly seek to confer an advantage or disadvantage on any person
  - Avoid conflicts between their public duties as a Councillor and their personal interests and obligations
  - Act honestly and avoid statements (whether oral or in writing) or actions that will, or are likely to, mislead or deceive a person
  - Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council officers and other persons
  - Exercise reasonable care and diligence and submit themselves to the lawful scrutiny that is appropriate to their office
  - Endeavour to ensure that public resources are used prudently and solely in the public interest
  - Act lawfully and in accordance with the trust placed in them as a Councillor
  - Support and promote these principles by leadership and example and act in a way that secures and pre-serves public confidence in the office of Councillor.
- In addition to setting out the Councillor Conduct Principles, the Code also outlines:
- Other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest
  - Roles and relationships
  - Dispute resolution procedures.

**Conflict of interest**

Councillors are elected by the residents and ratepayers to

act in the best interests of the community. This is a position of trust that requires councillors to act in the public interest. When a council delegates its powers to a council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it.

Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflict of interests. During 2019-2020, 49 conflicts of interest were declared at council and Special Committee meetings and briefings.

Type of meeting	No. Of Councillor conflicts declared
Ordinary	15
Special	0
Closed	5
Briefing	29

**Councillor allowances**

In accordance with Section 74 of the Act, councillors are entitled to receive an allowance while performing their duty as a councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to councillors and Mayors. Councils are divided into three categories based on the income and population of each council. Warrnambool City Council is recognised as a category two council.

The Minister for Local Government approved an adjustment factor increase of 2% to the Mayoral and Councillor allowances, effective December 1 2019, under section 73B(4) of the Local Government Act 1989.

For Category 2 councils, including Warrnambool City Council, this meant that Councillors were entitled to be paid up to \$26,245 per annum and Mayor, up to \$81,204 per annum.

**Report of operations for the year ended June 30, 2020**

**Councillor expenses**

In accordance with Section 75 of the Act, council is required to reimburse a councillor for expenses incurred whilst performing his or her duties as a councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for councillors. The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the mayor and councillors to enable them to discharge their duties. Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for

each councillor and member of a council committee paid by the council.

The details of the expenses including reimbursement of expenses for each councillor and member of a council committee paid by the council for the 2019-2020 year are set out in the following table.

	Allowances (including superannuation) \$	Phone \$	iPad \$	Accommodation \$	Meals \$	Training \$	Travel \$	Memberships \$	Airfares \$	Total \$
Cr Kylie Gaston	28,479.61	541.88	240	228.81	63.18	500.00	85.45	0	0	30,138.93
Cr Michael Neoh	28,479.61	534.58	180	0	0	0	0	0	0	29,194.19
Cr Peter Hulin	18,900.28	309.41	240	0	0	0	0	0	0	19,449.69
Cr David Owen	28,479.61	262.56	240	0	0	0	0	0	0	28,982.17
Cr Robert Anderson	28,479.61	296.71	240	0	0	0	0	0	0	29,016.32
Cr Susan Cassidy	28,479.61	392.41	240	375.47	0	473.49	54.55	750.00	0	30,765.53
Cr Tony Herbert	88,119.53	312.10	240	2,669.94	269.94	350	218.20	0	1,939.20	94,118.60
Cr Peter Sycopoulos	7,184.46	104.08	60	0	0	0	0	0		7,348.54
<b>Total</b>	<b>249,417.86</b>	<b>2,753.73</b>	<b>1,680.00</b>	<b>3,274.22</b>	<b>332.82</b>	<b>1,323.49</b>	<b>358.20</b>	<b>750.00</b>	<b>1,939.20</b>	<b>269,013.97</b>

**Report of operations for the year ended June 30, 2020**

**Management**

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by council. The Act requires council to undertake an assessment against the prescribed governance and management checklist and include this in its report of operations. Council's Governance and Management Checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

**Audit committee**

The Audit Committee's role is to oversee and monitor the effectiveness of council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment. The Audit Committee consists of three independent members: Mr Rob Wallis (chair), Ms Karyn Cook and Mr Dennis Farley served on the committee for the duration of the 2019-2020 financial year. Independent members are appointed for four-year term, with a maximum of three terms. The chair is elected by the Council. The Internal Auditor, Chief Executive Officer, Director Corporate Services, Manager Organisation Development, Manager Governance and Risk and Manager Financial Services attend all Audit Committee meetings. Other management representatives attend as required to present reports. The external auditors attend in May and August each year to present the audit plan and independent audit report. Recommendations from each Audit Committee meeting are subsequently reported to and considered by council.

**Internal audit**

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across council. The department is jointly resourced by an in-house Internal Auditor who has extensive local government experience and an external provider. A risk based Strategic Internal Audit Plan (SIAP) is revised annually to ensure the audit resources remain focused on the appropriate areas. The review process considers council's risk framework, the council plan, the impact of any change on operations, systems or the business environment; prior audit coverage and outcomes and management input. The SIAP is reviewed and approved by the Audit Committee annually. The Internal Auditor attends each Audit Committee meeting to report on the status of the SIAP to provide an update on the implementation of audit recommendations and to present findings of completed reviews. All audit issues identified are risk rated. Recommendations are assigned to the responsible Manager and tracked in council's performance management system. Managers provide quarterly status updates that are reviewed by the Internal Auditor and reported to the Executive Management Group and the Audit Committee. Quality assurance is measured through client satisfaction surveys for each review, the annual Audit Committee self

assessment, completion of the internal audit plan and benchmarking against other internal audit functions.

**External audit**

Council is externally audited by the Victorian Auditor-General. For the 2019-20 year the annual external audit of council's Financial Statements and Performance Statement was conducted by the Victorian Auditor-General's representative. The external auditors attend the May and August Audit Committee meetings to present the annual audit plan and Independent Audit Report. The external audit management letter and responses are also provided to the Audit Committee.

**Risk management**

In February 2015, council adopted its Risk Management Policy in line with current best practice in the management of business enterprise risks and current AS/NZS 31000 guidelines. The Risk Management Policy contains the following objectives:

- We will apply a coordinated and integrated approach to risk management across Council. Consistent with the principles of AS/NZS ISO Standards.
- Council through its Audit and Risk committee shall ensure the establishment, implementation and ongoing review of the Councils risk management framework, internal compliance and control systems.
- Risk management will be an integral part of planning and decision making processes.
- We will adopt risk management strategies which promote confidence in the achievement of optimal business & community outcomes.
- We will establish a culture of risk consciousness with-in our organisation and promote risk awareness with our stakeholders.
- Communication within the stakeholder community in relation to the identification and management of risk is encouraged.
- We will develop and continually improve risk management practices based on established standards and industry practice.
- We will apply a coordinated and integrated approach to risk management.
- There is accountability assigned to all those with risk management responsibilities.
- Council staff will be provided with the necessary training to allow them to undertake their risk management duties.
- All staff with risk management roles and responsibilities are provided with the necessary authority to undertake these responsibilities.
- We will extend our risk management capabilities to our agents (contractors and business partners) to enhance management of their project risks, or use of their policies and procedures if considered suitable.

Report of operations for the year ended June 30, 2020

**Governance and management checklist**

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and management items	Date adopted	Comment	Status
Community engagement policy	5/06/2017		<input checked="" type="checkbox"/>
Community engagement guidelines	17/01/2015		<input checked="" type="checkbox"/>
Strategic Resource Plan	6/07/2020	Extension of time to lodge the Council Plan, Strategic Reason Plan and Budget.	<input checked="" type="checkbox"/>
Annual budget	6/07/2020	Extension of time to lodge the Council Plan, Strategic Reason Plan and Budget.	<input checked="" type="checkbox"/>
Asset management plans		Asset Management Strategy 03/04/2014, Bridges Asset Management Plan 05/06/2017, Road Management Plan 05/06/2017, Pathways Asset Management Plan 06/11/2017, Asset Management Policy 02/12/2019, Asset Management Strategy 04/05/2020	<input checked="" type="checkbox"/>
Rating strategy	1/05/2017		<input checked="" type="checkbox"/>
Risk policy	2/02/2015		<input checked="" type="checkbox"/>
Fraud policy	5/06/2016	New policy adopted 6th July 2020	<input checked="" type="checkbox"/>
Municipal emergency management plan	6/11/2017		<input checked="" type="checkbox"/>
Procurement policy	5/08/2019		<input checked="" type="checkbox"/>
Business continuity plan	27/06/2018		<input checked="" type="checkbox"/>
Disaster recovery plan	27/06/2018		<input checked="" type="checkbox"/>
Risk management framework	2/05/2016		<input checked="" type="checkbox"/>
Audit Committee	9/10/2006		<input checked="" type="checkbox"/>
Internal audit	1/01/2019		<input checked="" type="checkbox"/>
Performance reporting framework	1/07/2016		<input checked="" type="checkbox"/>
Council Plan reporting		05/08/2019, 04/11/2019, 02/03/2020, 04/05/2020	<input checked="" type="checkbox"/>
Financial reporting		02/09/2019, 04/11/2019, 03/02/2020, 04/05/2020	<input checked="" type="checkbox"/>
Risk reporting		14/08/2019, 14/11/2019, 02/03/2020, 12/05/2020	<input checked="" type="checkbox"/>
Performance reporting		02/09/2019, 04/11/2019, 03/02/2020, 04/05/2020	<input checked="" type="checkbox"/>
Annual report	7/10/2019		<input checked="" type="checkbox"/>
Councillor Code of Conduct	20/02/2017		<input checked="" type="checkbox"/>
Delegations		6/8/2018, 4/3/2019	<input checked="" type="checkbox"/>
Meeting procedures	2/05/2016		<input checked="" type="checkbox"/>

I certify that this information presents fairly the status of council's governance and management arrangements.

**Cr Tony Herbert**  
Mayor  
Warrnambool City Council

**Ms Vikki King**  
Acting Chief Executive Officer  
Warrnambool City Council

Report of operations for the year ended June 30, 2020

**Statutory information**

The following information is provided in accordance with legislative and other requirements applying to council. Documents available for public inspection  
In accordance with regulation 12 of the Local Government (General) Regulations 2015 the following are prescribed documents that are available for public inspection for the purposes of section 222 of the Act at 25 Liebig Street, Warrnambool:

- a document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by councillor or any member of council staff in the previous 12 months
- minutes of ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act
- the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act
- a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- a document containing details of all leases involving land which were entered into by the council as lessor, including the lessee and the terms and the value of the lease
- a register maintained under section 224(1A) of the Act of authorised officers appointed under that section
- a list of donations and grants made by the council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

**Best value**

In accordance with section 208B(f) of the Act, at least once every year a council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles.  
Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through its Procurement Policy.  
The following Best Value initiatives were undertaken during 2019-2020:

- budget process – development of guidelines and processes for fees and charges
- business planning – development and implementation of integrated approach to business planning

**Carers recognition**

In accordance with the Carers Recognition Act 2012, council is required to report annually on its care measurement obligations under Section 11 of that Act. Council has taken all practicable measures to comply with

its responsibilities outlined in the Carers Recognition Act 2012. Council has promoted the principles of that Act to people in care relationships who receive council services, to people in care relationships, and to the wider community by:

- Distributing printed material through relevant council services; and,
- Providing information to organisations represented in council/community networks.

**Contracts**

During the year council enter into 10 contracts valued at \$150,000 or more for services and nine contracts valued at \$200,000 or more for works or more of a kind specified in section 186(5)(a) and (c) of the Act.

It also did not enter into any other contracts valued at \$150,000 or more for goods or services or \$200,000 or more for works without engaging in a competitive process.

**Disability Act**

In accordance with section 38 of the Disability Act 2006, Council has prepared a Disability Action Plan. Details on the implementation of the Disability Action Plan are contained in this report.

**Domestic Animals Act**

In accordance with the Domestic Animals Act 1994, council is required to prepare a Domestic Animal Management Plan at four yearly intervals and evaluate its implementation in the annual report.

**Food Act**

In accordance with section 7E of the Food Act 1984, council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report. No such Ministerial Directions were received by council during the financial year.

**Freedom of information**

In accordance with section 7(4AA)(a) and 7(4AA)(b) of the Freedom of Information Act 1982, council is required to publish certain statements in their annual report or separately such as on its website, concerning its functions and information available. Council has chosen to publish the statements separately however provides the following summary of the application and operation of the Freedom of Information Act 1982.

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in summary as follows:

- it should be in writing;
- it should identify as clearly as possible which document is being requested; and,
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of council

## Report of operations for the year ended June 30, 2020

should be addressed to the Freedom of Information Officer. Requests can also be lodged online or by email.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Council received nine freedom of information requests in 2019-2020.

Further information regarding FOI can be found at [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au) and on the Warrnambool City council website.

### Protected Disclosure Act

Protected disclosure procedures

In accordance with Section 69 of the Protected Disclosure Act 2012 a council must include in their annual report information about how to access the procedures established by the council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

The Protected Disclosure Act 2012 aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available on council's website.

During the 2019-2020 year, one disclosure was notified to council officers appointed to receive disclosures under the Act, or to IBAC.

### Road Management Act

Road Management Act Ministerial direction  
In accordance with section 22 of the Road Management Act 2004, a council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by council during the financial year.

### Planning and Environment Act

Infrastructure and development contributions  
In accordance with section 46GM and 46QD of the Planning and Environment Act 1987, a council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a council's annual report.

Information about infrastructure and development contributions is disclosed in the following tables.

### Developer contributions

Developer contributions received by Council in 2019-2020 are in the process of being finalised.

## Report of operations for the year ended June 30, 2020

# Performance statement

## The Warrnambool municipality

**Warrnambool City Council is a municipality covering 120sqkm in south-west Victoria. It contains the city of Warrnambool, which has a population of 35,000, and the small towns of Allansford, Woodford and Bushfield.**

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. The information below relates to the Warrnambool economy before the impact of the COVID-19 pandemic. The Warrnambool economy generates output of about \$4.5 billion, accounting for over 20 per cent of the Great South Coast's economic output from less than one per cent of the land area.

It has more than 2,800 registered businesses and significant employment sectors include health and social assistance (19.7 per cent of those employed), retail (14.2 per cent), manufacturing (5.8 per cent), education and training (10 per cent), construction (7.75 per cent), accommodation and food services (9.2 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.

Warrnambool City 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, Surfside Holiday Park and major tourist attraction Flagstaff Hill Maritime Village.



Report of operations for the year ended June 30, 2020

**Sustainable capacity indicators**

Indicator/measure	2017	2018	2019	2020	Comments
<b>Population</b>					
Population <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$2,060.83	\$2,107.83	\$2,154.41	\$2,052.59	
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$14,960.03	\$14,259.21	\$13,443.32	\$13,267.27	
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	102.11	104.25	104.31	104.71	
<b>Own-source revenue</b> <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,474.72	\$1,554.39	\$1,629.60	\$1,685.48	
<b>Recurrent grants</b> <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$462.56	\$391.95	\$394.38	\$342.09	Childcare subsidy was previously categorised as a recurrent grant but has now been correctly categorised as user fees. This change in classification has resulted in a decrease in this measure.
<b>Disadvantage</b> <i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	5.00	5.00	5.00	5.00	
<b>Workforce turnover</b> <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	13.2%	10.6%	10.0%	13.1%	

**Definitions**

"adjusted underlying revenue" means total income other than:

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for

the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage

(Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Report of operations for the year ended June 30, 2020

**Service performance indicators**

Indicator/measure	2017	2018	2019	2020	Comments
<b>Aquatic Facilities Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	6.86	6.94	6.85	4.37	Closure in July and August 2019 for works on the air handling unit and an upgrade to the water treatment system. Mandatory closure from March 23rd 2020 until a restricted reopening from June 23rd 2020 due to COVID-19 regulation.
<b>Animal Management Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	New in 2020	New in 2020	New in 2020	0%	
<b>Food Safety Health and safety</b> <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	95.35%	100.00%	84.21%	100.00%	Council aim for a 100% target. In 2018-2019 notifications were only identified weeks prior to the period end, with follow up actions completed in the 2019-2020 reporting period. In 2019-20, Council was able to resolve all Non-Compliances outcomes, and hence 100% was achieved.
<b>Governance Satisfaction</b> <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	51.00	46.00	48.00	38.00	A number of high profile issues have been prevalent over the previous year, impacting the community's perception of Council listening to community views.
<b>Libraries Participation</b> <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	15.56%	14.37%	13.77%	13.87%	
<b>Maternal and Child Health (MCH) Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	75.25%	73.63%	76.99%	77.68%	
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	63.75%	61.33%	73.24%	80.00%	
<b>Roads Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	49.00	53.00	58.00	48.00	With road requests down and no change to road condition, this is more likely a reflection on the poor community perception of council as a whole or the effect of the poor condition of the State roads.
<b>Statutory Planning Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	50.00%	100.00%	50.00%	0.00%	One application was determined by VCAT during the 2019-20 financial year. Councillors formed a position to not support the application, VCAT did not uphold that position and approved the application.



Report of operations for the year ended June 30, 2020

Service performance indicators

Indicator/measure	2017	2018	2019	2020	Comments
<b>Waste Collection</b> <b>Waste diversion</b> <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	38.09%	37.73%	47.78%	64.30%	This improvement in waste diversion from landfill is related to the introduction of a FOGO (food organics garden organics) collection service. While this has seen an increase in overall material collected, 800 tonnes of food waste has been diverted from landfill through this new service, increasing our landfill diversion rate.

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to

council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to

council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian

WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.

Report of operations for the year ended June 30, 2020

Financial performance indicators

Indicator/measure	2017	2018	2019	2020	2021	2022	2023	2024	
<b>Efficiency</b>					Forecasts				
<b>Expenditure level</b> <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$4,161.19	\$4,313.65	\$4,319.97	\$4,136.33	\$4,169.78	\$4,513.71	\$4,391.33	\$4,449.82	
<b>Revenue level</b> <i>Average rate per property assessment</i> [General rates and Municipal charges / Number of property assessments]	New in 2020	New in 2020	New in 2020	\$1,946.27	\$1,984.66	\$2,024.45	\$2,105.38	\$2,147.40	
<b>Liquidity</b>									
<b>Working capital</b> <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	144.18%	124.89%	171.63%	158.72%	105.80%	115.34%	120.18%	125.97%	Council's cash balance increased due to the receipt of a number of grants for projects that will be constructed in 2020/21, the major one being the Reid Oval project. Council also received 50% of the 2020/21 Victorian Grants Commission payment in 2019/20. A number of capital projects scheduled for 2019/20 were not completed and have been rolled over into 2020/21 which will reduce the ratio in that year before a steady increase to more average levels.
<b>Unrestricted cash</b> <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	53.62%	34.02%	66.21%	125.43%	61.56%	70.59%	75.82%	82.25%	Council's cash balance increased due to the receipt of a number of grants for projects that will be constructed in 2020/21, the major one being the Reid Oval project. Council also received 50% of the 2020/21 Victorian Grants Commission payment in 2019/20. A number of capital projects scheduled for 2019/20 weren't completed and have been rolled over into 2020/21 which will reduce the cash balance in that year before a steady increase to more average levels.

Report of operations for the year ended June 30, 2020

Financial performance indicators

Indicator/measure	2017	2018	2019	2020	2021	2022	2023	2024	
<b>Obligations</b>					Forecasts				
<b>Loans and borrowings</b> Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	23.06%	16.93%	26.23%	20.39%	33.65%	30.65%	25.20%	26.88%	Council did not borrow any funds in 2019/20 whilst the rates were increased at 4.5% as Council had an approved rate cap variation. Over the forecast period, there are large borrowings expected in 2020/21 for the Reid Oval upgrade, Library and Learning Centre Hub and energy savings initiatives. After this, there are minimal loans in the forecast period with an amount in 2023/24 for the upgrade to the Civic Centre following the transfer of the current Library to the TAFE site.
<b>Loans and borrowings</b> repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	5.79%	5.11%	4.84%	4.85%	4.87%	5.64%	4.70%	4.57%	
<b>Indebtedness</b> Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	14.95%	10.72%	16.79%	15.09%	25.88%	21.10%	17.26%	18.14%	Council did not borrow any funds in 2019/20. Over the forecast period, there are large borrowings expected in 2020/21 for the Reid Oval upgrade, Library and Learning Centre Hub and energy savings initiatives. After this, there are minimal loans in the forecast period with an amount in 2023/24 for the upgrade to the Civic Centre following the transfer of the current Library to the TAFE site.
<b>Asset renewal and upgrade</b> Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	New in 2020	101.76%	117.09%	88.44%	99.90%	122.35%	
<b>Operating position</b> Adjusted underlying result Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-2.32%	-4.12%	-1.03%	3.21%	-7.34%	-4.09%	1.18%	1.39%	Council aims for a breakeven underlying surplus. In the forecast period, Council is completing a number of significant projects which aren't Council assets such as the Port of Warrnambool and the Library and Learning Centre Hub. These costs are classified as an expense and not capital works which impacts the adjusted underlying surplus (deficit).
<b>Stability</b> Rates concentration Rates compared to adjusted underlying revenue	50.43%	51.34%	51.47%	54.58%	60.71%	55.46%	56.11%	56.36%	
<b>Rates effort</b> Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.56%	0.57%	0.57%	0.58%	0.58%	0.58%	0.60%	0.60%	

Report of operations for the year ended June 30, 2020

Financial performance indicators

Indicator/measure	2017	2018	2019	2020	Comments
<b>Retired measures</b>					
<b>Service / indicator / measure</b>	Results 2017	Results 2018 R	Results 2019		
<b>Animal Management</b> Health and safety Animal management prosecutions [Number of successful animal management prosecutions]	#N/A	#N/A	#N/A	Retired in 2020	This measure was replaced by the animal management prosecutions measure from 1 July 2019.
<b>Efficiency</b> Revenue level Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	#N/A	#N/A	#N/A	Retired in 2020	This measure was replaced by the average rate per property assessment measure from 1 July 2019.
<b>Obligations</b> Asset renewal Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	#N/A	#N/A	#N/A	Retired in 2020	This measure was replaced the asset renewal and upgrade compared to depreciation measure in 1 July 2019.

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS Local Government Better Practice Guide Performance Statement 2019-2020

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## Report of operations for the year ended June 30, 2020

### Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its Strategic Resource Plan on July 6, 2020, and which forms part of the Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan is contained within the Council Plan and is found on Council's website, [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

## Report of operations for the year ended June 30, 2020

### Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

**David Harrington, Chartered Accountant**

Principal Accounting Officer

September 2020

In our opinion, the accompanying performance statement of the (council name) for the year ended 30 June 20X4 presents fairly the results of council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

**Cr Sue Cassidy**

Councillor

September 2020

**Cr Michael Neoh**

Councillor

September 2020

**Vikki King**

Acting Chief Executive Officer

September 2020

Report of operations for the year ended June 30, 2020

Report of operations for the year ended June 30, 2020



Warrnambool City Council  
Annual Financial Report  
For the year ended June 30 2020

**FINANCIAL REPORT**

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Report of operations for the year ended June 30, 2020

## Certification of the financial statements

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards and other mandatory professional reporting requirements.

**David Harrington, Chartered Accountant**

Principal Accounting Officer  
September , 2020  
Warrnambool

In our opinion the accompanying financial statements present fairly the financial transactions of Warrnambool City Council for the year ended 30 June 2020 and the financial position of the Council as at that date. As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate. We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify the financial statements in their final form.

**Cr Michael Neoh**

Councillor  
September , 2020  
Warrnambool

**Cr Susan Cassidy**

Councillor  
September , 2020  
Warrnambool

**Vikki King**

Acting Chief Executive Officer  
September , 2020  
Warrnambool

Report of operations for the year ended June 30, 2020

## Victorian Auditor-General's Office Report

Draft

Draft

## Report of operations for the year ended June 30, 2020

## Comprehensive Income Statement

	Note	2020 \$'000	2019 \$'000
<b>Income</b>			
Rates and charges	3.1	40,719	38,264
Statutory fees and fines	3.2	1,830	1,854
User fees	3.3	15,295	17,801
Grants - operating	3.4 (a)	13,667	14,129
Grants - capital	3.4 (b)	4,512	6,669
Contributions - monetary	3.5(a)	2,240	1,739
Contributions - non monetary	3.5(a)	4,851	4,629
Found Assets	3.5(b)	85	2,956
Share of net profits (or loss) of associates and joint ventures	6.3(a)	84	54
Other income	3.7	1,369	973
<b>Total income</b>		<b>84,652</b>	<b>89,068</b>
<b>Expenses</b>			
Employee costs	4.1	(33,125)	(33,194)
Materials and services	4.2	(24,988)	(27,566)
Depreciation	4.3	(12,138)	(11,750)
Amortisation - right of use assets	4.4	(247)	-
Bad and doubtful debts	4.5	(249)	(332)
Borrowing costs	4.6	(368)	(310)
Finance costs - leases	4.7	(36)	-
Other expenses	4.8	(954)	(789)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	(107)	(1,166)
<b>Total expenses</b>		<b>(72,212)</b>	<b>(75,107)</b>
<b>Surplus for the year</b>		<b>12,440</b>	<b>13,961</b>
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	6.2	(6,905)	(34,982)
Share of other comprehensive income of associates and joint ventures	6.3	3	(5)
<b>Total comprehensive result</b>		<b>5,538</b>	<b>(21,026)</b>

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

## Report of operations for the year ended June 30, 2020

## Balance Sheet

	Note	2020 \$'000	2019 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1(a)	9,678	6,696
Trade and other receivables	5.1(c)	2,909	3,320
Other financial assets	5.1(b)	16,000	12,000
Inventories	5.2(a)	204	177
Non-current assets classified as held for sale	6.1	250	-
Other assets	5.2(b)	1,730	1,255
<b>Total current assets</b>		<b>30,771</b>	<b>23,448</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1(c)	10	10
Other financial assets	5.1(b)	2	2
Investments in associates, joint arrangements and subsidiaries	6.3	720	633
Property, infrastructure, plant and equipment	6.2	629,282	630,609
Right-of-use assets	5.8	1,157	-
<b>Total non-current assets</b>		<b>631,171</b>	<b>631,254</b>
<b>Total assets</b>		<b>661,942</b>	<b>654,702</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3(a)	5,149	4,255
Trust funds and deposits	5.3(b)	1,050	1,101
Unearned income	5.3(c)	4,845	-
Provisions	5.5	6,663	6,571
Interest-bearing liabilities	5.4	1,529	1,735
Lease liabilities	5.8	151	-
<b>Total current liabilities</b>		<b>19,387</b>	<b>13,662</b>
<b>Non-current liabilities</b>			
Provisions	5.5	1,166	1,235
Interest-bearing liabilities	5.4	6,772	8,301
Lease liabilities	5.8	1,012	-
<b>Total non-current liabilities</b>		<b>8,950</b>	<b>9,536</b>
<b>Total liabilities</b>		<b>28,337</b>	<b>23,198</b>
<b>Net assets</b>		<b>633,605</b>	<b>631,504</b>
<b>Equity</b>			
Accumulated surplus		239,488	232,679
Reserves	9.1	394,030	398,825
<b>Total Equity</b>		<b>633,605</b>	<b>631,504</b>

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

Report of operations for the year ended June 30, 2020

Statement of Changes in Equity

	Note	Accumulated		Asset	Other
		Total	Surplus	Revaluation Reserve	Reserves
2020		\$'000	\$'000	\$'000	\$'000
Balance at beginning of the financial year		631,504	232,679	392,485	6,340
Impact of change in accounting policy - AASB 15 Revenue from Contracts with Customers	10	(3,437)	(3,437)	-	-
Adjusted Opening balance		628,067	229,242	392,485	6,340
Surplus/(deficit) for the year		12,440	12,440	-	-
Other comprehensive income from investment in associates	6.3	3	3	-	-
Net asset revaluation increment/(decrement)	9.1(a)	(6,905)	-	(6,905)	-
Transfers to other reserves	9.1(b)	-	(2,864)	-	2,864
Transfers from other reserves	9.1(b)	-	754	-	(754)
<b>Balance at end of the financial year</b>		<b>633,605</b>	<b>239,575</b>	<b>385,580</b>	<b>8,450</b>

	Note	Accumulated		Asset	Other
		Total	Surplus	Revaluation Reserve	Reserves
2019		\$'000	\$'000	\$'000	\$'000
Balance at beginning of the financial year		652,515	219,111	427,467	5,937
Surplus/(deficit) for the year		13,961	13,961	-	-
Other comprehensive income from investment in associates	6.3	10	10	-	-
Net asset revaluation increment/(decrement)	9.1(a)	(34,982)	-	(34,982)	-
Transfers to other reserves	9.1(b)	-	(901)	-	901
Transfers from other reserves	9.1(b)	-	498	-	(498)
<b>Balance at end of the financial year</b>		<b>631,504</b>	<b>232,679</b>	<b>392,485</b>	<b>6,340</b>

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

Report of operations for the year ended June 30, 2020

Statement of Cash Flows

	Note	2020	2019
		Inflows/(Outflows) \$'000	Inflows/(Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		40,358	38,378
Statutory fees and fines		1,576	1,468
User fees		15,408	17,903
Grants - operating		13,827	14,345
Grants - capital		5,730	6,264
Contributions - monetary		2,240	1,739
Interest received		224	245
Trust funds and deposits taken		1,101	1,724
Other receipts		844	775
Net GST refund/(payment)		151	(162)
Employee costs		(32,835)	(33,182)
Materials and services		(24,232)	(26,191)
Short-term, low value and variable lease payments		(276)	-
Trust funds and deposits repaid		(1,152)	(1,384)
Interest paid		(368)	(310)
Other payments		(702)	(789)
<b>Net cash provided by/(used in) operating activities</b>	<b>9.2</b>	<b>21,894</b>	<b>20,823</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment		(13,077)	(17,934)
Proceeds from sale of property, infrastructure, plant and equipment		177	280
Payments for investments		(21,000)	(13,000)
Proceeds from sale of investments		17,000	9,000
<b>Net cash provided by/(used in) investing activities</b>		<b>(16,900)</b>	<b>(21,654)</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings		-	5,500
Repayment of borrowings		(1,735)	(1,543)
Interest paid - lease liability		(36)	-
Repayment of lease liabilities		(241)	-
<b>Net cash provided by/(used in) financing activities</b>		<b>(2,012)</b>	<b>3,957</b>
Net increase/(decrease) in cash and cash equivalents		2,982	3,126
Cash and cash equivalents at the beginning of the financial year		6,696	3,570
<b>Cash and cash equivalents at the end of the financial year</b>		<b>9,678</b>	<b>6,696</b>

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

Report of operations for the year ended June 30, 2020

Statement of Capital Works

	Note	2020 \$'000	2019 \$'000
<b>Property</b>			
<b>Total land</b>		-	-
Buildings specialised		3,431	1,937
Buildings non-specialised		882	28
Building improvements		-	8
<b>Total buildings</b>		<b>4,313</b>	<b>1,973</b>
<b>Total property</b>		<b>4,313</b>	<b>1,973</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment		153	1,344
Fixtures, fittings and furniture		115	23
Computers and telecommunications		165	232
Paintings and exhibits		92	36
<b>Total plant and equipment</b>		<b>525</b>	<b>1,635</b>
<b>Infrastructure</b>			
Roads		4,792	4,857
Bridges		569	129
Footpaths and cycleways		1,957	2,095
Drainage		3,155	4,882
Recreational, leisure and community facilities		277	176
Waste Management		-	1,606
Parks, open space and streetscapes		1,926	1,381
Aerodromes		9	-
Other infrastructure		-	15
<b>Total infrastructure</b>		<b>12,685</b>	<b>14,141</b>
<b>Total capital works expenditure</b>	<b>6.2</b>	<b>17,523</b>	<b>17,749</b>
<b>Represented by:</b>			
New asset expenditure		5,126	1,469
Asset renewal expenditure		9,769	12,955
Asset expansion expenditure		45	131
Asset upgrade expenditure		2,583	3,194
<b>Total capital works expenditure</b>	<b>6.2</b>	<b>17,523</b>	<b>17,749</b>

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

Report of operations for the year ended June 30, 2020

Overview

Introduction

Warrnambool City Council was established by an Order of the Governor in Council on 20 September 1994 and is a body corporate. The Council's main office is located at 25 Liebig Street, Warrnambool.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements.

The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

Significant accounting policies

(a) Basis of accounting

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

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

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

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)

- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)

- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional

requirements of AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.



Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. Council has adopted a materiality threshold of the greater of 10 percent and at least \$500,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 24 June 2019. The Budget was based on

assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

1.1	Income and expenditure	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
	<b>Income</b>					
	Rates and charges	40,593	40,719	126	0%	
	Statutory fees and fines	1,770	1,830	60	3%	
	User fees	15,147	15,295	148	1%	
	Grants - operating	14,190	13,667	(523)	(4%)	
	Grants - capital	2,432	4,512	2,080	86%	1
	Contributions - monetary	880	2,240	1,360	155%	2
	Contributions - non monetary	4,000	4,851	851	21%	3
	Found assets	-	85	85	100%	
	Interest	246	273	27	11%	
	Share of net profits/(losses) of associates and joint ventures	-	-	-	100%	
	Other income	346	1,096	750	217%	4
	<b>Total income</b>	<b>79,604</b>	<b>84,652</b>	<b>5,048</b>	<b>6%</b>	
	<b>Expenses</b>					
	Employee costs	34,259	33,125	1,134	3%	
	Materials and services	23,607	24,988	(1,381)	(6%)	
	Bad and doubtful debts	124	249	(125)	(101%)	
	Depreciation	12,871	12,138	733	6%	
	Amortisation - right of use assets	-	247	(247)	0%	
	Borrowing costs	409	368	41	10%	
	Finance costs - leases	-	36	(36)	0%	
	Other expenses	834	954	(120)	(14%)	
	Net loss on disposal of property, infrastructure, plant and equipment	866	107	759	88%	5
	<b>Total expenses</b>	<b>72,970</b>	<b>72,212</b>	<b>758</b>	<b>1%</b>	
	<b>Surplus/(deficit) for the year</b>	<b>6,634</b>	<b>12,440</b>	<b>5,806</b>	<b>88%</b>	

Report of operations for the year ended June 30, 2020

Notes to the financial report

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Grants - capital	Council received the final capital grant funds for the City Renewal project (\$2.5m) in 2019/20. These were originally budgeted to be received in the 2018/19 financial year.
2	Contributions - monetary	A major Developer Contribution Payment (DCP) was received when a property development changed ownership. This was not previously budgeted for as the DCP had been deferred to a later stage of development. The council is holding the funds for the Great South Coast Group and Regional Cities Victoria, during the 2019/20 Council received contributions from the member Councils. These were not budgeted for as the Great South Coast changed management from another Council mid-year and the Regional Cities Victoria was due to be changed in 2019/20 but remained with Warrnambool City Council.
3	Contributions - non monetary	The level of non monetary contributions (gifted assets) is dependent on the level of development activity. During the 2019/20 financial year, there were higher levels of development activity than previous years with gifted assets from areas such as Wollaston Way, Hopkins Ridge and Mervue Estate.
4	Other income	Other income includes a large insurance claim (\$0.4m) in relation to one of Councils Childcare Centres. It also includes recognition of in-kind volunteer labour as income (\$0.3m) under the Accounting Standard AASB1058.
5	Net loss on disposal of property, infrastructure, plant and equipment	Council sold surplus land in the 2019/20 financial year at a profit and the write-off road rehabilitations was lower than expected due to the condition of the roads that were rehabilitated.

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note	Performance against budget (cont'd)	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
1.2	Capital works					
	<b>Property</b>					
	<b>Total Land</b>	-	-	-	0%	
	Buildings	-	4,313	(4,313)	(100%)	1
	Building improvements	2,264	-	2,264	100%	1
	<b>Total Buildings</b>	<b>2,264</b>	<b>4,313</b>	<b>(2,049)</b>	<b>(91%)</b>	
	<b>Total Property</b>	<b>2,264</b>	<b>4,313</b>	<b>(2,049)</b>	<b>(91%)</b>	
	<b>Plant and Equipment</b>					
	Plant, machinery and equipment	1,225	153	1,072	88%	2
	Fixtures, fittings and furniture	-	115	(115)	100%	
	Computers and telecommunications	304	165	139	46%	
	Paintings and exhibits	55	92	(37)	(67%)	
	<b>Total Plant and Equipment</b>	<b>1,584</b>	<b>525</b>	<b>1,059</b>	<b>67%</b>	
	<b>Infrastructure</b>					
	Roads	4,689	4,792	(103)	(2%)	
	Bridges	334	569	(235)	(70%)	
	Footpaths and cycleways	1,620	1,957	(337)	(21%)	
	Drainage	492	3,155	(2,663)	(541%)	3
	Recreational, leisure and community facilities	3,490	277	3,213	92%	4
	Parks, open space and streetscapes	3,523	1,926	1,597	45%	5
	Aerodromes	29	9	20	69%	
	Off street car parks	677	-	677	100%	6
	Other infrastructure	692	-	692	100%	7
	<b>Total Infrastructure</b>	<b>15,546</b>	<b>12,685</b>	<b>2,861</b>	<b>18%</b>	
	<b>Total Capital Works Expenditure</b>	<b>19,394</b>	<b>17,523</b>	<b>1,871</b>	<b>10%</b>	
	<b>Represented by:</b>					
	New asset expenditure	3,242	5,126	(1,884)	(58%)	8
	Asset renewal expenditure	14,045	9,769	4,276	30%	8
	Asset expansion expenditure	-	45	(45)	(100%)	
	Asset upgrade expenditure	2,107	2,583	(476)	(23%)	
	<b>Total Capital Works Expenditure</b>	<b>19,394</b>	<b>17,523</b>	<b>1,871</b>	<b>10%</b>	

(i) Variance Ref	Item	Explanation of material variations
1	Buildings & Building Improvements	Completion of a number of projects that were budgeted in previous years, including HVAC upgrades at the Art Gallery and Aquazone and the all abilities changing facilities at Lake Pertobe.
2	Plant, machinery and equipment	A number of heavy plant equipment items were delayed and will be purchased in 2020/21. This includes Jet Vac Truck, Garbage Compactor and two out-front mowers.
3	Drainage	Finalisation of the Racecourse component of the Simpson Street Drainage project in early 2019/20 which was originally budgeted for in prior years.
4	Recreational, leisure and community facilities	The 2019/20 budget included a large component of the Reid Oval project. This project is now being estimated for completion in the 2020/21 financial year.
5	Parks, open space and streetscapes	The \$1.4m smart street lighting project was originally budgeted for 2019/20 but will now be finalised by the end of the 2020 calendar year.
6	Off street car parks	The 2019/20 budget had an allocation for the extension of the carpark at the foreshore pavilion. Due to external factors around permits and funding, this project is currently on hold.
7	Other infrastructure	Other Infrastructure included a 2019/20 budget allocation for the Livestock Exchange roof construction. The tender has been let and construction will occur at the start of the 2020/21 financial year.
8	Asset Expenditure Categories	The split of asset spend was weighted higher towards new assets due to the construction of a new drainage basin and associated pipe work in the Simpson Street Drainage project. There were also 2 new toilet blocks commissioned in 2019/20 which would normally be renewal or upgrades of existing toilet blocks.

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2.1(a) Program summary

Corporate Strategies

The Corporate Strategies directorate is responsible for financial services, procurement, revenue, property and land management, leasing and legal issues, city assist (customer service), organisational development (human resources, occupational health and safety, learning and development), business improvement, information technology and records, communication services and the Warrnambool Livestock Exchange. The directorate is largely responsible for servicing the administrative and legislative needs of other directorates with back-of-house systems and other support.

City Infrastructure

The City Infrastructure directorate provides infrastructure, capital works, asset management, waste management, environmental management, local laws, health and services to the Port of Warrnambool and the Warrnambool Regional Airport. The directorate provides engineering services including investigation, design, project management and engineering supervision of key infrastructure projects, strategy and policy advice to council, technical services and advice to the community, manages contract management for projects in the capital works program and serves the community by managing the city's road, drainage and footpath network, parks, recreational and sporting facilities and vehicle fleet. The directorate is also responsible for local law enforcement, traffic and animal control and administration of school crossing supervision and is active in promoting and protecting the health of all residents and visitors through food safety monitoring, law enforcement of the Health Act, immunisation and public health education programs.

Community Development

The Community Development directorate plans for and

provides a broad range of social, cultural, community, recreational and educational services and facilities to support residents of all ages and stages of life. The directorate receives funding from a variety of sources including State and Federal Government departments in order to subsidise and support the services provided. The directorate also works in partnership with a range of government departments, and strategic partners and sectors in order to plan for and achieve the community's strategic goals and aspirations.

Services in the directorate include: community policy and planning, baby makes 3+, early years learning and development, maternal and child health, family and children's services, pre-schools, family day care, outside school hours care, Warrnambool Library, AquaZone, multi-purpose stadium, gymnastics stadium, general recreation and planning, Warrnambool Art Gallery, Lighthouse Theatre, youth services, Archie Graham Community Centre, volunteer services, home and community care, meals on wheels, home maintenance, respite care, and rural access.

City Growth

The City Growth Directorate is required to plan, facilitate and deliver growth of population, jobs and investment but with the added responsibility of maintaining the liveability of Warrnambool for residents and visitors. City Growth has a key role in engaging business and all tiers of government, as well as supporting regional growth in business and tourism. The City Growth directorate provides many services including tourism development, visitor information centre, holiday parks, Flagstaff Hill Maritime Village, economic development and investment, business support, events, regional skilled migration (including the recently announced Designated Area Migration Agreement), city statutory planning and development, strategic planning to cater for new residential and commercial/industrial growth, building services, environment and sustainability services, open space planning and graphical information support. The directorate also plays a major role in supporting and adding value to the city's international relationships with Miura (Japan), Changchun (China), Knoxville (USA) and Mariestad (Sweden).

2.1 (b) Summary of revenues, expenses, assets and capital expenses by program

	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total property, infrastructure, plant and equipment \$'000
<b>2020</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Corporate Strategies	53,997	23,779	30,218	4,677	4,587
City Infrastructure	5,273	18,665	(13,392)	1,724	609,239
Community Development	16,586	20,887	(4,049)	8,518	2,314
City Growth	8,543	8,881	(338)	3,260	13,142
	<b>84,652</b>	<b>72,212</b>	<b>12,440</b>	<b>18,179</b>	<b>629,282</b>
<b>2019</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Corporate Strategies	53,619	23,625	29,994	4,558	4,924
City Infrastructure	7,846	20,624	(12,778)	3,765	610,538
Community Development	20,192	21,622	(1,430)	10,149	2,128
City Growth	7,411	9,236	(1,825)	2,326	13,019
	<b>89,068</b>	<b>75,107</b>	<b>13,961</b>	<b>20,798</b>	<b>630,609</b>

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note	Funding for the delivery of our services	2020 \$'000	2019 \$'000
3.1	<b>Rates and charges</b>		
	Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its imputed market value.		
	The valuation base used to calculate general rates for 2019/20 was \$7.013 billion (2018/19 \$6.553 billion).		
	Residential Rates	21,059	19,921
	Municipal charge	4,755	4,498
	Waste management charge	6,597	5,963
	Commercial rates	4,990	4,655
	Vacant Land rates	982	965
	Industrial rates	1,774	1,702
	Urban farm rates	418	410
	Cultural and recreational land rates	74	71
	Interest on rates and charges	70	79
	<b>Total rates and charges</b>	<b>40,719</b>	<b>38,264</b>
	The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2019, and the valuation was first applied in the rating year commencing 1 July 2019. Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.		
3.2	<b>Statutory fees and fines</b>		
	Parking fines	555	641
	Animal control	512	513
	Town planning and building	514	404
	Health and Local Laws	154	162
	Permits and certificates	95	134
	<b>Total statutory fees and fines</b>	<b>1,830</b>	<b>1,854</b>
	Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.		
3.3	<b>User fees</b>		
	Property management	735	774
	Indoor aquatic centre	1,402	2,103
	Children's services	3,400	3,909
	Multi Purpose Sports Stadium	922	1,156
	Cultural centres	1,169	1,557
	Regulatory control	1,533	1,840
	Tourism and promotion	954	1,155
	Foreshore holiday parks	2,779	3,066
	Livestock exchange	1,306	1,147
	Aged services fees	714	768
	Other fees and charges	381	326
	<b>Total user fees</b>	<b>15,295</b>	<b>17,801</b>

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

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note	Funding	2020 \$'000	2019 \$'000
3.4	<b>Funding from other levels of government</b>		
	Grants were received in respect of the following :		
	<b>Summary of grants</b>		
	Commonwealth funded grants	8,091	7,158
	State funded grants	10,088	13,640
	<b>Total grants received</b>	<b>18,179</b>	<b>20,798</b>
	<b>(a) Operating Grants</b>		
	<b>Recurrent - Commonwealth Government</b>		
	Victoria Grants Commission - Financial Assistance Grant	3,274	3,191
	Victoria Grants Commission - local roads	673	655
	Aged Services	1,947	1,885
	Other	88	86
	<b>Recurrent - State Government</b>		
	Port operations	111	93
	Economic development	8	23
	Family and children	3,154	3,279
	Aged services	809	727
	Cultural centres	331	345
	Rural access	152	301
	Environment initiatives	57	68
	School crossing supervision	191	193
	Pension rebate	726	676
	Other	89	92
	<b>Total recurrent operating grants</b>	<b>11,610</b>	<b>11,614</b>
	<b>Non-recurrent - Commonwealth Government</b>		
	Economic development	150	91
	Other	10	-
	<b>Non-recurrent - State Government</b>		
	Economic development	327	679
	Family and children	866	817
	Aged services	128	241
	Recreation	13	-
	Rural Access	20	-
	Cultural centres	99	235
	Environment initiatives	98	209
	Infrastructure Services	182	127
	Other	164	116
	<b>Total non-recurrent operating grants</b>	<b>2,057</b>	<b>2,515</b>
	<b>Total operating grants</b>	<b>13,667</b>	<b>14,129</b>

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 3	2020 \$'000	2019 \$'000
<b>3.4 (b) Capital Grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Roads to recovery	425	-
<b>Total recurrent capital grants</b>	<b>425</b>	<b>-</b>
<b>Non-recurrent - Commonwealth Government</b>		
Infrastructure services	1,524	1,250
<b>Non-recurrent - State Government</b>		
Infrastructure services	1,473	1,947
Recreation	931	2,247
Port operations	103	937
Environment initiatives	56	288
<b>Total non-recurrent capital grants</b>	<b>4,087</b>	<b>6,669</b>
<b>Total capital grants</b>	<b>4,512</b>	<b>6,669</b>
<b>(c) Unspent grants received on condition that they be spent in a specific manner</b>		
<b>Operating</b>		
Balance at start of year	1,967	1,361
Adjustment to opening balance for change in revenue accounting standards	(73)	-
Received during the financial year and remained unspent at balance date	1,845	1,619
Received in prior years and spent during the financial year	(1,410)	(1,013)
Balance at year end	<b>2,329</b>	<b>1,967</b>
<b>Capital</b>		
Balance at start of year	3,846	730
Adjustment to opening balance for change in revenue accounting standards	(3,364)	-
Received during the financial year and remained unspent at balance date	9	3,544
Received in prior years and spent during the financial year	(141)	(428)
Balance at year end	<b>350</b>	<b>3,846</b>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

Report of operations for the year ended June 30, 2020

Notes to the financial report

3	2020 \$'000	2019 \$'000
<b>3.5 (a) Contributions</b>		
Monetary	2,240	1,739
Non-monetary	4,851	4,629
<b>Total contributions</b>	<b>7,091</b>	<b>6,368</b>
<i>Contributions of non monetary assets were received in relation to the following asset classes.</i>		
Land	63	-
Buildings	19	-
Roads	2,440	2,473
Drainage	831	738
Footpaths and cycleways	953	992
Land under roads	517	298
Paintings and exhibits	28	128
<b>Total non-monetary contributions</b>	<b>4,851</b>	<b>4,629</b>
Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.		
<b>3.5(b) Found assets</b>		
Found assets were received in relation to the following asset classes		
Bridges	-	97
Roads	-	14
Drainage	27	2,673
Footpaths and cycleways	7	36
Recreation, Leisure and Community Facilities	29	-
Parks and Streetscapes	9	-
Plant and Equipment	13	-
Paintings and exhibits	-	136
<b>Total found assets</b>	<b>85</b>	<b>2,956</b>
Found assets are recorded if they are discovered when Council completes its maintenance program. This mainly occurs with assets that are underground such as drainage and drainage pits.		
<b>3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds of sale	177	280
Written down value of assets disposed		
Plant and equipment	(46)	(255)
Land	(91)	-
Infrastructure	(147)	(1,191)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(107)</b>	<b>(1,166)</b>
The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.		
<b>3.7 Other income</b>		
Interest	273	233
Infrastructure services	118	206
Recreation and cultural programs	6	1
Family and community	7	8
Recognition of in-kind volunteer support	252	-
Reimbursements	600	305
Other Income	113	220
<b>Total other income</b>	<b>1,369</b>	<b>973</b>
Interest is recognised as it is earned.		
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.		

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 4 The cost of delivering services		2020	2019
		\$'000	\$'000
<b>4.1 (a) Employee costs</b>			
Wages and salaries		29,325	29,371
WorkCover		784	796
Superannuation		2,690	2,731
Fringe benefits tax		326	296
<b>Total employee costs</b>		<b>33,125</b>	<b>33,194</b>
<b>(b) Superannuation</b>			
Council made contributions to the following funds:			
<b>Defined benefit fund</b>			
Employer contributions to Local Authorities Superannuation Fund (Vision Super)		194	247
		<b>194</b>	<b>247</b>
Employer contributions payable at reporting date.		-	-
<b>Accumulation funds</b>			
Employer contributions to Local Authorities Superannuation Fund (Vision Super)		2,329	2,470
Employer contributions - other funds		167	14
		<b>2,496</b>	<b>2,484</b>
Employer contributions payable at reporting date.		296	193
Refer to note 9.3 for further information relating to Council's superannuation obligations.			
<b>4.2 Materials and services</b>			
Infrastructure services		6,227	7,968
Waste management		3,276	3,550
Recreation and cultural services		3,476	4,080
Children's services		1,154	803
Family day care		211	263
Corporate services		4,943	4,544
Tourism and promotion		1,998	2,328
Aged services		638	821
Foreshore caravan parks		942	978
Livestock Exchange		454	449
Health and local laws		1,064	1,129
Other		605	653
<b>Total materials and services</b>		<b>24,988</b>	<b>27,566</b>
<b>4.3(a) Depreciation</b>			
Property		2,081	2,001
Plant and equipment		1,560	1,786
Infrastructure		8,497	7,963
<b>Total depreciation</b>		<b>12,138</b>	<b>11,750</b>

Refer to note 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 4 The cost of delivering services		2020	2019
		\$'000	\$'000
<b>4.3(b) Amortisation - Right of use assets</b>			
Property		15	-
Plant & equipment		232	-
<b>Total Amortisation - Right of use assets</b>		<b>247</b>	<b>-</b>
<b>4.4 Bad and doubtful debts</b>			
Local Laws debtors		214	277
Other debtors		35	55
<b>Total bad and doubtful debts</b>		<b>249</b>	<b>332</b>
<b>Movement in provisions for doubtful debts</b>			
Balance at the beginning of the year		502	225
New Provisions recognised during the year		260	277
Amounts already provided for and written off as uncollectible		(19)	-
<b>Balance at end of year</b>		<b>743</b>	<b>502</b>
Provision for doubtful debts is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.			
<b>4.5 Borrowing costs</b>			
Interest - Borrowings		368	310
<b>Total borrowing costs</b>		<b>368</b>	<b>310</b>
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.			
<b>4.6 Finance Costs - Leases</b>			
Interest - Lease Liabilities		36	-
<b>Total finance costs</b>		<b>36</b>	<b>-</b>
<b>4.7 Other expenses</b>			
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals		51	43
Auditors' remuneration - Internal		78	78
Councillor Allowances		260	266
Operating lease rentals		313	402
Recognition of in-kind volunteer support		252	-
<b>Total other expenses</b>		<b>954</b>	<b>789</b>

## Report of operations for the year ended June 30, 2020

## Notes to the financial report

Note 5	Our financial position	2020 \$'000	2019 \$'000
5.1	<b>Financial assets</b>		
	<b>(a) Cash and cash equivalents</b>		
	Cash on hand	27	28
	Cash at bank	9,651	6,668
	<b>Total cash and cash equivalents</b>	<b>9,678</b>	<b>6,696</b>
	<b>(b) Other financial assets</b>		
	<b>Current</b>		
	Term deposits - current	16,000	12,000
	<b>Non-current</b>		
	Unlisted shares in corporations	2	2
	<b>Total other financial assets</b>	<b>16,002</b>	<b>12,000</b>
	<b>Total financial assets</b>	<b>25,680</b>	<b>18,696</b>
	Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
	- Resort and recreation reserve (Note 9.1(b))	311	292
	- Trust funds and deposits (Note 5.3(b))	1,050	1,101
	<b>Total restricted funds</b>	<b>1,361</b>	<b>1,393</b>
	<b>Total unrestricted cash and cash equivalents</b>	<b>8,317</b>	<b>5,303</b>
	<b>Intended allocations</b>		
	Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
	- Cash held to fund carried forward capital works	12,357	8,257
	<b>Total funds subject to intended allocations</b>	<b>12,357</b>	<b>8,257</b>
	Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts. Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.		

## Report of operations for the year ended June 30, 2020

## Notes to the financial report

Note 5		2020 \$'000	2019 \$'000
5.1	<b>(c) Trade and other receivables</b>		
	<b>Current</b>		
	<i>Statutory receivables</i>		
	Rates debtors	1,007	646
	Infringement debtors	906	658
	Provision for doubtful debts	(705)	(473)
	GST receivable	281	730
	<i>Non statutory receivables</i>		
	Development and buildings	103	130
	Animals	68	68
	Child care	17	80
	TAFE	41	63
	Fire Service Levy	5	6
	Other debtors	1,212	1,417
	Provision for doubtful debts	(40)	(29)
	Loans and advances to community organisations	14	24
	<b>Total current trade and other receivables</b>	<b>2,909</b>	<b>3,320</b>
	<b>Non-current</b>		
	Non statutory receivables		
	Loans and advances to community organisations	10	10
	<b>Total non-current trade and other receivables</b>	<b>10</b>	<b>10</b>
	<b>Total trade and other receivables</b>	<b>2,919</b>	<b>3,330</b>
	Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.		
	<b>(d) Ageing of Receivables</b>		
	The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:		
	Current (not yet due)	1,165	1,387
	Past due by up to 30 days	47	128
	Past due between 31 and 180 days	101	139
	Past due between 181 and 365 days	52	36
	Past due by more than 1 year	65	79
	<b>Total trade and other receivables</b>	<b>1,430</b>	<b>1,769</b>

Report of operations for the year ended June 30, 2020

Notes to the financial report

5.2	2020 \$'000	2019 \$'000
<b>Non-financial assets</b>		
<b>(a) Inventories</b>		
Inventories held for distribution	66	67
Inventories held for sale	138	110
<b>Total inventories</b>	<b>204</b>	<b>177</b>
Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.		
<b>(b) Other assets</b>		
Prepayments	1,209	1,006
Accrued income	521	249
<b>Total other assets</b>	<b>1,730</b>	<b>1,255</b>
<b>5.3 Payables</b>		
<b>(a) Trade and other payables</b>		
Trade payables	865	1,195
GST payable	(5)	293
Accrued expenses	3,253	2,689
Fire service levy liability	1,036	78
<b>Total trade and other payables</b>	<b>5,149</b>	<b>4,255</b>
<b>(b) Trust funds and deposits</b>		
Refundable developer deposits	829	910
Contract retention amounts	46	10
Other refundable deposits	175	181
<b>Total trust funds and deposits</b>	<b>1,050</b>	<b>1,101</b>
<b>(c) Unearned income</b>		
Grants received in advance - operating	233	-
Grants received in advance - capital	4,612	-
<b>Total unearned income</b>	<b>4,845</b>	<b>-</b>

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

Purpose and nature of items

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

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

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

Report of operations for the year ended June 30, 2020

Notes to the financial report

5.4	2020 \$'000	2019 \$'000
<b>Interest-bearing liabilities</b>		
<b>Current</b>		
Borrowings - secured (1)	1,529	1,735
	<b>1,529</b>	<b>1,735</b>
<b>Non-current</b>		
Borrowings - secured (1)	6,772	8,301
	<b>6,772</b>	<b>8,301</b>
<b>Total</b>	<b>8,301</b>	<b>10,036</b>
(1) Borrowings are secured by Council rates		
(a) The maturity profile for Council's borrowings is:		
Not later than one year	1,529	1,735
Later than one year and not later than five years	4,274	7,183
Later than five years	2,498	1,118
	<b>8,301</b>	<b>10,036</b>

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

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

5.5 Provisions

	Employee Landfill restoration		Total
2020	\$ '000	\$ '000	\$ '000
Balance at beginning of the financial year	7,018	788	7,806
Additional provisions	2,631	-	2,631
Amounts used	(2,557)	(80)	(2,637)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	5	24	29
<b>Balance at the end of the financial year</b>	<b>7,097</b>	<b>732</b>	<b>7,829</b>

	Employee Landfill restoration		Total
2019	\$ '000	\$ '000	\$ '000
Balance at beginning of the financial year	7,021	804	7,825
Additional provisions	2,551	-	2,551
Amounts used	(2,577)	(80)	(2,657)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	23	64	87
<b>Balance at the end of the financial year</b>	<b>7,018</b>	<b>788</b>	<b>7,806</b>

Report of operations for the year ended June 30, 2020

Notes to the financial report

5.5	2020 \$'000	2019 \$'000
<b>(a) Employee provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	1,844	1,994
Long service leave	713	420
	<b>2,557</b>	<b>2,413</b>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	573	316
Long service leave	3,452	3,761
	<b>4,025</b>	<b>4,078</b>
Total current employee provisions	<b>6,582</b>	<b>6,491</b>
<b>Non-current</b>		
Long service leave	515	527
Total non-current employee provisions	<b>515</b>	<b>527</b>
Aggregate carrying amount of employee provisions:		
Current	6,582	6,491
Non-current	515	527
Total aggregate carrying amount of employee provisions	<b>7,097</b>	<b>7,018</b>
The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.		
<b>Wages and salaries and annual leave</b>		
Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.		
Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.		
<b>Long service leave</b>		
Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.		
Key assumptions:	<b>2020</b>	<b>2019</b>
- on-cost rate	11.480%	11.270%
- wage inflation rate	4.250%	4.313%
- discount rate	0.872%	1.324%
<b>(b) Landfill rehabilitation provision</b>		
Current	81	80
Non-current	651	708
	<b>732</b>	<b>788</b>

Council is obligated to rehabilitate Watson Street landfill to a particular standard. The forecast life of the site is based on current requirements to monitor and provide after-care rehabilitation of the site. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to rehabilitate and monitor the site to a particular standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Key assumptions:	2020	2019
- rehabilitation years	30	30
- remaining rehabilitated years	9	10
- inflation rate	2.0%	2.0%

Report of operations for the year ended June 30, 2020

Notes to the financial report

5.6	2020 \$'000	2019 \$'000
<b>Financing arrangements</b>		
The Council has the following funding arrangements in place as at 30 June 2020		
Bank overdraft	200	200
Credit card facilities	150	150
<b>Total facilities</b>	<b>350</b>	<b>350</b>
Used facilities	59	84
<b>Unused facilities</b>	<b>291</b>	<b>266</b>

5.7 Commitments

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

2020	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Recycling collection	647	671	2,169	778	4,265
Waste collection	438	434	1,227	350	2,449
Food and organics collection	819	850	2,748	985	5,402
Glass collection	482	500	1,609	575	3,166
Transactional banking	8	-	-	-	8
Cleaning services	579	265	17	-	861
Security Services	174	-	-	-	174
Parking Services	47	-	-	-	47
Animal Services	136	-	-	-	136
Internal Audit	73	37	-	-	110
Meals for delivery	167	-	-	-	167
Information technology	68	70	139	-	277
<b>Total</b>	<b>3,638</b>	<b>2,827</b>	<b>7,909</b>	<b>2,688</b>	<b>17,062</b>
<b>Capital</b>					
Information technology	37	-	-	-	37
Infrastructure	2,640	-	-	-	2,640
<b>Total</b>	<b>2,677</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,677</b>



Report of operations for the year ended June 30, 2020

Notes to the financial report

5.7 cont'

2019	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	
<b>Operating</b>					
Recycling collection	623	647	2,090	1,528	4,888
Waste collection	774	803	2,596	1,897	6,070
Food and organics collection	821	852	2,755	2,013	6,441
Transactional banking	90	8	-	-	98
Cleaning services	361	43	-	-	404
Security Services	146	148	-	-	294
Parking Services	93	47	-	-	140
Animal Services	144	-	-	-	144
Internal Audit	71	73	37	-	181
Meals for delivery	198	-	-	-	198
<b>Total</b>	<b>3,321</b>	<b>2,621</b>	<b>7,478</b>	<b>5,438</b>	<b>18,858</b>
<b>Capital</b>					
Information Technology	121	11	34	-	166
Infrastructure	896	-	-	-	896
Drainage	322	-	-	-	322
<b>Total</b>	<b>1,339</b>	<b>11</b>	<b>34</b>	<b>-</b>	<b>1,384</b>

5.8 Leases

Policy applicable before 1 July 2019

As a lessee, council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

Policy applicable after 1 July 2019

Council has applied AASB 16 Leases using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to AASB 16 Leases, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied AASB 16 Leases only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified

asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

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

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

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

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

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

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

Report of operations for the year ended June 30, 2020

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rate as the discount rate.

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

- fixed payments;
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal

period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

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

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Right-of-Use Assets	Property \$'000	Plant & Equipment \$'000	Total \$'000
Balance at 1 July 2019	60	160	220
Additions	-	1,184	1,184
Amortisation charge	(15)	(232)	(247)
Balance at 30 June 2020	<b>45</b>	<b>1,112</b>	<b>1,157</b>

Lease Liabilities

	2020 \$'000
Maturity analysis - contractual undiscounted cash flows	
Less than one year	181
One to five years	663
More than five years	446
Total undiscounted lease liabilities as at 30 June:	<b>1,290</b>

Lease liabilities included in the Balance Sheet at 30 June:

Current	151
Non-current	1,012
Total lease liabilities	<b>1,163</b>

Short-term and low value leases

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

	2020 \$'000
Expenses relating to:	
Short-term leases	38
Leases of low value assets	231
Total	<b>269</b>
Variable lease payments (not included in measurement of lease liabilities)	-

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

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

Payable:	
Within one year	239
Later than one year but not later than five years	418
Total lease commitments	<b>657</b>

i. Leases classified as operating leases under AASB 117 Leases  
At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying AASB 16 Leases to leases previously classified as operating leases under AASB 117 Leases.

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of AASB 137 Provisions, Contingent Liabilities and Contingent Assets onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

ii. Leases previously classified as finance leases

For leases that were classified as finance leases under AASB 117 Leases, the carrying amount of the right-of-use asset and the lease liability at 1 July 2019 are determined at the carrying amount of the lease asset and lease liability under AASB 117 Leases immediately before that date. Council is not required to make any adjustments on transition to AASB 16 Leases for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with AASB 16 Leases from the date of initial application.

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 5  
cont'

**Impact on financial statements**

On transition to AASB 16 Leases, Council recognised an additional \$219,733 of right-of-use assets and \$219,733 of lease liabilities, recognising the difference in retained earnings. When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 2.745%.

	2019 \$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	559
Discounted using the incremental borrowing rate at 1 July 2019	(6)
Finance lease liability recognised as at 30 June 2019	<u>553</u>
- Recognition exemption for:	
short-term leases	(21)
leases of low-value assets	(372)
- Discovered lease	60
- Lease liabilities recognised as at 1 July 2019	<u>220</u>

**Note 6 Assets we manage**

**6.1 Non current assets classified as held for sale**

	2020 \$'000	2019 \$'000
Parking Meters - Written down value	-	184
Property held for sale - Written down value	250	-
<b>Total non current assets classified as held for sale</b>	<u>250</u>	<u>184</u>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Report of operations for the year ended June 30, 2020

Report of operations for the year ended June 30, 2020

Notes to the financial report

6.2 Property, infrastructure, plant and equipment  
Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2019 \$'000	Additions \$'000	Contributions \$'000	Found Assets \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Write-off \$'000	Transfers \$'000	At Fair Value 30 June 2020 \$'000
Land	161,948	-	580	-	188	(21)	(83)	-	(86)	162,526
Buildings	133,070	3,431	19	-	(7,093)	(2,060)	-	-	(164)	127,203
Plant and equipment	22,453	525	28	13	-	(1,560)	(46)	-	-	21,413
Infrastructure	308,903	11,812	4,224	72	-	(8,497)	(147)	-	-	316,367
Work in progress	4,235	1,755	-	-	-	-	-	(93)	(4,124)	1,773
<b>Total</b>	<b>630,609</b>	<b>17,523</b>	<b>4,851</b>	<b>85</b>	<b>(6,905)</b>	<b>(12,138)</b>	<b>(276)</b>	<b>(93)</b>	<b>(4,374)</b>	<b>629,282</b>

Summary of Work in Progress

	Opening WIP \$'000	Additions \$'000	Write-off \$'000	Transfers \$'000	Closing WIP \$'000
Buildings	700	882	-	(700)	882
Plant and equipment	61	-	-	(48)	13
Infrastructure	3,474	873	(93)	(3,376)	878
<b>Total</b>	<b>4,235</b>	<b>1,755</b>	<b>(93)</b>	<b>(4,124)</b>	<b>1,773</b>

Report of operations for the year ended June 30, 2020

Notes to the financial report

(a) Land and Buildings

	Land - specialised \$'000	Land - non specialised \$'000	Land improvements \$'000	Total Land & Land Improvements \$'000	Buildings - specialised \$'000	Buildings - non specialised \$'000	Building improvements \$'000	Total Buildings \$'000	Work In Progress \$'000	Total Land and Buildings \$'000
At fair value 1 July 2019	158,611	2,726	995	162,332	151,342	3,093	911	155,346	700	318,378
Accumulated depreciation at 1 July 2019	-	-	(384)	(384)	(21,916)	(117)	(243)	(22,276)	-	(22,660)
	<b>158,611</b>	<b>2,726</b>	<b>611</b>	<b>161,948</b>	<b>129,426</b>	<b>2,976</b>	<b>668</b>	<b>133,070</b>	<b>700</b>	<b>295,718</b>
<b>Movements in fair value</b>										
Additions	-	-	-	-	3,431	-	-	3,431	882	4,313
Non-cash contributed assets	580	-	-	580	19	-	-	19	-	599
Found Assets	-	-	-	-	-	-	-	-	-	-
Revaluation	-	188	-	188	(14,588)	(81)	-	(14,669)	-	(14,481)
Disposal	(83)	-	-	(83)	-	-	-	-	-	(83)
Transfers	139	(225)	-	(86)	-	(173)	-	(173)	(700)	(959)
Work in progress expensed through operating result	-	-	-	-	-	-	-	-	-	-
	<b>636</b>	<b>(37)</b>	<b>-</b>	<b>599</b>	<b>(11,138)</b>	<b>(254)</b>	<b>-</b>	<b>(11,392)</b>	<b>182</b>	<b>(10,611)</b>
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	-	-	(21)	(21)	(2,003)	(37)	(20)	(2,060)	-	(2,081)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-	-
Revaluation increment / (decrement)	-	-	-	-	7,468	108	-	7,576	-	7,576
Transfers	-	-	-	-	-	9	-	9	-	9
	<b>-</b>	<b>-</b>	<b>(21)</b>	<b>(21)</b>	<b>5,465</b>	<b>80</b>	<b>(20)</b>	<b>5,525</b>	<b>-</b>	<b>5,504</b>
At fair value 30 June 2020	159,247	2,689	995	162,931	140,204	2,839	911	143,954	882	307,767
Accumulated depreciation at 30 June 2020	-	-	(405)	(405)	(16,451)	(37)	(263)	(16,751)	-	(17,156)
	<b>159,247</b>	<b>2,689</b>	<b>590</b>	<b>162,526</b>	<b>123,753</b>	<b>2,802</b>	<b>648</b>	<b>127,203</b>	<b>882</b>	<b>290,611</b>

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(b) Plant and Equipment

	Plant machinery and equipment	Fixtures fittings and furniture	Computers and telecomms	Paintings and exhibits	Work in Progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	9,600	5,679	6,386	13,019	61	34,745
Accumulated depreciation at 1 July 2019	(5,029)	(4,680)	(2,522)	-	-	(12,231)
	4,571	999	3,864	13,019	61	22,514
<b>Movements in fair value</b>						
Additions	153	115	165	92	-	525
Non-cash contributed assets	-	-	-	28	-	28
Found Assets	13	-	-	-	-	13
Revaluation	-	-	-	-	-	-
Disposal	(286)	(117)	-	-	-	(403)
Transfers	-	(3)	-	3	(48)	(48)
Work in progress expensed through operating result	-	-	-	-	-	-
	(120)	(5)	165	123	(48)	115
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation	(994)	(84)	(482)	-	-	(1,560)
Accumulated depreciation of disposals	240	117	-	-	-	357
Transfers	-	-	-	-	-	-
	(754)	33	(482)	-	-	(1,203)
At fair value 30 June 2020	9,480	5,674	6,551	13,142	13	34,860
Accumulated depreciation at 30 June 2020	(5,783)	(4,647)	(3,004)	-	-	(13,434)
	3,697	1,027	3,547	13,142	13	21,426

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(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Recreational, leisure and community	Parks open spaces and streetscapes	Aerodromes	Off street car parks	Waste Management	Other Infrastructure	Work In Progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	251,943	32,616	54,587	89,382	6,582	16,547	10,050	13,814	606	7,726	3,474	487,327
Accumulated depreciation at 1 July 2019	(97,357)	(10,565)	(22,973)	(23,273)	(4,454)	(5,120)	(1,623)	(5,325)	(7)	(4,253)	-	(174,950)
	154,586	22,051	31,614	66,109	2,128	11,427	8,427	8,489	599	3,473	3,474	312,377
<b>Movements in fair value</b>												
Additions	4,552	569	1,957	3,123	277	1,325	9	-	-	-	873	12,685
Non-cash contributed assets	2,440	-	953	831	-	-	-	-	-	-	-	4,224
Found Assets	-	-	7	27	29	9	-	-	-	-	-	72
Revaluation increment / (decrement)	-	-	-	-	-	-	-	-	-	-	-	-
Disposal	(165)	(75)	(47)	(11)	-	(2)	-	-	-	-	-	(300)
Transfers	-	-	-	-	-	-	-	-	-	-	(3,376)	(3,376)
Work in progress expensed through operating result	-	-	-	-	-	-	-	-	-	-	(93)	(93)
	6,827	494	2,870	3,970	306	1,332	9	-	-	-	(2,596)	13,212
<b>Movements in accumulated depreciation</b>												
Depreciation and amortisation	(4,397)	(358)	(1,243)	(922)	(120)	(632)	(259)	(350)	(41)	(175)	-	(8,497)
Accumulated depreciation of disposals	63	61	25	3	-	1	-	-	-	-	-	153
Non-cash contributed assets	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation increment / (decrement)	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
	(4,334)	(297)	(1,218)	(919)	(120)	(631)	(259)	(350)	(41)	(175)	-	(8,344)
At fair value 30 June 2020	258,770	33,110	57,457	93,352	6,888	17,879	10,059	13,814	606	7,726	878	500,539
Accumulated depreciation at 30 June 2020	(101,691)	(10,862)	(24,191)	(24,192)	(4,574)	(5,751)	(1,882)	(5,675)	(48)	(4,428)	-	(183,294)
	157,079	22,248	33,266	69,160	2,314	12,128	8,177	8,139	558	3,298	878	317,245

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**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads. In accordance with Council's policy, the threshold limits have been applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit \$'000
<b>Asset recognition thresholds and depreciation periods</b>		
<b>Land &amp; land improvements</b>		
land	n/a	0
land improvements	20 - 200 years	5
<b>Buildings</b>		
buildings	30 - 100 years	5
building improvements	25 - 60 years	1
leasehold improvements	10 - 20 years	1
<b>Plant and Equipment</b>		
plant, machinery and equipment	3 - 40 years	1
fixtures, fittings and furniture	2 - 25 years	5
computers and telecommunications	5 - 20 years	2
paintings and exhibitions	n/a	0
<b>Infrastructure</b>		
roads	16 - 200 years	5
bridges	30 - 200 years	5
footpaths and cycleways	15 - 65 years	5
drainage	20 - 200 years	1
recreational, leisure and community facilities	20 - 80 years	1
parks, open spaces and streetscapes	15 - 80 years	5
off street car parks	16 - 200 years	5
aerodromes	16 - 100 years	1
other infrastructure	20 - 60 years	5

**Land under roads**

Council recognises land under roads it controls at fair value from 1 January 2008.

**Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually. Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component. Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life. Land and Artworks are not depreciated. Straight line depreciation is charged based on the residual useful life as determined each year. Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

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**Notes to the financial report**

**Valuation of land and buildings**

**Land - Non Specialised**

Non-specialised land was professionally valued in 2020 by Mr L Speed AAPI (Val) alongside their associated buildings. The valuations of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. It should be noted that non-specialised land is fair value hierarchy 2 due to the available market for this type of asset.

**Land - Specialised**

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

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

**Buildings - Non Specialised**

Non-specialised buildings were professionally valued in 2020 by Mr L Speed AAPI (Val). It should be noted that non-specialised buildings are fair value hierarchy 2 due to the available market for this type of asset.

**Buildings - Specialised**

The current valuation of specialised buildings is based on a component level condition assessment and depreciated replacement cost, based on information by SPM Consultants who were engaged by Warrnambool City Council in 2019. The details of the current valuation are detailed in the table below.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level2 \$'000	Level 3 \$'000	Date of Valuation
Land - non specialised	-	2,689	-	30/6/20
Land - specialised	-	-	159,247	30/6/20
Land Improvements	-	-	590	30/6/15
Buildings - non specialised	-	2,802	-	30/6/20
Buildings - specialised	-	-	123,753	30/6/20
Building improvements	-	-	648	30/6/18
<b>Total</b>	-	<b>5,491</b>	<b>284,238</b>	

**Valuation of infrastructure**

Valuation of infrastructure assets was performed by Mr Scott Cavanagh RPEng Civil MGT, Director City Infrastructure with Warrnambool City Council. The date of the current valuation is detailed in the following table. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level2 \$'000	Level 3 \$'000	Date of Valuation
Roads	-	-	157,079	30/6/19
Bridges	-	-	22,248	30/6/18
Footpaths and cycleways	-	-	33,266	30/6/18
Drainage	-	-	69,160	30/6/18
Recreational, leisure and community facilities	-	-	2,314	30/6/18
Parks, open space and streetscapes	-	-	12,128	30/6/18
Aerodromes	-	-	8,177	30/6/19
Off street car parks	-	-	8,139	30/6/19
Waste management	-	-	558	30/6/19
Other infrastructure	-	-	3,298	30/6/18
<b>Total</b>	-	-	<b>316,367</b>	

Report of operations for the year ended June 30, 2020

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Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 70% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.12 and \$939 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement cost is calculated on a square metre basis and ranges from \$293 to \$4,941 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 0 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 years to 200 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land	2020 \$'000	2019 \$'000
Land under roads	4,301	3,783
Crown land	75,144	75,144
Council freehold land	79,802	79,867
<b>Total specialised land</b>	<b>159,247</b>	<b>158,794</b>

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Notes to the financial report

6.3 Investments in associates	2020 \$'000	2019 \$'000
<b>(a) Investments in associates</b>		
Investments in associates accounted for by the equity method are:		
- Corangamite Regional Library Corporation	720	633
<b>Corangamite Regional Library Corporation</b>		
Background		
Warrnambool City Council in conjunction with Colac Otway Shire, Corangamite Shire and Moyne Shire have an interest in the Corangamite Regional Library Corporation. The Library Corporation services much of the population of the South West Victoria and Warrnambool City Council currently has a 39.00% equity interest (38.00% in 2018/2019).		
<b>Fair value of Council's investment in Corangamite Regional Library Corporation</b>	<b>720</b>	<b>633</b>
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus/(deficit) at start of year	608	424
Reported surplus/(deficit) for year	84	54
Transfers (to) / from reserves		120
Movement in equity share	3	10
Council's share of accumulated surplus/(deficit) at end of year	<b>695</b>	<b>608</b>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	25	145
Transfers to / (from) reserves	-	(120)
Council's share of reserves at end of year	<b>25</b>	<b>25</b>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	633	569
Share of surplus/(deficit) for year	84	54
Movement in equity share	3	10
Carrying value of investment at end of year	<b>720</b>	<b>633</b>

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

(b) Committees of management

Port of Warrnambool

The Council is the Committee of Management for the Port of Warrnambool. The financial transactions have been included in Council's financial statements and are summarised below:

	2020 \$'000	2019 \$'000
<b>Income</b>		
Grants - operating	111	93
User fees	6	8
Grants - capital	-	937
<b>Total Income</b>	<b>117</b>	<b>1,038</b>
<b>Expenditure</b>		
Materials and Services	117	101
Capital expenditure	357	88
<b>Total Expenditure</b>	<b>474</b>	<b>189</b>
<b>Profit / (Loss)</b>	<b>(357)</b>	<b>849</b>

The operation of the Port of Warrnambool is by an agreement between Warrnambool City Council and the Department of Transport. Any assets are returnable on cessation of the agreement.

Report of operations for the year ended June 30, 2020

Notes to the financial report

**Note 7 People and relationships  
Council and key management remuneration**

7.1 (a) Related Parties

*Parent entity*

Warrnambool City Council is the parent entity.

*Subsidiaries and Associates*

Interests in associates are detailed in Note 6.3.

**(b) Key Management Personnel**

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

<b>Councillors</b>	Councillor Tony Herbert (Mayor from 1 July 2019 to 30 June 2020)
	Councillor Robert Anderson
	Councillor Sue Cassidy
	Councillor Kylie Gaston
	Councillor Peter Hulin (1 July 2019 to 12 February 2020)
	Councillor Michael Neoh
	Councillor David Owen
	Councillor Peter Sycopoulis (16 Mar 2020 to 30 June 2020)

**Chief Executive Officer** Mr Peter Schneider

**Key Management Personnel** Ms Vikki King - Director Community Development  
Mr Scott Cavanagh - Director City Infrastructure  
Mr Peter Utri - Director Corporate Strategies  
Mr Andrew Paton - Director City Growth

	2020 No.	2019 No.
<b>Total Number of Councillors</b>	8	7
<b>Chief Executive Officer and other Key Management Personnel</b>	5	6
<b>Total Key Management Personnel</b>	<b>13</b>	<b>13</b>

**(c) Remuneration of Key Management Personnel**

Total remuneration of key management personnel was as follows:

	2020 \$'000	2019 \$'000
Short-term benefits	1,331	1,277
Long-term benefits	26	24
Post-employment benefits	100	95
<b>Total</b>	<b>1,457</b>	<b>1,396</b>

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The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2020 No.	2019 No.
\$0 - \$9,999	1	-
\$10,000 - \$19,999	1	-
\$20,000 - \$29,999	5	5
\$40,000 - \$49,999	-	1
\$60,000 - \$69,999	-	1
\$80,000 - \$89,999	1	-
\$120,000 - \$129,999	-	1
\$180,000 - \$189,999	-	1
\$200,000 - \$209,999	1	3
\$210,000 - \$219,999	3	-
\$220,000 - \$229,999	-	1
\$350,000 - \$359,999	1	-
<b>Total number</b>	<b>13</b>	<b>13</b>

**(d) Senior Officer Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:  
a) has management responsibilities and reports directly to the Chief Executive; or  
b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

	2020 No.	2019 No.
Income Range:		
\$110,000 - \$119,999	1	-
\$140,000 - \$149,999	-	1
\$150,000 - \$159,999	-	1
\$160,000 - \$169,999	1	2
\$170,000 - \$179,999	1	-
\$200,000 - \$209,999	1	-
<b>Total number</b>	<b>4</b>	<b>4</b>

	2020 \$'000	2019 \$'000
Total Remuneration for the reporting year for Senior Officers included above, amounted to	\$656	\$630

**(a) Transactions with related parties**

During the period Council entered into the following transactions at arms' length and normal operating terms with related parties.

Councillor	Related Party	Nature of relationship	Terms and Conditions	Nature of Transaction	Aggregate total \$'000
Cr Neoh	South West Sport	Executive Officer	Commercial	Training workshops and contributions to community clubs	2
Cr Cassidy	The Cassign Trust trading as Cassign	Spouse-controlled entity	Commercial	Supply and installation of signage	43

**(b) Outstanding balances with related parties**

The following balances are outstanding at the end of the reporting period in relation to transactions at arms length and normal operating terms with related parties.

Councillor	Related Party	Nature of relationship	Terms and Conditions	Nature of Transaction	2020 \$'000	2019 \$'000
Cr Neoh	South West Sport	Executive Officer	Commercial	Rental of venues	0	(1)

**(c) Loans to/from related parties**

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party as follows:

	2020 \$'000	2019 \$'000
	0	0

**(d) Commitments to/from related parties**

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

	2020 \$'000	2019 \$'000
	0	0

Report of operations for the year ended June 30, 2020

Notes to the financial report

**Note 8 Managing uncertainties**  
**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

**(a) Contingent assets**

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council issues a Statement of Compliance.

At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance.

Due to the nature of the arrangements in place and the assets involved, a contingent asset amount cannot be reliably measured prior to completion.

**(b) Contingent liabilities**  
**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

**Insurance Claim**

Council was required to relocate one of their child care centres due to building maintenance issues which is covered under insurance, upon which a claim has been accepted. At reporting date, the quantum of the insurance claim is unknown.

**Liability Mutual Insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**MAV Workcare**

Council is a participant of the MAV WorkCare Scheme. The MAV WorkCare scheme provides workers compensation insurance. The MAV WorkCare Scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**(c) Guarantees for loans to other entities**

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

The Council acts as guarantor in respect of bank loans provided to the following clubs and community groups:

Entity and Institution	Original Loan \$'000	Balance of borrowings 2020 \$'000	2019 \$'000
City Memorials Bowls Club - Commonwealth Bank	2,000	2	3
Warrnambool Returned Services Club - Commonwealth Bank	3,351	2,726	2,822
Warrnambool Football Netball Club - Commonwealth Bank	800	670	722
Old Collegians Football Netball Club - NAB	100	96	82
Dennington Football Netball Club - Bendigo Bank	49	44	48
Dennington Bowls Club - Bendigo Bank	100	31	21

**8.2 Change in accounting standards**

The following new AAS's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

**AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)**

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;

- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under roads) as a service concession asset when it meets the criteria for recognition as a service concession asset;

- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in AASB 13 Fair Value Measurement. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with AASB 116 Property, Plant and Equipment or AASB 138 Intangible Assets, as appropriate, except as specified AASB 1059;

- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and

- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements. Based on the Council's current assessment, there is expected to be no material impact on the transactions and balances recognised in the financial statements.

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**AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)**

The Standard principally amends AASB 101 Presentation of Financial Statements and AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

**AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)**

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

**8.3 Financial instruments**

**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council may require collateral where appropriate; and

- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy. Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired. Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various liquid instruments, such as term deposits and at call accounts;

- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1% and -0.25% in market interest rates (AUD) from year-end rates of 0.25%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.



Report of operations for the year ended June 30, 2020

Notes to the financial report

8.4 Fair value measurement  
Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy. Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Impact of COVID 19 pandemic on Warrnambool City Council operations and 2019-20 financial report:

On 30 January 2020, COVID 19 was declared as a global pandemic by world health organisation. Since then, various measures are taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted Warrnambool City Council operations in the following areas for the financial year ended 30 June 2020:

- In response to significant government directive amidst the COVID-19 outbreak, a number of facilities were closed, including Aquazone, Flagstaff Hill, Holiday Parks, the Lighthouse Theatre, Warrnambool Stadium and the Warrnambool Art Gallery. These closures resulted in a decrease in the council user fee revenue by \$1.41 million and also decreased associated expenses by \$0.61 million to the 30th June 2020.

- Warrnambool City Council has complied with the terms under the Commercial Tenancy Relief Scheme relating to eligible commercial rent agreements. Under the scheme, Warrnambool City Council has offered a 6 months deferral of rent with 50% of the rental for this period waived. This applies from 29th March 2020. This resulted in a decrease in rental revenue of \$0.03 million for the portion of waiver in 2019/20.

- Council has an active hardship policy and this has been utilised in response to COVID19.

- Financial impact till date from deferral of rates revenue/ interest free period is \$0.24 million.

- Warrnambool City Council has established a community and business support fund for the 2020/21 financial of \$1.951 million. This is broken down into:
  - Community and Business Support Stimulus Fund - \$450k
  - Community Small Infrastructure Fund - \$891,000
  - Economic Development Unit - \$545,000
  - Community Development Grants - \$65,000

8.6 Events occurring after balance date

On July 13, 2020, at a Special Council meeting, the contract of a key management personnel was terminated with immediate effect. Council met the obligations in respect of the employment contract and the following represents the Key Management Personnel remuneration for 2020/21:

	2021 \$'000
Total remuneration of key management personnel was as follows:	
Short-term benefits	25
Post-employment benefits	2
Termination benefits	337
<b>Total</b>	<b>364</b>

Report of operations for the year ended June 30, 2020

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Note 9 Other matters

9.1 Reserves

	Balance at beginning of reporting period \$'000	Increment/ (detriment) \$'000	Balance at end of reporting period \$'000
(a) Asset revaluation reserves			
<b>2020</b>			
<b>Property</b>			
Land	124,063	188	124,251
Buildings	99,206	(7,093)	92,113
	<b>223,269</b>	<b>(6,905)</b>	<b>216,364</b>
<b>Infrastructure</b>			
Roads	99,350	-	99,350
Bridges	15,346	-	15,346
Footpaths and cycleways	677	-	677
Drainage	21,218	-	21,218
Corangamite Regional Library Corporation	706	-	706
Aerodrome	238	-	238
Artworks	2,640	-	2,640
Other infrastructure	29,041	-	29,041
	<b>169,216</b>	<b>-</b>	<b>169,216</b>
<b>Total asset revaluation reserves</b>	<b>392,485</b>	<b>(6,905)</b>	<b>385,580</b>
<b>2019</b>			
<b>Property</b>			
Land	124,063	-	124,063
Buildings	99,206	-	99,206
	<b>223,269</b>	<b>-</b>	<b>223,269</b>
<b>Infrastructure</b>			
Roads	135,625	(36,275)	99,350
Bridges	15,346	-	15,346
Footpaths and cycleways	677	-	677
Drainage	21,218	-	21,218
Corangamite Regional Library Corporation	706	-	706
Aerodrome	-	238	238
Artworks	1,585	1,055	2,640
Other infrastructure	29,041	-	29,041
	<b>204,198</b>	<b>(34,982)</b>	<b>169,216</b>
<b>Total asset revaluation reserves</b>	<b>427,467</b>	<b>(34,982)</b>	<b>392,485</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time. The Corangamite Regional Library Corporation recognises the fair value of revalued assets in their books.

Report of operations for the year ended June 30, 2020

Notes to the financial report

Note 9  
cont'

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>9.1 (b) Other reserves</b>				
<b>2020</b>				
Main drainage fund	954	-	205	749
Committed reserve	3,807	2,081	-	5,888
Heritage restoration fund	45	-	-	45
Insurance claims reserve	90	-	-	90
Information technology reserve	131	-	-	131
Art gallery reserve	47	-	-	47
Resort and recreation reserve	292	19	-	311
Car park fund	21	75	-	96
North of the Merri developer contribution reserve	391	689	-	1,080
Hopkins Point Road developer contribution reserve	13	-	-	13
Northeast DCP	549	-	549	-
<b>Total other reserves</b>	<b>6,340</b>	<b>2,864</b>	<b>754</b>	<b>8,450</b>
<b>2019</b>				
Main drainage fund	63	891	-	954
Committed reserve	4,077	-	270	3,807
Heritage restoration fund	45	-	-	45
Insurance claims reserve	90	-	-	90
Information technology reserve	131	-	-	131
Art gallery reserve	46	1	-	47
Resort and recreation reserve	414	-	122	292
Car park fund	21	-	-	21
North of the Merri developer contribution reserve	382	9	-	391
Hopkins Point Road developer contribution reserve	13	-	-	13
Northeast DCP	655	-	106	549
<b>Total other reserves</b>	<b>5,937</b>	<b>901</b>	<b>498</b>	<b>6,340</b>

Main Drainage Fund is maintained specifically for future major drainage works.  
Committed Reserve is specifically for future works and Councils small infrastructure fund.

Heritage Restoration Fund is maintained specifically for grant loans for heritage works.  
Insurance Claims Reserve is maintained specifically for Council's self-insurance.  
Information Technology Reserve is maintained specifically for major information technology upgrades.

Art Gallery Reserve is maintained specifically for the purchase of art pieces.  
Resort and Recreation Reserve is maintained specifically for public open space works.  
Car Park Fund is maintained specifically for future major car park works.  
North of the Merri Developer Contributions Reserve is maintained specifically for contributions held in this growth area.

Hopkins Point Road Developer Contributions Reserve is maintained specifically for contributions held in this growth area.

Northeast DCP Developer Contributions Reserve is maintained specifically for contributions held for the growth areas of Dales Road and Aberline Road.

Report of operations for the year ended June 30, 2020

Notes to the financial report

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	2020 \$'000	2019 \$'000
<b>Surplus/(deficit) for the year</b>	<b>12,440</b>	<b>13,961</b>
<b>Add / (deduct) non-cash items:</b>		
Depreciation	12,138	11,750
Amortisation	247	-
Bad and doubtful debts expense	249	332
Interest on lease liabilities	36	-
Profit/(loss) on disposal of property, infrastructure, plant and equipment	107	1,166
Contributions - Non-monetary assets	(4,851)	(4,629)
Found assets	(84)	(2,956)
Share of net (profits) or loss of associates	-	(54)
Prior year WIP written off	93	1,063
<b>Change in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	(287)	(406)
(Increase)/decrease in prepayments	(203)	(100)
(Increase)/decrease in accrued income	(272)	106
(Increase)/decrease in inventories	(27)	(2)
Increase/(decrease) in trust deposits	(51)	340
Increase/(decrease) in trade and other payables	628	254
(Increase) decrease in unearned income	1,408	-
Increase/(decrease) in provisions	23	(19)
Increase/(decrease) in accrued expenses	234	179
Increase/(decrease) in net GST	151	(162)
<b>Net cash provided by/(used in) operating activities</b>	<b>21,894</b>	<b>20,823</b>

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan. There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers. The only time the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding Arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020. As at 30 June 2019, an interim actuarial investigation was held as

the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 107.1%. The financial assumptions used to calculate the VBIs were:

- Net investment returns 6.0% pa
- Salary information 3.5% pa
- Price inflation (CPI) 2.0% pa.

Vision Super has advised that the actual VBI at 30 June 2020 was 104.6%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer Contributions

Regular contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019). This rate is expected to increase in line with any increases in the SG contribution rate and reviewed as part of the 30 June 2020 triennial valuation. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding Calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The

Report of operations for the year ended June 30, 2020

Notes

Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%. In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and the last full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2019 \$m	2017 \$m
- A VBI surplus	\$151.3	\$69.8
- A total service liability surplus	\$233.4	\$193.5
- A discounted accrued benefits surplus	\$256.7	\$228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Council was notified of the 30 June 2019 VBI during August 2019 (2017: August 2018).

The 2020 interim actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020. The financial assumptions for the purposes of this investigation are:

	2020 Triennial investigation	2017 Triennial investigation
Net investment return	5.6% pa	6.5% pa
Salary inflation	2.50% pa for the first two years and 2.75% pa thereafter	3.5% pa
Price inflation	2.0% pa	2.5% pa

Superannuation contributions

Contributions by Warrnambool City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2020 are detailed below:

Scheme	Type of Scheme	Rate	2020 \$'000	2019 \$'000
Vision super	Defined benefit	9.50%	194	247
Vision super	Accumulation fund	9.50%	2,329	2,470
Other Funds	Accumulation fund	9.50%	167	14
			<b>2,690</b>	<b>2,731</b>

In addition to the above contributions, Council has paid unfunded liability payments to Vision Super totalling \$0 paid during the 2019/20 year (2018/19 \$0). There were \$296k contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 is \$170k.

10 Change in accounting policy

Council has adopted AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 Revenue from Contracts with Customers applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted AASB 15 Revenue from Contracts with Customers using the modified (cumulative catch up) method. Revenue for 2019 as reported under AASB 118 Revenue is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 Revenue from Contracts with Customers requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

b) AASB 16 Leases

AASB 16 Leases requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 Income of Not-for-Profit Entities applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted AASB 1058 Income of Not-for-Profit Entities using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 Income of Not-for-Profit Entities requires income to be recognised as Council satisfies the performance obligations under the contract.

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Notes

d) Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019.

	2019 \$'000
Retained earnings at 30 June 2019	218,708
Revenue adjustment - impact of AASB 15 Revenue from Contracts with Customers	(3,437)
Retained earnings at 1 July 2019	<u>215,271</u>

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of AASB 16 Leases.

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June 2019 \$'000	Adjustments	Post adoption \$'000
<b>Assets</b>			
Right of use assets	-	220	220
	-	220	220
<b>Liabilities</b>			
Unearned income - operating grants	-	73	73
Unearned income - capital grants	-	3,364	3,364
Lease liability - current	-	123	123
Lease liability - non-current	-	97	97
	-	<b>3,657</b>	<b>3,657</b>

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**5.5. TENDER 2020070: ICT SERVER & STORAGE REFRESH****PURPOSE:**

***To award tender 2020070 ICT Server & Storage Refresh to eResources for the supply and installation of server, storage and backup equipment to the value of \$439,256.40 inc. GST***

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**EXECUTIVE SUMMARY**

Almost all of Council's business activities are underpinned by the use of computers. To support this, Council runs a data centre consisting of a number of servers with attached disc storage and corresponding backup and communications equipment. This equipment is end of life and must be replaced.

Council leases IT equipment. Council has an existing master lease agreement. This equipment will be leased over five years. There is an existing budget allocation for this expense. Total expenditure will be less than budget.

The available data centre options were researched regarding functionality and anticipated cost. A specification was developed and advertised.

10 conforming and 1 nonconforming tenders were received and have been evaluated.

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

**That Council delegate approval to the Chief Executive Officer to enter into contract 2020070 ICT Server & Storage Refresh with eResources at a cost of \$439,256.40 including GST for the supply and installation of server, storage and backup equipment.**

**CARRIED - 7:0**

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**BACKGROUND**

Council runs a high availability metro cluster data centre spread across two locations.

The equipment in the data centres consists of;

- A number of host servers
- A SAN (Storage Area Network)
- Backup equipment for offline storage
- Networking equipment

The current equipment is now over 5 years old and is due for replacement. Council's current and future computing, storage and backup requirements were estimated. A specification was developed.

Tender 2020070 ICT Server & Storage Refresh was advertised 25/7/2020 & 1/8/2020 in the Warrnambool Standard and on the Council Website (uses the nationally accessible eProcure online tendering service). Tenders closed 2pm Friday 14/08/2020.

## ISSUES

10 conforming and 1 non-conforming tender responses were received.

Evaluation of the tenders identified local company eResources as the best value for money supplier;

- The lowest cost provider
- Like branded equipment to current, leading to easier data migration
- Local staff, which helps with installation in the existing Covid-19 environment
- Has more flow on benefit to the local community

## FINANCIAL IMPACT

The cost of leasing and installation of the proposed hardware is within existing operational budget.

## LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

Council's ICT facilities underpin all Council's Council Plan Activities and Initiatives. The following are highlighted as being directly reflected in the Council Plan;

- 1.2 Commit to being a carbon neutral organisation by 2040.
- 3.4 Maintain and enhance existing Council infrastructure
- 5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.
  - 5.2.4 Demonstrate efficiencies via enhanced business processes and the improved utilisation of IT resources.
    - 5.2.10 Improve the resilience of IT Systems.

## TIMING

Current data centre equipment is end of life and needs to be replaced.

## COMMUNITY IMPACT / CONSULTATION

This data centre refresh will;

- Provide council will reliable, resilient computing for the next 5 years
- Speed will be faster
- Resilience will be greater
- Storage space will be greater
- Disc backup will be greater
- Tape backup will require less tapes
- Energy consumption will be less (30% less for SAN, 15-30% for server)
- Cost will be less

The cut over from current to refreshed equipment will be done in a manner which has little to no effect on day to day operations.

## LEGAL RISK / IMPACT

The major objective of this data centre refresh is risk minimisation. This is achieved by;

- Updating to current technology
- Covered by 5 years manufacturer's warranty
- Improved resilience

## OFFICERS' DECLARATION OF INTEREST

Nil

## CONCLUSION

That Council award tender 2020070 ICT Server & Storage Refresh to eResources at a cost of \$439,256.40 including GST.

## APPENDICES

Nil

### **5.6. DECLARE LAND SURPLUS TO NEEDS AT 127-135 QUEENS ROAD**

#### **PURPOSE:**

***This report is to provide detail for Council in respect of declaring 1563m2 of Council land situated at 123-135 Queens Road surplus to needs in preparation for a potential land exchange with the owner of an adjoining parcel of land Julie Dwyer.***

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#### **EXECUTIVE SUMMARY**

- Council was presented a report at its August 3<sup>rd</sup> 2020 meeting outlining a proposal for a land transfer by private treaty and a recommendation to proceed with the statutory process of seeking public submissions with regard to its intent to declare the land surplus to need.
- Council has been briefed on a proposed land swap between Council and Julie Dwyer comprising part land areas at 127-135 Queens Road and 123 Queens Road Council would cede 1563m2 of land but is seeking in exchange 3250 m2 of land adjacent to the Merri river front and contiguous with the Queens Road reserve
- Council is being asked to allow the acting CEO to enter into a memorandum of understanding for an exchange of land subject to agreement of final conditions and the parties meeting all statutory requirements before an exchange were to be finalised
- Any future exchange does not fetter Councils rights to act under any other legislation
- As the exchange is envisaged to be one completed under private treaty the processes involved continue to be overseen by Councils internal audit firm offering probity oversight of the processes undertaken.

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**MOVED: CR. MICHAEL NEOH**  
**SECONDED: CR. KYLIE GASTON**

**That declare 1563m2 of Council open space reserve/road reserve land situated at 127-135 Queens Road as surplus to needs.**

**That Council approve the Chief Executive Officer to enter into a memorandum of understanding with the proponents, the Dwyer's, to negotiate conditions with a view to proceeding to an exchange of land as indicated in attachment (1) 127-135 Queens Road and 123 Queens Road. Council would cede 1563m2 of land but in exchange would receive 3250 m2 of land adjacent to the Merri river front and contiguous with the Queens Road reserve, any exchange would be subject to the non-fettering of any statutory rights held by Council.**

**CARRIED - 7:0**

---

## **BACKGROUND**

At a meeting held on 20<sup>th</sup> July 2020 Council, considered a land exchange proposal between Council and Julie Dwyer. If Council were to consider entering into any agreement it would need to seek community feedback on its intention to declare the subject land surplus to need.

Council needs to begin the formal process of declaring the reserve and road reserve land as surplus to needs. The land involved as depicted on the attached Exchange Plan are reserve land areas of 1431m2 (colored green) and 27m2 (colored yellow) and road reserve land of 105m2 (colored red).

Council is required to call for public submissions in respect of the proposal to declare land surplus to needs in accordance with Section 223 of the Local Government Act 1989. Any submissions received must be considered by Council before concluding the process to declare land surplus to needs and if a submitter notifies Council in writing they are able to speak to the item at the Council meeting it is considered.

## **ISSUES**

The proposed land swap will follow a disposal process outlined in the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land 2009. Under these guidelines all land subject to the offer would require survey and would need to proceed to be declared as land surplus to Council needs.

Having undergone a process calling for public submissions Council is now being asked to resolve on the status of the subject land. If declared surplus, Council could proceed to enter a private treaty arrangement with the Dwyer's for the exchange and transfer of the land.

The land swap would enable the Dwyer's to obtain the necessary land to extend a road to service their proposed development. The land swap does not form part of any planning process approvals and this will again be clarified to the Dwyer's. However, access to this land takes away the issue of landowner consent for utilisation of this land.

Council has been briefed on a proposed land swap between Council and Julie Dwyer comprising part land areas at 127-135 Queens Road and 123 Queens Road Council would cede 1563m2 of land but is seeking in exchange 3250 m2 of land adjacent to the Merri river front and contiguous with the Queens Road reserve

The road once completed would again be vested with Council.

This report calls for the CEO to be given authority to enter into a memorandum of understanding to negotiate the detail around the conditions that would allow the exchange to proceed.

## **FINANCIAL IMPACT**

Council has previously been required to contribute \$110,000 to the existing roadways re-construction, this commitment was established as part of the original sale process and related to the existing length of roadway currently established. This amount is budgeted for in the capital program.

Council has spent a small amount of money in preparation of valuations in accordance with the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of land.

After direction at a Council Briefing, Council proposed a Counteroffer to the Dwyers that better reflected the strategic outcomes for open space provision in the precinct and fit with Councils Open Space Plan objectives for future linear park links and public access to our waterways.

Council has also engaged our internal Auditors Crowe's to provide probity oversight of the process at an hourly rate as a best practice measure when potentially entering into a private treaty arrangement for land disposal of Council and community assets.

The ongoing maintenance of the increased open space area would need to be absorbed into the maintenance regime of the Queens Park Reserve area.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

### **1 Sustain, enhance and protect the natural environment**

1.1 Protect and enhance our waterways, coast and land

### **2 Foster a healthy welcoming City that is socially and culturally rich**

2.4 Encourage and support participation in sport, recreation and physical activity.

### **3 Maintain and improve the physical places and visual appeal of the City**

3.1 Enhance movement in and around the city including better connections for cyclists and pedestrians

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk

Adherence to Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of land.

## **TIMING**

Council would proceed with the finalization of a memorandum of understanding should the land be declared surplus to need and would move to finalization of exchange of land by private treaty if favourable terms are agreed up by both parties.

The CEO would enter into negotiations to ensure any arrangement do not fetter any of Council's powers in relation to it as a planning authority or the road manager.

## **COMMUNITY IMPACT/CONSULTATION**

Council has sought submissions from the public through a statutorily advertised process no submissions were received.



**LEGAL RISK/IMPACT**

Council is following guidance from the Local Government Best Practice Guideline for the Sale, Exchange and Transfer of land 2009.

Council has engaged Crowes, Council's internal Auditors to oversee the process Council is undertaking from a probity perspective.

As some of the land being sought to be transferred is also existing roadway, Council will have to look at discontinuance of road under these sections as part of the land disposal and public consultation process.

**OFFICERS' DECLARATION OF INTEREST**

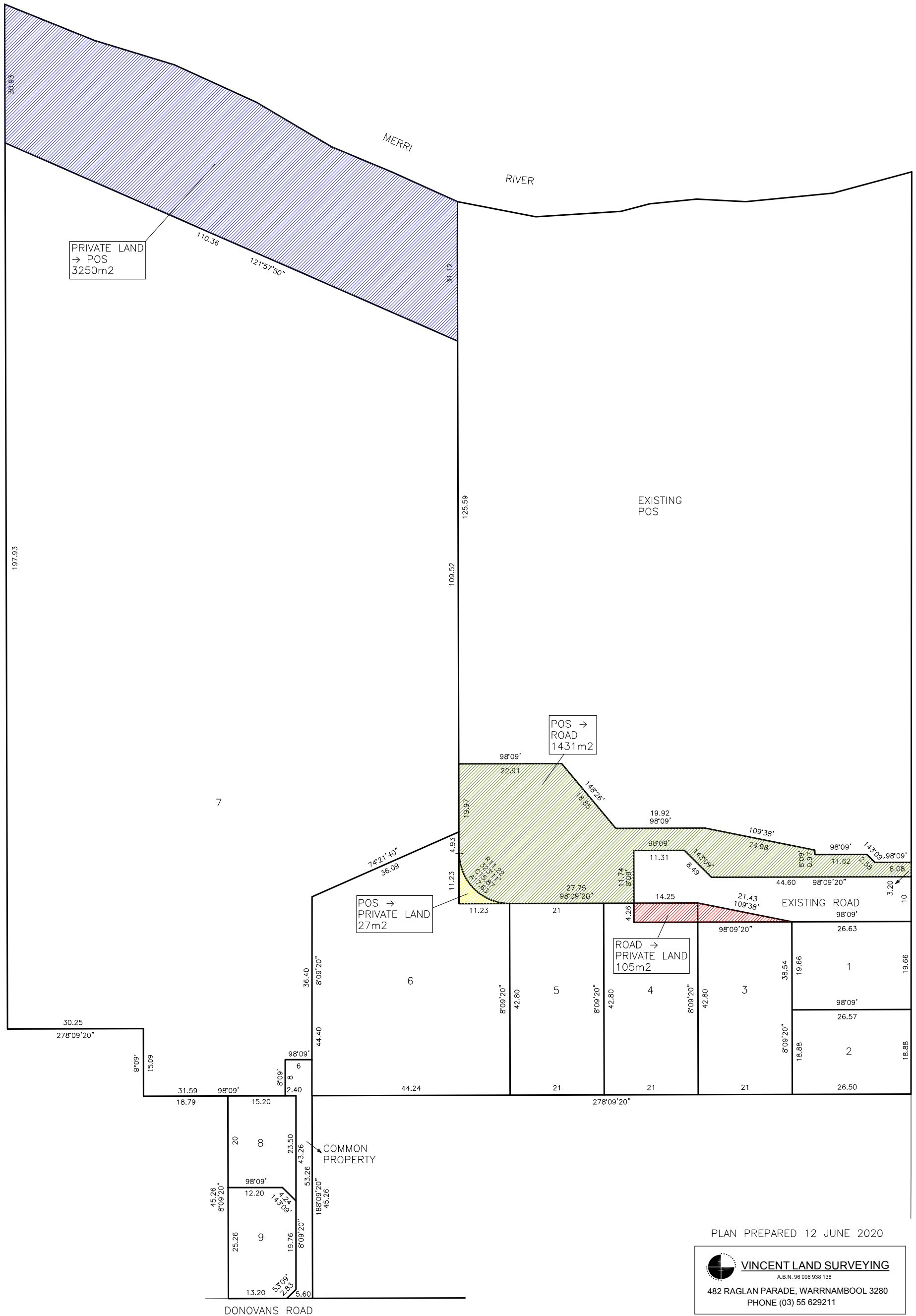
No conflict of interest

**CONCLUSION**

It would be strategically beneficial for Council to obtain the river front land. It would have high recreational and environmental value even if of little monetary value.

**ATTACHMENTS**

1. Exchange Plan- Vincent Land Surveying-12 June 2020 [5.6.1 - 1 page]



## **5.7. COMMUNITY SMALL INFRASTRUCTURE FUND**

### **PURPOSE:**

***This report seeks Council to consider the submitted projects under the Community Small Infrastructure Fund.***

---

### **EXECUTIVE SUMMARY**

- Council has an opportunity to review and adopt new projects brought to their attention by the community under the Community Small Infrastructure Fund on a quarterly basis.
- Officers compile a list of projects provided from initiatives within the Community that are assessed as providing community benefit under the programs established criteria. Councillors are presented the projects for consideration during a Councillor briefing.
- For a project to proceed to implementation it must be considered and decided upon at a Council meeting
- The balance of the Community Small Infrastructure Fund after the allocation to previously approved projects is approximately \$894,000. This sum represents a total prior to the consideration of these projects.

---

**MOVED: CR. MICHAEL NEOH**

**SECONDED: CR. KYLIE GASTON**

- 1. That Council resolve to allocate \$50,000 from the Community Small Infrastructure Fund for the lighting and safety improvements around the Heatherlie House precinct.**
- 2. That Council resolve to allocate \$20,000 from the Community Small Infrastructure Fund for improvement works at the Japanese Gardens.**
- 3. That Council include the proposed basketball court in the foreshore precinct plan and continue discussions with DELWP around planning permissions.**

**CARRIED - 7:0**

---

### **BACKGROUND**

Councillors established the Community Small Infrastructure Fund (SIF) as part of the 2014/15 Budget process with 0.5% of rates specifically allocated towards it. In addition \$250,000 was allocated into the fund based on savings from the 2013/14 capital works program.

A further 0.5% of rates were added to the fund as part of the 2015/16 budget process. As such, the Fund now receives 1% of rate revenue annually.

The SIF has guidelines and evaluation criteria to ensure that the adopted projects are meeting the objective of the fund and assessed on a consistent basis. Projects that are adopted as part of this program require resolution by Council.

The consideration and adoption of new projects will be done on a quarterly basis to ensure initiatives which may arise during the year may be considered rather than needing to be held over for the full budget cycle.

### **ISSUES**

The program has been designed to allow Council to respond to Community needs around small infrastructure projects that meet key selection criteria.

The officers have compiled a list of projects for Councillor consideration.

Council has established the following Guiding Principles and Processes for use of the Fund:

- Councillors can make submissions to the Fund throughout the year.
- Projects should address the SIF Criteria.
- Projects that are non-compliant will be removed from the process and communicated back to Councillors and lead proponents for the project within the community.
- If projects are available for funding under another funding stream (ie. Asset Renewal or a Capital Works project bid) they will be excluded from this process.
- Projects should not exceed a contribution from Council of \$200,000 and roadworks including roundabouts and carparks are specifically excluded from the Fund.
- Officers shall then collate all submissions and prepare cost estimates and SIF submission forms for evaluation.
- All previously submitted projects that have not been successful will remain on the SIF Project list for future evaluation unless specifically removed.
- Projects will be evaluated by the Recreation and Assets Working Group (RAWG) in accordance with the SIF Evaluation Criteria, ranked and presented to Council for decision.
- Additional allocations replenish the fund as per resolution of Council annually during the budget process.
- The SIF should not be exhausted each year.

### ASSESSED PROJECTS

RAWG has received and assessed 3 projects that have come via the budget process or directly from Councillors. These projects are:

- Heatherlie House – additional lighting
- Japanese Gardens – improvements and access
- Foreshore basketball court

Further details for these projects are provided in the attachments.

A summary of the project scoring is as follows:

Project	Score
Heatherlie House - additional lighting	42.9
Japanese Gardens - improvements and access	51.5
Foreshore basketball court	42.4

### FINANCIAL IMPACT

The Community Small Infrastructure Fund is budgeted annually at approximately 1% of rate income and these projects listed for consideration will be within the allocated budget.

### LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

This report responds to the following Council Plan initiatives:

#### 1 Sustain, enhance and protect the natural environment

1.1 Protect and enhance our waterways, coast and land

#### 2 Foster a healthy welcoming City that is socially and culturally rich

2.2 Increase participation, connection, equity, access and inclusion

### **3 Maintain and improve the physical places and visual appeal of the City**

3.1 Enhance movement in and around the city including better connections for cyclists and pedestrians

#### **TIMING**

If adopted the projects will be scheduled into the current capital program and resources reviewed for the appropriate delivery mechanism within reasonable timeliness.

#### **COMMUNITY IMPACT/CONSULTATION**

The projects submitted all have a basis of expressed community support and need. Projects have been submitted for consideration by Councillors with consultation with the community members.

Projects are reviewed by officers to understand the scope, costing and development information prior to them being considered by Councillors at briefing sessions. Councillors then work through the relative merits of submitted projects.

Projects are submitted and reviewed on a quarterly cycle to ensure the timeliness of projects being considered.

#### **LEGAL RISK/IMPACT**

Each project will have its own risk assessment performed.

#### **OFFICERS' DECLARATION OF INTEREST**

No declarations.

#### **ATTACHMENTS**

1. Heatherlie House Additional Lighting [5.7.1 - 1 page]
2. Japanese Gardens Submission [5.7.2 - 1 page]
3. Foreshore Basketball Court [5.7.3 - 11 pages]

**Additional Lighting – Heatherlie House**

The angle parks used by our Heatherlie residents between Heatherlie and the Uniting Church, off Koroit St, are poorly lit, creating a safety issue for residents either going out or returning home in the dark

As well, opportunistic vandals have made nuisances of themselves by vandalising our residents' vehicles – breaking windscreen wipers, scratching/denting door panels, breaking rear view mirrors, smashing vehicle rear windows

If the area was better lit residents would feel safer accessing their cars of an evening, and possibly the would-be vandals might be less willing to do damage to other people's property

Whilst our security cameras cover our residents' vehicles, when an incident occurs the footage is too dim for the police to identify suspects or for residents to use for insurance claims.

We trust that you and your department might look on this area favourably and install lighting so that our residents and their property can feel safe.

**Additional Comments for Council Meeting**

However, I was going to add the following to my submission, and wonder if it would be permissible for maybe Kylie or Sue to speak to the meeting on my behalf? If not, that's ok

- Some of the cars that park in the angle parks have been vandalised 2 and 3 times
- Damage incurred – Wireless aerials bent or broken off (for one resident this happened 3 times)
  - Side window broken
  - Back window smashed
  - Rear badges on boot stolen from three different vehicles
  - Scratches on vehicle
  - Rear view mirror broken off

One lady is terrified to go out at night to go to the car; she is scared of the darkness and potential for people to hide in the bushes.

Thank you for the opportunity to speak on behalf of the residents at Heatherlie who use these spaces, but would enjoy the added security of lighting over their cars to help prevent vandalism.

The estimated cost from Infrastructure for the lighting upgrade is estimated to be \$50k.

**Japanese Gardens**

Is there provision for capital spending on the Japanese garden. In particular, access from Grieve St via the path that goes

between the quarry and Wannan Water, solar power to the garden, water to the garden, signage to the garden from Grieve St? These are needed to make the garden more accessible and more attractive to the public.

The Isobel and David Jones Foundation has pledged \$10,000 as a co-contribution to assist in the development of the Japanese Gardens.



8<sup>th</sup> February 2020

Peter Watson  
Brendan Gleeson

Dear Peter and Brendan,

Thank you for your interest regarding the potential of a new outside court facility at Warrnambool foreshore, this is very exciting news for Warrnambool Basketball Incorporated (WBI).

As an association we fully support this proposal as we strongly believe that there is a shortage of good quality outdoor playing courts in Warrnambool.

Currently WBI has secured the sole franchise rights to hold events for 3x3 Hustle in the south West area, the nearest other 3x3 franchisee is Bendigo, we have the area in between these 2 sites.

This is a new style of basketball which is being promoted by the National Basketball League (NBL), this is now a worldwide phenomenon that is being played worldwide, this event will be a new event in the Olympic games, most 3x3 games are predominantly held on outside courts.

WBI strongly support your proposal and would utilise your facility as much as possible.

Yours Sincerely

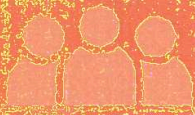
Mick Mc Gowan  
President  
Warrnambool Basketball Incorporated





# BASKETBALL

*in Victoria*



## 429,000 ANNUAL PARTICIPANTS

### 240,000

WEEKLY REGISTERED PARTICIPANTS



### 167,000

MALE



### 73,000

FEMALE

### 465

INDOOR FACILITIES

### 1000+

COURTS

### 161

ASSOCIATIONS

### 550

CLUBS

**YEAR-ROUND**  
PARTICIPATION FOR ALL  
GENDERS, AGES AND ABILITIES

**\$800 MILLION+**  
ANNUAL SOCIETAL VALUE\*

**\$111 MILLION**  
ANNUAL VICTORIAN CLUB &  
ASSOCIATION REVENUE

### 1000+ STAFF

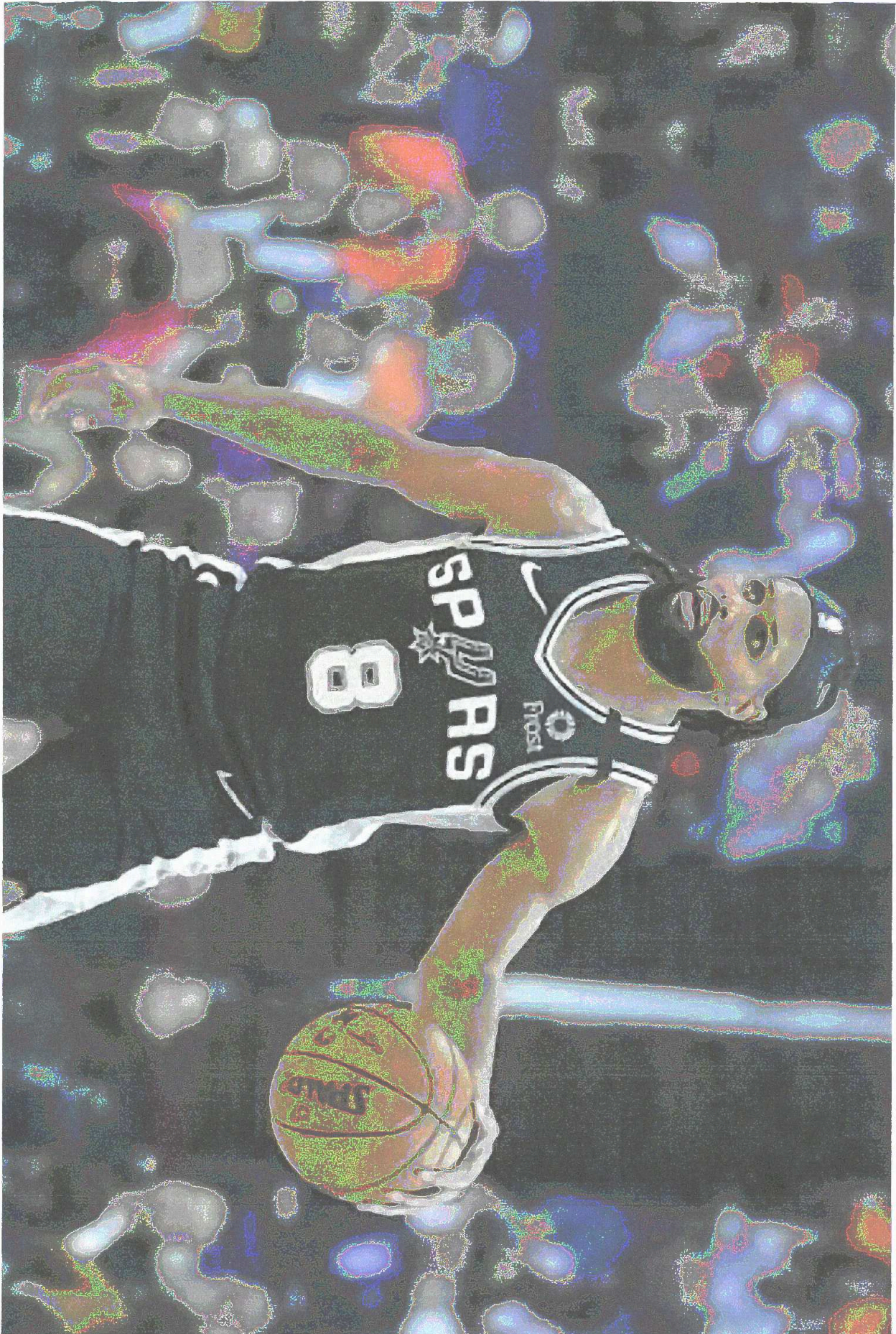
INCLUDING FULL TIME, PART-TIME  
AND CASUAL EMPLOYEES

### 7500

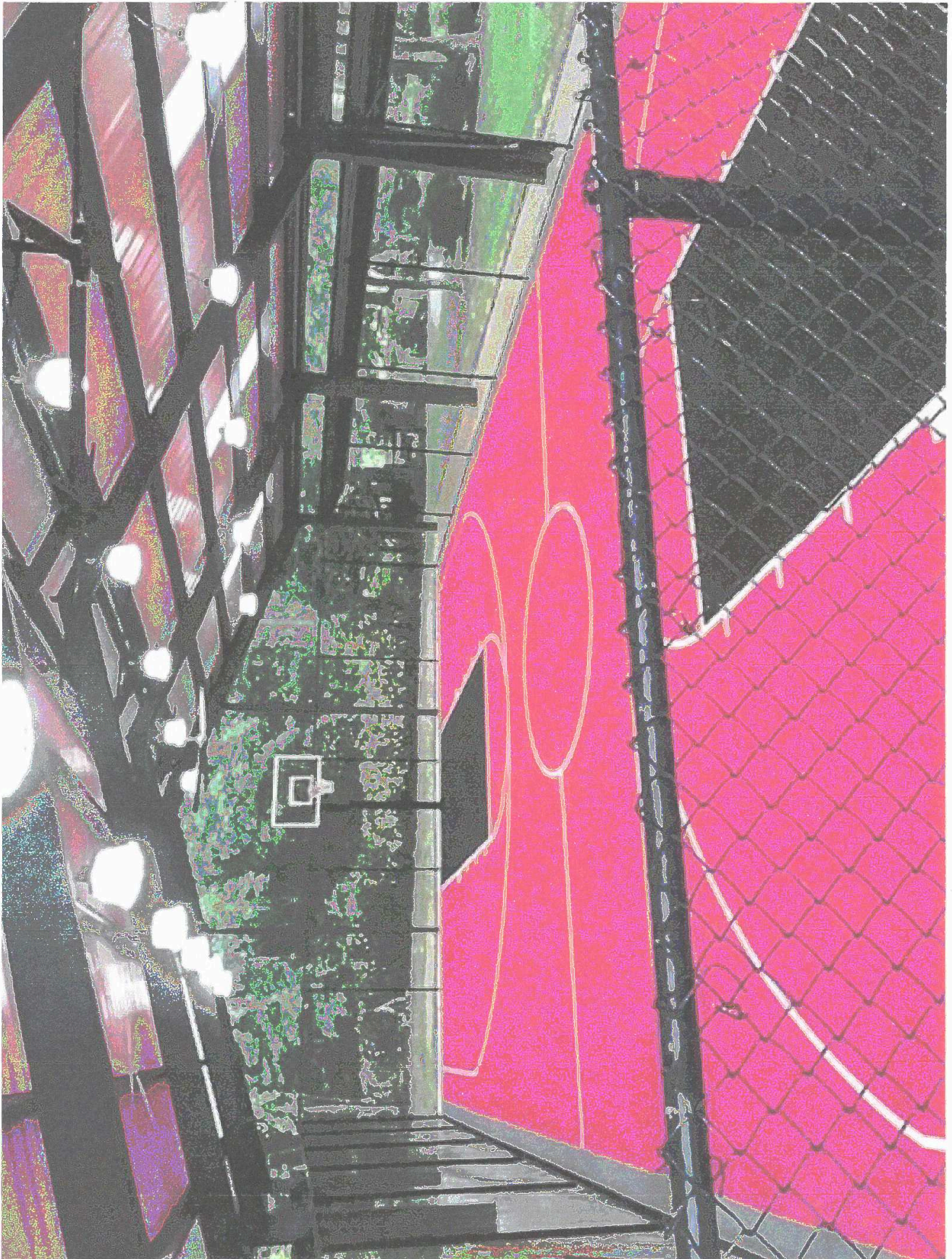
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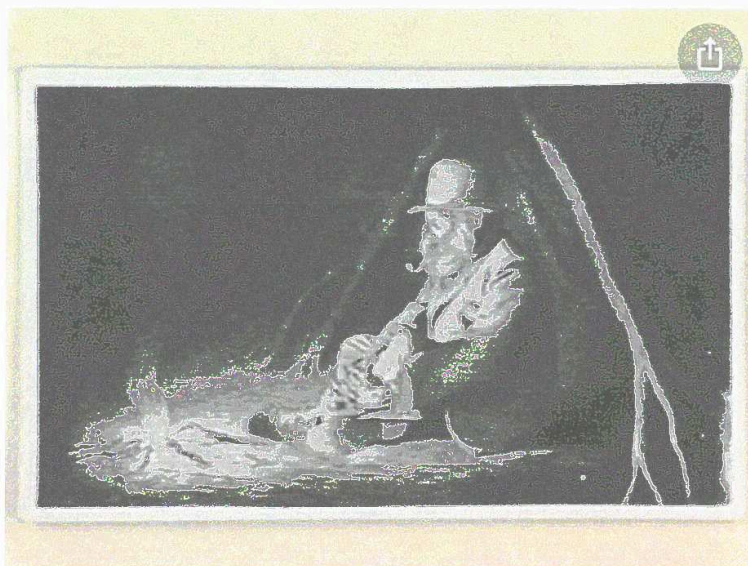
Including coaches, referees and volunteers

*\*"Together, sport creates significant value for Australia, with at least \$7 returned on every dollar expended in the sector. This high rate of return is a combination of direct economic benefits, the network of volunteers and not for profits, avoided health costs, and education benefits." - The Intergenerational Review of Australian Sport 2017*









State Library Victoria

Last of the Warrnambool tribe, Wilmot ...

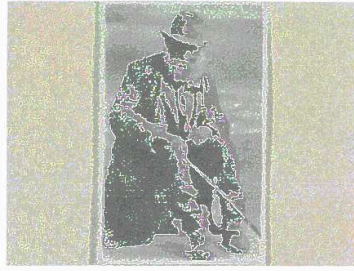
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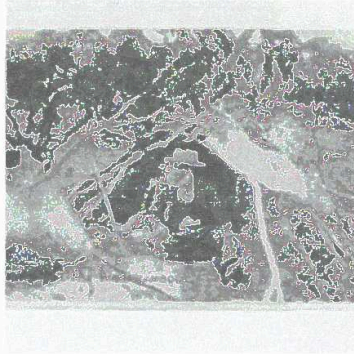
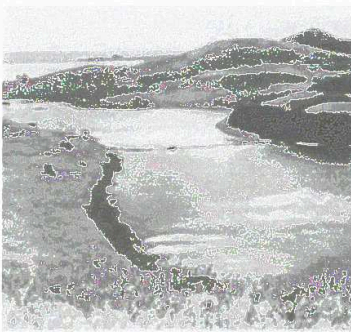
**Related images**



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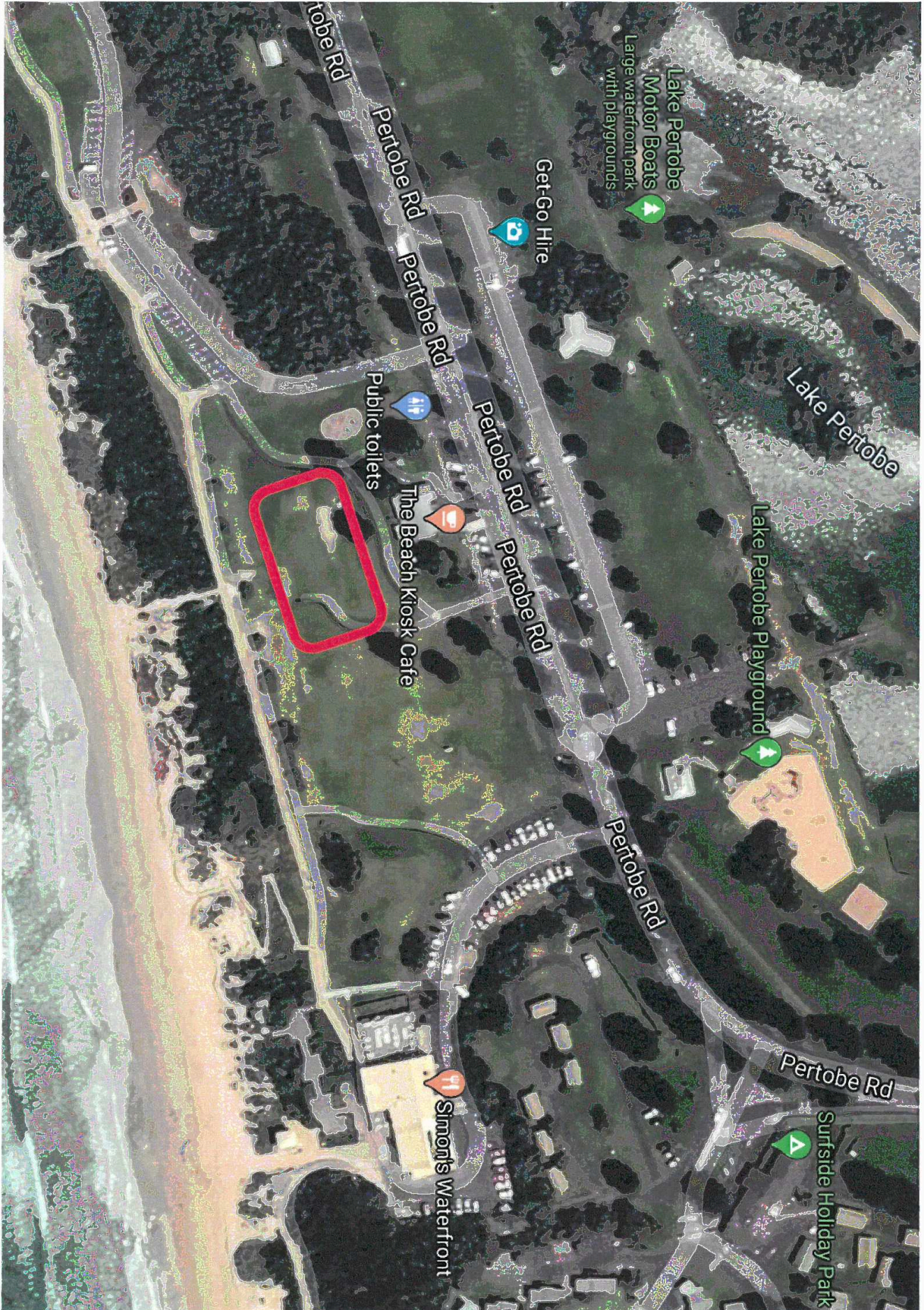


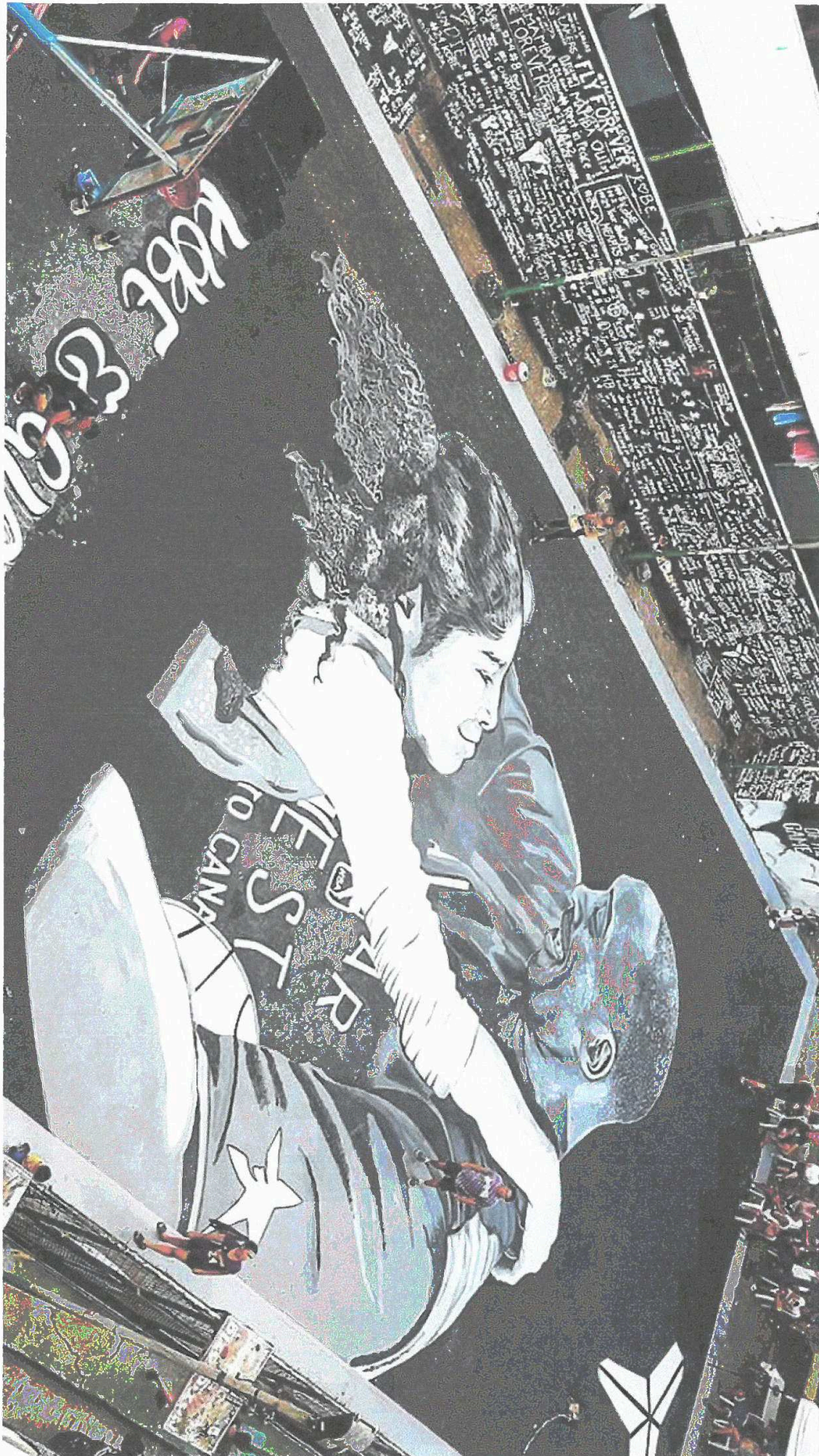
Last of the Warrnambool tribe, Wilmo...  
[slv.vic.gov.au](http://slv.vic.gov.au)



Collection Explorer | National Museu...  
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## **5.8. DEBT MANAGEMENT POLICY**

### **PURPOSE:**

***This report provides an update to Council's Debt Management Policy.***

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### **EXECUTIVE SUMMARY**

- Council has recently conducted an internal audit on the Accounts Receivable process
- The internal audit came up with a number of recommendations including the creation of additional management reporting and audit checks. These recommendations have been incorporated into the revised draft Debt Management Procedure.
- Due to the recent events surrounding COVID19 and the financial impact to ratepayers, it was prudent to consolidate Councils financial hardship provisions into the one policy.
- The Victorian Ombudsman is doing a statewide review of the application of hardship provisions and the processes Councils undertake in debt management.
- Council has sound practices, that are well positioned and implemented.

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**MOVED: CR. DAVID OWEN**

**SECONDED: CR. SUE CASSIDY**

**That Council adopts the Debt Management policy.**

**CARRIED - 7:0**

---

### **BACKGROUND**

Council commissioned an internal audit of the accounts receivable process. The internal audit resulted in a number of improvement recommendations that were put to Council and have been accepted. The updated Debt Management Policy and related Procedure have incorporated these recommendations. The recommendations included additional management reporting and ongoing audit checks.

In response to COVID19 and the resultant financial impacts to the ratepayers, Council has consolidated the hardship provisions into the Debt Management Policy. The debt management procedure underpinning the processes of this policy is administered internally.

### **ISSUES**

The policy has been prepared to ensure a consistent and fair approach for debt collection across all Council services.

The policy aims to maximise the fair outcomes for all the Warrnambool community guided by the principles of:

- Transparency of public process
- Efficiency and effectiveness of operations
- Capacity to pay
- Equity
- An individual's Right to Privacy
- Respect of all parties
- Good financial stewardship

Councils financial hardship provisions have been consolidated into the Debt Management Policy.

## **FINANCIAL IMPACT**

The timely collection of outstanding debt is prudent financial practice. The collection of debt needs to be balanced with the party's involved capacity to pay and with the principles of equity guided by the hardship provisions.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk

## **COMMUNITY IMPACT / CONSULTATION**

Internal consultation has taken place with consideration to the current external factors. Best practice recommendations have been taken up as result of feedback from Councils audit on the matter.

### **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 and Responsibilities Act (2006). This policy supports the people's rights to property contained in the charter.

## **LEGAL RISK / IMPACT**

Strategic risk 440 – Councils Financial Sustainability. This policy provides the strategic framework for controls to help mitigate the risks associated with the ongoing financial sustainability by ensuring appropriate direction and processes are in place for the collection of debt.

## **OFFICERS' DECLARATION OF INTEREST**

No conflicts of interest noted.

## **CONCLUSION**

Council officers and Council's auditors have reviewed its debt management practice and recommend the adoption the updated Debt Management Policy.

## **APPENDICES**

1. Debt Management Policy 2020 [5.8.1 - 10 pages]



WARRNAMBOOL  
CITY COUNCIL

## Debt Management Policy

APPROVAL DATE:

REVIEW DATE: September 2024

**DEBT MANAGEMENT POLICY**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Debt Management Policy</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Financial Services</i>
<b>Responsible Officer:</b>	<i>Manager Financial Services</i>
<b>Document Status:</b>	<i>Draft</i>
<b>Approved By:</b>	<i>Council</i>
<b>Adopted Date:</b>	
<b>Review Date:</b>	<i>September 2024</i>

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## DEBT MANAGEMENT POLICY

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### 1. INTRODUCTION

#### 1.1. Purpose

The purpose of this policy is to provide for sound credit management and the recovery of debt in a timely manner.

Council will exercise its debt recovery powers in order to maximise the outcomes for the Warrnambool community. It will be guided by the principles of:

- transparency by making clear the obligations of debtors and the processes used by Council in assisting it to meet its obligations;
- efficiency and effectiveness by making the processes used to recover outstanding debts clear, simple to administer and effective. Such processes will also support overall Council policies and the various undertakings run by the Council;
- capacity to pay in determining appropriate arrangements for different groups within the community, along with recognising various levels of vulnerability of these groups and;
- equity by treating all debtors consistently and in a fair manner.

#### 1.2. Scope

This policy applies to all service units and Council employees authorised with the responsibility of providing credit, invoicing and collecting debt including rate and non-rate fees and charges.

The Council's debt consists of two major categories, being:

- Rate Debtors, which are the responsibility of the Coordinator Revenue Services and can only be raised by this unit; and
- Non-Rate Debtors, of which the Manager Financial Services oversees and can be raised by Service Managers, Managers or Directors in their relevant roles

The Council is a single entity, and as such any debt that accrues to any branch or division of the Council remains a debt of the Council entity.

This Policy applies to all Council services and Council employees authorised with the responsibility of providing credit, invoicing and recovery of outstanding debt as follows:

##### Rate Debtors

- General rates
- Differential rates
- Special rates and charges
- Municipal charge
- Waste charges
- Interest and miscellaneous charges



## DEBT MANAGEMENT POLICY

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- Fire services levy



## DEBT MANAGEMENT POLICY

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### Non-Rate Debtors

- Early Years Learning & Development
  - Centre based childcare fees
  - Family day Care fees
  - Kindergarten fees
- Active Ageing & Inclusion
  - Archie Graham room hire fees
  - Hydro pool fees
  - Planned Activity Group fees
- HACC Services
  - Meals on Wheels
  - Respite fees
  - Planned Activity Group fees
  - Home Care and Personal Care fees
  - Home Maintenance Fees
- Recreation & Culture
  - Aquazone Fees and charges
  - Gymnastic fees
  - Out of School Hours Care fees
  - Stadium Hire fees
  - Lighthouse Theatre fees
  - Art Gallery fees
  - Sports ground fees and charges
- Tourism Services
  - Foreshore Caravan Park fees
  - Flagstaff Hill fees
  - City Strategy & Development fees
- Building Services
  - Statutory Certificate Charges
- Health & Local Laws
  - Dog and Cat Registrations
  - Infringements – Animal Local Laws and Parking Fines
  - Food and Health Regulations
  - Footpath Trading Permits (Local Laws)
  - Community Housing Rents
- Other
  - Planning Fees
  - Rental Charges
  - Saleyards Fees
  - Sundry Debtor Fees and Charges
  - Any other fee or charge raised via an invoice



## DEBT MANAGEMENT POLICY

### 1.4. Definitions

Term	Definition
<b>Accounts Receivable</b>	All terms refer to an amount owed to Council
<b>Credit Account</b>	
<b>Debt</b>	
<b>Service</b>	Includes goods supplied or delivered, provision of services, admission, sale of items, hire of facilities or items - supply of information and any other matter giving rise to a fee or charge being made by Council.
<b>Debtor</b>	Any person, corporation, business or other entity owing money to Council
<b>Provision for Doubtful Debts</b>	An estimate of the amount of debt raised that is unlikely to be collected.
<b>Council employee</b>	An officer or staff member Is a person employed by Warrnambool City Council, including the Chief Executive, Directors, Managers and any person engaged as a short term employee or a contractor undertaking duties on behalf of Council.

### 1.5. References

<b>Acts</b>	<ul style="list-style-type: none"> <li>Local Government Act 1989</li> <li>Local Government Act 2020</li> <li>Penalty Interest Act 1983</li> </ul>
<b>Standards or Guidance Materials</b>	<ul style="list-style-type: none"> <li>Australian Accounting Standards</li> </ul>
<b>Related Policies/Procedures</b>	<ul style="list-style-type: none"> <li>Annual Budget (including Fees &amp; Charges, Rating Strategy)</li> <li>Councillors Code of Conduct</li> <li>Staff Code of Conduct</li> <li>Fraud Prevention &amp; Control Policy</li> <li>Debt Management Procedures</li> <li>Cash Collection and Handling Procedures</li> <li>Records Management Policy</li> <li>Complaints Handling Policy</li> <li>Instrument of Delegation</li> </ul>
<b>Strategic Risks</b>	<ul style="list-style-type: none"> <li>Strategic risk 440 – Councils Financial Sustainability. This policy provides controls to help mitigate the risks associated with the ongoing financial sustainability by ensuring appropriate controls are in place for the collection of debt.</li> </ul>

## 2. POLICY

### 2.1. Policy Statement

The granting of credit and recovery of debts outstanding must be controlled from the timely raising and issuing of invoices through to the subsequent monitoring and collection of such debt.

## DEBT MANAGEMENT POLICY

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Council is committed to operating effective, transparent, fair billing and debt collection processes, with timely and accurate reporting.

Council debt is to be managed in accordance with this policy and where applicable the Council's defined debt management procedures.

### 3. FINANCIAL HARDSHIP

#### 3.1. Definition

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary. Some common causes of financial hardship are, but not limited to; loss of employment, family violence or breakdown, illness of the debtor or family member or death.

If you are facing financial difficulty on a personal level, you may wish to obtain advice from a community financial counsellor. You can talk to a financial counsellor from anywhere in Australia by calling 1800 007 007 (Monday to Friday, 9.30 am – 4.30 pm). This number will automatically switch through to the service in the State or Territory closest to you, or you can visit the National Debt Helpline at [www.ndh.org.au](http://www.ndh.org.au).

Under sections 170 and 171A of the Local Government Act, the Victorian Parliament has given councils the authority to:

- defer payment of rates and charges due to hardship (s170); and
- waive rates and charges and interest due to financial hardship (s171A).

Council has developed the Financial Hardship provision for the purpose of defining Council's interpretation and application of sections 170 and 171A of the Local Government Act.

The Financial Hardship provision is also applicable to non-rate debtors.

#### 3.2. Financial Hardship Principles

The principles of Council's hardship framework are:

Early identification. Successful hardship programs have good identification and communication strategies;

- Accessibility to information about hardship programs, including proactive material on council websites and rates notices;
- A range of forms of assistance should be available;
- The form of hardship assistance provided should match the level of financial difficulty;
- Council should encourage ratepayers to utilise financial counselling, legal and other supports; and
- Legal action to recover debt should be a last resort.

#### 3.3. Application Process

The following process applies for financial hardship applications;

- Debtor must utilise the financial hardship form online or discuss with City Assist for a written form to be made available.
- The completed form is to be submitted online, sent to the Coordinator Revenue Services or City Assist.

#### 3.4. Assessment Process

The following items will be considered by the Coordinator Revenue Services when assessing a financial hardship application:



## DEBT MANAGEMENT POLICY

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- Debtors contact history with Council or collection agency (if applicable);
- Debtors payment history;
- Severity of financial hardship i.e. is it temporary financial stress or financial hardship and
- Independent financial counsellor's written report (if applicable).

### 3.5. Hardship Relief

Relief to a debtor experiencing hardship may include legal action recovery being suspended, interest being placed on hold, an interest waiver or a rates payment deferral.

### 3.6. Debtor Responsibilities

If financial hardship is approved by Council, the debtor must enter into a payment arrangement where an amount is paid on a regular basis to clear all outstanding debt within a reasonable timeframe.

If the payment arrangement (as above) is not maintained, financial hardship status will be reversed, and the appropriate recovery action will recommence.

### 3.7. Waiver of Rates and Charges and Legal Fees

Council does not allow the waiver of rates or charges except in exceptional circumstances. This is to ensure that financial hardship assistance offered to one group of ratepayers does not adversely impact other ratepayers. Any waiver of rates or charges must be approved by the Chief Executive Officer.

Council does not allow the waiver of legal fees incurred in relation to the collection of rates or charges except in exceptional circumstances. This is due to Council already incurring these costs and to waive these fees would adversely impact other ratepayers. Any waiver of legal fees incurred in relation to the collection of rates or charges must be approved by the Chief Executive Officer.

### 3.8. Waiver of Rates and Charges Interest

The waiver of interest will only be granted on the following grounds:

- Ratepayers may have interest waived in the event of an administrative issue, error or omission which caused or significantly contributed to the failure to pay rates in a timely manner.
- Ratepayers may have interest or part thereof waived subject to the financial hardship assessment by the Coordinator Revenue Services with the oversight of the Manager Financial Services.
- Council direction if a significant event (i.e. a pandemic) is impacting large numbers of ratepayers across the municipality.

### 3.9. Rates Payment Deferral

Rates payment deferral occurs where Council agrees to a ratepayer not making rates payments.

## DEBT MANAGEMENT POLICY

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Rates and other charges (including penalty interest if applicable) continue to be charged against the property but collection is not enforced.

Rates and charges will be deferred until such time as the ratepayer's circumstances improve or the property is sold or transferred to another owner,

### 4. RECORDS MANAGEMENT

Council is committed to adhering to all relevant Australian Accounting Standards, the Records Management Act and Council's own Records Management Policy in regard to all supporting documents being maintained accordingly.

### 5. GOVERNANCE

#### 5.1. Owner

Council is responsible for approving the Debt Management Policy.

#### 5.2. Review

The Manager Financial Services is responsible for ensuring the policy is reviewed for any necessary amendments no later than three years after its formulation, or after the last review.

#### 5.3. Compliance Responsibility

This policy document applies to all staff of the Council and must be adhered to accordingly.

#### 5.4. 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).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.

## **5.9. ACKNOWLEDGEMENT OF CFA VOLUNTEERS**

### **PURPOSE:**

***Council acknowledges the commitment of Country Fire Authority volunteers in helping to protect the community.***

---

### **EXECUTIVE SUMMARY**

The Country Fire Authority comprises more than 59,000 volunteers and 1,800 career firefighters working at 1,220 brigades across Victoria.

Volunteer firefighting in Victoria has its origins in the 1850s and Warrnambool has been fortunate to have been served by an organised fire brigade since 1863.

Each year the Country Fire Authority across Victoria responds to thousands of incidents and here in Warrnambool firefighters respond to more than 600 calls each year.

While the CFA is here to keep our city and its 35,000 people safe, the reality is that as a popular visitor destination, the CFA is also helping to protect many thousands of people who choose to holiday in Warrnambool.

Too often we get devastating reminders of how vital firefighters are - the St Patrick's Day fires of 2018 were one such reminder.

Volunteering as a firefighter is a generous, selfless act which requires a significant commitment of time and, in the event of a fire, potentially placing oneself at considerable risk.

---

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

**That Council acknowledges and thanks the Country Fire Authority volunteers who play a vital role at the Warrnambool Fire Brigade in helping to keep the community safe in emergency situations, including fires.**

**CARRIED - 7:0**

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## **5.10. FOGO UPDATE**

### **PURPOSE:**

***This report provides information on the first year of the city-wide FOGO collection service.***

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### **EXECUTIVE SUMMARY**

- 800 tonnes of food waste has been diverted from landfill in 2019 / 2020 (using the last 8 years of landfill data as the baseline - refer **Attachment 1**).
- FOGO contamination rates are below 1%.
- The community have embraced the service. FOGO presentation rates are on average 62%.
- 5707 tonnes of FOGO material have been collected in 2019 / 2020.
- Kitchen caddies and compostable liners have proven an effective tool in capturing food waste.

- The FOGO collection contractor continues to work proactively to address contamination.
- Sustainability Victoria and the Victorian Government continue work to develop markets for compost and soil conditioner.
- Next steps include looking at the benefits of a weekly FOGO service and the potential for a weekly FOGO collection trial in Winter 2021.

---

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

**That the FOGO update report be received.**

**CARRIED - 7:0**

---

## **BACKGROUND**

Council trialed a FOGO collection in March 2018. Following a successful trial Council resolved to rollout the collection city-wide. Funding from Sustainability Victoria allowed the rollout to be fast-tracked, with all households receiving the service by May 2019.

The service has now been in place for one year. Statistics and surveys show the service has been embraced by the community, with FOGO tonnes and food waste diversion figures demonstrating an engaged community. Results from the recent glass trial survey showed that the community finds the service extremely convenient for disposal of garden waste and are willing to separate their food waste at source when given the tools to do so.

A year's worth of statistics has allowed for reflection and analysis of the service. The statistics show that in comparison with the past 8 years of landfill data the FOGO collection service has enabled the diversion of 800 tonnes of food waste from landfill - refer **Attachment 1**.

A significant amount of FOGO material is being collected from households and on average 62% of FOGO bins are placed out for collection.

Contamination has been kept below 1% based on reports from the processing facilities.

Formal audits have been postponed until early next year due to COVID-19 restrictions.

Warrnambool Green Waste are extremely proactive in keeping contamination out of the collection vehicles, by being vigilant during collection. They also work collaboratively with Council staff to ensure that residents who do contaminate their FOGO bin receive communication and education about how to use their FOGO bin correctly.

## **ISSUES**

According to these diversion figures almost 50% of the food waste in the garbage bin is now being diverted to the FOGO bin (and being composted instead of landfilled). While this is a great start, the challenge now is to get the remaining food waste out of the garbage bin.

The options available to encourage this, include;

- Ongoing education and communication about the benefits of diverting FOGO, aimed at diverse audiences.
- Working with individual households to assist in breaking down any barriers to using the FOGO bin.
- Focus groups to investigate why households are not using their FOGO bin and then devising actions to motivate change in those households.



- Testing of a weekly FOGO collection to see the impact on the diversion rates of food waste from the landfill bin.

The last two years have also seen quite wet summers and autumns in Warrnambool, with the amount of FOGO material not decreasing significantly during these seasons. FOGO bins that are too heavy are also regularly an issue for the contractor. A weekly FOGO collection would potentially alleviate this.

## FINANCIAL IMPACT

Funding from Sustainability Victoria allowed for the cost of the FOGO bins to be recouped in one year. This debt to the Waste Management Fee is now reimbursed.

In 2019 / 2020 the reduction in waste to landfill has seen a saving in the landfill disposal budget of \$120,000.

This saving assists in off-setting the cost of FOGO collection, disposal and the supply of compostable liners. (approximately \$700,000).

## LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

### 1 Sustain, enhance and protect the natural environment

#### 1.4 Review options for managing waste

This report also highlights steps taken towards W2040 Goal 12 and the Green Plan – Zero Waste Warrnambool:

#### 2040 Outcome

- Zero recoverable waste to landfill
- Warrnambool has developed a framework for a closed loop economy.

#### By 2026

- Reduce resource consumption from 8.2 kg to 3 kg per person by 2038 (based on 2015 levels).
- Increase diversion from landfill to 80%

The report responds to the BSWWRRG Regional Implementation Plan:

**Priority Action 3:** Facilitate viable systems to increase recovery rates, including those from mixed loads of waste and bin collection arrangements.

The report recommendations align with the Recycling Victoria Policy:

**Goal 3: RECYCLE:** Reform kerbside collections to generate more value from waste; improve the separation of recyclable materials; develop markets for recyclable materials.

These report recommendations also align with the United Nations Sustainable Development Goals, Goal 8 'promote sustained, inclusive and sustainable economic growth'.

## TIMING

As the rollout of the glass bin is Council's first priority, a weekly FOGO collection could be trialed once the glass rollout is complete, during winter 2021. Focus group work and an increase in education and communication could occur concurrently in other collection areas, investigating which approach would meet our diversion goals most effectively.

## COMMUNITY IMPACT / CONSULTATION

Following the FOGO trial in March 2018, the trial participants were surveyed about the FOGO service, including the amount they would be prepared to pay for the service. The results of this survey were very positive and formed the basis of the city-wide rollout of the service.

In May this year, a hardcopy survey was delivered to all households in the glass trial area with an online survey monkey option available. The survey was open between 1/5/20 until 1/6/20. Over 800 survey responses were received. A couple of FOGO specific questions were asked to provide an idea of how the FOGO service is tracking and if it is front of mind for most residents to use FOGO for all foodwaste.

The responses included:

- 86% responded using their FOGO bin for all foodwaste while 14% reported doing the following with foodwaste:
- 68 responses stated that they home composted, or fed foodscraps to worms, chickens or dogs.
- 11 respondents felt that the bags were too small, too hard to tie, leaked, smelt or not enough were provided.
- 10 commented that it was too smelly to place foodwaste in the FOGO bin and it attracted flies, rodents, maggots and mould.
- Some people forgot, found it inconvenient, used an insinkerator and some reported not having any or little foodwaste.

The survey also provided the option for respondents to make any additional comments, **19** – conveyed that they ‘Love FOGO’.

**16** – support a weekly FOGO collection.

## LEGAL RISK / IMPACT

Diverting 800 tonnes of food waste from landfill and composting it, significantly reduces greenhouse gas emissions from the kerbside service. For optimal environmental outcomes however, all of the food waste needs to be diverted from the landfill bin into the FOGO bin and composted.

## OFFICERS’ DECLARATION OF INTEREST

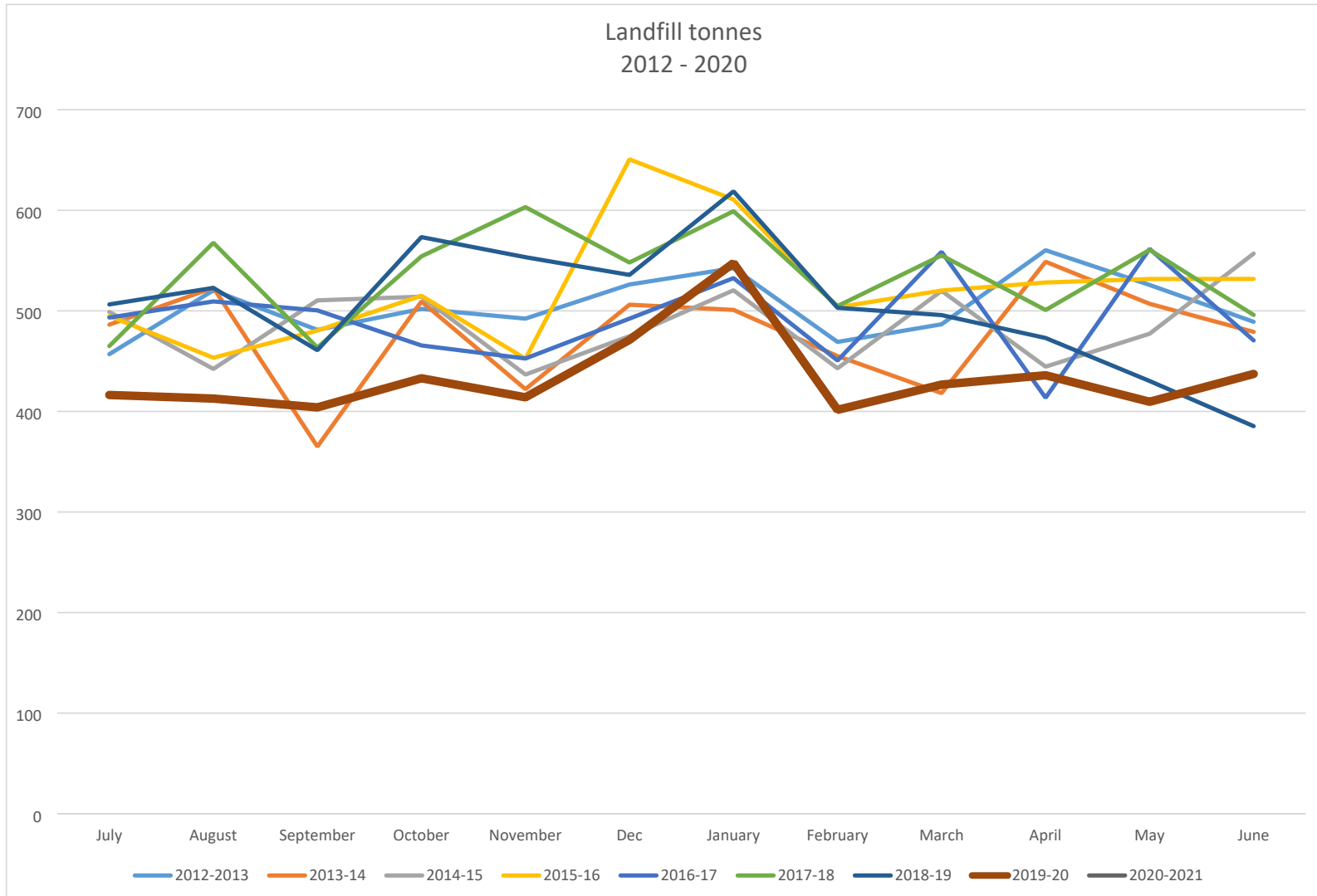
No conflicts of interest were declared.

## CONCLUSION

The first year of the city-wide FOGO service has achieved very good results in diverting food waste from landfill. The Warrnambool community has really embraced the new service and is doing great work separating their waste at the household level. The next steps for the service involve developing, testing and implementing ideas to divert the remaining food waste in the landfill bins into FOGO bins.

## ATTACHMENTS

1. Graph Landfill Tonnages 2012 2020 [**5.10.1** - 2 pages]



**Landfill Tonnages 2012 - 2020**

<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
6052	5721	5839	6273	5901	6418	6059	5210

---

**5.11. CONTRACT - 2020067 - CONSTRUCTION - REID OVAL REDEVELOPMENT**

- **Cr. Neoh declared a conflict of interest and left the meeting at 7.07pm.**

**PURPOSE**

***This report is presented to award Contract 2020067 – Construction – Reid Oval Redevelopment.***

---

**EXECUTIVE SUMMARY**

- The intent of this contract is to engage the services of suitably qualified and experienced construction contractor for the redevelopment of Reid Oval
- The overall budget for this project is \$10.72 million.
- 6 tender submissions were received and considered by the Tender Assessment Panel
- The Tender Assessment Panel has recommended the contract be awarded to Fairbrother Pty Ltd.
- An external Probity Auditor provided oversight to the tender evaluation and procurement process, with no issues or concerns raised. The Probity Auditor Report is attached to this report for information.

---

**MOVED: CR. SUE CASSIDY**

**SECONDED: CR. PETER SYCOPOULIS**

**That Council:**

- 1. Accept the tender submission from Fairbrother Pty Ltd for Tender No. 2020067 – Construction – Reid Oval Redevelopment for the amount of \$8,115,743.90 inclusive of GST (\$7,377,949.00 excluding GST).**
- 2. Authorise the Acting CEO to sign and seal the contract documents.**

**CARRIED – 6:0**

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**BACKGROUND**

Council invited tenders from suitably qualified and equipped companies to carry out construction works required for the Reid Oval Redevelopment at Albert Park.

The proposed facility will be upgraded to meet AFL standards (regional) and community Cricket Victoria standards as well as comply with other relevant legislative and regulatory standards and requirements. Council seeks to construct buildings that will meet a high environmental rating and be sustainable in construction on ongoing use.

The lump sum contract is for the upgrade and redevelopment of the Reid Oval sporting field, pavilion and cricket facilities which will provide a high quality public and recreational place.

**SCOPE OF WORKS**

The works are detailed in the specification and drawings and include the following construction activities:

- Redevelopment of the field of play oval, with improved surface, turf, irrigation, drainage, 6 turf wickets, 12 meter goal posts, new interchange benches and boundary fence.

- Provision of oval lighting to 200lux lighting level, with infrastructure provided to enable upgrade to 300 lux lighting.
- Replacement of existing change room pavilion with new change rooms, social areas, office facilities and associated supporting areas for use during sporting games and community needs.
- Installation of terraced seating in front of new pavilion.
- Replacement of existing cricket practice nets with new four lane cricket net compound that can operate as a multipurpose facility.
- Redevelopment of the existing training field (old hockey pitch) with irrigation, surface drainage, and lighting improvement to 50 lux lighting level.
- Associated landscaping and external works.

## **FINANCIAL IMPACT**

The expected cost of entering into this contract is \$8,115,743.90 inclusive of GST (\$7,377,949.00 excluding GST) and is in line with the projects budgeted expectations.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This report responds to the following Council Plan initiatives:

### **2 Foster a healthy welcoming City that is socially and culturally rich**

2.1 Promote healthy lifestyles

2.2 Increase participation, connection, equity, access and inclusion

2.3 Increase community health and social connections.

2.4 Encourage and support participation in sport, recreation and physical activity.

2.8 Increase participation opportunities for disadvantaged members of the community.

### **3 Maintain and improve the physical places and visual appeal of the City**

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

## **TIMING**

The contract will commence upon award and conclude on 9 October 2021.

## **COMMUNITY IMPACT / CONSULTATION**

No community consultation was undertaken in the development of the tender scope and documentation.

## **LEGAL RISK / IMPACT**

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

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

## **OFFICERS' DECLARATION OF INTEREST**

Each member of the evaluation panel has declared no conflicts of interest and has signed the conflict of interest declaration. Each member of the evaluation panel has completed a confidentiality agreement.

**CONCLUSION**

The evaluation panel formed the view that the tender from Fairbrother Pty Ltd for Contract No. 2020067 – Construction – Reid Oval Redevelopment, should be accepted.

**ATTACHMENTS**

1. Probity Advice - Reid Oval Report [5.11.1 - 3 pages]



27 August 2020

Paula Gardner  
City Infrastructure  
Warrnambool City Council

Via email: PGardiner@warrnambool.vic.gov.au

**Crowe Melbourne**

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Dear Paula

**PROBITY ADVICE: REID OVAL REDEVELOPMENT**

The following report is provided in relation to our recently completed probity assistance in relation to the procurement process for the Reid Oval Redevelopment.

**Scope of Advice**

As part of our advice we have completed the following specific activities:

- Reviewed procurement plan,
- Reviewed all tender documents,
- Attended, remotely, at all tender evaluation and shortlist meetings,
- Reviewed tenders received and evaluation documents and
- Reviewed of procurement panel report and recommendations.

**Timetable of Activities:**

*June - Preliminary:*

- Review Procurement Plan
- Review Tender documentation

*July – August – Evaluation*

- Review tenders received
- Review evaluation documentation
- Attend Evaluation meeting 1
- Attend Evaluation meeting 2
- Attend shortlist interviews (2)
- Review correspondence between evaluation panel members

*August – Determination*

- Attend Evaluation meeting 3
- Attend Evaluation meeting 4
- Review panel report to Council
- Prepare probity report.





### Summary of findings

*Our key finding is that no matters were noted, that impacted on the probity of the procurement process.*

The procurement process was subject to a sound framework that minimised any risk to the probity of the process. Key aspects of the procurement process that were observed in our role as probity advisor included:

- Effective management of the risks associated with conflicts of interest
- The provision of comprehensive and consistent information to all interested parties.
- Clear evaluation criteria, determined as part of the development of the tender documentation, in advance of the receipt of tenders.
- The utilisation of an assessment matrix, consistent with the predetermined evaluation criteria.
- The conduct of a total of four (4) evaluation panel meetings to assist in the assessment process.
- The utilisation of a formal clarification processes to confirm key aspects of tenderers submissions.
- The shortlisting and interviewing of a subset of tenderers, based on the outcomes of the initial evaluations and clarifications (against the predetermined evaluation criteria as assessed in the assessment matrix).
- A reassessment of scoring based on the outcomes of interviews with shortlisted tenderers.
- The development of a comprehensive tender Evaluation Report, that accurately reflects the activities and outcomes of the evaluation panel.

As part of our role we also responded to a small number of probity related questions that were raised by panel members throughout the process. All actions of the panel were consistent with the responses to these questions.

### Other matters

Please do not hesitate to contact me either at [martin.thompson@crowe.com.au](mailto:martin.thompson@crowe.com.au) or on 0412 650 293 if you have any queries.

Yours sincerely

**CROWE MELBOURNE**

A handwritten signature in black ink, appearing to read "Martin Thompson".

**MARTIN THOMPSON**  
Senior Partner



- **Cr. Neoh returned to the meeting at 7.09pm.**

## **5.12. PORT SAFER LAUNCHING PROJECT INVESTMENT LOGIC MAP**

### **PURPOSE:**

***This report is to have Council consider the adoption of Investment Logic Map undertaken as part of Contract 2019023 Warrnambool Harbour Safer Launching & Breakwater Stabilisation, and seeks support of Council to enable funding to be pursued.***

### **EXECUTIVE SUMMARY**

- Contract 2019023 Warrnambool Harbour Safer Launching Breakwater Stabilisation was awarded at Council Meeting held on 2 September 2019.
- The contract initiation meeting has been undertaken and ongoing contract meetings are scheduled to be held regularly.
- The appointed Consultant and Councils Project Working Group meet regularly and continue to hold meetings. Meetings with the Project Control Group remain ongoing via Zoom meetings. The Harbour Reference Groups meetings have also been altered to Zoom meetings until face to face meetings can resume. Communications with this group will also be conducted through written report, emails and via phone.
- Feedback has been received to determine the optimum community and user level of scope for Separable Portion 1 - Safer launching boat ramp upgrade.
- In conjunction with key stakeholders the Investment Logic Mapping (ILM) process has been undertaken that aims to support the upcoming Business Case. **Refer Attachment 1.**
- The Business Case forms the basis for potential funding application that we are preparing for opportunities as they become available. The next funding opportunity is anticipated to become available in October 2020.
- Separable Portions 2 Breakwater Stabilisation and 3 Harbour Concept Design are heavily reliant on the ILM process and outcome.

---

**MOVED: CR. KYLIE GASTON**  
**SECONDED: CR PETER SYCOPOULIS**

### **That Council:-**

- 1. Adopt the Investment Logic Map.**
- 2. Provides support to progress the project and complete the business case.**
- 3. Provides support to enable funding to be pursued.**

**CARRIED – 7:0**

---

### **BACKGROUND**

Following the completion of the Port of Warrnambool Asset Management Plan and Council's in principal adoption of the Warrnambool Harbour Master Plan, funding has been committed by State and Federal Government to undertake key actions identified within the above documents most notably;

- Safer launching facility design and documentation,
- Warrnambool Breakwater armouring design and documentation,
- Develop harbour protection options including spur design,

- Impacts investigation,
- Economic analysis.

The tenders Principal's Project Requirements (the specification) includes in the following major components;

- Development of Return Brief,
- Review of previous studies, modelling and consultation,
- Safer launching facility design and documentation – Separable Portion 1,
- Rock armouring design and documentation for Warrnambool Breakwater – Separable Portion 2,
- Develop harbour protection options including spur design (concept design) – Separable Portion 3,
- Development of staged redevelopment plan covering all separable portions,
- Investigation of impacts of development proposals including wave, sediment, dredging, erosion – Required for Separable Portions 1, 2, and 3 (separately and combined),
- Economic analysis, business case, cost plan, investment logic mapping – Required for Separable Portions 1, 2, and 3 (separately and combined),
- Tender and construction advice.

Contract 2019023 Warrnambool Harbour Safer Launching Breakwater Stabilisation was awarded at Council Meeting held on 2 September 2019.

## ISSUES

The anticipated funding opportunities have been postponed from May 2020 until an approximated date of October 2020 as confirmed by the Department of Transport DoT. The value of the potential grant remains unknown and is anticipated to remain unknown until the budget and subsequent program is released in October 2020.

A further funding opportunity is available that has the advantage of potential collaboration of beneficiaries within the Department of Transport (Better Boating Victoria and Local Ports). The funding applications for this process remain ongoing with the annual assessment of submissions beginning in early December 2020.

## FINANCIAL IMPACT

State funding has been committed to the total of \$720,000.00 excluding GST to deliver the planning project

## LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

This report responds to the following Council plan initiatives:

### **1 Sustain, enhance and protect the natural environment**

1.1 Protect and enhance our waterways, coast and land

### **3 Maintain and improve the physical places and visual appeal of the City**

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

### **4 Develop a smarter economy with diverse and sustainable employment**

4.3 Enhance the visitor experience.

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.4 Deliver customer-focused, responsive service

**TIMING**

An updated program of works is provided for reference.

Key milestones of Council interest include;

- Complete Investment Logic Mapping – July/August 2020
- Finalise the Business Case ready for future funding applications – August/September 2020

**COMMUNITY IMPACT / CONSULTATION**

Consultation continues to occur with stakeholders including the Warrnambool Harbour Reference Group.

**LEGAL RISK / IMPACT**

The delivery of the tenders Principal's Project Requirements will provide Council and stakeholders a strong understanding of process moving to forward.

**OFFICERS' DECLARATION OF INTEREST**

No officer involved with the development of this report has declared a conflict of interest

**CONCLUSION**

This report updates Council of the progress made in relation to the Safer Launching and Breakwater Stabilisation Projects.

**ATTACHMENTS**

1. 200827 ILM Warrnambool port V 2 [5.12.1 - 6 pages]

Warrnambool City  
Council Briefing  
31 August 2020

Port Of Warrnambool  
**Safer Launching &  
Breakwater Stabilisation**

---

Investment Logic  
Framework



## PORT OF WARRNAMBOOL

### Overview

The Port of Warrnambool is a Victorian Government-owned asset managed by Warrnambool City Council. The heritage-listed breakwater, built in the late 1800s, is a key piece of infrastructure and was built to protect boats from the pounding force of the Southern Ocean.

The Breakwater is iconic and represents a considerable asset for community use supporting local recreation activities, a commercial fishing fleet as well as visitation to the city. The Port is a major feature of the Lake Pertobe Precinct, one of Warrnambool's and the Great South Coasts major economic drivers. The iconic breakwater infrastructure is now threatened and potentially vulnerable with recurrent maintenance costs not sufficient to address decline of the asset. Further, rehabilitation of facilities within the Port is required to ensure important maritime safety and for the Port's benefits to be open and accessible to recreational users.

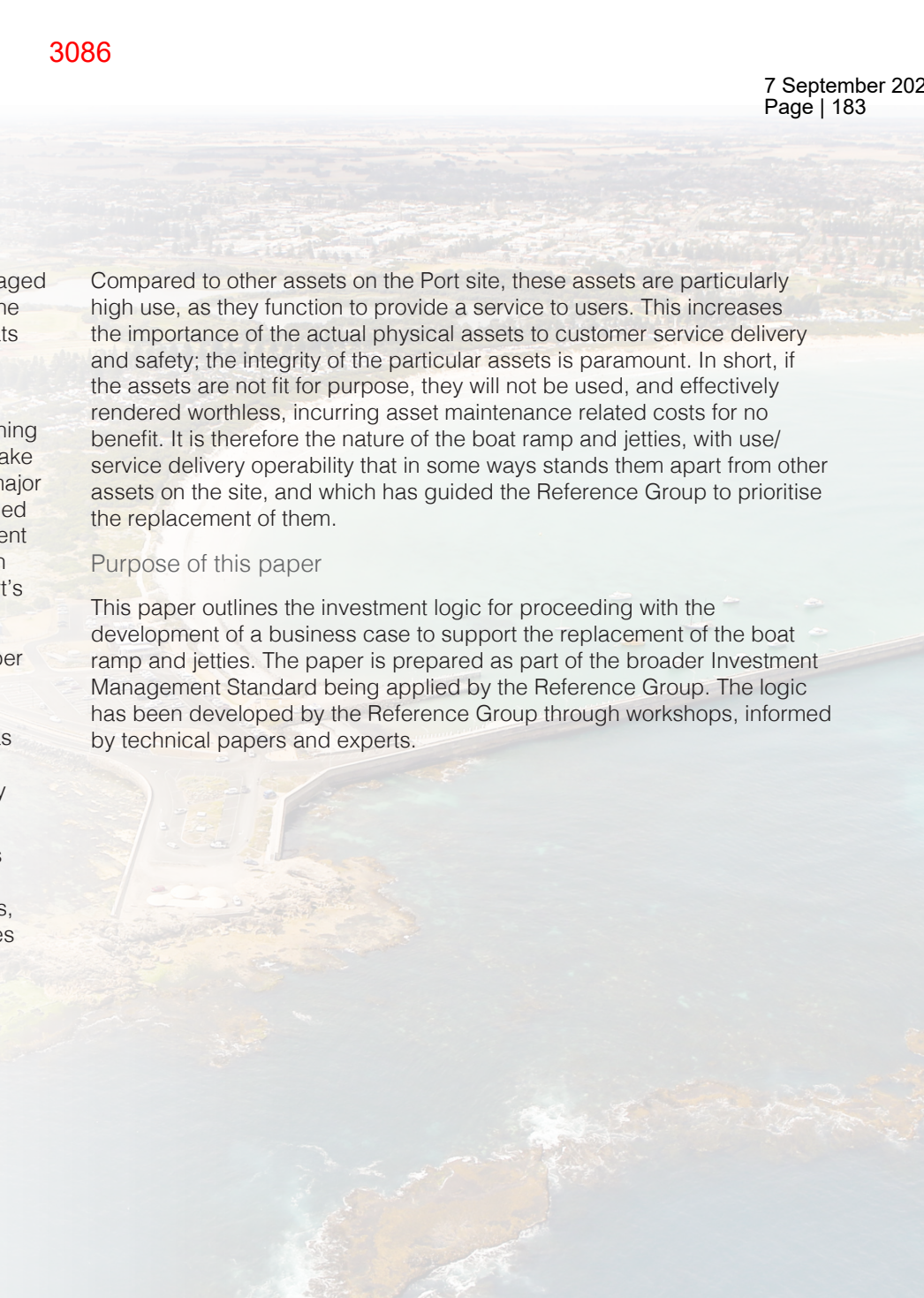
The community, through widespread stakeholder consultation, a number of extensive planning documents, including Lake Pertobe and Coastal Masterplans, technical, scientific, asset management and economic studies which are supported by committed User Reference Groups has developed a comprehensive and evidence based program to support the ongoing maintenance, renewal, rehabilitation and where necessary upgrading of the Ports assets.

The boat jetty and walkways have been identified through this process as needing near term, perhaps critical replacement. The assets are in poor to very poor condition and are nearing the end of their useful lives, with commensurate increasing asset management related expenditures needing to be incurred to maintain functionality.

Compared to other assets on the Port site, these assets are particularly high use, as they function to provide a service to users. This increases the importance of the actual physical assets to customer service delivery and safety; the integrity of the particular assets is paramount. In short, if the assets are not fit for purpose, they will not be used, and effectively rendered worthless, incurring asset maintenance related costs for no benefit. It is therefore the nature of the boat ramp and jetties, with use/service delivery operability that in some ways stands them apart from other assets on the site, and which has guided the Reference Group to prioritise the replacement of them.

### Purpose of this paper

This paper outlines the investment logic for proceeding with the development of a business case to support the replacement of the boat ramp and jetties. The paper is prepared as part of the broader Investment Management Standard being applied by the Reference Group. The logic has been developed by the Reference Group through workshops, informed by technical papers and experts.



## Decision making structure

### 1a. Map investment concept

Reference Group support/WCC

YES

NO

Terminate Project

**Proceed to step 1.b**

### 1b.

Key influence support (MP's, DWELP, DOT)

YES

NO

Terminate Project

**Proceed to step 2**

### 2. Initiate Business Case Development

Project Control Group

YES

NO

Terminate Project

**Proceed to step 3**

### 3. Investment Concept Brief

Submit funding (design)

YES

**Proceed to step 4**

### 4. Design and approvals

Submit local approvals

YES

**Proceed to step 5**

### 5. Construction

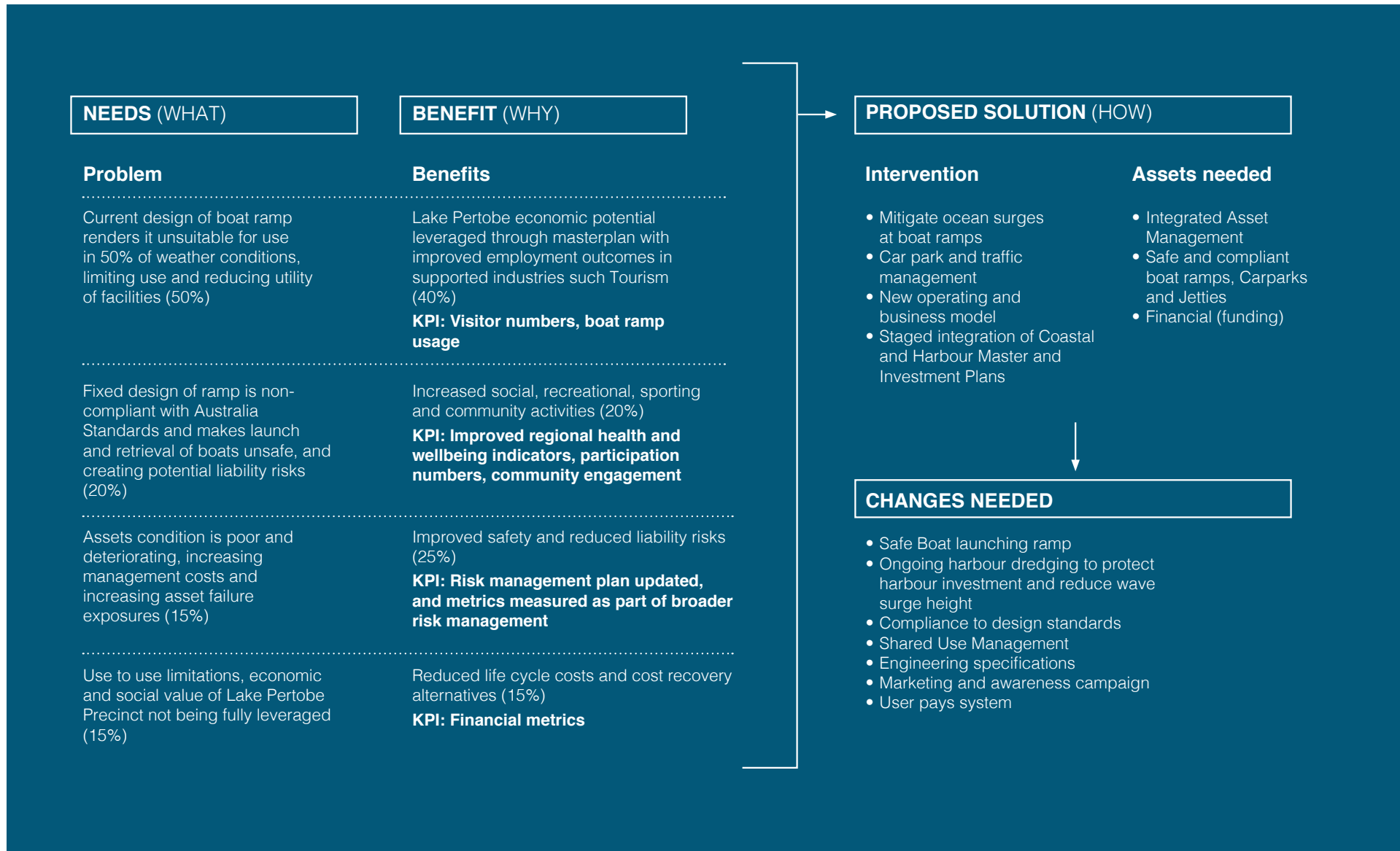
Project Plan

Council Briefing session discussion points:

1. ILM (1a) draft complete for adoption (1b)
2. ILM content designed to incorporate the wider breakwater/port development plans, with focus of this business case the funding for jetty/boat ramp and car parks.
3. Next steps (2).
  - (a). SED to undertake the economic and financial analysis for the jetty/ramps and car park development options (Section 7 attached template).  
Timing: For councillors consideration Monday 7 September 2020
  - (b). Business Case completion (all other sections).  
Timing: By week 3 September 2020 for submission to the October funding rounds.
4. Steps 3 and 4 dependent on success of funding application.



**INVESTMENT LOGIC MAP**



VALIDATION AND PLANNING PHASE (next step) **BUSINESS CASE**

REPORT SECTION	CONTENT	COMMENT
<b>1. Executive Summary</b>	Summary of the problems, needs and likely benefits from this investment, derived from the ILM.	<b>ILM complete</b> Require investment partners sign-off
<b>2. Description of proposed service needed</b>	Clearly, in lay persons terms, summarise what the proposed intervention is and why it is different to what currently exists.	AW Maritime to provide summary (ensure defined accurately). Essentially 1. Secure/Protect Heritage Breakwater integrity/(heritage) 2. Rehabilitation within the port (ramp facilities, dredging) 3. Access to precinct for users.
<b>3. Project objectives and scope</b>	This will describe in detail the interventions, assets and changes needed to derive the benefits sought.	To be confirmed upon confirmation by PCG to progress beyond the ILM
<b>4. Stakeholders and policy alignment</b>	Need to map all project stakeholders and links to their respective policy positions including WCC, DWELP, DOT, Coast Guard, Racing Industry, Yachting, Fishing industry, local Community Health and Wellbeing plan.	Via Project Control Group Industry Reference Groups
<b>5. Summary of options</b>	Requires critical assessment of 3 options: 1. Do nothing – (maintenance improvement only) 2. Improved access model - (Boat Ramp, Jetties, Carpark) 3. Develop staged model to secure breakwater and enhance recreational use with purpose designed infrastructure)	Work required here to understand cost of why model 1 and 2 do not satisfactorily solve problems identified in ILM, with 2 potentially fitting into a staged plan for 3. To align each model with benefits sought to assess best fit.
<b>6. Social and environmental analysis</b>	Work required to assess • Health Wellbeing benefits • Reduction in incidents, injury and other impacts • Support for city and south west regional growth projections • Benefits of attracting visitation	• Need to understand 'true' unmet demand • Need to obtain data on incidents • Wider value of precinct – (2015 numbers) and also emphasise the community preference for some enclosure (refer minutes 2015)

VALIDATION AND PLANNING PHASE (next step) **BUSINESS CASE**

REPORT SECTION	CONTENT	COMMENT
<b>7. Economic and financial analysis</b>	<p>This requires assessment of economic impact from</p> <ul style="list-style-type: none"> <li>• Construction</li> <li>• Ongoing operational expenditure</li> <li>• Quantification employment benefits of better outcomes and reduction in undesirable outcomes</li> <li>• Calculate on the basis of breakwater remain and fully repaired vs cost if nothing done and it deteriorates</li> </ul>	<ul style="list-style-type: none"> <li>• Construction costs (AW Maritime)</li> <li>• Operational expenditure (WCC)</li> <li>• Need local data on other benefits (WCC)</li> <li>• High level concept plans for business case will provide indicative capital and operating costs</li> </ul>
<b>8. Risk assessment</b>	<p>Outline the primary risks to the success of this investment in delivering the proposed benefits and any negative community impacts likely to occur as a result of the investment (to align with Investment concept brief guidelines).</p>	<p>To undertake an assessment of</p> <ul style="list-style-type: none"> <li>• Strategic risks – doing nothing v/s environmental impacts</li> <li>• Corporate and operational risks (proposed business model)</li> <li>• Project risks (Project management)</li> </ul>
<b>9. Public Interest issues</b>	<ul style="list-style-type: none"> <li>• Protection of integrity of breakwater and the bay</li> <li>• Impact on neighbouring towns</li> <li>• Community sentiment</li> <li>• Location, access and public safety</li> </ul>	<ul style="list-style-type: none"> <li>• Understand Victoria compliance requirements of relevant accreditations and standards</li> <li>• Need to build evidence of incidents (WCC)</li> </ul>
<b>10. Procurement and funding</b>	<ul style="list-style-type: none"> <li>• Funding plan and matching funds</li> <li>• Analysis of possible funding buckets</li> <li>• Important not to rattle an empty bucket (make sure community looks like it really cares by its offer)</li> </ul>	<p>Require discussion with local MP's, Federal and state government departments, Trusts</p> <ul style="list-style-type: none"> <li>• Social Capital Bonds?</li> <li>• Co-contributions</li> <li>• Racing Club Contribution (Car Park)</li> <li>• Value Volunteers – cleanup and landscaping?</li> </ul>
<b>11. Governance and management</b>	<p>Overview of the governance structure to effectively represent investment partners and stakeholders. Consider potential State Government changes to management of Ports.</p>	<ul style="list-style-type: none"> <li>• To consider proposed state government changes re management of this</li> <li>• Further discussion with investment partners</li> </ul>
<b>12. Implementation, timing and monitoring</b>	<ul style="list-style-type: none"> <li>• Resources (people and funding)</li> <li>• Project management</li> <li>• Design and location</li> </ul>	<p>Timeline to be developed and aligned to funding</p>

### **5.13. PORT OF WARRNAMBOOL DREDGING OPTIONS ASSESSMENT**

#### **PURPOSE:**

***This report provides Council the draft Port of Warrnambool Dredging Options Assessment, and provides support to enable funding to be pursued.***

---

#### **EXECUTIVE SUMMARY**

- On behalf of the State Government of Victoria, Warrnambool City Council (Council) has engaged consultants Water Technology Pty Ltd to undertake a background study and site investigation, to produce a new long term dredging management plan and obtain the relevant permits for configuration dredging, including preparation of tender documentation and attain the relevant permits for a new Harbour dredging management plan.
- A draft options assessment has been developed for the long-term dredging management plan for the Port of Warrnambool - **refer Attachment 1.**
- The draft assessment has been shared with Department of Environment, Land, Water and Planning (DELWP) and Department of Transport (DoT) seeking comment.
- DoT have provided initial comments however are yet to provide an indication of preference but have noted throughout they will be heavily influenced by option which delivers the required outcomes and demonstrates value for money.
- DELWP have also provided initial comments however are yet to provide an indication of preference but have noted throughout they will be heavily influenced by effects of environmental impact.

---

**MOVED: CR. SUE CASSIDY**  
**SECONDED: CR PETER SYCOPOULIS**

**That Council:-**

- 1. Endorses the draft Port of Warrnambool Dredging Options Assessment prepared by Water Tech associated.**
- 2. Endorses the progression of the dredging plan project, which includes undertaking necessary detailed design for the preferred dredge spoil disposal location for Option 4 as detailed within the draft Port of Warrnambool Dredging Options Assessment.**
- 3. Endorses officers to pursue funding applications to implement dredging activities associated with the Port Precinct.**

**CARRIED - 7:0**

---

#### **BACKGROUND**

Council were funded in 2019/2020 to undertake a dredging plan for the Port of Warrnambool.

After the emergency dredging campaign in August/September 2012, Council had requested that the State Government fund a smaller annual dredging program. This was not supported by Department of Transport (DoT).

The Port of Warrnambool has a long history of challenging conditions and safe launching is dependent on an adequate dredging program.

## ISSUES

It is anticipated the stakeholders may not have aligning views on either of the options.

The preferred option needs to include commitment of ongoing dredging and any associated works together with funding by DoT.

The anticipated funding opportunities have been postponed from May 2020 until an approximated date of October 2020. The value of the potential grant remains unknown and is anticipated to remain unknown until the budget and subsequent program is release in October 2020.

A further funding opportunity is available that has the advantage of potential collaboration of beneficiaries within the Department of Transport (Better Boating Victoria and Local Ports). The funding applications for this process remain ongoing with the annual assessment of submissions beginning in early December 2020.

## FINANCIAL IMPACT

The options detailed identify the anticipated cost for each - **Refer Attachment 1**

The cost in undertaking any dredging works is yet to be fully committed to by DoT at this stage due to the finalisation of options.

## LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

This report responds to the following Council Plan initiatives:

### **1 Sustain, enhance and protect the natural environment**

- 1.1 Protect and enhance our waterways, coast and land
- 1.3 Assess our climate change preparedness
- 1.5 Educate and partner with the community on Council's sustainability initiatives

### **3 Maintain and improve the physical places and visual appeal of the City**

- 3.3 Build Infrastructure that best meets current and future community needs.

### **4 Develop a smarter economy with diverse and sustainable employment**

- 4.3 Enhance the visitor experience.
- 4.4 Advocate for and improve infrastructure including transport, services and digital infrastructure.

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

- 5.4 Deliver customer-focused, responsive service

## TIMING

The completion date for the core project deliverables is dependent on the preferred option being adopted and its subsequent works. It is proposed to undertake dredging in around 12 months from now.

## COMMUNITY IMPACT/CONSULTATION

Community consultation was undertaken in December 2019 and January 2020. This was through an online survey. A total of 143 were received with the most option being option 1 disposal of dredge material off the beach.

It should be noted that DELWP have concerns about this option and would prefer Option 2 or Option 4.

Consultation continues to occur with stakeholders including the Warrnambool Harbour Reference Group.

### **LEGAL RISK/IMPACT**

Completing the initial dredging program and establishing an ongoing commitment to undertake maintenance dredging is critical in maintaining the facility.

### **OFFICERS' DECLARATION OF INTEREST**

No conflicts of interest were declared.

### **CONCLUSION**

This report updates Council on the progress made in relation to Contract 2019022 - Port of Warrnambool Dredging Strategy and seeks Council's preferred option.

### **ATTACHMENTS**

1. Draft Port of Warrnambool Dredging Options Assessment H L 5 P 6 RQ N 9 U-po 5 x 1 jt S Obg [5.13.1 - 101 pages]

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# Port of Warrnambool

## Dredging Options Assessment - Summary Report

Warrnambool City Council

30 July 2020



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### Document Status

Version	Doc type	Reviewed by	Approved by	Date issued
V1	Draft Report	GXC	GXC	30.07.2020

### Project Details

<b>Project Name</b>	Dredging Options Assessment - Summary Report
<b>Client</b>	Warrnambool City Council
<b>Client Project Manager</b>	Thomas Hall
<b>Water Technology Project Manager</b>	Chris Beadle
<b>Water Technology Project Director</b>	Peter Riedel
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<b>Document Number</b>	19010023-01_R01v05a_OptionsAssessmentSummaryDoc



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- Appendix B Community Survey

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## 1 INTRODUCTION

The Port of Warrnambool is a Victorian Government owned asset, managed by Warrnambool City Council. The major function of the Port of Warrnambool today is to provide a safe haven, and services to the commercial fishing industry, recreational fishing and boating interests.

The Warrnambool breakwater was completed in 1890 to support local trade along the coastal steamer route. Dredging has historically been undertaken at the Port since 1910, merely 20 years after breakwater completion.

The operation of a working Port at Warrnambool is challenging and includes:

- Occasionally dangerous wave conditions, resulting in hazardous conditions at the boat ramp
- On-going sedimentation at the port, resulting in limited drafts for navigation and boat ramp access.

Therefore, Warrnambool City Council (Council) proposes a 10-year dredging program for the Port through a 10-year consent under the *Marine and Coastal Act 2018*. The Proposed dredging program is to include:

- An initial “large scale” maintenance dredging campaign of around 30,000 m<sup>3</sup> of sand to catch up on sediment accumulation since 2012; and
- Subsequent episodic maintenance dredging campaigns, which are likely to involve dredging of around 5,000-8,000 m<sup>3</sup> on an “as needed” basis, when a trigger volume of approximately 5,000 m<sup>3</sup> of sediment has infilled the dredge pocket - typically expected to be every 2 to 3 years.

The design parameters of the proposed dredging program are provided in Table 1-1 below.

TABLE 1-1 DREDGING PROGRAM PARAMETERS

Initial Maintenance Dredging Parameters	Value
Estimated Initial Dredge Volume	30,000 m <sup>3</sup>
Dry Dredge Sand Tonnage	50,000 t
Dredge Depth	-4.5 m CD
Dredge Footprint Area	19,000 m <sup>2</sup>
Episodic Maintenance Dredging Parameters	Value
Estimated Maintenance Dredge Volume	5,000-8,000 m <sup>3</sup>
Dredge Depth	-4.5 m CD
Estimated Maintenance Dredge Frequency	Likely every 2 to 3 years

Reuse of the dredged sand from the initial and episodic maintenance dredging campaigns requires careful consideration.

This report presents the findings of an options assessment intended to determine the optimised solution for reuse of the dredged sand. The study has been undertaken as a desktop investigation and included a review of existing information, an identification of potential sand reuse options, and an assessment of their respective issues and impacts. Further investigations and modelling may be required to complete the design of the selected sand reuse strategy.

This report provides a summary of the study and its key findings. The methods and outcomes of the study are described in considerable detail in the technical report provided in **Appendix A**, and the reader is directed to that Appendix for more information.

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FIGURE 1-1 THE PORT OF WARRNAMBOOL

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## 2 PROJECT BACKGROUND

### 2.1 Siltation of the Port

The regional coastline from Port Fairy to Port Campbell is exposed to coastal processes including large and frequent Southern Ocean swells, local wind waves, sea breeze cycles, tidal variations as well as tidal and ocean currents. These processes interact with the coastline and the seabed to produce a continuous, but irregular (pulsing), system of sand transport along the coast. The sand flows in an easterly direction, and transports vast quantities of sand—estimated to be 200,000-500,000 m<sup>3</sup>/yr (this would be enough sand to fill the Melbourne Cricket Ground every 3 to 6 years). This regional sand flow is sometimes described as a “river of sand”, which can be restricted by limited sand supply.

The majority of sand flow bypasses the Port area and continues heading east towards Port Campbell through the deeper regions on Lady Bay. However, the wave sheltering effects of the harbour breakwater, acts to trap some of this sand in the western areas of Lady Bay. This is evidenced by the fact that that over the last 150 years there has been a net accumulation of roughly 1 to 1.5 million m<sup>3</sup> of sand in the lee of the breakwater (CES, 1999), fed by the regional sand flow.

CES (1999) estimated that the net rate of sand supply into Lady Bay is around 20,000 m<sup>3</sup> a year, and that roughly half of this (around 10,000 m<sup>3</sup>) accumulates within the eastern half of the bay, whilst the other half is transported westwards towards the Port of Warrnambool. This process is shown in Figure 2-1.

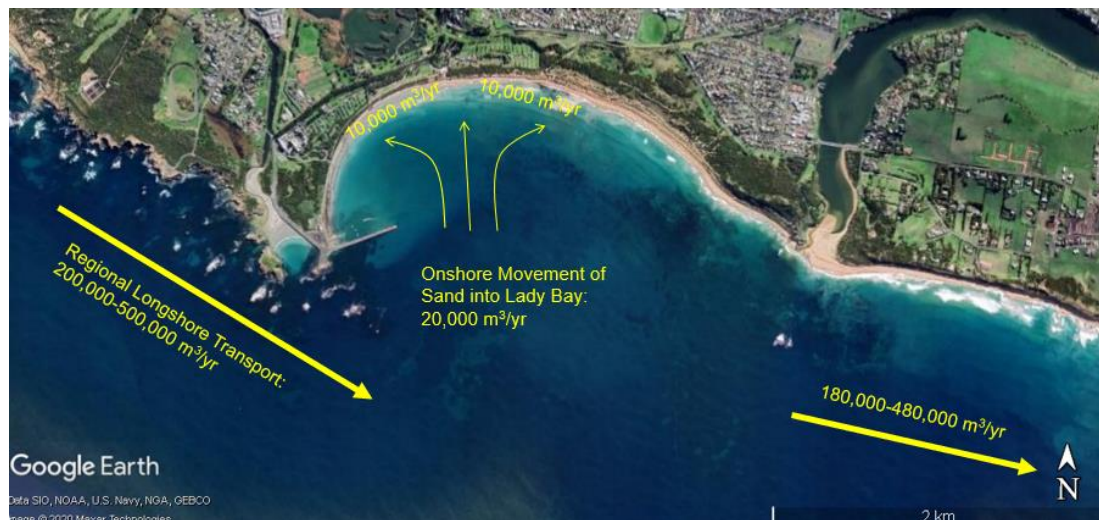


FIGURE 2-1 CONCEPTUAL SEDIMENT MOVEMENT MODEL

The delivery of sand is also affected by coastal storm activity. Storm activity varies significantly over short timeframes (days to weeks), but also longer timeframe (months to years). And as result the sand accumulation in the dredge pocket fluctuate from year to year. In other words, the volume of sand moving along the coast fluctuates with the weather.

The sand enters into the Port by two separate processes, as shown in Figure 2-2:

- Bypassing directly around the head of the breakwater; and
- Via a “return current” which drives sand from central Lady Bay back towards the port along the beach. This sand moves into the dredge pocket when a storm bar forms in front of the boat ramp.

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Historical survey of the Port and years of investigations (CES,1999; Water Technology, 2012 Water Technology, 2013) indicate that on average around 3,000 m<sup>3</sup> of sand is transported into the Port area every year. However, because the weather changes from year to year the volume of sand in the dredge pocket is typically between 500-6,000 m<sup>3</sup> per year.

Figure 2-2 shows the sand accumulation in the Port – from a seabed survey of the Port two years after the 2009 dredging campaign (areas of siltation are shown in green).

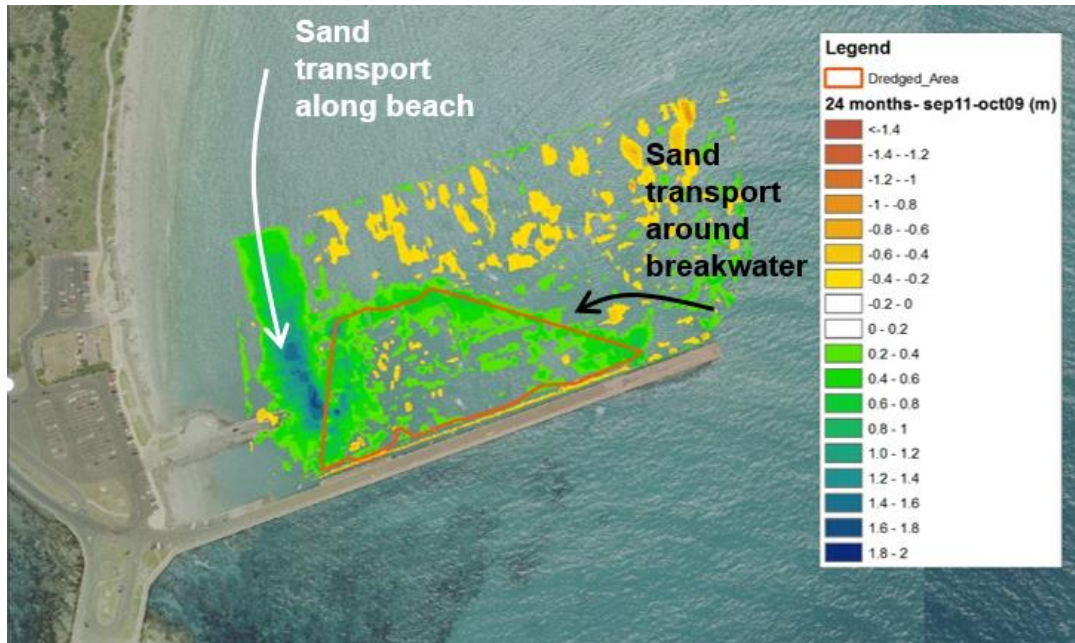


FIGURE 2-2 SAND ACCUMULATION INTO THE DREDGE POCKET

Figure 2-1 also shows that the sand along Lady Bay beach is grey near the breakwater and more orange in colour towards the east. The grey sand is a more mobile finer fraction of sand carried by the regional longshore transport.

***A note about the sediments within the Port:*** Repeated investigations and testing of sand in the dredge pocket (CES, 1999; CEE, 2001; JKA, 2007; Water Technology, 2019) show that:

- The sediment in the dredge pocket is clean oceanic sand and free of any significant contamination; and
- Has the same characteristics as the sand found on Lady Bay Beach – in both grain size and character (grey, fine grained sand)

## 2.2 Adverse Wave Conditions

The breakwater acts as a physical barrier to south-westerly Southern Ocean swell waves, stopping a large portion (but not all) of the offshore wave energy from entering the Port area. However, adverse wave conditions do occur from time to time within the Port as a result of energetic easterly wind waves, and the presence of “long waves”. Long waves have wave periods (the time between wave crests) between roughly 50-500 seconds, and act as “mini-tides” that occur as a result of grouping swell waves propagating into Lady Bay. These waves were predicted to be present at the boat ramp location within the port more than 60% of the time (Water Technology, 2013).

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Water Technology (2013) identified that the long waves with small amplitudes can have a significant negative impact at boat ramps - impeding both launching and retrieval activities due to the surge like motion associated with their long periods. At times, this has resulted in safety and access issues at the boat ramp, as demonstrated in Figure 2-3.



FIGURE 2-3 WAVE CONDITIONS AT THE BOAT RAMP IN 2019 RESULTED IN A SUBMERGED VEHICLE

The secondary purpose of the dredging is to reduce this wave energy, in order to improve safety and boat ramp access. This is achieved through the unique “trapezoid” shape of the dredged pocket, which is designed to direct waves away from the swing moorings and boat ramp through a complex wave transformation processes called refraction. As waves approach the Port, they “deflect” off the outer face of the dredge pocket (which is at 45° to the breakwater) and are directed to the north. Water Technology (2013) showed that this can reduce wave heights at the boat ramp by 30-50%, as shown in Figure 2-4. However, redirecting this wave energy to the north has also had localised erosion impacts on Lady bay Beach and allows the formation of local storm bar which may ingress into the Port later on.



FIGURE 2-4 PERCENTAGE CHANGE IN SIGNIFICANT WAVE HEIGHTS FROM PRE- AND POST-DREDGING

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### 2.3 Erosion Issues along Lady Bay Beach

Since construction of the breakwater 130 years ago, the sediment delivery processes described above have resulted in the shoreline at Lady Bay growing outwards towards the sea. The shoreline north of the breakwater has accreted roughly 300 m since 1860 (Bird, 1993). Analysis of historical aerial photographs has shown that over recent decades this process has slowed down to a halt, and the shoreline has reached a new “equilibrium” with the breakwater structure. Since 2000, the shoreline has been relatively stable with only small fluctuations observed due to erosion from storm events. It is likely that over the coming decades, sea level rise will reshape the beach face along Lady Bay and result in a net recession of the shoreline and frontal dune system.

Recent storm activity over the last several years have resulted in pronounced & observable erosion along some stretches of Lady Bay Beach. At some locations, this has manifested in the form of steep and high erosion scarps that limit beach access and present a risk to foreshore infrastructure – see Figure 2-5.



FIGURE 2-5 EROSION SCARP ALONG LADY BAY BEACH

### 2.4 Historical Dredging Campaigns

The Victorian Heritage Database indicates that maintenance dredging occurred 20 years following construction of the breakwater, in 1910. More recently, the harbour was dredged in 1978 and 2001 to maintain safe navigable access to the mooring area and boat ramp (DoT, 2011), and two dredging campaigns have been undertaken at the Port in 2009 and 2012 as outlined in Table 2-1.

TABLE 2-1 RECENT DREGING CAMPAIGNS

Date	Dredge Volume	Approx. Cost	Description of Works
October 2009	36,000 m <sup>3</sup>	\$800k	Capital dredging works intended restore the utility and safe navigability of the harbour and reduce wave energy at the boat ramp. The project involved dredging by a cutter suction dredge to remove the material from the port and reuse the dredged material by pumping it onto the beach - extending northwards from the boat ramp for a distance of about 500 metres.
October 2012	8,000 m <sup>3</sup>	\$150k	Maintenance dredging works intended to improve navigability and access at the boat ramp. The dredging was instigated following sand accumulation near the toe of the boat ramp during the previous winter period, which experienced above average wave

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Date	Dredge Volume	Approx. Cost	Description of Works
			energy. The dredging work focused on the boat ramp area, and a total of around 8,000m <sup>3</sup> of sand was removed. The dredged material was pumped onto Lady Bay Beach approximately 300m to the north (GHD, 2018).

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### 3 ENVIRONMENTAL AND HERITAGE VALUES OF THE AREA

A desktop review of the key environmental aspects for consideration in the project was prepared based on publicly available information. Further detail is provided in Appendix A; however a brief summary is provided herein.

Measures to reduce risks to the environment will be developed and put in place as part of the Dredging Management Plan to be implemented by the dredging contractor.

The Warrnambool coastline (including the Merri River, Hopkins River) provides important wildlife habitats and corridors for a range of vulnerable and threatened flora and fauna species. The national environmental significance of the region was investigated via accessing the "Protected Matters Search Tool" developed by the Department of Environment and Energy (results shown in full in Appendix A). The results showed a number key threatened ecological communities that may exist in the vicinity of the study area, including assemblages of species associated with open-coast salt-wedge estuaries of western and central Victoria ecological community, subtropical and temperate coastal saltmarsh, and Giant Kelp Marine Forests of South East Australia.

#### 3.1 Terrestrial Flora and Fauna

An ecological assessment of the terrestrial flora and fauna of the potential onshore dredge sand reuse site within Worm Bay was undertaken by Tree Watch (2019), and the reader is directed to that report for further detail. However, some key findings have been summarised herein.

Interrogation of government environmental databases showed that no rare or threatened terrestrial flora species were recorded in the vicinity of the study area. Furthermore, a spring survey was previously conducted in 2008 to determine if any rare, threatened or endangered plants are present within Worm Bay, and none were observed. Tree Watch (2019) posits that it is unlikely that any have established on the site since that time. The report surmised that as the land comprises recently reclaimed sand (which has grown out over the last 150 years since establishment of the breakwater), the site at Worm Bay is unlikely to represent the best or remaining 50% of habitat for any rare or threatened species.

With regards to local terrestrial fauna, searches of the aforementioned databases were undertaken, and the reader is directed to the Tree Watch (2019) report for a full listing of results. To supplement this information, the subject site was surveyed by Tree Watch for fauna by recording incidental sighting of birds, reptiles and amphibians, and the presence of identifiable tracks and traces of fauna. Possible nest sites, roosting sites and other breeding habitat were also investigated. The report concluded that the likelihood of the Worm Bay reuse area containing habitat of nationally threatened or state threatened (terrestrial) flora and fauna species is low.

#### 3.2 Marine Flora and Fauna

The study area coastline adjoins a number of ecologically important marine areas, including:

- The Merri Marine Sanctuary;
- Lower Merri River Wetlands; and
- The Southern Right Whale nursery off Logan's Beach.

Therefore, Lady Bay and Worm Bay may contain marine flora and fauna species of national environmental significance. In order to assess potential impacts on flora and fauna, interrogation of the national the "Protected Matters Search Tool" and the "Australian seabed habitat classification scheme" was undertaken. Based on this analysis, it is advised that:

- Endangered Giant Kelp forests have not been identified as being within close proximity to the study area.

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- Small pocket of seagrass communities have been identified within Lady Bay, though these are located in the central and western areas of the bay, and are not in close proximity to the Port.

From a marine fauna perspective, special consideration should be given to potential impacts to threatened species known to occur in the area (particularly those at the Merri Marine Sanctuary), and larger fauna such as Southern Right Whales, Blue Whales, Australia Sea Lions, and Great White Sharks, and other fauna including Eastern Dwarf Galaxias fish, and a number of marine birds including Little Penguins.

A review of likely dredging operations has indicated that the effects of turbidity generated during the dredging works will be minimal due to:

- The rapid intake velocity at the cutter suction head
- The predominantly sandy nature of material to be dredged
- The relatively short duration of the works
- The limited extent of marine flora at the dredge or spoil placement areas

It is therefore expected that elevated turbidity will be limited to those regions in the immediate vicinity of the cutter head - and near the spoil placement area. It is not expected for a large-scale plume to form when the contractor adheres to the dredging Environmental Management Plan. It is highly unlikely that dredging sand in the Harbour results in siltation at the Merri Marine Sanctuary.

The geometry of the harbour configuration is such that the breakwater effectively shields the Merri Marine Sanctuary from dredging, and any sand material mobilised by dredging which may move east beyond the seaward end of the breakwater would be subject to considerable dispersion forces due to the high energy wave climate.

### 3.3 Indigenous and Non-Indigenous Heritage

The traditional custodians of the land which is the subject of this plan are the people of the Gundjit-mara nation. The Gundjit-mara contain about 59 clan groups with at least 7 dialects (WCC, 2003). The lower Merri estuary were popular food gathering and living areas for the Gundjit-mara people prior to European settlement with Thunder Point midden sites registered on the National Estate (WCC, 2003). Council has advised as the Worm Bay dunes system has largely developed since the implementation of the breakwater in 1890, there is unlikely to be tangible indigenous cultural heritage items in the vicinity of the dune system. Whilst it is not believed that previous dredging and sand reuse campaigns had adverse impacts on local indigenous heritage, Council indigenous heritage records should be interrogated, and potential issues identified.

Non-Indigenous heritage (or European heritage) has been assessed through interrogation of the following government heritage databases, and databases, in order to identify any relevant heritage sites. Those in the area include:

- Warrnambool Breakwater, Viaduct & Harbour
- Former Lady Bay Tramway and Tramway Jetty Site
- Former Warrnambool Lifeboat Jetty
- La Bella Shipwreck

It is not expected that any of the dredging sand reuse works will negatively impacts these heritage items. A risk assessment will be undertaken prior to dredging in order to ensure that the risk of impacts is acceptable.

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## 4 DREDGE SAND REUSE OPTIONS ASSESSMENT

### 4.1 Outline of Options

A range of sand reuse options were identified based on available dredging technology, the volume of material to be extracted, potential reuses of dredged material and potential future maintenance dredging requirements. The following sand reuse options have been considered in this study, as shown in Figure 4-1:

- **Option 1:** This option involves the dredge sand material being pumped into a series of connected retention ponds located in Worm Bay, behind the Lady Bay Beach dunes. This is known as a confined disposal facility (CDF). The CDF would be constructed by clearing existing vegetation within the park, and excavating a pond/dam using earth moving equipment. Some of the dredge sand would be dewatered and removed offsite, and a stockpile would be left permanently on site which may assist with future beach nourishment works.
- **Option 2:** Pumping the 30,000m<sup>3</sup> of dredged sand onto Lady Bay Beach to nourish the beach and mitigate the observed erosion (beach nourishment). The sand would be pumped to the beach straight from the dredge (as a slurry), and then shaped to the desired beach profile using earth moving equipment.
- **Option 3:** Hybrid which is a combination of Options 1 and 2. Dewatering and stockpiling of some material behind the dunes in the CDF, and also pumping some along the beach (up to 5,000 m<sup>3</sup>) to widen the dune face.
- **Option 4:** Pumping the sand into the nearshore of Lady Bay to create a series of temporary sand bars that will be pushed up onto the beach by waves over time and nourish the beach. The material would be pumped via floating pipeline into the designed placement zone, with the outlet moved over time to achieve the desired sand bank shape. The placement is designed to supply sediment to the beach by natural processes. This method has been used extensively across Australia, including at Lakes Entrance.
- **Option 5:** Marine disposal at an offshore spoil ground located outside of Lady Bay, possibly located some 3 km offshore. This would be achieved by using a hopper dredge to transport sediments from the dredge pocket directly to a deep-sea spoil ground which is large enough to accept the sand.

Each of these Options is described in detail in Appendix A, along with additional information regarding their:

- Estimated Costs (both initial and ongoing)
- Advantages and disadvantages
- Environmental impacts

It is important to note that the proposed dredging program includes an initial larger maintenance dredging campaign, as well as subsequent episodic maintenance dredging campaigns of lower volumes. The episodic maintenance will follow trigger conditions, such as measured siltation at the dredged pocket and available water depth in the Port. Based on the rate of sand transport to the Port, episodic maintenance dredging is expected to be required every 2 to 3 years.

The selection of the dredge reuse option is unlikely to have a significant impact on the required rate of maintenance dredging – because the volume of the dredged sand is a only small fraction of the volume of sand available for transport on the seabed in Lady Bay and transitioning through the coastal system via the regional “river of sand”. Rather, the weather and oceanic conditions are likely to have a dominant impact on the volume and frequency of maintenance dredging.

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FIGURE 4-1 DREDGE SAND REUSE OPTIONS

4.2 Community and Stakeholder Consultation

As part of the project, a “Your Say Warrnambool” page was established in order to engage with the local community and gather community opinion regarding the dredge material reuse options. This page summarised technical documentation provided by Water Technology which was modified for public consultation.

The page included a survey asking the community to rank their preferred options. The survey was open from early December 2019 to 31<sup>st</sup> January 2020 inclusive. A total of 143 responses were received.

A summary of the community survey results is provided in Appendix B. The community preferences were included as one of the criteria in assessing the sand reuse options (excluding Option 5, which was deemed unfeasible).

The results show that community preferences regarding the preferred option were split across all four options (see Figure 4-2), however Option 1 received

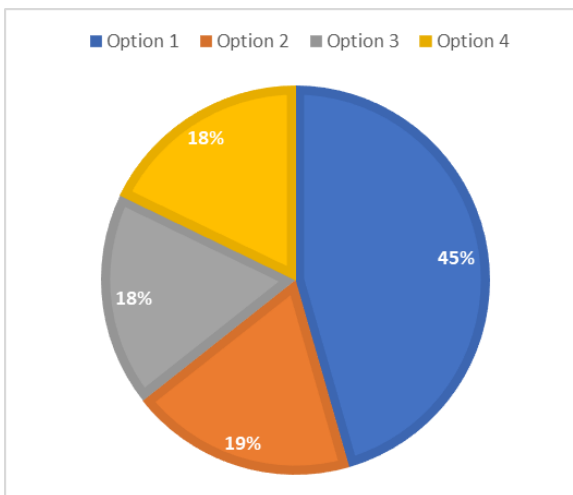


FIGURE 4-2 PREFERRED OPTION OF RESPONDANTS

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the most votes as the preferred option, with nearly half (46%) of respondents stated this to be their preferred disposal method.

Throughout development of the options assessment, a number of Stakeholders have been engaged in discussion regarding the various options. These stakeholders include:

- Warrnambool City Council – including Councillors, engineers and asset management officers
- The Department of Transport (DoT)
- The Department of Environment, Land, Water and Planning (DELWP)

### 4.3 The Option Assessment

As part of the Option assessment, each option was scored against the following social, environmental and performance-based criteria:

- **Environmental Impact: Terrestrial Environment:** This includes potential impact to terrestrial flora and fauna within Worm Bay and on Lady Bay Beach.
- **Environmental Impact: Marine Environment:** This includes potential impact to marine flora and fauna within Lady Bay, and at the Merri Marine Sanctuary.
- **Social Amenity- Odour & Visual Impacts:** This includes likely impacts to the local community associated with odour emanating from the placement and stockpiling of dredged sand. This also includes impacts on the visual amenity of Worm Bay and Lady Bay Beach through changes to the landscape associated with construction of facilities and dredge sand placement (both temporary and permanent).
- **Social Amenity- Recreational Amenity Impacts:** Impacts on the recreational use of Worm Bay and Lady Bay Beach, including impacts on public access to the beach and foreshore/marine activities such as beach usage, horse training, sailing, surfing and swimming;
- **Community Preference -** as determined in the community survey. Scores have been assigned based on community order of preference.
- **Performance: Port Use Impacts via Return of Sediments to Dredge Pocket:** This accounts for the potential for dredged sand to return to the Port and affect functional access. The selection of the dredge reuse option is unlikely to have a significant long-term impact on the regional coastal processes and overarching rate of sediment transport delivered to the Port. Rather, the weather dependant metocean conditions themselves are likely to have a more pronounced impact on the required rate of maintenance dredging. Hence, the selection of reuse option is only likely to have a minimal to perhaps moderate impact on the required rate of maintenance dredging. Nonetheless, the (admittedly minimal) potential impacts on required maintenance dredging rates have been assessed as part of this criteria.
- **Impact on Beach Erosion and Foreshore Assets:** This refers to impacts that each reuse option will have on the erosion issues currently experienced on Lady Bay Beach – as removal of sediments from the coastal system can potentially exacerbate this erosion over future planning timeframes. This can present a safety risk and place coastally adjacent infrastructure at risk.
- **Logistical Requirements:** This includes logistical considerations such as ability to acquire an appropriate dredge, obtain required permits and approvals, and undertake the required scope of works in an acceptable timeframe.
- **Effort / Budget:** A high-level comparative estimate based on rates, contingencies for risks, escalation and indirect costs which may be required for dredging over 10 years.

A summary of the options assessment is provided in Table 4-1.

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TABLE 4-1 MULTI-CRITERIA OPTIONS ASSESSMENT FOR DREDGE MATERIAL REUSE OPTIONS

Option	Option 1: Onshore disposal	Option 2: Foreshore reuse onto Lady Bay beach	Option 3: Hybrid of Options 1 and 2	Option 4: Nearshore marine reuse in Lady Bay	Option 5: Offshore marine disposal
Environmental Impact: Terrestrial Flora and Fauna	Reduction of green space as well as clearing of native vegetation for construction of CDF. Tree Watch (2019) suggest that this could be partly offset with vegetation improvement works elsewhere within Worm Bay.	No significant impacts expected.	As for both Options 1 and 2. The CDF would need to be designed to the same size and scale as for Option 1.	No significant impacts expected.	No significant impacts expected.
Environmental Impact: Marine Flora and Fauna	No significant impacts expected to marine environment. Tailwater from CDF can be treated to reduce turbidity.	No significant impacts expected to marine environment. Elevated turbidity expected to be localised and comparable to natural levels experienced during heavy swells.	As for both Options 1 and 2.	Dredge material is comprised mainly of silty sand and would settle quickly, and as such the potential impacts on Lady Bay seagrass beds is considered relatively minimal. Localised and temporary turbid plumes not expected to be significantly higher than natural levels experienced during heavy swells.	Before new areas are designated as spoil grounds, the proponent is required to assess the proposed location, and potential impacts marine communities at the disposal site. Some impacts may be expected.
Social Amenity: Odour Impacts	Odour impacts expected to last during dredging sand slurry is pumped into CDF and dewatered.	Minor odour impacts expected to last during dredging, but will dissipate shortly thereafter.	As for both Options 1 and 2.	No odour impacts expected from marine reuse.	No odour impacts expected, as disposal site located some 3 km out at sea in around 30 m water depth.
Social Amenity: Visual Impacts	Visual impact of replacing native vegetation with permanent CDF structure that quarries sand on site.	Increased presence of sandy beach along Lady Bay.	As for both Options 1 and 2. The CDF would need to be designed to the same size and scale as for Option 1.	Increased presence of sandy beach along Lady Bay.	No visual impacts expected, as disposal site located some 3 km out at sea in around 30 m water depth.
Social Amenity: Recreational Amenity Impact During Dredging	No impacts expected on beach access during dredging. Discharge of dewatering flow through the beach.	Restriction of beach access during the works period – possibly up to 8 weeks. Restrictions would be to beach sub compartments, one at a time as works progress up the beach.	Some material would be pumped onto Lady Bay Beach, closer to 5,000m <sup>3</sup> and so beach works would be of shorter duration. Discharge of dewatering flow from CDF through the beach.	No impacts expected on beach access during dredging. Small sections of the surf to be closed one at a time during placement of the sandbar.	None expected, as disposal site located some 3 km out at sea in around 30 m water depth.
Social Amenity: Recreational Amenity Impact After Dredging	No significant impacts expected.	Significantly increased beach width for recreational amenity expected after completion of the works. However, natural processes will reshape the beach after placement and some beach width will be lost in the following months.	Minimal impacts on beach amenity.	Significantly increased beach width for recreational amenity expected as the beach grows in the months after completion of the works. The beach will grow slowly and will not retreat easily (i.e. a resilient beach). The design of the nearshore “feeder” sandbar can generate a surfable break.	As above.
Community Preference	Highest ranked option for community preference.	Third ranked option for community preference.	Second ranked option for option for community preference.	Fourth ranked option for community preference.	Not assessed by community as was deemed unfeasible for this consent period due to logistical reasons.
Performance: Harbour Use Impacts via Return of Sediments to Dredge Pocket	Sand removed from system and therefore no chance of sand returning to dredge pocket. The regional “river of sand” and existing natural processes will continue to ingress at the same rate in the harbour.	Natural processes will reshape the beach after placement, and some of the nourished sand will erode relatively quickly after placement. Some sand returning to the dredge pocket.	Most sand (over 80%) would be removed from system, with only 5,000m <sup>3</sup> being placed on the beach for erosion protection.	Over the long-term, the sand may return to the dredge pocket via natural processes. However, this is unlikely to be discernible from the sand delivery from the regional “river of sand” and existing natural processes.	Sand removed from system and therefore no chance of sand returning to dredge pocket. However, sand delivery from the regional “river of sand” and existing natural processes will continue to ingress at the same rate in the harbour.
Impact on Beach Erosion and Foreshore Assets	Sand would be removed from coastal system and therefore this option is expected to exacerbate current erosion issues on Lady Bay Beach. Some sand can be kept on site as a stockpile for beach nourishment work.	A beach nourishment campaign of this magnitude would provide significant storm erosion protection for the eroded foreshore and threatened assets.	Minor and relatively short-term erosion protection for a number of “hotspots” along the beach.	This “indirect” also nourishment reduces erosion hazard risks along the Lady Bay Beach foreshore - by utilising natural processes to create a resilient beach.	Sand would be removed from coastal system and therefore this option is expected to exacerbate current erosion issues on Lady Bay Beach.
Logistical Requirements	Complex design and construction of CDF for an operation which essentially quarries sand. Sand fencing required to prevent long term issues with windblown sand.	Relatively straight forward to implement. The material would then be pumped to shore via a floating pipeline and short length of shore-based pipeline, and then groomed using earth moving equipment to the desired profile.	Contains the risks and logistical requirements of both options 1 and 2.	Relatively straight forward to implement. The material would then be pumped directly from the dredge to the sandbar placement location.	New offshore spoil grounds would require a Commonwealth Sea Dumping permit. A number of studies would be needed to establish a new offshore spoil ground as a viable disposal option. Requires additional time and expense to make viable for future dredging programs.
Total 10-year effort / budget estimate	\$5,000,000	\$2,200,000	\$5,000,000	\$2,200,000	\$3,000,000

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## 5 OUTCOMES AND CONCLUDING REMARKS

Warrnambool City Council have advised that they have not yet determined their preferred option for reuse of the dredge sand and are currently working with project stakeholders to determine an optimised approach to the project.

At the time of this report, DEWLP has not yet determined their preferred option for reuse of the dredge sand.

The Department of Transport has indicated that their preference is for the option which delivers the required outcomes and demonstrates value for money.

The next steps for the project will be to gain confirmation of the intended approach with project stakeholders, and then to prepare the following deliverables to progress the project to implementation:

- An Environmental Risk Assessment and Improvement Plan for the selected option
- A Dredging Management Plan, detailed the specifics of the works
- The MACA Application
- Associated Tender Documentation

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# APPENDIX A DREDGING OPTIONS ASSESSMENT – TECHNICAL REPORT





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# Port of Warrnambool

## Dredging Options Assessment – Technical Report

Warrnambool City Council

30 July 2020



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## 1 INTRODUCTION

Warrnambool City Council (Council) are intending to undertake a 10 year dredging program at the Port of Warrnambool. The proposed dredge activity requires consent under the Marine and Coastal Act (MACA) 2018. A 10-year consent is sought under the MACA in order to cover an initial round of capital dredging at the port, and subsequent maintenance dredging on a two to three yearly basis.

The proposed dredging aims to address a number of operational issues at the Port, including occasionally dangerous wave conditions, and limited drafts for navigation and access resulting in poor functionality of the boat ramp and landings. Previous studies by Coastal Engineering Solutions (CES), John Kowarsky & Associates (JKA) and Water Technology (2012) have assessed the impacts of dredging on navigability, access and wave conditions at the port.

It is expected that some 30,000 m<sup>3</sup> of material will need to be initially dredged for this program. An on-going maintenance dredging program will also be required which is likely to involve dredging of around 5,000-8,000 m<sup>3</sup> on an irregular, as needed basis which is likely to be every 2 to 3 years. Reuse of the dredged sand from the capital and maintenance dredging programs thus requires consideration. This report presents the findings of an options assessment intended to determine the optimised solution for reuse of the dredge sand. The study has been undertaken as a desktop investigation and included a review of existing information, an identification of potential sand reuse options, and an assessment of their respective issues and impacts.

This options assessment has been prepared in accordance with the following regulatory and advisory documents:

- *Marine and Coastal Act 2018 (Supersedes the Coastal Management Act, 1995)*<sup>#</sup>
- *Environmental Effects Act 1978*<sup>#</sup>
- *Environmental Protection (Sea Dumping) Act 1981 (Commonwealth)*
- *AS 4997—2005: Guidelines for the design of maritime structures (Standards Australia, 2005)*
- *Best Practice Environmental Management: Guidelines for Dredging (EPA, 2001)*
- *National Assessment Guidelines for Dredging (Commonwealth of Australia, 2009)*
- *Industrial Waste Resource Guidelines. IWRG 621 (EPA, 2009)*

<sup>#</sup> Victorian Legislation unless noted

This report contains the following information:

- A review of relevant information, including coastal processes, geomorphology and historical dredging activity (Section 2);
- An assessment of environmental values of the study area (Section 3);
- An assessment of potential dredge sand reuse options (Section 4); and
- A summary of the Community Consultation Activities undertaken by Council as part of this options assessment (Section 5);
- Outcomes and concluding remarks (Section 6).

Throughout development of the options assessment, a number of Stakeholders have been engaged in discussion regarding the various options. These stakeholders include:

- Warrnambool City Council – including Councillors and asset management officers
- The Department of Transport (DoT)
- The Department of Environment, Land, Water and Planning (DELWP)

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## 1.1 Dredging Program Objectives & Parameters

The Port of Warrnambool is a Victorian Government owned asset managed by Warrnambool City Council. The major function of the Port of Warrnambool today is to provide a safe haven and services to the commercial fishing industry, and recreational fishing and boating interests. The establishment and maintenance of a working Port at Warrnambool has a long and problematic history due largely to the highly energetic wave climate and accretion of the foreshore, following establishment of the circa 1890's offshore breakwater and connecting timber viaduct (WCC, 2019).

Located on the open coast of Western Victoria, the port is exposed to Southern Ocean swell, and at times energetic wave action at the port can generate hazardous conditions and force vessels (including the local commercial fishing fleet) to remain on swing moorings (WCC, 2019). Furthermore, the port also experiences ongoing sedimentation issues that limits the ability to launch and retrieve vessels from the boat ramp, and affects functional access to the landings on the breakwater (WCC, 2019).

Dredging has historically been undertaken in order to:

- Alleviate the issue of wave shoaling and unsafe wave conditions within the port (and at the boat ramp); and
- Create a larger area for mooring and access to the wharf by increasing navigable depth within the Port.

The design parameters of the proposed 10-year dredging program are provided in Table 1-1 below.

**TABLE 1-1 DREDGING PROGRAM PARAMETERS**

Initial Capital Dredging Parameters	Value
Estimated Initial Dredge Volume	30,000 m <sup>3</sup>
Dry Dredge Sand Tonnage	50,000 t
Dredge Depth	-4.5 m CD
Dredge Footprint Area	19,000 m <sup>2</sup>
Maintenance Dredging Parameters	Value
Estimated Maintenance Dredge Volume	5,000-8,000 m <sup>3</sup>
Estimated Maintenance Dredge Frequency	Likely every 2 to 3 years

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## 2 PROJECT BACKGROUND AND DATA REVIEW

### 2.1 Site Overview

The first jetty in Warrnambool was constructed within the vicinity of the current day port in 1850. This site was chosen as the offshore reefs within the vicinity provided some shelter from waves and grew into a major regional logistical hub for the movement of both goods and people.

Over time, issues occurred with wave exposure and siltation of the port. In 1890 a breakwater was constructed to protect the port from south easterly to south westerly swell waves, the length of which was extended by 100m in 1915 to the present-day length of ~500m. As a result of the breakwater construction, changes in the sediment transport regime lead to significant shoreline accretion of up to 300m on the northern side of the breakwater. Since the construction of the breakwater was finalised in 1890, several modifications have been made to the structure in attempts to improve the siltation of the port and reduce wave energy, which have been ongoing issues surrounding the structure.

Currently the Port of Warrnambool is a vital resource in the region, providing a safe haven for the commercial fishing industry and recreational boat users (Department of Agriculture and Water Resources, 2019). The Warrnambool and South West region (comprising Warrnambool, Port Fairy and Portland) contains a range of seafood sectors, with the main production species caught in the area are Tropical Rock Lobster and Abalone, of which 245 tonnes and 70 tonnes were caught in 2018–19, respectively (Victorian Fisheries Authority Commercial Fish Production Information Bulletin 2019). Warrnambool/Lake Fairy is the preferred recreational fishing location in the region, according to the 2018 Victorian Recreational Fishing Survey (Australian Survey Research Pty Ltd 2018).

The port consists of a boat ramp which facilitates safe deployment and retrieval of boats, swing moorings and the breakwater (see Figure 2-1). The historic siltation on the northern side of the breakwater described earlier has continued resulting in the requirement of dredging to provide a safe and navigable port for users. In recent years, dredging has occurred within the port in 1978, 2001, 2009 and 2012.

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FIGURE 2-1 STUDY SITE



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## 2.2 Coastal Processes

A summary of the factors which drive the coastal processes at Lady Bay beach is provided herein. The summary has been separated into sections to assist the understanding of the mechanisms of coastal development and change:

- Geomorphology;
- Sediment Characteristics;
- Water levels;
- Storm Tides;
- Currents;
- Wave Climate;
- Sediment Transport

### 2.2.1 Geomorphology

Lady Bay is bounded by Merri River to the south west and Hopkins River east is part of the Warrnambool escarpment exhumed by the historic trajectory of Merri River. Over the past 2.6M years during the Quaternary period the embayment has been slowly filled in by a number of shallow marine and dune formations (Gill, 1984). The primary component of these formations was calcium carbonate material derived from decomposition of mollusc, algae and foraminifera which entered the system during successive interglacial periods in the Quaternary. Lithification of these formations over time occurred through the precipitation of the calcium carbonate into calcarenite. The resultant calcarenite formations now control the coastal morphology and once eroded by wave attack are the dominant sediment source for the beaches within Lady Bay. In more recent times after the construction of the Thornton Jetty in 1850, and the construction of the breakwater 1890, significant shoreline accretion has been observed within the western section of Lady Bay.

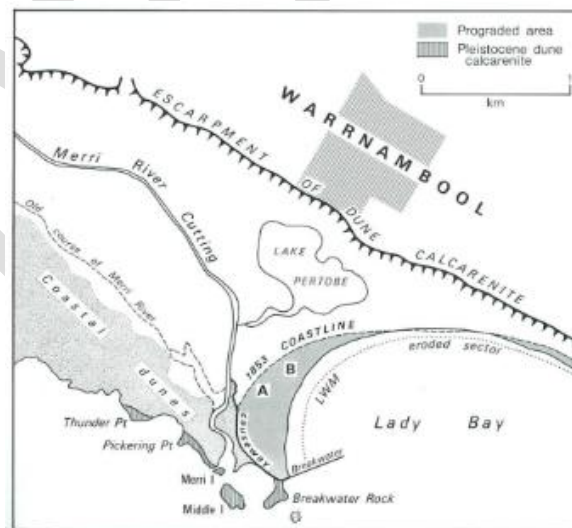


FIGURE 2-2 COASTAL FEATURES AT WARRNAMBOOL (SOURCE: BIRD, 1993)

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## 2.2.2 Sediment Characteristics

The sediments found within Lady Bay and the Port are predominantly calcareous sand, the origin of which is detailed in Section 2.2.1. Chemical analysis undertaken by Gill (1984) showed that sands within the Warrnambool region have carbonate levels as high as 86%. Within Lady Bay there is a significant gradient in the colour and size of sediment between the eastern and western extents of the bay.

The western end of the bay which includes the Port of Warrnambool is comprised of light grey sediment which has a median diameter ( $D_{50}$ ) of less than 0.2mm and can be classified as fine to very fine sand (CES, 1999). Moving towards the eastern section of the bay the sediment colour gradually changes to light brown, with the sediment size also increasing to a median diameter of roughly 0.5mm (CES, 1999). These differences indicate that there are multiple sediment sources in the region which supply the bay, wave action may also play a role in sorting the different sediment sizes due to their unique mobility properties.

Gill (1984) identified the source of the light grey sand as a local source of calcareous sediment created from the erosion of calcarenite reefs located to the south west of the Port. An additional calcareous sediment source for the bay is likely offshore sediment pushed onshore by wave and current forcing. The western section of the bay derives its sediment from a separate calcarenite formation within the vicinity of Hopkins River which is an aeolian dune formation that has been lithified. The brown colour associated with this sediment is due to the presence iron which has been oxidised within these sediments (Gill 1984).

It is noted that a small concentration of fine light brown sediment is found within the light grey sediment located at the western end of Lady Bay. This is likely to have occurred due to westward longshore sediment transport within Lady Bay.

## 2.2.3 Water Levels

### *Astronomical Tide*

Astronomical tide refers to the rise and fall of the sea surface due to gravitational attraction between Earth, Moon and Sun. Water level variations in coastal areas due to the astronomical tide can be reliably predicted provided a reasonable length of continuous water level observations is available. The tidal plane for the Port of Warrnambool as listed in the Australian National Tide Tables (AHS, 2016) is presented below within Table 2-1.

TABLE 2-1 WARRNAMBOOL TIDAL PLANES (AHS, 2016)

Tidal Plane	Level (m AHD)	Level (m LAT)
Highest Astronomical Tide (HAT)	0.5	1.0
Mean Higher High Water (MHHW)	0.4	0.9
Mean Lower High Water (MLHW)	0.0	0.5
Mean Sea Level (MSL)	0.0	0.5
Mean Higher Low Water (MHLW)	0.0	0.5
Mean Lower Low Water (MLLW)	-0.4	0.1
Lowest Astronomical Tide (LAT)	-0.5	0.0

### *Mean Sea Level Rise*

Table 2-2 provides a summary of relevant sea level rise scenarios for planning. Estimates of sea level rise by Hunter (2014), incorporating the IPCC 2014 A1F1 climate change scenario, predict an increase in the mean sea level of 0.8 m by 2100. This scenario is considered to meet the minimum sea level rise scenario for

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planning as per the Victorian Coastal Strategy (VCC, 2014). Regional IPCC projections for Low, High and Very High emissions scenarios are also presented for context.

TABLE 2-2 SEA LEVEL RISE SCENARIOS (VCC, 2014; DPCD, 2012)

Global Mean Sea Level Rise (m)	Scenario and Year		
	2040	2070	2100
Victorian Coastal Strategy (High)	0.20	0.47	0.82
IPCC RCP4.5 (Low)	0.17	0.37	0.54
IPCC RCP6.0 (High)	0.17	0.37	0.55
IPCC RCP8.5 (Very High)	0.19	0.46	0.74

### 2.2.4 Storm Tide

The term storm tide refers to coastal water levels produced by the combination of astronomical and meteorological ocean water level forcing. The meteorological component of the storm tide is commonly referred to as storm surge and collectively describes the variation in coastal water levels in response to atmospheric pressure fluctuations and wind setup. The storm tide components are presented in Figure 2-3.

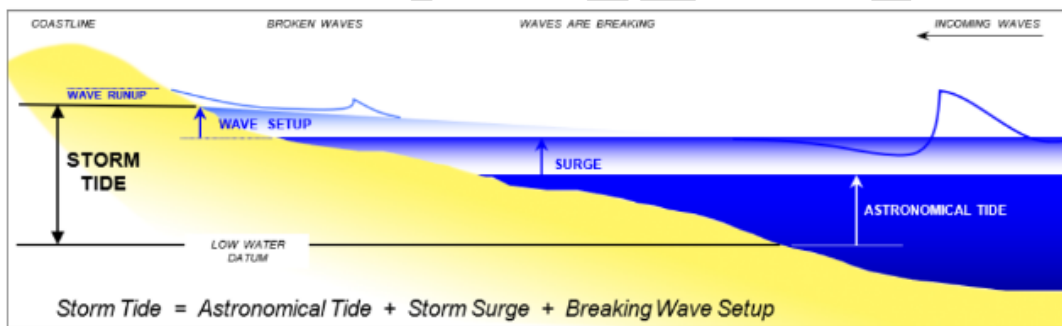


FIGURE 2-3 STORM TIDE COMPONENTS

Estimates of extreme coastal water levels (storm tides), including the impact of the projected sea level rise within Table 2-2, have been developed for the Victorian coastline by the CSIRO (2009) for different planning and sea level rise scenarios. The storm tide levels for Warrnambool that have been adopted for this study and are presented in Table 2-3.

Levels for existing (2019) are interpolated from the existing at the time of the report (2009), 2040, and 2070 values. Note that the future scenarios increase by values larger than the sea level rise projections given in Table 2-2 as they also include an additional allowance for future storm intensification. Wave setup and runup values are not included within these storm tide levels.

TABLE 2-3 STORM TIDE LEVELS INCORPERATING MEAN SEA LEVEL RISE SCEANARIOS (CSIRO, 2009)

Annual Exceedance Probability (%)	2019 Existing (m AHD)	2040 High (m AHD)	2070 High (m AHD)	2100 High (m AHD)
10	0.88	1.15	1.46	1.89
5	0.98	1.24	1.54	1.97

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Annual Exceedance Probability (%)	2019 Existing (m AHD)	2040 High (m AHD)	2070 High (m AHD)	2100 High (m AHD)
2	1.06	1.33	1.64	2.05
1	1.09	1.37	1.69	2.13

**2.2.5 Currents**

Due to the open coastline at Lady Bay tidal currents are relatively small however an eddy is seen within the port during both ebb and flood tide (CES, 1999). This current may however be driven by differences in shoreline water levels found inside the bay - which occurs as a result of the spatial gradient in wave energy from east to west across the bay. Waves at the study area generally arrive from the southwest direction. As a result, the eastern section of the bay is more exposed to ocean swell wave energy, and this result in higher coastal water levels landwards of the breaker zone (owing to a higher wave set-up component). In contrast the western region of the bay is offered protection by the breakwater, and as a result generally experiences less wave energy, and lower shoreline water levels landwards of the breaker zone. The resultant shoreline water level gradient drives an alongshore breaker zone current running from east to west. This alongshore current may then be diverted offshore by the presence of the breakwater, forming a bay-wide eddy current.

In addition to this process, smaller scale currents occur along Lady Bay beach that are associated with wave processes and rip currents. Rip cell formation and rip currents are common on open coast, high wave energy coastlines. Rip currents are formed as the water that is pushed onshore by wave action recedes and moves offshore behind the point at which the waves are breaking (breaker point). As such, these currents increase in strength during periods of high wave energy where a greater volume of water is pushed onshore and results in a greater volume of water moving offshore. The main offshore rip current runs perpendicular to the shoreline is often fed by longshore currents which are the result of waves hitting the shoreline at an angle. Rip currents often result in large channels running perpendicular to the shoreline as the water flows over the bed picking up sediment and transporting it offshore. A summary of the current patterns involved within a rip current can be seen below in Figure 2-4.

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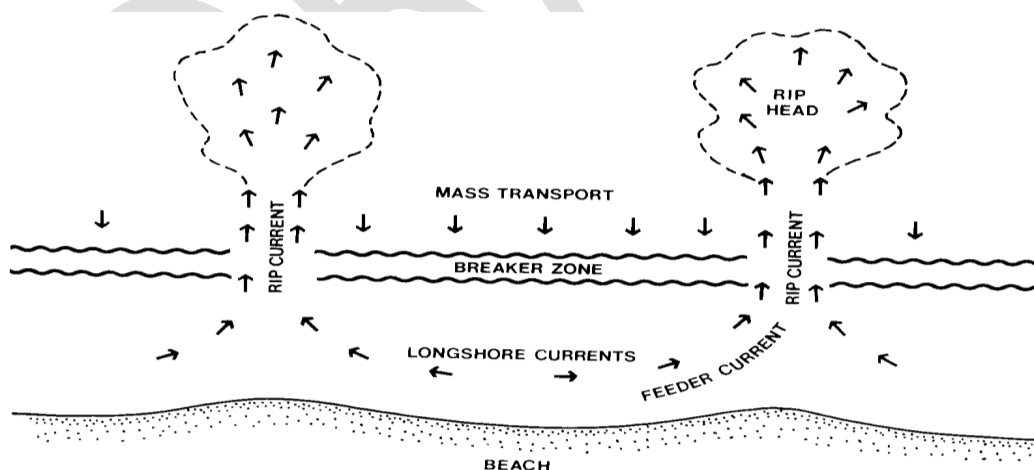


FIGURE 2-4 RIP CURRET DIAGRAM (USAID 2001)

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## 2.2.6 Sediment Transport

Sediment transport within Lady Bay is predominantly driven by wave conditions, tidal currents within the Bay are small however an eddy within the vicinity of the port is present during both ebb and flood tide (CES, 1999). Wind driven sediment transport is also a factor within the dune system of Lady Bay.

Within wave dominated environments, sediment transport occurs as *cross shore transport* where waves shift sediments on- and off-shore in a perpendicular direction to the beach, and *longshore transport* which shifts material in a direction parallel to the beach. These two processes commonly combine to result in a net longshore sediment transport at a beach. The processes involved in sediment transport are presented in Figure 2-5.

Cross shore transport can occur in both the onshore (beach building and accretion) and offshore (erosion) directions:

- Large storm waves rapidly pull material from the beach face into the nearshore zone, often causing erosion at the back of the beach or dune and a steep beach face. Larger storms typically occur at Lady Bay during winter.
- Calmer conditions and smaller waves work to slowly shift material back onshore to form a gently sloping beach face and a wider beach. Calmer conditions typically occur at Lady Bay during summer.

Longshore transport can cause a beach to remain constant, grow (accrete) or recede (erode) through the balance of material into and out of the local littoral cell lengthwise along the coastline. The littoral cell is a coastal compartment where the coastal processes and sediment transport processes can be separately defined from the next littoral cell. The Lady bay littoral cell extends from the Port Fairy in the west to Peterborough in the east.

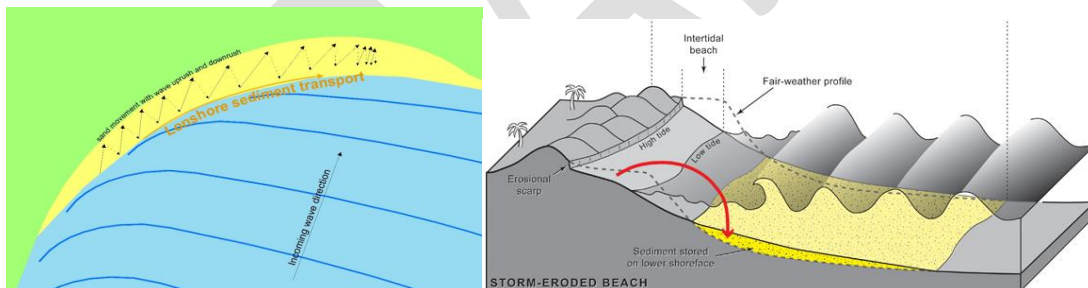


FIGURE 2-5 SEDIMENT TRANSPORT PROCESSES – LONGSHORE PROCESSES (LEFT), AND CROSS SHORE PROCESSES (RIGHT, USGS 2008)

### Regional Sediment Transport Processes

The fact that such a vast quantity of sand has accreted behind the breakwater, and that only very minor downdrift erosion has occurred historically on the eastern section of Lady Bay, strongly indicates that there is an abundant supply of sediment to this coast and that this sediment is being supplied by onshore sediment transport processes as well as longshore processes (Water Technology, 2012) – see Figure 2-6.

The alongshore sediment transport process that supply sediment to Lady Bay are driven by the predominantly south-westerly regional wave conditions. These south-westerly waves, generate an alongshore transport of sand the operates across the regional sediment compartment from approximately Port Fairy to Port Campbell. Preliminary assessments using the method of Kamphuis (2010) indicates that the regional “river of sand” is likely of the order of 200,000-500,000 m<sup>3</sup>/yr, flowing from west to east. This figure is comparatively similar to the estimated longshore rates of sediment transport at Portland by (AECOM, 2010).

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The majority of sediment in this “river of sand” passes through the study area and continues heading east towards Port Campbell, however the historical progradation of the shoreline and accumulation of sediments within Lady Bay is evidence that there is a net deposition of sediments into the bay. CES (1999) estimated that the net rate of sand supply to Lady Bay is approximately 20,000 m<sup>3</sup> a year, and that roughly half of this (around 10,000 m<sup>3</sup>) accumulates within the eastern half of the bay, whilst the other half is transported to the west towards the Port of Warrnambool. This is evidenced by the fact that that over the last 150 years there has been roughly 1 to 1.5 million m<sup>3</sup> of sand that has accumulated within the lee of the breakwater (CES, 1999).

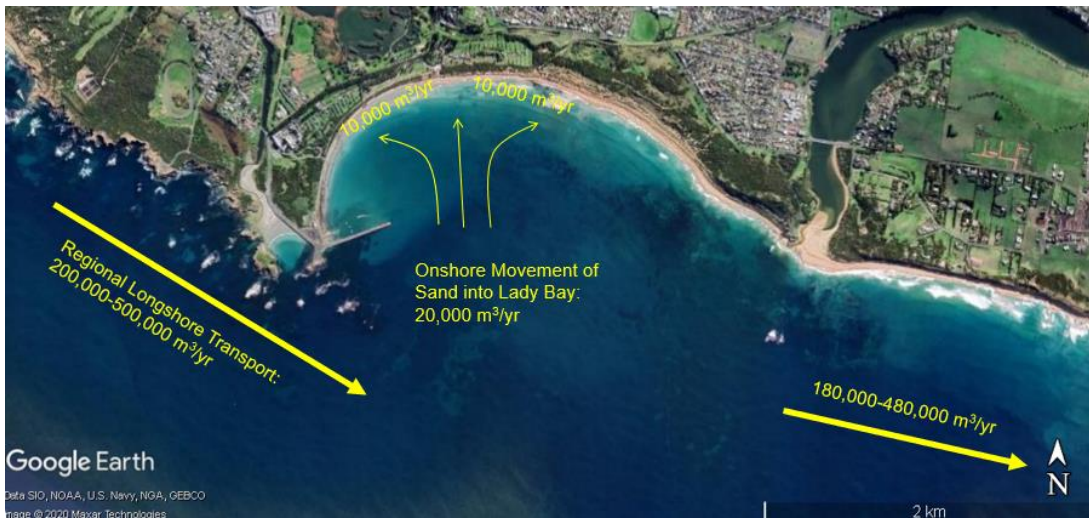


FIGURE 2-6 CONCEPTUAL SEDIMENT MOVEMENT MODEL

These sediment transport processes are evident in the marked change in grain size and colour of the beach sediment between the western and eastern extent of Lady Bay. The sediment in the western portion of Lady Bay and that which is contributing to the siltation of the Port is light grey in colour and fine to very fine grained with a median diameter (D50) of less than 0.2 mm (CES, 1999). Towards the eastern section of Lady Bay, the beach sediment gradually transitions to a light brown colour and grain size increases noticeably to a fine to medium grain size with a median diameter (D50) of approximately of 0.5 mm (CES, 1999). This is depicted in Figure 2-7 from Water Technology (2012). The variations in sediment characteristics within Lady Bay indicate that there are potentially different sediment sources within Lady Bay and/or the sediment is being sorted by wave action within Lady Bay.

The sand in the western region of the bay is light grey calcareous sediment (see section 2.2.2), the source of which could be either the calcarenite reefs to the south west or other sediments offshore. As the sand is moved past the breakwater head, low energy diffracted swell waves move this sediment onshore. The low energy of these waves may be the reason that only fine sediments are deposited within the western section of Lady Bay as heavy sediments require more wave energy to be mobilised (Water Technology, 2012).

Another driver of westerly sediment transport within Lady Bay are the gradients in wave setup along the shoreline. Higher wave setups occur in the east resulting from the high energy swell waves, unimpeded by the breakwater. Lower wave setups occur in the west due to the lower energy (diffracted) swell waves in this region. This gradient in wave set up drives a return current from east to west which leads to sediment transport in this direction. This physical phenomenon may be the driver of the eddy observed within the Port as this westerly moving current is blocked by the breakwater and moved offshore.

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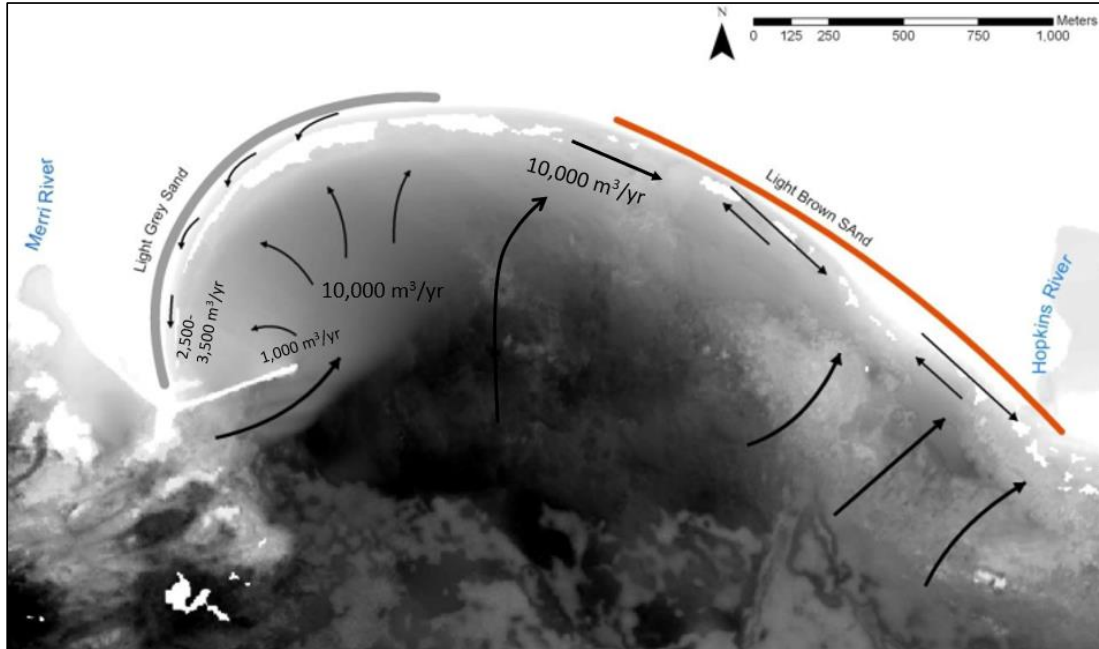


FIGURE 2-7 SUMMARY OF SEDIMENT TRANSPORT PATHWAYS WITHIN LADY BAY (WATER TECHNOLOGY, 2012)

Figure 2-7 also demonstrates the scale to which the breakwater is impacting the sediment transport regime of Lady Bay, with easterly sediment transport only occurring at a significant distance to the east of the Surf Life Saving Club (SLSC). Prior to the construction of the breakwater the majority of the coastline within Lady Bay would have experienced net-easterly sediment transport. The sediment supply within this eastern region of Lady Bay is predominately from erosion of the calcarenite aeolian dune formation within the vicinity of Hopkins River. The brown courser sediment found here can be mobilised along this section of coastline due to the higher wave energy of the swell waves which have not been impacted by the breakwater. Most of the longshore sediment occurs away from Lady Bay to the east however seasonal changes in wave and wind patterns result in some westerly sediment transport towards the Port.

#### *Siltation of the Port*

The process in which sediment is being transported within Lady Bay has been the subject of considerable previous analysis. As discussed above, CES (1999) estimated that regional longshore transport processes result in a net delivery of around 20,000 m<sup>3</sup>/yr of sand into Lady Bay. From here, the main factors driving siltation of the Port are:

- sediment transport around the head of the breakwater.
- westerly longshore sediment transport processes along the Lady Bay shoreline; coupled with

The supply of sand around the southern edge of the breakwater is clearly visible in the bathymetric LiDAR survey of Lady Bay depicted in Figure 2-7. This sand is spilling past the end of the breakwater and out onto the floor of Lady Bay (Water Technology, 2012). The sand transported past the edge of the breakwater is then drifted onshore by low energy (diffracted) swell waves. The sand drifting onshore onto Lady Bay beach is very fine grained. It is possible that the sediments are being winnowed by wave action such that only the finest material can be mobilised and transported onshore by the low swell wave energy generally observed in the

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western portion of Lady Bay. This process has been responsible for the majority of the shoreline accretion observed in Lady Bay over the last approximately 150 years (Water Technology, 2012).

A secondary sediment transport process associated with gradients in wave setup along Lady Bay is identified as causing an anti-clockwise circulation within the western end of Lady Bay that is transporting fine grained sediment westward and into the Port.

Based on these two processes, CES (1999) estimated that of the 10,000 m<sup>3</sup>/yr delivered into the western half of Lady Bay annually, around 2000 m<sup>3</sup>/yr of this ended within the Port (with the remainder delivered onto Lady Bay Beach and its pronounced system of primary sand dunes).

The volume of sediment entering the Port was later reassessed by Water Technology (2012). An estimate of the magnitude of the longshore sediment transport potential due to the combination of wave action and the longshore currents was undertaken using the LITPACK longshore sediment transport model. The results indicated that the net delivery of sediments into the Port was slightly higher than the initial CES (1999) estimate, and was closer to approximately 3,500 m<sup>3</sup>/yr.

In order to ground truth these assessments of net sediment accumulation, a comparison of a hydrographic surveys within the Port was undertaken by Water Technology in 2012. This analysis compared the volume of sediment within the port in the two years following the 2009 dredging campaign. Seabed survey was analysed for the following periods:

- November 2009 – Immediately post the dredging of 36,000 m<sup>3</sup> of sediment.
- October 2010 – approximately 12 months post the dredging operation of November 2009.
- September 2011 – approximately 24 months post the dredging operations of November 2009.

The difference in volume between the October 2010 (~12 Month) and September (~24 Month) surveys and the immediately post dredge survey of November 2009 is presented below within Figure 2-8 and Figure 2-9 respectively. The comparisons of the surveys and patterns of sediment accretion are considered to reveal that both onshore and longshore sediment transport processes are likely to be contributing to siltation of the Port.

There appears to be onshore drifting of sediment resulting in accretion of sediment on the seaward edge of the dredge pocket. Analysis of the sediment volume differences on the seaward side of the dredge pocket found that approximately 2,000m<sup>3</sup> of sediment accreted along the seaward edge over the first 12 months following dredging. However, only relatively minor additional accretion was observed in the subsequent 12 months via this sediment transport mechanism (Water Technology, 2012).

Significant sediment accretion on the shoreward end of the dredge pocket within the Port is observed. This sediment is considered to be transported by longshore transport mechanisms and being deposited in the lee of the breakwater in the form of a shore parallel bar. The formation of the shore parallel bar also suggests that the longshore transport process is occurring in the presence of cross shore transport from the beach. The total volume of sediment accreted in the offshore bar was approximately 2,500m<sup>3</sup> /yr over the 24-month period after dredging. This rate of accretion within the Port due to longshore transport is considered in general agreement with the rate of total annual longshore transport of 3,500m<sup>3</sup> /yr estimated by the modelling.

Based on this survey, around 4,500 m<sup>3</sup>/yr of sediment in total was observed as entering the Port area over a two year period – that is, around 2,000 m<sup>3</sup> of sediment accreted along the seaward edge of the dredge pocket and a further 2,500 m<sup>3</sup>/yr delivered from the north via alongshore transport and cross-shore deposition (bar formation). This suggests that the estimate of around 2,500-4,000 m<sup>3</sup>/yr is considered to be a reasonable estimate for sediment accumulation within the Port (noting that not all of this sand will be deposited within the dredge pocket).



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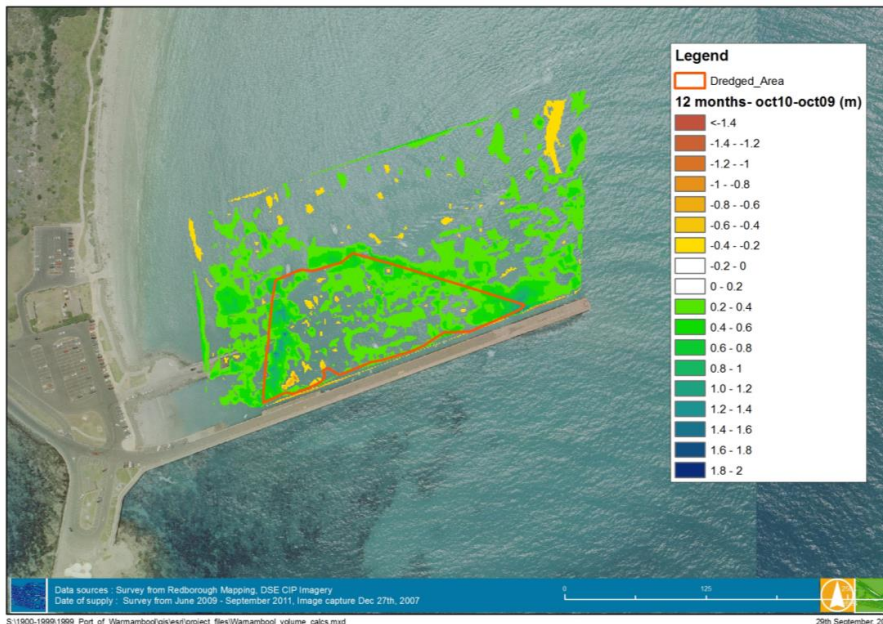


FIGURE 2-8 THE ~12 MONTH POST DREDGE SURVEY COMPARISON

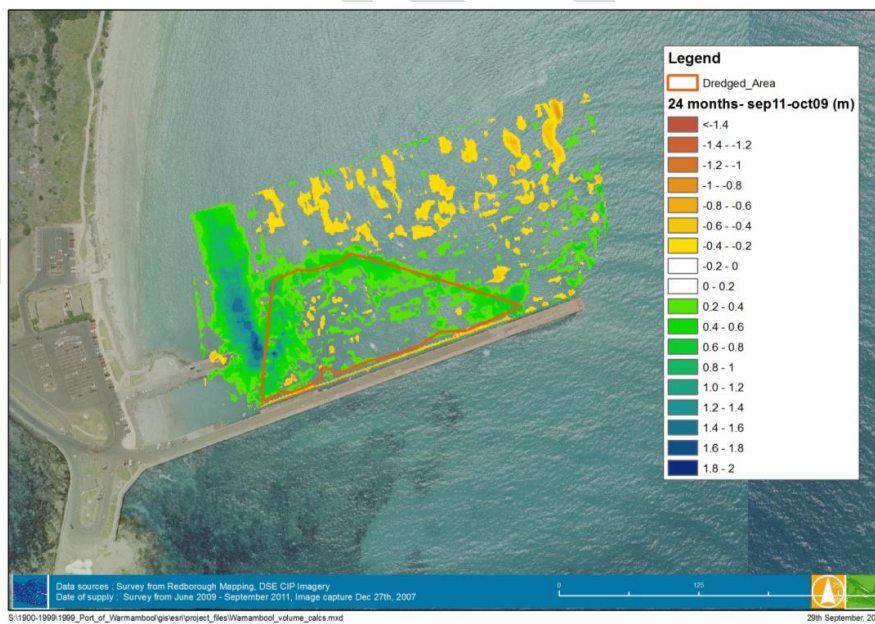


FIGURE 2-9 THE ~24 MONTH POST DREDGE SURVEY COMPARISON

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*Cross-shore sediment transport and storm erosion*

Under storm conditions there is significant potential for sediment to be eroded from the beach face and shift offshore to form a bar. The grain size of the sediment defines its mobility, the smaller the grain size the more

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mobile the material will be. Within the vicinity of the Port the finer sand is highly mobile resulting in greater mobility and erosion potential, within the eastern side of the bay the large sediment size has a lower erosion potential.

CES conducted cross shore sediment modelling using S-BEACH to determine the recession distance associated with a known significant storm event in November 1994. The results of the analysis indicated that the recession of the coastline in the lee of the breakwater (grey sand) around 150 m north of the boat ramp (referred to in Figure 2-10 as “Site B”) was roughly 8m, and within the eastern side of the bay (light brown sand) the shoreline receded roughly 5m.

Recent storm activity over the last several years have resulted in pronounced & observable erosion along some stretches of Lady Bay Beach. At some locations, this has manifested in the form of steep and relatively high erosion scarps that limit beach access and present a safety hazard – see Figure 2-11.

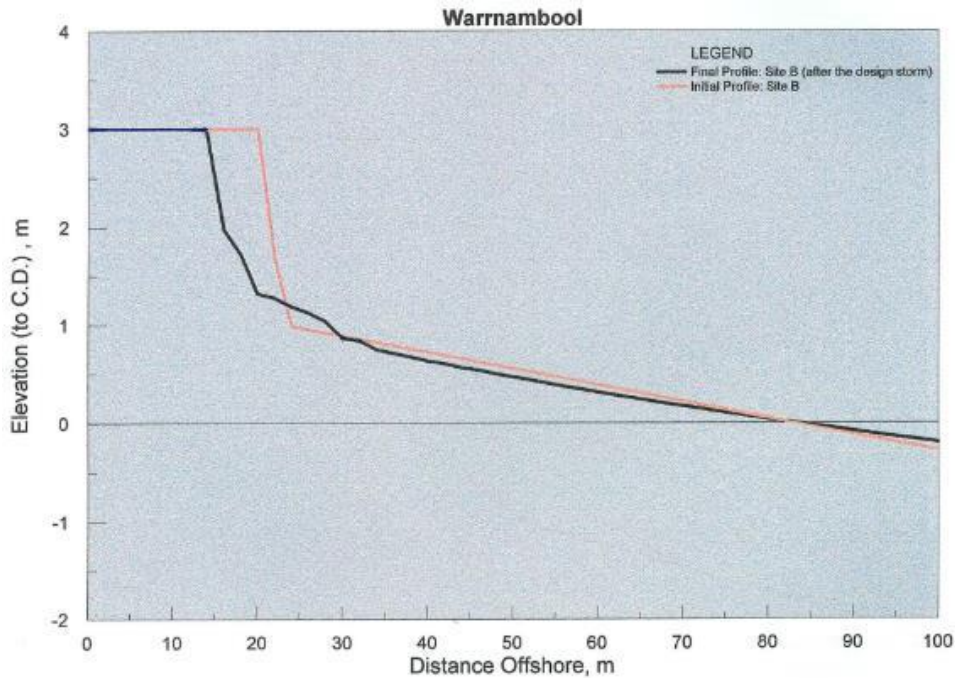


FIGURE 2-10 MODELLED STORM EROSION IN LEE OF BREAKWATER (1999)

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FIGURE 2-11 EROSION SCARP ALONG LADY BAY BEACH (PHOTOGRAPH TAKEN 16/04/19)

#### *Historical Change in Shoreline Position*

The progradation of the shoreline of the western section of Lady Bay has been documented since the 1860 when the first man made structure (Thornton Jetty) was built in the region. The observed accretion could possibly be the result of natural processes due to the shoreline having not yet reached a dynamic equilibrium state since the sea level stabilised at its present level roughly 6,000 years ago (CES, 1999). The shoreline north of the breakwater has accreted roughly 300m since 1860 (Bird, 1993).

In more recent year's aerial imagery has been used to ascertain the shoreline changes within Lady Bay, CES (1999) compared shoreline change between images from 1948, 1969 and 1997(see Figure 2-12). Shoreline change is compared using the seawards extent of the foreshore vegetation, the vegetation line is used rather than the water line as it is independent of tidal height. This analysis shows that there was large scale accretion during the 21 year between 1948 (the image comprised within Figure 2-12) and 1969. During the 28-year period between 1969 and 1997 accretion was significantly less as shown by the comparatively small accretion distance observed during this period.

Since 2000, the shoreline has been relatively stable with only small fluctuations observed between the 2007 and 2015 as seen in Figure 2-13. These small deviations in shoreline position may be related to intermittent storm erosion which has resulted in the offshore movement of sediment during stormy periods. The stability in the shoreline indicates that the system may be approaching a dynamic equilibrium beach state in which the shoreline fluctuates around a "stable" point as it responds to the different wave energies associated with the varying seasons and storm events. It is likely that over the coming decades, sea level rise will reshape the beach face along Lady Bay and result in a net recession of the shoreline and frontal dune system

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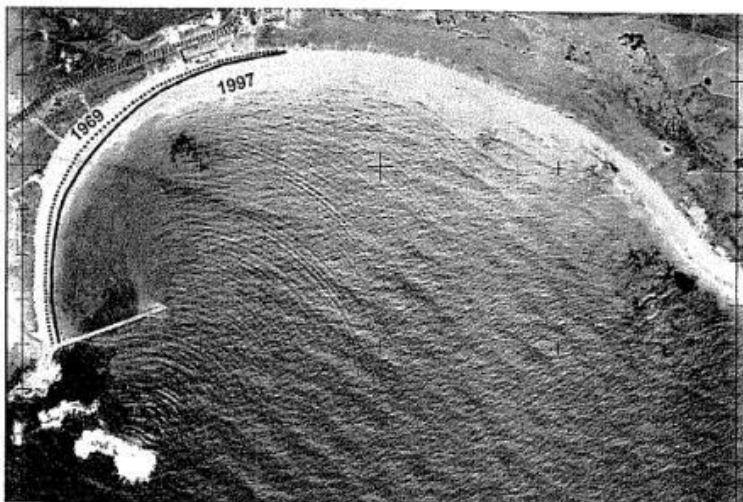


FIGURE 2-12 COMPARISON OF VEGETATION LINES 1948 (IMAGE) TO 1997.

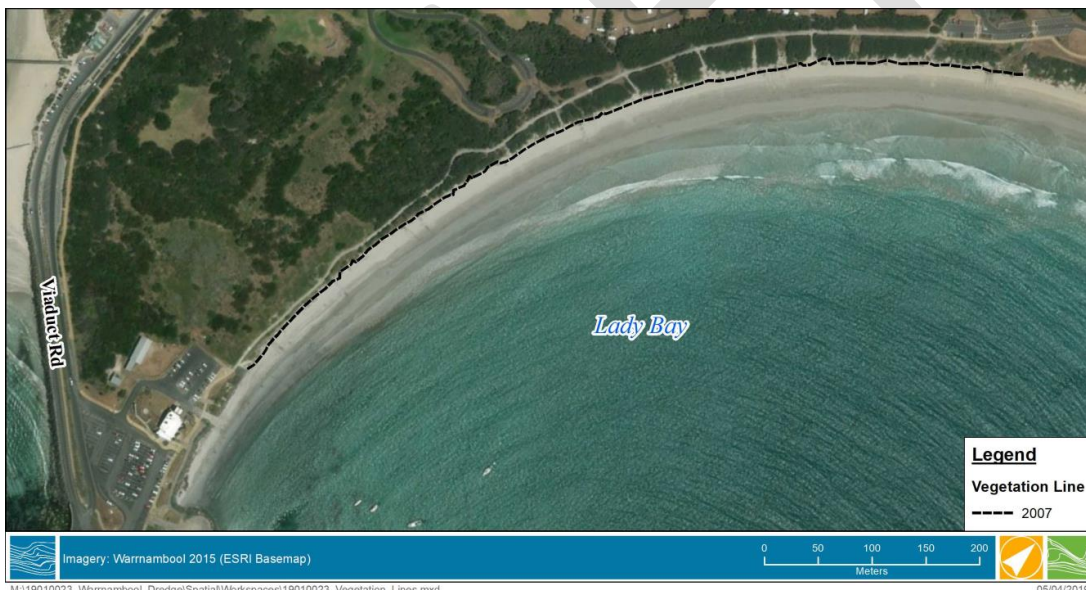


FIGURE 2-13 COMPARISON OF VEGETATION LINES 2015 (IMAGE) AND 2007

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### 2.2.7 Wave Climate

#### Regional Wave Climate

Waves entering the Port of Warrnambool and Lady Bay are generated by a variety of sources within the Southern Ocean, Indian Ocean and Bass Strait as shown within Figure 2-14. Though the coastline experiences waves from a number of directions the majority (roughly 65%) of these are west-south-west (WSW) to south-west (SW) swell waves (Water Technology, 2012).

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Wave rose plots that have been extracted from the NOAA WaveWatch3 (WW3) global wave model offshore of Warrnambool at 30m depth and are presented within Figure 2-15. These wave roses show that the dominant WSW-SW swell waves are not only the most regular waves approaching the coast but are also the highest energy with a significant portion of the waves exceeding a significant wave height ( $H_s$ ) of 3m at a depth of 30m. The significant wave height ( $H_s$ ) is defined as the average height of the largest one third of the waves experienced during a storm event and can reach up to 10m offshore of Warrnambool (CES, 1999).

Additional (less energetic) waves sources shown in Figure 2-14 include westerly (W) swell waves generated in the Great Australian Bight, southerly (S) swell waves generated in the Southern Ocean, short south east (SE) to easterly (E) swell waves generated within Bass Strait and locally generated wind waves. None of the less energetic wave directions occur more than 5% of the time.



FIGURE 2-14 SWELL WAVE SOURCES AND DIRECTIONS AFFECTING THE WARRNAMBOOL COASTLINE

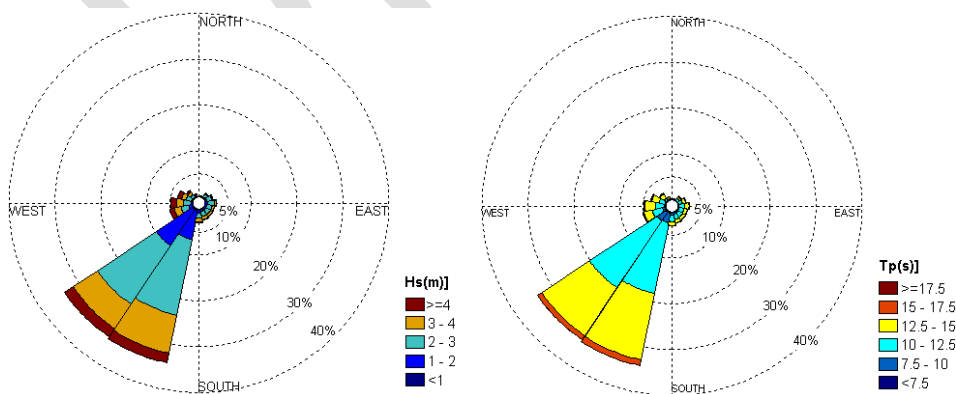


FIGURE 2-15 10 YEAR OFFSHORE WAVE CLIMATE HINDCAST AT ~30M DEPTH (WATER TECHNOLOGY, 2012)

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### Wave Climate Inside the Port

The wave climate observed within the port is a function of the offshore wave energy as well as the influence of the breakwater and dredging configuration (depth, size and shape). Three main types of waves are found within the Port; swell waves, wind waves and infragravity waves (long waves). Delineation of these differing wave types within the Port is shown below in within the wave spectra presented below in Figure 2-16.

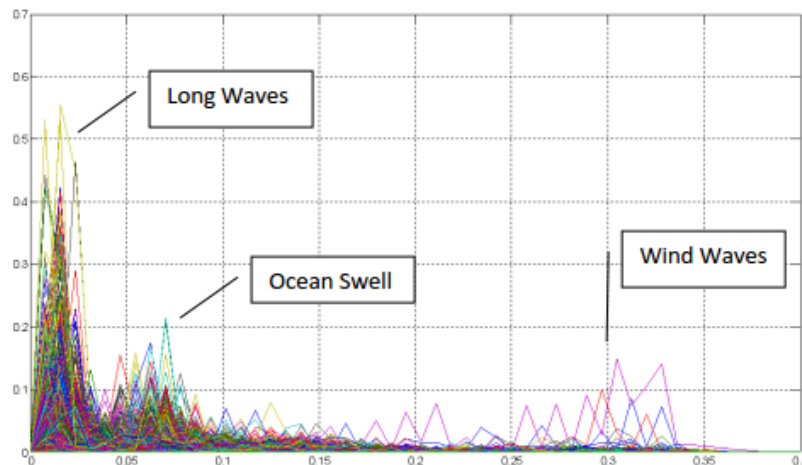


FIGURE 2-16 OBSERVED WAVE SPECTRA IN THE PORT OF WARRNAMBOOL (WATER TECHNOLOGY 2012)

An explanation of the three wave types observed inside the Port is detailed below:

#### Wind Waves

The Port is exposed to wind waves generated within Lady Bay from northerly through to easterly winds, as shown in the wind rose presented within Figure 2-17, these winds make up roughly 25% of the wind climate for the region. Significant wind waves are occasionally generated within Bass Strait and propagate into the port with limited attenuation around the breakwater. These waves result in the majority of large and potentially hazardous waves within that are experienced within the Port (Water Technology, 2013).

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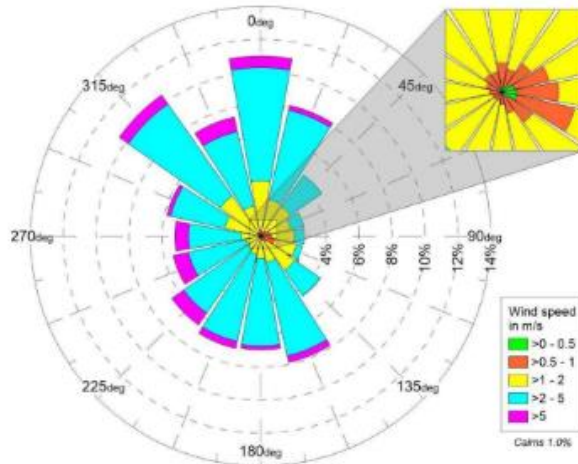


FIGURE 2-17 WARRNAMBOOL 1 HOURLY WIND ROSE: JAN 2012 - DEC2016 (AIR QUALITY PROFESSIONALS, 2018)

*Swell Waves*

The breakwater acts as a physical barrier to swell waves stopping a large portion of the wave energy from ever entering the port area. However, some wave energy is diffracted into the port as the wave train passes the head of the breakwater. The significant length of the breakwater which is in the order of 500m results in both diffraction and wave reduction inside the port. A typical south west swell wave scenario was modelled by Water Technology in 2012 is shown below within Figure 2-18 and highlights the significant impact that the breakwater has for the wave climate within the port. Swell wave energy is almost always present within the port, however the wave heights observed are relatively small due to the impact of the breakwater (Water Technology, 2012).

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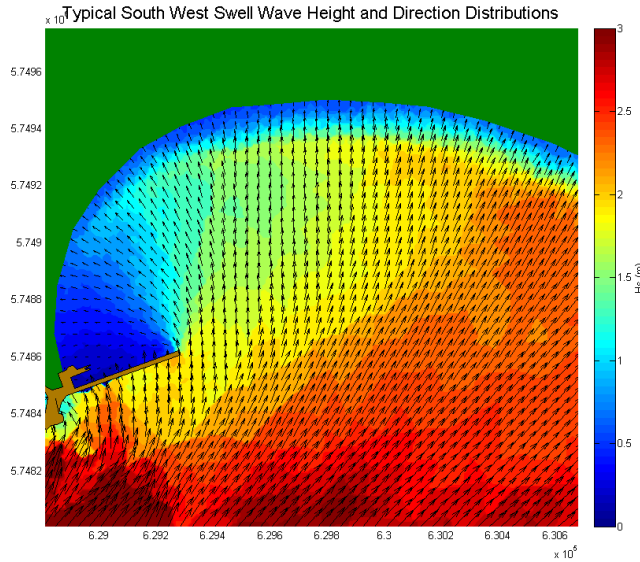


FIGURE 2-18 SPECTRAL WAVE MODEL RESULTS UNDER PREVAILING SOUTH WEST SWELL CONDITIONS (WATER TECHNOLOGY, 2012)

*Long Waves (Infragravity Waves)*

The most energetic component of the wave energy within the Port occurs at periods between roughly 50-500 seconds, which can be categorised as long waves (also known as infragravity waves). These waves were predicted to be present at the boat ramp location within the port more than 60% of the time (Water Technology 2012). The generation and dynamics of long waves is complex, however they are essentially related to the translation of wave groups from offshore into the shoreline, and wave set-up fluctuations as wave groups approach the shoreline farther to the north in Lady Bay. Water Technology (2012) identified that the long waves with small amplitudes can have a significant negative impact at boat ramps impeding both launching and retrieval activities, due to the surge like motion associated with their long periods.

2.3 Review of Existing Dredging Practices

Due to the continuing siltation of the Port of Warrnambool periodic dredging is required to ensure that the port provides sufficient draft for vessels. In conjunction with this, the dredging configuration plays an important role in improving wave conditions at the boat ramp.

2.3.1 Historical Dredging Campaigns

The harbour was dredged in 1978 and 2001 in an effort to maintain safe navigable access to the mooring area, breakwater lower landing and boat ramp (DoT, 2011). More recently, two discrete dredging campaigns have been undertaken at the port in 2009 and 2012 as outlined in Table 2-4.

TABLE 2-4 RECENT DREDGING CAMPAIGNS

Date	Dredge Volume	Cost	Description
October 2009	36,000 m <sup>3</sup>	\$800k	Capital dredging works intended restore the utility and safe navigability of the harbour and reduce wave energy at the boat ramp.

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Date	Dredge Volume	Cost	Description
October 2012	8,000 m <sup>3</sup>	\$150k	Maintenance dredging works intended to improve navigability and access at the boat ramp.

#### *2009 Capital Dredging Campaign*

Warrnambool Harbour Dredging 2009 Project was to restore the utility and safe navigability of the harbour by alleviating shoaling for vessels mooring and accessing the low landing (DoT, 2011). A secondary objective was to undertake the dredging according to a defined configuration (or profile) which should reduce the magnitude of the surge which sometimes occurs at the public boat ramp and adversely affects its safety and amenity for boat launchers / retrievals (DoT, 2011).

The dredge configuration adopted for the campaign is presented below within Figure 2-19. The polygon dredge shape has an area of 18,700 m<sup>2</sup> with a 270 m base along the wharf and a height of 110 m from the wharf to the northern most swing moorings. The dredge depth of this configuration was -4.5 m CD resulting in an overall dredge volume of ~36,000 m<sup>3</sup>. The project involved dredging by a cutter suction dredge to remove the material from the port and reuse of the dredged material by pumping to the beach extending northwards from the boat ramp for a distance of about 500 metres.

The configuration dredging was subject to a ten year Coastal Management Act Consent which was issued by the Department of Sustainability and Environment on 28 February 2008. The harbour dredging and placement of the dredged sand was undertaken over a two month period during August and September 2009 (DoT, 2011).

#### *2012 Maintenance Dredging Campaign*

In October 2012 Warrnambool City Council undertook maintenance dredging at the Port in order to improve navigability and access at the boat ramp. The dredging was instigated following sand accumulation near the toe of the boat ramp during the previous winter period, which experienced above average wave energy. The dredging work focused on the boat ramp area, and a total of around 8,000m<sup>3</sup> of sand was removed. The dredged material was pumped onto Lady Bay Beach approximately 300m to the north (GHD, 2018).

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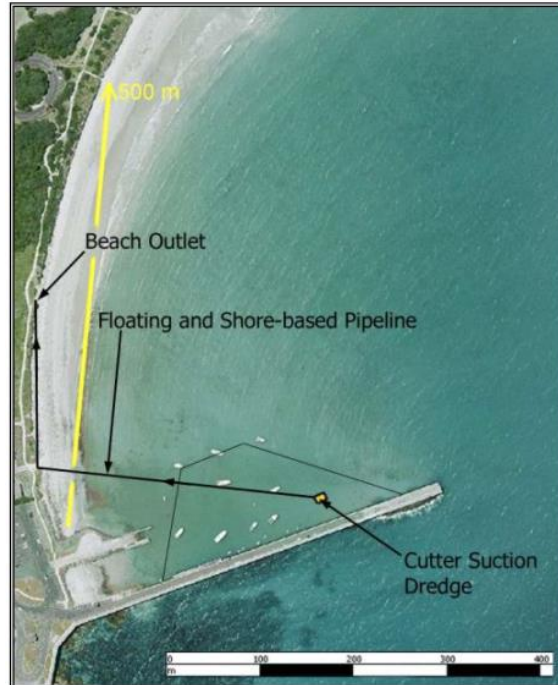


FIGURE 2-19 PORT OF WARRNAMBOOL DREDGE CONFIGURATION (JKA, 2007)

### 2.3.2 The Function of the Dredge Pocket Configuration

This dredge configuration is designed to direct waves away from the swing moorings and boat ramp, which is achieved through the wave transformation processes of refraction. As the waves pass over the dredge pocket they are refracted away from deeper depths and concentrated towards the shallower depths on the outer side of the dredge pocket. At its extreme, refraction can result in a phenomenon called internal reflection by which a wave angle is refracted to such an extreme that it is essentially reflected away from the deeper water. The current configuration results in lower wave heights within the Port and higher wave heights along the shoreline of Lady Bay immediately north of the Port. This was verified by spectral wave modelling undertaken by Water Technology (2012). Two model runs were completed, the first with 2008-2009 (pre dredge) bathymetric survey data and the second with the dredge configuration overlayed into the model bathymetry. The resultant percentage redistribution in wave energies due to the inclusion of the dredge configuration is presented in Figure 2-20.

The impact of the dredging configuration on the wave climate within the port was also quantified using wave buoy measurements taken inside the Port during September-October 2011 (pre maintenance dredging) and August-October 2013 (post maintenance dredging). The measured wave heights were plotted as a function of their offshore wave height taken from the NOAA WaveWatch3 (WW3) global wave model. The analysis showed that the percentage reduction of wave heights within the Port associated within the dredging can be in the order of 50% as seen in Figure 2-21.

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FIGURE 2-20 PREDICTED PERCENTAGE CHANGE IN SIGNIFICANT WAVE HEIGHT BETWEEN THE PRE (2011) AND POST (2013) MAINTENANCE DREDGE SIMULATIONS. (WATER TECHNOLOGY, 2013)

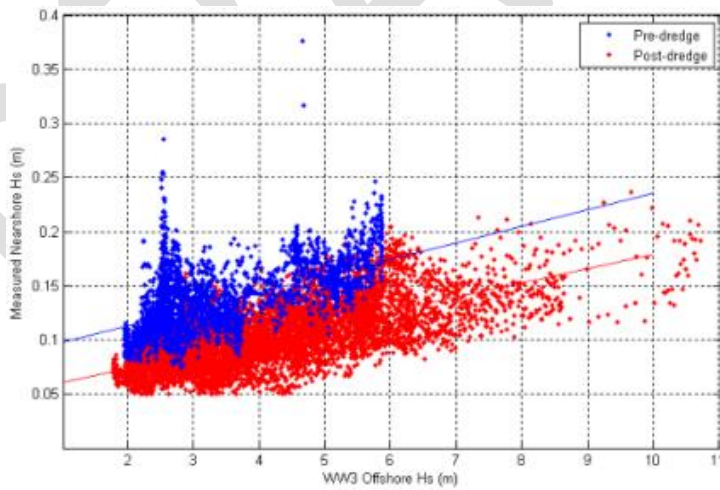


FIGURE 2-21 COMPARISON OF THE PRE (2011) AND POST (2013) MAINTENANCE DREDGING WAVE HEIGHTS INSIDE THE PORT AS A FUNCTION OF OFFSHORE WAVE HEIGHT

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### 2.3.3 Dredge Configuration Optimisation

In addition to analysis of previous dredging configurations modelled by Water Technology (2013), three further options were tested to assess potential improvements to the existing dredge configuration (referred to now as Option 0). The three options were selected based on consideration of the previous dredge volume of 36,000 m<sup>3</sup> and depth of -4.5 m Chart Datum. The three options are presented in Figure 2-22 below, and comprise:

- Option 1: This involves the dredge pocket extending closer to the seawards to of the boat ramp. The purpose of this option is to assess whether dredging closer to the boat ramp can reduce wave heights approaching the ramp by reducing opportunities for wave shoaling.
- Option 2: This involves the dredge pocket extending farther seawards, with the outer face extending out towards the seawards end of the breakwater .This option was assessed in order to determine if dredging closer to the seawards end of the breakwater would improve wave conditions by deflecting waves away from the boat ramp, farther north (more so than the existing configuration).
- Option 3: This involves the changing the alignment of the landwards face of the dredge pocket, so that the landwards face forms more of a parallelogram configuration. The purpose of this option is to assess whether realignment of the landwards face of the dredge pocket would result in waves approaching the boat ramp from more "head on" through a second round of wave diffraction.

Each option was simulated with the same MIKE Spectral Wave model set up as was used by Water Technology in 2013 to allow direct comparison with previous outputs. A month of high energy wave action was simulated using Wave Watch III hindcast data for July and August 2013. Outputs from the highest energy timestep at 13:30 on the 18/08/2013 were compared. At that timestep Hsig. was approximately 7.5 metres, peak wave period was 15.5 seconds, and wave direction was arriving from the South West at 225 °TN.

Results are presented in Figure 2-23 below. Pane (a) shows that Option 1 may result in a slight decrease in wave energy directly in front of the boat ramp compared to the existing configuration. However, this improvement is minimal, and likely within the accuracy of the modelling. Given that this option would result in a greater dredge volume (and associated costs), it is not considered to be an improved outcome.

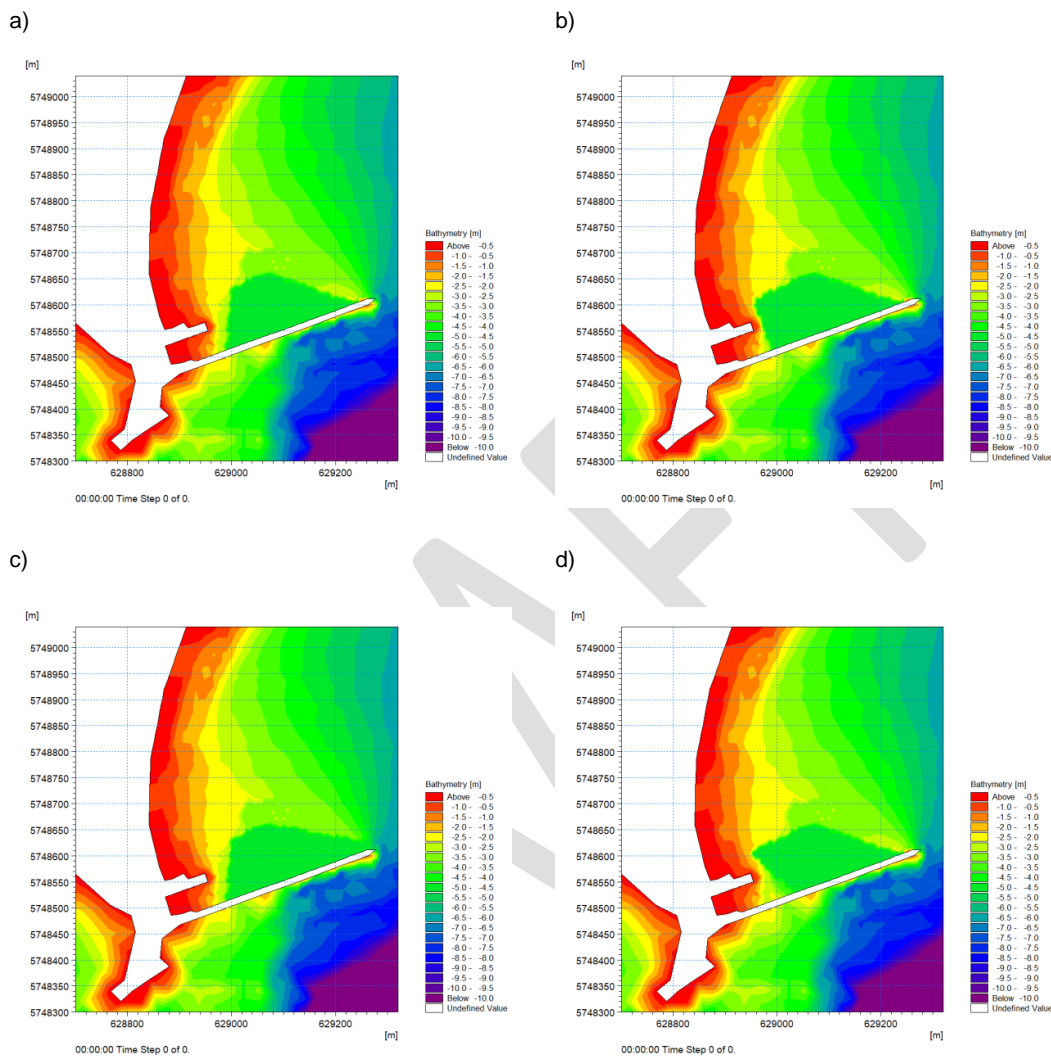
Pane (b) shows that Option 2 may result in significant reduction in wave heights at the boat ramp. The improvements are best along the inside of the breakwater and follow a strong spatial gradient farther northwards to wards to boat ramp. The reduction in Hsig is of the order of 20 to 50% within the port area. Extending the deeper section of the dredge pocket out beyond the tip of the breakwater has a two-fold effect on wave trains coming into the port. High refraction occurs due to the shallow and gradual transition to deeper water at the head of the breakwater. The deep cut breaks up refraction, decreasing the wave energy entering the port. The shape within the port then mimics the existing dredge configuration to refract wave energy to the north, reducing wave heights further. Although this option represents a reasonable improvement in wave conditions within the port, it is likely that the seawards extent of pocket would experience rapid infilling and any benefits would be short lived – and likely not warrant the additional dredging volumes and expense.

Pane (c) shows the Option 3 would not result in any significant change in wave energy directly in front of the boat ramp compared to the existing configuration. Furthermore, assessment of wave directionality showed only minimal improvements, in terms of redirecting wave to approach the ramp from head on. This slight improvement is likely within the accuracy of the modelling.

Given the results outlined above, the current dredge configuration is considered to be the best performing option, and is recommended for continued use in the proposed dredging campaign.

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**FIGURE 2-22 ALTERNATE DREDGE CONFIGURATIONS A) OPTION 0 (EXISTING DREDGE CONFIGURATION); B) OPTION 1; C) OPTION 2; D) OPTION 3.**

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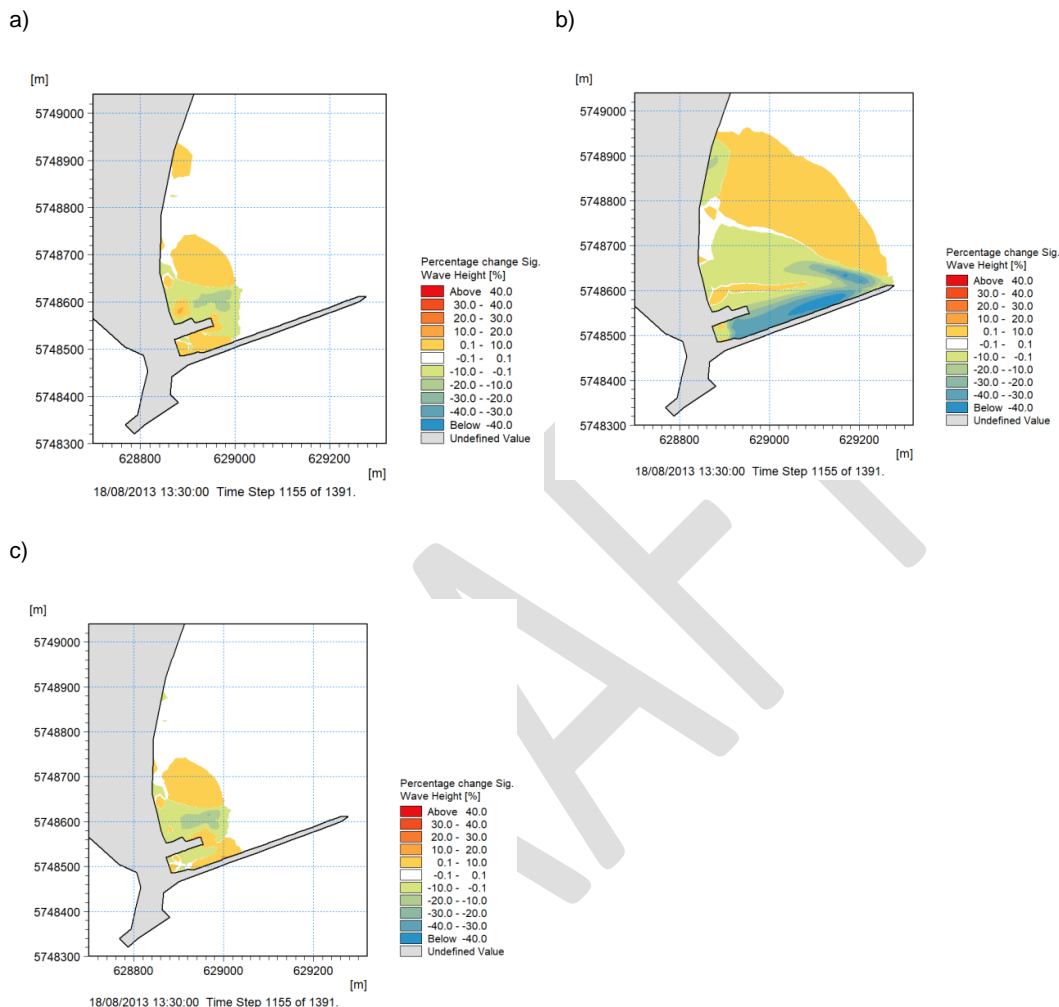


FIGURE 2-23 RELATIVE % CHANGE IN HS DUE TO THE DREDGE CONFIGURATIONS ABOVE. A) OPTION 1 VS OPTION 0; B) OPTION 2 VS OPTION 0; C) OPTION 3 VS OPTION 0.

### 2.3.4 Dredge Method

The dredge methodology adopted within the 2007 *Warrnambool Harbour Maintenance Dredging: Long term Management Strategy* (CES, 2007) and the 2007 dredge consent applications (JKS, 2007) specifies the use of a cutter suction dredger. A cutter suction dredger uses a cutter head to dislodge material from the sea bed which is then pumped via a pipeline to the desired reuse location. The strategy outlined by CES (2007) uses a combination of a floating pipeline and a short length of shore-based pipeline to transport the dredge material to the desired reuse location (Figure 2-19). The cutter suction method reduces turbidity associated with dredging as the turbidity is localised around the cutter head as the vast majority of the mobile material is sucked through the pipeline. Prior to this the dredge activities completed in 1978 were also undertaken using a cutter suction dredge.

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### 2.3.5 Dredged Sand Reuse Techniques and Layouts

Within the 2007 *Warrnambool Harbour Maintenance Dredging: Long term Management Strategy* (CES, 2007), the dredge sand was proposed to be reused on the Lady Bay shoreline between the boat ramp and roughly 500m along the beach (see yellow arrow in Figure 2-19). This area included the section of shoreline which is exposed to greater wave energies as a result of dredging configuration (see Figure 2-20). Placing the dredge sand in this area was intended to mitigate any additional erosion caused by this increased wave energy.

Within the 2007 strategy the reuse of the sand was recommended to occur on the beach profile at a location roughly 10m from the vegetation line to a height of roughly 1m above the existing beach level. Once on the beach it was expected that a large volume of water would drain from the sand back into Lady Bay due to the sand slurry produced by the cutter suction dredge having a consistency of roughly 20% solids to 80% water. The sand was then to be shaped by bulldozer into the existing beach profile so that no large discontinuities within the beach profile were observable.

### 2.3.6 Environmental Management Activities

No Environmental Management Plan (EMP) for previous 2007 dredging activities have been provided to Water Technology for this study. Recommended environmental management activities however have been included within previous dredge consent applications and supporting documents. A summary of environmental management considerations from the previous dredging management plan have been summarised below:

#### *Turbidity*

- Use of a cutter suction dredge was chosen to ensure minimal turbidity was generated within the vicinity of the Port.
- Due to the dredge material having relatively low mobility, the turbidity associated with the reuse of the sand was considered to have minimal environmental impacts.
- The Merri Marine Sanctuary located less than 1km away to the south west was thought not be impacted by turbidity associated with dredge activity within the port. It was identified that the breakwater and underlying coastal processes within the region would prevent any sediment that is mobilised from being transported to the sanctuary (JKA, 2007).

#### *Odour*

- As odour is associated with the anaerobic sediments contained within the dredge sand during previous dredge operations, it has been recommended that a public information program be undertaken. Sediment bleaching, a process which occurs after exposure of the sediment to air and solar radiation will reduce these issues within a couple of days.

#### *Penguins*

- Colonies of penguins are found on Merri and Middle Islands, these have been identified as being potentially at risk of being sucked up by the cutter dredge, however no occurrences of this have been recorded. Informing the dredge contractor of the potential risk so they can be vigilant and avoid the birds whilst operating the dredger was thought to be sufficient in mitigating this risk.

#### *Native Vegetation*

- Replanting of native vegetation across the disturbed area of the foreshore has previously been completed when land-based reuse of dredge sand has been undertaken.

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## 2.4 Sediment Collection and Analysis

### 2.4.1 Historical Sediment Analyses

A number of sediment monitoring programs within the Port of Warrnambool have been conducted in the past undertaken by CES in 1999, CEE in 2001 as well as JKA in 2007. The location of these samples is presented below within Figure 2-24.

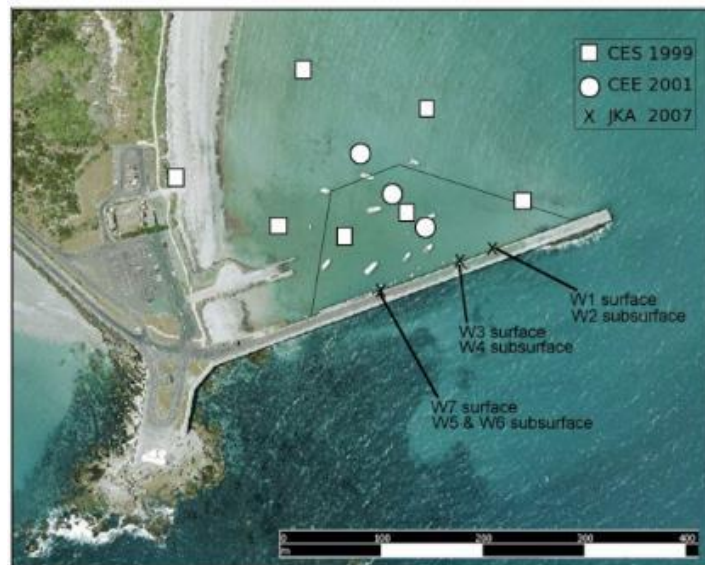


FIGURE 2-24 LOCATION OF PAST SEDIMENT SAMPLING LOCATIONS (JKA, 2007)

#### *CES (1999)*

Seven surface samples were taken within the port the locations of which is shown above within Figure 2-24. The sediment characteristics of these samples was uniform with a light grey colour and median diameter ( $D_{50}$ ) of just under 0.2 mm. Additional samples 1km north on the Lady Bay shoreline were reported to have the same characteristics of that found in the Port. As detailed in Section 2.2.2, the sediment samples in the western extent of Lady Bay were reported to be brown in colour and have a greater median diameter.

#### *CEE (2001)*

Three samples within the 2001 proposed dredge area were tested for particle size and oxidisable organic carbon concentration, the location of these samples can be seen in Figure 2-24. The results of the analysis found presented within Figure 2-25 indicate that the sediment can be classified as medium to fine sand with a  $D_{50}$  of around 0.12 mm, which is consistent with the 1999 analysis. The oxidisable organic carbon found within the samples is relatively low with all samples returning an oxidisable organic carbon less than half a percent.



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		Site 1	Site 2	Site 3
Oxidisable Organic Carbon, %		0.4	<0.1	0.3
Size fraction				
> 2 mm	Gravel			
1.18 to 2 mm	Coarse sand	0	0	0
0.600 to 1.180	Coarse sand	0	0	0
0.425 to 0.600	Medium	0	0	0
0.300 to 0.425	Medium	2	2	2
0.150 to 0.300	Medium/Fine	34	36	36
0.075 to 0.150	Fine sand	61	60	60
<0.075 mm		3	2	2
0.002 to 0.006	Silt			
<0.002	Clay			

FIGURE 2-25 PORT OF WARRNAMBOOL SEDIMENT SAMPLING RESULTS (CEE 2001)

*John Kowarsky and Associates (2007)*

A total of 7 sediment samples were taken during this sediment monitoring program, samples were taken at both the surface and subsurface (~1m depth) for 3 different locations along the wharf (see Figure 2-24). The particle sizes for all samples were consistent with the previous samples and could be classified as medium to fine sand with a D<sub>50</sub> of around 0.12 mm between 0.125 – 0.25 mm. Total organic carbon (TOC) was also measured and was consistent across all the samples at around 2 percent, the TOC results are presented below within Figure 2-26.

	Surface			Subsurface			
	W1	W3	W7	W2	W4	W5	W6
Total Organic Carbon (%)	2.1	1.9	2.3	2.0	2.0	1.8	2.1

FIGURE 2-26 SEDIMENT TESTING RESULTS: TOTAL ORGANIC CARBON JKA (2007)

**2.4.2 2019 Sediment Sampling**

On the 27/03/2019 Water Technology, in conjunction with Kina Diving, undertook sediment sampling at the Port of Warrnambool precinct in order to determine the sediment characteristics throughout both the proposed dredge area and the beach to the north of the Port. The information gained through this process was used to inform multiple aspects of the proposed dredging activities for the Port of Warrnambool including sand reuse and dredge configuration.

As the material is to be dredged and the sand is potentially going to be reused in the vicinity of the Port of Warrnambool, the EPA Best Practice Environmental Management: Guidelines for Dredging have been used for the categorisation of the sediment samples.

With the potential for the material to be reused on land, it is required that the sediment must meet the fill requirements within the EPA Industrial Waste Resource Guideline (IWRG), 621 Soil Hazard Categorisation and Management.

There were a total of 9 unique sample locations chosen, 6 of which were located within the Port area and 3 of which were located on the beach north of the Port as shown in Figure 2-27. The samples taken within the Port were set out in a similar configuration to that of the proposed dredge activity in order to capture any variation in sediment characteristics across this zone. The Port samples are surface samples extracted from a depth of roughly 0-20cm below the seafloor. The samples taken on the beach were taken from the top layer of the beach to a similar depth to that taken at the seafloor of 0-20cm.

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FIGURE 2-27 SEDIMENT SAMPLING LOCATIONS

All 9 samples were submitted for laboratory testing at a national association testing authority accredited laboratory (ALS). A number of tests were carried out on the sediment samples in line with the EPA Guidelines for Dredging. A summary of these results and how they correlate with the EPA guidelines for Dredging as well as the EPA Industrial Waste Resource Guideline 621 is presented below within Table 2-5.

TABLE 2-5 SUMMARY OF SEDIMENT ANALYSIS RESULTS

Sample ID	Median Grain Size (mm)	Total Organic Carbon (%)	Sediment Type	EPA Guidelines for Dredging - Minimum Screening Level	IWRG 621 Category
Dredge S1	0.12	<0.5	Fine Sand	Not Exceeded	Fill
Dredge S2	0.13	<0.5	Fine Sand	Not Exceeded	Fill
Dredge S3	0.14	<0.5	Fine Sand	Not Exceeded	Fill
Dredge S4	0.15	1	Fine Sand	Not Exceeded	Fill
Dredge S5	0.14	0.6	Fine Sand	Not Exceeded	Fill
Dredge S6	0.12	<0.5	Fine Sand	Not Exceeded	Fill
Beach Site South	0.13	<0.5	Fine Sand	Not Exceeded	Fill
Beach Site Middle	0.14	<0.5	Fine Sand	Not Exceeded	Fill
Beach Site North	0.14	0.5	Fine Sand	Not Exceeded	Fill

As seen in the table above the median grain size is similar across all samples and can be categorised as fine sand, these results are consistent with the results presented by CES (1999), CEE (2001) and JKA (2007) in section 2.4.1. The total organic carbon however is lower than that recorded by JKA (2007).

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None of the samples exceeded any of the EPA Guidelines for Dredging minimum screening levels, or the IWRG 621 levels for fill material, and the material can be considered to be clean oceanic sand. Dredging is not precluded as contamination does not exceed the minimum screening levels specified under the EPA Guidelines. In addition to this the EPA does not regulate the use of fill material and therefore no constraints are posed on the reuse of the proposed dredge material.

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### 3 ENVIRONMENTAL AND HERITAGE VALUES

A desktop review of publicly available information on the existing social and environmental constraints was undertaken. The following Sections describe key environmental aspects for consideration in the project. Measures to address these risks will be incorporated into the Environmental Improvement Plan and Dredging Management Plan to be implemented by the contractor.

#### 3.1 Environmental Values

The Warrnambool coastline supports an impressive range of environmental values. Areas of coastal vegetation provide important wildlife habitat and corridors for vulnerable and threatened flora and fauna species. The Merri River, Hopkins River and associated wetlands and floodplains form a highly significant coastal wetland system that provides important habitat for many Flora and Fauna Guarantee Act 1988 and Environment Protection and Biodiversity Conservation Act 1999 listed species.

The national environmental significance of the region was investigated via accessing the “Protected Matters Search Tool” developed by the Department of Environment and Energy (accessed on the 26/03/2019). A summary of the search is provided in Table 3-1.

TABLE 3-1 MATTERS OF NATIONAL ENVIRONMENTAL SIGNIFICANCE

Classification	Results
World Heritage Properties	None
Wetlands of International Importance	None
Commonwealth Marine Area	None
Listed Threatened Ecological Communities	3
Listed Threatened Species	58
Listed Migratory Species	50

The results showed three key threatened ecological communities that may exist in the vicinity of the study area, these include:

- Assemblages of species associated with open-coast salt-wedge estuaries of western and central Victoria ecological community – addressed in the Tree Watch (2019) report and summarised in Section 3.2.
- Subtropical and Temperate Coastal Saltmarsh – addressed in the Tree Watch (2019) report and summarised in Section 3.2.
- Giant Kelp Marine Forests of South East Australia – addressed in Section 3.3

It should be noted that, for threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources.

The EPBC search found that 58 possible threatened species may existing in the vicinity of the study area. Threatened species have been addressed in Section 3.3 and Section 3.3 for terrestrial and marine species respectively. Additional information from the search is summarised in Table 3-2. It shows that the study area is not situated near any national marine parks, nationally important wetlands, key marine ecological features, or critical habitats.

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**TABLE 3-2 ADDITIONAL ECOLOGICAL INFORMATION**

Classification	Results
State and Territory Reserves	None
Regional Forest Agreements	1
Invasive Species	26
Nationally Important Wetlands	None
Key Ecological Features (Marine)	None
Critical Habitats	None
Commonwealth Reserves (Terrestrial)	None
Australian Marine Parks	None

The Lower Merri River Wetlands (Kelly's Swamp, Saltwater Swamp and the South Warrnambool Wetlands) are listed under the Japan-Australia Migratory Birds Agreement (JAMBA), the China-Australia Migratory Birds Agreement (CAMBA), the Republic of Korea-Australia Migratory Bird Agreement (ROKAMBA) and the BONN Convention.

### 3.2 Terrestrial Flora and Fauna

An ecological assessment of the local terrestrial flora and fauna of the potential onshore dredge sand reuse site within Worm Bay was undertaken by Tree Watch (2019), and the reader is directed to that report for further detail. However, some key findings have been summarised herein.

As part of the assessment, assessment of local flora was undertaken via interrogation of the following government databases:

- The Victorian Department of Sustainability and Environment (DSE) Wildlife & Flora Information System;
- The database of the Environment Protection and Biodiversity Conservation Act (1999) (EPBC Act)

Interrogation of those databases by Tree Watch showed that no rare or threatened terrestrial flora species were recorded in the vicinity of the study area. Furthermore, a spring survey was previously conducted in 2008 to determine if any rare, threatened or endangered plants are present within Worm Bay. No rare, threatened or endangered plants were found in 2008, and Tree Watch posits that it is unlikely that any have established on the site since that time. However, results from the atlas of Victorian Wildlife survey found that there were several rare or threatened species may occur in the vicinity of the site including:

- *Austrofestuca* (coast fescue)
- *Lachnagrostis robusta* (salt blown grass)
- *Pultenaea canaliculata* (coast bush pea)
- *Zygophyllum billardierei* (coast twin leaf)

Although these plants are predicted to occur within a 10km radius of potential Worm Bay dredge sand reuse area, Tree Watch surmises that as the land comprises recently reclaimed sand, the site does not represent the best or remaining 50% of habitat for any rare or threatened species.

With regards to local terrestrial fauna, searches of the aforementioned databases were undertaken and the reader is directed to the Tree Watch (2019) report for a full listing of results. To supplement this information, the subject site was surveyed by Tree Watch for fauna by recording incidental sighting of birds, reptiles and

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amphibians, and the presence of identifiable tracks and traces of fauna. Possible nest sites, roosting sites and other breeding habitat were also investigated.

The report concluded that the likelihood of the Worm Bay reuse area containing habitat of nationally threatened or state threatened (terrestrial) flora and fauna species is low.

### 3.3 Marine Flora and Fauna

The study area coastline adjoins a number of ecologically important marine areas, including:

- The Merri Marine Sanctuary;
- Lower Merri River Wetlands; and
- The Southern Right Whale nursery off Logan's Beach.

#### 3.3.1 Marine Flora

The national environmental significance of the region was investigated via accessing the "Protected Matters Search Tool" developed by the Department of Environment and Energy (accessed on the 11/04/2019) noted that Giant Kelp Marine Forests of South East Australia may exist in the vicinity of the study area. Giant Kelp Marine Forests are listed as a threatened under the Environment Protection and Biodiversity Conservation Act 1999, and as such the conservation status of the Giant Kelp (*Macrocystis pyrifera*) is endangered. Giant kelp forests are shallow, sub-tidal coastal ecological communities found in cold waters off the coast of South East Australia. These forests are significant as they are phylogenetically diverse, structurally complex and highly productive regions (Stenek et al, 2002).

In order to investigate the potential presence of Giant Kelp forests, and other benthic marine flora in the vicinity of the study area, an interrogation was undertaken of the Australian seabed habitat classification scheme and spatial database "Seamap", developed by the University of Tasmania. The resulting marine flora communities within the Warrnambool region as identified within the have been mapped within Figure 3-1. The map shows that Giant Kelp forests have not been identified as being within close proximity to the study area. However, the map does show the following:

- The Marine Sanctuary contains communities of macroalgae and seagrasses;
- The Lower Merri River Wetlands contain communities of saltmarsh;
- Lady Bay & nearby regions contain communities of macroalgae, seagrass and invertebrates.

The figure shows that there are a number of areas within Lady Bay with seagrass communities. Seagrass is a significant species within the coastal ecosystem which acts to: stabilise sediments reducing erosion and improving water quality, provide nursery habitats and refuge for fish species as well as support algae and invertebrates that provide food for other species.



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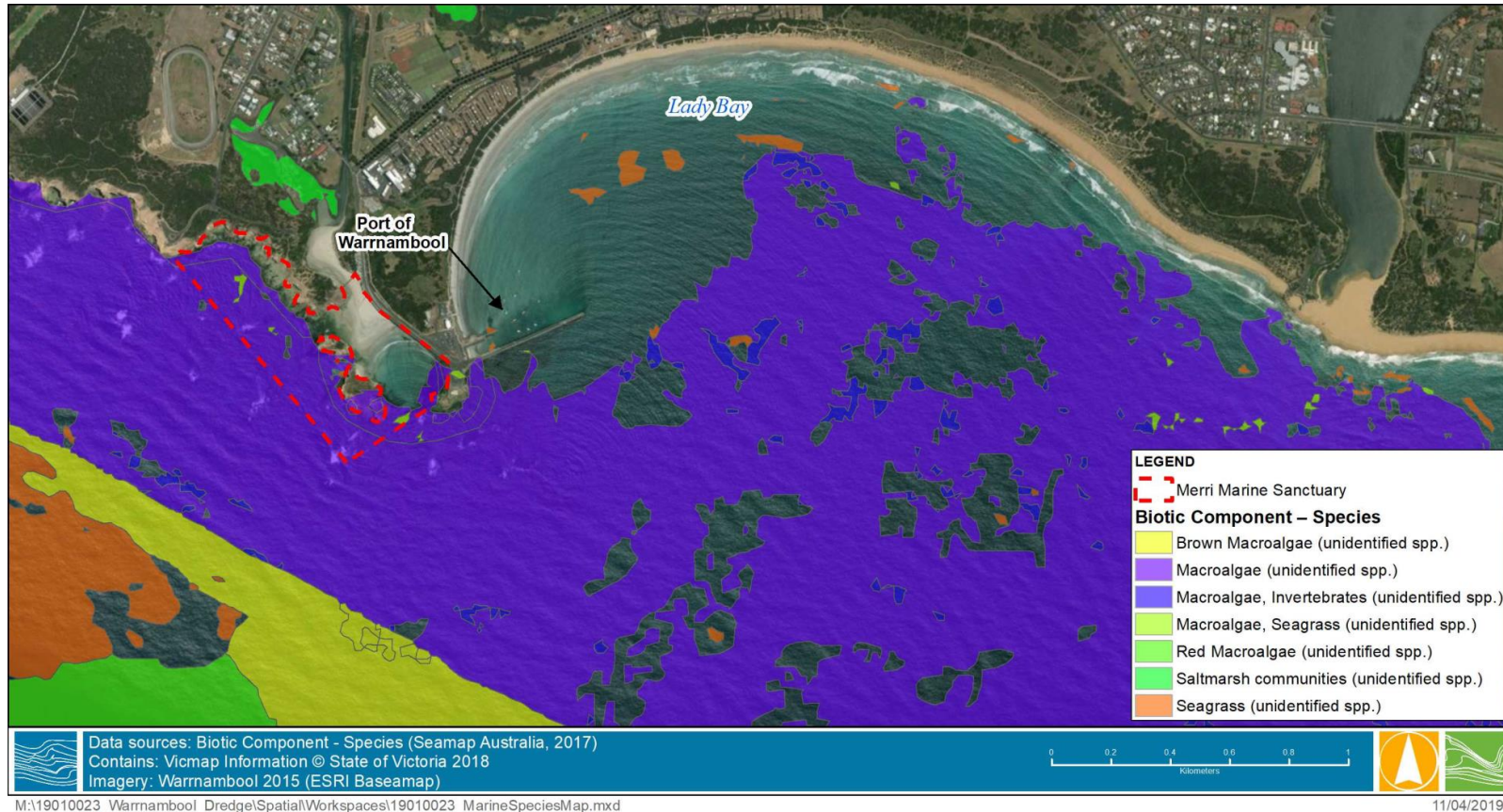


FIGURE 3-1 MARINE FLORA DISTRIBUTION AT WARRNAMBOOL COASTLINE

This information is provided from Warrnambool City Council



### 3.3.2 Marine Fauna

As assessment of local marine fauna (including birds) was undertaken through interrogation of the national the "Protected Matters Search Tool" developed by the Department of Environment and Energy (accessed on the 26/03/2019). A summary of the potential occurrence of threatened species in the study area is provided in Table 3-3. That table contain a series of abbreviation relating to species presence and likelihood of occurrence provided below:

H = Species or species habitat  
F = Foraging, feeding or related behaviour  
B = Breeding

K = Know to occur in the area  
L = Likely to occur in the area  
M = May occur in the area;

The vulnerability status is identified as such:

CE = Critically Endangered

E = Endangered

V = Vulnerable

From a marine fauna perspective, special consideration should be given to potential impacts to threatened species known to occur in the area, and larger fauna such as Southern Right Whales, Blue Whales, Australia Sea Lions, and Great White Sharks, and other fauna including Eastern Dwarf Galaxias fish, and a number of marine birds including albatross.

TABLE 3-3 THREATENED SPECIES RECORDS FOR THE STUDY AREA

Species Name	Common Name	EPBC Act Status	Type of Presence
<b>Fish</b>			
Galaxiella pusilla	Eastern Dwarf Galaxias	V	H K
Maccullochella peelii	Murray Cod	V	H M
Prototroctes maraena	Australian Grayling	V	H L
<b>Mammals</b>			
Antechinus minimus maritimus	Swamp Antechinus	V	H L
Balaenoptera musculus	Blue Whale	E	F K
Dasyurus maculatus	Spot-tailed Quoll	E	H M
Eubalaena australis	Southern Right Whale	E	B K
Isoodon obesulus	Southern Brown Bandicoot	E	H L
Megaptera novaeangliae	Humpback Whale	V	H L
Miniopterus orianae bassanii	Southern Bent-wing Bat	CE	H L
Neophoca cinerea	Australian Sea Lion	V	H K
Potorous tridactylus	Long-nosed Potoroo	V	H L
Pteropus poliocephalus	Grey-headed Flying-fox	V	F L
<b>Reptiles</b>			
Caretta caretta	Loggerhead Turtle	E	B L

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**WATER TECHNOLOGY**  
 WATER, COASTAL & ENVIRONMENTAL CONSULTANTS

Species Name	Common Name	EPBC Act Status	Type of Presence
<i>Chelonia mydas</i>	Green Turtle	V	B L
<i>Dermochelys coriacea</i>	Leatherback Turtle	E	B L
<b>Frogs</b>			
<i>Litoria raniformis</i>	Southern Bell Frog	V	H L
<b>Sharks</b>			
<i>Carcharodon carcharias</i>	Great White Shark	V	H K
<b>Birds</b>			
<i>Botaurus poiciloptilus</i>	Australasian Bittern	E	H K
<i>Calidris canutus</i>	Red Knot	E	H M
<i>Calidris ferruginea</i>	Curlew Sandpiper	CE	H L
<i>Diomedea antipodensis</i>	Antipodean Albatross	V	F L
<i>Diomedea epomophora</i>	Southern Royal Albatross	V	F L
<i>Diomedea exulans</i>	Wandering Albatross	V	F L
<i>Diomedea sanfordi</i>	Northern Royal Albatross	E	FL
<i>Grantiella picta</i>	Painted Honeyeater	V	H M
<i>Lathamus discolor</i>	Swift Parrot	CE	H M
<i>Limosa lapponica baueri</i>	Bar-tailed Godwit	V	H M
<i>Limosa lapponica menzbieri</i>	Northern Siberian Bar-tailed Godwit	CE	H M
<i>Macronectes giganteus</i>	Southern Giant-Petrel	E	H M
<i>Macronectes halli</i>	Northern Giant Petrel	V	H M
<i>Neophema chrysogaster</i>	Orange-bellied Parrot	CE	H K
<i>Numenius madagascariensis</i>	Eastern Curlew	CE	H L
<i>Pachyptila turtur subantarctica</i>	Fairy Prion	V	H K
<i>Phoebastria fusca</i>	Sooty Albatross	V	H L
<i>Pterodroma leucoptera leucoptera</i>	Gould's Petrel	E	H M
<i>Rostratula australis</i>	Australian Painted-snipe	E	H L
<i>Sternula nereis</i>	Australian Fairy Tern	V	B L
<i>Thalassarche bulleri</i>	Pacific Albatross	V	F L
<i>Thalassarche cauta cauta</i>	Tasmanian Shy Albatross	V	F L
<i>Thalassarche cauta steadi</i>	White-capped Albatross	V	F L
<i>Thalassarche chrysostoma</i>	Grey-headed Albatross	E	H M
<i>Thalassarche impavida</i>	Campbell Albatross	V	F L
<i>Thalassarche melanophris</i>	Black-browed Albatross	V	H M
<i>Thalassarche salvini</i>	Salvin's Albatross	V	F L

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Species Name	Common Name	EPBC Act Status	Type of Presence
Thinornis rubricollis rubricollis	Hooded Plover	V	F K

A list of other relevant, but non-threatened, marine species in the vicinity of the study area is presented in Table 3-4. Middle Island, located within the mouth of the Merri River is particularly significant, providing nesting areas for Little Penguins, Little Pied Cormorants, Short-tailed Shearwaters and roosting areas for transient seabirds such as the Pacific Gull.

TABLE 3-4 NON-THREATENED MARINE SPECIES RECORDS FOR THE STUDY AREA

Species Name	Common Name	Type of Presence
<b>Mammals</b>		
Arctocephalus forsteri	Long-nosed Fur-seal	H M
Arctocephalus pusillus	Australian Fur-seal	H M
Balaenoptera acutorostrata	Minke Whale	H M
Caperea marginata	Pygmy Right Whale	F M
Orcinus orca	Killer Whale, Orca	H L
Delphinus delphis	Common Dolphin	H M
Grampus griseus	Risso's Dolphin	H M
Lagenorhynchus obscurus	Dusky Dolphin	H M
Lamna nasus	Mackerel Shark	H L
Tursiops aduncus	Spotted Bottlenose Dolphin	H L
Tursiops truncatus s. str	Bottlenose Dolphin	H M
<b>Notable Birds</b>		
Eudyptula minor	Little Penguin	B K
Haliaeetus leucogaster	White-bellied Sea-Eagle	H L
Microcarbo melanoleucos	Little Pied Cormorants	H K
Puffinus carneipes	Flesh-footed Shearwater	F L

### 3.3.3 Potential Impacts of Dredging

An environmental risk assessment will be undertaken as part of the dredging management plan. However, some preliminary advice is provided herein.

The magnitude and extent of dredging impacts are affected by a range of factors, including proximity of fauna to dredging and disposal sites, the intensity & duration of the turbid plumes, the local coastal processes (waves, tides and currents), the seagrass species present, and operational characteristics of the dredging and disposal. A review of these factors has indicated that the effects of turbidity generated during the works (to benthic flora & fauna) will be minimal due to:

- The rapid intake velocity at the cutter suction head;
- The predominantly sandy nature of material to be dredged (see sediment analysis in Section 3);

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- The relatively short duration of the works;
- The limited extent of benthic flora at the dredge or spoil placement areas

It is therefore expected that elevated turbidity will be limited to those regions in the immediate vicinity of the cutter head - and near the spoil placement area. High settling velocities of the dredged sediment indicate that any plumes will be transitory in nature. The potential risk to benthic flora is therefore considered to be low.

Furthermore, it is not expected that a significant quantity of material mobilised by dredging within the Harbour would be transported sufficiently far to reach the nearby Merri Marine Sanctuary. While the straight-line distance of this sanctuary from the proposed dredging is less than 1 km, the geometry of the harbour configuration is such that the breakwater effectively shields the Merri Marine Sanctuary from harbour activities - including dredging. Any sand material mobilised by dredging which may move east beyond the seaward end of the breakwater would be subject to considerable dispersive forces due to the high energy wave climate. Indeed, these same forces are those which keep the sub-tidal rocky reefs south and east of the breakwater clear of deposition of sediments. Analysis of local sediment data indicates that the dredged material within the Port is uncontaminated. Consequently, the risk of contaminated sediments affecting local water quality during is considered to be low.

In any dredge campaign, the removal of sediment from has the potential to result in the direct loss of benthic habitat. However, the benthic habitat within the dredge area comprises bare sand. This area has been periodically disturbed by previous dredge campaigns, and it is not considered significant habitat.

The risk of adverse impacts on Marine Fauna through vessel collision or entrainment are generally considered to be low. Given that vessel movements will be restricted (in frequency and speed) the likelihood of an impact with marine fauna is considered to be minimal, particularly as startle or avoidance behaviours are likely to result in temporary displacement and avoidance of the area as soon as works commence. Nonetheless, the dredging contractor is to maintain a watch for marine fauna, and the dredging management plan should contain an action plan for the situation that endangered or protected marina fauna are sighted within 200 metres of the dredging or disposal areas. This may include actions such as:

- Dredge operations are to cease operations until:
  - Any such animal moves beyond the operational area of the dredge. A 200-metre buffer zone is advised.
  - A time of one hour has passed since the most recent sighting.
- Any interactions with marine fauna are to be reported to DELWP to investigate the need to modify the work program or approach in the future.
- Maintain records of any sightings/interactions with marine fauna, and of any actions undertaken

### 3.4 Heritage

The traditional custodians of the land which is the subject of this plan are the people of the Gundjit-mara nation. The Gundjit-mara contain about 59 clan groups with at least 7 dialects (WCC, 2003). The lower Merri estuary areas were popular food gathering and living areas for the Gundjit-mara people prior to European settlement, with Thunder Point midden sites registered on the National Estate (WCC, 2003).

Council has advised as the Worm Bay dunes system has largely developed since the implementation of the breakwater in the late 1800s, there is unlikely to be tangible indigenous cultural heritage items in the vicinity of the dune system. Whilst it is not believed that previous dredging and sand reuse campaigns had adverse impacts on local indigenous heritage, Council indigenous heritage records should be interrogated, and potential issues identified. It should be noted that the Worm Bay dune system has been identified in the Aboriginal Heritage Regulations 2018 as an 'Area of cultural heritage sensitivity'. This designation is applied to land within 200 metres of named waterways and land within 50 metres of registered Aboriginal cultural

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heritage places (Aboriginal Victoria, 2020). Therefore, if a 'high impact activity' is considered, then a management plan must be prepared before the activity can be carried out.

Non-Aboriginal heritage (or European heritage) has been assessed through interrogation of the following databases, in order to identify any relevant heritage sites:

- The Australian Heritage database which incorporates the World Heritage List, National Heritage List, Commonwealth Heritage List and includes sites and relics protected under the EPBC Act; and
- The Victorian Heritage Register.

Inspection of these databases shows that a number of significant historic sites are either within the study area or in close proximity, as listed in Table 3-5.

**TABLE 3-5 NATIONAL AND STATE HERITAGE SITES**

<b>Heritage Item:</b>	<b>Warrnambool Breakwater, Viaduct &amp; Harbour</b>		
<b>Location:</b>	<b>Viaduct Rd, Warrnambool</b>	<b>VHR Number:</b>	<b>H2124</b>
<p>The Warrnambool Breakwater was designed by the eminent British harbour engineer Sir John Coode in 1879 and constructed between 1884 and 1890. The Warrnambool Breakwater consists of two parts: the concrete breakwater extending out into the bay, and the timber viaduct which once joined it to the shore, which now runs along the east side of the Merri River and is surrounded by land to the east.</p> <p>The Warrnambool Breakwater is of historical significance as one of the most important maritime engineering projects in Victoria in the late nineteenth century. It is evidence of Victoria's nineteenth century investment in regional port infrastructure and the development of Victorian coastal shipping.</p> <p>The breakwater is historically significant as a reminder of Warrnambool's early maritime history as a Western District port, and as one of Victoria's major 'outer ports'.</p>			
<b>Heritage Item:</b>	<b>Former Lady Bay Tramway and Tramway Jetty Site</b>		
<b>Location:</b>	<b>Worm Bay Rd, Warrnambool</b>	<b>VHR Number:</b>	<b>H7321-0091</b>
<p>Lady Bay Tramway and Jetty was constructed in 1858 to establish a link between the township of Warrnambool and the port - in order to improve transport and shipping. The Lady Bay tramway jetty extended roughly 228 metres into Lady Bay. The jetty ceased to be used during the 1890s. It was originally left in situ, but soon proved to be a hindrance and was thought to be contributing to siltation in Lady Bay. In 1909 the Public Works Department called tenders for its removal and by the following year it had been demolished. There are no known remnants of the site within Worm Bay.</p>			
<b>Heritage Item:</b>	<b>Former Warrnambool Lifeboat Jetty</b>		
<b>Location:</b>	<b>Viaduct Rd, Warrnambool</b>	<b>VHR Number:</b>	<b>H7321-0076</b>
<p>The Warrnambool Lifeboat Jetty was originally constructed to serve as a "working jetty" in 1874, as a working platform for some materials to be transported to the proposed breakwater site without interfering with the normal harbour shipping. In 1890 the jetty was widened, strengthened and lengthened to extend a total of 210 metres into water deep enough to admit vessels coming alongside.</p> <p>As shipping decreased over the following decades, the Lifeboat Jetty eventually fell into disuse. It remained in situ, gradually deteriorating over the course of the 20th century. By the 1980s almost all</p>			

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visible traces had either been washed away or obscured by sand. Any proposed earthworks within Worm Bay would need to consider remnant traces of the structure.			
<b>Heritage Item:</b>	<b>La Bella Shipwreck</b>		
<b>Location:</b>	<b>Lady Bay, Warrnambool</b>	<b>VHR Number:</b>	<b>3932</b>
<p>La Bella was typical of the medium sized sailing vessels which operated in the Pacific trade when steam driven vessels were superseding those operating on wind power. Built mainly of steel in Norway, this barquentine sailed in 1905 from New Zealand for Warrnambool laden with timber.</p> <p>An evening mist obscured Lady Bay as the La Bella was forced off course by heavy seas, and the ship was wrecked after hitting rocks south of the Warrnambool breakwater (now known as La Bella Reef). The La Bella now lies on its port side, with its bow facing south-west, in 13 metres of water, 300 metres south-east of the end of the Warrnambool breakwater. Although heavily covered in thick kelp and weed growth, the La Bella is a now a local dive attraction.</p>			

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## 4 DREDGE SAND REUSE OPTIONS ASSESSMENT

### 4.1 Options Assessment Framework

It is important to ensure that potential dredge sand reuse alternatives are assessed in terms of both environmental acceptability and technical feasibility. A variety of techniques such as multi-criteria analysis, risk assessment and cost-benefit analysis are available to facilitate such decision making. The assessment of dredge sand reuse options generally involves evaluation of the following, as per Bray (2008):

- Physical/Chemical suitability of the dredged material for the proposed option. Generally, the physical and chemical characterisation of the material provides sufficient basis to determine the initial suitability of each option
- The logistical / operational feasibility of the proposed option – dredging and transport methods, and the suitability & volume of material required to make the reuse option feasible
- The environmental impacts of the proposed option, including positive or negative, in the short, medium and & long term

For environmental and socio-economic reasons, the potential environmental effects of dredging material placement must be assessed and addressed in a technically and scientifically sound manner, and within the framework of relevant state and national regulations. The major environmental concerns relate to potential direct physical impacts at the placement site and its immediate vicinity.

It should be noted that development of the eventual Dredging Strategy will involve the application of a detailed risk assessment for the proposed option.

### 4.2 Frequency and Triggers for Maintenance Dredging

As discussed in Section 2.3, historical dredging at the port has been undertaken on an irregular and infrequent basis. Analysis of historical survey and morphological modelling has indicated that the delivery of sediment into the dredge pocket occurs via two mechanisms:

- Sand bypass around the head of the Breakwater and into the harbour – entry into the dredge pocket from the east
- Alongshore sediment transport processes (via a longitudinal return current) that deliver surf and swash zone sediments from central Lady Bay beach back westward - and entry into the dredge pocket via the north/landward side

These analyses have identified that on average it is generally considered that on average around 3,000-4,000 m<sup>3</sup> is delivered to the port (via both mechanisms combined) in a typical year. This is generally consistent with the maintenance dredging of 2012, where 8,000 m<sup>3</sup> of material was dredged three (3) years after the 2009 dredging campaign. There is significant interannual variability in this transport rate, as it is highly dependent upon the prevailing metocean ocean conditions. Typically, the deposition rate may be in the order of 500-6,000 m<sup>3</sup> of sand in a given year.

JKA (2007) estimated that dredging for the purposes of maintaining navigation was likely to be required every 5 to 10 years, whilst maintaining the pocket configuration would require maintenance dredging every 1-3 years (JKA, 2007; GHD, 2018). However, the requirement for maintenance dredging only three (3) years after the 2009 campaign highlights the variability of maintenance dredging requirements at the port, and the need for a flexible, adaptive, and trigger-based approach to instigating maintenance dredging.

The existing dredging strategy (CES, 2007) recommended a number of triggers for future dredging, beach shaping or other responses to sand movement. Those relating to maintenance dredging include:

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- Siltation to a depth of -3.5 m CD in outer part of dredge area (this would indicate the geometry of the configuration dredging was deteriorating);
- Siltation of the broader dredged area, including moorings and lower landing, to a depth of -3.5 m CD;
- If the number of incidents per year is equal to or greater than 50% of incidents pre dredging, or number of incidents in a month is greater than the corresponding month pre dredging

These triggers were assessed by GHD (2018) and broadly accepted. We suggest revisiting these triggers so that they can be specifically aligned with a monitoring program to determine the effectiveness of the dredging and its impact on local environment and coastal processes.

With a trigger based approach for maintenance dredging in mind, the intent of the dredging strategy is to apply for a 10-year consent the MACA in order to cover an initial round of capital dredging at the port, and subsequent maintenance dredging on a two to three yearly basis thereafter.

The selection of the dredge reuse option is likely to have only a minimal to perhaps moderate impact on the rate of maintenance dredging. As discussed in Section 2.2.6, the regional and local sediment transport processes acting on the site are dynamic, and act to infill the dredge pocket from two different directions (from both its seawards and landwards faces).

In the context of the volume of available sediment in the “active” or “dynamic” sediment transport zone of the study area (that is - the surf zone and swash zone of Lady Bay Beach), the proposed volume of material to be dredged (around 30,000m<sup>3</sup>) is relatively small compared to the total volume of sand available on Lady Bay Beach. Whilst no morphological modelling has been undertaken as part of this assessment, it is unlikely that redistribution of sediments within the system associated with adequately designed sand reuse options (e.g. from the dredge pocket to Lady Bay Beach, the nearshore zone as the beach or a shallow water “feeder” sandbar, or removed from the system onshore) would have a significant long-term impact on the overarching rate of sediment transport. Rather, the weather dependant metocean conditions themselves are likely to have a more pronounced impact on the required rate of maintenance dredging.

Nonetheless, there remains some localised morphological differences between some of the proposed sand reuse options. These differences are discussed in the following Sections and have been considered in the options assessment. A more substantial impact could occur for instance if sand was pumped onto Lady Bay beach very close to the dredge pocket (that is, not accounting for the natural dynamic sediment movement in the surf zone), or placed in such a way that it may lack stability (i.e. too steep of a nourishment berm face).

It is not possible to accurately forecast the future requirements for maintenance dredging under each proposed option - maintenance dredging triggers will generally be weather dependant. Based on the understanding of the local sediment transport processes, the estimated rate of sediment transport, and historical survey of the port, it is estimated that maintenance dredging may be required every two to three years. Therefore, the intent of the dredge strategy is to apply for a 10 year consent under the MACA that allows for an initial round of capital dredging at the port, and subsequent maintenance dredging on a one to three yearly basis for the remainder of the consent period.

#### 4.3 Outline of Options

A range of scenarios were considered in the evaluation of dredging options for the port. Potential dredging and sand reuse options were identified based on: available dredging technology, the extent and depth of material to be extracted, suitable dewatering strategies, potential reuses of dredged material including quantities required for current and future beach nourishment and erosion control, and potential future dredging requirements.

As per the Victorian EPAs Best Practice Environmental Management: Guidelines for Dredging (EPA, 2001), the most appropriate sand reuse method & site depends the environmental values of the study area, the degree

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of environmental impact (particularly when considering contaminated spoil material), the cost of each option, and any cumulative impacts of its continued use.

The options have been assessed based on the assumption of a total dredge volume of 30,000 m<sup>3</sup>. Assuming a sand density of 1.6 t/m<sup>3</sup>, this equates to around 50,000 t of dry dredge sand. The following sand reuse options have been considered in this study. These options have been evaluated in a high-level options assessment in order to identify an optimised solution, as follows:

- Option 1: Onshore reuse behind the dunes in Worm Bay
- Option 2: Onshore/foreshore reuse onto Lady Bay Beach
- Option 3: Hybrid which is a combination of options 1 and 2. Reuse of some material behind the dunes and some along the beach (up to 5,000 cubic metres of sand placed on the beach to stabilise the dune face).
- Option 4: Marine reuse in the nearshore of Lady Bay
- Option 5: Marine disposal at an offshore spoil ground located outside of Lady Bay

These options are depicted in Figure 4-1 below. The following sections provide an outline of each options, as well as a high-level assessment of their advantages, disadvantages and environmental impacts.



FIGURE 4-1 DREDGE SAND REUSE OPTIONS

#### 4.4 Option 1: Onshore Reuse in Worm Bay

This option involves the dredge sand material being hydraulically transported (pumped) into an onshore confined disposal (placement) facility (CDF). The CDF site would be located in Worm Bay behind the Lady Bay Beach dunes, east of Viaduct Road and adjacent to the port. This land is zoned as Public Park and

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Recreation Zone (PPRZ) Crown Land, and is managed by Council. This location has been used periodically over the past 90 years for dewatering sediment as part of regular dredging activity in the port. The site was last used circa 2009 (Tree Watch, 2019).

*CDF Function in the local coastal management context*

Dredge sand disposal into onshore CDF's is intended to isolate the sediments both during and after dredging from the surrounding waters. The basic objective of this type of disposal method is to retain dredged material solids and allow the discharge of tail water away from the confined area (in this instance, back into Lady Bay).

Onshore disposal is often a preferred option when there is an area of suitable land nearby. According to the Victorian EPAs Best Practice Environmental Management: Guidelines for Dredging (EPA, 2001), for land disposal to be practical, a dewatering site must be available and meet the requirements outlined in Table 4-1.

**TABLE 4-1 EPA REQUIREMENTS FOR LAND BASED DEWATERING & DISPOSAL OPTIONS**

Requirement	Worm Bay
Occur within approximately 1 km of the dredging, or within 3 km if the additional expense of a booster station is justified.	✓
Have little value in its existing state	✓
Be large enough for containment bunds suitable for dewatering to be constructed.	✓
Be able to be secured so that quicksand-like properties of fines present no safety risks.	✓
Be acceptable to remain in a degraded state for up to 12 months if an extended period for drying is required.	✓
Be sited so that it is practical for seawater to be discharged back into the sea or an estuary rather than into a freshwater stream, where impacts would be unacceptable.	✓
Be able to be drained so that evaporative water loss from the bunded area is minimised so that excessive salt is not retained in the sediment.	✓
Be accessible to trucks if it is planned to empty the site prior to the next dredging of the site.	✓
Be acceptable to the informed public (considerable consultation with those parties that may be affected is necessary).	✓

Generally, large areas of land are required to allow for the shallow filing depth of material required to maximise the de-watering process, drainage and evaporation. The required size of the CDF onshore disposal area was envisaged earlier to be around 1.8 ha (Warrnambool City Council and Tree Watch, 2019), which equates to an area of around 70m by 260m for example. However, the actual area required for the CDF development may be closer 3.0 ha to allow stockpiling, access and ancillaries. Indicative CDF extents are provided in Figure 4-1 and Figure 4-2.

CDF's are common when dealing with contaminated sediments as this allows onshore treatment of dredge material. However, for this site there is no contamination and only a small fraction of fine organics are present in the dredge material (typically less than 1%). Removing the dredged sediment from the local coastal sediment cell is effective in preventing from returning of the sand into the dredged area.

The CDF would be implemented as a semi-permanent facility within Worm Bay, and could remain in place after the completion of the dredging works, with a stockpile of sand kept within the facility in order to alleviate future erosion issues. Stockpiling clean sand in the CDF also allows for on-going coastal management actions, such as localised small-scale upper beach nourishments to occur at beach access points and where erosion naturally occurs. This allows for the sand to remain in the coastal zone, in a controlled manner. Based on the

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size of the facility, it is anticipated that around 4,000 m<sup>3</sup> of clean sand could be kept in the CDF as such a stockpile.

The development of the CDF would need to consider integration with the Port of Warrnambool Master Plan.

#### *CDF Description*

The dredged material would be pumped directly from the dredge into the CDF shore via a floating pipeline and a subsequent length of shore-based pipeline. The sand produced by the dredging operation typically consists of 20% solids and 80% water.

The CDF would comprise a series of excavated retention ponds within Worm Bay, that are each surrounded by perimeter bund walls. The bund walls may be constructed of rock, rubble, or related material; however, they are most likely to be constructed of in-situ earth at the disposal location. The CDF would be prepared by stripping the existing sand and stockpiling it at strategic locations surrounding the disposal site. From here, the ponds would be excavated, and the perimeter bund constructed of specified height and width, using excavated material – somewhat like a series of dams. The bund walls would be fully constructed prior to any dredge sand disposal. The internal surface of the perimeter bund walls may need to be protected with a geotextile fabric in order to avoid both erosion of the internal bund surfaces, and to prevent material leakage through the external perimeter wall.

The number of ponds required will depend upon the size of the dredge (that is, the rate of dredging and sand delivery). Notionally, about 1 to 2 ponds are likely to be needed within Worm Bay.

The CDF would need to be designed such that suspended fines in the supernatant water will settle out in the CDF retention ponds. From here, tailwater would be returned to Lady Bay via a series of pipe outlets. Utilising this type of process, it will be practical to achieve a discharge water quality that is very close to that of the existing water within Lady Bay. This tailwater return would be driven by the hydraulic head of the water in the CDF. This driving force may also cause release of water flow down into the groundwater.

The dredge sand is directed into the first bunded area (pond) until it is full of sand and water. The tail water either filters directly through the bund wall or passes through the geotextile curtain into the discharge pipe before returning to sea. The alternating use of a number of ponds allows natural filtration to be maximised, which is most desirable but may be slower. It also allows for any maintenance of the geotextile curtains around the outlet pipes without dredging operation downtime.

Settlement of the placed material begins immediately after placement and continues for long periods following placement, decreasing the volume occupied within the CDF. The rate and degree of settlement is governed by the characteristics of the placed material such as density and permeability. It also depends on the size of the retention pond, the depth of the free water at any given location, and also the degree of disturbance being created during the discharge of the slurry from the dredger's discharge pipeline. This is a complicated & constantly changing process due to the fact the reclamation area's effective containment volume gets smaller as it is being filled.

It is crucial that the supernatant water has adequate retention time to travel within the reclamation area to allow sufficient of the suspended sediment to settle out. Therefore, the length, width, bund height and internal bunds are designed to allow for sufficient sediments to drop out of suspension such that the tail water (clarified seawater) can be returned to the sea with water quality parameters compliant with approval conditions.

In addition, baffles or other devices may be needed/needed to prevent internal circulation and surface currents, and promote quiescent conditions needed for settlement of the sediment out of the water column. Energy dissipators such as concrete splash blocks, stone rubble, or other devices may be needed at the discharge pumping inlet to prevent bottom erosion and channelization.

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The particle size of the dredge sand means that wind movement of small fractions would be likely to occur without specific management measures. Interim management of sand that may readily be blown around by wind would be through the use of wind fences – typically constructed using a treated pine timber frame and Hessian or a geotextile fabric to create a semi-permeable fence. Wind-blown sand is captured by the fence on both its upstream and downstream sides.

It should be noted that the size of the CDF would be such that it could not hold the entire 30,000 m<sup>3</sup> of dredge material. Therefore, dry sand material would need to be periodically removed from the CDF ponds during dredging (via trucking) in order to maintain room for new dredge material to be pumped in and dewatered throughout the campaign.

A potential configuration of this option is presented in Figure 4-2 below.

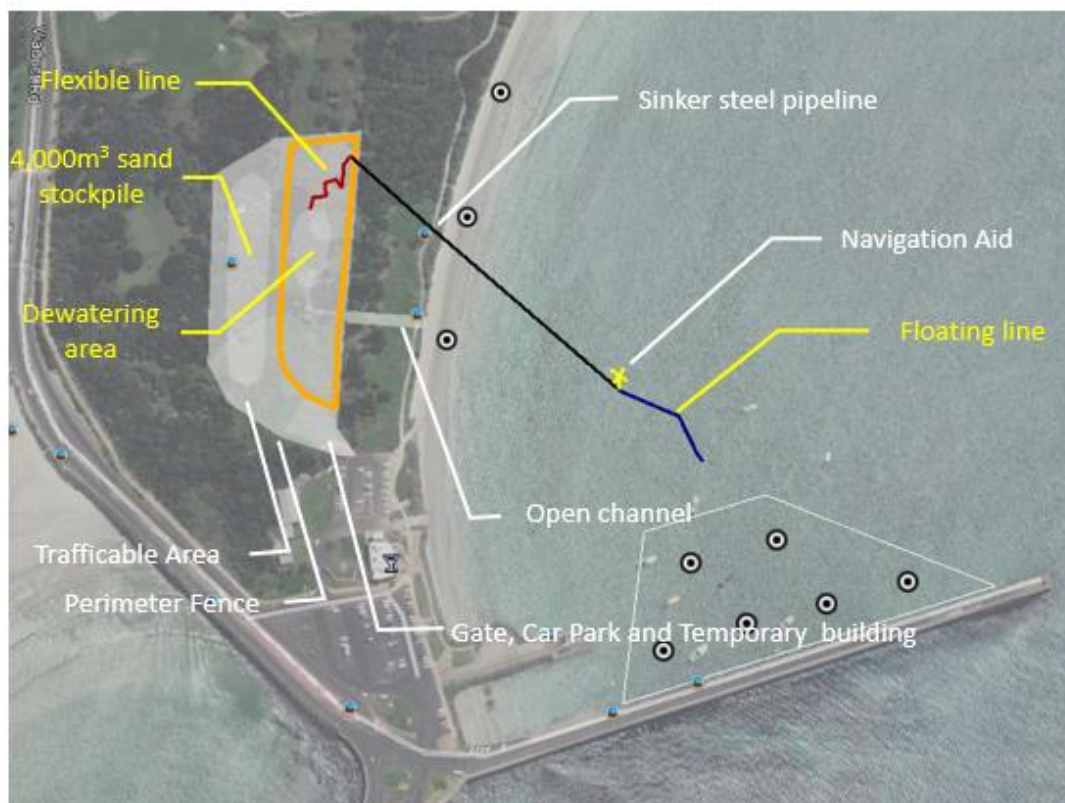


FIGURE 4-2 INDICATIVE CONFIGURATION OF ONSHORE DISPOSAL OPTION

*Note: Temporary works in yellow and permanent works are labelled in white INDICATIVE*

#### *Environmental Impacts*

The terrestrial environmental impacts associated with this option predominantly relate to the clearing of land and vegetation within Worm Bay in order to create the CDF. The proposed CDF would be situated on a parcel of land within Worm Bay that is owned and managed by Council and subdivided for purpose of a public recreation reserve, and therefore the associated land clearing may result in removal or burial of existing habitat. Tree Watch (2019) investigated the potential environmental impact of this option and arrived at the following conclusions:

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- The nature of the vegetation on the site is not site specific and as such this option would not cause/result in the demise of a species of plant or a significant loss of fauna habitat
- The likelihood of the Worm Bay disposal area containing habitat of nationally threatened or state threatened (terrestrial) flora and fauna species is low
- The removal of vegetation will not have any significant effect on any species that are listed under the Flora and Fauna Guarantee Act 1988 or that are listed under the Environmental Protection and Biodiversity Act 1999

That report also proposed that any potential deleterious effects could be offset by undertaking vegetation enhancement works in the area of reserve immediately adjacent to the proposed CDF. This would involve the removal of weeds and encouraging recruitment of indigenous plants, as set out in the Environmental Management Plan in that document.

Impacts on the marine environment are expected to be minimal, provided that the tailwater discharge pipes are treated with geotextile fabric which will prevent excess turbidity in the Lady Bay discharge. The turbidity of water discharged from land disposal sites should not exceed 50 NTU (Nephelometric turbidity units, the most commonly used units for measurement of turbidity) and should routinely be less than 25 NTU (EPA, 2001). The purpose of this would be to minimise impacts on nearby seagrass beds and recreational amenity. However, the design of the CDF could be designed such that suspended fines in the supernatant water will settle out in the CDF and that discharge water quality that is very close to that of the existing water within Lady Bay. Nonetheless, as these sediments are sandy, they are expected to fall out of suspension seawards of the surf zone. It should be controlled by increasing the length of travel of water, to maximise settlement of solids within the discharge area, and, when necessary, by use of silt screens. The turbidity of the discharge should be monitored.

An additional consideration associated with onshore disposal is that of odour. Typically, during disposal of dredge sand material (even though it is predominantly “clean” sand) into CDF’s, the discharged sand is initially anaerobic. When first discharged it is grey in colour and may smell, but as the sand dries and oxidizes the smell is lost and the colour of the sand changes to white/yellow within a few days of its exposure to air. Odour from anaerobic sediments containing hydrogen sulphide from dredging is rare, and often a short-term and temporary occurrence. The results of the sediment analysis indicated that the sands do not contain any excessively odorous contaminants. As a result, the social and environmental impacts of this odour are considered to be minor.

#### *Advantages*

There are a number of advantages of this disposal option, including:

- Removal of the sediment from the coastal sediment compartment means that the dredge pocket will likely be slower to infill, resulting in less frequent and less onerous maintenance dredging requirements
- The removal onshore placement & dewatering process allows for reuse of the dry sand material to nourish Lady Bay Beach – which has experienced erosion issues over the last 10 to 15 years (see Figure 2-11). The CDF could serve as a stockpile of sand which could be used in advance of (or in the aftermath of) storm events in order to prevent storm induced erosion negatively impacting the local dune system. It also provides a nearby and cost-efficient source of clean sand for future beach nourishment
- The option is unlikely to have significant environmental impacts on the local terrestrial and marine environment (flora and fauna)

#### *Disadvantages*

- Net removal of the sediment from the coastal sediment compartment, whilst slowing the dredge pocket infill, will also deprive Lady Bay beach of marine delivered sediments. Analysis of historical shoreline

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movement has shown that the long-term accretion of the shoreline at Warrnambool has slowed in recent decades, with little progradation experienced over the last 10-15 years. Therefore, there is less impetus to remove sediment from the system to alleviate further progradation

- The net loss of sediments from the system will result in Lady Bay beach being more exposed to coastal erosion and future shoreline recession due to sea level rise than if these sediments were kept within the system
- The dredge material is expected to have a social amenity impact in terms of odour, albeit impacts are expected to be relatively minor. However, the proposed CDF is not located near residential properties, and it is expected that this impact can be adequately managed as part of the environmental improvement plan.
- The CDF stockpile will remain in place to support future beach nourishment needs, and hence there would be longer term issues around visual impact of the CDF, and issues around wind-blown sand.
- The settlement & dewatering processes is likely to be affected by rainfall, which is difficult to predict.

#### 4.5 Option 2: Foreshore Reuse onto Lady Bay Beach

A previously adopted method of dredge sand reuse at the site has been to discharge sand material on the beach to the north of the boat ramp. Beach nourishment is typically considered a high-value, beneficial end-use of dredged material.

Beach nourishment is a common use of dredged sediments, however the material must meet environmental criteria and community expectations before it can be considered fit for this purpose. The key considerations in this regard are:

- The sediment composition and particle grain size distribution
- Aesthetic considerations (colour, odour, feel)
- The presence of shell, organics or other debris
- Contamination status
- Acid sulfate (pyrite or oxidisable sulfur) content

The material to be dredged is fine to medium grained sand with no coarse or gravel fractions and negligible silts and clays. The results of the sediment testing (Section 2.4) show that the sediments on the beach are highly similar to those in the dredge pocket - it is essentially all material that has been deposited on the seafloor in the sheltered area provided by the Warrnambool Harbour breakwater. As a result, the dredge material is considered appropriate for use in a beach nourishment campaign.

As part of this option, earth moving equipment would be used to excavate a swale between the toe of the dune and the sea (by pushing the sand seaward), to effectively create a sand bund that will contain the pumped dredge sand (water and sand).

The material would then be pumped to shore via a floating pipeline and short length of shore-based pipeline. For this option, the pipeline would be placed on the beach some 10-15 metres seaward of the existing shoreline vegetation line and at a level generally about 1-2 metres above the existing beach level. Sand placement would start north of the boat ramp and progress northward. It is expected that the level of the beach profile will be placed over an alongshore length of approximately 500-700 m. The use of booster pumps could possibly increase the range of pumping to around 1500 (around to the SLSC). Pumping any further than this may create logistical issues, as the use of multiple booster pumps in series can create logistical difficulties.

Given the large volume of sediments, (around 30,000m<sup>3</sup> of material), this would comprise a significant nourishment campaign. Spread across a 1500 m length of Lady Bay beach, this would equate to a nourishment

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volume of around 20 m<sup>3</sup> per metre length of beach. Across a 15 m wide placement zone, the sand would need to be placed to a height of 1-2 m above the existing beach level. In order to minimise the likelihood of placed material rapidly returning to the dredge pocket, the material could be placed in a configuration that creates a horizontal beach berm above the swash zone, at around +2m AHD.

A bulldozer will be used to adjust the beach alignment and profile so that it grades smoothly along the beach and into the sea. As the dredging progresses and pumping into the bunded beach area continues, earth moving equipment would be kept on hand to extend and top up the bund as progress is made up the beach.

The water will partially seep through the bund. Water removal from the bunded area may be expedited by drain pipes, the ends of which are covered by geotextile fabric to limit the amount of suspended sediment released to the sea.

The sand is fine, and so this option would need to be accompanied with protection works at the sand reuse area after the dredge and associated equipment has been demobilised. This would likely comprise sand fencing to limit removal of sand from the active beach system by wind. There may also be value in re-vegetating the area close to the dune. Note however that in time there will be erosion and reworking of the sand placed on the beach, and maintenance of the sand fences and vegetated areas may be required.

An indicative schematic is provided in Figure 4-3. It should be noted that this is a concept sketch only, and the design of the nourishment profile would need to be formalised prior to dredging.

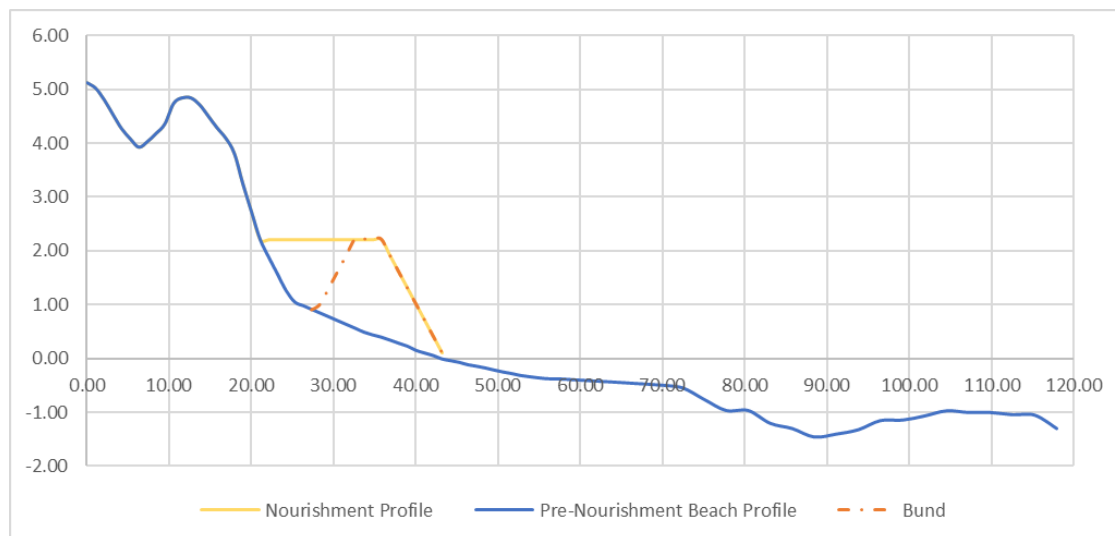


FIGURE 4-3 INDICATIVE BEACH NOURISHMENT PROFILE

### Environmental Impacts

This option is unlikely to have a significant impact on terrestrial flora and fauna – as it does not involve any clearance or burial of local habitat. Fauna that colonise beach dunes typically well adapted to the dynamic nature of sediment movement along beaches – as large scale natural movement of sediments are common in such habitats during storms. If accompanied by some revegetation of the dune, then this option may result in a net-positive in terms of terrestrial ecology impacts (albeit relatively minor in nature)

Likewise, impacts of local marine ecology are also considered to be minimal. The primary issue is likely to be the issue of turbidity in the nearshore zone along the placement area. Once pumped into the beach bund, the dredge sand dewatering process will involve seepage of this material through the bund and back into Lady

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Bay. It is likely that this process will generate elevated turbidity in the surf zone along Lady Bay Beach. Typically, sandy sediments pose few turbidity problems during beach nourishment reuse as sands settle quickly, however it is possible that such turbid plumes may remain in suspension due to the relatively energetic wave climate in Lady Bay and the associated surf and swash zone currents

These turbid plumes are unlikely to have a significant impacts on the few seagrass colonies within Lady Bay – see Figure 3-1. As these sediments are sandy, they are expected to be localised in nature, and would quickly fall out of suspension seawards of the surf zone, and would be exposed to highly dissipative forces in between the beach and the offshore seagrass deposits. Likewise, the presence of any nearshore turbid plumes are not expected to impact the Merri Marine Sanctuary and associated ecology, as the sanctuary is offered additional protection from such plumes along Lady Bay beach by the presence of the harbour breakwater

#### Advantages

There are a number of advantages of this reuse option, including:

- Recent storm activity over the last several years have resulted in pronounced & observable erosion along some stretches of Lady Bay Beach. At some locations, this has manifested in the form of steep and relatively high erosion scarps that limit beach access and present a safety hazard – see Figure 2-11. Furthermore, there are a number of coastally adjacent assets, such as access stairs and the shared path that are becoming increasingly threatened by shoreline recession. A beach nourishment campaign of this magnitude would provide significant storm erosion protection for the eroded foreshore and threatened assets. The currently vulnerable to erosion will be reinforced with more sand so that there may be effectively no net erosion landward of the present dune toe
- The option also keeps all of the dredged sediments within the coastal sediment compartment. This option will therefore not adversely impact future shoreline recession due to mean sea level rise
- The option is unlikely to have significant environmental impacts on the local terrestrial and marine environment (flora and fauna).

#### Disadvantages

- The use of bunds in an active beach zone can still be problematic, particularly within the confines of the Lady Bay precinct. The area required to construct a bund results in a wide footprint that cannot be easily accommodated on the presently narrow beach. It is likely that the seawards face of the bund will be exposed to wave energy and dynamic swash zone sediment transport during the reuse process
- The bund containing the dredge sand reuse (and the sand material itself) would potentially be exposed to storm wave energy and storm wave erosion during the works. This can be problematic in two ways:
  - Earth moving equipment would not be able to operate during energetic beach waves conditions due to safety concerns (as well as logistical issues). Such energetic storm wave conditions can last for several days at a time, and this may present scheduling and timeframe pressures, along with associated cost increases – as cost of the dredge is typically charged on a per day basis
  - During storm wave conditions, erosion of the beach bund and the recently placed material would undo much of the work as it is being undertaken. Storm waves would erode and remove this material, where it would likely be transport both offshore in the form a bar, and also transported alongshore by surf zone currents and back into the vicinity of the dredging
  - If such an event were to occur, then the resultant nearshore turbidity, loss of beach width and (potential) infill of the dredge pocket may undermine community confidence in the project
- Natural processes will reshape the beach after placement, and some of the nourished sand will erode relatively quickly after placement. Even without significant storm activity, day-to-day wave conditions and

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alongshore currents will gradually return some of the material back southwards towards the dredge pocket after completion of the works – likely over a period of years (noting that this process already occurs).

- Restriction of beach access during the works period – possibly up to 8 weeks. Restrictions would be to beach sub compartments, one at a time as works progress up the beach.

#### 4.6 Option 3: Hybrid of Options 1 & 2

This Options represents a hybrid of Options 1 and 2. Of the 30,000 m<sup>3</sup> of sand to be dredged from the Port, around 5,000 m<sup>3</sup> could be placed on the beach to help alleviate erosion concerns. The beach nourishment would be placed over a 500 metres length of Lady Bay beach, starting in front of the Pavilion Café and then progressing north along the beach. Sand nourishment would create an additional width of dry beach extending out around 10 metres from the base of the dune, to a height of around 1 metre. The remainder of the material could be dewatered and reused via the retention ponds - as described for Option 1. As for Option 1, once that sand material dewatered, some of it would be removed off site (via trucking), and at the end of the dredging campaign a certain amount (around 4,000m<sup>3</sup>) would be kept on site as a sand stockpile to be mobilised for future use to mitigate erosion.

##### *Environmental Impacts*

The environmental impacts for this Option are as discussed for Options 1 and 2 respectively.

##### *Advantages*

- This option would allow for a more modest beach nourishment campaign to alleviate erosion concerns and provide a sand buffer to protect the current foreshore.
- The nourishment could target erosion hot spots and pinch points where the erosion escarpment threatens coastal assets and infrastructure.
- The reduced nourishment volume (compared to Option 2) would result in a lower volume of beach nourishment material potentially returning back into the dredge pocket.
- This would result in a reduced volume of material needed to be dewatered and disposed of in the retention ponds (a reduction of around 20%) , and would have reduced noise and traffic impacts as a result.

##### *Disadvantages*

- This option may not provide the requisite sand buffer to prevent significant erosion in the event of a storm.
- Land clearing and earth works associated with construction of the retention ponds are still required. The CDF would still be required to be the same size as for Option 1 (in order to maintain the rate of sand dewatering and removal), and so construction costs (and risk) associated with the CDF are also the same as for Option 1.

#### 4.7 Option 4: Nearshore Marine Reuse

Dredged material could potentially be redistributed within the nearshore marine environment, providing an alternative to terrestrial storage or foreshore of dredged sediments. This would be achieved by using dredge to either mechanically move or pump sediments from the dredge pocket directly to the local receiving waters.

Option 4 would involve reuse of the dredge material into Lady Bay in the form of a shallow water “feeder” sandbar to feed the sediment to the beach by natural cross-shore sediment transport processes in the beach profile. This would act as a slower and “nature-like” form of beach nourishment, where sand would migrate towards the shore due to the sediment imbalance in the profile, which mimics the upper beach recovery process following major storms. Typical volumes for this placement are in the range of 80 to 100 m<sup>3</sup>/m, and

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this would result in, nominally, two separate sandbars that are each around 500 m wide (at the crest), 150-200 m long, and around in 1.5 m height. An indicative schematic is provided in Figure 4-3. It should be noted that this is a concept sketch only, and the design of the nourishment profile would need to be formalised prior to dredging.

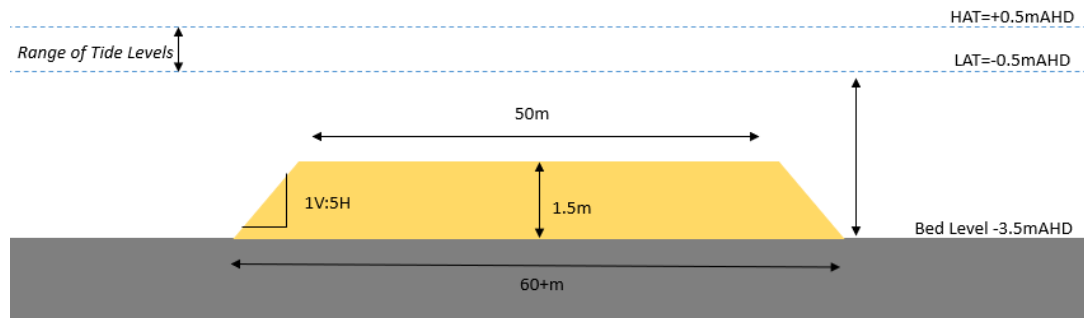


FIGURE 4-4 INDICATIVE NEARSHORE SANDBAR PLACEMENT PROFILE

The sediment would need to be deposited within Lady Bay, within the nearshore zone, well inside the depth of closure (which represents the seawards limit of cross-shore sediment transport processes). Within the western compartment of Lady Bay, this would likely be the zone shallower than 5 metres below CD (approximately). Note that where bars are already present the berm generally is placed on the seaward face of the most offshore bar. Once deposited into the nearshore zone, the sand is transported naturally landwards by swell over a period of months, before being gradually deposited onto Lady Bay Beach via swash zone processes. In the absence of major storm events, this will gradually build the beach over a period of months, and provide a supply of sediment that would alleviate current erosion and scarping visible along Lady Bay beach. Seasonal timing of placement along the Warrnambool Coastline is typically best at the beginning of summer when there are more accretional-type wave conditions. Finally, the dimensions/shape and depth of placement should be considered to optimize onshore migration of sand to the beach as well as promoting safe beach amenities.

There are a number of options for delivering the sand from the dredge to the sandbar location(s). Sand would be pumped from the dredge to the nearshore reuse location with a floating pipeline, or the pipeline could potentially be run along the beach (in order to make use of booster pumps) and then returned seawards to the placement location via a small length of floating pipeline.

Stakeholder engagement undertaken as part of this study suggested that this option was employed for dredged sand reuse in the 1970's.

#### *Environmental Impacts*

There are a number of environmental considerations associated with nearshore marine reuse of dredged sediments. The primary impact is that of elevated turbidity in the vicinity of the placement areas, and the resultant impact on marina flora and fauna. Elevated turbidity for sustained periods can have a negative impact on light-requiring species such as seagrasses – as excess turbidity can reduce the amount of light reaching the seabed and affect photosynthetic activity in local seagrasses and other benthic flora. Once these sediments settle out of suspension, they may also smother local benthic flora.

Figure 3-1 depicts the marine flora communities around the study area. It shows that there are a number of seagrass habitats located within Lady Bay that would be potentially affected by affected by Option 4. These seagrass communities would be within moderate proximity to the nearshore berm location – around 200 m from the likely placement location - and as such may be affected by excess turbidity and smothering of sediments. However, the dredge material is comprised mainly of silty sand and would settle quickly, and as

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such the potential impacts on these seagrass beds is considered relatively minimal. Whilst there are likely to be localised, temporary changes in water clarity where the sand is being placed, changes are likely to be less noticeable than those seen during large swell events. Similarly, this quick settlement of dredged sand means that Option 4 would not have any observable impacts on the Merri Marine Sanctuary, located around 1,200 m from the likely placement site.

Additionally, any placement would need to consider impacts of turbidity on the marine communities associated with the La Bella Shipwreck, located only a few hundred metres away from the likely placement area.

Oftentimes silts curtains are used to contain suspended sediment and limit the advection & dispersion of turbid plumes. However, the wave climate around Lady Bay is far too energetic to support these structures. There are a few practical ways to contain dredge sand pumped into the nearshore marine environment.

#### *Advantages*

There are a number of advantages of this reuse option, including:

- The beach will remain accessible to the public during the dredging program, though use of the surf zone would be restricted within 200m of sand placement operations.
- There are no anticipated impacts on terrestrial ecology (flora and fauna)
- The logistics of nearshore marine reuse are relatively straight forwards and inexpensive. This method involves no dewatering requirements, and only no additional transport requirements as the material can be pumped to the reuse location straight from the dredge
- This option would help to alleviate some erosion issues currently observed on Lady Bay Beach. Sand would be gradually delivered onto the beach over a period of months – depending on the prevailing wave conditions. This material would be naturally distributed across the beach and placed in a natural foreshore slope. This would also provide additional dry beach width and associated recreational amenity. The beach would be expected to grow slowly and will not retreat easily (i.e. a resilient beach)
- In the short term, the near shore sand berm will provide some localised erosion protection by attenuating the energy of storm waves
- This option also has positive recreational amenity benefits. The configuration of this near shore sand bar can also be engineered to generate a surfable surf-break in the short-term following completion of the dredging works (of the order of weeks to months). That is, the sand can be placed to mimic natural sand bar formations known to promote good surfing conditions. As the sand gradually migrates onshore in the following months (or longer), the surf break will become less pronounced, but the material will start to migrate onto the Lady Bay beach and provide increased beach width (and resulting beach amenity).
- The option also keeps all of the dredged sediments within the coastal sediment compartment. This option will therefore not adversely impact future shoreline recession due to mean sea level rise.
- Impacts of underwater noise on marine fauna (such as whales and penguins) are expected to be minimal, as startle or avoidance behaviours are likely to result in temporary displacement and avoidance of the area as soon as works commence.

#### *Disadvantages*

- Over time, this option could result in deposited sediments gradually working their way back into the dredge pocket. This process would occur a lot slower than for Option 2, and would likely take years. Nonetheless, as the sediments would remain within the coastal sediment system, they would be expected to eventually be delivered back onto Lady Bay beach via onshore processes, and then transported south towards the port via swash and surf zone processes.

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- In terms of public safety/liability, as the nearshore structure would be used by surfers, it is therefore important that risk of injury to surfers be minimised. The structure would be specifically engineered to mitigate the risks associated with dangerous surf conditions.
- Additional turbidity modelling and sand placement studies may be required for this option
- Consideration should be given to relevant state and federal government requirements for nearshore reuse.

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#### 4.8 Option 5: Offshore Disposal

This would be achieved by using a hopper dredge to transport sediments from the dredge pocket directly to a deep sea spoil ground which is deep enough to accept additional fill. Across Victoria and internationally, most unwanted clean dredged material is disposed at sea - either to declared spoil grounds or into seabed depressions.

The offshore spoil ground could be situated approximately 3 km south of the port, and would be situated in approximately 20 to 30 m of water. Given the volume of material to be disposed, the size of the spoil ground would be an area of around 500 m by 500 m area. The specific location of the spoil ground would need to be determined through oceanographic current and dispersion modelling, combined with an ecological survey of the study area.

This disposal method would require a hopper dredge to track its position over the out to, and over, the spoil ground during the disposal activities to ensure disposal is within the defined co-ordinates, using a Global Positioning System (GPS). This would ensure that maintenance dredge material would only be dumped in the area specified. The dredger would navigate along the prescribed route and once at the spoil ground location would open the hopper ('doors' at the bottom of the vessel hull) to release the dredged material over the spoil ground.

This process would require a Trailer Suction Hopper Dredge (THSD) with a shallow draft – such as the “Tommy Norton” which is owned and operated by Gippsland Ports, However, even a vessel such as these maybe be too big, as they operate with a draft of around 3.2m (Gippsland Ports, 2019; DredgePoint, 2020).. Furthermore, TSHD's of this size tend to have hopper volumes of around 400-650m<sup>3</sup> (Gippsland Ports, 2019; DredgePoint, 2020), and therefore would require frequent disposal runs to the spoil ground. A smaller THSD such as the “Faucon” operated by McQuade Marine Pty Ltd out of Queensland, with capacity of 200-300m<sup>3</sup> could be well suited for such a job. This option may therefore represent an inefficient means of dredging compared to other options because of lack of equipment in Victoria.

New spoil grounds require a Commonwealth Sea Dumping permit. Before new areas are designated as spoil grounds, the proponent is required to assess the proposed location, assess marine communities at the disposal site, document any items of historic interest (for example, shipwrecks), and assess beneficial uses of the area. This would involve consultation with environment and fisheries organisations, local fishers, divers and other relevant organisations. If existing information is inadequate, surveys of marine biota at the disposal site and appropriate control sites may be required to ensure that the designated area has no identifiable critical resources, or to provide a baseline against which changes can be measured.

Therefore, a number of studies would need to be undertaken in order to establish a new offshore spoil ground as a viable disposal option. This is particularly relevant given the proximity of any economically viable (that is, nearby) spoil ground to the local Merri Marine Sanctuary (see Figure 3-1). Therefore, a thorough ecological impact assessment would be required to support such an option, and this would need to be supported by include hydrodynamic and modelling of turbid plumes and potential seabed sedimentation.

The cost and time required to generate these studies means that this option is not likely to be viable over the proposed 10-year consent period. However, if these studies are undertaken as part of a future consent application then this may become a viable long-term alternative.

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#### 4.9 Option 6: Do Nothing

The other options considered as part of the options assessment was a “Do Nothing” approach, whereby no dredging is undertaken. It should be noted that the facilitation of a dredging program at the port is supported by a number of local and state planning initiatives, including:

- The Warrnambool Coastal Management Plan 2013: According to the plan, the dredging at the port has been identified as a “High Priority” management action. Reference 4.8 of the plan indicates that the high priority management action should “*Maintain boat access and beach profile of Lady Bay through regular dredging in accordance with the Best Practice Environmental Management Guidelines for Dredging (EPA, 2001)*”
- The Port of Warrnambool Master Plan: The Warrnambool harbour, a State Government owned asset managed by Warrnambool City Council, has been identified as requiring further development and enhancement of public boating facilities. Warrnambool City Council has an estimated population of almost 33,800 (as of 2016) and Council is planning for the City’s population to reach 50,000 by 2036. Therefore, the Port of Warrnambool Master Plan is intended to facilitate waterway access for a growing residential user base and improving wave conditions and siltation at the boat ramp aligns with this need.
- Western Victoria Boating Coastal Action Plan 2010: This plan provides the strategic framework to guide the provision of improved and more sustainable boating facilities across the Western coastal region. The plan identifies the need for maintenance and management of recreational boating infrastructure. The Plan identifies the Port of Warrnambool as “*A State Marine Precinct*” that incorporates facilities of national, state, regional and local significance.

In addition to the above planning initiatives, the facilitation of enhanced boat launching conditions at the port and maintenance of marine access aligns with the State Government plan, *Target One Million*, which aims to grow participation in recreational fishing to one million anglers by 2020. As a result of the safer boating measures, more boats will be able to launch more often at the Port of Warrnambool, which is a State Government-owned facility. It is anticipated that this would comprise largely recreational fishing vessels. An increase in fishing tourism will build on an important strength of the Great South Coast region.

Based on this local, regional, and state planning alignment it is considered that dredging at the port to improve wave conditions and improve accessibility through alleviation of siltation issues is a sound management approach.

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#### 4.10 Additional Considerations

If the onshore disposal option is adopted for this project (Option 1), then there may be opportunities for the dewatered dredge sand to be reused for other purposes, for including beach nourishment at alternate locations. Some of these feasible options have been outlined below.

##### *Beach Nourishment at East Beach, Port Fairy*

Moyne Shire Council are periodically in need of marine sediments to support beach nourishment programs along their coastline. East Beach at Port Fairy, located on the northern side of the Moyne River entrance, has historically experienced chronic erosion issues. This on-going erosion threat is likely to be exacerbated by sea level rise associated with future climate change. The dredge material would be uncontaminated with effectively the same characteristics as the in-situ sand on East Beach and would therefore be suitable for beach nourishment purposes.

The solution of transporting dredge sand material from Warrnambool to Port Fair was assessed as part of the Port Fairy Sand Sourcing Study (CES, 2012). The haulage distance from Lady Bay to East Beach is approximately 30 kilometres. That study found that for Moyne Shire Council, there were other more cost-effective sand sources for their beach nourishment program. However, a stockpile of dewatered and clean sand would provide a quick source of sand for East Beach in the event of emergency nourishment requirements.

Given the volume of material involved (around 30,000m<sup>3</sup>), a traffic management plan may be required for this undertaking, given that trucks are likely to be operating in residential zones. The sand is directly accessible from the foreshore. Consequently, excavation would be by land-based earthmoving equipment. The costs therefore relate to:

- Any royalties that are applied by government agencies;
- Sand extraction from the dewatering bund and placement into on-road trucks;
- Road haulage to beach access locations along East Beach;
- Spreading of the sand at East Beach from the dump location into the foreshore area being nourished

Discussions would need to be held with Moyne Shire Council regarding the funding arrangements for this process. Another issue would be whether consent under the MACA could be obtained to remove sand from local coastal environment for sale.

##### *Sale of Material to a Sand Quarry*

Opportunities exist for the sand extracted from port to be used for commercial purposes such as building fill and maybe concrete production. This would likely involve on-selling of the dewatered sand material to a local sand quarry. This option may be suitable from a cost perspective, as selling of the material may help partially offset the cost of the dredging process and dewatering.

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## 4.11 Options Assessment

### 4.11.1 Multi Criteria Assessment

In order to identify a preferred option for dredged material reuse, the potential options outlined in Section 5 were assessed using a high level, semi-quantitative multi-criteria matrix framework. The matrix provides a methodical and transparent approach to comparing different options that is readily understood by the stakeholders and community.

Each option was scored against the following social, environmental and performance criteria:

- **Environmental Impact: Terrestrial Environment:** This includes potential impact to terrestrial flora and fauna within Worm Bay and on Lady Bay Beach.
- **Environmental Impact: Marine Environment:** This includes potential impact to marine flora and fauna within Lady Bay, and at the Merri Marine Sanctuary.
- **Social Amenity- Odour & Visual Impacts:** This includes likely impacts to the local community associated with odour emanating from the placement and stockpiling of dredged sand. This also includes impacts on the visual amenity of Worm Bay and Lady Bay Beach through changes to the landscape associated with construction of facilities and dredge sand placement (both temporary and permanent).
- **Social Amenity- Recreational Amenity Impacts:** Impacts on the recreational use of Worm Bay and Lady Bay Beach, including impacts on public access to the beach and foreshore/marine activities such as beach usage, horse training, sailing, surfing and swimming;
- **Community Preference -** as determined in the community survey (see Section 5). Scores have been assigned based on community order of preference.
- **Performance: Port Use Impacts via Return of Sediments to Dredge Pocket:** This accounts for the potential for dredged sand to return to the Port and affect functional access. As discussed in Section 4.2, the selection of the dredge reuse option is unlikely to have a significant impact on the regional coastal processes because the volume of the dredged sand is a small fraction of the volume of sand mobile on the seabed in Lady Bay and transiting through the coastal system. The weather and oceanic conditions are likely to have a dominant impact on the volume and frequency of maintenance dredging. Therefore, the selection of reuse option is likely to have a minimal to moderate impact on the required rate of maintenance dredging.
- **Impact on Beach Erosion and Foreshore Assets:** This refers to impacts that each reuse option will have on the erosion issues currently experienced on Lady Bay Beach (see Section 2.2.6) – as removal of sediments from the coastal system can potentially exacerbate this erosion over future planning timeframes. This can present a safety risk and place coastally adjacent infrastructure at risk.
- **Logistical Requirements:** This includes logistical considerations such as ability to acquire an appropriate dredge, obtain required permits and approvals, and undertake the required scope of works in an acceptable timeframe.

For each option, scores ranging from -3 (strongly negative impact) to 0 (neutral or no impact) and +3 (strongly positive impact) were allocated for each criterion as described in Table 4-4. It should be noted that for some criteria, a score of -3 is identified as a result that may make the option non-feasible overall (at least for this dredging application). Given that some criteria were of higher significance than others (for instance, longevity of the dredge pocket configuration was more important than odour impacts), these criteria were weighted based on their respective importance, in discussion with Council and other project stakeholders. The total net benefit score was calculated for each option based on the total sum of their weighted criteria scores.

From here, a total Cost / Benefit score was calculated that showed the comparative ratio of benefit to cost. Results are provided in Table 4-5.

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#### 4.11.2 Estimated Costs

For the purposes of comparing and contrasting the various sand reuse options, a series of high-level cost estimates have been developed for each of the options. It should be noted that these costs are not intended as detailed budget estimates for planning, tendering and procurement, but rather have been undertaken at a high level, for the purposes of comparing potential cost magnitudes of the proposed options.

For each option, the following cost estimates have been provided:

- Tender estimates of the initial round of dredging (capital costs);
- 10-year life-cycle Net Present Economic Value (NPEV) costs that build on the capital costs and also includes costs associated with maintenance dredging during the 10-year consent period;
- Total 10-year estimate of required budget. This includes the 10-year lifecycle NPEV costs, as well as a high level estimate of other costs likely to be incurred throughout the life-cycle, including construction contingency, contractual risk, in-kind costs incurred during project delivery, design costs and costs of additional studies, and operational cost of existing beach management.

##### *Capital Tender Estimates*

An estimate of the initial costs associated with tendering and execution of the initial round of capital dredging has been developed based on the costs of historical dredging activities at the port. A summary of historical and present-day estimates of unit rates for dredging are provided in Table 4-2 in terms of dollars per cubic metre.

**TABLE 4-2 HISTORICAL AND PRESENT DAY ESTIMATES OF UNIT COST OF DREDGING**

Campaign	Approx. Cost	Volume (m <sup>3</sup> )	\$/m <sup>3</sup> in historical terms	Inflation Rate to Present Day <sup>1</sup>	\$/m <sup>3</sup> in 2020 terms
2009	\$800,000	36,000	\$22.2	2.1%	\$27.9
2012	\$150,000	8,000	\$18.8	1.9%	\$23.1

Based in the unit costs estimated above, a unit cost of \$25/m<sup>3</sup> was adopted for estimated the potential cost of dredging under each option. Capital cost assumptions for these options include the following factors associated with dredging and reuse of sand:

- The estimate includes only dredging and placement works (including beach grooming by earth moving equipment for Options 2 and 3)
- Favourable weather during dredging
- Availability of a suitable dredge and crew
- Market rates pre-COVID 19 pandemic

For Option 1, the additional costs needed to be considered including detailed hydraulic and civil design works for the CDF and associated facilities. The detailed design and specification of the permanent works would typically consider a design life of 20 years for the following elements (unless otherwise noted):

- Dewatering bunds and stockpile area allowing bearing capacity and watertightness to control dredging works and stormwater runoff

<sup>1</sup> Inflation rates obtained from the Reserve Bank of Australia <https://www.rba.gov.au/calculator/annualDecimal.html>



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- Trafficable area – turning radius, grade, stormwater drainage for 40t excavator, D8 dozer and 24t Moxy articulated truck
- Dewatering drain / outfall – an open channel, located above Mean High Water Stream which will be lined. The channel will require some maintenance prior to and following dredging works
- Perimeter Fence – security fence and gates
- Car park and temporary site building space
- Sinker steel pipeline launched from the dewatering facility, designed to a 50-year Averaged Recurrence Interval storm wave and current loads

#### 10-year Lifecycle NPEV Tender Estimates

In addition to capital cost estimates, whole-of-life cost estimates were developed for each of the options that included the maintenance dredging on a nominal 3 yearly basis. The rate of maintenance dredging was assumed to be similar for each of the placement options. This assumes that dredging and placement will be adequately designed and based on accurate and regular monitoring data.

The cost estimates associated with maintenance dredging were based on historical costs of the 2012 maintenance dredging campaign, which involved dredging of around 8,000 m<sup>3</sup>, and was understood to cost around \$150,000 (in 2012 terms) – see Table 4-2. Ten-year life cycle cost estimates were then calculated using a Net Present Economic Value (NPEV) approach, assuming an annualised 2% inflation rate and adopting a NPEV 7% discount rate.

#### Total 10-year Estimate of Required Budget

In recognition of the fact that the construction tender costs are not a true reflection of the actual effort required to design, procure and complete the works – an additional estimate has been provided to account for other costs likely to be incurred throughout the 10-year project life-cycle - including construction contingency, contractual risk, in-kind costs incurred during project delivery, design costs, costs of additional studies, and the operational cost of existing beach/dune management at Lady Bay Beach.

These costs estimates have been provided as percentage increase, relative to the 10-year Life-Cycle NPEV Tender Estimates. The potential budgeting estimates are likely to differ for each option, as the options possess varying degrees of construction risk, and additional studies etc. These estimates include:

**TABLE 4-3 POTENTIAL PROJECT BUDGET ESTIMATES**

Option	Estimate of Additional Budgeting Costs	General Comments
Option 1	+150%	This option presents the highest degree of construction risk (latent conditions etc), as well as environmental and land management
Option 2	+100%	This method possesses less construction risk (relative Option 1) as it does not require substantial construction works and has been trailed and tested during previous dredging campaigns in 2009 and 2012.
Option 3	+150%	This option contains possibly the highest degree of risk, as it inherits the risks associated with both Options 1 and 2
Option 4	+100%	This option may require an additional booster station or potentially a hopper dredge in order to offset reduced beach works.

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Option	Estimate of Additional Budgeting Costs	General Comments
Option 5	+150%	This may require additional marine based equipment and use of a hopper dredge. Would require additional studies and approvals process for offshore disposal ground.

#### 4.11.3 MCA Results

Option 1 (Onshore Disposal) ranked the highest overall in terms of net benefit. This benefit score was largely due to the fact that the option scored highly in terms of the most heavily weighted criteria: community preference and performance (in terms of lack of return of sediments to dredge pocket). However, the option scored lower in terms of the visual impacts of the CDF, and the fact that it involves the removal of sediments from the coastal system which will exacerbate dune erosion at the Lady Bay foreshore. However, the CDF sand stockpile can be used to address localised erosion issues on the foreshore, allowing more flexibility in local coastal management actions. The environmental impacts of the CDF will result in a permanent change to the site amenities.

Despite its relatively high net benefit score, the option is also likely to possess a significantly higher costs than the other options. The design and construction of the CDF and associated landside facilities is likely to be significantly higher than the cost of Options 2 and 4. The cost/benefit score of the Option 1 ranks third.

Option 4 ranked highest in terms of the cost benefit ratio, and second in terms of the net benefit score. This option provides higher recreational amenity benefits following the dredge campaign, as it is likely to provide a surfable surf-break in the short term, and the sand will then migrate onto Lady Bay beach providing beach amenity in the medium term. This will also help alleviate dune slumping and erosion currently experienced at the Lady Bay foreshore dunes. This option is also likely to be significantly cheaper than Option 1, as it will not require the significant suite of onshore civil design and construction works of an onshore CDF. When considering the ratio of cost / benefit, this option scored the highest. However, this option scored last in terms of community preference (see Section 5).

Option 2 scored highly in terms of protecting Lady Bay Beach and associated coastal assets from the threats of coastal erosion. It would involve a substantial amount of dredge material be placed on Lady Bay beach, and if placed in a configuration that minimises swash zone transport back into the dredge pocket then the return of the material may be ameliorated. This option also presents minimal environmental impacts. The predominant drawbacks of this option include the loss of beach access and amenity during the placement of the material, as well as the fact that this option be the most likely to result in the return of dredged material back to the dredge pocket.

Whilst Option 5 scored low, it is considered that this option may represent a long-term disposal strategy, if the requisite studies are undertaken to prove that environmental impacts are minimal, or can be adequately managed.

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TABLE 4-4 OPTIONS SCORING CRITERIA

Option	-3	-2	-1	0	+1	+2	+3
Environmental Impact: Terrestrial Environment	Significant and/or longer term negative impact on terrestrial environment.	Moderate and/or medium-term negative impact on terrestrial environment. May be restored.	Minor, short-term negative impact on terrestrial environment. Natural recovery likely or offset in other area.	Nil or neutral impact on terrestrial environment.	Minor, short-term positive impact on terrestrial environment.	Moderate and/or medium-term positive impact on terrestrial environment	Significant and/or longer-term positive impact on terrestrial environment.
Environmental Impact: Marine Environment	Significant and/or prohibitive negative impact on marine environment.	Moderate and/or medium-term negative impact on marine environment. May be restored.	Minor, short-term negative impact on marine environment. Natural recovery likely.	Nil or neutral impact on marine environment.	Minor, short-term positive impact on marine environment.	Moderate and/or medium-term positive impact on marine environment	Significant and/or longer-term positive impact on marine environment.
Social Amenity: Odour & Visual Impacts	Moderate negative impact on local community. Impact duration: several months or longer.	Moderate negative impact on local community. Impact duration: weeks to months.	Minor, short-term negative impact on local community. Impact duration days to weeks.	Nil or neutral impact.	N/A	N/A	N/A
Social Amenity: Recreational Amenity Impacts	Major impact on recreational amenity during dredging.	Moderate impact on recreational amenity during dredging.	Minor impact on recreational amenity during dredging.	Nil or neutral impact.	N/A	N/A	N/A
Community Preference	N/A	Ranking Score 1.0+	Ranking Score 1.5+	Ranking Score 2.0+	Ranking Score 2.5+	Ranking Score 3.0+	Ranking Score Above 3.5+
Performance: Port Use Impacts via Return of Sediments to Dredge Pocket	Rapid return of material to dredge pocket, starting almost immediately. Likely to make option impractical or non-feasible.	Material likely to return to dredge pocket over months to years.	Material likely to return to dredge pocket over period of years or longer.	No change compared to historical maintenance dredging requirements.	Some material removed from system. Likely to result in a slight to moderate decrease in historical maintenance dredging requirements.	Material mostly removed from system, and slow / imperceptible return of material to dredge pocket.	Removal of all sediment from coastal system. No chance of return of material to dredge pocket.
Impact on Beach Erosion and Protection of Foreshore Assets	Significant removal of sediment from system and long-term increased exposure of Lady Bay Beach and foreshore assets to erosion	Moderate removal of sediment from system and medium-term increased exposure of Lady Bay Beach and foreshore assets to erosion	Relatively minor removal of sediment from system and minor increase to erosion & vulnerability foreshore assets	Nil or neutral impact.	Will result in minor or short term protection of Lady Bay Beach & coastal assets from coastal erosion.	Will result in moderate protection of Lady Bay beach & coastal assets from coastal erosion.	Will result in significant protection of Lady Bay Beach & coastal assets from coastal erosion.

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Option	-3	-2	-1	0	+1	+2	+3
Logistical Requirements	Cost and or logistical requirements prohibitive for this MACA dredge application.	Moderate or major logistical issues that require significant additional costs and/or management controls	Sand disposal operations require moderate additional infrastructure & management. Extensive management controls in place.	Some logistical issues that (such as weather dependency) that may and may represent risk to the project budget & schedule.	Sand disposal operations require moderate additional infrastructure & management. Minor / moderate management controls in place.	Sand disposal operations are simple and require only minor additional infrastructure or management.	Sand disposal operations are straight forward and require little to no additional infrastructure or management.

TABLE 4-5 MULTI-CRITERIA OPTIONS ASSESSMENT FOR DREDGE MATERIAL REUSE OPTIONS

Option↓	Environmental Impact: Terrestrial Environment	Environmental Impact: Marine Environment	Social Amenity: Odour Impacts	Social Amenity: Visual Impacts	Social Amenity: Recreational Amenity Impact During Dredging	Social Amenity: Recreational Amenity Impact After Dredging	Community Preference	Performance: Harbour Use Impacts via Return of Sediments to Dredge Pocket	Impact on Beach Erosion and Foreshore Assets	Logistical Requirements	Net Benefit Score	Approx. Capital Tender Estimates	Approx. 10 Year NPEV Cost	Total 10-year Estimate of Required Budget	Comparison Index: Ratio of Benefit Score to 10 Year Budget
Weighting →	x1	x1	x0.5	x0.5	x0.5	x1	x2	x2	x1.5	x1					
Option 1: Onshore disposal	-2	0	-1	-2	0	0	+2	+3	-1	-1	<b>+4.0</b>	\$ 1,500,000	\$ 2,000,000	\$5,000,000	<b>+0.8</b>
Option 2: Foreshore reuse onto Lady Bay beach	0	0	-1	+1	-2	+1	+1	-2	+2	+1	<b>+2.0</b>	\$ 750,000	\$ 1,200,000	\$2,400,000	<b>+0.8</b>
Option 3: Hybrid of Options 1 and 2	-2	0	-1	-2	-1	0	+1.5	+2	+1	-1	<b>+3.5</b>	\$ 1,500,000	\$ 2,000,000	\$5,000,000	<b>+0.7</b>
Option 4: Nearshore marine reuse in Lady Bay	0	-1	0	+1	0	+2	0	-1	+2	+1	<b>+3.5</b>	\$ 750,000	\$ 1,200,000	\$2,400,000	<b>+1.5</b>
Option 5: Offshore marine disposal	0	-1	0	0	0	0	N/A	+3	-1	-3	<b>+0.5</b>	\$ 900,000	\$ 1,400,000	\$3,500,000	<b>+0.1</b>

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## 5 COMMUNITY CONSULTATION & STAKEHOLDER ENGAGEMENT

### 5.1 Community Consultation

As part of the project, a “*Your Say Warrnambool*” page was established in order to engage with the local community and gather community opinion regarding the dredge material reuse options (see Figure 5-1). This page summarised technical documentation provided by Water Technology which was modified for public consultation.



Warrnambool City Council is developing a 10-year dredging strategy for the Port of Warrnambool.

The Port of Warrnambool is owned by the Victorian Government which provides funding to support the port operations and maintenance.

Dredging is required to ensure sufficient water depth for the safe manoeuvring of boats in the port area and to help refract wave energy where boat launching and retrieval occurs.

Lady Bay is on a dynamic stretch of Victoria’s coastline with currents and storms constantly moving sand along the seabed and the shore.

Dredging is required to moderate the wave action around the port area and to ensure there is sufficient water depth for a wide range of boats.

Among the key considerations for the strategy is where to dispose of the 35,000 cubic metres of dredged sand, which is the proposed volume for removal in 2020 subject to funding.

Dredging will be undertaken in accordance with environmental approvals.

There are four options:

**Option 1.** Disposal of dredged material in specially constructed retention ponds behind the dunes at Worm Bay. This is Council’s preferred option.

**Option 2.** Disposal of dredged material on to a wide stretch of Lady Bay beach from the Pavilion Café to Warrnambool Surf Life Saving Club (approx.) This would be about 20m wide and 1.5m deep.

**Option 3.** Hybrid which is a combination of options 1 and 2. Disposal of most material behind the dunes and some along the beach (up to 5,000 cubic metres of sand placed on the beach to help stabilise the dune face).

**Option 4.** Near-shore marine disposal of dredged material over a large area away from the port. This would create an artificial sand reef which would remain in place for a period of time before coastal action placed some material on the beach while a portion would be dispersed off-shore.

Community feedback will help inform a decision on dredging and in evaluating each of the options Council, the Department of Environment, Land, Water and Planning and the Department of Transport will also consider:

- Environmental impacts
- Social impacts (such as visual and smell)
- Impact on recreational users of the Port and Lady Bay
- The potential return of material to the area that has been dredged
- Cost effectiveness
- Public safety (vehicle movements)
- Frequency of future dredging efforts



FIGURE 5-1 THE YOUR SAY WARRNAMBOOL PAGE FOR THE PROJECT

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The *Your Say Warrnambool* page included the following components:

- Background information regarding the project as authored by Council. This included a summary of the proposed dredge sand reuse options, including their various advantages and disadvantages.
- A survey prepared by Council that asked respondents three (3) questions:
  - Q1: What is/are your main interests in the port?
  - Q2: Please rank your preferred dredging option (1 most preferred, 4 least preferred)
  - Q3: Would you like to join a mailing list to receive updates about the Port of Warrnambool?

The survey was open from early December 2019 to 31<sup>st</sup> January 2020 inclusive. A total of 143 responses were received. A summary of the community survey results is provided in Appendix B.

In terms of community preference for the dredging reuse options, results of the survey are depicted in Table 5-1 below.

**TABLE 5-1 COMMUNITY CONSULTATION RESULTS**

Description	Ranked #1	Ranked #2	Ranked #3	Ranked #4	Average Score
Option 1 - Disposal of dredged material in specially constructed retention ponds behind the dunes at Worm Bay.	46%	18%	13%	23%	2.9
Option 2 - Reuse of dredged material on to a wide stretch of Lady Bay beach from the Pavilion Café to McGennan Car Park	19%	27%	28%	24%	2.4
Option 3 - Hybrid which is a combination of options 1 and 2. Reuse of some material behind the dunes and some along the beach	18%	37%	42%	3%	2.7
Option 4 - Near-shore marine disposal of dredged material. This would create an artificial sand reef. This would remain in place for a period of time before coastal action placed some material on the beach while a portion would be dispersed offshore.	18%	15%	18%	49%	2.0

The results show that community preferences were distributed between the various reuse options. However, some trends did emerge from analysis of the results, including:

- Onshore disposal received the most votes as the preferred option, with nearly half (46%) of respondents stated this to be their preferred disposal method.
- The nearshore marine reuse option was the least popular, with nearly half (49%) of respondents stating that this was their least preferred disposal method.
- In terms of the average ranking score, onshore disposal was the most popular, followed by the hybrid option (which included part foreshore reuse and part onshore disposal).

The community preferences were included as a criterion in the Dredge Sand Reuse Options Assessment (see Section 4).

## 5.2 Stakeholder Engagement

Throughout development of the options assessment, a number of Stakeholders have been engaged in discussion regarding the various options. These stakeholders include:

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- Warrnambool City Council – including Councillors and asset management officers
- The Department of Transport (DoT)
- The Department of Environment, Land, Water and Planning (DELWP)

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## 6 OUTCOMES AND CONCLUDING REMARKS

Warrnambool City Council have advised that they have not yet determined their preferred option for reuse of the dredge sand, and are currently working with project stakeholders to determine an optimised approach to the project.

At the time of this report, DEWLP has not yet determined their preferred option for reuse of the dredge sand.

The Department of Transport has indicated that their preference is for the option which delivers the required outcomes and demonstrates value for money.

The next steps for the project will be to gain confirmation of the intended approach with project stakeholders, and then to prepare the following deliverables to progress the project to implementation:

- An Environmental Risk Assessment and Improvement Plan for the selected option;
- A Dredging Management Plan, detailed the specifics of the works;
- The MACA Application; and
- Associated Tender Documentation.



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## APPENDIX B COMMUNITY SURVEY

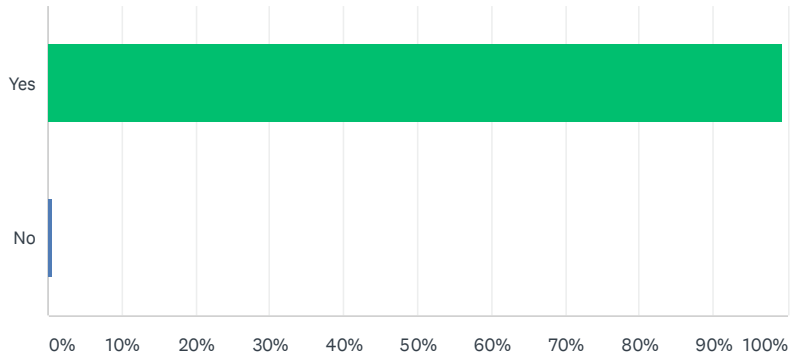


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Dredging at the Port of Warrnambool

### Q1 Have you read the background to each of the four dredging options?

Answered: 143 Skipped: 2

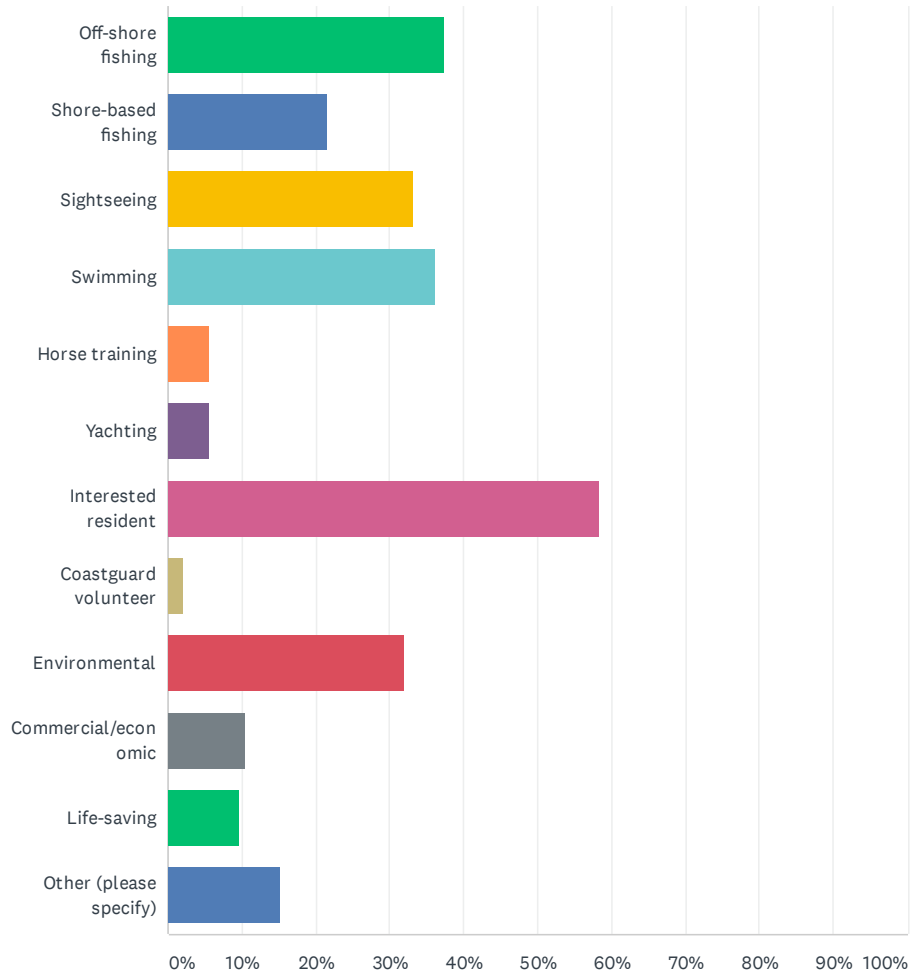


ANSWER CHOICES	RESPONSES
Yes	99.30% 142
No	0.70% 1
Total Respondents: 143	

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Dredging at the Port of Warrnambool

### Q2 What is/are your main interests in the port?

Answered: 144 Skipped: 1



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### Dredging at the Port of Warrnambool

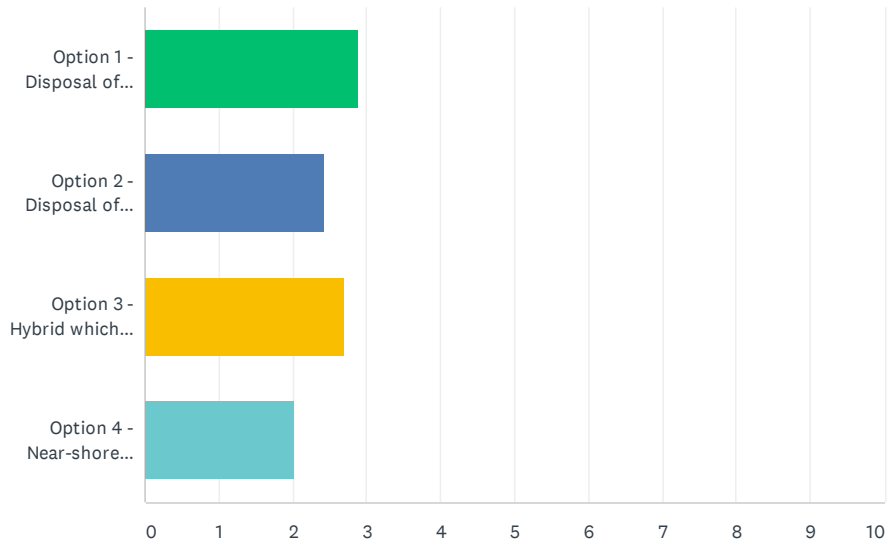
ANSWER CHOICES	RESPONSES	
Off-shore fishing	37.50%	54
Shore-based fishing	21.53%	31
Sightseeing	33.33%	48
Swimming	36.11%	52
Horse training	5.56%	8
Yachting	5.56%	8
Interested resident	58.33%	84
Coastguard volunteer	2.08%	3
Environmental	31.94%	46
Commercial/economic	10.42%	15
Life-saving	9.72%	14
Other (please specify)	15.28%	22
Total Respondents: 144		

This information is provided from Warrnambool City Council

## Dredging at the Port of Warrnambool

## Q3 Please rank your preferred dredging option (1 most preferred, 4 least preferred)

Answered: 141 Skipped: 4



	1	2	3	4	TOTAL	SCORE
Option 1 - Disposal of dredged material in specially constructed retention ponds behind the dunes at Worm Bay.	46.32% 63	18.38% 25	12.50% 17	22.79% 31	136	2.88
Option 2 - Disposal of dredged material on to a wide stretch of Lady Bay beach from the Pavilion Café to McGennan Car Park (approx.) This would be 20m wide and 2m deep.	19.38% 25	28.68% 37	27.91% 36	24.03% 31	129	2.43
Option 3 - Hybrid which is a combination of options 1 and 2. Disposal of some material behind the dunes and some along the beach (up to 5,000 cubic metres of sand placed on the beach to stabilise the dune face).	17.91% 24	37.31% 50	41.79% 56	2.99% 4	134	2.70
Option 4 - Near-shore marine disposal of dredged material. This would create an artificial sand reef. This would remain in place for a period of time before coastal action placed some material on the beach while a portion would be dispersed off-shore.	18.32% 24	14.50% 19	18.32% 24	48.85% 64	131	2.02

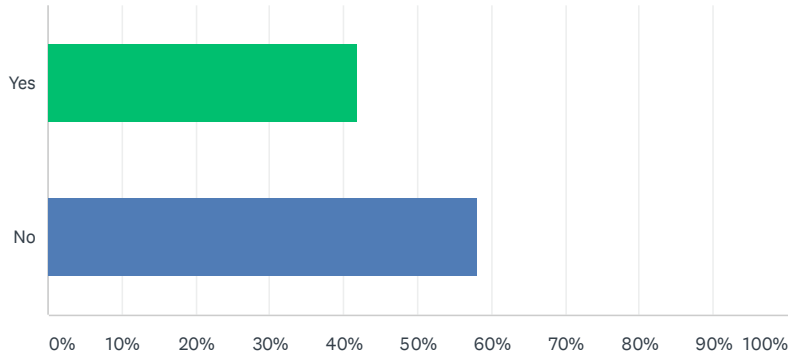


This information is provided from Warrnambool City Council

Dredging at the Port of Warrnambool

### Q4 Would you like to join a mailing list to receive updates about the Port of Warrnambool?

Answered: 74 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	41.89%	31
No	58.11%	43
<b>TOTAL</b>		<b>74</b>

This information is provided from Warrnambool City Council

Dredging at the Port of Warrnambool

## Q5 Address

Answered: 29 Skipped: 116

ANSWER CHOICES	RESPONSES	
Name	96.55%	28
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	29
Mobile Number	96.55%	28

This information is provided from Warrnambool City Council



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Notting Hill VIC 3168  
Telephone (03) 8526 0800  
Fax (03) 9558 9365

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## **5.14. STREET TREE PLANTING AND MANAGEMENT POLICY & GUIDELINES REVIEW**

### **PURPOSE:**

***To seek Council approval to publicly advertise the draft Street Tree Planting and Management Policy and supporting Street Tree Planting and Management Guidelines.***

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### **EXECUTIVE SUMMARY**

- The existing Street Tree Planting and Management Policy & Guidelines were adopted by Council on 1 May 2017 and due for review 1 May 2020.
- Council has responsibility for the planning, establishment, care and removal of all street trees located within the City's streetscapes.
- These documents provide the framework for the consistent management of street trees throughout the municipality.
- These documents cover: species selection, community consultation, preservation and also triggers for tree removal.
- The Policy:
  - Provides the principles to all decisions related to street trees.
  - Provides protection to significant trees.
- The Guidelines:
  - Identify the importance of trees to the environment, biodiversity and climate, social health and wellbeing, and general street amenity.
  - List care and maintenance activities that are conducted over the life of the tree.
  - Lists recommended species.
- Additional tree species have been included in the list of preferred species
- These documents must go through community consultation prior to adoption by Council.

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**MOVED: CR. DAVID OWEN**

**SECONDED: CR PETER SYCOPOULIS**

**That Council:**

- 1. Agrees to advertise the revised Street Tree Planting and Management Policy & Guidelines for public comment for a period of not less than 28 days.**
- 2. Receives a future report to adopt the Policy & Guidelines which summarises any submissions and amendments made to the document through the consultation process.**

**CARRIED - 7:0**

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### **BACKGROUND**

Street trees were historically a second thought when constructing roads and streetscapes. Occasionally they were planted in confined areas with insufficient space to grow, the species selection may not have been suitable, and residents would randomly remove them from nature strips.

Council has approximately 8000 vacant sites suitable for new naturestrip trees. The Street Tree Planting and Management Policy & Guidelines supports Council when formalising its annual tree planting program to populate these sites.

The Street Tree Planting and Management Policy & Guidelines seek to improve decision making and offer trees protection from unauthorised removal by the public.

The current documents have been in effect for three years, they were originally adopted in 2014 and reviewed in 2017. It is customary for all Council policies to be reviewed in line with changes in processes and expectations regularly.

## **ISSUES**

The Street Tree Planting and Management Policy & Guidelines provides the guidance to Council officers to promote, consult and engage the relevant property owners with tree planting programs.

## **FINANCIAL IMPACT**

Street tree planting and maintenance is covered in the budget of City Infrastructure, together with developer contributions.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This report responds to the following Council Plan Initiatives:

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

Community consultation will follow Council's endorsement of the Policy and Guidelines. Proposed changes and feedback will be reported back to Council for the final adoption of these documents late-2020.

## **COMMUNITY IMPACT / CONSULTATION**

This report is proposing that Council advertise the revised Street Tree Planting and Management Policy & Guidelines for public comment. A report considering any submissions and subsequent amendments will be provided to Council when the documents are ready to be adopted.

Annual Street Planting Programs are also communicated to the immediate land occupiers for input prior to project delivery.

## **LEGAL RISK / IMPACT**

These documents aim to reduce risk of unauthorised tree removal or damage, as well as setting Council's intervention level when deciding to remove street trees.

The Policy states that the management of street trees sits solely with Warrnambool City Council and that any persons who prune, damage, kill or remove street trees without approval may be prosecuted.

**OFFICERS' DECLARATION OF INTEREST**

No officer involved in the preparation of this report or the plan has declared a conflict of interest.

**CONCLUSION**

Council is recommended to advertise the revised Street Tree Planting and Management Policy & Guidelines for public comment.

**ATTACHMENTS**

1. ECM 11053464 v3 Street Tree Planting and Management Policy 2020 draft [5.14.1 - 5 pages]
2. ECM 11053463 v4 Street Tree Planting and Management Guidelines 2020 draft [5.14.3 - 26 pages]



WARRNAMBOOL  
CITY COUNCIL

## Street Tree Planting and Management Policy



POLICY TYPE: COUNCIL  
APPROVAL DATE: TBC 2020  
REVIEW DATE: TBC 2024

**STREET TREE PLANTING AND MANAGEMENT POLICY**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Street Tree Planting and Management Policy</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Infrastructure Services Branch</i>
<b>Responsible Officer:</b>	<i>Director City Infrastructure</i>
<b>Document Status:</b>	<i>Draft</i>
<b>Approved By:</b>	
<b>Approved Date:</b>	
<b>Review Date:</b>	



**STREET TREE PLANTING AND MANAGEMENT POLICY****1. INTRODUCTION**

- **Purpose**

The purpose of this policy is to ensure that a consistent approach is applied to the planting and ongoing management of street trees within Municipal streetscapes and the urban environment.

- **Scope**

This policy is applicable to Council Officers and Managers of Warrnambool City Council, as well as the wider community. It covers the whole lifecycle of trees, from planning and species selection, maintenance activities to removals, it also covers tree protections and unauthorized activities. This applies to all street and reserve trees.

- **Definitions**

<b>Term</b>	<b>Definition</b>
The City	The Municipality of Warrnambool
Council	Warrnambool City Council
Streetscape	The visual elements of a street (e.g., streets, buildings, vegetation, medians and nature strips), that combine to form the street's character.
Urban Environment	The human made surroundings that provide the setting for human activity, including, commercial and residential areas, buildings, parks and open spaces and their supporting infrastructure.
Street tree	A tree or shrub growing within the road reserve, including nature strips, separators and medians.

- **References**

- Warrnambool Planning Scheme
- Electricity Safety (Electric Line Clearance) Regulations 2015
- Councils Electric Line Clearance Management Plan
- Warrnambool City Council Community Engagement Policy.
- Municipal Road Management Plan
- Health and Wellbeing Plan
- Green Warrnambool 2018
- Naturestrip Landscaping Policy & Guidelines
- W2040 (Goal 13)

## STREET TREE PLANTING AND MANAGEMENT POLICY

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### 2. POLICY OBJECTIVES

- To ensure consistency in the approach to street tree planting and management.
- To define Council's responsibilities in street tree planting and management.
- To ensure that proper consideration is given to trees in the planning and design of the built environment.
- To ensure trees contribute to the values of the urban landscape, including greening for biodiversity and climate adaptation.
- To ensure that the amenity value of street trees is retained and enhanced.
- To implement the 2040 Goal of Green Warrnambool for urban areas to have 30% vegetation canopy cover.
- To implement the 2040 Goal of Adaptable Warrnambool for Environmental Sustainable Development principles to be used for all new developments and upgrades.
- To implement the 2040 Goal of Adaptable Warrnambool for all new infrastructure (including street trees) is designed for the changed and changing climate.
- To provide informed and consistent decision making in street tree matters for Council, Council staff, developers and the community.

### 3. POLICY PRINCIPLES

Council has responsibility for the planning, establishment, maintenance and removal of all street trees located within the City's streetscapes.

All decisions related to street trees will be based on the following principles:

- Street trees are valuable community assets that positively contribute to the well-being of the community, and to the built and natural environment.
- Council is committed to planting and maintaining street trees which are visually, historically, or environmentally valuable to the community.
- Council recognises that the historic Norfolk Island Pines are an iconic feature within our City and is committed to their protection.
- Council acknowledges that management and preservation of street trees will be sufficiently accounted for in the annual budget.
- Council will consult and engage the community and affected landowners where large scale plantings, significant streetscape works or tree removal works are to take place.
- Where urgent tree removal works are required, Council will endeavor to notify property owners prior to removal works. If landowners cannot be contacted, public safety needs to proceed consultation.
- Council will encourage the development of staff skills in arboriculture and consider recruitment of suitably qualified staff.

## STREET TREE PLANTING AND MANAGEMENT POLICY

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- Council will encourage community participation in street tree planting and ongoing maintenance where appropriate.
- Council will refer to the preferred tree species list published on Councils website to determine species selection. A mix of Indigenous and exotic species will be selected appropriate to the area and conditions.
- Street trees that provide habitat and environmental benefits will be encouraged.
- Council will undertake proper species selection, placement and planting of trees to reduce long term risks.
- Council will consider the potential damage to infrastructure, maintenance requirements, and legislation in species selection.
- Council will only remove street trees that are in poor health, or which Council believes pose an unacceptable risk to the community, or as part of a broader streetscape renewal. Street trees are not removed or trimmed to facilitate development or to enhance vistas for property owners.
- Council will prosecute persons who prune, damage, kill or remove street trees without approval.
- Urban design treatments and streetscape renewal will incorporate measures to protect the health of proposed and existing trees.

### 4. GOVERNANCE

#### 4.1. Owner

Director City Infrastructure

#### 4.2. Review

The Manager Infrastructure Services will review the policy for any necessary amendments no later than four (4) years after its formulation or the last review.

#### 4.3. 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 (2006).



WARRNAMBOOL  
CITY COUNCIL

# Street Tree Planting and Management Guidelines



## DOCUMENT CONTROL

Document Title:	Street Tree Planting and Management Guidelines
Responsible Branch:	City Infrastructure
Responsible Officer:	Manager Infrastructure Services
Document Status:	Draft
Approved By:	
Approved Date:	
Review Date:	

DRAFT

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## 1. INTRODUCTION

### 1.1. Purpose

The aim of these Guidelines is to provide a framework for making structured, consistent and environmentally sound management decisions for all trees on land owned by Council or under Council's control in accordance with the Street Tree Policy that will provide aesthetic, material, environmental and ecological benefits to the community.

It will also ensure that all trees are contributing to the function and amenity of the city whilst also ensuring that any risks associated with them are managed or controlled in accordance with industry best practice and available resources.

### 1.2. Scope

These guidelines provide the framework around managing trees over their life, it ranges from species selection, ongoing pruning and maintenance and removal. This applies to all street, roadside, park and reserve trees.

These guidelines may be used by Council Officers, developers, consultants and the broader community to provide information and direction in relation to Council owned trees.

### 1.3. Vision

The aim is to plant, preserve and maintain, in a safe and healthy condition, those trees which are currently or which will become visually, historically, horticulturally or environmentally valuable to the Community of Warrnambool. Trees help to create greening and visual interest in otherwise harsh urban streetscapes. Trees also have roles in ecology, microclimate modification and traffic calming. As such, they add significantly to the enjoyment of our City and to the value of properties.

By applying appropriate levels of resources and best practice management, Council will develop streetscapes of attractive, healthy trees for the benefit of the entire community, both now and in the future.

These Guidelines:

- Guide new street tree planting, species and themes;
- Ensure consistency in tree management across the organisation and across the Council;
- Define Council's responsibilities and requirements with respect to the protection, retention and replacement of trees;
- Ensure that proper consideration is given to trees in development planning, design and construction;
- Facilitate the removal and replacement of undesirable species, noxious weeds, dangerous trees and any other inappropriate plantings, with well selected new trees that will positively contribute to visual and environmental amenity; and
- Retain healthy individual trees of local amenity and aesthetic value

#### 1.4. Benefits

The social, environmental and economic benefits of street trees are wide and varied. Tree-lined streets contribute to aesthetic improvements, climatic modifications, a healthy environment and social wellbeing. Research indicates there are the following benefits to street trees:

##### HEALTH

- Views of nature can relate to feelings of satisfaction, wellbeing, coping, personal effectiveness and optimism.
- Green surroundings reduce mental tiredness while enhancing concentration and attention, leading to an improved ability to cope and make positive decisions.
- Green surroundings create positive psychological benefits, including lower rates of anxiety, violence and crime.
- Trees reduce exposure to ultraviolet light, lessening risk of associated health problems such as skin cancer and cataracts.

##### SOCIAL

- Residents walk more on streets that are lined with trees.
- Greenery helps people to relax and renew, reducing aggression leading to less violence.
- The proximity of trees to dwellings has an effect on residents' use of outdoor space - the closer the trees, the higher the usage.
- Many more people are involved in social activities in green environs than in areas that have few or no trees and shrubs.
- Gardens and other plantings contribute to residents feeling safer, more supported and satisfied with their surroundings.
- Green spaces bring residents together more often, promoting chance meetings and encounters.
- Residents get to know one another, producing stronger, more cohesive neighbourhoods.
- Areas with higher levels of planting experience lower levels of crime because it creates pride and care of place which results in ownership.
- Tree-lined streets are perceived as narrower, resulting in reduced speeds. Trees along streets provide a buffer between pedestrians and vehicles.
- Surveys of landscaped and non-landscaped community areas have shown that the incidence of crime, vandalism and graffiti is many times lower in areas planted out with greenery.

##### AESTHETIC

- The appearance and general environment of many streets is improved considerably by the presence of trees, beautifying and softening streetscapes.
- Trees soften harsh lines of paving, kerbs and other assorted infrastructure
- Trees frame good views and vistas.
- Trees provide seasonal interest and natural beauty through foliage and their interesting leaf patterns, flowers, bark, fruit and canopy.
- Trees provide a welcome contrast and relief to the appearance of long stretches of asphalt road.
- Trees play a significant role in determining the urban character of the townships and a sense of



place.

- Trees enhance architecture; there are few buildings which do not look better in the company of suitable trees.

#### ECONOMIC

- An increase in property values from high amenity, well treed areas. A garden adds to the aesthetic appeal of your home and neighbourhood, and adds real monetary value to your home. It is estimated that property value can increase between 5% and 20%.
- Roads and footpaths with good tree canopy cover are protected from the sun and last longer.
- Attractive tree lined areas are popular with visitors who spend money during their stay.

#### ENVIRONMENTAL

- Provide wildlife habitat and food sources and preserve biodiversity.
- Trees are critical in the maintenance of a healthy environment as they produce oxygen, trap airborne pollutants in their leaves (such as nitrous oxide and ozone) and absorb carbon dioxide.
- Large trees have a greater benefit in terms of reducing pollution than small trees.
- Trees have a positive effect on the environment by the transpiration of water and the emission of oxygen by photosynthesis.
- Tree roots keep the soil porous which allows the stormwater to be absorbed rather than flow into the drain and sea.
- Trees around buildings are a proven method of reducing the demand for artificial heating and cooling with a resultant, and important, lower use of fossil fuels.
- Trees provide shade in summer. Trees can reduce asphalt temperatures of carparks by as much as 13°C, and vehicle cabin temperatures by 17°C.
- Trees provide buffers/wind breaks from strong winds.

#### 1.5. Definitions

Term	Definition
<b>Tree</b>	A woody plant that can be expected to exceed five (5) meters in height under normal growth conditions, typically with a single, dominant stem (trunk).
<b>Shrub</b>	A woody plant that would not be expected to exceed five (5) meters in height under normal growth conditions.
<b>Pruning</b>	The intentional removal of parts of a plant to improve its form or function.
<b>Street tree</b>	A tree or shrub growing within the road reserve, including nature strips, separators and medians.
<b>Environmental weed</b>	Plants that invade native vegetation, usually adversely affecting regeneration and survival of the indigenous flora and fauna. They can be exotic plants, or plants that do not naturally grow in the area.

### 1.6. References

- Street Tree Planting & Management Policy
- Road Management Plan
- Warrnambool Planning Scheme
- Electricity Safety (Electric Line Clearance) Regulations 2015
- Councils Electric Line Clearance Management Plan
- Warrnambool Local Plant Guide
- Plants of the Great South West Indigenous Plant Guide for Warrnambool
- Botanica's Trees and Shrubs
- Indigenous plants Moyne Shire
- Environmental weeds of Warrnambool

## 2. GUIDELINES

Trees have a finite life. Their genetic potential and the external factors that impact on them determine how well they perform. In the case of street trees, the growing conditions are usually significantly altered from those encountered in their natural growing environment.

Street trees also grow amongst people and property and as such pose management challenges as a result of community expectations for amenity, functionality and safety. The impact of the artificial growing environment and the community requirements of street trees is that street trees require ongoing management

### 2.1. Areas of Responsibility

Council is responsible for the trees on land owned by Council or under Council's control with the following exceptions:

#### 2.1.1. Electric Line Clearance

In accordance with Electricity Safety (Electric Line Clearance) Regulations 2020, line clearance is the responsibility of the local electrical power distribution company in some isolated areas within the City. Energy Safe Victoria is responsible for ensuring electrical safety and Council must comply with these regulations.

#### 2.1.2. Declared Areas

Under the Electricity Safety (Electric Line Clearance) Regulations Council is responsible for Declared Areas within the municipality. Authorities and contractors should check with Council before starting work verify if trimming works are in a declared area.

#### 2.1.3. Speed Restricted Zones

Trees on declared VicRoads, roads and highways, outside of speed restricted zones tree maintenance is the responsibility of VicRoads.

**2.2. Staff**

Council officers and parks and gardens staff shall carry out all assessments of trees under these Guidelines. Services of an arborist may be required in these assessments.

All planning for new planting, tree replacement programs and other tree related programs or works which impact on Council trees shall be carried out in consultation with Infrastructure Services.

**2.3. Town planning approvals, capital and other works**

The street tree is considered by Council as a permanent fixture and a valued asset, consequently the tree will not be considered for removal until all options have been explored by an architect/developer and Council. Planning approval may be required where trees are heritage listed.

**2.4. Liability**

All claims for damages against Council trees shall be referred to Councils Risk Management Branch.

**2.5. Pest and Disease Management**

Council will intervene in pest and disease outbreaks where the immediate or long term survival of the tree or trees is compromised or property is substantially affected. In these circumstances the efficiency and cost effectiveness of available treatments will be assessed and, if justified, the appropriate integrated pest management techniques may be applied as required.

**2.6. Infectious Material**

Chipped material, logwood, stump grinding and other debris from trees infected with or potentially infected with a pathogenic organism shall be disposed of in a manner to prevent spreading the infection. The most suitable course of action will be determined by value for money and risk assessments on a case-by-case basis. All equipment, vehicles and personal items that come in contact with infected or potentially infected material must be disinfected by approved methods before being returned to service.

**2.7. Tree Valuation**

Council adopts the Revised Burnley Method (Moore) as a basis for determining economic values for Council's tree assets. Council will use this method for accurate tree evaluation assessment to achieve an average figure. Valuations will be carried out by Council staff or consultants as required or determined by vandalism, vehicle damage, building development, road construction or other works which would require compensation for replacement damage and tree maintenance or tree removal.

**2.8. Unauthorized Actions**

Pruning or removal of Council owned or managed trees by anyone other than Council staff or contractors engaged by Council shall not be permitted. Affixing of signage or other infrastructure on Council owned or managed trees shall not be permitted.

Council will prosecute persons who prune, disfigure, damage, kill or remove Council trees without explicit authorisation from the Council's relevant manager or delegated officer, under the *Summary*

*Offences Act 1966* or other appropriate Local Laws. Council may also recover costs and compensation from the perpetrator for replacement, loss of amenity value and remedial works required as a result of unauthorised actions. Council may recover costs and compensation for replacement, loss of amenity value and remedial works required from authorised persons and contractors, who prune, remove or cause damage to Council trees by failing to comply with these Guidelines, contract document conditions and other relevant policies and guidelines.

## 2.9. Education

A part of Council's community responsibility is to educate the community in responsible tree care and management. Education and community awareness programs will be undertaken subject to funding and resource constraints.

## 2.10. Street Tree Removal

Removal of trees from nature strips and parks is potentially the greatest cause of conflict in the management of the Council's trees. Prudent tree management requires Council to assume that every tree, no matter how insignificant it may appear, has some value to someone.

It sometimes becomes necessary to remove trees, either because of a problem with the tree itself, or to facilitate development or installation of infrastructure.

The concern associated with the removal of trees can be minimised through proper consultation with the community and a demonstration of the importance of trees by Council and the communication of these views to the community. Decisions regarding tree removal become necessary in response to applications by customers, developers and external authorities or through observation of problem trees by Council staff.

Council **will not** remove a tree or undertake any formal removal consideration process based on the following reasons:

- Falling leaves, bark, twigs, fruit or flowers;
- Failure to establish grass under the tree;
- Obscuring vistas or views;
- Perceived aesthetic concerns;
- Perceived allergies; or
- To facilitate nature strip parking

### 2.10.1. Cost

The cost for general tree removal under this Guidelines will be borne by Council through the budget. Tree removals to facilitate Council infrastructure upgrade or repair shall be borne by Council through the budget of that infrastructure project. Tree removals to facilitate private works shall be borne by the person carrying out those private works. New subdivision will require approved street tree species to be provided by the developer.

#### 2.10.2. Removal

Consideration for and consultation regarding removal of street, roadside and parkland trees will be in conformance with Council's Community Consultation and Engagement Guidelines.

#### 2.11. Pruning

Trees are living mechanical structures that have evolved to cope with the conditions under which they grow. Intervening in the tree's self-management should be done as a last resort as such intervention has ramifications for the tree's ability to regulate its own systems.

Street trees grow in contrived conditions and therefore the trees own self-regulatory systems are often compromised. In these situations intervention may be required. The most common intervention is pruning. Pruning is also done to try to make trees conform to spaces around other structures. Ideally these structures should be located so that minimal pruning is required.

The extent of any pruning undertaken must take into account the condition and significance of the tree and the effect of the pruning on the tree. Pruning should also take into account the location of the tree and its potential impact on traffic and pedestrians. Pruning will not be undertaken to accommodate scenic views or to clear for commercial advertising signage.

Council will undertake the pruning of street trees to:

- A high standard of arboriculture practice in accordance with Australian Standard AS 4373/2007;
- Provide safe access to both pedestrians and vehicles.
- Ensure safe visibility to both pedestrians and vehicles;
- Ensure that suitable clearances are maintained under Powercor services and aesthetics of the tree, street and surrounding area;
- Ensure healthy tree growth by the use of skilled arboricultural methods and formative pruning to repair physical damage and maintain shape;
- Avoid pollarding trees in streets;
- Avoid intrusion of roots and branches onto public and private property;

#### 2.12. Root Pruning

Root pruning is generally to be discouraged as the long term results cannot be fully known.

##### 2.12.1. Root Intrusion onto Private Property

Council will take all reasonable action which resources will permit, to prevent roots from street trees from causing damage to Council assets and private property. Council will ensure that it is kept up to date with current trends in the development of root barriers and their installation.

##### 2.12.2. Tree Roots Affecting Private Sewers or Drains

In the event of tree roots entering a sewer service line or storm water drain claims for compensation or removal of a tree due to roots in the sewer drain will be assessed on an individual basis by Council's risk

officer in consultation with the Council Risk Management Branch.

### **2.13. Power Lines**

Council believes that safe and reliable supply of electricity to the community is a vital service. Whilst agreeing with the necessity for safety and continuity of supply, Council believes the allocation of resources by power companies to relocating power lines underground should reflect the value of the Council's tree assets to the community. Council shall encourage underground power where ever possible.

#### **2.13.1. Plans of Action for Non-Compliant Trees**

Refer to the Electricity Safety (Electric Line Clearance) Regulations 2020 and Councils Electric Line Clearance Management Plan.

#### **2.13.2. Electricity Distribution Company**

Powercor Australia maintains the electricity supply network within the municipality.

#### **2.13.3. Underground Electric Lines**

Underground electric lines are Council's preferred method of supplying the community with electricity. Council strongly encourages electricity supply companies, telecommunication companies and other related bodies to replace overhead cables with underground cables.

#### **2.13.4. Aerial Bundled Conductors (ABC)**

Council encourages electricity supply companies to replace bare conductors with ABC where under grounding is not being considered. Installation of ABC and relocation of electric lines significantly reduces the need for intervention in the growth of Council's trees.

### **2.14. Tree Preservation**

#### **2.14.1. Indigenous/Remnant Native Vegetation**

Where indigenous / remnant native vegetation exists on road reserves, the vegetation should be protected and any maintenance to be undertaken in accordance with the Warrnambool Planning Scheme. Clause 52.17 Native Vegetation provides guidance on planning permit requirements for the lopping, removal and destruction of native vegetation including within road reserves.

#### **2.14.2. Habitat Trees**

Council may elect to retain a tree, usually dead or dying, if it is considered to be suitable for habitat purposes. The tree may require pruning to reduce the risk that a dead and/or dying branch might otherwise present a risk to targets within its vicinity.

"Habitat Pruning" is carried out to remove any hazardous limbs, such as dead or structurally defective limbs, and retain habitat features such as hollows. The formation of decay within the limbs is necessary in order for hollows to form, thus increasing the habitat value.

Habitat trees are usually confined to reserves however Council may assess any tree as a suitable habitat tree.

### 2.14.3. Heritage Trees Precinct/Significant Trees

The Warrnambool Planning Scheme includes a Heritage Overlay Schedule, Heritage Trees Precinct 7. The objectives of Heritage Trees Precinct are to:

- Conserve and enhance significant trees, and rows of trees which are of aesthetic, historic or cultural value;
- Discourage the erection of advertising signs and other similar devices that will detract from the character of the area; and
- Protect and enhance the character and appearance which generally consists of rows of mature Norfolk Island pine trees.

The inclusion of street trees within Heritage Overlay Schedules and Planning Scheme will provide clear information to service authorities and other contractors regarding the importance of these trees and their heritage status. A planning permit must be obtained to destroy, prune or lop these trees.

Council Officers assess an individual tree as significant if the tree:

- Has significant cultural value (eg. trees in an Avenue of Honour);
- Has significant historical value (eg. planted by a dignitary);
- Is an indigenous species;
- Has significant value to the community through its contribution to the streetscape;
- Is an outstanding specimen of its species as a result of its size or another growth characteristic;
- Is an endangered species; or
- Is a habitat tree for an endangered species.

### 2.15. Street Tree Planning

Council and the community have the opportunity to make a real statement with the careful selection and planting of trees within its streetscapes. The character of an area can be enhanced for residents and visitors alike providing a visually pleasing and lasting impression for all to experience.

Capital works programs and streetscape refurbishment projects will take steps to protect the health of proposed and existing trees to ensure they are protected, particularly in car parking areas.

Community consultation will ensure that the individual characteristics and requirements of an area are maintained and enhanced whilst at the same time meeting Council's objectives to produce streetscapes that provide a lasting impression for residents and visitors alike, and meet Councils risk management requirements.

Council has a dedicated "Tree Management Team" made up of qualified and experienced staff who provide advice and make decisions and recommendations, in relation to street tree planting and management throughout the City.

### 2.16. Tree Planting

#### 2.16.1. Programmed Planting

Many streets and parklands contain fewer trees than they have capacity for or is desired by the community. Street and parkland tree plantings will be undertaken in a programmed and sustainable manner. It is essential to plan what tree stock will be needed to be assured of obtaining the right species and quality at the right time of year.

A landscape plan will be requested for street tree plantings in high profile areas such as the CBD, and other broad acre areas at Council's discretion. The landscape plan must be prepared by a suitably qualified practitioner and must be sufficiently detailed to show the tree species, method of planting and staking, the rationale behind why the particular species has been selected and any associated urban design treatments required to maintain and manage the trees. Plantings in these instances must not proceed until the landscape plan has been approved by Councils Infrastructure services branch.

The right mix of species and age diversity are vital components of a sustainable tree population. A generally accepted rule for achieving this is for particular genera to not make up any more than ten percent of the whole tree population. The age of tree should also be spread evenly between young and old trees to lessen the impact of, or need, to remove whole blocks of trees.

When selecting species for street, parkland and roadside tree planting the following factors apply:

- Adopted master plans, strategies and development plans;
- Preferred Landscape Character;
- Nature strip width and road reserve requirements;
- Existing services and surrounding infrastructure;
- The significance of previous history of tree planting;
- Drought tolerance/low water usage;
- Climate adaptation;
- Longevity;
- Growth habit, size and structural integrity;
- Tolerance to harsh urban environments;
- Soil type and structure;
- Root growth characteristics and tolerances;
- Pruning requirements;
- Amount and type of debris shed;
- Pest and disease susceptibility;
- Habitat value;
- Optimum time of year for planting specified species; and
- Net community benefit

Tree planting in Warrnambool has a long history. Some of our street trees are over 100 years old. New tree planting should reinforce the existing character of areas.

Through the land development process, Council must be consulted and give approval for any tree planting within the new streets and open space as Council will ultimately become responsible for the management and maintenance of the planting.



Only high quality tree stock will be used and planted correctly (Appendix A) as substandard trees or planting can increase maintenance costs significantly and conversely quality stock and planting technique dramatically increases establishment rates, reduces future costs and increases the community's appreciation of trees. Prior to the commencement of planting, the stock must be inspected and approved by Council's Tree Management Team.

Large growing trees provide the maximum environmental benefits and create the greatest visual impact. The ability to maintain or establish large growing species is becoming limited on both private and public land. The protection of existing large trees and utilising or creating appropriate spaces to plant new large growing trees will be a priority.

Tree planting by developers in land that will become the responsibility of Council must be done in consultation with and to the satisfaction of Council to ensure compliance with the principles listed in this Guidelines.

Council prefers to collect the prescribed sum from developers or individuals as set out in the annual fees and charges register, and plant and maintain the tree.

#### 2.16.2. Customer Planting Requests

Individual trees requested by customers shall be assessed on a case by case basis and planted during autumn and winter. Requests for block or entire street plantings shall be considered as part of the overall street tree-planting program dependent on allocation of funding.

#### 2.16.3. Consultation

The establishment or maintenance of an avenue of trees or a consistent planting theme can sometimes require Council to plant a tree in a nature strip against the wishes of the resident immediately adjacent. This is a difficult situation that calls for Council staff to make a judgment regarding the wishes of the wider community over the individual resident. When making such a decision, it should be borne in mind that a major factor in the survival of a newly planted street tree is the cooperation of the nearest resident.

Trees may be planted to fill gaps in already established areas, despite opposition from adjacent residents.

In all other instances, the relevant Council officer overseeing the project shall make a decision regarding planting in consultation with Infrastructure Services.

Prior to significant tree planting taking place (or removal), consultation shall take place with residents and affected landowners, in accordance with Councils Communication and Consultation Guidelines.

#### 2.16.4. VicRoads

All tree plantings within a VicRoads' controlled road corridor are to be undertaken after consultation with VicRoads and comply with their planting procedure and the Road Management Act 2004 to their satisfaction.

#### 2.16.5. Unauthorised Nature Strip Planting

All plantings should abide by Council's Naturestrip Planting Policy and Guidelines. Unauthorised planting of street trees/garden beds by residents shall be discouraged and potentially removed and costs associated may be charged to the landowner. Recently planted trees may be allowed to remain provided they are of a suitable species which is compatible with the surrounding streetscape, good quality specimens, in a suitable location, and planted to Council standards.

#### 2.17. Unsuitable Street Trees and Shrubs

Tree species that have a large canopy or a vigorous root system should be thoroughly examined prior to recommending in all future plantings.

Not every species can be planted everywhere. Depending on growth habits, if planted in an inappropriate location such as narrow naturestrip or under power lines, they can cause an increase to maintenance costs and liabilities.

Too much of a mix of species selection, ages and shapes tend to detract from the amenity of the streetscape. There should be no more than two (2) different species per street.

A street tree removal program should be in place to gradually remove unsuitable species from these situations, replacing them with more appropriate plantings that tend to be in character of the existing streetscape and also to reduce long term maintenance costs.

Before planting any street trees research must be conducted to ensure the most suitable tree is planted in the most suitable location in accordance with the list of suitable species for street tree planting.

#### 2.18. Inspections & Monitoring

Regular monitoring is required for competent management of all trees on land owned by Council or under Council's control. Inspections will be conducted to assess for defects, pests and tree health, condition, and overall risks.

Inspections may occur routinely, or from a request raised by the public or other Council employees while undertaking their normal work duties.

##### 2.18.1. Defect Inspections

Determine if the asset has any immediate hazard or defects that are likely to create a danger or serious inconvenience to users of the areas or the wider community.

##### 2.18.2. Condition Inspections

Identify deficiencies in the structural integrity of assets which if untreated, is likely to affect the life of

the asset. Condition inspections take into account, but is not limited to, the trees current health, significance, stability, structure, and vigour of the tree.

#### 2.18.3. Ad Hoc Reactive / Safety Inspections

Identify defects outside the tolerable level and likely to create danger or serious inconvenience to users of the network or the wider community.

They are ad hoc by nature and may be undertaken following notification to council by members of the community through the Customer Request System or by council employees while undertaking their normal work duties. These notifications are of defects and safety deficiencies with any subsequent inspection conducted by an appropriate Council officer.

#### 2.18.4. Incident Inspections

An incident report should be prepared for use in potential legal proceedings and the gathering of information for the analysis of the causes of accidents relating to trees.

#### 2.19.5. Prioritisation of Works

Works identified from a Road Management Plan inspection are carried out in accordance with the timeframes stated in the Road Management Plan. Works identified via other inspection regimes are prioritized based on a qualitative tree risk assessment, and conducted in line with Council's Customer Charter.

### **3. GOVERNANCE**

#### **3.1. Owner**

Manager Infrastructure Services

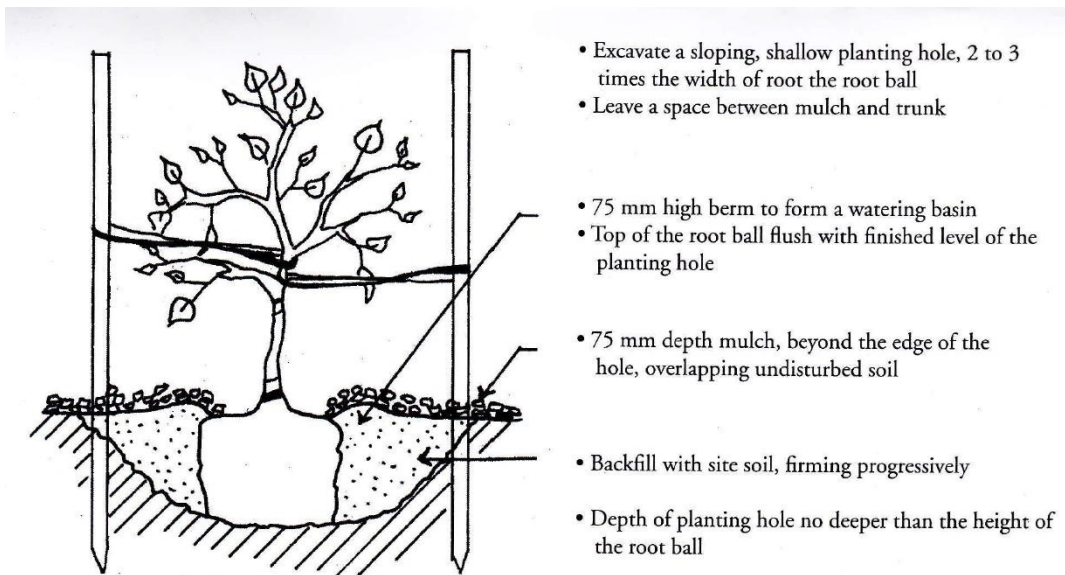
#### **3.2. Review**

These Guidelines will be reviewed in conjunction with the Street Tree Planting and Management Policy, or as required to keep pace with changing industry practices or risk management requirements.

#### **3.3. 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. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.

**4. APPENDIX A - TREE PLANTING DETAIL**

- Stakes: to be Hardwood 38 x 38 x 1800mm
- Hessian loops: one from each stake. Loops should be located between 1/3 and 1/2 of the height of the plant stock.

## 5. APPENDIX B - RECOMMENDED STREET TREE SPECIES LIST

### ***Acacia melanoxylon* (Blackwood)**

*Acacia melanoxylon* is a tree up to 20 m high, with a trunk of about 150 cm in diameter. The pale yellow, cream or whitish coloured flowers are fluffy in appearance. Flowering can occur throughout the year.

### ***Acer campestre* (Field Maple)**

Compact, slow growing small tree with a dense round canopy, and corky bark. Small leaves with rounded lobes, dark green in summer, which turn a beautiful clear yellow in the autumn. 15x10m

### ***Acmena smithii* (Lilly Pilly)**

*Acmena smithii* is a small too tall tree that grows up to 15 meters in height. Fragrant flowers are produced in spring and grow best in full sun to light shade.

### ***Agonis flexuosa* (Willow Myrtle)**

*Agonis flexuosa* is a species of tree that grows in the south west of Western Australia. They are commonly grown in parks and on road verges. *Agonis flexuosa* occurs mainly as a small and bushy tree, usually less than 10 meters tall, it flowers between August and December.

### ***Angophora costata* (Smooth Bark Apple)**

Smooth Bark Apple is a common woodland and forest tree of Eastern Australia. It grows primarily on sandstone soils, usually on headlands, plateaus or other elevated areas. Smooth Bark Apple is a large, wide, spreading tree, usually seen of a height between 15 and 25 meters.

### ***Allocasaurina verticillata* (Drooping She Oak)**

*Allocasuarina verticillata* is a tree up to 10 meters tall with pendulous foliage. It grows on a wide range of habitats extending from coastal headlands and plains to rocky outcrops on inland ranges.

### ***Araucaria cunninghamii* (Hoop Pine)**

*Araucaria cunninghamii* is a tall tree growing 30-50 meters in height, with a straight, rough-barked trunk with circular "hoop" markings which give rise to the common name. It is an emergent species in subtropical and tropical rainforest. The glossy green leaves are linear and about 100-150 mm long.

### ***Araucaria heterophylla* (Norfolk Island Pine)**

Norfolk Island Pine is a distinctive conifer; it grows to a height of 50–65 meters, with straight vertical trunks and symmetrical branches. They are an integral part of beachfront landscapes as well as esplanade plantings; these trees can be used in parks and streetscapes.

### ***Banksia ericifolia* (Heath Banksia)**

*Banksia ericifolia*, the Heath Banksia, is a species of woody shrub of the Proteaceae family native to Australia. It's a medium to large shrub that can reach 6 meters high and wide, usually flowering occurs

in autumn or winter.

**Banksia integrifolia** (*Coastal Banksia*)

*Banksia integrifolia*, commonly known as Coastal Banksia, is a species of tree that grows along the east coast of Australia. It is highly variable in form, but is most often encountered as a tree up to 25 meters in height; it's a popular choice for parks and streetscapes.

**Banksia marginata** (*Silver Banksia*)

*Banksia marginata*, commonly known as the Silver Banksia, is a species of tree or woody shrub in the plant genus *Banksia* found throughout much of southeastern Australia. *Banksia marginata* usually range from a small shrub around 1 metre tall to a 12-20 metre high tree.

**Banksia praemorsa** (*Cut Leaf-banksia*) The Cut-leaf Banksia (*Banksia praemorsa*) is a species of shrub or tree in the plant genus *Banksia* growing to 4m tall. Leaves are broad with toothed margins. Win red cylindrical flower spikes up to 300mm long and 100mm wide in Spring and Summer.

**Betula pendula** (*Silver Birch*)

*Betula pendula* is a widespread European birch; it is a medium-sized deciduous tree, typically reaching 15–25 meters tall. Silver birch is often planted in parks and gardens, grown for its white bark and gracefully drooping shoots

**Callistemon Citrinus** (*Crimson Bottlebrush*)

*Callistemon citrinus*, also known as Crimson Bottlebrush are found wild only on the Australian continent and is a very hardy plant accepting of wet conditions and preferring an open sunny position. It grows between 1-3 meters in height with flowers appearing in late spring to early summer.

**Callistemon 'Harkness' c.v**

Tolerant of a variety of sites, 5x3m, Bottlebrush is hardy and adaptable. It has pendulous branches, with grey-green leaves, off which masses of red flower spikes form during spring and autumn. The flowers are long lasting and attract nectar loving birds

**Callistemon 'Kings Park Special'** (*Kings Park Special*)

Kings Park Special are wonderful plants for the garden. They are long-lived, require little maintenance; they make good screens, hedges, feature plants and street trees is a tall-growing bottlebrush to around 5 meters high.

**Callistemon pallidus** (*Lemon Bottlebrush*)

The *Callistemon pallidus* is an upright, hardy shrub growing to 3 meters high by 2 meters wide with slender spreading branches. This plant will grow in moist soils in full-sun or part-shade.

**Callistemon salignus** (*Willow Bottlebrush*)

*Callistemon salignus*, commonly known as Willow Bottlebrush, the species usually grows to between 4 and 10 meters in height and has narrow foliage. The bottlebrush flower-spikes appear during spring, they are generally creamy white to yellow.

***Callistemon viminalis* (Weeping Bottlebrush)**

*Callistemon viminalis*, also known as the Weeping Bottlebrush, is a shrub or small tree in the family Myrtaceae. Weeping Bottlebrushes are native in New South Wales and Queensland where they often occur along watercourses which grow quite quickly up to 8 meters in height.

***Celtis australis* (Hackberry)**

*Celtis australis* is a deciduous Tree growing to 20 m by 10 m at a medium rate. Foliage colouring to yellow in Autumn.

***Corymbia eximia* (Yellow Bloodwood)**

*Corymbia eximia*, commonly known as the Yellow Bloodwood, grows as an attractive gnarled tree, up to 20 meters in height. The cream flower heads grow in panicles in groups of seven and appear in spring.

***Corymbia ficifolia* (Red Flowering Gum)**

*Corymbia ficifolia* or the red flowering gum is one of the most commonly planted ornamental trees in the broader eucalyptus family. It is an ideal street tree as it is hardy, moderately fast growing, to a height of anything between 2-8metres, and rarely grows large enough to require pruning.

***Corymbia maculata* (Spotted Gum)**

Spotted Gum is a tall tree with a straight trunk, growing up to 45 meters in height (sometimes taller). Spotted Gum has smooth powdery bark which is white, grey or pink; often with characteristic patches.

***Elaeocarpus reticulatus* (Blueberry Ash)**

*Elaeocarpus reticulatus*, the Blueberry Ash, is a large shrub or tree which can grow to a height of 15 meters. This is a hardy plant, and grows natively in eastern Australia under many conditions such as gullies, droughts and sandy coastal scrubs.

***Eremophila santalina***

Large shrub up to 4m. White flowers late Winter and Spring

***Eucalyptus forrestiana* (Fuchsia Gum)**

*Eucalyptus forrestiana*, commonly known as Fuchsia Gum, Forrest's Mallee or Forrest's Marlock, is a small tree which occurs in an area near Esperance in Western Australia. It is a Mallee Eucalyptus with smooth bark and grows to between 1.5 and to 6 meters in height. It has bright red buds and yellow flowers which appear between summer and winter.

***Eucalyptus leucoxylon* 'rosea' (Yellow Gum)**

*Eucalyptus leucoxylon* grows approximately 30 meters in height and is known to be found from southern NSW through Victoria into most of South Australia. They're very useful for most locations including streetscapes and parks.

***Eucalyptus mannifera* cv (Little Spotty)**

A small and slender tree with lovely grey-green foliage, growing 5-7m high and 3-5m wide. Features a waxy white trunk with patches of red and fawn bark during Summer.

***Eucalyptus pulchella* (White Peppermint)**

*Eucalyptus pulchella* is a medium to large evergreen tree reaching a height of 1-20 meters. Small white flowers are produced from June to October.

***Eucalyptus sideroxylon* 'Rosea' (Red Ironbark)**

Red Ironbark is a highly valuable tree because of its adaptation to many sites, strong wood and ability to grow well in smog. It originates in Queensland, grows through NSW and into the north-eastern areas of Victoria. 'Rosea' Red Ironbark is a seed selection that is red flowering. Typically will grow to 20m

***Eucalyptus viminalis* subsp *cygnetensis* (Manna Gum) \*\*\***

*Eucalyptus viminalis*, Manna Gum, also known as White Gum, Ribbon Gum or Viminalis is an Australian eucalypt. It is a straight erect tree, often around 40 meters tall, with rough bark on the trunk and base of larger branches, its upper bark peels away in long "ribbons" which can collect on the branches and surrounding ground. It's widely distributed in the cooler areas of Australia where the leaves are the favoured food of Koalas.

***Eucalyptus willisii* West Coast (West Coast Shining Peppermint)**

Evergreen tree. Common name Shining Peppermint with a height of 15m and a spread of 10m

***Ficus macrophylla* (Moreton Bay Fig) \*\*\***

*Ficus macrophylla*, commonly known as the Moreton Bay Fig, is a large evergreen banyan tree of the Moraceae family that is a native of most of the eastern coast of Australia. Individuals may reach 60 meters in height.

***Ficus platypoda* (Rock Fig) \*\*\***

*Ficus platypoda*, commonly known as the desert fig or rock fig, is a fig that is endemic to central and northern Australia, and Indonesia. *Ficus platypoda* is known for its growth in rocky, dry, exposed areas and normally grows to 8 meters tall.

***Ficus rubiginosa* (Port Jackson Fig) \*\*\***

*Ficus rubiginosa* is a species of flowering plant in the family Moraceae. *Ficus rubiginosa* forms a spreading densely shading tree when mature, and may reach 30 meters in height.



**Flindersia australis** (*Australian Teak*)

Flindersia australis is a rainforest tree from New South Wales and Queensland that grows up to 40 meters high. It is an evergreen tree that is very hardy and ideal as a shade tree for uses such as a street tree, wind break or simply used as a feature specimen.

**Fraxinus 'Raywood'** (*Claret Ash*)

The Claret Ash or Raywood Ash is a cultivar of ash tree, a seedling variant of the Caucasian Ash. The tree grows to around 15-20 meters and has dark green leaves that turn to a dark claret red in the autumn.

**Glochidion ferdinandi** (*Cheese Tree*)

Glochidion ferdinandi is native to eastern Australia, where it grows in rainforests and wetter forests. It grows as a woody shrub or small tree to 8 meters, although occasionally reaching 30 meters, with flaky brownish-grey bark; the species may be partly deciduous in winter. Flowering may occur at any time of year; the cheese tree grows in both clay and sandy soils.

**Grevillea Banksii** (*Banks Grevillea*)

Grevillea Banksii is a popular garden plant; it's a tall, slender or spreading shrub, or small tree up to 7 meters high. It grows on headlands, ridges and forests that flowers for most of the year, however mainly in winter and spring.

**Grevillea 'Honey Gem'** (*Honey Gem Grevillea*)

Honey Gem is a tall, quick growing plant between 3-5 meters with golden yellow flowers that are extremely bird attracting

**Grevillea 'Misty Pink'** (*Misty Pink Grevillea*)

Grevillea Misty Pink is native to Queensland; it grows to about 3 meters in height. This cultivar is quick growing and performs best in warmer climates.

**Grevillea robusta** (*Silky oak*)

Grevillea robusta is a semi-deciduous tree 8m-20 m tall, highly attractive as a feature plant with striking displays of yellow, orange flower spikes in spring and summer, with equally attractive is the foliage of olive-green, fern like leaves, to 30cm. Frosty Hardy.

**Hakea laurina** (*Pincushion Hakea*)

Hakea laurina is a plant of Southwest Australia that is widely cultivated and admired. The habit of this plant is an upright shrub or tree, reaching a height between 2.5 and 6 meters.

**Hibiscus c.v species** (*H. heterophyllus*)

Hardy and adaptable plant, with great flower display. Up to 6m

**Hymenosporum flavum** (*Native Frangipani*)

The native Frangipani is a rainforest tree hailing from more tropical forests of the east coast, it has been well utilised in gardens and landscapes in the west. Native Frangipani is widely cultivated and usually grows to around 8 meters in height, although it can grow to over 20 meters tall in the rainforest.

**Koelreuteria bipinnata** (*Pride of China*)

Koelreuteria bipinnata is a small to medium-sized deciduous tree that grows moderate to fast reaching a height between 10–20 meters tall. They bloom in the summer and can tolerate wind, air pollution, salt, heat, and drought.

**Koelreuteria paniculata** (*Golden Rain Tree*)

Koelreuteria paniculata is a species of flowering plant in the family Sapindaceae, It is a small to medium-sized deciduous tree growing to 7 meters tall. Several cultivars have been selected for garden planting, flowers in late summer.

**Lagerstroemia cultivar** (*Crepe Myrtle*)

Lagerstroemia grow to 3 meters tall and are a tough, powdery mildew resistant cultivar, though excellent as a specimen for small gardens or for growing in containers.

**Lophostemon confertus** (*Brushbox*)

Lophostemon confertus is a tree native to Australia, though it can be found elsewhere and is commonly found as a street tree in Sydney and Melbourne. It has high tolerance for smog, drought and poor drainage. It also has denser foliage and hence provides more shade than eucalypts; it can reach heights of 40 meters or more.

**Magnolia cultivar** (*Magnolia*)

Magnolia grandiflora Greenback reaches a height of 27.5 meters; it is a large striking evergreen tree with timber that is hard and heavy, and has been used commercially to make furniture, pallets, and veneer.

**Melaleuca lanceolata** (*Moonah*)

Melaleuca lanceolata is a small tree or shrub in the genus Melaleuca, native to Australia. The species grows up to 10 meters in height and has rough bark. Leaves are linear to narrow elliptic, 5-15mm long and 1-3mm wide with and arranged alternately on the stem. The white or cream flower spikes are 2–4 cm in length and appear mainly in the summer, but may also appear randomly through the year.

**Olea europea** (*Olive cv*)

Olive trees are generally hardy trees with good tolerance to poor soils. Is long lived, evergreen tree with beautiful, silvery grey/green foliage and a naturally slight weeping habit.8x6m

**Parrotia persica** (Persian Witch Hazel)

Parrotia persica grows to 30 meters tall and 8–15 meters broad. The flowers are somewhat similar to witch- hazel flowers but dark red; they are likewise produced in late winter on bare stems.

**Phoenix canariensis** (Canary Island Date Palm)

Phoenix canariensis is a palm tree native and endemic to the Canary Islands. It is very hardy and can establish in a variety of soil conditions. Phoenix canariensis is a large, stately palm but is very slow-growing and will take a considerable amount of time to reach its 15 to 18 metre height.

**Pinus canariensis** (Canary Island Pine)

Pinus canariensis is a large evergreen tree, growing to 30–40 m tall, known for its attractive bark and glaucous foliage.

**Pistacia chinensis** (Chinese Pistachio)

Pistacia chinensis is a small to medium-sized tree in the genus Pistacia in the cashew family. Very horticultural, because it's drought tolerant and can survive harsh environments, it is a popular choice for street tree in urban settings and grows up to 20 meters.

**Platanus orientalis** (Oriental Plane Tree) \*\*\*

Platanus orientalis, or oriental plane, is a large, deciduous tree, growing to 30 meters or more, and known for its longevity and spreading crown. It is quite capable of survival and success in dry soils once it is established.

**Prunus cerasifera 'Nigra'** (Purple Leaved Cherry Plum)

Prunus cerasifera is an excellent urban tree, its hardy and adaptable mature makes it an ideal garden, screening and street tree. Its growth rate is moderate reaching its height rate of 6metres tall.

**Prunus x blireana** (Purple Leafed Plum)

Prunus x blireana is a deciduous tree growing in Australia with a height of around 5 meters tall. It has slender, arching branches and flowering time is from mid-August to mid-September.

**Pyrus cultivar** (Named variety Pear)

Pyrus are well-known medium-sized trees which grow in many landscapes including parks, streetscapes and large gardens.

**Quercus Acutissima** (Sawtooth Oak)

Quercus Acutissima, a section of the genus characterised by shoot buds surrounded by soft bristles, bristle- tipped leaf lobes, and acorns that mature in about 18 months. It is a medium-sized deciduous tree growing to 25–30 meters tall.

**Quercus Canariensis** (Algerian Oak)

*Quercus canariensis* is a slow growing medium-large sized deciduous to semi-evergreen tree. They grow to 20-30 meters tall which grow well in semi-shade and direct sunlight.

***Quercus coccinea*** (Scarlet Oak)

*Quercus coccinea* is a medium-large deciduous tree growing to 20–30 m tall with an open, rounded crown. Known for its autumn coloration of the foliage, which generally becomes bright scarlet;

***Quercus ilex*** (Holly Oak)

*Quercus ilex* is an evergreen oak with small glossy foliage. This is a slow growing tree that will eventually reach 20m. Originally

***Quercus acutissima*** (*Sawtooth Oak*)

*Quercus Acutissima*, a section of the genus characterised by shoot buds surrounded by soft bristles, bristle-tipped leaf lobes, and acorns that mature in about 18 months. It is a medium-sized deciduous tree growing to 25–30 meters tall.

***Quercus canariensis*** (*Algerian Oak*)

*Quercus canariensis* is a slow growing medium-large sized deciduous to semi-evergreen tree. They grow to 20-30 meters tall which grow well in semi-shade and direct sunlight.

***Quercus palustris*** (*Pin Oak*)

*Quercus palustris*, the Pin oak is native to North America, mainly in the eastern United States. The Pin Oak is also well adapted to life in Australia and is a medium-sized deciduous tree growing to 18-22 meters tall.

***Quercus rubra*** (*Red Oak*)

*Quercus rubra* commonly called northern red oak; this deciduous tree grows straight and tall, to 28 meters, exceptionally to 43 meters tall. It grows rapidly and is tolerant of many soils and varied situations.

***Syzygium luehmannii*** (Small-leafed Lilly Pilly)

*Syzygium luehmannii* is a medium sized coastal rainforest tree native to Australia. *Syzygium luehmannii* reach 30 meters in height. A popular tree in cultivation, it has a dense crown and produces beautiful flushes of new growth and small red fruits.

***Tristaniopsis laurina*** (*Water Gum*)

*Tristaniopsis laurina*, the Water Gum is a tree native to Australia, where it usually grows near the eastern coastline. *Tristaniopsis laurina* has a slow rate of growth, and usually reaches 4.6–9.1 meters tall.

***Ulmus glabra Lutescens*** (*Golden Elm*)

The Golden Elm is a medium-sized, fast-growing deciduous tree that reaches a height of

approximately 15 meters with a spread of about 20 meters. They are sensational large golden yellow tree ideal for streets, large gardens and parks.

**Ulmus × hollandica** (*Dutch Elm*) \*\*\*

*Ulmus × hollandica*, often known simply as Dutch Elm, is a natural hybrid between Golden Elm *Ulmus glabra* and Field Elm *Ulmus minor* which commonly occurs across Europe wherever the ranges of the two parent species overlap. They grow to a height of 40 meters.

**Washingtonia filifera** (*California Fan Palm*)

*Washingtonia filifera* is a medium to large evergreen palm with a tree-like growth habit. It has a sturdy columnar trunk crowned by beautifully shaped, fan-like, waxy gray-green blades, up to 3-6 ft. long (90-180 cm). Erect at first, they spread and arch from stout, spiny petioles. Height 12-18m.

**Washingtonia robusta** (*Mexican fan palm*)

*Washingtonia robusta* is a fast growing and very tolerant tall evergreen palm with a columnar trunk topped with a relatively small rounded crown of beautifully shaped fan like leaves 3-5 ft. long. Height 12-24m

**Zelkova serrata** (*Zelkova*)

*Zelkova serrata* is a medium sized deciduous tree usually growing to 30 meters tall. The tree grows rapidly when young though the growth rate slows to medium upon middle age and maturity. *Zelkova serrata* develops monoecious flowers in spring with the leaves.

\*\*\* Parklands and Natural areas

Note: Other Species may be considered subject to Council approval.

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## **5.15. NATURE STRIP LANDSCAPING POLICY AND GUIDELINES REVIEW**

### **PURPOSE:**

***To seek Council approval to publicly advertise the Nature Strip Landscaping Policy and supporting Nature Strip Landscaping Guidelines.***

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### **EXECUTIVE SUMMARY**

- The existing Nature Strip Landscaping Policy & Guidelines were adopted by Council on 1 May 2017 and due for review 1 May 2020.
- These documents provide the framework for the consistent management of nature strip landscaping throughout the municipality.
- The Policy:
  - Provides the objectives of Council in relation to managing nature strip landscaping.
  - Provides the key principles for the effective management of landscape areas in road reserves.
- The Guidelines:
  - Provide information and certainty to the community over what landscape treatments are preferred.
  - Provide examples of some alternate treatments and a list of considerations for applicants when considering a nature strip landscaping application.
- Council received only limited applications and projects to landscape nature strips since 2017. The Policy and Guidelines have operated well and no material changes are proposed for the updated documents.
- These documents must go through community consultation prior to adoption by Council.

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**MOVED: CR. DAVID OWEN**

**SECONDED: CR. ROBERT ANDERSON**

### **That Council:**

- 1. Agrees to advertise the revised Nature Strip Landscaping Policy & Guidelines for public comment for a period of not less than 28 days.**
- 2. Receives a future report to adopt the Policy & Guidelines which summarises any submissions and amendment made to the document as a result of the consultation process.**

**CARRIED - 7:0**

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### **BACKGROUND**

This Policy acknowledges that well maintained nature strips add to the appearance and presentation of streetscapes within the Municipality. They can bring economic benefits to businesses and property owners and residents. Warrnambool City Council encourages property owners to recognise the value of nature strips and to take pride in maintaining them.

Council does not usually carry out renovation or maintenance (including mowing and watering) of nature strips. It is common, accepted practice throughout Australia that the property owners or residents of abutting properties maintain the grass, plants (excluding trees) and any landscape features on the nature strip.

The Policy is implemented through the Nature Strip Landscaping Guidelines on Councils website. The Guidelines provide specific information to guide permit applications.

## **ISSUES**

There were no significant issues in the operation of the Policy and guidelines since 2017 and it is proposed that the Policy be advertised without changes to seek community feedback prior to adoption.

## **FINANCIAL IMPACT**

Nature strip landscaping and maintenance is generally the responsibility of the resident or landowner/tenant.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

Community consultation will follow Council's endorsement of the Policy and Guidelines. Proposed changes and feedback will be reported back to Council for the final adoption of these documents in late 2020.

## **COMMUNITY IMPACT / CONSULTATION**

This report is proposing that Council advertise the revised Nature Strip Landscaping Policy & Guidelines without changes for public comment. A report considering any submissions and subsequent amendments will be provided to Council when the documents are ready to be adopted.

Advised Council's communications approach: Consult

## **LEGAL RISK / IMPACT**

The Policy reduces Council risk in alternate Nature Strip Landscape arrangements in road reserves. The Policy incorporates parking, traffic, sight line and obstruction issues that could be present in alternate arrangements.

## **OFFICERS' DECLARATION OF INTEREST**

None

## **CONCLUSION**

It is recommended the updated Nature Strip Landscape Policy and Guidelines be released for public comment.

## **ATTACHMENTS**

1. Original Adopted Nature Strip Landscaping Policy [5.15.1 - 5 pages]
2. Original Adopted Nature Strip Landscaping Guidelines [5.15.2 - 7 pages]
3. Nature Strip Landscaping Policy draft 2020 [5.15.3 - 5 pages]
4. Nature Strip Landscaping Guidelines draft 2020 [5.15.4 - 13 pages]



WARRNAMBOOL  
CITY COUNCIL

## **Nature Strip Landscaping Policy**

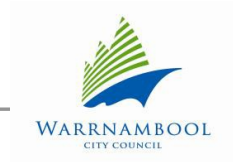
APPROVAL DATE: 1<sup>st</sup> May 2017

REVIEW DATE: 1<sup>st</sup> May 2020

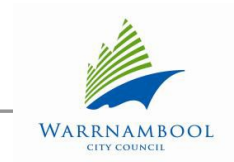


**NATURE STRIP LANDSCAPING POLICY**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Nature Strip Landscaping Policy 2017</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>City Infrastructure, Infrastructure Services</i>
<b>Responsible Officer:</b>	<i>Director of City Infrastructure</i>
<b>Document Status:</b>	<i>Adopted</i>
<b>Approved By:</b>	<i>Council</i>
<b>Adopted Date:</b>	<i>May 1<sup>st</sup> 2017</i>
<b>Review Date:</b>	<i>May 1<sup>st</sup> 2020</i>



## NATURE STRIP LANDSCAPING POLICY

### 1. INTRODUCTION

#### 1.1 Purpose

This policy acknowledges that well maintained nature strips add to the appearance and presentation of streetscapes within the Municipality. They can bring economic benefits to businesses and property owners and residents. Warrnambool City Council encourages property owners to recognise the value of nature strips and to take pride in maintaining them.

Council does not carry out renovation or maintenance (including mowing and watering) of nature strips. It is common, accepted practice throughout Australia that the property owners or residents of abutting properties maintain the grass, plants (excluding trees) and any landscape features on the nature strip.

The Policy is implemented through the Nature Strip Landscaping Guidelines on Council's website. The Guidelines provide specific information to guide permit applications.

#### 1.2 Scope

This policy applies to all nature strips within Council's road reserve within the municipality.

#### 1.3 Definitions

Term	Definition
"Nature Strip"	A nature strip is an area of public land between the property boundary and the back of kerb or table drain, excluding any footpath or other assets such as driveways, utilities pits or fire hydrants. In most cases, a nature strip is grassed.

#### 1.4 References

<b>Acts</b>	<ul style="list-style-type: none"> <li>• Planning &amp; Environment Act 1987</li> <li>• Road Management Act 2004</li> <li>• Local Government Act 1989</li> </ul>
<b>Regulations</b>	<ul style="list-style-type: none"> <li>• Warrnambool City Council Local Laws</li> </ul>
<b>Standards or Guidance Materials</b>	<ul style="list-style-type: none"> <li>• Infrastructure Design Manual (IDM)</li> <li>• Council Standard Drawings</li> </ul>
<b>Related Policies/Procedures</b>	<ul style="list-style-type: none"> <li>• Street Tree Planting &amp; Management Policy</li> <li>• Warrnambool City Council Community Engagement Policy</li> <li>• Nature Strip Landscaping Guidelines</li> <li>• Health and Wellbeing Plan</li> <li>• Environmental Sustainability Plan</li> </ul>

### 2. POLICY

## NATURE STRIP LANDSCAPING POLICY

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Council's Nature Strip Landscaping Policy provides guidance for property owners who may want to undertake landscape improvements to the nature strip area abutting their residence or place of business.

### 2.1 Policy Objectives

The objective of this policy is to ensure that nature strips are landscaped and maintained in a way that:

- Compliments and softens the existing streetscape and built environment;
- Provides a vegetated buffer between hard infrastructure such as roads and footpaths; and the title boundary of adjoining properties.
- Minimises risk to the community;
- Provides for the unobstructed and safe flow of pedestrian traffic;
- Provides access for postal deliveries and utility service providers;
- Does not impede access to fire hydrants;
- Does not impact the safety of vehicles using the road;
- Allows kerbside parking of vehicles;
- Provides safe and practical conditions for emptying rubbish and recycling bins;
- Is in keeping with neighbourhood character and heritage areas;
- Provides space for street tree planting.
- Provides biodiversity and habitat.

### 2.2 Policy Principles

Key principles for the effective management of landscape areas in road reserves are:

- Nature strips will be grassed unless otherwise approved by Council.
- Alternatives to grass nature strips will be permitted under certain circumstances subject to Council approval via a road reserve works permit. A landscape plan is required to be submitted with the road reserve works permit.
- Alternative landscape treatments will require the consent of adjoining property owners.
- In assessing alternative nature strip materials, consideration will be given to the prevailing streetscape and character, amenity and risk in the design, plantings and materials permitted.
- Soft landscaping, mulch, granitic sand and gravel may be permitted if incorporated with native plants and other vegetation and will be considered subject to application and approval.
- Edible plants may be permitted under certain circumstances and only where appropriate permits are obtained.

## NATURE STRIP LANDSCAPING POLICY

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- Use of synthetic turf is not permitted on nature strips within Warrnambool City Council due to the restriction placed on utilities accessing their assets and damage caused by garbage collection activities.
- Hard surfaces such as concrete, pavers, asphalt or stepping stones and sleepers or similar materials are not permitted in nature strips. If a hard surface is required for vehicle access purposes, a vehicle crossing permit should be obtained. Any feature that is deemed by Warrnambool City Council to be a risk to the public as a tripping hazard, a falling hazard, obstruction or other hazard, may be removed from the nature strip without consultation or warning.
- Nature strips are not intended as spaces for vehicle parking or storage of boats, caravans, trailers etc. Modifications to nature strips to incorporate parking are not supported in this Policy.
- Utility companies (including Council) that supply water, gas, electricity and telecommunications may from time to time require access to the nature strip to perform maintenance work. The utility companies are required to make good the nature strip following maintenance work.
- Unauthorised nature strip plantings will be subject to enforcement action under Council's Local Laws and relevant fines can be imposed, together with associated reinstatement costs charged for any breaches of this Policy or Local Law.
- Any street tree plantings must comply with Council's Street Tree Management and Planting Policy.

**\* Refer to the Nature strip Landscaping Guidelines for further information.**

### 3. GOVERNANCE

#### 3.1 Owner

The Director of City Infrastructure is responsible for monitoring the relevance and currency of this policy and for updating it when required.

#### 3.2 Review

The Director of City Infrastructure will review the policy for any necessary amendments no later than three years after its adoption or after the last review.

#### 3.3 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).



WARRNAMBOOL  
CITY COUNCIL

# Nature Strip Landscaping Guidelines





# 1 Introduction

These Guidelines have been developed to assist residents and Council develop appropriate nature strip landscaping options. The Guidelines should be read in conjunction with the Warrnambool City Council Nature Strip Landscaping Policy. The Guidelines provide information and certainty to the community over what landscape treatments are preferred.

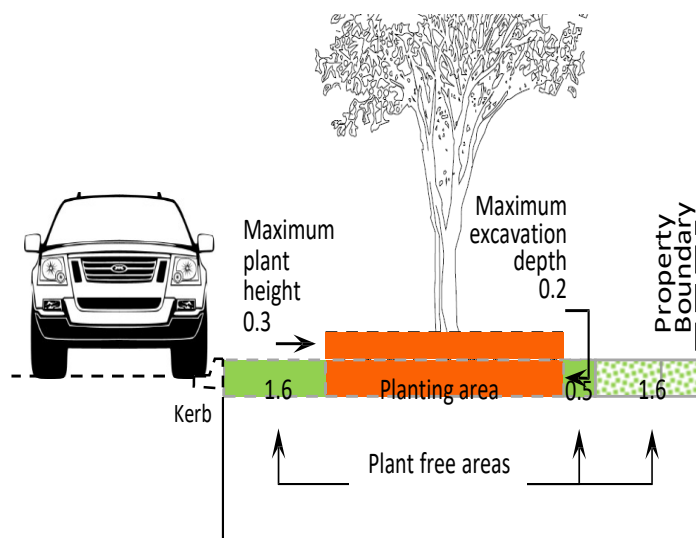
**This document include images of landscaping generally in accordance with these guidelines to provide an example of the kind of landscaping that will be supported.**

# 2 General Guidelines

Nature Strips refer to the area of public land between a private property boundary and the road kerb. The land is Council owned and controlled, and are part of the road reserve.

Warrnambool City Council relies on the support of residents to keep their nature strips neat and tidy and to maintain an attractive aesthetic

*The diagram at right shows a typical acceptable layout.*





### 3 Acceptable Alternatives

Council encourages residents to landscape their nature strips to beautify the streetscape and to show pride in our neighbourhoods. A well-designed and maintained nature strip garden is a great way for the community to become more socially active and connected, environmentally sustainable and attractive.



Any approved landscaping must be maintained by the resident and must not hinder cars parking in the street, passengers exiting cars next to kerb or pedestrians. The development of nature strips must not cause harm to the natural or built environment.

Council will not support or approve the following treatments on nature strips:

- Any plants that are declared noxious weeds from the Agriculture Victoria list.



- Additional trees (specifically trees that do not match into the existing street 'theme').
- Synthetic Turf or equivalent synthetic materials.
- Hard surfaces (concrete, pavers, asphalt, etc.).
- Irrigation Systems - above ground.
- Raised beds, rocks, star pickets, timer stakes or other trip hazards.
- Compacted crushed rock to facilitate car parking.
- Plantings that obscure pedestrian or vehicle/cyclists sight lines.







## 4 Realities of Nature Strip Gardens

**Before deciding to landscape your nature strip residents should understand:**

**Soil on public land may be contaminated-** Chemical residues in soils are possible. A soil test is advised if there is any doubt of the soil's composition, especially if edible plants are to be planted.

**Produce might be taken-** The nature strip is public land and the adjacent owner has no right to the produce. Sharing should be expected.

**Neighbours may complain-** Gardens may attract complaints but the health and wellbeing, place-making, social connection benefits are considered to outweigh these when nature strip landscaping complies with the policy and these guidelines.

**Gardens may be vandalised-** It may be uncommon, but gardeners should acknowledge this is possible in a public space such as your nature strip.

**Traffic can be dangerous-** When gardening on the edge of the road, caution must be taken.

**Underground Services-** As can happen with grassed nature strips, if access to underground services is required the nature strip landscaping/garden will be dug up and may not be replaced with like for like treatment.

**Hard Work and Maintenance is needed -** When planting any garden, labour and knowledge are required to develop and maintain it. Be prepared to manage the responsibility.



## 5 Permit Application & Pre Application Checklist

A Road Reserve Works Permit is required to be submitted and approved by Council before any works can take place (penalties apply). The details of proposed works should be included in the application. The Road Reserve Works Permit and associated fee are available on Council's website.

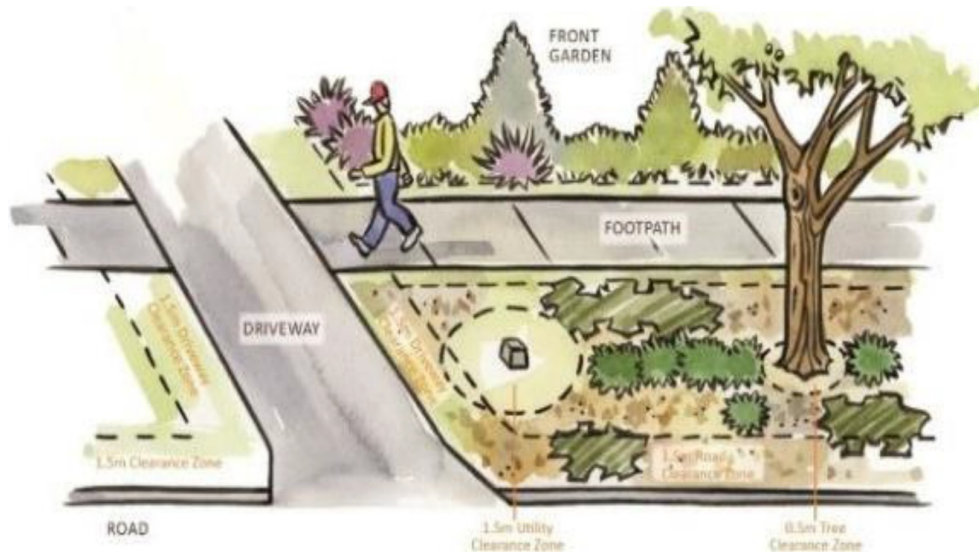
Applying for a permit is important because it enables a review of the proposed works to ensure they are safe for you and the rest of the community. It also confirms, in writing, that you understand your obligations outlined in these Guidelines.

### Checklist before you apply:

- **Dial Before-you-Dig:** Call 1100 or visit <https://www.1100.com.au>.
- **Public Safety:**
  - plants must be within the planting zone to retain access.
  - toxic plants and substances must not be used.
  - thorny plants must not be used
  - Visibility for pedestrians, cyclists and cars should be considered in your design, and retained at all times.
- **Maintenance:** Consider who will look after the garden and how will it the watering, pruning and harvesting be managed.
- **Appearance:** a well maintained garden kept within the planting zone is required.
- Have you consulted with adjacent neighbours about the proposed nature strip alterations?
- Do the proposed alterations create any new hazards for the public?
- Do the proposed alterations complement and enhance the streetscape character?



- Do the proposed alterations restrict access to utility services, garbage collection and are there adequate plant free zones for pedestrian access?



reS- landscape development on the nature strip which combines 50% compacted gravel and 50% plants up to 300mm high. All plants within the clearance zones must be plants that are able to be walked on.



WARRNAMBOOL  
CITY COUNCIL

## Nature Strip Landscaping Policy

APPROVAL DATE: ~~1<sup>st</sup>-May 2017~~2020

REVIEW DATE: ~~1<sup>st</sup>-May 2020~~2023

**NATURE STRIP LANDSCAPING POLICY**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Nature Strip Landscaping Policy <del>2017</del></i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>City Infrastructure, Infrastructure Services</i>
<b>Responsible Officer:</b>	<i>Director of City Infrastructure</i>
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<b>Approved By:</b>	<i>Council</i>
<b>Adopted Date:</b>	<i>May <del>1<sup>st</sup> 2017</del><u>2020</u></i>
<b>Review Date:</b>	<i>May <del>1<sup>st</sup> 2020</del><u>2023</u></i>



## NATURE STRIP LANDSCAPING POLICY

### 1. INTRODUCTION

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The Policy is implemented through the Nature Strip Landscaping Guidelines on Councils website. The Guidelines provide specific information to guide permit applications.

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## NATURE STRIP LANDSCAPING POLICY

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### 2. POLICY

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#### 2.1 Policy Objectives

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## NATURE STRIP LANDSCAPING POLICY

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**\* Refer to the Nature strip Landscaping Guidelines for further information.**

### 3. GOVERNANCE

#### 3.1 Owner

The Director of City Infrastructure is responsible for monitoring the relevance and currency of this policy and for updating it when required.

#### 3.2 Review

The Director of City Infrastructure will review the policy for any necessary amendments no later than three years after its adoption or after the last review.

#### 3.3 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 ([20072006](#)).





WARRNAMBOOL  
CITY COUNCIL

**Nature Strip Landscaping  
Guidelines**





# 1 Introduction

These Guidelines have been developed to assist residents and Council develop appropriate nature strip landscaping options. The Guidelines should be read in conjunction with the Warrnambool City Council Nature Strip Landscaping Policy. The Guidelines provide information and certainty to the community over what landscape treatments are preferred.

**This document include images of landscaping generally in accordance with these guidelines to provide an example of the kind of landscaping that will be supported.**

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Nature Strips refer to the area of public land between a private property boundary and the road kerb. The land is Council owned and controlled, and are part of the road reserve.

Warrnambool City Council relies on the support of residents to keep their nature strips neat and tidy and to maintain an attractive aesthetic

*The diagram at right shows a typical acceptable layout.*

	Maximum plant height	Maximum excavation depth	Property Boundary
	0.3	0.2	
Kerb	1.6	Planting area	0.5 1.6
		Plant free areas	

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### 3 Acceptable Alternatives

Council encourages residents to landscape their nature strips to beautify the streetscape and to show pride in our neighbourhoods. A well-designed and maintained nature strip garden is a great way for the community to become more socially active and connected, environmentally sustainable and attractive.



Any approved landscaping must be maintained by the resident and must not hinder cars parking in the street, passengers exiting cars next to kerb or pedestrians. The development of nature strips must not cause harm to the natural or built environment.

Council will not support or approve the following treatments on nature strips:

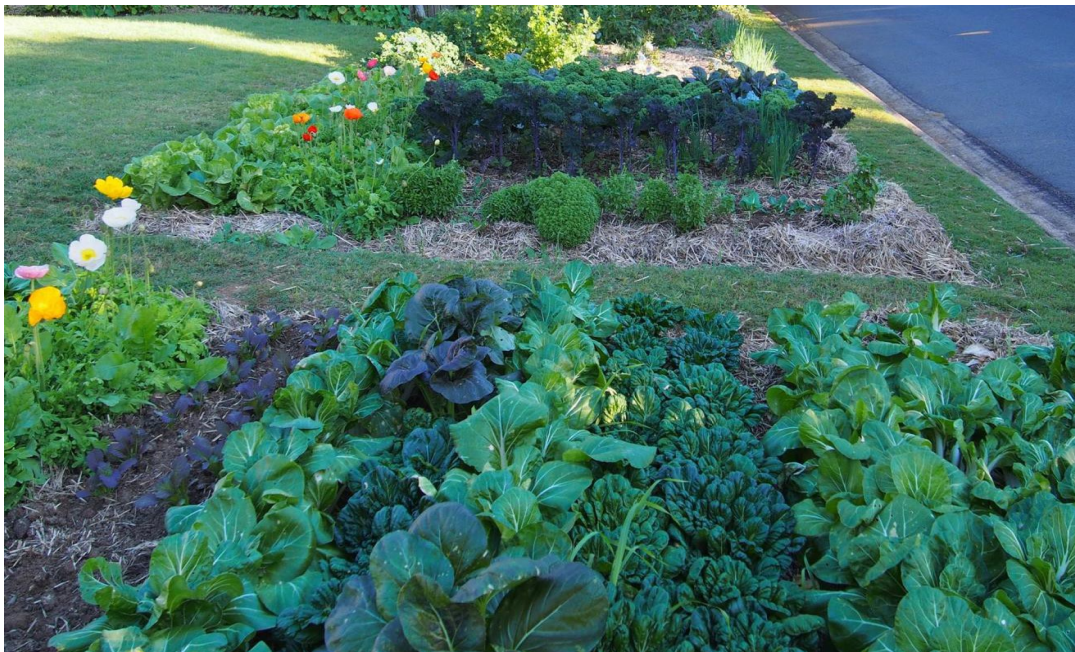
- Any plants that are declared noxious weeds from the Agriculture Victoria list.

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- Additional trees (specifically trees that do not match into the existing street 'theme').
- Synthetic Turf or equivalent synthetic materials.
- Hard surfaces (concrete, pavers, asphalt, etc.).
- Irrigation Systems - above ground.
- Raised beds, rocks, star pickets, timer stakes or other trip hazards.
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- Plantings that obscure pedestrian or vehicle/cyclists sight lines.



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## 4 Realities of Nature Strip Gardens

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### Checklist before you apply:

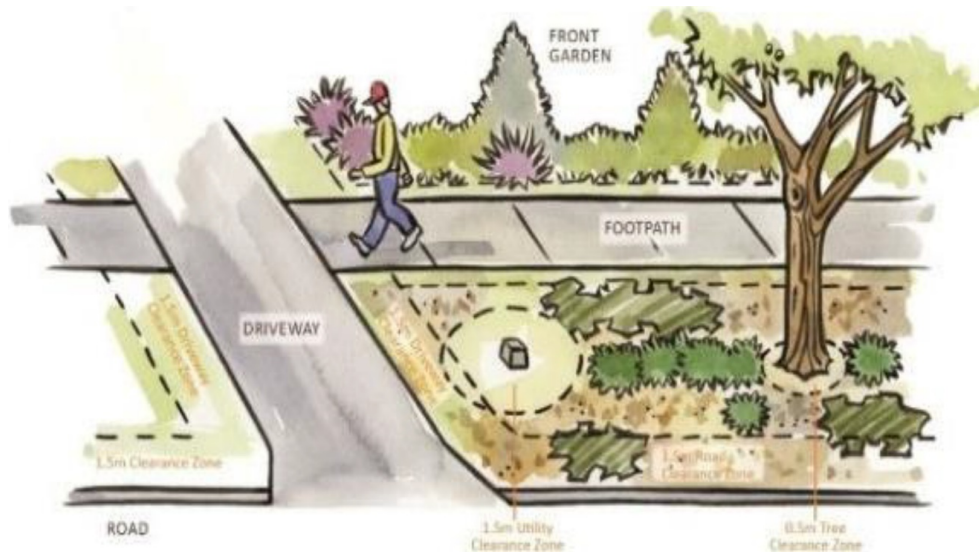
- **Dial Before-you-Dig:** Call 1100 or visit <https://www.1100.com.au>.
- **Public Safety:**
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  - toxic plants and substances must not be used.
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- **Appearance:** a well maintained garden kept within the planting zone is required.
- Have you consulted with adjacent neighbours about the proposed nature strip alterations?
- Do the proposed alterations create any new hazards for the public?
- Do the proposed alterations complement and enhance the streetscape character?

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- Do the proposed alterations restrict access to utility services, garbage collection and are there adequate plant free zones for pedestrian access?



reS landscape developmen on the nature strip ich comb1 es 50% compacted gravel and 50" plants up to 500mm h h. An plants thln th de r nec zon s must b plants th tare ble to b w ed on.

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## **5.16. GREAT OCEAN ROAD REGIONAL TOURISM LTD**

### **PURPOSE:**

***This report recommends Warrnambool City Council renew its financial support for Great Ocean Road Regional Tourism Limited for 2020/21.***

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### **EXECUTIVE SUMMARY**

- In 2013 Warrnambool City Council ('Council') supported the establishment of the Great Ocean Road Regional Tourism Board (GORRTB). GORRTB was established to lead the development, marketing, advocacy and management of tourism for the Great Ocean Road region. It takes in the geographical area from Torquay to the South Australian border, including the local government areas of Surf Coast, Colac Otway, Corangamite, Warrnambool, Moyne, and Glenelg.
- Regional Tourism Boards are now in place across other regions of Victoria – Grampians, Murray, Alpine and High Country, Gippsland, and Daylesford-Macedon.
- Prior to the impacts of the COVID-19 pandemic, the Great Ocean Road region attracted in excess of 6 million visitors per annum comprising 5.2 million Domestic visitors and 959,000 International visitors. Pre COVID-19, Visitor growth was forecast to track ahead of projection with visitation and visitors nights forecast to increase by a third by 2027.
- The impacts of COVID-19 have been devastating for the region's tourism industry. The pandemic has required GORRT to refocus its resources to increase emphasis on industry communication, and an engagement program based on lessons learned through the Wye-Jamieson fires in 2015. The engagement program has involved regular communication, a resources hub, and tools and advice to support businesses navigating the changing restrictions. A training hub with online training modules has been developed. These resources have had significant traction with visitation to the website from April 1- Jul 2 reaching almost 44,000 page views from 12,767 unique users.
- In 2020/21 Marketing will be a major focus of GORRT's efforts to support industry. Recovery marketing efforts will continue to support the region's strategic objective of increasing length of stay, yield and dispersal. A multi-pronged campaign approach is being adopted to ensure an agile response to what is happening in the market place. The initial focus on Visiting Friends Relative (VFR) market is designed to engage with industry & community and seek their support and understanding of the value of tourism and its importance to the sustainability of the community. A number of destination campaigns have been put on hold as we await restrictions to ease.
- The GORRT Strategic Plan 2019-2022 (attached) details key achievements over the past five years, visitation data and the key strategic priorities to be implemented over the next three years.
- The existing one year Funding Agreement between GORRT Ltd and Council ended 30 June 2020. Council's contribution in the 2019/20 financial year was \$149,555, a significant reduction on the previous agreement at \$180,000 per annum.
- GORRTB are seeking Council's commitment to a further one year funding commitment of \$149,555 (excl GST).

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**MOVED: CR. MICHAEL NEOH**

**SECONDED: CR. SUE CASSIDY**

**That Council renew its financial support for Great Ocean Road Regional Tourism Limited with a contribution of \$149,555 (excl GST) in the 2020/21 Financial Year.**

**CARRIED - 7:0**

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### **FINANCIAL IMPACT**

Provision has been made in the 2020/21 budget for financial support towards GORRT Limited.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

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

- 4.1 Grow the Cities population through local economic growth
- 4.2 Encourage more sustainable local business.
- 4.3 Enhance the visitor experience.
- 4.4 Advocate for and improve infrastructure including transport, services and digital infrastructure.
- 4.5 Create stronger links between education providers, business and industry.

## **TIMING**

The existing one year agreement between Council and GORRT Limited ended 30<sup>th</sup> June 2020.

## **ACCOUNTABILITY AND COMMUNICATION**

GORRT will provide Council with:

- Six monthly progress reports and annual audited financial statements.
- regular statistical reports relating to the performance of the visitor economy of the Great Ocean Road.
- on request, attend Council meetings to discuss visitor economy related issues and/or to provide updates on Business Plan and projects progress.
- Councils will each nominate a Director to the Board of GORRT.
- Board Minutes and relevant reports will be provided to Board Directors to facilitate reporting to Councils.

## **RISK / IMPACT**

If the recommendation contained in this report is supported Council will be making a funding commitment to GORRT for one year only.

## **OFFICERS' DECLARATION OF INTEREST**

Councils each nominate a Director to the Board of GORRT.

## **ATTACHMENTS**

1. Strategic Business Plan 2019-2022 [5.16.1 - 30 pages]



GREAT OCEAN ROAD REGIONAL TOURISM BOARD  
**STRATEGIC BUSINESS PLAN 2019-2022**



GREAT OCEAN ROAD  
REGIONAL TOURISM LIMITED



# INTRODUCTION

## WHERE WE ARE AT...

2019/20 heralds the seventh year of partnering with State and Local Government, industry and community in the delivery of a regional tourism Board for the Great Ocean Road region. With five years of operation, we are now starting to see strong results from having a collaborative partnership.

- Over \$700m in private sector investment is in planning,
- \$108m of State and Federal funding has been secured for implementation of Stage 2 of the Shipwreck Coast Masterplan;
- \$153m for Great Ocean Road maintenance
- The 12 Apostles Precinct plan is scheduled for completion in September 2019.
- Parks Victoria have scoped and are scheduled to undertake Stage 1 works from May 2019
- The Budj Bim Masterplan has State Government funding secured and is in the final stage of their World Heritage Listing Bid;
- Tower Hill Master Planning has commenced; and
- A number of masterplans and precincts plans are evolving – Memorial Arch, Point Grey, Apollo Bay Wharf etc.

and we have achieved:

- The GOR Action Plan and Authority (an advocacy priority); and
- 58/76 actions identified in the Strategic Master Plan to the Visitor economy of the Great Ocean Road 2015-2025 are either completed or in progress.

# INTRODUCTION

CONTINUED

GORRT's strong advocacy program is assisting in driving the agenda and it is critical to continue to lead the visitor economy narrative and strengthen and maintain key messages about:

- The value of the visitor economy
- The importance of supply-side public and private sector investment to change consumer behaviour
- The importance of managing visitor growth and curating the visitor journey
- The need to focus on yield not numbers
- The length of time and investment required to change consumer behaviour
- The importance of developing solutions for the 'system' that is the Great Ocean Road region and
- The need to address the short term challenges without losing site of the long term vision.

The positive momentum has not come without raising the focus on some of the challenges and negative aspects of tourism. The impact on the lifestyle of communities, where the ageing, poorly maintained and inadequate infrastructure is failing, has heightened angst in some sections of the community and is fuelling a vocal anti-tourism sentiment. Conversations about the visitor economy continue to highlight the inadequacy of:

- Waste management
- Parking
- Road safety
- Road condition
- Congestion;
- Digital connectivity; and
- The capacity of communities, local emergency services and systems to service the growing visitor market.

# INTRODUCTION

CONTINUED

GORRT has been at the forefront of providing the evidence base to support building the case for investment in the visitor economy. Supporting the need for both public and private investment and small and large scale product development. The public and private sector investment pipeline demonstrates the region is on the cusp of significant change. Critical to realising the benefits of this change is continuing to champion and facilitate a cohesive and collaborative regional approach.

From a demand side the region continues to benefit from significant growth in international visitation from key markets including the growth markets of China and India but even double-digit growth in international overnight visitation is significantly overshadowed by even stronger growth in international day trip visitation. Digital disruption is changing domestic visitation and the region needs new supply-side product to maintain its attractiveness and competitiveness with other key regions and interstate destinations. Growing small product to stimulate some of the key subsets of the Lifestyle leader — ie. food and wine life stylers and enriched wellbeing is critical to growing length of stay, dispersal and spend from domestic visitation. Key to building the region's competitiveness is growing industry participation and engagement. Digital disruption and strong demand has grown the number of tourism businesses within the region but has resulted in a nett decline in the number of operators actively participating and financially supporting not only GORRT but the marketing of their product and destination to grow awareness domestically.

## WHAT DOES THIS MEAN...

Leading the narrative and driving the advocacy agenda is even more critical now. The challenges are heard, solutions are in their infancy but delivering changed behaviour is not going to come from a single solution but the sum of the moving parts. The GOR Authority will facilitate driving collaboration even further but we cannot lose momentum whilst the strategic framework, legislation and funding support is built. We need to continue to play a strong advocacy role. With a greater understanding of the incubation period for both public and private projects we need to ensure the Strategic Master Plan review identifies the next wave of priorities and manages short term solutions that continue to drive towards the long term vision of the region.

Driving an even stronger evidence base will be a critical investment in the next phase of our growth. We need to delve deeper into the data and uncover the stories behind the numbers to grow investment confidence, innovative product development to service future markets, increase our competitiveness and drive more targeted and effective marketing.

Our marketing must continue to advance the region's digital platform and digital capability to ensure our content driven strategy is reaching consumers when and how they need it. We have to continue to innovate and explore new ways to engage and service visitors in region. We need to continue to build content assets and leverage these through strategic partnerships. This will be in vain and cannot be achieved without increasing industry engagement and investment. We need to invest in growing sales and activating more preferred partners. We need to drive our local tourism and trader partner organisations and Local government partners to work harder with us to recruit industry participation and reinforce the strength of cooperative investment in growing the visitor economy.

# INTRODUCTION

CONTINUED

Support for expediting the delivery of public and private sector projects that support the long term sustainability of the visitor economy is a priority and crucial to mitigate against reputation damage. GORRT has the opportunity to provide a leading role not just in driving the review and renewal of the Strategic Master Plan to the Visitor Economy of the Great Ocean Road 2015-2025 but completing and commencing implementation of the strategic planning projects we have been completing over the last three years:

- The Future of Visitor Servicing;
- Aboriginal Product Development Strategy;
- GOR Signage Strategy; and
- Workforce Planning.

Finally, we need to support our industry to grow their product, their capability and their profitability to maintain investment in delivering a quality and sustainable visitor experience. Industry development programs must be hands on, effective and relevant and we need to explore new modes of delivery to maximise penetration and learnings.

The next three years is pivotal for both the region and GORRT and 2019-2020 will be a year to strengthen the framework and foundations to support the growing visitor economy.

# THE ORGANISATION

## THE BOARD

Great Ocean Road Regional Tourism is a Company Limited by Guarantee. The Board is comprised of 13 Directors, 6 Local government appointed Directors, 5 skills based Directors and 2 Independent Directors. Directors are appointed for three year terms.

- |                                |                       |                     |   |
|--------------------------------|-----------------------|---------------------|---|
| ▪ Wayne Kayler-Thomson (Chair) | Independent           | ▪ Simon Illingworth | Councillor Corangamite Shire Council          |
| ▪ John Maher (Deputy Chair)    | Independent           | ▪ Andrew Paton      | Director City Growth Warrnambool City Council |
| ▪ Clive Goldsworthy            | Independent           | ▪ Bill Milliard     | CEO Moyne Shire Council                       |
| ▪ Dean Newell                  | RACV Torquay          | ▪ Anita Rank        | Mayor Councillor Glenelg Shire Council        |
| ▪ Sharon Bradshaw              | Forrest Brewing       | ▪ Vacancy           | Skills based position                         |
| ▪ Sam Lucas                    | Warrnambool Bus Lines | ▪ Intern            | Jayden Bath – Minter Ellison                  |
| ▪ Keith Baillie                | CEO Surf Coast Shire  | ▪ Company Secretary | Clinton Fraser – Davidsons                    |
| ▪ Peter Brown                  | CEO Colac Otway Shire |                     |   |

## FINANCE AND RISK COMMITTEE

- John Maher (Chair)
- Clive Goldsworthy
- Wayne Kayler-Thomson (Chair)
- Dean Newell
- Liz Price

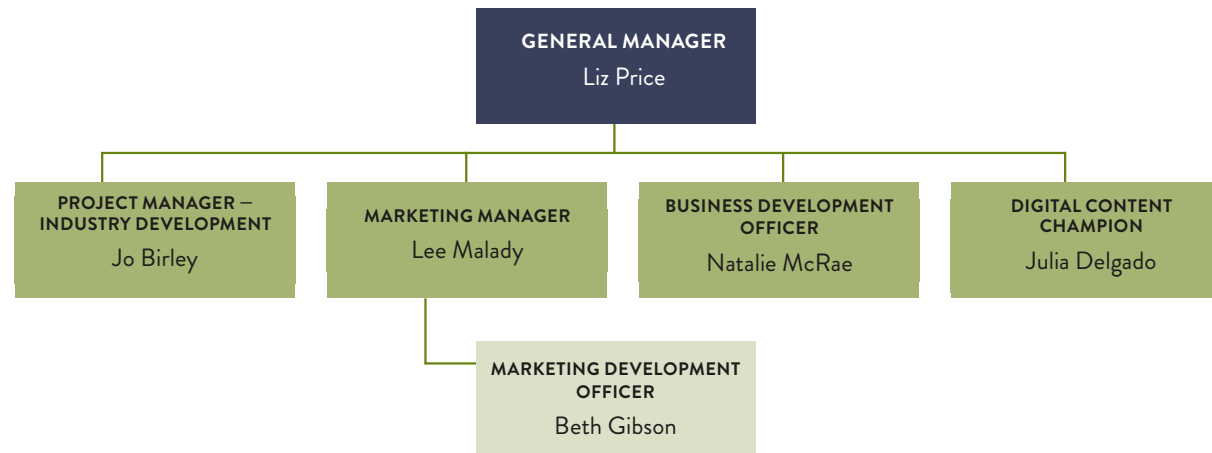
# THE ORGANISATION

CONTINUED

## THE TEAM

The GORRT Team includes the equivalent of 5 FTE's. The GORRT Team work from a virtual office and have a desk at the Warrnambool City Council Visitor Economy office located at Flagstaff Hill.

GORRT also contracts professional services to deliver bookkeeping, financial management, annual audit and the company secretary role.



# GORRT'S VALUES

## 1. COLLABORATION AND ENGAGEMENT

Fostering collaboration and engagement with, and between, our stakeholders is critical to the development of a healthy, cohesive and responsible tourism industry that delivers outstanding visitor experiences.

## 2. TAKING RESPONSIBILITY

We understand that our actions have impacts upon other people and the environment. We take responsibility for our behaviours, actions and achievements when:

- Working with stakeholders
- Communicating to visitors
- Providing commercial services
- Making decisions that impact on the environment

## 3. DEMOCRATIC LEADERSHIP

Our leadership style reflects the acknowledgement that our role is to facilitate responsible and sustainable visitor economy development in the region, rather than to dictate how it should be done.

## 4. TEAMWORK

A culture of teamwork is essential for strong, productive relationships within GORRT, and with stakeholders.

## 5. FINANCIAL WELL-BEING

Being commercially viable as a regional tourism organisation and supporting the profitability of local businesses is essential to the sustainability of the tourism destination, and desirable in terms of enjoying good quality of life.

## 6. FLEXIBILITY AND ADAPTABILITY

To survive in a comparatively unpredictable, rapidly changing industry with a diverse range of stakeholders, we need to be willing to change, and responsive to change.

## 7. AUTHENTICITY AND REALISM

In order to be genuinely collaborative and build successful partnerships with the tourism industry and communities, we need to be authentic in the way we relate to others and realistic in our expectations.

## 8. INCLUSIVENESS AND ACCEPTANCE OF DIVERSITY

We consciously include and respond to the needs of a diverse range of stakeholders and visitors to the region.

## 9. AGENTS FOR CHANGE

Our role gives us the opportunity to work towards improving the regions social, economic, spiritual and environmental health.

# THE REGION

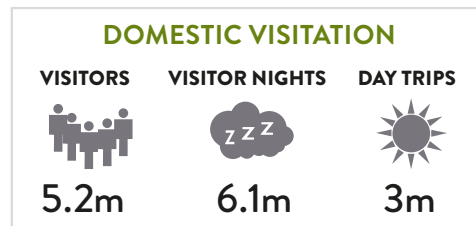
The Great Ocean Road region spans the six Local Government areas of Surf Coast, Colac Otway, Corangamite, Moyne, Warrnambool and Glenelg.





# THE CURRENT STATE

## REGIONAL PERFORMANCE



# THE CURRENT STATE

CONTINUED

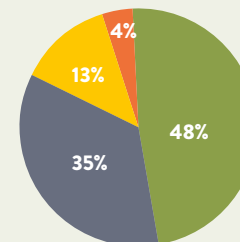
## TARGET MARKETS

The domestic market represents 83% of all visitors to the great Ocean Road region and 85% of visitor nights.

- Melbourne is the largest source market for Great Ocean Road representing 60.5% of visitors and 57% of visitor nights followed by Regional Victoria representing 28.4% of visitors and 30.1% of nights.
- Interstate visitation represents 11.1% of visitors and 12.8% of nights with NSW being the largest interstate market at 5% of visitors and 5.6% of nights. Interstate visitation YE Dec 18 is significantly down on YE Dec 17 25.6% on visitors and 33.7% on nights.
- International visitation represents 17% of visitors and 15% of nights. Mainland China is the largest international overnight market representing 16.8%) of all overnight visitors followed by United Kingdom (12.3%) , Germany (8.7%) and USA (7.8%).

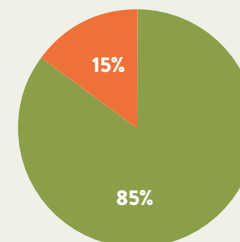
### VISITORS BY VISIT TYPE

- Domestic day trips
- Domestic overnight visitors
- International day trip visitors
- International overnight visitors



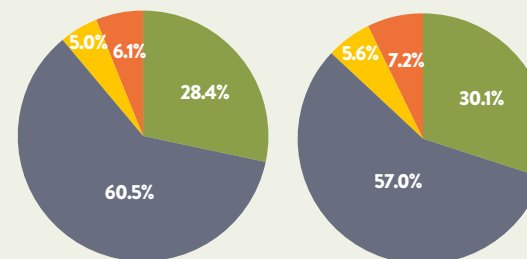
### VISITOR NIGHTS BY MARKET

- Domestic nights
- International nights



### VISITORS BY SOURCE

- Regional Victoria
- Melbourne plus
- NSW
- Other interstate



# THE CURRENT STATE

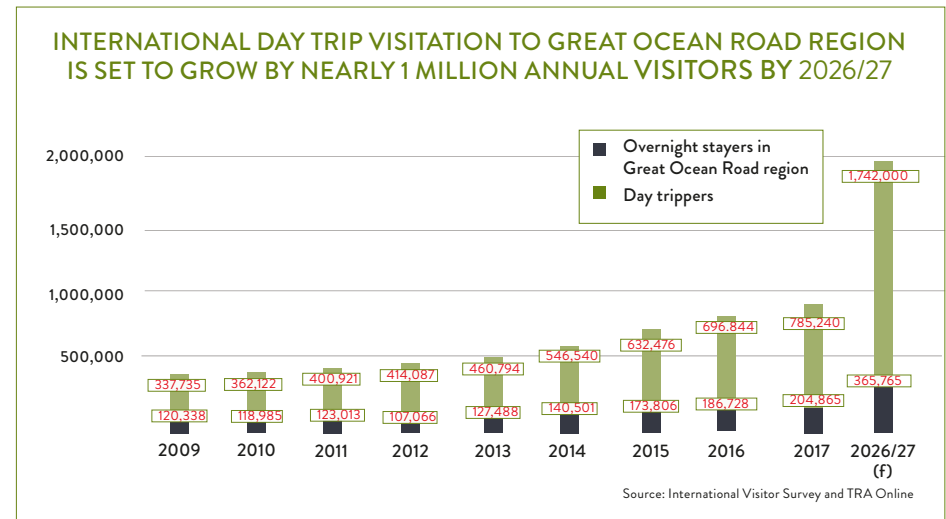
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## THE GROWING DAYTRIP MARKET

The Great Ocean Road region receives over 3 million domestic daytrip and over 785,000 international daytrip visitors per annum. Approaching 4 million daytrip visitors annually has exacerbated the ailing and failing infrastructure and the negative impacts of this is being felt by communities leading to an increased anti-tourism sentiment.

## MARKET GROWTH OVER THE LAST 5 YEARS

- Demand for the Great Ocean Road is growing above previous forecasts.
- Domestic day trip visitation YE Dec 18 is 12.6% up on YE Dec 14 however YE Dec 18 represents no change in market share of regional Victoria trips and a slight decline (0.9%) on share of regional Victoria trips in comparison to YE Dec 14
- Domestic overnight visitation YE Dec 18 is 24.6% up on YE Dec 14 and
- Domestic nights YE Dec 18 is 12.6% up on YE Dec 14
- International visitation YE Dec 18 is 54.9% up on YE Dec 14; and
- International nights YE Dec 18 is 63.4% up on YE Dec 14.



### FORECAST GROWTH

Visitor growth is tracking ahead of projections and is predicted to continue to grow with a 37% increase in visitors and 32% increase in nights by 2026/27. Of greatest concern is the forecast increase in daytrip visitors 51% increase in total daytrip visitation driven by a forecast 121% increase in international daytrip visitation. These numbers highlight the importance of changing current visitor behaviour and growing international overnight visitation but also possibly mask growing concerns in domestic visitation and maintaining the region's competitiveness and attractiveness to the core Melbourne market.

#### FORECAST VISITOR GROWTH 2017-2026/27

<b>VISITORS</b>	<b>VISITOR NIGHTS</b>	<b>DAY TRIPS</b>
<b>37%</b>	<b>32%</b>	<b>51%</b>

#### FORECAST INTERNATIONAL VISITOR GROWTH 2017-2026/27

<b>OVERNIGHT VISITORS</b>	<b>DAY TRIPS</b>	<b>CHINESE DAY TRIPS</b>
<b>73%</b> <b>380,000</b>	<b>121%</b> <b>1,570,000</b>	<b>260%</b> <b>737,000</b>

Source: These forecasts are prepared by Decisive Consulting, using the updated TRA national and regional Victoria visitor night forecasts from August 2017.

# THE CURRENT STATE

CONTINUED

## CHALLENGES AND OPPORTUNITIES OF THE REGION

CHALLENGES	OPPORTUNITIES
The need to change consumer behavior – grow yield not numbers.	Visitor servicing to drive satisfaction and change behavior
Growing international daytrip market.	Being at the forefront of a clear and consistent narrative
Ageing and failing infrastructure.	Increasing community engagement, awareness and support
Growing community focus on the negative impacts of the visitor economy.	Implementation of GOR Action Plan and Authority
Funding model – increasing business participation, engagement and support, finding a way to engage with free riders.	Level of Private sector investment in new and existing product
Meeting visitor demand expectations from growth markets (e.g. China).	Level of public investment in the SCMP and GOR
Visitor management – visitor growth, congestion, safety, servicing.	Strong growing digital platform
Data and Data quality – timely and accurate, level of granularity to inform strategic decision making.	Brand framework, imagery and assets to underpin
Workforce challenges – access, capacity, affordable housing, transport.	Changing visitor mix – FIT's
Role, Value and resourcing of local tourism and trader organisations.	Level of collaboration and consistency across the region
Growing GORRT Funding model/revenue base.	SMP and DAP framework – strong foundation to build on
Ensuring aspirations for the Authority are realised – balance between economic development and environment protection.	Implementation of strategies in progress <ul style="list-style-type: none"> <li>▪ Workforce planning</li> <li>▪ Aboriginal product development</li> <li>▪ Future of visitor servicing</li> </ul>
Negative media in core market of Melbourne	Centenary of construction of the GOR

# VISION FOR THE REGION

## VISION

*The Great Ocean Road region will be Australia's foremost sustainable tourism region providing outstanding seamless visitor experiences to drive yield and dispersal growth. Its community and Stakeholders' value the contribution of tourism to the economic, environmental, social and cultural health of its destinations and the region.*

## MISSION

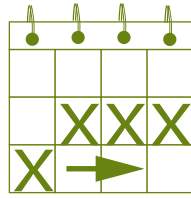
*To facilitate a cooperative, regional, visitor centric approach to growing a more sustainable and vibrant visitor economy for the Great Ocean Road region.*



## PURPOSE

*To facilitate, promote and advocate for a collaborative, strategic and sustainable approach to growing the visitor economy of the region. This will be delivered through:*

- Strategic Planning
- Development (product, infrastructure and industry)
- Marketing
- Management; and
- Advocacy.



Increase length of stay



Increase expenditure

# OBJECTIVES

1. To increase visitor yield (length of stay and expenditure)
2. To increase visitor dispersal (geographically and seasonally)
3. To increase visitor satisfaction
4. To increase business and community participation, engagement and support for the visitor economy



Increase dispersal – geographical, seasonal and mid-week



Increase satisfaction

## KEY STRATEGIC PRIORITIES

The region's key priorities remain:

PRIORITIES	ACTIONS
Strategic Planning	Facilitate a research driven, visitor focused, collaborative approach to growing a sustainable and vibrant visitor economy
Advocacy	Lead a clear and consistent narrative to champion regional priorities to drive a sustainable and vibrant visitor economy
Infrastructure development	Maximise the return from the visitor economy through the identification and support of critical infrastructure
Product development	Enrich the visitor experience by supporting the growth and development of new and existing products, services and experiences
Industry development	Grow industry capability and professionalism
Visitor management	Actively support the development and implementation of strategies to mitigate and ameliorate the negative impacts of the visitor economy
Industry and community management	Foster a collaborative regional framework to support the active participation of industry and community in growing the return from the visitor economy
Marketing	Build the Great Ocean Road brand to inspire and inform new and existing audiences
Organisation reputation and viability	Grow GORRT reputation and diversify GORRT revenue base to ensure long term viability.

# MAJOR INFRASTRUCTURE PRIORITIES

The Strategic Master Plan to the Visitor Economy of the Great Ocean Road 2015-2025 highlighted the need for some \$1b of public and private infrastructure investment over the life of the Plan. The ageing and failing of public infrastructure from under investment in maintenance and renewal over the past 20 years exacerbated by significant growth in visitor numbers has resulted in a large number of public infrastructure projects being prioritised at both State and Local government over the past three years. Significant money has been invested however with the exception of GOR maintenance most funding to date has been in strategic planning and not implementation.



## PUBLIC SECTOR INFRASTRUCTURE PRIORITY PROJECTS

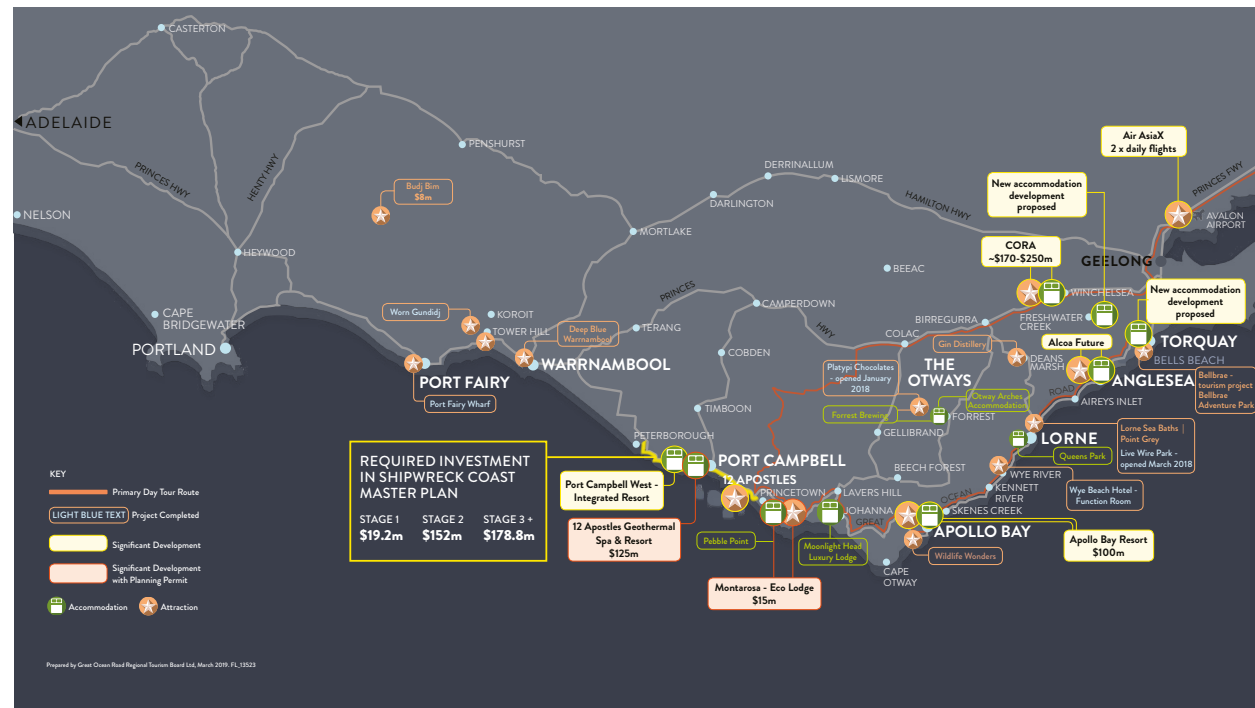
- Great Ocean Road maintenance and Renewal (\$153m funded — ongoing funding required)
- Shipwreck Coast Masterplan — Stage 1 (9.8m) and Stage 2 (\$108m) including 12 Apostles Precinct Planning
- Great Ocean Road Memorial Arch
- Kennett River
- Lorne — Point Grey
- Lorne — Queen's Park
- Apollo Bay Harbour redevelopment (\$12m under city deal)
- Apollo Bay Infrastructure Plan
- Budj Bim Master Plan implementation and World Heritage Listing
- Tower Hill Master Plan
- Flagstaff Hill Maritime Village — Future focus
- Torquay Gateway Project
- 12 Apostles Water and Sewerage project — strategy funded, implementation pending
- Apollo Bay, Kennett River, Wye River Transport and Parking strategy
- Forrest Mountain Bike Strategy Implementation Plan
- Great Ocean Walk completion
- Surf Coast Walk feasibility
- Apollo Bay- Skenes Creek Discovery Trail (\$5m funding under City Deal)
- Longer distance walking trails Apollo Bay to Torquay (Feasibility funded)
- Waste Water project for Forrest
- Colac Lake Foreshore Masterplan (accommodation attraction).

# MAJOR INFRASTRUCTURE PRIORITIES

CONTINUED

## PRIVATE SECTOR INFRASTRUCTURE PRIORITY PROJECTS

- Anglesea Alcoa – Eden project
- Eco Lodge and Activity hub (planning permit)
- 12 Apostles Geothermal Spa & Resort (planning permit)
- Australian Tourism Trust – multi-site resorts; Apollo Bay, Moonlight Head, Port Campbell West, Portland
- Cape Otway Road Australia
- Wildlife Wonders – Marengo
- Forrest Brewing Expansion
- Pebble Point accommodation
- Deep Blue Spa Development – Warrnambool
- Port Campbell West – Integrated resort
- Torquay Tourist park
- Hotel Development – Colac
- Gin distillery, Deans Marsh
- Brewery – Torquay





# BRAND

## REGIONAL BRAND

The Great Ocean Road region brand essence '*Where untamed spirits create inspirational wonder*' facilitates a shift from focusing on the road and the rocks to focusing on Big Nature as the region's greatest strength. Big nature delivered through the magic and majesty of the Southern Ocean and the coast line it has sculptured, the big waves of Bell's Beach, the tall trees and waterfalls of the Great Otway National park, the lakes and craters of the Volcanic Plains, Big tuna, whales, wildlife and rich agriculture.

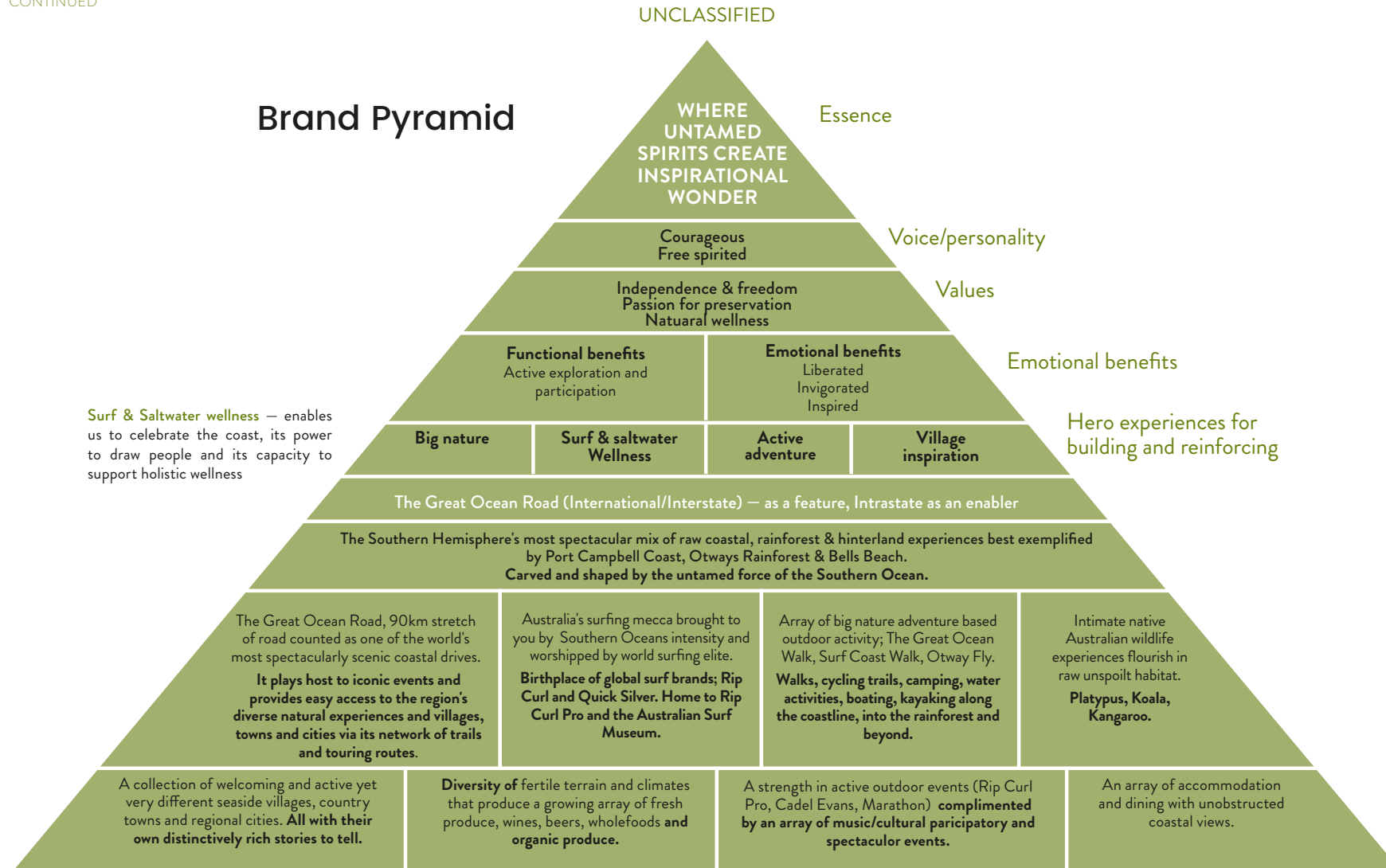
### THIS KEY STRENGTH IS SUPPORTED BY THE 4 EXPERIENCE PILLARS:

#### *Active Adventure, Surf and Salt Water Wellness, Village Inspiration and Curated Culture*

- **Active Adventure** — shifts the narrative from a passive visit to the region to a more immerse active visit. To explore the beauty of our landscape you need to immerse yourself and be active.
- **Village Inspiration** — celebrating the unique features and attributes that define the character of the towns and villages that make up our region.
- **Curated Culture** — celebrates the entrepreneurs and artisans of all crafts that call the GOR home. Inspired by the landscapes and its bounty they help define a sense of provenance and shape the character of our individual towns and villages.
- **Surf and Saltwater Wellness** — enables us to celebrate the coast, its power to draw people and its capacity to support holistic wellness.

BRAND  
CONTINUED

Brand Pyramid



# BRAND

CONTINUED

## THE GREAT OCEAN ROAD MASTER BRAND

Provides a regional framework that also supports the creation of identities for the individual areas, towns and villages. This enables and empowers Stakeholders to amplify the message at both a regional and destination sub-brand level and ensures the destination sub brands support regional messaging.

The destination brand framework is delivered through the *I Am* campaign:

- I Am* Torquay
- I Am* Apollo Bay
- I Am* Warrnambool
- I Am* Anglesea
- I Am* Otways
- I Am* Port Fairy
- I Am* Lorne
- I Am* 12 Apostles Coast and Hinterland
- I Am* Portland

Liz, having trouble reading text in blue box and info graphics below



# MARKETING

## KEY ISSUES

- **Poor yield, dispersal and length of stay** — more than 50% of visitation to the region occurs as daytrips. This emphasis on day trips, coupled with the primary visitor activities of going to the beach and general sightseeing has resulted in poor yield for the region, and a disproportionate level of coastal visitation.
- **Visitor dissatisfaction such as crowding at key visitor nodes** — in peak periods, high visitation to key destinations such as Torquay, Lorne and Apollo Bay, and primary attractions such as the Great Ocean Road Memorial Arch, Gibson Steps and the Twelve Apostles, exceeds the capacity of facilities, businesses and services to efficiently manage or service demand. This negatively impacts on the quality of the visitor experience, diminishes opportunities to grow yield and encourage longer length of stay, and provides a significant risk to repeat visitation and reputation management.
- **Lack of knowledge of the breadth and depth of product offering** — research highlights that visitors' knowledge of the region is often quite narrow and at times nostalgic. It is critical to focus on increasing visitors' knowledge of the region's product and experiences at the point of trip planning to support a shift from intent to take a day trip to planning for an extended stay.
- **High seasonality product offering in low season** — to build off-peak visitation, it is critical to focus on extending and enhancing seasonal product offerings. Key destinations do not have sufficient product open and operating in non-peak periods. Consumer perception is that there is limited things to do, especially during inclement weather or at night.
- **Lack of industry-funded co-operative marketing** — the strength of current visitation, especially in key destinations, and the absence of a regional body for over 5 years, has reduced the industry's contribution to the marketing of the region and/or destinations. This lack of investment in marketing limits the capacity to change consumer perceptions and behaviour.

## STRATEGIC FOCUS

Storytelling makes up the essence of the *I Am* Great Ocean Road brand. Building emotional connection through storytelling and a visual content focused strategy that integrates all marketing and promotional tools and drives traffic to our web platform. That aligns with our marketing objective of increasing length of stay, spend, dispersal (geographical and seasonal) and visitor satisfaction.

Our focus is on:

- Delivering strong and engaging digital content to grow audiences across all platforms
- Increased cross-platform integration, stronger audience engagement and facilitate conversion
- Stimulate off-peak visitation — highlighting the breadth of our product offer
- Partner with Visit Victoria to maximise opportunities for integration with the *Your Happy Space* campaign
- Evolve and continuously improve our digital offering

## WORKING WITH VISIT VICTORIA

- GORRT identifies with Visit Victoria's primary target audience
- GORRT seeks to maximise opportunities to partner with Visit Victoria through:
  - Updating content in the Hero product spreadsheet
  - Supporting the PR team with ideas
  - Support for Media famils
  - Collaboration in social media
  - Drive operator participation on ATDW
  - Growing industry participation in providing deals on VisitVictoria.com
  - Sharing content and assets.



STRATEGIC  
PLANNING

## STRATEGY

*Facilitate a research driven, visitor focused, collaborative approach to growing a sustainable and vibrant visitor economy*

ACTIONS	MEASURES	PRIORITY
<p>Build and evolve the framework to facilitate industry and community engagement in the development, implementation and review of Destination Action Plans.</p> <p>Review and update Destination Action Plans for Warrnambool, Portland, Otways, Anglesea, Port Fairy, Lorne, Aireys Inlet, 12 Apostles Coast &amp; Hinterland and Torquay.</p> <p>Develop a Destination Action Plan for Colac.</p>	<ul style="list-style-type: none"> <li>▪ Develop and distribute key visitor data to Stakeholders</li> <li>▪ Revised Plans completed by May 2020</li> <li>▪ Develop a dashboard to monitor the region's performance and track trends</li> <li>▪ Monitor visitor sentiment and perception</li> </ul>	YEAR 1
<p>Provide input to the State Government and regional tourism review – specifically to encourage investment attraction/ statutory planning reform, resourcing and whole of Government support and engagement in reform.</p>	<ul style="list-style-type: none"> <li>▪ Review outcomes recognise GORRT input</li> </ul>	YEAR 1
<p>Work with the LTO's to explore development of a regional funding submission to seek implementation of priority DAP activities through GORRT.</p>	<ul style="list-style-type: none"> <li>▪ Funding submission supported agreed and supported by LTO partners</li> <li>▪ Funding achieved</li> </ul>	YEAR 2
<p>Update, continually improve and review the Strategic Master Plan to the Visitor economy of the GOR. Additional work to include:</p> <ul style="list-style-type: none"> <li>▪ In-depth analysis of visitation patterns and trends</li> <li>▪ Demand and supply forecast</li> <li>▪ Customer profiling</li> <li>▪ Customer journey mapping</li> <li>▪ Product gap analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2015-2025 plan updated</li> <li>▪ New plan released 2020/21</li> </ul>	YEAR 1
<p>Develop and continue to evolve a regional research program, to foster an evidenced based decision making framework including data and analysis on:</p> <ul style="list-style-type: none"> <li>▪ Visitation</li> <li>▪ Economic impact</li> <li>▪ Forecasts and trends</li> <li>▪ Consumer sentiment</li> <li>▪ Investment</li> <li>▪ Customer journey</li> <li>▪ Customer segmentation</li> <li>▪ Employment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research reports and Research dashboard developed</li> <li>▪ Reports actively sought and used by Stakeholders.</li> </ul>	YEAR 1
<p>Support the development and implementation of the new Great Ocean Road Authority/GOR Action Plan</p> <ul style="list-style-type: none"> <li>▪ Ensure consistent narrative of the importance of growing the return from the visitor economy</li> <li>▪ Facilitate recognition of the importance of a vibrant and sustainable visitor economy</li> <li>▪ Support and facilitate industry engagement in consultation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participation of Chair in Interim Task Force</li> <li>▪ Participation of GM in Strategic Framework</li> </ul>	YEAR 1

## DEVELOPMENT – INFRASTRUCTURE

### STRATEGY

*Maximise the return from the visitor economy through the identification and support of critical infrastructure*

ACTIONS	MEASURES	PRIORITY
Provide advice and expertise to Government on public infrastructure projects within the region including: <ul style="list-style-type: none"> <li>▪ Development and implementation of 12 Apostles Precinct Plan</li> <li>▪ Budj Bim Master Plan implementation</li> <li>▪ Development and implementation of Tower Hill Master Plan</li> <li>▪ Development and implementation of GOR upgrades and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participation on Project Reference Groups valued and relevant</li> </ul>	YEAR 1
Advocate for prioritisation of maintenance and renewal of existing product and infrastructure.	<ul style="list-style-type: none"> <li>▪ Investment outcomes</li> </ul>	YEAR 1
Advocate for and support new infrastructure development that is consistent with the goals and objectives of increasing length of stay, yield, dispersal and satisfaction, defined and/or aligned to the Destination Plans.	<ul style="list-style-type: none"> <li>▪ Investment outcomes</li> </ul>	YEAR 1
Develop and implement an annual advocacy program that supports implementation of the Strategic Master Plan for the region and underpins Local government advocacy agendas.	<ul style="list-style-type: none"> <li>▪ Positive progress and outcomes</li> </ul>	YEAR 1
Support Local government and private sector submissions for funding aligned to DAPs or Strategic Master Plan.	<ul style="list-style-type: none"> <li>▪ Investment outcomes</li> </ul>	YEAR 1
Support VicRoads building the economic case for investment in key roads to support changing customer journeys to grow the return from the visitor economy: <ul style="list-style-type: none"> <li>▪ Great Ocean Road</li> <li>▪ M1</li> <li>▪ Apollo Bay/Forrest Road</li> <li>▪ Alternate inland routes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcomes support implementation of the Great Ocean Road Strategic Master Plan to the Visitor economy.</li> </ul>	YEAR 1

DEVELOPMENT — PRODUCT		STRATEGY
		<i>Enrich the visitor experience by supporting the growth and development of new and existing product, services and experiences</i>
ACTIONS	MEASURES	PRIORITY
Facilitate and seek funding to underpin implementation of regional strategic plans and projects including: <ul style="list-style-type: none"> <li>▪ Future of Visitor Servicing</li> <li>▪ Aboriginal Product Development</li> <li>▪ Workforce Planning</li> <li>▪ GOR Signage Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project funding secured</li> <li>▪ Implementation commences</li> </ul>	YEAR 2
Facilitate the development and implementation of private sector investment through: <ul style="list-style-type: none"> <li>▪ Research</li> <li>▪ Advocacy</li> <li>▪ Professional guidance</li> <li>▪ Access to Government experts and Stakeholders</li> <li>▪ Identification and access to funding sources</li> <li>▪ Support industry and community engagement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ GORRT recognised by Government and Private sector as a conduit valued advisor and facilitator</li> </ul>	YEAR 1
Foster product development opportunities identified in the DAPs or Strategic Master Plan Programs.	<ul style="list-style-type: none"> <li>▪ Annual program of workshops, developed, implemented and taken up by industry</li> </ul>	YEAR 2
Utilise brand architecture to foster innovation in product and experience development.	<ul style="list-style-type: none"> <li>▪ Progress report to the Board accepted.</li> </ul>	YEAR 1

DEVELOPMENT – INDUSTRY		STRATEGY <i>Grow industry capability and professionalism</i>
ACTIONS	MEASURES	PRIORITY
Improve the supply and quality of the visitor experience through industry training and development.	<ul style="list-style-type: none"> <li>Grow the number of operators participating in GORRT programs</li> </ul>	YEAR 2
Facilitate ongoing role of Leadership groups to oversight implementation and review of Destination Action Plans.	<ul style="list-style-type: none"> <li>Establishment and delivery of annual priorities</li> <li>Annual review of Plan</li> </ul>	YEAR 1
Review the role, function and resourcing of local organisations to increase capability and sustainability (Action 68).	<ul style="list-style-type: none"> <li>Discussion paper and strategy approved by the Board</li> </ul>	YEAR 2
Strengthen local tourism and trader networks through professional development and mentoring of their leaders.	<ul style="list-style-type: none"> <li>Program developed and implemented</li> </ul>	YEAR 3
Partner with Local government and tourism and trader organisations to implement an industry development program to improve: <ul style="list-style-type: none"> <li>Visitor servicing</li> <li>Cultural awareness</li> <li>Accessibility</li> <li>Business engagement; and</li> <li>Business performance.</li> </ul>	<ul style="list-style-type: none"> <li>Annual program of workshops, developed, implemented and taken up by industry.</li> </ul>	YEAR 1



which strategy wording is correct?

**(AS PER 1 YEAR PLAN)**

*Foster a collaborative regional framework to support the active participation of industry and community in growing the return from the visitor economy*

MANAGEMENT – INDUSTRY & COMMUNITY		STRATEGY <i>Provide industry leadership in strategy development, planning and research</i>
ACTIONS	MEASURES	PRIORITY
Encourage operator and Stakeholders to invest in and promote accessible tourism facilities (Action 29).	<ul style="list-style-type: none"> <li>▪ Accessibility incorporated into marketing and industry Development programs</li> </ul>	YEAR 2
Facilitate opportunities for GORRT and/or destination input into visitor economy management issues.	<ul style="list-style-type: none"> <li>▪ Reports to Board</li> <li>▪ Representation on key projects</li> <li>▪ Industry communication and engagement</li> </ul>	YEAR 1
Develop and implement a Stakeholder communication program that optimises industry engagement, participation and investment (Action 75).	<ul style="list-style-type: none"> <li>▪ Industry reach</li> <li>▪ Industry engagement</li> <li>▪ Conversion to industry partners</li> </ul>	YEAR 1
Maintain and implement a crisis preparation, response and recovery plan that is integrated with emergency management services, State and Local government.	<ul style="list-style-type: none"> <li>▪ Develop and facilitate programs to educate and assist stakeholders to prepare for crisis response and recovery</li> </ul>	YEAR 1
Grow industry participation and engagement in GORRT.	<ul style="list-style-type: none"> <li>▪ Increase number of operators participating in the GORRT program</li> <li>▪ Increase number of operators participating in the Preferred Partner program</li> <li>▪ Increase quantity and range of products, services and experiences participating in GORRT programs</li> </ul>	YEAR 1

## VISITOR MANAGEMENT

### STRATEGY

*Actively support the development and implementation of strategies to mitigate and ameliorate the negative impacts of the visitor economy*

ACTION	MEASURES	PRIORITY
Support development of strategic and tactical solutions to current visitor management issues – road safety, waste management, parking.	<ul style="list-style-type: none"> <li>▪ Solutions and programs developed in partnership with regional Stakeholders and reported to and endorsed by the Board</li> </ul>	YEAR 1
Instigate the establishment of a Community and Environment Development Fund to support ameliorating the negative impacts of tourism.	<ul style="list-style-type: none"> <li>▪ Fund established and Fundraising Plan commenced</li> </ul>	YEAR 1
Actively participate in the regional emergency Management framework and support dissemination of information to industry and visitors.	<ul style="list-style-type: none"> <li>▪ Participation is valued and supports regional programs and objectives.</li> </ul>	YEAR 1

wording differences between plans

Also query about year on two of these actions

## MARKETING

## STRATEGY

*Build the Great Ocean Road brand to inspire and inform new and existing audiences*

ACTIONS	MEASURES	PRIORITY
Deliver a content marketing strategy that supports the regional pillars of Big Nature, Active Adventure, Surf & Saltwater Wellness and Curated Culture.	<ul style="list-style-type: none"> <li>Metrics established and monitored.</li> <li>Quarterly marketing activity report provided to Stakeholders</li> </ul>	Year 1 or 2?
Develop creative assets and tools to integrate brand within Stakeholder marketing and communications for the amplification of key messaging.	<ul style="list-style-type: none"> <li>Operator take up/implementation of tools</li> </ul>	YEAR 2
Develop tactical campaigns to grow consumer engagement and support stakeholder participation emphasis on off peak visitation.	<ul style="list-style-type: none"> <li>Campaign measurement — consumer reach and engagement</li> <li>Industry participation</li> </ul>	YEAR 1
Develop strategic partnerships with key events and businesses to leverage the region's marketing and promotional investment.	<ul style="list-style-type: none"> <li>3-5 partnership established</li> </ul>	YEAR 1
Support GSTR as the vehicle to manage international marketing.	<ul style="list-style-type: none"> <li>Grow industry participation</li> <li>Industry participation increased by 5 operators per annum</li> <li>Increase level of reporting of activity to Stakeholders</li> </ul>	YEAR 1
Continue to develop and foster an integrated approach to the delivery of inspiration and information to meet visitor needs.	<ul style="list-style-type: none"> <li>Partnerships with LGA, LTO and industry partners</li> </ul>	YEAR 1
Evolve, implement and monitor an industry engagement and investment model.	<ul style="list-style-type: none"> <li>Industry take up of business services</li> <li>Active participation in programs</li> </ul>	Year 1 or 2?
Partner with Visit Victoria to leverage and support their National and international activity especially the intrastate campaign activation 'Your Happy Space'.	<ul style="list-style-type: none"> <li>Level of exposure and engagement achieved through Visit Victoria campaign — reported to Board and Stakeholders through newsletters, marketing reports and corporate digital channels</li> </ul>	YEAR 1
Work in partnership with Parks Victoria to promote PV assets and the region's Big Nature and active adventure experiences including GOW.	<ul style="list-style-type: none"> <li>Activity undertaken</li> <li>GOW campaign developed and implemented</li> <li>Report to Board on outcomes achieved</li> </ul>	YEAR 1
Foster operator networks to create new product opportunities.	<ul style="list-style-type: none"> <li>Report to Board</li> </ul>	YEAR 1
Leverage the celebration of the Centenary of the GOR through the Pop Up Cinema installation to grow domestic visitation.	<ul style="list-style-type: none"> <li>Project delivered to budget and on time</li> </ul>	YEAR 1
Review and refresh GORRT digital platform to maximise consumer engagement. Increase capacity to curate and personalise a visitor experience.	<ul style="list-style-type: none"> <li>Metrics established, monitored and reported to Stakeholders through quarterly marketing reports.</li> </ul>	YEAR 1

<div style="display: flex; align-items: center;"> <div style="background-color: #76923c; color: white; padding: 10px; font-weight: bold; font-size: 24px; margin-right: 10px;">ADVOCACY</div> <div> <p><b>STRATEGY</b></p> <p><i>Lead a clear and consistent narrative to champion regional priorities to drive a sustainable and vibrant visitor economy</i></p> </div> </div>		
ACTIONS	MEASURES	PRIORITY
Work with Stakeholders to identify destination and regional priorities and solutions.	<ul style="list-style-type: none"> <li>▪ Report to Board on progress and outcomes</li> <li>▪ Develop an annual advocacy strategy for Board approval</li> </ul>	YEAR 1
Maintain an advocacy agenda that identifies impediments to building the region's competitiveness and meeting visitor economy objectives.	<ul style="list-style-type: none"> <li>▪ Implementation of annual advocacy strategy reported to Board</li> </ul>	YEAR 1
Create opportunities for stakeholders to benefit from Government funding programs aligned to the visitor economy objectives.	<ul style="list-style-type: none"> <li>▪ Report to Board on progress and outcomes</li> <li>▪ Funding opportunities identified and support facilitated</li> </ul>	<span style="color: red; font-weight: bold;">YEAR 1</span> 
Maintain the profile of the visitor economy as a significant economic driver for the region to support Stakeholder investment in policies and programs to realise objectives of yield and dispersal.	<ul style="list-style-type: none"> <li>▪ Report to Board on progress and outcomes</li> <li>▪ GOR visitor economy priorities recognised by State and Federal Government</li> </ul>	YEAR 1
Support public and private investment pipeline projects and prospective development priorities.	<ul style="list-style-type: none"> <li>▪ Growing pipeline of investment progressing to built form</li> </ul>	YEAR 1
Support development and implementation of the GOR Authority and Action Plan.	<ul style="list-style-type: none"> <li>▪ Implementation progressing satisfactorily</li> <li>▪ Visitor economy challenges and opportunities incorporated effectively into Plan</li> </ul>	YEAR 1
Reform of statutory planning system and joined up Government support for Regional tourism.	<ul style="list-style-type: none"> <li>▪ GORRT participation in reviews and statewide projects and forums.</li> </ul>	YEAR 1



query re YEARs in priority column

which strategy wording is correct?

**(AS PER 1 YEAR PLAN)**

Grow GORRT reputation and diversify revenue base to ensure long term viability

OR 

ORGANISATION REPUTATION & VIABILITY		STRATEGY <i>Diversify GORRT revenue base to ensure long term viability and reduce reliance on LGA funding</i>	
ACTIONS		MEASURES	PRIORITY
Develop long term funding agreements with State and Local government Funding partners with agreed KPI's being implementation of GORRT Strategic Business Plan and Strategic Master Plan to the Visitor Economy.		<ul style="list-style-type: none"> <li>3 year agreements established</li> <li>Annual Stakeholder reports provided</li> </ul>	Year 1 or 2? 
Investigate financial models and opportunities to build GORRT's balanced financial independence and reduce reliance on State and Local government funding including exploration of 'visitor' funding opportunities, merchandise and commercial activities.		<ul style="list-style-type: none"> <li>Strategy developed and endorsed by GORRT Board</li> </ul>	Year 1 or 2? 
Continue to evolve the GORRT delivery model to maximise implementation of strategies and minimise duplication of effort through key partners.		<ul style="list-style-type: none"> <li>Develop a resourcing plan that maximises use of employees, contractors, Local government partnerships and local tourism and trader organisation partnerships</li> </ul>	YEAR 1
Actively participate in the regional tourism review and seek to secure long term funding and support for GOR and regional tourism.		<ul style="list-style-type: none"> <li>Input and submission approved by the Board</li> <li>Positive outcomes achieved for GORRT</li> <li>Positive outcomes achieved for regional Victoria</li> </ul>	YEAR 1
Develop and review annually a communication plan to raise the profile of GORRT and to reinforce our role and achievements as a partner/collaborator to Stakeholders and the visitor economy community.		<ul style="list-style-type: none"> <li>Communications Plan developed and implemented</li> <li>Stakeholder feedback.</li> </ul>	YEAR 1

## **5.17. MIDDLE ISLAND PROJECT REVIEW & FUTURE DIRECTION**

### **PURPOSE:**

**The purpose of this report is to present the findings and recommendations of the Middle Island Project review and future directions. The Middle Island Project Season Report 2019-2020 results are included for Council.**

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### **EXECUTIVE SUMMARY**

- The Middle Island Project commenced in 2006 as a trial and from 2010 has continued as a 'regular' Council operational activity.
- A review of the Middle Island Project has been undertaken and a range of key issues have been identified.
- In considering the review findings and the options for the future of the Project a range of options have been investigated to provide adequate information to enable an informed decision to be made about the Project's future.
- The Conservation Management Model is the recommended future direction along with revised operating arrangements to address the deficiencies identified in the review.
- The revised operating arrangements include the appointment of an Advisory Group/Committee, clarification of the operating model and roles and responsibilities for dog handling.

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

### **That Council:**

- 1. Endorse Management Option 1 for a two-year period with Annual Project Review Reporting to Council.**
- 2. Develop an Advisory Group/Committee and associated Terms of Reference to provide advice to Council on the Middle Island Project.**
- 3. Receive the Middle Island Project 2019-2020 Season Report.**
- 4. Receive the Middle Island Strategic Plan 2020-2025.**

**CARRIED - 7:0**

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## **BACKGROUND**

### **The Middle Island Penguin Project**

The Middle Island Little Penguin Project (the Project) is a wildlife conservation project to help protect a colony of Little Penguins (*Eudyptula minor*) living on Middle Island.

The Project commenced in 2006 after reports that the penguin numbers in the colony had dropped considerably, to less than 10 from an estimate of around 800 in 2000. The cause of the decline was attributed principally to fox predation and human impact of trampling burrows.

The project is based on the use of Maremma dogs to guard and protect the penguins known as the 'Warrnambool method'. The Maremma dogs were trained and placed on the Island to deter predators, such as foxes, from coming to the Island and killing the penguins.

The project initially commenced as a one-month trial (in 2006), then endorsed annually by the Council for 12-month periods from 2007 to 2010. Thereafter it has continued as a 'regular' Council operational activity. Restrictions on public access to the Island were also imposed, through the use of signage.

The Project is overseen by the Middle Island Project Working Group (MIPWG) and managed by the Warrnambool City Council (Council), with support provided by the Warrnambool Coastcare Landcare Network (WCLN) and the volunteers of the Working Group.

The Middle Island Strategic Plan 2014-2019 has provided the framework that has guided the recent conservation work for the Little Penguin colony on the Island.

## **Middle Island**

Middle Island is Crown Land, part of the Thunder Point Coastal Reserve, and Council was appointed Committee of Management in 1880.

## **Strategic Direction**

Strategic direction for the Project is provided by Green Warrnambool, Warrnambool Coastal Management Plan and the Middle Island Project Strategic Plan.

Green Warrnambool sets the vision for Warrnambool to be the most environmentally sustainable regional city in Australia. The objective Naturally Warrnambool identifies that we will enjoy, love, care and respect the natural environment. The plan also acknowledges that the Thunder Point Coastal Reserve contains Middle Island and the internationally famous project protecting its Little Penguins and sets goals and actions for the protection of flora and fauna and pest animal control.

The Warrnambool Coastal Management Plan identifies Middle Island as important feeding and roosting habitat for the Little Penguin population, protected through the Marremma Guardian Dog project.

The vision for the Project, as expressed in the Middle Island Project Strategic Plan is:

“To ensure the long-term survival of the Little Penguin colony on Middle Island through the use of conservation techniques that reduce the threats posed to these birds”.

## **Middle Island Project 2019-2020 Season Report**

The Middle Island Working Group have prepared the 2019-2020 Season Report. Refer to attachment 2.19.1.

The aim of the Middle Island Project Season Report is to provide feedback to Warrnambool City Council and project partners regarding the key achievements made during the year from July 2019 to June 2020.

The Project highlights for 2019-2020 include:

- Warrnambool Coastcare Landcare Network received funding from the Department of Land Water & Planning to employ a Penguin Monitoring Coordinator
- The arrival of a new puppy, Oberon, named by the community
- Tula's retirement and celebration
- Ongoing sponsorship by local businesses
- Continued popularity of the tours
- Continued widespread media interest
- Completion of Deakin University Honours project by Shelby Schumacher
- Training in penguin handling and microchipping at Phillip Island Nature Park

The Project challenges for 2019 – 2020 included:

- Predation of the little penguin
- Low population of little penguins
- COVID-19 and resultant cancellation of the Easter Holiday tours & activities

- Dog transport and facilities

The Middle Island Project Working Group have prepared a Strategic Plan to guide The Project from 2020 to 2025 and provides indicators of success. Refer to attachment 2.19.2.

## ISSUES

### The Middle Island Little Penguin Project Review

A review of the Middle Island Little Penguin Project has been undertaken and includes the following components:

- Overview of the Project background
- Identifying the strategic linkages
- Reviewing the governance and project management arrangements
- Reviewing the operational arrangements
- Collating the financial data and analysis
- Project results – is the project achieving performance targets
- Assessing the economic contributions

### The Middle Island Little Penguin Project Future Directions

In considering the review findings and options for the future of the Project, a range of options have been investigated and information prepared within this report to provide adequate information and enable an informed decision to be made about the Project's future.

### Why the Project

The Report identified several linkages to strategic objectives at both the local and State level that are or can be related to actions to protect the penguin colony and include:

#### Council Level

- Green Warrnambool, provides that the Council will “*protect our coast’s environmental values and ensure it remains undeveloped. We will increase the number of indigenous plant and animal species in the municipality and ensure that none become extinct*”.
- The Warrnambool Coastal Management Plan refers to managing threats and impacts to native flora and fauna.
- The Middle Island Project Strategic Plan, endorsed by Council, has the clear vision “*to ensure the long-term survival of the Little Penguin colony on Middle Island through the use of conservation techniques that reduce the threats posed to these birds*”.

#### State Level

- The Biodiversity Strategy 2037 provides that the goal of a healthy natural environment will be achieved by stopping the overall decline of threatened species, securing the greatest possible number of species in the wild, and improving the overall extent and condition of native habitats across land, waterways, coasts and seas.
- The Marine and Coastal Policy 2020 sets the vision for a healthy, dynamic and biodiverse marine and coastal environment that is valued in its own right, and that benefits the Victorian community, now and in the future.

The primary reasons for undertaking the Project are to fulfill biodiversity management responsibilities and protecting wildlife, while the opportunities that arise from the primary reason include social importance, economic value, scientific research and educational value.



## Way Forward

Three options for the future direction have been considered and include:

- **Conservation Management Model**
  - Effectively a continuation of the current arrangements, although the operating model differs.
  - Using a combination of vegetation controls, predator controls and the use of Maremma dogs.
  - Clear focus of seeking to protect and therefore retain the penguin colony.
- **Land Management Model**
  - Minimalist approach.
  - Management of the Island's flora and fauna using conventional techniques – vegetation management and predator controls.
  - Open to other parties to use other techniques to support the protection of the fauna (the penguins).
- **Reassignment of Responsibility**
  - Effectively passing responsibility for the Island, and therefore the flora and fauna, back to the landowner, the Crown.

## Recommended Option

The Conservation Management Model is the recommended option for the future direction and management of the Middle Island Little Penguin Project.

This model is a continuation of the current service level - the use of conventional conservation techniques (vegetation controls and predator controls) to protect biodiversity values supplemented with the use of Maremma dogs to specifically protect the penguin colony.

With revised operating arrangements including:

- Governance Structure
- Operating Model
- Roles and Responsibilities

## Governance Structure

The structure proposed identifies Council as being directly responsible for the Project, supported by an Advisory Group or Committee. The Advisory Group or Committee should consist of persons with relevant expertise to advise on project planning, relevant conservation and protection methods and opportunities to enhance the value of the Project. The Group would meet 2 to 3 times per year.

## Operating Model

The revised operating model proposed is based on retaining overall responsibility for Project delivery within the Natural Environment team of the City Growth Directorate. Service delivery for some elements of the Project will remain with other work units, but coordination on those roles is the responsibility of the Natural Environment team.

The model includes a continuation of the 'Meet the Maremma' experience, but only on the basis that it contributes to a net income towards the overall cost of the Project. If the profit margin were eroded then the purpose of conducting the tours would need to be reviewed.

## Roles and Responsibilities

Options for the service delivery for the functions identified as direct responsibility of the Project includes project administration, advisory group, financial oversight, sponsorship, agreements, planning and reporting, promotional activities, penguin monitoring, research, liaison with other service delivery units, staffing, Maremma management, dog handling and delivery of tours.

The proposed service delivery model include these roles and responsibilities and will be accommodated by the Natural Environment Unit.

## **FINANCIAL IMPACT**

The revised operating model outlined in this report reflects Councils current service provision to the Middle Island Project which includes staff time, materials & equipment from a range of Council Units. The addition of the Dog Handling personnel and other operating expenses will be funded by the Middle Island Project.

Under the revised operating model Council will provide financial oversight of the budget.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **1 Sustain, enhance and protect the natural environment**

- 1.1 Protect and enhance our waterways, coast and land
- 1.5 Educate and partner with the community on Council's sustainability initiatives

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

- 5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement
- 5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness
- 5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk

## **TIMING**

A decision on the future of the Project is required for implementation commencing in the 2020/2021 financial year.

## **COMMUNITY IMPACT / CONSULTATION**

Consultation with the Middle Island Project Working Group has occurred throughout the review process and included one on one discussions and a workshop on future options and infrastructure needs of the Project.

## **LEGAL RISK / IMPACT**

There are reputational, environmental and financial risks associated with the Middle Island Project and the future implementation.

The 'Warrnambool method' for the protection of the penguins by Maremma dogs comes at a significant cost to Council, however there is realistically no half-way measure to reduce or limit the time the Maremma dogs are on the Island. This is evidenced by the significant fox kill in 2017 when the dogs were not on the Island.

If Council decides to continue to take a proactive role in seeking to protect the penguin colony on Middle Island, the Project must be reviewed and reported on annually to provide an assessment of the economic sustainability and environmental impact of the Project to ensure viability into the future.

The proposed change to the governance and operations reduces the risks that have been identified throughout the Review.

## **OFFICERS' DECLARATION OF INTEREST**

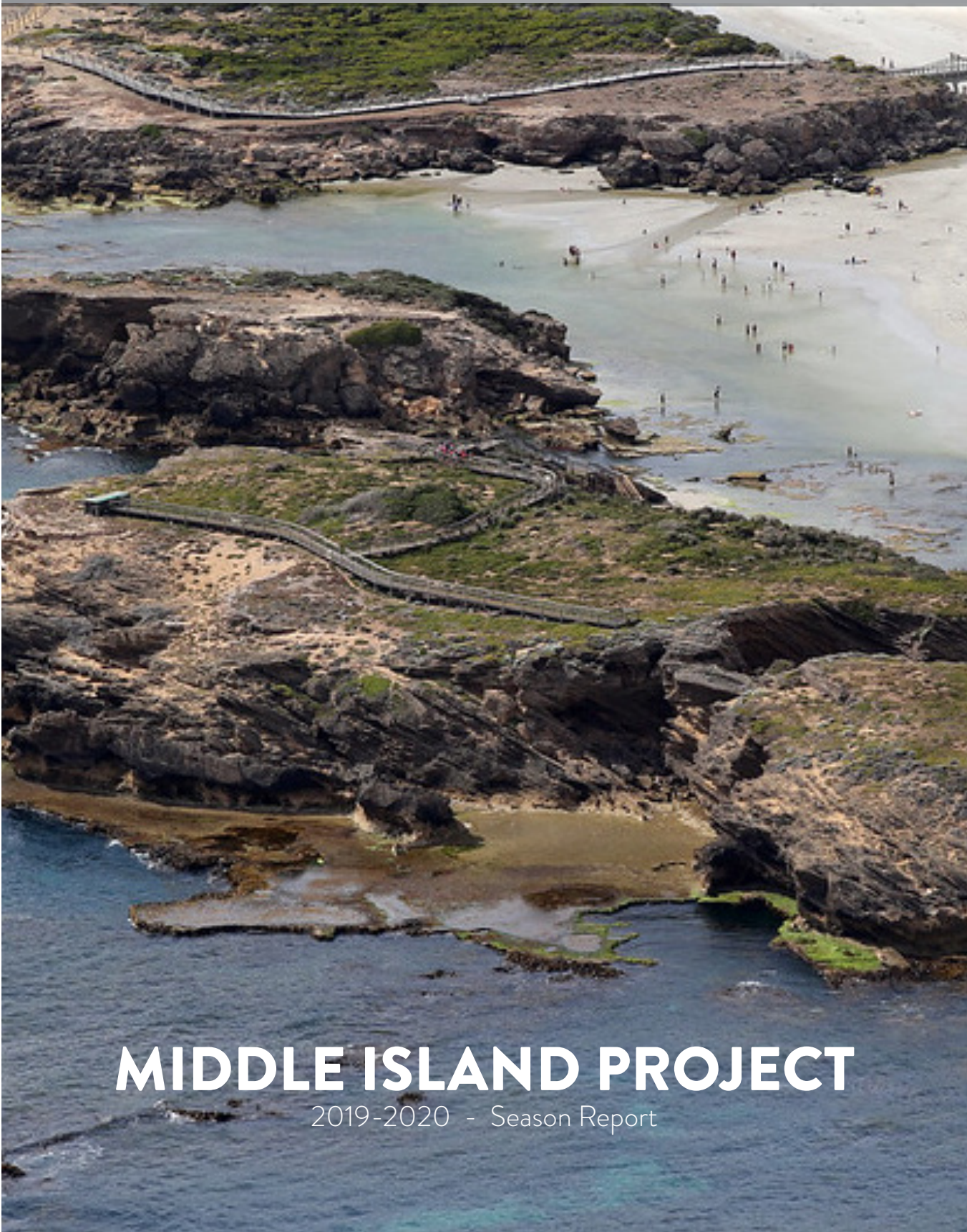
None.

## **CONCLUSION**

The Middle Island Project has been a long running and successful program for the protection of the Little Penguin by the Maremma Guardian Dogs. The 'Warrnambool Method' is a proven method to prevent fox predation. The Project has also provided inspiration for a movie which continues to provide attraction and interest from around the world. However as outlined in this report a range of operational matters need to be addressed for the future of the Project to be successful and sustainable into the future.

## **ATTACHMENTS**

1. Middle Island Project Season Report 2019-2020 [**5.17.1** - 6 pages]
2. MIPWG Strategic Plan 2020 2025 [**5.17.2** - 2 pages]



# MIDDLE ISLAND PROJECT

2019-2020 - Season Report



The Little Penguin (*Eudyptula minor*) is a seabird that is an important component of Warrnambool's biodiversity. The Middle Island Project (the Project) has been working to conserve the local colony for fifteen years now and, during that time has had strong and ongoing support from Warrnambool City Council, Warrnambool Coastcare Landcare Network, Deakin University, the Warrnambool Field Naturalist Club, the Department of Land Water and Planning and Parks Victoria.

PetStock and The Vet Group are the major sponsors of the Project and their contribution and support is invaluable.

The aim of the Middle Island Project Season Report is to provide feedback to Warrnambool City Council and project partners regarding the key achievements made during the year from July 2019 to June 2020.

**The Project highlights for 2019-2020 include:**

- Warrnambool Coastcare Landcare Network received funding from the Department of Land Water & Planning to employ a Penguin Monitoring Coordinator
- The arrival of a new puppy, Oberon, named by the community
- Tula's retirement and celebration
- Ongoing sponsorship by local businesses
- Continued popularity of the tours
- Continued widespread media interest
- Completion of Deakin University Honours project by Shelby Schumacher
- Training in penguin handling and microchipping at Phillip Island Nature Park

**The Project challenges for 2019 – 2020 included:**

- Predation of the little penguin
- Low population of little penguins
- COVID-19 and resultant cancellation of the Easter Holiday tours & activities
- Dog transport and facilities

**Key Penguin Statistics**

- Penguins arrived early to breed
- Reduction in breeding capacity

- 8 penguins sighted during arrival counts
- Lowest number of penguins arriving
- No evidence of breeding was observed
- Moulting occurred a month earlier than previous years
- Estimated total population of 70 to 100

**Key Maremma Statistics**

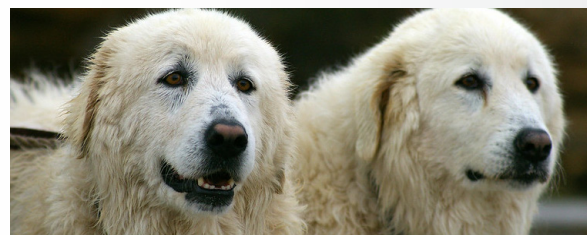
- The guardian season gets longer each year
- 7 dogs
- Arrival of puppy Oberon
- Retirement of guardian Tula

**Little Penguin Facts**

- Little penguins are approximately 33cm tall
- The fastest little penguin on record could swim at 6.4kph

**Key Education Statistics**

- Tours & activities were cancelled due to COVID-19
- 57 tours conducted
- 1,215 people attended
- \$15,652 in ticket sales
- 27 schools attended & 1190 students engaged
- 12 bus groups & 296 participants engaged



## LITTLE PENGUIN POPULATION

Since the beginning of the project in 2006, the Warrnambool Coastcare Landcare Network (WCLN) has been responsible for monitoring the Little Penguin population on Middle Island.

WCLN conducts dusk arrival counts to estimate population size of breeding penguins, undertakes burrow surveys to record reproductive success and where possible microchips individual penguins and collects their morphological data.

Dr. Patricia Corbett was employed by WCLN to coordinate the Penguin Monitoring program this season and according to the Monitoring Program Season Report (Corbett, P 2020; Middle Island Little Penguin Monitoring Program 2019-20 Season Report) the 2019-2020 season was disappointing. At the end of June and beginning of July 2019, a total of 15 penguins arrived early to breed and were killed by dogs and/or foxes. The majority of these penguins were males resulting in the colony losing more than half the number of male breeders that had been recorded in the previous year. Consequently, there was a reduction in breeding capacity very early in the season. This situation was exacerbated by the fact that when further penguins arrived to breed it was late in the season and while some of these individuals paired up, they did not breed.

Five penguin arrival counts were conducted between 5 October 2019 and 12 January 2020 and only 8 penguins were sighted. This is the lowest number of penguins arriving during a count since the beginning of the Project. A total of seven nest checks were completed during this time and four individual birds were microchipped, three females and one male. Two pairs were observed in December 2019, however they did not lay eggs. In fact, no evidence of breeding was observed. Penguins began to moult from the 14 January 2020, around a month earlier than usual. Observations at the entrances to 54 penguin nests between 14 January 2020 and 19 February 2020 revealed penguin feathers in the entrance of a burrow, indicating a moulting penguin inside. Using both these direct and indirect observations it was estimated that the total population remains at about 70 – 100 individuals.



## CONSERVATION & ADAPTIVE MANAGEMENT

### Maremma Dogs

The 2019-2020 year has been an eventful one for the Maremma dogs. With penguins arriving earlier each year, their season as guardians of the penguins gets longer each year. There are now seven dogs that are being managed by the Project.

A new puppy arrived in late August 2019. A naming competition was held with an enthusiastic response from the community and an array of different naming options. After much deliberation the name Oberon was selected. Oberon is a German name that means noble bear.

After serving as a penguin guardian for nine years, Tula began to suffer from severe arthritis and could no longer cross to Middle Island. A retirement function was organised for her and held at Flagstaff Hill Maritime Museum. It was well attended by those involved in the various aspects of the Project, sponsors and members of the community. It was a successful event that ended up receiving much publicity.

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## Fox Predation

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Fox predation continues to be the biggest threat to the survival of the penguin colony. The coordinated control program by Warrnambool City Council takes into account seasonal conditions like tides, fox and penguin movements. It is important to be aware of these variables and changing conditions to ensure program efficiency.

Dogs must be on the island as early in the season as possible when it is safe to access. Crossing to the island during the winter months is mostly a dangerous exercise. Yet as soon as the opportunity arises the foxes have been gaining access. The Project team need to be ready to mobilize the dogs and access the island before the foxes get a chance and this is proving to be quite challenging.

## RESEARCH

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Deakin University student Shelby Lyn Schumacher recently completed Honours research on 'An Investigation of the Value of the Middle Island Penguin Project'.

The Middle Island Penguin Project uses The Warrnambool Method of Wildlife Conservation and is familiar to audiences across the world through a film released in 2015 called Oddball. The popularity of the film is said to have attracted visitors to Warrnambool providing indirect evidence of the project's value. However, to date no study has been undertaken to determine the true value of this project. This research focuses on the intrinsic and recreational value of the project in Warrnambool and is based on data collected from 245 questionnaires conducted during the Victorian summer holidays 2019-2020.

## EDUCATION

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The local community and visitors continue to be highly supportive and engaged with the Project.

The Meet the Maremma tours were conducted between Boxing Day and Australia Day this season, along with five additional tours conducted in March. Plans were in place for further tours during the Easter school holiday break. Unfortunately, due to the outbreak of COVID-19 and government restrictions on movement, these tours were cancelled and all those who had booked and paid for tours during this time were given full refunds.

Between December 2019 and March 2020 57 tours were conducted, enabling 1,215 people the opportunity to experience the Project by learning about Middle Island, penguin conservation and meeting a Maremma ambassador dog. The total income from tour ticket sales for the 2019/2020 season was \$15,652.

Flagstaff Hill Maritime Museum also run sessions with groups that visit and provide an opportunity to learn about the Project, penguin conservation and the Maremma dogs. From 1 July 2019 to 30 June 2020 a total of 27 schools attended with 1190 students engaged and 12 bus groups with 296 participants engaged.



## MEDIA & PUBLICATION

The Middle Island Project continues to attract media attention from the global to the local community. A summary of media attention and reach by the Project during 2019-2020 includes:

DATE	COMPANY	LOCATION	MEDIA TYPE
2019 June	24/06 The Standard	Warrnambool	Newspaper
	25/06 Fitzmedia Productions	Warrnambool	Facebook video
2019 July	25/07 The Royal Auto	Victoria	Magazine (online article)
	23/07 Womens Weekly	Australia	Magazine
2019 August	03/08 Pooches at Play	Melbourne	TV Series
2019 September			
2019 October	15/10 FitzMedia Productions	Warrnambool	Facebook video
	16/10 The Standard	Warrnambool	News website
	17/10 LadBible		News website
	17/10 PedestrianTV		News website
	17/10 10 Daily	Australia	News website
	17/10 ABC News	Australia	News website
	17/10 New Idea	Australia	News website
	19/10 Probono Australia	Australia	News website
	20/10 Daily Mail	United Kingdom	News website
	28/10 A Big Country (ABC Radio)	Australia	Radio
2018 November	07/11 FitzMedia Productions	Warrnambool	Facebook video
	08/11 The Standard	Warrnambool	Newspaper (online article)
2018 December	13/12 The Standard		
2020 January	13/01 Dog Jobs 2020 (Channel 31)	Melbourne	TV/Youtube series
2020 February	10/02 ABC	Southwest	Radio
2020 March	06/03 The Standard	Warrnambool	Newspaper
	08/03 ABC Southwest	Southwest Victoria	Radio
	13/03 Tas Talks	Tasmania	Radio
2020 April			
2020 May			
2020 June			
Media inquiries	SBS News French Publication New York publication Nine News		

The Middle Island Project Working Group manages a Facebook page, as well as a Twitter and an Instagram account. These social media tools are a convenient and far reaching way to provide information and updates on the Project. It also gives the community a connection to the project, the Maremma dogs and the little penguin colony.

Access to information about the project is also provided through the Warrnambool City Council web site at [www.warrnamboolpenguins.com.au](http://www.warrnamboolpenguins.com.au).





## COMMUNITY

The Project provides the opportunity to build community capacity and participation in conservation management and wildlife education. The opportunity to volunteer in penguin monitoring or other aspects of the Project builds skills and experience in penguin handling, microchipping, dog handling and first aid.

Deakin University Environmental Science students have gained experience and training through the Project to contribute to completion of their studies.

The community connection and support of the Project is evidenced by events such as Tula's retirement function and the communication of activities via social media. The Project continues to receive positive feedback and the support of project partners.

Wallis, A & Schneider, L (2020) Middle Island Project Season Report 2019-2020. Report to Warrnambool City Council, Warrnambool, Victoria, Australia.





## Middle Island Project Working Group

### STRATEGIC PLAN 2020-2025

#### Middle Island Strategy for Penguin Conservation

The Little Penguin colony on Middle Island has been identified as an important part of local biodiversity in the City of Warrnambool. As the Committee of Management under the *Victorian Coastal Management Act 1995* Warrnambool City Council has an obligation to manage Middle Island, which forms part of the Pickering Point Marine Reserve. The Middle Island Project Working Group assists WCC by overseeing the conservation of the penguin colony.

This Strategy describes the vision and objectives developed by the Middle Island Project Working Group to guide the management of the penguin colony.

***Our Vision:*** *To ensure the long-term survival of the Little Penguin colony on Middle Island through the use of conservation techniques that reduce the threats posed to these birds.*

#### Why is it important to protect the penguins?

The people of Warrnambool have a strong connection to Middle Island, its beautiful location and the penguins, shearwaters and cormorants that inhabit it. As a result of the success of the Warrnambool Method (using maremma dogs to protect the penguins) and the promotion it has given Warrnambool, protecting the penguin colony now has significant economic value through its ability to attract tourists to the city. The penguin colony on Middle Island provides an opportunity to contribute to research undertakings and is a valuable tool for teaching the next generation about wildlife conservation.

#### This Strategy

This Strategic Plan 2020-2025 outlines the key objectives that will guide the MIPWG in sustainably managing the Middle Island penguin colony. These objectives are supported by indicators that provide a measurable means to determine the success of the project during the planning period. The Strategy provides a framework that will enable stakeholders to collaborate toward common outcomes that are in the best interests of the Middle Island penguins.

Key Objectives	Indicators of Success – by 2025
<p><b>1. To sustain the population of Little Penguins at Middle Island</b></p>	<ul style="list-style-type: none"> <li>• The population of Little Penguins at Middle Island will be extant</li> <li>• A breeding population will exist</li> <li>• The population size is enough to withstand threats and environmental changes that could reduce numbers</li> </ul>
<p><b>2. Conservation management techniques are developed and monitored that reduce predation risks to the Little Penguin on Middle Island</b></p>	<ul style="list-style-type: none"> <li>• Maremma guardian dogs are successfully used to protect the Little Penguin population on Middle Island from canid predation</li> </ul>
<p><b>3. Research on the Little Penguin population and the conservation management techniques is carried out to increase society's knowledge in conservation management</b></p>	<ul style="list-style-type: none"> <li>• Research projects are carried out that produce valuable outcomes</li> <li>• Research results are disseminated to a wide audience</li> </ul>
<p><b>4. To educate the wider community on conservation matters and, especially conservation of Little Penguins</b></p>	<ul style="list-style-type: none"> <li>• Activities will be designed and promoted that educate school groups and the wider community, including tourists, on Little Penguin conservation and the role Maremma guardian dogs play in their protection</li> <li>• The project is promoted widely in the media and to many audiences</li> </ul>
<p><b>5. Community capacity is developed that encourages community members to acquire skills and participate in conservation projects</b></p>	<ul style="list-style-type: none"> <li>• Volunteers and paid staff are encouraged to learn how to engage in conservation projects through the Little Penguin project</li> <li>• Partnerships with business, universities, government and community groups are developed that are mutually beneficial and that help sustain the Little Penguin colony on Middle Island</li> </ul>

## **5.18. CITY GROWTH STRATEGY IMPLEMENTATION - GREEN WARRNAMBOOL & WARRNAMBOOL EVENTS STRATEGY**

### **PURPOSE:**

***This report provides an update on the implementation of the Warrnambool Events Strategy and Green Warrnambool Strategy.***

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### **EXECUTIVE SUMMARY**

- The Warrnambool Events Strategy was adopted by Council in 2018. The Green Warrnambool Plan was also adopted by Council in 2018.
- This report provides a progress report of both strategies against the identified goals and actions.
- Both Strategies have a majority of actions that are either underway or completed and their implementation remains on track.

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**MOVED: CR PETER SYCOPOULIS**

**SECONDED: CR. MICHAEL NEOH**

**That Council note the progress of the implementation of the Warrnambool Events Strategy and the Green Warrnambool Plan.**

**CARRIED - 7:0**

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### **BACKGROUND**

#### **The Warrnambool Events Strategy 2018-2022**

This five year strategy provides for a collective vision for Warrnambool to become known as one of regional Victoria's most event friendly destinations, that can host a diverse and balanced calendar of events.

Attracting visitors, boosting the visitor economy, building community connectedness whilst enhancing our 'cosmopolitan city by the sea' for all to enjoy.

Council acknowledges that events, regardless of scale, play a critical role in community health and wellbeing, creating economic stimulus, encouraging community pride and participation, and generating legacy infrastructure and capacity for our region.

The Events Strategy identifies the following four goals:

- **LIFESTYLE:** Develop a diverse, vibrant and inclusive annual calendar of events and activities that promote the region as a highly desirable place to live, work and invest.
- **TOURISM AND MARKETING:** Encourage, support and develop events that increase visitation and enhance the profile of the region as a destination to experience.
- **ECONOMY:** Develop partnerships and support events that provide maximum benefit to the city and deliver a sound return.
- **INVESTMENT:** Invest in events that align with the city's strategic goals and outcomes and that maximise the existing assets and facilities.

The strategy has a clear and straight forward objective to spread the investment across a mix of events and to ensure existing and new events are supported and assessed. Through supporting our local community organisers, building capacity and skill sets as well as attracting new events, the portfolio will grow in a sustainable and creative manner during the coming five years.

### **The Green Warrnambool Strategy 2018**

Green Warrnambool reflects our community aspirations as set out in the Council Plan and the Warrnambool 2040 Community Plan. It is a roadmap for creating our environmentally sustainable and resilient future.

Green Warrnambool and Warrnambool 2040 include strategic steps to address specific issues confronting the municipality. These issues include the health of our waterways and our coast; land, air and water pollution; biodiversity and conserving our natural environment. Global issues such as climate change, population growth and consumption patterns will affect us, however as a creative and resilient regional city we will provide local responses that are tailored and unique.

Green Warrnambool sets the following vision:

‘Warrnambool will be the most environmentally sustainable regional city in Australia’

The six goals outlined in the strategy are:

- Zero Warrnambool
- Adaptable Warrnambool
- Wise Warrnambool
- Natural Warrnambool
- Blue Warrnambool
- Green Warrnambool

### **ISSUES**

The Events Strategy & Green Warrnambool were adopted by Council in 2018 and since that time have provided strategic guidance for the Events & Promotions Branch and the Environment & Sustainability Team.

It is timely to review the implementation of the actions outlined in these strategies.

Please refer to attachment 5.24.1 for a review on the progress of implementation of the Warrnambool Events Strategy 2018-2022.

Please refer to attachment 5.24.2 for a review on the progress of implementation of Green Warrnambool.

### **FINANCIAL IMPACT**

The review has been undertaken within the City Growth and City Strategy and Development budget.

### **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

#### **1 Sustain, enhance and protect the natural environment**

- 1.1 Protect and enhance our waterways, coast and land
- 1.2 Commit to being a carbon neutral organisation by 2040.
- 1.3 Assess our climate change preparedness
- 1.4 Review options for managing waste
- 1.5 Educate and partner with the community on Council's sustainability initiatives

**4 Develop a smarter economy with diverse and sustainable employment**

- 4.1 Grow the Cities population through local economic growth
- 4.2 Encourage more sustainable local business.
- 4.3 Enhance the visitor experience.
- 4.5 Create stronger links between education providers, business and industry.

**TIMING**

Routine.

**COMMUNITY IMPACT / CONSULTATION**

The review of implementation of both the Events Strategy & Green Warrnambool will be published and available for the community.

**LEGAL RISK / IMPACT**

The Events Strategy & Green Warrnambool are key strategic documents which guide the implementation of respective units work streams.

Warrnambool 2040 aligns with the strategic direction provided.

**OFFICERS' DECLARATION OF INTEREST**

None.

**CONCLUSION**

The review of the Events Strategy and Green Warrnambool provides an update on the implementation and progress that is underway to achieve the goals and aspirations adopted by Council and the Community.

**ATTACHMENTS**

1. Warrnambool Events Strategy Update [5.18.1 - 7 pages]
2. Green Warrnambool Strategy Update [5.18.2 - 11 pages]



# Events Strategy Update



## Events &amp; Promotions &amp; Sustainability Strategy Update

# GOAL 1: LIFESTYLE

**Develop a calendar of events that supports Warrnambool's strengths and identity, and enhances a vibrant atmosphere that promotes the region as a highly desirable place to live, work and invest**

Action	Tasks	Status	Comments
Increase capacity of local events industry	1. Work with event organisers to identify training opportunities beneficial to them.	Complete	52 local event organisers were surveyed to determine beneficial topics. Event Marketing and Event Operations were identified as key topics. Based on feedback, the Event Marketing Forum was hosted on Friday 8 May 2020 over zoom. Speakers were Karen Foster of O2 Media and Warrnambool Tri Club. The Event Operations Forum was hosted on Friday 12 June over Zoom. Speakers were Catherine Huf - Port Fairy Jazz Festival, Adam Williams - WCC and Sally Sneddon - Surf Coast Shire. Each Forum had 30 attendees. Next Forum is planned for Q1 2020, topic will be Grant Writing.
	2. Deliver two community capacity building workshops annually.	Complete	
	3. Deliver one event organiser, supplier, venue manager networking event annually.	Complete	
	4. Develop an online event guide to assist event organisers.	Complete	
Develop a balanced calendar of events	5. Review and update event guide quarterly.	On Track	The Event Planning Guide and policies are reviewed quarterly, or as changes to legislation and policy requires.
	1. Review and update calendar of events.	On Track	Updated weekly through the What's On, Australian Tourism Data Warehouse and Connect Warrnambool Calendars. Role of Events & Promotions Administration Officer.
	2. Identify and support the growth of two significant events where the primary driver is social and cultural benefits.	On Track	Through the review of annual calendar of events and Community Development Fund applications social and cultural events have been funded and assisted with strategic planning.
	3. Identify and support the growth of two significant events where the primary driver is economic benefit.	On Track	Junior Surf Life Saving Championships, Warrnambool Lawn Tennis Open and Seaside Volleyball Tournament have been identified as significant economic benefit drivers to Warrnambool. Taking place on the labour day long weekend, these 3 events bring over 7,000 visitors to Warrnambool. All three events are supported financially through funding, joint promotion and planning assistance.



## Events &amp; Promotions &amp; Sustainability Strategy Update

Action	Tasks	Status	Comments
	4. Identify and secure two national or state sporting events.	Complete	Warrnambool is a popular destination for sporting events and through our partnership with Sports Marketing Australia a number of events have been placed. BMX State Championships, Vic Swimming Champs, Netball State Titles 2020, Junior Surf Lifesaving Championship, Tennis Seniors Victoria
	5. Maintain and promote Warrnambool calendar of events.	On Track	Updated weekly through the What's On, Australian Tourism Data Warehouse and Connect Warrnambool Calendars. Role of Events & Promotions Administration Officer. Promoted via email to local businesses, Great Ocean Road Regional Tourism, Visit Victoria and Tourism Australia.
Improve Council's ability to respond to event industry needs	1. Establish a senior cross-organisational team (Event Control Group) to manage the Council's involvement in the event endorsement and support.	Complete	The Event Control Group is established and meets quarterly to review upcoming event applications and past events.
	2. Develop an event portal as part of the Council website.	Complete	All permits and event applications are now processed electronically through the events portal on Council site.
	3. Develop and implement online event and permit application forms.	Complete	
	4. Provide a "relationship manager" as the key point of contact for event organisers.	Complete	All events organisers are allocated one point of contact in the Events & Promotions team to assist them from start to finish and future planning.
Maximise the value of existing significant events and enable them to grow	1. Secure investment from Council, other levels of government and private sector stakeholders to optimise the growth potential of existing significant events.	Deferred	
	2. Develop a stronger partnership with state government as a priority.	On Track	Memberships with Business Events Victoria, Victorian Tourism Industry Council (state Gov) and partnership with Sports Marketing Australia is increasing event leads and hosting / filming opportunities and connections to organise families and tours. Examples include Ainsely's My Market Menu, Your Golf Show, Merv Hughes Fishing. Presentations to event organisers include the Business Events Victoria Boardroom Sessions (nov 2019) and Warrnambool Industries Map for proactive event sourcing.
	3. Foster long-term commitments by event organisers/promoters through offering longer-term funding.	On Track	Funding is reviewed on an annual basis
Support a range of large and small community events	1. Continue to support existing popular events.	Complete	Continued support is offered to event organisers through funding opportunities and dedicated relationship manager. Annual number of event taking place and supported by Council continued to increase by over 15 percent year on year (until Covid 19)
	2. Support local community and event organisers to establish new events to fill gaps.	On Track	Have identified the Winter months need a strategy. Planning on implementing a "Winter Guide" that lists all winter events and newly created events that will take place. Now being reviewed due to Covid 19. Council events are also planned for the winter months including the successful introduction of "Solstice Searching" in place of other planned winter activities.

## Events &amp; Promotions &amp; Sustainability Strategy Update



Action	Tasks	Status	Comments
Establish Warrnambool as a business event and conference destination	1. Produce a Warrnambool event and conference guide.	Complete	A Warrnambool Venues Guide has been produced with a free venue listing to any event venues. This guide is being enhanced to include destination attractions, accommodation providers and event suppliers.
	2. Participate in one event conference expo annually.	On Track	Council was scheduled to exhibit at the annual Regional Events Expo as part of the Business Events Showcase in May 2020. This was cancelled due to Covid 19, but earmarked for the future.
	3. Deliver one famil per year for event organisers to visit venues, open spaces and tourism facilities.	On Track	Business Events Victoria were scheduled to bring 9 qualified business events delegates to Warrnambool in August. This was cancelled due to Covid 19, but earmarked for the future. May be delivered virtually.
	4. Deliver one famil per year with Professional Conference Organisers.	On Track	Business Events Victoria were scheduled to bring 9 qualified Professional Conference Organisers to Warrnambool in August. This was cancelled due to Covid 19, but earmarked for the future. May be delivered virtually.
	5. Facilitate two workshops annually with conference venue owners/operators.	Deferred	Will be conducted in conjunction with Visitor Information Centre and Destination Marketing team.
Collect Evidence	1. Participate in regional research initiatives to monitor changes in visitation and market behaviours.	On Track	This is an ongoing action of the destination marketing role. Information is shared between departments based on the Destination Action Plan in place with Great Ocean Road Regional Tourism.
	2. Partner with Great Ocean Road Regional Tourism to monitor and track visitor trends and develop actions to address them.	On Track	
	3. Work with industry to capture Warrnambool centric trends.	Deferred	
Event Infrastructure Plan	1. Undertake an infrastructure and asset audit to identify strategic priorities for future infrastructure investment, and incorporate into Council's capital works and asset upgrade programs.	Deferred	This will be part of a longer term plan conducted across Council in conjunction with infrastructure team.
	2. Identify and facilitate agreements.	Deferred	
Significant Event Development	1. Identify key events that show potential to elevate to signature event status (based on event monitoring).	On Track	Community and economic need saw the development and delivery of Loungefest 1 &2, Solstice Searching and FitFest. These event have potential to be elevated to signature events in the future (post COVID).

## Events &amp; Promotions &amp; Sustainability Strategy Update

## GOAL 3: ECONOMY

Develop partnerships and support events that provide maximum benefit to the city

Action	Tasks	Status	Comments
Event attraction	1. Identify new significant event opportunities.	On Track	Proactive event attraction primarily conducted with Business Events Victoria and Sports Marketing Australia partnerships.
	2. Undertake a gap analysis of the 'type' and 'timing' of events required to fill identified gaps in the calendar year.	Complete	The gap analysis has been completed by reviewing the Warrnambool calendar of events for the past 4 years. Gaps have been identified in shoulder months (April - October) with majority of event taking place over Summer - Spring. Based on analysis a Winter Events Guide has been implemented and proactive approach to drive events into low periods. Planning was disrupted 19/20 due to Covid 19, with a shift towards digital events. Will continue to be a priority.
	3. Attract and host events that support our shoulder periods and activate quiet seasons.	On Track	
Measuring event value and impact	1. Develop an event visitor survey template for use by event organisers.	On Track	The survey has been completed in Survey Monkey and also in a draft version for event organisers to use. The next stage is to encourage adoption of the surveying by event organisers.
	2. Implement an event survey protocol to capture data to enable analysis of achievements against strategic objectives.	Complete	Survey Monkey post event survey has been created. This is tailored per event and sent by event coordinator / officer. It is now a requirement of any Council funding that the post event survey be completed. Current completion rate for funded events approximately 70%. Goal is to reach 100% by year end 2021.
	3. Record and assess return on investment for all Council funded events.	On Track	Return on investment is calculated through the completion of the post event report data, compared to the monetary investment made by Council. Work is in progress to assist event organisers to gather the data from their event attendees to be able to capture this information more accurately.
Identify and support the growth of two significant events where the primary driver is economic benefit	1. Support an identified key portfolio of events and assist them to be more strategic.	On Track	The key portfolio of event organisers that need assistance are not for profit organisations who run events sporadically and charity organisations. Through our "key relationship manager" we are working with organisers to be more strategic, identifying pain points, planning ahead and running training forums such as the above mentioned "Forums".
	2. Work with event organisers to identify potential for growth.	On Track	Through the Community Development Fund round, data captured has identified growth events such as Warrnambool Foreshore Triathlon. Through supporting this event with funding, assistance in stakeholder management, road closures and marketing, the event has come back to Warrnambool with over 100 participants in 2020. Other key sectors include the live music.
	3. Secure investment from Council, other levels of government and private sector stakeholders to optimise the growth potential of existing significant events.	Deferred	
	4. Foster long term commitments by event organisers/promoters through offering longer-term contracts.	Deferred	This will not continue to be a priority

## Events &amp; Promotions &amp; Sustainability Strategy Update

## GOAL 4: INVESTMENT

Invest in events that align with the city's strategic goals and outcomes

Action	Tasks	Status	Comments
Provide event funding to support growth and development of new and significant events	1. Conduct review of current event funding procedure.	Complete	In 2019 the Events and Promotions funding process joined the Community Development Fund (CDF) procedure. 18 events were funded through this program in 19/20 round. Other events seeking financial support that do not fit the CDF criteria are encouraged to complete a similar process external to Smarty Grants, indicating their alliance to Council Strategy and community benefit. This includes Business Events, Conferences, Music Events, and events that may take place outside the round that rely on Council support.
	2. Establish and implement a funding model (Festivals and Event Fund) and robust assessment framework to support the city's investment in events.	Complete	
	3. Secure investment from Council, other levels of government and private sector stakeholders to optimise the growth potential of festivals and events.	Deferred	
Retain existing significant events	1. Develop a retention (future proofing plan) to nurture current events.	Deferred	
	2. Work with other levels of government and private sector stakeholders to overcome any obstacles to the successful delivery of events.	On Track	The Event Control Group serves as the communication channel to communicate event applications, approvals and assessments through Council, businesses and stakeholders.
	3. Commence contract renewal no later than 12 months prior to contract expiry date.	On Track	This continues to be subject to event and details, where possible considered. At times it is not beneficial to contract events for multiple years.
	4. Provide a "relationship manager" as the key point of contact for event organisers.	Complete	All events organisers are allocated one point of contact in the Events & Promotions team to assist them from start to finish and future planning.
Event Evaluation	1. Develop and implement an event evaluation program.	Complete	Survey Monkey post event report & acquittal part of pre-requisite for Council funding.
Investment and Partnerships	1. Develop an event infrastructure investment plan that supports future event growth and sustainability.	Deferred	This will be part of a longer term plan conducted across Council in conjunction with infrastructure team.





# Zero Waste Events

Action	Tasks	Status	Comments
Other projects that are not part of strategy, but are priority	Zero Waste Events Policy - In conjunction with sustainability and infrastructure team	On Track	The zero Waste Events Policy has concluded community consultation and is scheduled for adoption in the coming months.





## Events &amp; Promotions &amp; Sustainability Strategy Update



## Zero Warrnambool

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
The City of Warrnambool will have Zero net greenhouse gas emission	Warrnambool City Council will have zero net greenhouse gas emissions	Develop the Warrnambool Zero 2040 Plan outlining costed targets and transition pathways	A greenhouse gas emissions baseline is being developed and council is implementing Smart Building projects to reduce its emissions.	On track
	Warrnambool will reduce its citywide emissions by 20%	Green Futures Program implementation: Support for households and businesses to facilitate improved energy efficiency, use of renewable energy and reduced costs	Residential Solar Program was completed with more than 300 households seeking solar PV quotes. Environmental Upgrade Agreements (EUA) available for all businesses in Warrnambool and the first EUA has been signed and implemented. LED Street Lighting program is underway to replace lights with energy efficient globes.	On track
	Warrnambool will pave the way for a Zero Net Carbon Housing Development	Investigate opportunities for loan finance to accelerate uptake of solar PV, battery storage and Electric Vehicles	EUA program has been implemented by Council and available for all businesses interested in improving energy efficiency. Options for zero net carbon developments are being investigated in the East of Aberline Precinct.	On track
Warrnambool's energy is sourced from renewables	Council will source 40% of its energy usage from renewable resources	Develop Warrnambool Renewable Futures Project with key industry partners to investigate large scale renewable energy investment opportunities	Council has committed to procure 40% of its electricity from renewable energy sources. This is expected to commence in July 2021.	On track
Homes and businesses use renewable energy for their energy needs	Warrnambool will source 20% of its citywide energy from renewable resources. Warrnambool have at least 1 micro-grid set up and operating		Underway through residential, industry and business transitioning to renewable energy.	On track
	Pilot a Neighbourhood Energy Project			Deferred
100% of homes and businesses use renewable energy for their energy needs	25% of residential properties will have solar PV systems	Develop the Warrnambool Zero 2040 Plan	Development of the Warrnambool Zero 2040 Plan will commence in 2020/2021	On track

W2040: innovative solutions for zero net emissions



Events & Promotions & Sustainability Strategy Update

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
Residents are actively engaged in reducing their carbon footprints	Community Energy Program implemented	Implement the Green Futures Business and Community Program including solar bulk buys, rebates, Energy Upgrade Finance options and other efficiency projects	A range of community workshops have been undertaken on renewable energy and the Sustainable Business Audit program is available to Warrnambool businesses.	On track
		Support community energy projects	Underway with partnerships developed with local groups to implement a community-owned solar model within Warrnambool.	On track
Warrnambool community's main forms of transport are to walk, cycle or use solar powered vehicles	Principle Pedestrian Network (PPN) and Principal Bicycle Network (PBN) finalised and top 3 networks are complete	Finalise the Principle Pedestrian Network (PPN) to prioritise capital works expenditure on pedestrian/walking tracks	The development of the Principle Pedestrian Network is completed and community consultation will be undertaken in 2020/2021.	On track
Warrnambool has low emission public transport options	Council pool cars and commuter use fleet consists of 20% low emission vehicles	Develop Warrnambool's Principle Bicycle Network (PBN) which identifies strategic cycling corridors	As above	On track
Council fleet is 100% fuelled by renewables	City has smart infrastructure with EV charging stations	Develop an Electric Vehicle Infrastructure Strategy to support community Electric Vehicle uptake	Warrnambool City Council participated in the Charging the Regions project which identified electric vehicle opportunities.	On track
Community vehicular transport is approaching 100% fuelled by renewables	Electric vehicle charge points are available around the city to recharge electric cars and other e-vehicles, all powered by a smart grid		Electric vehicle charge points are available within the CBD and other locations within Warrnambool.	On track







## Adaptable Warrnambool

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
ESD principles used for all new developments and upgrades	Sustainable Building Design Policy and Guide developed and in use	Commence development of a leading practice Sustainable Building Design Policy and Guide incorporating the IDM Sustainable Infrastructure Guidelines where applicable	Council adopted the Sustainable Council Buildings Policy in 2020. Council is participating in the Sustainable Subdivision Framework Trail for to guide planning for residential development.	On track
All new infrastructure is designed for the changed and changing climate	All new development, renewal and upgrade works to consider the IDM Sustainable Infrastructure Guidelines (or its successor documents)	Review and update Climate Change Action Plan	The Climate Change Action plan will be reviewed in 2020/2021.	On track
New Council buildings have greater than a 5 Greenstar rating	Council will have 1 x 5 Star Green Rated building. All Council buildings constructed from 2026 onward will operate as zero net emission buildings	Council's Climate Action Plan to include Infrastructure and Open Space Climate Change Response Guidelines	Council adopted the Sustainable Council Buildings Policy in 2020.	On track
Zero Carbon Neighbourhood	Precinct Structure Plan complete for a Zero Carbon Neighbourhood	Warrnambool will pave the way for a Zero Carbon Housing Development	Options for zero net carbon developments are being investigated in the East of Aberline Precinct.	On track
High level of community awareness about how to avoid and decrease the personal impacts of severe weather events and a changed climate	A Climate Capable City information program has been rolled out to support residents and businesses to successfully respond to a changed and changing climate	Climate Capable City Vulnerability mapped	The review of the Climate Change Action plan will also incorporate climate risks and plans for adaptation, to be undertaken in 2020/2021.	On track
Coastal Risks are embedded into the planning scheme	Local Coastal Hazard Assessment has been completed for Warrnambool's coastline	Support State Government in Local Coastal Hazard Assessment program	Stage one of the Local Coastal Hazard Assessment has been undertaken.	On track
There are several 'Climate Resilient' playgrounds in Warrnambool	There is at least one 'Climate Resilient' playground in Warrnambool	Support the construction and development of Zero Net Carbon Neighbourhoods	Options for a climate resilient playground will be developed through the East of Aberline Precinct.	On track

W2040: adapt to the impacts of climate change





# Wise Warrnambool

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
Zero recoverable waste to landfill	Reduce resource consumption from 8.2kg to 3kg per person (based on 2015 levels)	Introduce a FOGO collection in a new kerbside collection contract	The FOGO collection is being implemented.	On track
	Increase diversion from landfill to 80%	Investigate and invest in local and onshore stable recycling markets	Local and onshore stable recycling markets are being investigated.	On track
		Investigate the feasibility and sustainability of waste to energy models	Options for waste to energy models are being investigated.	On track
		Investigate automated and centralised resource collection systems to intergrate across the City where feasible	Planning for centralised resource collection systems is being investigated.	On track
No littering	The Warrnambool Pollution Solution Plan and information program has been rolled out.	Development of the Warrnambool Pollution Solution Plan and information program	The development of the Warrnambool Pollution Solution Plan has been deferred. Guidance on State waste matters required.	Deferred
No air pollution by EPA standards	Reduce the volume of litter by 40%			
No wastewater or waterway pollution	80% of drainage outfalls to be fitted with best practise, effective litter treatments		Integrated Water Management opportunities are being implemented for stormwater management.	On track
There are no single use, unrecyclable plastic items used in Warrnambool	Single use plastic bags phased out	Warrnambool v Plastic Policy including Plastic Bag Free Policy and Single-Use Item Reduction Strategy	A zero waste events policy and guidelines have been developed for events on Council owned or managed sites.	On track
	Events in the city are plastic free	Support the Plastic Free Alliance and Support Boomerang Bag project		On track

W2040: a wise city, that wastes not



Events & Promotions & Sustainability Strategy Update

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
	40% reduction in plastic waste on our beaches	Advocate for container deposit legislation and product stewardship	Options for container deposit legislation is advocated for and investigated.	On track
		Advocate for the Switch the Stix program in Australia	The community led Better Buds campaign advocates to stop use of plastic including cotton buds.	On track
Warrnambool has developed a framework for a closed loop economy	Community and business Zero Waste campaign is developed and implemented	Support community take up of responsible packaging products	Closed loop economy options are being investigated and advocated for Warrnambool	On track
	Business models are developed for businesses to utilise circular economy framework	Support local incentives are established which promote circular economy behaviour and the elimination of waste		Deferred

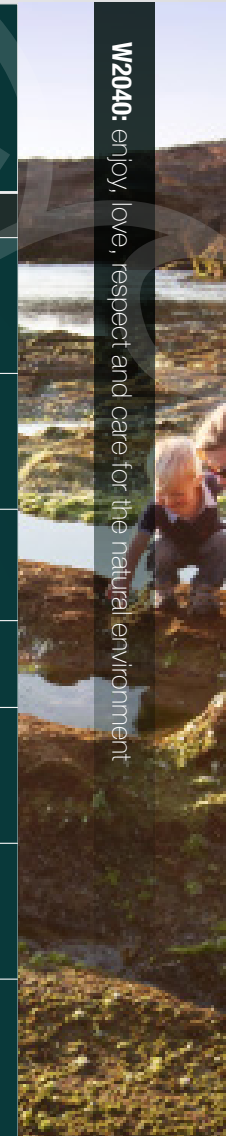





# Natural Warrnambool

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
Over 330,000 plants planted and maintained	The Warrnambool Biodiversity Plan has been prepared and implementation commenced	Develop Warrnambool's Biodiversity Plan including the collation of baseline data, establish monitoring programs and management plans for key sites of biodiversity	Development of Warramboos Biodiversity Plan will commence in 2020/2021.	On track
90% of Warrnambool's biodiversity corridors planted	120,000 plants planted and maintained	Development of educational tools to support community awareness and knowledge of Warrnambool's environment, biodiversity and native species	The Wild Warrnambool Bioquest and the Warrnambool Plant Selector Tool have been developed for educational support and knowledge.	On track
Increased flora and fauna biodiversity	30% of Warrnambool's biodiversity corridors commenced	Develop Pest Plant and Animal Management Framework	The Warrnambool Fox Action Plan - Coastal Reserve 2019 has been developed and implemented to control foxes. This Action Plan will contribute to the Pest Plant & Animal Management Framework.	On track
No new pest or weed species established	5 key sites of biodiversity are identified for long term monitoring	Undertake pest plant and animal eradication programs	The fox control program is being implemented. Monitoring of weed and pest species is underway.	On track
No further extinctions of indigenous flora or fauna species	Warrnambool's biodiversity values and natural environment is embedded within and protected by the Planning Scheme and Local Policy	Ensure protection and maintenance of existing established vegetation	The development of a Native Vegetation Pecinct Plan is underway.	On track
Ensure protection and maintenance of existing established vegetation	Strategic and coordinated approach to pest plant and animal control within the municipality. No new weed or pest animal species introduced			On track
Traditional Owner Partnership in management of key cultural sites	Implementation of Cutrual Landscapes and Heritage Strategy	In partnership with Tradional Owners develop a Cultural Landscapes and Heritage Strategy which intergrates and reflects Traditional Owner knowledge and management practices	Partnerships are buidling for future development of the Cultural Landscapes Strategy, which wil commence as resources become available.	On track


W2040: enjoy, love, respect and care for the natural environment



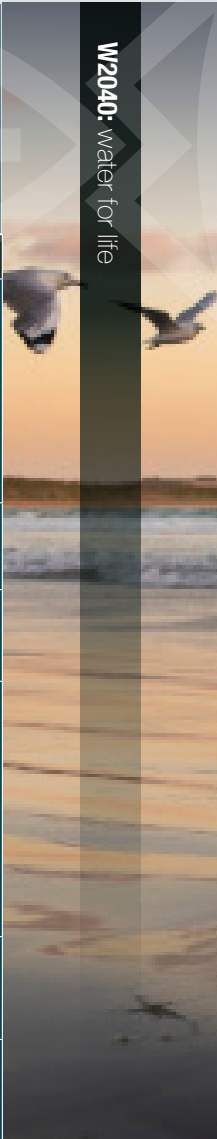
Events & Promotions & Sustainability Strategy Update

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status	
	Traditional Owners oversee management of significant sites including Moyjil Aboriginal Place		The Moyjil Advisory Group involves Traditional Owners in the management of the site.	On track	
	Research important stories associated with the region and identify the landscapes that best express these stories		Moyjil provides an opportunity to research both scientific and Traditional Owner stories associated with the landscape in partnership with the Advisory Group members and the communities represented.	On track	
50% of Warrnambool's population actively engaged in at least one natural environment stewardship activity	10% of Warrnambool's population actively involved in natural environment stewardship activity	Develop a Natural Environment Community Stewardship Plan with key community organisations	The Wild Warrnambool Bioquest has been developed to engage the community in natural environment and provide a tool for education and connection.	On track	
No roaming domestic cats and dogs	Begin phase of no roaming domestic cats and dogs program	Domestic animal control education		Deferred	






# Blue Warrnambool



2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
Water Sensitive Urban Design principles are used in all infrastructure and open space developments and upgrades	The Green-Blue City Plan guides development and integrated water management WSUD guidelines	Develop a Green-Blue City Plan for Warrnambool to provide a framework for intergrated water management and incorporate Water Sensitive Urban Design into residential and commercial development (Partnership with Wannon Water and DELWP)	Water Sensitive Urban Design is intergrated into planning and infrastrucutre developemnts.	On track
All new developments incorporate roof water harvesting infrastructure	Neighbourhood Level Green-Blue Water Pilot Project developed	Neighbourhood scale solutions for stormwater treatment and reuse	Stormwater treatment and reuse is incorporated into Water Sensitive Urban Design and planning for urban development.	On track
No stormwater enters our waterways and coast without treatment		Contribute to management and protection of groundwater systems	Opportunitites implemented though planning and infrastruture urban developments.	On track
The Index of Stream Condition for the Hopkins River and Merri River is Good to Excellent	The Index of Stream Condition for the Hopkins river and Merri River is Good	Partner with Moyne Shire GH-CMA and Landcare to develop strategies for increasing riparian protection activities and reducing agricultural runoff and ensuring coordinated management and design of appropriate infrastructure and uses into the Hopkins and Merri catchments	The Merri River Alliance provides partnership and collobrative opportunities for the protection and enhacement of the Merri River. The opportunities and learnings can be extended to the Hopkins River.	On track
Wetlands and riparian areas are graze free zones		Support Traditional Owner involvement in the management of waterways		On track
Warrnambool's use of potable water is 20% less than 2019 levels	No net increase in potable water consumption based on 2019 levels	Partner with Wannon Water to develop and implement community education program	Use and reuse of Warrnambools potable water is being investigated in partnership with Wannon Water.	On track



## Events &amp; Promotions &amp; Sustainability Strategy Update

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status	
The Merri River corridor is a connected series of parklands that support active transport, nature-based recreation and wildlife movement	Connectivity between parklands on the Merri has improved on 2018 levels. Woodend Road Reserve is being restored for environmental and recreation purposes.	Develop policy that recognises the Merri River as a significant future open space corridor	The South of the Merri River Open Space Precinct Plan has been prepared to guide opportunities in this open space.	On track	
	The significance of the Merri river as an open space corridor is recognised in the Planning Scheme and Council Policy	Implement the North Dennington and North of Merri Structure Plans	Implementation of the Structure Plans is underway.	On track	
		Undertake an Open Space Precinct Plan for public land between Queens Road and Manuka Drive	The South of the Merri River Open Space Precinct Plan has been adopted by Council in August 2020.	Completed	



## Green Warrnambool

2040 Goal	2026 Goal	Council Immediate Action	Status Update	Status
Warrnambool urban areas will have 30% vegetation canopy cover	Warrnambool urban areas will have 10% vegetation canopy cover. At least 1 Green Streets initiative is underway.	Provide information on appropriate vegetation selection to thrive in the local environment and climatic conditions	The Warrnambool Plant Selector tool has been developed and provides information on local indigenous and other native plants that thrive in Warrnambool's environment.	On track
Productive agricultural and rural land is protected	City Centre has 3 greener built spaces	Pilot a Green Streets initiative to use vegetation to cool the urban environment	Options for cooling the urban environment are being investigated for a future Green/Cool Streets initiative.	On track
	Provide a strategic framework for agricultural and rural land use	Identify rural land use trends and issues to inform the assessment of the agricultural capability of rural land		Deferred
Over 50% of fresh produce consumed in Warrnambool is sourced locally, from backyards, community gardens, farmer's markets and local businesses	The community has knowledge and connection to local produce growers, manufacturers and businesses	Support and promote local producers, manufacturers' and businesses	An investigations and options analysis into Warrnambool's local fresh food has been undertaken to inform the development of a plan for implementation.	On track
	A Local Fresh Food Plan is developed and implemented	Develop the Local Fresh Food Plan and build baseline information of current trends and statistics related to consumption choices		
	Neighbour Food Assets increase with two vegetable patch nature strips supported	Support food share initiatives		

W2040: a city in nature





## **5.19. REVIEW OF THE ENVIRONMENTAL UPGRADE AGREEMENT TRIAL**

### **PURPOSE:**

***This report provides an overview of the two year trial of Environmental Upgrade Agreements (EUAs) and seeks Council support for the EUA program to be extended for a further two years.***

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### **EXECUTIVE SUMMARY**

- EUAs offer an opportunity for Council to facilitate increased economic, employment and environmental outcomes throughout the City. This is done through stimulating private investment in businesses, reducing operating costs, improving the asset value of commercial building stock and supporting more resource efficient enterprises.
- An EUA brings together a non-residential property owner, a financial institution and local government to facilitate building upgrades that improve environmental performance.
- To date, one EUA has been implemented in Warrnambool.
- The billing platform trial will aim to reduce Council administrative tasks for the deliverance of the program. Extending the trial will provide the opportunity to assess the billing system and the resources required to support this program on an ongoing basis.

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

### **That Council:**

- 1. Support the extension of the trial program of Environmental Upgrade Agreements for a further two years.**
- 2. Delegate to the Chief Executive, in accordance with Section 181H of the Local Government Act 1989:**
  - a. The power to enter into an Environmental Upgrade Agreement on behalf of Council;**
  - b. The power to declare and levy an environmental upgrade charge.**

**CARRIED - 7:0**

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### **BACKGROUND**

An Environmental Upgrade Agreement is an agreement between a non-residential property owner, a financial institution and local government that facilitates a building upgrade to improve environmental performance (e.g. energy efficiency, Solar PV).

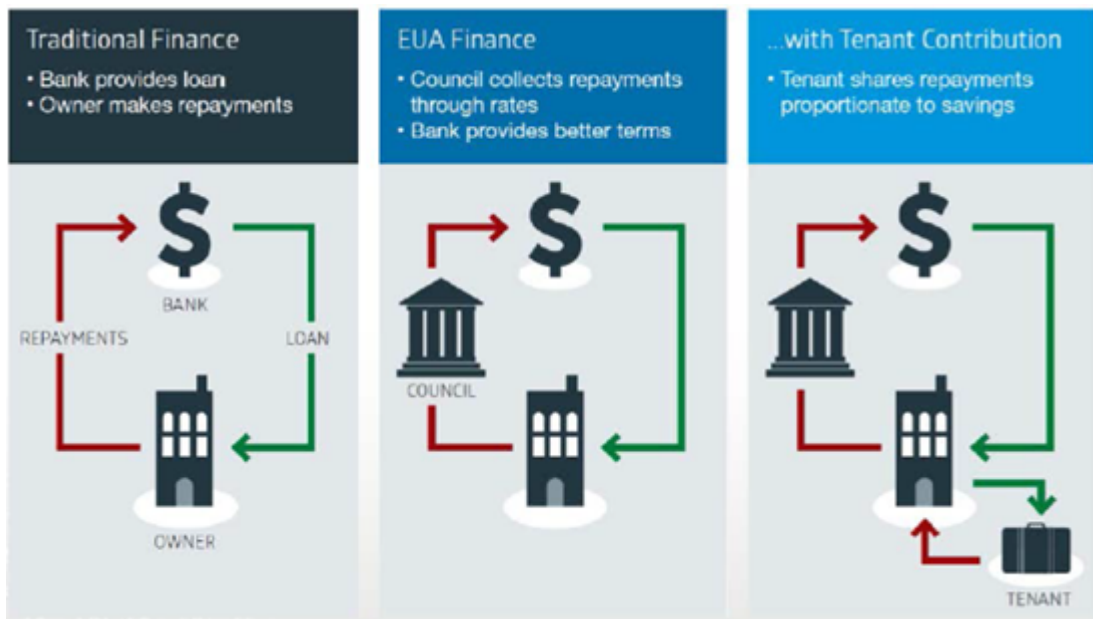


Fig 1 -

Environmental Upgrade Agreements allow commercial property owners to secure more attractive finance and share costs and benefits with tenants.

EUAs allow for the tenants and building owners of commercial and industrial properties to collaborate on energy, water and waste minimisation projects. These projects reduce impacts to the environment and reduce operating costs. Unlike other finance options, EUAs allow tenants to contribute financially to the project with agreements that tailor the project to the site and business requirements. Importantly, EUA finance also offers 100% project finance, very competitive interest rates and long term loans of 10 years or more.

The Sustainable Melbourne Fund designed and implemented the first EUA program for the City of Melbourne and are now rolling out the EUA programs with other Local Governments in Victoria, engaging actively with the finance and property sectors as an intermediary for building owners.

An EUA is similar but distinctly different to a Local Government Act Special Charge Scheme in that an EUA is essentially a loan that the property owner applies for, and the property owner together with the financial institution and Council all enter voluntarily into the agreement.

Through implementing EUAs, Council will be taking an innovative step to help Warrnambool businesses to access attractive finance to improve their buildings. Upgrading commercial buildings is a proven creator of local jobs and investment, increases environmental performance and hence asset value.

Through implementing EUAs, Council will be providing opportunities and benefits to WCC business ratepayers to access capital to improve their buildings. Key benefits are outlined below:

### 1. Low Cost Abatement.

Upgrading buildings delivers savings on utility bills, driving down the cost of energy for business while reducing the impacts of climate change.

### 2. Overcome structural and market barriers.

EUA finance can overcome the split-incentive barrier (between owners and renters) by enabling the costs and benefits to be shared with the building occupiers. This means that building owners and tenants pay back the loan at the same time that they are benefiting from the lower costs of a more resource efficient building. If ownership or tenancy rights change, the new owners take up the loan and pay it through their rates. Without this system businesses have a disincentive to invest in efficiency because they may move premises before paying off the loan.

### 3. Reduce Financial Risks.

EUAs unlock private investment in local communities. As a consequence, there is no financial risk to local council's budgets and does not require government handouts.

### 4. Complementarity.

EUAs can work with any grants/subsidies available for projects through local government departments to enhance the business case for a building retrofit. EUAs are a means of attracting government money into local communities.

### 5. Costs for Business

The SMF charge application and ongoing processing fees to all project applications are payable by the applicants. An administration fee of 0.072% is collected and itemised as part of the repayments.

## Warrnambool City Council Trail EUA Program

At the 1 October 2018 Council meeting, Council resolved to:

- Support the implementation of a two year trial of Environmental Upgrade Agreements;
- Delegate to the Chief Executive, in accordance with Section 181H of the local Government Act 1989:
  - The power to enter into an Environmental Upgrade Agreement on behalf of Council;
  - The power to declare and levy an environmental upgrade charge.

As a result of the trial, there has been one successful EUA application in Warrnambool. Warrnambool City Central Motel and Apartments received financing to install 20 kilowatt photovoltaic array, rain water tanks and improve existing insulation across the building. Assessing this application identified system compatibility issues between Council's finance and rates systems which required significant staff time to be resolved.

## ISSUES

EUAs reflect Council's strategies and goals which in turn support business and industry to prosper and develop sustainably by:

- Facilitating resource efficient businesses with reduced utility costs
- Stimulating a green economy
- Facilitating low carbon businesses.

The EUA is a fundamental part of Council Green Futures Program which aim to support businesses to reduce operational costs in terms of energy and resource savings and being more sustainable at the same time.

Extending the trial will provide Council with the opportunity to further promote the program, test the administrative system to ensure Council has the resources to provide the EUA as an ongoing program and create the opportunity for businesses to access a financing mechanism to undertake upgrades which will reduce its operational costs and improve sustainability.

In September 2015, State Government amended the Local Government Act (1989) to allow all Victorian Councils to offer Environmental Upgrade Agreements (EUAs) to their business community. Division 2A, Section 181A through J of the Local Government Act prescribes the process and powers for establishing and managing Environmental Upgrade Agreements.

The Local Government Act 2020 (Stage 1) was proclaimed on April 6<sup>th</sup>, 2020 and included amendments to the Local Government Act 1989. Key changes to EUAs include:

- EUAs applicable to any building (i.e not just predominantly non-residential)\*
- Includes climate change adaptation works on buildings

- Removal of the requirement to receive a statutory declaration from a landowner 28 days before entering into an EUA
- Administration improvements to the Occupier's Written Consent, Liability Consent and Liability Reference
- Empowerment of the CEO to delegate EUA approvals.

\*The inclusion of the residential sector on Council's EUA program is not proposed at this time, and would be subject to a separate proposal for Council's consideration at a later date.

## **FINANCIAL IMPACT**

There is no direct cost to Council for the administration of the EUA program. However, there are administration overheads or in kind contribution from the Sustainability, Economic Development and Rates departments to promote and establish EUAs and process the financial transactions.

Throughout the two year trial, significant improvements have been made towards reducing the administrative component of the program through process improvement and automation.

Currently, Better Building Finance (program partner) are trialing a billing system to help to reduce administrative tasks for Councils offering the program. There is no cost to council to participate in this system and it ease some of the administrative requirements for Warrnambool City Council.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **1 Sustain, enhance and protect the natural environment**

- 1.1 Protect and enhance our waterways, coast and land
- 1.2 Commit to being a carbon neutral organisation by 2040.
- 1.3 Assess our climate change preparedness
- 1.4 Review options for managing waste
- 1.5 Educate and partner with the community on Council's sustainability initiatives

### **4 Develop a smarter economy with diverse and sustainable employment**

- 4.2 Encourage more sustainable local business.
- 4.5 Create stronger links between education providers, business and industry.

## **TIMING**

The current trial period will come to an end in October 2020.

## **COMMUNITY IMPACT / CONSULTATION**

Engagement has been undertaken with relevant Council departments and further consultation with local businesses will be undertaken to promote the EUA program.

## **LEGAL RISK / IMPACT**

The risk to Council is minimal. The main risks are identified as: property owner defaults on the loan repayments; and, internal rates and finance systems not being aligned with EUA establishment and processing.

These risks have been addressed through the following:

- The EUA loans are secured against the rateable property, not the business.
- Council's involvement will be with the invoicing of the loan repayment, collection of funds and repayment to the lender. Should a property owner default on their loan repayment, the usual rates and charges collection procedures will be followed by Council.

- The trial of the new billing system is expected to be implemented by December 2020 which will significantly reduce Council's administrative tasks in the delivering of the program.

## **OFFICERS' DECLARATION OF INTEREST**

None.

## **CONCLUSION**

Environmental Upgrade Agreements are a good opportunity for Council to stimulate private investment in businesses throughout the City. This approach aligns with the Council Plan and other strategic documents including Council's Green Warrnambool Plan, Economic Development and Investment Strategy, and Climate Change Action Plan.

The potential of Environmental Upgrade Agreements to reduce business overheads has benefits for the resilience of both individual enterprises and entire industry sectors. The 2 year trial has allowed Council to make an informed decision as to the role Environmental Upgrade Agreements can play in supporting a thriving and sustainable economy into the future. It is recommended that the program is continued for a further two years and the new billing system is incorporated into the Warrnambool City Council program.

## **ATTACHMENTS**

Nil

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## **5.20. 2020/21 COMMUNITY DEVELOPMENT FUND**

- ***Cr. Neoh declared a conflict of interest and left the meeting at 8.24pm.***

### **PURPOSE**

***This report provides background on the 2020/2021 Community Development Fund round and recommends applications to be approved.***

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### **EXECUTIVE SUMMARY**

- Council received ninety one applications, of which seven were withdrawn prior to being considered by the assessment panel (three from one organisation), eleven eligible were not supported and fifteen were adjusted.
- The report recommends \$255,428 to be allocated to seventy five eligible local clubs and organisations.

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**MOVED: CR. KYLIE GASTON**

**SECONDED: CR. ROBERT ANDERSON**

- 1. That Council approve funding under the 2020/21 Community Development Fund to the value of \$255,428 to seventy five organisations as outlined in this report.**
- 2. That all applicant organisations be advised of the outcome of the assessment process.**

**CARRIED – 6:0**

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### **BACKGROUND**

The COVID-19 Pandemic has put additional strain on community groups to attract and retain members or to generate the income required to match grant funding, therefore limiting their ability to apply for funding at a time that it is most needed. In response to this, Council allocated an additional \$125,000 from the COVID response fund to the 2020/21 CDF program, increasing the dollar value of the program to \$253,000. In addition the 2020/21 CDF guidelines were revised, enabling applications to be submitted for grants for up to \$5,000 (previously \$3,000) and removing the funding ratio requirement (previously 2:1).

Funding is available to not-for-profit organisations based in Warrnambool to fund projects, activities and events which meet the grant program eligibility and criteria and contribute to the liveability of the City.

Applicants can apply under the funding categories; Sport and Recreation, Culture and Arts, Environment & Sustainability, and Festivals and Events, and must demonstrate an alignment with one the funding criteria listed.

Applicants are also required to submit an audited financial statement or current bank statement to assist in determining their capacity to complete the project and their need for assistance.

The 2020/21 CDF guidelines are attached as **Attachment 1**.

**2020/21 PROGRAM****a) Applications process**

Promoting the CDF has been challenging this year due the pandemic, especially releasing the program whilst Stage 3 Stay at Home restrictions were in force, hindering the ability of Council to conduct the annual grants and funding forum. This forum is the main avenue where Officers release the details of the program but most importantly, spend time one-on-one with clubs, discussing alignment of proposed applications with the criteria and guidelines.

This year, the program was advertised through a number of different mechanisms:

- Council's website and Facebook platform.
- The CONNECT website that is now linked to 247 local clubs and organisations.
- Public notices in the Warrnambool Standard.
- Direct email to previous applicants plus organisations previously funded by Festivals and Events recurrent budget.

The online application form was also revised this year to streamline the information required, making it simpler and less time for applicants to submit.

Applications are evaluated by a panel comprising representatives from the Recreation and Culture, Visitor Economy and City Strategy and Development branches.

**b) Applications Received**

Applications under the 2020/21 funding round closed 9am Monday 17 August 2020. A summary of applications received is as follows:

<b>CATEGORY</b>	<b>2020/21</b>
Sport and Recreation	48
Culture and Arts	12
Events – Seed	5
Events - Growth	8
Environment and Sustainability	18
<b>Total</b>	<b>91</b>

**c) Eligibility**

All applications are assessed against the CDF criteria. Once ranked, applications are rated according to project merit, equity, and balance of funds available.

Under the program guidelines, the assessment panel considered six applications ineligible, thirteen eligible were not supported and fifteen were adjusted as outlined below:

**INELIGIBLE APPLICANTS**

While all applications had merit, had demonstrated community need and support, the evaluation panel determined seven applications (three from one organisation) ineligible against the funding guidelines.

A number of applications this year were deemed ineligible. There is still a level of confusion from applicants not understanding the program guidelines regarding eligibility, not-for-profit and incorporation status.

Whilst the application form prompts applicants to discuss their applications with Council Officers before submission, only ten applicants contacted Council Officers prior.

### **Warrnambool Target Sports Centre Pty Ltd**

Three applications were received by Warrnambool Target Sports Centre Pty Ltd for three different categories (Culture & Arts, Environment & Sustainability and Sport & Recreation) to conduct an opening ceremony and for weed removal at Duram Park. The Warrnambool Target Sports Centre Pty Ltd is the body corporate entity registered with ASIC and Duram Park is the home of the nine target sports clubs in Warrnambool (No. 12 South West District Rifle Association, Yambuk Rifle Association, North Warrnambool Rifle Association, Western District Muzzle Loaders, Warrnambool Rifle Club, Lake Gilliear Small Bore Rifle Club, Warrnambool Small Bore Rifle Club, Warrnambool Clay Target Club and Archers of Warrnambool Club). Registered Australian Private Company's are ineligible under the CDF guidelines.

### **Warrnambool East Primary School**

An application received from the Warrnambool East Primary School to conduct a community arts project driven through social media promoting an anti-violence message of kindness was deemed ineligible. The assessment panel deemed that the proposal was ineligible as the organisation is a State Government Entity and not eligible under the CDF guidelines.

### **Day of the Grand Octopus**

An application received to paint a mural on the external wall of the F Project building and conduct an interactive experience enhanced by computer generated information was deemed ineligible by the assessment panel. Although an auspice has been provided, the application, as presented, is ineligible as the applicant was an individual rather than organisation.

### **Brophy Family & Youth Services Incorporated**

An application received by Headspace Warrnambool operated by Brophy Family & Youth Services Inc to conduct an online streaming event was deemed ineligible. Headspace services are funded by the Australian Government Department of Health and according to the 2020/21 guidelines, programs or activities considered the responsibility of the State or Federal Government are ineligible to apply.

### **Australian Breastfeeding Association Warrnambool**

The evaluation panel deemed that, given the organisation is a not for profit community agency who's primarily role is in the promotion of breastfeeding and protection of nursing mothers, does not align with the funding categories and therefore ineligible.

## **ELIGIBLE BUT NOT SUPPORTED**

Unfortunately, while the funding pool was increased significantly this year, there is not capacity to support all applications. While the need and value of following applications is acknowledged, these applications ranked lower than others in meeting the criteria.

### **Find Your Voice Collective Incorporated**

An application received from the Find Your Voice Collective to create a music video does not meet funding criteria as although the organisation is eligible, the CDF guidelines do not cover funding for general administration, wages or contracts and the requested amount was listed to cover project management, management fees and administrative overheads.

### **Friends of Botanic Gardens Inc**

An application received from the Friends of the Botanic Gardens to purchase plants and shrubs to plant around the new nature play area currently being constructed was not supported. Council is already significantly supporting the development of the play space and the request can be reviewed as part of recurrent budget if required.



**Warrnambool & District Hockey Association**

An application received from the Warrnambool & District Hockey Association to construct internal storage cages into a standalone shed (currently being built) was not supported. Although the proposal would relocate club equipment currently stored in the external public amenities, the assessment panel deemed that the project had already commenced and therefore does not meet the funding criteria.

**Gunditjmara Bulls Rugby League Incorporated**

The CDF guidelines state that Clubs/Organisations will not be funded to subsidise the normal operation of the club/organisation. The application was to reduce operating/travelling costs for the club to participate in the league's summer competition and so does not meet criteria..

**Warrnambool Basketball Incorporated (Juniors)**

The CDF guidelines state that Clubs/Organisations will not be funded to subsidise the normal operation of the club/organisation. The application was to reduce operating costs for its annual junior basketball tournament conducted in November at Warrnambool Stadium and so does not meet funding criteria.

**Warrnambool Senior Citizens Club**

The Warrnambool Senior Citizens Club submitted an application to build and install wooden benches at the petanque piste located at Lake Pertobe. The submission was not supported as the submitted design did not meet DDA compliance, however the Parks and Garden Team to review the request as part of its 2020/21 recurrent budget process.

**Woodford Cricket Club**

An application received for the construction of a turf wicket (and removal of hard wicket) at Bushfield Recreation Reserve was not supported. The Recreation & Culture Branch has been in discussions with the Club since 2018. Discussions are ongoing as the request is not supported in Active Warrnambool or the Regional AFL, Netball & Cricket Strategy.

**Warrnambool Rangers Football Club**

An application received for the purchase of new club uniforms. The Club has been recommended to pursue funding for new uniforms through Sport and Recreation Victoria's Sporting Uniform Grants.

**South Warrnambool Football Netball Club**

The assessment panel deemed that this club is currently receiving substantial support from Council. The Recreation & Culture Branch is providing \$30,000 towards the upgrade of the netball court lighting at Friendlies Society Park.

**Warrnambool Agricultural Society Inc**

The Warrnambool Agricultural Society submitted an application to purchase a set of horse show jumping equipment for the Warrnambool Showgrounds Reserve. The submission was not supported as it did not demonstrate how the project would build community capacity or strengthen the club.

**Warrnambool Model Railway Club**

The CDF guidelines state that Clubs/Organisations will not be funded for capital or maintenance work on a building or facility. The application is for the construction of a shed to house the club's trailer and so does not meet funding criteria.

**PARTIALLY SUPPORTED**

The following applications are recommended to be partially funded, as some aspects of the applications did not meet funding guidelines.

Athletics South West Vic Incorporated  
Warrnambool Volleyball Association Inc,  
East Warrnambool YCW Cricket Club  
Warrnambool Mozart Choral Group

Warrnambool Family History Group  
Warrnambool and District Historical Society  
Warrnambool Gift Committee  
No 12 South Western District Rifle Association Inc  
South West Sport  
Warrnambool Citizens Road Race Committee Inc  
Warrnambool Tri Club Inc  
Warrnambool and District Easter Arts Festival  
Warrnambool and District Community Hospice  
Warrnambool Student Wellbeing Association  
RSL Active Warrnambool.

#### d) Fund Budget

Council allocated \$253,000 to the CDF fund in 2020/21.

Seventy-five eligible applications requesting \$286,305 have been submitted under the 2020/21 funding round.

All applications are assessed against the CDF criteria. Once ranked, applications are balanced according to project merit, equity, and balance of funds available. Based on this and c) above, a total of \$255,428 is recommended to be funded.

A summary provided below;

<b>Culture and Arts</b>	\$32,636
<b>Environment and Sustainability</b>	\$47,339
<b>Festivals and Events</b>	\$27,936
<b>Sport and Recreation</b>	\$147,517
<b>Total</b>	<b>\$255,428</b>

#### e) Applications Proposed for Funding

Applicant	Funding Category	Project Title	Total Project Cost	Total Amount Requested	CDF Allocated Amount
Warrnambool and District Artist's Society	Culture and Arts	Warrnambool and District Artist's Society Website and Promotional Flyer upgrade	\$2,599	\$2,599	\$2,599
Warrnambool Community Garden	Culture and Arts	Uncovering a Hidden Gem	\$6,436	\$5,000	\$5,000
Merrivale Community Association	Culture and Arts	Sustainable Scarecrow Trail	\$2,000	\$2,000	\$2,000
Warrnambool City Band	Culture and Arts	Communal Brass Instruments	\$5,000	\$5,000	\$5,000
Warrnambool Triton Woodworkers	Culture and Arts	Purchase of CNC Wood Engraving machine with accessories	\$5,333	\$4,685	\$4,685
Warrnambool Symphony Orchestra	Culture and Arts	Remediation of poor acoustics to improve rehearsals.	\$5,000	\$5,000	\$5,000
Warrnambool Theatre Company	Culture and Arts	Shelving and racking	\$3,636	\$3,636	\$3,636
Warrnambool Camera Club	Culture and Arts	Lighting for Workshops	\$4,716	\$4,716	\$4,716
Beach Patrol 3280 -3284	Environment and Sustainability	Beach Patrol 3280-3284	\$4,937	\$4,937	\$4,937
Deakin University Student Association	Environment and Sustainability	DUSA Community Bike Share Program	\$6,800	\$5,000	\$5,000
South West Cloth Nappy Library	Environment and Sustainability	100 Families Using Cloth Nappies	\$4,990	\$4,990	\$4,990
Russells Creek Landcare	Environment and Sustainability	Russells Creek Revegetation Project.	\$0	\$3,190	\$3,190

Warrnambool Weed Warriors	Environment and Sustainability	Italian Buckthorn Removal and Replacement	\$1,955	\$1,955	<b>\$1,955</b>
Warrnambool Coastcare Landcare Network	Environment and Sustainability	Wellington on Merri South Revegetation	\$3,438	\$3,438	<b>\$3,438</b>
Friends of Victoria Park	Environment and Sustainability	Maintenance of Revegetation at Victoria Park	\$193	\$193	<b>\$193</b>
Tozer Reserve	Environment and Sustainability	Protecting Tozer Reserve	\$1,850	\$1,850	<b>\$1,850</b>
Woodford Nature Group	Environment and Sustainability	Merri River Habitat Enhancement	\$0	\$4,116	<b>\$4,116</b>
Making A Difference (MAD) for the Merri	Environment and Sustainability	Maximising the Merri	\$2,160	\$1,670	<b>\$1,670</b>
Warrnambool - Unpackaged Food Cooperative	Environment and Sustainability	Installation of custom built weighing and serving station	\$11,450	\$5,000	<b>\$5,000</b>
Warrnambool Toy Library Incorporated	Environment and Sustainability	Building a covid-safe collection	\$3,000	\$3,000	<b>\$3,000</b>
Warrnambool Men's Shed	Environment and Sustainability	New Warrnambool Men's Shed	\$7,959	\$5,000	<b>\$5,000</b>
Warrnambool & District Historical Society	Environment and Sustainability	Harness the Sun	\$9,600	\$3,000	<b>\$3,000</b>
Warrnambool Gift Committee	Festivals & Events	Warrnambool Gift	\$11,447	\$5,000	<b>\$2,710</b>
No.12 South West District Rifle Association	Festivals & Events	Summer by the Sea Festival	\$5,000	\$5,000	<b>\$1,000</b>
South West Sport	Festivals & Events	2020 South West Games	\$18,700	\$5,500	<b>\$3,300</b>
Dennington Community Association	Festivals & Events	Carols by the Merri	\$12,150	\$1,500	<b>\$1,500</b>
Warrnambool Greyhound Racing Club	Festivals & Events	Warrnambool Seaside Festival	\$12,360	\$2,400	<b>\$2,400</b>
Warrnambool Citizens Road Race Committee	Festivals & Events	Melbourne to Warrnambool Cycling Festival Community Ride	\$5,000	\$5,000	<b>\$500</b>
Warrnambool Tri Club	Festivals & Events	Warrnambool Foreshore Triathlon	\$7,300	\$2,500	<b>\$2,376</b>
Warrnambool Lawn Tennis Club	Festivals & Events	Warrnambool Lawn Open 2020	\$116,112	\$5,500	<b>\$5,000</b>
Warrnambool and District Easter Arts Festival	Festivals & Events	Warrnambool and District Easter Arts Festival	\$16,000	\$5,000	<b>\$3,000</b>
Warrnambool and District Community Hospice	Festivals & Events	The Hospice Dandelion Project	\$24,893	\$4,650	<b>\$4,300</b>
Warrnambool Student Wellbeing Association	Festivals & Events	Big Life Boost	\$205,000	\$5,000	<b>\$500</b>
RSL Active Warrnambool	Festivals & Events	RSL Active Warrnambool Summer Series	\$6,800	\$5,000	<b>\$1,350</b>
Warrnambool Surf Life Saving Club	Sport and Recreation	Disabled Access / Disabled Toilet design development documentation	\$12,750	\$5,000	<b>\$5,000</b>
Dennington Football Netball Club	Sport and Recreation	Lights at the Dennington Netball Courts	\$4,983	\$4,983	<b>\$4,983</b>
Old Collegians Football Netball Club	Sport and Recreation	Strategic Development Plan	\$5,500	\$5,500	<b>\$5,000</b>
Lake Gilleard Small Bore Rifle Club	Sport and Recreation	Access for All - Lighting the Way	\$4,731	\$4,731	<b>\$4,731</b>
Warrnambool Golf Club	Sport and Recreation	Golf Course Master Plan	\$22,000	\$5,000	<b>\$5,000</b>
Brierly Christ Church Cricket Club	Sport and Recreation	Purchase of Ipad for cricket scoring	\$779	\$779	<b>\$779</b>
Port Fairy to Warrnambool Rail Trail Committee of Management	Sport and Recreation	Counting the users	\$1,614	\$1,614	<b>\$1,614</b>
North Warrnambool Rifle Club	Sport and Recreation	Shot marker Electronic Target Purchase	\$5,000	\$5,000	<b>\$5,000</b>
Warrnambool Masters Swimming Club	Sport and Recreation	Club T Shirt on Offer to returning and new Members	\$3,000	\$2,000	<b>\$2,000</b>
Warrnambool Volleyball Association	Sport and Recreation	Participation pathways for Juniors	\$4,800	\$4,800	<b>\$1,200</b>
South C Dragons Women's Dragon Boat Team Warrnambool	Sport and Recreation	Promoting connectedness and new membership drive	\$947	\$947	<b>\$947</b>
Warrnambool Gun Club	Sport and Recreation	Seaside Classic Seaside Trap	\$10,450	\$5,000	<b>\$5,000</b>
Merrivale Cricket Club	Sport and Recreation	Purchase of New Equipment (Ezicover and Full Pitch Covers)	\$5,903	\$5,000	<b>\$5,000</b>
Allansford Cricket Club	Sport and Recreation	New outdoor cricket net training facility	\$150,000	\$5,000	<b>\$5,000</b>

East Warrnambool Y C W Cricket Club	Sport and Recreation	Club equipment	\$3,917	\$3,917	\$1,754
Warrnambool Bridge Club	Sport and Recreation	Purchase of Card Dealing Machine	\$4,870	\$4,870	\$4,870
Nestles Rowing Club	Sport and Recreation	Turning the Tap On	\$8,029	\$5,000	\$5,000
Archers of Warrnambool	Sport and Recreation	Save our Club	\$4,856	\$4,856	\$4,856
Russell's Creek Cricket Club	Sport and Recreation	iPad Purchase	\$1,710	\$1,710	\$1,710
Warrnambool Small Bore Rifle Club	Sport and Recreation	Purchase and installation of electronic target	\$7,000	\$5,000	\$5,000
Anglicare Warrnambool	Sport and Recreation	Building big by playing fair	\$4,483	\$4,483	\$4,483
South Rovers Football Netball Club	Sport and Recreation	Essential Replacement / Upgrade of Kitchen Cooking Equipment	\$5,000	\$5,000	\$5,000
Warrnambool City Croquet Club	Sport and Recreation	Pathway to Clubhouse	\$3,820	\$3,820	\$3,820
Athletics South West Vic	Sport and Recreation	Athletics South West Coaching & Training Equipment	\$3,280	\$3,280	\$2,780
Russells Creek Club	Sport and Recreation	Multimedia Projector Installation for Function Room	\$10,780	\$5,000	\$5,000
Warrnambool Swimming Club	Sport and Recreation	Sunsmart Program	\$3,536	\$1,000	\$1,000
City of Warrnambool Rowing Club	Sport and Recreation	Inclusion and development	\$5,000	\$5,000	\$5,000
Warrnambool Action Squash Club	Sport and Recreation	Squash It!	\$5,489	\$5,000	\$5,000
Warrnambool Yacht Club	Sport and Recreation	Training boat repair and upgrade	\$0	\$4,893	\$4,893
Warrnambool & District Historical Vehicle Club	Sport and Recreation	Ready For Community	\$4,600	\$4,600	\$4,600
Warrnambool Springers Gymnastics	Sport and Recreation	Essential equipment to elevate OH&S issues	\$6,536	\$5,000	\$5,000
Warrnambool Calisthenics Club	Sport and Recreation	Costume Upgrades	\$6,000	\$5,000	\$5,000
Warrnambool St Ayles Skiff Community Rowing Club	Sport and Recreation	Skiffs on the River	\$4,513	\$4,513	\$4,513
Warrnambool Rifle Club	Sport and Recreation	50M Safety Range Lighting	\$2,191	\$2,191	\$2,191
Nestles Cricket Club	Sport and Recreation	Replacement of Bowling Machine	\$0	\$4,793	\$4,793
North Warrnambool Eagles Football Netball Club	Sport and Recreation	Protective Goal Netting- South end of Bushfield Oval	\$15,470	\$5,000	\$5,000
Warrnambool Wolves Football Club	Sport and Recreation	Wolves Portable Senior Goals	\$0	\$5,000	\$5,000
<b>TOTALS</b>			\$877,351	\$286,305	\$255,428

## NEXT STEPS

Subject to Council endorsement of this report's recommendations, the following next steps will occur:

- All applicants will be notified of the outcome of their application and funding distributed as per the guidelines.

## ATTACHMENTS

1. 2020-21 Community Development Fund Guidelines V 2 [5.20.1 - 8 pages]



# Community Development Fund Grant Program

## 2020/21 Guidelines

Supporting our sporting, recreational, environmental, cultural activities and community events to deliver health and wellbeing outcomes for our residents, contributing to the liveability of the city.





The Community Development Fund supports not-for-profit organisations based in Warrnambool to fund projects, activities and events which meet the grant program eligibility and criteria and contribute to the liveability of the City.

Warrnambool City Council has a very strong sense of community, high rates of volunteering and a strong social conscious that has been established over decades of community members volunteering their time, passion and commitment to establishing and maintaining over 240 volunteer based sporting clubs, community groups and organisations.

Council has funded and administered the Community Development Fund since 1999, focusing on providing support to clubs, groups and organisations for the provision of programs, projects, activities or events that deliver outcomes for the benefit of Warrnambool residents.

In response to Covid-19, the requirement for groups to meet the funding ratio for eligibility has been removed. Funding for the 2020/21 round, may cover the entire cost of the project or part thereof, allowing groups to continue to make a valuable contribution to the well-being, social and cultural fabric of the City.

#### Information and Assistance

For grant information and online applications: [www.warrnambool.vic.gov.au/community-funding-programs](http://www.warrnambool.vic.gov.au/community-funding-programs)

For specific advice on applications, Council Officers can be contacted during office hours on 1300 003 280 or (03) 5559 4900

Category	Contact	Email
Sport & Recreation / Culture & Arts	Recreation Team	recreation@warrnambool.vic.gov.au
Environment & Sustainability	Sustainability & Environment Team	green@warrnambool.vic.gov.au
Festivals & Events	Events and Promotion Team	events@warrnambool.vic.gov.au

## Grant Round Dates

Applications are accepted from Tuesday 14 July 2020 to Monday 17 August 2020.

Funding Round Open	9:00am Tuesday 14 July 2020
Funding Round Close	9.00am Monday 17 August 2020
Report submitted for endorsement to Council	Monday 7 September 2020
Applicants notified of funding outcome	Tuesday 8 September 2020
Civic Reception for all successful recipients	Thursday 17 September 2020
Project completed	September 2020 – May 2021
Project acquitted	by 30 May 2021



## Grant Categories and Funding

### The funding pool for 2020/21 round is \$253,000

Applications that are eligible will fall under one of the following categories:

#### SPORT & RECREATION - Up to \$5,000

Doing Sport Differently Innovative projects that increase opportunities for participation in sport and recreation by people who are less active

Access & Inclusion Projects that increase access to sport or active recreational activities for women & girls, juniors and people with a disability

Increasing Participation & Membership Promotional activities that raise awareness of the club/organisation and invites participation

Capacity Building Training and/or development opportunities that increases the strength and capacity of the club or organisation

Purchase of Equipment Purchase of assets that contribute to the capacity of a club organisation to deliver programs

#### CULTURE & ARTS - Up to \$5,000

Innovative Opportunity Encourage grassroots participation in creative outcomes

Access & Inclusion Projects that increase access to creative activities for people with a disability or young people (aged 17-24 years)

Increasing Participation & Membership Promotional activities that raise awareness of the club/organisation and invites participation

Capacity Building Training and/or development opportunities that increases the strength and capacity of the club or organisation

Purchase of Equipment Purchase of assets that contribute to the capacity of a club organisation to deliver programs

#### ENVIRONMENT & SUSTAINABILITY - Up to \$5,000

Green Warrnambool Development and delivery of environmental or sustainability projects or programs within the municipality

Zero Warrnambool Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water

Adaptable Warrnambool Works, activities or programs that support and prepare the club or organisation for climate change adaption

Wise Warrnambool Projects that support, incorporate or develop a waste free or plastic free event

Naturally Warrnambool Projects that undertake revegetation or weed control activities, including maintenance and infill planting of previous revegetation sites

Blue Warrnambool Projects and programs that save water and protect waterways, coastal areas and the marine environment

Increasing Participation & Membership Promotional activities that raise awareness of the club/organisation and invites participation

Capacity Building Training and/or development opportunities that increases the strength and capacity of the club or organisation

Purchase of Equipment Purchase of assets that contribute to the capacity of a club organisation to deliver environmental or sustainability programs.

#### FESTIVALS & EVENTS - Up to \$5,000

Seed Funding Supports the development of new events that demonstrate a strong community focus

Growth funding Supports existing events which demonstrate sustainability (financially & socially); have operated for over three years; provide significant benefits to the city (economic, social and cultural growth) and are able to provide a post-event report from previous events to illustrate achieved outcomes and continuous improvement.

## Funding and Limitations

Funding may cover the entire cost of the project or part thereof. If the funding does not cover the cost of the whole project you will need to demonstrate that you have sufficient funds to cover the entire project.

Decisions are final and cannot be disputed. Feedback, post assessment may be sought however applicants must understand that this is a competitive process and the dollars applied for often exceed the funding available.

## Assessment Criteria

This criteria is used to assess applications and must be addressed in the grant application.

If the project involves children, the group must meet its obligations under the Child Safe Standards. For more information visit [www.cyp.vic.gov.au/child-safety/being-a-child-safe-organisation/](http://www.cyp.vic.gov.au/child-safety/being-a-child-safe-organisation/)

Assessment Criteria	Weighting
The application addresses a community need and describes how the community will benefit from the project/event	30%
The application encourages and enables participation of a variety of local residents and provides evidence of community support and involvement	30%
The applicant is able to successfully manage the described project, and meet its proposed outcomes and details how the fund will assist in the development or sustainability of the group	25%
The application aligns with Council's Plan or other strategic reports and all required information has been submitted	15%

## Making an Application

The Community Development Fund provides funding to support Warrnambool clubs, organisations and community groups to deliver programs, projects, activities or events that build community and club capacity and sustainability, promotes participation, delivers environmental and sustainability benefits, promotes visitation or increases economic opportunities.

### Preparation Checklist

If you have any questions, call or email the Recreation Team contact.

- Read the Community Development Fund Grant 2020/21 Guidelines
- Ensure your group is eligible to apply
- Ensure your project is eligible for funding
- Know what category you are applying for
- Check whether the grant closing and notification dates fit with your project time table
- You may choose to prepare a draft application on the downloadable copy of the application form from the Grants Page [www.warrnambool.vic.gov.au/community-funding-programs](http://www.warrnambool.vic.gov.au/community-funding-programs)
- Ensure answers to application questions address the Assessment Criteria
- Prepare a draft budget
- Gather all required documentation to support your application. A group or organisation's financial statements and quotations are compulsory
- Set up a SmartyGrants login and password – preferably use your group / organisation email address - and record it in a secure place for future use.

## Auspiced Grant Projects

Grant funds are only paid to a legally incorporated group. Groups and Organisations based in Warrnambool that are not legally incorporated, may apply for a grant if their project is for the benefit of the Warrnambool City community and they are auspiced by a legally incorporated, not-for-profit group or organisation.

An auspice organisation manages the funds on behalf of the applicant's group and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these Guidelines.





## Organisation Eligibility

### Who is eligible to apply?

#### An applicant must;

- Be based in Warrnambool City.
- Be registered as a not-for-profit legal entity, eg: incorporated association.
- Be a not-for-profit unincorporated group that is auspiced by a group that is registered not-for-profit legal entity.
- Have an Australian Business Number (ABN) or submit a Australian Taxation Office Statement by Supplier form.
- Submit an audited financial statement or financial report prepared for an annual general meeting from the last financial year with your application (if applicable)

Have provided acquittal reports for all previous Council funding (upon completion of the project).

Please note: Council will accept applications from groups who have not completed an acquittal from the 2019/20 round only, and only after groups have sought an extension due to COVID-19.

### Who cannot apply?

#### Those ineligible for a grant are:

- Individuals
- Any Committees of the Council including Advisory Committees, Committees of Management or Sub-Committees.
- A club or organisation that occupies Council owned or managed land without a current seasonal tenancy, license or lease agreement with Council.
- Organisations who have not completed an Acquittal (Financial Reporting Form) for any previous Community Development Fund grant. (\*\*Council will accept applications from groups who have not completed an acquittal from 2019/20 round only however groups must have sought an extension due to COVID-19)
- A club or organisation that has an outstanding debt/account with Council or is already receiving substantial financial support from Council
- Organisations that have access to substantive levels of current funding not generally available to local clubs or organisations, including those clubs that operate gaming machines
- For-profit or commercial organisations
- For programs or activities considered the responsibility of the State or Federal Government.

## Project Eligibility

### What will not be funded?

- Capital or maintenance work on a building or facility
- General administration, wages or contracts, insurance premiums or debt payments
- Projects that have already commenced or events and activities that have already occurred
- Recurrent funding for ongoing projects or projects that have already been funded (excluding Events)
- Tradeshows, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets
- Events or activities that have a political or religious purpose, or that denigrate, exclude or offend parts of the community
- Fundraising activities, prize money, trophy/medal production, awards, travel, accommodation, catering

### Help is available

Council Officers are available if you have any questions or require assistance applying online. Applicants are encouraged to contact the relevant Council Officer prior to submitting an application

### Smartygrants

Refer to the Smarty Grants User Manual on Community Grants - Application Help for detailed instructions on how to review and submit your application.

If you have technical issues or need assistance with your password, please contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or (03) 9320 6800.



## Approvals, permits and licences

You may need to apply for specific approvals, permits and licenses to run an event or project. Applicants should discuss their project with the responsible agency e.g Council or a Victorian Government Department, prior to submitting their application. Successful applications will be made conditional that they obtain regulatory approvals.

Successful applications will be made conditional on obtaining regulatory approvals.

Council's Events and Promotions Branch can assist applicants with the process of gaining approvals. Refer to <https://www.warrnambool.vic.gov.au/events>

**Please note criteria and conditions for each category vary.**

## Making your project accessible for all

Grant applicants should ensure their project is accessible and inclusive for all. This includes physical access to activities, and ensuring written materials developed are virtually accessible.

Resources that may assist you include: Section 5.3 of **The Event Planning Guide**

## Companions Card

As part of Council's commitment to improve participation for all community members and in order to comply with existing Disability Anti-Discrimination Legislation, it is a condition that any events/activities funded under this program must accept the Companion Card (i.e. you must not charge an admission or participation fee for the attendant carer/support person of the person who holds a Companion Card).

For more information on the Companion Card: [www.companioncard.org.au](http://www.companioncard.org.au)

## Assistance conducting an event

A number of resources have been developed to assist groups running events in Warrnambool. Refer to **The Event Planning Guide** or call Council's Events and Promotions branch on 5559 4800.

## Warrnambool 2040 – Our Plan, Our Future

In the application form you will be asked to select which W2040 goal aligns best with your application. Warrnambool 2040 is a community plan developed through an extensive community-led process. The plan captures the community's aspirations for the future of Warrnambool via visions and goals which cover Warrnambool's Environment, Economy, Place and People.

You may want to familiarise yourself with this document and decide which best matches your project.

A copy of the W2040 plan is at <http://www.w2040.com.au/>

## Budget

### Grant Funding Ratio

Funding may cover the entire cost of the project or part thereof.

If the funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the entire project.

## The Application Form and Budget Information

The application form has one budget table to fill out, which requires information about income and expenditure.

### Income Table

The income table shows the income sources that will be used to deliver your project. Items to list in the Income Table include:

- The community grant amount you are requesting
- The cash contribution of your group or organisation (if applicable)
- Funds from other sources such as bank loans, other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project eg. entry fees, DVD sales

## Expenditure Table

The expenditure table includes itemised project expenses. These are the materials, equipment or services that you are proposing to purchase or pay for to complete the project.

Project expenses listed must be the total costs including any GST that is included in a quotation.

## Written Quotations

One written quote is required for each individual item or service up to the value of \$1,000. Two written quotes are required for each item or service over the value of \$1,000 (including GST if applicable). Quotes for professional services should indicate the qualification or certification of the professional being engaged.

**Applicants are encouraged to seek local quotes and spend funding locally.**

## Australian Business Number (ABN) and Goods and Services Tax (GST)

GST registration status can be checked by looking up an ABN at [www.abr.gov.au](http://www.abr.gov.au) Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form, and attach it to their application.

If your group is registered for GST, the fund amount you receive will include GST.

If your group is not registered for GST the fund amount will not include GST.

## Assessment, Notification and Receiving funds

### Assessment and Notification

Submitted grant applications are assessed by a panel of four. (1) Council Officer (with expertise in the category), one (1) Council Manager (with expertise in the category), one (1) Independent Community Member and one (1) Grant Probity Officer.

Recommendations will be provided for Council endorsement, after which applicants will be advised in writing via the contact email provided of the outcome of their application.

An applicant may re-submit an unsuccessful grant application to the next round of Community Development Grants on advice from Council Officer.

### Receiving Funds

Successful applicants will be sent an email, an official letter and the Terms and Conditions of receiving funding. Funds are preferably sent by electronic funds transfer to your group's bank account, or in some cases by cheque.  
Funding Conditions

The letter will highlight the general conditions of funding and, if applicable, Special Conditions required to be met before funds can be forwarded to your group. Successful applicants must read, understand and comply with the Terms and Conditions sent to them which will include any special funding conditions.

### Acquitting your Grant

At the conclusion of a funded project your group is required to prepare and send an acquittal report to Council. The Project Completion Form or Event Completion Form is accessed by logging into your group/organisation account in SmartyGrants and going into 'my submissions'.

Organisations are required to provide details of how the funding has benefited the club and submit evidence of how the funding was spent (receipts, photos and media promotion).

## Terms and conditions

### **In accepting a Community Development Fund grant, you must be willing to adhere to and agree to the following grant conditions:**

1. Funds made available through the Community Development Fund are to be spent on the activities described in the application by the required time. Any significant change to the activity must be made in writing and approved by Council.
2. Allocated funds are to be expended by 30 May 2021, unless otherwise agreed to by Council. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the Grant.
3. Funded groups will need to complete a NAR form and grant acquittal report. Council will provide the templates. The NAR form needs to be submitted before any payment can be made. The acquittal report must be completed at the end of the project and before 30 May 2021. The group will be ineligible for any further grants if this report is incomplete, unless approval has been provided for an extension.
4. It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.
5. Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents.
6. Funded groups are required to acknowledge the assistance of Council in all project/event related promotions.
7. Copies of any "products" must be provided to Council prior to the completion of the project.
8. Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the Applicant.
9. Council is not responsible for meeting any shortfall should the project run over budget.
10. Any Council funds that are not expended on the project are to be returned to the Council.
11. Funded groups are required to obtain any necessary Council permits or other permits for the event/program to take place. Any event/program/project that is to be held on Council property (this includes Council owned buildings, parks and all other open space areas) is required to have the written approval of Council.
12. Funded events are required to meet all statutory requirements determined by Council and other relevant authorities; submit a completed,
  - Event Application Form;
  - Register their event with Council via the online event registration form;
  - Create an Australian Tourism Data Warehouse (ATDW) listing for their event and
  - Submit a post event evaluation report on the event delivery including any identified improvements and key event outcomes.
  - Provide evidence of the impact/success of the event including survey data, photos and media exposure.
13. Council will publicly report all grants awarded.
14. The Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Grant Agreement.
15. The recipient shall release and indemnify the Council, its servants and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.

- **Cr. Neoh returned to the meeting at 8.31pm.**

## **5.21. HEALTH AND WELLBEING PLAN - 2019-2020 REVIEW**

### **PURPOSE:**

***For Council to consider the progress on the goals of the Municipal Health and Wellbeing Plan, Warrnambool – A Healthy City 2017-2021.***

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### **EXECUTIVE SUMMARY**

The Local Government Act (1989) required Council to develop a four-year Municipal Health and Wellbeing Plan.

The 2017-2021 plan continued a focus on eight priority areas:

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

**Note:** the review notes the impact of COVID-19 on opportunities to be physically active in the latter part of the reporting timeframe; some 2020 data is yet to be confirmed.

Challenges remain in a number of priority areas with review data indicating a mix of positive and negative trends compared to baseline data from 2017 and 2014.

In 2020, just 2.7 per cent of adults were eating the recommended quantities of fruit and vegetables. There is no directly comparable data for this measure however in 2017, 40.1 per cent of adults were eating the recommended fruit consumption rates (57.9 per cent in 2014) while in 2017 the number of adults eating the recommended vegetable consumption rates was 3.7 per cent (9.4 per cent in 2014).

There was a positive trend in relation to the consumption of sugar-sweetened drinks with 11.9 per cent of adults drinking sugary drinks in 2020 compared to 13.1 per cent in 2017.

Data on physical activity showed that in 2020, 48.2 per cent of adults were sufficiently physically active compared to 65.7 per cent in 2017. The percentage of adults who sit for more than seven hours a day increased from 3.9 per cent to 27.7 per cent.

Council, often in partnership with the Victorian Government or other groups and organisations, delivered range of programs and infrastructure projects to encourage healthy eating and physical activity. These include the early childhood programs Smiles for Miles (healthy eating and oral hygiene) and Stephanie's Kitchen Garden both of which have been introduced to Council's early childhood facilities.

Council partnered with VicHealth to deliver the H3O campaign which encouraged people to choose water instead of sugary drinks. Council also partnered in the This Girl Can campaign, promoted Warrnambool Walks and delivered events such as Beach Fest, with an emphasis on physical activity. Through the Archie Graham Community Centre Council co-ordinated activities including social gardening, Heart Foundation walking groups, social cycling and along with AquaZone was quick to deliver online exercise classes after COVID-19 restrictions were introduced.

Efforts to reduce harm from alcohol and other drugs saw a significant shift. In 2017 the proportion of adults who consumed alcohol at levels presenting a risk of harm was 71.8 per cent. This figure fell to 61.1 per cent in 2020.

While 2020 data on access, participation and inclusion is to be confirmed considerable efforts have been made in this area including Warrnambool's participation in Welcoming Cities programs and a Welcome to Warrnambool project delivered in partnership with the Department of Home Affairs and Brophy Youth and Family Services. The Archie Graham Community Centre continues to be vitally important in providing social connections opportunities. Throughout the COVID-19 restrictions Centre staff have been proactive in contacting patrons to check on their welfare, due to the likelihood of increased vulnerability as a result of the COVID-19 pandemic.

Current data relating to reducing the prevalence and impact of family violence was largely unavailable for 2020 however one measure – family violence - saw a small drop from the 2017 figure of 20.5 incidents per 1000 people to 18.9 incidents per 1000 people in 2020. Council continues to be active in this area delivering the Baby Makes 3 program, partnering in the 16 Days of Action campaign and the This Girl Can promotion.

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

**That Council note the findings in the review of the Health and Wellbeing Plan 2017-2021 with this data to be used to inform the next Municipal Health and Wellbeing Plan.**

**CARRIED - 7:0**

---

## **BACKGROUND**

While Council has an obligation to prepare the plan, achieving better health and well-being outcomes for Warrnambool's community is a shared responsibility. Improving outcomes relies on collective and sustained effort from a range of partners, including all levels of government, non-government organisations, businesses, health professionals, communities, families and individuals.

Among the organisations and groups involved in partnering with the plan were:

- South West Primary Care Partnership
- Women's Health and Wellbeing Barwon South West
- South West Healthcare
- State Government
- Dept Health & Human Services
- Dept Education & Training
- Dept Environment, Land, Water & Planning
- Regional Development Victoria
- Gunditjmara Aboriginal Co-operative/
- Local Aboriginal Network members
- Beyond the Bell Great South Coast
- South West Sport
- Lifeline South West Vic
- Warrnambool Community Garden
- Local Primary and Secondary Schools
- Victoria Police
- Deakin University
- South West TAFE
- South West Local Learning & Employment Network
- Western Victoria Primary Health Network
- Western Region Alcohol and other Drug Centre

- Great South Coast Regional Justice Reference Group
- Great South Coast Regional Partnership
- Wannon Water

## **ISSUES**

COVID-19 is having an impact on the health and wellbeing of the community. The social and economic recovery from COVID-19 is expected to take some years and will need to be considered in the formulation of future municipal health and wellbeing plans.

## **FINANCIAL IMPACT**

Further action to deliver favourable health and wellbeing outcomes will require ongoing budget commitments by Council.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

### **2 Foster a healthy welcoming City that is socially and culturally rich**

2.1 Promote healthy lifestyles

2.2 Increase participation, connection, equity, access and inclusion

2.3 Increase community health and social connections.

2.4 Encourage and support participation in sport, recreation and physical activity.

2.5 Encourage and support more lifelong learning.

2.6 Engage a broader range of people in cultural activities.

2.7 Actively acknowledge local Aboriginal culture.

2.8 Increase participation opportunities for disadvantaged members of the community.

## **TIMING**

This review presents health and wellbeing findings at the conclusion of the current four-year term of Council.

## **COMMUNITY IMPACT/CONSULTATION**

Goals within Warrnambool – A Healthy City 2017-2021, were developed after extensive community consultation.

## **CONCLUSION**

The review provides a detailed evidence-based review of achievements based on the goals in the Municipal Health and Wellbeing Plan.

## **ATTACHMENTS**

Nil

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## **5.22. COUNCIL'S DISABILITY ACCESS & INCLUSION POLICY**

### **PURPOSE:**

***To inform Councillors of the updated Disability Access and Inclusion Policy.***

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### **EXECUTIVE SUMMARY**

- People with a disability commit council to ensure access and inclusion in the local community.
- Council has both community service responsibilities and legislative responsibilities to people with a disability.
- Councils Disability Access and Inclusion policy has been reviewed and updated pending Council adoption – refer **Attachment 1**.

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**MOVED: CR. SUE CASSIDY**

**SECONDED: CR. ROBERT ANDERSON**

**That Council adopts the Disability Access and Inclusion Policy 2020-2023.**

**CARRIED - 7:0**

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### **BACKGROUND**

Local Government, as a key planner, developer and provider of physical and social infrastructure, is committed to lead by example in ensuring access and inclusion in their local community by people with a disability. This commitment is underpinned by community service responsibilities, and by legislative responsibilities as outlined under the Commonwealth Disability Discrimination Act 1992 and the Victorian Disability Act 2006.

Under the Commonwealth Disability Discrimination Act 1992 it is illegal to directly or indirectly discriminate against a person on the basis of their disability. The Victorian Disability Act 2006 provides a framework to enable people with a disability to more actively participate in the life of the community.

According to the Australian Bureau of Statistics' Survey of Disability, Ageing and Carers in 2018, 17.7% of the population self-reported having a permanent disability. This equates to approximately 6,227 current residents of Warrnambool having a disability. The number of people with a disability will increase in the future, as Warrnambool's population increases and ages.

It is the objective of Council to progressively put in place the necessary steps to ensure the removal of any barriers that restrict the access of any individual to Council-controlled facilities, services, events and information.

The purpose of the Warrnambool City Council Disability Access and Inclusion Policy is to outline Council's commitment to access and inclusion for residents, employees and visitors that live with a disability. The policy is intended to assist Council to comply with relevant Commonwealth and State Legislation.

### **CURRENT STATUS**

Council's current Disability Access and Inclusion policy has been reviewed and updated.

### **FINANCIAL IMPACT**

Not applicable.



## LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

Disability access and inclusion is implied in the Council Plan and the Warrnambool Health and Wellbeing Plan.

*“Increase participation, connection, equity, access and inclusion”* Strategy 2.2 (Council Plan 2017-2021).

*“Increase participation, connection, equity, access and inclusion”* Goal 2. The Warrnambool Health and Wellbeing Plan. (Warrnambool - A Healthy City 2017-2021).

Other relevant Council policies:

- Equal Opportunity Policy and Procedure 2016
- Recruitment and Selection Policy and Procedure 2018
- Staff Code of Conduct 2020
- Footpath Trading Policy 2018

Relevant Commonwealth and State Legislation:

- Commonwealth Disability Discrimination Act (DDA) 1992
- Australian Standards AS1428 and AS2890
- Disability (Access to Premises – Buildings) Standards 2010
- Victorian Disability Act 2006
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Victorian Equal Opportunity Act 2010
- Victorian State Disability Plan 2017-2020

## COMMUNITY IMPACT / CONSULTATION

By adopting this policy Council can demonstrate to the community its commitment and leadership in ensuring that local facilities, services and opportunities are accessible and inclusive of all people, including those with a disability.

## ATTACHMENTS

1. Disability Access Inclusion Policy 2020 2023 [5.22.1 - 6 pages]



WARRNAMBOOL  
CITY COUNCIL

# DISABILITY ACCESS AND INCLUSION POLICY

POLICY TYPE: COUNCIL

APPROVAL DATE: 7 September 2020

REVIEW DATE: September 2023

**DISABILITY ACCESS AND INCLUSION POLICY**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Disability Access and Inclusion Policy</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Community Development Directorate</i>
<b>Responsible Officer:</b>	<i>Director Community Development</i>
<b>Document Status:</b>	<i>Adopted</i>
<b>Approved By:</b>	<i>Council</i>
<b>Adopted Date:</b>	<i>7 September 2020</i>
<b>Review Date:</b>	<i>September 2023</i>

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## DISABILITY ACCESS AND INCLUSION POLICY

### 1. INTRODUCTION

#### 1.1. Purpose

The purpose of the Warrnambool City Council Disability Access and Inclusion Policy is to outline Council's commitment to access and inclusion for residents, employees and visitors that live with a disability. The policy is intended to assist Council to comply with the *Disability Discrimination Act 1992*, the *Disability Act 2006* and the relevant *Australian Standards*; and with the removal of barriers that prevent people living with disability from fully participating in community life.

#### 1.2. Scope

The Warrnambool City Council Access and Inclusion Policy applies to the work of all areas across Council, to ensure a consistent, whole-of-Council approach to disability access and inclusion.

#### 1.3. Definitions

Term	Definition
Access	The term 'access' refers to the ability of a person with disability to use a service or facility. Access is improved when barriers are removed.
Barrier	The term 'barrier' refers to an obstacle which prevents a person with disability from fully participating in community life. Barriers can include the physical environment, attitudes and awareness, communication and transport.
Disability	The term 'disability' refers to any permanent or temporary condition which affects a person's bodily or mental function. A disability may arise from a sensory, physical, intellectual, psychiatric, cognitive or neurological condition. Some conditions that cause disability are present from birth, while others are acquired later in life.
Discrimination	'Discrimination occurs when a person is denied the opportunity to participate freely and fully in normal day-to-day activities' (Human Rights Commission, 2006).
Inclusion	An inclusive community is '... a place where diversity is embraced and celebrated, and where everybody has the same opportunities to participate in the life of the community, and the same responsibilities towards society as all other citizens' ( <i>Victorian State Disability Plan 2002-2012</i> ).

#### 1.4. References

Commonwealth Disability Discrimination Act (DDA) 1992  
 Australian Standards AS1428 and AS2890  
 Disability (Access to Premises – Buildings) Standards 2010  
 Victorian Disability Act 2006  
 Victorian Charter of Human Rights and Responsibilities Act 2006  
 Victorian Equal Opportunity Act 2010  
 Victorian State Disability Plan 2017-2020

## DISABILITY ACCESS AND INCLUSION POLICY

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### 2. POLICY

#### 2.1. Policy Statement

Warrnambool City Council will work both internally and with stakeholders in the community to progressively deliver its objectives of access and inclusion for people living with a disability, as outlined in the Council Plan 2017-2021 and the Health and Wellbeing Plan: Warrnambool, A Healthy City 2017-2021

‘Council will ensure all people in our community have equal access to services, facilities and involvement in decision making.’ (Council Plan 2017-2021)

‘The Warrnambool Health and Wellbeing Plan will seek equity, access, safety and inclusion for all.’ (Warrnambool a Healthy City 2017-2021)

#### 2.2. Policy Implementation

##### 2.2.1. Policy Compliance

Council Officers will refer to key relevant legislation and standards to ensure compliance with the Disability Access and Inclusion Policy. Council Officers may also need to consult with other Council branches and key stakeholders as appropriate.

##### 2.2.2. Access and Inclusion Training

Council staff will have access to training on improving access and inclusion for people with disability annually. This training will be inclusive of training on Council’s policy environment as it relates to people with disability.

### 3. GOVERNANCE

#### 3.1. Owner

Director Community Development

#### 3.2. Review

The Director Community Development will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

#### 3.3. Compliance Responsibility

##### 3.3.1. Executive Management Team (Chief Executive and Directors)

- Will reference the Disability Access and Inclusion Policy to guide decision-making.

##### 3.3.2. Managers and Supervisors

- Are required to have knowledge of the Disability Access and Inclusion Policy to ensure compliance.

##### 3.3.3. All Employees

- Are required to have knowledge of the Disability Access and Inclusion Policy to ensure compliance.

#### 3.4. Charter of Human Rights Compliance

## DISABILITY ACCESS AND INCLUSION POLICY

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It is considered that this policy is supportive of implementing rights identified in the Charter of Human Rights Act (2007).

### 4. RELATED COUNCIL PLANS, POLICIES, PROCEDURES AND DOCUMENTS

Warrnambool City Council Plan 2017-2021  
Warrnambool, A Healthy City 2017-2021  
Equal Opportunity Policy and Procedure 2016  
Recruitment and Selection Policy and Procedure 2018  
Staff Code of Conduct 2020  
Footpath Trading Policy 2018

### 5. APPENDICES

Nil.

**5.23. MAYORAL & ACTING CHIEF EXECUTIVE OFFICER COUNCIL ACTIVITIES - SUMMARY REPORT****PURPOSE**

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

**REPORT**

<b>Date</b>	<b>Location</b>	<b>Function</b>
30 July 2020	Online	Mayor & Acting Chief Executive Officer – Participated in the Regional Cities Victoria meeting with the Minister for Local Government, the Hon. Shaun Leane.
31 July 2020	Online	Acting Chief Executive Officer – Participated in the Great South Coast Regional Partnership Meeting.
6 August 2020	Online	Acting Chief Executive Officer – Participated in the Regional Leaders Quarterly meeting.
11 August 2020	Online	Mayor & Acting Chief Executive Officer – Participated in the Regional Cities Victoria meeting with the Hon Jacinta Allan, Minister for Transport Infrastructure.
13 August 2020	Online	Acting Chief Executive Officer – Participated in the MAV Rural South West Regional meeting.
14 August 2020	Online	Acting Chief Executive Officer – Participated in the Great South Coast CEO's meeting.
20 August 2020	Online	Mayor – Participated in the Regional Cities Victoria Mayor's meeting.
26 August 2020	Online	Acting Chief Executive Officer – Participated in the MAV Stand for Council session hosted by Warrnambool City Council.
27 August 2020	Online	Acting Chief Executive Officer – Participated in the MAV Stand for Council session hosted by Warrnambool City Council.
	Online	Mayor – Participated in the Regional Capitals Australia Board meeting.
28 August 2020	Online	Mayor & Acting Chief Executive Officer – Participated in the Great South Coast Board meeting.
31 August 2020	Online	Acting Chief Executive Officer – Participated in the MAV Stand for Council session as the visiting CEO for the Wodonga City Council online session.
3 September 2020	Online	Mayor – Participated in the Regional Cities Victoria Mayor's meeting.

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

**That the Mayoral & Acting Chief Executive Officer Council Activities – Summary Report be received.**

**CARRIED – 7:0**



## **5.24. ADVISORY COMMITTEE & REFERENCE GROUP REPORTS**

### **PURPOSE**

***This report contains the record of two Advisory Committee meetings and four Reference Group Meetings.***

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### **REPORT**

1. Port of Warrnambool-Port Reference Group – 20 July 2020 – refer **Attachment 1**.  
**Note:** at the 27 July 2020 meeting, there was correction made to the meeting minutes of 20 July 2020, which are attached as 'Minutes - Port of Warrnambool – Reference Group Meeting (Amended) 20200720' – refer **Attachment 2**.
2. Warrnambool Livestock Exchange Advisory Committee – 24 July 2020 – refer **Attachment 3**.
3. Port of Warrnambool–Port Reference Group – 27 July 2020 – refer **Attachment 4**.
4. Port of Warrnambool–Port Reference Group - 3 August 2020 – refer **Attachment 5**.
5. Port of Warrnambool-Port Reference Group – 10 August 2020 – refer **Attachment 6**.
6. Health & Wellbeing Advisory Committee – 26 August 2020 – refer **Attachment 7**.

### **ATTACHMENTS**

1. Minutes- Port of Warrnambool Reference Group Meeting 20 July 2020 [**5.24.1** - 4 pages]
2. Amended Minutes - Port of Warrnambool Reference Group Meeting 20 July 2020 [**5.24.2** - 4 pages]
3. Minutes - Warrnambool Livestock Exchange - 24 July 2020 [**5.24.3** - 3 pages]
4. Minutes - Port of Warrnambool Reference Group Meeting 27 July 2020 [**5.24.4** - 4 pages]
5. Minutes - Port of Warrnambool Reference Group Meeting - 3 August 2020 [**5.24.5** - 3 pages]
6. Minutes - Port of Warrnambool Reference Group Meeting- 10 August 2020 [**5.24.6** - 3 pages]
7. Minutes CHWB Advisory Committee - 26 August 2020 [**5.24.7** - 5 pages]

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

**That the records of the following Advisory Committees and Reference Groups be received:-**

1. **Port of Warrnambool-Port Reference Group – 20 July 2020.**
2. **Amended Minutes Port of Warrnambool-Port Reference Group – 20 July 2020.**
3. **Warrnambool Livestock Exchange Advisory Committee – 24 July.**
4. **Port of Warrnambool–Port Reference Group – 27 July 2020.**
5. **Port of Warrnambool–Port Reference Group - 3 August 2020.**
6. **Port of Warrnambool-Port Reference Group – 10 August 2020.**
7. **Health & Wellbeing Advisory Committee – 26 August 2020.**

**CARRIED - 7:0**

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3.	-	Reference Group Previous Meeting Minutes (23 June 2020)	Scott Cavanagh and Thomas Hall	<p>ThH notes an error with the listed attendees. ST was not in attendance of meeting held on 23 June 2020.</p> <p>Noted minutes have been updated to reflect above, previous meeting minutes of 23 June accepted. Moved Cr Tony Herbert Seconded Cr Robert Anderson.</p> <p>Actions from previous meeting not reviewed and will be carried over to next meeting.</p>
4.	6:05-6.40	<p>Warrnambool Dredging Strategy: Sand Disposal Options;</p> <ul style="list-style-type: none"> <li>• Historical Information</li> <li>• Options Consideration</li> <li>• Community Consultation</li> <li>• Options Assessment</li> </ul>	Thomas Hall & Water Technology	<p>Presentation made by Water Technology. Copy of presentation provided and attached to the minutes.</p> <p>Option 1 questions:</p> <ul style="list-style-type: none"> <li>- Position of pipeline over beach or buried.</li> <li>- Confirmed dredged sand is same as sand on beach at the moment.</li> </ul> <p>Option 2 questions:</p> <ul style="list-style-type: none"> <li>- How does the sand shape the dune – earthmoving equipment will be shaping the dune during the dredging process.</li> <li>- Sand will be loss due to tides and storm surge.</li> <li>- Impact on recreational users to undertake works during summer (which is the best time of year to carry out works).</li> </ul> <p>Option 3 questions: none</p> <p>Option 4 questions: issue raised that the sand would</p>

**Code of Cooperation**

We start on time and finish on time

We all participate and contribute – everyone is given opportunity to voice their opinions

We use improvement tools that enhance meeting efficiency and effectiveness

We actively listen to what others have to say, seeking first to understand, then to be understood

We follow-up on the actions we are assigned responsibility for and complete them on time

We give and receive open and honest feedback in a constructive manner

We use data to make decisions (whenever possible)

We strive to continually improve our meeting process and build time into each agenda for reflection

				<p>return to the port area. This is understood by the experts and why a long term dredging program is being prepared.</p> <p>Option 5 questions: none</p> <p>Indicative cost estimates provided for each option. Note the estimates were high level.</p> <p>State Government feedback:</p> <ul style="list-style-type: none"> <li>- Dept for Vic preference is to provide value for money option that achieves the outcome over time.</li> <li>- DELWP identified that the dredging option will required MACA consent, and if dredging options were changed during the life of the 10 year management plan, however further permit approvals may be required.</li> </ul> <p>The report will be distributed to the Reference Group when minor corrections have been completed. Action: Meeting to be scheduled with the Reference Group in fortnight's time to further discuss the dredging report.</p>
5.	6:40-6:45	<p>Project Timing</p> <ul style="list-style-type: none"> <li>• Anticipated Dates and Milestones</li> <li>• Communication with Port Reference Group</li> </ul>	Thomas Hall & Water Technology	Not discussed
6.	6:45-6:50	<p>Related Projects</p> <ul style="list-style-type: none"> <li>• Warrnambool Harbour Safer</li> </ul>	Thomas Hall	Not discussed

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		Launching and Breakwater Stabilisation <ul style="list-style-type: none"> <li>• Northern Car Park Development</li> <li>• Fish Cleaning Tables Upgrade</li> <li>• Port Website and Event Notifications</li> </ul>		
7.	6:50-7:00	General Business Items	Scott Cavanagh	As this will be Scott's last meeting, we extend thanks for all the work and commitment to the port and reference group, and send best wishes for you future.
8.	7:00	Confirmation of actions for delivery to be detailed within Minutes	Chair – Mayor Tony Herbert	Actions noted in minutes.

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3.	-	Reference Group Previous Meeting Minutes (23 June 2020)	Scott Cavanagh and Thomas Hall	<p>ThH notes an error with the listed attendees. ST was not in attendance of meeting held on 23 June 2020.</p> <p>Noted minutes have been updated to reflect above, previous meeting minutes of 23 June accepted. Moved Cr Tony Herbert Seconded Cr Robert Anderson.</p> <p>Actions from previous meeting not reviewed and will be carried over to next meeting.</p>
4.	6:05-6.40	<p>Warrnambool Dredging Strategy: Sand Disposal Options;</p> <ul style="list-style-type: none"> <li>• Historical Information</li> <li>• Options Consideration</li> <li>• Community Consultation</li> <li>• Options Assessment</li> </ul>	Thomas Hall & Water Technology	<p>Presentation made by Water Technology. Copy of presentation provided and attached to the minutes.</p> <p>Option 1 questions:</p> <ul style="list-style-type: none"> <li>- Position of pipeline over beach or buried.</li> <li>- Confirmed dredged sand is same as sand on beach at the moment.</li> </ul> <p>Option 2 questions:</p> <ul style="list-style-type: none"> <li>- How does the sand shape the dune – earthmoving equipment will be shaping the dune during the dredging process.</li> <li>- Sand will be loss due to tides and storm surge.</li> <li>- Impact on recreational users to undertake works during summer (which is the best time of year to carry out works).</li> </ul> <p>Option 3 questions: none</p> <p>Option 4 questions: issue raised that the sand would</p>

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				<p>return to the port area. This is understood by the experts and why a long term dredging program is being prepared.</p> <p>Option 5 questions: none</p> <p>Indicative cost estimates provided for each option. Note the estimates were high level.</p> <p>State Government feedback:</p> <ul style="list-style-type: none"> <li>- DoT preference is to for the option which delivers the required outcomes and demonstrates value for money.</li> <li>- DELWP identified that the dredging option will required MACA consent, and if dredging options were changed during the life of the 10 year management plan, however further permit approvals may be required.</li> </ul> <p>The report will be distributed to the Reference Group when minor corrections have been completed. Action: Meeting to be scheduled with the Reference Group in fortnight's time to further discuss the dredging report.</p>
5.	6:40-6:45	<p>Project Timing</p> <ul style="list-style-type: none"> <li>• Anticipated Dates and Milestones</li> <li>• Communication with Port Reference Group</li> </ul>	Thomas Hall & Water Technology	Not discussed
6.	6:45-6:50	<p>Related Projects</p> <ul style="list-style-type: none"> <li>• Warrnambool Harbour Safer</li> </ul>	Thomas Hall	Not discussed

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		Launching and Breakwater Stabilisation <ul style="list-style-type: none"> <li>• Northern Car Park Development</li> <li>• Fish Cleaning Tables Upgrade</li> <li>• Port Website and Event Notifications</li> </ul>		
7.	6:50-7:00	General Business Items	Scott Cavanagh	As this will be Scott's last meeting, we extend thanks for all the work and commitment to the port and reference group, and send best wishes for you future.
8.	7:00	Confirmation of actions for delivery to be detailed within Minutes	Chair – Mayor Tony Herbert	Actions noted in minutes.

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# South West Victorian Livestock Exchange Advisory Committee

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## MINUTES OF THE MEETING HELD ON FRIDAY 24 JULY 2020 AT 2PM HELD VIA ZOOM VIDEO CONFERENCE

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**PRESENT:** Owen O'Keefe (Chairperson)  
Cr. Rob Anderson  
Peter Utri, Director Corporate Strategies  
David Harrington, Manager Financial Services  
Paul White, Service Manager SWVLE

**IN ATTENDANCE:** Dan Carey  
Jim Doukas

### 1. APOLOGIES

Trevor Fry  
Rodney Boyle

### 2. CONFIRMATION OF MINUTES

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**MOVED: OWEN O'KEEFE**  
**SECONDED: CR. ROB ANDERSON**

That the record of the South West Victorian Livestock Exchange Advisory Committee meeting held on 22 November 2019 confirmed.

**CARRIED**

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### 3. DECLARATION BY SPECIAL COMMITTEE MEMBERS AND OFFICERS OF ANY CONFLICT OF INTEREST IN ANY ITEM ON THE AGENDA

Nil.

### 4. SOUTH WEST VICTORIAN LIVESTOCK EXCHANGE MANAGER'S REPORT

#### 4.1. SOUTH WEST VICTORIAN LIVESTOCK EXCHANGE MANAGER'S REPORT - JUNE 2020

Paul White presented the report.

Items raised in the Managers Report included:

- Throughout
- Price Comparisons
- Value of Stock Sold
- Action Record
- Current Capital Works Update
- WH&S Update
- 2020 Fees
- Social Welfare of SWVLE

Paul White outlined the year ending 30 June 2020 numbers and what an excellent result it has been for SWVLX. The number of almost 75,000 is a significant improvement and has a flow on effect to our cash surplus of \$369,499.

Dairy sales have been a bit quiet of late although for 2019/20 we had a total of 5 dairy sales. Last year this was offset by a few more horse sales however with COVID-19 we have ceased to operate horse sales.

Store sale numbers have also clawed their way back into positive territory and have 3,000 cattle scheduled for auction at the end of November.

Seasonal conditions are very favourable in the South West Victoria at present and returns on stock are very high.

The report was noted.

## **5. FINANCIAL REPORT**

### **5.1. FINANCIAL REPORT - YEAR ENDED 30 JUNE 2020**

David Harrington presented the report.

The report was noted.

## **6. CAPITAL WORKS - ROOFING PROJECT & GRANT**

### **6.1. CAPITAL WORKS - ROOFING PROJECT & GRANT**

Paul White provided a verbal report.

Construction of the upcoming roofing project is expected to commence on site in the next 2 weeks and because it's been 10 years in the making it has heightened some anticipation and excitement at its pending construction.

The report was noted.

## **7. SOUTH WEST VICTORIAN LIVESTOCK EXCHANGE ACTION RECORD**

### **7.1. SOUTH WEST VICTORIAN LIVESTOCK EXCHANGE - ACTION RECORD JUNE 2020**

The Action Record has been fairly quiet with the main item being the roofing project. With the completion of the roof there will be a few items ticked off the list. Upgrade of C pens Shelter for drovers and CCTV.

Some water testing and sampling was conducted to see why the rise in Wannon Water sewerage discharge accounts. No real reason was established however charges are back down to somewhere like normal.

The report was noted.

## **8. COVID-19 ACTION UPDATE**

### **8.1. COVID-19 ACTION UPDATE**

The report was noted.

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**9. GENERAL BUSINESS****Fifty Year Celebrations 2020**

Because of the COVID-19 Pandemic our celebration for 50 years on Caramut Road site has been postponed until next year or until the completion of the roof.

With the introduction of a new Quality Assurance package due out late this year from MLA Integrity systems there has been a recommendation to withdraw from the current NSQA program that has been in place 1998.

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**MOVED: OWEN O'KEEFE**  
**SECONDED: JIM DOUKAS**

**That SWVLX discontinue its NSQA Program in favour of the new ANSAS system.**

**CARRIED**

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A motion put forward from Dan Carey.

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**MOVED: DAN CAREY**  
**SECONDED: JIM DOUKAS**

- 1. That the Committee contact James Taylor to attend the next meeting of the SWVLE Advisory Committee with the view of seeking his full support to obtain grants to achieve further roofing of SWVLX selling areas.**
- 2. That Council undertake concept plans and costings to cover the selling areas and a report be presented at the next SWVLX Advisory Committee meeting.**

**CARRIED**

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**10. NEXT MEETING**

2pm, Friday 20 November 2020

**11. CLOSE OF MEETING**

The meeting closed at 3.05pm.

**CHAIRMAN**



3.	-	Reference Group Previous Meeting Minutes (20 July 2020)	Glenn Reddick and Thomas Hall	ThH to note an amendment from DoT.  Noted minutes have been updated to reflect above, previous meeting minutes of 20 July accepted. Moved Cr Peter Sycopoulis Seconded Glenn Reddick  Actions from previous meeting not reviewed and will be carried over to next meeting.
4.	6:05-6:15	Warrnambool Harbour Safer Launching and Breakwater Stabilisation; <ul style="list-style-type: none"> <li>• Design</li> <li>• Planning Approvals</li> <li>• Funding Process</li> </ul>	Thomas Hall & AW Maritime	Update provided from Padraig Moloney.
5.	6:15-6:45	Preliminary ILM Process <ul style="list-style-type: none"> <li>• Who are end users?</li> <li>• What is extent of scope?</li> <li>• How is benefit measured?</li> <li>• What are the feasible options?</li> </ul>	Robert Lane from SED Regional Advisory	Robert introduced what an ILM process is, and facilitated discussion. Summary of data collated attached to minutes.  Reference Group members invited to provide further information to Robert Lane post meeting.  Clarification of invite – Steve, Neville and Rod were identified as the representatives from the Reference Group. The workshop is to be held Thursday 30 July.
6.	6:45-6:50	Related Projects <ul style="list-style-type: none"> <li>• Dredging</li> </ul>	Thomas Hall	Next meeting relating the dredge has been scheduled for 10 August 2020.

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		<ul style="list-style-type: none"> <li>Northern Car Park Development</li> <li>Fish Cleaning Tables Upgrade</li> <li>Port Website and Event Notifications</li> </ul>		<p>Dredging Report will be issued on Wednesday 29 July.</p> <p>Fish Cleaning table works are underway and should be completed with a couple of weeks time.</p> <p>Reminder from Parks to be mindful of aggressive seal and not to dispose of waste into the water.</p> <p>Northern car park development, and request for issues and concerns update from DELWP. Request for update to be provided. Request has been taken on notice and an update will be provided to the reference group meeting of 10 August 2020.</p> <p>Councillor request to meet with DELWP to discuss various projects at the harbour. Officers agreed to arrange a meeting.</p> <p>Request for any information or upcoming event to be forwarded to Thomas Hall to include on the website.</p>
7.	6:50-7:00	General Business Items	Glenn Reddick & Thomas Hall	<p>Lynn (DoT) acknowledged improvement to cleaning of the boat ramp, and that the improvement to the cleaning methods has made the boat ramp safer as it is not as slippery.</p> <p>The cleaning efforts do need to be frequent to ensure the boat ramp doesn't become slippery. The frequency is on average every 6 days.</p>

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8.	7:00	Confirmation of actions for delivery to be detailed within Minutes	Chair – Mayor Tony Herbert	
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PORT OF WARRNAMBOOL - PORT REFERENCE GROUP MEETING ACTION AND AGREEMENT RECORD				
<b>Date:</b>	10 August 2020	Time: 5.10 PM	Finish: 6.22 PM	Online Zoom Meeting
<b>Meeting Objective:</b>	Update on the dredging project.			
<b>Attendees:</b>	<p>REFERENCE GROUP MEMBERS : Craig Hartwich (CH), Neville Dance (ND), Steve Tippett (ST), Leon Van Kempen (LV), Keith Prest (KP), Tammy Good (TG)</p> <p>CONSULTANT : Christopher Beadle (CB), Gildas Colleter (GC) from Water Technology</p> <p>WARRNAMBOOL CITY COUNCIL : Mayor Tony Herbert (TH), Cr Sue Cassidy (SC), Cr David Own (DO), Cr Robert Anderson (RA), Glenn Reddick (GR), Thomas Hall (ThH), Paula Gardiner (PG), Don Allen (DA), Leigh McClusky (LM)</p> <p>STATE GOVERNMENT:</p> <p>DELWP – Claire Tesselaar (CT)</p> <p>TRANSPORT FOR VICTORIA – Lynn Kisler (LK), Marcus Higgins (MH)</p>			
<b>Apologies:</b>	DELWP – Ross Martin (RM)			
<b>Absent:</b>	<p>REFERENCE GROUP MEMBERS: Rod Blake (RB), Michael Artz (MA), Russell Worland (RW), Lisa Owen (LO), Hugh Parker (HP)</p> <p>WARRNAMBOOL CITY COUNCIL: Cr Peter Sycopoulis (PS), Cr Kylie Gaston (KG), Cr Michael Neoh (MN), Vikki King (VK), Helen Sheedy (HS).</p> <p>STATE GOV: Ross Martin (RM) (DELWP), Gary Gaffney (GG) (ToV), Daniel Heley (DH) (ToV)</p>			
No	Schedule	Description	Who	Notes
1.	5:10-5:15	Welcome and Introductions	Thomas Hall	Thomas Hall welcomed everyone to the meeting.
2.	-	Declaration of Councillor Conflicts of Interest and Assembly of Councillors Record.	Thomas Hall	None identified upon meeting commencement.  Action: ThH to seek confirmation at next reference group meeting and complete an Assembly of

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				Councillors Record.
3.	-	Reference Group Previous Meeting Minutes (27 July 2020)	Thomas Hall	Minutes of meeting on 20 July 2020 accepted. Moved Craig Hartwich Seconded Tammy Good
4.	5:15-5.45	Warrnambool Dredging Strategy: Sand Disposal Options; <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Project Background</li> <li>• Environmental and Heritage Values Of The Area</li> <li>• Dredge Sand Reuse Options Assessment</li> <li>• Outcomes and Concluding Remarks</li> </ul>	Thomas Hall & Water Technology	<p>DELWP – noted an update is not available at this time however one will be provided.</p> <p>Report forwarded to group. Chris provided summary and overview of the report. Option 4 identified as preferred option by the consultants.</p> <p>General discussion held regarding the dredging options.</p> <p>Next Steps: Council, DOT and DELWP to hold meeting to discuss the report and confirm a preferred way forward.</p> <p>Report will be forwarded to an upcoming August 2020 Council Briefing.</p> <p>Preference location for the dredging disposal area from the Reference Group is Option 1, however they consider the more important issue is to have the harbor area dredged with continued ongoing maintenance dredging.</p> <p>General understanding acceptance that Council continue discussions with State Government to</p>

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				<p>progress the dredging project, however this will require a firm undertaking that maintenance dredging will be committed to and ongoing monitoring of the beach to ensure beach safety is not compromised.</p> <p>Council will further discussions with State Government departments.</p>
5.	-	<p>Project Timing</p> <ul style="list-style-type: none"> <li>• Anticipated Dates and Milestones</li> <li>• Communication with Port Reference Group</li> </ul>	Thomas Hall	As discussed above for timelines.
6.	5:50-6:22	General Business Items	Thomas Hall	Mayor thanks all reference group members for their ongoing commitment and time to these meetings and to the harbour area in general.
7.	6:22	Confirmation of actions for delivery to be detailed within Minutes	Chair – Mayor Tony Herbert	-

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**Warrnambool City Council**  
**Health and Wellbeing Advisory Committee**

## Meeting Minutes

Wednesday 26th August 2020, 2.00pm

Location: Zoom meeting

**Meeting Commenced: 2pm**

### 1. Welcome & Introductions

*Chair: Cr. Sue Cassidy*

**Attendance:** Cr. Sue Cassidy (Chair), Vikki King, Don Haugh, Glenys Philpot, Andrew Suggett, Michael Absalom, Sue Cassidy, Peter Steele, Xavier Dannock (minutes)

**Invitees:** Lynda Smith (SWPCP), Richard Stone (WCC), Tina McLeod (WCC), Nicole Wood (WCC)

**Apologies:** Mark Brennan (SWPCP), Meg Reuel, Caitlin McConnell, Gemma Loomans

Cr. Cassidy welcomed the committee members to the meeting.

### 2. Health & Wellbeing Plan

#### a. 2020 Plan Review & Report

*Vikki King*

Vikki provided an update on the review report which has just been finished and was distributed to the committee. This report provides a wrap of the last four years of work, showing the starting point to where we are now. There has been a significant amount of work that has been undertaken, but it continues to be underfunded, particularly from the State Government. The Manager Community Policy & Planning role vacancy for the past ten months has also slowed the implementation of parts of the plan, however some elements have been able to continue with other Council Officers in this time.

This report will be presented to Council at the 7<sup>th</sup> September meeting.

#### b. Development of next H&W Plan

*Vikki King*

Vikki King provided an overview of the work required for the next health & wellbeing plan. Local Government is required to have the next Health & Wellbeing Plan and adopted within 12 months of the Council election. This work will commence soon and continue through the next year, alongside the W2040 plan. It is also possible that the Health & Wellbeing Plan will

be combined with the W2040 plan for synchronicity and better implementation as they are very similar plans.

There is also work being undertaken related to rural & regional liveability, and this has become more important during the Covid-19 pandemic. This work will help ensure that the work of the PCP is understood, and helps make sure the industry and community is well placed to support and attract funding to increase liveability.

Cr. Cassidy noted that the W2040 and Health & Wellbeing Plan are very valuable documents and assist the Councillors in their planning and direction.

Glenys Phillpot also noted that it is fantastic that there is an opportunity for the W2040 and Health & Wellbeing plans to be combined, and fusing these together will make a more powerful, useful plan going forward.

Cameron Price noted that there is a recommendation that climate change be added to the Health & Wellbeing plan. He queried if this focused on prevention or mitigation and how will it be incorporated into the plan? Vikki replied that this is related to taking a forward view, the fact climate change effects a wide range of health & wellbeing related areas, Council also has a Green Plan with which to support improvements in this area also.

### **3. CV19 & Health Updates**

#### **a. Children's & Family Services**

*Tina McLeod*

Tina provided a wide ranging update on the Children's & family Services work during the Covid19 Pandemic.

The MCH team has made some changes recently to how they provide services, with in-clinic visits returning for the first 8 week checks; and the increased use of telehealth in further appointments. This has allowed specific problems or concerns to be identified and then followed up in person, such as breastfeeding, weight or developmental checks. Gaps have been identified in the removal of social interaction for new families, with the lack of family & friend visits having a detrimental effect on families. This is a wider problem across the state, and work is being undertaken to see how this can be improved. Warrnambool itself has seen 133 new parents since the beginning of 2020.

Supported playgroup has continued on a private Facebook group, with a doubling of families accessing this compared to the first lockdown.

Other programs have continued online as well including parental education and integrated family services support, which has also returned to in-person visits in certain circumstances to ensure no one falls through the gaps.

Early Years facilities have introduced checks for children coming into the service each day, but has continued at a high level of engagement with 75% of children continuing to attend kinder and 96% attending childcare. The remainder are accessing services remotely, and none have become disengaged or left the service.

Staff wellbeing continues to be a concern, however significant work has continued to ensure their wellbeing with information being distributed from services such as Black Dog Institute



& Beyond Blue. It has been acknowledged however that CV fatigue is biting due to the length of the crisis.

Funding of over one million dollars has also been secured through the Children's & Family Services Alliance for children and family reunification across the Wimmera region. This is a new project that will commence soon in the community.

Cr. Cassidy noted that the huge range of roles filled by the team is amazing, and they should be thanked for their commitment to this essential work.

Cameron Price noted that regarding support of families, and having a workforce to do this, there may be assistance or reference given in the H&W Plan to the Great South Coast Migration Project.

Glenys Phillpot also enquired as to the fatigue of the managers & coordinators too, and Tina noted the collegiate nature of the team has greatly assisted the wellbeing of staff during this time, and looking after each other.

**b. Capacity, Access & Inclusion**

*Richard Stone*

Richard provided an update to the group about the work the Capacity Access & Inclusion team has been undertaken.

In-Home Support services have continued to support clients despite group programs being unable to operate, including phone calls to clients for check in, and ensuring vulnerabilities are identified and assistance is provided through services as required. There have been 74 people identified in the past three months requiring further assistance, out of over 400 wellbeing checks in just the group programs area. There has also been a redeployment of some fitness staff from Aquazone to provide in-home visits to assist with wellbeing and exercise programs which currently cannot operate.

Personal, Domestic & Maintenance assistance has continued with covid-safe protocols in place, and even clients who have suspended services during the pandemic are being contacted by the team to ensure their wellbeing is maintained, and needs are fulfilled. A contract has also been setup with a specific Covid-trained workforce provider to provide services to any clients who may test Covid positive to protect our workforce, whilst ensuring the client needs are being met.

A new program to proactively identify people at increased risk of falls has led to a trial of a device called ARMED, which monitors identifiers of increased falls risk, and this allows intervention prior to the fall occurring. This helps clients too as they can see the data and respond as required.

Archie Graham Centre opened for a short time between restrictions, and many people were very keen to return to the centre, particularly craving social connection. Since the new restrictions, work has continued on remote programs and welfare checks on those who engage with the centre. West Warrnambool Neighbourhood House is also continuing to provide support to the community as required. The youth team has taken their programs

online, and this has been well received and lots of support is being provided whilst in-person programs cannot run.

Cr Cassidy thanked Richard for the great work that has been undertaken by this team. This was backed by the committee.

**c. SWPCP update/review**

*Lynda Smith*

Lynda provided an update on the current status of the South West Primary Care Partnership (SWPCP).

Current work is being undertaken on gathering data on the current work being undertaken by local partners against the Municipal Health & Wellbeing Plan, and this year the data will be reported on a municipality level, rather than a grouped south-west data set. This data will sit under Council's work, and show the wider impact of all organisations on the wellbeing of the community.

Further work is also being undertaken to understand and plan the implementation of the required considerations of climate change in the next Health & Wellbeing plans.

A new Rural Liveability Framework is also being assessed by SWPCP to see how this can assist the health & wellbeing projects going forward.

Vikki also added that rural liveability is very important to ensure all ambitions & strategy which are implemented in these areas are not a direct copy of metropolitan plans, and are targeted to the needs of specific regional and rural areas, and what these communities and want.

Vikki also noted that the SWPCP has been a wonderful resource to support the health & wellbeing engagement plans and reviews, and it has been very important to support this work across the region. The ongoing need for PCP's to support the work is clear and continued advocacy for their ongoing funding from State Government is vital.

**4. Other Updates**

**a. Update on Manager Community Policy & Planning**

*Vikki King*

This role has been vacant since November 2019, however it will soon be advertised and hopefully an appointment will be made for a start date either late this year or early 2021.

**b. General Business/Other Questions**

Cameron Price noted that the plan review should include a reference to the One Day Studios work in increasing employment opportunities for young people in digital skill areas. Vikki agreed

Andrew Suggett queried Richard Stone regarding the loneliness of local people who are on their own, particularly people with Parkinson's or similar disorders; and if there was any suggested ideas to help them during this time. Richard will pass on contacts for his services where they can assess their needs and see what can be implemented to assist.

Andrew also raised concerns related to volunteers in services that are currently running, and if they will be keen to return following the virus. Richard emphasised the importance of remaining in contact with volunteers during this time away, and that this will minimise the risk of losing volunteers in the longer term.

Cr Cassidy noted as this is the last meeting of the current committee, she thanked all members of the committee for their support of the committee and the work they have done over this time.

Vikki also thanked the committee for their work over the past four years, and their ongoing support of the work being undertaken

## **5.25. ASSEMBLY OF COUNCILLORS REPORTS**

### **PURPOSE**

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

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### **BACKGROUND INFORMATION**

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

An Assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be-

a) the subject of a decision of the Council;

or

b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee-

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organization.

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 17 August 2020 – refer **Attachment 1**
2. Monday 24 August 2020 – refer **Attachment 2**
3. Monday 31 August 2020 – refer **Attachment 3**

### **ATTACHMENTS**

1. Assembly of Councillors Record 17 August 2020 [**5.25.1** - 1 page]
2. Assembly of Councillors Record 24 August 2020 [**5.25.2** - 1 page]
3. Assembly of Councillors Record 31 August 2020 [**5.25.3** - 2 pages]

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

**That the record of the Assembly of Councillors held on 17, 24 and 31 August 2020, be received.**

**CARRIED – 7:0**

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## Assembly of Councillors Record

**Written record in accordance with Section 80A(l) Local Government Act 1989**

<b>Name of Committee or Group (if applicable):</b>	Councillor Briefing	
<b>Date of Meeting:</b>	17 August 2020	
<b>Time Meeting Commenced:</b>	4.00pm	
<b>Councillors in Attendance:</b>	Cr. T. Herbert, Mayor/Chairman Cr. R. Anderson Cr. S. Cassidy Cr. K. Gaston Cr. M. Neoh Cr. P. Sycopoulis	
<b>Council Officers in Attendance:</b>	Vikki King, Acting Chief Executive Officer Andrew Paton, Director City Growth Glenn Reddick, Acting Director City Infrastructure David Harrington, Manager Financial Services Luke Coughlan, Manager, Infrastructure Services Paula Gardiner, Contractor, City Infrastructure Thomas Hall, Projects Engineer	
<b>Other persons present via Zoom Conferencing:</b>	Dr Blake Allan, Deakin University Christopher Beadle, Water Technology	
<b>Apologies</b>	Cr. D. Owen	
<b>Matters Considered:</b>	<ul style="list-style-type: none"> <li>• Warrnambool Coastal Information &amp; Deakin Drone Project</li> <li>• Port of Warrnambool Dredging Options Assessment status update</li> <li>• Health &amp; Wellbeing Plan – 2019-2020 Review</li> <li>• Grace Avenue Land</li> </ul>	
<b>Other Matters Considered</b>	<ul style="list-style-type: none"> <li>• Fletcher Jones Ball Lighting</li> <li>• COVID19 – Community wearing of masks</li> <li>• Swan Reserve toilets – Disability access</li> <li>• Council Elections</li> <li>• GOORT</li> </ul>	
<b>Councillor Conflicts of interest Disclosures:</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Item</b>
<b>Meeting close time:</b>	6.05 pm	
<b>Record Completed by:</b>	David Harrington Manager Financial Services	

## Assembly of Councillors Record

**Written record in accordance with Section 80A(I) Local Government Act 1989**

<b>Name of Committee or Group (if applicable):</b>	Councillor Briefing	
<b>Date of Meeting:</b>	24 August 2020	
<b>Time Meeting Commenced:</b>	4.00pm	
<b>Councillors in Attendance:</b>	Cr. T. Herbert, Mayor/Chairman Cr. R. Anderson from 5:05pm Cr. S. Cassidy Cr. K. Gaston Cr. M. Neoh Cr. D. Owen Cr. P. Sycopoulis	
<b>Council Officers in Attendance:</b>	Vikki King, Acting Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Glenn Reddick, Acting Director City Infrastructure Paula Gardiner, Contractor, City Infrastructure Allison Kemp Manager Recreation and Culture Graham Shiell Governance Resource Contractor	
<b>Other persons present via Zoom Conferencing:</b>		
<b>Apologies</b>		
<b>Matters Considered:</b>	<ul style="list-style-type: none"> <li>• Chief Executive Officer Employment Matters Policy</li> <li>• Recreation Grounds &amp; Facilities User Fees &amp; Policy</li> <li>• Airport Certification</li> <li>• Airport Discussion Paper Fees &amp; Charges</li> <li>• Middle Island Project Review &amp; Future Direction</li> <li>• Sustainable Subdivision Framework Trial</li> </ul>	
<b>Other Matters Considered</b>	<ul style="list-style-type: none"> <li>• Call for a report to acknowledge the contribution of CFA volunteers to the district</li> <li>• Progress of CCTV funding for Spookys beach</li> <li>• Further consideration of Governance rules inclusions at future briefings</li> <li>• Update on outcomes of stimulus packages to community and business</li> </ul>	
<b>Councillor Conflicts of interest Disclosures:</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Item</b>
		.
<b>Meeting close time:</b>	5.30 pm	
<b>Record Completed by:</b>	Peter Utri Director Corporate Strategies	

## Assembly of Councillors Record

**Written record in accordance with Section 80A(l) Local Government Act 1989**

<b>Name of Committee or Group (if applicable):</b>	Councillor Briefing
<b>Date of Meeting:</b>	31 August 2020
<b>Time Meeting Commenced:</b>	2.30pm
<b>Councillors in Attendance:</b>	Cr. T. Herbert, Mayor/Chairman Cr. R. Anderson Cr. S. Cassidy Cr. K. Gaston Cr. M. Neoh Cr. D. Owen Cr. P. Sycopoulis
<b>Council Officers in Attendance:</b>	Vikki King, Acting Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth Glenn Reddick, Acting Director City Infrastructure Luke Coughlan, Acting Director City Infrastructure Paula Gardiner, Contractor, City Infrastructure Lauren Schneider Coordinator Natural Environment Lauren Edney Service Manager, Events & Promotion David Harrington, Manager Financial Services
<b>Other persons present via Zoom Conferencing:</b>	Padraig Moloney, AW Maritime Robert Lane, SED Advisory Leigh McClusky, McCo Group
<b>Apologies</b>	
<b>Matters Considered:</b>	<ul style="list-style-type: none"> <li>• Port Safer Launching Project</li> <li>• Port of Warrnambool Dredging Communication Plan</li> <li>• Changes to Council meeting dates for November 2020</li> <li>• Activities &amp; Initiatives 2019-2020 April-June (Quarter 4)</li> <li>• Tender 2020070: ICT server and storage refresh</li> <li>• Community Small Infrastructure Fund</li> <li>• Financial Statements &amp; Performance Statements 2019-20</li> <li>• July Financial Report</li> <li>• Debt Management Policy</li> <li>• Acknowledgement of CFA Volunteers</li> <li>• Street Tree Planting &amp; Management Policy Guidelines Review</li> <li>• Nature Strip Landscaping Policy &amp; Guidelines Review</li> <li>• Tender No. 2020067 – Construction Reid Oval Redevelopment</li> <li>• Port of Warrnambool Reference Group Meeting Minutes – 10/8/2020</li> <li>• Warrnambool Street LED Powercor Change over offer</li> <li>• Review of Environmental Upgrade Agreement Trial</li> <li>• Great Ocean Road Regional Tourism Ltd</li> <li>• 2020/21 Community Development Fund</li> <li>• Aquazone Service Update</li> <li>• General business in Council agenda</li> <li>• Warrnambool Livestock Exchange Roofing project</li> <li>• Exchange of land parcels 127-135 Queens Road, Warrnambool</li> </ul>

	<ul style="list-style-type: none"> <li>Implementation Green Warrnambool &amp; Warrnambool Events Strategy</li> </ul>	
<b>Other Matters Considered</b>	<ul style="list-style-type: none"> <li>Letter of congratulations from Trish Blakesly</li> <li>Review of planning condition adherence at Statewide depot site</li> <li>Progress of Timor Street commercial zone High Voltage Line upgrade</li> </ul>	
<b>Councillor Conflicts of interest Disclosures:</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Item</b>
Cr Neoh	Direct Association	<ul style="list-style-type: none"> <li>Reid Oval Construction Tender- Left meeting 4:14pm returned 4:26pm</li> <li>Community Development Grants Consideration - Left meeting 4:38pm returned 4:43pm</li> </ul>
<b>Meeting close time:</b>	5.32 pm	
<b>Record Completed by:</b>	Peter Utri Director Corporate Strategies	



## **6. PUBLIC QUESTION TIME**

### **6.1 QUESTION FROM RODNEY BLAKE, 15 HENRY STREET, WARRNAMBOOL**

*“WCC Councillors go into caretaker mode in a few weeks. What is the status of the AW Maritime Warrnambool Safer Launching consult re the proposed boat ramp and jetty’s? How long is it until the project is ready for submitting to State Government for funding?”*

#### **RESPONSE:**

A business case is currently being developed for the boat ramp portion of works with the intent to apply for funding as it becomes available.

This follows ongoing collaboration with State Government and key stakeholders in preparing an Investment Logic Map.

For reference;

A Reference Group Meeting was held on 27/07/2020 that discussed the ILM and boat ramp portion of works;

- Update provided
- ILM detailed

A further ILM workshop was held 30/07/2020 that included invitation to representatives (No. 3) of the Harbour Reference Group

The anticipated funding opportunities have been postponed from May 2020 until an approximated date of October 2020. The value of the potential grant remains unknown and is anticipated to remain unknown until the budget and subsequent program is release in October 2020.

A further funding opportunity is available that has the advantage of potential collaboration of beneficiaries within the Department of Transport (Better Boating Victoria and Local Ports). The funding applications for this process remain ongoing with the annual assessment of submissions beginning in early December 2020.

### **6.2 QUESTION FROM LEANNE MORTON & OTHERS, 6A HODGETTS DRIVE, WARRNAMBOOL**

*“If the Surfside and Shipwreck Bay Holiday Parks open for the upcoming summer period (at a reduced capacity) it has been suggested that sites may be offered to all those with bookings using a ballot system.*

1. *Will the Council and Park Management consider ‘looking after their own’ and offering sites to LOCALS first (locals who pay their rates, which in turn help maintain the parks) and which would help lift the morale amongst their constituents after a tough year?*
2. *Has the Council and Park Management considered the Covid safety concerns when ‘out of towners’ and people from ‘metro’ or current ‘Stage 4 lockdown’ areas come down to our city to stay at the park and move around the city? The summer period is just around the corner and the thought of this potentially happening feels a little premature for our relatively Covid-free region!”*

#### **RESPONSE:**

Thank you for your questions. Council has taken the proactive decision to advise all campers whom have made bookings at Surfside and Shipwreck Holiday Parks that it is highly likely to be a different kind of summer over 2020-21.

People who have booked sites for this summer have the option of obtaining a full refund or using the deposit to transfer their bookings to the 2021-2022 summer.

This has been a difficult decision to make because of the uncertainty of what restrictions may or may not be in place over the summer period. However we believe it is only fair that we flag with people now and make them aware of the choices available.

It is highly probably that our Holiday Parks will not be able to accommodate the usual number of campers which is up to 3,5000 during the summer peak. We would like to thank all campers whom have made bookings with us for their understanding.

It is important to emphasise that Summer is not off.

If we can offer camping sites over summer, we will, but the number of sites to be offered will have to comply with State Government restrictions in force at the time. The State Government announcement yesterday details the respective Regional Victoria and Melbourne Metro roadmaps relating to how many active cases are currently in the community.

It is too early to release the details of any potential ballot system, and in particular if the ballot system would apply only to local residents. The status of travel and industry restrictions in force over coming weeks and months and progress towards meeting the State Government roadmap milestones will clearly inform the principles of any fair allocation of sites.

Council is acutely aware of its responsibility to implement the best measures to safely protect our visitors and staff and will continue to be guided by regulations in force at the time.

### **6.3 QUESTION FROM BEN BLAIN**

*“Can council please explain the reason behind ceasing the employment contract of former CEO Peter Schneider?”*

*Also, when council were looking at ceasing his employment, why did they approve all of his performance indicators up until his dismissal in July?”*

#### **RESPONSE:**

That the question be taken on notice and a written response will be provided to Mr Blain.

### **6.4 QUESTION FROM DAVID THOMPSON**

*“What is the name of the law firm that gave the advice on the issue of sacking the CEO and was the invoice for that issue sent to the council directly or to the four councillors who used the advice.*

*Why was the invoice withdrawn and why did they do the unheard of and give a level of government advice pro-bono.”*

#### **RESPONSE:**

Understanding that an invoice was issued to Council that was incorrect, it wasn't for Council to fund and that the invoice has basically been retired there is no charge for the advice that the Councillors sought. The name of the agency is Maddocks is my understanding.

## **6.5 QUESTION FROM ANGIE PASPALIARIS**

*“Last Council meeting on August 3<sup>rd</sup>, I asked the following question but it was not included as I emailed it at 5.05pm:*

*‘On April 9<sup>th</sup> 2018, Council moved to acknowledge my request via electronic petition to remove pedestrian crossings at Lava/Liebig and Koroit/Liebig roundabout, and advised they would review their effectiveness after the completion of the City Centre Renewal project.*

*Has Council formally completed a review of the roundabout crossings, and what were the findings of that review.*

*If this review has not been completed, please explain why there has not been any review of such a significant change to the design of the CBD?’*

*The emailed response from Mr Glenn Reddick on August 28<sup>th</sup>, stated:*

*‘Council is engaging a traffic consultant to benchmark and report on the effectiveness of the pedestrian crossings in Liebig Street. This was due to occur in March this year but has been delayed due to Covid19 restrictions. Officers are currently exploring what possibilities there are for the consultant to attend Warrnambool safely and complete the assessment. It may be the case that this can’t be done until restrictions are eased.*

*Internally, Council has assessed available traffic accident data. In the three years leading up to the renewal (2014-2016) of Liebig Street there were 4 accidents (1 serious) involving 10 persons (1 serious injury, 3 other injuries). There have been no recorded accidents or injuries from 2017 up to 24/07/2019 (current end of available stats).’*

*My question to Council is why is a consultant needed for the assessment, where is this consultant from, and how much will this process cost?*

*In addition to this, from where has Mr Reddick obtained his accident data, as his predecessor Mr Scott Cavanagh directed me to the VicRoads website two years ago following another public question I asked - this site did not have any traffic accident data for CBD roundabout intersections in Warrnambool?*

*I would like Council’s response both verbally and in written form.”*

### **RESPONSE:**

A Consultant is required due to the current lack of internal resources and to ensure the report is produced independently from Council.

The consultant will be the same one that completed the analysis prior to the new roundabouts to ensure consistency when comparing what was projected and what has occurred. They are from Geelong, will be validating the original Sidra (Signalised & unsignalised Intersection Design and Research Aid) analysis and the engagement is expected to be less than \$5K pending finalisation of procurement.

The accident Data was obtained from the Vic Roads Crash stats website.

## **6.6 QUESTION FROM BRIAN KELSON**

*“At the July 6<sup>th</sup> Council meeting which reviewed free but timed parking during Stage 3 lockdown, and passed a motion to allow free parking in major off-street carparks from 9-11am until January 31<sup>st</sup> 2021, Councillor Cassidy asked the following during discussions:*

*‘So even if we adopt it tonight, because this goes through till 31<sup>st</sup> January if I’m right, if things change with the pandemic and everything that’s happening at the moment, do we, are we able to bring it back if we feel thing need to change?’ (taken from the meeting’s audio available online).*

*Both Tony Herbert and Peter Utri supported this statement. Councillor Herbert then asked Mr Scott Kavanagh how the city parking strategy was progressing, to which he replied we are hoping to supply Council with a draft in the next 4-6 weeks. We are well and truly past that time frame – where is the parking strategy draft?*

*Why has Council allowed a new period of Stage 3 lockdown to continue (5 weeks down with 3 further weeks to come for regional Victoria) without any type of proactive discussion or consultation with businesses or the community about reinstating free but timed parking? Why has Council failed to make changes to parking arrangements, given the sentiments outlined and supported at the July 6<sup>th</sup> Council meeting? My answer both verbally and in writing please.*

### **RESPONSE:**

Council had significant feedback to the first draft of the parking strategy, a second draft was finalised last week and is now with Council Officers to review.

A second round of consultation is planned with business and the community once the internal review is complete and it has been presented to the new Council.

## **6.7 QUESTION FROM ANGIE PASPALIARIS**

*On page 55 of tonight’s agenda – Council’s Activities and Initiatives Report, item 4.3.5 states: ‘Deliver a population attraction campaign supported by a Victorian Government grant’ – this action is described as 100% progress complete, and the comments section goes on to say:*

*‘Since receiving Victorian Government funding to develop a population attraction campaign targeting retirees and baby boomers to relocate to Warrnambool, the Economic Development unit has undertaken research-based initiatives via focus groups and surveys within the target market both inside and outside the city. This research has led to the development of a range of targeted marketing campaign activities including the development of a website, advertisements and postcode targeted campaigns to draw interest from the target market to relocate to Warrnambool.’ Interestingly, the Council’s Annual Report draft also included in tonight’s agenda states on page 68 that ‘as with other regional cities, Warrnambool has an ageing community... one in five residents are under 15 years (a proportion which is decreasing) and one in five residents are aged over 65 years (a proportion which is increasing).’*

*My question to Council is why would our city’s campaign be so narrowly focused on a specific group of older people, when it is well known that an older or ageing population creates more burden on community and health services? Why would Council not consider an advertising campaign that in addition to baby boomers and retirees, included targeting young professionals who have greater disposable income and who can help improve service provision to our area; young families who likely have skilled parents again increasing services to the area, who may participate in and support extra-curricular activities like sporting and community groups; or empty-nester parents keen for a relaxed and more affordable lifestyle away from the major cities? Who within Council decided that retirees and baby boomers were the ideal population to target, and what detailed information was this based on?*

*What does a 'postcode targeted campaign' mean? – did Council only target affluent Melbourne suburbs, showcasing ourselves as Australia's Most Liveable City – but only for wealthy older people?*

*I would like Council's response both verbally and in written form.*

**RESPONSE:**

The population attraction campaign referred to was funded via a \$30,000 grant from Regional Development Victoria. This project is but one of a number of population attractions projects under way in planning that will also consider other target markets such as the ones suggested in your question. A broader population attraction strategy is also currently under development.

In this particular project there was extensive research undertaken upon deciding the scope of this project, the target market, focus groups, and surveys. The postcode targeted campaign referred to postcodes that have historically attracted inward population movement to our City and does not target affluent Melbourne suburbs. These postcodes were used to understand what were the key drivers to influence a decision to move to Warrnambool and were an important part of our evidence base.

How the research was put into action included initiatives such as a social media campaign and website development. These promotions were not played locally as we were not aiming to attract people already living here. Our written response to your question can include further information on the evidence base and methodology undertaken as part of this particular population attraction project.

**6.8 QUESTION FROM NEAL WILCOCK**

- 1. Section 6 of the Mobile Phone Base Station Deployment Industry code is not applicable in relation to the code for the telecommunications tower proposal at 63 McKenzies Road because the ACMA developed this process in consultation with the carriers and the ultimate goal of compliance would be unachievable. Telstra have indicated to me through their complaints process last week they expect council to implement and manage the consultation plan on their proposal, and that to date what they have provided as a planning application and a response to our family is fit for purpose. In light of this information and what is specified under section C Consultation Guidelines in the industry code, what consultation framework and guidelines is council working from to achieve equivalent consultation objectives as the industry code?*
- 2. With regards to the proposed telecommunication tower proposal at 63 McKenzies Road, I reached out to all my councillors via email on 22nd June, and I was grateful that 2 of the councillors forwarded my communications to the relevant director and planning department within council for a response. I have yet to receive a response after more than 2 months. Can council please provide me with an explanation of why I have never received an acknowledgement or response?*

**RESPONSE:**

The Industry Code Mobile Phone Base Station Deployment and specifically Section C - relates to consultation requirements for installation at a new site without development application.

In this instance, a development application has been lodged. This then defaults to the consultation provided for within the Planning and Environment Act, 1987. Section 52 of the Planning and Environment Act requires notification to affected landowners. In this application, notice has been given via letter to all property owners and notice in the local newspaper.

Further, because there are numerous objections to the proposal, a future consultation meeting between Councillors and the objectors, including the applicant will be convened. At this point in time, we are awaiting on a further response to the objections by the applicant.

I understand that Mr Wilcock is in regular contact with the officers of the planning department and has been kept up to date with the application so far, on a regular basis. The officers will continue to make themselves available to Mr Wilcock. All objectors will be notified on any new steps within the application.

## **6.9 QUESTION FROM CLAUDIA O'CALLAGHAN**

*“As an objector to the proposed telecommunications tower at 63 McKenzies Rd Bushfield, isn't there an expectation that the planning file for this application process (managed by the planning department) capture all interactions with the carrier? This ensures that enquiries from objectors can be fulfilled without them having to know which areas of council to contact or having to go directly to the carrier who then refers them back to council for a response.*

*Once a planning application for a telecommunication facility has been lodged, the planning and environment act specifies a time limit that council has before the carrier can request a decision on a permit. How does council reconcile this with ensuring there is adequate time for community engagement, and does it believe that early and effective community engagement prior to application lodgement can significantly benefit the planning and development outcome of a proposal? “*

### **RESPONSE:**

All correspondence, emails and objections are recorded on the planning file. External contact between the applicant and objector/s is able to either be facilitated by Council or occur outside of (a) Council process. It is up to each individual whether they wish to engage with an applicant or not.

The Planning and Environment Regulations do specify a 60 day timeframe for decisions on planning applications. At times, this is not able to be met, due to number of objections and any resulting consultation process, Council meeting timeframes and further information provided by an applicant which may lead to a change in the proposal.

In this application, due to the number of objections received, the process, in due course, will be to convene an on-site consultation meeting between Councillors, objectors and the applicant. Once that has been undertaken, the application will be determined by the full Council at an open Council meeting.

## **7. CLOSE OF MEETING**

The meeting closed at 9.22pm.

### **CHAIRMAN**

I certify that these minutes were confirmed at a subsequent meeting of Council.

**CR. VICKI JELLIE AM  
MAYOR**