

MINUTES

ORDINARY MEETING

WARRNAMBOOL CITY COUNCIL

5:45PM - MONDAY 4 NOVEMBER 2019



WARRNAMBOOL
CITY COUNCIL

VENUE:

Reception Room
25 Liebig Street
Warrnambool

COUNCILLORS

Cr. Tony Herbert (Mayor)

Cr. Robert Anderson

Cr. Sue Cassidy

Cr. Kylie Gaston

Cr. Peter Hulin

Cr. Michael Neoh

Cr. David Owen

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can be obtained online at www.warrnambool.vic.gov.au

Peter B. Schneider
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 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 ORDINARY MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON MONDAY 4 NOVEMBER 2019 COMMENCING AT 5:45PM

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

IN ATTENDANCE: Mr Peter B. Schneider, Chief Executive Officer
Mr David Harrington, Acting Director Corporate Strategies
Mr Scott Cavanagh, Director City Infrastructure
Mr Andrew Paton, Director City Growth
Ms. Vikki King, Director Community Development
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

MOVED: CR. ROBERT ANDERSON
SECONDED: CR. DAVID OWEN

That the Minutes of the Ordinary Meeting of Council held on 7 October 2019 and the Minutes of the Annual (Statutory) Meeting of Council held on 28 October 2019, be confirmed.

CARRIED - 7:0

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.

Nil.

5. REPORTS

5.1. UPDATED CARETAKER (ELECTIONS) POLICY

PURPOSE:

The purpose of this report is to recommend Council adopt the attached, updated draft Caretaker (Elections) Policy.

EXECUTIVE SUMMARY

- Section 93B(1) of the Local Government Act 1989 ("Act") requires Council to prepare, adopt and maintain an election period policy to outline the procedures to be applied by Council during the election period ahead of a general election.
- The election period is commonly referred to as the caretaker period which covers the 32 days leading up to election day.
- The Act requires the policy be reviewed no later than 12 months before the next election period which will be in effect from 22 September to 24 October 2020.
- A review of the policy, first adopted in 2016 for the elections of that year, has concluded the provisions are still current and no material changes are recommended. The only changes are to update the dates.

MOVED: CR. PETER HULIN

SECONDED: CR. SUE CASSIDY

That Council adopt the updated Caretaker (Elections) Policy in accordance with section 93B(1) of the Local Government Act 1989.

CARRIED – 7:0

BACKGROUND

Councils must comply with special arrangements during the election period in the lead-up to a general election. Although not referred to in the Act, this period is commonly known as the "caretaker period" and is observed by all three tiers of government, although in relation to local government the caretaker conventions were codified in 2008.

The provisions in the Act are intended to ensure that Councils do not interfere with the integrity or probity of the election process and that Councils do not take action that will bind an incoming Council during the election period.

Section 93B(1) of the Act requires the Council to prepare, adopt and maintain an election period policy in relation to procedures to be applied by Council during the election period for a general election.

ISSUES

The attached policy accords with section 93B(1), (2) and (3) of the Act which requires a council to prepare, adopt and maintain an election period policy in relation to procedures to be applied by a council during the election period for a general election. This includes reviewing and amending the policy, if required, not later than 12 months before the commencement of each general election period.

The "election period" in relation to a general election means the period that starts on the last day on which nominations for that election can be received and ends at 6p.m. on election day.

The Caretaker (Elections) Policy applies to the Council, a special committee established by the Council, and the Chief Executive Officer.

The Act, as reflected in the attached policy, regulates council activity in two ways: first, it prohibits the Council from making certain types of decisions; and second, it requires that materials produced by the Council must not contain matter that will affect voting at the election.

The draft policy, therefore, includes the following-

- (a) procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election;
- (b) limits on public consultation and the scheduling of Council events; and
- (c) procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election as required by the Act.

A copy of the Caretaker (Election) Policy must be available for inspection by the public at the Council office and any district office after it is adopted and also be published on the Council's website.

FINANCIAL IMPACT

No impact on Council's budget.

LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

It is a requirement of the Local Government Act 1989 that Council have in place an Election Period Policy and that this be reviewed no later than 12 months before the next election period which begins 22 September 2020.

TIMING

The updated Policy will come into effect upon adoption by Council.

COMMUNITY IMPACT/CONSULTATION

N/A.

LEGAL RISK/IMPACT

The updated Policy is being processed in accordance with the requirements of the Local Government Act. 1989.

OFFICERS' DECLARATION OF INTEREST

No conflict of interest.

ATTACHMENTS

1. Caretaker Policy 2016 v [5.1.1 - 19 pages]



WARRNAMBOOL
CITY COUNCIL

Caretaker (Elections) Policy

POLICY TYPE: Council

APPROVAL DATE: November 2019

REVIEW DATE: October 2023

CARETAKER (ELECTIONS) POLICY

**DOCUMENT CONTROL**

Document Title:	<i>Caretaker (Elections) Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Executive Services</i>
Responsible Officer:	<i>Manager Governance Projects & Risk</i>
Document Status:	<i>Approved</i>
Approved By:	<i>Council</i>
Adopted Date:	<i># November 2019</i>
Review Date:	<i># October 2023</i>

CARETAKER (ELECTIONS) POLICY



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CARETAKER (ELECTIONS) POLICY



1. INTRODUCTION

1.1 PURPOSE

During the period preceding elections Council assumes a “caretaker role”. This period is defined in the Act as the election period and is often referred to as the “caretaker or election period”. The purpose of this Policy is to ensure the business of local government in the City of Warrnambool continues throughout the election period in a responsible and transparent manner in accordance with statutory requirements and established “caretaker” conventions.

1.2 SCOPE

This policy applies to Warrnambool City Council, Councillors and Council staff.

During the election period the business of Council continues and ordinary matters of administration still need to be addressed. This policy establishes a series of caretaker practices which aim to ensure that actions of the current Council do not bind an incoming council and limit its freedom of action.

The election period commences on the entitlement date, and continues until 6.00pm on election day.

For the 2016 Warrnambool City Council elections, the election caretaker period referred to in this document as the ‘**election period**’ commences at midnight on 22 September, 2020 and applies until 6pm on Saturday 24 October, 2020.

1.3 DEFINITIONS

Where terms used in this Policy are defined in the Local Government Act 1989 (the Act), their use in this Policy is consistent with the definition of the Act. Relevant sections of the Act are included at Attachment 1.

Publication includes any means of publication, including letters and electronic information on the Internet

Public Consultation means a process that involves inviting individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.

Council Resources are the financial, human and material resources of Council and includes – offices, vehicles, staff, hospitality, services, property, equipment (phones, computers etc.) and stationery etc.

2. POLICY

2.1 POLICY STATEMENT

This policy commits Warrnambool City Council during the election period to:

- not making any major policy decisions during the election period;
- not making decisions that significantly affect the municipality or unreasonably bind the incoming Council;

CARETAKER (ELECTIONS) POLICY



- ensuring that public resources, including staff resources, are not used for election campaign purposes, or in a way that may improperly influence the result of an election; and
- not publishing or distributing electoral matter during the election period, unless it is simply information about the election process.

This policy prescribes the actions and procedures the organisation, Councillors and staff will implement in observance of statutory requirements and in the interests of good governance and a fair election generally, during the election period.

2.2 POLICY POSITION

This policy applies during an election period of a General Council election and or by-election and covers:

- Major policy decisions that are made by the Council;
- Scheduling consideration and announcement of major policy decisions;
- Use of the Council's resources including staff and materials published by Council;
- Access to information by Councillors and candidates;
- Council's online presence including social media;
- Communications and media services during an election period;
- Attendance and participation at Council organised activities and events;
- Public Consultation during the election period.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 Improper Use of Position

Sections 76D and 76E of the Act prohibit Councillors from misusing or inappropriately making use of their position. A breach of section 76D attracts serious penalties including possible imprisonment. Section 76D in relation to the election period ensures a fair election is held where Council resources are not used for campaigning by sitting councillors to increase advantage over other candidates or to influence voters.

Appendix to this policy contains an extract of Section 76D and 76E of the Act.

2.3.2 Role of the Chief Executive Officer

The Chief Executive Officer will ensure, as far as practicable, that all Councillors and staff are informed of the application of this policy at least 30 days prior to the commencement of the election period and instructions are provided to staff on the implementation of the procedures detailed in this policy.

3. PROCEDURES

3.1 DECISION MAKING PROCESSES DURING THE ELECTION PERIOD

- a) It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. The Council therefore commits to this principle in that it will make every endeavour to avoid making decisions that inappropriately bind the incoming Council. This includes a commitment to not only comply with the requirements of section 93A of the Local Government Act 1989 (the Act), pertaining to "Major Policy Decisions", but as well relating to "Significant Decisions" as specified within this policy.

CARETAKER (ELECTIONS) POLICY



- b) Council will not hold an ordinary Council meeting during the election period.
- c) The Chief Executive Officer will ensure, as far as practicable, that matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council.
- d) Scope exists for Council to hold a special Council meeting but only in the most urgent or extraordinary circumstances or any statutory circumstances or any statutory processes that may arise. *Refer clause 3.1.3*

3.1.1 Major Policy Decisions

- a) Section 93A of the Act prohibits the making of "Major Policy Decisions" during the election period. In the context of this Policy, a 'major policy' decision as defined in section 93A (6) of the Act means any decision:
 - (i) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (ii) to terminate the appointment of a Chief Executive Officer under section 94;
 - (iii) to enter into a contract with a total value exceeding either \$100,000 or 1% of Council's revenue from rates and charges levied under section 158 in the preceding financial year, whichever is the greater (**for Warrnambool \$382,640** based on 2018/19)
 - (iv) to exercise any power under section 193 - entrepreneurial powers - of the sum assessed in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year.
- b) If Council considers that there are extraordinary circumstances where Warrnambool's community would be significantly disadvantaged by the Council not making a particular major policy decision, the Council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 93A(2) of the Act.
- c) The prohibitions in section 93A also apply to a special committees or a person acting under delegation given by Council [s93A(1)].

3.1.2 Significant Decisions

- a) Over and above the decisions specified in section 93A of the Act, the Council will avoid making other decisions during the election period that are of a significant nature and which would unnecessarily bind an incoming Council.
- b) "Significant Decisions" include:
 - (i) Irrevocable decisions that commit the Council to substantial expenditure or major actions; and
 - (ii) Irrevocable decisions that will have a major impact on the municipality or the community.
- c) The Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Therefore, where a delay in making a "significant decision" would result in significant detriment to the local community, or the broader community, the Council may make an exception to this procedure. In making an exception to this procedure, the Council

CARETAKER (ELECTIONS) POLICY



will deal with the matter impartially, having regard to the long term interests of the community and as transparently as possible.

- d) In the case of a decision that significantly affects the municipality or binds the incoming Council, which is not expressly prohibited under section 93A of the Act, a number of factors will need to be considered, including:
- (i) The urgency of the issue (that is, can it wait until after the election);
 - (ii) The possibility of financial and/or legal repercussions if it is deferred;
 - (iii) Whether the decision is likely to be controversial; and
 - (iv) The best interests of Council.

3.1.3 Caretaker Statement – Special Council Meeting Reports

Note: As Council will not hold an ordinary Council Meeting during the election period, this section only applies to reports for a Special Council Meeting, if such a meeting is called.

In order to facilitate compliance with its commitment to ensuring appropriate decision-making during elections, Council adopts the following procedure.

- a) During the election period, the Chief Executive Officer will ensure that a “Caretaker Statement” is included in every report submitted to a Special Council meeting (if required) for a decision.
- b) The “Caretaker Statement” will specify one of the following:
- (i) *“The recommended decision is not a “Major Policy Decision”, as defined in section 93A of the Local Government Act 1989, or a “Significant Decision” within the meaning of this policy.”*
 - (ii) *“The recommended decision is not a “Major Policy Decision” within the context of Local Government Act 1989. The recommended decision is a “Significant Decision” within the meaning of this policy, but an exception should be made for the following reasons [insert reasons for making an exemption]”.*
 - (iii) *“The recommended decision is to seek an exemption from the Minister because the matter requires a “Major Policy Decision” within the meaning of section 93A of the Local Government Act 1989”.*
 - (iv) *“The recommended decision is a “Major Policy Decision”, as defined in section 93A of the Local Government Act 1989, but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date]”.*
- c) During the election period, the Council will not make a decision on any matter or report that does not include one of these Caretaker Statements.

3.2 PUBLIC CONSULTATION DURING AN ELECTION PERIOD

- a) Public consultation means a process that involves inviting individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public.
- b) Public consultations **are best to be avoided** during the election period.

CARETAKER (ELECTIONS) POLICY



- c) The requirements of sub-clause 3.2.b) (above) do not apply to public consultation required under the Planning and Environment Act 1987, or matters subject to section 223 of the Act.
- d) Consultations may be undertaken during the election period under sub-clause 3.2.c) to facilitate the day-to-day business of Council, to ensure matters continue to be proactively managed. Consultations will avoid any express or implied links to the election.
- e) Consultations under statutory provisions outlined in sub-clause 3.2.c) shall only proceed after express agreement by the Chief Executive Officer and the Director City Growth and then if it relates solely to the normal day-to-day business of Council.

3.3 COUNCIL PUBLICATIONS DURING AN ELECTION PERIOD

3.3.1 Certification of Council publications during an election period

- a) Section 55D of the Act imposes limitations on Council publications during the election period. This is to ensure that Council does not publish material with public funds that may influence, or be seen to influence, voting in an election.
- b) It is prohibited under Section 55D of the Act for Council:
 - (i) To print, publish or distribute; or
 - (ii) To cause, permit or authorise to be printed, published or distributed on behalf of the Council;

any advertisement, handbill, pamphlet or notice during the election period unless it has been certified, in writing, by the Chief Executive Officer (this power cannot be delegated).

- c) Even though section 55D refers specifically to “an advertisement, handbill, pamphlet or notice” it has been interpreted to refer to documents produced for the purpose of communicating with the community, including
 - (i) Council newsletters
 - (ii) Advertisements and notices e.g. job advertisements, public notices of contracts etc.
 - (iii) Media releases
 - (v) Leaflets and brochures
 - (vi) Mailouts to multiple addresses
- d) Council will avoid all publication activity during the election period except where essential for the conduct of Council operations. Where printing, publishing or distributing a document is deemed essential to Council business during the election period the Chief Executive Officer certification is required for all publications. Publication includes electronic information and web based productions.
- e) Certification may be required prior to the election period if the material is to be distributed during the election period.
- f) The **procedure for certifying publications** is:

CARETAKER (ELECTIONS) POLICY



- Step 1 During an election period all proposed publications that are normally sent to the Communications unit and/or other Council units for publication e.g. Organisation Development for job advertisements must be sent in the first instance to the Manager Governance Projects & Risk.
- Step 2 The Manager Governance Projects & Risk is responsible for checking that no election material is present (other than factual election process information). Refer clause 3.3.5;
- Step 3 Should the proposed publication contain electoral material, it will be returned to the author for correction and re-submission.
- Step 4 Should the proposed publication not contain electoral material, the Manager Governance Projects & Risk will send the material to the Chief Executive Officer via email for certification, by advising:
- "This material has been checked and does not contain any electoral or electoral related matter to the best of my knowledge. In accordance with the requirements of S55D(1) of the Local Government Act 1989 can you please certify in writing that you authorise for this material to be printed, published or distributed."*
- Step 5 If the proposed publication is approved by the Chief Executive Officer, he/she will certify this in writing (return email is acceptable):
- "I certify that the attached material is suitable for printing, publishing or distributing on behalf of Warrnambool City Council"*
- Step 6 The Manager Governance Projects & Risk is responsible for maintaining the record of certification of documents and advising relevant officers of the publication approval.
- g) Councillors may publish campaign material on their own behalf, as long as the material does not originate from, or is authorised by, Council or use Council logos.

3.3.2. Council's Online Facilities (includes Social Media)

- a) Warrnambool City Council's website is the main corporate site; there are also separate websites for other Council operations including Warrnambool Art Gallery, Aquazone, Lighthouse Theatre, Surfside Holiday Park and Flagstaff Hill Maritime Village. Council also has a number of social media sites including twitter feeds and facebook pages.
- b) Council auspiced social media must not be used for election campaigning.
- c) At the start of the election period any online information on Council hosted sites about Councillors who are candidates will be restricted to their name and contact details.
- d) Council agendas and minutes of meetings do not require certification if they are published in the usual way on the website.
- e) Any references on Council's website to the election will only relate to the election process.
- f) Any new material published on Council's website during the election period that may be considered an advertisement, handbill, pamphlet or notice must be subject to the certification process outlined in clause 3.3.1.f).

CARETAKER (ELECTIONS) POLICY

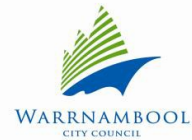


- g) Any publication on social media sites like facebook, twitter etc. which are auspiced by Council, will also generally require certification by the Chief Executive Officer.
- h) During an election period facebook and twitter posts are to be kept to minimum, normal day-to-day activities only. **No launches or announcement of any new projects, policy initiatives, or programs.** Where possible, the functions that permit comments and posts by the public on Council social media will be disabled during the caretaker period and if so Council will provide an explanation via social media on this being necessitated in accordance with this Policy.
- i) No new Council You Tube videos will be uploaded during the election period.
- j) Council's Communications unit monitors Warrnambool City Council's corporate website, facebook site and twitter feeds between the hours of 8.15am and 5.00pm on weekdays (excluding public holidays). During the Election period monitoring will extend to after hours and weekends and will be undertaken by the Communication unit which will have the editing access to delete any material posted that makes reference to candidates or the 2016 election.

3.3.3 Council Publications

- a) Any current Council publication which may be potentially affected by this policy will be reviewed by the Communication unit in consultation with the Manager Governance Projects & Risk to ensure that any circulated, displayed or otherwise publicly available material during the election period does not contain material that may be construed as "electoral matter".
- b) Council's City Assist unit undertake an audit of brochures and pamphlets in all Council's customer service centres, and remove any which might contain electoral matter prior to the election period.
- c) Any references to Councillors in Council publications printed, published or distributed during the election period must not include promotional text.
- d) Emails that are part of the normal conduct of Council business should not require certification. However, emails with multiple addressees, used for broad communication with the community, will be subject to the certification process.
- e) Mass mail outs or identical letters sent to a large number of people by or on behalf of Council must be subject to the certification process.
- f) Council staff should not prepare Councillors' private mail or electoral correspondence and such material must not be printed on Council stationery or using Council equipment.
- g) Councillors may use the title "Councillor" in their election material, as they continue to hold that position during the election period. To avoid confusion, Councillors shall ensure that any election publication using the title "Councillor" clearly indicates that **it is their own material and does not represent Council.**
- h) Material printed or disseminated during the election period to publicise a function or event must be subject to the certification process.

CARETAKER (ELECTIONS) POLICY



3.3.4 Council's Annual Report

- a) Council is statutorily required to produce an Annual Report during the election period. This publication is not considered an 'advertisement, handbill, pamphlet or notice' and does not require certification.
- b) The annual report must not include material that is electioneering or that publicises the attributes or achievements of individual Councillors.
- c) A summary version of the annual report is regarded as a pamphlet and must be subject to the certification process detailed in clause 3.3.1.
- d) A text version is lodged with the Minister of Local Government by the statutory deadline of 30 September. Printed copies of the text version of the Annual Report will only be distributed upon request until the expiration of the election period.

3.3.5 What is 'Electoral Material'

Material is **definitely an electoral matter** if it:

- Publicises the strength or weaknesses of a candidate;
- Advocates the policies of the Council or of a candidate;
- Responds to claims made by a candidate;
- Publicises the achievements of the elected Council;
- Publicises matters that have already been the subject of public debate;
- About matters that are known to be contentious in the community and likely to be the subject of election debate;
- Deals with Election Candidates statements;
- Refers to Councillors or candidates by name or by implicit reference.

3.4 USE OF COUNCIL RESOURCES DURING AN ELECTION PERIOD

- a) It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. Council therefore commits to this principle in that it will ensure Council resources are not used inappropriately during a Council election. This includes a commitment to comply with the following procedures in addition to the requirements of section 55D of the Act.
- b) Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the staff's Director.
- c) Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during the election period, and shall not be used in connection with any electioneering activity.
- d) No Council events, logos, letterheads, or other Warrnambool City Council branding should be used for, or linked in any way to, a candidate's election campaign.
- e) The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.

CARETAKER (ELECTIONS) POLICY



- f) Photos or images taken by or provided by Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied. *Also refer to clause 3.7*
- g) No election material or active campaigning is to be conducted at Council sponsored events or to be displayed in any Council building.
- h) Council staff must not undertake an activity that may affect voting in the election or authorise, use or allocate a Council resource for any purpose that may influence voting in the election; and
- i) Council staff that feel they are being placed in a compromising situation by a request from a Councillor should politely refer the Councillor to the Chief Executive Officer for clarification.
- j) Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate shall advise the Manager Governance Projects & Risk and their Director before authorising, using or allocating the resource. The Director in consultation with the Chief Executive Officer will decide if the use of Council resources is appropriate or not.
- k) Public events will only be organised and run if it is totally unavoidable to conduct such events during the election period and then only with the express permission of the Chief Executive Officer.
- l) Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be circulated or available for publication.
- m) Neither the Council logo nor Council stationery will be used by Councillors in any way that relates to the election.
- n) Equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.
- o) Reimbursement of Councillor expenses incurred during the election period should only apply to costs incurred in the performance of normal Council duties, and not for campaigning and not for expenses that could be perceived as supporting or being in connection with a candidate's election campaign.
- p) Where Councillors have Council funded services, such as mobile phones, land lines and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, then Councillors will either reimburse the Council or not make a Council claim that exceeds normal usage levels for usage of those services during the election period.
- q) Councillors with their own private mobile phones may continue to seek reimbursement of telephone expenses incurred in undertaking Council business related calls. Councillors will be required to declare that those expenses were incurred in undertaking normal Council business.
- r) During the election period Councillors shall not participate in any regional and or interstate travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represent Council on a delegation or forum, Council may by resolution approve such attendance. If consideration by Council is impractical the Chief Executive Officer may determine the issue.

CARETAKER (ELECTIONS) POLICY



- s) The Council will consider and ensure all other Warrnambool City Council resources are not used inappropriately in ways that may influence voting in an election or provide an undue advantage for a candidate. This includes financial, human and material resources.

3.5 ACCESSING COUNCIL INFORMATION DURING AN ELECTION PERIOD

- a) The Council recognises that all election candidates have rights to information from the Council administration and that it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles.
- b) Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.
- c) Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.
- d) An Information Request Register will be maintained by the Manager Governance Projects & Risk commencing on the opening of nominations on 15 September 2016. This Register will be a public document (available for inspection) that records all requests for information of a non-election nature by all candidates, and the responses given to those requests.
- e) Responses to candidate's requests will only be issued through the Manager Governance Projects & Risk on behalf of the Chief Executive Officer. Council staff in receipt of a candidate request will be required to refer the request and proposed response to their Director and Manager Governance Projects & Risk. Only information that can be reasonably accessed will be released.
- f) Section 76D of the Act prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in the role of Councillor, to gain an advantage. *Refer clause 2.3.1 and Appendix to this policy.*
- g) Any Freedom of Information (FOI) applications lodged during the election period will be dealt with where possible outside of the election period (the FOI Act specifies a 45 day period in providing a response)

3.6 ASSISTANCE TO CANDIDATES

- a) The Council affirms that all candidates standing for the Council election will be treated equally.
- b) Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.
- c) All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning, directed to the Manager Governance Projects & Risk.

3.7 COMMUNICATIONS AND MEDIA SERVICES DURING AN ELECTION PERIOD

- a) Council's communication systems and media services will not be used in any way that might influence the outcome of a Council election.

CARETAKER (ELECTIONS) POLICY



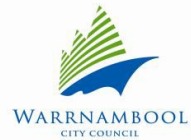
- b) During the election period, Council employees must not initiate any public statement that relates to an election issue. Public statements are not only formal press releases but also verbal comments at meetings, functions and events where attending as part of their Council role.
- c) Council newsletters will not be printed by Council during the election period
- d) With the exception of the Mayoral column, any edition(s) of Council's C2C published from July 2016 and up to the commencement of the election period will only contain general information pertaining to the election process and will not contain any photograph of a candidate or Councillor, or any statement by a candidate or Councillor. Articles will minimise references to specific Councillors, and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.
- e) In response to media inquiries the Chief Executive Officer, Directors or the Manager Communications will only provide a response and such information should relate only to current services and operations.
- f) During the election period, Council initiated communications shall be restricted to the communication of normal Council activities.
- g) No media advice or assistance will be provided to Councillors in relation to election campaign matters.
- h) No publicity will be provided that involves specific Councillors during the election period.
- i) Councillors should not use their position as an elected representative or their access to Council staff and other Council resources or information in support of an election campaign. This includes photos or images provided by Council for past Council activities.
- j) Any requests from Councillors for media advice or assistance during the election period will be channelled through the Chief Executive Officer.
- k) Media releases will not mention or quote any Councillor(s) during the election period.
- l) Contact with the local media will be restricted to the communication of normal Council activities and responding to questions not involving the election or possible election outcomes.
- m) Council sponsored events include launches, events, and any other public forum outside of the normal Council meeting cycle. Publicity of Council events (if any during the election period) will be restricted to the communication of factual material and will not mention or quote any Councillor or candidate.
- n) Councillor participation at Council sponsored events during an election period will not be used to gain attention in support of an election campaign.

4. GOVERNANCE

4.1 Policy Owner

- a) The Manager Governance Projects & Risk shall be responsible for monitoring the currency and viability of this Policy.

CARETAKER (ELECTIONS) POLICY



- b) Staff enquiries regarding the implementation of this policy should be initially directed to either Manager Governance Projects & Risk, your Manager or Director.
- c) In the case of Councillors and election candidates, enquires should be directed to the Manager Governance Projects & Risk or the Chief Executive Officer.
- d) An electronic copy of this policy will be made available on Council's website at www.warrnambool.vic.gov.au

4.2 Policy Review

Pursuant to the Local Government Act provision, the Manager Governance Projects & Risk shall ensure this policy is reviewed in consultation with Council no later than twelve (12) months prior a general election.

4.3 Charter of Human Rights Compliance

- a) It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).
- b) Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee representatives in any workplace change that may affect staff. It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

CARETAKER (ELECTIONS) POLICY



APPENDIX 1: RELEVANT SECTIONS OF THE LOCAL GOVERNMENT ACT

Section 55D Prohibition on Council

(1) A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.

(2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.

Penalty: 60 penalty units.

(3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.

(4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

Penalty: 60 penalty units.

Section 76B Primary principle of Councillor conduct

It is a primary principle of Councillor conduct that, in performing the role of a Councillor, a Councillor must—

- (a) act with integrity; and
- (b) impartially exercise his or her responsibilities in the interests of the local community; and
- (c) not improperly seek to confer an advantage or disadvantage on any person.

Section 76BA General Councillor conduct principles

In addition to acting in accordance with the primary principle of Councillor conduct specified in section 76B, in performing the role of a Councillor, a Councillor must—

- (a) avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations;
- (b) act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
- (c) treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons;

Warning - Uncontrolled when printed.

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CARETAKER (ELECTIONS) POLICY



- (d) exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that is appropriate to his or her office;
- (e) endeavour to ensure that public resources are used prudently and solely in the public interest;
- (f) act lawfully and in accordance with the trust placed in him or her as an elected representative;
- (g) support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor.

Section 76D Misuse of position

(1) A person who is, or has been, a Councillor or member of a special committee must not misuse his or her position—

- (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- (b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years or both.

(2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a special committee include—

- (a) making improper use of information acquired as a result of the position he or she held or holds; or
- (b) disclosing information that is confidential information within the meaning of section 77(2); or
- (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E; or
- (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
- (e) using public funds or resources in a manner that is improper or unauthorised; or
- (f) failing to disclose a conflict of interest as required under this Division.

(3) This section—

- (a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of special committees; and
- (b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

Section 76E Improper direction and improper influence

(1) A Councillor must not improperly direct or improperly influence, or seek to improperly direct or improperly influence, a member of Council staff in the exercise of any power or in the performance of any duty or function by the member.

(2) A Councillor must not direct, or seek to direct, a member of Council staff—

CARETAKER (ELECTIONS) POLICY



(a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or

(b) in the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or

(c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or

(d) in relation to advice provided to the Council or a special committee, including advice in a report to the Council or special committee.

(3) This section does not apply to a decision of the Council or a special committee that is made within the powers, duties or functions conferred under this or any other Act.

Section 93A Conduct of Council during election period

(1) Subject to this section, a Council, a special Committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election.

(2) If a Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, the Council may apply in writing to the Minister for an exemption from the application of this section to the major policy decision specified in the application.

(3) If the Minister is satisfied that there are extraordinary circumstances, the Minister may grant an exemption from the application of this section to the major policy decision specified in the application subject to any conditions or limitations that the Minister considers appropriate.

(4) A major policy decision made in contravention of this section is invalid.

(5) Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.

(6) In this section, a major policy decision means any decision—

(a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;

(b) to terminate the appointment of a Chief Executive Officer under section 94;

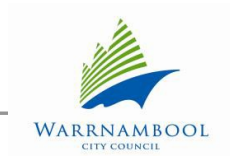
(c) to enter into a contract the total value of which exceeds whichever is the greater of—

(i) \$100 000 or such higher amount as may be fixed by Order in Council under section 186(1); or

(ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;

(d) to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100 000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

CARETAKER (ELECTIONS) POLICY



Section 95 Conduct principles (staff)

(1) Council staff must in the course of their employment—

- (a) act impartially;
- (b) act with integrity including avoiding conflicts of interest;
- (c) accept accountability for results;
- (d) provide responsive service.

(2) Nothing in subsection (1)(c) affects the granting of an indemnity to a member of Council staff in respect of any liability or limits the effect of—

- (a) any such indemnity, whether granted before or after the commencement of section 67 of the Local Government (Democratic Reform) Act 2003; or
- (b) any immunity conferred on a member of Council staff by or under any Act, whether before or after that commencement.

5.2. COMMUNITY INFRASTRUCTURE LOAN SCHEME

PURPOSE:

To seek Councils approval to submit an application under the Community Infrastructure Loans scheme (CILS) for the joint use Learning Centre.

EXECUTIVE SUMMARY

- \$100 million low interest loans scheme to support Councils in funding Community Infrastructure.
- Councils can apply for loans between \$0.5 million to \$10 million.
- State Government will subsidise 50% of the interest. The rates at the 30 September 2019 (pre interest rate cut) were 1.42% for 10 years which would be an effective rate of 0.71% after the subsidy.
- The joint use Learning Centre has been identified as a project that meets the criteria of the CILS.
- It is proposed to submit an application for \$2.5 million as this is the maximum amount attributable to the Learning Centre project that could be deemed as not matching funds. The residual 500K that is currently in the budget for the project is nominally matching funds for a Building better libraries funding application, (matching funding to other government grants are not eligible to be funded under this scheme).
- The low interest rate would represent a saving of approximately \$280,000 over the 10 years loan period based on the current market rates available.

MOVED: CR. DAVID OWEN
SECONDED: CR. KYLIE GASTON

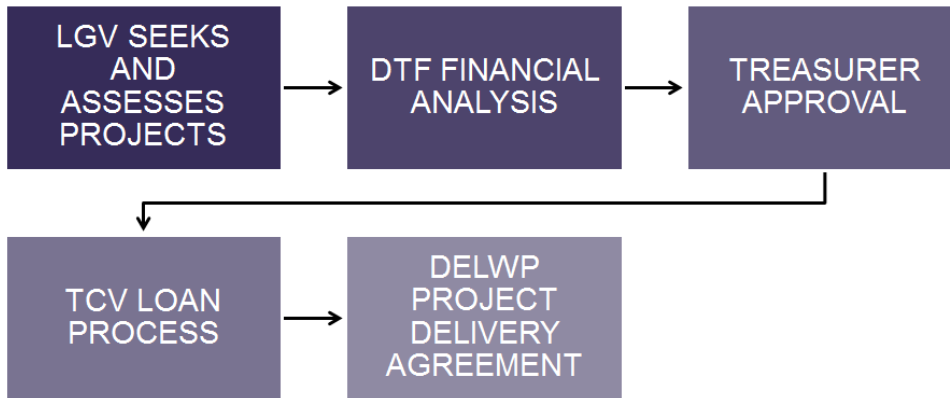
- 1. That Council resolves to submit an application for a loan of \$2.5 million under the 2019 Community Infrastructure Loans Scheme for Council's contribution to the Joint Use Library project.**
- 2. If Council is successful in the application, the project and the associated loan funding will be considered in the 2020/21 budget deliberations.**

CARRIED - 7:0

OTHER KEY CONSIDERATIONS

2. Construction to commence within 18 months and completed within 36 months
3. The loan cannot be used to meet Council's grant funding ratio under a grant agreement.
4. The loan can fund 100% of the project.
5. The related project must be Community Infrastructure but it excludes sporting facilities and civil works (drainage, footpaths, public transport infrastructure, etc).
6. Consultation must occur with the CILS team prior to the 15 November.
7. Closing date for applications is the 29 November.

APPROVAL PROCESS



LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

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.

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

TIMING

Loans Scheme applications open	11 October 2019
Consult CILS team	by 15 November 2019
Loans Scheme applications close	29 November 2019
Assessment and decision making	December 2019 – January 2020
Announcements from	February 2020
Loan Agreements executed	From February 2020

ATTACHMENTS

1. Community- Infrastructure- Loans- Scheme- Final [5.2.1 - 16 pages]
2. Community Infrastructure Loans Scheme - Presentation [5.2.2 - 27 pages]

Community Infrastructure Loans Scheme Guidelines





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ISBN 978-1-76077-825-5 (pdf/online/MS word)

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Message from the Minister for Local Government and the Treasurer



All Victorians, regardless of their location, age, background, gender or ability, deserve easily accessible community infrastructure.

Victoria's 79 councils are responsible for over \$102 billion in public assets and spend around \$2.2 billion each year on infrastructure.

The new \$100 million *Community Infrastructure Loans Scheme* recognises the need for continued investment in community infrastructure by councils across Victoria.



The scheme, which was modelled on the success of last year's *Community Sports Infrastructure Loans Scheme*, will provide councils with access to low-interest, government guaranteed loans.

Our triple-A credit rating means that the State can borrow money at cheaper rates than are commercially available. This scheme will use that borrowing power to help councils get access to low interest finance, making significant community infrastructure projects more affordable than they would otherwise be.

Loans will be determined on a case-by-base basis, and the Treasury Corporation of Victoria will work closely with each participating council to agree on the most appropriate loan term.

Successful projects will be announced in early 2020 following a robust and comprehensive assessment process.

By working in partnership with Local Government we are ensuring the Victorians have access to the community facilities that they need.

The Hon Adem Somyurek MP
Minister for Local Government

Tim Pallas MP
Treasurer



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1. About the loans scheme

The government has announced a \$100 million Community Infrastructure Loans Scheme to support local governments in funding community infrastructure.

The Community Infrastructure Loans Scheme will support the delivery of community infrastructure by providing Victorian councils with access to low-interest, government-guaranteed loans between \$500,000 and \$10 million.

1.1 Overview of the loans scheme

Victoria's 79 councils provide much of the infrastructure that is fundamental to the functioning of communities across our major cities, towns and regions.

There is a recognised need for continued investment in community infrastructure across Victoria. The Community Infrastructure Loans Scheme (the Scheme) will provide all Victorian councils with access to low interest rate loans from Treasury Corporation of Victoria (TCV) of between \$500,000 and \$10 million to deliver significant community infrastructure projects.

In response to requests from local government, the Scheme will assist councils to save money and gain access to low interest finance guaranteed by the Victorian government.

Successful projects will also receive interest subsidies to further reduce the interest rate by 50 per cent of the applicable interest rate, up to a maximum of 150 basis points (or 1.5 per cent).

The Scheme is designed to complement, not replace, existing funding programs and sources.



1.2 What are the objectives of the loans scheme?

The objectives of the Scheme are:

- To facilitate the upgrade and development of significant community infrastructure.
- To incentivise councils to bring forward community infrastructure delivery by providing increased opportunities for councils to access affordable finance.
- To support a range of community infrastructure projects which deliver on the Victorian government's objectives and maximise community access and benefit.

1.3 How much can be applied for?

Victorian councils may submit applications for loans between \$500,000 and up to \$10 million per project, up to a maximum of \$10 million per council.

1.4 How does the loans scheme work?

The triple-A credit rating currently held by Victoria means that the state can borrow money at cheaper rates than are commercially available.

The primary benefit of the Scheme is that councils will be able to achieve savings through having access to low-interest loans financed through TCV.

In addition, participating councils will receive an interest subsidy from the Victorian government that will further reduce the interest rate paid. This subsidy will be 50 per cent of the applicable interest rate, up to a maximum of 150 basis points (or 1.5 per cent).

1.5 What would the interest rate on a loan be?

Loans through the Scheme will be provided at TCV's borrowing rate at the date of the loan execution. As of 23 September 2019, the interest rate for a 10 year credit foncier loan (monthly repayment instalments) from TCV was approximately 1.42 per cent.

The interest rate on TCV's 11am loan facility was 1.165%. It is important to note that TCV's 11am loan rate and term borrowing rates are subject to change according to movements in financial conditions. The actual interest rate offered will be dependent on TCV's borrowing rate at the date of loan execution.

2. Eligibility

2.1 Who can apply?

Only Victorian councils are eligible to apply for loans under the Scheme.

2.2 What type of projects may be supported?

Projects that could be supported by the Scheme include, but are not limited to:

- Community centres and hubs;
- Multi-purpose community facilities;
- Arts and cultural facilities;
- Public libraries;
- Kindergartens and early learning facilities;
- Restoration of heritage buildings to enable community use; and
- Parks, play spaces, reserves and trails.

The Scheme can:

- Fund 100% of the total project cost.
- Be secured in conjunction with a government grant, ensuring that any grant funding program ratios are still met with the required cash contribution.

2.3 What type of projects will not be supported?

Projects that will not be supported under the Scheme include, but are not limited to:

- Purchase of land or buildings;
- Requests for retrospective funding;
- Routine or cyclical maintenance works;
- Purchasing or maintaining any equipment;
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities;
- Drainage, waste, roads and associated footpaths, public transport infrastructure and civil work;
- Requests for multiple loans for a single project;
- Applications to refinance an existing loan or borrowings;
- Sporting and recreation infrastructure including new or redeveloped indoor or outdoor aquatic leisure facilities, new or redeveloped indoor sports stadiums, pavilions (including changeroom developments), synthetic sports surfaces (including replacements);
- Active recreation infrastructure including skate parks and BMX tracks, and new or upgraded community sport precincts including sports fields and lighting; and
- Projects that are not able to demonstrate a reasonable likelihood of being able to pay the loan.

3. Loan Application



3.1 What information is required in an application?

Applications will consist of two components. Both components must be provided in order for an application to be deemed eligible for assessment. These are:

- Online project application; and
- Supporting documentation.

Project Application

Project applications should address the following and provide relevant supporting documents as outlined:

- Project background and justification including:
 - why is the project required?
 - who will the project benefit and how?
 - extent of stakeholder and community support.
 - what will be delivered?
 - current and proposed facility use.
 - how will the project be delivered?
- Details of land ownership and current and required land use zoning (if a change in the planning scheme is required).
- Applicable permits if available.
- A business case or cost benefit analysis that may have been completed for the project.
- Key project governance, management and milestone management documentation such as a project plan.
- Relevant sections of council reports/plans/strategies/community consultation that demonstrates support for the project (please do not attach entire documents).

- Concept or schematic plans for the project.
- Evidence of other confirmed funding contributions.
- Relevant quantity surveyor (QS) reports where appropriate.

The project application can be accessed at www.localgovernment.vic.gov.au/cils

Supporting Documentation

Applicants will be required to provide documentation to support their project application and demonstrate financial viability and capacity to repay.

This includes:

1. Financial Statements (Audited for the previous 3 years, and projected and approved by the council for the next 4 years):
 - comprehensive income statement.
 - balance sheet.
 - cash flow statement.
2. Cash flow projection for the project being financed.
3. Business structure - this should include a corporate structure diagram where necessary.
4. Schedule of any existing and planned loans or liabilities (including purpose of loan, lender/creditor details, term, maximum facility limit, current amount drawn down, loan repayment structure, applicable interest rates).
5. Schedule of any security taken by any lenders/creditors (form of security, details of any other covenants including negative pledge and financial covenants).



6. Threshold financial ratios:

- Interest Bearing Loans and Borrowings not to exceed 60% of the Own Source Revenue.
- Interest Cover Ratio not less than 2:1.

3.2 Application process

Applications for eligible projects will be received through a single application round, opening on 11 October and closing at 2 pm, 29 November 2019.

The assessment process is designed to ensure that fully scoped, eligible and high priority projects can receive a loan as soon as possible for works to commence.

Applicants must consult the CILS team before 15 November 2019 on (03) 9948 8536 to discuss their project proposal and arrange a site visit. Project proposals that have not been discussed and a site visit arranged with the CILS team prior to that date **will not be considered**.

3.3 How do I submit my application?

Applications must be submitted via the link at www.localgovernment.vic.gov.au/cils

These must be received by the department no later than **2pm, 29 November 2019**.

The CILS team may make contact with applicants to seek further clarification of information submitted.

Some applications may be requested to submit further information following initial assessment of applications by the Department.

If you have any queries, please contact the CILS team on (03) 9948 8536 or email CILS@delwp.vic.gov.au.

3.4 How are applications assessed?

Local Government Victoria (LGV) is administering the Scheme in collaboration with the Department of Treasury and Finance (DTF).

The broad process associated with the assessment of an application is as follows:

- LGV seeks and assesses applications from councils.
- If the project demonstrates strong alignment to the scheme's objectives, the Minister for Local Government will refer the project for financial analysis to DTF.
- DTF will assess the applicants' financial viability, security and capacity to repay the loan and service the interest cost.
- Should a council meet the above criteria, DTF will recommend to the Treasurer that a state guaranteed loan be given by TCV to the successful applicant according to specific terms and conditions.
- If the guarantee is approved, the applicant will then enter into a loan agreement with TCV which will outline additional terms and conditions.
- The council will also be required to sign a project delivery agreement with the Department of Environment, Land, Planning and Water (DELWP) as outlined in section 5.3 Loan conditions.

4. Timelines

The Community Infrastructure Loans Scheme timelines.

Loans Scheme applications open	11 October 2019
Loans Scheme applications close	2pm, 29 November 2019
Assessment and decision making	December 2019 – January 2020
Announcements	February 2020
Loan Agreements executed	From February 2020

The scheme requires projects to commence within 18 months, and be delivered within 36 months from execution of the project delivery agreement.



5. Conditions that apply to loan applications

5.1 Loan terms

Councils will be able discuss the borrowing process and loan structures with TCV to ensure the fulfilment of the project according to the Project Delivery Agreement.

The loan facilities to be provided by TCV will be:

- An 11am loan facility during the construction period. The 11am loan facility is interest only and the interest rate is variable.
- Interest on the 11am loan facility is payable monthly on the first business day of the next month.
- Upon construction completion, the borrower will be required to structure the total loan amount drawn on the 11am loan facility during the period of construction as a credit foncier loan. The credit foncier loan will be provided by TCV for up to 15 years.
- The loan will be structured to provide regular repayment instalments of principal and interest.
- The maturity date and interest rate are fixed for the term of the credit foncier loan. The regular instalments will be payable on the first business day of the month.
- The settlement date of the credit foncier loan can be arranged with TCV out of a forward settlement date, for example at the end of the construction period. This allows the borrower to manage the interest rate risk exposure of the credit foncier loan.
- Loan principal and interest payments will be direct debited from the council's nominated bank account by TCV on the payment date.
- Loans will be secured against the general rates revenue of the council.

5.2 TCV loan agreement

The council will be required to enter into a standard TCV loan agreement. The loan agreement sets out the terms and conditions of the loan and is non-negotiable.

There are a number of condition precedents under the TCV loan agreement to provide information prior to draw down and on an ongoing basis, such as a project cashflow forecast, updated financial statements and the maintenance of financial covenants.

5.3 Loan conditions

Project Delivery Agreement

Successful applicants must enter into a Project Delivery Agreement with DELWP. The agreements outline the commitments and obligations between the loan recipient and DELWP, as well as setting out the project delivery terms and conditions. No loan will be released until DELWP and the applicant have executed the Project Delivery Agreement and the appropriate milestone evidence identified in the Project Delivery Agreement has been met.

DELWP will advise TCV to withhold the loan drawdowns in cases where evidence has been provided but DELWP deems that there are concerns relating to the delivery of the project. In this instance, DELWP will advise TCV to release funding when appropriate actions have been taken to ensure the project is delivered within the agreed timeframes.

Project monitoring and delivery

Loan recipients are required to comply with project monitoring and reporting requirements as be outlined in the Project Delivery Agreement.

Councils are responsible for project delivery, including any project cost overruns should they occur. In cases where applications are submitted in partnership with third party organisations, it is expected that councils will take responsibility for project delivery. Councils must also take full responsibility for the cost of ongoing operation and maintenance of any facilities through their asset management processes.

In cases where a project is delayed for an unreasonable length of time, where substantive changes to scope are made after the loan has been approved, or where a project fails to be delivered, DELWP reserves the right to direct TCV to cancel the loan and recoup the payment value of loan at the time.

The prepayment will be determined by TCV with reference to TCV's cost of borrowing on the date of prepayment and will include all accrued interest.

5.4 Acknowledging the Victorian government's support and promoting success

Successful applicants need to acknowledge the Victorian government's support through the Community Infrastructure Loans Scheme. Acknowledgement and Publicity Guidelines form part of the Project Delivery Agreement and include the requirement that all activities acknowledge Victorian government support through logo presentation on any activity related publications, media releases, promotional material and placement of a permanent Victorian government endorsed sign/plaque at the site during construction and upon completion of infrastructure activities.

When your council wishes to launch an infrastructure project which has received a loan from the government at a public event or similar, you are required to give the Minister for Local Government and the Treasurer the opportunity to officially open or launch the activity. Your council is also required to invite the Minister for Local Government to significant events associated with the project including ground breaking ceremonies, construction inspections, openings, launches and photo opportunities. These guidelines reflect current expectations of Victorian government recognition.

www.vic.gov.au/brand-victoria-guidelines-logos





Community Infrastructure Loan Scheme



What is the Community Infrastructure Loans Scheme?

- \$100 million loans scheme to support councils in funding community infrastructure
- Loans of between \$500,000 and \$10 million per project
- Low-interest, government guaranteed finance
- Interest subsidies provided - 50% of the applicable interest rate, up to a maximum of 1.5%

Objectives



To facilitate the upgrade and development of significant community infrastructure



To incentivise councils to bring forward community infrastructure delivery by providing increased opportunities to access affordable finance



To support a range of community infrastructure projects which deliver on the Victorian government's objectives and maximise community access and benefit

Project Outcomes

- Primary beneficiary is community
- Increase the capacity of, and improve, community facilities
- Long term community access
- Well planned and well designed

Scheme overview

- Councils can access multiple loans
- Loans can fund 100% of project
- Maximum of \$10 million per council
- Each loan is a stand alone application – one per facility

Other government grants

- Other government grants can compliment a loan
- Funding ratios must be maintained if other grants are secured
- Project budget details provided with application

Funding Ratio Example

Council plan to redevelop an Integrated Children's Centre with a total project cost of \$2 million.

Council have received a grant from DET for \$400K with a funding ratio of 40% grant funding to 60% council contribution.

How much can they borrow from the loan scheme?

DET Grant	\$400,000
Council matching cash contribution	\$600,000
Council request from loan scheme	\$1,000,000
Total Project Cost	<u>\$2,000,000</u>

Projects supported by the Scheme



COMMUNITY CENTRES
AND HUBS



MULTI-PURPOSE
COMMUNITY
FACILITIES



ARTS AND CULTURAL
FACILITIES



PUBLIC LIBRARIES



KINDERGARTENS AND
EARLY LEARNING
FACILITIES



RESTORATION OF
HERITAGE BUILDINGS
FOR COMMUNITY USE



PARKS, PLAY SPACES,
RESERVES AND TRAILS

Projects not supported by the Scheme



Land or buildings



Retrospective funding



Purchasing of
equipment – routine
maintenance



Multiple loans or
refinancing



Civil works - Drainage,
waste, roads, footpaths
public transport infrast.

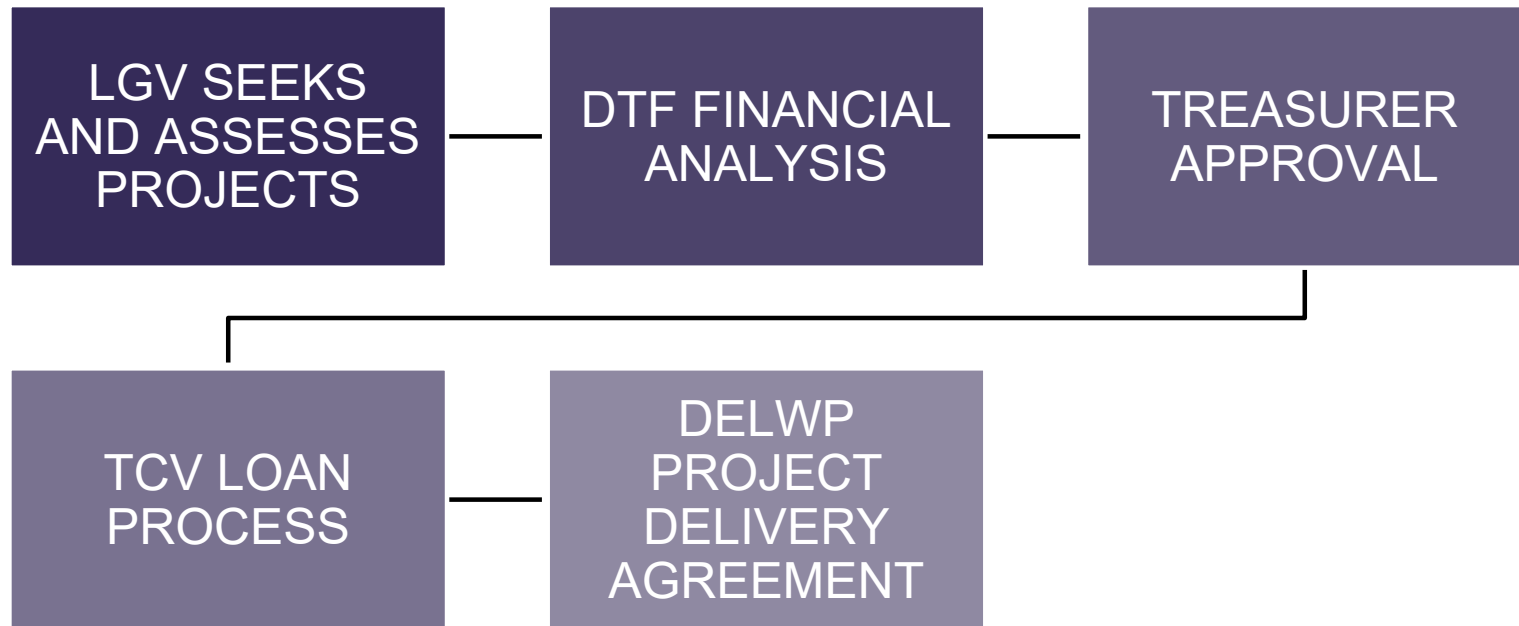


Sport and recreation –
aquatics, stadiums,
pavilions & surfaces



Sporting precincts –
fields & lighting

Process Overview





Application Requirements

- Consult CILS team before 15/11
- Arrange site visit
- Complete online application
- Supporting documentation

Project Delivery Agreements

- Required for each project
- Negotiated on a project by project basis
- Timelines and milestones based on overarching project plan
- Construction commencement within 18 months
- Construction completion within 36 months
- Will include an activity schedule with milestones such as site visits, progress reports etc.

Timelines for the Scheme

Loans Scheme applications open	11 October 2019
Consult CILS team	by 15 November 2019
Loans Scheme applications close	29 November 2019
Assessment and decision making	December 2019 – January 2020
Announcements from	February 2020
Loan Agreements executed	From February 2020



DELWP Contacts

Andrew Clegg
Senior Manager Capital Programs

T: 03 9948 8536

M: 0411 752 071

andrew.clegg@delwp.vic.gov.au

Colin Morrison
Director, Sector Investment

T: 03 9948 8503

M: 0413 276 911

colin.morrison@delwp.vic.gov.au

www.localgovernment.vic.gov.au/clis

clis@delwp.vic.gov.au

Overview of the borrowing application process

- Projects meeting the schemes objectives and approved by the Minister for Local Government, will go to the Treasurer to consider a guarantee.
- After conducting a credit assessment of all the approved projects (similar to a bank), DTF will provide a recommendation to the Treasurer (one Briefing covering all projects).
- Applicant must clearly demonstrate the loan can be repaid.
- Borrowers must commit to DTF's terms and conditions for a loan.
- TCV will be the lender to those projects qualifying for a guarantee.



Financial Viability Assessment

In assessing financial viability, DTF will consider:

- The borrower's ability to generate sufficient cash flow to service the loan over its life, noting that loans will be secured against the general rates revenue of the council.
- The borrower's historical ability to generate surplus cash and to service loans.
- The current capital structure, size and nature of other current and proposed future loans and commitments.
- The external factors and risks which may affect the project cash flows.
- The skills and track record of management.



What do you need to provide?

- Audited financial statements for the previous three years.
- Forecast financial statements for the next five years.
- Projected cash flow forecasts of the underlying business.
- The infrastructure project's cash flows.
- Details and likelihood of consent from existing lenders.
- Other information as required.

Credit Metrics

DTF undertakes a holistic credit assessment of the borrower is based on actual and estimated financial statements, governance arrangements and the veracity of the business case.

Core ratios	Calculation			Required Range
Interest Cover Ratio (times)	Core ratios	Calculation	Required Range	Greater than 2.0 times
	Interest Cover Ratio (times)	$\frac{EBITDA}{Interest\ Expense}$	Greater than 2.0 times	
	Borrowings to Own Source Revenue Ratio (%)	$\frac{Borrowings}{Own\ Source\ Revenue}$	Less than 60%	
Borrowings to Own Source Revenue Ratio (%)	Core ratios	Calculation	Required Range	Less than 60%
	Interest Cover Ratio (times)	$\frac{EBITDA}{Interest\ Expense}$	Greater than 2.0 times	
	Borrowings to Own Source Revenue Ratio (%)	$\frac{Borrowings}{Own\ Source\ Revenue}$	Less than 60%	

Other ratios considered	Calculation			Ideal Range
EBITDA Margin (%)	Other ratios considered	Calculation	Ideal Range	Greater than 10%
	EBITDA Margin (%)	$\frac{EBITDA}{Total\ Revenue}$	Greater than 10%	
	Loan to Value Ratio (%)	$\frac{Borrowings}{Net\ Assets}$	Less than 40%	
Loan to Value Ratio (%)	Other ratios considered	Calculation	Ideal Range	Less than 40%
	EBITDA Margin (%)	$\frac{EBITDA}{Total\ Revenue}$	Greater than 10%	
	Loan to Value Ratio (%)	$\frac{Borrowings}{Net\ Assets}$	Less than 40%	
Current Ratio (times)	Other ratios considered	Calculation	Ideal Range	Greater than 2.0 times
	EBITDA Margin (%)	$\frac{EBITDA}{Total\ Revenue}$	Greater than 10%	
	Current Ratio (times)	$\frac{Current\ Assets}{Current\ Liabilities}$	Greater than 2.0 times	



Loan Documentation

- Project Delivery Agreement will exist between the borrower and DELWP:
 - A precondition for entering into a loan.
 - Ensures the State that the project is completed.
- Approved borrowers will enter into a Loan Agreement with TCV, the State's central financing agency:
 - the Loan Agreement sets out the terms and conditions of the loan and is non-negotiable.
- Approval by the State may be required where subsequent financing is proposed by the borrower.
- Loans will be secured against rates revenue.
- The State is to rank equally with other secured lenders (i.e. according to the order of the granting of the security).



DTF Contacts

Bernard Gastin

Executive Director - Financial Assets and
Liabilities

Department of Treasury and Finance

bernard.gastin@dtf.vic.gov.au

Mike Allen

Director – Balance Sheet Management

Department of Treasury and Finance

mike.allen@dtf.vic.gov.au



Treasury Corporation of Victoria

- Treasury Corporation of Victoria (TCV) was established on 1 January 1993 as the central financing authority and financial advisor for the State of Victoria
- TCV provides loans, deposits, financial arrangements, guarantees and advice to government agencies (participating authorities) and departments, or organisations as directed by the Treasurer
- TCV's client loans are funded by the issue of government guaranteed, AAA rated bonds in the domestic and international financial markets and deposits received from public authorities

Loan Facilities

- The Treasurer will guarantee the TCV loans provided under the scheme and stipulate terms and conditions:
 - Amount
 - Term
 - Structure

- TCV loan facilities to be provided under the scheme:
 - 11am loan facility
 - Credit foncier loans

Loan Facilities

11am Loan Facility:

- to be provided during the construction period
- the project cash flow forecast will determine the drawdown schedule of funds drawn on the 11am loan facility
- loan funds to be provided on completion of construction milestones
- variable interest rate based on a benchmark RBA cash rate – currently 1.165%
- interest only
- interest paid monthly on the first business day of the next month

Loan Facilities

Credit Foncier Loan:

- on construction completion, funds drawn on the 11am loan facility will be converted into a credit foncier loan
- fixed term and interest rate
- regular repayment instalments of principal and interest (amortising schedule)
- monthly, quarterly or semi annual repayment frequency
- instalments payable on the first business day of the month
- applicable interest rate currently is 1.42% for 10 years and 1.68% for 15 years (rate is indicative only and is subject to change based on market movements)

- Principal and Interest Payments
 - TCV will invoice DELWP directly for the payment of interest subsidises
 - principal and interest payments (less interest subsidy) due from the borrower will be direct debited monthly from the nominated bank account on the first business day of the month

- Interest Rate Risk Management
 - during the construction period, the borrower will be exposed to interest rate movements on the 11am loan facility and future credit foncier loan pricing
 - the interest rate on the future credit foncier loan can be fixed ahead of time
 - the key criteria will be the forward settlement date and the amount to be fixed

TCV Documentation

- The council will be required to enter into a standard TCV loan agreement
- A number of conditions precedent to drawing and ongoing reporting obligations are requirements of the loan agreement
 - project approvals
 - project budget and cash flow forecast
 - audited Financial Statements
 - executed copy of the Project Delivery Agreement
 - financial covenants
 - drawdown notices
 - annual Budgets
- Onboarding Documentation
 - TCV Participating Authority application
 - authorised personnel
 - TCV client portal access
 - direct debit agreement



TCV Contacts

Treasury Corporation of Victoria

Level 12, 1 Collins Street
Melbourne, VIC 3000, Australia
<https://www.tcv.vic.gov.au/>

Treasury Client Services

T: 03 9911 3636
E-mail: treasuryclientservices@tcv.vic.gov.au

Key contacts -

Tania Ventura, Senior Manager Treasury Client Services
t.ventura@tcv.vic.gov.au

Stephen Bikakis, Treasury Client Relationship Manager
s.bikakis@tcv.vic.gov.au

Kanchan Harish, Treasury Client Relationship Manager
k.harish@tcv.vic.gov.au

Stefanie Walters, Treasury Dealer
s.walters@tcv.vic.gov.au

5.3. ACTIVITIES & INITIATIVES 2019-2020: JULY - SEPTEMBER (QUARTER 1)

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.

EXECUTIVE SUMMARY

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

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 underpin 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.

Council business units utilise their business plans to develop tasks that build up to the actions of this report and many of the A&I's are driven from strategic plans developed for the long-term improvement of services and assets to the community.

Funding allocations to deliver the A&I's are outlined the Council Budget. In 2019-2020 there are 145 A&I's which represent a broad range of the work undertaken by Council on behalf of the community.

Council reports at the A&I's level to provide further information to the community about the work being undertaken by Council.

The report details progress on activities, milestones and significant events across a range of specific actions and initiatives. Council will continue to evolve its reporting to the community to provide clarity as to the level of endeavour being undertaken in key areas of the organisation to achieve our strategic goals for the community, as outlined in the Council Plan.

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

That the Activities & Initiatives 2019-2020 July-September (Quarter 1) report, be received.
CARRIED - 7:0

BACKGROUND

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

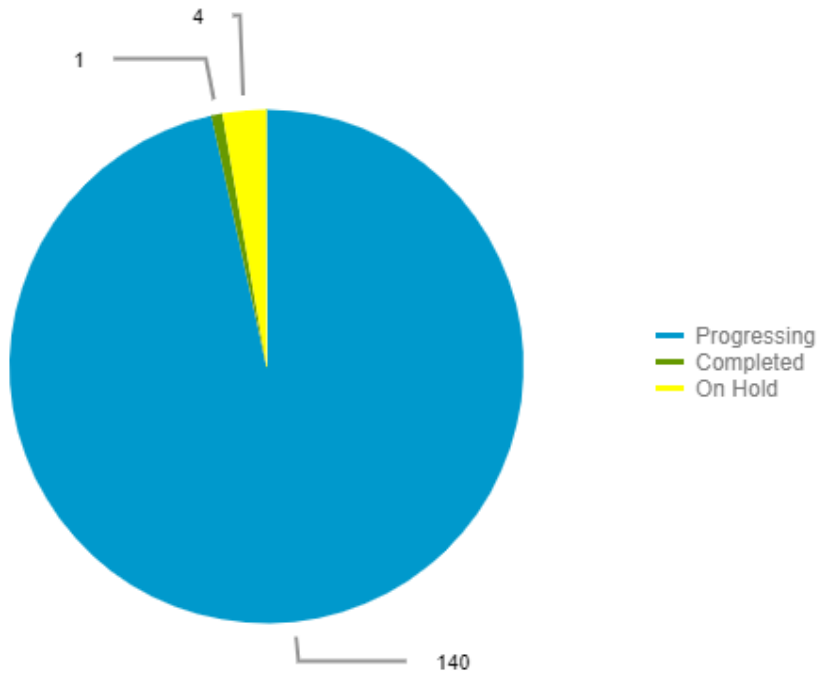
Council is required to set down the A&I's on an annual basis that are to be funded and demonstrate how these actions will contribute to achieving the strategic objectives specified in the Council Plan and Budget.

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

● Completed ● Progressing ● On Hold ● Not Updated

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: Q1 [5.3.1 - 38 pages]



- Completed
- Progressing
- On Hold
- Not Updated



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

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	Status	Traffic Lights	Comments
1.1.1	Complete a Domestic Wastewater Management Plan.	Guy Price	60%	Progressing		As of 20 Sept 2019, audits have been conducted on riverside properties as a sample of those classed as 'high risk', which found that most systems are generally being well managed. A week beforehand, briefing papers had been sent to all stakeholders (incl. CMA; Wannon Water; DELWP; EPA; residents in unsewered areas of Allansford, Bushfield and Woodford; etc.) and for their feedback. The consultant has completed most of the risk mapping (which will aid in managing high-risk areas, and aid in determining optimal subdivisions). Stakeholder meetings will occur in mid-October. The Plan is due to be completed by end-November 2019, which will provide a range of actions to be implemented to protect and enhance our waterways, coast and land. The plan will be reviewed annually, and amended where necessary.
1.1.2	Ensure compliance with Local Laws relating to horses on Lady Bay.	Peter McArdle	90%	Progressing		Local Laws have increased their presence along with the racing club staff member. Also developed an incident report sheet to be completed by the WRC staff member, signed off by both the Racing Club and Council.
1.1.3	Ensure all septic tanks meet EPA guidelines and requirements.	Guy Price	0%	Progressing		This is part of the Domestic Wastewater Management Plan, and so this separate item should be removed
1.1.4	Review recycling practices in the city and develop short and long-term options for recycling processing.	Glenn Reddick	30%	Progressing		A glass only collection trial being considered by council at its October Ordinary Meeting. This will provide information to inform the recycling processing tender which will be advertised shortly after. This has the potential to reduce recycling practices and processing costs.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
1.2.1	Deliver street lighting energy efficiency replacement program.	Lauren Schneider	30%	Progressing		Draft reports for (EMT, Council Briefing and Council) are currently underway for potential endorsement. Project brief is also currently being developed.
1.2.2	Continue to reduce reliance on landfill by diverting organic material from waste streams.	Glenn Reddick	80%	Progressing		Although this action is ongoing, the full rollout of FOGO is diverting around 80 tonnes per month from landfill.

1.3: Assess our climate change preparedness.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
1.3.1	Support State Government in Local Coastal Hazard Assessment program.	Lauren Schneider	30%	Progressing		Dune monitoring of Lady Bay area is currently underway and being undertaken by Deakin University. Future funding opportunities for Phase 2 are currently being sought.

1.4: Review options for managing waste.


Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
1.4.1	Investigate opportunities for waste to energy to reduce reliance on landfill.	Glenn Reddick	30%	Progressing		A report is being prepared by Deakin University to explore options which will be reported to Council. The report is due by November 2019.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

1.5: Educate and partner with the community on Council's sustainability initiatives.

Action Code	Action Name	Responsible Officer	Progress	Status	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.	Lauren Schneider	40%	Progressing		<p>Completed programmes to date are:- Solar Bulk Buy; Environmental Upgrade Agreements; Stage 1 of business audits, which includes Sustainable Salons.</p> <p>Current programmes underway are:- Stage 2 of business audits, project planning for residential audits, two community forums for community owned renewable energy, Sustainable House day, Renewable energy forum - solar to hydrogen,</p>



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

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

2.1: Promote healthy lifestyles.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.1.1	Ensure compliance with the Tobacco Act and MAV Tobacco Agreement.	Guy Price	50%	Progressing		As part of the ongoing MAV Tobacco Agreement, Tobacco Test Purchases (employment of a minor to purchase cigaretttes from retail outlets) and Toabcco education & enforcement (at public hospitals) continues to occur each 3 months. Proactive visits (i.e. discussion on compliance with Tobacco Act) continues to be conducted during routine food premises inspections.
2.1.2	Implement Warrnambool - A Healthy City 2017-2021.	Lisa McLeod	30%	Progressing		The first quarter's activities focussed on planning, partnership development and seeking external funding for campaigns in Q2. Campaigns under development include Mental Health Week, Gambling Harm Awareness Week (Oct) and 16 Days of Action (Nov/Dec). In addition, presentations on WCC's This Girl Can Campaign in Active Autumn 2019 have been provided to VicHealth and officers are preparing to present the outcomes to the Victorian Active Women and Girls Community of Practice Forum in early October.
2.1.3	Increase understanding of priority health and wellbeing issues in the community.	Lisa McLeod	30%	Progressing		Community campaigns under development for Q2 include Warrnambool Mental Health Week, Gambling Harm Awareness Week and 16 Days of Action. Warrnambool clubs and providers who participated in the successful This Girl Can 3280 campaign in Autumn 2019 have been providing feedback to VicHealth about the difference made to their female participation and levels of participant satisfaction by providing information, resources and funding to deliver inclusive, female friendly physical activity session as part of Active Autumn.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.1.4	Encourage social connection and promote active living in public spaces.	Lisa McLeod	30%	Progressing		The first quarter is mostly a planning quarter for Walktober, Ride to Work and other campaigns which encourage our community to #beActive3280. Refer to the Warrnambool 2040 reporting about the #smallactions #BIGdifference campaign for information about commitments by residents to increase social connection and promote active living. Significant effort has been made to integrate the objectives and actions of Warrnambool - A Healthy City and Warrnambool 2040 to ensure operational activities are aligned to deliver on the goals of both plans at once.
2.1.5	Provide communications support to promote Council services and facilities.	Nick Higgins	25%	Progressing		Among the actions is the promotion of the Great South Coast speaker series which features a series of inspirational speakers and aims to encourage encourage and grow new and existing businesses in Warrnambool and the region.
2.1.6	Ensure premises operating under the Food Act and Public Health Act are inspected before a renewal of registration is granted.	Guy Price	75%	Progressing		All premises are well on schedule to be inspected before end of the calendar year, with all non-compliant businesses being promptly followed-up to ensure they become compliant.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.2.1	Partner with local agencies and organisations to address health and wellbeing priorities.	Lisa McLeod	40%	Progressing		WCC's Partnership efforts to deliver the annual Mental Health Week campaign has again resulted in a strong commitment to a shared community campaign and a series of free events. Supporting partners for the week are Wellways (financial and programming support provided), SW Healthcare (programming support), Warrnambool Library (programming support), Lighthouse Theatre (programming support), Human Library 3280 (Dr Jodie Fleming and Matt Reeves - community volunteers) and F Project Cinema (presenting partner). A partnership with Warrnambool East Primary School to deliver the "Gentle Men Community Arts Festival" on the Civic Green as part of the 16 Days of Activism Against Gender-Based Violence and funding from the MAV will enable wider reach of the #16Days campaign in 2019.
2.2.2	Develop a proposal for the development of fit-for-purpose immunisation facilities.	Alison Elliott	10%	Progressing		Plans are currently being drawn for a fit-for-purpose immunisation facility based at the Swan Reserve centre. Management is in the process of identifying / sourcing funding grant.
2.2.3	Children with the highest needs within the community are identified and offered support through the Early Years Continuum.	Tina McLeod	25%	Progressing		WCC Early Years Collaboration group established to identify and wrap around supports to families in need within the community
2.2.4	Maintain and enhance child immunisation rates (from 95 per cent coverage).	Alison Elliott	20%	Progressing		Immunisation rates as of 30 June 2019 1 year old - 95.92% fully immunised 2 year old - 96.34% fully immunised 5 year old - 98.90% fully immunised



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.2.5	Strengthen and further develop the central enrolment process for kindergartens which respond to policy direction emerging from the Early Years Reform.	Ebony Grieve	75%	Progressing		The central enrolment project has met the intended goals to date, for policy review and inclusion of all WCC funded Kindergarten programs in the central enrolment process for 2020 enrolments. The project will continue to scope work required for inclusion of external stakeholders in the central enrolment process.
2.2.6	Support the collection and sharing of consistent data and evidence to inform strategic and service planning.	Lisa McLeod	30%	Progressing		Warrnambool's online Community Profile has been improved to offer the following new profiles: 5 year age group from 0- 80 years+; Aboriginal Community, Recent Arrivals (arrived in Australia in the last 5 years), Non-English Speakers (total) plus Chinese languages, Overseas born, People with a need for assistance due to disability, People in Low income households, gender disaggregated data. The new profiles are accessible via the Council website at http://www.warrnambool.vic.gov.au/communityprofiles and then click through to the community profile link. In addition, officers continue to work with SW Primary Care Partnership to scope a shared online data hub which will reduce the need for WCC to undertake specific data sourcing and analysis for health and wellbeing indicators.
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.	Lisa McLeod	25%	Progressing		Connect Warrnambool Facebook continues to be utilised for sharing Weather Warnings and Alerts issued by Vic Emergency. Development of a campaign around bushfire preparedness will commence in Q2.
2.2.8	Establish a parenting program supporting the needs of fathers within the community.	Sharyn Trewin	10%	Progressing		Offering 2 evening sessions per first parent group on play and attachment and safety in the home



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.2.9	Continue to develop a kiosk information centre for families to navigate children's services and activities within the community.	Sharyn Trewin	0%	Progressing		This action has been placed on hold due to temporary relocation from Childrens service centre to Archie Graham.
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.	Sharyn Trewin	10%	Progressing		Connecting with DHHS around vulnerable families accessing early start kinder.
2.2.11	Embed child safety standards across the Early Years Learning and Development Unit.	Ebony Grieve	50%	Progressing		Reportable Conduct training has been developed and rolled out to the early years leadership team and is currently being delivered at all early years staff.
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.	Ebony Grieve	30%	Progressing		The delivery of the Indigenous Language Program has started to be rolled out to all 12 Kindergarten sites. Every child attending WCC Kindergartens will have the opportunity to learn the local Indigenous Language through interactive sessions that explore language and culture relevant to our region.



Warrnambool City Council Activities and Initiatives

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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.2.13	Complete the principle pedestrian network plan to inform future investment in our pathways and support sustainable transport.	Luke Coughlan	35%	Progressing		The data to support the principle pedestrian network plan has been prepared and collated. A draft plan has been prepared, which will be updated with required data prior to commencing public consultation.
2.2.14	Ensure regional assessment targets are met and that quality processes are adhered to.	Maree Wyse	25%	Progressing		The Regional Assessment Service is meeting service delivery targets for clients referred through the Commonwealth Home Support Program and HACC Program for Younger People. The service is also adhering to quality processes including the completion of mandatory My Aged Care assessor training and quarterly reporting to the Department of Health's Aged Care Quality Framework.
2.2.15	Continue to implement Council's Disability Action Plan.	Richard Stone	60%	Progressing		Of the 43 actions: 25 actions are completed, 17 are progressing and 1 is not progressing due as there is no funding available at this stage
2.2.16	Ensure that the Commonwealth Home Support program meets and maintains all quality service standards as established by the Commonwealth Government.	Wilma Gibson	60%	Progressing		A quality service standards working group has been established and meets on a monthly basis to review progress towards meeting all expected standards. A self assessment process has been completed with required improvements now incorporated into the units continuous improvement plan.
2.2.17	Implement Council's wellness, reablement and diversity plans.	Wilma Gibson	50%	Progressing		New Diversity and Wellness and Reablement plans have been completed and submitted to the Department of Health and Human Services. Implementation of key actions has begun with full completion expected by May 2020.



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2.3: Increase community health and social connection.

Action Code	Action Name	Responsible Officer	Progress	Status	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.	Maree Wyse	25%	Progressing		Over the past 3 months the centre has been a key provider of health and wellbeing information, activities and opportunities to older adults and other community members. The 'What's On At Archie' newsletter mailing list continues to grow, and participants have engaged in a wide range of activities including hydrotherapy, exercise programs, walking, cycling art, writing, a bus trip to Sheepvention and iPad classes. A particular focus in September has been increasing the awareness of people living with Dementia in our community.
2.3.2	Increase connectedness and build health and wellbeing knowledge of local people via social media.	Lisa McLeod	25%	Progressing		Connect Warrnambool has posted 250+ times to promote volunteering, increased physical activity, encourage participation in social and educational community events and activities. Posts have reached more than 25,280 FB users per month within 50 km of Warrnambool. Connect Warrnambool Page likes have increased 14% Sept 2018 - Sept 2019 to 6415. Warrnambool Walks FB page has also continued to grow significantly in following and reach.
2.3.3	Continue to support and grow active volunteerism within the local community.	Maree Wyse	40%	Progressing		More than 250 people were involved in the annual Volunteer Expo which was held across 2 days in September. Representatives from 40 volunteer organisations and community groups offered an extensive range of activities and volunteering opportunities to the public, and the event was also highly valued for interagency networking.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.3.4	Analyse impact of childcare subsidy and other sector reforms on the Outside School Hours Care operating model.	Rodney Sanderson	50%	Progressing		<p>Review of fees and charges policy completed.</p> <p>Communications strategy in place to inform families of identified changes to eligibility to childcare subsidy in regards to Vacation Care.</p>
2.3.5	Complete the Age Friendly Communities Project.	Richard Stone	45%	Progressing		<p>The Age Friendly Communities Project held an Age-friendly Forum this quarter with 8 Businesses indicating their interest in being "Age-friendly Business Champions".</p> <p>14 community groups/clubs are now part of the Age Friendly Network with 5 groups submitting proposals to make their organisation's more Age-friendly & Welcoming.</p>
2.3.6	Early childhood services know how to respond and reduce harm related to childhood trauma.	Tina McLeod	20%	Progressing		<p>School readiness funding is assisting early years teams to access the Alannah and Madeline Foundation Trauma Consultancy Team to assist with children currently dealing with trauma within early years services.</p>
2.3.7	Establish and deliver a Neighbourhood House program in the West Warrnambool Community.	Richard Stone	30%	Progressing		<p>The West Warrnambool Neighbourhood House facility is established and operating 25 hrs per week. Programs run in this quarter included:</p> <p>Morris Road Active Hub:</p> <p>Brauer garden on the verge project. This project was a collaboration with Year 12 VCAL students. The garden located in the front of the Neighbourhood House was officially opened on Friday 13th September.</p> <p>Red Cross Pillow case project. This project was a collaboration with Red Cross volunteers and staff and works with children to be active participants in their own emergency preparedness.</p>



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Action Code	Action Name	Responsible Officer	Progress	Status	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.	Sharyn Trewin	5%	Progressing		Implementing Enhanced Maternal Child Health new guidelines to ensure all eligible families receive referrals to supported playgroup.
2.3.9	Review and further develop operational procedures and resources for Emergency Relief Centre Activation at Warrnambool Stadium.	Rodney Sanderson	75%	Progressing		Document complete. To be distributed to ERC coordinators and staff prior to fire season.
2.3.10	Work with the system provider to further improve functionality within the KidsXap system for Outside School Hours Care.	Rodney Sanderson	65%	Progressing		Both the programs account and booking information is now updated and current .

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.4.1	Implement the AquaZone Operational Plan and make improvements to drive increased visitation.	David Brydson	20%	Progressing		Currently engaged in creation of Business, Marketing, and Sales Plans for the 19/20FY. Present activities have included conducting membership, Learn To Swim, and casual access promotions.
2.4.2	Complete the upgrade to AquaZone's water treatment system.	David Brydson	90%	Progressing		Waiting on installation of Sodium Hypochloride tank, and associated minor works. All other aspects of project are complete.
2.4.3	Implement the Merrivale Recreation Reserve irrigation, electrical upgrade and lighting improvement project.	Kyme Rowe	25%	Progressing		Project progressing as planned, work is due to commence 10th October 2019
2.4.4	Continue implementation of the Reid Oval Redevelopment Project.	John Finnerty	25%	Progressing		Project has commenced and is progressing well. The design team has been appointed and are also well advanced, currently compiling user group and Council staff feedback



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.4.5	Implement Stage 1 of the Lake Pertobe Master Plan.	Luke Coughlan	10%	Progressing		In Progress - Council has applied for and successfully received a \$1.45 million grant towards the \$2.9 million project for the implementation of the first stage of the Lake Pertobe Masterplan. Six key projects underway which are a major upgrade to the play area (play area 2), construction of a new toilet block (McGennans carpark), installation of walking and wayfinding signage, replacement of a pedestrian bridge (bridge 6) with a modern accessible bridge, an indigenous feature area and a significant investment in accessible paths. Each of the projects are currently in varying stages of design with two projects, being the bridge and the walking and wayfinding signage projects due to be completed prior to Easter 2020.
2.4.6	Commence implementation of the Active Warrnambool Strategy.	Kim White	25%	Progressing		The Strategy will be presented to Council for endorsement in October.
2.4.7	Coordinate and administer casual and seasonal tenancy use, including fees and charges for use of Council's outdoor sports grounds.	Kyme Rowe	25%	Progressing		Casual hires and seasonal use processes are ongoing. Online booking system is now in place, improving the efficiency of the process and the level of communication and data collected.
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.	Kyme Rowe	100%	Completed		Casual hires and seasonal use processes are ongoing. Online booking system is now in place, improving the efficiency of the process and the level of communication and data collected.
2.4.9	Explore facility management software or web-based solution for Warrnambool Gymnastics Centre.	John Finnerty	15%	Progressing		Scoping and identification of suitable software solutions is underway.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.4.10	Manage facilities and equipment to support domestic indoor sports competitions, tournaments and events at Warrnambool Stadium.	John Finnerty	25%	Progressing		The Stadium continues to perform as a busy multi use, multi sport hub. In line with Active Warrnambool a strategy to ensure the Stadium can continue to deliver for the growing Warrnambool Community will be developed.
2.4.11	Upgrade the gymnasium's strength equipment at AquaZone.	David Brydson	10%	Progressing		Tender document currently being created outlining specification.
2.4.12	Commence a program of renewal works for AquaZone's outdoor 50m pool.	David Brydson	20%	Progressing		50m works to be undertaken at close of summer season

2.5: Encourage and support more lifelong learning.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.5.1	Continue implementation of the Library and Learning Centre project in conjunction with South West TAFE.	John Finnerty	20%	Progressing		The Project is currently a few weeks behind schedule, next step is to appoint the architect. (percentage complete measure is relevant to expected progress in the reporting year not overall project completion)
2.5.2	Deliver Youth Leadership programs that a range of young people can access.	Richard Stone	25%	Progressing		<p>Warrnambool City Councils Youth Services Program has delivered and or supported the following leadership programs:</p> <p>The Warrnambool Multicultural Leadership Program in conjunction with Warrnambool College.</p> <p>The Warrnambool East Primary School Community Crew (WEPS CC). The WEPS CC have recently signed up for the Colour My World Project in the East Warrnambool Community.</p> <p>The Future Leaders Of Industry. Part of the Engage program, the Year 11 participants have their program graduation ceremony on Wednesday 2nd of October.</p>



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
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.	Tina McLeod	20%	Progressing		Staff attended meetings with the MAV Kindergarten Expansion Reform Project Group as part of the first steps in progressing the State Government's expansion of 3 year old Kinder program
2.5.4	Continue to provide high quality early years programs within early years services that prepare children to develop to their full potential.	Ebony Grieve	30%	Progressing		All WCC early years services have started too actively work towards achieving bench marks under the recently review Achievement Program. This program assists staff to create a healthy environment using a whole-service approach that includes staff, students, families and the wider community.
2.5.5	Continue to improve school readiness outcomes through the implementation of the DET School Readiness Funding.	Ebony Grieve	70%	Progressing		Delivery of the current 2019 plans is well underway with substantial investment in professional development for early years staff primarily focused on supporting children's wellbeing. Review and planning for 2020 has started within the EYM in consultation with DET.

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.6.1	Work with the appropriate stakeholders to progress development of improved tourism product initiatives at Tower Hill and Moyjil.	Andrew Paton	25%	Progressing		Master Planning project for Tower Hill is well under way. Traditional owner and other stakeholder engagement and broader community consultation occurring. Project Control Group formed comprising Parks Victoria, RDV, Moyne Shire, Warrnambool City Council, Great Ocean Road Regional Tourism, VicRoads, and Visit Victoria. The beach access stair construction project at Moyjil is presently awaiting permit approval from Aboriginal Victoria. Upon approval construction will commence.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.6.2	Develop and deliver a Warrnambool Art Gallery calendar of exhibitions and education programs which attract identified target audiences.	Vanessa Gerrans	80%	Progressing		Exhibitions continue to be developed despite closure period for air-conditioning replacement. Including two touring exhibitions (Melbourne and Newcastle) and participation in programs such as Diversity Arts Australia (DARTS) Fair Play program in which selected organisations undertake an audit to investigate opportunities for leadership, creative programming, staff, marketing and audience development. This will particularly inform evaluation of our programming to support First Nations, Disability and CALD communities.
2.6.3	Complete the 10 year strategy for the Warrnambool Art Gallery.	Vanessa Gerrans	50%	Progressing		Gallery working with designer and Regina Hill Consulting to finalise
2.6.4	Continue to foster community partnerships to deliver arts engagement workshops and activities at the Lighthouse Theatre.	Xavier Dannock	30%	Progressing		<p>A number of workshops have been completed so far as part of the 2019 Theatre Season including:</p> <ul style="list-style-type: none"> - Bell Shakespeare ran their Regional Access Workshops with Brauer College, prior to their attendance at the performance of Much Ado About Nothing in July 2019, to provide practical workshops on the performance to increase their knowledge and understanding. - Stardust and The Mission provided an opportunity for a local brass band to perform in their show, with the Portland Citizen's Brass Band taking part and performing throughout the show. - Inveni Ensemble provided masterclasses on violin and oboe for local students prior to their concert, providing the students the opportunity for coaching and feedback from internationally acclaimed performers. Inveni also engaged with the Warrnambool Symphony Orchestra for a side-by-side performance during their show.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.6.5	Develop and implement a Lighthouse Theatre membership program to provide increased engagement and opportunities for the community.	Xavier Dannock	15%	Progressing		Discussions have begun with our ticketing provider around the options available for membership implementation.
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.	Xavier Dannock	50%	Progressing		The 2020 Season planning has been completed, with 17 performances confirmed for attendance in 2020. Marketing, brochure design and formal season launch details are currently being planned with the launch to occur early December 2019.
2.6.7	Undertake a feasibility study for the future of the Warrnambool Art Gallery.	Vanessa Gerrans	10%	Progressing		Gallery sourcing examples from recent regional and state gallery projects
2.6.8	Manage the Warrnambool Art Gallery collection and programs to enable the gallery air-conditioning upgrade.	Vanessa Gerrans	50%	Progressing		collection and gallery contents and staff fully relocated to schedule and budget for work to commence


2.7: Actively acknowledge local Aboriginal culture.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.7.1	Engage Aboriginal elders in Council's strategic planning and include Aboriginal culture, stories and language in projects whenever appropriate.	Lisa McLeod	30%	Progressing		The Playspace Renewal Project and the creation of the Pirtup (small Sandpiper) Trail funded as part of the Building Better Regions Grant for Lake Pertobe have created the opportunity for strong engagement and partnership of the Aboriginal community in the region. To inform these projects the landscape designers have undertaken site visits at Budj Bim, Tower Hill and Moyjil with traditional owner representatives and have met with Gundtj Mirring, Eastern Maar and Aboriginal Victoria representatives. Whilst this takes time the value from the partnership and learnings will deliver significant benefits in the project and the relationship with local elders and community.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.7.2	Work with the Eastern Maar on developing Council's partnership role in relation to the establishment of treaty outcomes with the Victorian Government.	Peter Utri	25%	Progressing		<p>Council has been represented at various forums in relation to the likely impacts of the state government negotiations around compensation and the ongoing framework of utilisation for Crown lands in the region. The underlying premise is that the local Eastern Marr community would like a more significant role in the determination of future uses of Crown land areas in the subject region. The eastern Marr are looking for better connections with local authorities to navigate the relationship between the two groups including greater local recognition of indigenous culture and greater opportunities for members of the indigenous community to overcome social disadvantage through local economic opportunities. A second process underway is a native title claim for the subject areas across Warrnambool and Councils across the South West of Victoria.</p> <p>Council needs to review the impacts of both the negotiations with the State Government and the native title claim to determine possible ongoing impacts to Council operations and programs. Council should likewise be working toward strengthening the recognition and partnership sought by the Eastern Marr to better understand the emerging issues of the local indigenous community and where Council may be able to work proactively to help these members achieve their goals in a conciliatory and considered manner</p>



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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
2.8.1	Continue to monitor and deliver agreed annual priorities from the 'Early Years Compact'.	Tina McLeod	30%	Progressing		Staff regularly attending Compact meetings at State, Regional and local level to progress actions plans and initiatives of the Early Years Compact. All relevant priorities are on track.



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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	Status	Traffic Lights	Comments
3.1.1	Consider the recommendations from the Cycling Reference Group and implement any actions adopted by Council.	John Finnerty	25%	Progressing		The CRG had a meeting in early September and the next meeting is due for November 13. Any recommendation relevant for Council will be reported accordingly for Council consideration and implementation.
3.1.2	Enhance safety at the Promenade through the improvement of sight lines.	Luke Coughlan	0%	Progressing		Council are operating within the planning permit requirements. Trimming to the extent allowable is occurring.

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
3.2.1	Implement the key initiatives of the Open Space Strategy .	Julie Glass	55%	Progressing		Implementation of the recommendations of the Open Space Strategy is an ongoing process over a 10 year period from 2014-2024. The progress report indicates that 31% of city-wide strategies have been completed, and 27% of precinct based strategies are complete. This includes the development of 4 new local/neighbourhood parks and 2.3km of new footpaths connecting residents to open spaces. Six new master plans and landscape plans have also been prepared that have been informed by the Open Space Infrastructure guidelines. The majority of uncompleted city-wide strategies are either in progress or ongoing (55%). Implementation of the Open Space Strategy key initiatives is considered to be progressing on schedule.
3.2.2	Implement an Open Space Contributions Policy.	Julie Glass	80%	Progressing		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 currently being assessed.



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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
3.3.1	Complete the Changing Places Facility Project.	Richard Stone	45%	Progressing		Stage 2 reporting to the Department completed Tender process to select construction contractor completed with building works commencing October 1. Project on track for completion by January 2020
3.3.2	Develop and adopt a Playspace Strategy.	Peter Favero	65%	Progressing		A draft Playspace Strategy has been prepared, and is currently undergoing internal review prior to presentation to Council.
3.3.3	Progressively plan and renew City Centre streetscapes.	Luke Coughlan	5%	Progressing		Design works and planning for upcoming streetscapes is occurring.
3.3.4	Upgrade of one public amenities building.	Paul Wickson	5%	Progressing		Procurement of design service is in the evaluation stage.
3.3.5	Develop "significant & heritage" tree renewal program.	Luke Coughlan	10%	Progressing		Criteria to identify significant trees has been drafted and internal stakeholders have been invited to provide input.
3.3.6	Prepare a strategy and funding model for a long-term tree replacement program.	Luke Coughlan	50%	Progressing		A replacement program has been drafted as part of the tree asset management plan based on the remaining useful lives determined from the tree risk audit. This program presented to the Tree Working Group to be costed and levels of service agreed upon.
3.3.7	Develop and expand off-street parking areas.	Scott Cavanagh	5%	Progressing		Negotiations are ongoing in relation to land purchases and swaps.
3.3.8	Complete a review of the City Centre Car Parking Strategy.	Glenn Reddick	30%	Progressing		A brief has been prepared to review the strategy which is in readiness for advertising



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3.4: Maintain and enhance existing Council infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
3.4.1	Identify and regularly monitor condition of asset classes.	Luke Coughlan	35%	Progressing		Tree & Beach Access condition audit RFQs have been advertised, a purchase order has been issued for the re-inspection of poor condition light poles. Drainage & Building condition audit RFQs are to be advertised 12th October.
3.4.2	Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the Portuguese monument and Wollaston Bridge.	Luke Coughlan	5%	Progressing		Some informal discussions with the RSL have taken place to find alternatives to replace dilapidated Cannons at Cannon Hill
3.4.3	Update asset management plans for asset classes including drainage, roads, open space, IT, buildings and monuments.	Luke Coughlan	25%	Progressing		The Drainage asset management plan is currently in draft and being finalised prior to presentation to Council. The Roads asset management plan is being updated with current figures and data. The development of the other asset management plans is yet to commence.
3.4.4	Complete service level reviews for parks and gardens and roads and drainage services.	Mark Mirtschin	10%	Progressing		Over the last 12 months, service levels have been altered in the CBD / Liebig St to maintain the new streetscape improvements, the acceptance of these standards by the community will give us a confirmed service level to document. Other maintenance tasks in all areas of depot operations have altered through innovation, growth or new technology, these just need to be documented, to reflect any changes

3.5: Advocate for better regional connections.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
3.5.1	Seek funding for and deliver road safety projects.	Paul Cugley	30%	Progressing		Currently looking at Federal Blackspot applications and discussing with VicRoads. Have made TAC funding application for Ward St and Selby Road for improved crossing points near schools.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
3.5.2	Advocate for essential safety and road improvements on the Princes Highway West.	Scott Cavanagh	25%	Progressing		Launching concept design for Allansford and Rooneys Road to Southern Cross Road duplication for the Princes Highway West Action Alliance.
3.5.3	Advocate for improved passenger and freight rail services.	Phil Hoggan	25%	Progressing		Warrnambool City Council advocacy, through the Rail Freight Alliance (RFA), has helped resolve uncertainty around the Mode Shift Incentive Scheme (MSIS). The MSIS provides a vital subsidy to freight-forwarders to help offset the cost of transferring containers from rail to road transport to overcome last-mile access issues at the Port of Melbourne. The MSIS has been extended a further 12 months to June 30, 2020. Both Council and the RFA are seeking further surety for the MSIS beyond this date, until such time as rail is afforded direct access to port loading facilities. Council is yet to receive clarification on the State Government's most recent statement that \$114 million Warrnambool rail line upgrade "will pave the way for the introduction of VLocity passenger services to Melbourne". Rail track sleeper replacement works have largely been completed with the State Government citing 'uncontrolled level crossings' as the next obstacle to the introduction of VLocity services between Warrnambool and Melbourne.



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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	Status	Traffic Lights	Comments
4.1.1	Facilitate and promote business support initiatives to grow the local economy.	Helen Sheedy	25%	Progressing		Economic Development branch continues to lead business support programs such as Small Business Mentoring Program, Manufacturing Cluster Program, China Host Program, The Ideas Place business accelerator program, Great South Coast Speaker Series Program, and Business Surveys.
4.1.2	Provide executive support to implement the Great South Coast Food and Fibre Plan.	Andrew Paton	25%	Progressing		Executive support provided to the Great South Coast Food and Fibre Council. An outcomes report has been completed to be circulated to key stakeholders. Key achievements to date include effective advocacy for water policy reform, 3 phase power upgrades, dedicated website and branding, Communication and marketing plan completed, food and fibre focus groups educational and leadership programs developed. Some 26 of the 42 initiatives of the Great South Coast Food and Fibre Plan have either commenced or have been completed. Work 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.	Shaun Miller	25%	Progressing		Key economic indicators were regularly communicated to Council and wider business community including building approvals, population growth, unemployment data regularly updated and made available online (ref: https://www.economyprofile.com.au/warrnambool). Analysis and messaging from spendmapp data (EFTPOS and Point of sale transactions) also being circulated to business and industry to measure economic impact of events and as a further headline indicator of the health of the City's economy. For the year ended 30 June 2019, Visitor expenditure in Warrnambool (outside the 3280 postcode) increased 6% on the previous year.
4.1.4	Implement Warrnambool - China Strategy to build local business capacity and capability.	Shaun Miller	0%	Progressing		National interest from research institutes looking to highlight the Warrnambool-Changchun Sister-City model for international engagement with Council invited to present and speak on Warrnambool City Councils Changchun relationship during research report launch in Melbourne in October 2019.



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
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.	Phil Hoggan	25%	Progressing		<p>Launched 11th June, GSC DAMA aims to address this region's critical skills shortages and was approved by Department of Home Affairs following Council's development of a strong business case, supported by the Victorian Skills Commission Report. A DAMA facilitates employer access to sponsor workers in occupations unavailable through existing migration pathways. This includes mobile plant operators, some trades, and meat and dairy positions. New occupational classifications resulted from extensive consultation with the Department and peak bodies, referencing existing awards against required tasks. GSC DAMA operates via employer application endorsement 'rounds'. The Designated Area Representative (Council as DAR), controls allocation of positions per employer/sector and regional dispersal of the annual 100 position ceiling. Round 1 saw 26 positions approved, across two LGAs, within the meat processing (25 positions) and the transport sector (1 position). Round 2 saw a further 3 positions approved for a 3rd LGA within the earth moving industry. Warrnambool City Council also performs the Regional Certifying Body (RCB) function for the GSC region. The RCB provides direct advice to the Department of Home Affairs in relation to employer nominations under the Regional Sponsored Migration Scheme (RSMS) Subclass 187 permanent residency visa. The RCB attests to the Department that the nominating employer is operating lawfully, legally and profitably; is paying the market rate of salary; has attempted to source a suitably qualified Australian citizen or permanent resident from the local labour market, and; the nominated skilled position is one in skill shortage for our region. Seventeen employer nominations were processed by Warrnambool City Council RCB YTD for 2019 and include Agricultural Technician, Anaesthetist and Production Manager (Brewery)</p>
4.1.6	Deliver Social Housing Planning Project.	Julie Glass	35%	Progressing		<p>The Social Housing Planning Project is funded through the State government's Social Housing Investment Program. The project commenced in July with the procurement of a social housing consultant. Stakeholder meetings have been undertaken.</p>



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Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.1.7	Plan for the development and implementation of precinct structure plans.	Julie Glass	60%	Progressing		Development of precinct structure plans is ongoing, with the future growth area east of Aberline Road currently underway. The Minister for Planning has recently appointed the Victorian Planning Authority as the Planning Authority for the PSP. The Allansford structure plan is currently underway with the second round of community engagement about to commence. Other strategic plans are in the process of implementation including the Logans Beach Strategic Framework Plan and the Eastern Activity Centre structure plan.

4.2: Encourage more sustainable local business.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.2.1	Continue to facilitate and implement place-making initiatives.	Shaun Miller	20%	Progressing		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. Coordination and support for a trader driven Christmas themed event in the main-street in November 2019 has begun with regular meetings with traders to improve the activation outcomes off the back of the Very Liebig Christmas event held in 2018.
4.2.2	Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.	Andrew Paton	25%	Progressing		Advice and support provided to a number of potential investors at preliminary planning stage across residential, industrial and visitor economy sectors. Engagement occurring with State Government Departments and Agencies regarding a number of Crown Land parcels across the City.
4.2.3	Implementation of Development Plans and Developer Contributions Plans.	James Philips	60%	Progressing		Development Plan applications and Development Plan amendments continue to be processed and endorsed by Council:- 15 Dales Road ; Logans Beach Coastal Village (Stages 6 & 7 approved by Council September). Also developing guidance notes for applicants on how to prepare a Development Plan.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.2.4	Deliver a business case for a Business Incubator/Accelerator to support growth of existing companies or start-ups in our region.	Shaun Miller	45%	Progressing		Securing a \$284,000 grant through Victorian Government 'LaunchVic' funding, Warrnambool City Council coordinated 'the Ideas place' a 12 month program to engage and support local entrepreneurial activity across Warrnambool City, Moyne and Corangamite Shires. This initiative has also formalised a partnership with SW TAFE in their entrepreneurial\innovation\incubation hub 'The Hive' due for completion in October 2019.

4.3: Enhance the visitor experience.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.3.1	Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.	Andrew Paton	20%	Progressing		Over \$700 million in private sector investment is in planning. \$108 million of State and Federal Funding has been secured for implementation of Stage 2 of the Shipwreck Coast Master Plan. \$153 million for Great Ocean road maintenance. Parks Victoria have commenced Stage 1 works.
4.3.2	Support the activities of the Great Ocean Road Regional Tourism Board.	Andrew Paton	25%	Progressing		The Aboriginal Product Development Plan was circulated with the Project Control Group for comment and shared with Traditional Owners for their final approval. The Centenary celebrations of the Great Ocean Road rolled out with a range of programming through September. GORRT's off-peak Warrnambool media campaign is performing well - the Instagram campaign has driven strong visitation to the https://visitwarrnambool.com.au/i-am-where-stories-unfold/ landing page. Visitor Spend (outside 3280 postcode) for the year end June 2019, totalled an estimated \$369 million, up 6% on the previous year (\$349 million).



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.3.3	Continue to implement actions of the 2018-2022 Events Strategy.	Andrew Paton	25%	Progressing		As part of the Events Strategy 2018-2022 the Festival and Events Fund was created which resulted in 17 events totalling \$60k receiving financial support. Additional new events supported outside of this fund include a focus on community and business events such as Polio Network Conference, BPW State Conference, CWA State Conference, Breastfeeding Conference and Making Waves / No Limits Conference 2020. A newly created post event survey is now being sent to all event organisers as part of the acquittal process for any council funded event. This is captured through a newly created Survey Monkey event account. The data captured will be used to track economic impact of events, based on the latest Tourism Research Australia data. This will create the record to assess ROI on council funded events. Other key initiatives over the quarter include completion of the Warrnambool conference & event guide; Leveraging membership with Business Events Victoria has allowed us to secure a 20 minute boardroom presentation to conference and event organisers (20 – 30 pax) to promote Warrnambool as a business events destination; Partnership with Sports Marketing Australia – 2 new event leads received with expected numbers of over 700 delegates combined; Consultation with 52 event organisers via survey has been conducted to potentially support new community capacity building events.
4.3.4	Partner with Great Ocean Road Regional Tourism (GORRT) and other stakeholders to implement the recommendations of the Warrnambool Destination Action Plan.	Andrew Paton	20%	Progressing		The Warrnambool Destination Action Plan is currently being reviewed by the Visitor Economy Advisory Committee and GORRT. With the support of GORRT, other Visitor Economy stakeholders have, and will be, invited to participate in the review with the expectation that a broader base of our City's Visitor Economy will be engaged and lend support towards implementation of the Destination Action Plan.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.3.5	Deliver a population attraction campaign supported by a Victorian Government grant.	Andrew Paton	40%	Progressing		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, advertisement development 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).	Andrew Paton	25%	Progressing		Consultant appointed. Phase 1 has included site visits and a detailed survey of users. Situational paper prepared. Councillor workshop to be delivered in November 2019.

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.4.1	Provide advocacy support material and report on advocacy outcomes.	Nick Higgins	25%	Progressing		Among the actions was the development of a document advocating for improvements to the accessibility of rail services along the Warrnambool line.
4.4.2	Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.	Andrew Paton	15%	Progressing		The Princes Highway West Action Alliance and Alliance of Councils for Rail Freight Development continue to advocate for upgrades improvements on the Princes Highway West and rail connections. This is an ongoing action.
4.4.3	Enhance the outcomes of Council's regional partnership role and ensure the appropriateness of outcomes for Warrnambool.	Peter Utri	25%	Progressing		Council is reviewing its strategic priorities to seek alignment with regional priorities and initiatives to see where the greatest benefit and leverage can be achieved.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.4.4	Develop a Smarter Cities Plan to understand Council's role in the evolution of technology enhancing the growth of a regional city.	Peter Utri	10%	Progressing		Development of the shared enterprise system between Warrnambool, Corangamite and Moyne will provide for the platform that will enable greater connectivity to the community and the utilisation of big data in the organisation's that is the foundation of work being created in smarter cities.

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

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
4.5.1	Deliver education and advisory services to business and industry to raise awareness of building regulation requirements.	James Philips	40%	Progressing		A project management plan has been developed with assignments allocated to members of the team. Several information sheets providing guidance on typical planning and building scenarios have been drafted and are currently being reviewed. Permit application forms have been updated and officer checklists updated.
4.5.2	Continue to partner on projects and initiatives with Deakin University Warrnambool and South West TAFE.	Shaun Miller	40%	Progressing		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 auspiced the grant 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 has also formed an MOU with SW TAFE on the South West 'Hive' regional business co-working and incubation project due for completion in late 2019.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

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 Councils decision-making through effective promotion, communication and engagement.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
5.1.1	Provide community engagement opportunities relating to Council projects as required and funded.	Lisa McLeod	25%	Progressing		MCPD has not led any consultation activities this quarter however MCPD 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. Significant community engagement was undertaken as part of the community launch of the Warrnambool 2040 plan in mid September
5.1.2	Review the approach to Council meeting procedures to improve the accessibility and transparency of meetings.	Anne-Maree Neal	15%	Progressing		Project has commenced to examine amplification at meetings and the addition of live screen of Agenda to improve tracking of changes to motions. Project will also review other enhancement that may improve the experience of the Council meetings.
5.1.3	Prepare for the 2020 Council elections.	Anne-Maree Neal	5%	Progressing		Preparatory work being established for 2020 elections
5.1.4	Report on the extent and engagement with Council's communications measures.	Nick Higgins	25%	Progressing		Council continues to attract a strong social media following and strong participation in consultations for particular initiatives. A recent survey on recycling options received more than 300 responses from the community.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

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	Status	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).	Anne-Maree Neal	0%	On Hold		New local government act has still not been passed by State Parliament
5.2.2	Support reviews of Council's Governance Framework (systems and policies)	Anne-Maree Neal	0%	On Hold		Project proposed to commence first half of 2020
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.	Adam Williams	10%	Progressing		Limited progress with current focus on impending SISAP Audit.
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.	Simon Fleming	50%	Progressing		Consultant engaged to undertake review. Meetings held with all Directors and Managers and relevant information provided for consultant to undertake review. A draft report has been submitted for Executive 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.	Simon Fleming	5%	Progressing		Limited progress against this A&I
5.2.6	Review and embed staff training, development and wellbeing programs in order to drive enhanced employee engagement and culture.	Simon Fleming	35%	Progressing		The staff performance review process has been re-launched, inclusive of staff development plans. Significant work has also been undertaken on a staff training needs analysis in order to provide a more structured training environment. The OHS Committee and Depot wellbeing group are now working more collaboratively and a WCC Values steering committee has been formed in order to embed the organisational values and culture.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
5.2.7	Undertake human resource function process mapping exercise in order to identify opportunities to enhance current HR practices.	Simon Fleming	20%	Progressing		Process mapping has commenced, initially focussing on the recruitment process. Key components of the process have been identified and an electronic "Request to Recruit" form developed and trialed.
5.2.8	Develop a Municipal Early Years Strategy.	Tina McLeod	5%	On Hold		Continuing to seek funding opportunities to support cost, none available at this stage
5.2.9	Improve record-keeping compliance by improving the use of Council's Electronic Content Management (ECM) system.	Peter Newell	25%	Progressing		<p>The Controlled Documents project is in final testing before being rolled out. This project has provided good insight into what is involved in moving records from network drives to ECM.</p> <p>Further investigating the use of templates.</p> <p>Investigating the RedOffice add-in to allow saving to ECM directly from Microsoft Office products.</p> <p>Discussing with Redman Solutions custom integration with ECM to publish documents to the Intranet and the Internet.</p>
5.2.10	Refresh the IT Strategy.	Peter Newell	25%	Progressing		<p>This project had been put on hold until the T1 Shared Service with Moyne and Corangamite was confirmed. It is now confirmed.</p> <p>Preliminary discussions have commenced regarding the governance structure of the shared service.</p> <p>Preliminary discussions have also commenced regarding timing and funding of IT Strategy development.</p> <p>A draft high level IT Strategy has been commenced from a Warrnambool specific perspective.</p>



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
5.2.11	Participate in shared services project - TechnologyOne - with Moyne and Corangamite shires.	Peter Utri	25%	Progressing		The project is progressing on track with the establishment of draft governance structures and the beginning of commercial negotiations with vendors the initial steps underway. A scoping of the final return on investment factors from the business case subject to sensitivity analysis is being prepared for a final presentation to the Government Control group consisting of DWELP Treasury and Local government Victoria representatives to clear the final go no go hurdle for the project. The South West Councils ICT alliance is well placed to proceed through this phase with final components being completed and positive feed back to ate of the alliances current readiness to proceed.
5.2.12	Improve the resilience of IT Systems.	Peter Newell	80%	Progressing		<p>The fibre optic link connecting our two data centres at the Civic Centre and Archie Graham has been duplicated along a separate route.</p> <p>The microwave link from the Harrington Road water tower to the Scott Street depot has been duplicated.</p> <p>Warranties and maintenance agreements are in place for all hardware and software.</p> <p>IT equipment is rolled over at a maximum of 5 years. (It is not generally possible to get longer warranties). Some equipment can only be procured with a 3 year warranty, so is rolled over at 3 years. Occasionally equipment is rolled over early based on lack of performance or changed requirement.</p> <p>Operating systems and applications are routinely patched to updated versions.</p> <p>Documentation of configurations and procedures is constantly being refined and expanded.</p>
5.2.13	Demonstrate efficiencies via enhanced business processes and the improved utilisation of IT resources.	Simon Fleming	20%	Progressing		Work continuing on implementing a Council wide rostering system that will result in efficiencies and savings. Introduction of the Organisation Manager Ci Anywhere function has seen efficiencies around the administrative work of the HR team



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
5.2.14	Coordinate, prepare and have adopted the Council Plan 2017-2021 (revised 2020).	Nick Higgins	10%	Progressing		This work to be undertaken in the first half of 2020.
5.2.15	Partner with the community implement the W2040 Community Plan.	Lisa McLeod	50%	Progressing		The Warrnambool 2040 Partners network was formed with 22 founding partners signing agreements - see list at http://www.w2040.com.au/w2040-network-partners . The Warrnambool 2040 Plan launch on 18th September and the start of the #smallactions #BIGdifference community campaign was very successful with a full theatre of primary school students at the schools launch and around 500 people attending the community launch in the evening. As a result 1000's of promises have been made to take small actions - these can be viewed against each goal at http://www.w2040.com.au/w2040-goals
5.2.16	Embed and align Warrnambool 2040 (W2040) goals within Council's strategic planning and reporting processes.	Lisa McLeod	20%	Progressing		The W2040 working group is identifying Council's key initiatives which support W2040 goals and reporting alignment will continue to be improved during 2019/20. This effort will culminate in a Council W2040 Report Card highlighting actions which support W2040 goals being issued in early 20/21.

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	Status	Traffic Lights	Comments
5.3.1	Review Council-owned property with consideration of rental agreements, property valuations and disposal of surplus land.	Glendon Dickinson	20%	Progressing		Work continuing across properties identified as surplus to need including consideration for disposal. regular rental reviews for all Council owned commercial properties continues.
5.3.2	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	David Harrington	20%	Progressing		Initial discussions in EMT with work scheduled to be completed over the coming months.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	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.	Anne-Maree Neal	15%	Progressing		Discussions continuing with South West Victorian governance managers special interest group
5.3.4	Embed risk management within Council to influence key strategic and operational decision-making.	Anne-Maree Neal	75%	Progressing		Strategic risks workshops undertaken with Council and executive and developed in organisational risk matrix. organisational strategic risks also presented to Audit Committee. work continuing on refining controls around strategic risks.
5.3.5	Ensure effective Business Continuity Planning (BCP) is in place.	Anne-Maree Neal	0%	Progressing		Risk and Governance team are working through directorate sub plans with relevant staff. The organisational Business Continuity Plan has been updated. The BCP processes have also been subject to a follow up audit to ensure all aspects of prior audit recommendations have been adopted in the plan and associated processes.
5.3.6	Coordinate, prepare and have adopted Councils Strategic Resource Plan.	David Harrington	10%	Progressing		Internal planning session organised to prepare timetables, roles and responsibilities.
5.3.7	Coordinate, prepare and have adopted Councils Annual Budget.	David Harrington	20%	Progressing		Internal planning session organised to prepare timetables, roles and responsibilities. Long term financial plan planning session being finalised.

5.4: Deliver customer-focused, responsive services.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
5.4.1	Maintain and implement the Home Support Program continuous improvement plan and self-assessment tool.	Wilma Gibson	65%	Progressing		The Home Support Program self-assessment tool has been completed. The Programs continuous improvement plan is being developed with a number of key actions in progress.



Warrnambool City Council Activities and Initiatives

Q1, 2019/2020

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
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.	Glenn Reddick	30%	Progressing		A report has been presented to Council briefing on this service and will form part of a broader service review project.
5.4.3	Enhance organisational awareness of Victoria's Child Safe Standards.	Anne-Maree Neal	5%	Progressing		Learning and development branch to work through roll out of awareness program with Governance and Risk Branch
5.4.4	Review Council's complaint handling processes in line the draft Local Government Act changes and Ombudsman's guidelines.	Anne-Maree Neal	0%	On Hold		On hold awaiting local government act changes to ensure a comprehensive review associated with incorporating changes from both ombudsmans recommendations and act changes.
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.	Glendon Dickinson	20%	Progressing		Timeframes and responsibilities of actions have been reviewed with each Manager. Responsible persons have been identified and timeframes noted in the Customer Service Strategy. This is currently being programmed into the Pulse reporting system for future updates.

5.5: Foster an encouraging and positive staff culture.

Action Code	Action Name	Responsible Officer	Progress	Status	Traffic Lights	Comments
5.5.1	Continue implementation of priority actions arising from the staff survey.	Simon Fleming	60%	Progressing		The priority actions of Safety, Communication, Leadership, Vision, Values & Trust have all been addressed to various degrees, but ongoing work will still be required. A Values and Culture Steering Committee has been created to lead the implementation of the staff values created as a result of the employee survey. Various Leadership programs have been facilitated and the OHS management system will be externally audited in October 2019.

5.4. SEPTEMBER FINANCE REPORT

PURPOSE:

This report updates Council on the financial performance for the 3 months ended 30 September 2019.

EXECUTIVE SUMMARY

- This Finance Report compares actual financial results budget for the 3 months ending September 2019.
- The report sets out financial results for Councils recurrent (day to day operations) Projects, Capital Works, Rates and Loan activities.
- Year to date budgets are profiled to reflect the timing of cash inflows and outflows. Overall the actual results indicate a favourable financial position of \$52k when compared to the YTD Budget.

MOVED: CR. SUE CASSIDY
SECONDED: CR. ROBERT ANDERSON

That the finance report for the 3 months ending September 2019 be received.

CARRIED 7:0

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

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

ATTACHMENTS

1. September Finance Report [5.4.1 - 9 pages]



Monthly Financial Report

September 2019

Monthly Financial Report

September 2019

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Monthly Financial Report

September 2019

1. Executive Summary

The monthly report is designed to illustrate the financial performance and position of Warrnambool City Council compared to its adopted and forecast seasonalised budget for the period ending 30 September 2019.

The 3 months actual results indicate a favourable financial position to budget of \$0.052m.

Key Financial Results	Adopted Budget	Revised Budget	YTD Budget	YTD Committed	YTD Variance	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Rates	40,511	40,511	40,511	40,487	(24)	▼
Recurrent Income	40,790	38,854	8,615	9,080	466	▲
Recurrent Expenditure	(67,280)	(67,488)	(19,248)	(19,741)	(493)	▼
Net Recurrent Surplus/(Deficit)	(26,490)	(28,635)	(10,633)	(10,661)	(28)	▼
Project Income	779	1,246	588	669	82	▲
Project Expenditure	(1,009)	(4,331)	(927)	(896)	31	▲
Net Project Surplus/(Deficit)	(230)	(3,085)	(339)	(226)	113	▲
Capital Income	3,432	8,910	1,206	1,260	55	▲
Capital Expenditure	(19,822)	(28,677)	(7,562)	(7,627)	(65)	▼
Net Capital Surplus/(Deficit)	(16,390)	(19,767)	(6,356)	(6,366)	(10)	▼
Loan Drawdowns	4,400	4,400	0	0	0	▬
Loan Repayments	(1,746)	(1,679)	(424)	(424)	0	▬
Net Financing Position	2,654	2,721	(424)	(426)	0	▬
Surplus / (Deficit) Brought Forward	0	8,346	0	0	0	▬
Total	56	91	22,759	22,809	52	▲

Monthly Financial Report

September 2019

2. Statement of Comprehensive Income

	Adopted Budget \$'000	Revised Budget \$'000	YTD Budget \$'000	YTD Committed \$'000	Variance		
					\$'000	%	
Revenue							
Rates and Charges	40,593	40,593	40,526	40,502	(25)	(0.1%)	▼
Statutory Fees and Fines	1,770	1,770	337	392	54	16.1%	▲
User Fees	17,653	17,582	3,652	3,943	291	8.0%	▲
Recurrent Grants	11,684	10,108	2,649	2,728	78	3.0%	▲
Non-Recurrent Grants	2,432	5,289	1,144	1,157	12	1.1%	▲
Contributions - Cash	880	3,409	188	302	115	61.1%	▲
Contributions - Non Cash	4,000	4,000	0	0	0	0.0%	▼
Other Income	346	466	176	140	(35)	(20.2%)	▼
Interest Income	246	246	62	74	13	20.4%	▲
Revenue Total	79,605	83,464	48,734	49,237	503	1.0%	▲
Expenses							
Employee Benefits	34,511	34,402	7,782	7,809	(28)	(0.4%)	▼
Materials and Services	23,005	26,645	9,905	10,224	(319)	(3.2%)	▼
Bad and Doubtful Debts	124	124	0	0	0	94.9%	▲
Finance Costs	409	409	111	132	(22)	(19.7%)	▼
Other Expenses	834	834	192	196	(4)	(2.0%)	▼
Depreciation	12,871	12,871	0	1	(1)	0.0%	▼
Net loss / (gain) on asset disposal	1,175	1,024	3	3	(0)	111.4%	▬
Expenses Total	72,927	76,309	17,992	18,365	(373)	(2.1%)	▼
Net Surplus / (Deficit)	6,677	7,154	30,742	30,872	130	0.4%	▲
Other Comprehensive Income							
Net asset revaluation	10,000	10,000	0	0	0	0.0%	▬
Total Comprehensive Income	16,677	17,154	30,742	30,872	130	0.4%	▲
Net Underlying Surplus / (Deficit)	2,677	3,154	30,742	30,872	130	0.4%	▲

3. Balance Sheet

Monthly Financial Report

September 2019

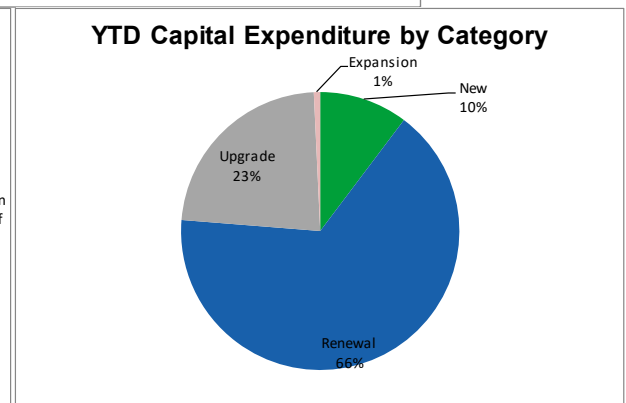
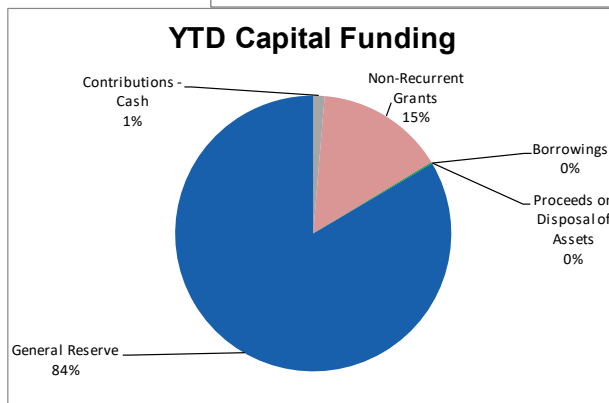
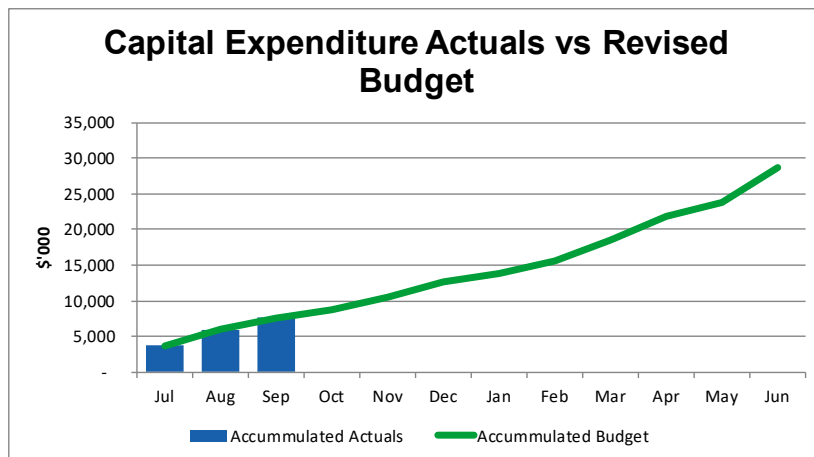
	2019/20 Opening Balance \$'000	Movement \$'000	YTD Closing Balance \$'000
Current Assets			
Cash & Cash Equivalents	3,696	3,142	6,838
Investments	15,000	(3,000)	12,000
Trade and Other Receivables	3,320	32,524	35,844
Other Assets	1,433	(230)	1,203
Current Assets Total	23,449	32,436	55,884
Non-Current Assets			
Trade and Other Receivables	10	0	10
Investments in associates	633	0	633
Property Plant & Equipments	630,610	2,144	632,754
Non-Current Assets Total	631,253	2,144	633,397
Total Assets	654,702	34,579	689,281
Current Liabilities			
Trade and Other Payables	4,255	981	5,237
Trust Funds and Deposits	1,100	(103)	997
Provisions	6,571	0	6,571
Interest-bearing Loans and Borrowings	1,735	(306)	1,430
Current Liabilities Total	13,663	572	14,235
Non-Current Liabilities			
Provisions	1,235	0	1,235
Interest-bearing Loans and Borrowings	8,301	(120)	8,181
Non-Current Liabilities Total	9,536	(120)	9,416
Total Liabilities	23,199	452	23,651
Net Assets	631,503	34,127	665,630
Equity			
Accumulated Surplus	232,679	34,125	266,804
Reserves	398,826	0	398,826
Total Equity	631,505	33,942	665,630

Monthly Financial Report

September 2019

4. Capital Expenditure and Funding

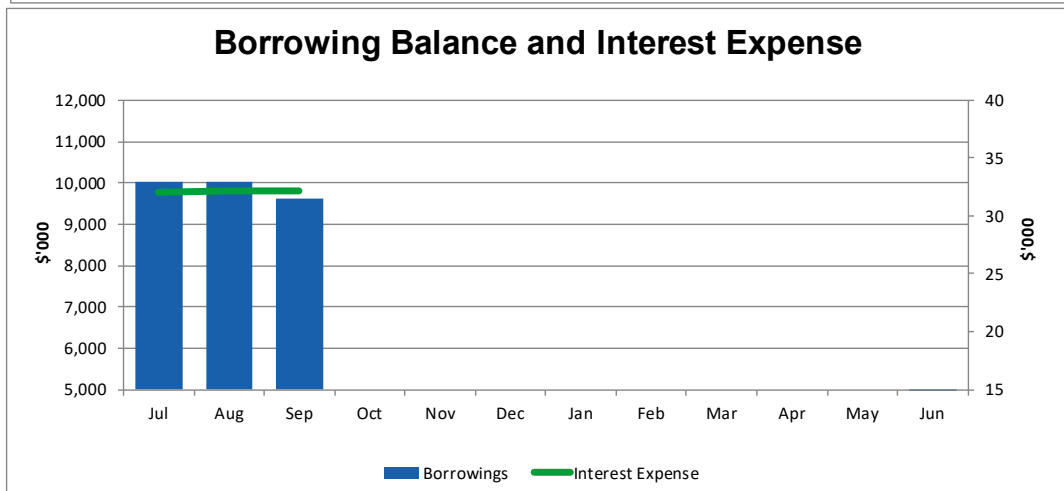
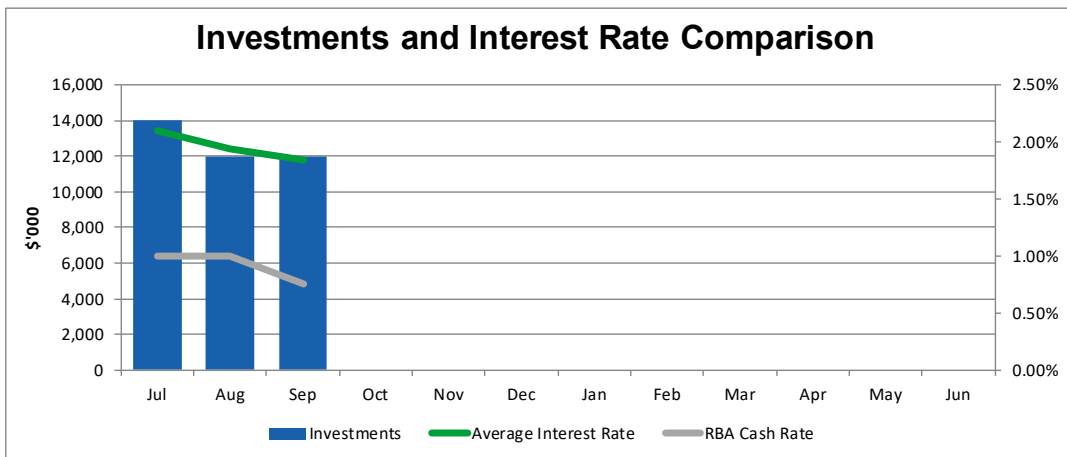
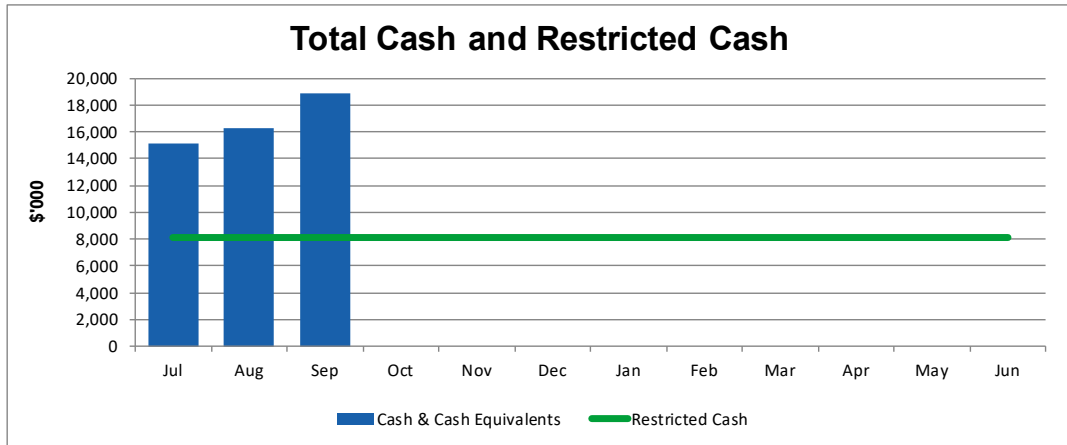
	Adopted Budget	Revised Budget	YTD Budget	YTD Committed	Variance	
	\$'000	\$'000	\$'000	\$'000	\$'000	
Expenditure						
New	4,419	2,947	777	784	(7)	▼
Renewal	13,267	18,924	4,990	5,033	(43)	▼
Upgrade	2,070	6,594	1,739	1,754	(15)	▼
Expansion	66	212	56	56	(0)	▼
Capital Expenditure	19,822	28,677	7,562	7,627	(65)	▼
Funding						
Contributions - Cash	501	2,981	60	101	41	▲
Non-Recurrent Grants	2,432	5,280	1,135	1,148	12	▲
Proceeds on Disposal of Assets	498	649	10	12	1	▲
Borrowings	2,700	1,500	0	0	0	▬
General Reserve	13,690	18,267	6,356	6,366	(10)	▼
Capital Funding	19,822	28,677	7,562	7,627	(65)	▼



Monthly Financial Report

September 2019

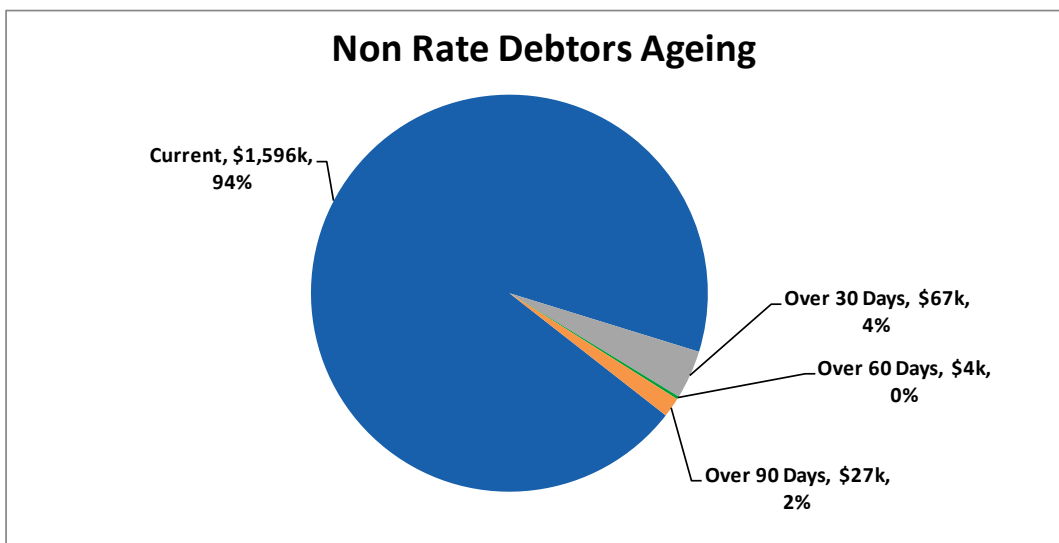
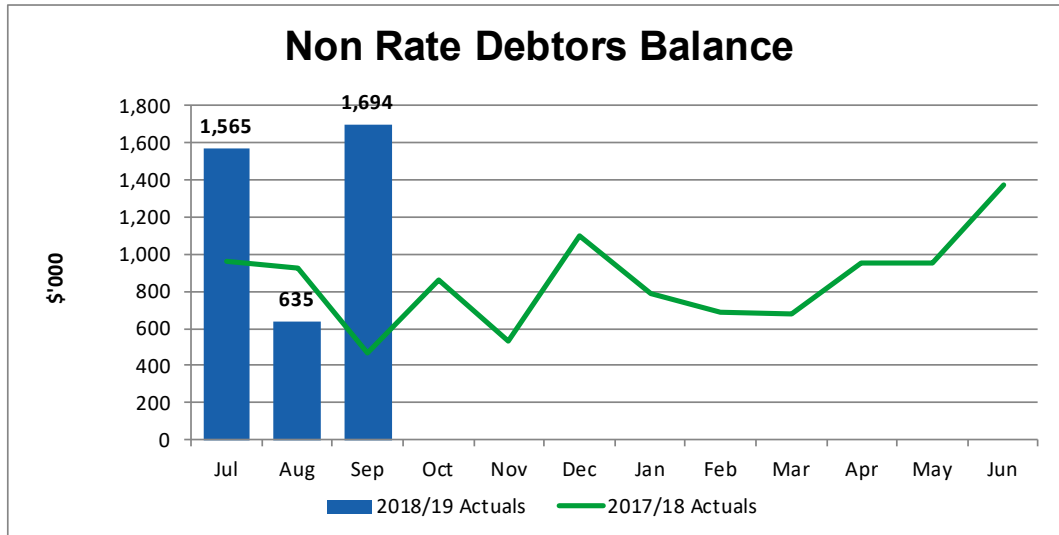
5. Treasury Report



Monthly Financial Report

September 2019

6. Debtors Report



Monthly Financial Report

September 2019

7. Budget Variations and Impacts

Budget Variations:

Item	Ledger No.	Variation Status	Budget Variation \$	Cumulative Total \$
Adopted Budget Surplus				55,500
Rollovers - Net			(8,345,843)	(8,290,343)
Cash Surplus Bought Forward			8,345,843	55,500
Great South Coast DAMA - Grant	540000-3183		150,000	205,500
Great South Coast DAMA - Expenditure	540000-3183		(150,000)	55,500
Roads to Recovery - Additional Grant	622600-2031		85,000	140,500
Roads to Recovery - Expenditure	622600-2029		(85,000)	55,500
Centralised Enrolments (Early Years) - Grant	533500-3119		16,000	71,500
Centralised Enrolments (Early Years) - Expenditure	533500-3119		(16,000)	55,500
Early Years Indigenous Language - Grant	533500-3113		65,633	121,133
Early Years Indigenous Language - Expenditure	533500-3113		(65,633)	55,500
Reid Oval Cricket Victoria - Grant	631000-2225		100,000	155,500
Reid Oval - Expenditure	631000-2225		(100,000)	55,500
Vicroads Towards Zero Community Grant	523500-3203		23,500	79,000
Vicroads Towards Zero Community Expenditure	523500-3203		(23,500)	55,500
Federal Blackspot Grant (Timor/Kelp)	622600-2032		250,000	305,500
Federal Blackspot Expenditure (Timor/Kelp)	622600-2032		(250,000)	55,500
Vicroads Community Road Safety Grant	523500-3035		29,715	85,215
Vicroads Community Road Safety Expenditure	523500-3035		(29,715)	55,500
Vicroads Community Road Safety Grant	523500-3204		10,000	65,500
Vicroads Community Road Safety Expenditure	523500-3204		(10,000)	55,500
Wayfinding Signage - Suputo Dairy Australia Sponsorship	623600-2013		25,000	80,500
Wayfinding Signage - Expenditure	623600-2013		(25,000)	55,500
Graffiti prevention grant	530000-3094		24,000	79,500
Graffiti prevention expenditure	530000-3094		(24,000)	55,500
Mack Oval Stage 3 Grant	537000-2220		9,000	64,500
Mack Oval Stage 3 Expenditure	537000-2220		(9,000)	55,500
Revised Budget Surplus				55,500

5.5. MIDDLE ISLAND LITTLE PENGUIN PROJECT ANNUAL REPORT 18/19

PURPOSE:

This report provides the annual update of the Middle Island Project and the 2018-2019 penguin breeding season.

EXECUTIVE SUMMARY

- The Middle Island Project Working Group have prepared the 2018/19 Penguin Breeding Season Completion Report.
- The estimated arriving population for the penguin breeding season was approximately 50 individuals.
- Six dogs have been managed by the Middle Island Project Working Group during the 2018-19 season and Tula has retired this year.
- The Project continues to receive ongoing community support and partnerships to protect the little penguins and has undertaken up to 101 tours with a total of 2,474 participants.

MOVED: CR. ROBERT ANDERSON
SECONDED: CR. DAVID OWEN

That Council receive the Middle Island Project 2018-2019 Penguin Breeding Season Report.

CARRIED - 7:0

BACKGROUND

The Middle Island Little Penguin Project commenced as a trial in 2006 in response to concerns that the penguin colony is in decline due to fox predation and human impacts. The project is based on the use of Maremma dogs to guard and protect the penguin colony and is overseen by a Project Working Group.

Middle Island is Crown Land, part of the Thunder Point Coastal Reserve and Council was appointed as Committee of Management in 1880. A number of Council departments are involved in the Middle Island Project and management of the coastal reserve.

Strategic direction for the Project is provided by Green Warrnambool, The Warrnambool Coastal Management Plan and the Middle Island Project Strategic Plan.

The Middle Island Project (The Project) is a wildlife conservation project that uses the 'Warrnambool Method' to help protect the colony of little penguins (*Eudyptula minor*) living on Middle Island in Warrnambool. Maremma dogs are used to deter predators, such as foxes, from coming to the island and killing the penguins and monitoring of the penguin population is undertaken to assess the health of the penguin colony.

The Project is overseen by the Middle Island Project Working Group (MIPWG) and implemented in conjunction with the Warrnambool City Council (WCC) and the Warrnambool Coastcare Landcare Network (WCLN). The Middle Island Strategic Plan 2014-2019 provides the framework that guides the conservation of the little penguin colony on Middle Island.

ISSUES

With the support of grant monies provided by DELWP a review of the Middle Island Little Penguin Project has been undertaken by an independent consultant and the findings for future direction and options provided for consideration. It is anticipated that the options will come before Council at a future Council briefing. This will assist in providing guidance regarding its future direction.

FINANCIAL IMPACT

The Department of Environment, Land, Water and Planning provided funding for an external review of the Project to consider the current structure and long-term sustainability and cover the costs of unfunded priority actions outlined in the Middle Island Strategic Plan 2014-2017.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

1 Sustain and enhance the natural environment

- 1.1 Protect and enhance our waterways, coast and land
- 1.4 Encourage environmentally sustainable business.

5 Practice good governance through openness and accountability

- 5.2 Annual Budget
- 5.3 Council Plan
- 5.4 Community Plan
- 5.5 Reporting to the Community.
- 5.8 Ensure financial sustainability through effective use of Councils resources and assets and prudent management of risk.

TIMING

Endorsement of the 2018-19 Penguin Breeding Season completion report is required as a first step. The second step is to progress the Middle Island Project review so that the future guidance for the project can be managed.

COMMUNITY IMPACT / CONSULTATION

The Middle Island Project Working Group is made up of representatives from a number of different organisations that have strong interests in the Middle Island Project and include the Warrnambool City Council (WCC), Warrnambool Coastcare Landcare Network (WCLN) and Deakin University and also includes a number of organisations or individuals who contribute in an advisory capacity including, the Warrnambool Field Naturalist's Club, Parks Victoria, the Department of Environment, Land, Water & Planning (DELWP), Parks Victoria and community representatives. The Middle Island Project Penguin Breeding Season Report 2018-2019 has been prepared by members of the working group.

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.

OFFICERS' DECLARATION OF INTEREST

None.

ATTACHMENTS

1. middle island project [5.5.1 - 21 pages]

THE MIDDLE ISLAND PROJECT

2018-2019 Penguin Breeding Season
Completion Report

2018-2019 Penguin Breeding Season – **Completion Report**

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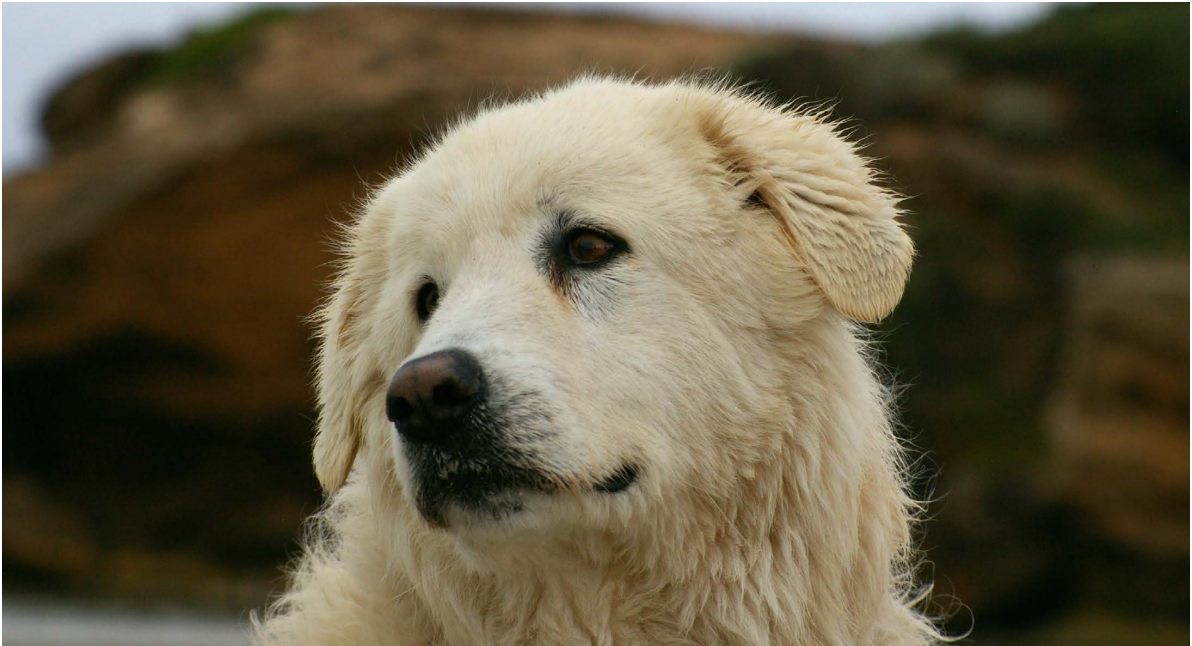
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Report Prepared by:
Members of the Middle Island Project Working Group, 2019

2018-2019 Penguin Breeding Season – **Completion Report**

EXECUTIVE SUMMARY

The Middle Island Project is heading into its fourteenth year and the use of marenma dogs to protect the penguin colony on Middle Island continues to prove a successful wildlife conservation story. The Middle Island Project Working Group relies on collaboration between members of Warrnambool City Council, Warrnambool Coastcare Landcare Network, Deakin University and the Warrnambool Field Naturalists Club to oversee the governance and operationalisation of this internationally unique conservation method.

Penguin monitoring during the season 2018/2019 indicated an estimated arriving population of 50 individuals. This indicates the lowest arrival count since 2005/6. The population estimate has remained low but steady since the foxes decimated the population in 2017. There is some way to go before the population reaches the numbers counted prior to the fox kill (180+ individuals). The penguins continue to breed on Middle Island and 10 chicks (5 pairs) were directly observed and a number of other chicks were heard. The evidence indicated there was an increase in breeding activity on the Island during the 2018-19 season in comparison to 2017/2018.

Maremma dogs are the main penguin conservation tool for the project and continue to successfully deter predators such as foxes. The MIPWG managed six dogs during the 2018/2019 season, Eudy and Tula, Amor and Avis, and Mezzo and Isola. Tula had her last season as a guardian dog and was retired at the end of the penguin season. Mezzo has been trained to take over her role and has

proven himself as a good penguin guardian. Isola is the youngest pup and is being trained alongside the more mature experienced dogs. All the dogs have settled well into their new accommodation facility.

Dog transport continues to be provided by volunteers offering the use of their own private vehicles. The MIPWG has been investigating a means to provide a more satisfactory form of dog transport, however there are a number of barriers to doing so. Dog transport is considered the most pressing need for the project.

The Meet the Maremma Experience tours are a critical part of the MIP as they provide vital funding to help support keeping the dogs. Tours were run across the summer months and focused on capturing the school holiday visitors to Warrnambool. During the 2018-2019 tour season a total of 101 tours were undertaken with a total of 2474 participants and this generated an income of approximately \$29,000. This income enabled the Middle Island Project to produce a small surplus of \$6,341 against a budgeted deficit of \$10,150.

With the support of grant monies provided by DELWP a review of the Project was completed in August 2018. As a result of the review recommendations a Future Directions Options paper was completed in March 2019 and this is now awaiting WCC consideration. It is anticipated that once a decision is made regarding the options the MIPWG will have some guidance regarding its future direction.

The Project continues to attract worldwide attention, which promotes not only the Project but also the City of Warrnambool. The media associated with the Project continues to provide a good news story that stimulates widespread support for continuing to use the marenma dogs to guard the penguins on Middle Island, Warrnambool.

2018-2019 Penguin Breeding Season – **Completion Report**

INTRODUCTION

The Middle Island Project (MIP) began in 2006 in response to fox predation, which was threatening to wipe out the population of Little Penguins (*Eudyptula minor*) that breed on Middle Island, in Warrnambool south west Victoria. Since that time this project has overseen the use of maremma guardian dogs as a conservation tool to protect the penguin colony. Known as the 'Warrnambool Method' this technique now has international recognition as a successful means of wildlife protection.

The Middle Island Project Working Group (MIPWG) oversees the implementation of the MIP and is responsible for reporting annually on the project's operations. During the 2018-2019 reporting period members of the group included Warrnambool City Council (WCC), Warrnambool Coastcare Landcare Network (WCLN), Deakin University and Warrnambool Field Naturalist Club. This Completion Report covers the period July 2018 to June 2019 and includes the Penguin Breeding Report provided by Warrnambool CoastCare LandCare Network (WCLN), as well as reports on dog management, tour operations, finances, and media reports.

THE ROLE OF THE MIDDLE ISLAND PROJECT WORKING GROUP

The MIPWG is responsible for developing and implementing the Middle Island Strategic Plan (the Plan) and overseeing the operationalisation (planning and management) of the Middle Island Project (the Project).

The role of MIPWG is to:

- Establish the vision and objectives for the Project
- Provide input and direction into the development of and changes to the Strategic Plan
- Oversee the Project's financial position
- Guide the implementation of actions required to sustain the penguin colony on Middle Island
- Undertake monitoring and evaluation of the Project
- Identify and review any risks associated with the Project

As the governance body the MIPWG aims to ensure that all stakeholders have the opportunity to provide input into the Project and that reporting is provided to Warrnambool City Council who, under the Coastal Management Act 1995, has the responsibility for management of the Thunder Point Coastal Reserve, which includes the Middle Island.

SEASON 2018 – 2019 REPORTS

This document covers the 2018-2019 reporting period, July to June. This includes reporting on the penguin breeding season monitoring, dog management, financials, risk management as well as some of the season's highs, lows and lessons learned.

1. Penguin Population and Breeding Monitoring

Arrival Counts

In order to estimate population size, dusk arrival counts are conducted throughout the breeding season. A method developed by Peter Dann (1992) was first implemented on Middle Island by Overeem and Wallis in 2003 and is still used today. It involves counting the penguins as they arrive on Middle Island after dusk. The count begins when the first penguin arrives and continues for one hour after this first sighting. It is estimated that approximately 60% of the total number of arriving penguins on any given night will come ashore within 50 minutes of the first individual being sighted (Dan 1992 and Montague 1982). The majority of penguins arrive within the first one to two hours after dusk (Chiaradia 1999).

During the 2018-19 season, eight arrival counts were conducted (three were cancelled due to unfavourable conditions) between 10-Sept-17 and 8-March-18. The island generally becomes accessible to those monitoring the penguins during the summer months when sand is being deposited and builds up in Stingray Bay. During times of low tide it becomes possible to wade across the sand bar. However, during the winter months, as a result of strong wind and swells, a deep channel of water forms the runs parallel to the island, making safe access near impossible. Conditions don't usually become favourable for safe island access until late October, which hinders monitoring efforts. During this season the crossing to Middle Island was, on a number of occasions, deep and dangerous, which made access impossible at these times.

To complete the arrival count, volunteers cross to the island during sunset and are positioned at specific long-term arrival sites, originally identified as the sites most frequented by penguins in 2003 by Overeem and Wallis. Equipped with a hand counter and head torch with ultraviolet light to reduce disturbance, volunteers will count all arriving individuals for one hour from when the first individual has been spotted coming ashore. This provides an estimate of the total number to arrive throughout the night. Although dependant on the changing daylight hours experienced during summer, 9.30pm is the average time the first arriving penguin is usually spotted.

2018-2019 Penguin Breeding Season – **Completion Report****Figure 1:** Penguins monitoring sites on Middle Island. (Adapted from Overeem and Wallis, 2003)

Traditionally there have been six arrival monitoring sites used at Middle Island (Figure 1), however for the last several year's four main sites have been used to count arriving penguins: Super Highway, Reef, East Beach and West Beach. Of the remaining sites, Site 5 was explored in 2013-14 and 2014-15, however due to the safety concerns and minimal numbers of penguins counted at this site it is no longer monitored. During the 2016-17 season the Cove site was again monitored on two different count nights, however due to the number of birds counted (two and three) and a lack of a suitable hiding location it was not regularly used. Given the need to acquire as much information about the population as possible after the 2017 fox kill, the Cove was explored again in 2017-18 and found to be a useful site. However, observations suggest that the majority of penguins at these sites are coming ashore to rest rather than to breed.

Of the five main sites, the Super Highway has traditionally been the most frequently used by penguins arriving at the island. However, the Reef was the most frequently used arrival site in the 2017-18 season with 36% of penguins arriving at this site. Arrivals at the Cove represented 25% of total arrivals (Figure 2) with the remaining 39% of penguins arriving at the Super Highway (18%), East Beach (12%) and West Beach (9%). It is thought that the reason for this pattern of arrivals is that no breeding occurred during the 2017-18 season as the majority of breeders were killed and it is likely that the penguins arriving were either young penguins not yet ready to breed, or adult penguins that had lost their partner. This distribution of penguins arriving changed significantly over the 2018-19 season with the greatest number of individuals (47%) returning to the Super Highway. The Reef showed the second highest number of penguins (35%), followed by 11% at east beach and 4% at West Beach and 3% at the Cove (Figure 2). Figure 3

depicts the percentage of penguins arriving at each site minus the Cove. It is thought that the Cove predominantly acts as a resting site for tired penguins, rather than a site that a number of penguins use to breed. This means that penguins arriving at this site will likely only be seen once in a season, rather than regularly returning. Figure 3 shows the percentage of total arrivals for each site for both 2017-18 and 2018-19 seasons. Removing the Cove from the 2017-18 season significantly changes the distribution of penguin arrivals and the peak arrivals count for the season (Figure 2 & 3).

The peak arrival count this season occurred on the November 12th 2018, when 30 individuals were counted, estimating an arriving population of approximately 50 individuals (Figure 4). This indicates the lowest arrival count since 2005/6 (Figure 5). However, the peak of 38 (estimating 63) in 2018-19 season was unlikely to be indicative of the actual breeding population, rather a number of individuals returning to rest in one night. There was no evidence of breeding in the 2017-18 season and it is thought that the peak arrival count was driven by a high number of individuals returning to the island to rest at the Cove. If the Cove site is removed, the peak arrival count is the same between the two seasons (30 individuals counted, estimating 50). Figure 6 and 7 show that while the peak arrival count in 2017-18 is higher than the 2018-19 season, the average number of penguins arriving across the breeding season is higher in the 2018-19 season. Figure 7 shows 8 arrival counts with equivalent dates during the two seasons (within a few days of the same date) to demonstrate these differences. The observation of 10 chick (5 pairs) and hearing more on the Island the 2018-19 season in comparison to no evidence of breeding 2017-18, provides an explanation of the low arrival numbers in the 2017-18 season.

2018-2019 Penguin Breeding Season – **Completion Report**

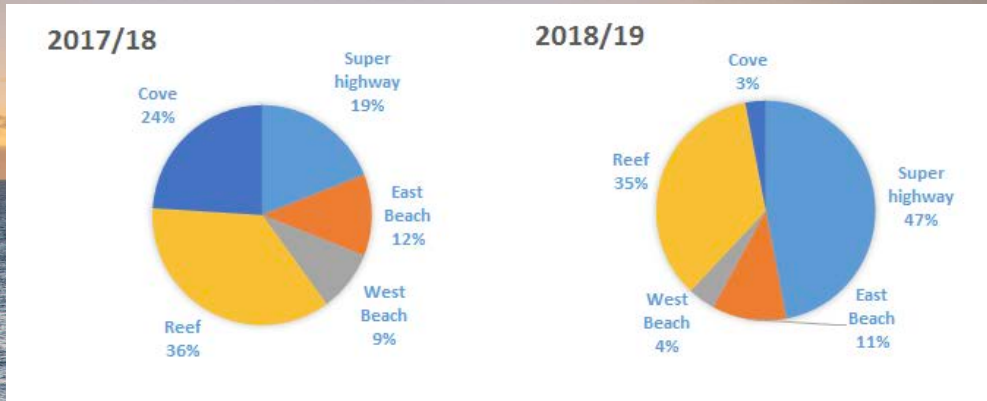


Figure 2: Pie chart representing percentage of arriving population recorded at each arrival monitoring site during the 2017-18 season and the 2018-19 Season including all arrival sites

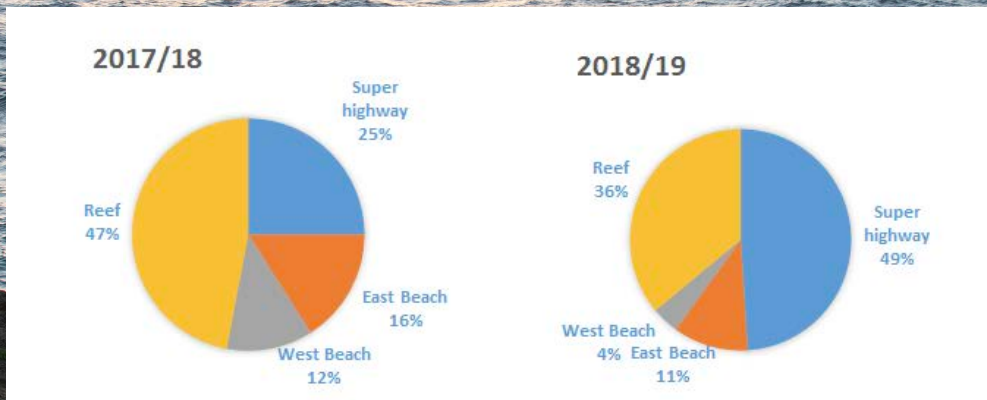


Figure 3: Pie chart representing percentage of arriving population recorded at each arrival monitoring site during the 2017-18 season and the 2018-19 Season excluding the Cove arrival site.

On Middle Island, it is thought that the penguins arrive at the same site each time to get to their nests. Therefore, it is worth considering using the peak number arriving at each individual site as the number used for peak arrival. This season the peak for each site was as follows; Super Highway – 15; East Beach – 4; West Beach – 2; Reef – 15 and Cove – 1. Each of these peaks were observed during different arrival counts. If we use these peaks, our total peak arrival would be 37 rather than 30 and give a population estimate 62 penguins in the breeding colony. This and other methods to gain the greatest insights about the colony should be considered in the future.

After a rapid decline in the numbers of arriving penguins in the 2013-14 season (with a peak count of 62), which was thought to have been attributed to environmental conditions (Kivisalu 2014), numbers of returning penguins had been slowly increasing until the fox kill in August 2017. The average number of penguins arriving this season was an increase on last year's numbers and this along with an increase in the number of chicks fledging, is a good sign for the Middle Island colony. It is likely that in the coming year or two there will be more and younger penguins arriving back to the island to breed for the first time. Little penguins take 2 years for females and 3 years for males to begin breeding. Therefore, males from the 2016-17 season should be returning to breed next season.

2018-2019 Penguin Breeding Season – **Completion Report**

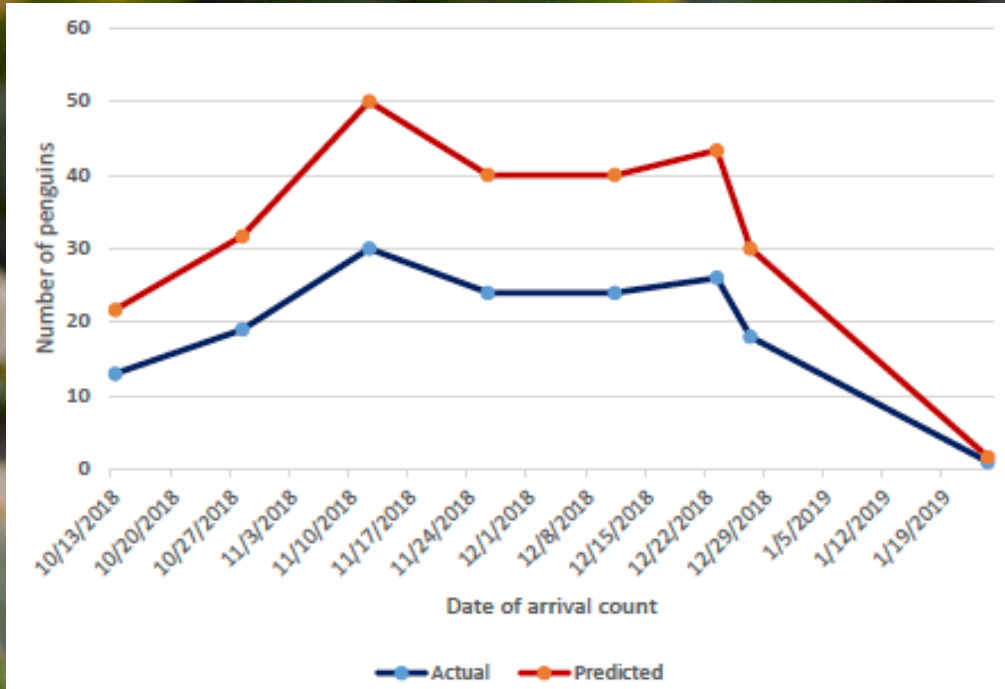


Figure 4: Summary of each observed count and estimate arriving population count conducted over the 2018-19 season

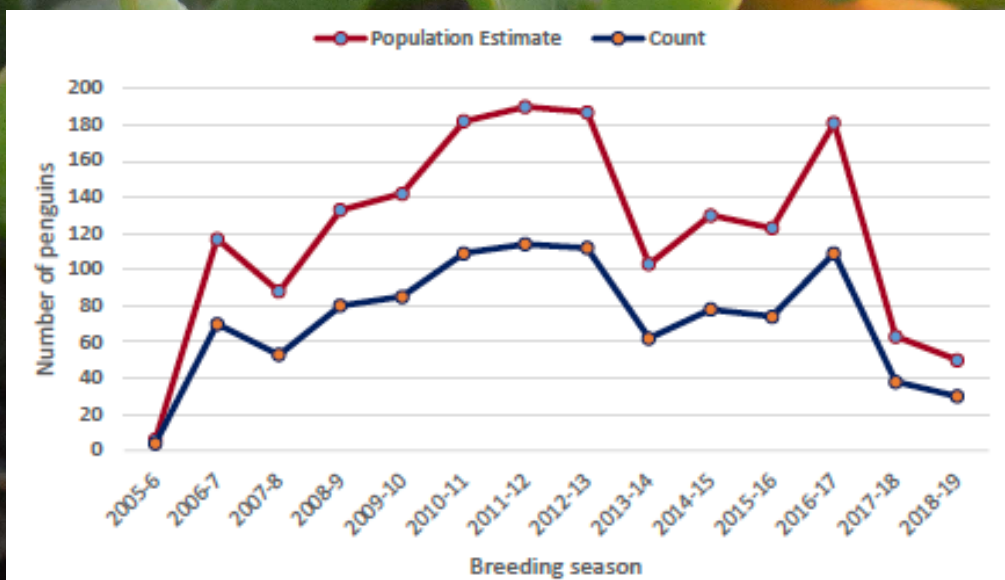


Figure 5: Summary of peak count and peak total number of arriving penguins for each season since the beginning of the monitoring program in 2006.

2018-2019 Penguin Breeding Season – **Completion Report**

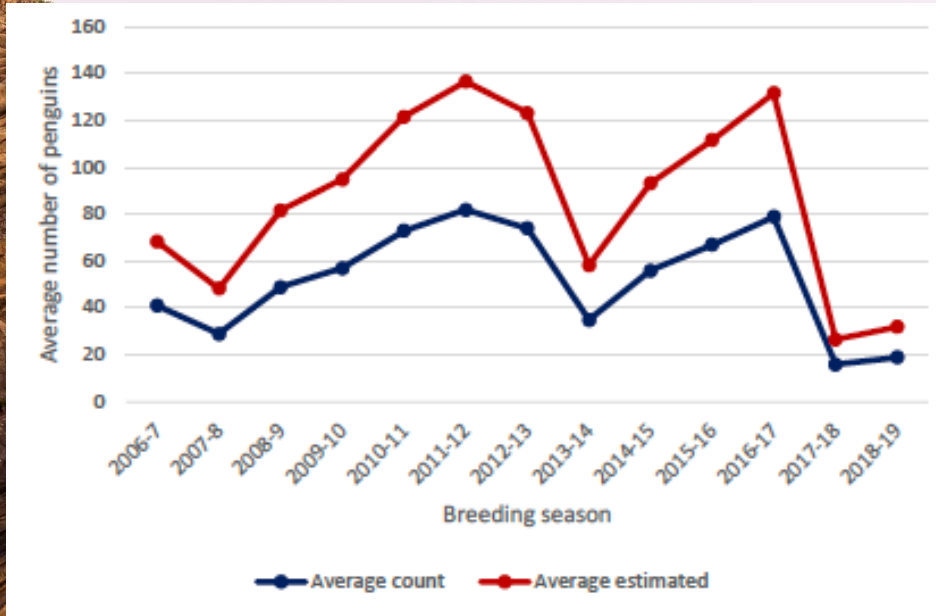


Figure 6: Summary of average count and average total number of arriving penguins for each season since the beginning of the monitoring program in 2006.

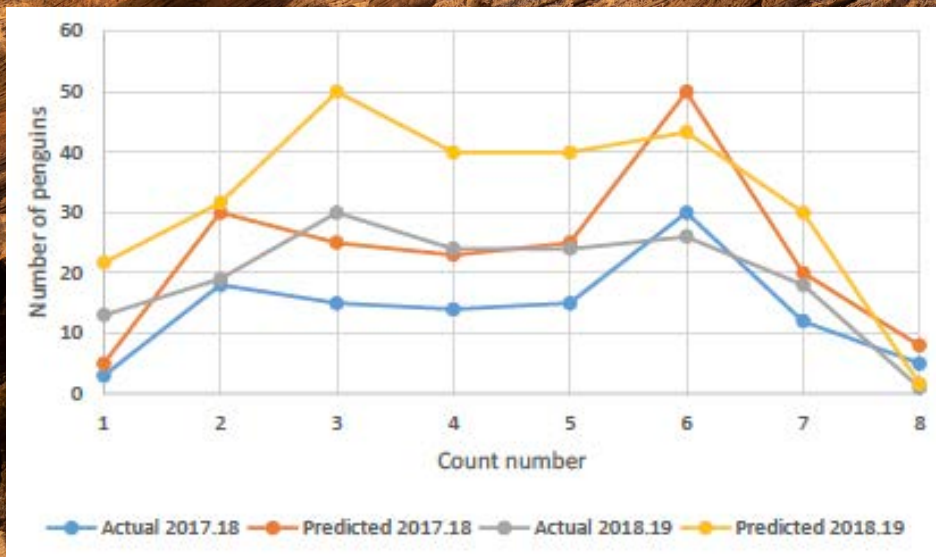


Figure 7: Actual and predicted number of penguins arriving across 8 equivalent arrival counts during the 2017/18 and 2018/19 season excluding the Cove site.

2018-2019 Penguin Breeding Season – **Completion Report**

Ideally, arrival counts are conducted fortnightly, however, counts at the beginning of the season tend to more depend on the weather and sea conditions at the time. Counts this season had to be cancelled on three occasions due to unfavourable conditions. The penguins did not begin to breed until October this season, however breeding can begin anytime between June and November. As a result, beginning monitoring in late October can result in information regarding the population size and breeding success of the Little Penguins being missed. It is important to continue to conduct breeding surveys whenever possible during the year.

The peak arrival count was recorded on the 12/11/2018 when 30 arriving penguins were counted. Arrival numbers remained above 20 individuals for the following 3 counts. After this time, chicks were beginning to fledge and adults had begun feeding up to moult. Adult penguins will leave to go out to sea and feed for a period of time, before returning ashore to moult for three weeks.

Breeding Surveys

The timing of breeding for Little Penguins varies from season to season and is affected by environmental conditions (Chiaramonte 1999). Onset of egg laying may occur anytime between July and November.

Breeding surveys are ideally conducted fortnightly, during the day and by trained volunteers. The process involves checking nests for breeding birds, which gives an indication of the breeding success of the population. During previous seasons only artificial nest boxes have been checked. Very few natural nests are checked because the soft sandy substrate found in many parts of the Island result in a high risk of burrow collapse if walked over.

During a breeding survey all artificial nests should be checked and where risk of burrow collapse is low natural nests that indicated signs of activity (i.e. poo, diggings,

smell) should be checked. During the 2018-19 season no breeding surveys involving handling the birds were conducted as animal ethics permission had not been granted. An application is currently being processed.

Without animal ethics approval breeding monitoring could only be conducted by:

- looking into artificial burrows from a distance and noting attendance;
- observing if there was any evidence of chicks (e.g. odour – the odour of chicks is very distinctive);
- looking around the Island from the boardwalk at night to see if there are any chicks standing at the burrow entrance waiting for a parent; and
- listening out for chicks (this is quite a distinctive sound and is very unlikely to be mistaken for an adult).

A total of 5 pairs of chicks were sighted this season. In addition other chicks were heard in burrows. On the 18th of December, two sets of chicks were observed during the day. One was in an artificial burrow under the boardwalk and estimated to be around 3 weeks old. This was the first day that no parent was observed in the burrow. Another pair was seen under the rocks in the Cove and were approximately 4 weeks old, no parents were sighted. On 23rd December, two chicks were observed waiting out the front of a natural burrow on top of the island near the Super Highway. Another set of chicks were observed at East Beach. Both sets of chicks were approximately 4 weeks old. On the 24th January two chicks, approximately 5-6 weeks old, were observed under the boardwalk out the front of an artificial burrow waiting for their parent. The parent of these chicks was the only adult observed on this particular arrival count. All the other chicks that had been observed were at fledging age (approximately 8 weeks old). Age is determined by staging developed and utilized by Phillip Island Nature Park (PINP). Monitoring burrows in this way seemed to be a good, non-invasive alternative to handling penguins, however it is likely that breeding pairs from natural burrows were missed. Next year, with ethic approval, penguin handling will resume on Middle Island.



2018-2019 Penguin Breeding Season – **Completion Report**

Penguin Monitoring Volunteer Effort

Over 300 hours from 42 individual volunteers have contributed to making the 2018-19 season successful. A total of 250 volunteer hours were dedicated to conducting arrival counts, 50 hours were spent on breeding monitoring at Phillip Island Nature Park and conducting breeding surveys and countless hours went towards planning and organising the monitoring season and fundraising efforts.



Figure 8: Volunteers are essential for monitoring the penguin colony.

Phillip Island Nature Park every two years. Patricia Corbett, Bridget Elliot and Tom Stanfield attended training on the 29th and 30th November 2018. Training was highly successful with all the participants completing training in the appropriate methods for handling penguins and conducting morphometric analysis. Transponder training involves microchipping over 20 penguins under supervision until the supervisor is satisfied trainees have met their requirements. Transponder training needs to be updated every second year and 3 penguins need to be microchipped to complete the update. Trish Corbett underwent transponder training and successfully met the training requirements. Trish was evaluated by Leanne on her ability to train Middle Island Project volunteers in penguin handling. Trish is now qualified to train volunteers in handling techniques in Warrnambool, however, transponder training will continue to be performed by Phillip Island Nature Park staff.

Penguin Research

On the 9th of March Georgia Rees collected moulted Little Penguins feathers from nests around Middle Island. Georgia is a Masters of Environmental Science and Technology student at RMIT University. Feathers were collected from burrows for corticosterone analysis. She collected samples from various sites including two considered to have low levels of human disturbance, London Bridge and Middle Island, and two considered high human disturbance sites, Phillip Island and St Kilda.

Corticosterone is a hormone secreted by the adrenal cortex and provides an indicator of stress. Georgia will be completing her investigation in the coming year.

Training Breeding Monitors at Philip Island Nature Park

To comply with the animal ethics and keep up with the best practise, a small team of volunteers are required to complete penguin handling training with Leanne Renwick – Research Technical Officer,



Figure 9: Eudyptula minor, Little Penguin on Middle Island

2018-2019 Penguin Breeding Season – **Completion Report**

2. Dog Management

The MIPWG managed six dogs during the 2018/19 season, Eudy and Tula, Amor and Avis, and Mezzo and Isola. The dogs are the main penguin conservation tool for the project and continue to successfully deter predators such as fox. They also play an integral role in the Meet the Maremma Tours, which fund the project, as well as being a draw card attraction at Flag Staff Hill Maritime Museum (FSH). To ensure the six dogs are able to perform their roles dog management involves providing training, accommodation, transport, feed, vet care, health checks and general care. Dog handlers are employed by the project to provide this dog care and training is provided to ensure they can fulfil these tasks.

The Dogs

Eudy and Tula are now 10 years old and have been working on Middle Island during the penguin breeding season for 9 years protecting the penguins from predation. During that time they have been housed in accommodation on a farm in Grassmere. Amor (4 years) and Avis (3 years) were being training as guardian dogs with the view that they were to replace Eudy and Tula as the guardian dogs for the 2018-2019 season. After arriving in Warrnambool these two dogs had spent most of their time in a house at Flagstaff Hill where they had considerable contact with the visiting public. During the course 2017 it became apparent that Amor and Avis, as trainee guardian dogs, had not been properly handled and were showing characteristics not ideal for the guardian role. A dog succession plan was devised to guide the role each dog would play, where they would be housed and how they were to be handled.

In conjunction with David Williams (Zoos Victoria), the VetGroup and other experienced dog handlers these dogs were assessed for their ability to be guardians and it was decided that with the appropriate training through the Warrnambool Dog Training group they would better fill a role as education/ambassador dogs for the project. In this role they could help cover the demands for the dogs to have a public face, promote the Project and provide an attraction for the tours. However, if Amor and Avis were too be retrained for this role, new puppies would need to be purchased and trained as replacement guardians.

In October 2017 a male puppy was purchased and named Mezzo and in February 2018 a female puppy was purchased and named Isola. These two puppies immediately began their training to become the maremma guardian dogs and in the future will replace Eudy and Tula. Mezzo at 7 months demonstrated signs of being an excellent guardian dog and already he sees the island as 'home'. Isola is a smart dog which means challenges. However, she is training well and also shows good guardian traits.

Dog Accommodation

Since the farm in Grassmere sold, the dogs moved into a purpose-built facility to specially accommodate them. For security reasons the location of this new facility, known as 'The Farm', has been kept quiet. The Middle Island Project Working Group are grateful to the owners of this land for allowing the dog accommodation facility to be built at this location.

Dog Handling & Training

David Williams (Zoos Victoria) provided maremma dog handling training to five persons who were engaged to train, care for and transport the dogs. Dave Williams provides ongoing support to the Middle Island Project and highlighted the need for consistent handlers to be use to care for the maremma dogs. A handling and training plan has been developed for each dog and is tailored to the role each dog undertakes in the Middle Island Project.

As the dogs cannot be on the Island 100 % of the time, scenting activities are an important part of the dog handler's role. The handlers aim to take the dogs to scent the beach daily, which not only fulfils the dog's guardian role but also provide them with daily exercise. Daily scenting is feasible in months such as in April, but when daily visits to the beach are not an option the handlers take the dogs to Stingray Bay whenever possible. The dogs are also taken to scent Middle Island whenever it is safe to cross Stingray Bay.

Caring for the Dogs

The six maremma dogs are cared for and tended to on a daily basis. Depending on the seasonal activities, the dogs may be undertaking guardian duties on the island, attending a Meet the Maremma tour, undertaking training or scenting the Stingray Bay area.

PetStock continues to be a key supporter for the Project and provides food to feed the maremma dogs along with flea and worming treatments. The MIPWG appreciates that this is a significant contribution to the running of the Project.

The Vet Group provide veterinary care for the maremma dogs and work with the Middle Island Project to support the health of the dogs. Another significant contribution to the Project.

The dogs have traditionally been transported by Warrnambool City Council utility vehicles. However, with the change in location of accommodation, the need to move the dogs between the Farm, Middle island and FSH and the growing number of dogs making up the maremma team dedicated and fit for purpose transport is required to support the needs of the project. There is now an urgent need for appropriate transport.

2018-2019 Penguin Breeding Season – **Completion Report****Figure 10:** Middle Island Project Maremma Guardian Dogs

3. Tours – ‘Meet the Maremma Experience’

The Meet the Maremma Experience tours are a critical part of the MIP as they provide vital funding to help support keeping the dogs. The tours run across the summer months and focus on capturing the school holiday visitors to Warrnambool.

Prior to the commencement of the 2018-2019 season the public tour format was revised and now offers an educational experience as well as the opportunity to meet a Maremma guardian dog. The Meet the Maremma Experience is fun, educational and interactive. Participants learn about Little Penguins and the importance of conserving them along with how this world first Project uses the maremma dogs to protect the penguins on Middle Island.

The tours are run outside the kiosk at the pavilion at Lady Bay. The new format means tours run for one hour and consists of a short video, an introduction to penguin ecology, a walk to Stingray Bay and a meeting with a maremma (Avis or Amor). This format was trialled on 24th November 2017 with a group of students from Warrnambool East Primary School and a group of staff from Flagstaff Hill. The feedback provided by these groups was positive and hence the first official tour was run on 1st December 2017. Bookings for the tours can be made at Flagstaff Hill or online as an online booking system has been set up (warrnamboolpenguins.ocm.au). Each tour requires two staff members, a tour leader and a dog handler.

Participants in the tours are provided with high visibility vests for the use during the tour. This enables them to be easily identifiable as part of the tour group and allows

sponsors to be recognised, as each vest contains the logos of the Project sponsors. The tours are interactive and participants are given the opportunity to pat and have a photo taken with one of the maremma guardian dogs. The tours financially support the ongoing success of the project with all funds from the tours going towards the care of the Middle Island Maremma dogs.

There are a number of advantages of the new tour format including that it provides the opportunity to undertake more than one tour per day, allows an increase in the number of participants who can join a tour and access for all abilities. As such, the opportunity to share the Middle Island Project experience with the public increases.

During the 2018-2019 tour season, December to April, a total of 101 tours were undertaken with a total of 2474 participants. Tour groups are capped at 30 persons. If the daytime temperature is expected to be above 35 degrees, tours are cancelled for health and safety reasons.

The Meet the Maremma experience has been hugely successful as evidenced by the feedback received from those who have participated. Here are some examples of the comments received (see www.facebook.com/middleislandpenguins/ for further comments):

This is an amazing, educational tour. Well worth doing. We absolutely loved it. Great work to all those who work and donate their time to this highly important cause. Well done ! Thank you.

Worth more than 5 stars! The people running the session were absolutely awesome & super informative. They were happy to answer any question & made it fun for the kids. The opportunity to meet Avis was awesome, it will be a treasured family memory. We will be back!!

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4. Project Financial Performance

In the financial year 2018-2019 the Middle Island Project has produced a small surplus of \$6,341 against a budgeted deficit of \$10,150. There are some important factors that must be discussed in relation to the financial data that are presented in Figure 1.

1. Each year we have been receiving a cash grant of \$15,000 from the Warrnambool City Council. At the end of 2017 the Council received a grant from DELWP for this project which was to be spent on a review of the project’s future, as well as for the purchase of high priority equipment. The MIPWG has been negotiating with Council officers regarding this last sum of money. We have argued that if we are allocated the remaining sum from the grant for the purchase of much needed equipment, we would not require the \$15,000 from WCC this year. The equipment includes essential items such as PFDs but also a dog transport vehicle. Council officers are currently seeking clarification from DELWP on whether purchase of the vehicle is permitted. MIPWG has rated this vehicle as our highest priority need.

2. To have thus achieved a surplus (against a budgeted deficit of over \$10K) is thus a significant achievement, especially with out the \$15K grant from WCC. This has been mainly brought about by the reduction in operating costs. In this financial year, MIPWG opted for fewer “Meet the Maremma Experience” tours and at a higher charge per participant. This has reduced staff costs significantly.

3. One staff member’s invoice (of \$3707) was received too late for inclusion in the 18-19 financial year and will be included as an expense in the 19-20 year. This would have brought our projected surplus down to \$2634 for the year.

4. Vet fees were significantly above budget, reflecting greater costs associated with the older dogs especially.

5. Warrnambool Coastcare Landcare Network has responsibility for penguin monitoring. WCLN has again been successful in receiving grants to pay for this activity without incurring a cost to MIPWG.

Finally, I would like to acknowledge the support of Jenny Waterhouse and David Harrington from WCC for providing me with regular updates of the group’s financials.

Rob Wallis
Finance Officer

Department of Environment, Land, Water and Planning Funding

In May 2018 Warrnambool City Council signed a funding agreement with DELWP. The funds provided by DELWP were to cover the costs of an external review of the sustainability of the project, preparation of a business plan and unfunded priority actions for the Middle Island Little Penguin project.

A consultant was engaged to undertake a review and this was completed in August 2018. As a result of this review the second step in the process was to the development of options for the future of the project rather than a business plan. The resulting Future Directions Options paper was completed in March 2019, however, this document has not yet been considered by WCC. The release of funds for unfunded priority actions awaits Councils decision regarding the project’s future.



Figure 11: Visitors to Warrnambool love the tour.

Sponsorship and Fund Raising

The Middle Island Project is sponsored by PetStock, the Vet Group, WCC and Deakin University. The MIPWG are grateful for their contribution, which in financial terms saves the Project hundreds of dollars per financial year.

Funds for the Project are raised by organisations having donation tins in prominent positions in their businesses where the public can contribute small amounts. Donations tins are located at Rafferty’s Tavern, Middle Island Medical Clinic, Vet Group, All Fresh Seafood. Donations can also be made through the Donate Now button on the Middle Island page of the Warrnambool Penguin page of the Warrnambool City Council website.

<http://www.warrnamboolpenguins.com.au/?fbclid=IwAR1KcYLZKc79yqwAXlmgxu-OYQY9Mf7IFRZVxShsJNpBl597wGquCbxg70Q>

2018-2019 Penguin Breeding Season – **Completion Report****MIDDLE ISLAND PROJECT WORKING GROUP financial report to 30 June 2019**

INCOME	Projected (budget)	Actual	Notes	2017-18 (actual)
Warrnambool City Council contribution	\$ 15,000.00			\$ 15,000.00
Dog tours over summer	\$ 25,000.00	\$ 29,759.00		\$ 30,977.70
Donations	\$ 6,000.00	\$ 7,073.00	1	\$ 7,708.79
	-			
Other	\$ -			
Grants	\$ -			
Carry forward	\$ 36,216.00	\$ 36,216.00		\$ 48,627.85
TOTAL INCOME	\$ 82,216.00	\$ 73,048.00		\$ 102,314.34
TOTAL EXCLUDING CARRY FORWARD	\$ 46,000.00	\$ 36,832.00		\$ 53,686.49
EXPENSES				
Co-ordination of penguin monitoring (WCLN)			2	
Insurance				
Catering				\$ 171.81
Salaries - dog handling and maintenance			3	\$ 4,362.19
General operating expenses	\$ 45,000.00	\$ 21,162.00	4	\$ 45,498.25
Vet fees	\$ 5,000.00	\$ 8,329.00		\$ 3,855.23
Travel, meals	\$ 1,000.00		5	\$ 1,038.75
Internet booking fees	\$ 150.00	\$ 135.00		\$ 94.19
Marketing	\$ -			
Other (training, contingency)	\$ 5,000.00			
Equipment		\$ 865.00		\$ 11,077.45
TOTAL EXPENSES	\$ 56,150.00	\$ 30,491.00		\$ 66,097.87
NETT (EXCLUDING CARRY FORWARD)	-\$ 10,150.00	\$ 6,341.00		-\$ 12,411.38
NETT (INCLUDING CARRY FORWARD)	\$ 26,066.00	\$ 42,557.00		\$ 36,216.47

NOTES

1. Includes \$600 for use of photos in RAZ book guardian dogs
2. WCLN invoice us the nett cost. Zero expected as no penguin handling and grant received
3. Most salaries classed as opex (dog handling).
4. Includes salaries & most dog expenses
5. Phillip Is training. First aid training

Figure 11: Financial data for the 2018-2019 financial year. Column 1 figures are the sums budgeted for the year, column 2 the actual income and expenses for the year and the third column, the actual for the preceding year.

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were required to answer a multiple choice question about Little Penguins to get a penguin stamp and Easter egg. At the final station, participants were required to use their best penguin waddle to get their final prize of 5 Easter eggs. This was a great way to educate people about Little Penguins while raising over \$1030 for the project

5. Media Interest

While media interest has noticeably decreased since the initial spike after the release of the film 'Oddball', the success of the 2018-19 season still attracted both national and international attention. There was significant media coverage in relation to the project in general, new Maremma pups on guard and increasing penguin numbers after the 2017 fox kill.

WCLN and MIPWG have received media enquiries from the following media channels;

- Nine News Western Victoria
- G'day Magazine
- Companion Magazine
- Take 5 Magazine
- Tas talks radio
- USA today television show
- Pooches at Play, Channel 10

The Middle Island Project manages a Facebook page as well as Twitter and Instagram accounts. Social media is a fantastic tool to provide information and updates on the project and share the experience with the community.

Penguin Egg Hunt Fundraiser

On Easter Sunday the 21st April 2019 seventeen volunteers put in a combined total of 65 hours to raise money for Warrnambool Coastcare Landcare Network's Middle Island Project. Over 2500 people were at Flagstaff Hill's 'Day on the Hill', with approximately 1000 children taking part in the penguin Egg Hunt. Participants paid a gold coin donation. Six sites were distributed around Flagstaff Hill. At 5 stations, participants



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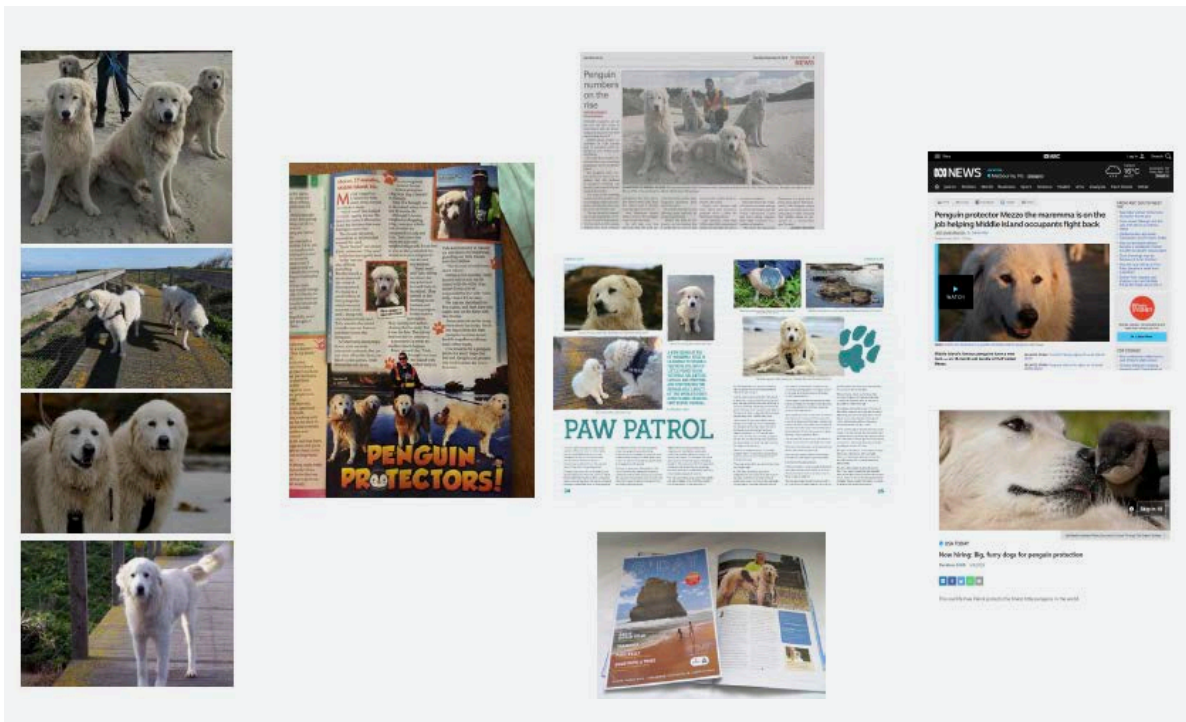
Table 4: Media request associated with the Middle Island Maremma Project.

Middle Island Projects Media Requests Season 2018-2019

Date	Company	Location	Media Type
2018 July			
2018 August			
2018 September			
2018-10-31T00:00:00.000	The Standard	Warrnambool	Newspaper
2018-10-31T00:00:00.000	Coast FM	Warrnambool	Radio
2018 November			
2018 December			
2019-01-04T00:00:00.000	ABC News	South West Victoria	Video
2019-01-04T00:00:00.000	ABC News	Adelaide	Video
2019-01-23T00:00:00.000	Sky News	United Kingdom	Video
2019-02-09T00:00:00.000	The Standard	Warrnambool	Newspaper
2019-03-06T00:00:00.000	The Standard	Warrnambool	Newspaper
2019-03-28T00:00:00.000	The Standard	Warrnambool	Newspaper
2019 April	USA Today	USA	Television
2019 April 25th	Vision Australia Radio	Warrnambool	Radio
2019 May			
2019 June			

The Middle Island Project manages a Facebook page and Twitter and Instagram account. Social media is a fantastic tool to provide information and updates on the project and share the experience with the community.

Figure 13: demonstrates some media highlights from the 2018-19 season.



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6. Middle Island Management

Middle Island is part of the Thunder Point Coastal Reserve and Warrnambool City Council is appointed Committee of Management under the Crown Land (Reserves) Act 1978.

Management of the coastal reserve is guided by the Warrnambool Coastal Management Plan, which identifies the most prominent environmental, cultural and recreational values found along Warrnambool's coastline, defines management precincts, identifies key management issues affecting the coastline and provides prioritised management strategies.

Middle Island is located within the Lady Bay West Precinct and a key value of this precinct is the important feeding and roosting habitat for the little penguin population on Middle Island and the Maremma Guardian Dog project.

Key management issues within the Lady Bay West Precinct, including Middle Island include:

- Impacts to and maintenance of infrastructure affected by coastal processes
- Management of introduced plants and animals
- Vegetation management

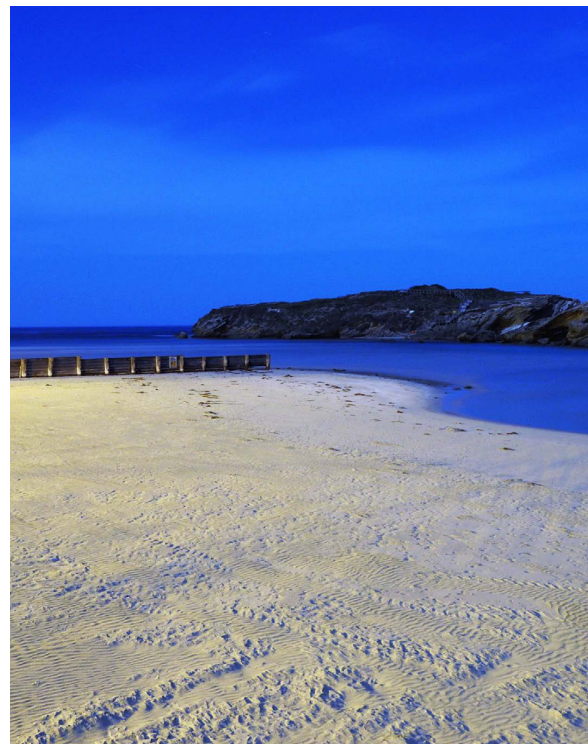
During the 2018/2019 season management activities undertaken to support the Middle Island Project include repairs and maintenance to the island boardwalk and fox survey monitoring and control. Plans for the removal of boxthorn and revegetation are on hold due to the sensitive nature of timing works with penguin activity and tidal access.

Middle Island is vegetated by salt tolerant bushes and shrubs such as Saltbush (*Rhagodia Baccata*), Coastal Pigface (*Carpobrotus glaucescens*) and New Zealand Spinach (*Tetragonia tetragonoides*), as well as introduced species such as African Boxthorn (*Lycium ferocissimum*) and Mirror Bush (*Coprosma repens*) (Overeem 2000). Attempts to remove boxthorn have been made in the past, however due to these plants providing nesting habitat and ground stability in some areas, and as the best time to complete weed removal work coincides with penguin breeding cycles not all of it has been removed. It is recommended that a thorough assessment of the abundance and distribution of vegetation types on the island as well as soil stability be conducted prior to any revegetation projects taking place.

7. Risk Management

Managing the risks associated with the Middle island project is an essential part of a successful project and the MIPWG takes risk management very seriously. Working closely with WCC the MIP Risk Management Plan was reviewed during 2018/2019. The following steps are taken to reduce the risks.

- All persons accessing the island continue to wear high-vis vests and lifejackets when crossing to and while on the island. This requirement seeks to ensure the safety of people crossing to the island and while working on the island. There were no recorded incidents during times of approved access to Middle Island.
- As with previous summer season's unauthorised access to the island is an ongoing issue. The tidal conditions throughout summer provided relatively easy access to the island particularly during the peak summer period. This issue is not limited to tourists and visitors to Warrnambool and despite signage and media continues to concern to the MIPWG. Warrnambool City Council Local Laws Unit increased routine observations of the area during the summer season in an effort to provide a presence and deterrent from accessing the island.
- Eudy and Tula are reaching an age where their health and mobility are declining and as a result there is a high level of risk associated with them undertaking the working dog role of guarding the penguins on the Island. Tula sustained a further injury and tore her second cruciate ligament in July 2019. Tula has officially retired from Guardian Dog duties and will continue to play an important role in the Middle Island Project by training Mezzo and Isola.
- The tours are conducted at the Pavilion and Stingray Bay beach. All tour participants wear a high-vis vest, for group identification and safety measures. Two persons (a dog handler and a tour guide) attend every tour enabling the interaction between the maremma and the tour participants can be closely monitored.
- Penguin monitoring volunteers, tour volunteers and dog handlers undertake training in First Aid, working with children check, dog handling, penguin handling and penguin microchipping as relevant to the role.



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8. Highlights, Challenges and Recommendations

With contributions from MIPWG, WCC, WCLN, WFNC, Deakin University, sponsors, donors and the wonderful band of volunteers the season 2018/2019 has continued the success of Warrnambool's penguin conservation program. As with every season there have been highlights and at the same time challenges for the project. The following section identifies some of these and provides recommendations for future seasons.

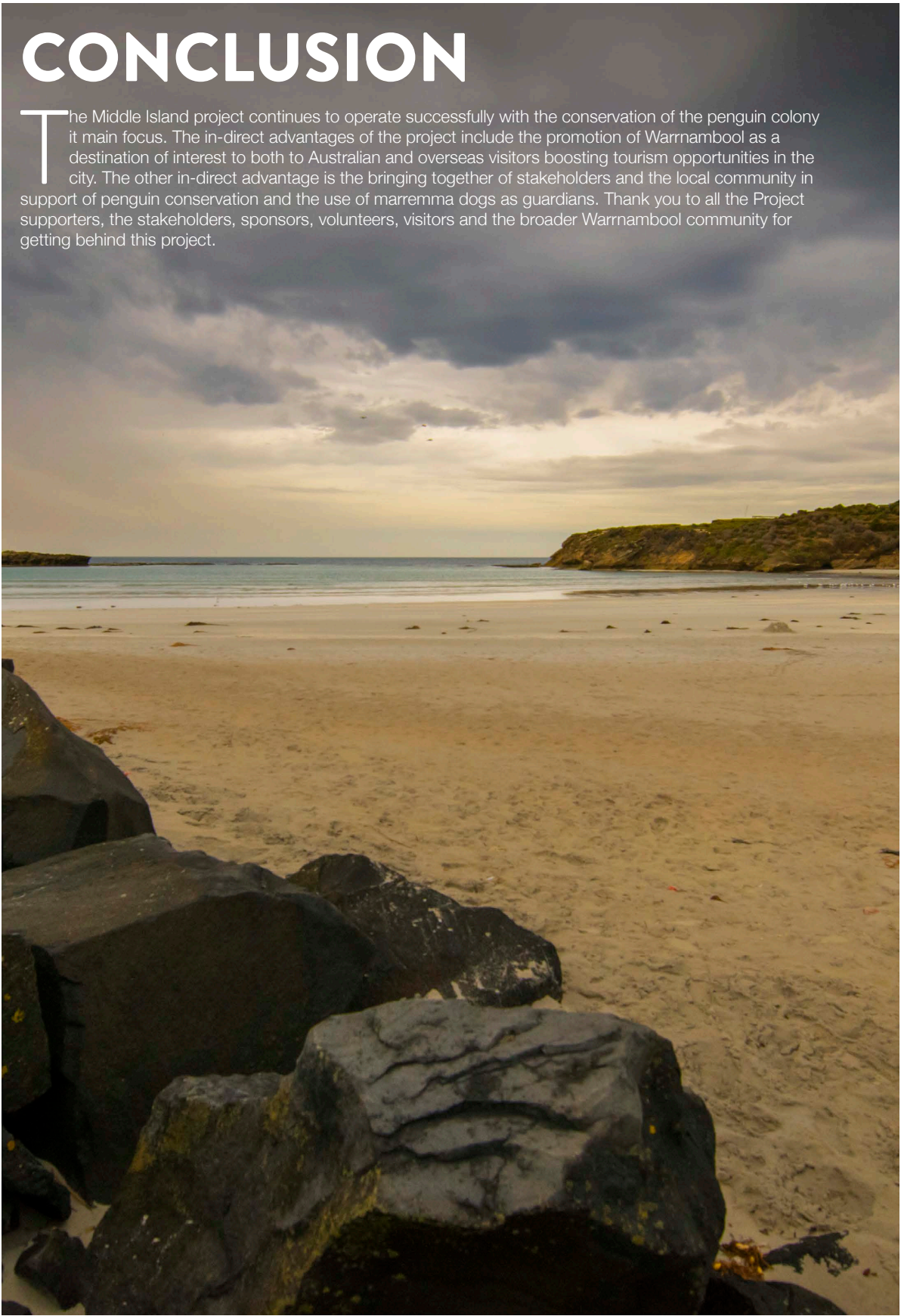
- The Middle Island Project was a finalist in the 2018 Victorian Coastal Awards and representatives of the group attended the awards presentation in Melbourne.
- The penguin colony maintained a population size of about 50 birds during the 2018- 19 season despite the impact of the massive fox kill experienced in August 2017. Penguins continue to breed on the island, which provides a positive outlook for the future for the colony. As long as the dogs are present on the island predator are deterred from hunting there.
- One of the highlights this season is to see the dog comfortably accommodated in their new facilities on the farm. There are still some works that need to be completed at the site, but the facility is proving to be an excellent home for the dogs.
- The success of the tours is a highlight of this project with tourists coming from far and wide to participate in a Meet the Maremma Experience Tour. The tour format is proving popular. The number of tours run during each summer season and their timing of tours will be assess and timetables changes if there is a chance to improve efficiencies.
- The Project is in a solid financial position achieving a small surplus this financial year. Recognition must be given to all those who volunteer hours or contribute in kind to the Project as this assists with maintaining financial sustainability.
- The two new dogs, Mezzo and Isola, have responded well to the training program and both will make good guardian dogs. In the meantime, Tula has reached the end of her guardian career and was retired at the end of the season.
- As mention earlier the biggest challenge for the MIPWG is to acquire/purchase a suitable means of transport for the dogs. Dogs need to be moved between the farm, Middle Island, Flag Staff Hill and the Pavillion. The use of private transport is nol longer deemed adequate for this task, so the MIPWG is negotiating with a number of stakeholders in order to find the support needed to solve this problem.
- The Middle Island Penguin Monitoring Program 2017-18 Season Report outlines a number of other challenges with monitoring and data collection that WCLN are attempting to address. One of the challenges for MIPWG this year has been gaining animal ethics permission. An Animal Ethics Permit is required to enable trained penguin handlers to pick up Little Penguins and take measurements such as weight and bill depth. An application has been submitted to the Deakin University Animal Ethic Committee and a response is currently pending.
- Another significant challenge is gaining safe access to the island. Middle Island only becomes easily accessible from about November to the end of March. During the rest of the year accessibility is restricted by extreme weather conditions. The Little Penguins however, have breeding cycles that may begin as early as June /July (Chiaradia 1999) and it is therefore highly recommended that monitoring start as early as possible in the season. Ideally surveys need to begin much earlier than they have been whenever there is a safe opportunity to cross. This would be during days of favourable weather conditions during June July and August when there is a (low tide and little swell.
- It should be remembered that Middle Island, the penguin colony and hence this project are all dependent on the forces of nature and hence unpredictable events can and possibly will have an impact.



2018-2019 Penguin Breeding Season – **Completion Report**

CONCLUSION

The Middle Island project continues to operate successfully with the conservation of the penguin colony its main focus. The in-direct advantages of the project include the promotion of Warrnambool as a destination of interest to both to Australian and overseas visitors boosting tourism opportunities in the city. The other in-direct advantage is the bringing together of stakeholders and the local community in support of penguin conservation and the use of marremma dogs as guardians. Thank you to all the Project supporters, the stakeholders, sponsors, volunteers, visitors and the broader Warrnambool community for getting behind this project.



2018-2019 Penguin Breeding Season – **Completion Report**



DELIVERABLE	KPI	RESPONSIBILITY	OUTCOMES
Increases the size of the middle island little penguin colony.	Penguin arrival count estimates indicate that a peak number of at least 180 penguins are arriving to Middle Island in the breeding season.	All	The peak arrival count this in November where 30 individuals counted, estimating an arriving approximately 50. Further penguin monitoring and explanation population is detailed within
Undertake regular penguin arrival counts & breeding monitoring.	Provision of Penguin monitoring data annually.	WCLN	WCLN have undertaken the penguin monitoring surveys the results to the annual population breeding data in their season's
Manage risk of vandalism/ unauthorised access to the island by educating the community through implementing the Stakeholder Engagement plan.	Establish a baseline of the number and type of incidents that occur trialling different management/ response methods for incidents of unauthorised access to Middle Island.	Tourism Services/City Sustainability	During the 2018-2019 season unauthorised access to the predominantly over the summer when tides are low and people the beach. Patrols of Stingray increased over the summer survey.
Minimise incidents of canine predation on Middle Island Little Penguins.	Maremma Guardian dogs placed on Middle Island for 70% of the Little Penguin breeding season as per the Project Works plan, no discoveries of injured/ deceased Little Penguins with evidence of canine predation.	Tourism Services All	The Maremma Guardian dogs approximately 75% of their island during breeding season. Incidents of canine predation late in the season when penguins arrive much earlier than typical timing.
Monitor canine activity along the foreshore and, where resources allow, take actions to eradicate foxes near Middle Island.	Record, monitor and report canine activity near Middle Island.	City Infrastructure	Monitoring of canine activity survey monitoring was undertaken identify activity hot spots within reserve to inform control methods implementation.

2018-2019 Penguin Breeding Season – **Completion Report**

Create a one-stop-shop website for the Middle Island Maremma Project. This will be a platform for spreading project information, accepting donations, advertising tourism activities, promoting opportunities for business sponsorship and attracting project volunteers.	Middle Island Maremma Project website developed and actively managed.	City Sustainability	The Middle Island Maremma Penguin Project website www.warrnamboolpenguins.com.au continues to be updated and utilised by the community and interested stakeholders.
Create a governance structure to manage donations and funding.	Appropriate governance structure created.	City Sustainability	The Middle Island Project Working Group governance structure implemented in 2015- 2016 is ongoing. Chair – Anne Wallis, Deakin University Finance Officer – Rob Wallis, Warrnambool Field Naturalists Club.
Implement the Business and Tourism Plan and use this to secure additional funding and income.	Actions from the Business and Tourism Plan implemented and reviewed annually.	Tourism Services	Public programs continue to be offered by Flagstaff Hill including Meet the Maremma sessions with tourists and school groups. The Project is sponsored by local businesses and key supporters are PetStock & The Vet Group.
Community are invited to events/activities with information on the project and the impacts of introduced species on biodiversity (such as Meet the Maremma tours).	Minimum 15 events/ activities held annually. Minimum 250 attendees at events/activities.	Tourism Services/ WCLN	101 tours were conducted during the 2018-2019 season with over 2,000 attendees. A Day on The Hill (Easter Holiday Event) was held in 2019 where the MIPWG/WCLN held a community Easter egg hunt.
Support volunteers and build community capacity in conversation techniques.	Minimum 300 volunteer hours contributed to the project per annum. All volunteers to complete training before participating in the monitoring program. Continue to document and update operating procedures to ensure safety of all visitors to Middle Island.		Over 300 hours from 42 individual volunteers have contributed to the 2018-19 season.

5.6. WARRNAMBOOL PLANNING SCHEME AMENDMENT C103WARR

PURPOSE:

This report recommends that Council considers a late submission to Planning Scheme Amendment C103warr, and refers the late submission to the independent Planning Panel.

EXECUTIVE SUMMARY

- Planning Scheme Amendment C103warr (**Amendment**) proposes to implement the policy direction of the Eastern Activity Centre Structure Plan (**the Structure Plan**), adopted by Council in September 2016.
- The Amendment was placed on public exhibition between 11 July 2019 and 16 August 2019. A total of six (6) submissions were received.
- At the Council meeting of 7 October 2019, Council resolved to request the Minister for Planning appoint a Planning Panel to consider the submissions to the Amendment, and to refer the submissions to the Panel.
- On 13 October 2019, a Planning Panel was appointed to consider and hear submissions, with a Directions Hearing scheduled for 7 November 2019 and Panel Hearing scheduled for 11 and 12 December 2019.
- On 21 October 2019, Council received a late submission to the Amendment from Planning & Property Partners on behalf of Kaufland Australia Pty Ltd (Kaufland).
- The late submission (refer to **Attachment 1**) seeks flexibility with the Structure Plan so as to facilitate a major new commercial premise (supermarket) on land known as 69-83 Raglan Parade, Warrnambool.
- A Council resolution is required in order for the late submission to be considered, and referred to the Planning Panel.

MOVED: CR. PETER HULIN

SECONDED: CR. SUE CASSIDY

That Council:

- 1. Considers the late submission from Planning & Property Partners (on behalf of Kaufland) made to Amendment C103warr to the Warrnambool Planning Scheme.**
- 2. Refers the late submission to the Planning Panel.**
- 3. Writes to the submitter to inform them of Council's decision to refer the late submission to the Planning Panel.**

CARRIED - 7:0

BACKGROUND

Amendment Process:

On 1 April 2019, Council resolved to seek authorisation from the Minister for Planning to prepare (and then exhibit) the Amendment. The Amendment proposes to implement the policy direction of the Structure Plan into the Warrnambool Planning Scheme.

On 21 May 2019, Council received authorisation to prepare the amendment. The Amendment was exhibited from 11 July 2019 to 16 August 2019, in accordance with the requirements of the Planning and Environment Act 1987.

A total of six (6) submissions were received in relation to the Amendment. At its ordinary Council meeting on 7 October 2019, Council resolved to request the Minister for Planning to appointment an independent Planning Panel to review the submissions to the Amendment, and to refer the submissions to the Panel.

On 13 October 2019, Planning Panels Victoria confirmed a Planning Panel had been appointed to consider and hear submissions, with a Directions Hearing scheduled for 7 November 2019 and Panel Hearing scheduled for 11 and 12 December 2019.

ISSUES

Reason for this Resolution:

On 21 October 2019, Council received a late submission to Amendment C103warr from Planning & Property Partners on behalf of Kaufland Australia (refer to **Attachment 1**) The Kaufland group has an interest in developing land known as 69-83 Raglan Parade, Warrnambool for the purpose of a new Kaufland retail store.

A planning authority must consider all submissions received before the close of exhibition (in this case before 16 August 2019). Section 22(2) of the Planning and Environment Act advises that a planning authority may consider a late submission and must consider one if directed by the Minister for Planning. Whilst the submission from Kaufland has been received more than two months past the closing date of exhibition, it is recommended that Council consider the submission as it has been received after the scheduling of any of the Planning Panel hearing dates. It is also a possibility that the Minister for Planning may direct Council to consider the submission regardless.

Where submissions have been received to an Amendment, Council has three options under Section 23 of the Planning and Environment Act 1987 to either:

- change the Amendment in the manner requested by the submitter; or
- refer the submission to a Planning Panel; or
- abandon the Amendment.

Council needs to formally determine whether to consider the late submission and determine whether to refer the submission to the Planning Panel for review. As mentioned above, this is a legislative requirement, and it is imperative that Council makes a resolution on this matter before the Direction Hearing on 7 November. This will enable and facilitate Kaufland to participate in the Planning Panel process for Amendment C103warr.

Key Issue Raised in Submission:

The land identified for a new Kaufland store at 71-83 Raglan Parade is currently zoned General Residential Zone 1, and the adjacent land at 69 Raglan Parade is currently zoned Commercial 2. Amendment C103warr does not propose to change the zonings that currently apply to the site, nor change any zonings across the Activity Centre. C103warr proposes to make changes to the Local Planning Policy Framework to reflect the strategic directions within the structure plan.

The Structure Plan identifies the land at 71-83 Raglan Parade as being located within the "Residential South Precinct", within which the Structure Plan envisages a 'residential neighbourhood'. The portion of land at 69 Raglan Parade is identified on the Structure Plan as being located within the "Bulky Goods/Highway Related Uses" precinct, within which the Structure Plan envisages '*large format retail, bulky goods, show rooms, accommodation and other 'highway appropriate' uses*'.

The key matter raised in the late submission is that Amendment C103warr should provide flexibility to avoid precluding retail land use (supermarket) on the land.

Kaufland Stores in Victoria Advisory Committee

On 3 September 2019, Council received advice from the State Government that the Minister for Planning had referred a Kaufland Store proposed for 69-83 Raglan Parade, Warrnambool to the *Kaufland Stores in Victoria Advisory Committee*.

The *Kaufland Stores in Victoria Advisory Committee* has been established to consider the 'roll-out' of Kaufland Stores throughout Victoria, and will consider all relevant planning matters associated with the location, development and use of the proposed Kaufland supermarket-based stores.

At this time, Council has not received any further information on the proposed Kaufland store. Public notification by the Minister for Planning, including application details of the proposal will be provided at a future time, yet to be determined by the Minister.

It is considered that the appropriate process to address the Kaufland proposal is through the *Kaufland Stores in Victoria Advisory Committee* process, where sufficient detail will be provided to Council to enable an informed position to be made on the planning merits of the Kaufland proposal.

FINANCIAL IMPACT

The costs of the Amendment and subsequent Panel Hearing has been provided for within the City Strategy and Development Budget 2019/20.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

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

3.2 Create a more vibrant City through activating high quality public places.

3.3 Build Infrastructure that best meets current and future community needs.

3.5 Advocate for better regional connections

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.

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

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

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

TIMING

In accordance with the requirements of the Planning and Environment Act 1987.

COMMUNITY IMPACT / CONSULTATION

In accordance with the requirements of the Planning and Environment Act 1987.

LEGAL RISK / IMPACT

The Amendment is being processed in accordance with the requirements of the Planning and Environment Act 1987.

OFFICERS' DECLARATION OF INTEREST

None

CONCLUSION

It is recommended that Council consider the late submission for the purpose of Section 22(2) of the Planning and Environment Act 1987, and refer the submission to the Planning Panel, in accordance with Section 23 of the Act.

ATTACHMENTS

1. C 103 submission - Planning Property Partners obo Kaufland [5.6.1 - 2 pages]

21 October 2019

Julie Glass
Coordinator City Strategy
Warrnambool City Council
PO Box 198
WARRNAMBOOL VIC 3280

By way of email: jglass@warrnambool.vic.gov.au; planning.panels@delwp.vic.gov.au;

Dear Julie,

**PROPOSED AMENDMENT C103 – WARRNAMBOOL EASTERN ACTIVITY CENTRE
STRUCTURE PLAN
69-83 RAGLAN PARADE, WARRNAMBOOL**

We act for Kaufland Australia Pty Ltd (**Kaufland**) in respect to land at 69-83 Raglan Parade, Warrnambool (**the Land**).

We write to express our client's interest in Council's work to date in developing and preparing the Warrnambool Eastern Activity Centre (EAC) Precinct Structure Plan (**the Plan**) and the proposed Amendment C103 – Eastern Activity Precinct.

We also write to participate in the Amendment C103 Panel hearing, which commences 7 November 2019, and request the Council as the planning authority refer this submission to the Panel appointed pursuant to section 22(2) of the *Planning and Environment Act 1987* (**the Act**).

To date, preliminary planning has identified potential opportunities for Kaufland to establish a supermarket at the Land, this having been expressed to Council in ongoing communications by our client.

By way of background, Kaufland is planning to enter the Victorian market by establishing a quantum of stores across metropolitan Melbourne and regional areas to establish a sufficient market presence and to provide a major new retail offering for Victorians, including significant associated net community benefit.

With the exception of a dwelling (which is accessed from Reginald Grove) and the motel at 69 Raglan Parade, the Land is currently vacant. That part of the Land known as 69 Raglan Parade is located within a Commercial 2 Zone, while the remainder of the Land (known as 71-83 Raglan Parade) is located within a General Residential Zone, Schedule 1 (GRZ1).

Kaufland has interest only in a portion of the Land, being the entirety of the parcel known as 69 Raglan Parade and the remainder of the Land with frontage to Raglan Parade, between 69 Raglan Parade and the proposed major intersection to Glynbeudy Street (as identified within the Plan).

The GRZ1 affecting part of the Land limits the number of land use and development options that may be contemplated and prohibits a 'supermarket' land use, while a 'supermarket' is conditionally a Section 1 (as of right) use within the Commercial 2 Zone.

The Plan identifies the portion of the Land known as 71-83 Raglan Parade as being located within the 'Residential South Precinct', within which the Plan envisages a 'residential neighbourhood'. The portion of the Land known as 69 Raglan Parade is identified on the Plan as being located within the 'Bulky Goods/Highway Related Uses' precinct, within which the Plan envisages '*large format retail, bulky goods, show rooms, accommodation and other 'highway appropriate' uses*'.

Relevant to this submission, we note that Section 5.1 of the Plan incorporates strategies to – inter alia:

- *Support development of secondary commercial uses, such as bulky goods, car sales, show rooms, accommodation etc along Princes Highway, on both the north and south sides of Princes Highway.*
- *Support a transition of uses on the south side of Princes Highway in accordance with Figure 10 (secondary commercial to residential).*

While the Plan requires development to demonstrate alignment with the design guidelines of the relevant Precinct, it also contemplates that alternative approaches to land use and development could be considered.

On the basis of the above identified need for a transition of land uses, and the inbuilt flexibility of the Plan, we consider that Amendment C103 should be treated with a degree of flexibility, to avoid precluding retail land use within the identified 'Residential South Precinct'.

While the preference is to grow existing centres and focus commercial land uses within existing commercially zoned land, there is a clear opportunity to contemplate a use such as a Kaufland supermarket on land with a frontage to Princes Highway, abutting commercial land to the east and abutting a proposed major intersection to Glynbeudy Street to the west.

To support retail, innovation and competition as they relate to net community benefit, planning controls, policy and the Plan should, we say, be flexible and adaptive to land use change to ensure complementary new retail formats such as a Kaufland supermarket can be considered and are not precluded.

Please note that this submission is not exhaustive, and together with Kaufland we look forward to the opportunity to work with Council on this important initiative and anticipate expanding on this submission further.

Please do not hesitate to contact the undersigned or Huw Wilson on 03 8626 9000 should have any questions.

Kind regards



JOHAN MOYLAN
PLANNING & PROPERTY PARTNERS PTY LTD

5.7. TENDER 2019049 AWARD REPORT

PURPOSE:

To award Tender No. 2019049 Register of Contractors – Supporting Civil Infrastructure.

EXECUTIVE SUMMARY

- Council has sought tender's for the Register of Contractors – Supporting Civil Infrastructure.
- The tender was divided into 17 packages of works (separable portions).
- The successful tenderer's will be appointed to a panel of providers via a Deed of Standing Offer to provide services under one or more the separable portions.
- A total of 28 companies have provide tender submissions for the provision of these services.
- Following a detailed evaluation of each of the submission/s it is consider that the tender submission/s from Abtech Plumbing and Excavation Pty Ltd, Arbator Pty Ltd, ASAP Local Plumbing Pty Ltd, Bates Pipes Pty Ltd, Bitu-mill (Civil) Pty Ltd, BKBM Pty Ltd trading as Westvic Waste & Recycling Pty Ltd, Bligh Vegetation Management Pty Ltd, Bowen Fencing, Carters Tree Services Pty Ltd, Coates Hire Pty Ltd, Collins Earthmovers Pty Ltd, Conplant Hire Pty Ltd, Duggan Civil Pty Ltd, Elonchrone Pty Ltd trading as L. Davidson & Sons Earthmoving, Falcon Traffic Pty Ltd, Fulton Hogan Industries Pty Ltd, Go Traffic Pty Ltd, Holcim (Australia) Pty Ltd, L & H Van Kempen (Partnership), McKinnon Quarries and Civil Pty Ltd, Nuflow South West Pipe Relining Pty Ltd, Rodger Constructions Pty Ltd, Toot Traffic Pty Ltd, Top Jockey Nominees Pty Ltd trading as Gilliear Lime and Sandstone Quarries, Total Drain Cleaning Services Pty Ltd are preferred.
- No submissions were received for the following separable portions, SP 6 Fencing works (Temp Fencing), and SP 17 Concrete Supply. The submission for SP 10 Fiberglass pit lids was incomplete and not recommended, Council will need to approach the market for quotes or tenders for these services and works.
- Issues have been identified with tender processes that has led to reduced responses and hence competition within the various panels (separable portions). Council should consider readvertising the tender in 6 to 12 months to expand the panel membership to increase competition.

MOVED: CR. ROBERT ANDERSON

SECONDED: CR. PETER HULIN

That Council:

- 1. Accept the tender submission/s from Abtech Plumbing and Excavation Pty Ltd, Arbator Pty Ltd, ASAP Local Plumbing Pty Ltd, Bates Pipes Pty Ltd, Bitu-mill (Civil) Pty Ltd, BKBM Pty Ltd trading as Westvic Waste & Recycling Pty Ltd, Bligh Vegetation Management Pty Ltd, Bowen Fencing Pty Ltd, Carters Tree Services Pty Ltd, Coates Hire Pty Ltd, Collins Earthmovers Pty Ltd, Conplant Hire Pty Ltd, □ Duggan Civil Pty Ltd, Elonchrone Pty Ltd trading as L. Davidson & Sons Earthmoving, Falcon Traffic Pty Ltd, Fulton Hogan Industries Pty Ltd, Go Traffic Pty Ltd, Holcim (Australia) Pty Ltd, L & H Van Kempen (Partnership), McKinnon Quarries and Civil Pty Ltd, Nuflow South West Pipe Relining Pty Ltd, Rodger Constructions Pty Ltd, Toot Traffic Pty Ltd, Top Jockey Nominees Pty Ltd trading as Gilliear Lime and Sandstone Quarries, Total Drain Cleaning Services Pty Ltd for Tender No. 2019049 Register of Contractors – Supporting Civil Infrastructure for the associated schedule of rates exclusive of GST.**
- 2. Authorise the Chief Executive Officer to sign and seal the deed(s) of standing offer and any contract documents.**

3. **Notes that additional tenders will be called at a later date with the intent of increasing competition, allowing new entrants, and filling missing service areas or separable portions.**
4. **Authorise the Director City Infrastructure to manage and execute deed extensions for;**
 - **Optional extension One, 12 months ending 31 December 2022.**
 - **Optional extension Two, 12 months ending 31 December 2023.**

CARRIED - 7:0

BACKGROUND

The intent of Tender No. 2019049 Register of Contractors – Supporting Civil Infrastructure is to create of a register of contractors (panel) supporting civil infrastructure construction programs.

To provide a competitive pool of contractors for pricing works.

To ensure compliance with the Local Government Act regarding contracting for services and works with a potential aggregate value over \$150,000 over two years.

ISSUES

The types of construction work and services covered by the tender are listed below and detailed in the relevant specifications attached to the tender documentation.

This tender includes the following works:

3. Separable Portion 1 – Sealing New Pavement
4. Separable Portion 2 – Pavement Stabilisation
5. Separable Portion 3 – Asphalt Works
6. Separable Portion 4 – Concrete Works
7. Separable Portion 5 – Bridge & Marine Maintenance
8. Separable Portion 6 – Fencing Works
9. Separable Portion 7 – Line Marking Services
10. Separable Portion 8 – Pavement Materials
11. Separable Portion 9 – Drainage Pipes & Pits
12. Separable Portion 10 – Fibre Glass Pits Lids
13. Separable Portion 11 – Plant Hire
14. Separable Portion 12 – Traffic Management
15. Separable Portion 13 – Material Disposal
16. Separable Portion 14 – Camera Investigations (Drainage)
17. Separable Portion 15 – Vegetation Management & Tree Works
18. Separable Portion 16 – Tree Maintenance Adjacent to Power Lines
19. Separable Portion 17 – Concrete Supply

This contract is a panel contract, where one or more contractors may be appointed for each service. All successful Tenderers will sign up to a Deed of Standing Offer for the provision of the relevant goods/services.

The Deed constitutes an irrevocable, standing offer by the Contractor to perform works during the Deed Term on the terms and conditions set out in this Deed, including prices submitted as schedule of rates.

The Deed of Standing Offer is for an initial 2-year period to 31 December 2021.
The deed has the option at Councils discretion to extend by 2 x 1 year periods;

- Optional extension one, 12 months ending 31 December 2022.
- Optional extension two, 12 months ending 31 December 2023

Council is under no obligation to direct the contractor to perform works and the deed is not exclusive. Council may use other contractors to provide the services.

Tenders for the 2019049 Register of Contractors – Supporting Civil Infrastructure were invited via public advertisement in the Warrnambool Standard and the Age) on Saturday 3 and 17 of August 2019.

No	Location	Date
1.	Warrnambool City Council Web Site (Notice board)	Saturday 3 August 2019 and Saturday 17 August 2019
2.	The Standard	Saturday 3 August 2019 and Saturday 17 August 2019
3.	The Age	Saturday 3 August 2019 and Saturday 17 August 2019

Close of tenders was 2:00pm Friday 30 August 2019. A total of 28 tender submissions were received in the electronic tender box up until the close of tenders.

No submissions were received for the following separable portions; SP 6 Fencing works (Temp Fencing), SP 10 Fiberglass pit lids (incomplete) and SP 17 Concrete Supply. Council will need to approach the market for quotes or tenders for these services and works.

It is recommended that Council consider readvertising the tender in 6 to 12 months to expand the panel membership to increase competition. The reduction of competition will impact Councils' ability to attain competitive quotes which will impact the value of works and services.

A late submission was emailed to contact@warrnambool.vic.gov.au after the closing time. The submission was returned to the tender with a cover letter advising the submission was submitted late and was not evaluated.

One submission was left on the Customer Service counter at the Civic Centre before closing time, it was not accepted as the condition of tender required submission via the electronic eProcure tender portal. The submission was returned to the tenderer with a cover letter advising the submission was not submitted correctly and was not evaluated.

A complaint was received after the closing time that an existing contractor was not directly notified of the Tender opportunity. Upon investigation it was revealed the supplier had been sent emails from eProcure (tender search) which were directed to a junk mail folder.

FINANCIAL IMPACT

This is a schedule of rates tender to comply with the Local Government Act for purchasing and facilitate a competitive response, relying upon the amount of funds allocated from individual projects and funded programs for Civil Infrastructure works.

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
- 3.3 Build Infrastructure that best meets current and future community needs.
- 3.4 Maintain and enhance existing Council infrastructure

TIMING

The contract is initially for a two (2) year term and may be extended. The following are the key contract dates:

1. Commencement on contract award November 2019.
2. Ending 31 December 2021.
3. Optional extension for a further 12 months ending 31 December 2022
4. Optional extension for a further 12 months ending 31 December 2023

In relation to management of the deed extensions, it is proposed that the Director City Infrastructure is delegated authority to approve or reject the two optional extension periods on behalf of Council.

Tender pricing is applicable to the first 12-month period of the contract, and subsequent periods are subject to a rise and fall adjustment as per clauses outlined in the contract.

COMMUNITY IMPACT / CONSULTATION

There are no envisaged direct impacts for the acceptance of this tender.

LEGAL RISK / IMPACT

There are not considered to be any risks associated with the acceptance of this tender that cannot be managed through the contract conditions.

OFFICERS' DECLARATION OF INTEREST

No Council Officers involved in the preparation of this report have declared any direct or indirect interest in matters to which this report relates.

CONCLUSION

There are some gaps in the tender with no submission for the following separable portions; SP 6 Fencing works (Temp Fencing), SP 10 Fiberglass pit lids and SP 17 Concrete Supply. Council will need to approach the market for quotes or tenders for these services and works.

Issues have been identified with tender processes that has led to reduced responses and hence competition within the various panels (separable portion). Council should give consideration to readvertising the tender in 6 to 12 months to expand the panel membership in order to increase competition.

Overall the responses to the tender are considered acceptable and Deeds of Standing Offer should be awarded to the panel of recommended suppliers.

ATTACHMENTS

Nil

5.8. CONTRACT AWARD 2020012 SUPPLY OF FOAM BITUMEN

PURPOSE:

This report provides a recommendation to award Contract 2020012 Supply of Foam Bitumen.

EXECUTIVE SUMMARY

- A public tender was advertised on Saturday 17 August 2019 inviting tender submissions from suitably qualified and experienced contractors for the supply of a foam bitumen road pavement material.
- Close of tenders was 2:00pm on 13 September 2019.
- A panel has met and evaluated the tender responses.
- The recommendation is to proceed with the tender offer provided by Hiway Stabilizers Pty Ltd in the amount of \$319,916.14 (GST inclusive).

MOVED: CR. PETER HULIN
SECONDED: CR. SUE CASSIDY

That Council

- (i) **Award Contract No. Contract 2020012 Supply of Foam Bitumen to Hiway Stabilizers Pty Ltd for the tendered amount of \$319,916.14 Inc. GST.**
- (ii) **That the schedule of rates offered is accepted to undertake works over and above the lump sum price, provided that additional works are within the project budget and Councils delegated approval limits.**
- (iii) **Authorise the CEO to sign and seal the contract documents.**

CARRIED - 7:0

BACKGROUND

A public tender was advertised on Saturday 17 August 2019 inviting tender submissions from suitably qualified and experienced contractors for the supply of a foam bitumen road pavement material to support Council's 2019-2020 Road Rehabilitation Program.

FINANCIAL IMPACT

Total Budget of the project is \$515,000 Ex. GST allocated from the Councils Roads Rehabilitation Program, with an allocation of \$380,000 Ex. GST for this contract. Any remaining budget allocation will be utilised within the greater Roads Rehabilitation Program.

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**
- 3.3 Build Infrastructure that best meets current and future community needs.
- 3.4 Maintain and enhance existing Council infrastructure

TIMING

The term of the contract has a Practical Completion Date of 22 November 2019.

COMMUNITY IMPACT / CONSULTATION

Prior to site rehabilitation works being undertaken public consultation will be occur as part of the project delivery plan.

LEGAL RISK / IMPACT

Procurement processes are occurring in line with the approved contract specific procurement plan.

OFFICERS' DECLARATION OF INTEREST

Council's Manager Infrastructure Services declared a conflict in relation to this tender and did not have any involvement in the evaluation, assessment or preparation of this report.

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

CONCLUSION

Acceptance of the recommended tender represents best value for the stakeholders.

ATTACHMENTS

Nil

5.9. 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.

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:-

- Monday 16 September 2019 – refer **Attachment 1**
- Monday 14 October 2019 – Refer **Attachment 2**
- Monday 21 October 2019 – Refer **Attachment 3**

ATTACHMENTS

1. Assembly of Councillors Record 16 Sept 2019 [**5.9.1** - 1 page]
2. Assembly of Councillors Record 14 October 2019 [**5.9.2** - 1 page]
3. Assembly of Councillors Record 21 October 2019 [**5.9.3** - 1 page]

MOVED: CR. MICHAEL NEOH
SECONDED: CR. PETER HULIN

That the record of the Assembly of Councillors held on 21 October 2019, be received.

CARRIED - 7:0

Assembly of Councillors Record

Written record in accordance with Section 80A(l) Local Government Act 1989

Name of Committee or Group (if applicable):	Assembly of Councillors	
Date of Meeting:	16 September 2019	
Time Meeting Commenced:	4.25pm	
Councillors in Attendance:	Cr. T. Herbert, Mayor/Chairperson Cr. R Anderson Cr. S. Cassidy Cr. P. Hulin Cr. K. Gaston (until 4.35pm) Cr. M. Neoh (until 4.43pm)	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer (until 4.40pm) Scott Cavanagh, Director City Infrastructure (until 4.35pm)	
Other persons present:	-	
Apologies	Cr D. Owen	
Matters Considered:	<ul style="list-style-type: none"> ▪ Princes Highway West Project ▪ Great Victorian Bike Ride – Limestone Coast to the Great Ocean Road ▪ Economic Development of our City. 	
Councillor Conflicts of interest Disclosures:		
Councillor's Name	Type of Interest	Councillor Left Assembly while matter being discussed (Yes/No)
Meeting close time:	4.45pm	
Record Completed by:	Peter Schneider, Chief Executive Officer	

Assembly of Councillors Record

Written record in accordance with Section 80A(l) Local Government Act 1989

Name of Committee or Group (if applicable):	Councillor Briefing	
Date of Meeting:	14 October 2019	
Time Meeting Commenced:	4.00pm	
Councillors in Attendance:	Cr. T. Herbert, Mayor/Chairperson Cr. R Anderson Cr. S. Cassidy Cr. K. Gaston Cr. P. Hulin Cr. M. Neoh Cr. D. Owen	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer David Harrington, Manager Financial Services Scott Cavanagh, Director City Infrastructure Vikki King, Director Community Development Andrew Paton, Director City Growth	
Other persons present:	Rob Wallis – Middle Island Project Anne Wallis – Middle Island Project	
Apologies		
Matters Considered:	<ul style="list-style-type: none"> ▪ Middle Island Little Penguin Project ▪ Wiggs Lane Construction ▪ Smoking in the CBD ▪ McGennans view reinstatement ▪ Mortlake Road trees ▪ Art on NBN boxes ▪ Disability parking bays in CBD ▪ Reid oval update ▪ Carparking strategy update ▪ Employment Agreement (EA) update ▪ Learning Centre update 	
Councillor Conflicts of interest Disclosures: None		
Councillor's Name	Type of Interest	Councillor Left Assembly while matter being discussed (Yes/No)
Meeting close time:	6:15pm	
Record Completed by:	David Harrington Manager, Financial Services	

Assembly of Councillors Record

Written record in accordance with Section 80A(I) Local Government Act 1989

Name of Committee or Group (if applicable):	Councillor Briefing	
Date of Meeting:	21 October 2019	
Time Meeting Commenced:	2.30pm	
Councillors in Attendance:	Cr. T. Herbert, Mayor/Chairperson Cr. R Anderson Cr. S. Cassidy Cr. K. Gaston Cr. P. Hulin Cr. M. Neoh Cr. D. Owen	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer David Harrington, Manager Financial Services Andrew Paton, Director City Growth Luke Coughlan, Manager Infrastructure Services Vikki King, Director Community Development Thomas Hall, Projects Engineer Paul Cugley, Coordinator Infrastructure Management Julie Glass, Coordinator City Strategy James Phillips, Coordinator City Development	
Other persons present:		
Apologies		
Matters Considered:	<ul style="list-style-type: none"> ▪ Updated Caretaker (Elections) Policy ▪ Renaming of Road – Rolfe Place ▪ Activities & Initiatives 2019-2020 ▪ Dales Road Development Plan ▪ Tender No. 2019049 ▪ Contract Award 2020012 Supply of Foam Bitumen ▪ September Finance Report ▪ Community Infrastructure Loan Scheme ▪ Reference Group meetings ▪ Speed of vehicles on Mortlake Rd hill ▪ Daltons Road bridge update ▪ Hopkins River hoist update ▪ Mountain bike activity at Thunder Point 	
Councillor Conflicts of interest Disclosures: Renaming of Road – Rolfe Place		
Councillor's Name	Type of Interest	Councillor Left Assembly while matter being discussed (Yes/No)
Councillor Cassidy	Board member of Lyndoch Living	Yes
Meeting close time:	5:45pm	
Record Completed by:	David Harrington Manager, Financial Services	

5.10. MAYORAL & CHIEF EXECUTIVE OFFICER COUNCIL ACTIVITIES - SUMMARY REPORT

PURPOSE

This report summarises Mayoral and 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

Date	Location	Function
3 October 2019	Warrnambool	Crs. Gaston, Anderson & Cassidy – Attended the 40 th Anniversary of Heatherlie Homes.
6 October 2019	Warrnambool	Cr. Anderson represented the Mayor at the Warrnambool 2019 Seniors Festival Launch.
8 October 2019	Warrnambool	Mayor – Attended the Brophy Family & Youth Services Annual General Meeting.
	Warrnambool	Mayor & Chief Executive Officer – Attended the Great South Coast Speaker Series “An Evening With Dylan Alcott”
10 October 2019	Dennington	Mayor – Attended the Fonterra Dennington Jobs Fair.
	Warrnambool	Mayor & Chief Executive Officer – Attended the SW TAFE 2019 Trades Awards night.
11 October 2019	Warrnambool	Chief Executive Officer – Attended the Premier Speedway Club season launch.
14 October 2019	Warrnambool	Mayor – Welcomed to Warrnambool attendees at the Australian Caravan Muster.
16 October 2019	Warrnambool	Chief Executive Officer – Was guest speaker at the Community South West Annual General Meeting.
17 October 2019	Melbourne	Mayor & Chief Executive Officer – Attended a meeting of Regional Cities Victoria.
18 October 2019	Melbourne	Mayor – Attended the Municipal Association of Victoria State Council meeting.
	Warrnambool	Mayor – Officially opened the BPW South West State Forum.
21 October 2019	Warrnambool	Chief Executive Officer – Attended the Annual General Meeting of Southern Stay.
22 October 2019	Warrnambool	Mayor – Attended the opening of the Warrnambool NAB Koroit Street branch and participated in a Q&A Panel discussion on local economics.

23 October 2019	Warrnambool	Mayor & Chief Executive Officer – Attended the Westvic Staffing Solutions 2019-2020 Community Campaign launch.
	Warrnambool	Mayor – Attended the Deakin University international student agent delegation welcome.
24 October 2019	Warrnambool	Mayor – Attended the Deakin University welcome to country and morning tea with International education agents at Deakin University.
25 October 2019	Warrnambool	Mayor & Chief Executive Officer – Attended a meeting of the Great South Coast Board.
	Warrnambool	Mayor – Attended the Merrivale Primary School Assembly for the presentation of medal and prize for the 2019 NAIDOC colouring competition.
	Warrnambool	Mayor – Attended the 50 th Anniversary celebration of the establishment of the Warrnambool Institute of Advanced Education.
26 October 2019	Warrnambool	Mayor – Attended the Official Opening of the Warrnambool Agricultural Show.
	Warrnambool	Mayor – Attended the Great South Coast Veterans Retreat Dinner an initiative through the Leadership Great South Coast program.
30 October 2019	Warrnambool	Mayor – Attended the launch of the Melbourne 2 Warrnambool Cycling Classic held at the Harbour Pavilion.

MOVED: CR. KYLIE GASTON

SECONDED: CR. PETER HULIN

That the Mayoral & Chief Executive Officer Council Activities – Summary Report be received.

CARRIED - 7:0

6. PUBLIC QUESTION TIME

6.1 QUESTION FROM CHRISTINE THOMPSON, 831 KOROIT-WOOLSTHORPE ROAD, WOOLSTHORPE

“Given that new information has come to light regarding plans for a hydrogen plant in Heywood with a consortium behind the project consisting of:

*Glenside Shire Council
Deakin University
CSIRO
Countrywide Renewable Energy
ITM Power
Port of Portland
Ausnet Services*

Is the Warrnambool City Council still determined to go ahead with the Sweden trip given that the Warrnambool City Council has only obtained a \$5000 commitment from RDA Barwon South West towards this trip with the balance to be paid for by the ratepayers, when there is clearly an abundance of expertise and knowledge available locally, surely Warrnambool City Council and the ratepayers of Warrnambool would be better off working with local entities who are already well advanced in these projects?

Did the Warrnambool City Council know Deakin University was already involved with this project for hydrogen at Heywood?”

The Director City Growth responded that he was aware of the development in Heywood which was announced several months ago, also aware that Deakin University are closely involved and we are working very closely with Deakin on our project. It is important to note that this delegation is at the request of business and industry who wish to attend that visit to Mariestad, so consistent with other delegations which involve business and industry they will be paying for themselves. The grant money that has been received is to fund the Warrnambool City Council representation arm of the delegation.

Clarification from Christine Thompson –*“Will the ratepayers be picking up the rest of the money over and above the \$5,000?”*

The Mayor responded that nothing had been finalised as to who is going and all those sorts of things.

The Director City Growth also advised that at the planning stage as to what the composition of the delegation would be so detailed costing is yet to be finalised.

Further Clarification from Christine Thompson –*“So it’s not budgeted for, is that right is that correct?”*

The Director City Growth advised that at this stage the source of the funding is from the grant allocation, once the cost of the delegation is known a decision will be taken.

The Chief Executive Officer advised that it was covered in existing budgets and we don’t know what the shortfall will be at this point in time and as soon as we have that information there will be a further report to Council detailing that before any action is taken.

6.2 QUESTION FROM MISS MIA ANDERTHOL, 50 KERR STREET, WARRNAMBOOL

“When does Council expect to install the Christmas decorations and are they any new ones?”

The Director City Infrastructure responded that the bulk of the Christmas decorations are due to be go up from Friday 22 November, there will be some installed earlier than that particularly in Kepler Street around the new roundabouts in conjunction with the tendering when that’s put up and there are some new Christmas decorations involved in those areas as well.

6.3 QUESTION FROM DAVID THOMPSON, 831 KOROIT-WOOLSTHORPE ROAD, WOOLSTHORPE

“Can you tell me has the Warrnambool City Council looked at, considered, debated or voted on adopting the recommendations of the Auditor General’s Report that came out in June 2019. As the recommendations have already been adopted by numerous other councils, can you give me a timeframe of when we can expect the Warrnambool City Council to deal with this matter.”

The Chief Executive Officer responded that - I am assuming that was one where the Auditor-General VAGO had a look at credit cards and made some recommendations there. We have a number of credit card enquiries that are taking place at the moment that will be reported back through Council and the recommendations will be taking some of those recommendations in the VAGO report into account as I understand it.

6.4 QUESTION FROM BEN BLAIN

“On the community infrastructure loan scheme for the community learning hub. Why are we borrowing 2.5mil which can’t be used as the matching funding for the other grants involved with the project. Does this mean with the 3.5mil of rates money we have to put in our contribution is now 6mil?”

The Chief Executive Officer responded - that no the project was \$2.75 million being put in from Council; it is still that, but rather than being funded from cash it will be from an advantageous loan.

Clarification from Ben Blain on the above answer - The Chief Executive Officer advised that we don’t actually at Council question time go into debate on them but if it is a question that just clarifies that response I am happy to do that other than that I am happy to speak to Mr Blain outside of the meeting to clarify anything.

Further clarification sought from Ben Blain – the only question was “according to your recommendations tonight it said that that money could not be used for matching grant funding the loan, is that correct or have I misread it?”

The Chief Executive Officer advised that it was correct in terms of the entire project costs, there is no grant funding other than through a separate grant that we might apply there, so the amount that we would put in there is not a matched grant funding amount. Yes that’s correct.

6.5 QUESTION FROM BEN BLAIN

Do questions submitted in public question time at open meetings have any timeframes for when you are supposed to receive a response? If so why have I not received a response to my question from last month?”

The Chief Executive Officer responded – that we do try and get all questions responded to within a 2 week period following the meeting so that’s generally when we do that. I do believe that there was one from Mr Blain that was partly responded to today and that would be my fault that it was so late and I apologise for that.

6.6 QUESTION FROM ANGIE PASPALIARIS, 62 KEPLER STREET, WARRNAMBOOL

“To the CEO and Councillors,

Over 15 months ago, our Lava Street block was written to about proposed parking changes to the street. Our city-fringe street struggles with approximately 20-25 CBD workers’ cars parked along it every weekday from 8am until 6pm. It produces a very narrow, dangerous street section, as well as difficulty for residents cars to exit their own driveways safely. In addition, the number of cars towing caravans find the street very difficult to negotiate, given Figtree Holiday Village is close by. Residents have been dealing with increased parking difficulties on this section of Lava Street for the last 2-3 years.

After some communication backwards and forwards between our street’s residents and the Council over this 15 month period, I have now had most recent communication from Mayor Herbert that the parking changes are on hold until a City Parking Strategy is done.

Would Council concede that a 15-month-long consultation process without a suitable and reasonable outcome is totally unacceptable?

I would implore Council to complete the 8 car park markings on our street that residents have requested, and then modify the number of carparks when the City Parking Strategy is completed. And why has this not occurred already, given modification of these carparks – or numbers of carparks – should be a simple task retrospectively?”

The Chief Executive Officer took the question on notice to enable details to be obtained a response provided.

The Mayor, Cr. Herbert also advised that he had spoken to one particular resident I have been dealing with all this time and I think it’s probably generally considered the point of view that I would say a smart decision is not to go ahead with anything at this stage because I remember speaking with the residents and their early issue and early concern was that without a larger look at all the CBD parking ,and these were there words, that we could be just moving the problem from their street to somewhere else so that’s why Councillors have decided that the best option at the moment is not to consider any knee jerk reactions and I admit it has taken a long time but there has been a fair bit of negotiation that has gone on behind the scenes to try and get an outcome but I firmly believe that this approach is a far more considered and far more overarching look at whole CBD approach.

Angie Paspaliarius responded that the initial response from the residents was that there was no preference and in addition to that there was information saying from our point of view that there is a bigger issue to worry about, that was 15 months ago and it was yourself and others, can’t remember exactly who, said just worry about your street and don’t worry about the rest of the streets so that’s what we did do that’s a fact that we were told to worry about your own street and not others and now it seems that the goal posts have been changed after a lengthy 15 months so we now have to deal with residents with workers cars in our street for another however long until Council is ready to work on their parking strategy and I feel as though if you can get people to put a yellow line on our street which was done quite quickly then why can’t those line markings also be done because it seems as though 40kph markings have been put down on some city streets very quickly so I don’t see why there should be any issue in putting down some markings on our streets which can be altered in future.

6.7 QUESTION FROM DAVENA EDWARDS, 12 BAUDIN COURT, WARRNAMBOOL

After breaking the rate cap, when are the Council going to show the people of Warrnambool they put more hardship on that they too can tighten their belts by ending the meal and drinks after the meeting and spend more time with their families.”

The Chief Executive Officer responded – the amounts are provided for in the budget they are quite austere and Councillors aren't forced to neglect their families by attending the meal; it's a decision of Council, some do some and don't attend the meal, happy to refer that to Councillors.

7. CLOSE OF MEETING

The meeting closed at 6.51pm.

CHAIRMAN