

MINUTES

**SCHEDULED COUNCIL MEETING
WARRNAMBOOL CITY COUNCIL
5:45 PM - MONDAY 8 APRIL 2024**



VENUE:

**Reception Room
Warrnambool Civic Centre
25 Liebig Street
Warrnambool**

COUNCILLORS

Cr. Ben Blain (Mayor)
Cr. Otha Akoch
Cr. Debbie Arnott
Cr. Vicki Jellie AM
Cr. Angie Paspaliaris
Cr. Max Taylor
Cr. Richard Ziegeler

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

**Luke Coughlan
ACTING CHIEF EXECUTIVE OFFICER**

AUDIO RECORDING OF COUNCIL MEETINGS

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

BEHAVIOUR AT COUNCIL MEETINGS

Thank you all for coming – we really appreciate you being here. These meetings are the place where, we as Councillors, make decisions on a broad range of matters. These can vary greatly in subject, significance and the level of interest or involvement the community has. As part of making these decisions, we are presented with comprehensive information that helps us to form our position – you will find this in the agenda. It should also be remembered that the Council meeting is a “meeting of the Council that is open to the public”, not a “public meeting with the Council.”

Each Council is required to have Governance Rules that pertains to meeting procedures. Warrnambool City Council has followed best practice in this regard and its Governance Rules provides regulations and procedures for the governing and conduct of Council meetings. Copies of the Conduct and Behaviour excerpt from Warrnambool City Council's Governance Rules can be obtained online at www.warrnambool.vic.gov.au. We thank you in anticipation of your co-operation in this matter.

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**MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE
RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON
MONDAY 8 APRIL 2024 COMMENCING AT 5:45 PM**

PRESENT: Cr. Ben Blain, Mayor/Chairman
Cr. Debbie Arnott
Cr. Vicki Jellie AM
Cr. Angie Paspaliaris
Cr. Max Taylor
Cr. Richard Ziegeler

IN ATTENDANCE: Mr Luke Coughlan, Acting Chief Executive Officer
Mr Peter Utri, Director Corporate Strategies
Mr David Leahy, Director City Infrastructure
Mr Stephen Hoy, Acting Director City Growth
Ms Brooke Love, Director Community Development
Mr James Plozza, Manager Governance
Ms. Wendy Clark, Executive Assistant

1. OPENING PRAYER & ORIGINAL CUSTODIANS STATEMENT

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

Original Custodians Statement

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

2. APOLOGIES

Cr. Otha Akoch

MOVED: CR VICKI JELLIE
SECONDED: CR DEBBIE ARNOTT

That the apology from Cr Akoch be accepted.

CARRIED - 6:0

3. CONFIRMATION OF MINUTES

MOVED: CR DEBBIE ARNOTT
SECONDED: CR MAX TAYLOR

That the Minutes of the Scheduled Council Meeting held on 4 March 2024, be confirmed.

CARRIED – 6:0

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

Section 130 of the Local Government Act 2020 (Vic) (**the Act**) provides that a relevant person must disclose a conflict of interest in respect of a matter and exclude themselves from the decision making process in relation to that matter including any discussion or vote on the matter at any Council meeting or delegated committee meeting and any action in relation to that matter.

Section 126(2) of the Act sets out that a relevant person (Councillor, member of a delegated Committee or member of Council staff) has a conflict of interest if the relevant person has a **general conflict of interest** within the meaning of section 127 of the Act or a **material conflict of interest** within the meaning of section 128 of the Act.

A relevant person has a **general conflict of interest** in a matter if an impartial, fair minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A relevant person has a **material conflict of interest** in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

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

Nil.

5. MAYORAL PRESENTATION

I just wanted to take a moment to recognise the work of our community stalwart we lost last week; Andrew Suggett OAM. He was Senior of the Year in 2023 and a fierce advocate for Parkinson's; he led the Parkinson's Support Group in Warrnambool from 2009, he was actually on the Board of Parkinson's Victoria which is actually Fight Parkinson's now from 2011 to 2017 and he was also the Chair of the Combined Health Network and a very active Rotary member. He was a member of many of the committees here at Council, he was always very active in advocating for community projects, not just around Parkinson's but just to have a better town. I remember when he used to call me about things and I think everyone here tonight would remember getting phone calls from Andrew at different times throughout the term and he is going to be sadly missed and I would just like to acknowledge all the work he's done and say thank you to Andrew for everything he has done over the years.

Cr Taylor added that he was a devoted Rotarian for decades and served as District Governor of 978 Rotary District for one term.

6. PUBLIC QUESTION TIME

6.1 QUESTION FROM JASON ERNST, WARRNAMBOOL

"The Federal Government will be issuing feasibility licences to interested offshore wind turbine companies. How will Warrnambool City Council be involved to lead and coordinate this to ensure that all residents are aware of this issue, and able to voice their concerns?"

RESPONSE

Warrnambool City Council will promote community consultation opportunities with relevant agencies as they occur.

The issuing of feasibility licences for the Southern Ocean offshore wind zone is the responsibility of the Minister for Climate Change and Energy. Assessment and recommendations of applications are done by the Offshore Infrastructure Registrar against the criteria set out in the Offshore Electricity Infrastructure Regulations 2022.

The promotion of community consultation opportunities with these agencies and perspective proponents will be done through Council's online communication channels in a similar manner to the Federal Government's initial consultation on the zone in 2023, which ran for 64 days from 28 June to 31 August. The process moving forward allows for these opportunities when Environmental approvals are received, when Management plans are developed and at the Commercial licence application stage.

Comments from the Mayor, Cr Ben Bain

Council is not the decision making body in this, and Council has actively been in touch with the Minister before the area was announced; we were up there last week speaking to the Minister as well and Council is engaged and will continue to be engaged, also Debbie and the CEO actually went to the drop-in session as well that was held at the Lighthouse Theatre which formed part of the consultation with the Commonwealth Government, so we have been actively engaged and we will be actively engaged, but as not being the decision making body, it's my firm belief, and I think it's a belief of this Council, that we are involved in the conversation to ensure that we are getting the best outcomes. What that actually looks like, is something that will become clear as the process continues but we are only at the start.

6.2 QUESTION FROM JASON ERNST, WARRNAMBOOL

"Offshore wind turbines will negatively impact whales, marine life, our beaches, our panoramic views, and the number tourists and residents. Why is Warrnambool City Council looking for any possible benefit when all Warrnambool's unique aspects are at risk?"

RESPONSE

Council will advocate for the best result for the city at every opportunity.

We acknowledge there are a number of potential impacts posed by the declared off shore wind zone and we will continue to speak with those responsible about how these things can be mitigated or avoided all together.

It is only through keeping open dialogue that Council will be in a position to influence outcomes, to maximise the potential economic benefits and minimise the environmental, amenity, and tourism impacts.

Comments from the Mayor, Cr Ben Bain

We are not the decision makers and we need to be staying in the conversation and having the discussion about where the City's going moving forward because if we're not in the conversation, we're not advocating for anything and by cutting communication that's going to create negative impacts for our City.

6.3 QUESTION FROM WILLY BENTER, ALLANSFORD

"Will the Warrnambool City Council carry out and seek community consultation to assess and understand the community's concerns regarding the wind zone and its potential effects on local tourism, industry, and the environment, including the Whale Nursery through the Your Say Warrnambool website?"

RESPONSE

If a community consultation process was undertaken there would be no ability for Council to implement the findings of that consultation. Council is not conducting community consultation at this stage as it does not have any statutory power or control over the off shore wind zone.

However, Council does acknowledge that there are strong and varied attitudes to the Southern Ocean offshore wind zone within the community and is respectful of views held.

Council will continue to advocate strongly for environmental, amenity, and tourism concerns to be addressed at every opportunity. This includes participating in future rounds of Federal and State government consultation and Council encourages all interest community members to do the same.

Comments from the Mayor, Cr Ben Bain

Last time we did actually promote the consultation on our Facebook page as well and we'll be making sure that we promote the consultation so that anyone in the community can actually be involved to make sure their voices are heard back to the relevant decision making authorities.

7. REPORTS

7.1. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2024 NATIONAL GENERAL ASSEMBLY MOTION

DIRECTORATE : Executive Services

PURPOSE:

For Council to consider a motion for submission to the Australian Local Government Association 2024 National General Assembly in July 2024.

EXECUTIVE SUMMARY

The Australian Local Government Association National General Assembly will be held in Canberra from 2-4 July 2024. This presents an opportunity for Warrnambool to submit a motion to the National General Assembly for consideration. This would also support Council's role as a regional leader and an advocate for our community's interest.

Issues which Council may submit a motion on are the Regional Airports Funding Program.

MOVED: CR MAX TAYLOR

SECONDED: CR RICHARD ZIEGELER

That Council submit the following motion to the July 2024 Australian Local Government Association 2024 National General Assembly:

This National General Assembly calls on the Australian Government to reintroduce the Regional Airports Program with at least \$200 million dollars of funding.

CARRIED - 6:0

BACKGROUND

The Australian Local Government Association National General Assembly (NGA) will be held in Canberra from 2-4 July 2024. The theme of the 2024 National General Assembly is 'Building Community Trust'. Motions can be submitted to the NGA for debate by the Assembly with Motions due by Tuesday 30 April 2024.

By participating in the NGA the Council can contribute to the national debate on matters that require Federal intervention or support that will directly advance Council's Strategic Plan objectives.

Warrnambool, like many regional cities, is home to an airport that services our local community and those from surrounding municipalities. This is a crucial piece of infrastructure that provides connectivity for key industries such as healthcare, education, agriculture, emergency management, and tourism. However, as a tier of government with limited resources it is difficult to fund infrastructure upgrades without the support of the other tiers of government. Council has recently called for a State Government funding program of this nature, and now has the opportunity to call on the Federal Government to provide funding for infrastructure upgrades at airports like Warrnambool's.

ISSUES

It is proposed that the following motion and rationale be submitted to the Australian Local Government Association 2024 National General Assembly to be debated at the upcoming National General Assembly to be held in Canberra in July 2024:

Category

Roads and Infrastructure

Motion Subject

This National General Assembly calls on the Australian Government to reintroduce the Regional Airports Program with at least \$200 million dollars of funding.

National Objective

As the NGA 2024 Discussion paper states, 'Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.'

This extends to airports in rural and regional communities, which are often the only effective way for access to education, healthcare, and disaster management support. Infrastructure improvements to regional and rural airports across the nation will not only improve the quality of life for people in those communities by bridging the gap between the regions and metro areas but will boost connectivity for all Australians offering benefit for everyone.

Summary of Key Arguments

Regional airports are valued community assets that are often managed and maintained by local government. They support export-oriented agribusiness, assist in medical evacuation and access to healthcare, support bushfire fighting operations, and are gateways to world-renowned tourist destinations.

However, currently regional communities are under serviced by commercial airlines despite there being an interest in establishing more services. The largest barrier to entry for these airlines is that the infrastructure at regional airports is not at the standard required to operate their services. This exacerbates regional disadvantage by further reducing connectivity and access to essential services such as specialist medical care and education. Local government does not have the financial capacity to fund expensive infrastructure upgrades and need the support of the Federal Government to deliver for our community.

The Federal Government has in the past had a number of funding programs dedicated to regional airport upgrades such as the Regional Airports Program and the Remote Airstrip Upgrade Program. However, these programs have now been expended and there is no funding program specifically dedicated to regional airport upgrades available to Local Government.

Minister the Hon Catherine King MP has indicated a White Paper will be released later in 2024 outlining the future of regional airport funding. This is a positive step but is important that this crucial infrastructure is adequately funded, and a \$200 million commitment to regional airports would represent a doubling of the amount offered in the first iteration of the program.

CONCLUSION

This paper has invited Councillors to consider a potential motion that Warrnambool City Council may put to the upcoming Australian Local Government Association 2024 National General Assembly. It is recommended that submissions are made calling on the Australian Government to reintroduce the Regional Airports Program with at least \$200 million dollars of funding.

ATTACHMENTS

Nil

7.2. COUNCILLORS GIFT POLICY 2024

DIRECTORATE : Executive Services

PURPOSE:

This report presents an updated Councillors Gifts Policy for the consideration of Council.

EXECUTIVE SUMMARY

The *Local Government Act 2020* (the Act) requires that Council has a Councillors Gift Policy. Minor changes are recommended to the existing policy to remove ambiguity and further improve standards of governance.

MOVED: CR DEBBIE ARNOTT
SECONDED: CR ANGIE PASPALIARIS

That Council:

- 1. Revoke the Gifts Policy (Councillors) 2020 adopted 6 July 2020.**
- 2. Adopt the attached Councillors Gift Policy 2024.**

CARRIED - 6:0

BACKGROUND

The *Local Government Act 2020* (the Act) requires that Council has a Councillors Gift Policy. This policy is reviewed within the six months following each Council election but a review has been brought forward to align it with the equivalent policy for staff which is being updated to improve standards and remove ambiguity.

Gifts can pose a significant corruption risk which has been demonstrated by the findings of the Operation Sardon report involving allegations of serious corrupt conduct in relation to planning and property development decisions at the City of Casey council.

The report observed that a number of donations and other gifts or benefits were received but went undeclared and that the provision of donations and other gifts or benefits can create a sense of obligation between the recipient and the donor.

ISSUES

The current policy is mostly sufficient and only required minor change. The most substantive change is the removal of the ability to accept 'token gifts' of a value of \$100 or less and hospitality of a value of \$50 or less without making a declaration. These gifts can still be accepted when appropriate to do so however they must now be declared. This change creates an obligation that all gifts and benefits must be declared, creating higher levels of transparency and acting as a safeguard against potential improper conduct.

Other changes include:

- Including the requirement from the Act that gifts above \$500 given anonymously cannot be accepted.
- Removed the requirement that a Councillor seeks approval to receive hospitality or accept a gift.
- Correction of some formatting errors and minor grammatical improvements.

FINANCIAL IMPACT

Nil.

TIMING

This is an early review of the policy. Another review will occur within six months of the next Local Government election.

COMMUNITY IMPACT / CONSULTATION

The recommended IAP2 approach is 'inform'.

LEGAL RISK / IMPACT

There are significant corruption and legal risks posed by poorly managed gifts. Maintaining high standards in this space is crucial to ensuring integrity is maintained and the community's expectations of public officials are met.

OFFICERS' DECLARATION OF INTEREST

Nil.

COLLABORATIVE PROCUREMENT

N/A.

CONCLUSION

An updated Councillors Gifts Policy has been developed for the consideration of Council.

ATTACHMENTS

1. Councillors Gifts Policy 2024 [7.2.1 - 7 pages]
2. Councillors Gifts Policy 2024 Tracked Changes [7.2.2 - 11 pages]



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.



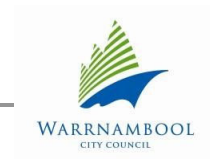
Councillors Gifts Policy 2024 GIFTS
POLICY
(COUNCILLORS)
2020

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	
Document Status:	Final	
Approved By:	Council	
Adopted Date:	<u>April 2024</u> July 6, 2020	
Review Date:	<u>April 2025</u> April 2024	

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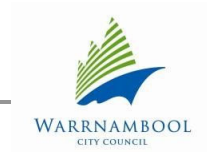
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GIFTS POLICY (COUNCILLORS)



1. INTRODUCTION

Purpose

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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.

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Term	Meaning
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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.
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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
Council Related Policies & Procedures	Gifts Procedure (Councillors) Councillors Code of Conduct Fraud Prevention & Control Policy Public Interest Disclosure Procedure

GIFTS I



COUNCILLORS GIFTS POLICY 2024

GIFTS POLICY (COUNCILLORS)



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:

- ~~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

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.

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. ~~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.

7.3. AWARD OF CONTRACT - DATA MIGRATION (COASTAL CONNECT)

DIRECTORATE: Corporate Strategies Coastal Connect

PURPOSE:

The purpose of this report is for Council to award the shared contract for Data Migration services under the South West Council ICT Alliance (SWCICTA) Joint Venture.

EXECUTIVE SUMMARY

Coastal Connect is a joint project between Corangamite Shire, Moyne Shire, and Warrnambool City Council to deliver a common ICT System. The project is funded primarily by State Government's "Regional Councils Transformation Program."

A Joint venture was created between the three councils to oversee the governance and delivery of the project, with Warrnambool City Council acting as the administering council.

A key requirement of the project is to migrate data from the three councils' existing systems into the new environment to allow continued service delivery. A thorough open market procurement process for this deliverable has been undertaken and the tender responses examined by both the Project Control Group (Key Members – the three Directors of Corporate Strategies and Executive Manager) and approved by the Joint Venture Governance Council (Key Members, the three CEOs, the three Directors, and Executive Manager)

The purpose of this report is for Warrnambool City Council to award the contract for Data Migration Services to the preferred supplier on behalf of the Joint Venture as allowed for by the SWCICTA Joint Venture Agreement.

MOVED: CR ANGIE PASPALIARIS

SECONDED: CR DEBBIE ARNOTT

That Council:

- 1. Award Contract No. 2024024 Coastal Connect Data Migration Services to Chartertech for the tendered amount of \$386,000 excluding GST on behalf of the SWCICTA for delivery of the Coastal Connect Project. Total Delegated Value - \$404,800 including GST.**
- 2. Grant authority to the Chief Executive Officer to approve variations of up to the budgeted amount of an additional \$100,000.**

CARRIED - 6:0

BACKGROUND

In October 2022, Warrnambool City Council at their 3 October 2022 meeting, accepted the formal Joint Venture Agreement (JVA) for the establishment of the South West Council ICT Alliance. The Councils of Moyne and Corangamite accepted the agreement in a similar timeline. The JVA facilitated the acceptance of funding from Local Government Victoria (LGV) Rural Council Transformation Project (RCTP) for the delivery of a shared Enterprise system for key Council functions across the three Councils.

One of the key drivers for the timing and need for a replacement Enterprise system was the decision from the current provider – Technology One to cease licensing and support for all on premises products. This impacted all three Councils.

The SWCICTA JVA provides for the administering Council, WCC, to make procurement arrangements on behalf of the Joint Venture, with costs recovered from the Project budget or from the three participating Councils.

The Project commenced on 31 March 2023 with the signing of contracts with the Enterprise system vendor – Technology One. The Project has rolled out over the last twelve months with Configuration and Initial Training sessions completed with substantial staff team involvement.

The next stage of the Project is the movement of data from the existing (legacy system/s) to the new (target system). This process is Data Migration and is a key requirement of the Project.

A Presentation covering the Project and its progress was provided by the Executive Manager to the WCC Council briefing on 18 March 2024. The need for the Data Migration work was highlighted during this presentation.

The JVGC have examined the responses received in the Request for Tender process, in accordance with the WCC Procurement processes, against a delivery criteria whose key components were delivery of outcomes, meeting the timelines and the full cost of delivery.

The outcome following this process was the decision that the contract be awarded to Chartertech Pty Ltd.

ISSUES

The Data Migration work requires key specialist knowledge and tools, outside the skill set available within Council's Business as Usual resources. This is managed by the use of an external vendor for the work.

The Coastal Connect Project has a tight timeline with substantial deliverables. This is managed by the use of a vendor that can meet the Project timeline.

The Data Migration work has an established Risk Register which is reviewed by both the PCG (fortnightly) and the JVGC (monthly). A

FINANCIAL IMPACT

The recommended supplier of Chartertech were the leading responses in both meeting the required timelines and were also the lowest priced tender.

There is no impact to WCC in the 2023/24 year. The costs are covered by the Project budget.

There is a cost impact to WCC of \$155,000 in the 2024/25 year with these costs included in the current draft budget which will be submitted for approval in the usual process.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

The Coastal Connect Project fits within the Councils strategic and business plans. It particularly supports those items related to digital capacity and digital transformation.

TIMING

The Data Migration work is crucial for the next stage of the Project delivery being User Acceptance Testing (UAT).

The contract with Chartertech Pty Ltd needs to be in place as soon as possible by the end of April 2024 to avoid Project delays which would impact the Funding and Service Agreement with LGV, incur increased costs with both Technology One and Chartertech, and delay deliverables.

The Contract and Statement of Work are ready to commenced following approval by Councilors’.

COMMUNITY IMPACT / CONSULTATION

The delivery of Coastal Connect focuses on the back office functions of the Council. It will improve outcomes in areas that have community contact i.e. Rates and Planning. It also provides the background for future community interactions.

At this stage there is no community impact.

LEGAL RISK / IMPACT

The Contact and Statement of Works have been reviewed by Maddocks solicitors and this advice provided to the JVGC.

The Risk Register is monitored by the PCG and JVGC, with all current risk having mitigation actions in place

OFFICERS’ DECLARATION OF INTEREST

The PCG and the JVGC both record any Declarations of Interests or other conflicts at the commencement of their meetings.

There are no Declarations of Interest recorded for this Project, nor specifically for this Procurement.

COLLABORATIVE PROCUREMENT

This Procurement was a collaborative market approach, with WCC as Administering Council on behalf of the three participating Councils.

The collaborative approach was successful with costs being shared leading to a smaller per Council costs contribution.

CONCLUSION

That Council award the contract for the delivery of data migration services to Chartertech on behalf of the SWCICTA for delivery of the Coastal Connect Project.

ATTACHMENTS

Nil

7.4. REVIEW OF AGED AND DISABILITY SERVICES

DIRECTORATE : Community Development

PURPOSE:

This report presents the officers' recommendation on Council's future involvement in the delivery of aged care services based on the independent review of Council's aged and disability services undertaken by Lake Advisory Pty Ltd against the reforms to the Commonwealth Home Support Program (CHSP) proposed by the Federal Government.

EXECUTIVE SUMMARY

The Review of Aged and Disability Services Recommendations Report (Report) is an independent review of Council's services against the Federal Government reforms into the Commonwealth Home Support Program.

The Report (attached and confidential) is the final report in the Review and, read together with the previous reports, seeks to:

1. Inform the Council on the scope and timing of the Commonwealth Government's aged care policy reforms and the potential for these changes to recast the Council's future role in aged and disability service provision.
2. Enable the Council to decide its future role in aged and disability service provision and confidently and effectively prepare for its future role in aged and disability services,

The Report identifies three possible options for Warrnambool City Council's future role in aged and disability services. This officers' report presents a summary of these three options and a recommendation based on the evidence provided by the review.

Option 1: Remain and Diversify - Recommended

Council remains involved in, and diversifies the range of, aged and disability service provision enabling residents to continue to live independently at home and in the community. Council would also expand services to enable clients to maintain their independence by providing an easy transition from CHSP to Home Care Packaged services as people age and become increasingly frail.

Option 2: Remain and Stabilise – An achievable option but not recommended.

Council continues and consolidates its current range of services to meet the future requirements of the 'Support At Home' program.

Option 3: Exit all Services – Not recommended.

Council exits all aged and disability services either by 30 June 2025 or 30 June 2027.

MOVED: CR RICHARD ZIEGELER

SECONDED: CR VICKI JELLIE

That Council:

- 1. Notes the Review of Aged and Disability Services Recommendations Report conclusion that the current suite of aged care services provided by Council are financially sustainable.**
- 2. Adopts the recommendation from the independent review to continue with the delivery of Commonwealth Home Support Program services and other existing services through Home and Community Care –Program for Younger People and Department of Veteran Affairs and diversify in the future with inclusion of Home Care Packages in the service mix, to improve financial sustainability.**
- 3. Endorses the implementation of review recommendations to improve service delivery systems and quality assurance to transition the Commonwealth Home Support Program into Support At Home Program from 1 July 2027 onwards.**
- 4. Directs officers to continuously review changes to the Federal and State Funding and the services to ensure that the services operate in a financially sustainable manner.**

CARRIED - 6:0

BACKGROUND

Warrnambool City Council is the largest provider of in-home aged care and community care services in Warrnambool through the Federal Government funded Commonwealth Home Support Program (CHSP), the Victorian Government funded Home and Community Care Program for Younger People (HACC-PYP), brokered services and services funded through the Department of Veteran Affairs. At any time, between 1,200 to 1,400 residents depend on these services provided by Council. At the time of drafting this report, Council currently has 1,257 clients across its programs. A further 40 clients are scheduled to start receiving services soon.

The Commonwealth's aged care reform agenda, especially since the publication of the Royal Commission into Aged Care Quality and Safety Report 2021, mandates a shift towards more integrated, quality-focused service provision. The new directions required a re-evaluation of Council's role in the aged and disability services sector against the proposed reforms.

Commissioning of the Independent Review

In response to the reforms proposed by the Federal Government, which are yet to be finalised, Council commissioned this independent review to consider all options, either to continue to deliver all existing services; expand its current suite of services; only maintain some current services while transitioning others to external provider/s; or ceasing the delivery of all services and transitioning services onto external providers in collaboration with the Federal and State Governments.

The independent review commissioned by Council was undertaken by Lake Advisory Pty Ltd and was designed to:

- a. include extensive engagement with Council staff involved in providing aged and disability services, residents and families that receive services and other key stakeholders, considering the Commonwealth Government's home-based aged care reforms that will commence on 1 July 2025 (rescheduled to 1 July 2027),

- b. inform Council of the scope and timing of the Commonwealth Government's aged care policy reforms and the potential for these changes to recast Councils' future role in aged and disability service provision.
- c. enable Council to make a decision regarding its future role in aged and disability service provision and confidently and effectively prepare for its future role in aged and disability services.

This independent review has been presented in consecutive reports summarised as follows:

- *Report 1 – Context Report* described the reforms to the Commonwealth Home Support Program proposed by the Commonwealth Government and the implications for the aged care and disability services sector and for Council. The report, presented to Council on 11 September 2023, also provided a review of service data across community care programs delivered by Council.
- *Report 2 – Progress Report* assessed stakeholder and community engagement, unit costing analysis of all Council programs and a market sounding of not-for-profit and commercial organisations on their capacity to provide services funded under the Commonwealth Home Support Program.
- This report was presented to Council on 29 January 2024.
- *Report 3 – Final 'Recommendations' Report* presents:
 - An update on the Commonwealth Government reforms, explaining the additional changes introduced by the Commonwealth Government in December 2023.
 - Three options, pathways and recommendations relating to the future direction of Council's aged and disability services.
 - An examination of community value, market dynamics, financial analysis, interventions as well as opportunities and risks.
 - This report consolidates the findings presented in report 1 and report 2.

Important changes to the Commonwealth Home Support Program

It is important to note that in December 2023, and after the presentation of the second (Progress) Report of this project, the Commonwealth Government announced additional changes to the proposed 'Support At Home' program that will replace the Commonwealth Home Support Program (CHSP). The most important changes include:

- There will be two key transition dates – Home Care Packages on 1 July 2025 and the 'Support At Home' program on 1 July 2027.
- Clinical governance requirements are no longer required for CHSP services.

These changes have been considered in the Final Recommendations Report.

ISSUES

Independent review findings, evidence and recommendations

A summary of the key findings and recommendations are provided below.

Client and community feedback

Council received around 500 survey responses from clients, client's family and interested members of the community. The overwhelming feedback was that Council is a highly trusted aged and disability service provider with Council's CHSP services typically being rated very good or good.

This result provides Council with an excellent platform for enhancing the range of services to include Home Care Packages that enable clients to select the range of services that they need, which is in line with “better client choice” - a key feature of the reforms.

The consistent message from the survey and focus group feedback was that the clients and their families wanted Council to continue to provide a range of aged care and disability services.

Local market capacity and capability

The conclusion to draw from the market analysis is that there could be potential for market failure if Council were to discontinue and transition out of aged and disability service delivery.

Warrnambool City Council is by far the largest local provider of CHSP services in Warrnambool and surrounds. In 2022-23 Council delivered services totalling 62,052 hours of aged and disability services provision. The market analysis found that there are no local providers that have the capacity to deliver the volume of services provided by Council.

Financial sustainability of the service

The independent review found that from 2018-2023, Council’s aged and disability services have demonstrated notable financial performance improvements. While Council finances were operating on year-on-year deficits from 2018-2022, Council generated an operating surplus from 2022/23 onwards and is demonstrating capacity to continue operating in surplus in the current year and future years.

The financial sustainability of the service associated with each of the options is detailed below.

OPTIONS

The three options, pathways and recommendations relating to the future direction of Council’s aged and disability services are summarised below:

Option 1: Remain and Diversify

Summary description

Council remains involved in, and diversifies the range of, aged and disability service provision enabling residents to continue to live independently at home and in the community. The expanded services would enable clients to maintain their independence by providing an easy transition from CHSP to Home Care Packaged services as people age.

How would this option change Council’s Aged and Disability Services?

- Council would continue to provide the current range of aged and disability services including domestic assistance, personal care, respite care, social support, meals on wheels and home modifications through funding provided by the Commonwealth (CHSP) and State (HACC-PYP) governments as the aged population grows and service demand increases.
- Council would also continue to provide services to Department of Veterans Affairs clients and private clients and deliver services for other providers through ‘brokerage’ arrangements.
- Council would expand the current services by introducing Commonwealth funded Home Care Packages that are designed to more effectively meet the increasing care needs of older people so that they can live independently at home and in the community over an extended period.

What actions would Council need to take to achieve this outcome?

Council would need to successfully implement the following set of actions to achieve this outcome and option.

Action 1: Negotiate an improved unit costing and increase Commonwealth funding.

Council's current unit costing (framed by the existing Federal funding agreement) is below the average unit costing level applied to services funded by the Federal Government through both the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP).

Action 2: Improve service delivery systems and quality assurance.

Council has the opportunity to seek additional funding from the Federal Government to improve its Information Technology systems and capabilities to create a more responsive and efficient service delivery system and ensure that Council improves its quality assurance processes.

Action 3: Invest in staff development and organisational change.

The new 'Support At Home' program and introducing the provision of Home Care Packages will require investment in staff recruitment, training and organisational development. Council's organisational structures and program administration roles can be better aligned and arranged to meet the future requirements of the new 'Support At Home' program and the addition of Home Care Packages. An effective change management program is likely to deliver both improved and more efficient services.

Financial sustainability of the option

Council's provision of aged care has been operating on a surplus, is currently financially sustainable and is expected to remain sustainable in the near future. However, long term, there is a financial risk to Council if the services remain in the current form and scope. Council currently provides a range of services at unit prices which are lower than the State and National average. Renegotiation of unit pricing levels with the Federal Government will improve the financial sustainability for Council to continue to provide the services. The addition of Home Care Packages into the service mix is expected to enhance financial sustainability in the longer term. This can be built on the experiences of several Victorian Council providers that have decided to continue to remain in the service, added Home Care Packages to their service mix, and improved the financial sustainability of their services.

Opportunities and risks for Council in implementing this option

Opportunities

- Council's standing and reputation as a quality service provider is enhanced.
- Clients benefit from Council's expanded services that enable an easy transition option for clients to move from CHSP funded services to Home Care Packages.
- Council is able to continue to coordinate a range of service interventions:
 - For highly vulnerable aged and disability services clients (that are prone to fall through service gaps)
 - During emergencies when Councils are expected and required to meet the emergency recovery needs of local communities.
- Council continues to benefit from the valuable contribution of Council's volunteers where almost third of Council's 300+ volunteers participate in complementing Council's aged and disability services, particularly meals on wheels.

- The Federal Government's unit costing increases for Council's aged care services and Council being able to attract grant funding to support Council to implement key changes to improve future IT and quality assurance systems.

Risks

- Council's negotiations with the Commonwealth Government result in little or no increase in CHSP unit costings.
- Council's grant application to the Commonwealth Government for funding to implement key changes to improve future IT and quality assurance requirements is unsuccessful.
- Council fails to implement an effective change management program to prepare and position Council to confidently implement the new 'Support At Home' program and introduce Home Care Packages.
- Council fails to attract and retain new staff to administer and deliver its aged care and disability services.
- Council fails to attract and retain volunteers who play an important role in aged care and disability services.
- Administration and government requirements with the new service delivery model may be burdensome and increase oversight and reporting requirements for Council staff.
- There is significant growth in the private sector market that takes away clients from Council services.
- Financial risk if increased pay conditions are not covered by Federal and State Funding of services.
- Future changes to funding structure could render the service to be financially infeasible.

Option 2: Remain and Stabilise

Summary description

Council continues and consolidates its current range of services to meet the future requirements of the 'Support At Home' program.

How would this option change Council's Aged and Disability Services?

Council would focus on continuing to provide the current range of aged and disability services including domestic assistance, personal care, respite care, social support, meals and home modifications through funding provided by the Commonwealth (CHSP) and State (HACC-PYP) governments as the aged population grows and service demand increases. Council would also continue to provide services to Department of Veterans Affairs clients and private clients and deliver services for other providers through 'brokerage' arrangements.

What actions would Council need to take to achieve this outcome?

Council would need to successfully implement the following set of actions to achieve this outcome and option.

Action 1: Negotiate an improved unit costing and increase Commonwealth funding.

Council's current unit costing (framed by the existing Federal funding agreement) is below the average unit costing level applied to services funded by the Federal Government through both the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP).

Action 2: Improve service delivery systems and quality assurance.

Council has the opportunity to seek additional funding from the Federal Government to improve its Information Technology systems and capabilities to create a more responsive and efficient service delivery system and ensure that Council improves its quality assurance processes.

Action 3: Invest in staff development and organisational change.

The new 'Support At Home' program in 2027 will require investment in staff recruitment, training and organisational development. Council's organisational structures and program administration roles can be better aligned and arranged to meet the future requirements of the new 'Support At Home' program. An effective change management program is likely to deliver both improved and more efficient services.

Financial sustainability of the option

As indicated above, renegotiating Council's current unit pricing is very important given that, in many instances, they are below the Commonwealth unit pricing range.

The financial sustainability of Council's aged care and disability services could present a challenge over time if Council does not expand its services to include provision of Home Care Packages. The experience of several Victorian Councils (and private providers) is that the level of funding accompanying HCP enables providers to achieve a higher level of financial sustainability.

Opportunities and risks for Council in implementing this option

Opportunities

- Council's standing and reputation as a quality service provider is enhanced.
- Council is able to continue to coordinate a range of service interventions:
 - For highly vulnerable aged and disability services clients (that are prone to fall through service gaps)
 - During emergencies when Councils are expected and required to meet the emergency recovery needs of local communities.
- Council continues to benefit from the valuable contribution of Council's volunteers where almost third of Council's 300+ volunteers participate in complementing Council's aged and disability services, particularly meals on wheels.
- The Federal Government's unit costing increases for Council's aged care services and Council being able to attract grant funding to support Council to implement key changes to improve future IT and quality assurance systems.

Risks

- Council's negotiations with the Commonwealth Government result in little or no increase in CHSP unit costings.
- Council's grant application to the Commonwealth Government for funding to implement key changes to improve future IT and quality assurance requirements is unsuccessful.
- Council fails to implement an effective change management program to prepare and position Council to confidently implement the new 'Support At Home' program.
- Council fails to attract and retain new staff to administer and deliver its aged care and disability services.
- Council fails to attract and retain volunteers who play an important role in aged care and disability services.
- There is significant growth in the private sector market that takes away clients from Council services.
- Financial risk if increased pay conditions are not covered by Federal and State Funding of services.
- Future changes to funding structure could render the service to be financially infeasible.

- Administration and government requirements with the new service delivery model may be burdensome and increase oversight and reporting requirements for Council staff.

Option 3: Exit all Services

Summary description

Council would exit all aged and disability services either at 30 June 2025 or 30 June 2027.

How would this option change Council's Aged and Disability Services?

Council would discontinue the full range of aged and disability services including domestic assistance, personal care, respite care, social support, meals on wheels and home modifications through funding provided by the CHSP) and HACC-PYP. Council would also cease providing services to Department of Veterans Affairs clients, private clients and deliver services for other providers through 'brokerage' arrangements.

What actions would Council need to take to achieve this outcome?

Council would need to negotiate an exit from all services with the Federal and State Governments.

Council would be required to develop an individual case management report for all current clients as the basis for facilitating the effective transition of clients to a new service provider/s appointed by the Federal Government (CHSP and DVA) and the State Government (HACC-PYP).

Council would also need to sensitively inform and responsibly support clients and their families as they experience the challenges of understanding and responding to the changed service delivery arrangements.

This option would be in direct contrast to the client feedback received through the survey as the message from the survey feedback was the clients and their families wanted Council to continue to provide a range of aged care and disability services.

Financial sustainability of the option

This option presents several significant financial challenges for Council.

Exit from Council's aged and disability services would result in redundancy payments that can have multiyear impacts on Council finances. Council would also need to consider the financial implications of losing the corporate overheads contribution from the service. Costs for provision of universal services may still need to be borne by Council in the future.

Opportunities and risks for Council in implementing this option

Opportunities

- Council reduces the range of service provision.
- Reduction in administrative burden to Council.
- Opportunity for the private and not-for-profit sector to grow.

Risks

- The market analysis indicated that local providers had little or no capacity to meet increased demand from CHSP clients. Given the comparative size of Council's share of the CHSP service market, there is a potential for market failure.

- Council is likely to experience a significant negative client and community reaction impacting on its standing and reputation.
- Council relationships with key community organisations may be impacted.
- Council may experience a backlash from volunteers (where around a third play a regular and important role in complementing Council's aged and disability services) who may decide to discontinue their Council / community involvement.
- Staff involved in administering and delivering aged and disability services are likely to respond in a negative manner. This may impact on the morale and motivation of the broader cohort of Council staff. It may also result in staffing level and service disruptions as maintaining staffing motivation and service levels may become problematic, particularly during transition.
- There is some compelling evidence that a considerable proportion of staff involved in Council managed aged care and disability decide to discontinue their involvement in this field. This is likely to be a contributing factor adding to the burden of a potential market failure.
- Council may find that it is expected or required to continue to meet the needs of aged and disability services clients during emergency events.
- Council may still be required to provide social support programs that are no longer attracting CHSP funding.

OPTIONS ANALYSIS

The independent review report of Council's aged and disability services notes the following:

- The aged and disability services provided by Council are financially sustainable in its current form. The addition of Home Care Packages to the service mix is likely to improve financial sustainability.
- Continuation of the provision of aged and disability services requires some investments to improve quality assurance systems, IT interfaces and a realignment of the organisational structure to meet the requirements of the new "Support at Home" program.
- The aged and disability services provided by Council are highly valued by the community.
- Council's decision to exit is likely to create a market failure due to the lack of capacity and capability of the local market players to cater to the volume of services provided by Council.
- Council's decision to exit can encumber Council with significant financial challenges in the future.

The key highlights of the options analysis are presented in the table below:

Options Analysis				
	Option 1 – Remain and Diversify	Option 2 – Remain and Stabilise	Option 3 – Exit all Services (June 2027)	Option 3 – Exit all Services (June 2025)
Services are guaranteed in the community	✓	✓	✗	✗
WWC is able to achieve Financial Sustainability	✓	✓	✗	✗
Council receives an overhead contribution	✓	✓	✗	✗
Internal training and skills uplift required	✓	✓	✓	✗
IT Systems require review and uplift	✓	✓	✗	✗
Additional resources required to manage transition	✓	✓	✓	✓
Risk – Client/resident requirements exceed operational capacity	✓	✗	✓	✓
The market is well prepared to meet existing growth in demand	✓	✗	✗	✗

FINANCIAL IMPACT

The financial aspect of the independent review has determined that the current aged and disability services provided by Council are sustainable and tracking positively to generate surplus. Further revision of unit prices is expected to enhance financial sustainability. Addition of the Home Care Packages into the service mix has the potential to ensure long-term financial sustainability. A decision to exit all services will have immediate negative financial impacts that could affect Council finances into the future.

The independent financial analysis points Council to the following findings:-

- Council has a financial management system that provides sound inputs to understand the overarching position of each of the service areas and a clear methodology to account for indirect Corporate Overheads.
- While the entire CHSP is currently financially viable, there are some program areas that generate a surplus and these underpin the operations of other services that make a loss.

The Federal and State Government funded programs are interdependently delivered by council as staff work across programs and contributions are made to corporate overheads including towards the proportion of Archie Graham used for staff offices. Officers will continue to review the service provision, financial performance for the services and State and Federal Government funding to improve financial performance of all programs.

Further revision of unit prices is expected to enhance financial sustainability.

Addition of the Home Care Packages into the service mix has the potential to ensure long-term financial sustainability.

The payment in arrears model will come into effect with the introduction of Home Care Packages. This will require Council to cover costs upfront before claiming for cost recovery which will require change in financial management practices and could place some financial burden on Council.

A decision to exit all services will have immediate negative financial impacts that could affect Council finances into the future.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

1 A healthy community

1.3 Health and wellbeing: Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.

1.4 An accessible city: Council will improve physical and social accessibility to community services, facilities, places and precincts.

5 An effective Council

5.1 Leadership and governance: Council will be a high-functioning team committed to respectful relationships, collaboration and ongoing engagement. It will provide strong, effective leadership, sound governance and informed decision-making

5.2 Engaged and informed community: Council will ensure ongoing community engagement to identify changing needs and priorities when developing and delivering services and programs.

5.3 Customer-focused services: Council will continue to develop a program of Council services that are delivered to the community's satisfaction.

TIMING

The decision of Council will be communicated to the wider community immediately. Federal and State Governments will also be informed of the Council decision and appropriate provisions made within the first week of decision of Council.

COMMUNITY IMPACT / CONSULTATION

The independent review undertaken by Lake Advisory Pty Ltd analysed survey responses from 448 clients and community members, and conducted focus groups with over 150 clients, community members, volunteers and staff, between August and November 2023, that revealed three key findings:

- Overwhelming satisfaction with Council's current services.
- Significant apprehension from staff, clients, carers and the community about the impact of the Commonwealth reforms on local service delivery, with fears of reduced support or changes in service providers.
- Clients expressed a strong desire for more information and transparency from the Council regarding future changes, emphasising the importance of local knowledge and support in service delivery.

The client and community engagement highlighted that:

- There was a significant survey uptake by clients and community, with 448 respondents (primarily clients) completing the survey.
- Aged and disability services are essential to support the community, and that Council's services provide the community the trust and confidence they need to continue to live at home independently.
- Warrnambool City Council is unique in that it provides a high number of social support services as part of its Commonwealth Home Support Programme (CHSP) offering with survey and focus group responses underlining that these services are essential to reducing isolation and improving health outcomes.
- The Archie Graham Centre is a key community meeting place which provides both formal and informal supports.

Lake Advisory completed an assessment of the local market and complemented this with an analysis of some regional service providers and a sample of Victorian Councils that have maintained an involvement in CHSP or CHSP and Home Care Packages. Communication also occurred with neighbouring Councils completing independent aged care service reviews.

Lake Advisory consulted with Commonwealth and State Government representatives regarding the proposed reforms and the implications for Warrnambool City Council's services.

The Progress Report includes information from the Municipal Association of Victoria on the status of CHSP funded services provided by Victorian Councils as well as information from seven Victorian Councils that have resolved to continue or that are in the process of reviewing their future role in providing aged care services.

Internally, all Home Care Support staff have been engaged in the process of the review. Lake Advisory report that the staff engagement highlights concern about job security and the readiness of current operational structures for upcoming reforms, especially in aged and disability services.

LEGAL RISK / IMPACT

The independent review report of Council's aged and disability services notes a number of risks for each of the options. In addition there are the following impacts to Council:

- Continuation of the provision of aged and disability services requires some investments to improve quality assurance systems, IT interfaces and a realignment of the organisational structure to meet the requirements of the new "Support at Home" program. Government funding is likely to be available for this.
- The aged and disability services provided by Council are highly valued by the community and exiting the service will have an impact on Council.
- Council's decision to exit is likely to create a market failure due to the lack of capacity and capability of the local market players to cater to the volume of services provided by Council.
- Financial feasibility of Council's engagement in provision of services in the future is dependent on the review of unit prices.
- Administration and government requirements with the new service delivery model may be burdensome and increase oversight and reporting requirements for Council staff
- Even though the Council services are financially feasible currently, changes to government funding structures can impact on the financial feasibility in the future.
- On 15 March 2024, the Fair Work Commission announced wage increases for aged-care workers. This will not have any impact on Council because Council's wage rates are determined by the Enterprise Bargaining Agreement. Council's existing wage rates are higher than what the wage rates will be for workers based on the Fair Work Commission announcements.

OFFICERS' DECLARATION OF INTEREST

There are no conflicts of interest.

COLLABORATIVE PROCUREMENT

Warrnambool City Council collaborated with Colac Otway Shire Council in procuring a company to undertake the independent review of the respective Councils aged care and disability services. This collaborative procurement yielded a highly competitive response from very experienced tenderers.

It is important to note that while separate independent reviews were undertaken by Lake Advisory Pty Ltd, the collaboration has generated positive benefits and learning for both Warrnambool City Council and Colac Otway Shire Council.

CONCLUSION

The independent review undertaken by Lake Advisory Pty Ltd presents three options that have distinct opportunities, risks and financial implications.

The recommended option to Remain and Diversify services (Option 1) requires investment to consolidate and expand service provision, results in improved services for clients as they age and offers long-term sustainability.

The alternate option to Remain and Stabilise services (Option 2) also requires investment to consolidate current services and in the short term provides an easier pathway. This option presents greater challenges for Council to achieve financial sustainability in the medium to long term.

Option 3 to Exit All Services is not recommended given the impact on community service availability and Council reputation. This option presents significant financial challenges resulting from staff redundancies. It also does not solve the challenge of universal aged and disability support services in the community and the lack of direct funding available for social support related activities if Council were to consider this option.

ATTACHMENTS

Nil

7.5. CCTV SYSTEMS - STEERING COMMITTEE MINUTES, EVALUATION REPORT & POLICY REVIEW MARCH 2024

DIRECTORATE : City Infrastructure.

PURPOSE:

Provide Council with the minutes from the CCTV Steering Committee meeting and 2023 CCTV Evaluation Report for information. To adopt overarching CCTV Policy post review due March 2024. The Policy provides direction and guidance on Council's management and use of CCTV systems in public places and matters associated with the implementation of the management arrangements.

EXECUTIVE SUMMARY

- CCTV Steering Committee meeting held 19 February 2024. The minutes are presented as a true and correct record. **Attachment 1.**
- As the Annual CCTV Evaluation Report has been presented to the CCTV Steering Committee on 19 February 2024, the report is to be presented to Council and agreed to be published on Council's website. The report will also be presented to the Audit and Risk Committee in May. **Attachment 2.**
- The CCTV Policy that was previously adopted on 1 March 2021 was due for review on 1 March 2024. The Policy has been reviewed internally with minor changes to titles and references. **Attachment 3.**
- The CCTV Policy update was presented to the CCTV Steering Committee on 19 February and the changes were endorsed by the Committee. Following endorsement, it is recommended that the changes be approved by Council

MOVED: CR ANGIE PASPALIARIS

SECONDED: CR RICHARD ZIEGELER

- 1. CCTV Steering Committee meeting minutes from 19 February 2024 provided for Information of Council.**
- 2. That Council note the Annual CCTV Evaluation Report 2023 and agree for the report to be published on Council's website.**
- 3. That Council adopts the reviewed CCTV Policy.**

CARRIED - 6:0

BACKGROUND

The CCTV Steering Committee met on 19 February 2024, and the minutes from the meeting have been provided for information as required by the Terms of Reference.

Also reviewed at the 19 February meeting was the annual evaluation report, and the reviewed CCTV Systems Policy was tabled and endorsed by the committee.

The evaluation report provides commentary on the program, its effectiveness as a deterrent and as a tool to assist with prosecutions or apprehending offenders. It also contains information on the acceptance of CCTV within precincts of Warrnambool, via a survey of the general public. The feedback of the survey was generally supportive of the network and very positive feedback has been provided by Victoria Police.

The review of the policy document required very minor alterations consisting of title changes and a change in the name of the responsible department of Council. There were no changes to the policy document's intent.

Items of interest raised in the meeting include issues of property damage at the breakwater area and the request for CCTV in the area, issues pertaining to inappropriate behavior in the central section of Lava Street and desire to have the area monitored by CCTV. These issues are being further investigated as priority areas and for the suitability as future locations should funding become available.

The signage that is located at the various camera locations has been audited also and will be upgraded at several sites to ensure it complies with the regulations surrounding the installation of cameras.

ISSUES

The Closed-Circuit TV (CCTV) Policy remains current and relevant to how Warrnambool City Council manages CCTV projects and complies with the regulations associated with its use.

There are no identified issues in the approval for the minor changes as proposed to the Closed-Circuit TV (CCTV) Policy and extending the review period for another three (3) years.

A Gender Impact Assessment has been completed with consideration to gender and culture. The overall gender impact assessment is considered to be positive, as the approval of the CCTV Policy does not largely impact any person regardless of gender, culture, age or other factors.

FINANCIAL IMPACT

As the revised policy remains largely unchanged there is no change in the financial impact associated with the management of CCTV Systems.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

5 An effective Council

5.1 Leadership and governance: Council will be a high-functioning team committed to respectful relationships, collaboration and ongoing engagement. It will provide strong, effective leadership, sound governance and informed decision-making

TIMING

The revised policy will come into effect immediately following the approval by Council.

COMMUNITY IMPACT / CONSULTATION

The Closed-Circuit TV (CCTV) Policy was released for public consultation from 14 December 2020 to 22 January 2021 with only one submission received.

The Policy was adopted on 1 March 2021 and was due for review on 1 March 2024. The review of the Policy only resulted in minor changes to title and references and does not require to be released again for public consultation.

LEGAL RISK / IMPACT

Council will continue to operate under the current Policy until the document is presented and approved by Council.

OFFICERS' DECLARATION OF INTEREST

No officer declared an interest during the review of the Closed-Circuit TV (CCTV) Policy or the preparation of the CCTV Evaluation Report.

COLLABORATIVE PROCUREMENT

Not applicable.

CONCLUSION

The minutes are presented as a true and correct record of the CCTV Steering Committee meeting held on 19 February 2024.

ATTACHMENTS

1. Attachment 1_Monday 19 February 2024 _ CCTV Steering Committee Meeting Minutes [7.5.1 - 4 pages]
2. Attachment 2_Annual CCTV Evaluation Report 2023 [7.5.2 - 12 pages]
3. Attachment 3_Closed Circuit TV CCTV Policy Review 2024 [7.5.3 - 10 pages]

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.

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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

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					<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>

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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.

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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

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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).

8

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.

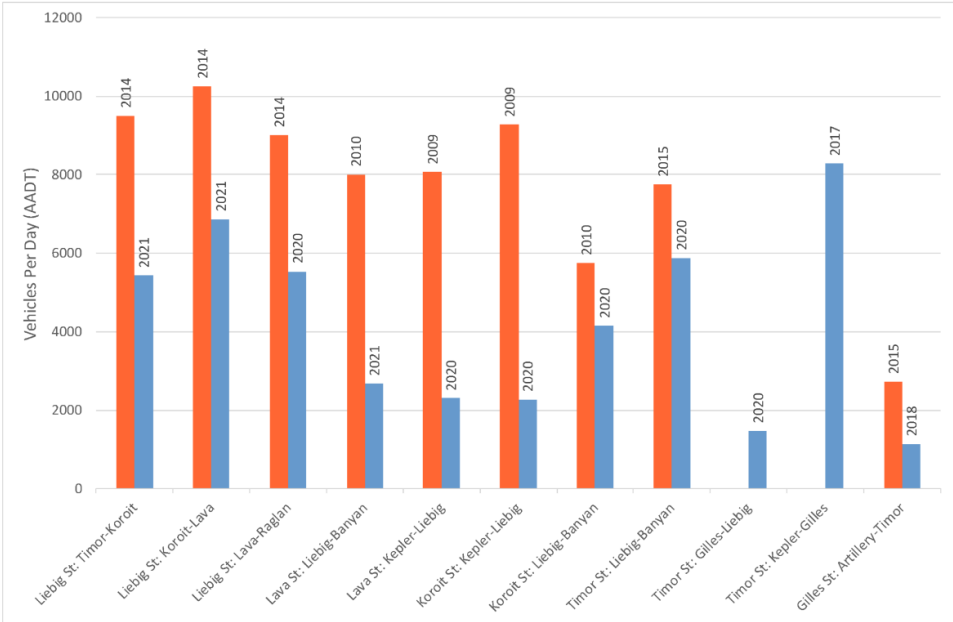
Traffic counts were placed down in the vicinity of the CCTV cameras and data has been collated both prior to the installation of CCTV in 2009, 2010, 2014 & 2015 and post installation in 2017, 2018, 2020 and 2021.

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:

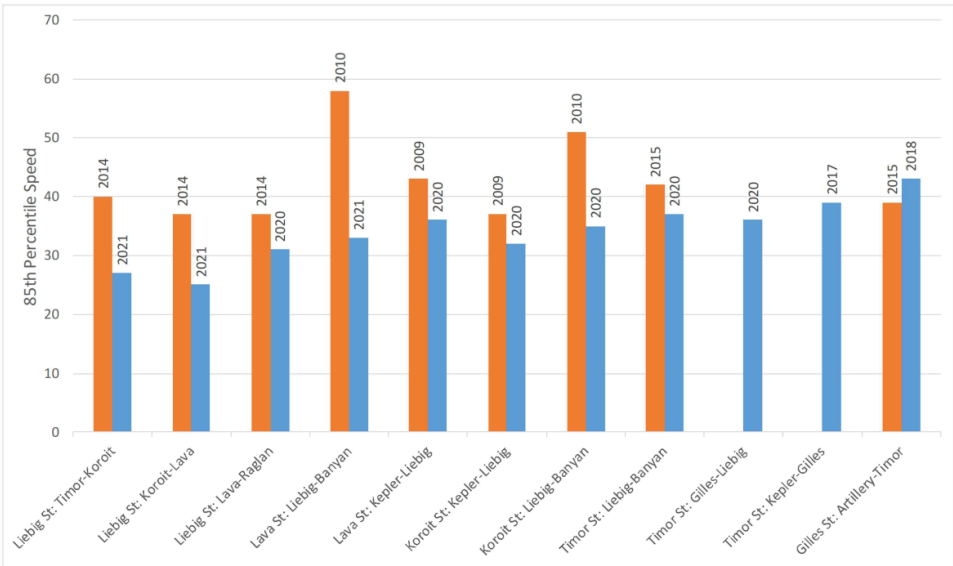
- Koroit Street: Liebig to Banyan Street with a decrease from 51km/h to 35km/h,
- Liebig Street: Timor to Koroit Street from 40km/h to 27km/h and;
- Liebig Street: Koroit to Lava Street from 37km/h to 24km/h.

The decrease in speed at the locations can most likely be attributed to the installation of CCTV cameras which acts as a deterrent for hoon 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.

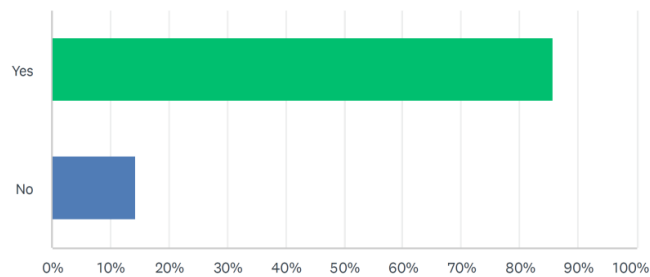
90.48% of respondents used the area between 5.00pm-9.00pm with 95.24% of respondents going to the CBD for shopping or entertainment (food and drink).

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?

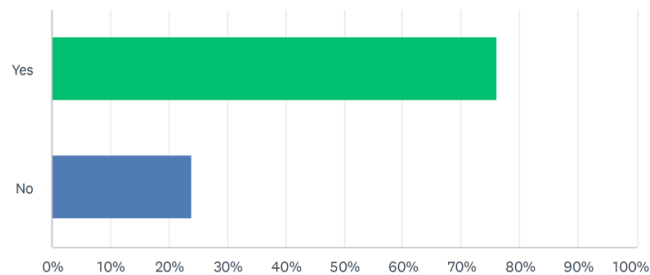
Answered: 21 Skipped: 0



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

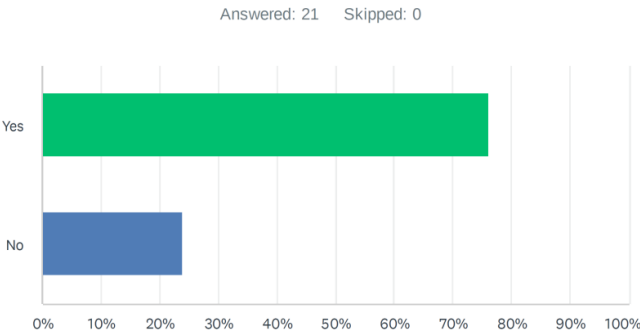


ANSWER CHOICES	RESPONSES	
Yes	76.19%	16
No	23.81%	5
TOTAL		21

Question 12 & 13 Evaluation

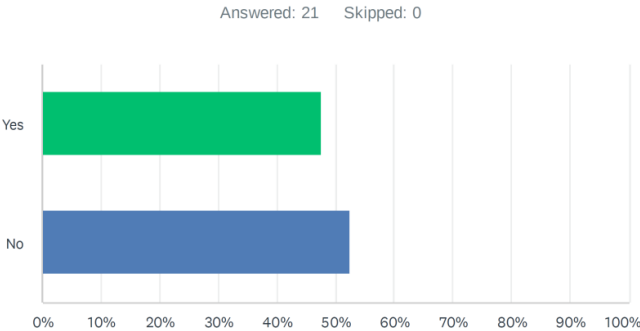
In relation to the effectiveness of CCTV, 76.19% believe the area has benefited from the introduction of CCTV and 47.62% believe there needs to be more CCTV in the CBD.

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



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?



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

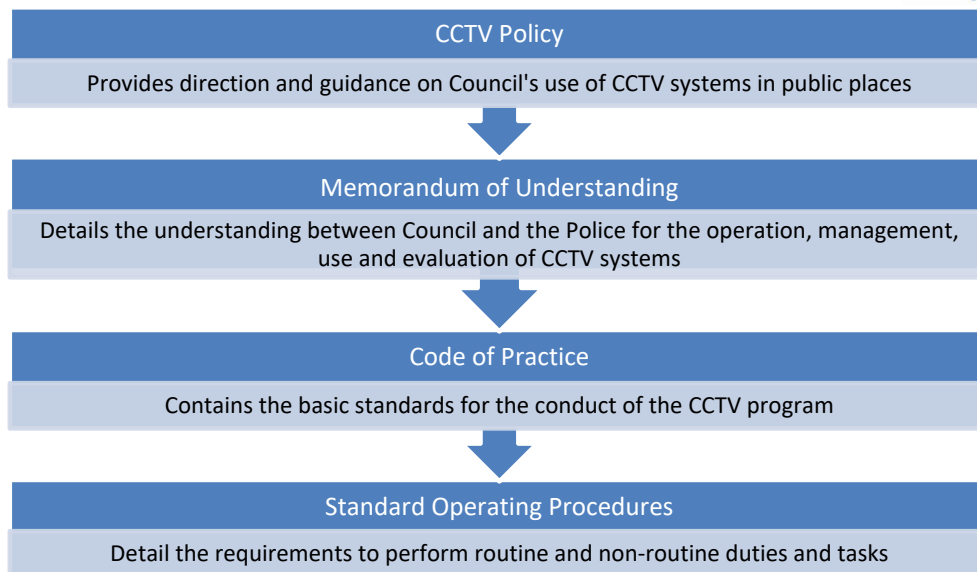
The Council will consult with relevant stakeholders prior to establishing a CCTV system. Victoria Police will be specifically consulted where the purpose of a CCTV system is to manage high crime locations and matters of public order or safety.

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.

7.6. ADVISORY COMMITTEE REPORTS

PURPOSE

This report contains the records of Advisory Committee/Reference Group meetings.

REPORT

1. Airport Reference Group meeting – 12 February 2024 – refer **Attachment 1**.
2. Planning Advisory Committee meeting – 29 February 2024 – refer **Attachment 2**.
3. Economic Development Advisory Committee meeting – 8 March 2024 – refer **Attachment 3**.

ATTACHMENTS

1. Minutes WARG 12 February 2024 [**7.6.1** - 7 pages]
2. Planning Advisory Committee Minutes 28 Feb 2024 [**7.6.2** - 4 pages]
3. Economic Development & Tourism Advisory Committee Minutes - 8 March 2024 [**7.6.3** - 7 pages]

MOVED: CR MAX TAYLOR
SECONDED: CR DEBBIE ARNOTT

That the records of the following meetings be received:-

1. Airport Reference Group meeting – 12 February 2024.
2. Planning Advisory Committee meeting – 29 February 2024.
3. Economic Development Advisory Committee meeting – 8 March 2024.

CARRIED - 6:0

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, Yarpurk 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.

7.7. INFORMAL MEETINGS OF COUNCIL REPORTS

PURPOSE

The purpose of this report is to provide Council with copies of Informal Meetings of Council (previously known as "Assembly of Councillor Records") as previously required under section 80A(2) of the Local Government Act 1989.

BACKGROUND INFORMATION

Section 80A(2) of the Local Government Act 1989 required the record of an Assembly of Councillors to be reported at an ordinary Council meeting.

Assembly of Councillor Records are no longer a requirement in the Local Government Act 2020 as of 24 October 2020. However, under Council's Governance Rules, a summary of the matters discussed at the meeting are required to be tabled at the next convenient Council meeting and recorded in the minutes of that Council meeting.

REPORT

The record of the following Informal Meetings of Council are enclosed:-

Tuesday 12 March 2024 – refer **Attachment 1**.

Monday 19 March 2024 – refer **Attachment 2**.

Monday 25 March 2025 – Refer **Attachment 3**.

ATTACHMENTS

1. Assembly of Councillors Record 12 March 2024 [**7.7.1** - 1 page]
2. Assembly of Councillors Record 18 March 2024 [**7.7.2** - 1 page]
3. Assembly of Councillors Record 25 March 2024 [**7.7.3** - 2 pages]

MOVED: CR VICKI JELLIE

SECONDED: CR RICHARD ZIEGELER

That the record of the Informal Meetings of Council held on 12, 19 and 25 March 2024 be received.

CARRIED - 6:0

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

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

PURPOSE

This report summarises Mayoral and Chief Executive Officer Council activities since the last Ordinary Meeting which particularly relate to key social, economic and environmental issues of direct relevance to the Warrnambool community.

REPORT

Date	Location	Function
2 March 2024	Warrnambool	Mayor – Attended the finish of the Big Ride for a Big Life bike ride from Melbourne to Warrnambool.
5 March 2024	Warrnambool	Mayor – Attended the Student Leaders Congress. Mayor and Deputy Mayor – Attended the South West TAFE Student Graduation & Awards Ceremony.
6 March 2024	Portland	Mayor, Deputy Mayor and Cr Akoch – Attended the offshore wind farm announcement by Minister for Climate Change & Energy, Chris Bowen.
8 March 2024	Warrnambool	Deputy Mayor – Attended the official opening of the Victorian Junior Life Saving Championships.
11 March 2024	Warrnambool	Cr Paspaliaris – Attended the Warrnambool Lawn Tennis Men's & Women's finals presentations.
13 March 2024	Warrnambool	Mayor- Hosted a Civic Reception to recognise International Women's Day.
14 March 2024	Warrnambool	Mayor – Welcomed 17 Japanese students to Warrnambool from Shibuya, Tokyo being hosted by Kings College. Chief Executive Officer – Delivered the Occasional Address at the Deakin University Graduation ceremony.
15 March 2024	Colac	Mayor and Chief Executive Officer – Attended the Great Ocean Road Coast & Parks Authority Local Government forum.
	Warrnambool	Mayor – Attended the official opening of the Warrnambool & District Arts Festival.
16 March 2024	Warrnambool	Mayor – Attended the official opening of the Dragon Boat storage shed on the Hopkins River.
20 March 2024	Warrnambool	Cr Taylor – Attended the South West Sports Awards presentations.
20-21 March 2024	Melbourne	Mayor, Crs. Paspaliaris, Ziegeler, Akoch and senior Council officers met with various State Government Ministers advocating on behalf of Council.
21 March 2024	Port Fairy	Mayor – Attended the Ideas Place Round 2 Pitch night.

22 March 2024	Warrnambool	Mayor – Attended the Warrnambool Racing Club Hall of Fame Induction and May Racing Carnival Launch.
23 March 2024	Warrnambool	Mayor – Attended the opening of the Rotary District 9810 conference. Mayor – Attended the new Hockey pitch opening. Mayor – Attended the unveiling of the grave headstone to Scottish pioneer Neil Campbell at Warrnambool Cemetery.
2 April 2024	Sydney	Mayor and Acting Chief Executive Officer – Met with Minster for Climate Change & Energy, Chris Bowen MP.
5 April 2024	Warrnambool	Mayor – Met with Food & Fibre Great South Coast.
6 April 2024	Warrnambool	Mayor – Attended the Hammonds Paint 150 years in business celebration.

MOVED: CR VICKI JELLIE
SECONDED: CR DEBBIE ARNOTT

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

CARRIED - 6:0

8. NOTICE OF MOTION

No Notices of Motion have been received.

9. GENERAL BUSINESS

Nil.

10. URGENT BUSINESS

Nil.

11. CLOSE OF MEETING

The meeting closed at 6.25pm.

CHAIRMAN