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Councillors Gifts Policy 2024

APPROVAL DATE: April 2024

REVIEW DATE: April 2025

COUNCILLORS GIFTS POLICY 2024



DOCUMENT CONTROL

Document Title:	Councillors Gift Policy 2024
Policy Type:	Council
Responsible Branch:	Executive Services
Responsible Officer:	Manager Governance
Document Status:	Final
Approved By:	Council
Adopted Date:	April 2024
Review Date:	April 2025

COUNCILLORS GIFTS POLICY 2024



1. INTRODUCTION

Purpose

The Council is committed to protecting its assets, its integrity and reputation by providing Councillors with clear guidance on ethical gift receiving so that they can be, and be seen to be, ethical, fair and scrupulous in their roles as Councillors.

The Council recognises that Councillors will on occasion be offered, gifts, benefits and hospitality

The purpose of this policy is to provide clear guidance to Councillors on their approach to the acceptance, or otherwise, of gifts, benefits or hospitality from individuals or other entities external to Council.

Scope

This policy applies to all Councillors.

The *Local Government Act 2020* (the Act) sets out legislative requirements in relation to conflict of interest and Councillors are responsible to familiarise themselves with the provisions contained in the Act and the requirements of this Policy.

Nothing in this policy shall be construed to override the provisions of the Act. In the event of any apparent inconsistency, the provisions of the Act will prevail. Procedures have been developed in support of this Policy.

Definitions and Terminology

Term	Meaning
Benefit	Something which is believed to be of value to the receiver, including access to sporting, cultural or social event, preferential treatment (queue jumping) and access to discounts or loyalty programs. While their value may sometimes be difficult to quantify in dollars, they may be highly valued by the intended recipient and therefore used to influence their behaviour.
Bribe	Money, reward or service offered to procure an action, decision or preferential treatment.
Gift	Gifts are unsolicited and mean to convey a feeling of goodwill on behalf of the giver and where there is no expectation of favours or repayment. Some examples of these types of gifts could include clothes, products and tickets.
Gift Register	A summary of gifts, benefits and hospitality received which will contain the following information; recipient details, providers details, date received, description and estimated value of the gift, benefit or hospitality.



COUNCILLORS GIFTS POLICY 2024

Hospitality	Provision of food or beverages, travel, accommodation or entertainment, which is offered to convey goodwill on behalf of the giver, for which there is no expectation of favours or repayment. Hospitality is a form of Gift, but for the purpose of this Policy is considered separately.
Monetary Benefit	Cash, cheques, money orders, travellers' cheques, direct deposits or item which can easily be converted to cash.
Official Gift	A gift received by Councillors or Council officers as representatives of the City or the Council. Includes gifts from a Sister City, organisations or corporations that are bestowing a corporate gift (i.e. plaques, plates, vases, trophies, artwork) or souvenir to the City, or as a token of appreciation for a contribution to a conference or industry event.
Value	Face value or estimate retail value.

References

Category	Document
Legislation	<i>Local Government Act 1989</i> <i>Local Government Act 2020</i>
Standards and Guidelines	Conflict of Interest, A Guide for Councillors – 2012
Council Related Policies & Procedures	Gifts Procedure (Councillors) Councillors Code of Conduct Fraud Prevention & Control Policy Public Interest Disclosure Procedure

COUNCILLORS GIFTS POLICY 2024



2. POLICY

General Principles

Councillors must:

- Not seek, solicit, or use their position with Council to obtain gifts, benefits or hospitality from external organisations or individuals for themselves or others;
- Ensure that a person, company or organisation is not placed in a position in which they feel obliged to offer gifts, benefits or hospitality in order to secure or retain Council business;
- Avoid circumstances where accepting any gift, benefit or hospitality could give the appearance of a past, present or future Conflict of Interest;
- Avoid circumstances where the offer of a gift, benefit or hospitality could be interpreted as having been made with the objective of securing, or in return for, a favour or preference;
- Under no circumstances accept or receive a monetary benefit, supplier's goods or services at no cost or at a non-commercial discount;
- Be fully accountable and responsible for their actions and ensure that the methods and processes they use to arrive at decisions are beyond reproach, do not create a conflict of interest and can withstand audit processes and proper scrutiny; and
- Report any incidences where a bribe or inducement is offered.
- Not accept any gift given anonymously if the value of the gifts is equal to or greater than \$500.

Acceptance of Gifts and Benefits

The following conventions apply to Councillors in relation to the acceptance of Gifts, Benefits or Hospitality:

- Gifts and benefits may only be accepted provided they are formally declared and do not create a real or perceived sense of obligation that may lead to a perception of preferential service.
- Gifts and benefits are not to be accepted under any circumstance by a Councillor who is aware that the benefit is being offered by a supplier who is in the process of tendering for the supply of goods and services to the Council.

Official Gifts

From time to time individuals or organisations may offer Official Gifts to Councillors.

Individuals may be involved in conferences or social, cultural, community, industry events where Official Gifts are presented or exchanged. Where it would appear impolite or inappropriate to decline the offer, it is reasonable for official representatives of the Council to accept Official Gifts on behalf of the Council. Official Gifts shall be considered to be the property of the Council and may be displayed in an appropriate and secure location for public viewing.

COUNCILLORS GIFTS POLICY 2024



Notwithstanding, in some circumstances, including where the item may not be suitable for public display or the gift is of a personal nature to the recipient, the Chief Executive Officer may use discretion as to the appropriate use of the Official Gift.

The Chief Executive Officer will ensure that an Official Gift is recorded in the Gift Register.

Hospitality

Councillors in the normal course of their duties, will from time to time receive invitations of Hospitality to attend various functions and events.

Where such Hospitality is modest in nature and provides an opportunity to network or undertake business of a common purpose, it may be appropriate to accept such invitations.

If, however, acceptance of the Hospitality is likely to create the impression of compromised impartiality of the Councillor or could be perceived as a Conflict of Interest, the offer of Hospitality should be politely declined.

Any Hospitality must be reported in the same manner as a Gift.

Conflict of Interest

Councillors should be aware one or more Gifts or Hospitality with a total value of, or more than, \$500 received from one person, over a five year period, will give rise to a conflict of interest, which must be declared in accordance with the Act. This does not include the value of any reasonable hospitality received by a Councillor at an event or function that they attended in an official capacity.

Hospitality does not constitute a Gift if it is paid for by the Council, or by the person receiving the Hospitality.

COUNCILLORS GIFTS POLICY 2024



3. GOVERNANCE

Review

This policy is reviewed, in consultation with the Audit and Risk Committee, no later than six months after a general election.

Compliance Responsibility

The Audit and Risk Committee shall exercise an oversight function over compliance with this policy.

Where a Councillor fails to comply with this policy, the issue shall be dealt with in the same manner as disputes arising under the Councillor Code of Conduct.



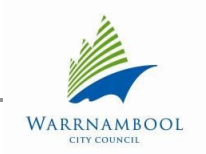
**Councillors Gifts Policy 2024~~GIFTS~~
POLICY
(COUNCILLORS)
2020**

APPROVAL DATE: April 2024 ~~[insert date]~~

|

REVIEW DATE: April 2025 ~~[insert date]~~

GIFTS POLICY (COUNCILLORS)



DOCUMENT CONTROL

Document Title:	<u>Councillors Gift Policy 2024</u> Gifts Policy (Councillors)	
Policy Type:	Council Policy	
Responsible Branch:	Corporate Strategies <u>Executive Services</u>	
Responsible Officer:	Manager Governance	
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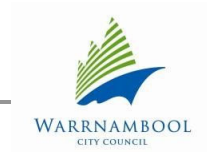
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GIFTS POLICY (COUNCILLORS)



1. INTRODUCTION

Purpose

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GIFTS POLICY (COUNCILLORS)



COUNCILLORS GIFTS POLICY 2024

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Term	Meaning
Benefit	item which can easily be converted to cash.
Official Gift	A gift received by Councillors or Council officers as representatives of the City or the Council. Includes gifts from a Sister City, organisations or corporations that are bestowing a corporate gift (i.e. plaques, plates, vases, trophies, artwork) or souvenir to the City, or as a token of appreciation for a contribution to a conference or industry event.
Token Gift	Is of such a nature and Value (less than \$100) that it could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to a matter. Does not create a sense of obligation in the receiver that will influence, or appear to influence, the exercise of their official duties. In the event that it might reasonably be perceived to influence, or appear to influence, the recipient, it cannot be defined as a Token Gift.
Value	Face value or estimate retail value.

References

Category	Document
Legislation	<i>Local Government Act 1989</i> <i>Local Government Act 2020</i>
Standards and Guidelines	Conflict of Interest, A Guide for Councillors – 2012
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GIFTS I



COUNCILLORS GIFTS POLICY 2024

GIFTS POLICY (COUNCILLORS)



COUNCILLORS GIFTS POLICY 2024

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- Ensure that a person, company or organisation is not placed in a position in which they feel obliged to offer gifts, benefits or hospitality in order to secure or retain Council business;
- Avoid circumstances where accepting any gift, benefit or hospitality could give the appearance of a past, present or future Conflict of Interest;
- Avoid circumstances where the offer of a gift, benefit or hospitality could be interpreted as having been made with the objective of securing, or in return for, a favour or preference;
- Under no circumstances accept or receive a monetary benefit, supplier's goods or services at no cost or at a non-commercial discount;
- Be fully accountable and responsible for their actions and ensure that the methods and processes they use to arrive at decisions are beyond reproach, do not create a conflict of interest and can withstand audit processes and proper scrutiny; and
- Report any incidences where a bribe or inducement is offered.
- Not accept any gift given anonymously if the value of the gifts is equal to or greater than \$500.

Acceptance of Gifts and Benefits

The following conventions apply to Councillors in relation to the acceptance of Gifts, Benefits or Hospitality:

- ~~Token~~ Gifts ~~and benefits~~(~~gift of value less than \$100~~) may only be accepted provided they are formally declared and do not create a real or perceived sense of obligation that may lead to a perception of preferential service.
- ~~Gifts and benefits with a value in excess of \$100 must only be accepted where they have been authorised and formerly declared in accordance with Gifts Procedure.~~
- Gifts and benefits are not to be accepted under any circumstance by a Councillor who is aware that the benefit is being offered by a supplier who is in the process of tendering for the supply of goods and services to the Council.

GIFTS I



COUNCILLORS GIFTS POLICY 2024

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Hospitality

Councillors in the normal course of their duties, will from time to time receive invitations of Hospitality to attend various functions and events.

Where such Hospitality is modest in nature and provides an opportunity to network or undertake business of a common purpose, it may be appropriate to accept such invitations. ~~Where practical, approval should be obtained prior to the attendance.~~

If, however, acceptance of the Hospitality is likely to create the impression of compromised impartiality of the Councillor or could be perceived as a Conflict of Interest, the offer of Hospitality should be politely declined.

Any Hospitality ~~estimated to be in excess of \$50~~ must be reported in the same manner as a Gift.

Conflict of Interest

Councillors should be aware one or more Gifts or Hospitality with a total value of, or more than, \$500 received from one person, over a five year period, will give rise to a conflict of interest, which must be declared in accordance with the ~~Local Government~~ Act.

This does not include the value of any reasonable hospitality received by a Councillor at an event or function that they attended in an official capacity.

GIFTS POLICY (COUNCILLORS)



COUNCILLORS GIFTS POLICY 2024

~~All other forms of Hospitality must be declared.~~ Hospitality does not constitute a Gift if it is paid for by the Council, or by the person receiving the Hospitality.

GIFTS I



COUNCILLORS GIFTS POLICY 2024

3. GOVERNANCE

Review

This policy is reviewed, in consultation with the Audit and Risk Committee, no later than six months after a general election.

Compliance Responsibility

The Audit and Risk Committee shall exercise an oversight function over compliance with this policy.

Where a Councillor fails to comply with this policy, the issue shall be dealt with in the same manner as disputes arising under the Councillor Code of Conduct.

CCTV Steering Committee Meeting Minutes			
Date: Monday 19 February 2024 Time: 1.35pm-2.05pm Duration: 30 minutes Location: Committee Room 1, Warrnambool City Council, 25 Liebig Street Warrnambool Vic 3280 And via Microsoft Teams			
Attendees: Warrnambool City Council: Cr Angie Paspaliaris (AP) (Via Teams), David Leahy (DL), Tim Brosowsky (TB), Stephanie Bant (SB). Warrnambool Police: Stuart Revell (SR) (Via Teams)			
Apologies: Brett Jackson (BJ), Cr Debbie Arnott (DA), Lauren Schneider (LS),			
No	Who	Description	Discussion and Actions
1	DL	Welcome/ Apologies	Note: This meeting will be minuted for future reference. <ul style="list-style-type: none"> Stuart Revell and Angie Paspaliaris joined via Teams. Noted that AP had connection issues due to being overseas and may continue to drop out during the meeting. AP designated chair to Tim Brosowsky as it would be easier to chair in person.
2	TB	Endorse minutes from last CCTV Steering Committee Meeting on Thursday 11 May 2023	Minutes from the last meeting distributed on Friday 19 May and with agenda prior to the meeting. <ul style="list-style-type: none"> No issues noted with the minutes from the last meeting. TB noted it had been a while since the last CCTV Steering Committee meeting. Moved: Angie Paspaliaris Seconded: Stuart Revell
3	TB	Review of draft 2023 Audit and Evaluation Report (Report to be presented at the next Council Audit and Risk Committee Meeting in March 2024).	<ul style="list-style-type: none"> SB recapped the purpose of the CCTV Evaluation report. Report completed annually as part of Department of Justice and Community Safety (DOJ) funding requirements. This year the report focused on the CBD as it has been 10 years since the installation in the CBD streets. The report is to be endorsed by the Committee. Following endorsement, the report will be presented Council's Audit and Risk Committee then placed on Council's website. The report will also form part of a Council report with the updated CCTV Policy that will be presented to EMT next week and Informal Council meeting in March

			Moved: Angie Paspaliaris Seconded: Stuart Revell
4	TB	Internal CCTV Documentation: <ul style="list-style-type: none"> • MOU • Standard Operating Procedures • Code of Practice 	<p>No change to documents since CCTV Steering Committee meeting on Tuesday 8 March 2022.</p> <ul style="list-style-type: none"> • TB confirmed that no changes had been made over the last two years. <p>Moved: Angie Paspaliaris Seconded: Stuart Revell</p>
5	TB	CCTV Policy Review – March 2024	<ul style="list-style-type: none"> • Updated February 2024 – for review of CCTV Steering Committee. • Policy presented on screen and shown minor changes suggested to make on the policy. • Committee confirmed changes were approved. • CCTV Policy will be presented to EMT next week and March Informal meeting. <p>Moved: Angie Paspaliaris Seconded: Stuart Revell</p>
6	TB	Actions from Meeting on Thursday 11 May 2023: <ol style="list-style-type: none"> 1. New Terms of Reference to be distributed with minutes. 2. Tim Brosowsky to ask Dycom to provide options for CCTV coverage on Lava Street. 3. Separate funding applications to be submitted for PTV bus interchange and CCTV on Lava Street in three locations; Liebig/ Lava Intersection, Kepler/ Lava intersection and mid-block between two intersections. 4. VicPol to provide statistics to support funding application for CCTV on Lava Street. 5. Council to apply for procurement exemption for CCTV contract prior to the next CCTV Steering Committee Meeting. 	<p>Actions from Meeting on Thursday 11 May 2023:</p> <ol style="list-style-type: none"> 1. New Terms of Reference to be distributed with minutes. COMPLETED <ul style="list-style-type: none"> - SB confirmed new Terms of Reference were distributed with the minutes from the last meeting. 2. Tim Brosowsky to ask Dycom to provide options for CCTV coverage on Lava Street. ONGOING <ul style="list-style-type: none"> - TB advised that Council were still looking at specific locations to cover area in front of Coles. Will keep the committee updated. 3. Separate funding applications to be submitted for PTV bus interchange and CCTV on Lava Street in three locations; Liebig/ Lava Intersection, Kepler/ Lava intersection and mid-block between two intersections. ONGOING <ul style="list-style-type: none"> - DL confirmed the highest priority location is the Lava Street bus interchange. Funding applications will be investigated or we may look at relocating the camera on corner of Liebig Street / Lava Street. - Noted it had been raised again recently the area of concern out the front of Coles. - TB advised he had worked with Police to identify CCTV camera visuals that were being impacted by trees and had asked the internal tree team to trim trees in locations of cameras. 4. VicPol to provide statistics to support funding application for CCTV on Lava Street. COMPLETED <ul style="list-style-type: none"> - SB and DL confirmed statistics had been received and thanked VicPol for their assistance.

			<p>5. Council to apply for procurement exemption for CCTV contract prior to the next CCTV Steering Committee Meeting. IN PROGRESS</p> <ul style="list-style-type: none"> - TB advised Council had received the new maintenance contract put together by Dycom. - DL advised that a procurement exemption would also be required to be completed for the use of Dycom services. DL explained the procurement exemption was a one page document that would just need to detail how there were limited suppliers of CCTV. <p>Moved: Angie Paspaliaris Seconded: Stuart Revell</p>
7	VicPol	VicPol Operational Matters and ongoing success of CCTV Program	<ul style="list-style-type: none"> • SR advised that from a Police perspective the CCTV is extraordinary valuable. Explained that it was set up in the watch house for viewing as required. Explained the two main purposes of CCTV were: <ul style="list-style-type: none"> - To be used in court for captured offenders and; - To track offenders in reported incidents for a range of offences ranging from traffic related crimes to assault. Explained that depending on how risky the job is, it can determine how long it takes to respond. Once an offence is reported, VicPol are able to look up the recent footage of when the incident occurred and track the offender's movements afterwards. • Explained that the camera at the Liebig Street/ Timor Street intersection is highly valuable on weekends for watching the nightclub precinct and monitoring behaviour of patrons waiting in line. • Advised VicPol had received a complaint from KipGrath business reporting that people were defecating and abusing parents with children at the entrance. • Confirmed that overall the CCTV was an invaluable tool to Police and thanked Council for involvement. • TB questioned training process for staff to report camera faults? <ul style="list-style-type: none"> - SR responded that the use of the system was common knowledge and all reports are logged. Explained that when any cameras are down they are hopefully not down for any longer than 24 hours. • TB confirmed that any reports of faults he receives from VicPol gets passed onto Dycom (CCTV Maintenance Contractor). • SR noted that he would ensure new staff are aware the process of contacting Tim with any issues in viewing footage.

8	ALL	General Business	<ul style="list-style-type: none"> • TB advised that the team had recently undertaken an inspection of all the CCTV cameras in Warrnambool (CBD, Foreshore Precinct, Artillery Crescent, Cramond & Dickson Car Park, Levys Point and VicTrack) to determine if signage was present in all locations. The inspection revealed that not all cameras had signage directly in the vicinity of the camera and that some signage may have been removed intentionally or deteriorated over time. Questioned if VicPol had any issues with prosecutions due to insufficient signage advising the public of the use of CCTV? <ul style="list-style-type: none"> - SR confirmed that VicPol had no reported issues with prosecutions due to a lack of signage. - TB advised that the policy requirements suggested that all CCTV required appropriate signage and internally Council would work out what was appropriate and would order more signage if required. • DL explained that Council regularly receive communication from small boat owners at the Breakwater reporting people jumping off the breakwater and climbing in the dinghies. Asked Stuart to determine if this is a priority location for VicPol. Advised that Local Laws often monitor this area. <ul style="list-style-type: none"> - SR suggested that this was a seasonal issue. Confirmed he would make some enquiries and get back to Council with a response. • AP noted that it was hard to communicate via Teams with sound issues she had been experiencing during the meeting and would send through an email to clarify items discussed after the meeting.
9	Chair	Close of Meeting	Close of meeting at 2.05pm

ANNUAL CCTV EVALUATION REPORT 2023

1. INTRODUCTION

As part of the Department of Justice and Community Safety audit requirements, Council established an evaluation framework to ensure good governance and compliance of the public safety CCTV systems.

Council developed a CCTV Policy for all current and future public safety projects. The Policy was developed under the guidance of the Audit and Risk Committee and was adopted by Council on 1 March 2021 following public consultation from 14 December 2020 to 22 January 2021.

Council developed the MOU, Code of Practice and Standard Operating Procedures (SOP) in conjunction with VicPol. The SOP and Code of Practice were approved by Director City Infrastructure on 2 February 2021 and endorsed by the CCTV Steering Committee on 16 April 2021. A base MOU was developed for all Public Safety CCTV projects across Warrnambool, the MOU allows for additional schedules to be added as future projects are completed.

The CCTV Steering Committee was appointed and the Terms of Reference were approved by Council on 7 December 2020. According to the Terms of Reference, the Committee will meet at least two times a year, with authority to convene additional meetings as circumstances require. The first meeting for 2023 was conducted on Thursday 11 May 2023 and the Committee agreed on the success of the current Public Safety CCTV systems and discussed future projects. The next meeting will be held in early 2024.

The highlighted objectives of the current and future programs are:

- Improving public perceptions of safety,
- assisting Police in the detection and prosecution of offenders;
- deterring of unlawful behaviour; and
- reducing maintenance costs.

Throughout the evaluation, the data and community feedback demonstrate the objectives are consistently being achieved.

2. OVERVIEW OF PROGRAM & SYSTEMS

Councils CCTV Public Safety program contains a Policy, Code of Practice, Standard Operating Procedures and relevant Memorandum of Understanding for Warrnambool. All current documents have been approved by the CCTV Steering Committee.

The CCTV program was introduced in a staged rollout commencing in the main blocks of the CBD, progressing to the Foreshore Precinct, Victrack Car Park, Artillery Crescent and Cramond and Dickson car park. The most recent installation occurred at Levys Point Beach in July 2022.

Ref	Precinct	Camera Location & Number of Cameras
1	CBD Precinct	<ol style="list-style-type: none"> 1. 3 x Timor Street & Gilles Street Intersection 2. Liebig Street & Koroit Street Intersection 3. Liebig Street and Timor Street Intersection 4. Liebig Street and Lava Street Intersection 5. Kepler Street and Koroit Street Intersection 6. Timor Street and Kepler Street Intersection 7. Ozone Car Park
2	Foreshore Precinct	<ol style="list-style-type: none"> 1. Pertobe Road at the entrance to McGennans car park / in front of Beach Kiosk 2. Viaduct Road at pedestrian crossing out the front of the public amenities 3. Breakwater car park adjacent to Pavilion café (end of Viaduct Road)
3	Railway Precinct	11 cameras positioned throughout VicTrack car park on Merri Street.
4	Artillery Crescent	<ol style="list-style-type: none"> 1. Liebig Street and Merri Street Intersection 2. Part way along Artillery Crescent 3. Artillery Crescent roundabout x2
5	Cramond and Dickson car park	<ol style="list-style-type: none"> 1. 2x cameras are installed at the Koroit Street entrance of the Cramond & Dickson Car Park with one camera facing the entrance and the other into the car park. 2. Middle of the Cramond & Dickson car park. 3. Timor Street entrance facing into the car park.
6	Levys Point Beach	<ol style="list-style-type: none"> 1. Opposite to the entrance of Levy's Point Beach car park.

All camera footage is linked back to the Warrnambool Police Station with access governed by the Code of Practice and Standard Operating Procedures. Council is responsible for the ongoing maintenance.

This report does not cover the corporate CCTV systems.

3. EVALUATION FRAMEWORK

Council and Warrnambool Police have jointly evaluated the current CCTV system. The results of the evaluation are shown in the following tables.

More detailed information in support of the outcomes for 'Achievement of Objectives' is provided in the attachment.

OFFICIAL: Sensitive

ATTACHMENT 5 - CCTV EVALUATION FRAMEWORK – REPORT 2023

PART A – ACHIEVEMENT of OBJECTIVES

For * Items further information is provided in the attachment.

No.	Key Objective	Measures	Source	Responsibility	Response
1	Reducing Crime	Trend in crime statistics for camera locations.	Crime Statistics Agency data	Council – Local Laws Unit	Crime statistics for the CBD Precinct were requested on 18 October 2023 and followed up a number of occasions. The Crime Statistics Agency (CSA) has advised they are experiencing IT issues in relation to the manual extraction of mapped data. The CSA advised they hope to be able to extract the data for the next release in March 2024 meaning the data will not be provided for the evaluation.
2	Reducing anti-social behaviour, including <ul style="list-style-type: none"> Hoon Behaviour Vandalism Graffiti Drug & alcohol consumption General property damage 	Trend in vehicle speed near camera locations.	Traffic counters (Council)	Council - Assets Unit	Cameras in the CBD were installed at nine locations in late 2014. Cameras were installed in Ozone Car Park, the intersections of Timor and Liebig Streets, Timor and Gilles Streets, Timor and Kepler Streets, Koroit and Kepler Streets, in Koroit Street and Liebig Street. Traffic counts were placed down in the vicinity of the CCTV cameras and data has been collated both prior to the installation of CCTV in 2009, 2010, 2014 & 2015 and post installation in 2017, 2018, 2020 and 2021. From the traffic counts it can be seen, that

1

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					there has been a reduction of speed for the 85% percentile of vehicles for nearly all of the streets with CCTV. The most notable decreases were seen in Koroit Street: Liebig to Banyan Street with a decrease from 51km/h to 35km/h, Liebig Street: Timor to Koroit Street from 40km/h to 27km/h and Liebig Street: Koroit to Lava Street from 37km/h to 24km/h. The decrease in speed at the locations can most likely be attributed to the installation of CCTV cameras which acts as a deterrent for hoon behaviour due to the risk of being caught.
		Reports on vandalism, graffiti & property damage – made by Council Inspectors and external parties.	Reports/requests lodged in Council Customer Request System	Council – Coordinator Customer Service	Over the past 12 months, there have been 16 recorded customer requests under the category graffiti (sub categories: street signs, street furniture, obscene language and council properties). Of these requests, 12 of them were recorded in locations of laneways that are less frequented and out of sight of the CCTV cameras in place. Due to the out of sight locations, it is presumed that offenders are not deterred by CCTV as it does not cover the area. There are also less patrons using the area meaning low levels of passive surveillance which decreases level of perceived safety.

2

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3	Assisting Police in detection of offenders suspected of criminal activity and anti-social behaviour.	Use of camera recordings and success rate in identifying offenders.	CCTV recordings	Police	<p>Police have utilised the CCTV to assist investigators in identifying offenders and monitor anti-social behaviour.</p> <p>This is especially evident at closing times for licensed premises in the early hours of the morning when patrons leave the hotels.</p> <p>A recent incident involved a person causing trouble in Koroit St. With the aid of the CCTV, police members were able to track the offender and notify their colleagues who were patrolling.</p>
4	Enhancing public safety	Feedback from community on actual and perceived sense of safety and confidence in public areas.	Annual community survey	Council – Coordinator Local Laws	<p>A survey was recently conducted that was open up to the general public to determine community feelings towards CCTV in the CBD, ten years post the first installation of CCTV in the CBD. The survey focused on how the systems were working and how safe the community feel when using the CBD. The survey was open to the public from Tuesday 2 January to COB Monday 29 January and was completed by 21 people. 90.48% of respondents used the area between 5.00pm-9.00pm with 95.24% of respondents going to the CBD for shopping or entertainment (food and drink).</p>

3

OFFICIAL: Sensitive

					<p>When asked "Do you feel safe occupying the area during the day since the installation of CCTV?" 85.71% of respondents answered "Yes". In comparison, when asked the same question but at night, 76.19% responded that they felt safe at night. In relation to the effectiveness of CCTV, 76.19% believe the area has benefited from the introduction of CCTV and 47.62% believe there needs to be more CCTV in the CBD.</p> <p>Overall, from the survey it is demonstrated that the community see benefit in the CBD with an increase in perceived feeling of safety in the CBD, at times both during the day and at night. The community also agrees that there should be more CCTV and has suggested installation in locations of the CBD in which Council are already looking into funding opportunities for the implementation of CCTV.</p>
5	Reducing cost & impact of crime on the community	Annual cost to Council in repairs and replacements resulting from criminal & anti-social behaviour.	Council cost ledgers	Council – Assets Unit	<p>Overall, there has been a decrease in the report incidents of graffiti and vandalism since the installation of CCTV.</p>

4

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PART B – COMPLIANCE with GOOD GOVERNANCE

No.	Key Component	Key Requirements	Source	Responsibility	Response
1	CCTV Policy	Up-to-date policy that governs the installation, use and oversight of surveillance technologies. Policy addresses the key Information Privacy Principles relevant to surveillance activities.	CCTV Policy	Council - Manager City Amenity	Council developed a CCTV Policy for all current and future public safety projects. The Policy was developed under the guidance of Audit and Risk Committee and was adopted by Council on 1 March 2021 following public consultation from 14 December 2020 to 22 January 2021.
2	CCTV Procedures	Up-to-date procedures that reflect the requirements of the <i>Privacy and Data Protection Act 2014</i> and the CCTV policy.	CCTV Procedure	Council – Manager City Amenity	Council developed Standard Operating Procedures (SOP) in conjunction with VicPol. The SOP was approved by Director City Infrastructure on 2 February 2021 and endorsed by the CCTV Steering Committee on 16 April 2021.
3	CCTV System Steering Committee	Committee that is active and fulfilling its function.	Steering Committee meeting minutes	CCTV Steering Committee	The Terms of Reference for the CCTV Steering Committee were approved by Council on 7 December 2021. According to the Terms of Reference, the Committee will meet at least two times a year, with authority to convene additional meetings as circumstances require. The first meeting for 2023 was conducted on Thursday 11 May 2023.
4	Audit	Review the management of the CCTV System and ensure adherence to this MOU, the CCTV Policy and applicable Law.	Internal Audit program report	Council Audit & Risk Committee	The 2022-2023 Audit and Evaluation Report will be presented at Councils Audit and Risk Committee Meeting in

5

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No.	Key Component	Key Requirements	Source	Responsibility	Response
					March 2024 after being presented to the CCTV Steering Committee.
5	Program Review	Report on, and make recommendations to rectify, any divergence from the purposes and objectives of the program.	Steering Committee meeting minutes	CCTV Steering Committee	The latest review was conducted by the Steering Committee on Thursday 11 May 2023.
		Review and recommend any changes/improvements to CCTV program, including camera locations.	Steering Committee meeting minutes	CCTV Steering Committee	The latest review was conducted by the Steering Committee on Thursday 11 May 2023.

6

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PART C - COMPLIANCE with OPERATING PROCEDURES

No.	Key Component	Key Requirements	Source	Responsibility	Response
1	Camera Network	Camera network is operated transparently and ethically, and that self-regulatory codes and protocols are being observed.	Internal Audit program report	Council Audit & Risk Committee	Camera locations are listed on the Council website with visible signage on site. Subject to annual review by Audit & Risk Committee.
		Camera network is operational and fully compliant with all relevant policies and Standard Operating Procedures	Monthly inspections conducted by Police.	Police	Through Monthly Inspections, the CCTV register is checked and audited. The downloaded recordings are secured in a locked cabinet in the Senior Sergeants office.
		Outages and maintenance requests or other technical difficulties encountered with the CCTV System are properly recorded in a Register.	Fault Reporting Sheet	Police	Yes, maintained.
		Maintenance on the camera network in completed in a timely manner.	Quarterly Maintenance reports	Council - Manager, City Amenity	All maintenance requests were attended to by Councils CCTV Contractor in a timely manner. Maintenance details are documented in quarterly reports provided by the contractor.
		Only trained and authorised personnel will operate any of the equipment (or equipment associated with the CCTV system).	Training records	Police	General Duty police members have access to training instructions. The monitors are in the Watch House which is secure from public viewing. The Sergeants office has limited scope to view the monitors but that is also away from public viewing.
2	Data Collection & Use	An up-to-date log of data downloads from the CCTV system is maintained.	CCTV Log book	Police	Yes

7

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No.	Key Component	Key Requirements	Source	Responsibility	Response
		Where Victoria Police determines that images or recordings generated from the CCTV System are no longer required it may destroy them in accordance with Victoria Police policy.	CCTV Log book	Police	Retained for evidentiary purposes then destroyed.
3	Community information	Signage identifying all sites under surveillance is in place and well maintained.	Half yearly inspections by Council	Council – Asset Inspection Officers/ Construction Inspectors	CCTV signage was inspected by the Construction Inspector in March 2023. All CCTV locations have been included on the Asset Inspection program.
4	Training	Regular training is provided to all relevant Police members around the operation of the CCTV System.	Training records	Police	Training provided to new members with a simplified 'how to operate' guide.
5	Public Requests for Camera Footage	Requests for camera network imagery support relating to non-criminal matters to be made through Freedom of Information process.	FOI Requests	Council - Manager City Amenity	No FOI requests for imagery support relating to non-criminal matters have been received for the last 12 months (22-23 FY). Other requests for criminal matters were referred to Police.
6	Complaints	Public complaints regarding the network must be referred to the Council in the first instance for investigation.	Council Customer Request System	Council – Coordinator Customer Service	No public complaints received for the last 12 months (22-23 FY).

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4. FUTURE OF PROGRAM

Council continue to investigate funding options to expand the current CCTV and public safety program. The CCTV Steering Committee in conjunction with VicPol will determine preferred locations.

The preferred location that is currently being explored for funding opportunities is Lava Street in a determined location that has been carefully selected in consultation with VicPol and relevant Council officers.

Another location that is currently being explored for future CCTV is the Port of Warrnambool Breakwater.

**ATTACHMENT – ADDITIONAL INFORMATION TO SUPPORT OUTCOMES FOR ACHIEVEMENT
of OBJECTIVES**

Reducing Crime

Crime statistics for the CBD Precinct were requested on 18 October 2023 and followed up a number of occasions. The Crime Statistics Agency (CSA) has advised they are experiencing IT issues in relation to the manual extraction of mapped data. The CSA advised they hope to be able to extract the data for the next release in March 2024 meaning the data will not be provided for the evaluation.

Reducing anti-social behaviour

Vehicle speed

Cameras in the CBD were installed at nine locations in late 2014. Cameras were installed in Ozone Car Park, the intersections of Timor and Liebig Streets, Timor and Gilles Streets, Timor and Kepler Streets, Koroit and Kepler Streets, in Koroit Street and Liebig Street.

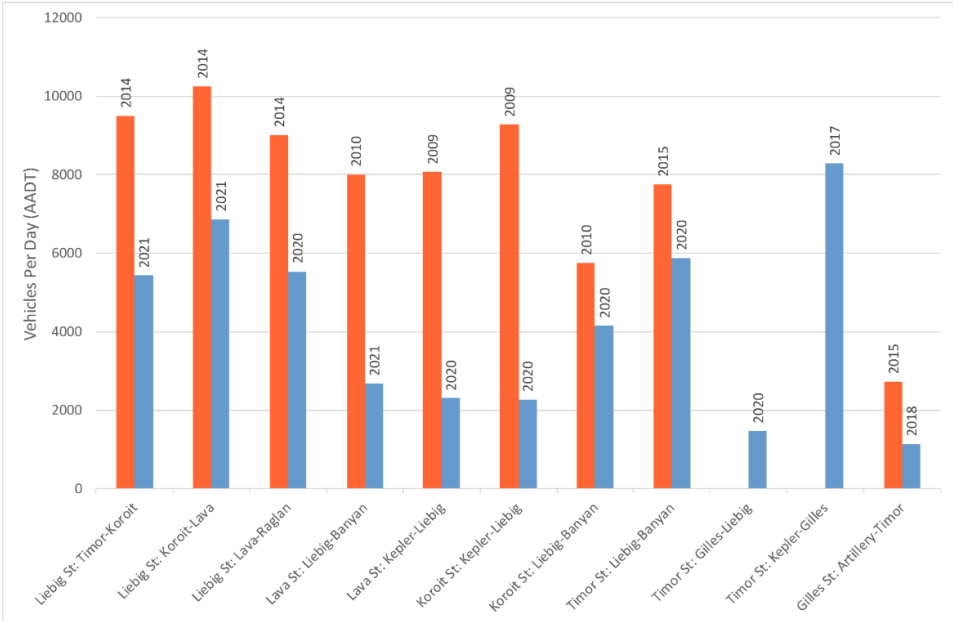
Traffic counts were placed down in the vicinity of the CCTV cameras and data has been collated both prior to the installation of CCTV in 2009, 2010, 2014 & 2015 and post installation in 2017, 2018, 2020 and 2021.

From the traffic counts it can be seen, that there has been a reduction of speed for the 85% percentile of vehicles for nearly all of the streets with CCTV. The most notable decreases were seen in:

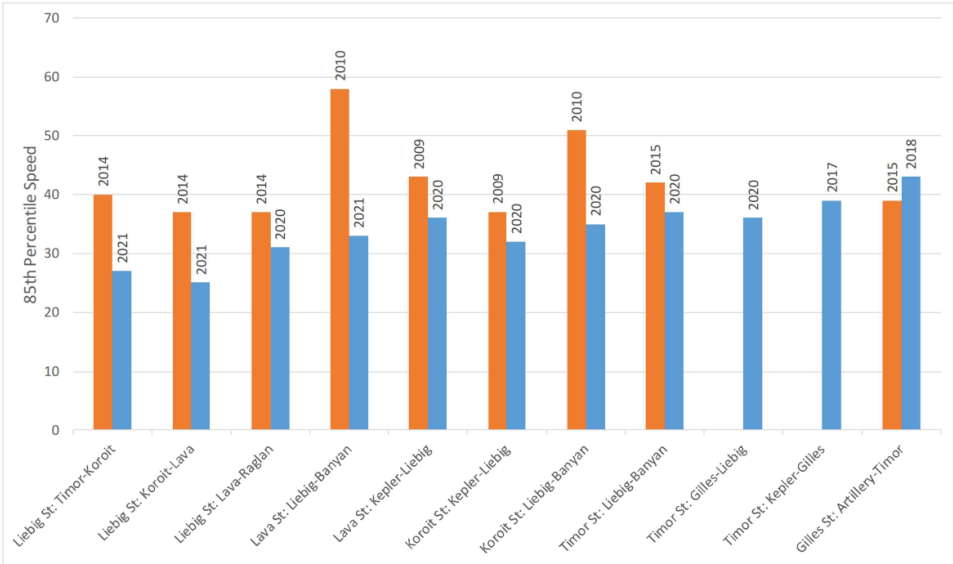
- Koroit Street: Liebig to Banyan Street with a decrease from 51km/h to 35km/h,
- Liebig Street: Timor to Koroit Street from 40km/h to 27km/h and;
- Liebig Street: Koroit to Lava Street from 37km/h to 24km/h.

The decrease in speed at the locations can most likely be attributed to the installation of CCTV cameras which acts as a deterrent for hoorn behaviour due to the risk of being caught.

AVERAGE DAILY
TRAFFIC COMPARISON



85th PERCENTILE
SPEED COMPARISON



Vandalism, Graffiti and Property Damage

Officers carry out immediate repairs reported through the customer request system. Council also conduct a regular maintenance program at all Council owned facilities.

Over the past 12 months, there have been 16 recorded customer requests under the category graffiti (sub categories: street signs, street furniture, obscene language and council properties).

Of these requests, 12 of them were recorded in locations of laneways that are less frequented and out of sight of the CCTV cameras in place.

Due to the out of sight locations, it is presumed that offenders are not deterred by CCTV as it does not cover the area. There are also less patrons using the area meaning low levels of passive surveillance which decreases level of perceived safety.

Public Safety

A survey was recently conducted that was open up to the general public to determine community feelings towards CCTV in the CBD, ten years post the first installation of CCTV in the CBD.

The survey focused on how the systems were working and how safe the community feel when using the CBD.

The survey was open to the public from Tuesday 2 January to COB Monday 29 January and was completed by 21 people.

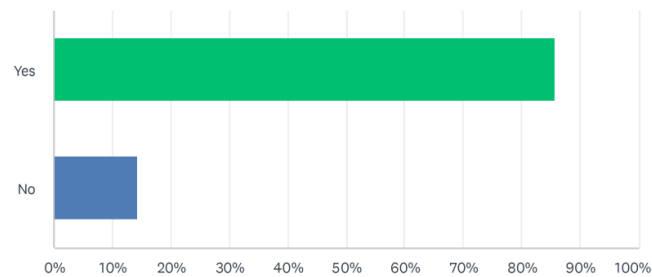
90.48% of respondents used the area between 5.00pm-9.00pm with 95.24% of respondents going to the CBD for shopping or entertainment (food and drink).

Question 6 & 7 Evaluation

When asked “Do you feel safe occupying the area during the day since the installation of CCTV?” 85.71% of respondents answered “Yes”. In comparison, when asked the same question but at night, 76.19% responded that they felt safe at night.

Q6 Do you feel safe occupying the area during the day since the installation of CCTV?

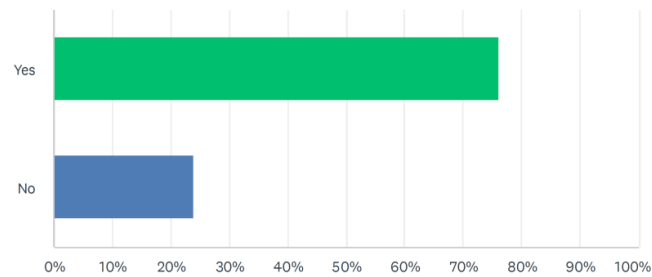
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	85.71%	18
No	14.29%	3
TOTAL		21

Q7 Do you feel safe occupying the area at night since the installation of CCTV?

Answered: 21 Skipped: 0



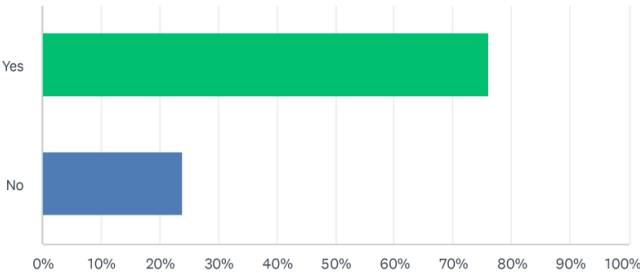
ANSWER CHOICES	RESPONSES	
Yes	76.19%	16
No	23.81%	5
TOTAL		21

Question 12 & 13 Evaluation

In relation to the effectiveness of CCTV, 76.19% believe the area has benefited from the introduction of CCTV and 47.62% believe there needs to be more CCTV in the CBD.

Q12 Do you believe the area has benefited from the introduction of CCTV?

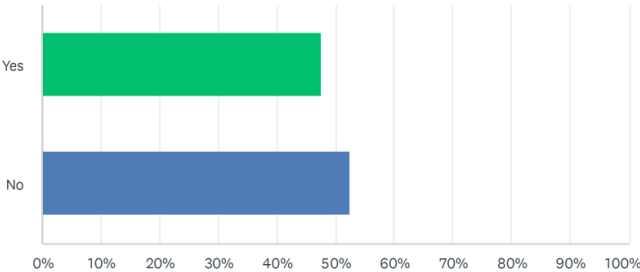
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	76.19%	16
No	23.81%	5
TOTAL		21

Q13 Do you believe there needs to be more CCTV in the CBD?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	47.62%	10
No	52.38%	11
TOTAL		21

Overall, from the survey it is demonstrated that the community see benefit in the CBD with an increase in perceived feeling of safety in the CBD, at times both during the day and at night. The community also agrees that there should be more CCTV and has suggested installation in locations of the CBD in which Council are already looking into funding opportunities for the implementation of CCTV.



WARRNAMBOOL
CITY COUNCIL

CLOSED CIRCUIT TV (CCTV) POLICY

DOCUMENT CONTROL

Document Title:	Closed Circuit TV (CCTV) Policy
Policy Type:	Council Policy
Responsible Branch:	City Amenity <u>Sustainability & Compliance</u> (City Infrastructure)
Responsible Officer:	Manager, City Amenity <u>Sustainability & Compliance</u>
Document Status:	Approved
Approved By:	Council
Adopted Date:	1 March 2021
Review Date:	1 March 202 7 <u>4</u>

CCTV POLICY



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CCTV POLICY



1. INTRODUCTION

Purpose

The Council has primary responsibility for compliance, maintenance, management and security of Council owned and operated closed circuit television (CCTV) systems. Council must fulfil its responsibility to ensure that the rights of individuals to privacy are maintained at all times, by managing these systems in compliance with privacy requirements.

This policy provides direction and guidance on Council's management and use of CCTV systems in public places to enhance public safety and assist in the prevention of crime.

The purpose of the Policy is to:

- ensure that the CCTV program operates fairly, within applicable legislation, only for the purposes for which it is established and with due regard to the privacy and human rights of individual members of the public and Council staff;
- provide a framework to inform and guide decision making on the implementation and installation of any CCTV system;
- assist Council to regulate the operation and management of Council-owned CCTV systems installed and operating in public places;
- ensure that the management of CCTV data inclusive of any footage, images, records or the observation of live feeds is appropriate in respect to the use, retention, security, privacy access, disclosure, storage and disposal of data;
- ensure there is appropriate and ongoing monitoring, evaluation and reporting systems and complaint handling processes.

Scope

This Policy applies to Council owned CCTV systems installed, operated and monitored by Victoria Police in public places for the purposes of public and staff safety and asset protection.

Definitions and Terminology

Term	Meaning
CCTV	Closed Circuit Television
CCTV Camera	Any fixed or non-fixed cameras, including mobile camera
CCTV System	A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure.
CCTV Steering Committee	The committee established by Council to oversee the operation of CCTV systems.
City	Whole of the Warrnambool municipal area.
Code of Practice	Contains the basic standards in accordance with which the Council's CCTV Program will be conducted.
Council Audit & Risk Committee	The Council committee for the ongoing management of audit related matters. A function of the committee will be to uphold the integrity of Council's CCTV systems.

CCTV POLICY



Term	Meaning
Data	Data from a CCTV Surveillance System including (but not limited to) records, film footage, recording, still images or live feeds
MOU	Memorandum of Understanding
Public Place	Any place to which the public has access. A public place relevant to Council can include, but is not limited to, public streets, public malls, shopping centres, Council car parks, open space parks or reserves, Council managed public buildings or areas.
Standard Operating Procedures	Detail the requirements to perform routine and non-routine duties and tasks.

References

Category	Document
Legislation	Freedom of Information Act 1982 Privacy Act 1988 (Commonwealth) Privacy and Data Protection Act 2014 Public Records Act 1973 Surveillance Devices Act 1999 Surveillance Devices Regulations 2016
Standards, Guidelines & Reports	Guide to Developing CCTV for Public Safety in Victoria, Department of Justice, June 2018 Victorian Auditor General Office (VAGO) report <i>Security of Surveillance Technologies in Public Places</i> , NovemberSeptember 202318 . Public Records Office Victoria (PROV) advice and QSA Managing Closed Circuit Television Records Guideline
Council Related Policies & Procedures	MOUs between Council and Victoria Police for the operation of CCTV Cameras in the municipality CCTV Code of Practice CCTV Standard Operating Procedures Complaint Handling Policy

2. POLICY

Principles

The primary objective for installing CCTV is to discourage and detect unlawful behaviour in public places, resulting in enhanced safety and security for citizens and assets within the City.

Accordingly, CCTV systems will only be installed where there is an identified public safety or security need.

The Council CCTV systems will be operated and managed in accordance with the following principles:

- All aspects will be operated and managed with integrity and will be compliant with the relevant legislation, standards, codes and guidelines as outlined in this Policy and otherwise in force from

CCTV POLICY



- time to time
- All aspects will be operated and managed with due regard to the privacy and respect for the human rights of individual members of the public
- Monitoring and access to CCTV records/footage will be controlled and managed in accordance with the operating procedures of each system
- Each system will be monitored and periodically evaluated to ensure that the purposes and objectives of each system are being achieved.
- The public will be provided with clear and easily accessible information in relation to the operation of CCTV systems, including processes to request or to view CCTV records/footage.

Installation of CCTV System

The installation of CCTV cameras in public places will be determined through consultation between relevant stakeholders and the CCTV Steering Committee and be approved by the Council.

When making decisions on the development and implementation of CCTV systems, the Council will utilise and take into account all relevant material, including the Department of Justice's CCTV Guide.

Any decision to implement a new (or retain an existing) CCTV system will be based on the purpose of the system and an assessment of the effectiveness of the system in achieving its purpose. The relevant use must be specifically stated for each system and such use must be in accordance with the IPP 1: Collection [Information Privacy Principles from the *Privacy and Data Protection Act 2014* (Vic)].

In accordance with IPP 2, any use for a purpose other than the primary purpose must be precluded or limited to exceptional circumstances, as approved by the Chief Executive Officer and in accordance with the legislation.

Any CCTV system to be installed by the Council in a public place will be based on its potential to achieve any or all of the following objectives:

- To reduce incidents of criminal activity
- To reduce levels of anti-social behaviour
- To assist Police in the detection of offenders suspected of criminal activity and anti-social behaviour.
- To enhance public safety – actual and perceived
- To reduce the cost & impact of crime on the community

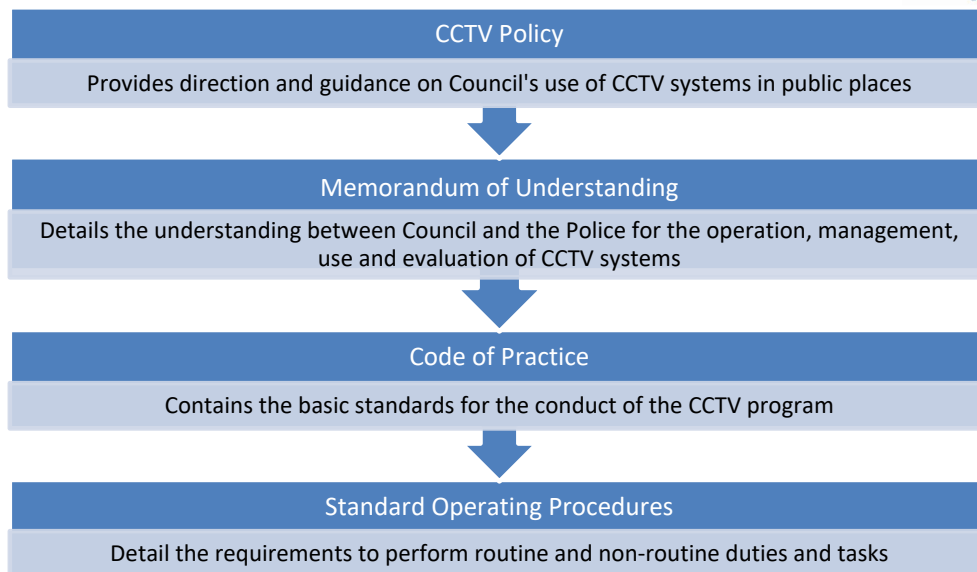
The Council will consult with relevant stakeholders prior to establishing a CCTV system. Victoria Police will be specifically consulted where the purpose of a CCTV system is to manage high crime locations and matters of public order or safety.

Documentation

In most cases, the Council's CCTV systems in public places will be owned, installed and maintained by Council. The responsibility for the operation and monitoring of the system will typically be by the Victoria Police, a private contracting company or a nominated member of Council staff.

The authorisation and operation of the CCTV system is based around extensive documentation.

CCTV POLICY



An MOU with Victoria Police is required if the CCTV system is streamed to a Police facility, that is, where any part of the CCTV system or equipment is on Victoria Police premises or where members of Victoria Police have direct access to view or download footage.

All MOUs and the CCTV Standard Operating Procedures will, ordinarily and subject to law, be confidential documents and will not be publicly available.

Operation & Maintenance

For each CCTV system, an operation and maintenance manual will detail the technical details of the system, including detailed design drawings, product specifications and warranty information. These will, ordinarily and subject to law, not be publicly available documents.

Training

When a new CCTV system is installed, the Council will provide the operators of the system with the required training and support to accompany the Standard Operating Procedures.

Signage

The Council will advise the community of the presence of a CCTV system by installing appropriate signage to indicate that they are in an area of a CCTV system where they may be observed or recorded. Signage will be placed so as to comply with relevant Australian Standards in force and will comply with the following requirements:

- Signs will be placed at each main access to the CCTV coverage area members of the public are reasonably entitled to use and be monitored

CCTV POLICY



- Signs will be prepared so as to be easily understood by members of the public, including people who are from non-English speaking backgrounds. Signs will include a mix of worded text and symbols
- Signs will be clearly visible, distinctive and located in areas with good lighting, placed within normal eye range and large enough so that any text can be read easily
- Signs will identify Council as the owner of the system
- Signs will include details of who to contact for any queries about the system
- Signs will be checked periodically for damage and theft and replaced where required.

Data Collection

The collection of CCTV data including details of how the CCTV data is recorded, monitored and responded to by CCTV operators is to be documented for each system in the respective MOU or Standard Operating Procedures Manual.

For Council CCTV systems in general public areas, the CCTV footage on digital media will be retained for **30 days** unless otherwise downloaded for legal reasons. Where footage has been provided to a third party (e.g. Victoria Police) it will be the third party's responsibility to retain the records/footage in accordance with the disposal authority that covers their agency's functional responsibilities.

The Council will ensure that its record keeping practices comply with the Public Records Office Standards for the management of public records, Public Records Office Specifications and the *Public Records Act 1973* (Victoria). In general, surveillance camera footage is temporary and may be destroyed when any relevant administrative use has concluded.

Access to CCTV Records & Footage

Requests to access CCTV records/footage from the public or media will be managed according to the category of CCTV system.

Public Safety CCTV Systems - Victoria Police control access to and distribution of CCTV recordings

Images generated from the CCTV System will be stored at the Warrnambool Police Station and may be accessed by members of Victoria Police, in accordance with CCTV Policies and the Law.

Victoria Police is not under any obligation to continuously monitor the CCTV system. Victoria Police may monitor the CCTV system at any time for specific events or police operations.

Details of any images or recordings taken by Victoria Police members or provided to the public or media will be recorded in a register which will be located at Warrnambool Police Station.

If an application is made under the Freedom of Information (FOI) Act, then this will be processed through the normal FOI procedures.

Privacy

Council will balance the need for public safety against the right for privacy of members of the public.

CCTV POLICY



Inappropriate Use & Complaints

Council staff who work with CCTV systems are to comply with the requirements of this Policy. Where a Council staff member is in breach of this Policy, there will be an internal review and appropriate action will be taken.

Public complaints in relation to any aspect of a CCTV system relating to Council must be made in writing to the Chief Executive Officer.

Chief Executive Officer
Warrnambool City Council
25 Liebig Street (PO Box 198),
Warrnambool, Vic, 3280

Correspondence should be clearly marked 'Confidential - CCTV Complaint'

Any member of the public who is dissatisfied with the outcome of their complaint to Council has the right to complain to the Victorian Ombudsman. Contact details are available at www.ombudsman.vic.gov.au or phone: (03) 9613 6222

Complaints that are made by members of the public to Council relating to the policies and procedures of Victoria Police or to members of Victoria Police may be referred to the:

- Officer in Charge, Warrnambool Police Station;
- Victoria Police Professional Standards Command; or
- Independent Broad-Based Anti-Corruption Commission.

3. GOVERNANCE

Review

This policy is to be reviewed, in consultation with the CCTV Steering Committee, no later than three years after the previous review/approval date.

Evaluation & Monitoring

The Council will undertake evaluation and regular reporting of the CCTV system against the CCTV Evaluation Framework.

The first evaluation of a new CCTV system will occur between 12 and 18 months following the full commissioning of the CCTV system.

The Council will establish a CCTV Steering Committee chaired by a Council representative and consisting of representatives from Council staff and Victoria Police. The primary responsibility of the CCTV Steering Committee is overseeing the implementation of the CCTV systems, the ongoing management and evaluation.

CCTV POLICY



Compliance Responsibility

The CCTV Steering Committee shall exercise an oversight function over compliance with this policy.

The Council will undertake regular audits of its CCTV systems and appropriate action plans will be formulated to address any deficiencies.

Roles & Responsibilities

Party	Roles & Responsibilities
CCTV Steering Committee	<ul style="list-style-type: none"> Overseeing the implementation of the CCTV systems and the ongoing management Evaluating the CCTV systems against <ul style="list-style-type: none"> Achievement of Objectives Compliance with Good Governance Compliance with Operating Procedures Reporting on the management of CCTV systems Ensuring adherence to the relevant MOU for each system, Council policies and the law Promoting public confidence in CCTV systems by ensuring its operations are transparent and subject to public scrutiny Making recommendations to improve the integrity of CCTV systems
Audit & Risk Committee	Annually review the use, operation and compliance with this policy and the CCTV Code of Practice.
Director City Infrastructure	<p>Policy Owner. Overall responsibility for the effective and ethical management of equipment and for ensuring that recorded information is appropriately maintained by Council Authorised Users.</p> <p>Reviews and determines applications for access to recorded images held by Council.</p>
Council	Responsible for the assessment and approval of CCTV Program equipment installation requests in and around Council managed public places.
Victoria Police Officer in Charge	Responsible for overseeing the effective and ethical management of CCTV equipment and recorded information operated or held by Victoria Police. Reviews and determines all applications for access from members of the public and Authorised Users to recorded information in Victoria Police possession. Nominates Authorised Users and Authorised Administrators. The only officer who can approve Authorised Administrators to download and extract footage from the public space CCTV network.

WARRNAMBOOL REGIONAL AIRPORT REFERENCE GROUP (WRARG) MINUTES				
Date:	Monday 12 February 2024.		Time: 11.00 am.	Location: Airport Terminal.
Meeting Objective:	Discussion & Advise on Airport Operations and Development, Security, and Emergency Management.			
Attendees:	Stephen Lucas (Chairman) Cr Max Taylor (Warrnambool City) Jim Doukas (Moyne Shire) John Stuart, Mat Deans, Sue Rondeau, Kurt & Johan (Pilots Integrated Helicopter Services)			
WCC Attendees:	Abel Farrell (Manager Infrastructure Services) Terry O'Sullivan (Coordinator Airport Operations & Compliance)			
MSC Attendees;				
For Information:	Shane Robe (ARO)			
Apologies:	David Leahy (Director City Infrastructure, WCC) Jodie McNamara (Director Economy & Place, MSC) Vicki Askew Thornton (Senior Energy Projects Liaison Officer, MSC) Ken Veal, Chris Daffy, Troy Bentley.			
No	Discussion	Who	Action	
1.	Welcome & Apologies.	Chairman.		
2.	Declaration of conflict of interest.		Stephen Lucas – Hangar Owner/Aero Club. John Stuart – Hangar Owner.	
3.	Confirmation of minutes of Meeting Monday 28 August 2023. Minutes tabled as follows: Executive Management Team Meeting Monday 27 November. Council briefing Monday 11 December. Council Meeting Monday 18 December.		Moved: John Stuart. Seconded. Cr Jim Doukas. Carried.	
4.	Business arising from the Minutes.			
5.	2021 Airport Development Plan, ADP. Future development of the Airport is centred on enhancing safety and catering for larger Aircraft as the region grows. Going forward there is a need for a Strategic Plan to complement the ADP covering but not limited to closer liaison with Moyne Shire (on nearby development, protection of Airspace, etc) leases, commercial activities, permitted usage, etc.	Abel Farrell.	Abel provided an update on the Plan/Strategy. Consultant engaged to review Strategy that Council Staff have put together. Reference Group to be provided Strategy for review and comment.	

	Officers to review the Airport Development Plan and to develop an Airport Strategy with particular reference to the protection of Airspace around the Airport (Minimum Safe Altitude, MSA, and Obstacle Limitation Surfaces, OLS, as highlighted by recent State Government Panel Hearing's on Windfarm Developments.			
6.	CASA/AA. 6.1. A Surveillance Audit of Airport operations scheduled for Tuesday 5 to Thursday 7 March. 6.2. AA requesting latest data on Runway Safety End Areas, RESA, for our 2 Runways. RESA for Runway 31 does not meet the current standards however was grandfathered when Council made application to become a Certified Airport. Other RESA's are to standard.		Noted by Group.	
8.	Runway 04/22. Runway swept Thursday 14 December.		Runway being well utilised.	
9.	Apron/parking area. The Apron pavement is subject to ongoing failure due to larger and heavier Aircraft mainly from AW 139 Rotary Aircraft. Reconstruction of eastern section of Apron are to commence 19 February 2024 in drier conditions. In addition to above the gravel Aircraft parking area to the east of the tie down area is to have a spray seal applied to it to remove FOD (loose stone) Initial seal to applied Tuesday 30 January with second seal to be applied Monday 5 February.	Abel Farrell/Terry O'Sullivan.	Owners/tenants/users Hangars 2-7 are well aware of works planned. There will be need to be restriction to non-local Aircraft operations, especially Flight Training Schools, for the duration of the works and all movements will require Prior Notice (PN) from the Airport Operator. Aero Medical patient transfers by AV/RFDS and other Emergency Services will be exempt from PN. Local operators to liaise closely with ARO/WSO for their movements. NOTAMS/MOWP to be issued for works.	

10.	Off Shore Operations. Operations recommenced 15 January.	HIS Pilots.	Operations to continue until April.	
11.	<p>Air BP Fuel Site. Council has taken on role of refuelling agent effective Friday 8 December. A daily fuel check and documentation is standard procedure for Air BP, along with other weekly, monthly checks.</p> <p>Air BP have reviewed plans for an upgrade of the AVGAS Facility. The existing tank is to be removed.</p> <p>Air BP have had preliminary discussion with Council about having an above ground 30,000 litre container on site.</p> <p>The existing fuel site lease is due for review late 2024 so timely for Council to review the above collectively. Council needs to determine its position on whether it's an appropriate role to be a fuel provider ?</p>		<p>Noted by Group, Council/Airport Staff are solely service providers.</p> <p>A suitable and easily accessible site is to be determined. A stand-alone site for Avgas will reduce congestion at the existing facility and on main apron.</p> <p>Further information is to be provided to Council for such a facility and how it is going to be funded.</p> <p>Moved: Cr Jim Doukas Seconded: John Stuart.</p> <p>"That the Council works to retain an Avgas facility on site."</p> <p>Carried.</p> <p>Council Officers continue discussions and negotiations with Air Bp in retaining an Avgas facility in a suitable location.</p> <p>In event a satisfactory arrangement is not forthcoming from Air BP then Council may need to investigate if another Company is interested in providing an Avgas facility on site.</p>	
12.	<p>Obstacle Limitation Surfaces, OLS. 2023 annual survey undertaken Wednesday 28 June as required by CASA Manual of Standards for Airports.</p>	For information.	2 x Cypress Hedges at 20 Sim's Rd trimmed Thursday 8 th & Friday 9 th December. Thanks to Chris Ryan for providing consent and access.	

	<p>Senior ARO maintains ongoing consultation with neighbouring property owners with regard to any vegetation identified infringing the approach, transition, and take off surfaces.</p> <p>Tree trimming undertaken with consent of property owners/s (John Vis, Yarrpturk School Rd, Bruce Elliott & Chris Ryan, Sim's Rd) on approach to Runway 13/31 on Tuesday 12 & Wednesday 13 December.</p>			
13.	<p>Wind Farm Developments. As previously agreed Council's position that no change to the MSA occur in order to protect the current Airspace.</p> <p>13.1. Moyne Shire Council. Moyne Shire Council's current resolution is to oppose all new wind farms in Moyne.</p> <p>In future Warrnambool to attend and make representation at hearings in unison with Moyne.</p> <p>Critical that Development and Strategy Plans for the Airport are adopted by Council.</p> <p>13.2. Woolsthorpe. Proponent provided the following e-mail after Meeting of 1 December: As discussed 1 December Council gives its consent to Woolsthorpe Wind Farm Proponent to raise the 10 NM MSA to 2200 feet in a timely manner, DAP cycle that comes into effect, 5 September 2024 prior to the construction of the Wind Farm Turbine Towers.</p> <p>13.3. Hawkesdale. Works in progress.</p> <p>13.4. Hexham. Moyne Shire has covered off on issues in relation to scoping for aviation. Awaiting outcome of application.</p>	WCC & MSC Staff.		Noted by Group.

	13.5. Offshore. Continues to be discussed and in media.			
14.	Leases. Council Property Officer/s working on lease agreements.		Works in progress.	
15.	Fees and Landing Charges. Income for 2023/2024 to date: Avdata charges \$11,035.38 Local Commercial Operators \$6,790.91 " Recreational " \$5,536.41 Aircraft Movements: November 338. December 340. Numbers increase when local & other training + Ag Ops occur. Budget for 2024/2045 works in progress.	For information.	Noted by Group.	
16.	Ambulance Victoria/Pelair. Fleet upgrade being 2 x Beechcraft King Air 260 and 2 x 360 Aircraft.		Noted by Group.	
17.	Air Transport Operations. Wednesday 22 November, Friday 1 & Monday 11 December, Tuesday 9, Monday 15, & Wednesday 24 January. All flights from Kangaroo Island with 14 Pax.		Noted by Group.	
18.	Airport Works, Maintenance, & Miscellaneous. 18.1. Ongoing works applying herbicide on runway edges, markers, taxiways, drains, etc, to control vegetation. 18.2. Flight Training. Ideally a provider should be based locally and have aircraft on site. Little bit of training occurring with provider from Barwon Heads.		Noted by Group.	

	<p>18.3. Sunday 19 November a number of CFA appliances on site for a training exercise, briefing on fire base operation for fixed wing bombers along with a drive around to familiarise personnel with the site.</p> <p>18.4. Emergency Exercise. Previously discussed at Municipal Emergency Management Planning Committee Meeting. Appropriate that an exercise is determined and facilitated through this Committee.</p> <p>18.5. Week 22-25 January Contractor on site upgrading sewer plant effluent lines southern end of Runway 04/22.</p>			
19.	<p>Aero Club. Works continue in redevelopment of Clubrooms/Office space. Lease agreement to be updated.</p> <p>Club undertaking baling of hay again with proceeds being injected into redevelopment.</p>		Club awaiting lease agreement.	
20.	<p>Miscellaneous Usage. 20.1. Driver Training utilised Airport Tuesday 19 December and Monday 10 January. Use of Aviation Park Taxiway and Terminal with daily hire fee of \$550.00. 20.2. Targa Classica – motor sport event, use of ABP taxiways/entrance Roads on Tuesday 19 March. Use is on a fee for usage and overseen by duty ARO.</p>		<p>Noted by Group.</p> <p>No impact on Aircraft movements.</p>	
21.	<p>Australian Airports Association, AAA. 21.1. National Conference is in Melbourne 13-17 November. Main points focused on were:</p> <ul style="list-style-type: none"> • Climate change/net zero/environment officers. • Accessibility. • Staffing. • Capital funding. 		Noted by Group.	

22.	Hangar/Building Construction Lot 14. Lease agreement to be entered into. Nothing further to report since last meeting.		Proponents of facility in attendance and awaiting lease agreement.	
23.	General Business.		Abel advised the group of plans to establish Regional Transport Plan for the South West.	
24.	24.1. Next Meeting. 46.2. Close of Meeting.		Monday 13 May 2024. 11.40am.	

MINUTES

PLANNING ADVISORY COMMITTEE					
Date:	Wednesday, 28 February 2024	Time:	3 PM	Location:	Committee Room 1, Warrnambool Civic Centre/Teams
Committee Members In Attendance	Cr. Angie Paspaliaris, Chair – via Teams William (Bill) Welsh Leanne Williams Willy Benter Cameron McNeill				
Council Officers Attendance	Julie McLean – Manager City Strategy & Development – via Teams Robert Wandell – Coordinator City Development – via Teams Sarah McKeown – City Growth Support Officer				
No.	What	Actions			
1.	Welcome & Apologies	Apologies: Luke Coughlan, Fiona Golding, Absent: Jeff Moreland-Hunt, John McNeill, Kerri-Anne Tatchell			
2.	Conflict of Interest Declaration	Bill Welsh – Item 5, Landowner in East of Aberline area			
3.	Minutes from Previous Meeting - 29 November 2023	True and Correct Moved: Cameron McNeill Second: Bill Welsh			
4.	Planning Reforms on Housing -Small Second Dwellings Brochure attached	Presentation by Julie McLean. Changes in the Planning reforms from September 2023 <ul style="list-style-type: none"> Codifying residential development requirements for single dwellings townhouses and low-rise apartments – Council has had limited amount of applications so far. Deciding single dwelling applications on lots less than 300sm, if they qualify to meet Vicsmart objectives. (10 day turn around). 			

		<ul style="list-style-type: none"> • Removing the need for a planning permit for a single dwelling on a lot of 300sm or more. • New facilitated assessment pathway for significant residential development with affordable housing – WCC has not had an example of this proposal yet. • Facilitated assessment pathway for significant economic development – nothing in WCC yet. Available now and part of the planning scheme and can be applied for • Small Second dwelling reform – certain requirements need to be meet. <p>CM: Supportive of the changes, changes of a small second dwelling similar to dependant person unit or granny flat without the need for a planning permit.</p> <p>LW: Supportive, amused about no parking spaces required for a small second dwelling. No car parking requirements could potentially have impact on other residents and the neighbourhoods. DPU was fully depend on the main dwelling; this opens rentable ability to rent out to someone that requires car parking.</p> <p>WB: The small second dwellings would not be in high dense areas due to the size required for the dwelling. This will hopefully be balanced out with larger block sizes. Access to the properties would limit who can actually build.</p>
5.	East of Aberline PSP Update	<p>Victorian Planning Authority are the Planning Authority for this project.</p> <p>The project is identified as a priority and the VPA have prioritized funding and resourcing to it.</p> <p>A number of reports were outdated due to the lapse in time and required updating, as well as new reports to be undertaken. (Traffic reports, cultural heritage, retail assessments and community services infrastructure)</p> <p>Co-design workshop with landowners and stakeholders is scheduled for June 2024.</p>

		<p>VPA will be updating the website to provide further updates to the landowners and other stakeholders in the coming weeks.</p> <p>WB: The vision and purpose summary is that open to the public? JM: Was released to landowners and stakeholders, and will be updated on website by 6 March if not already.</p> <p>CM: Any idea as what the slowest part from the consultants are, why the time gap? JM: Consultant from original project have been re-engaged. Timeframes for them to review original reports and carry out work on the new report that are required.</p>
6.	General Business	<p>AP: Put to the Committee if they had any comments on the proposed key worker housing development on Harrington Road. Community consultation highlighted confusion on the proposed housing style proposed. Community are concerned it is more affordable and social housing. Key worker component has been missed or not clear. Feedback about public transport concerns for that area.</p> <p>LW: Update on Midfield proposal in Merrivale (Eccles Street). JM: Project is still with the Minister for Planning for a decision, haven't heard any update where that is at. A Recent planning application at Country life on Princess Highway to be further developed, the application is currently on notice. Midfield looking at alternative sites to get accommodation for workers.</p> <p>WB: Midfield application: Waste management at country life location would be an issue. Connection of a footpath to connect workers to facilities and amenities.</p> <p>-Parking discussion from last meeting: Waivers from parking spaces for business premises. Example with an Allansford business approval of parking waiver and</p>

		<p>the effect it has on adjoining owners & businesses when the area had availability to provide more. How will it this type of thing be avoided in the future.</p> <p>RW: Suggestion to add item to discuss at next meeting. Councils overall strategy to parking requirements. Ongoing topic to discuss further on a strategic level.</p> <p>BW: Update on the outcome of the Dennington community consultation meeting. AP: Communication from head of Dennington Community Association and Council to present a proposal. Concerns raised were, timeline for proposal, criticism on the type of housing, amenities and community impacts. Key worker housing part seemed to of been missed. Service providers will facilitate this housing type or control over it. Currently out for EOI from providers.</p> <p>RW: Topic suggestion for next meeting: Retail centre, Eastern Activity Precent.</p> <p>CM: Possible discussion at next meeting. What impacts or delegation changes on the planning process does the change to the new 7 ward system once it's implemented.</p>
7.	Next Meeting - 29 May 2024	<p>Meeting finished: 4.15pm</p> <p>Confirmed by committee to change to earlier time of 3pm for future meetings</p>

MINUTES

ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE				
Date:	Friday, 8 March 2024	Time:	2 PM	Location: Committee Room 1, Warrnambool Civic Centre
Purpose	<i>The purpose of the Committee is to provide strategic advice and direction in relation to Warrnambool economic development and tourism matters and to act as a conduit of information between stakeholders and the Warrnambool City Council.</i>			
Role/Objectives	<p>The role of the Committee is to:</p> <ul style="list-style-type: none"> · Advise Council on significant strategic matters, trends or issues relating to the economic and tourism development of Warrnambool and the Great South Coast region. · To discuss new initiatives and major projects that support the Economic Development and Investment Strategy, Events Strategy and Warrnambool Destination Action Plan. · To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference. · Provide valuable industry/local knowledge to help inform Council decisions on economic development and tourism matters. 			
Committee Members In Attendance	<p>Cr Vicki Jellie, Chair Cr Max Taylor Rod Brugman Martin Ellul Sarah Fitzgibbon Zita Tattersall Paul Dillon</p>			
Council Officer in Attendees	<p>Stephen Hoy – Manager Economic Development & Events Eddie Ivermee – Coordinator of Economic Development & Investment Paul Thompson – Manager Tourism Emerson Wraight – Economic Development Project Officer</p>			
No.	What	Actions		
1.	Welcome & Apologies	Declared 2:10pm start time.		

		Apologies – Luke Coughlan Penny Irons Leanne Williams
2.	Conflict of Interest Declaration	N/A
3.	Minutes from Previous Meeting – 8 December 2023	Moved – Rod Brugman Second – Zita Tattersall Carried
4.	Business Representative Group – Survey and Next Steps	SH WBR group – Key updates <ul style="list-style-type: none"> - Invitation to business breakfasts to be sent out to business owners – committee members also invited - Breakfast speakers Jeremy Crawford & Jodie Gillet. Aim to create a draft model of operation – how a WBRG would look. - Surveys and feedback after breakfasts to ascertain interest and feasibility. Then move to open election ran by external group. Timeline – May election / June – hopefully group created. - Discussed possibility that not enough nominations means won't progress. Council cannot do much about this as cannot be seen to be controlling group. Council role to market and educate and then it's up to others to volunteer. - PD – Access testimonials from Ballarat and Geelong? Humanise it, to avoid imposter syndrome. Try and steer hesitation. - SH - Promote to everyone – not only CEO's and higher-ups.

5)	Great South Coast Designated Area Migration Agreement (GSC DAMA)	<p>SH - DAMA</p> <ul style="list-style-type: none"> - Migration agreement extended 12 months - Increased from 100 – 300 workers a year - Increased from 38 to 118 listed occupations - Approved verbally but still waiting for official agreement
6)	Investment and Attraction Prospectus	<p>SH - Warrnambool.com site</p> <ul style="list-style-type: none"> - Live, work, invest – identified sub-categories. - Brief tour of site - To be advertised to big organisations and case-by-case individuals (eg: new to region) - Hard copy with non-dating text and QR codes to site <p>General feedback –</p> <ul style="list-style-type: none"> - RB – Add Woodford Jubilee park? - ZT - Education tab – Links to Deakin website is great. Does it need to be more visible / front and centre? - EI – Hoping to include more themed videos - Economic data and economic profile part is good – simple and accessible - SF - Arts and Culture important (should be on landing page) add more detail and also Indigenous topics - Committee members invited to send feedback

7)	City Wide Accommodation Audit	<p>EI - Eco dev team working on audit – survey and touching base with accommodation providers in person. (Copy of Survey questions provided)</p> <ul style="list-style-type: none"> - Report to be provided to accom for business improvement purposes and so council knows accom situation. Can present to developers and investors also. - Already found info such as 3 places full with workers Monday-Friday and 2 accommodation providers gone or repurposed since last audit. - Gauging conference room availability important – hard to find
8)	Business Event Focus	<p>Business event focus</p> <p>SH provided update around the new Events strategy focusing on more business events/conferences.</p> <ul style="list-style-type: none"> - Audit of accom/event venues helpful - Find out which places want to host – when people want to host event council needs to be accurately directing them to correct venues
9)	Accommodation Provider & Business Winter Campaign	<p>EI - Accommodation provider “Passport” Winter</p> <ul style="list-style-type: none"> - EI explains concept with prototype handouts - See if enough businesses want to join - Potential for year-round use if successful in winter - Business travellers will be a large audience - Optional to take part for business owners - Sign up page after scanning QR code will be used to see how many people scan. Can’t track if people used the discounts or not but might give some valuable info.

		<ul style="list-style-type: none"> - Signs at receptions would say something like; “Staying 2 nights or more – claim your passport card” so not solely relaying on staff to communicate. - Suggestion: Include on the ‘what’s happening’ section on Warrnambool.com? - Businesses can join at any time if they miss start date.
10)	Warrnambool Destination Action Plan	<p>PT - Warrnambool destination action plan</p> <ul style="list-style-type: none"> - Workshop late last year 30+ attendees – gained feedback from draft plan. General concerns - lack of clarity on who will do what, no responsibility, time or budget against items could be detrimental to its use. Criticism about some priority ratings. - Aim to keep as a Wbool document rather than externally created. - Committee members invited to have a read and give feedback. - Last one from 2019 - Working title “Tourism Action Group” - Public engagement higher than other regions - Train fares lowered generally good but issues exist (eg: coaches). Train station design and public transport could be improved. June – August (60 days) no trains. Key tourist attraction loop suggested – station is not walking distance. - Brief discussion about E-scooters and E-cycle’s – not just as hire but for commercial/business use. Looking at this as park of holiday parks. Paths and linkages between CBD and foreshore already exist.
11)	Warrnambool Destination Marketing	<p>PT - Warrnambool destination marketing</p>

		<ul style="list-style-type: none"> - Rotary and target rally events soon (and similar) coming to town is great. Leverage off these to help promote Warrnambool. - Radio broadcasting local events - Billboard in Beaufort still there - Traveller magazine 2 page spread (winter campaign) - TV show – “Country House Hunters” filming houses here. Timing TBC to decide what to promote (seasonally) - “I am Warrnambool” branding has been running. Link to Great Ocean Road or continue to stand apart. To be discussed at future meetings.
12)	Flagstaff Hill Re-imagined	<p>PT - Flagstaff Hill Re-imagined</p> <ul style="list-style-type: none"> - Interesting feedback and great involvement so far - Immediate action – community engagement and new offerings within precinct - Use of Flagstaff Hill for upcoming target rally event is like a “community open day” - Heritage assests, other assests & safety prioritised in budget. Sound and light not a priority at this stage. - Some buildings to be maintained but not upgraded - Accessibility is a problem now that needs to be solved
13)	General Business	<ul style="list-style-type: none"> - Vicki reads Facebook review – Frequent flying doctors. General message – Wbool 1st visit hated, 2nd visit “high quality” and best town in Aus. Good work Warrnambool! - PD - Community members outnumbered by council – option to expand group?

		- Tourism representative attending is great. Guest speakers welcomed for future meetings when relevant.
14)	Next Meeting - TBC 2024	3:28pm Meeting Close.

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	12 March 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott Cr. V. Jellie Cr. A. Paspaliaris – arrived at 4.04pm Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance: Coordinator Project Management	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Growth John Brockway, Acting Director Corporate Strategies David Leahy, Director City Infrastructure Brooke Love, Director Community Development James Plozza, Governance Manager Wendy Clark, Executive Assistant Abel Farrell, Manager Infrastructure Services - 3.00pm – 3.02pm Julie McLean, Manager, City Strategy and Development - 3.28pm – 3.40pm Amy Cumming, Open Space Planner - Virtual - 3.28pm – 3.40pm Nick Higgins, Manager Communications – 3.37pm – 3.50pm
Other persons present:	
Apologies	Nil.
Matters Considered:	1. Confidential – Grace Avenue Carpark 2. Alveston House. 3. Warrnambool Foreshore Precinct Framework Plan. 4. Customer Service Report.
Council and Officer Items Raised	<ul style="list-style-type: none"> • Timor Street/Gilles Street roundabout works. • CEO annual leave. • Warrnambool Golf Club opening. • Melbourne advocacy trip. • Waste Charge. • Key Worker housing EOI's. • Offshore wind farm declaration. • Warrnambool RSL. • Flagstaff Hill. • International Women's Day reception. • Bicycle/pedestrian incident on corner Timor/Banyan Streets. • City Memorial Bowls Club. • Foreshore carnival site.
Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name: Cr Richard Ziegeler – Material Conflict - Item 2.1 – Grace Avenue carpark land.	
Meeting close time:	4.44pm
Record Completed by:	Wendy Clark Executive Assistant

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	18 March 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott – Virtual Cr. V. Jellie Cr. A. Paspaliaris – arrived at 3.07pm Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance: Coordinator Project Management	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Growth John Brockway, Acting Director Corporate Strategies David Leahy, Director City Infrastructure Brooke Love, Director Community Development James Plozza, Governance Manager Wendy Clark, Executive Assistant Donna Porritt, Executive Manager IT Strategy & Transformation Shared Services, Coastal Connect (3.00pm – 3.24pm) Simon Fleming, Manager Organisation Development (3.38pm – 3.42pm) Adam Williams, Safety & Risk Coordinator– (3.38pm – 3.42pm) Ashish Sitoula, Manager Strategic Community Planning & Policy (3.46pm – 4.11pm) Rachael Edwards, Coordinator Mental Health Services (3.46pm – 4.11pm)
Other persons present:	Nil.
Apologies	Nil.
Matters Considered:	<ol style="list-style-type: none"> 1. Coastal Connect update. 2. Australian Local Government Association 2024 National General Assembly Motion. 3. CCTV Systems – Steering Committee Minutes – 19 February 2024. 4. Airport Reference Group Meeting Minutes – 12 February 2024. 5. Warrnambool RSL. 6. Strategic Risk Review. 7. Affordable housing. 8. Budget briefing.
Council and Officer Items Raised	<ul style="list-style-type: none"> • Councillor invitations. • Melbourne advocacy trip. • Brierly Sports & Community Hub. • RSPCA animal shelter. • GORCAPA strategic day. • Turning signs from the Esplanade, Dennington to the Princes Highway. • Levy's Point horses training planning scheme controls. • International Women' Day.
Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name:	
Meeting close time:	5.18pm
Record Completed by:	Wendy Clark Executive Assistant

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	25 March 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott – Virtual Cr. V. Jellie Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance:	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Growth John Brockway, Acting Director Corporate Strategies David Leahy, Director City Infrastructure Brooke Love, Director Community Development James Plozza, Governance Manager Wendy Clark, Executive Assistant Lauren Schneider, Manager Sustainability and Compliance – 4.00pm – 4.35pm Justin Harzmeyer, Coordinator Natural Environment & Sustainability - 4.00pm – 4.35pm Ashish Sitoula, Manager Strategic Community Planning & Policy (4.35pm – 5.54pm) Rachael Edwards, Coordinator Mental Health Services (5.37pm – 5.54pm) Thomas Hall, Coordinator Project Management, City Infrastructure – 6.03pm – 6.13pm
Other persons present:	Alistair McCosh, Deakin University – 4pm-4.30pm Greg Lake, Lake Consulting – 4.30pm – 5.36pm
Apologies	Nil.
Matters Considered:	<ol style="list-style-type: none"> 1. Alveston House – Francis Foundation. 2. Presentation on overseas study tour on off shore wind farms. 3. Confidential – Review of Aged and Disability Services. 4. Councillors Gift Policy 2024. 5. Meeting notes - Environment & Sustainability Advisory Committee meeting – 29 February 2024. 6. Minutes - Planning Advisory Committee meeting – 28 February 2024. 7. Minutes - Economic Development & tourism Advisory Committee meeting 8 March 2024. 8. Confidential – Key Worker accommodation and affordable housing project. 9. Brierly Reserve Sports and community hub business case project plan. 10. Capital works program FY 2023-24. 11. Mayoral diary update. 12. Budget briefing.
Council and Officer Items Raised	<ul style="list-style-type: none"> • Warrnambool Car Museum. • Maroona train line. • L2P Program. • Recent passing of Lighthouse Theatre staff member. • Melbourne advocacy trip. • Government response to Sandon Report. • Exercise circuit near McGennans toilet block.

Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name:	
Meeting close time:	7.28
Record Completed by:	Wendy Clark Executive Assistant