

# MINUTES

SCHEDULED COUNCIL MEETING  
WARRNAMBOOL CITY COUNCIL  
5:45 PM - MONDAY 3 JUNE 2024



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## VENUE:

Reception Room  
Warrnambool Civic Centre  
25 Liebig Street  
Warrnambool

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### 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](http://www.warrnambool.vic.gov.au)

Andrew Mason  
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](http://www.warrnambool.vic.gov.au). We thank you in anticipation of your co-operation in this matter.



**ORDER OF BUSINESS****Page No.**

1. Opening Prayer & Original Custodians Statement .....	4
2. Apologies .....	4
3. Confirmation of Minutes .....	4
4. Declaration By Councillors And Officers Of Any Conflict Of Interest In Any Item On The Agenda ..	5
5. Mayoral Presentation .....	5
6. Public Question Time .....	6
7. Reports .....	6
7.1. Warrnambool City Council 2024-25 Budget .....	6
7.2. Council Plan 2021-2025 (Revised 2024) .....	96
7.3. Election Period Policy 2024 .....	134
7.4. Extension Of Meals On Wheels Contract .....	165
7.5. Information Communications Technology Shared Services Joint Venture Establishment .....	170
7.6. Community And International Relations Advisory Committee - Replacing Community Representatives .....	223
7.7. Lake Pertobe Integrated Water Management Plan .....	229
7.8. Advisory Committee Reports .....	265
7.9. Informal Meetings Of Council Reports .....	279
7.10. Mayoral & Chief Executive Officer Council Activities - Summary Report .....	286
8. Notice of Motion .....	287
9. General Business .....	287
10. Urgent Business .....	287
11. Close of Meeting .....	287

**MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE  
RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON  
MONDAY 3 JUNE 2024 COMMENCING AT 5:45 PM**

- PRESENT:** Cr. Ben Blain, Mayor/Chairman  
Cr. Otha Akoch  
Cr. Debbie Arnott  
Cr. Vicki Jellie AM  
Cr. Angie Paspaliaris  
Cr. Max Taylor  
Cr. Richard Ziegeler
- IN ATTENDANCE:** Mr Andrew Mason, Chief Executive Officer  
Mr Peter Utri, Director Corporate Strategies  
Mr David Leahy, Director City Infrastructure  
Mr Luke Coughlan, 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**

Nil.

**3. CONFIRMATION OF MINUTES**

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**MOVED:** CR VICKI JELLIE  
**SECONDED:** CR MAX TAYLOR

That the Minutes of the Scheduled Meeting of Council held on 6 May 2024, be confirmed.

CARRIED - 7:0

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#### 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

It has been a busy month in Warrnambool over May; it was really exciting to see the Eisteddfod kicking off with speech, drama, music and debating. It's a really big congratulations to the Committee, the volunteers, the conveners of the event and all the different locations that they have, it's actually been really great to see some of our younger citizens really starring in all of these different disciplines.

It was also really great to have the Dairy Awards here and thank you to Deputy Mayor, Cr Jellie for attending, I think it is really important the recognition of a local industry and what it does for not just Warrnambool but the wider south west, so that's been really good.

While Cr Jelly was at the Dairy Awards, I was down at the MAV State Assembly with our two motions that we put up for the airport funding and the Airbnb passed, even though the Airbnb had a bit of an amendment, so we will continue to work towards an outcome from those two motions with the MAV moving forward.

One of the last ones that only happened last week, was the South West Victoria Alliance launch at State Parliament. We actually had over 50 industry leaders as well as Minister Natalie Hutchins, the Leader of the Opposition John Pessuto and Jacinta Ermacora; thank you to all of them for their time and all the work they did in helping to set it up and also for every single one of those industry leaders and all the members of the Alliance for taking the time to bring the south west to Parliament so that we could really advocate and put a face to the issues that we put forward.

I just want to remind everyone that the Solstice Search Party is coming up this month on the 29 June down at Lake Pertobe and I think that we have sold over 1,000 tickets right now so come along and make it a great night, it's actually going to be really really special, there is going to be an effigy and all sorts of other things so get down and check it out, it's going to really good.

## 6. PUBLIC QUESTION TIME

Nil.

## 7. REPORTS

### 7.1. WARRNAMBOOL CITY COUNCIL 2024-25 BUDGET

**DIRECTORATE :** Corporate Strategies

**Purpose:**

*This report presents the proposed 2024-25 Budget to Council for adoption.*

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#### Executive Summary

##### Annual Budget:

- The Warrnambool City Council 2024-25 Budget has been prepared for adoption by Council in line with Section 94 of the Local Government Act.
- Councils' budget must be adopted by Council by the 30th of June each year. The budget has been prepared for the 2024-25 financial year and the following three financial years in line with the act.
- The Warrnambool City Council 2024-25 Budget proposes a 2.75% increase in rates, in line with the rate cap declared for the 2024-25 financial year under the Victorian Government's "Fair Go Rates" system.
- The Warrnambool City Council 2024-25 Budget proposes an allocation of \$17.5m to new Capital Works, and \$1.5m to non-capital projects.
- Council began an initial engagement process that was undertaken to inform the preparation of the budget in November/December 2023, followed by a subsequent period of community engagement with the release of the draft budget in May 2024. Council placed the draft budget on public exhibition on Monday 6 May 2024, calling for public submissions for a period of two weeks. 3 budget submissions were received through this process, and none of the submitters requested to be heard at a hearing of submissions meeting of Council.
- Councillors met to review and consider submissions at an informal meeting on Monday 27 May 2024. The submissions and responses are contained in this report.
- Amendments to the draft exhibited budget were limited to updating of rating and valuation data based on the latest valuation advice from the Valuer-General (no material impact on financials) and some minor typographical amendments.

**MOVED: CR DEBBIE ARNOTT**

**SECONDED: CR VICKI JELLIE**

**That Council:**

1. Adopt the Warrnambool City Council 2024-25 Budget as presented in attachment 1 to this report.
2. Approve the 2024-25 Fees and Charges as set forth in attachment 2 to this report.
3. Note the public submissions report as presented in attachment 3 to this report.
4. Declares the amount of rates and charges to be raised as follows:

Rating Differential	Amount Raised	Cents/\$CIV
General Residential	\$ 25,142,045	0.2651
Farm Land	\$ 475,370	0.1600
Commercial	\$ 5,840,571	0.5705
Industrial	\$ 2,049,460	0.5358
Vacant	\$ 1,605,257	0.4260
Recreational Category 1	\$ 23,933	23,933.00
Recreational Category 2	\$ 49,839	0.2131
<b>Total</b>	<b>\$ 35,186,474</b>	

Charges	Amount Raised	Charge per Property
Municipal Charge	\$ 5,666,928	\$302.75
Waste Charge	\$ 7,435,527	\$417.00
<b>Total</b>	<b>\$ 13,102,455</b>	

5. Declares that rates, rating differentials and charges for 1 July 2024 to 30 June 2025 align with Council's Revenue and Rating Plan and will be applied as outlined in section 4.1 of the budget.
6. Notes that rates and charges must be paid by four instalments made on or before the following dates:
  - a. Instalment 1 – 30 September 2024
  - b. Instalment 2 – 30 November 2024
  - c. Instalment 3 – 28 February 2025
  - d. Instalment 4 – 31 May 2025
7. Requires that any person pays interest on any amounts of rates and charges which:
  - a. That person is liable to pay; and
  - b. Have not been paid by the dates specified for their payment; and
  - c. Are not specifically waived as part of Council's Hardship Provisions.
8. Authorise the Manager Financial Services to levy and recover the rates and charges in accordance with the Local Government Act.

9. That Cultural and recreational Land be levied in accordance with section 4(1)(3) of the Cultural and Recreational Lands Act 1963, the amounts payable in respect of recreational lands under this act shall be in accordance with the attached budget document.

10. That no incentives be offered or declared for early payment of rates or charges.

CARRIED – 7:0

## Background

At the Scheduled Council Meeting held on 7 May 2024, Council resolved to give public notice of the Draft 2024-25 Budget and call for written submissions in accordance with Council's Community Engagement policy. Following the public meeting, a public notice was published on Council's website and in the Warrnambool Standard. The Draft Budget was also posted on Council's "our say" submission portal and copies made available at the Civic Centre Customer Service desk.

The budget allocates resources on an annual basis to support the delivery of the objectives of the Council Plan whilst continuing to provide quality services to all sections of our community. The Local Government Act 2020 and the Regulations prescribe the information and format of the Budget, now commonly referred to as the "Model Budget".

The Model Budget 2024-2025 includes a range of information including:

- Financial Statements,
- Services and initiatives funded in the budget,
- Fees and charges,
- Rating and borrowing details, and
- Financial performance indicators.

The Warrnambool City Council 2024-25 Budget is the last in this term of Council.

## Financial Impact

The 2024-25 Budget describes the allocation of resources required to deliver on the activities and initiatives contained in the Council Plan. Council has elected to implement a 2.75% rate increase in the 2024-25 Budget. This is in line with the rate cap announced by the state government.

## Legislation / Policy / Council Plan Context

The Warrnambool City Council 2023-24 Budget was prepared in line with Section 94 of the Local Government Act. The budget must be adopted by Council by the 30th of June.

## Community Impact / Consultation

Council undertook an extensive community engagement effort in 2021 as part of the development of the four-year Council Plan and 2021-2022 Budget.

In recent months Council has sought the community's involvement in the preparation of the 2024-25 Budget and annual review of the Council Plan. This has included calling for online and written submissions. An initial engagement process was undertaken to inform the preparation of the budget in November/December 2023, followed by a subsequent period of community engagement with the release of the draft budget in May 2024.

Council welcomed feedback from the community about its draft budget and thanks all those that made a submission. Feedback will be provided to all submitters following adoption of the budget.

### Legal Risk / Impact

Section 94 of the Local Government Act 2020 states that:

(2) A Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years by

- a. 30 June each year; or
- b. any other date fixed by the Minister by notice published in the Government Gazette.

(3) A Council must ensure that the budget gives effect to the Council Plan and contains the following:

- a. Financial statements in the form and containing the information required by the regulations;
- b. A general description of the services and initiatives to be funded in the budget;
- c. Major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during each financial year;
- d. For services to be funded in the budget, the prescribed indicators and measures of service performance that are required to be reported against by this Act;
- e. The total amount that the Council intends to raise by rates and charges;
- f. A statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- g. A description of any fixed component of the rates, if applicable;
- h. If the Council proposes to declare a uniform rate, the matters specified in section 160 of the Local Government Act 1989;
- i. If the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the Local Government Act 1989;
- j. Any other information prescribed by the regulations.

Section 96 of the Local Government Act 2020 states that:

- (1). A Council must develop the budget and any revised budget in accordance with
  - a. The financial management principles; and
  - b. Its community engagement policy.

Section 11 (m) Power of Delegation of the Local Government Act 2020 states that:

Subject to section 181H(1)(b) of the Local government Act 1989, the power to declare general rates, municipal charges, service rates and charges and special rates and charges.

Section 158 (1) of the Local Government Act 1989 states that:

A Council must at least once in respect of each financial year declare by 30 June the following for that year—

- (a) the amount which the Council intends to raise by general rates, municipal charges, service rates and service charges;
- (b) whether the general rates will be raised by the application of—
  - i. a uniform rate; or
  - ii. differential rates (if the Council is permitted to raise such rates under section 161(1)); or
  - iii. urban farm rates, farm rates or residential use rates (if the Council is permitted to raise such rates under section 161A).

#### Officers' Declaration of Interest

No conflict of interest has been declared.

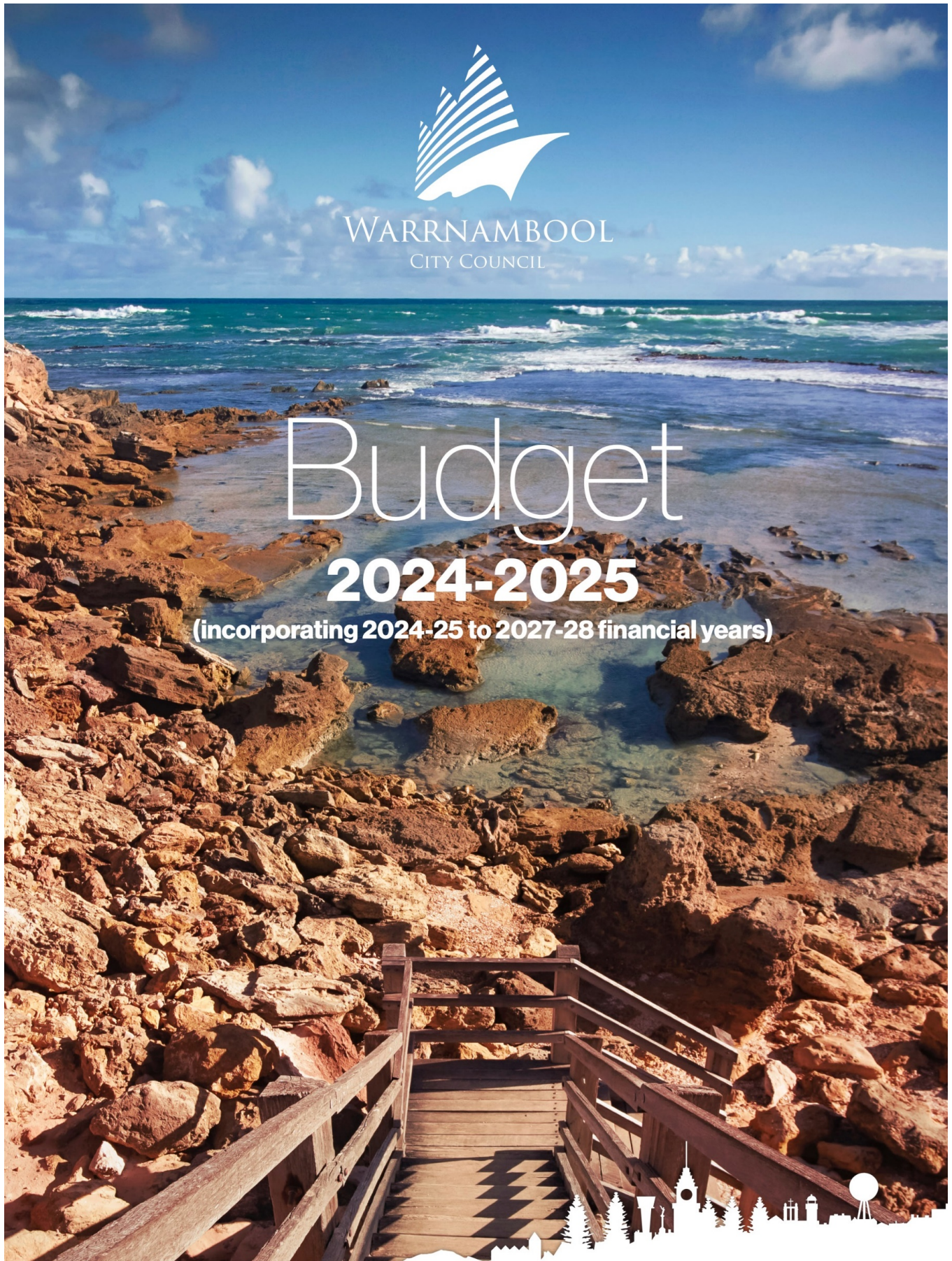
#### Conclusion

The Warrnambool City Council 2024-25 Budget is presented to Council for consideration. It has been prepared in line with the Local Government Act 2020.

#### ATTACHMENTS

1. 2024-25 Final Budget for adoption [7.1.1 - 55 pages]
2. 2024-25 Fees and Charges for adoption [7.1.2 - 25 pages]
3. 2024-25 budget engagement summary [7.1.3 - 5 pages]







Contents

Introduction from the Mayor and Chief Executive Officer	2
Budget reports	
1. Link to the Council Plan	5
2. Services and service performance indicators	7
3. Financial statements	23
4. Notes to the financial statements	31
5. Financial Performance Indicators	52
6. Schedule of fees and charges	55





## Introduction by the Mayor and Chief Executive Officer

We're pleased to present to the Warrnambool community the Draft 2024-2025 Budget.

We believe it strikes a balance between meeting community aspirations in terms of providing projects and services our city needs – and the community's expectations that we deliver value for money and manage our resources wisely. Despite tightening budgets at all levels of government there is still plenty happening on the capital works front. Our proposed \$27.9 million program comprises **\$10.4 million** of existing and ongoing projects and **\$17.5 million** of new project allocations, including:

- \$9 million of new budget allocations to Council's asset renewal program, which sees ongoing renewal of Council's roads, bridges, footpaths, and buildings,
- A \$2.1 million upgrade of the Matron Swinton Childcare Centre, which will increase capacity for the provision of up to 33 additional childcare spaces, and a new community hub multipurpose room suitable for Maternal Child Health consultations,
- \$1.5 million towards the redevelopment of recreation facilities at Walter Oval,
- \$0.7 million to upgrade the flooring at the Val Bertrand Netball Stadium,
- \$0.6 million on Council's CBD Footpaths and Car Parks program,
- \$0.35 million on upgrading irrigation at Friendly Society's Park,
- A detailed business case for the future proposed aquatic facility redevelopment, and
- Year three of the joint "Coastal Connect" information technology shared services alliance, partnering with Corangamite and Moyne Shires.

We'll also continue to deliver important services. Council recently re-committed to providing home support services including aged and disability care and this is reflected in the draft budget.

This is a financially responsible budget. We plan to increase rates by an average of 2.75%, in line with the Victorian Government's rate cap, and 0.20% lower than the 2023-24 rise. This equates to an average of 88 cents per week increase for property owners with homes valued between \$500,000 and \$1 million. For residents with homes valued under \$500,000 the increase will be less than 50 cents a week.

The waste management charge that covers the four-bin kerbside collection service has been cut from \$427 to \$417.

No new borrowings are budgeted for the 2024-25 financial year. Council will hold a responsible loan portfolio of \$6.8m (down from \$8.5m in 2023-2024) and will continue to repay debt. This decrease in our borrowings give us capacity for the needs of our growing city which also services a much larger, regional population.

There are major projects on the horizon which are part of the plan to cater for our city's growing population. Our Aquatic Strategy describes how we can upgrade AquaZone in stages so that it can meet the needs of more people.

Many residents will be aware of the work under way at Brierly Reserve and we will soon be having conversations with north-east Warrnambool residents about a community hub at Brierly and how we could ensure that it provides the services and programs most needed by the community.

Council will need external funding to complete the Brierly Reserve and AquaZone redevelopments and Council will be advocating for funding from the Australian and Victorian governments to bring these projects to completion.

Council's budgeted operating result shows a surplus of \$8.3 million. In simple terms, the surplus is generated to fund capital works and meet council commitments such as loan repayments. In accordance with Australian Accounting Standards, the surplus includes one-off funding tied to the delivery of specific projects, and excludes capital expenditure. It also includes non-cash valuation movements related to community assets. The Income Statement surplus does not represent unallocated cash available to Council. The underlying budget has been created on a balanced cash basis, whereby the amount of cash received by Council is balanced to the amount spent.

The Budget is prepared based on the priorities outlined in the Council Plan 2021-2025 and to the objectives in the long-term community vision, Warrnambool 2040. We recommend that the Budget is read in conjunction with the Council Plan. The vision for the four-year life of the Council Plan is for Warrnambool to be a Thriving City in the Heart of Coast and Country



Cr Ben Blain  
Mayor



Andrew Mason  
Chief Executive Officer



## Budget influences

Cost increases continue to impact Council budgets. These include rising construction and building costs that comprise a large part of Council's budget. The table below shows cost increases relevant to Council over the past financial year:

Increase	Index
13.3%	Electricity Index
7.2%	Non-Residential Building Construction
5.4%	Heavy and Civil Engineering Construction
4.9%	Road and Bridge Construction
Source – Australian Bureau of Statistics	

Council must also absorb significant increases in State Government charges including substantial increases in Workcover premiums, Victorian Electoral Commission costs, and compliance and regulation costs. At the same time we must contend with diminishing grant opportunities.

Council maintains assets worth more than \$800 million and is heavily focused on ensuring these are maintained and renewed. These assets include buildings, roads, recreation and drainage. The 2024-25 budget includes an allocation of \$9 million towards asset renewal.

Council's Waste Management Charge provides the four-bin kerbside collection which is levied on rates notices to property owners. Council is budgeting to reduce the Waste Management Charge in 2024-25 in response to Ministerial guidelines.

Expected Average Residential Rates	2023-24	Increase/ (Decrease)	2024-25	% Increase/ (Decrease)
Average Residential Rates	\$1,499.13	\$41.23	\$1,540.36	2.75%
Municipal Charge	\$294.65	\$8.10	\$302.75	2.75%
Waste Management Fee	\$427.00	(\$10.00)	\$417.00	(2.40%)
Average Residential Rates & Charges	<b>\$2,220.78</b>	<b>\$39.33</b>	<b>\$2,260.11</b>	<b>1.77%</b>

Waste Management Charge	2022-23	2023-24	2024-25
Garbage collection & disposal (including EPA Levies)	\$91.35	\$94.27	\$102.14
Recycling collection & processing	\$66.80	\$73.77	\$84.11
FOGO collection & processing	\$58.14	\$56.01	\$55.64
Glass collection & processing	\$25.39	\$28.26	\$29.29
Street cleaning	\$64.48	\$67.01	\$66.06
Drainage cleaning/rubbish removal/foreshore cleaning	\$51.03	\$54.23	\$53.80
Council overhead	\$55.40	\$53.44	\$25.97
<b>Total</b>	<b>\$412.58</b>	<b>\$427.00</b>	<b>\$417.00</b>

### How we invest each \$100

Construction, roads, paths and drains	22.27
Parks, recreation, libraries and culture	20.45
Aged and family services	19.94
Administration	14.13
Economic development and tourism	8.22
Environmental, waste management and street cleaning	5.82
Engineering and planning	4.38
Regulatory control, public health and safety	3.73
Elected Council and governance	1.07
<b>Total</b>	<b>\$100.00</b>

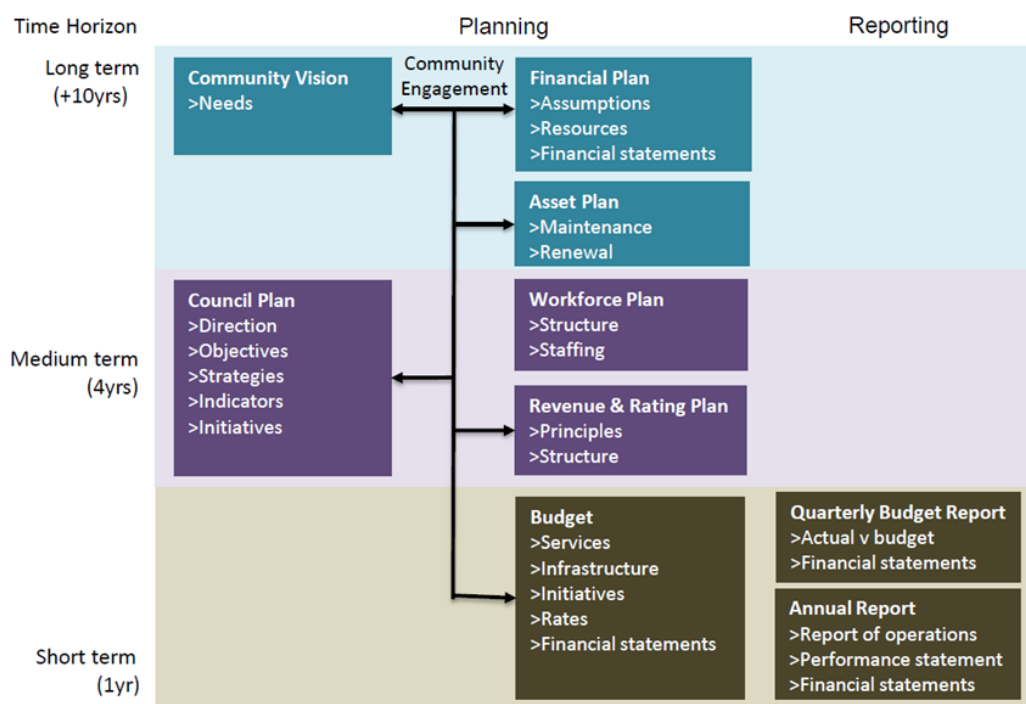


## 1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

### 1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

### 1.1.2 Key planning considerations

#### Service level planning

Although councils have a legal obligation to provide some services—such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore, councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with Council's adopted Community Engagement Policy and Public Transparency Policy.



## 1.2 Our purpose

### Our vision

***A thriving city at the heart of coast and country.***

### Our values

#### **Accountability**

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

#### **Collaboration**

We will foster effective relationships through engagement, communication and cooperation; supporting decisions and outcomes for the benefit of all.

#### **Respectfulness**

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

#### **Progressiveness**

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

#### **Wellbeing**

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

## 1.3 Strategic objectives

Council's strategic objectives were developed with the community in response to the vision and goals described in the long-term community plan, Warrnambool 2040.

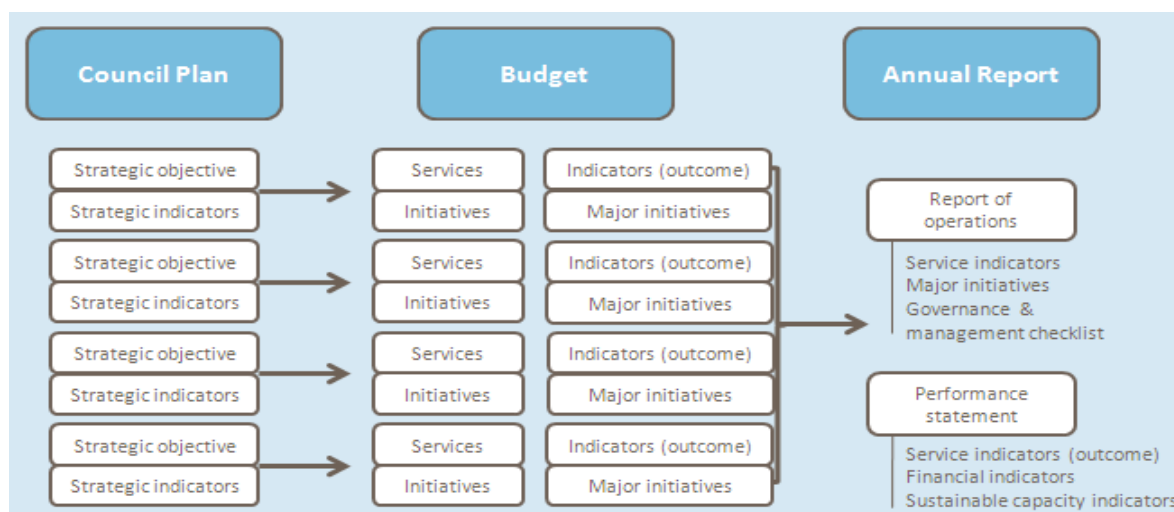
Strategic Objective	Description
A healthy community	<i>To be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.</i>
A sustainable environment	<i>To protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.</i>
A strong economy	<i>Support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.</i>
A connected, inclusive place	<i>Provide quality places that all people value and want to live, work, play and learn in.</i>
An effective Council	<i>To be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and Victoria's south west.</i>

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024-25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by



legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below:



## 2.1 Strategic Objective 1: A Healthy Community

To be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.

Strategies to achieve Strategic Objective 1 (A Healthy Community) are:

- 1.1 Welcoming and inclusive city
- 1.2 Aboriginal communities
- 1.3 Health and wellbeing
- 1.4 Accessible city
- 1.5 Recreation, arts, culture and heritage
- 1.6 Community learning pathways

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Aged Services	This area provides a range of services including meals on wheels, personal care, respite, home maintenance, home care, adult day care and senior citizens programs.	Inc	4,153	4,557	4,050
		Exp	4,351	5,234	4,561
		<b>Surplus / (deficit)</b>	<b>(198)</b>	<b>(677)</b>	<b>(511)</b>
Family Services	This service provides family orientated support services including pre-schools, maternal & child health, child care, counselling & support, youth services, immunisation, family day care.	Inc	8,920	10,119	10,378
		Exp	9,199	10,897	11,216
		<b>Surplus / (deficit)</b>	<b>(279)</b>	<b>(778)</b>	<b>(838)</b>
Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Art and Culture	Provision of high-quality venues where people can see, present and explore the	Inc	2,887	2,535	2,391



	arts, ideas and events provided at the Warrnambool Art Gallery and Light House Theatre.	Exp	3,858	3,582	3,557
		<b>Surplus / (deficit)</b>	<b>(971)</b>	<b>(1,047)</b>	<b>(1,166)</b>
Library Services	Provision of quality library and information services to the community.	Inc	598	699	730
		Exp	1,419	1,824	1,905
		<b>Surplus / (deficit)</b>	<b>(821)</b>	<b>(1,125)</b>	<b>(1,175)</b>
Recreation	Provision of sport, recreation and cultural facilities, service and programs in response to identified community need and to provide information and advice to clubs and organisations involved in these areas.	Inc	192	235	222
		Exp	734	920	818
		<b>Surplus / (deficit)</b>	<b>(542)</b>	<b>(685)</b>	<b>(596)</b>
Leisure Centres	The Arc and Aquazone provide premier indoor community leisure facilities in South West Victoria, providing equitable and affordable access to a wide range of aquatic and fitness activities.	Inc	2,813	2,788	2,887
		Exp	3,657	3,910	4,081
		<b>Surplus / (deficit)</b>	<b>(844)</b>	<b>(1,122)</b>	<b>(1,194)</b>
Health Services	Administration of legislative requirements pertaining to public health, immunisation and food premises. Preparation of the Health & Wellbeing plan and the Reconciliation Action Plan.	Inc	265	258	303
		Exp	699	891	1,056
		<b>Surplus / (deficit)</b>	<b>(434)</b>	<b>(633)</b>	<b>(753)</b>

#### Major initiatives

- 1) Matron Swinton Children's Care Centre Upgrade
- 2) Val Bertrand Stadium Flooring Upgrade

#### Other initiatives

- 3) Aquazone Redevelopment Business Case
- 4) Municipal Health and Wellbeing Plan Action Plans

#### Service performance outcome indicators

Service	Indicator	2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
<b>Aquatic Facilities</b>				
Health inspections of aquatic facilities	[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	0	3.5	4





Utilisation of Aquatic Facilities	(Number of visits to aquatic facilities / Municipal population]	5.63	5.91	6.03
Cost of Aquatic Facilities	[Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	\$2.79	\$2.89	\$3.22
<b>Food Safety</b>				
Food safety Timeliness	Time taken to action food complaints [Number of days between receipt and first response action for all food complaints / Number of food complaints]	3.82	1.4	1.0
Food Safety - service standard	Food safety assessments [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	28.23%	98%	100%
Food safety - service cost	Cost of food safety service [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$391.81	\$ 525.20	\$ 534.69
Food safety - Critical and major non-compliance	[Number of critical noncompliance outcome notifications and major noncompliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	50.00%	97.35%	100.00%
<b>Library</b>				
Library - utilisation	Physical library collection usage [Number of physical library collection item loans / Number of physical library collection items]	3.21	3.46	3.50



Library - resource standard	Recently purchased library collection [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	67.53%	83.70%	81.68%
<hr/>				
Library - participation	Active library borrowers in municipality  [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	17.10%	27.03%	37.92%
<hr/>				
Library - service cost	Cost of library service per population  [Direct cost of the library service / Population]	\$38.20	\$48.54	\$50.12
<hr/>				
<b>Maternal and child health</b>				
<hr/>				
Maternal and child health - service standard	Infant enrolments in the MCH service [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	101.12%	100.00%	100.00%
<hr/>				
Maternal and child health - service cost	Cost of the MCH service [Cost of the MCH service / Hours worked by MCH nurses]	\$83.13	\$83.78	\$83.72
<hr/>				
Maternal and child health - participation	Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	79.42%	369.32%	413.70%
<hr/>				
Maternal and child health - participation	Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	80.75%	80.25%	86.42%



Maternal and child health - satisfaction	Participation in 4-week Key Age and Stage visit [Number of 4-week key age and stage visits / Number of birth notifications received] x100	98.04%	100.00%	100.00%
Recreational facilities	Satisfaction	67	69	71



## 2.2 Strategic Objective 2: A Sustainable Environment

To protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.

Strategies to achieve Strategic Objective 2 (A Sustainable Environment) are:

- 2.1 Natural environment
- 2.2 Water and coastal management
- 2.3 Minimise environmental impact and a changing climate
- 2.4 Water resource management
- 2.5 Waste minimisation
- 2.6 Awareness and celebration

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Environmental Management and Sustainability	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	Inc	21	13	22
		Exp	655	809	819
		<b>Surplus/ (deficit)</b>	<b>(634)</b>	<b>(796)</b>	<b>(797)</b>
Waste Management & Street Cleaning	This service provides kerbside collections and processing of garbage, recycling and Food Organics Green Organics (FOGO) from all households and some commercial properties in Council. It also provides street cleaning, leaf collection and street litter bins throughout Council.	Inc	10	183	65
		Exp	5,005	5,439	5,666
		<b>Surplus/ (deficit)</b>	<b>(4,995)</b>	<b>(5,256)</b>	<b>(5,601)</b>
Parks and Gardens	This service covers a range of areas such as tree pruning, planting, removal, planning and street tree strategies, management of conservation and parkland areas, creeks and other areas of environmental significance. Parks Management provides management and implementation of open space strategies and maintenance programs.	Inc	397	409	421
		Exp	4,786	5,085	5,051
		<b>Surplus/ (deficit)</b>	<b>(4,389)</b>	<b>(4,676)</b>	<b>(4,630)</b>

### Major initiatives

- 1) Continued delivery of environment and sustainability capital program.
- 2) Footpath and bike path renewal.

### Other initiatives

- 3) Beach Access Renewal and Risk Mitigation Program

### Service Performance Outcome Indicators

Service	Indicator		2022-23 Actual	2023-24 Forecast	2024-25 Budget
Appearance of public areas	Satisfaction		73	73	73
Environmental sustainability	Performance		61	70	70



Waste collection	Satisfaction	70	70	70
Waste collection	Satisfaction - [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x 1000	38.43	36.00	35.57
Waste collection	Service Standard - [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x 10,000	0.67	0.55	0.47
Waste collection	Service cost - bin collection service [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$82.28	\$90.57	\$91.53
Waste collection	Waste diversion - [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$46.48	\$40.47	\$36.65
Waste collection	Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill	67.24%	65.79%	66.69%

### 2.3 Strategic Objective 3: A Strong Economy

Support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.



Strategies to achieve Strategic Objective 3 (A Strong Economy) are:

- 3.1 Build on competitive strengths
- 3.2 Emerging industries
- 3.3 Visitor growth
- 3.4 Workforce capability
- 3.5 Digital capability

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Statutory Building Services	This service provides statutory building services to the Council community including processing of building permits.	Inc	162	121	144
		Exp	250	304	326
		<b>Surplus/ (deficit)</b>	<b>(88)</b>	<b>(183)</b>	<b>(182)</b>
City Strategy & Development	This service prepares and processes amendments to the Council Planning Scheme. This service processes statutory planning applications, provides advice and makes decisions about development proposals which require a planning permit, as well as representing Council at the Victorian Civil and Administrative Tribunal where necessary. It monitors the Council's Planning Scheme, prepares major policy documents and processes amendments to the Council Planning Scheme.	Inc	401	377	449
		Exp	1,457	1,757	1,864
		<b>Surplus/ (deficit)</b>	<b>(1,056)</b>	<b>(1,380)</b>	<b>(1,415)</b>
Livestock Exchange	The South West Victoria Livestock Exchange ceased operating during 2023-24. Ongoing costs relate to site maintenance only.	Inc	522	88	-
		Exp	1,021	185	30
		<b>Surplus/ (deficit)</b>	<b>(499)</b>	<b>(97)</b>	<b>(30)</b>
Holiday Parks	Provides affordable holiday accommodation that is modern, clean and well maintained in a family orientation atmosphere.	Inc	3,549	3,935	3,977
		Exp	2,178	2,199	2,276
		<b>Surplus/ (deficit)</b>	<b>1,371</b>	<b>1,736</b>	<b>1,701</b>
Flagstaff Hill Maritime Village and Visitor Information Centre	A City and Regional tourism hub open 364 days of the year that includes a Visitor Information Centre and Flagstaff Hill Maritime Village, which tells the maritime history of the region during the day and a 'Shipwrecked' Sound and Light Laser show in the evening.	Inc	1,493	1,236	1,382
		Exp	2,174	2,498	2,423
		<b>Surplus/ (deficit)</b>	<b>(681)</b>	<b>(1,262)</b>	<b>(1,041)</b>
Economic Development	Includes the industry and business -support, research and statistical analysis and project development which underpin economic development.	Inc	5	-	3
		Exp	741	843	867
		<b>Surplus/ (deficit)</b>	<b>(736)</b>	<b>(843)</b>	<b>(864)</b>
Warrnambool Airport	This service provides a regional Airport that meets the needs of users and operates as a viable commercial enterprise to the benefit of the region.	Inc	205	226	241
		Exp	285	413	364
			<b>(80)</b>	<b>(187)</b>	<b>(123)</b>



Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
		<b>Surplus/ (deficit)</b>			
Port of Warrnambool	Council manages the City's port facility on behalf of the State Government.	Inc	102	103	103
		Exp	103	103	103
		<b>Surplus/ (deficit)</b>	<b>(1)</b>	<b>0</b>	<b>0</b>
Festivals and Events Group	Delivers a range of promotions, festivals and events along with attracting events to the city to deliver economic benefits.	Inc	2	14	4
		Exp	937	1,152	1,194
		<b>Surplus / (deficit)</b>	<b>(935)</b>	<b>(1,138)</b>	<b>(1,190)</b>

#### Major initiatives

- 1) CBD Footpath and Car parking upgrades

#### Other initiatives

- 2) Warrnambool Futures Blueprint
- 3) Warrnambool Events Strategy.

#### Service Performance Outcome Indicators

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Tourism development	Satisfaction	70	70	70
Population growth	Satisfaction - measure of community perception	57	57	57
Statutory planning	Timeliness - Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]	83	69	65



Statutory planning	Service standard - Planning applications decided within required time frames [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	66.97%	85%	85%
Statutory planning	Service cost - Cost of statutory planning service [Direct cost of the statutory planning service / Number of planning applications received]	\$3,130.56	\$3,514.50	\$3,549.65
Statutory planning	Decision making -Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	80%	75%	75%

## 2.4 Strategic Objective 4: A Connected, Inclusive Place

Provide quality places that all people value and want to live, work, play and learn in.

Strategies to achieve Strategic Objective 4 (A Connected, Inclusive Place) are:

- 4.1 Effective planning
- 4.2 Connected community
- 4.3 Stronger neighbourhoods
- 4.4 Sustainable practices

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided	2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Asset Maintenance	This service prepares long term maintenance management programs for Inc	613	631	667





	Council's property assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These include buildings, pavilions, roads, footpaths and tracks and drainage.	Exp	2,528	3,050	3,096
		<b>Surplus/ (deficit)</b>	<b>(1,915)</b>	<b>(2,419)</b>	<b>(2,429)</b>
Infrastructure Services	This service prepares and conducts capital works and maintenance planning for Council's main civil infrastructure assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These include roads, laneways, car parks, foot/bike paths, drains and bridges.	Inc	4,249	4,928	4,907
		Exp	7,534	8,845	9,349
		<b>Surplus/ (deficit)</b>	<b>(3,285)</b>	<b>(3,917)</b>	<b>(4,442)</b>
Regulatory Services	Local laws enforcement including parking fees and fines, public safety, animal management and traffic control.	Inc	3,432	3,580	3,539
		Exp	2,352	2,589	2,627
		<b>Surplus/ (deficit)</b>	<b>1,080</b>	<b>991</b>	<b>912</b>

#### Major initiatives

- 1) Asset Renewal Programs
- 2) Wollaston Road Duplication (Stage 1)

#### Other initiatives

- 3) West Warrnambool Neighbourhood House
- 4) Warrnambool Airport Upgrades

#### Service Performance Outcome Indicators

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Roads	Satisfaction of use - Sealed local road requests [Number of sealed local road requests / Kilometres of sealed local roads ] x100	60	60	60
Roads	Condition - Sealed local roads maintained to condition standards [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	93.56%	93.56%	93.56%
Roads	Service cost - Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$142.71	\$142.71	\$142.71



Roads	Service cost - Cost of sealed local road resealing [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$6.52	\$6.52	\$6.52
Roads	Satisfaction - Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	50	50	50
Appearance of public areas	Performance	73	73	73
Animal management	Timeliness - Time taken to action animal management requests [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1	1	1
Animal management	Service standard Animals reclaimed [Number of animals reclaimed / Number of animals collected] x100	19.18%	19.18%	19.18%
Animal management	Animals rehomed [Number of animals rehomed / Number of animals collected] x100	67.53%	67.53%	67.53%
Animal management	Cost of animal management service per population [Direct cost of the animal management service / Population]	\$17.59	\$20.45	\$19.04
Animal management	Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x100	0% (Nil)	0% (Nil)	0% (Nil)



## 2.5 Strategic Objective 5: An Effective Council

To be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and Victoria's south west.

Strategies to achieve Strategic Objective 5 (An Effective Council) are:

- 5.1 Leadership and governance
- 5.2 Engaged and informed communities
- 5.3 Customer focused services
- 5.4 High performance culture
- 5.5 Organisational and financial sustainability
- 5.6 Risk mitigation
- 5.7 Effective advocacy
- 5.8 Regional role and relationships

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Governance & Elected Council	Elected Council governs our City in partnership with and on behalf of our community, and encourages and facilitates participation of all people in civic life. Also includes contributions made to community groups and organisations.	Inc	3	-	-
		Exp	586	788	1,187
		<b>Surplus/ (deficit)</b>	<b>(583)</b>	<b>(788)</b>	<b>(1,187)</b>
Executive Services	Manages and facilitates the Council governance service, implementation of Council decisions and policies and compliance with the legislative requirements.	Inc	-	-	-
		Exp	572	564	538
		<b>Surplus/ (deficit)</b>	<b>(572)</b>	<b>(564)</b>	<b>(538)</b>
Communications & Customer Service	Provides a customer interface for various service units and a wide range of transactions. Includes media and marketing.	Inc	-	-	-
		Exp	1,149	1,219	1,199
		<b>Surplus/ (deficit)</b>	<b>(1,149)</b>	<b>(1,219)</b>	<b>(1,199)</b>
Volunteer Services	Volunteer Connect provides support and guidance to organisations and community groups that involve volunteers in their work, and provides a volunteer matching service to bring together volunteer roles, and volunteers to fill them.	Inc	-	-	-
		Exp	131	158	141
		<b>Surplus/ (deficit)</b>	<b>(131)</b>	<b>(158)</b>	<b>(141)</b>
Information Services	Enables Council staff to have access to the information they require to efficiently perform their functions. Includes software support, licensing and lease commitments.	Inc	1	-	-
		Exp	2,622	2,738	3,132
		<b>Surplus/ (deficit)</b>	<b>(2,621)</b>	<b>(2,738)</b>	<b>(3,132)</b>



Organisation Development & Risk Management	This service promotes and implements positive HR strategies to assist staff reach their full potential and, at the same time are highly productive in delivering Council's services to the community. Includes recruitment, staff inductions, training, implementation of the Corporate Risk Management Framework and managing Council's insurance portfolio.	Inc	14	8	-
		Exp	1,803	1,789	1,880
		<b>Surplus/ (deficit)</b>	<b>(1,789)</b>	<b>(1,781)</b>	<b>(1,880)</b>
Corporate & Financial Services	Provides corporate support to Council and all divisions/branches in meeting organisational goals and objectives and includes banking and treasury functions, loan interest, audit, grants commission, legal, procurement, overhead costs including utilities and unallocated grants commission funding.	Inc	8,256	7,163	7,825
		Exp	3,671	4,294	4,520
		<b>Surplus/ (deficit)</b>	<b>4,585</b>	<b>2,869</b>	<b>3,305</b>
Depreciation	Depreciation is the allocation of expenditure write down on all of Council's assets over their useful lives.	Inc	-	-	-
		Exp	13,375	13,097	13,425
		<b>Surplus/ (deficit)</b>	<b>(13,375)</b>	<b>(13,097)</b>	<b>(13,425)</b>

**Major initiatives**

- 1) Coastal Connect (Regional Council Transformation Program) with Moyne and Corangamite Shires
- 2) Introduce changes through the Gender Equality Action Plan.

**Other initiatives**

- 3) Advocacy by Council on issues outlined in the Advocacy Plan.
- 4) Cyber Security and digital connectivity programs

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Governance	Transparency - Council decisions made at meetings closed to the public [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100	4.03%	4.03%	4.03%
Governance	Consultation and engagement - Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	46	50	50
Governance	Attendance - Councillor attendance at council meetings [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100	95.92%	100.00%	100.00%



Governance	Service cost - Cost of elected representation [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$57,041.14	\$66,058.14	\$60,908.57
Governance	Satisfaction - Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	44	50	50
Financial performance	Revenue level - Average rate per property assessment [General rates and Municipal charges / Number of property assessments]	\$2,036.72	\$2,110.15	\$2,176.59
Financial performance	Expenditure level - Expenses per property assessment [Total expenses / Number of property assessments]	\$4,724.40	\$5,010.18	\$4,799.00
Financial performance	Workforce turnover - Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	12.40%	12.40%	12.40%
Financial performance	Working capital - Current assets compared to current liabilities [Current assets / Current liabilities] x100	240.34%	287.21%	227.88%
Financial performance	Unrestricted cash - Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	-38.81%	26.99%	17.35%
Financial performance	Asset renewal - Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	114.67%	139.83%	183.54%
Financial performance	Loans and borrowings - Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	22.93%	21.85%	16.77%
Financial performance	Loans and borrowings - repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.66%	4.66%	4.12%
Financial performance	Indebtedness - Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	14.73%	11.71%	7.03%
Financial performance	Adjusted underlying result - Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	4.05%	0.59%	4.60%



Financial performance	Rates concentration - Rates compared to adjusted underlying revenue	49.54%	50.79%	51.81%
Financial performance	Rates effort - Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.42%	0.41%	0.42%

## 2.3 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Income / Revenue
	\$'000	\$'000	\$'000
Strategic Objective 1 - A Healthy Community	(6,233)	27,194	20,961
Strategic Objective 2 - A Sustainable Environment	(11,028)	11,536	508
Strategic Objective 3 - A Strong Economy	(3,144)	9,447	6,303
Strategic Objective 4 - A Connected, Inclusive Place	(5,959)	15,072	9,113
Strategic Objective 5 - An Effective Council	(4,772)	12,597	7,825
<b>Total</b>	<b>(31,136)</b>	<b>75,846</b>	<b>44,710</b>

### **Expenses added in:**

Depreciation	13,425
Operational project costs	1,898
Expensed capital	2,040
Net loss on disposal	463
Other	295

### **Surplus/(Deficit) before funding sources**

**(49,257)**

### **Funding sources added in:**

Rates and charges revenue	48,577
Operational project grants	344
Capital grants	3,250
Contributions - monetary	435
Contributions - non-monetary	5,000

### **Total funding sources**

**57,606**

### **Operating surplus/(deficit) for the year**

**8,349**



### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024-25 has been supplemented with projections to 2027-28.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

#### Comprehensive Income Statement

For the four years ending June 30, 2028

		Forecast Actual	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income / Revenue</b>						
Rates and charges	4.1.1	47,260	48,597	50,483	52,249	54,078
Statutory fees and fines	4.1.2	2,251	2,401	2,461	2,522	2,585
User fees	4.1.3	19,300	19,456	21,155	21,684	22,226
Grants - operating	4.1.4	17,242	16,179	15,371	15,755	16,149
Grants - capital	4.1.4	6,938	3,250	6,260	16,155	12,400
Contributions - monetary	4.1.5	5,980	1,165	1,194	1,224	1,255
Contributions - non-monetary	4.1.5	6,500	5,000	5,000	5,000	5,000
Interest	4.1.6	1,373	1,800	1,845	1,891	1,938
Other income	4.1.6	365	319	327	335	344
<b>Total income / revenue</b>		<b>107,209</b>	<b>98,167</b>	<b>104,096</b>	<b>116,815</b>	<b>115,975</b>
<b>Expenses</b>						
Employee costs	4.1.7	41,891	43,905	45,665	47,495	49,399
Materials and services	4.1.8	36,100	30,862	29,746	30,702	31,691
Bad and doubtful debts		147	150	154	158	162
Depreciation	4.1.9	13,097	13,425	13,761	14,105	14,457
Depreciation - right of use assets	4.1.10	250	265	265	265	265
Lease costs		45	46	47	48	49
Finance costs		224	179	141	111	83
Other expenses	4.1.11	483	523	536	549	563
Net loss on disposal of property, infrastructure, plant and equipment		(11)	463	418	305	206
<b>Total expenses</b>		<b>92,226</b>	<b>89,818</b>	<b>90,733</b>	<b>93,737</b>	<b>96,876</b>
<b>Surplus/(deficit) for the year</b>		<b>14,983</b>	<b>8,349</b>	<b>13,363</b>	<b>23,078</b>	<b>19,099</b>
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to surplus or deficit in future periods</b>						
Net asset revaluation gain /(loss)		12,469	12,316	16,369	13,070	14,784
<b>Total other comprehensive income</b>		<b>12,469</b>	<b>12,316</b>	<b>16,369</b>	<b>13,070</b>	<b>14,784</b>
<b>Total comprehensive result</b>		<b>27,452</b>	<b>20,665</b>	<b>29,732</b>	<b>36,148</b>	<b>33,883</b>



## Balance Sheet

For the four years ending June 30, 2028

		Forecast Actual 2023-24 \$'000	Budget 2024-25 \$'000	Projections 2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
	NOTES					
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		7,339	5,492	5,844	4,420	4,861
Trade and other receivables		3,180	2,501	2,347	2,341	2,412
Other financial assets		42,457	32,457	30,457	28,457	26,457
Inventories		190	228	198	199	205
Prepayments		987	997	1,007	1,017	1,027
Other assets		2,172	2,011	1,802	1,840	1,886
<b>Total current assets</b>	4.2.1	56,325	43,686	41,654	38,275	36,848
<b>Non-current assets</b>						
Other financial assets		2	2	2	2	2
Property, infrastructure, plant & equipment		844,714	883,619	913,091	952,143	989,586
Right-of-use assets	4.2.4	727	430	165	1,763	1,146
<b>Total non-current assets</b>	4.2.1	845,443	884,051	913,258	953,908	990,734
<b>Total assets</b>		901,768	927,737	954,912	992,182	1,027,582
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		4,571	4,617	4,663	4,710	4,757
Trust funds and deposits		2,046	2,066	2,026	2,038	2,051
Unearned Income/revenue		3,857	3,264	2,201	2,718	2,745
Provisions		7,084	7,295	7,474	7,657	7,848
Interest-bearing liabilities	4.2.3	1,771	1,679	1,492	1,125	1,160
Lease liabilities	4.2.4	282	202	209	185	191
<b>Total current liabilities</b>	4.2.2	19,611	19,123	18,065	18,433	18,752
<b>Non-current liabilities</b>						
Provisions		974	1,062	1,076	1,090	1,101
Interest-bearing liabilities	4.2.3	6,741	5,154	3,849	3,091	4,895
Lease liabilities	4.2.4	545	474	266	1,764	1,147
<b>Total non-current liabilities</b>	4.2.2	8,260	6,690	5,191	5,945	7,143
<b>Total liabilities</b>		27,871	25,813	23,256	24,378	25,894
<b>Net assets</b>		873,897	901,924	931,656	967,805	1,001,688
<b>Equity</b>						
Accumulated surplus		288,436	289,566	295,710	318,169	336,650
Reserves		567,963	580,279	596,648	609,718	624,502
Other reserves		24,860	32,079	39,298	39,917	40,536
<b>Total equity</b>		881,259	901,924	931,657	967,804	1,001,688





**Statement of changes in equity**  
For the four years ending June 30, 2028

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'000
<b>2024 Forecast Actual</b>					
Balance at beginning of the financial year		853,807	274,746	555,494	23,567
Surplus/(deficit) for the year		14,983	14,983	-	-
Net asset revaluation gain/(loss)		12,469	-	12,469	-
Transfers to other reserves		-	(17,757)	-	17,757
Transfers from other reserves		-	16,464	-	(16,464)
<b>Balance at end of the financial year</b>		<b>881,259</b>	<b>288,436</b>	<b>567,963</b>	<b>24,860</b>
<b>2025 Budget</b>					
Balance at beginning of the financial year		881,259	288,436	567,963	24,860
Surplus/(deficit) for the year		8,349	8,349	-	-
Net asset revaluation gain/(loss)		12,316	-	12,316	-
Transfers to other reserves	4.3.1	-	(17,385)	-	17,385
Transfers from other reserves	4.3.1	-	10,166	-	(10,166)
<b>Balance at end of the financial year</b>	4.3.2	<b>901,924</b>	<b>289,566</b>	<b>580,279</b>	<b>32,079</b>
<b>2026</b>					
Balance at beginning of the financial year		901,924	289,566	580,279	32,079
Surplus/(deficit) for the year		13,363	13,363	-	-
Net asset revaluation gain/(loss)		16,369	-	16,369	-
Transfers to other reserves		-	(17,385)	-	17,385
Transfers from other reserves		-	10,166	-	(10,166)
<b>Balance at end of the financial year</b>		<b>931,657</b>	<b>295,710</b>	<b>596,648</b>	<b>39,298</b>
<b>2027</b>					
Balance at beginning of the financial year		931,657	295,710	596,648	39,298
Surplus/(deficit) for the year		23,078	23,078	-	-
Net asset revaluation gain/(loss)		13,070	-	13,070	-
Transfers to other reserves		-	(17,385)	-	17,385
Transfers from other reserves		-	16,766	-	(16,766)
<b>Balance at end of the financial year</b>		<b>967,804</b>	<b>318,169</b>	<b>609,718</b>	<b>39,917</b>
<b>2028</b>					
Balance at beginning of the financial year		967,804	318,169	609,718	39,917
Surplus/(deficit) for the year		19,099	19,099	-	-
Net asset revaluation gain/(loss)		14,784	-	14,784	-
Transfers to other reserves		-	(17,385)	-	17,385
Transfers from other reserves		-	16,766	-	(16,766)
<b>Balance at end of the financial year</b>		<b>1,001,688</b>	<b>336,650</b>	<b>624,502</b>	<b>40,536</b>



## Statement of cash flows

For the four years ending June 30, 2028

Notes	Forecast	Budget	Projections		
	Actual 2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
	Inflow s (Outflow s)	Inflows (Outflows)	Inflow s (Outflow s)	Inflow s (Outflow s)	Inflow s (Outflow s)
<b>Cash flows from operating activities</b>					
Rates and charges	47,260	<b>48,597</b>	50,483	52,249	54,078
Statutory fees and fines	2,251	<b>2,401</b>	2,461	2,522	2,585
User fees	19,300	<b>19,456</b>	21,155	21,684	22,226
Grants - operating	17,242	<b>16,179</b>	15,371	15,755	16,149
Grants - capital	6,938	<b>3,250</b>	6,260	16,155	12,400
Contributions - monetary	5,980	<b>1,165</b>	1,194	1,224	1,255
Interest received	1,373	<b>1,800</b>	1,845	1,891	1,938
Trust funds and deposits taken	1,195	<b>1,215</b>	1,175	1,187	1,200
Other receipts	365	<b>319</b>	327	335	344
Employee costs	(41,891)	<b>(43,905)</b>	(45,665)	(47,495)	(49,399)
Materials and services	(36,100)	<b>(30,862)</b>	(29,746)	(30,702)	(31,691)
Trust funds and deposits repaid	(1,175)	<b>(1,195)</b>	(1,215)	(1,175)	(1,187)
Other payments	(483)	<b>(523)</b>	(536)	(549)	(563)
<b>Net cash provided by/(used in) operating activities</b> 4.4.1	<b>22,255</b>	<b>17,897</b>	<b>23,109</b>	<b>33,081</b>	<b>29,335</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(18,782)	<b>(27,900)</b>	(23,450)	(35,603)	(32,993)
Proceeds from sale of property, infrastructure, plant and equipment	355	<b>364</b>	373	382	392
Payments for investments	(42,000)	<b>(30,000)</b>	(30,000)	(25,000)	(25,000)
Proceeds from sale of investments	39,500	<b>40,000</b>	32,000	27,000	27,000
<b>Net cash provided by/ (used in) investing activities</b> 4.4.2	<b>(20,927)</b>	<b>(17,536)</b>	<b>(21,077)</b>	<b>(33,221)</b>	<b>(30,601)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(224)	<b>(179)</b>	(141)	(111)	(83)
Proceeds from borrow ings	-	-	-	-	3,000
Repayment of borrow ings	(1,819)	<b>(1,679)</b>	(1,492)	(1,125)	(1,161)
Interest paid - lease liability	(45)	<b>(46)</b>	(47)	(48)	(49)
<b>Net cash provided by/(used in) financing activities</b> 4.4.3	<b>(2,088)</b>	<b>(1,904)</b>	<b>(1,680)</b>	<b>(1,284)</b>	<b>1,707</b>
Net increase/(decrease) in cash & cash equivalents	(760)	<b>(1,543)</b>	352	(1,423)	441
Cash and cash equivalents at the beginning of the financial year	7,795	<b>7,035</b>	<b>5,492</b>	<b>5,844</b>	<b>4,420</b>
<b>Cash and cash equivalents at the end of the financial year</b>	<b>7,035</b>	<b>5,492</b>	<b>5,844</b>	<b>4,420</b>	<b>4,861</b>



## Statement of capital works

For the four years ending June 30, 2028

	NOTES	Forecast Actual	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
Land		70	-	-	-	-
<b>Total land</b>		70	-	-	-	-
Buildings		1,630	8,681	3,717	9,606	6,323
<b>Total buildings</b>		1,630	8,681	3,717	9,606	6,323
<b>Total property</b>		1,700	8,681	3,717	9,606	6,323
<b>Plant and equipment</b>						
Plant, machinery and equipment		2,188	1,453	1,185	1,183	1,213
Computers and telecommunications		2,321	2,616	292	299	307
Cultural collections (Library books & Art)		100	677	325	302	309
<b>Total plant and equipment</b>		4,609	4,746	1,802	1,784	1,829
<b>Infrastructure</b>						
Roads		3,832	4,733	4,613	3,704	3,526
Bridges		424	481	4,088	295	303
Footpaths and cycleways		2,002	2,280	2,064	4,095	2,136
Drainage		1,408	627	630	633	136
Recreational, leisure and community facilities		3,457	3,713	4,880	16,482	15,159
Parks, open space and streetscapes		649	545	615	630	646
Aerodromes		43	195	296	297	298
Other infrastructure		658	1,900	745	1,077	2,637
<b>Total infrastructure</b>		12,473	14,473	17,931	27,213	24,841
<b>Total capital works expenditure</b>	4.5.1	18,782	27,900	23,450	38,603	32,993
<b>Represented by:</b>						
New asset expenditure		469	3,260	1,727	5,014	3,536
Asset renewal expenditure		8,751	9,869	9,189	9,230	8,675
Asset upgrade expenditure		9,562	14,772	12,534	24,359	20,782
<b>Total capital works expenditure</b>	4.5.1	18,782	27,900	23,450	38,603	32,993
<b>Funding sources represented by:</b>						
Grants		930	3,250	6,260	16,155	12,400
Contributions		197	100	742	819	672
Council cash		17,656	24,550	16,448	18,629	16,921
Borrowings		-	-	-	-	3,000
<b>Total capital works expenditure</b>	4.5.1	18,782	27,900	23,450	35,603	32,993



## Statement of human resources

For the four years ending June 30, 2028

	Forecast	Budget	Projections		
	Actual				
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	41,891	<b>43,905</b>	45,665	47,495	49,399
Employee costs - capital	987	<b>1,102</b>	1,130	1,158	1,187
<b>Total staff expenditure</b>	<b>42,878</b>	<b>45,007</b>	<b>46,795</b>	<b>48,653</b>	<b>50,586</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	438.9	<b>432.9</b>	432.9	432.9	432.9
<b>Total staff numbers</b>	<b>438.9</b>	<b>432.9</b>	<b>432.9</b>	<b>432.9</b>	<b>432.9</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below.

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2024-25	Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Corporate Strategies	<b>7,462</b>	5,323	2,067	72	-
City Infrastructure	<b>11,877</b>	10,457	1,231	189	-
Community Development	<b>18,395</b>	8,030	7,527	2,838	-
City Growth	<b>6,171</b>	3,990	1,308	873	-
Total permanent staff expenditure	<b>39,933</b>	27,800	12,133	3,972	-
Other employee related expenditure	<b>3,972</b>				
Capitalised labour costs	<b>1,102</b>				
<b>Total expenditure</b>	<b>45,007</b>				

A summary of the number of full-time (FTE) Council staff in relation to the above expenditure is included below.

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2024-25	Full Time	Part time		
Corporate Strategies	<b>71.7</b>	49.3	21.7	0.7	-
City Infrastructure	<b>112.7</b>	96.4	14.7	1.6	-
Community Development	<b>192.5</b>	78.0	85.0	29.5	-
City Growth	<b>56.0</b>	32.9	14.5	8.6	-
<b>Total staff</b>	<b>432.9</b>	256.6	135.9	40.4	-



## Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2028

Human Resources expenditure by Directorate:

	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
<b>Corporate Strategies</b>				
Permanent - Full time	5,323	6,146	6,300	6,458
Women	1,421	1,641	1,682	1,724
Men	3,902	4,505	4,618	4,733
Persons of self-described gender	0	0	0	0
Permanent - Part time	2,067	2,387	2,446	2,508
Women	1,902	2,196	2,251	2,307
Men	165	191	196	201
Persons of self-described gender	0	0	0	0
<b>Total Corporate Strategies</b>	<b>7,390</b>	<b>8,533</b>	<b>8,746</b>	<b>8,965</b>
<b>City Infrastructure</b>				
Permanent - Full time	10,457	10,718	10,986	11,261
Women	1,694	1,736	1,780	1,824
Men	8,763	8,982	9,207	9,437
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,231	1,262	1,293	1,326
Women	698	715	733	752
Men	533	546	560	574
Persons of self-described gender	0	0	0	0
<b>Total City Infrastructure</b>	<b>11,688</b>	<b>11,980</b>	<b>12,280</b>	<b>12,587</b>
<b>Community Development</b>				
Permanent - Full time	8,030	8,231	8,437	8,647
Women	6,279	6,436	6,597	6,762
Men	1,751	1,794	1,839	1,885
Persons of self-described gender	0	0	0	0
Permanent - Part time	7,527	7,715	7,908	8,106
Women	7,083	7,260	7,441	7,628
Men	444	455	467	478
Persons of self-described gender	0	0	0	0
<b>Total Community Development</b>	<b>15,557</b>	<b>15,946</b>	<b>16,345</b>	<b>16,753</b>
<b>City Growth</b>				
Permanent - Full time	3,990	4,090	4,192	4,297
Women	1,596	1,636	1,677	1,719
Men	2,394	2,454	2,515	2,578
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,308	1,341	1,374	1,409
Women	887	909	932	955
Men	421	432	442	454
Persons of self-described gender	0	0	0	0
<b>Total City Growth</b>	<b>5,298</b>	<b>5,430</b>	<b>5,566</b>	<b>5,705</b>
<b>Casuals, temporary and other expenditure</b>	<b>3,972</b>	<b>3,775</b>	<b>4,558</b>	<b>5,389</b>
<b>Capitalised labour costs</b>	<b>1,102</b>	<b>1,130</b>	<b>1,158</b>	<b>1,187</b>
<b>Total staff expenditure</b>	<b>45,007</b>	<b>46,795</b>	<b>48,653</b>	<b>50,586</b>



**Human Resources allocated by Directorate:**

	2024-25 FTE	2025-26 FTE	2026-27 FTE	2027-28 FTE
<b>Corporate Strategies</b>				
Permanent - Full time	47.9	48	48	48
Women	12.8	12.8	12.8	12.8
Men	35.1	35.1	35.1	35.1
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	21.7	21.7	21.7	21.7
Women	20.0	20.0	20.0	20.0
Men	1.7	1.7	1.7	1.7
Persons of self-described gender	0.5	0.5	0.5	0.5
<b>Total Corporate Strategies</b>	<b>69.6</b>	<b>69.6</b>	<b>69.6</b>	<b>69.6</b>
<b>City Infrastructure</b>				
Permanent - Full time	89.3	89.3	89.3	89.3
Women	14.5	14.5	14.5	14.5
Men	18.2	18.2	18.2	18.2
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	14.7	14.7	14.7	14.7
Women	8.3	8.3	8.3	8.3
Men	6.4	6.4	6.4	6.4
Persons of self-described gender	0.0	0.0	0.0	0.0
<b>Total City Infrastructure</b>	<b>104.0</b>	<b>104.0</b>	<b>104.0</b>	<b>104.0</b>
<b>Community Development</b>				
Permanent - Full time	78.0	78.0	78.0	78.0
Women	61.0	61.0	61.0	61.0
Men	17.0	17.0	17.0	17.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	85.0	85.0	85.0	85.0
Women	80.0	80.0	80.0	80.0
Men	5.0	5.0	5.0	5.0
Persons of self-described gender	0.0	0.0	0.0	0.0
<b>Total Community Development</b>	<b>163.0</b>	<b>163.0</b>	<b>163.0</b>	<b>163.0</b>
<b>City Growth</b>				
Permanent - Full time	32.9	32.9	32.9	32.9
Women	13.2	13.2	13.2	13.2
Men	19.7	19.7	19.7	19.7
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	14.5	14.5	14.5	14.5
Women	9.8	9.8	9.8	9.8
Men	4.7	4.7	4.7	4.7
Persons of self-described gender	0.0	0.0	0.0	0.0
<b>Total City Growth</b>	<b>47.4</b>	<b>47.4</b>	<b>47.4</b>	<b>47.4</b>
<b>Casuals and temporary staff</b>	<b>40.4</b>	<b>40.4</b>	<b>40.4</b>	<b>40.4</b>
<b>Capitalised labour</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>
<b>Total staff numbers</b>	<b>432.9</b>	<b>432.9</b>	<b>432.9</b>	<b>432.9</b>



#### 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

##### 4.1 Comprehensive Income Statement

###### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024-25 the FGRS cap has been set at **2.75%**. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges. Council's budget has been prepared in line with the rate cap.

A \$250 financial hardship rebate will also be available to ratepayers via an application process.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

This will raise total rates and charges for 2024-25 to **\$48.7** million.

###### 4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2023-24		2024-25	Change	
	Forecast	Actual	Budget	Change	%
	\$'000		\$'000	\$'000	
General rates*	33,532		<b>35,113</b>	1,581	4.71%
Municipal charge*	5,432		<b>5,667</b>	235	4.32%
Waste management charge	7,520		<b>7,436</b>	(84)	-1.12%
Supplementary rates and rate adjustments	499		<b>288</b>	(211)	-42.20%
Recreational land	77		<b>74</b>	(3)	-4.19%
Interest on rates and charges	100		<b>100</b>	0	0.00%
<b>Total rates and charges</b>	<b>47,160</b>		<b>48,677</b>	<b>1,517</b>	<b>3.22%</b>

\*These items are subject to the rate cap established under the FGRS.

###### 4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2023-24 cents/\$CIV*	2024-25 cents/\$CIV*	Change
General rate for rateable <b>general residential</b> properties	0.2580	<b>0.2651</b>	2.75%
General rate for rateable <b>farm land</b> properties	0.1557	<b>0.1600</b>	2.75%
General rate for rateable <b>commercial</b> properties	0.5552	<b>0.5705</b>	2.75%
General rate for rateable <b>industrial</b> properties	0.5215	<b>0.5358</b>	2.75%
General rate for rateable <b>vacant land</b> properties	0.4146	<b>0.4260</b>	2.75%
Recreational land category 1 properties	\$ 23,293.00	<b>\$ 23,933.00</b>	2.75%
Recreational land category 2 properties	0.2074	<b>0.2131</b>	2.75%

Note:

Rate in the dollar figures have been updated in line with the Valuer-General Victoria's property valuations as at May 2024.



**4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year**

Type or class of land	2023-24	2024-25	Change	
	\$'000	\$'000	\$'000	%
General Residential land	24,076	25,142	1,066	4.43%
Farm land	467	475	8	1.77%
Commercial land	5,531	5,841	309	5.59%
Industrial land	1,963	2,049	86	4.38%
Vacant land	1,494	1,605	111	7.42%
Recreational land category 1 properties	23	24	1	2.75%
Recreational land category 2 properties	53	49,839	4	-6.78%
<b>Total amount to be raised by general rates</b>	<b>33,609</b>	<b>35,186</b>	<b>1,578</b>	<b>4.69%</b>

**4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.**

Type or class of land	2023-24	2024-25	Change	
	Number	Number	Number	%
General Residential land	16,060	16,274	214	1.33%
Farm land	161	161	0	0.00%
Commercial land	937	950	13	1.39%
Industrial land	453	466	13	2.87%
Vacant land	837	871	34	4.06%
Recreational land category 1 properties	1	1	0	0.00%
Recreational land category 2 properties	16	15	(1)	-6.25%
<b>Total number of assessments</b>	<b>18,465</b>	<b>18,738</b>	<b>273</b>	<b>1.48%</b>

**4.1.1(e) The basis of valuation to be used is the [Capital Improved Value \(CIV\)](#)**

**4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.**

Type or class of land	2023-24	2024-25	Change	
	\$'000	\$'000	\$'000	%
General Residential land	9,333,074	9,484,164	151,090	1.62%
Farm land	300,035	297,140	(2,895)	-0.96%
Commercial land	996,167	1,023,821	27,654	2.78%
Industrial land	376,515	382,475	5,960	1.58%
Vacant land	360,452	376,820	16,368	4.54%
Recreational land category 1 properties	2,970	2,970	-	0.00%
Recreational land category 2 properties	25,782	23,387	2,395	-9.29%
<b>Total value of land</b>	<b>11,394,995</b>	<b>11,590,777</b>	<b>195,782</b>	<b>1.72%</b>

**4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year.**

Type of Charge	Per Rateable Property 2023-24	Per Rateable Property 2024-25	Change	
	\$	\$	\$	%
Municipal	294.65	302.75	8	2.75%

**4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year.**

Type of Charge	2023-24	2024-25	Change	
	\$'000	\$'000	\$	%
Municipal	5,432	5,667	235	4.32%





**4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.**

Type of Charge	Per Rateable Property 2023-24	Per Rateable Property 2024-25	Change	
	\$	\$	\$	%
Waste Management charge	427.00	417.00 -	10	-2.34%

**4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.**

Type of Charge	2023-24 \$'000	2024-25 \$'000	Change	
			\$'000	%
Waste Management charge	7,520	7,436 -	84	-1.12%

**4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year (excluding Recreational and Cultural Land and interest).**

	2023-24 \$'000	2024-25 \$'000	Change	
			\$'000	%
Rates and Charges	46,484	48,215	1,731	3.72%
Supplementary Rates	499	288	(211)	-42.20%
<b>Total Rates and charges</b>	<b>46,983</b>	<b>48,504</b>	<b>1,521</b>	<b>3.24%</b>

**4.1.1(l) Fair Go Rates System Compliance**

Victoria City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023-24	2024-25
Total Rates (budgeted)	\$ 37,923,101	\$ 39,760,002
Budgeted Number of rateable properties	18,465	18,738
Base Average Rate	\$ 2,054	\$ 2,122
Maximum Rate Increase (set by the State Government)	2.95%	2.75%
Capped Average Rate	\$ 2,114	\$ 2,180
Maximum General Rates and Municipal Charges Revenue	\$ 39,041,832	\$ 40,853,402.41
Budgeted General Rates and Municipal Charges Revenue	\$ 39,041,832	\$ 40,853,402
Budgeted Supplementary Rates	\$ 218,000	\$ 288,434
Budgeted Total Rates and Municipal Charges Revenue	\$ 39,259,832	\$ 41,141,836

**4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charge**

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024-25: estimated \$0.32m and 2023-24: \$0.50m)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

**4.1.1(n) Differential rates**

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.2651% (0.2651 cents in the dollar of CIV) for all rateable other land properties;
- A general rate of 0.1600% (0.1600 cents in the dollar of CIV) for all rateable farm land properties;
- A general rate of 0.5705% (0.5705 cents in the dollar of CIV) for all rateable commercial properties;
- A general rate of 0.5358% (0.5358 cents in the dollar of CIV) for all rateable industrial properties;
- A general rate of 0.4260% (0.4260 cents in the dollar of CIV) for all rateable vacant land properties; and

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.



### **Commercial land**

Commercial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture/production of, or trade in, goods or services; or
- Unoccupied but zoned commercial under the Warrnambool City Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Economic development and planning services, having direct benefit to the use of Commercial Land; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described below.

1. Rateable property used for income generation from business and administrative purposes, including, but not limited to, properties used for:

- The sale or hire of goods by retail or trade sales, e.g. shops, auction rooms, milk bars, newsagents;
- The manufacture of goods where the goods are sold on the property;
- The provision of entertainment, e.g. theatres, cinemas, amusement parlours;
- Media establishments, e.g. radio stations, newspaper offices, television stations;
- The provision of accommodation other than residential, e.g. motels, caravan parks, camping grounds, camps, accommodation houses, hostels, boarding houses;
- The provision of hospitality, e.g. hotels, bottle shops, restaurants, cafes, takeaway food establishments, tearooms;
- Tourist and leisure industry, e.g. flora and fauna parks, gymnasiums, boatsheds, indoor sports stadiums, gaming establishments;
- The provision of education, e.g. schools, museums, art galleries;
- Showrooms, e.g. display of goods;
- Religious purposes; and
- Public offices and halls.

2. Properties used for the provision of health services including, but not limited to, properties used for hospitals, nursing homes, rehabilitation, medical practices and dental practices.

3. Properties used as offices including, but not limited to, properties used for legal practices, real estate agents, veterinary surgeons, accounting firms and advertising agencies.

The money raised by the differential rate will be applied to the items of expenditure described in the budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, in the case of improved land, is any use of land permitted under the relevant Planning Scheme. The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.



### **Farm Land**

Farm land is any land, which is:

- "farm land" as described in of Section 2 (1) of the Valuation of Land Act 1960.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Encouragement of sustainable and productive use and management of Farm Land; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics of "farm land" as described in of Section 2 (1) of the Valuation of Land Act 1960.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, in the case of improved land, is any use of land permitted under the relevant Planning Scheme.

The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.

### **Industrial land**

Industrial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- Unoccupied but zoned Industrial under the Warrnambool City Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Economic development and planning services, having direct benefit to the use of Industrial Land; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described but not limited to those below.

Rateable properties which are used in the process of income generation, including, but not limited to the following:

- The manufacture of goods, food and beverage which are generally not sold or consumed on site (but does preclude some warehouse sales);
- The storage of goods;
- The provision of services for the repair of goods;
- The storage of plant and machinery;
- The production of raw materials in the extractive and timber industries; and
- The treatment and storage of industrial waste materials.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, in the case of improved land, is any use of land permitted under the relevant Planning Scheme. The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.



### **Vacant land**

"Vacant land is any land, which is:

- Vacant unoccupied land within the Warrnambool City Council; or
- Land on which no building designed or adapted for human occupation is erected

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Encouragement for orderly planning through development of serviced urban properties;
- Provision of municipal administrative services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics of vacant unoccupied land and on which no building designed or adapted for human occupation is erected within the Warrnambool City Council.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use of land permitted under the relevant Planning Scheme.

The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are no buildings are constructed.

### **Other land**

"Other land is any land, which is:

- Occupied for the principal purpose of human habitation including dwellings, flats and units;
- "residential use land" as described in of Section 2 (1) of the Valuation of Land Act 1960; and
- "urban farm land" as described in of Section 2 (1) of the Valuation of Land Act 1960.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics of a property which is used for human habitation including dwellings, flats and units, or is residential use land or urban farm land as described in of Section 2 (1) of the Valuation of Land Act 1960.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use of land permitted under the relevant Planning Scheme.

The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.



**Cultural and Recreational land**

Ratepayer	Assessment Number	Property Address	Amount \$	Last Year
Showgrounds Reserve Committee Of Management	129359	331 Koroit St Warrnambool	10,527.31	10,245.56
Warrnambool Golf Club Inc.	131150	1-35 Younger St Warrnambool	3,452.28	3,463.58
Warrnambool Swimming Club	131388	10 Queens Rd Warrnambool	1,310.59	1,379.21
Christ Church Tennis Club	132180	66 Henna St Warrnambool	2,131.04	2,011.78
Warrnambool Croquet Club Inc.	134926	60-62 Cramer St Warrnambool	394.24	404.43
Warrnambool Yacht Club Inc.	138135	44 Viaduct Rd Warrnambool	639.31	310.99
Warrnambool Racing Club Inc.	135344	2-64 Grafton Rd Warrnambool	17,751.52	17,504.56
Warrnambool Ski Club Inc.	138747	26 Simpson St Warrnambool	831.10	839.97
Warrnambool Lawn Tennis Club	139872	33-45 Pertobe Rd Warrnambool	3,409.66	2,882.86
Warrnambool Bowls Club	140336	81-85 Timor St Warrnambool	3,985.04	3,795.42
Warrnambool Kart Club	140883	162 Buckleys Rd Allansford	543.41	518.50
Dennington Bowling Club Inc.	141525	36 Princes Hwy Dennington	1,843.35	1,773.27
St Joseph Primary School Supergrass Tennis	141935	40 Bromfield St Warrnambool	713.90	964.41
Warrnambool City Memorial Bowling Club	134927	50-56 Cramer St Warrnambool	23,933.00	23,293.00
Warrnambool Offshore Light Game Fishing Club	17654	48 Viaduct Rd Warrnambool	68.19	66.37
Warrnambool Bowls Club (Carpark)	140338	91 Timor Street Warrnambool	2,173.66	2,032.52



#### 4.1.2 Statutory fees and fines

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Animal Control	600	532	68	-11.33%
Health and Local Laws	162	195	33	20.37%
Parking Fines	661	758	97	14.67%
Permits and Certificates	330	331	1	0.30%
Town Planning and Building	498	585	87	17.47%
<b>Total statutory fees and fines</b>	<b>2,251</b>	<b>2,401</b>	<b>150</b>	<b>6.66%</b>

Statutory fees and fines are mainly levied in accordance with legislation and relate to income collected through parking fines, health registrations, animal registrations, planning permits and building permits.

Town planning and building fees continue to grow on high development volumes. Parking fines will increase in the 2024-25 financial year from \$80 to \$100 per infringement.

#### 4.1.3 User fees

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Property Management	840	896	56	6.67%
Indoor Aquatic Centre	1,997	2,118	121	6.06%
Childrens Services	4,590	4,846	256	5.58%
Multi Purpose Sports Stadium	725	701	24	-3.31%
Cultural Centres	2,345	2,084	261	-11.13%
Regulatory Control	2,050	1,976	74	-3.61%
Tourism and Promotion	1,194	1,321	127	10.64%
Foreshore Holiday Parks	3,908	3,934	26	0.67%
Livestock Exchange	88	-	88	-100.00%
Aged Services Fees	927	984	57	6.15%
Other Fees and Charges	636	596	40	-6.29%
<b>Total user fees</b>	<b>19,300</b>	<b>19,456</b>	<b>156</b>	<b>0.81%</b>

User fees relate to the wide range of services Council provides across its extensive service delivery programs and includes holiday park fees, leisure centre and performing arts centre user charges, fees for the provision of child care, family day care and home help, entrance fees at flagstaff hill, car parking fees and livestock exchange selling fees. Council sets fees based on market conditions and the cost associated with running a service, while giving consideration to those who may be suffering financial hardship.

Children's Services user fees will increase year on year based on increased fees and higher enrolment numbers in the program. Cultural Centre user fees will decrease year on year due to the Council exiting gymnastics operations.

Indoor Aquatic Centre user fees are budgeted to increase in the 2024-25 year based on higher visitation to Aquazone.



#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	10,883	8,331 -	2,552	-23%
State funded grants	13,297	11,098 -	2,199	-17%
<b>Total grants received</b>	<b>24,180</b>	<b>19,429 -</b>	<b>4,751</b>	<b>-20%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission - Financial Assistance	4,603	4,750	147	3%
Victoria Grants Commission - Local Roads	815	840	25	3%
Aged Services	2,051	2,241	190	9%
<b>Recurrent - State Government</b>				
Port operations	98	98	-	0%
Family and children	5,304	5,315	11	0%
Aged services	603	634	31	5%
Cultural services	750	770	20	3%
Infrastructure Services	104	104	-	0%
Environmental initiatives	73	74	1	1%
School crossing supervision	264	271	7	3%
Pension rebate	750	800	50	7%
Other recurrent grants	109	-	109	-100%
<b>Total recurrent grants</b>	<b>15,524</b>	<b>15,897</b>	<b>373</b>	<b>2%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Other recurrent grants	50	-	50	-100%
<b>Non-recurrent - State Government</b>				
Economic development	160	-	160	-100%
Family and children	864	282	582	-67%
Cultural centres	91	-	91	-100%
Infrastructure services	296	-	296	-100%
Environment initiatives	75	-	75	-100%
Other	183	-	183	-100%
<b>Total non-recurrent grants</b>	<b>1,719</b>	<b>282</b>	<b>1,437</b>	<b>-84%</b>
<b>Total operating grants</b>	<b>17,243</b>	<b>16,179</b>	<b>1,064</b>	<b>-6%</b>
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads to recovery	425	500	75	18%
Other	60	-	60	-100%
<b>Total recurrent grants</b>	<b>485</b>	<b>500</b>	<b>15</b>	<b>3%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Infrastructure Services	2,878	-	2,878	-100%
<b>Non-recurrent - State Government</b>				
Port operations	1,750	-	1,750	-100%
Family and children	616	1,500	884	144%
Recreation	107	1,250	1,143	1068%
Cultural centres	75	-	75	-100%
Infrastructure services	1,011	-	1,011	-100%
Environment initiatives	15	-	15	-100%
<b>Total non-recurrent grants</b>	<b>6,452</b>	<b>2,750</b>	<b>3,702</b>	<b>-57%</b>
<b>Total capital grants</b>	<b>6,937</b>	<b>3,250</b>	<b>3,687</b>	<b>-53%</b>
<b>Total Grants</b>	<b>24,180</b>	<b>19,429</b>	<b>4,751</b>	<b>-20%</b>

Grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers and funding the capital works program.



#### 4.1.5 Contributions

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Monetary	5,980	1,165 -	4,815	-80.52%
Non-monetary	6,500	5,000 -	1,500	-23.08%
<b>Total contributions</b>	<b>12,480</b>	<b>6,165 -</b>	<b>6,315</b>	<b>-50.60%</b>

Monetary contributions include monies paid to Council for works, including roads and drainage, required to be completed by developers in accordance with planning permits issued for property development. Also included are philanthropic donations and contributions by other organisations to specific projects.

This income can vary considerably between years as it is largely dependent on development activity driven by the housing market and developers. The 2023-24 forecast included a number of once-off (non-recurring) developer contributions, as well as contributions from various groups to capital works.

Non-monetary contributions occur when upon completion of new developments by external parties the Council takes ownership of the assets and recognises the value of the assets as non-cash contributions in its income statement. Based on the current levels of development and future projects, Council is expecting a decrease in non-monetary contributions in 2024-25 due to the slowdown of development across the city.

#### 4.1.6 Other Income

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Interest	1,373	1,800	427	31.10%
Infrastructure Services	68	77	9	13.24%
Reimbursements	233	173 -	60	-25.75%
Other Income	64	69	5	7.81%
<b>Total other income</b>	<b>1,738</b>	<b>2,119</b>	<b>381</b>	<b>21.92%</b>

Other revenue relates to a range of items such as investment interest, private works, cost recoups and other miscellaneous income items. Interest revenue will be further influenced in 2024-25 by interest rates and high levels of cash held for the delivery of major infrastructure projects.

#### 4.1.7 Employee Costs

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Wages and salaries	36,537	38,220	1,683	4.61%
WorkCover	1,078	1,330	252	23.38%
Superannuation	3,990	4,000	10	0.25%
Fringe Benefit Tax	286	355	69	24.13%
<b>Total employee costs</b>	<b>41,891</b>	<b>43,905</b>	<b>2,014</b>	<b>4.81%</b>

Employee costs include all labour related expenditure such as wages, salaries and on-costs such as allowances, leave entitlements, and employer superannuation.

Wages and salaries are budgeted to increase by \$2.01m compared to the 2023-24 forecast. This is mainly due to:

- Council's Workcover premium is expected to increase by \$0.25m year on year. This is the second year of large premium increases, which is due to a state-wide funding shortfall for Workcover that will impact organisations through increased industry rates. The WorkCover budget also covers any shortfalls in the MAV Workcover scheme (expected to be \$0.15m in 2024-25).





- The balance of the increase is mainly due to the impact of pay increases and banding increments under the Warrnambool City Council Enterprise Agreement, and the impact of the Commonwealth Government's increase to the Superannuation Guarantee from 11.0% to 11.5%

#### 4.1.8 Materials and Services

	Forecast Actual	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Infrastructure Services	7,154	6,967	- 187	-2.61%
Waste Management	4,796	4,943	147	3.07%
Recreation and Cultural Services	5,664	4,228	- 1,436	-25.35%
Childrens Services	3,324	1,203	- 2,121	-63.81%
Corporate Services	5,803	7,850	2,047	35.27%
Tourism and Promotions	2,337	1,739	- 598	-25.59%
Aged Services	1,797	1,359	- 438	-24.37%
Foreshore Caravan Parks	747	781	34	4.55%
Saleyards	167	30	- 137	-82.04%
Planning and building services	1,586	382	- 1,204	-75.91%
Health and Local Law s	2,527	1,257	- 1,270	-50.26%
Other	198	123	- 75	-37.88%
<b>Total materials and services</b>	<b>36,100</b>	<b>30,862</b>	<b>- 5,238</b>	<b>-14.51%</b>

Materials and services include the purchases of consumables, payments to contractors for the provision of services and overhead costs including insurances and utilities.

Council's expenditure on materials and services is budgeted to decrease by \$5.2m in 2024-25. The main reason for this decrease is due to a number of non-recurrent operational projects that were budgeted for in the forecast year, or carried forward from a previous year, that are related to once-off funding allocations, and not recurrent in nature (particularly in the Recreation and Cultural Services, Children's Services, Planning and Building Services, and Health and Local Laws areas, which included a number of grant funded projects).

In 2024-25, Council is undertaking a particular project that would generally would be considered capital in nature, however, as it relates to non-Council assets it is considered an operating expense, which is the shared Coastal Connect ICT project \$2.0m.

#### 4.1.9 Depreciation

	Forecast Actual	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Property	2,194	2,249	55	2.51%
Plant & equipment	1,886	1,934	48	2.55%
Infrastructure	9,017	9,242	225	2.50%
<b>Total depreciation</b>	<b>13,097</b>	<b>13,425</b>	<b>328</b>	<b>2.50%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The increase of \$0.32 million for 2024-25 will be due to the capitalisation of new infrastructure completed in 2023-24.



#### 4.1.10 Amortisation – Right of use assets

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Property	33	34	2	6.00%
Plant & equipment	218	231	13	6.00%
<b>Total depreciation - right of use assets</b>	<b>250</b>	<b>265</b>	<b>15</b>	<b>6.00%</b>

#### 4.1.11 Other expenses

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Councillor Allowances	309	324	15	4.85%
Auditors remuneration - internal	61	62	1	1.64%
Auditors remuneration - VAGO	75	75	-	0.00%
Other Expenses	38	62	24	63.16%
<b>Total other expenses</b>	<b>483</b>	<b>523</b>	<b>40</b>	<b>8.28%</b>

Other expenditure relates to a range of unclassified items including audit fees, Councillor allowances, lease costs and miscellaneous items. An increase is expected in 2024-25 for Councillor allowances following the new pay structures set out from the Victorian Independent Remuneration Tribunal.

### 4.2 Balance Sheet

#### 4.2.1 Assets

Cash assets include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of less than 90 days. Investments exceeding 90 days are classified as financial assets. Council expects to have a balance of \$37.9 million in Cash and Investments at the end of the 2024-25 year, being held mainly to deliver future capital works and meet future cash commitments.

Trade and other receivables are monies owed to Council by ratepayers and others. It is expected that these will reduce as a number of grant programs come to an end.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, drainage, plant and equipment, which has been built up by the Council over many years. The increase in this balance is attributable to the net result of the capital works program, depreciation of assets, gifted assets and the sale and revaluation of assets.

#### 4.2.2 Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. No significant movement is expected in this category for 2024-25.

Provisions include accrued long service leave, annual leave owing to employees and rehabilitation costs for a cessed landfill site. These employee entitlements are only expected to increase marginally and are influenced by the outcome of the current Enterprise Agreement negotiation and active management of leave entitlements.



#### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

Council has indicatively planned \$3 million of borrowings in the 2027-28 financial year to help fund Council's contribution to an upgraded aquatic facility. This requirement may change in future years as Council reviews priority projects and strategic opportunities.

	Forecast Actual 2023-24 \$	Budget 2024-25 \$	Projections 2025-26 \$	Projections 2026-27 \$	Projections 2027-28 \$
Amount borrowed as at 30 June of the prior year	10,329	8,512	6,833	5,341	4,216
Amount proposed to be borrowed	-	-	-	-	3,000
Amount projected to be repaid	(1,817)	(1,679)	(1,492)	(1,125)	(1,161)
<b>Amount of borrowings as at 30 June</b>	<b>8,512</b>	<b>6,833</b>	<b>5,341</b>	<b>4,216</b>	<b>6,055</b>

#### 4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2023-24 \$'000	Budget 2024-25 \$'000
<b>Right-of-use assets</b>		
Land and buildings	61	36
Plant & Equipment	666	394
<b>Total right-of-use assets</b>	<b>727</b>	<b>430</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Land and buildings	24	17
Plant & Equipment	258	186
<b>Total current lease liabilities</b>	<b>282</b>	<b>202</b>
<b>Non-current lease liabilities</b>		
Land and buildings	45	40
Plant & Equipment	500	435
<b>Total non-current lease liabilities</b>	<b>545</b>	<b>474</b>
<b>Total lease liabilities</b>	<b>827</b>	<b>677</b>

### 4.3 Statement of changes in equity

#### 4.3.1 Reserves

Reserves contain both specific cash backed reserves and asset revaluation amounts. Cash backed reserves include statutory reserves, Councils drainage and Carparking/CBD funds.

The asset revaluation reserve represents the difference between the previously recorded value of assets and their current valuations. Assets valuations are required to be considered annually and formally revalued if there is a material change.

#### 4.3.2 Equity

Accumulated surplus is the value of all net assets less specific reserve allocations and revaluations that have built up over financial years.



#### 4.4 Statement of cash flows

Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

##### 4.4.1 Net cash flows provided by/used in operating activities

Net operating cash flows are expected to remain relatively consistent year on year. The net cash flows from operating activities does not equal the operating result for the year as the expected revenues and expenses of the Council that are included in the operating result include non-cash items which have been excluded from the Cash Flow Statement per Australian Accounting Standards.

##### 4.4.2 Net cash flows provided by/used in investing activities

Significant capital projects are expected to be completed in 2024-25, some of which are being carried forward from the 2023-24 budget. These payments for property, plant and equipment will result in Council drawing down some of its short term investments to fund this.

##### 4.4.3 Net cash flows provided by/used in financing activities

No new borrowings have been budgeted in the 2024-25 financial year.

#### 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024-25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

##### 4.5.1 Summary

	Forecast Actual 2023-24	Budget 2024-25	Change	%
Property	1,700,000	<b>8,681,456</b>	6,981,456	410.67%
Plant and equipment	4,609,000	<b>4,745,877</b>	136,877	2.97%
Infrastructure	12,473,000	<b>14,472,667</b>	1,999,667	16.03%
<b>Total</b>	<b>18,782,000</b>	<b>27,900,000</b>	<b>9,118,000</b>	<b>48.55%</b>

	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
Property	8,681,456	500,000	1,428,456	6,753,000	-	2,500,000	100,000	6,081,456	-
Plant and equipment	4,745,877	290,000	2,274,877	2,181,000	-	-	-	4,745,877	-
Infrastructure	14,472,667	2,470,000	6,165,167	5,837,500	-	750,000	-	13,722,667	-
<b>Total</b>	<b>27,900,000</b>	3,260,000	9,868,500	14,771,500	-	3,250,000	100,000	24,550,000	-

Council has more than 250 major buildings with a replacement cost of over \$140 million and includes buildings and improvements for community facilities, sports facilities and pavilions and municipal buildings. These assets require renewal investment in addition to the new scheduled building projects. In keeping with the principles of financial sustainability from the *Local Government Act 2020*, the majority of Councils building capital works program is focused on asset renewal rather than building new assets.

Plant and equipment includes plant, machinery and equipment, computers and telecommunications and art works. A Large component in the 2024-25 budget relates to the Coastal Connect project, whereby Council is involved in implementing a new enterprise software system across three regional councils with the backing of the state government's Rural Council Transformation Program. Under this \$4.5m project, Warrnambool, Moyne, and Corangamite councils will all transition to a common software platform, with \$2.0m remaining to be spent on the project from 2024-25 onwards. The remainder of the spend in this category for 2024-25 mainly relates to renewing Councils plant, machinery and equipment.

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.



#### 4.5.2 New Budget Capital Works Allocations

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
<b>PROPERTY</b>									
<b>Buildings</b>									
Matron Swinton Children's Centre Upgrade	2,100,000	-	-	2,100,000	-	1,500,000	-	600,000	-
Walter Oval Clubrooms Upgrade	1,500,000	-	-	1,500,000	-	1,000,000	100,000	400,000	-
Building Renewal Program	1,328,456	-	1,328,456	-	-	-	-	1,328,456	-
Archie Graham Building Renewal	200,000	-	100,000	100,000	-	-	-	200,000	-
Heritage Centre Design and Planning	100,000	-	-	100,000	-	-	-	100,000	-
Accessible Infrastructure Program	50,000	-	-	50,000	-	-	-	50,000	-
<b>TOTAL PROPERTY</b>	<b>5,278,456</b>	-	1,428,456	3,850,000	-	2,500,000	100,000	2,678,456	-
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Program	1,453,000	-	1,453,000	-	-	-	-	1,453,000	-
Library Stock Renewal	287,228	-	287,228	-	-	-	-	287,228	-
<b>Computers and Telecommunications</b>									
IT Hardware	284,649	-	284,649	-	-	-	-	284,649	-
Lighthouse Theatre Radio Equipment	45,000	-	-	45,000	-	-	-	45,000	-
Aquazone CCTV Upgrade	36,000	-	-	36,000	-	-	-	36,000	-
<b>Cultural</b>									
Public Art Initiatives	20,000	20,000	-	-	-	-	-	20,000	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,125,877</b>	20,000	2,024,877	81,000	-	-	-	2,125,877	-



Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
INFRASTRUCTURE									
Roads									
Local Road Renew al Program	4,053,455	-	4,053,455	-	-	500,000	-	3,553,455	-
Wollaston Road Duplication (Stage 1)	500,000	-	-	500,000	-	-	-	500,000	-
Road Safety Strategy Implementation	120,000	-	-	120,000	-	-	-	120,000	-
Road Safety Audit Implementation	30,000	-	-	30,000	-	-	-	30,000	-
Street Light Upgrades	30,000	-	-	30,000	-	-	-	30,000	-
Bridges									
Bridges Renew al Program	281,057	-	281,057	-	-	-	-	281,057	-
Daltons Road Bridge Upgrade Planning and Design	200,000	-	-	200,000	-	-	-	200,000	-
Footpaths and Cycleways									
Footpath Renew al Program	879,515	-	879,515	-	-	-	-	879,515	-
CBD Footpath and Car Park Program	600,000	-	-	600,000	-	-	-	600,000	-
New Footpath Construction	320,000	320,000	-	-	-	-	-	320,000	-
Beach Access	180,000	-	180,000	-	-	-	-	180,000	-
Drainage									
Drainage Program	626,595	-	126,595	500,000	-	-	-	626,595	-
Recreational, Leisure & Community Facilities									
Val Bertrand Stadium Flooring Upgrade	665,000	-	-	665,000	-	-	-	665,000	-
Friendly Society's Park Irrigation Upgrade	350,000	-	-	350,000	-	250,000	-	100,000	-
Holiday Park Improvement Program	200,000	-	-	200,000	-	-	-	200,000	-
Aquazone Minor Works Program	92,500	-	-	92,500	-	-	-	92,500	-
Art Gallery Minor Capital	50,000	50,000	-	-	-	-	-	50,000	-
River Works Minor Capital	50,000	50,000	-	-	-	-	-	50,000	-
Childrens Services (allocation)	40,000	40,000	-	-	-	-	-	40,000	-
Stadium Minor Capital Program	30,000	30,000	-	-	-	-	-	30,000	-
Lighthouse Theatre (allocation)	30,000	30,000	-	-	-	-	-	30,000	-
Archie Graham Minor Capital	30,000	30,000	-	-	-	-	-	30,000	-
Library Minor Capital	20,000	20,000	-	-	-	-	-	20,000	-
Parks, Open Space and Streetscapes									
Playground and Open Space Renew al Program	344,545	-	344,545	-	-	-	-	344,545	-
Public Open Space Improvements Program	200,000	-	-	200,000	-	-	-	200,000	-
Airport									
Warrnambool Airport Upgrades	150,000	-	-	150,000	-	-	-	150,000	-
Airport Minor Works Program	45,000	-	-	45,000	-	-	-	45,000	-
TOTAL INFRASTRUCTURE	10,117,667	570,000	5,865,167	3,682,500	-	750,000	-	9,367,667	-
TOTAL NEW CAPITAL WORKS	17,522,000	590,000	9,318,500	7,613,500	-	3,250,000	100,000	14,172,000	-

4.5.3 Works carried forward from the 2023-2024 year

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
<b>PROPERTY</b>									
<b>Buildings</b>									
Energy Saving Program	1,825,000	-	-	1,825,000	-	-	-	1,825,000	-
Council Pound upgrade	700,000	-	-	700,000	-	-	-	700,000	-
West Warrnambool Neighbourhood House	500,000	500,000	-	-	-	-	-	500,000	-
Other Building Projects	378,000	-	-	378,000	-	-	-	378,000	-
<b>Footpaths and Cycleways</b>									
CBD Footpath and Car Park Program	300,000	300,000	-	-	-	-	-	300,000	-
<b>Computers and Telecommunications</b>									
Coastal Connect ICT Project	2,000,000	-	-	2,000,000	-	-	-	2,000,000	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
Brierly Reserve Masterplan Implementation	1,000,000	-	-	1,000,000	-	-	-	1,000,000	-
Lake Pertobe Upgrade Works	200,000	-	-	200,000	-	-	-	200,000	-
Flagstaff Hill Future Upgrades	200,000	-	-	200,000	-	-	-	200,000	-
Public Open Space Improvement Program	150,000	-	-	150,000	-	-	-	150,000	-
Brierly Cricket Nets	150,000	-	-	150,000	-	-	-	150,000	-
Other Carryforward Projects	455,000	-	-	455,000	-	-	-	455,000	-
<b>Other Infrastructure</b>									
Saleyards Future use	1,500,000	1,500,000	-	-	-	-	-	1,500,000	-
Beach Access Renewal and Risk Mitigation Program	300,000	-	300,000	-	-	-	-	300,000	-
Street Tree Program	100,000	100,000	-	-	-	-	-	100,000	-
<b>Computers and Telecommunications</b>									
ICT Strategy Implementation	150,000	150,000	-	-	-	-	-	150,000	-
Civic Centre Generator	100,000	-	-	100,000	-	-	-	100,000	-
<b>Cultural</b>									
Library Stock Renewal	250,000	-	250,000	-	-	-	-	250,000	-
Public Art Initiatives	120,000	120,000	-	-	-	-	-	120,000	-
<b>TOTAL CARRIED FORWARD CAPITAL WORKS</b>	<b>10,378,000</b>	<b>2,670,000</b>	<b>550,000</b>	<b>7,158,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,378,000</b>	<b>-</b>



**Summary of Planned Capital Works Expenditure  
For the years ending 30 June 2026, 2027 & 2028**

2025-26	Asset Expenditure Types				Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Buildings	3,717	151	1,462	2,104	3,717	1,000	0	2,717	0
<b>Total Property</b>	<b>3,717</b>	<b>151</b>	<b>1,462</b>	<b>2,104</b>	<b>3,717</b>	<b>1,000</b>	<b>0</b>	<b>2,717</b>	<b>0</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	1,185	31	1,155	0	1,185	0	375	810	0
Computers and telecommunications	292	0	292	0	292	0	0	292	0
Cultural collections (Library books & Art)	325	31	294	0	325	0	0	325	0
<b>Total Plant and Equipment</b>	<b>1,802</b>	<b>62</b>	<b>1,741</b>	<b>0</b>	<b>1,802</b>	<b>0</b>	<b>375</b>	<b>1,427</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	4,613	0	3,460	1,154	4,613	500	170	3,943	0
Recreational, leisure and community facilities	3,785	900	0	2,885	3,785	755	80	2,950	0
Footpaths and cycleways	2,064	563	902	600	2,064	100	75	1,889	0
Aquatic Facilities	1,095	0	95	1,000	1,095	500	0	595	0
Drainage	630	0	630	0	630	0	0	630	0
Parks, open space and streetscapes	615	0	353	261	615	0	37	578	0
Bridges	4,088	0	288	3,800	4,088	3,200	0	888	0
Coastal Management	215	0	185	30	215	0	0	215	0
Holiday Parks	205	0	0	205	205	0	0	205	0
Aerodromes	296	0	0	296	296	0	0	296	0
Other infrastructure	326	51	75	200	326	205	5	116	0
<b>Total Infrastructure</b>	<b>17,932</b>	<b>1,514</b>	<b>5,986</b>	<b>10,431</b>	<b>17,932</b>	<b>5,260</b>	<b>367</b>	<b>12,304</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>23,450</b>	<b>1,727</b>	<b>9,189</b>	<b>12,535</b>	<b>23,450</b>	<b>6,260</b>	<b>742</b>	<b>16,448</b>	<b>0</b>

2026-27	Asset Expenditure Types				Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Buildings	9,606	853	1,496	7,258	9,606	4,600	0	5,006	0
<b>Total Property</b>	<b>9,606</b>	<b>853</b>	<b>1,496</b>	<b>7,258</b>	<b>9,606</b>	<b>4,600</b>	<b>0</b>	<b>5,006</b>	<b>0</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	1,183	0	1,183	0	1,183	0	380	803	0
Computers and telecommunications	299	0	299	0	299	0	0	299	0
Cultural collections (Library books & Art)	302	0	302	0	302	0	0	302	0
<b>Total Plant and Equipment</b>	<b>1,784</b>	<b>0</b>	<b>1,784</b>	<b>0</b>	<b>1,784</b>	<b>0</b>	<b>380</b>	<b>1,404</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	3,704	0	3,546	158	3,704	500	175	3,029	0
Recreational, leisure and community facilities	6,385	1,400	0	4,985	6,385	2,755	112	3,518	0
Footpaths and cycleways	4,095	2,571	924	600	4,095	1,295	75	2,725	0
Aquatic Facilities	10,097	0	0	10,097	10,097	7,000	0	97	3,000
Drainage	633	0	633	0	633	0	0	633	0
Parks, open space and streetscapes	630	0	362	268	630	0	72	558	0
Bridges	295	0	295	0	295	0	0	295	0
Coastal Management	220	0	189	31	220	0	0	220	0
Holiday Parks	210	0	0	210	210	0	0	210	0
Aerodromes	297	0	0	297	297	0	0	297	0
Other infrastructure	647	191	0	456	647	5	5	637	0
<b>Total Infrastructure</b>	<b>27,212</b>	<b>4,161</b>	<b>5,950</b>	<b>17,101</b>	<b>27,212</b>	<b>11,555</b>	<b>439</b>	<b>12,218</b>	<b>3,000</b>
<b>Total Capital Works Expenditure</b>	<b>38,602</b>	<b>5,014</b>	<b>9,230</b>	<b>24,359</b>	<b>38,602</b>	<b>16,155</b>	<b>819</b>	<b>18,628</b>	<b>3,000</b>

2027-28	Asset Expenditure Types				Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Buildings	6,326	54	1,531	4,742	6,326	1,040	0	5,286	0
<b>Total Property</b>	<b>6,326</b>	<b>54</b>	<b>1,531</b>	<b>4,742</b>	<b>6,326</b>	<b>1,040</b>	<b>0</b>	<b>5,286</b>	<b>0</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	1,213	0	1,213	0	1,213	0	385	828	0
Computers and telecommunications	307	0	307	0	307	0	0	307	0
Cultural collections (Library books & Art)	309	0	309	0	309	0	0	309	0
<b>Total Plant and Equipment</b>	<b>1,829</b>	<b>0</b>	<b>1,829</b>	<b>0</b>	<b>1,829</b>	<b>0</b>	<b>385</b>	<b>1,444</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	3,526	0	3,365	162	3,526	500	180	2,846	0
Recreational, leisure and community facilities	5,059	2,700	0	2,359	5,059	1,755	27	3,277	0
Footpaths and cycleways	2,136	589	947	600	2,136	100	75	1,961	0
Aquatic Facilities	10,100	0	0	10,100	10,100	7,000	0	100	3,000
Drainage	136	0	136	0	136	0	0	136	0
Parks, open space and streetscapes	646	0	371	275	646	0	0	646	0
Bridges	303	0	303	0	303	0	0	303	0
Coastal Management	225	0	194	32	225	0	0	225	0
Holiday Parks	215	0	0	215	215	0	0	215	0
Aerodromes	298	0	0	298	298	0	0	298	0
Other infrastructure	2,193	193	0	2,000	2,193	2,005	5	183	0
<b>Total Infrastructure</b>	<b>24,838</b>	<b>3,482</b>	<b>5,316</b>	<b>16,040</b>	<b>24,838</b>	<b>11,360</b>	<b>287</b>	<b>10,191</b>	<b>3,000</b>
<b>Total Capital Works Expenditure</b>	<b>32,993</b>	<b>3,536</b>	<b>8,675</b>	<b>20,782</b>	<b>32,993</b>	<b>12,400</b>	<b>672</b>	<b>16,921</b>	<b>3,000</b>



## 5a. Financial Performance Indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

### Targeted performance indicators - Service

Targeted performance indicators - Service		Actual	Forecast Actual	Target	Target Projections			Trend
Indicator	Measure	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+/o/-
Governance								
Consultation and engagement (Council decisions made and implemented with community input)	Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	46	50	50	50	50	50	o
Roads								
Condition (sealed local roads are maintained at the adopted condition standard)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	93.56%	93.56%	93.56%	93.56%	93.56%	93.56%	o
Statutory planning								
Service standard (planning application processing and decisions are in accordance with legislative requirements)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	66.97%	66.97%	85.00%	85.00%	85.00%	85.00%	o
Waste management								
Waste diversion (amount of waste diverted from landfill is maximised)	Kerbside collection waste diverted from landfill Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	67.24%	65.79%	66.69%	66.69%	66.69%	66.69%	o

\*Note: The introduction of the Victorian State Government's Container Deposit Scheme may impact future recycling collection volumes. The impact of the scheme on kerbside recycling volumes is yet to be ascertained.

### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator



## Targeted performance indicators – Service

Indicator	Measure	Notes	Actual 2022-22	Forecast Actual 0	Target 0	Target Projections			Trend
						0	0	0	+ / o / -
<b>Liquidity</b>									
<b>Working Capital</b> (sufficient working capital is available to pay bills as and when they fall due)	<b>Current assets compared to current liabilities</b> Current assets / current liabilities	1	240%	287%	228%	230%	207%	196%	o
<b>Obligations</b>									
<b>Asset renewal</b> (assets are renewed as planned)	<b>Asset renewal compared to depreciation</b> Asset renewal and upgrade expense / Asset depreciation	2	115%	140%	184%	158%	238%	204%	o
<b>Stability</b>									
<b>Rates concentration</b> (revenue is generated from a range of sources)	<b>Rates compared to adjusted underlying revenue</b> Rate revenue / adjusted underlying revenue	3	49.54%	50.79%	51.81%	51.81%	51.81%	51.81%	o
<b>Efficiency</b>									
<b>Expenditure level</b> (resources are used efficiently in the delivery of services)	<b>Expenses per property assessment</b> Total expenses / no. of property assessments		\$4,724.40	\$5,010.18	\$4,799.00	\$4,799.00	\$4,799.00	\$4,799.00	o

### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

### Notes to indicators

#### 1. Working Capital

The proportion of current liabilities represented by current assets. Working capital is shown to remain relatively consistent over the 4 year budget and be in line with expectations.

#### 2. Asset renewal

This percentage indicates the extent of Council's renewal and upgrade against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council continues to invest in asset renewal and where possible it leverages grant funding for significant renewal and upgrade projects. This ensures that Council continues to meet the current demand of its assets.

#### 3. Rates concentration

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council's reliance on rate revenue is to remain stable over time.

**5b. Financial Performance Indicators**

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2022/23	Forecast 2023/24	Budget 2024/25	Projections			Trend
						2025/26	2026/27	2027/28	+/-
<b>Operating position</b>									
<b>Adjusted underlying result</b> (an adjusted underlying surplus is generated in the ordinary course of business)	<b>Adjusted underlying surplus (or deficit)</b> Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	4.05%	0.59%	4.60%	5.82%	5.37%	4.95%	+
<b>Liquidity</b>									
<b>Unrestricted cash</b> (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	<b>Unrestricted cash compared to current liabilities</b> Unrestricted cash / current liabilities	2	38.81%	26.99%	17.35%	20.53%	12.59%	14.41%	o
<b>Obligations</b>									
<b>Loans and borrowings</b> (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<b>Loans and borrowings compared to rates</b> Interest bearing loans and borrowings / rate revenue	3	22.93%	21.85%	16.77%	8.35%	5.84%	9.77%	o
<b>Loans and borrowings</b> (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<b>Loans and borrowings repayments compared to rates</b> Interest and principal repayments on interest bearing loans and borrowings / rate revenue		3.66%	4.66%	4.12%	3.24%	2.37%	2.30%	o
<b>Indebtedness</b> (level of long term liabilities is appropriate to the size and nature of a Council's activities)	<b>Non-current liabilities compared to own-source revenue</b> Non-current liabilities / own source revenue		14.73%	11.71%	7.03%	5.33%	6.08%	7.85%	o
<b>Stability</b>									
<b>Rates effort</b> (rating level is set based on the community's capacity to pay)	<b>Rates compared to property values</b> Rate revenue / CIV of rateable properties in the municipal district		0.42%	0.41%	0.42%	0.43%	0.44%	0.44%	o
<b>Efficiency</b>									
<b>Revenue level</b> (resources are used efficiently in the delivery of services)	<b>Average rate per property assessment</b> General rates and municipal charges / no. of property assessments		\$2,037	\$2,110	\$2,177	\$2,252	\$2,308	\$2,365	o

**Notes to indicators****1. Adjusted underlying result**

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The underlying result is expected to be around the breakeven to a small surplus for the budget projection period.

**2. Unrestricted Cash**

The cash not associated to a particular use within Council or a legislative requirement. Council maintains a consistent ratio over the 4 year budget.

**3. Debt compared to rates**

Council will continue to use debt as a funding strategy to enable generational capital projects such as the Reid Oval upgrade, Learning & Library Hub, Civic Centre upgrade and the Brierly Community Hub. Debt is also being used to fund income generating projects at the Livestock Exchange and cost saving projects through the Smart Buildings program. Council has a borrowing strategy that it adheres to when planning its long-term funding strategy.



## **6. Schedule of Fees and Charges**

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2024-25.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation. The fees listed are a maximum and Council have the discretion to charge a lesser amount if appropriate.

### **Interest on Unpaid Monies other than rates and charges**

In accordance with Section 227(a) of the Local Government Act 1989 Council sets the rate of interest to apply to unpaid monies, other than rates and charges, presently at 10.00% but subject to change when the rate is set by the State Government at 30th June 2024.

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Property Management</b>							
<b>User Fees &amp; Charges</b>							
Applications to use Crown & Council Land	Per Application	Non-Taxable	\$ 29.00	\$ 29.70	\$ 0.70	2.41%	Council
Licences preparation fee	Per Application	Taxable	\$ 127.80	\$ 131.00	\$ 3.20	2.50%	Council
Lease preparation fee	Per Application	Taxable	\$ 185.80	\$ 190.40	\$ 4.60	2.48%	Council
Survey plan fee	Per Application	Non-Taxable	\$ 1,859.90	\$ 1,906.40	\$ 46.50	2.50%	Council
Title search fee	Per Application	Non-Taxable	\$ 48.60	\$ 49.80	\$ 1.20	2.47%	Council
<b>Outdoor Café /Laneway Bar Fees</b>							
Licence Fee (per week)	Per Week	Non-Taxable	\$ 226.70	\$ 232.40	\$ 5.70	2.51%	Council
Table Fee (per table)	Per Table	Non-Taxable	\$ 46.60	\$ 47.80	\$ 1.20	2.58%	Council
<b>Search, retrieval and photocopying fees</b>							
Search, inspection, retrieval or access fee	Per Search	Non-Taxable	\$ 27.90	\$ 28.60	\$ 0.70	2.51%	Council
Search, inspection, retrieval or access fee (Offsite)	Per Search	Non-Taxable	\$ 44.00	\$ 45.10	\$ 1.10	2.50%	Council
Photocopying/printing any document	Per A4/A3 page	Non-Taxable	\$ 0.80	\$ 0.80	\$ -	0.00%	Council
Photocopying/printing any document	Per A1,2,0 page	Non-Taxable	\$ 5.80	\$ 5.90	\$ 0.10	1.72%	Council
<b>Mapping Products (Commercial Use)</b>							
Option of a) aerial photography or b) customised colour map using standard map layers (no photography). Scale to be determined by customer. Can be provided as hardcopy or PDF. When provided as a PDF, the size represents the size the map will be in the PDF and still be printed at a reasonable resolution.							
<b>Size</b>							
A0	Per print	Taxable	\$ 159.40	\$ 163.40	\$ 4.00	2.51%	Council
A1	Per print	Taxable	\$ 126.50	\$ 129.70	\$ 3.20	2.53%	Council
A2	Per print	Taxable	\$ 94.50	\$ 96.90	\$ 2.40	2.54%	Council
A3	Per print	Taxable	\$ 65.00	\$ 66.60	\$ 1.60	2.46%	Council
A4	Per print	Taxable	\$ 62.50	\$ 64.10	\$ 1.60	2.56%	Council
Aerial photography with additional data overlay (contours, land parcels, house numbers etc.). Scale to be determined by customer and can be provided as hardcopy or PDF. Prices are for basic maps using existing data. If additional analysis or new datasets are required, these will incur additional fees.							
<b>Size</b>							
A0	Per print	Taxable	\$ 248.60	\$ 254.80	\$ 6.20	2.49%	Council
A1	Per print	Taxable	\$ 192.60	\$ 197.40	\$ 4.80	2.49%	Council
A2	Per print	Taxable	\$ 145.30	\$ 148.90	\$ 3.60	2.48%	Council
A3	Per print	Taxable	\$ 94.50	\$ 96.90	\$ 2.40	2.54%	Council
A4	Per print	Taxable	\$ 47.20	\$ 48.40	\$ 1.20	2.54%	Council
<b>Revenue Management</b>							
<b>Monetary Complaints: Notices on a Debt</b>							
<b>Filing Fee</b>							
Less than \$500	Per Application	Non-Taxable	\$ 158.70	\$ 324.40	\$ 165.70	104.41%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 158.70	\$ 324.40	\$ 165.70	104.41%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 331.30	\$ 677.30	\$ 346.00	104.44%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 331.30	\$ 677.30	\$ 346.00	104.44%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 331.30	\$ 677.30	\$ 346.00	104.44%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 504.00	\$ 1,030.30	\$ 526.30	104.42%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 504.00	\$ 1,030.30	\$ 526.30	104.42%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 756.10	\$ 1,545.50	\$ 789.40	104.40%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 756.10	\$ 1,545.50	\$ 789.40	104.40%	Statutory



Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Revenue Management</b>							
<b>Necessary Certificate x2</b>							
Less than \$500	Per Application	Non-Taxable	\$ 107.60		Not required		Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 190.40		Not required		Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 190.40		Not required		Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 223.60		Not required		Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 269.10		Not required		Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 269.10		Not required		Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 335.30		Not required		Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 391.20		Not required		Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 474.00		Not required		Statutory
<b>Professional (Item 1 Complaints)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 240.10	\$ 260.00	\$ 19.90	8.29%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 503.00	\$ 545.00	\$ 42.00	8.35%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 503.00	\$ 545.00	\$ 42.00	8.35%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 616.90	\$ 668.00	\$ 51.10	8.28%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 743.10	\$ 804.00	\$ 60.90	8.20%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 743.10	\$ 804.00	\$ 60.90	8.20%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 922.20	\$ 998.00	\$ 75.80	8.22%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 1,110.60	\$ 1,202.00	\$ 91.40	8.23%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 1,326.90	\$ 1,436.00	\$ 109.10	8.22%	Statutory
<b>Service Fee</b>							
Service Fee	Per Application	Non-Taxable	\$ 78.70	\$ 86.00	\$ 7.30	9.28%	Statutory
<b>Other Professional Costs</b>							
<b>Warrant (Item 69)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 62.10	\$ 67.00	\$ 4.90	7.89%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 127.30	\$ 138.00	\$ 10.70	8.41%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 127.30	\$ 138.00	\$ 10.70	8.41%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 151.10	\$ 163.00	\$ 11.90	7.88%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 189.40	\$ 205.00	\$ 15.60	8.24%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 189.40	\$ 205.00	\$ 15.60	8.24%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 237.00	\$ 257.00	\$ 20.00	8.44%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 284.60	\$ 308.00	\$ 23.40	8.22%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 334.30	\$ 362.00	\$ 27.70	8.29%	Statutory
<b>Summons for Oral Examination (Item 70)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 64.20	\$ 69.00	\$ 4.80	7.48%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 153.20	\$ 165.00	\$ 11.80	7.70%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 153.20	\$ 165.00	\$ 11.80	7.70%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 184.20	\$ 200.00	\$ 15.80	8.58%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 202.90	\$ 220.00	\$ 17.10	8.43%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 202.90	\$ 220.00	\$ 17.10	8.43%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 256.70	\$ 279.00	\$ 22.30	8.69%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 311.50	\$ 338.00	\$ 26.50	8.51%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 363.30	\$ 393.00	\$ 29.70	8.18%	Statutory
<b>Necessary Affidavit (Item 31)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 107.60	\$ 117.00	\$ 9.40	8.74%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 224.60	\$ 243.00	\$ 18.40	8.19%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 224.60	\$ 243.00	\$ 18.40	8.19%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 272.20	\$ 294.00	\$ 21.80	8.01%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 324.00	\$ 352.00	\$ 28.00	8.64%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 324.00	\$ 352.00	\$ 28.00	8.64%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 407.80	\$ 442.00	\$ 34.20	8.39%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 480.20	\$ 520.00	\$ 39.80	8.29%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 559.90	\$ 607.00	\$ 47.10	8.41%	Statutory

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Revenue Management</b>							
<b>Application for Order (Item 29)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 50.70	\$ 54.00	\$ 3.30	6.51%	Statutory
<b>Instructions to Defend (Item 5)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 110.70	\$ 120.00	\$ 9.30	8.40%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 238.10	\$ 258.00	\$ 19.90	8.36%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 238.10	\$ 258.00	\$ 19.90	8.36%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 296.00	\$ 320.00	\$ 24.00	8.11%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 352.90	\$ 382.00	\$ 29.10	8.25%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 352.90	\$ 382.00	\$ 29.10	8.25%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 439.90	\$ 476.00	\$ 36.10	8.21%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 528.90	\$ 572.00	\$ 43.10	8.15%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 634.50	\$ 687.00	\$ 52.50	8.27%	Statutory
<b>Order for Substituted Service (Item 80)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 162.50	\$ 176.00	\$ 13.50	8.31%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 293.90	\$ 318.00	\$ 24.10	8.20%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 293.90	\$ 318.00	\$ 24.10	8.20%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 348.80	\$ 377.00	\$ 28.20	8.08%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 409.90	\$ 444.00	\$ 34.10	8.32%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 409.90	\$ 444.00	\$ 34.10	8.32%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 517.50	\$ 560.00	\$ 42.50	8.21%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 609.60	\$ 660.00	\$ 50.40	8.27%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 709.00	\$ 768.00	\$ 59.00	8.32%	Statutory
<b>Necessary Notice/Certificate (Item 19)</b>							
Less than \$500	Per Application	Non-Taxable	\$ 53.80	\$ 58.00	\$ 4.20	7.81%	Statutory
\$500 - \$999	Per Application	Non-Taxable	\$ 95.20	\$ 103.00	\$ 7.80	8.19%	Statutory
\$1,000 - \$4,999	Per Application	Non-Taxable	\$ 95.20	\$ 103.00	\$ 7.80	8.19%	Statutory
\$5,000 - \$7,499	Per Application	Non-Taxable	\$ 111.80	\$ 121.00	\$ 9.20	8.23%	Statutory
\$7,500 - \$9,999	Per Application	Non-Taxable	\$ 134.60	\$ 146.00	\$ 11.40	8.47%	Statutory
\$10,000 - \$20,000	Per Application	Non-Taxable	\$ 134.60	\$ 146.00	\$ 11.40	8.47%	Statutory
\$20,000.01 - \$40,000.00	Per Application	Non-Taxable	\$ 167.70	\$ 182.00	\$ 14.30	8.53%	Statutory
\$40,000.01 - \$70,000.00	Per Application	Non-Taxable	\$ 195.60	\$ 212.00	\$ 16.40	8.38%	Statutory
\$70,000.01 & over	Per Application	Non-Taxable	\$ 237.00	\$ 257.00	\$ 20.00	8.44%	Statutory
<b>Issue Fees</b>							
<b>Claim or Counterclaim</b>							
Fee	Per Application	Non-Taxable	\$ 158.70	\$ 324.40	\$ 165.70	104.41%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 354.60	\$ 354.60	NEW	Statutory
<b>Application for Order</b>							
Fee	Per Application	Non-Taxable	\$ 46.70	\$ 95.40	\$ 48.70	104.28%	Statutory
With Preparation	Per Application	Non-Taxable	\$ 76.20	\$ 125.60	\$ 49.40	64.83%	Statutory
<b>46A Summons/46B Rehearing Application</b>							
Fee	Per Application	Non-Taxable	\$ 164.90	\$ 337.10	\$ 172.20	104.43%	Statutory
With Preparation	Per Application	Non-Taxable	\$ 194.50	\$ 367.30	\$ 172.80	88.84%	Statutory

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Revenue Management</b>							
<b>Summons for Oral Examination including hearing</b>							
Fee	Per Application	Non-Taxable	\$ 108.90	\$ 222.60	\$ 113.70	104.41%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 252.80	\$ 252.80	NEW	Statutory
<b>Certificate for Supreme Court</b>							
Fee	Per Application	Non-Taxable	\$ 21.70	\$ 22.30	\$ 0.60	2.76%	Statutory
With Preparation	Per Application	Non-Taxable	\$ 51.30	\$ 52.50	\$ 1.20	2.34%	Statutory
<b>Application for Attachment of Earnings</b>							
Fee	Per Application	Non-Taxable	\$ 155.60	\$ 318.00	\$ 162.40	104.37%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 348.20	\$ 348.20	NEW	Statutory
<b>Attachment of Earnings/Debt Order</b>							
Fee	Per Application	Non-Taxable	\$ 21.70	\$ 22.30	\$ 0.60	2.76%	Statutory
With Preparation	Per Application	Non-Taxable	\$ 51.30	\$ 52.50	\$ 1.20	2.34%	Statutory
<b>Warrant Fees</b>							
Fee	Per Application	Non-Taxable	\$ 18.60	\$ 38.20	\$ 19.60	105.38%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 68.40	\$ 68.40	NEW	Statutory
Sheriff's Warrant Fee	Per Application	Non-Taxable	\$ 213.30	\$ 218.00	\$ 4.70	2.20%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 218.00	\$ 218.00	NEW	Statutory
<b>Application under the Judgement Debt Recovery Act</b>							
Summons for Examination	Per Application	Non-Taxable	\$ 164.90	\$ 337.10	\$ 172.20	104.43%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 367.30	\$ 367.30	NEW	Statutory
Instalment Application/Agreement (Creditor)	Per Application	Non-Taxable	\$ 87.10	\$ 77.90	\$ (9.20)	-10.56%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 108.10	\$ 108.10	NEW	Statutory
Application to Vary/Cancel (Creditor)	Per Application	Non-Taxable	\$ 87.10	\$ 77.90	\$ (9.20)	-10.56%	Statutory
With Preparation	Per Application	Non-Taxable	\$ -	\$ 108.10	\$ 108.10	NEW	Statutory
<b>Service Cost</b>							
Attempted Service (Item 78)	Per Application	Non-Taxable	\$ 44.50	\$ 59.00	\$ 14.50	32.58%	Statutory
Service by Post (Item 77)	Per Application	Non-Taxable	\$ 13.50	\$ 15.00	\$ 1.50	11.11%	Statutory
Allowance per km (Item 79)	Per Application	Non-Taxable	\$ 0.80	\$ 0.81	\$ 0.01	1.25%	Statutory
<b>Rate Search Fees</b>							
Rate history search fee	First 3 Hours	Non-Taxable	\$ 440.90	\$ 451.90	\$ 11.00	2.49%	Council
Rate history search fee	After 3 Hours	Non-Taxable	\$ 139.70	\$ 143.20	\$ 3.50	2.51%	Council
Rate history search fee (0-10 Years)	Each	Non-Taxable	\$ 26.40	\$ 27.10	\$ 0.70	2.65%	Council
Copy of previous years Rate Instalments Notices	Each	Non-Taxable	\$ 18.60	\$ 20.00	\$ 1.40	7.53%	Council
<b>Land Information Certificates</b>							
Urgent LIC Fee	Per Application	Taxable	\$ -	\$ 70.00	\$ 70.00	New	Council
<b>Coast and Rivers</b>							
<b>Mooring Fees</b>							
Boat less than 10m pa	Per boat	Taxable	\$ 290.00	\$ 304.50	\$ 14.50	5.00%	Council
Boat 10.1m to 15m pa	Per boat	Taxable	\$ 365.00	\$ 383.30	\$ 18.30	5.01%	Council
Boat 15.1 – 20m pa	Per boat	Taxable	\$ 420.00	\$ 441.00	\$ 21.00	5.00%	Council
Boat 20.1 – 25m pa	Per boat	Taxable	\$ 520.00	\$ 546.00	\$ 26.00	5.00%	Council
Jetty Fees – pa: Permit for breakwater and Hopkins River	Per boat	Taxable	\$ 240.00	\$ 252.00	\$ 12.00	5.00%	Council
Mooring inspection fee	Per boat	Taxable	\$ 210.00	\$ 220.50	\$ 10.50	5.00%	Council
Mooring infrastructure hire	Per boat	Taxable	\$ 100.00	\$ 105.00	\$ 5.00	5.00%	Council
Berth permit or mooring licence - new application fee	Per boat	Taxable	\$ 90.00	\$ 94.50	\$ 4.50	5.00%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
Coast and Rivers							
Annual Parking Permit Fees							
Breakwater (per vehicle)	Per vehicle	Taxable	\$ 75.00	\$ 78.80	\$ 3.80	5.07%	Council
Airport							
Landing fee - Commercial* (per landing)	\$ per 1,000 kg	Taxable	12.40	\$ 13.00	\$ 0.60	4.84%	Council
Landing fee - Recreational Aircraft > 1,800kg (per landing)	\$ per 1,000 kg	Taxable	\$ 12.40	\$ 13.00	\$ 0.60	4.84%	Council
Flight training - local operator (per aircraft)	Annual	Taxable	\$ 1,159.20	\$ 1,200.00	\$ 40.80	3.52%	Council
Flight training - non local operator (per landing)	\$ per 1,000 kg	Taxable	\$ 6.20	\$ 6.50	\$ 0.30	4.84%	Council
Local user fee - Commercial (per aircraft)	Annual	Taxable	\$ 1,159.20	\$ 1,200.00	\$ 40.80	3.52%	Council
Local user fee - Recreational (per aircraft)	Annual	Taxable	\$ 289.80	\$ 300.00	\$ 10.20	3.52%	Council
Ambulance Vic/PelAir (per landing)	Per Landing	Taxable	\$ 17.10	\$ 17.50	\$ 0.40	2.34%	Council
Ambulance Vic HEMS4	No Charge	Taxable	\$ -	\$ -	\$ -	0.00%	Council
RFDS Aircraft	No Charge	Taxable	\$ -	\$ -	\$ -	0.00%	Council
Police/Fire	No Charge	Taxable	\$ -	\$ -	\$ -	0.00%	Council
RPT (per landing)	\$ per 1,000 kg	Taxable	\$ 12.40	\$ 13.00	\$ 0.60	4.84%	Council
Pavement Concession - aircraft > 5,700kg & tyre pressure >109psi	Per Landing	Taxable	\$ 170.80	\$ 175.00	\$ 4.20	2.46%	Council
Use terminal/toilets	Per Hour	Taxable	\$ 20.50	\$ 20.00	\$ (0.50)	-2.44%	Council
Driver Training	Per Day	Taxable	\$ 438.30	\$ 450.00	\$ 11.70	2.67%	Council
*Off Shore Ops Babcock Helicopter Hangar 3 - Landing Fee 50% discount							
Infrastructure Services							
Road Reserve Works Permit							
Minor Works less than \$10,000	Per Application	Non-Taxable	\$ 160.00	\$ 160.00	\$ -	0.00%	Council
Minor Works great than \$10,000	Per Application	Non-Taxable	\$ 710.00	\$ 750.00	\$ 40.00	5.63%	Council
Minor Works Public Notice Fee	Per Application	Non-Taxable	\$ 60.00	\$ 60.00	\$ -	0.00%	Council
Large Projects	Per Application	Non-Taxable	By Negotiation				Council
Asset Protection Permit							
Asset Inspection Checklist	Per Application	Non-Taxable	\$ 160.00	\$ 160.00	\$ -	0.00%	Council
Livestock Crossing Permit:							
Stock Crossing Permit	Per Application	Non-Taxable	\$ 160.00	\$ 160.00	\$ -	0.00%	Council
Stormwater Legal Point of Discharge Application:							
Single dwelling development - Note 1 Building Regulations 2018 - Fee and Penalty Schedule - Regulation 36(4) - 9.77 Fee Units	Per Application	Non-Taxable	\$ 144.70	\$ 150.00	\$ 5.30	3.66%	Statutory
Information only - Note 1	Per Application	Non-Taxable	\$ 70.00	\$ 70.00	\$ -	0.00%	Council
Short notice fee - Note 1	Per Application	Non-Taxable	\$ 125.00	\$ 130.00	\$ 5.00	4.00%	Council
Street tree – supply and install including maintenance period of 24 months - Note 1	Per Tree	Non-Taxable	\$ 385.00	\$ 400.00	\$ 15.00	3.90%	Council
Build Over Stormwater Easement Application - Note 1	Per Application	Non-Taxable	\$ 130.00	\$ 135.00	\$ 5.00	3.85%	Council
Rain Garden (small up to 4.5m2) – supply and install vegetated landscaping including maintenance period of 24 months	Per Rain Garden	Non-Taxable	\$ 3,450.00	\$ 3,600.00	\$ 150.00	4.35%	Council
Rain Garden (medium up to 9.0m2) – supply and install vegetated landscaping including maintenance period of 24 months	Per Rain Garden	Non-Taxable	\$ 3,930.00	\$ 4,100.00	\$ 170.00	4.33%	Council
Stormwater drainage line inspection (high resolution camera) – 4 hours	Per Inspection	Non-Taxable	\$ 725.00	\$ 750.00	\$ 25.00	3.45%	Council
Stormwater drainage line inspection (high resolution camera) – 8.5 hours	Per Inspection	Non-Taxable	\$ 1,510.00	\$ 1,550.00	\$ 40.00	2.65%	Council

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
Open Space Hire							
Botanic Gardens - Weddings and Events							
Small Event - (No Marquee, Vehicle Access or Use of Rotunda)	Per event	Taxable	\$ 120.00	\$ 130.00	\$ 10.00	8.33%	Council
Use of Band Rotunda and or Vehicle Access	Per hire	Taxable	\$ 195.00	\$ 200.00	\$ 5.00	2.56%	Council
Small Marquee ( 6m x 6m, or up to 36 square metres ) weddings and events *	Per marquee	Taxable	\$ 625.00	\$ 650.00	\$ 25.00	4.00%	Council
Medium Marquee ( 8m x 8m, or up to 64 square metres ) weddings and events *	Per marquee	Taxable	\$ 1,250.00	\$ 1,300.00	\$ 50.00	4.00%	Council
Large Marquee *	Per marquee	Taxable	Price on event application				Council
Note: * = Marquee fees include vehicle access and use of Band Rotunda if required							
Lake Pertobe - Events							
Community Events (not for profit)	Per event	Taxable	No charge				Council
Small Events (under 200 attendees)	Per event	Taxable	\$ 310.00	\$ 320.00	\$ 10.00	3.23%	Council
Medium Events (between 200 to 500 attendees)	Per event	Taxable	\$ 620.00	\$ 650.00	\$ 30.00	4.84%	Council
Large Events (over 500 attendees)	Per event	Taxable	\$ 1,250.00	\$ 1,300.00	\$ 50.00	4.00%	Council
Lighthouse Theatre							
Staff - all venues and user types							
Supervising Technician	Per hour	Taxable	\$ 65.00	\$ 67.00	\$ 2.00	3.08%	Council
Technician	Per hour	Taxable	\$ 59.00	\$ 61.00	\$ 2.00	3.39%	Council
Front of House Supervisor or Duty Officer	Per hour	Taxable	\$ 65.00	\$ 67.00	\$ 2.00	3.08%	Council
Front of House Officer (Box Office, Bar, Merchandise Seller)	Per hour	Taxable	\$ 59.00	\$ 61.00	\$ 2.00	3.39%	Council
Usher Provision Fee	Per performance	Taxable	\$ 260.00	\$ 260.00	\$ -	0.00%	Council
Ticket Fees (patrons & ticket purchasers)							
Online/Web Booking Fee	Per booking	Taxable	\$ 6.95	\$ 6.95	\$ -	0.00%	Council
Phone Booking Fee	Per booking	Taxable	\$ 3.00	\$ 3.00	\$ -	0.00%	Council
Community & Local Non for Profit							
THEATRE ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 605.00	\$ 620.00	\$ 15.00	2.48%	Council
THEATRE ticketed performance - Second Performance same day	Per performance	Taxable	\$ 383.00	\$ 393.00	\$ 10.00	2.61%	Council
THEATRE - Rehearsal (No Technical Equipment)	Per hour	Taxable	\$ 57.00	\$ 57.00	\$ -	0.00%	Council
THEATRE - Rehearsal (Inc. Technical Equipment)	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
Community & Local Non for Profit							
STUDIO ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 393.00	\$ 399.00	\$ 6.00	1.53%	Council
STUDIO ticketed performance - Second Performance same day	Per performance	Taxable	\$ 255.00	\$ 260.00	\$ 5.00	1.96%	Council
STUDIO - Rehearsal (No Technical Equipment)	Per hour	Taxable	\$ 57.00	\$ 57.00	\$ -	0.00%	Council
STUDIO - Rehearsal (Inc. Technical Equipment)	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
Local Artists and Non-local Non for Profit							
THEATRE ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 860.00	\$ 880.00	\$ 20.00	2.33%	Council
THEATRE ticketed performance - Second Performance same day	Per performance	Taxable	\$ 390.00	\$ 400.00	\$ 10.00	2.56%	Council
THEATRE - Rehearsal (No Technical Equipment)	Per hour	Taxable	\$ 57.00	\$ 57.00	\$ -	0.00%	Council
THEATRE - Rehearsal (Inc. Technical Equipment)	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 535.00	\$ 548.00	\$ 13.00	2.43%	Council
STUDIO ticketed performance - Second Performance same day	Per performance	Taxable	\$ 255.00	\$ 260.00	\$ 5.00	1.96%	Council
STUDIO - Rehearsal (No Technical Equipment)	Per hour	Taxable	\$ 57.00	\$ 57.00	\$ -	0.00%	Council
STUDIO - Rehearsal (Inc. Technical Equipment)	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Lighthouse Theatre</b>							
<b>Other Fees - Community, Non for Profits and Local Artists</b>							
<b>Equipment &amp; Consumable Items</b>							
Steinway Grand piano (plus tuning if required)	Per item	Taxable	\$ 105.00	\$ 105.00	\$ -	0.00%	Council
Minimum Consumable Charge (gel, tape, batteries)	Per item	Taxable	\$ 34.00	\$ 34.00	\$ -	0.00%	Council
Radio Mics	Per item	Taxable	\$ 49.00	\$ 49.00	\$ -	0.00%	Council
Minimum Marketing Charge	Per item	Taxable	\$ 62.50	\$ 65.00	\$ 2.50	4.00%	Council
<b>Ticketing Fees (hirer) - based on gross prices</b>							
Tickets \$10.99 and under	Per ticket	Taxable	\$ 1.60	\$ 1.60	\$ -	0.00%	Council
Tickets \$11.00 - \$39.99	Per ticket	Taxable	\$ 3.10	\$ 3.20	\$ 0.10	3.23%	Council
Tickets \$40.00 and over	Per ticket	Taxable	\$ 4.10	\$ 4.20	\$ 0.10	2.44%	Council
Credit Card/Electronic Payment Fee	Per ticket	Taxable	Up to 3%				Council
Complimentary Tickets	Per ticket	Taxable	\$ 0.60	\$ 0.60	\$ -	0.00%	Council
Event Creation and Set of Tickets	Per season	Taxable	\$ 57.00	\$ 57.00	\$ -	0.00%	Council
<b>Ticketed Event: Subsidised Professional Companies</b>							
THEATRE ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 1,400.00	\$ 1,450.00	\$ 50.00	3.57%	Council
THEATRE ticketed performance - Second Performance same day	Per performance	Taxable	\$ 640.00	\$ 655.00	\$ 15.00	2.34%	Council
THEATRE - Rehearsal	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 650.00	\$ 665.00	\$ 15.00	2.31%	Council
STUDIO ticketed performance - Second Performance same day	Per performance	Taxable	\$ 380.00	\$ 388.00	\$ 8.00	2.11%	Council
STUDIO - Rehearsal	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
<b>Ticketed Event: Standard Hirer Rates</b>							
THEATRE ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 1,900.00	\$ 2,000.00	\$ 100.00	5.26%	Council
THEATRE ticketed performance - Second Performance same day	Per performance	Taxable	\$ 650.00	\$ 670.00	\$ 20.00	3.08%	Council
THEATRE - Rehearsal	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO ticketed performance - Hire rate plus 5% of net ticket sales	Per performance	Taxable	\$ 670.00	\$ 685.00	\$ 15.00	2.24%	Council
STUDIO ticketed performance - Second Performance same day	Per performance	Taxable	\$ 400.00	\$ 410.00	\$ 10.00	2.50%	Council
STUDIO - Rehearsal	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
<b>Other Fees - Subsidised theatre and Standard hires</b>							
<b>Equipment &amp; Consumable Items</b>							
Steinway Grand piano (plus tuning if required)	Per item	Taxable	\$ 240.00	\$ 240.00	\$ -	0.00%	Council
Minimum Consumable Charge (gel, tape, batteries)	Per item	Taxable	\$ 68.00	\$ 70.00	\$ 2.00	2.94%	Council
Radio Mics	Per booking	Taxable	\$ 98.00	\$ 98.00	\$ -	0.00%	Council
Minimum Marketing Charge	Per booking	Taxable	\$ 125.00	\$ 130.00	\$ 5.00	NEW	Council
<b>Ticketing Fees (hirer) - based on gross prices</b>							
Tickets \$10.99 and under	Per ticket	Taxable	\$ 3.40	\$ 3.50	\$ 0.10	2.94%	Council
Tickets \$11.00 - \$39.99	Per ticket	Taxable	\$ 4.40	\$ 4.50	\$ 0.10	2.27%	Council
Tickets \$40.00 - \$59.99	Per ticket	Taxable	\$ 5.50	\$ 5.60	\$ 0.10	1.82%	Council
Tickets \$60.00 and over	Per ticket	Taxable	\$ 6.60	\$ 6.80	\$ 0.20	3.03%	Council
Credit Card/Electronic Payment Fee	Per ticket	Taxable	Up to 3%				Council
Complimentary Tickets	Per ticket	Taxable	\$ 0.60	\$ 0.60	\$ -	0.00%	Council
Event Creation and Set of Tickets (Per Season)	Per season	Taxable	\$ 120.00	\$ 125.00	\$ 5.00	4.17%	Council
Urgent (<72hr) Event Creation and Set of Tickets (Per Season)	Per season	Taxable	\$ 240.00	\$ 250.00	\$ 10.00	4.17%	Council

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Lighthouse Theatre</b>							
<b>Merchandise</b>							
Including foyers, Theatre, Studio, Atrium and Meeting Room	Per sale	Taxable	12% on gross sales				Council
<b>Non-Ticketed Event: Non for Profit Organisations</b>							
THEATRE - Event Hire (up to 9 hrs)	Per session	Taxable	\$ 1,325.00	\$ 1,350.00	\$ 25.00	1.89%	Council
THEATRE - Additional Hours	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO - Event Hire (up to 9 hrs)	Per session	Taxable	\$ 720.00	\$ 735.00	\$ 15.00	2.08%	Council
STUDIO - Additional Hours	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO - Meeting only - basic A/V requirements and fixed layout. (9am to 5pm Monday to Friday only)	Per session	Taxable	\$ 360.00	\$ 360.00	\$ -	0.00%	Council
MEETING ROOM - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ 270.00	\$ 270.00	\$ -	0.00%	Council
MEETING ROOM Half Day (under 4 hours) - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ 200.00	\$ 200.00	\$ -	0.00%	Council
MEETING ROOM - Weekdays outside of business hours and Weekends	Per booking	Taxable	by negotiation				Council
STUDIO: Used in conjunction with Theatre event hire	Per event per day	Taxable	\$ 420.00	\$ 430.00	\$ 10.00	2.38%	Council
MEETING ROOM: Used in conjunction with Theatre or Studio event hire	Per event per day	Taxable	\$ 165.00	\$ 165.00	\$ -	0.00%	Council
MAIN FOYER - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ 340.00	\$ 345.00	\$ 5.00	1.47%	Council
MAIN FOYER - Weekdays outside of business hours and Weekends	Per booking	Taxable	by negotiation				Council
<b>Non-Ticketed Event: Standard Rates</b>							
THEATRE - Event Hire (up to 9 hrs)	Per session	Taxable	\$ 2,200.00	\$ 2,250.00	\$ 50.00	2.27%	Council
THEATRE - Additional Hours	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO - Event Hire (up to 9 hrs)	Per session	Taxable	\$ 880.00	\$ 880.00	\$ -	0.00%	Council
STUDIO - Additional Hours	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
STUDIO - Meeting only - basic A/V requirements and fixed layout. (9am to 5pm Monday to Friday only)	Per session	Taxable	\$ 400.00	\$ 400.00	\$ -	0.00%	Council
MEETING ROOM - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ -	\$ -	\$ -	0.00%	Council
MEETING ROOM Full Day (over 4 hours) - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ 270.00	\$ 270.00	\$ -	0.00%	Council
MEETING ROOM Half Day (under 4 hours) - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ 200.00	\$ 200.00	\$ -	0.00%	Council
MEETING ROOM - Weekdays outside of business hours and Weekends	Per booking	Taxable	by negotiation				Council
STUDIO: Used in conjunction with Theatre event hire	Per event per day	Taxable	\$ 517.50	\$ 518.00	\$ 0.50	0.10%	Council
MAIN FOYER - Monday to Friday between 9am & 5pm	Per booking	Taxable	\$ 351.90	\$ 353.00	\$ 1.10	0.31%	Council
MAIN FOYER - Weekdays outside of business hours and Weekends	Per booking	Taxable	by negotiation				Council
MAIN FOYER - Used in conjunction with Theatre: Event	Per booking	Taxable	No charge			0.0%	Council
MAIN FOYER - Used in conjunction with Studio	Per hour	Taxable	\$ 125.00	\$ 125.00	\$ -	0.00%	Council
Room Change Surcharge (Change of Format from Standard)	Per booking	Taxable	\$ 65.00	\$ 70.00	\$ 5.00	7.69%	Council
<b>Functions</b>							
<b>Catered Functions (Dinners, Luncheons, Weddings)</b>							
STUDIO - Function Hire - up to 9 hrs access, includes Meeting Room	Per booking	Taxable	\$ 1,300.00	\$ 1,350.00	\$ 50.00	3.85%	Council
STUDIO - Additional Hire hours or Setup hours	Per hour	Taxable	\$ 67.00	\$ 67.00	\$ -	0.00%	Council
MAIN FOYER - Used in conjunction with Catered Function	Per session	Taxable	\$ 130.00	\$ 130.00	\$ -	0.00%	Council



Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Lighthouse Theatre</b>							
<b>Other Fees</b>							
<b>Equipment &amp; Consumables Items</b>							
Steinway Grand Piano (plus tuning if required)	Per item	Taxable	\$ 240.00	\$ 240.00	\$ -	0.00%	Council
Radio Mics	Per booking	Taxable	\$ 98.00	\$ 98.00	\$ -	0.00%	Council
Rubbish Removal	Per skip bin	Taxable	\$ 150.00	\$ 160.00	\$ 10.00	6.67%	Council
<b>Aquazone</b>							
<b>Day Admissions: Aquatics</b>							
Adult swim	Per day	Taxable	\$ 7.60	\$ 7.80	\$ 0.20	2.63%	Council
Child swim (3-15 years)	Per day	Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.89%	Council
Concession swim	Per day	Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.89%	Council
Family swim (unlimited family members/same residence)	Per day	Taxable	\$ 22.70	\$ 23.30	\$ 0.60	2.64%	Council
<b>Day Admissions: Health &amp; Fitness</b>							
Gymnasium	Per day	Taxable	\$ 16.50	\$ 16.90	\$ 0.40	2.42%	Council
Gymnasium- Concession	per day	Taxable	\$ 11.50	\$ 11.80	\$ 0.30	2.61%	Council
Fitness class	Per class	Taxable	\$ 16.50	\$ 16.90	\$ 0.40	2.42%	Council
Older adult exercise class	Per class	Taxable	\$ 11.50	\$ 11.80	\$ 0.30	2.61%	Council
Preventative Health Classes	Per class	Taxable	\$ 6.50	\$ 6.70	\$ 0.20	3.08%	Council
School aerobics	Per class	Taxable	\$ 8.50	\$ 8.70	\$ 0.20	2.35%	Council
Personal Training 1 hour	Per session	Taxable	\$ 95.20	\$ 97.60	\$ 2.40	2.52%	Council
Personal Training 45 minutes	Per session	Taxable	\$ 71.40	\$ 73.20	\$ 1.80	2.52%	Council
Personal Training ½ hour	Per session	Taxable	\$ 47.60	\$ 48.80	\$ 1.20	2.52%	Council
<b>Learn to Swim (Pool Entry &amp; Assessment)</b>							
Per class (2nd child and 3rd child discounts apply)	Per class	Non-Taxable	\$ 15.80	\$ 16.20	\$ 0.40	2.53%	Council
Private lessons ½ hour lesson	Per lesson	Non-Taxable	\$ 59.00	\$ 60.50	\$ 1.50	2.54%	Council
1 hour lesson	Per lesson	Non-Taxable	\$ 110.70	\$ 113.50	\$ 2.80	2.53%	Council
School swim - no instruction	Per child	Non-Taxable	\$ 5.40	\$ 5.50	\$ 0.10	1.85%	Council
School swim - with instruction Ration 10:1 - 45min	Per child	Non-Taxable	\$ -	\$ 9.35	\$ 9.35	NEW	Council
School swim - with instruction Ration 10:1 - 60min	Per child	Non-Taxable	\$ -	\$ 11.20	\$ 11.20	NEW	Council
School swim - with instruction Ration 8:1 - 30min	Per child	Non-Taxable	\$ -	\$ 9.35	\$ 9.35	NEW	Council
School swim - with instruction Ration 8:1 - 45min	Per child	Non-Taxable	\$ -	\$ 11.20	\$ 11.20	NEW	Council
School swim - with instruction Ration 8:1 - 60min	Per child	Non-Taxable	\$ -	\$ 13.50	\$ 13.50	NEW	Council
School swim - with instruction Ration 6:1 - 30min	Per child	Non-Taxable	\$ -	\$ 11.20	\$ 11.20	NEW	Council
School swim - with instruction Ration 6:1 - 45min	Per child	Non-Taxable	\$ -	\$ 13.50	\$ 13.50	NEW	Council
School swim - with instruction Ration 6:1 - 60min	Per child	Non-Taxable	\$ -	\$ 16.20	\$ 16.20	NEW	Council
School at pool	Per child	Non-Taxable	\$ 11.60	\$ 11.90	\$ 0.30	2.59%	Council
Learn to Swim Monthly Direct Debit	Per direct debit per month	Non-Taxable	\$ 66.20	\$ 67.90	\$ 1.70	2.57%	Council
Learn to Swim Monthly Direct Debit (Concession)	Per direct debit per month	Non-Taxable	\$ 46.30	\$ 47.50	\$ 1.20	2.59%	Council
<b>Group Entry</b>							
Adult Swim	Per session	Taxable	\$ 7.00	\$ 7.20	\$ 0.20	2.86%	Council
Adult Gym	Per session	Taxable	\$ 15.50	\$ 15.90	\$ 0.40	2.58%	Council
Adult Fitness Class	Per session	Taxable	\$ 15.50	\$ 15.90	\$ 0.40	2.58%	Council



Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Aquazone</b>							
<b>Multi Pass – Health &amp; Fitness</b>							
Fitness class - 20 pass	Per pass	Taxable	\$ 294.40	\$ 301.80	\$ 7.40	2.51%	Council
<b>Multi Pass – Aquatics</b>							
Adult - 20 Pass	Per pass	Taxable	\$ 136.00	\$ 139.40	\$ 3.40	2.50%	Council
Adult - 50 Pass	Per pass	Taxable	\$ 340.00	\$ 348.50	\$ 8.50	2.50%	Council
Child - 20 Pass	Per pass	Taxable	\$ 100.60	\$ 103.10	\$ 2.50	2.49%	Council
Child - 50 Pass	Per pass	Taxable	\$ 251.50	\$ 257.80	\$ 6.30	2.50%	Council
Concession - 20 Pass	Per pass	Taxable	\$ 95.20	\$ 97.60	\$ 2.40	2.52%	Council
Concession - 50 Pass	Per pass	Taxable	\$ 238.00	\$ 244.00	\$ 6.00	2.52%	Council
<b>Facility Hire</b>							
Up to four hours	Per booking	Taxable	\$ 575.00	\$ 589.40	\$ 14.40	2.50%	Council
Up to ten hours	Per booking	Taxable	\$ 890.00	\$ 912.30	\$ 22.30	2.51%	Council
Lane hourly - commercial	Per hour per lane	Taxable	\$ 47.50	\$ 48.70	\$ 1.20	2.53%	Council
Lane hourly - community	Per hour per lane	Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.89%	Council
School booking cancellation fee (per lane) (<12 hrs notice)	Per lane	Taxable	\$ 51.80	\$ 53.10	\$ 1.30	2.51%	Council
Functional Studio	Per hour	Taxable	\$ 67.30	\$ 69.00	\$ 1.70	2.53%	Council
Multi-purpose room	Per hour	Taxable	\$ 72.50	\$ 74.30	\$ 1.80	2.48%	Council
<b>Memberships - Gold</b>							
12 months	Per membership	Taxable	\$ 1,130.20	\$ 1,158.50	\$ 28.30	2.50%	Council
3 months	Per membership	Taxable	\$ 282.60	\$ 289.70	\$ 7.10	2.51%	Council
Direct debit monthly rate	Per membership per month	Taxable	\$ 94.20	\$ 96.60	\$ 2.40	2.55%	Council
Direct Debit monthly Concession Rate	Per membership per month	Taxable	\$ 65.90	\$ 67.50	\$ 1.60	2.43%	Council
<b>Memberships - Gym and Swim</b>							
12 months	Per membership	Taxable	\$ 999.60	\$ 1,024.60	\$ 25.00	2.50%	Council
3 months	Per membership	Taxable	\$ 249.90	\$ 256.10	\$ 6.20	2.48%	Council
Direct debit monthly rate	Per membership per month	Taxable	\$ 83.30	\$ 85.40	\$ 2.10	2.52%	Council
Direct Debit monthly Concession Rate	Per membership per month	Taxable	\$ 58.30	\$ 59.80	\$ 1.50	2.57%	Council
<b>Memberships - Fitness and Swim</b>							
12 months	Per membership	Taxable	\$ 999.60	\$ 1,024.60	\$ 25.00	2.50%	Council
3 months	Per membership	Taxable	\$ 249.90	\$ 256.10	\$ 6.20	2.48%	Council
Direct debit monthly rate	Per membership per month	Taxable	\$ 83.30	\$ 85.40	\$ 2.10	2.52%	Council
Direct Debit monthly Concession Rate	Per membership per month	Taxable	\$ 58.30	\$ 59.80	\$ 1.50	2.57%	Council
<b>Memberships - Swim Only</b>							
12 months	Per membership	Taxable	\$ 900.00	\$ 922.50	\$ 22.50	2.50%	Council
3 months	Per membership	Taxable	\$ 225.00	\$ 230.60	\$ 5.60	2.49%	Council
Direct debit monthly rate	Per membership per month	Taxable	\$ 75.00	\$ 76.90	\$ 1.90	2.53%	Council
Direct Debit monthly Concession Rate	Per membership per month	Taxable	\$ 52.50	\$ 53.80	\$ 1.30	2.48%	Council
<b>Memberships - Family Swim</b>							
12 months	Per membership	Taxable	\$ 1,987.20	\$ 2,036.90	\$ 49.70	2.50%	Council
3 months	Per membership	Taxable	\$ 496.80	\$ 509.20	\$ 12.40	2.50%	Council
Direct debit monthly rate	Per membership per month	Taxable	\$ 165.60	\$ 169.70	\$ 4.10	2.48%	Council

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Art Gallery</b>							
<b>User Fees and Charges</b>							
Admission to special exhibition/event	Per admission	Taxable	Dependent on exhibition/ event				Council
Research Inquiry – per hour	Per hour	Taxable	\$ 46.60	\$ 47.80	\$ 1.20	2.58%	Council
Curatorial Advice – per hour	Per hour	Taxable	\$ 129.40	\$ 132.60	\$ 3.20	2.47%	Council
Education workshop/activity	Per activity	Taxable	Dependent on activity				Council
Public program event/activity	Per activity	Taxable	Dependent on activity				Council
Front-of-house and out-of-hours staff	Per hour	Taxable	\$ 46.60	\$ 47.80	\$ 1.20	2.58%	Council
Annual Subscription							
Family	Per subscription	Taxable	\$ 70.00	\$ 70.00	\$ -	0.00%	Council
Family 3 Years	Per subscription	Taxable	\$ 200.00	\$ 200.00	\$ -	0.00%	Council
Individual	Per subscription	Taxable	\$ 40.00	\$ 40.00	\$ -	0.00%	Council
Individual 3 years	Per subscription	Taxable	\$ 110.00	\$ 110.00	\$ -	0.00%	Council
Individual concession	Per subscription	Taxable	\$ 25.00	\$ 30.00	\$ 5.00	20.00%	Council
Individual concession 3 years	Per subscription	Taxable	\$ 65.00	\$ 80.00	\$ 15.00	23.08%	Council
Life	Per subscription	Taxable	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	Council
<b>Rental</b>							
Exhibition in George Lance Gallery/Temporary Exhibition Gallery	Per Exhibition	Taxable	Negotiation				Council
Commission on art sales	Per sale	Taxable	\$ 0.40	\$ 0.40	\$ -	0.00%	Council
Commission on shop sales	Per sale	Taxable	\$ 1.00	\$ 1.10	\$ 0.10	10.00%	Council
Commission on consignment shop sales	Per sale	Taxable	\$ -	\$ 0.30	\$ 0.30	NEW	Council
Meetings/functions	Per hour	Taxable	\$ 129.40	\$ 132.60	\$ 3.20	2.47%	Council
Transparency/digital image (for reproduction)	Per item	Taxable	Negotiation				Council
Display easels (x2) – per hour each	Per hour / each	Taxable	\$ 10.40	\$ 10.70	\$ 0.30	2.88%	Council
Back loading frames – per hour each	Per hour / each	Taxable	\$ 10.40	\$ 10.70	\$ 0.30	2.88%	Council
Lectern hire	Per hour	Taxable	\$ 10.40	\$ 10.70	\$ 0.30	2.88%	Council
Microphone and overhead PA	Per hour	Taxable	\$ 20.70	\$ 21.20	\$ 0.50	2.42%	Council
Directional lighting (gallery spaces) – per event	Per event	Taxable	\$ 93.20	\$ 95.50	\$ 2.30	2.47%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Sportsgrounds</b>							
<b>Sports ground casual hire (includes use of pavilion)</b>							
Half day	Per booking	Taxable	\$ 137.50	\$ 150.00	\$ 12.50	9.09%	Council
Full day	Per booking	Taxable	\$ 275.00	\$ 300.00	\$ 25.00	9.09%	Council
Sports ground oval line marking (pre-season practice matches)	Per booking	Taxable	\$ 137.50	\$ 150.00	\$ 12.50	9.09%	Council
Football/Netball League Finals (senior competition)	Per day	Taxable	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%	Council
Football/Netball League Finals (junior and/or female competition only)	Per day	Taxable	\$ 550.00	\$ 550.00	\$ -	0.00%	Council
Crickets League Finals (senior competitions)	Per day	Taxable	\$ 275.00	\$ 275.00	\$ -	0.00%	Council
Crickets League Finals (junior and/or female competition only)	Per day	Taxable	\$ 137.50	\$ 137.50	\$ -	0.00%	Council
School Use (local, interschool, regional, state competition days)	Per day	Taxable	\$ 550.00	\$ 550.00	\$ -	0.00%	Council
Commercial hire	Per day	Taxable	\$ 2,200.00	\$ 2,200.00	\$ -	0.00%	Council
Unauthorised Use (base charge plus at cost cleaning and/or damages)	Per event	Taxable	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%	Council
Unauthorised Works on Council Owned or Managed Land (base charge plus at cost cleaning and/or damages, rectification and/or remedial works)	Per event	Taxable	\$ 2,200.00	\$ 2,200.00	\$ -	0.00%	Council
Commercial cleaning of facilities (when left in unsuitable condition)	Per event	Taxable	At cost plus 25%				Council
Reid Oval social room - clubs/community groups (no kitchen use)	Per hour	Taxable	\$ 27.50	\$ 27.50	\$ -	0.00%	Council
Reid Oval social room - clubs/community groups (includes kitchen use)	Per hour	Taxable	\$ 44.00	\$ 44.00	\$ -	0.00%	Council
Reid Oval social room - commercial/for profit groups (no kitchen use)	Per hour	Taxable	\$ 55.00	\$ 55.00	\$ -	0.00%	Council
Reid Oval social room - commercial/for profit groups (includes kitchen use)	Per hour	Taxable	\$ 77.00	\$ 77.00	\$ -	0.00%	Council
Reid Oval oval floodlights (competition/event use)	Per hour	Taxable	\$ 44.00	\$ 44.00	\$ -	0.00%	Council
Commercial cleaning of facilities (post League finals, casual events & schol competition use)	Per booking	Taxable	\$ 137.50	\$ 220.00	\$ 82.50	60.00%	Council
<b>Sports ground seasonal use fee</b>							
Category 1 (Oval, netball courts x 2 & change rooms)	Per season	Taxable	\$ 8,487.60	\$ 8,487.60	\$ -	0.00%	Council
Category 2 (Oval, netball court x 1 & change rooms)	Per season	Taxable	\$ 6,790.30	\$ 6,790.30	\$ -	0.00%	Council
Category 3 (Oval, practice nets & change rooms)	Per season	Taxable	\$ 5,093.00	\$ 5,093.00	\$ -	0.00%	Council
Category 4 (Oval & change rooms)	Per season	Taxable	\$ 4,243.80	\$ 4,243.80	\$ -	0.00%	Council
Category 5 (Oval)	Per season	Taxable	\$ 849.20	\$ 849.20	\$ -	0.00%	Council
Category 6 (Regional Facility)	Per season	Taxable	At cost plus 25%				Council
Pre-season fee (Jan to Mar training, plus 25% of seasonal fee)	Per season	Taxable	At cost plus 25%				Council
Pre-season fee (Oct to Mar training, plus 50% of seasonal fee)	Per season	Taxable	At cost plus 50%				Council
Use of second ground for competition (plus 50% of seasonal fee)	Per season	Taxable	At cost plus 50%				Council
All year round competition use (incur two seasonal charges)	Per season	Taxable	At cost x 2				Council
Recreation Facilities rent		Taxable	By Negotiation				Council

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Warrnambool Stadium</b>							
<b>Player Fees</b>							
School	Per player	Taxable	\$ 5.90	\$ 6.00	\$ 0.10	1.69%	Council
Casual Shot	Per player	Taxable	\$ 5.00	\$ 5.00	\$ -	0.00%	Council
<b>Stadium Hire</b>							
Court hire for licenced resident sports associations domestic competitions & training	Per hour	Taxable	\$ 41.00	\$ 42.00	\$ 1.00	2.44%	Council
Hourly rate with lights: commercial	Per hour	Taxable	\$ 360.00	\$ 369.00	\$ 9.00	2.50%	Council
Hourly rate with lights: community/school	Per hour	Taxable	\$ 255.00	\$ 261.40	\$ 6.40	2.51%	Council
School use between 9am - 3pm	Per booking	Taxable	\$ 980.00	\$ 1,004.50	\$ 24.50	2.50%	Council
Highball Court - up to 12 hours	Per booking	Taxable	\$ 515.00	\$ 527.90	\$ 12.90	2.50%	Council
Highball Court - with lights: commercial	Per hour	Taxable	\$ 81.00	\$ 83.00	\$ 2.00	2.47%	Council
Highball Court - with lights: community/school	Per hour	Taxable	\$ 61.00	\$ 62.50	\$ 1.50	2.46%	Council
Highball Court - School use between 9am - 3pm	Per booking	Taxable	\$ 360.00	\$ 369.00	\$ 9.00	2.50%	Council
Show Court - up to 12 hours	Per booking	Taxable	\$ 670.00	\$ 686.80	\$ 16.80	2.51%	Council
Show Court - with lights: commercial	Per hour	Taxable	\$ 81.00	\$ 83.00	\$ 2.00	2.47%	Council
Show Court - with lights: community/school	Per hour	Taxable	\$ 61.00	\$ 62.50	\$ 1.50	2.46%	Council
Show Court - School use between 9am - 3pm	Per booking	Taxable	\$ 360.00	\$ 369.00	\$ 9.00	2.50%	Council
<b>Seahawks/Mermaids Home Games &amp; Finals</b>							
Both Teams	Per game	Taxable	\$ 680.00	\$ 697.00	\$ 17.00	2.50%	Council
Single Team	Per game	Taxable	\$ 420.00	\$ 430.50	\$ 10.50	2.50%	Council
<b>Multi-Purpose Room</b>							
Up to 12 hours (with other hires)	Per booking	Taxable	\$ 200.00	\$ 205.00	\$ 5.00	2.50%	Council
Up to 12 hours (room only)	Per booking	Taxable	\$ 400.00	\$ 410.00	\$ 10.00	2.50%	Council
Multi-purpose room - Per hour	Per hour	Taxable	\$ 60.00	\$ 61.50	\$ 1.50	2.50%	Council
User groups up to 12 hours	Per booking	Taxable	\$ 150.00	\$ 153.80	\$ 3.80	2.53%	Council
Meeting room up to 12 hours	Per booking	Taxable	\$ 68.00	\$ 69.70	\$ 1.70	2.50%	Council
Meeting room - Per hour	Per hour	Taxable	\$ 30.00	\$ 30.80	\$ 0.80	2.67%	Council
<b>Facility Hire</b>							
Kitchen facilities	Per booking	Taxable	\$ 190.00	\$ 194.80	\$ 4.80	2.53%	Council
User group sports hire up to 12 hours	Per booking	Taxable	\$ 1,290.00	\$ 1,322.30	\$ 32.30	2.50%	Council
3crt stadium Commercial users up to 12 hours	Per booking	Taxable	\$ 1,860.00	\$ 1,906.50	\$ 46.50	2.50%	Council
2crt NB stadium up to 12 hours	Per booking	Taxable	\$ 985.00	\$ 1,009.60	\$ 24.60	2.50%	Council
<b>Outside School Hours Care</b>							
Vacation care daily rate	Per day	Non-Taxable	\$ 88.00	\$ 90.20	\$ 2.20	2.50%	Council
After school care casual rate per session	Per session	Non-Taxable	\$ 31.10	\$ 31.90	\$ 0.80	2.57%	Council
After school care permanent rate per session	Per session	Non-Taxable	\$ 28.00	\$ 28.70	\$ 0.70	2.50%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Childrens Services</b>							
<b>Kindergartens</b>							
<b>Fees Per Term - 4 year old (15 hour per week)</b>							
Term 3 & 4	Per term	Non-Taxable	No fee charged for kinders due to Free Kinder announcement				Council
Term 1 & 2	Per term	Non-Taxable					Council
<b>Fees Per Term- 3 year old (5 hours per week)</b>							
Term 3 & 4	Per term	Non-Taxable	No fee charged for kinders due to Free Kinder announcement				Council
Term 1 & 2	Per term	Non-Taxable					Council
<b>Centre Based Care</b>							
<b>User Fees &amp; Charges</b>							
Daily fee - Jul to Dec	Per day	Non-Taxable	\$ 125.00	\$ 132.00	\$ 7.00	5.60%	Council
Daily fee - Jan to June	Per day	Non-Taxable	\$ 125.00	\$ 132.00	\$ 7.00	5.60%	Council
<b>Family Day Care</b>							
<b>User Fees &amp; Charges</b>							
8am to 6pm – per hour	Fees & charges set by Educators under National guidelines	Non-Taxable	Fees & charges set by Educators under National guidelines				Council
After hours – per hour							Council
Public holidays – per hour							Council
Breakfast							Council
Lunch							Council
Dinner							Council
Snacks							Council
Trips							Council
Parent Admin Levy - per child per week, capped at 2 children	Per child per week	Non-Taxable	\$ 10.20	\$ 10.50	\$ 0.30	2.94%	Council
Educator Levy - per hour	Per hour	Non-Taxable	\$ 1.20	\$ 1.20	\$ -	0.00%	Council
<b>Community Care (previously HACC)</b>							
<b>Home Maintenance</b>							
Lawn mowing and tip fees: low	Per hour	Non-Taxable	21.10	\$ 21.70	\$ 0.60	2.84%	Council
Lawn mowing and tip fees: medium & couples	Per hour	Non-Taxable	\$ 40.10	\$ 41.20	\$ 1.10	2.74%	Council
Lawn mowing and tip fees: Private	Per hour	Taxable	\$ 80.70	\$ 82.90	\$ 2.20	2.73%	Council
Home Care Packages and Brokerage Clients	Per hour	Taxable	\$ 80.70	\$ 82.90	\$ 2.20	2.73%	Council
Tip fee		Taxable	\$ 5.20	\$ 5.30	\$ 0.10	1.92%	Council
Property modification (plus cost of materials): low	Per hour	Non-Taxable	\$ 21.10	\$ 21.70	\$ 0.60	2.84%	Council
Property modification (plus cost of materials): medium	Per hour	Non-Taxable	\$ 40.10	\$ 41.20	\$ 1.10	2.74%	Council
Property modification (plus cost of materials): Private	Per hour	Taxable	\$ 80.70	\$ 82.90	\$ 2.20	2.73%	Council
Home Care Packages and Brokerage Clients	Per hour	Taxable	\$ 80.70	\$ 82.90	\$ 2.20	2.73%	Council
Note: Minimum 1 hour applies to home maintenance							

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Community Care (previously HACC)</b>							
<b>Home Care</b>							
HACC Community Care Low care	Per hour	Non-Taxable	\$ 9.50	\$ 9.80	\$ 0.30	3.16%	Council
HACC Community Care Medium Care	Per hour	Non-Taxable	\$ 16.90	\$ 17.40	\$ 0.50	2.96%	Council
HACC Community Care High care	Per hour	Non-Taxable	\$ 52.10	\$ 53.50	\$ 1.40	2.69%	Council
Home Care Packages and Brokerage Clients	Per hour	Non-Taxable	\$ 67.80	\$ 69.70	\$ 1.90	2.80%	Council
CHSP Personal care – low	Per hour	Non-Taxable	\$ 9.50	\$ 9.80	\$ 0.30	3.16%	Council
CHSP Personal care – medium	Per hour	Non-Taxable	\$ 16.90	\$ 17.40	\$ 0.50	2.96%	Council
CHSP Personal care - High	Per hour	Non-Taxable	\$ 52.10	\$ 53.50	\$ 1.40	2.69%	Council
Home Care Packages and Brokerage Clients	Per hour	Non-Taxable	\$ 67.80	\$ 69.70	\$ 1.90	2.80%	Council
CHSP Domestic Assistance Low care	Per hour	Non-Taxable	Now Community Care				Council
CHSP Domestic Assistance Medium care	Per hour	Non-Taxable	Now Community Care				Council
CHSP Domestic Assistance High care	Per hour	Non-Taxable	Now Community Care				Council
CHSP Community Care Low	Per hour	Non-Taxable	\$ 9.50	\$ 9.80	\$ 0.30	3.16%	Council
CHSP Community Care Medium	Per hour	Non-Taxable	\$ 16.90	\$ 17.40	\$ 0.50	2.96%	Council
CHSP Community Care High	Per hour	Non-Taxable	\$ 52.10	\$ 53.50	\$ 1.40	2.69%	Council
Home Care Packages and Brokerage Clients	Per hour	Non-Taxable	\$ 67.80	\$ 69.70	\$ 1.90	2.80%	Council
<i>Note: Minimum 1/2 hour applies to home care</i>							
Flexible Respite care	Per session	Non-Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.89%	Council
Respite Care Programs	Per session	Non-Taxable	\$ 8.30	\$ 8.50	\$ 0.20	2.41%	Council
Accommodation Respite care	One night	Non-Taxable	\$ 15.50	\$ 15.90	\$ 0.40	2.58%	Council
Accommodation Respite care	Two night	Non-Taxable	\$ 25.90	\$ 26.60	\$ 0.70	2.70%	Council
CACPS	Per hour	Taxable	\$ 67.60	\$ 69.50	\$ 1.90	2.81%	Council
Post Acute Care	Per hour	Taxable	\$ 67.60	\$ 69.50	\$ 1.90	2.81%	Council
CHSP/HACC Financial Hardship Fee	Per Application	Taxable	\$ 3.10	\$ 3.20	\$ 0.10	3.23%	Council
Plus travel costs per km - Private Clients / Fees for Service	Per km	Taxable	\$ 1.50	\$ 1.50	\$ -	0.00%	Council
Note: - Minimum 1 hour applies to Home Care and Respite Care services - Minimum ½ hour applies to Personal Care services - Minimum 1 hour will apply to all services provided outside of regular hours, Monday to Friday 6 am to 6pm - Time and ½ is charged to CACPS and PAC after 6pm for the first 2 hours and then double time after that, Saturday incurs time and ½ for the first 2 hours and then double time before midday - After midday until Monday morning 6am charges are double time - All CHSP & HACC PYP Programs are GST free							
<b>Social Support Group</b>							
CHSP Daily session fee – low	Per session	Non-Taxable	\$ 8.40	\$ 8.60	\$ 0.20	2.38%	Council
CHSP Daily session fee – medium	Per session	Non-Taxable	\$ 10.40	\$ 10.70	\$ 0.30	2.88%	Council
CHSP Daily session fee – high	Per session	Non-Taxable	\$ 42.10	\$ 43.30	\$ 1.20	2.85%	Council
CHSP In Venue Meal	Per meal	Non-Taxable	\$ 9.60	\$ 9.90	\$ 0.30	3.13%	Council
CHSP Café program	Per session	Non-Taxable	\$ 8.40	\$ 8.60	\$ 0.20	2.38%	Council
CHSP Financial Hardship Fee	Per Application	Taxable	\$ 3.10	\$ 3.20	\$ 0.10	3.23%	Council
HACC Daily session fee – low & medium	Per session	Non-Taxable	\$ 8.40	\$ 8.60	\$ 0.20	2.38%	Council
HACC Daily session fee – high & full cost participants (GST free)	Per session	Non-Taxable	\$ 42.10	\$ 43.30	\$ 1.20	2.85%	Council
HACC In Venue Meal	Per meal	Non-Taxable	\$ 9.60	\$ 9.90	\$ 0.30	3.13%	Council
HACC Café program	Per session	Non-Taxable	\$ 8.40	\$ 8.60	\$ 0.20	2.38%	Council
HACC Financial Hardship Fee	Per Application	Taxable	\$ 3.10	\$ 3.20	\$ 0.10	3.23%	Council
<b>Meals On Wheels</b>							
CHSP Meal 3 course	Per meal	Non-Taxable	\$ 12.70	\$ 13.00	\$ 0.30	2.36%	Council
HACC Meal 3 course	Per meal	Non-Taxable	\$ 12.70	\$ 13.00	\$ 0.30	2.36%	Council
CHSP Meal 2 course	Per meal	Non-Taxable	\$ 9.70	\$ 10.00	\$ 0.30	3.09%	Council
HACC Meal 2 course	Per meal	Non-Taxable	\$ 9.70	\$ 10.00	\$ 0.30	3.09%	Council

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Archie Graham</b>							
<b>User Fees &amp; Charges</b>							
Hydro pools casual admission	Per admission	Non-Taxable	\$ 10.50	\$ 10.80	\$ 0.30	2.86%	Council
Commercial pool use	Per use	Taxable	\$ 105.30	\$ 107.90	\$ 2.60	2.47%	Council
Community pool use	Per use	Taxable	\$ 73.70	\$ 75.50	\$ 1.80	2.44%	Council
Tech Support	Per session	Taxable	\$ 7.30	\$ 7.50	\$ 0.20	2.74%	Council
Mahjong, scrabble, backgammon	Per session	Taxable	\$ 2.00	\$ 2.00	\$ -	0.00%	Council
<b>Room hire</b>							
Small Interview Room - Office Style / Interview Room (Capacity 2-3)	Per hour per room	Taxable	\$ 17.00	\$ 17.40	\$ 0.40	2.35%	Council
Small Interview Room - Office Style / Interview Room (Capacity 2-3)	Per half day per room	Taxable	\$ 57.00	\$ 58.40	\$ 1.40	2.46%	Council
Small Interview Room - Office Style / Interview Room (Capacity 2-3)	Per full day per room	Taxable	\$ 102.00	\$ 104.60	\$ 2.60	2.55%	Council
Medium Interview Room - Office Style / Interview Room (Capacity 4-6)	Per hour per room	Taxable	\$ 22.50	\$ 23.10	\$ 0.60	2.67%	Council
Medium Interview Room - Office Style / Interview Room (Capacity 4-6)	Per half day per room	Taxable	\$ 79.50	\$ 81.50	\$ 2.00	2.52%	Council
Medium Interview Room - Office Style / Interview Room (Capacity 4-6)	Per full day per room	Taxable	\$ 135.00	\$ 138.40	\$ 3.40	2.52%	Council
Seniors Meeting Room - Lecture/Workshop: Tables and chairs (Capacity 30/20)	Per hour per room	Taxable	\$ 28.00	\$ 28.70	\$ 0.70	2.50%	Council
Seniors Meeting Room - Lecture/Workshop: Tables and chairs (Capacity 30/20)	Per half day per room	Taxable	\$ 96.00	\$ 98.40	\$ 2.40	2.50%	Council
Seniors Meeting Room - Lecture/Workshop: Tables and chairs (Capacity 30/20)	Per full day per room	Taxable	\$ 180.00	\$ 184.50	\$ 4.50	2.50%	Council
Recreation Hall - Lecture/Workshop: Tables and chairs (Capacity 150/80)	Per hour per room	Taxable	\$ 45.00	\$ 46.10	\$ 1.10	2.44%	Council
Recreation Hall - Lecture/Workshop: Tables and chairs (Capacity 150/80)	Per half day per room	Taxable	\$ 148.00	\$ 151.70	\$ 3.70	2.50%	Council
Recreation Hall - Lecture/Workshop: Tables and chairs (Capacity 150/80)	Per full day per room	Taxable	\$ 270.00	\$ 276.80	\$ 6.80	2.52%	Council
Community Programs 1 - Lecture/Workshop: Tables and chairs (Capacity 35/25)	Per hour per room	Taxable	\$ 39.50	\$ 40.50	\$ 1.00	2.53%	Council
Community Programs 1 - Lecture/Workshop: Tables and chairs (Capacity 35/25)	Per half day per room	Taxable	\$ 135.00	\$ 138.40	\$ 3.40	2.52%	Council
Community Programs 1 - Lecture/Workshop: Tables and chairs (Capacity 35/25)	Per full day per room	Taxable	\$ 227.00	\$ 232.70	\$ 5.70	2.51%	Council
Community Programs 2 - Lecture/Workshop: Tables and chairs (Capacity 30/20)	Per hour per room	Taxable	\$ 34.00	\$ 34.90	\$ 0.90	2.65%	Council
Community Programs 2 - Lecture/Workshop: Tables and chairs (Capacity 30/20)	Per half day per room	Taxable	\$ 113.00	\$ 115.80	\$ 2.80	2.48%	Council
Community Programs 2 - Lecture/Workshop: Tables and chairs (Capacity 30/20)	Per full day per room	Taxable	\$ 204.00	\$ 209.10	\$ 5.10	2.50%	Council
<b>Note:</b> - Not for Profit (NFP) Organisations will receive a flat 50% discount on full rates outlined above. NFP eligibility status must be confirmed by providing documentation outlining registration with a regulatory body - Volunteer groups can access Archie venues at no charge, subject to room availability and proof of volunteer status - Please note Organisations may apply for financial assistance for room hire fee through the Community Support Fund <a href="https://www.warrnambool.vic.gov.au/community-development-fund">https://www.warrnambool.vic.gov.au/community-development-fund</a> - Alternatively organisations may negotiate in-kind donation of room hire through a Warrnambool City Council partnership arrangement							

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
Health							
Food							
Class 1 - Aged Care/Hospitals	Per application	Non-Taxable	-	793.20	\$ 793.20	NEW	Council
Class 1 - Childcare	Per application	Non-Taxable	\$ 515.90	\$ 528.80	\$ 12.90	2.50%	Council
Class 2 - Supermarket	Per application	Non-Taxable	\$ -	\$ 1,500.00	\$ 1,500.00	NEW	Council
Class 2 - Major (ie. large capacity venues, licensed hotels/gaming venues, manufacturers, large food franchises)	Per application	Non-Taxable	\$ -	\$ 717.00	\$ 717.00	NEW	Council
Class 2 General	Per application	Non-Taxable	\$ 466.30	\$ 478.00	\$ 11.70	2.51%	Council
Class 2 - Home Based	Per application	Non-Taxable	\$ 466.30	\$ 382.40	\$ (83.90)	-17.99%	Council
Class 2 - Canteens/sporting club kitchens	Per application	Non-Taxable	\$ 159.90	\$ 163.90	\$ 4.00	2.50%	Council
Class 2 - Additional FoodTrader Component	Per application	Non-Taxable	\$ -	\$ 136.00	\$ 136.00	NEW	Council
Class 3 - Supermarket	Per application	Non-Taxable	\$ -	\$ 478.00	\$ 478.00	NEW	Council
Class 3 and 3A - General	Per application	Non-Taxable	\$ -	\$ 244.00	\$ 244.00	NEW	Council
Class 3 - Home Based	Per application	Non-Taxable	\$ 178.50	\$ 183.00	\$ 4.50	2.52%	Council
Class 3 - Additional FoodTrader Component	Per application	Non-Taxable	\$ -	\$ 76.00	\$ 76.00	NEW	Council
Hairdressers, beauty salons (one off fee)	Per application	Non-Taxable	\$ 231.30	\$ 237.10	\$ 5.80	2.51%	Council
Beauty premises - General Procedures	Per application	Non-Taxable	\$ 164.00	\$ 168.10	\$ 4.10	2.50%	Council
Beauty premises - Skin Penetration	Per application	Non-Taxable	\$ -	\$ 252.00	\$ 252.00	NEW	Council
Onsite Wastewater Management Systems (OWMS)							
Note: The EPA's Environment Protection Regulations now sets the fees for OWMS							
Application to construct, install or alter OWMS [1]	Per application	Non-Taxable	\$ 760.40	\$ 779.40	\$ 19.00	2.50%	Statutory
Application for minor alteration to OWMS [2]	Per application	Non-Taxable	\$ 579.50	\$ 594.00	\$ 14.50	2.50%	Statutory
Transfer a permit [3]	Per application	Non-Taxable	\$ 154.50	\$ 158.40	\$ 3.90	2.52%	Statutory
Amend a permit [4]	Per application	Non-Taxable	\$ 161.50	\$ 165.50	\$ 4.00	2.48%	Statutory
Renew a permit [5]	Per application	Non-Taxable	\$ 129.30	\$ 132.50	\$ 3.20	2.47%	Statutory
Notes:							
[1] In addition to the initial fee, \$91 payable per hour of assessment (after exceeding initial 8.2 hours) up to a maximum of \$2,006							
[2] Consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of an OWMS							
[3] An OWMS application has been submitted but not yet installed, and the land is transferred							
[4] E.g. changing wastewater system type or plumber in the Application to Install							
[5] When the Permit to Install has expired - 2 years after it was issued							
Acquatic Facilities							
Annual registration fee - first pool	Per registration	Non-Taxable	\$ 310.50	\$ 318.30	\$ 7.80	2.51%	Council
Annual registration fee - subsequent pools	Per registration	Non-Taxable	\$ 51.80	\$ 53.10	\$ 1.30	2.51%	Council
Transfer fee	Per registration	Non-Taxable	50% of annual fee				Council
Pool sampling fee - microbiological	Per sample	Non-Taxable	\$ -	\$ 77.00	\$ 77.00	NEW	Council
New Registration Fees							
New premises pre-application fee and/or pre-registration inspection fee	Per registration	Non-Taxable	\$ 221.00	\$ 226.50	\$ 5.50	2.49%	Council
Notes:							
- Pro-rata fees apply for new registrations (quarterly)							
Transfer fees							
Transfer fee	Per application	Non-Taxable	50% of annual fee				Council
Accommodation							
Accommodation premises	Per application		\$ 257.70	\$ 264.10	\$ 6.40	2.48%	Council
Other fees							
Re-inspection fee	Per application		\$ 90.60	\$ 92.90	\$ 2.30	2.54%	Council
Caravan Parks							
Caravan Parks (per site)	Per application		Set by State Government				Statutory



Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
Immunisation							
User Fees & Charges							
Application for immunisation records (search fee)	Per application	Non-Taxable	\$ 25.90	\$ 27.00	\$ 1.10	4.25%	Council
Influenza vaccine & administration (flu injection)	Per injection	Taxable	\$ 27.90	\$ 29.00	\$ 1.10	3.94%	Council
Assesment of overseas immunisation records (inclusion on to AIR)	Per child	Non-Taxable	\$ 80.00	\$ 82.00	\$ 2.00	New	Council
Local Laws							
User Fees & Charges							
Derelict vehicle release	Per vehicle	Non-Taxable	\$ 430.00	\$ 441.00	\$ 11.00	2.56%	Council
Tables and chairs	Per table	Non-Taxable	\$ 185.00	\$ 185.00	\$ -	0.00%	Council
Goods on footpath	Per item	Non-Taxable	\$ 227.70	\$ 233.00	\$ 5.30	2.33%	Council
A/Frames permit	Per frame	Non-Taxable	\$ 158.40	\$ 162.00	\$ 3.60	2.27%	Council
Itinerant trading annual permit	Per application	Non-Taxable	\$ 621.00	\$ 636.00	\$ 15.00	2.42%	Council
Itinerant trading 6 monthly permit	Per application	Non-Taxable	\$ 362.30	\$ 371.00	\$ 8.70	2.40%	Council
Itinerant trading weekend permit	Per application	Non-Taxable	\$ 129.40	\$ 132.00	\$ 2.60	2.01%	Council
Itinerant trading organiser permit (markets and festivals)	Per application	Non-Taxable	\$ 1,552.50	\$ 1,591.00	\$ 38.50	2.48%	Council
Impounded trolley release fee	Per trolley	Non-Taxable	\$ 124.20	\$ 127.00	\$ 2.80	2.25%	Council
Permit to burn	Per permit	Non-Taxable	\$ 124.20	\$ 127.00	\$ 2.80	2.25%	Council
Horses on beach trainer permit	Per permit	Non-Taxable	\$ 265.00	\$ 272.00	\$ 7.00	2.64%	Council
Horses on beach daily access fee	Per horse	Non-Taxable	\$ 3.50	\$ 3.60	\$ 0.10	2.86%	Council
Horses on beach swim access fee	Per horse	Non-Taxable	\$ 2.00	\$ 2.10	\$ 0.10	5.00%	Council
Hire of cat cage	Per cage	Non-Taxable	\$ 30.00	\$ 30.00	\$ -	0.00%	Council
Hire Citronella Collar per week	Per item	Non-Taxable	\$ 25.00	\$ 25.00	\$ -	0.00%	Council
Hire Bark inhibitor per week	Per item	Non-Taxable	\$ 25.00	\$ 25.00	\$ -	0.00%	Council
Hire Bark counter per week	Per item	Non-Taxable	\$ 25.00	\$ 25.00	\$ -	0.00%	Council
Block slashing prior to declared fire season	Per job	Non-Taxable	\$ 165.60	\$ 170.00	\$ 4.40	2.66%	Council
Skip bin permit	Per permit	Non-Taxable	\$ 20.00	\$ 20.00	\$ -	0.00%	Council
Parking Fees and Fines							
On-Street and Off Street							
1st hour off street parking (excluding Coles & Target carparks) in zones 1P & 2P	Per hour	Taxable	No charge				Council
All parking zones 1P 2P 4P	Per hour	Taxable	\$ 2.00	\$ 2.00	\$ -	0.00%	Non-statutory
All Day	Per day	Taxable	\$ 4.00	\$ 4.00	\$ -	0.00%	Non-statutory
Disabled Parking	Per day	Taxable	No charge				Council
Reserved bay permit in CBD per day	Per day	Taxable	\$ 15.00	\$ 15.00	\$ -	0.00%	Council
Credit Surcharge on Smart Meters							
Credit Surcharge on Smart Meters	Per transaction	Taxable	Dependent on Bank Fees				Council
Parking Permits - Disabled and Returned Service							
Replacement	Per permit	Non-Taxable	No charge				Council
New	Per permit	Non-Taxable	No charge				Council
Resident Parking permit	Per permit per annum	Non-Taxable	\$ 15.00	\$ 15.00	\$ -	0.00%	Council
Car parking Fines							
Car parking fines set by Council	Per fine	Non-Taxable	\$ 80.00	\$ 100.00	\$ 20.00	25.00%	Non-statutory

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Local Laws</b>							
<b>Animal Registrations</b>							
Unsterilised dog	Per dog	Non-Taxable	\$ 220.00	\$ 220.00	\$ -	0.00%	Council
Sterilised dog	Per dog	Non-Taxable	\$ 72.00	\$ 72.00	\$ -	0.00%	Council
Unsterilised dog (pensioner)	Per dog	Non-Taxable	\$ 110.00	\$ 110.00	\$ -	0.00%	Council
Sterilised dog (pensioner)	Per dog	Non-Taxable	\$ 36.00	\$ 36.00	\$ -	0.00%	Council
Dog over 10 years old	Per dog	Non-Taxable	\$ 72.00	\$ 72.00	\$ -	0.00%	Council
Dog over 10 years old (pensioner)	Per dog	Non-Taxable	\$ 36.00	\$ 36.00	\$ -	0.00%	Council
Dog kept for working with Livestock (rural)	Per dog	Non-Taxable	\$ 72.00	\$ 72.00	\$ -	0.00%	Council
Dog kept for working with Livestock (rural) (pensioner)	Per dog	Non-Taxable	\$ 36.00	\$ 36.00	\$ -	0.00%	Council
Dog registration at pound release	Per dog	Non-Taxable	\$ 36.00	\$ 37.00	\$ 1.00	2.78%	Council
Declared Dangerous or Restricted Breed	Per dog	Non-Taxable	\$ 330.00	\$ 338.00	\$ 8.00	2.42%	Council
Unsterilised cat	Per cat	Non-Taxable	\$ 220.00	\$ 220.00	\$ -	0.00%	Council
Sterilised cat	Per cat	Non-Taxable	\$ 72.00	\$ 72.00	\$ -	0.00%	Council
Cat registration at pound release	Per cat	Non-Taxable	\$ 36.00	\$ 36.00	\$ -	0.00%	Council
Unsterilised cat (pensioner)	Per cat	Non-Taxable	\$ 110.00	\$ 110.00	\$ -	0.00%	Council
Sterilised cat (pensioner)	Per cat	Non-Taxable	\$ 36.00	\$ 36.00	\$ -	0.00%	Council
Permit to house a third dog / cat	Per cat	Non-Taxable	\$ 100.00	\$ 102.00	\$ 2.00	2.00%	Council
Replacement registration tag	Per tag	Non-Taxable	\$ 20.00	\$ 20.00	\$ -	0.00%	Council
Registered Foster Carer	Per registration	Non-Taxable	\$ 20.00	\$ 20.00	\$ -	0.00%	Council
Foster Care Dog / Cat Fee	Per animal	Non-Taxable	\$ 8.00	\$ 8.00	\$ -	0.00%	Council
Grazing permit	Per permit	Non-Taxable	\$ 200.00	\$ 205.00	\$ 5.00	2.50%	Council
Registered animal businesses	Per businesses	Non-Taxable	\$ 205.00	\$ 210.00	\$ 5.00	2.44%	Council
Impounded animal release fee: Cat	Per Cat	Non-Taxable	\$ 165.60	\$ 170.00	\$ 4.40	2.66%	Council
Impounded animal release fee: Dog	Per Dog	Non-Taxable	\$ 165.60	\$ 170.00	\$ 4.40	2.66%	Council
Notes:							
- Animal registration fees apply from 1 April 2024							
- Pro-rata fees – 50% of pet registration fees apply after 1 November							
- Deceased animals – 50% refund of fees available/claimed up to 1 November of current registration period							
<b>Short stay accomodation</b>							
Short Stay Accommodation	Per Dwelling	Non-Taxable	\$ 400.00	\$ 400.00	\$ -	0.00%	Council
<b>Flagstaff Hill</b>							
<b>Admission Fees</b>							
Adults	Per admission	Taxable	\$ 19.70	\$ 20.20	\$ 0.50	2.54%	Council
Concession	Per admission	Taxable	\$ 15.50	\$ 15.90	\$ 0.40	2.58%	Council
Child	Per admission	Taxable	\$ 9.30	\$ 9.50	\$ 0.20	2.15%	Council
Family	Per admission	Taxable	\$ 51.20	\$ 52.50	\$ 1.30	2.54%	Council
Member School Education visits	Per admission	Taxable	\$ 4.70	\$ 4.80	\$ 0.10	2.13%	Council
Additional Education Sessions	Per admission	Taxable	\$ 4.10	\$ 4.20	\$ 0.10	2.44%	Council
<b>Sound &amp; Light Show Admissions</b>							
Adults	Per admission	Taxable	\$ 32.00	\$ 32.80	\$ 0.80	2.50%	Council
Concession	Per admission	Taxable	\$ 29.00	\$ 29.70	\$ 0.70	2.41%	Council
Child	Per admission	Taxable	\$ 17.60	\$ 18.00	\$ 0.40	2.27%	Council
Family (2A + 2C)	Per admission	Taxable	\$ 81.80	\$ 83.80	\$ 2.00	2.44%	Council
Additional Child	Per admission	Taxable	\$ 12.40	\$ 12.70	\$ 0.30	2.42%	Council
<b>Day and Night Package (30% off your Day Entry when you purchase Night Show)</b>							
Adults	Per admission	Taxable	\$ 45.65	\$ 46.80	\$ 1.15	102.5%	Council
Concession	Per admission	Taxable	\$ 39.85	\$ 40.80	\$ 0.95	102.4%	Council
Child	Per admission	Taxable	\$ 24.15	\$ 24.80	\$ 0.65	102.7%	Council
Family (2A + 2C)	Per admission	Taxable	\$ 116.80	\$ 119.70	\$ 2.90	102.5%	Council
<b>Flagstaff Hill Memberships</b>							
Individual	Per membership	Taxable	\$ 43.50	\$ 44.60	\$ 1.10	2.53%	Council
Grandparents (2A + Children)	Per membership	Taxable	\$ 77.60	\$ 79.50	\$ 1.90	2.45%	Council
Family (2A + Children)	Per membership	Taxable	\$ 98.30	\$ 100.80	\$ 2.50	2.54%	Council
Full Family (2G + 2A + Children)	Per membership	Taxable	\$ 124.20	\$ 127.30	\$ 3.10	2.50%	Council

## Warrnambool City Council

## Budget 2024/25

## Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
Flagstaff Hill							
School Memberships							
Enrolment of 0-50 students	Per membership	Taxable	\$ 62.10	\$ 63.70	\$ 1.60	2.58%	Council
Enrolment of 51-100 students	Per membership	Taxable	\$ 77.60	\$ 79.50	\$ 1.90	2.45%	Council
Enrolment of 101-250 students	Per membership	Taxable	\$ 98.30	\$ 100.80	\$ 2.50	2.54%	Council
Enrolment of 251-500 students	Per membership	Taxable	\$ 134.60	\$ 138.00	\$ 3.40	2.53%	Council
Enrolment of 500 students or more	Per membership	Taxable	\$ 160.40	\$ 164.40	\$ 4.00	2.49%	Council
Weddings and Functions							
Flagstaff – Ceremony Only	Per ceremony	Taxable	\$ 931.50	\$ 954.80	\$ 23.30	2.50%	Council
Flagstaff – Marquee	Per marquee	Taxable	\$ 2,587.50	\$ 2,652.20	\$ 64.70	2.50%	Council
Mission to Seaman’s Church	Per event	Taxable	\$ 672.80	\$ 689.60	\$ 16.80	2.50%	Council
The Wharf in front of the Steam Packet Inn	Per event	Taxable	\$ 672.80	\$ 689.60	\$ 16.80	2.50%	Council
The Village Green	Per event	Taxable	\$ 672.80	\$ 689.60	\$ 16.80	2.50%	Council
The Sailmaker’s Loft	Per event	Taxable	\$ 983.30	\$ 1,007.90	\$ 24.60	2.50%	Council
Wharf Theatre	Per event	Taxable	\$ 1,138.50	\$ 1,167.00	\$ 28.50	2.50%	Council
Hire of the Steam Packet Inn Venue Only	Per event	Taxable	\$ 517.50	\$ 530.40	\$ 12.90	2.49%	Council
Hire of the Steam Packet Inn (Hourly Rate)	Per hour	Taxable	\$ 155.30	\$ 159.20	\$ 3.90	2.51%	Council
Wedding Photo’s in the Village (Hourly Rate)	Per hour	Taxable	\$ 155.30	\$ 159.20	\$ 3.90	2.51%	Council
Visitor Services							
Display of brochures and access to visitor	Fee for service	Taxable	Fee for service relates to Great Ocean Road Tourism Marketing Prospectus				
City Highlights 1 Hour Tour	Per tour	Taxable	\$ 98.30	\$ 100.80	\$ 2.50	2.54%	Council
Note: Flagstaff Hill Maritime Village and Visitor Services fees will apply from 1 April 2023 in accordance with Tourism Industry Standards							
‘Meet a Maremma’ tours							
TOUR FEES (INDIVIDUALS)							
Adults	Per admission	Taxable	\$ 20.70	\$ 22.00	\$ 1.30	6.28%	Council
Concession	Per admission	Taxable	\$ 15.50	\$ 16.00	\$ 0.50	3.23%	Council
Child (5-12 years)	Per admission	Taxable	\$ 8.30	\$ 8.50	\$ 0.20	2.41%	Council
Family (2 Adult, 2 Child)	Per admission	Taxable	\$ 46.60	\$ 48.00	\$ 1.40	3.00%	Council
Student	Per admission	Taxable	\$ 15.50	\$ 16.00	\$ 0.50	3.23%	Council
Under 5 (free of charge)	Per admission	Taxable	No charge				Council
SCHOOL GROUPS (Prep to Year 12):							
Minimum cost - Up to 18 students	per group	taxable	\$ 170.80	\$ 175.00	\$ 4.20	2.46%	Council
19-30 students (\$9.72/head for first 18 participants, then \$9.50/head for the each additional participant up to 30)	per student	taxable	\$ 9.10	\$ 9.50	\$ 0.40	4.40%	Council
31-60 students (group fee - \$9.57/head for the first 30 participants)	Per group	taxable	\$ 280.10	\$ 287.00	\$ 6.90	2.46%	Council
31-60 students (\$9.57/head for the first 30 participants, then \$6/head for each additional participant up to 60)	per student	taxable	\$ 5.70	\$ 6.00	\$ 0.30	5.26%	Council
Includes staff F.O.C if applicable (teachers, supervisors etc)							
ADULT GROUPS:							
Minimum cost - Up to 8 participants	per group	taxable	\$ 170.80	\$ 175.00	\$ 4.20	2.46%	Council
9-15 participants (\$21.88/head for first 8 participants, then \$21/head for the each additional participant up to 15)	per participant	taxable	\$ 20.50	\$ 21.00	\$ 0.50	2.44%	Council
16-30 participants (group fee - \$21.47/head for the first 15 participants)	Per group	taxable	\$ 314.20	\$ 322.00	\$ 7.80	2.48%	Council
16-30 participants (\$21.47/head for the first 15 participants, then \$17.50/head for each additional participant up to 30)	per participant	taxable	\$ 17.10	\$ 17.50	\$ 0.40	2.34%	Council
31-60 participants (group fee -\$19.50/head for the first 30 participants)	Per group	taxable	\$ 570.40	\$ 585.00	\$ 14.60	2.56%	Council
31-60 participants (\$19.50/head for the first 30 participants, then \$10.50/head for each additional participant up to 60)	per participant	taxable	\$ 10.20	\$ 10.50	\$ 0.30	2.94%	Council
Includes 2 staff F.O.C if applicable (tour leader, bus driver etc)							

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>'Meet a Maremma' tours</b>							
<b>CONCESSION GROUPS:</b>							
Minimum cost - Up to 10 participants	per group	taxable	\$ 170.80	\$ 175.00	\$ 4.20	2.46%	Council
11-20 participants (\$17.50/head for first 10 participants, then \$14/head for the each additional participant up to 20)	per participant	taxable	\$ 13.70	\$ 14.00	\$ 0.30	2.19%	Council
21-30 participants (group fee - \$15.75/head for first 20 participants)	Per group	taxable	\$ 307.40	\$ 315.00	\$ 7.60	2.47%	Council
21-30 participants (\$15.75/head for first 20 participants, then \$12/head for the each additional participant up to 30)	per participant	taxable	\$ 11.40	\$ 12.00	\$ 0.60	5.26%	Council
31-60 participants (group fee - \$14.40/head for first 30 participants)	Per group	taxable	\$ 421.20	\$ 432.00	\$ 10.80	2.56%	Council
31-60 participants (\$14.40/head for first 30 participants, then \$8.20/head for the each additional participant up to 60)	per participant	taxable	\$ 8.00	\$ 8.20	\$ 0.20	2.50%	Council
<i>Includes 2 staff F.O.C if applicable (tour leader, bus driver etc)</i>							
<b>PAYMENT PROCESS:</b>							
All group bookings will require the completion of Name and Address Register Form for Warrnambool City Council for invoicing. This form will be provided in your booking confirmation email.							
<b>IMPORTANT INFORMATION:</b>							
The maximum number of participants is 30 for the Penguin Protectors Warrnambool Experience at Stingray Bay. Groups of up to 60 will be accommodated for by running two back-to-back sessions.							
For in-house presentations, the limit of 30 participants per session does not apply. If your group is larger than 60, please let us know in your enquiry email; we will do our best to accommodate your needs. Travel is included for locations within the Warrnambool 3280 postcode. Fees apply for locations outside of this area, up to 20km from the Warrnambool Town Centre. Please contact us for more information. Please note in-house presentations do not include transport of a Maremma to your location for group photos with the dog.							

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Holiday parks</b>							
<b>Surfside &amp; Shipwreck Holiday Parks</b>							
Sites Powered : Peak Season - Daily powered	Per site	Taxable	\$ 78.00	\$ 80.00	\$ 2.00	2.56%	Council
Sites Powered : Peak Season - Night two person	Per site	Taxable	\$ 78.00	\$ 80.00	\$ 2.00	2.56%	Council
Sites Powered : Peak Season - Night single	Per site	Taxable	\$ 66.00	\$ 68.00	\$ 2.00	3.03%	Council
Sites Powered: High Season - Daily powered	Per site	Taxable	\$ 66.00	\$ 66.00	\$ -	0.00%	Council
Sites Powered: High Season - Night two person	Per site	Taxable	\$ 53.00	\$ 55.00	\$ 2.00	3.77%	Council
Sites Powered: High Season - Night single	Per site	Taxable	\$ 42.00	\$ 45.00	\$ 3.00	7.14%	Council
Sites Powered: Low Season - Daily powered	Per site	Taxable	\$ 59.00	\$ 59.00	\$ -	0.00%	Council
Sites Powered: Low Season - Night two person	Per site	Taxable	\$ 47.00	\$ 47.00	\$ -	0.00%	Council
Sites Powered: Low Season - Night single	Per site	Taxable	\$ 40.00	\$ 40.00	\$ -	0.00%	Council
Second Car Fee	Per site	Taxable	\$ -	\$ 20.00	\$ 20.00	NEW	Council
Boat and tow vehicle	Per site	Taxable	\$ -	\$ 40.00	\$ 40.00	NEW	Council
<b>Surfside &amp; Shipwreck Holiday Parks</b>							
Sites Unpowered : Peak Season - Daily family unpowered	Per site	Taxable	\$ 66.00	\$ 68.00	\$ 2.00	3.03%	Council
Sites Unpowered : Peak Season - Night two person	Per site	Taxable	\$ 66.00	\$ 68.00	\$ 2.00	3.03%	Council
Sites Unpowered : Peak Season - Night single	Per site	Taxable	\$ 54.00	\$ 56.00	\$ 2.00	3.70%	Council
Sites Unpowered: High Season - Daily family	Per site	Taxable	\$ 53.00	\$ 54.00	\$ 1.00	1.89%	Council
Sites Unpowered: High Season - Night two person	Per site	Taxable	\$ 46.00	\$ 46.00	\$ -	0.00%	Council
Sites Unpowered: High Season - Night single	Per site	Taxable	\$ 38.00	\$ 40.00	\$ 2.00	5.26%	Council
Sites Unpowered: Low Season - Night family	Per site	Taxable	\$ 47.00	\$ 47.00	\$ -	0.00%	Council
Sites Unpowered: Low Season - Night two person	Per site	Taxable	\$ 41.00	\$ 41.00	\$ -	0.00%	Council
Sites Unpowered: Low Season - Night single	Per site	Taxable	\$ 35.00	\$ 35.00	\$ -	0.00%	Council
<b>Surfside Cabins</b>							
Beach Chalet: Peak Season - Daily	Per chalet	Taxable	\$ 300.00	\$ 305.00	\$ 5.00	1.67%	Council
Beach Chalet: Peak Season - Weekly	Per chalet	Taxable	\$ 2,065.00	\$ 2,135.00	\$ 70.00	3.39%	Council
Beach Chalet: High Season - Daily	Per chalet	Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.08%	Council
Beach Chalet: High Season - Weekly	Per chalet	Taxable	\$ 1,680.00	\$ 1,715.00	\$ 35.00	2.08%	Council
Beach Chalet: Low Season - Daily	Per chalet	Taxable	\$ 215.00	\$ 220.00	\$ 5.00	2.33%	Council
Beach Chalet: Low Season - Weekly	Per chalet	Taxable	\$ 1,505.00	\$ 1,540.00	\$ 35.00	2.33%	Council
Cedar Cabins: Peak Season - Daily	Per cabin	Taxable	\$ 225.00	\$ 230.00	\$ 5.00	2.22%	Council
Cedar Cabins: Peak Season - Weekly	Per cabin	Taxable	\$ 1,575.00	\$ 1,614.40	\$ 39.40	2.50%	Council
Cedar Cabins: High Season - Daily	Per cabin	Taxable	\$ 185.00	\$ 190.00	\$ 5.00	2.70%	Council
Cedar Cabins: High Season - Weekly	Per cabin	Taxable	\$ 1,295.00	\$ 1,330.00	\$ 35.00	2.70%	Council
Cedar Cabins: Low Season - Daily	Per cabin	Taxable	\$ 165.00	\$ 170.00	\$ 5.00	3.03%	Council
Cedar Cabins: Low Season - Weekly	Per cabin	Taxable	\$ 1,155.00	\$ 1,190.00	\$ 35.00	3.03%	Council
Mariner cottages: Peak Season - Daily	Per cottage	Taxable	\$ 210.00	\$ 220.00	\$ 10.00	4.76%	Council
Mariner cottages: Peak Season - Weekly	Per cottage	Taxable	\$ 1,470.00	\$ 1,540.00	\$ 70.00	4.76%	Council
Mariner cottages: High Season - Daily	Per cottage	Taxable	\$ 170.00	\$ 175.00	\$ 5.00	2.94%	Council
Mariner cottages: High Season - Weekly	Per cottage	Taxable	\$ 1,190.00	\$ 1,225.00	\$ 35.00	2.94%	Council
Mariner cottages: Low Season - Daily	Per cottage	Taxable	\$ 150.00	\$ 155.00	\$ 5.00	3.33%	Council
Mariner cottages: Low Season - Weekly	Per cottage	Taxable	\$ 1,050.00	\$ 1,085.00	\$ 35.00	3.33%	Council
<b>Lighthouse Lodge</b>							
Exclusive Use Rate (1-4 guests) – Normal	Per night	Taxable	\$ 295.00	\$ 390.00	\$ 95.00	32.20%	Council
Exclusive Use Rate (1-4 guests) - Peak	Per night	Taxable	\$ 362.30	\$ 590.00	\$ 227.70	62.85%	Council
Exclusive Use Rate (5-6 guests) – Normal	Per night	Taxable	\$ 388.10	\$ 390.00	\$ 1.90	0.49%	Council
Exclusive Use Rate (5-6 guests) - Peak	Per night	Taxable	\$ 439.90	\$ 590.00	\$ 150.10	34.12%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Waste Management</b>							
<b>User Fees &amp; Charges</b>							
FOGO Compostable Liners (roll of 150)	Per roll	Non-taxable	\$ 12.40	\$ 12.70	\$ 0.30	2.42%	Council
Bin springs	Per springs	Non-taxable	\$ 10.40	\$ 10.70	\$ 0.30	2.88%	Council
Bin latches	Per latch	Non-taxable	\$ 5.20	\$ 5.30	\$ 0.10	1.92%	Council
240L landfill bin	Per bin	Non-taxable	\$ 102.50	\$ 105.00	\$ 2.50	2.44%	Council
<b>Planning</b>							
<b>Statutory Planning Fees</b>							
All fees are set by the State Government of Victoria in accordance with the Planning and Environment (Fees) Regulation 2016 and the Subdivision (Fees) Regulation 2016, and are subject to change. Statutory planning fees are GST Free unless specified.							
<b>Non-statutory Planning Fees</b>							
Request to amend permit or endorsed plans under the provisions of Secondary Consent within condition of permit	Per permit	Taxable	\$ 223.80	\$ 229.40	\$ 5.60	2.50%	Council
Extension of time for Planning Permits:							Council
- First extension	Per application	Taxable	\$ 115.60	\$ 218.50	\$ 102.90	89.01%	Council
- Second extension	Per application	Taxable	\$ 320.90	\$ 328.90	\$ 8.00	2.49%	Council
- Additional extensions	Per application	Taxable	\$ 435.10	\$ 446.00	\$ 10.90	2.51%	Council
Approval of Development Plans to the satisfaction of the Responsible Authority	Per application	Taxable	\$ 755.90	\$ 774.80	\$ 18.90	2.50%	Council
Approval of amendments to Development Plans to the satisfaction of the Responsible Authority	Per application	Taxable	\$ 755.90	\$ 774.80	\$ 18.90	2.50%	Council
Approval of 173 Agreements - plus cost of legal advice if required	Per application	Taxable	\$ 186.40	\$ 191.10	\$ 4.70	2.52%	Council
Review of compliance of Section 173 Agreements - (plus cost of legal advice if required)	Per application	Taxable	\$ 186.40	\$ 191.10	\$ 4.70	2.52%	Council
Notification of Planning Applications or Planning Scheme Amendments:							
- Up to 10 letters/notices	Per letter/notice up to 10	Taxable	\$ 124.30	\$ 127.40	\$ 3.10	2.49%	Council
- Additional letters/notices	Per letter/notice	Taxable	\$ 6.00	\$ 6.20	\$ 0.20	3.33%	Council
Plans to Comply Condition (2nd and subsequent changes)	Per application	Taxable	\$ -	\$ 145.00	\$ 145.00	NEW	Council
Property Inquiry relating to planning history	Per inquiry	Taxable	\$ 87.00	\$ 189.20	\$ 102.20	117.47%	Council
Planning written advice	Per inquiry	Taxable	\$ 69.80	\$ 171.50	\$ 101.70	145.70%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Building</b>							
<b>Statutory Building Fees</b>							
All fees are set by the State Government of Victoria in accordance with the Building Regulations 2018 and are subject to change. Statutory building fees are GST Free unless specified.							
<b>Non Statutory Building Fees</b>							
Note: Additional statutory State Government charges and conditions are relevant to all Building Applications.							
New dwellings including single detached houses or attached multi unit developments	Up to \$300,000	Taxable	\$ 2,618.60	\$ 2,684.10	\$ 65.50	2.50%	Council
	\$300,001-\$500,000	Taxable	\$ 4,383.20	\$ 4,492.80	\$ 109.60	2.50%	Council
	\$500,001+	Taxable	Price on Application (POA)				Council
Extensions and/or alterations (including demolitions) to dwellings	Up to \$10,000	Taxable	\$ 740.30	\$ 758.80	\$ 18.50	2.50%	Council
	\$10,001-\$50,000	Taxable	\$ 1,257.40	\$ 1,288.80	\$ 31.40	2.50%	Council
	\$50,001-\$150,000	Taxable	\$ 2,347.40	\$ 2,406.10	\$ 58.70	2.50%	Council
	\$150,001+	Taxable	Price on Application (POA)				Council
Minor works - Garages/sheds, carports, swimming pools, fences, retaining walls etc.	Up to \$10,000	Taxable	\$ 551.90	\$ 565.70	\$ 13.80	2.50%	Council
	\$10,001-\$20,000	Taxable	\$ 740.30	\$ 758.80	\$ 18.50	2.50%	Council
	\$20,001-\$50,000	Taxable	\$ 980.50	\$ 1,005.00	\$ 24.50	2.50%	Council
	\$50,001-\$100,000	Taxable	\$ 1,379.60	\$ 1,414.10	\$ 34.50	2.50%	Council
	>\$100,001+	Taxable	Price on Application (POA)				Council
Swimming pools and Spas	Any Value	Taxable	Price on Application (POA)			NEW	Council
Any additional inspection	Domestic	Taxable	\$ 211.80	\$ 217.10	\$ 5.30	2.50%	Council
	Commercial	Taxable	\$ 286.50	\$ 293.70	\$ 7.20	2.51%	Council
Amendment and/or extension of building permits;	Domestic	Taxable	\$ 211.80	\$ 217.10	\$ 5.30	2.50%	Council
	Commercial	Taxable	\$ 286.50	\$ 293.70	\$ 7.20	2.51%	Council
Amendment of approved plans	Domestic	Taxable	\$ 211.80	\$ 217.10	\$ 5.30	2.50%	Council
	Commercial	Taxable	\$ 286.50	\$ 293.70	\$ 7.20	2.51%	Council
<b>Additional Building Fees</b>							
Administration of Building Notice	Per notice	Taxable	\$ 746.00	\$ 764.70	\$ 18.70	2.51%	Council
Administration of Building Order	Per order	Taxable	\$ 497.30	\$ 509.70	\$ 12.40	2.49%	Council
Temporary Structure Siting Approval	Per siting	Taxable	\$ 497.30	\$ 509.70	\$ 12.40	2.49%	Council
Occupancy Permit for Places of Public Entertainment (POPE)	Per permit	Taxable	\$ 621.60	\$ 637.10	\$ 15.50	2.49%	Council
Provide copy of Building Permit or Occupancy Permit (with owners consent)	Per permit	Taxable	\$ 87.70	\$ 89.90	\$ 2.20	2.51%	Council
Provide copy of Building Permit including plans – Domestic (with owners consent)	Per permit	Taxable	\$ 152.80	\$ 156.60	\$ 3.80	2.49%	Council
Provide copy of Building Permit including plans – Commercial (with owners consent)	Per permit	Taxable	\$ 349.50	\$ 358.20	\$ 8.70	2.49%	Council
Essential Safety Measure Assessment - minimum fee	Per assessment	Taxable	\$ 683.80	\$ 700.90	\$ 17.10	2.50%	Council

Warrnambool City Council

Budget 2024/25

Fees and Charges

Fee/Charge Description	Unit	GST Status	2023-24 Fee Inc GST	2024-25 Fee Inc GST	Fee Increase / Decrease \$	Annual % Change	Basis of Fee
<b>Library</b>							
<b>Photocopying and printing</b>							
B&W A4	per page	Taxable	\$ 0.20	\$ 0.20	\$ -	0.00%	Council
B&W A3	per page	Taxable	\$ 0.40	\$ 0.40	\$ -	0.00%	Council
Colour A4	per page	Taxable	\$ 0.60	\$ 0.60	\$ -	0.00%	Council
Colour A3	per page	Taxable	\$ 1.20	\$ 1.20	\$ -	0.00%	Council
Inter library loan - plus cost to Council from pr	per item	Taxable	P.O.A	P.O.A			Council
Debt recovery - plus cost of item	per account	Taxable	\$ 15.50	\$ 15.50	\$ -	0.00%	Council
Merchandise	per item	Taxable	P.O.A	P.O.A			Council
Withdrawn item	per item	Taxable	P.O.A	P.O.A			Council
Replacement library card	per card	Taxable	\$ 2.00	\$ 2.00	\$ -	0.00%	Council
Sales of Australian Standard (student only)			P.O.A	P.O.A			Council
Meeting room hire (commercial) Half day (4 hours)			\$ 200.00	\$ 200.00	\$ -	0.00%	Council
Meeting room hire (commercial) Full day			\$ 350.00	\$ 350.00	\$ -	0.00%	Council
Meeting room hire (NFP + Individual) Half day (four hours)			\$ 150.00	\$ 150.00	\$ -	0.00%	Council
Meeting room hire (NFP + Individual) Full day			\$ 262.50	\$ 262.50	\$ -	0.00%	Council
Meeting room hire (commercial) per hour			\$ 60.00	\$ 60.00	\$ -	0.00%	Council
Meeting room hire (NFP + Individual) per hour			\$ 45.00	\$ 45.00	\$ -	0.00%	Council
Library hire (Commercial or private) After hours			\$ 500.00	\$ 500.00	\$ -	0.00%	Council
Library hire (Commercial or private) after hours staffing per person/per hour			\$ 50.00	\$ 50.00	\$ -	0.00%	Council
Tech Lab Consumables	per item	Taxable	P.O.A	P.O.A			Council
<b>Hall Hire</b>							
Community not-for-profit	per hour (min 2 hrs)	Taxable	\$ 10.00	\$ 15.00	\$ 5.00	50.00%	Council
Community not-for-profit - full day	8 hours	Taxable	\$ 60.00	\$ 60.00	\$ -	0.00%	Council
Community not for profit if facility is used for fund raising or where admission is charged	8 hours	Taxable	\$ 100.00	\$ 120.00	\$ 20.00	20.00%	Council
Commercial	per hour (min 2 hrs)	Taxable	\$ 40.00	\$ 45.00	\$ 5.00	12.50%	Council
Commercial - full day	8 hours	Taxable	\$ 200.00	\$ 250.00	\$ 50.00	25.00%	Council
Bond - high risk	Per Booking	Non-Taxable	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	Council
Bond - medium risk	Per Booking	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.00%	Council
Bond - low risk	Per Booking	Non-Taxable	\$ 250.00	\$ 250.00	\$ -	0.00%	Council
Bond - key	Per Booking	Non-Taxable	\$ 20.00	\$ 20.00	\$ -	0.00%	Council



### Summary of 2024-25 Budget Engagement:

Public engagement for the 2024-25 budget was undertaken in two stages. Stage 1, carried out in late 2023, was an opportunity for the community to engage with Council about the budget before it was drafted. The engagement activities included an online survey and several hosted engagement sessions. All feedback received was reviewed by officers and councillors and informed the preparation of the Draft 2024-25.

Stage 2 of the public engagement was carried out with the exhibition of the Draft 2024-25 Budget in May 2024.

### December 2023 Pre-Budget engagement activity

19 online survey responses were received during the submission period. Results of the surveys are outlined below:

#### 1. Community prioritisation of Council Plan objectives:

Council Plan objective prioritisation via online survey responses. Participants were asked to rank each objective from 1 (most important) to 5 (least important):

Council Plan Objective	Average importance (1 to 5)	Median	Times ranked #1
<b><u>An effective Council</u></b> We will be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and for Victoria's South West.	2.58	2	6
<b><u>A strong economy</u></b> We will support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities that attract ongoing investment.	2.58	3	5
<b><u>A healthy community</u></b> We will be a healthy, inclusive and thriving community with equitable access to services, cultural opportunities and recreational activities.	2.74	3	4
<b><u>A connected, inclusive place</u></b> We will provide high quality places that people value and want to live, work, play and learn in.	3.47	3	1
<b><u>An effective Council</u></b> We will be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and for Victoria's South West.	3.63	4	3

Table 1

As well as the online survey responses above, at the in-person session, two attendees ranked their top two Council Plan objectives as: 1 – A connected, inclusive place, and 2 – A healthy community.

If included in the above table, a connected, inclusive place improves its average importance to 3.23, and a healthy community increases its average importance to 2.66, however, this does not affect the overall rankings.

## 2. Asset expenditure prioritisation:

Online survey respondents were asked to prioritise Council's capital expenditure program by picking their top three priority areas for future budgets. These, in order of priority, are listed below:

Asset Expenditure Category	Votes
Footpaths and cycle ways	11
Roads	10
Parks, open Space, and streetscapes	7
Recreational, leisure and community	7
Drainage	6
Aquazone	5
Coastal reserve management	3
Warrnambool Airport	2
Bridges	2
Warrnambool Stadium	1
Warrnambool Art Gallery	0
Lighthouse Theatre	0
Flagstaff Hill	0
Holiday Parks	0
Table 2	

Online survey respondents were also asked to highlight any other asset categories that should receive prioritisation. The responses were:

Asset Expenditure Category	Votes
Kindergartens	1
Hopkins River visitor and club facilities	1
Master plan for Bushfield Reserve	1
Buildings	1
Foreshore redevelopment (including surf club and traffic management)	1
Table 3	

### 3. Project funding prioritisation:

Online survey respondents were asked how Council should undertake funding of its capital program. The prioritised results are as follows:

Funding method	Average importance (1 to 5)	Median	Times ranked #1
Delay projects until cash reserves have built sufficiently to deliver a project	1.88	2	8
Use borrowings within the scope of Council's Borrowing Strategy	2.06	2	5
None (find alternative ways to fund)	3.65	5	4
Apply to the Essential Services Commission to increase them above the rate cap	3.65	4	1
Cut services and reallocate funds	3.71	4	0

Table 4

As well as a number of survey suggestions on how council could prioritise its spending, two submissions were recorded during drop-in engagement sessions:

Budget Submission	Council officer response
We need public seats along Lava, Kepler, Timor and Koroit streets with protection from the sun and rain, and upgrade the public seating in Liebig street to have protection from weather.	Council will conduct a feasibility study into possible locations, designs, and costs of covered seating in the Warrnambool CBD.
Playground for Hopkins estate. It was in the original development plan but has not yet been delivered.	Council is undertaking a playground strategy review across the whole municipality which will include the development of a priority plan of playground requirements in new growth area.

The results of the initial consultation were provided to councillors before the drafting of the 2024-25 Annual Budget.

### **May 2024 Draft Budget engagement activity**

The following three submissions were received specifically in relation to the Draft Budget 2024-25:

Officer responses to the draft budget submissions are included in the table below.

Budget submission	Council officer response
<p>Not real impressed with council spending \$650,000 on pedestrian crossings in another roundabout. Fix the road surface and move on. Increasing the size of the roundabout will result in another cock-up like pertobe/bayan street where trucks and buses cant even get around it, stop wasting money and just fix the bloody roads!</p>	<p>The \$650,000 project is funded by the Australian Government (\$400,000) and the Warrnambool City Council (\$250,000).</p> <p>The road surface and the roundabout at this intersection are about 40 years old and due for replacement</p> <p>The intersection's crash history meant that it attracted Australian Government funding to improve safety.</p> <p>The project brings this intersection in line with those at Kepler and Koroit streets and Kepler and Timor streets.</p>
<p>I'd like to see waste management fees reduced significantly. Since the introduction of Victoria's Container Deposit Scheme I am only placing the recycling bin out for curbside collection once a month and the glass bin has not been out since the scheme was introduced in November last year. Council should be offering refunds to have the glass bins returned, all it does it take up space in my small yard. We should also be looking at reduced rates for properties which have no footpaths and roads filled with potholes - if council can't do their job what are we paying for?</p>	<p>Council is proposing to reduce the waste management charge in this year's draft Budget.</p> <p>The kersbide glass and recycling bin collections are mandated by the Victorian Government.</p> <p>While the Container Deposit Scheme (CDS) may reduce the volume of kerbside glass and recyclables collected, only a limited number of containers are eligible for the CDS and at this stage the kerbside glass and recyclables collections are required, both from a practical perspective and a legislative perspective.</p>

Budget Submission	Council officer response
<p>Great to see money allocated (\$2.1m) to upgrade a childcare centre and subsequently reduce wait times for family's in need. Frustrating (yet not surprising) to see yet another rate rise when we're in a cost of living crisis. Whilst the rise is below the cap, it still places additional financial burden on already-struggling families and in a town where we already pay some of the highest rates in the state. I'd be curious to hear some rationale as to why the rates weren't just left where they were, as they already generate substantial income for the council. What measures in this budget have been brought in to reduce cost of living pressures? That's right, none. It would be nice to see the council make a move or two to show they care about the community they're supposed to represent and support (and are paid awfully well to do so?).</p>	<p>Council has contained the rate increase to the rate cap set by the Victorian Government.</p> <p>In maintaining all services at current levels Council will create built-in budget efficiencies given the rate increase is below inflation levels.</p> <p>Warrnambool City Council rates are similar to those of demographically and geographically similar municipalities. The most recently available figures on the Know Your Council website shows the following 2022-2023 average rate per property comparison.</p> <p>Warrnambool: \$2,040 Wodonga: \$2,070 Shepparton: \$2,290 Mildura: \$2,240</p> <p>Council recognises the importance of investing in Early Years infrastructure and is responding to the growth in demand for childcare and kindergarten services.</p>

## 7.2. COUNCIL PLAN 2021-2025 (REVISED 2024)

**DIRECTORATE :** Corporate Strategies

**Purpose:**

*To present the revised annual actions within the Council Plan 2021-2025.*

---

### Executive Summary

Council is required under Section 90 of the Local Government Act to prepare and approve a four-year Council Plan by October 31 following a general election.

The Council Plan is the feature document in Council's suite of strategic planning documents, formulated to guide the work for which Council has responsibility.

Council's vision for Warrnambool expressed in the Council Plan is for Warrnambool to be "A thriving city at the heart of coast and country."

The Council Plan supports the visions from the long-term community plan, Warrnambool 2040, which are:

- People: in 2040 Warrnambool will be a city where all people thrive.
- Environment: in 2040 Warrnambool will be most sustainable regional city in Australia.
- Place: in 2040 Warrnambool will be Australia's most liveable regional city.
- Economy: in 2040 Warrnambool will be Australia's most resilient and thriving regional economy.

The Draft Council Plan also lists key activities and initiatives to deliver on the five objectives described in the Plan. These actions and initiatives demonstrate to the community important areas of effort in the delivery of the plan's key objectives.

These objectives are:

1. A HEALTHY COMMUNITY: To be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.
2. A SUSTAINABLE ENVIRONMENT: To protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.
3. A STRONG ECONOMY: Support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.
4. A CONNECTED, INCLUSIVE PLACE: Provide quality places that all people value and want to live, work, play and learn in.
5. AN EFFECTIVE COUNCIL: To be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and Victoria's South West.

Although it is a four-year plan, it is reviewed annually to ensure it is relevant, has responded to significant events and/or remains aligned with the community wishes.

At its meeting on 6 May 2024, Council approved the release of the revised annual actions within the Council Plan 2021-2025 and Draft Budget 2024-2025 for community feedback, in line with Council's Community Engagement Policy which requires Council to engage with the community "when Council is setting its strategic direction".

Following the release of the documents, Council received four submissions from community members. These included one submission on the Draft Council Plan actions and three related to the Draft Budget.

The submissions and Council's responses to each are detailed below.

The Council Plan, including revised annual actions, is now before Council to consider.

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**MOVED: CR DEBBIE ARNOTT**

**SECONDED: CR ANGIE PASPALIARIS**

That Council, pursuant to Section 90 of the Local Government Act 2020, adopt the Council Plan 2021-2025 (2024 Revision) and make a copy of the plan available for public inspection at the Warrnambool Civic Centre, 25 Liebig Street, Warrnambool, and on Council's website, [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au).

**CARRIED – 7:0**

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## Background

### Council Plan 2021-2025 (revised actions 2024-2025)

At the 6 May meeting Council approved the release of the Draft Council Plan 2021-2025 (2023 revision) for public comment.

The following submission was received in relation to the draft annual actions for the Council Plan.

Council Plan actions submission	Council officer response
2.3.1 is absolute genius, been saying for years we need weekly FOGO over summer like Moyne and Corangamite Shire do, love this!	<p>This feedback relates to the following draft action under the Sustainable Environment:</p> <p><i>Council will investigate a seasonal increase of FOGO collection over the spring and summer months.</i></p> <p>Note: Moyne Shire has not increased its FOGO collection over spring and summer. Corangamite Shire moves from a fortnightly to weekly collection during October to December.</p>

## Financial Impact

Actions contained in the Council Plan are resourced through annual allocations of funding described in Council's Annual Budget document.

## Legislation/Policy/Council Plan Context

Section 90 of the Local Government Act (2020) instructs Council to prepare and adopt a Council Plan for a period of at least four financial years after a general election.

## Timing

Council is on schedule to consider final drafts of the Council Plan 2021-2025 (revised 2024) and Budget 2024-2025 by June 30 in accordance with the requirements of the Local Government Act (2020).

## Community Impact/Consultation

Council undertook an extensive community engagement effort in 2021 as part of the development of the four-year Council Plan.

In late 2023 Council sought the community's involvement in the annual review of the Council Plan, this included calling for online and written submissions and in-person information sessions.

This was followed up by a call in May for public feedback on the revised Council Plan actions.

## Legal Risk/Impact

N/A

## Officers' Declaration Of Interest

Nil.

## Conclusion

The 2024 review of the 2021-2025 Council Plan has been completed and the final draft Plan with revised annual actions is now ready for Council to consider.

## ATTACHMENTS

1. 2918 council plan DRAFT may 2024 [7.2.1 - 35 pages]





# Council Plan 2021-2025

**A thriving city at the heart of coast and country**

Draft revision 2024



[www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

Connect to Council    

1


## Contents

<b>Acknowledgement of Traditional Owners</b>	<b>3</b>
<b>Vision</b>	<b>5</b>
<b>Values</b>	<b>5</b>
<b>Our Councillors</b>	<b>5</b>
<b>Mayor's foreword</b>	<b>7</b>
<b>Message from the Interim Chief Executive Officer</b>	<b>8</b>
<b>How we engaged with the community</b>	<b>10</b>
<b>About Warrnambool</b>	<b>11</b>
<b>Our city</b>	<b>11</b>
<b>Our community</b>	<b>12</b>
<b>Our services to the community</b>	<b>15</b>
<b>Strategic objectives and strategies</b>	<b>17</b>
<b>Actions and initiatives</b>	<b>23</b>

The Local Government Act stipulates that Council must prepare a Council Plan which will include the strategic objectives of the council and strategies for achieving those objectives along with indicators for monitoring the achievement of the objectives.

The Council Plan is supported by the Annual Council Budget which describes the financial resources required to implement the actions and initiatives described in the Plan.





## Acknowledgement of Traditional Owners

Warrnambool City Council acknowledges the Peek Whurrong and Kirrae Whurrung Peoples of the Gunditjmara, Eastern Maar Nations as the Traditional Owners of the land, waterways and skies within Warrnambool municipality.  
We pay respects to Elders past and present.  
We also acknowledge all Aboriginal and Torres Strait Islander Peoples who are part of the Warrnambool community.



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2021 - 2025 Warrnambool City Council Plan

# Our Vision

## A thriving city at the heart of coast and country.

Warrnambool is the bright beacon at the western edge of the Great Ocean Road.

Within the Warrnambool municipality are beautiful beaches, parks, buildings and pathways. The city of Warrnambool is the South West's professional, commercial, retail, education, sporting and health capital and our attractive townships of Allansford, Bushfield and Woodford enhance our liveability.

## Our Values

Accountability

Collaboration

Respect

Progressiveness

Wellbeing

# Our Councillors

## Warrnambool City Council is an unsubdivided municipality represented by seven Councillors.

At the October 2020 Victorian Local Government elections Otha Akoch, Debbie Arnott, Ben Blain, Vicki Jellie, Angie Paspaliaris, Max Taylor and Richard Ziegeler were elected to Council.



Cr Debbie Arnott



Cr Otha Akoch



Cr Ben Blain



Cr Vicki Jellie



Cr Angie Paspaliaris



Cr Max Taylor



Cr Richard Ziegeler









## Mayor's foreword

### Cr Ben Blain

**We have entered the final year of the 2021-2025 Council Plan.**

Significant milestones have been reached during the life of this Council Plan and important capital works projects completed.

These include the new Edwards Bridge, Library and Learning Centre, Lake Pertobe Adventure PlaceSpace and the upgrades at the Port of Warrnambool.

As we work through actions in the Council Plan we regularly receive feedback from the community that provides us with clarity on which direction to proceed.

We received important feedback from the community that helped set the direction for our Aquatic Strategy. The community was keen to see an aquatic centre remain in the current, central location and we have also responded to the need to replace the outdoor pool – opened in 1962 – which

is nearing the end of its useful life. The strategy proposes delivering the AquaZone upgrade in stages that will be more manageable and more likely to receive the external funding that will be required to deliver a better facility.

Actions in the final year of the Council Plan also create strong foundations for important future projects.

We've almost completed Stage 1 of the Brierly Reserve redevelopment and have a Council Plan action that commits us to engage with residents of north-east Warrnambool in relation to the preliminary design for a community hub at Brierly.

We'll also deliver a dedicated Neighbourhood House for West Warrnambool and another year of the Designated Area Migration Agreement that has been of enormous benefit in addressing skills shortages in the South West.

Other important 2024-2025 actions include finalising our Reconciliation Action Plan, developing a youth strategy in partnership with Moyne Shire, completing a playspace strategy and developing an arts and culture strategy for the city.



2021 - 2025 Warrnambool City Council Plan



# A message from the Chief Executive Officer

## Andrew Mason

**Warrnambool City Council staff are committed to delivering on the objectives described in the Council Plan 2021-2025.**

The Council Plan is a requirement of the Local Government Act 2020. It was prepared in consultation with the community and adopted by Council on June 28, 2021.

Each year Council reviews the Plan to ensure it is relevant, remains aligned to the long-term community vision described in Warrnambool 2040 and takes into account any other emerging factors, such as a pandemic.

The Local Government Act stipulates that the Council Plan must:

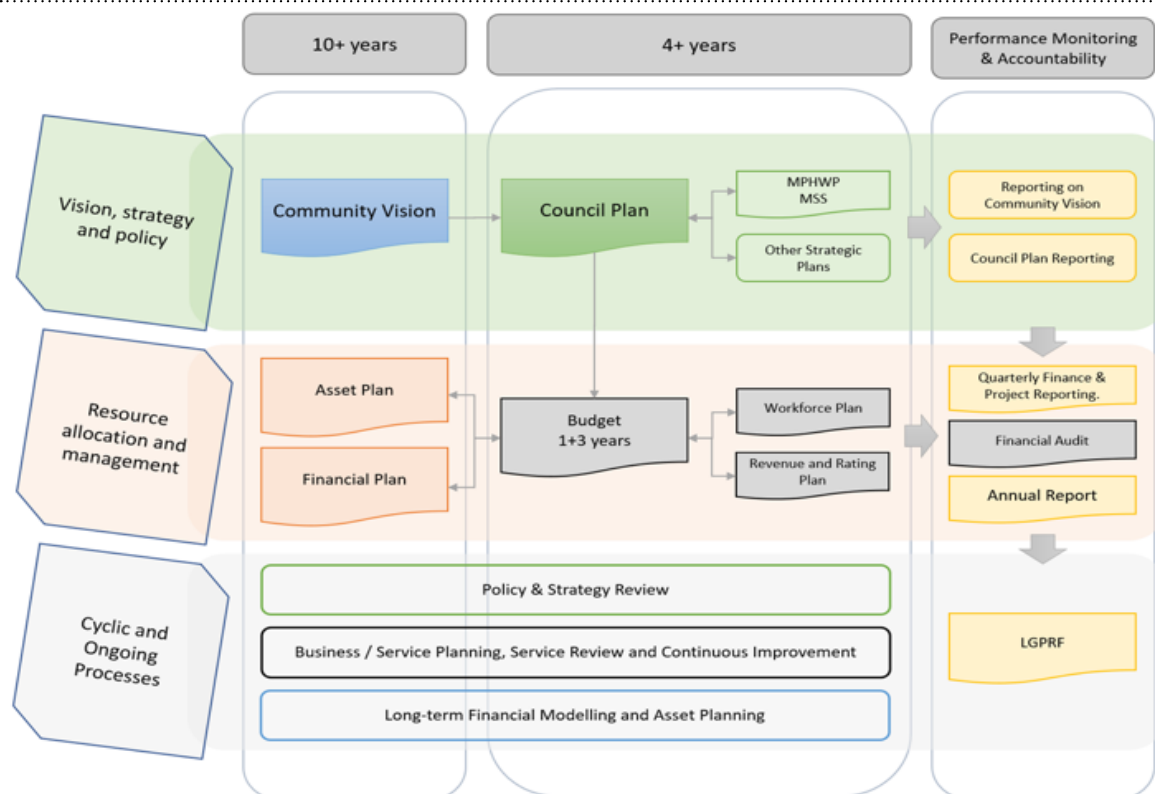
- describe the strategic direction of the Council;
- outline strategic objectives for achieving the strategic direction;
- strategies for achieving the objectives;
- strategic indicators for monitoring the achievement of the objectives; and,
- a description of the Council's initiatives and priorities for services, infrastructure and amenity.

The Council Plan is part of an integrated planning framework with the community vision, Warrnambool 2040, providing an over-arching strategic direction for our city.

The activities and initiatives contained in this Council Plan have been developed by Council staff to help deliver the objectives contained in the plan.

Council will provide quarterly reports to the community on how we have progressed with each of the actions and initiatives.

Strategic indicators or measuring our progress include the Local Government Performance Reporting Framework, the annual Local Government Community Satisfaction Survey, the financial and operational statements contained in our Annual Reports and the targets and goals identified in our broad suite of plans and strategies.



**Above:** the integration of Local Government planning and reporting to the community.



2021 - 2025 Warrnambool City Council Plan

# The Community Vision – Warrnambool 2040 goals

## OUR PEOPLE

Warrnambool will be a city where all people thrive

**Our goals:**

1. A welcoming and inclusive city.
2. A safe and connected community.
3. Warrnambool's people are healthy.
4. Value local Aboriginal identity and culture.
5. A learning community.

## OUR ECONOMY

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

**Our goals:**

1. Embrace digital innovation and technological change.
2. Grow a resilient and diverse economy.
3. Foster a creative and collaborative culture.
4. Think globally.

## OUR PLACE

Warrnambool will be Australia's most liveable regional city

**Our goals:**

1. An affordable and accessible place to live for every one.
2. Encourages and prioritises sustainable transport.
3. Well-connected outside the city.
4. Has accessible, high-quality public spaces and facilities.

## OUR ENVIRONMENT

Warrnambool will be Australia's most sustainable city

**Our goals:**

1. ZERO WARRNAMBOOL - Innovative solutions for zero net emissions.
2. ADAPTABLE WARRNAMBOOL - adapt to the impacts of climate change.
3. WISE WARRNAMBOOL - a wise city, that wastes not.
4. NATURAL WARRNAMBOOL - enjoy, love, respect and care for the natural environment.
5. BLUE WARRNAMBOOL - water for life.
6. GREEN WARRNAMBOOL - a city in nature.



2021 - 2025 Warrnambool City Council Plan

## How we engaged with the community in 2021

February 8 and 9	Workshops with Councillors
February 8	Online survey and registration for deliberative workshops undertaken – 72 respondents.
February 20	Online survey to seek ideas for the Council Plan and to review the community vision, Warrnambool 2040.
February 24	Workshop with Council staff.
March 3	Listening posts at the Lighthouse Studio and Warrnambool Stadium with sessions for residents of all Warrnambool localities including Allansford, Bushfield-Woodford, Dennington, Central Warrnambool, Warrnambool-Botanic, East Warrnambool, North Warrnambool, North-East Warrnambool, South-East Warrnambool, South-Warrnambool-Merrivale and West Warrnambool.
March 17	Two deliberative workshops with the community, 60 participants.
May 3	Draft Council Plan considered at open Council meeting and subsequently released for public comment.



2021 - 2025 Warrnambool City Council Plan

# About Warrnambool

## Our city

**The municipality of Warrnambool covers 120sqkm in Victoria's South West.**

It includes the city of Warrnambool and townships of Allansford, Bushfield and Woodford.

It has annual population growth of about one per cent, a population of 35,500 and is the most populous city in the South West.

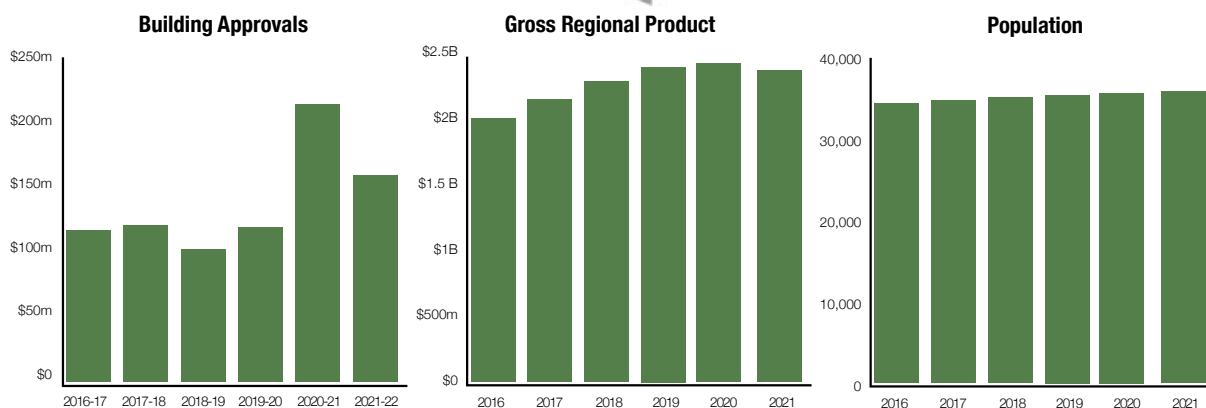
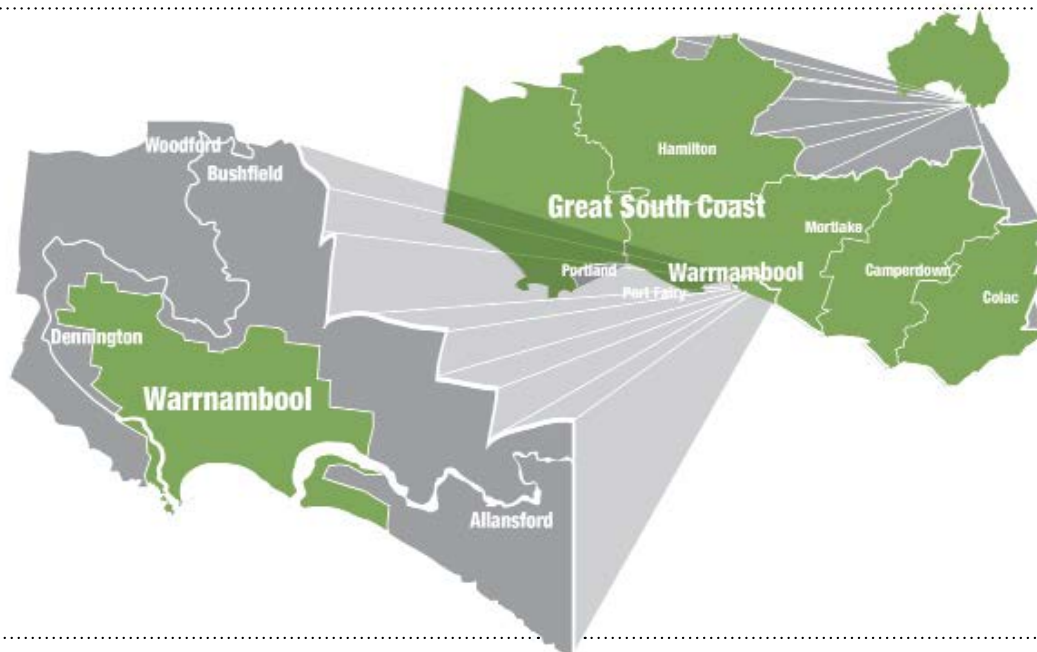
Warrnambool is the major regional centre for health care, education, professional services and sport and culture. Warrnambool's economy generates output of some \$4.6 billion accounting for about 25 per cent of the Great South Coast region's economic output from less than one per cent of the land area.

There are 18,518 jobs in Warrnambool and the following six sectors account for over two-thirds of employees whose place of work is located within Warrnambool:

- Healthcare and Social Assistance;
- Retail trade;
- Education and Training;
- Accommodation and Food Services;
- Construction and Manufacturing.

The construction industry makes the greatest contribution to economic output in the region, which at \$721.1 million accounts for 15.55 per cent of total output.

Warrnambool is a popular and expanding tourism destination. Property and business services, government administration and construction are also key growth sectors.

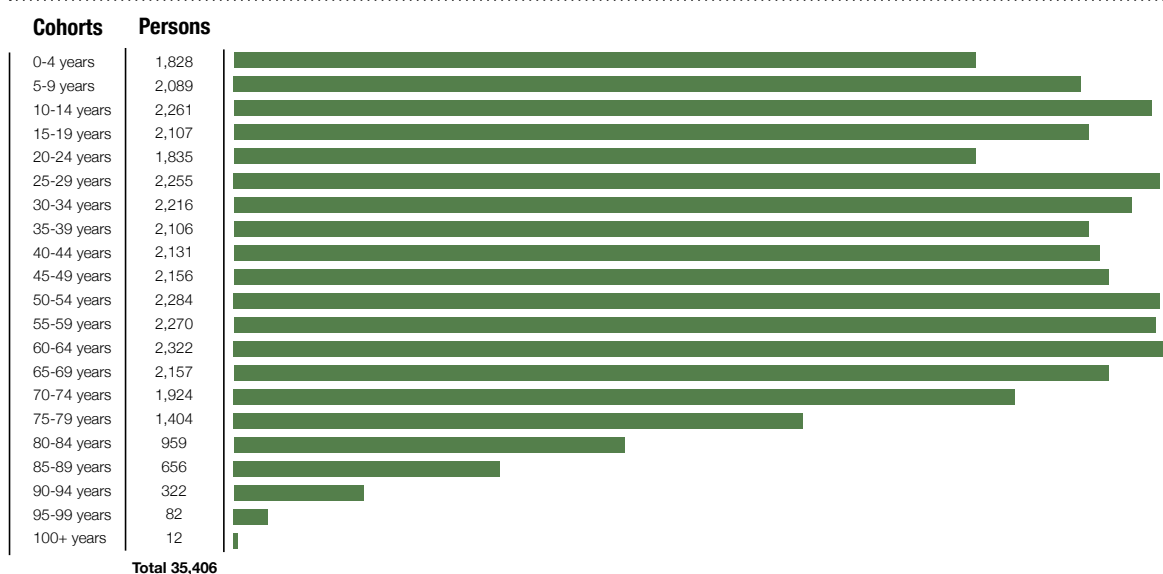


2021 - 2025 Warrnambool City Council Plan

# Our community

With a median age of 35 years, Dennington - Warrnambool is the youngest locality in Warrnambool.

The oldest is Allansford - Warrnambool with a median age of 43 years.



## Median age

**Warrnambool:** 42

**Victoria:** 38

**Australia:** 38

## Population density

**2.94 per hectare**

## Indigenous population

**Warrnambool:** 2 per cent

**Victoria:** 1 per cent

**Australia:** 3.2 per cent

## Family composition - couples with children

**Warrnambool:** 38.8 per cent

**Victoria:** 45.5 per cent

**Australia:** 43.7 per cent

## Family composition - couples without children

**Warrnambool:** 42 per cent

**Victoria:** 37.6 per cent

**Australia:** 38.8 per cent

## Lone person households

**Warrnambool:** 30.2 per cent

**Victoria:** 25.9 per cent

**Australia:** 25.6 per cent

## Medium and high density housing

**Warrnambool:** 20 per cent

**Regional Victoria:** 10 per cent

**Victoria:** 27 per cent

## Median weekly household income

**Warrnambool:** \$1,420

**Victoria:** \$1,759

**Australia:** \$1,746

## Households with a mortgage

**Warrnambool:** 37.8 per cent

**Victoria:** 36.1 per cent

**Australia:** 41.6 per cent

## Overseas born

**Warrnambool:** 15.2 per cent

**Victoria:** 30 per cent

**Australia:** 27.7 per cent

## Language at home other than English

**Warrnambool:** 6.5 per cent

**Victoria:** 30.5 per cent

**Australia:** 24.8 per cent

## Education attainment - bachelor degree and above

**Warrnambool:** 19.4 per cent

**Victoria:** 29.2 per cent

**Australia:** 26.3 per cent



2021 - 2025 Warrnambool City Council Plan

Education - Year 12 or equivalent

**Warrnambool:** 46.1 per cent  
**Great South Coast:** 41.4 per cent  
**Victoria:** 24 per cent

Public transport to work

**Warrnambool:** 1 per cent  
**Regional Victoria:** 2 per cent  
**Victoria:** 12 per cent

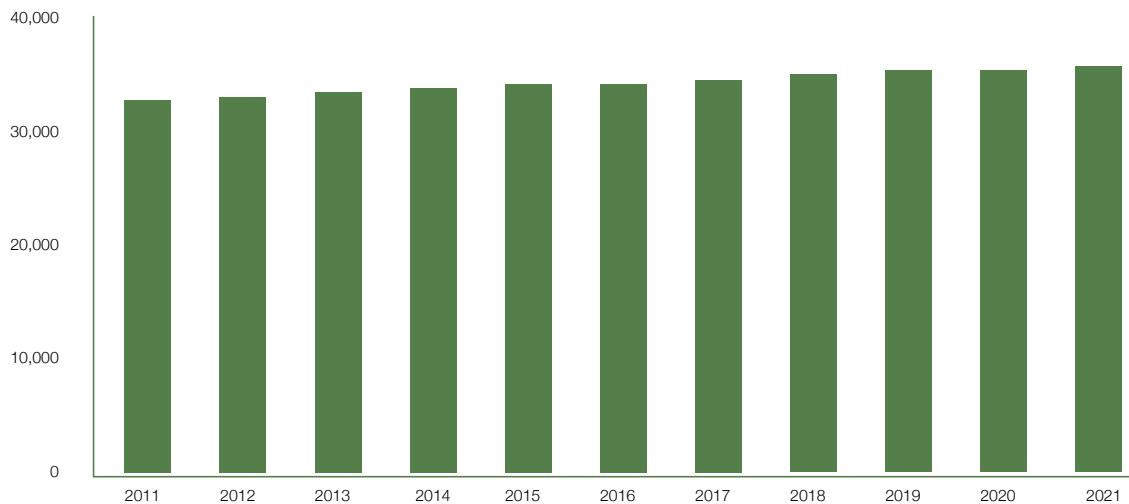
Unemployment rate (December 2022)

**Warrnambool:** 1.6 per cent  
**Great South Coast:** 1.7 per cent  
**Victoria:** 3.4 per cent

SEIFA index of disadvantage

**Warrnambool:** 986  
**Regional Victoria:** 977  
**Victoria:** 1010

Estimated Resident Population - Warrnambool City Council



Source: Australia, Bureau of Statistics, Regional Population Growth, Australia (3218.0) Compiled and presented by .id (informed decisions)



2021 - 2025 Warrnambool City Council Plan

# Our services to the community

## – a snapshot

**Environmental management** – environmental policy and projects.

**Waste management and street cleaning** – kerbside collections, leaf collection and street litter bins.

**Parks and gardens** – tree pruning, planting, maintenance of open space, conservation management.

**Community services** – Volunteer Connect, Social Inclusion, Youth Engagement, Diversity, Access and Inclusion.

**Aged services** – meals on wheels, personal care, respite, home maintenance, positive ageing and senior citizens programs.

**Family services** – preschools, maternal and child health, youth services, child care, family day care, immunisation.

**Arts and culture** – Warrnambool Art Gallery and Lighthouse Theatre.

**Library services** – Warrnambool library.

**Recreation** – sport, recreation and cultural facilities and programs.

**Leisure services** – Warrnambool Stadium and AquaZone.

**Health services** – public health, immunisation and administration of food premises.

**Festivals and events** – festivals and events to deliver economic benefits to the city.

**Asset maintenance** – buildings, roads, footpaths, tracks and drainage

**Infrastructure services** – capital works and maintenance on Council's main civil infrastructure.

**Regulatory services** – local laws, traffic control.

**Statutory building services** – includes processing of building permits.

**City strategy and development** – Council Planning Scheme, processing of development proposals.

**Holiday parks** – affordable holiday accommodation.





**2021 - 2025** Warrnambool City Council Plan

**Flagstaff Hill Maritime Village** – includes the Visitor Information Centre and maritime museum.

**Economic development** – includes industry and business support, statistical analysis and project development.

**Warrnambool Airport** – for emergency, passenger and recreational aircraft.

**Port of Warrnambool** – managed by Council on behalf of the Victorian Government.

**Elected Council** – governs our city with and on behalf of the community.

**Governance and Risk** – supports sound governance and manages Council's insurance matters.

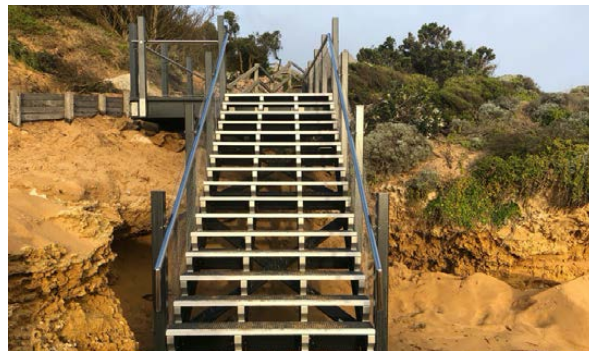
**Executive services** – manages and facilitates implementation of Council decisions, policies and compliance with legislative requirements.

**Revenue** – revenue collection, property management.

**Information services** – enables Council staff to have the information they need to efficiently perform their roles.

**Organisation development** – promotes and implements human resource strategies and includes recruitment, staff inductions and training.

**Corporate and financial services** – banking, treasury, auditing and grants commission functions.





# Our Strategic Objectives

The Strategic Objectives described – with the exception of the Council theme - below were developed in response to visions and goals in Warrnambool 2040.

The deliberative engagement process including an online survey “tested” those themes to ensure they remained relevant.

Below each of the five strategic objectives are strategies which describe how each of the objectives will be achieved over the four-year life of the Council Plan.

The tables also show the alignment or connection to Warrnambool 2040.





2021 - 2025 Warrnambool City Council Plan



## 1. A healthy community

**We will be a healthy, inclusive and thriving community with equitable access to services, cultural opportunities and recreational activities.**

Our strategies for achieving this objective	Alignment with Warrnambool 2040 goals
<b>1.1 Be a welcoming and inclusive city:</b> Warrnambool will be a city that is more welcoming to all and which fosters diversity.	Warrnambool will be a welcoming and inclusive city.
<b>1.2 Engagement with the Aboriginal community:</b> Council will pursue improved partnerships and meaningful engagement with Aboriginal people to grow opportunities and better outcomes for Aboriginal people.	Warrnambool will be a city that values Aboriginal identity and culture.
<b>1.3 Health and wellbeing:</b> Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.	Warrnambool's people are healthy. Warrnambool is a safe and connected community.
<b>1.4 An accessible city:</b> Council will improve physical and social accessibility to community services, facilities, places and precincts.	Warrnambool has accessible, high quality public spaces and facilities.
<b>1.5 Recreation, arts, culture and heritage:</b> Council will support opportunities to participate in a wide range of recreational, arts and cultural programs that promote activity, wellbeing, diversity heritage and which increase community connectedness.	Warrnambool is a safe and connected community.
<b>1.6 Community learning pathways:</b> Council will support and encourage lifelong learning that helps build community resilience and preparedness for change.	Warrnambool is a learning community.

### Supporting documents

- Healthy Warrnambool 2021-2025
- Inclusion and Diversity Policy
- Kindergarten Enrolment and Orientation Policy
- Smoking Policy
- Disability Access and Inclusion Policy
- Active Warrnambool



2021 - 2025 Warrnambool City Council Plan



## 2. A sustainable environment

**We will protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.**

Our strategies for achieving this objective	Alignment with Warrnambool 2040 goals
<b>2.1 Natural environment:</b> Council will enhance open spaces and infrastructure that support a healthy community, wildlife, flora, fauna and biodiversity.	Warrnambool is a city in nature
<b>2.2 Water and coastal management:</b> Council will protect and enhance the health of Warrnambool's coastline and inland waterways to protect and improve biodiversity.	Warrnambool has water for life.
<b>2.3 Environmental impact and a changing climate:</b> Council will encourage innovation and initiatives that minimise Warrnambool's environmental impact.	Warrnambool seeks innovative solutions for zero net emissions.
<b>2.4 Water resource management:</b> Council will promote and encourage awareness of sustainable practices in our work and in the community, including water resource management.	Warrnambool has water for life.
<b>2.5 Waste minimisation:</b> Council will pursue programs to minimise waste throughout the community, industry and promote the benefits of reduction, re-use and recycling of materials.	Warrnambool is a wise city that wastes not.
<b>2.6 Awareness and celebration:</b> Council will foster community awareness and recognition of the benefits of positive outcomes for Warrnambool's environment.	Warrnambool enjoys, loves, respects and cares for the natural environment.

### Supporting documents

- Resource Recovery, Waste Minimisation and Management Strategy
- Green Warrnambool
- Coastal Management Plan



2021 - 2025 Warrnambool City Council Plan



### 3. A strong economy

**We will support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities that attract ongoing investment.**

Our strategies for achieving this objective	Alignment with Warrnambool 2040 goals
<b>3.1 Build on competitive strengths:</b> Council will support initiatives that foster ongoing development and investment in the industries which underpin Warrnambool's economic strengths and comparative advantages	Warrnambool will grow a resilient and diverse economy.
<b>3.2 Emerging industries:</b> Council will encourage emerging industry sectors that contribute to Warrnambool's economic growth and diversity.	Warrnambool will embrace digital innovation and technological change. Warrnambool will think globally.
<b>3.3 Visitor growth:</b> Council will facilitate Warrnambool's visitor growth and year-round visitation through industry development, effective destination management and promotion of attractions, experiences and by leveraging key events.	Warrnambool will grow a resilient and diverse economy.
<b>3.4 Workforce capability:</b> Council will foster the development of a workforce capable of supporting the needs of the local and regional economy.	Warrnambool will grow a resilient and diverse economy. Warrnambool will think globally.
<b>3.5 The digital economy:</b> Council will facilitate greater digital capability	Warrnambool will embrace digital innovation and technological change.

#### Supporting documents

- Warrnambool Economic Development and Investment Strategy
- Warrnambool City Centre Parking Strategy
- Events Strategy



2021 - 2025 Warrnambool City Council Plan



## 4. A connected, inclusive place

**We will provide high quality places that people value and want to live, work, play and learn in.**

Our strategies for achieving this objective	Alignment with Warrnambool 2040 goals
<p><b>4.1 Effective planning:</b> Council will ensure its planning acknowledges the unique character and attributes of local places and that that supports social connection, equitable access, appropriate housing and sustainable population growth.</p>	<p>Warrnambool is a safe and connected community.</p>
<p><b>4.2 A connected community:</b> Council will enhance Warrnambool's connectivity through the delivery of, or advocacy for, improvement to roads, public transport, footpaths, trails and digital infrastructure.</p>	<p>Warrnambool is a safe and connected community.</p>
<p><b>4.3 Stronger neighbourhoods:</b> Council will foster neighbourhood connections and capacity building including the development of inclusive recreational and cultural opportunities.</p>	<p>Warrnambool is a welcome and inclusive city.</p>
<p><b>4.4 Sustainable practices:</b> Council will promote and encourage the implementation of sustainable design across the municipality including the attractiveness, safety, accessibility and functionality of our built environment.</p>	<p>Warrnambool encourages sustainable transport. Warrnambool adapts to the impacts of climate change. Warrnambool is well-connected outside the city.</p>

### Supporting documents

- Lake Pertobe Master Plan
- Public Amenities Strategy
- Road Users Plan
- Asset Management Policy
- Nature Strip Landscaping Policy
- Street Tree Planting and Management Policy
- Warrnambool Botanic Gardens Master Plan



2021 - 2025 Warrnambool City Council Plan



## 5. An effective Council

**We will be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and for Victoria's South West.**

### Our strategies for achieving this objective

**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.

**5.4 High-performance culture:** Council will foster an organisational culture to support engaged, committed and high-performing staff for the effective delivery of Council's services and programs.

**5.5 Organisational and financial sustainability:** Council will ensure organisational and financial sustainability through the effective and efficient use of Council's resources and assets.

**5.6 Risk mitigation:** Council will mitigate and manage organisational risks through sound management systems and processes.

**5.7 Effective advocacy:** Council will pursue effective advocacy by providing compelling materials for desired support and funding for community priorities through establishing strong relationships with other levels of government, strategic partners and key stakeholders.

**5.8 Regional role and relationships:** Council will acknowledge Warrnambool's capability as the regional centre of south-west Victoria through appropriate leadership, advocacy and partnerships that enable greater opportunity for the region.

### Supporting documents

- Investment Policy
- Debt Management Policy
- Procurement Policy
- Project Management Policy
- Risk Management Policy
- Transparency Policy
- Customer Service Charter
- Warrnambool Advocacy Strategy





# Activities and Initiatives

The actions and initiatives listed below comprise the operational component of the Council Plan. Each action is linked to one or more of the strategic objectives described in this plan.



2021 - 2025 Warrnambool City Council Plan

# GOAL 1: A HEALTHY COMMUNITY

We will be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.

## Objective 1

**WELCOMING & INCLUSIVE CITY:** Warrnambool will be a city that is more welcoming to all and fosters diversity.

Action Code	Action Name	Start Date	Due Date
1.1.1	Review current parenting programs in line with community profile data to ensure all programs are inclusive to all parents	1/7/2024	30/6/2025
1.1.2	Review the Communications Strategy and expand to include customer service elements that align with the Customer Service Charter.	1/7/2024	30/6/2025
1.1.3	Deliver a new West Warrnambool Neighbourhood House.	1/7/2024	30/6/2025
1.1.4	Increase access to participation for all abilities and raise awareness within the community regarding the needs of people with a disability.	1/7/2024	30/6/2025

## Objective 2

**ABORIGINAL COMMUNITIES:** Council will pursue improved partnerships and meaningful engagement with Aboriginal people to grow opportunities and better outcomes for Aboriginal people.

Action Code	Action Name	Start Date	Due Date
1.2.1	Finalise Council's Reconciliation Action Plan.	1/7/2024	30/6/2025
1.2.2	Increase participation of Aboriginal families in early years services, with a focus on maternal and child health and kindergarten services.	1/7/2024	30/6/2025

## 2021 - 2025 Warrnambool City Council Plan

## Objective 3

**HEALTH & WELLBEING: Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.**

Action Code	Action Name	Start Date	Due Date
1.3.1	To continue to deliver the actions of the South West Child and Family Alliance to achieve improved outcomes for vulnerable children and young people by working with families to maximise the opportunities and support for their children.	1/7/2024	30/6/2025
1.3.2	Promote health and wellbeing through delivery of a diverse range of programs for older adults that support social connection and active participation from the Archie Graham Community Centre.	1/7/2024	30/6/2025
1.3.3	Deliver high quality and affordable in-home care within the relevant guidelines and funding agreements.	1/7/2024	30/6/2025
1.3.4	Engage children in Learn to Swim programs that align with the National Swimming and Water Safety Framework and provide adult learning opportunities in accordance with LSV Swim and Survive program.	1/7/2024	30/6/2025
1.3.5	Increase participation through activation, promotion and programming of AquaZone that meets the needs of the community.	1/7/2024	30/6/2025
1.3.6	Continue to implement the Municipal Health and Wellbeing Plan 2021-25 (Healthy Warrnambool) through the Committee of Practice model.	1/7/2024	30/6/2025
1.3.7	Continue to improve children and families' health and wellbeing as set by reaching the benchmarks within the Healthy Achievement Program.	1/7/2024	30/6/2025
1.3.8	Provide increased services through the Enhanced Maternal and Child Health Service to support children up to the age of three years.	1/7/2024	30/6/2025

## Objective 4

**ACCESSIBLE CITY: Council will improve the physical and social accessibility to community services, facilities, places and precincts.**

Action Code	Action Name	Start Date	Due Date
1.4.1	Where possible, and in accordance with current standards, deliver all-abilities access compliance as part of asset renewal projects.	1/7/2024	30/6/2025
1.4.2	Implement the Fair Access and Use Policy for Community Sports Facilities as mandated by the Victorian Government to be endorsed by Council by 1 July 2024.	1/7/2024	30/6/2025
1.4.3	Develop a Youth Strategy that will guide Council programs, initiatives, advocacy and engagement with young people.	1/7/2024	30/6/2025
1.4.4	Develop a Community Services Infrastructure Plan.	1/7/2024	30/6/2025



2021 - 2025 Warrnambool City Council Plan

## Objective 5

**RECREATION, ARTS, CULTURE & HERITAGE:** Council will support opportunities to participate in a wide range of recreational, arts and cultural activities that promote activity, wellbeing, diversity and heritage, and grow connectedness across the community.

Action Code	Action Name	Start Date	Due Date
1.5.1	Complete the Playspace Strategy for community play-grounds and spaces.	1/7/2024	30/6/2025
1.5.2	Deliver a Lighthouse Theatre season program that is relevant and appealing to the local/South West audience and that provides opportunity to experience a diverse range of performing arts.	1/7/2024	30/6/2025
1.5.3	Deliver Warrnambool Art Gallery exhibitions and experiences that engage community, attract and increase visitors, support artists and build new audiences.	1/7/2024	30/6/2025
1.5.4	Develop a Warrnambool City Council Arts and Culture Strategy.	1/7/2024	30/6/2025
1.5.5	The Library and Learning Centre will deliver a program of community-responsive activities and events to promote, engage and support learning and literacy to people of all ages and abilities within the community.	1/7/2024	30/6/2025

## Objective 6

**COMMUNITY LEARNING PATHWAYS:** Council will support and encourage lifelong learning that helps built community resilience and preparedness for change.

Action Code	Action Name	Start Date	Due Date
1.6.1	Maintain and further develop Council's partnership with Deakin University to enable research and development opportunities for community and industry.	1/7/2024	30/6/2025
1.6.2	Development and implement a 10-year Early Years Infrastructure Strategy for Council, in response to Victorian Government kindergarten reforms.	1/7/2024	30/6/2025

2021 - 2025 Warrnambool City Council Plan

## GOAL 2: A SUSTAINABLE ENVIRONMENT

**We will protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.**

### Objective 1

**NATURAL ENVIRONMENT:** Council will enhance open spaces and infrastructure that support a healthy community, wildlife, flora, fauna and biodiversity.

Action Code	Action Name	Start Date	Due Date
2.1.1	Implement Invasive Plant and Animal Management Framework for the control of environmental weeds and pests.	1/7/2024	30/6/2025
2.1.2	Develop and implement programs that improve biodiversity, protect and enhance flora and fauna including revegetation with the assistance of community.	1/7/2024	30/6/2025

### Objective 2

**WATER & COASTAL MANAGEMENT:** Council will protect and enhance the health of Warrnambool's coastline and inland waterways to protect and improve biodiversity.

Action Code	Action Name	Start Date	Due Date
2.2.1	Implement the Domestic Waste Water Management Plan to improve health and environmental outcomes for our community.	1/7/2024	30/6/2025
2.2.2	Implement the Warrnambool Coastal Management Plan to guide the future use, development and management of Warrnambool's coastline.	1/7/2024	30/6/2025
2.2.3	Complete the South Warrnambool Flood Study and begin Planning Scheme Amendment.	1/7/2024	30/6/2025

### Objective 3

**MINIMISE ENVIRONMENTAL IMPACT & THE IMPACT OF A CHANGING CLIMATE:** Council will encourage innovation and initiatives that minimise Warrnambool's environmental impact.

Action Code	Action Name	Start Date	Due Date
2.3.1	Council will investigate a seasonal increase of its FOGO collection over the spring and summer months	1/7/2024	30/6/2025
2.3.2	Facilitate and support the delivery of climate change mitigation, adaptation and resilience actions to raise awareness and prepare for a changing climate.	1/7/2024	30/6/2025

2021 - 2025 Warrnambool City Council Plan

## Objective 4

**WATER RESOURCE MANAGEMENT:** Council will promote and encourage awareness of sustainable practices in our work, and the community including water resource management.

Action Code	Action Name	Start Date	Due Date
2.4.1	Deliver actions identified in the Albert Park Integrated Water Management Plan and the Lake Pertobe Integrated Water Management Plan.	1/7/2024	30/6/2025

## Objective 5

**WASTE MINIMISATION:** Council will pursue programs to minimise waste throughout the community, industry and promote the benefits of reduction, reuse and recycling of materials.

Action Code	Action Name	Start Date	Due Date
2.5.1	Develop and deliver an education program supporting the reduction of landfill, and a greater understanding of contamination impacts.	1/7/2024	30/6/2025

## Objective 6

**AWARENESS & CELEBRATION:** Council will foster community awareness and recognition of the benefits of positive outcomes for Warrnambool's environment.

Action Code	Action Name	Start Date	Due Date
2.6.1	Monitor and manage organisational greenhouse gas emissions and energy usage.	1/7/2024	30/6/2025

## 2021 - 2025 Warrnambool City Council Plan

## GOAL 3: A STRONG ECONOMY

**We will support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.**

## Objective 1

**BUILD ON COMPETITIVE STRENGTHS: Council will support initiatives that foster ongoing development and investment in the industries which underpin Warrnambool's economic strengths and comparative advantages.**

Action Code	Action Name	Start Date	Due Date
3.1.1	Manage Development Plans and Developer Contributions Plans to meet infrastructure requirements of new areas.	1/7/2024	30/6/2025
3.1.2	Develop programs and collateral to promote Warrnambool as an appealing investment destination.	1/7/2024	30/6/2025
3.1.3	Grow engagement with local businesses across the municipality through events and training opportunities.	1/7/2024	30/6/2025

## Objective 2

**EMERGING INDUSTRIES: Council will encourage emerging industry sectors that contribute to Warrnambool's economic growth and diversity.**

Action Code	Action Name	Start Date	Due Date
3.2.1	Facilitate and partner in initiatives to progress the implementation of the Great South Coast Economic Futures Plan.	1/7/2024	30/6/2025
3.2.2	Review and implement the Warrnambool Economic Development and Investment Strategy to facilitate investment and employment growth across the Warrnambool municipality.	1/7/2024	30/6/2025
3.2.3	Plan for the development and implementation of precinct structure plans to facilitate investment in appropriate development across the municipality.	1/7/2024	30/6/2025

## Objective 3

**VISITOR GROWTH: Council will facilitate Warrnambool's visitor growth and year-round visitation through industry development, effective destination management and promotion of attractions and experiences leveraging key events.**

Action Code	Action Name	Start Date	Due Date
3.3.1	Review and implement the Warrnambool Destination Action Plan in partnership with Great Ocean Road Regional Tourism and industry.	1/7/2024	30/6/2025
3.3.2	Increase visitation with events across the year and enhance the profile of Warrnambool as a destination.	1/7/2024	30/6/2025

**2021 - 2025 Warrnambool City Council Plan**

<b>3.3.3</b>	Develop and share economic data and analysis to business and industry to inform the performance of the Warrnambool economy.	1/7/2024	30/6/2025
<b>3.3.4</b>	Ensure that Council's position is advocated strongly to the Great Ocean Road Coast and Parks Authority.	1/7/2024	30/6/2025

## Objective 4

**WORKFORCE CAPABILITY: Council will foster the development of a workforce capable of supporting the needs of the local and regional economy.**

Action Code	Action Name	Start Date	Due Date
<b>3.4.1</b>	Deliver the Designated Area Migration Agreement (DAMA) representative role for the Great South Coast region and the Regional Certifying Body function on behalf of the Great South Coast.	1/7/2024	30/6/2025
<b>3.4.2</b>	Partner on projects and initiatives with Deakin University Warrnambool and South West TAFE that help provide a skilled workforce that meets local industry needs.	1/7/2024	30/6/2025

## Objective 5

**DIGITAL CAPABILITY: Council will facilitate greater digital capability.**

Action Code	Action Name	Start Date	Due Date
<b>3.5.1</b>	Participate in the implementation of the Great South Coast Digital Plan to address connectivity issues for industry and households.	1/7/2024	30/6/2025

2021 - 2025 Warrnambool City Council Plan

## GOAL 4: A CONNECTED AND INCLUSIVE PLACE

**Provide quality places that all people value and want to live, work, play and learn in.**

### Objective 1

**EFFECTIVE PLANNING:** Council will ensure its planning acknowledges the unique character and attributes of local places, and that it supports social connection, equitable access, appropriate housing and sustainable population growth.

Action Code	Action Name	Start Date	Due Date
4.1.1	Develop City-Wide Parking Strategy and implementation plan.	1/7/2024	30/6/2025

### Objective 2

**CONNECTED COMMUNITY:** Council will enhance Warrnambool's connectivity through the delivery of, or advocacy for, improvement to roads, public transport, footpaths, trails and digital infrastructure.

Action Code	Action Name	Start Date	Due Date
4.2.1	Facilitate the development of a regional transport forum for all forms of regional transport (rail, road freight networks, ports and airports).	1/7/2024	30/6/2025
4.2.2	Review Pathway Asset Management Plan and identify key gaps and opportunities for improvement.	1/7/2024	30/6/2025
4.2.3	Advocate for funding to progress the CBD Bus Interchange Project in Lava St.	1/7/2024	30/6/2025

### Objective 3

**STRONGER NEIGHBOURHOODS:** Council will fostering neighbourhood connection and capacity building including the development of inclusive recreational and cultural opportunities.

Action Code	Action Name	Start Date	Due Date
4.3.1	In consultation with the community, carry out preliminary design and costing for a new sports pavilion and multi-purpose community hub at Briery Reserve.	1/7/2024	30/6/2025
4.3.2	Finalise the Public Open Space contributions policy.	1/7/2024	30/6/2025



2021 - 2025 Warrnambool City Council Plan

# Objective 4

**SUSTAINABLE PRACTICES:** Council will promote and encourage the implementation of sustainable design across the municipality including the attractiveness, safety, accessibility and functionality of our built environment.

Action Code	Action Name	Start Date	Due Date
4.4.1	Implement environmentally sustainable development targets into the Planning Scheme to provide for improved sustainability outcomes across the municipality.	1/7/2024	30/6/2025
4.4.2	Review the Smart Buildings Program 2024-2025 to improve energy efficiency and reduce greenhouse gas emissions and utilise renewable energy.	1/7/2024	30/6/2025
4.4.3	Update the Drainage Asset Management Plan.	1/7/2024	30/6/2025



## 2021 - 2025 Warrnambool City Council Plan

## GOAL 5: AN EFFECTIVE COUNCIL

To be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and Victoria's south west.

## Objective 1

**LEADERSHIP & 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.

Action Code	Action Name	Start Date	Due Date
5.1.1	Council is refining a "policy dashboard" that will be used to inform regular reporting to Council in the currency of policies.	1/7/2024	30/6/2025
5.1.2	Run a robust and comprehensive Councillor Induction program to help ensure good governance in the 2024-2028 Council term.	1/7/2024	30/6/2025
5.1.3	Deliver the Coastal Connect project in partnership with the Corangamite and Moyne councils.	1/7/2024	30/6/2025
5.1.4	Work with the Victorian Electoral Commission to successfully deliver the 2024 Local Government Election.	1/7/2024	30/6/2025
5.1.5	Continue to enhance organisational awareness of Victoria's Child Safe Standards via customised training programs. Implement measures to maintain and improve compliance with the Standards.		

## Objective 2

**ENGAGED & INFORMED COMMUNITY:** Council will ensure ongoing community engagement to identify changing needs and priorities when developing and delivering services and programs.

Action Code	Action Name	Start Date	Due Date
5.2.1	Provide a twice-yearly report on the effectiveness of Council's online engagement.	1/7/2024	30/6/2025
5.2.2	Provide communications support to promote Council services, facilities, programs and events.	1/7/2024	30/6/2025

## Objective 3

**CUSTOMER-FOCUSED SERVICES:** Council will continue and develop a program of Council services that are delivered to the community's satisfaction.

Action Code	Action Name	Start Date	Due Date
5.3.1	Improve outcomes in the delivery of Council's customer services with the opportunities available through the Coastal Connect shared enterprise software.	1/7/2024	30/6/2025

2021 - 2025 Warrnambool City Council Plan

## Objective 4

**HIGH-PERFORMANCE CULTURE: Council will foster an organisational culture to support engaged, committed and high-performing staff for the effective delivery of Councils services and programs.**

Action Code	Action Name	Start Date	Due Date
5.4.1	Finalise an update of the Procurement Policy, introduce relevant training and explore opportunities for joint procurement with other Councils.	1/7/2024	30/6/2025
5.4.2	Continue to evolve the staff training and development programs in order to drive enhanced employee engagement and culture.	1/7/2024	30/6/2025
5.4.3	Introduce positive change through the Women's Network.	1/7/2024	30/6/2025
5.4.4	Continue implementation of Council's Volunteer Strategy.	1/7/2024	30/6/2025

## Objective 5

**ORGANISATIONAL & FINANCIAL SUSTAINABILITY: Council will ensure organisational and financial sustainability through the effective and efficient use of Councils resources and assets.**

Action Code	Action Name	Start Date	Due Date
5.5.1	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	1/7/2024	30/6/2025
5.5.2	Improve digital capacity for Council staff with the implementation of Coastal Connect.	1/7/2024	30/6/2025

## 2021 - 2025 Warrnambool City Council Plan

## Objective 6

**RISK MITIGATION: Council will mitigate and manage organisational risks through sound management systems and processes.**

Action Code	Action Name	Start Date	Due Date
5.6.1	Review the IT Strategy and system resilience in relation to data security by collaborating with Corangamite and Moyne shires to develop a shared Cyber Security strategy.	1/7/2024	30/6/2025
5.6.2	Implement the 2024-2025 elements of Council's Victorian Protective Data Security Plan.	1/7/2024	30/6/2025
5.6.3	Ensure effective Business Continuity Planning (BCP) is in place.	1/7/2024	30/6/2025
5.6.4	Embed Council's risk management processes to ensure key strategic and operational decision-making considers risk factors.	1/7/2024	30/6/2025
5.6.5	Continue the development and implementation of Council's Health and Safety Management System with a focus on injury prevention, improved return-to-work processes, OHS training calendar implementation and increased organisation engagement.	1/7/2024	30/6/2025

## Objective 7

**EFFECTIVE ADVOCACY: Council will pursue effective advocacy by providing compelling materials for desired support and funding for community priorities through establishing strong relationships with other levels of government, strategic partners and key stakeholders.**

Action Code	Action Name	Start Date	Due Date
5.7.1	Develop a business case for the Aquatic Strategy.	1/7/2024	30/6/2025

## Objective 8

**REGIONAL ROLE & RELATIONSHIPS: Council will acknowledge Warrnambool's capability as the regional centre of south-west Victoria through appropriate leadership, advocacy and partnerships that enable greater opportunity for the region.**

Action Code	Action Name	Start Date	Due Date
5.8.1	Work with the Municipal Association of Victoria forum to address issues affecting regional councils.	1/7/2024	30/6/2025

2021 - 2025 Warrnambool City Council Plan



WARRNAMBOOL  
CITY COUNCIL

Warrnambool City Council  
PO Box 198 Warrnambool VIC 3280  
Tel: 5559 4800  
Email: [contact@warrnambool.vic.gov.au](mailto:contact@warrnambool.vic.gov.au)  
[www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)  
City Assist customer service  
25 Liebig Street Warrnambool 8.30am – 5pm

The annual Council Budget outlines the major initiatives to be funded each year in order to deliver the Council Plan.

Council documents are available at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au) or call 5559 4800.



### 7.3. ELECTION PERIOD POLICY 2024

#### *DIRECTORATE : Executive Services*

#### Purpose:

*This report presents a reviewed Election Period Policy for adoption.*

---

#### Executive Summary

The Election Period Policy was recently reviewed in November 2023. However, due to changes communicated by the Victorian Electoral Commission there must be a change made to the dates of the caretaker period.

The Policy has been updated to reflect this change.

---

MOVED: CR VICKI JELLIE

SECONDED: CR ANGIE PASPALIARIS

#### That Council:

1. Adopt the attached Election Period Policy 2024.
2. Revoke the Election Period Policy 2023.

CARRIED - 7:0

---

#### Background

In preparations for the October 2024 Local Government Elections a new Election Period Policy was developed and adopted by Council in November 2023. The policy sets out the requirements to be applied by Council during the election period for a general election.

The purpose of the Policy is to ensure that the ordinary business of Warrnambool City Council continues throughout the election period in a responsible and transparent manner, and in accordance with statutory requirements and established caretaker conventions.

These conventions are intended to ensure that councils and Councillors will not use public resources in election campaigning or make major policy decisions that may bind the incoming Council.

This policy addresses and provides guidelines in respect of the matters listed below:

- Council decision-making
- Public consultation, meetings and Council events
- Use of Council resources
- Access to Council information and assistance to candidates
- Electoral material
- Media and publicity
- Section 123 of the Act (misuse of position)



## Issues

The election period (also known as the caretaker period) starts at the time that nominations for the election of Council close (known as nomination day) until Election Day. At the time that the policy was adopted, the election period for the 2024 elections was to be 24 September 2024 until 6pm on Election Day, Saturday 26 October 2024 inclusive, and these dates were included in the policy. However, the Victorian Election Commission has recently communicated to Council that the program of dates for the election has been moved forward to allow the Commission more time to work through each stage of the election. This has resulted in the close of nominations date being moved forward and consequently an earlier start to the caretaker period.

The policy has been amended to reflect the new caretaker period dates which is now 12 noon on Tuesday 17 September until 6pm on Election Day, Saturday 26 October, inclusive.

## Financial Impact

The adoption of the attached Election Period Policy 2024 will not impact Council's financial resources. However, the election will come at a large expense with a quoted cost provided by the Victorian Electoral Commission in April being \$316,086.46.

## 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

5.5 Organisational and financial sustainability: Council will ensure organisational and financial sustainability through the effective and efficient use of Council's resources and assets.

5.6 Risk mitigation: Council will mitigate and manage organisational risks through sound management systems and processes.

## Timing

The election period for the 2024 elections will be 12 noon on Tuesday 17 September until 6pm on Election Day, Saturday 26 October, inclusive.

## Community Impact / Consultation

Nil.

## Legal Risk / Impact

Nil.

## Officers' Declaration Of Interest

Nil.

## Conclusion

This Policy facilitates the continuation of Council's ordinary business throughout the election period in a responsible and transparent manner. It aims to ensure that the elections are not compromised by inappropriate electioneering by existing Councillors and safeguards the authority of the incoming Council.

The policy has been amended with revised dates for the new caretaker period.

## ATTACHMENTS

1. Election Period Policy 2024 [7.3.1 - 14 pages]
2. Election Period Policy 2024 (Tracked Changes) [7.3.2 - 14 pages]



## **Election Period Policy 2024**

APPROVAL DATE: June 2024

REVIEW DATE: October 2027

ELECTION PERIOD POLICY



DOCUMENT CONTROL

Document Title:	Election Period Policy
Policy Type:	Council
Responsible Branch:	Executive Services
Responsible Officer:	Manager Governance
Document Status:	Draft
Approved By:	Council
Approved Date:	June 2024
Review Date:	October 2027

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 2 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



### INTRODUCTION

#### 1.1. Purpose

Section 69 of the Local Government Act 2020 (the Act) requires Council to have an Election Period Policy. The Policy sets out the procedures to be applied by Council during the election period for a general election. During the election period certain prohibitions apply to the general functions and powers of Council.

The Policy has been developed to ensure that Warrnambool City Council's general elections to be held on Saturday, 26 October 2024, and subsequent elections, are conducted in a manner that is ethical, fair and equitable and are publicly perceived as such.

#### 1.2. Scope

This Policy applies to all Council staff, Councillors and election candidates during the election period, also known as the caretaker period.

The election period starts at the time that nominations for the election of Council close, known as nomination day. The election period for the 2024 elections will apply from 12 noon Tuesday 17 September 2024 until 6pm on Election Day, Saturday 26 October 2024, inclusive.

#### 1.3. Definitions

Term	Definition
<b>Candidate</b>	means a person who has nominated as a candidate for an election under section 256 of the Act
<b>CEO</b>	Chief Executive Officer
<b>Election day</b>	means the day of the election determined under section 257 or 260 of the Act
<b>Election period</b>	means the period that starts at the time that nominations close on nomination day and ends at 6pm on election day
<b>Electoral material</b>	is defined in the Act as an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting
<b>Electoral matter</b>	means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election
<b>Nomination Day</b>	means the last day on which nominations to be a candidate at a Council election may be received
<b>Returning Officer</b>	the officer appointed by the Victorian Electoral Commission who is responsible for the conduct of the election and who formally announces the election results

### OUR ORGANISATIONAL VALUES

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Page 3 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



<b>Significant decisions</b>	<p>means any Council decision, including decisions made by Council staff acting under a delegation, given by Council during an election period for a general election that:</p> <ol style="list-style-type: none"><li>1. May irrevocably commit the incoming Council to substantial expenditure or to other significant actions; or</li><li>2. May have an irrevocable or significant impact on the municipality or a significant section of the community.</li></ol>
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## 2. POLICY

### 2.1. Policy Statement

The Policy is intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election. It places limits on public consultation and the scheduling of Council events and puts in place procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

### 2.2. Policy Objectives

- 2.2.1. This Policy facilitates the continuation of Council's ordinary business throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established "caretaker" conventions.
- 2.2.2. This Policy explains how Council will conduct its business during the election period to ensure that the elections are not compromised by inappropriate electioneering by existing Councillors and safeguards the authority of the incoming Council.
- 2.2.3. This Policy aims to address and provide guidelines in respect of the matters listed below:
  - Council decision-making
  - Public consultation, meetings and Council events
  - Council Publications
  - Use of Council resources
  - Access to Council information and assistance to candidates
  - Media and publicity
  - Section 123 of the Act (misuse of position)

### 2.3. General

- 2.3.1. During the election period, Council will not make decisions that:
  - Relate to the appointment or remuneration of the Chief Executive Officer (CEO) but not to the appointment or remuneration of an Acting CEO
  - Commits Council to expenditure exceeding 1 per cent of the Council's income
  - Council considers should not be made during an election period

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 4 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027



## ELECTION PERIOD POLICY



During the election period, Council will:

- Ensure that Council resources are not used for election campaign purposes, nor in a way that might improperly influence the result of an election
- Limit public consultation, public meetings and Council events in order to facilitate Council's day-to-day business while avoiding any express or implied links to the election
- Not print, publish or distribute "electoral matter"

### 2.3.2. Election Period

The election period (also known as the caretaker period) refers to the period commencing on the last day on which nominations for the election can be received (nomination day) and continues until election day.

For the 2024 elections, the election period starts on 24 September 2024 and ends at 6pm on Saturday, 26 October 2024.

Recognising that electioneering can occur at any time throughout a term of Council, this policy is applicable at any time in so far that any candidate should not utilise any Council resource, advantage or benefit for the purposes of electioneering. This extends to practice that could create the public perception that some benefit or advantage has been gained by any candidate.

### 2.3.3. Communication of Policy

Following the adoption of the Policy, a copy of the Policy will be published on Council's website and copies will also be circulated to nominated candidates at the close of nominations.

The CEO will ensure that all staff are informed of the requirements of this policy prior to commencement of the election period.

## 2.4. Council Decision Making

**2.4.1.** Section 69 of the Act prohibits the making of some decisions during an election period.

#### a) Chief Executive Officer

In accordance with section 69(2)(a) Council must not, during the election period, make a decision that relates to the appointment or remuneration of the CEO, other than a decision to appoint an acting CEO.

#### b) Contracts

In accordance with section 69(2)(b) Council must not commit to expenditure with a value in excess of the equivalent of 1 per cent of Council's rates and charges levied in the

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 5 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



preceding financial year.

c) **General**

In accordance with section 69(2)(c) and (d) Council is prohibited from making a decision that the Council considers could be reasonably deferred until the next Council is in place or that Council considers should not be made during an election period.

d) **Invalid Decisions**

A Council decision made in contravention of section 69(2) (a) or (b) of the Act is invalid in accordance with section 69(4) of the Act.

e) **Compensation**

In accordance with section 69(5) of the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid is entitled to compensation from Council for that loss or damage.

### 2.4.2. Significant Decisions

Council will use all reasonable efforts to avoid making significant decisions. For the purposes of this Policy, significant decisions include, but are not limited to:

- Decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions, for example spending unbudgeted monies, the allocation of community grants or other direct funding to community organisations
- Decisions that may have an irrevocable and significant impact on the municipality or a significant section of the community, for example, major planning scheme amendments, unplanned community consultation, adopting a new policy, strategy or local law or changes to strategic objectives and strategies in the Council Plan

### 2.4.3. Significant Decision Considerations

Where possible, the CEO will ensure that any anticipated significant decisions are scheduled for Council to consider and determine prior to the start of the election period or are scheduled for determination by the incoming Council.

However, during the election period the CEO may still determine that a significant policy decision is required and will advise Council accordingly. In making any such determination, the CEO will have regard to all circumstances, including, but not limited to:

- Whether the decision is, in fact, significant
- The urgency of the decision (if the decision could reasonably be made by the incoming Council)

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 6 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



- Whether the decision is likely to be controversial or affect voting in the election
- Whether the decision would require the spending of unbudgeted monies
- Whether the decision is in respect of the completion of an activity already commenced and has been endorsed by the incumbent Council
- Whether the decision requires community engagement
- Whether the failure to make the decision would have a negative impact on Council, the municipality or the local community
- Whether the disadvantage of avoiding making the decision exceeds the benefit of making the decision
- Any relevant statutory obligations and timeframes
- The best interests of the community and Council

### 2.4.4. Decisions Made Under Delegation

Decision-making power is delegated to Council staff in accordance with Council's *Delegations and Authorisations Policy*. Staff should be aware that some decisions made by staff under delegation may be significant decisions.

Before making any decisions under delegated authority during the election period, Council officers should carefully consider the following:

- Whether the decision is significant
- The urgency of the decision – can it be deferred until after the election period?
- The possibility of financial or other repercussions if the decision is deferred
- Whether the decision is likely to be controversial
- Whether the decision is in the best interests of Council and the community

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance in the first instance.

### 2.4.5. Election Period Statement

During the election period, the CEO will ensure that an "election period statement" is included in every report submitted to Council for a decision. The election period statement will appear at the start of each item listed on the agenda and will take the following form:

1. *This report is being considered during an election period. The recommended decision is not a prohibited decision in accordance with section 69(2) and (3) of the Local Government Act 2020, nor a significant decision within the meaning of Council's Election Period Policy.*

OR

2. *This report is being considered during an election period. The recommended decision is not a prohibited decision in accordance with section 69(2) and (3) of the*

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 7 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



*Local Government Act 2020 but has been determined by the Chief Executive Officer to be a significant decision within the meaning of Council's Election Period Policy. An exemption is required for the following reasons: [insert reasons for exemption].*

In accordance with section 177 of the Act Council may resolve to apply to the Minister for Local Government for a compliance exemption if it is required to make a prohibited decision within the meaning of section 69(2) or 69(3) of the Act.

### 2.4.6. Announcements If Decisions Made Prior To The Election Period

To avoid doubt, this policy applies only to the actual making of decisions, not the announcement of decisions which have been made prior to the election period. However, as far as practicable such announcements should be made before the election period begins.

## 2.5. Public Consultation, Meetings and Council Events

### 2.5.1. Limited Public Consultation

Council will limit public consultation primarily to any consultation required under the *Planning and Environment Act 1987* and matters subject to section 223 of the *Local Government Act 1989*.

Public consultation may also be required in other circumstances to ensure that Council's normal operational activities are proactively managed or as part as established ongoing consultation. In these instances Council will endeavour to reschedule consultation in the first instance. If this is not possible all public consultation done during the Election Period will avoid any express or implied links to the election. Any new public consultation will only be undertaken with the CEO's prior approval.

### 2.5.2. Public Meetings and Council Events

Public meetings and events coordinated by Council will not be held during the election period, unless the meeting or event cannot be re-scheduled, and it would negatively impact Council or the community. Where it is deemed necessary to hold meetings or events during this period, prior approval is required by the CEO (as well as approval for running sheets and speeches). Where Council meetings or events are held during the election period, Councillors and candidates are not permitted to use events and meetings as forums for electioneering purposes and must not distribute election material.

In instances where a Councillor is invited to attend an external event or function in their capacity as a Councillor, roles are restricted to official duties only (where a Councillor would ordinarily perform such duties.) These duties must be performed in their usual way and Councillors must not use these events for the purposes of electioneering. Invitations are deemed to be in the capacity as Councillor where it is

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 8 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



coordinated/received via the CEO's office or another Council department and when the invitee would not usually be invited in a private capacity.

### 2.5.3. Council Meetings

Council meetings will continue during the election period and will be open to the public and livestreamed as usual. Councillors will not use Council meetings during the election period for the purposes of electioneering.

Council will continue to take public questions however questions will not be read out during council meetings and only written responses will be provided.

### 2.5.4. Advisory Committee Meetings

The operation of Council Advisory Committees shall be suspended upon the commencement of the election period ahead of a general Council election.

Any outstanding Advisory Committee Reports may still be reported to a Council meeting during this period.

Council Committees shall resume meeting following the election and the appointment by the incoming Council of Councillors to each committee.

## 2.6. Use of Council Resources

- 2.6.1.** A Councillor must not use Council resources in connection with, or in any way that may be perceived as in connection with, an election campaign. This applies to a Councillor standing in Council, State or Federal government elections. Such use would constitute misuse of position by the Councillor.

Council resources include financial, human (a staff member's or a consultant's time) and material resources. In circumstances where it is unclear if the use of Council resources is related, or may be perceived as being related, to a candidate's election campaign, the use should be referred to the Manager Governance for a determination.

- 2.6.2.** The following specific restrictions apply:

- a) Council resources, including, but not limited to, office space, staff, hospitality services, catering, IT equipment, stationery and use by the Mayor of a Council-owned vehicle, may be used for normal Council business only during the election period and must not be used in connection with a candidate's election campaign.
- b) Reimbursement of Councillor out-of-pocket expenses during the election period will continue to apply to expenses incurred in the performance of normal Council duties only. Expenses that are, or could be, perceived as supporting or being

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 9 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



connected with a candidate's election campaign will not be reimbursed.

- c) Photographs or images paid for by Council or taken by Council staff must not be used in election material by any candidate or incumbent Councillor. This extends to images of Councillors, events and any Council infrastructure.
- d) Council's logo, letterhead, or any other Council branding may not be used for, or associated in any way with, a candidate's election campaign.

### 2.7. Access To Council Information And Assistance To Candidates

Council acknowledges that candidates expect Council to respond to their requests for information that relates to the election. Any such requests will be responded to equitably and as though all candidates have made the same request.

Accordingly, all candidates will receive the same information. Incumbent Councillors will continue to receive information that is necessary to fulfil their Council roles. Where information relates to what could be considered an "election issue" or is not required to fulfil duties as a Councillor, requests will be denied.

#### 2.7.1. All candidates will be treated equally which means that:

- a) Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.
- b) All election process-related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the CEO or a designated member of Council staff.

#### 2.7.2. Councillors and other candidates will not be provided with information or advice from Council staff that may be perceived to support their election campaign. There will be complete transparency in the provision of information and advice during the election period. The following specific restrictions apply:

- a) Information and briefing materials prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services or projects. Such information will not relate to policy development, new projects or matters that are the subject of public or election debate or that might be perceived to relate to a candidate's election campaign.
- b) An Information Request Register will be maintained during the election period. The Register will be made available on Council's website and will record all requests for information by Councillors and candidates, and Council's responses.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 10 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027



## ELECTION PERIOD POLICY



- c) Requests for information which require the use of significant Council resources in order to provide a response, or which might be perceived to support an election campaign, will be referred to the CEO for a determination as to whether a response may be provided.

### 2.8. Electoral Material

#### 2.8.1. Publishing Electoral Material

Electoral material is defined in the Act as an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.

Electoral matter means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election. The definition is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:

- a) the election
- b) a candidate in the election
- c) an issue submitted to, or otherwise before, the voters in connection with the election

Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, electoral material containing electoral matter.

The definition of 'publish' extends to information published on Council's website and on social media. It includes, but is not limited to, material about the election, incumbent Council, election candidates and issues of contention in the election.

It does not include material produced by the Returning Officer for the purpose of conducting the election, information about the election process, advertisements announcing the holding of meetings and statutory documents such as rate notices, food premises registrations and parking fines.

Some examples of what constitutes electoral matter is material that:

- Publicises the strengths or weaknesses of a candidate
- Advocates Council policies or those of a candidate
- Responds to claims made by a candidate
- Publicises the achievements of the incumbent Council or individual Councillors
- Refers to matters known to be contentious in the community and likely to be the subject of election debate
- Promotes the role or duty of a Councillor

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 11 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



The wide definition of electoral matter means that Councillors must consider communication activities in their capacity as a Councillor during the election period and the run up to the election period.

To minimise the risk of inadvertent publishing that contains electoral matter, Council will minimise its publication activity during the election period.

### 2.8.2. Annual Report

The Annual Report is not considered to be an advertisement, handbill or pamphlet, however the Annual Report must not include matter that may be considered electioneering or publicising attributes or achievements of individual Councillors.

Information about Councillors will be restricted to what is required by the Local Government (Planning and Reporting) Regulations 2020.

Despite publication of the Annual Report during the election period, it is deemed appropriate that the Mayoral Message be included in the Annual Report. However, the Mayoral Message will be limited to matters regarding the operations of Council in the proceeding financial and will not be used for electioneering.

## 2.9. Media and Publicity

### 2.9.1. Council Issued Communications

Council publicity that contains general ongoing Council news or information about the election process is permitted. Council publicity will not be used in any way that might influence the outcome of the election and will not quote or feature Councillors

The following specific requirements apply during the election period:

- a) Council staff must not make any public statement that could be construed as influencing the election. This does not include statements of clarification that have the prior approval of the CEO. Statements of clarification will only be used where not issuing a statement could mislead or deceive a large proportion of the public and would impact Council's service delivery.
- b) Public events and related publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a public event or publicity campaign is deemed necessary for a Council service or function, it must have the prior approval of the CEO.
- c) Media releases, responses or statements will be minimised and avoided where possible.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 12 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



- d) Existing material available to the public in Council facilities will be assessed for inclusion of electoral matter and any such matter will be temporarily withdrawn or not prominently displayed in so far as this is practicable in the circumstances.

### 2.9.2. Council Websites and Social Media

During the election period, information about Councillors on Council's websites will be restricted to portrait photographs, names, titles, and contact details.

The use of Council-operated social media may will be limited to the advertisement of routine Council business and social media publications will be assessed for the presence of electoral matter by the Manager Communications prior to publishing.

The following specific requirements apply during the election period:

- a) Council will only respond to service requests or requests for information published via social media as they relate to operational matters. Where possible, responses will be provided privately, rather than being published publicly.
- b) Council will not respond to online commentary throughout the election period, unless clarification is needed to ensure that a large proportion of the public is not misled or deceived in relation to key service delivery.

### 2.9.3. Councillor-Issued Communication

- a) No media advice or assistance may be provided by staff in relation to election campaign matters, or regarding publicity that involves specific Councillors.
- b) Councillors are not permitted to use their access to Council staff and other Council resources to gain media attention in support of their election campaign.
- c) Councillors and other candidates are permitted to issue their own media releases provided they do not use Council resources, including email, logo or any branding, letterhead or any Council-owned device. Councillors and candidates must make it clear that the views expressed are personal views only, and not the views of the Council.
- d) Councillors are not permitted to comment in an official capacity on any issues raised by the media during the election period. Any comments made to the media must be expressed as personal views only and not the views of Council.
- e) Council resources (Internet access, mobile phones, Council logos) must not be used in connection with setting up or maintaining any social media or online presence as candidates.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 13 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027

## ELECTION PERIOD POLICY



### 3. Section 123 – Misuse of Position

Pursuant to section 123 of the Act Councillors must not misuse their position to:

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

Circumstances that constitute a misuse of position, include:

- a) Making improper use of information acquired as a result of a position held.
- b) Disclosing information that is confidential information.
- c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff.
- d) Exercising, or purporting to exercise, a power, duty or function with no authority to do so.
- e) Using public funds or resources in an improper or unauthorised manner.
- f) Participating in a decision on a matter in which the person has a conflict of interest.

### 4. GOVERNANCE

#### 4.1. Owner

The Manager Governance, is responsible for ensuring this policy is implemented, progress is monitored and is regularly reviewed.

#### 4.2. Review

The Manager Governance will review the policy for any necessary amendments no later than no later than 12 months prior to the commencement of each subsequent general election period. The next review is due October 2027.

#### 4.3. Charter of Human Rights Compliance

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 14 of 14

Responsible Branch: Executive Services | Approved Date: June 2024 | Review Date: October 2027



WARRNAMBOOL  
CITY COUNCIL

## Election Period Policy 202~~4~~<sup>3</sup>

APPROVAL DATE: ~~June~~<sup>November</sup> 202~~4~~<sup>3</sup>

REVIEW DATE: October 2027

ELECTION PERIOD POLICY



DOCUMENT CONTROL

Document Title:	Election Period Policy
Policy Type:	Council
Responsible Branch:	Executive Services
Responsible Officer:	Manager Governance
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Approved By:	Council
Approved Date:	<del>June</del> <u>November</u> 2024 <del>3</del>
Review Date:	October 2027

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 2 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~November 2023 | Review Date: October 2027



## ELECTION PERIOD POLICY



### INTRODUCTION

#### 1.1. Purpose

Section 69 of the Local Government Act 2020 (the Act) requires Council to have an Election Period Policy. The Policy sets out the procedures to be applied by Council during the election period for a general election. During the election period certain prohibitions apply to the general functions and powers of Council.

The Policy has been developed to ensure that Warrnambool City Council's general elections to be held on Saturday, 26 October 2024, and subsequent elections, are conducted in a manner that is ethical, fair and equitable and are publicly perceived as such.

#### 1.2. Scope

This Policy applies to all Council staff, Councillors and election candidates during the election period, also known as the caretaker period.

The election period starts at the time that nominations for the election of Council close, known as nomination day. The election period for the 2024 elections will apply from 12 noon 24 Tuesday 17 September 2024 until 6pm on Election Day, Saturday 26 October 2024, inclusive.

#### 1.3. Definitions

Term	Definition
<b>Candidate</b>	means a person who has nominated as a candidate for an election under section 256 of the Act
<b>CEO</b>	Chief Executive Officer
<b>Election day</b>	means the day of the election determined under section 257 or 260 of the Act
<b>Election period</b>	means the period that starts at the time that nominations close on nomination day and ends at 6pm on election day
<b>Electoral material</b>	is defined in the Act as an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting
<b>Electoral matter</b>	means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election
<b>Nomination Day</b>	means the last day on which nominations to be a candidate at a Council election may be received
<b>Returning Officer</b>	the officer appointed by the Victorian Electoral Commission who is responsible for the conduct of the election and who formally announces the election results

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 3 of 14

Responsible Branch: Executive Services | Approved Date: June 2024~~November 2023~~ | Review Date: October 2027

## ELECTION PERIOD POLICY



<b>Significant decisions</b>	<p>means any Council decision, including decisions made by Council staff acting under a delegation, given by Council during an election period for a general election that:</p> <ol style="list-style-type: none"> <li>1. May irrevocably commit the incoming Council to substantial expenditure or to other significant actions; or</li> <li>2. May have an irrevocable or significant impact on the municipality or a significant section of the community.</li> </ol>
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## 2. POLICY

### 2.1. Policy Statement

The Policy is intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election. It places limits on public consultation and the scheduling of Council events and puts in place procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

### 2.2. Policy Objectives

- 2.2.1. This Policy facilitates the continuation of Council's ordinary business throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established "caretaker" conventions.
- 2.2.2. This Policy explains how Council will conduct its business during the election period to ensure that the elections are not compromised by inappropriate electioneering by existing Councillors and safeguards the authority of the incoming Council.
- 2.2.3. This Policy aims to address and provide guidelines in respect of the matters listed below:
  - Council decision-making
  - Public consultation, meetings and Council events
  - Council Publications
  - Use of Council resources
  - Access to Council information and assistance to candidates
  - Media and publicity
  - Section 123 of the Act (misuse of position)

### 2.3. General

- 2.3.1. During the election period, Council will not make decisions that:
  - Relate to the appointment or remuneration of the Chief Executive Officer (CEO) but not to the appointment or remuneration of an Acting CEO
  - Commits Council to expenditure exceeding 1 per cent of the Council's income
  - Council considers should not be made during an election period

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 4 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



During the election period, Council will:

- Ensure that Council resources are not used for election campaign purposes, nor in a way that might improperly influence the result of an election
- Limit public consultation, public meetings and Council events in order to facilitate Council's day-to-day business while avoiding any express or implied links to the election
- Not print, publish or distribute "electoral matter"

### 2.3.2. Election Period

The election period (also known as the caretaker period) refers to the period commencing on the last day on which nominations for the election can be received (nomination day) and continues until election day.

For the 2024 elections, the election period starts on 24 September 2024 and ends at 6pm on Saturday, 26 October 2024.

Recognising that electioneering can occur at any time throughout a term of Council, this policy is applicable at any time in so far that any candidate should not utilise any Council resource, advantage or benefit for the purposes of electioneering. This extends to practice that could create the public perception that some benefit or advantage has been gained by any candidate.

### 2.3.3. Communication of Policy

Following the adoption of the Policy, a copy of the Policy will be published on Council's website and copies will also be circulated to nominated candidates at the close of nominations.

The CEO will ensure that all staff are informed of the requirements of this policy prior to commencement of the election period.

## 2.4. Council Decision Making

**2.4.1.** Section 69 of the Act prohibits the making of some decisions during an election period.

#### a) Chief Executive Officer

In accordance with section 69(2)(a) Council must not, during the election period, make a decision that relates to the appointment or remuneration of the CEO, other than a decision to appoint an acting CEO.

#### b) Contracts

In accordance with section 69(2)(b) Council must not commit to expenditure with a value in excess of the equivalent of 1 per cent of Council's rates and charges levied in the

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 5 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



preceding financial year.

c) **General**

In accordance with section 69(2)(c) and (d) Council is prohibited from making a decision that the Council considers could be reasonably deferred until the next Council is in place or that Council considers should not be made during an election period.

d) **Invalid Decisions**

A Council decision made in contravention of section 69(2) (a) or (b) of the Act is invalid in accordance with section 69(4) of the Act.

e) **Compensation**

In accordance with section 69(5) of the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid is entitled to compensation from Council for that loss or damage.

### 2.4.2. Significant Decisions

Council will use all reasonable efforts to avoid making significant decisions. For the purposes of this Policy, significant decisions include, but are not limited to:

- Decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions, for example spending unbudgeted monies, the allocation of community grants or other direct funding to community organisations
- Decisions that may have an irrevocable and significant impact on the municipality or a significant section of the community, for example, major planning scheme amendments, unplanned community consultation, adopting a new policy, strategy or local law or changes to strategic objectives and strategies in the Council Plan

### 2.4.3. Significant Decision Considerations

Where possible, the CEO will ensure that any anticipated significant decisions are scheduled for Council to consider and determine prior to the start of the election period or are scheduled for determination by the incoming Council.

However, during the election period the CEO may still determine that a significant policy decision is required and will advise Council accordingly. In making any such determination, the CEO will have regard to all circumstances, including, but not limited to:

- Whether the decision is, in fact, significant
- The urgency of the decision (if the decision could reasonably be made by the incoming Council)

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 6 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



- Whether the decision is likely to be controversial or affect voting in the election
- Whether the decision would require the spending of unbudgeted monies
- Whether the decision is in respect of the completion of an activity already commenced and has been endorsed by the incumbent Council
- Whether the decision requires community engagement
- Whether the failure to make the decision would have a negative impact on Council, the municipality or the local community
- Whether the disadvantage of avoiding making the decision exceeds the benefit of making the decision
- Any relevant statutory obligations and timeframes
- The best interests of the community and Council

### 2.4.4. Decisions Made Under Delegation

Decision-making power is delegated to Council staff in accordance with Council's *Delegations and Authorisations Policy*. Staff should be aware that some decisions made by staff under delegation may be significant decisions.

Before making any decisions under delegated authority during the election period, Council officers should carefully consider the following:

- Whether the decision is significant
- The urgency of the decision – can it be deferred until after the election period?
- The possibility of financial or other repercussions if the decision is deferred
- Whether the decision is likely to be controversial
- Whether the decision is in the best interests of Council and the community

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance in the first instance.

### 2.4.5. Election Period Statement

During the election period, the CEO will ensure that an "election period statement" is included in every report submitted to Council for a decision. The election period statement will appear at the start of each item listed on the agenda and will take the following form:

1. *This report is being considered during an election period. The recommended decision is not a prohibited decision in accordance with section 69(2) and (3) of the Local Government Act 2020, nor a significant decision within the meaning of Council's Election Period Policy.*

OR

2. *This report is being considered during an election period. The recommended decision is not a prohibited decision in accordance with section 69(2) and (3) of the*

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 7 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



*Local Government Act 2020 but has been determined by the Chief Executive Officer to be a significant decision within the meaning of Council's Election Period Policy. An exemption is required for the following reasons: [insert reasons for exemption].*

In accordance with section 177 of the Act Council may resolve to apply to the Minister for Local Government for a compliance exemption if it is required to make a prohibited decision within the meaning of section 69(2) or 69(3) of the Act.

### 2.4.6. Announcements If Decisions Made Prior To The Election Period

To avoid doubt, this policy applies only to the actual making of decisions, not the announcement of decisions which have been made prior to the election period. However, as far as practicable such announcements should be made before the election period begins.

## 2.5. Public Consultation, Meetings and Council Events

### 2.5.1. Limited Public Consultation

Council will limit public consultation primarily to any consultation required under the *Planning and Environment Act 1987* and matters subject to section 223 of the *Local Government Act 1989*.

Public consultation may also be required in other circumstances to ensure that Council's normal operational activities are proactively managed or as part as established ongoing consultation. In these instances Council will endeavour to reschedule consultation in the first instance. If this is not possible all public consultation done during the Election Period will avoid any express or implied links to the election. Any new public consultation will only be undertaken with the CEO's prior approval.

### 2.5.2. Public Meetings and Council Events

Public meetings and events coordinated by Council will not be held during the election period, unless the meeting or event cannot be re-scheduled, and it would negatively impact Council or the community. Where it is deemed necessary to hold meetings or events during this period, prior approval is required by the CEO (as well as approval for running sheets and speeches). Where Council meetings or events are held during the election period, Councillors and candidates are not permitted to use events and meetings as forums for electioneering purposes and must not distribute election material.

In instances where a Councillor is invited to attend an external event or function in their capacity as a Councillor, roles are restricted to official duties only (where a Councillor would ordinarily perform such duties.) These duties must be performed in their usual way and Councillors must not use these events for the purposes of electioneering. Invitations are deemed to be in the capacity as Councillor where it is

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 8 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027



## ELECTION PERIOD POLICY



coordinated/received via the CEO's office or another Council department and when the invitee would not usually be invited in a private capacity.

### 2.5.3. Council Meetings

Council meetings will continue during the election period and will be open to the public and livestreamed as usual. Councillors will not use Council meetings during the election period for the purposes of electioneering.

Council will continue to take public questions however questions will not be read out during council meetings and only written responses will be provided.

### 2.5.4. Advisory Committee Meetings

The operation of Council Advisory Committees shall be suspended upon the commencement of the election period ahead of a general Council election.

Any outstanding Advisory Committee Reports may still be reported to a Council meeting during this period.

Council Committees shall resume meeting following the election and the appointment by the incoming Council of Councillors to each committee.

## 2.6. Use of Council Resources

- 2.6.1.** A Councillor must not use Council resources in connection with, or in any way that may be perceived as in connection with, an election campaign. This applies to a Councillor standing in Council, State or Federal government elections. Such use would constitute misuse of position by the Councillor.

Council resources include financial, human (a staff member's or a consultant's time) and material resources. In circumstances where it is unclear if the use of Council resources is related, or may be perceived as being related, to a candidate's election campaign, the use should be referred to the Manager Governance for a determination.

- 2.6.2.** The following specific restrictions apply:

- a) Council resources, including, but not limited to, office space, staff, hospitality services, catering, IT equipment, stationery and use by the Mayor of a Council-owned vehicle, may be used for normal Council business only during the election period and must not be used in connection with a candidate's election campaign.
- b) Reimbursement of Councillor out-of-pocket expenses during the election period will continue to apply to expenses incurred in the performance of normal Council duties only. Expenses that are, or could be, perceived as supporting or being

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 9 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



connected with a candidate's election campaign will not be reimbursed.

- c) Photographs or images paid for by Council or taken by Council staff must not be used in election material by any candidate or incumbent Councillor. This extends to images of Councillors, events and any Council infrastructure.
- d) Council's logo, letterhead, or any other Council branding may not be used for, or associated in any way with, a candidate's election campaign.

### 2.7. Access To Council Information And Assistance To Candidates

Council acknowledges that candidates expect Council to respond to their requests for information that relates to the election. Any such requests will be responded to equitably and as though all candidates have made the same request.

Accordingly, all candidates will receive the same information. Incumbent Councillors will continue to receive information that is necessary to fulfil their Council roles. Where information relates to what could be considered an "election issue" or is not required to fulfil duties as a Councillor, requests will be denied.

#### 2.7.1. All candidates will be treated equally which means that:

- a) Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.
- b) All election process-related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the CEO or a designated member of Council staff.

#### 2.7.2. Councillors and other candidates will not be provided with information or advice from Council staff that may be perceived to support their election campaign. There will be complete transparency in the provision of information and advice during the election period. The following specific restrictions apply:

- a) Information and briefing materials prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services or projects. Such information will not relate to policy development, new projects or matters that are the subject of public or election debate or that might be perceived to relate to a candidate's election campaign.
- b) An Information Request Register will be maintained during the election period. The Register will be made available on Council's website and will record all requests for information by Councillors and candidates, and Council's responses.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 10 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



- c) Requests for information which require the use of significant Council resources in order to provide a response, or which might be perceived to support an election campaign, will be referred to the CEO for a determination as to whether a response may be provided.

### 2.8. Electoral Material

#### 2.8.1. Publishing Electoral Material

Electoral material is defined in the Act as an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.

Electoral matter means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election. The definition is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:

- a) the election
- b) a candidate in the election
- c) an issue submitted to, or otherwise before, the voters in connection with the election

Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, electoral material containing electoral matter.

The definition of 'publish' extends to information published on Council's website and on social media. It includes, but is not limited to, material about the election, incumbent Council, election candidates and issues of contention in the election.

It does not include material produced by the Returning Officer for the purpose of conducting the election, information about the election process, advertisements announcing the holding of meetings and statutory documents such as rate notices, food premises registrations and parking fines.

Some examples of what constitutes electoral matter is material that:

- Publicises the strengths or weaknesses of a candidate
- Advocates Council policies or those of a candidate
- Responds to claims made by a candidate
- Publicises the achievements of the incumbent Council or individual Councillors
- Refers to matters known to be contentious in the community and likely to be the subject of election debate
- Promotes the role or duty of a Councillor

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 11 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



The wide definition of electoral matter means that Councillors must consider communication activities in their capacity as a Councillor during the election period and the run up to the election period.

To minimise the risk of inadvertent publishing that contains electoral matter, Council will minimise its publication activity during the election period.

### 2.8.2. Annual Report

The Annual Report is not considered to be an advertisement, handbill or pamphlet, however the Annual Report must not include matter that may be considered electioneering or publicising attributes or achievements of individual Councillors.

Information about Councillors will be restricted to what is required by the Local Government (Planning and Reporting) Regulations 2020.

Despite publication of the Annual Report during the election period, it is deemed appropriate that the Mayoral Message be included in the Annual Report. However, the Mayoral Message will be limited to matters regarding the operations of Council in the proceeding financial and will not be used for electioneering.

## 2.9. Media and Publicity

### 2.9.1. Council Issued Communications

Council publicity that contains general ongoing Council news or information about the election process is permitted. Council publicity will not be used in any way that might influence the outcome of the election and will not quote or feature Councillors

The following specific requirements apply during the election period:

- a) Council staff must not make any public statement that could be construed as influencing the election. This does not include statements of clarification that have the prior approval of the CEO. Statements of clarification will only be used where not issuing a statement could mislead or deceive a large proportion of the public and would impact Council's service delivery.
- b) Public events and related publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a public event or publicity campaign is deemed necessary for a Council service or function, it must have the prior approval of the CEO.
- c) Media releases, responses or statements will be minimised and avoided where possible.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 12 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



- d) Existing material available to the public in Council facilities will be assessed for inclusion of electoral matter and any such matter will be temporarily withdrawn or not prominently displayed in so far as this is practicable in the circumstances.

### 2.9.2. Council Websites and Social Media

During the election period, information about Councillors on Council's websites will be restricted to portrait photographs, names, titles, and contact details.

The use of Council-operated social media may will be limited to the advertisement of routine Council business and social media publications will be assessed for the presence of electoral matter by the Manager Communications prior to publishing.

The following specific requirements apply during the election period:

- a) Council will only respond to service requests or requests for information published via social media as they relate to operational matters. Where possible, responses will be provided privately, rather than being published publicly.
- b) Council will not respond to online commentary throughout the election period, unless clarification is needed to ensure that a large proportion of the public is not misled or deceived in relation to key service delivery.

### 2.9.3. Councillor-Issued Communication

- a) No media advice or assistance may be provided by staff in relation to election campaign matters, or regarding publicity that involves specific Councillors.
- b) Councillors are not permitted to use their access to Council staff and other Council resources to gain media attention in support of their election campaign.
- c) Councillors and other candidates are permitted to issue their own media releases provided they do not use Council resources, including email, logo or any branding, letterhead or any Council-owned device. Councillors and candidates must make it clear that the views expressed are personal views only, and not the views of the Council.
- d) Councillors are not permitted to comment in an official capacity on any issues raised by the media during the election period. Any comments made to the media must be expressed as personal views only and not the views of Council.
- e) Council resources (Internet access, mobile phones, Council logos) must not be used in connection with setting up or maintaining any social media or online presence as candidates.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



Warning - Uncontrolled when printed.

Page 13 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027

## ELECTION PERIOD POLICY



### 3. Section 123 – Misuse of Position

Pursuant to section 123 of the Act Councillors must not misuse their position to:

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

Circumstances that constitute a misuse of position, include:

- a) Making improper use of information acquired as a result of a position held.
- b) Disclosing information that is confidential information.
- c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff.
- d) Exercising, or purporting to exercise, a power, duty or function with no authority to do so.
- e) Using public funds or resources in an improper or unauthorised manner.
- f) Participating in a decision on a matter in which the person has a conflict of interest.

### 4. GOVERNANCE

#### 4.1. Owner

The Manager Governance, is responsible for ensuring this policy is implemented, progress is monitored and is regularly reviewed.

#### 4.2. Review

The Manager Governance will review the policy for any necessary amendments no later than no later than 12 months prior to the commencement of each subsequent general election period. The next review is due October 2027.

#### 4.3. Charter of Human Rights Compliance

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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Page 14 of 14

Responsible Branch: Executive Services | Approved Date: ~~June 2024~~ November 2023 | Review Date: October 2027



## 7.4. EXTENSION OF MEALS ON WHEELS CONTRACT

**DIRECTORATE:** Community Development

**Purpose:**

*This report provides an update on Council's current contractual arrangements with South West Healthcare for the ongoing supply of meals for the Meals on Wheels service for a period of 12 months, up to 30th of June 2025. This is an extension outside of the original contract time period of an additional 3 months to align with external funding and financial year.*

---

### Executive Summary

In February 2021 Council entered into a 2-year contract with South West Healthcare (SWH) for the supply and delivery of meals for the Meals on Wheels (MoW) program. In the first 24 months of the contract, SWH has delivered over 41,000 meals at a total cost of \$452,971 (average of \$11.04 p/meal).

The original contract included 2 x 1 year extension options. The first extension option of 1 year & 3 months was exercised on 9th of March 2023. An additional 3-month term was offered so that Council could align the contract end date with the relevant funding dates associated with the provision of the MoW service over the 2023/2024 financial year. The first extension option expires on the 30th of June 2024.

There is 1 x 9-month extension option remaining (Clause 2.2.2 Extension of Contract – the Council's option) which should be exercised three months before the contract expires. South West Healthcare has agreed to a contract variation to allow Council to extend the remaining option term for an additional 3-month period, to 1 x year from 30th of June 2024 to 30th of June 2025.

In line with customer demand and limited service delivery alternatives, and the high quality of the service received to date, discussions with SWH have taken place regarding the extension of the contract. South West Healthcare has in principle agreed to the extension obligations for a further 12 months. South West Healthcare continues to be a positive supplier to work with and has provided excellent service in accordance with its contractual obligations.

With reference to the current arrangement under the Commonwealth Home Support Program, Council is funded to 30 June 2025 to provide the service therefore it would be prudent for Council to extend the current contract for the next twelve months, instead of going to market. WCC continues with delivery for its community care programs for the 2024-2025 fiscal year and will commence a detailed review and analysis for service due to Council decision to remain in the Aged and Disability service and relevant Commonwealth Government Support at Home Program reforms.

The draft extension letter, to be signed by the Chief Executive Officer of Council is attached in **Attachment 1**.

---

**MOVED: CR ANGIE PASPALIARIS**

**SECONDED: CR MAX TAYLOR**

That Council endorses the extension of the meal procurement contract up to 30 June 2025, with a contract variation for an additional 3 months, to be signed under delegation by the CEO.

---

**CARRIED- 7:0**

### Financial Impact

There is a direct financial impact to Council. South West Healthcare, the service provider, has consented to a 3.0% increase in cost. Budgeted contract spend for FY 2024-25 was \$321,034. With the 3.0% increase on forecasted Year 3 spend the contract spend for FY 2024-25 (Year 4) is estimated to be \$233,574. Depending on the number of meals, there may be a budget saving.

The Meals on Wheels program is supported by external funding and user fees. Forecasted Commonwealth Government's contribution is 3.5% increase, to \$152,894.86.

User fees for FY 2024-25 is 2.75% in line with rate cap. There is an estimated shortfall of user fee contributions which will be offset with the increase in external funding.

### Spend Under Contract (excluding GST)

Original approved contract value (2 years): \$ 570,000

Forecast Year 3 Spend with 1.5% increase: \$226,771

Proposed Year 4 Spend with 3% increase: \$233,574

Estimated total spend under contract to date: \$796,771

Forecast-spend under contract with extension period: \$1,030,345

### 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.

### Timing

With this extension, the contract will terminate on 30 June 2025. Council will need to start a new tender process in early 2025 to replace the current tender.

### Legal Risk/Impact

There are no legal risks related to this contract extension, as this extension is in line with the procurement policy of Council.

There is no negative gender impact in relation to this contract extension.

### Officers' Declaration of Interest

There are no conflicts of interest.

### Conclusion

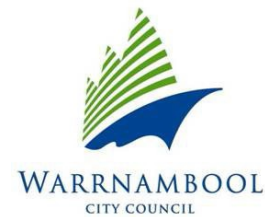
With funding confirmed for delivery of the Commonwealth Home Support Program for the FY 2024/25, the extension of the current contract with South West Healthcare would allow Council to effectively continue the delivery of the Meals on Wheels program for the funding period. The proposed contract extension is in line with the procurement policy of Council.

### ATTACHMENTS

1. Contract Variation Extension 2021005 Supply Delivery of Meals May 2024 [7.4.1 - 2 pages]

[insert date]

Andrew Trigg  
Chief Operating  
Officer South  
West Healthcare  
Ryot Street  
WARRNAMBOOL  
VIC 3280



BY EMAIL ONLY: atrigg@swh.net.au

Dear Andrew,

**Exercise Extension Options Available Under Contract and Variation of Contract Time  
Contract No. 2021005 – Supply & Delivery of Meals**

I refer to the agreement between Warrnambool City Council (**Council**) and South West Healthcare dated 1 February 2021 for the Supply & Delivery of Meals (**Contract**).

Under the original terms and conditions, provision was made for two (2) extension options, each for a further one (1) year period.

In March 2023, Council exercised its first option to extend the term of the Contract for one (1) x year and three (3) months to the 30<sup>th</sup> of June 2024, The additional 3 month term enabled Council to align the Contract extension end date with the relevant funding dates associated with the provision of this service over the 2023/24 financial year. As a result, the remaining extension term available under the original contract is now only 9 months.

As per our recent discussions, Council wishes to exercise the 2<sup>nd</sup> option to extend the Contract a period of one (1) year. In an email dated 19<sup>th</sup> of April 2024, Michael Lukeis advised that South West Health Care is willing to extend the Contract for the additional 3 month period, subject to a formal variation being issued. This is to align with external funding and financial years.

In consideration of the parties' mutual promises and for other good and valuable consideration, the parties agree to vary the Contract as follows:

1. The parties agree to extend the term of the Contract for one (1) year to 30<sup>th</sup> of June 2025 in accordance with clause 2.2.2 of the Contract.
2. The parties agree that a price increase of 3.0% shall apply to the Year 3 Rates (GST inclusive) and the adjusted rates will apply for the duration of the extension term.
3. The parties further agree that in all other respects the terms and conditions of the Contract shall continue to apply without variation.

If the Supplier agrees to the Contract variation and extension, please sign below and return via email to [procurement@warrnambool.vic.gov.au](mailto:procurement@warrnambool.vic.gov.au)

Civic Centre 25 Liebig Street  
Warrnambool Victoria Australia  
PO Box 198 Warrnambool VIC 3280

Telephone (03) 5559 4800  
Facsimile (03) 5559 4900

Website: [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)  
ABN 44 594 264 321

If you need more information or would like to discuss this matter further, please contact Peter Russell on 03 5559 4411 or at [prussell@warnambool.vic.gov.au](mailto:prussell@warnambool.vic.gov.au)

Yours sincerely

**ANDREW MASON**  
**CHIEF EXECUTIVE OFFICER**

**Supplier's Agreement**

South West Healthcare agrees to the variation and extension of the Contract as detailed in this letter.

Date: .....

<b>EXECUTED</b> for and on behalf of:	)	
<b>South West Healthcare</b> by its	)	
authorised representative, in the	)	.....
presence of:	)	Signature of authorised representative
	)	By executing this letter the signatory warrants that the
	)	signatory is duly authorised to execute this letter of
	)	extension on behalf of the Supplier
.....	)	
Signature of witness	)	
	)	
	)	.....
.....	)	Name of authorised representative (block letters)
Name of witness (block letters)	)	
	)	
	)	.....
.....	)	Position of authorised representative
Address	)	

Civic Centre 25 Liebig Street  
Warnambool Victoria Australia  
PO Box 198 Warnambool VIC 3280

Telephone (03) 5559 4800  
Facsimile (03) 5559 4900

Website: [www.warnambool.vic.gov.au](http://www.warnambool.vic.gov.au)  
ABN 44 594 264 321

## 7.5. INFORMATION COMMUNICATIONS TECHNOLOGY SHARED SERVICES JOINT VENTURE ESTABLISHMENT

*DIRECTORATE : Corporate Strategies*

### Purpose:

*The report recommends Warrnambool City Council affirm their participation in the South West Councils Information Communication Technology Alliance as required by the existing (October 2022) Joint Venture Agreement and extend participation for the specified term of 5 years.*

### Executive Summary

In October 2022 the three Councils formalised the shared service arrangement that had been in place since the adoption of an endorsement by Council at a meeting on 25 March 2019 of the shared ICT project by the adoption of a Joint Venture Agreement. The adoption of the Joint Venture Agreement gave the form and substance to the informal arrangement that had been in place and set the mechanisms by which the three Councils could work and plan together and resolve any issues related to the operation of this shared services venture.

The establishment of the Joint Venture agreement facilitated participation in the Local Government Victoria's Rural Council Transformation Program. The three Councils received \$4,500,000 under this program to deliver the specified business case, which included an integrated shared service Enterprise Resource Platform (ERP).

The Joint Venture Agreement requires that the three Councils affirm their participation not less than 12 months prior to the expiry of the original term (Clause 2.2), being June 2025.

---

MOVED: CR ANGIE PASPALIARIS

SECONDED: CR DEBBIE ARNOTT

That

1. Having complied with Division 3 of Part 5 of the Local Government Act 2020, Council entered into, established, and operates the South West Councils ICT Alliance as a joint venture on the terms set out in the South West Councils ICT Alliance Joint Venture Agreement; and
2. Notes that, in accordance with:
  - a. Clause 5.1.1(a) of the South West Councils ICT Alliance Joint Venture Agreement, the Chief Executive Officer has been appointed to the Joint Venture Governance Committee; and
  - b. Clause 5.1.1(b) of the South West Councils ICT Alliance Joint Venture Agreement, the Chief Executive Officer has nominated one staff member to the Joint Venture Governance Committee, being Council's Director Corporate Strategies; and
3. Authorises the Chief Executive Officer to:
  - a. Agree in writing to the Joint Venture Governance Committee and to the other two participating Councils to the extension of the Joint Venture Agreement.
  - b. Exercise Council's rights and powers under the Joint Venture Agreement on Council's behalf.

CARRIED - 7:0



## Background

Corangamite Shire, Moyne Shire and Warrnambool City were successful in securing a State Government grant of \$4.5 million in June 2019 under the State Government's Rural Councils Transformation Program (RCTP) to implement a business case covering 5 years to transition the respective Enterprise Resource Planning (ERP) platform of each council into a shared service model. An ERP is the corporate digital platform that delivers the core business information systems of an organisation.

A key component of securing this funding was the establishment of a Joint Venture, the South West Councils ICT Alliance.

Under the South West Councils ICT Alliance Joint Venture Agreement (now known as Coastal Connect) which was adopted by {Specific Council Date} October 2022, the three Councils agreed that (clause C) the Joint Venture is:

*"C1. An ongoing program that the Councils commenced prior to this Agreement, and  
C2. Is, at the time of this Agreement is intended to operate for a period of around 5 years and is intended as a program that works towards delivering a shared Enterprise Resource Planning platform across the Councils."*

In order for this Agreement to extend beyond the initial period which expires on 30 June 2025 (under Clause 2.2), each of the three joint venture Councils need to resolve by 30 June 2024 whether they wish to extend the current agreement for a period of five years after its initial expiry date of 30 June 2025.

The operations of the South West Councils ICT Alliance (Coastal Connect) are managed by the Joint Venture Governance Committee (JVGC) established as required by the Joint Venture Agreement. The membership of this Committee is the CEO and Director of Corporate area at each Council, plus an independent Chair, a governance advisor, and the project team.

The benefits arising from the initial agreement were set out to be:

- Significant cost saving from economies of scale by being part of the larger IT implementation
- Improvements arising from the implementation of up-to-date cloud based software including more secure platforms with better cyber-security and elimination of a range of manual and less integrated processes.
- Increased staff engagement with, and understanding of the new software
- Opportunity for improvements to the community engagement and customer service experiences through more flexible on-line responses
- Reduced back-end costs and enhanced productivity through reduction of duplicated processes
- Ability to share knowledge and resources with other Councils in the joint venture leading to more agile and elegant solutions.

When the Agreement was entered into, the Business Case (SWCICTA – p5) stated *“Beyond the initial implementation of the three participating Councils, is a rapid escalation in opportunity and benefits as delivery scope is broadened .....it is these future benefits that outshine this business case but are dependent upon it.”* The Business Case does not quantify these further benefits but lists example of them to include:

- Enable the potential business process improvements created through the implementation of the new IT systems to be fully realised.
- Consolidate systems from the three Councils with one shared group.
- Amalgamation of teams across the three councils into one team within the Joint Venture
- Operate a single IT centre for the three Councils
- Enable other Councils to join the Joint Venture reducing the costs to the three original members.

### Financial Impact

A business case was provided to the funding body Local Government Victoria via their Rural Council Transformation Program. This business case was approved and funding of \$4,500,000 provided for the delivery of the outcomes by the established Joint Venture.

The business case concluded in a shared service environment that a positive Net Present Value of \$73,247 is achieved across the five-year project timeline. The benefits are detailed in the funded business case and extend past the five year period.

All contributions to the on-going operations and activities of the Joint Venture are governed by the individual Councils business-as-usual annual budget process. This is a requirement of Clause 6.2 of the Joint Venture Agreement and ensures compliance with Individual Councils' processes.

### Legislation / Policy / Council Plan Context

#### 3 A strong economy

3.4 Workforce capability: Council will foster the development of a workforce capable of supporting the needs of the local and regional economy

#### 4 A connected, inclusive place

4.1 Effective planning: Council will ensure its planning acknowledges the unique character and attributes of local places and that that supports social connection, equitable access, appropriate housing, and sustainable population growth.

4.2 A connected community: Council will enhance Warrnambool's connectivity through the delivery of, or advocacy for, improvement to roads, public transport, footpaths, trails, and digital infrastructure.

#### 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

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

5.5 Organisational and financial sustainability: Council will ensure organisational and financial sustainability through the effective and efficient use of Council's resources and assets.

5.6 Risk mitigation: Council will mitigate and manage organisational risks through sound management systems and processes.

### Timing

A common report is being presented to the JVGC May 22 2024 for review prior to being presented to each of the three Councils at June 2024 meetings.

A decision is required by June 30 2024.

### Community Impact / Consultation

The project has involved internal stakeholders across the organization since the inception of the project with ebbs and flows of activity a renewed engagement has been launched to alert stakeholders as to the final phase of procurement and to initiate engagement around the timing and resource implications of the project's implementation.

### Legal Risk / Impact

The Joint Venture Agreement, and the clauses referred to in this paper, was established by Maddocks solicitors after extensive consultation with the participating Councils. Maddocks continue to provide legal advice to the JVGC as needed.

### Officers' Declaration of Interest

No officer preparing this report has a conflict of interest in the matter.

### Conclusion

The South West Councils ICT Alliance Joint Venture is a key component for the delivering of the funded business case and the achievement of the benefits documented.

### ATTACHMENTS

1. South West Councils ICT Alliance Joint Venture Agreement 13 September 2022 [7.5.1 - 49 pages]



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13 September 2022

## South West Councils ICT Alliance Joint Venture Agreement

**Corangamite Shire Council**  
ABN 87 042 518 438  
and

**Moyne Shire Council**  
ABN 69 056 376 923  
and

**Warrnambool City Council**  
ABN 44 594 264 321

[7946946: 33314961\_1]

**Interstate offices**  
Canberra Sydney  
Affiliated offices around the world through the  
Advoc network - www.advoc.com



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## Contents

<b>1.</b>	<b>Definitions .....</b>	<b>3</b>
<b>2.</b>	<b>Term of Agreement .....</b>	<b>5</b>
2.1	Initial Term .....	5
2.2	Extension .....	6
<b>3.</b>	<b>Establishment of Joint Venture .....</b>	<b>6</b>
3.1	Establishment .....	6
3.2	Purposes of the Joint Venture .....	6
3.3	Functions of the Joint Venture .....	6
3.4	No Partnership .....	7
<b>4.</b>	<b>Administering Council .....</b>	<b>7</b>
4.1	Appointment of Administering Council to act for Councils in Joint Venture .....	7
4.2	Roles and functions of the Administering Council .....	7
4.3	Appointment and Replacement of Administering Council .....	8
<b>5.</b>	<b>Governance of Joint Venture .....</b>	<b>8</b>
5.1	Appointment of Joint Venture Governance Committee .....	8
5.2	Role and operation of Joint Venture Governance Committee .....	9
<b>6.</b>	<b>Documents, policies and procedures of the Joint Venture .....</b>	<b>10</b>
6.1	Strategic Plan .....	10
6.2	Annual Plan and Budget .....	10
6.3	Administering Council Roles and Functions .....	11
6.4	Policies and Procedures .....	12
6.5	Reports to Councils .....	12
<b>7.</b>	<b>Contributions to Costs and Indemnity .....</b>	<b>13</b>
7.1	Contributions to Costs .....	13
7.2	Indemnity .....	13
7.3	Operation of indemnity .....	13
7.4	Benefit of indemnity .....	13
<b>8.</b>	<b>Procurement Activities .....</b>	<b>14</b>
8.1	Alignment of Council Procurement Policies .....	14
8.2	Compliance with Model ICT Procurement Policy .....	14
<b>9.</b>	<b>Administrative and management services .....</b>	<b>14</b>
<b>10.</b>	<b>Intellectual Property .....</b>	<b>14</b>
10.1	Background Intellectual Property .....	14
10.2	Joint Venture IP .....	15
10.3	Protection of Joint Venture IP .....	15
<b>11.</b>	<b>Confidential Information .....</b>	<b>16</b>
11.1	Duty not to disclose or misuse Confidential Information .....	16
11.2	Preservation of Confidential Information .....	16
11.3	Return or destruction of Confidential Information .....	16
11.4	Confidentiality of Agreement .....	16
<b>12.</b>	<b>Review of Operations .....</b>	<b>17</b>
<b>13.</b>	<b>Dispute Avoidance and Dispute Resolution .....</b>	<b>17</b>
13.1	Dispute Avoidance .....	17



## Maddocks

13.2	Dispute Resolution.....	17
13.3	Urgent relief .....	20
13.4	Confidentiality .....	20
13.5	Continuing obligations .....	20
13.6	Survival .....	20
<b>14.</b>	<b>Termination.....</b>	<b>21</b>
14.1	Termination by Expiry .....	21
14.2	Termination by Agreement .....	21
14.3	Termination by Request.....	21
14.4	Consequences of termination .....	21
<b>15.</b>	<b>GST 22</b>	
15.1	Definitions .....	22
15.2	GST exclusive .....	22
15.3	Increase in consideration.....	22
15.4	Tax invoice.....	22
15.5	Reimbursements.....	22
15.6	Adjustment events .....	22
<b>16.</b>	<b>Notices 23</b>	
16.1	Delivery of notice .....	23
16.2	Notice details .....	23
16.3	Time of service .....	23
<b>17.</b>	<b>Governing law .....</b>	<b>23</b>
<b>18.</b>	<b>Interpretation .....</b>	<b>24</b>
18.1	Words and headings .....	24
18.2	Specific references .....	24
<b>19.</b>	<b>General 25</b>	
19.1	Variation.....	25
19.2	Counterparts .....	25
19.3	Entire agreement and no reliance .....	25
19.4	Liability.....	25
19.5	Severability .....	25
19.6	Waiver.....	25
19.7	Further assurance.....	25
19.8	Survival and enforcement of indemnities.....	26
19.9	No merger.....	26
19.10	Business Day .....	26
<b>Schedule 1</b>	<b>Party details .....</b>	<b>27</b>
<b>Schedule 2</b>	<b>Contract Details .....</b>	<b>28</b>
<b>Schedule 3</b>	<b>Initial Strategic Plan .....</b>	<b>29</b>
<b>Schedule 4</b>	<b>Initial Annual Plan and Budget.....</b>	<b>30</b>
<b>Schedule 5</b>	<b>Initial Joint Venture Governing Committee Terms of Reference.....</b>	<b>31</b>
<b>Schedule 6</b>	<b>Template Statement of Work .....</b>	<b>44</b>
<b>Schedule 7</b>	<b>Administering Council Roles and Functions.....</b>	<b>45</b>





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# South West Councils ICT Alliance Joint Venture Agreement

## Dated

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## Parties

Name	Corangamite Shire Council ABN 87 042 518 438
Short name	Corangamite
Name	Moyne Shire Council ABN 69 056 376 923
Short name	Moyne
Name	Warrnambool City Council ABN 44 594 264 321
Short name	Warrnambool

The Parties' address and contact details are set out in Schedule 1

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## Background

- A. Corangamite, Moyne and Warrnambool (together, the **Councils**) are each Councils for the purposes of the LGA.
- B. The Councils have secured funding under the State of Victoria's Rural Councils Transformation Program (**RCTP**) through the Funding Agreement for delivery of the South West Councils ICT Alliance, with Corangamite named as the Lead Council for the purposes of the Funding Agreement.
- C. The South West Councils ICT Alliance (**SWC ICT Alliance**) is:
  - C.1 an ongoing program that the Councils commenced prior to this Agreement; and
  - C.2 is, at the time of this Agreement, intended to operate for a period of around 5 years,and is intended as a program that works towards delivering a shared Enterprise Resource Planning platform across the Councils.
- D. The Councils, having reviewed the program and its delivery, have:
  - D.1 decided to continue pursuing the shared services arrangement as an unincorporated joint venture; and
  - D.2 each resolved to enter into this Agreement to establish and operate the South West Councils ICT Alliance as a joint venture.



- E. Under this Agreement (amongst other things):
- E.1 the Councils will appoint an Administering Council to establish the SWC ICT Alliance as a separate business unit within the Administering Council's existing corporate structure;
  - E.2 the SWC ICT Alliance will be governed by a Joint Venture Governing Committee (**JVGC**) consisting of the Chief Executive Officer and the Director of Corporate Services (or equivalent) of each Council, together with an Independent Chair;
  - E.3 each other Council may, with the agreement of the Administering Council and the relevant staff, second or transfer the employment of relevant existing staff to the Administering Council for the purposes of the SWC ICT Alliance;
  - E.4 the SWC ICT Alliance will conduct a procurement process to identify one or more supplier(s) to provide services to all of the Councils on the basis of a standard form Master Services Agreement (**MSA**) with specific services to be provided on the basis of specific Statements of Work (**SOW**);
  - E.5 the Administering Council (as the legal entity administering the SWC ICT Alliance) will enter into one or more MSA(s) with the Supplier(s) on its own behalf and as the agent for each of the remaining member councils on common terms, including pricing;
  - E.6 each Council appoints the Administering Council as its agent to deal with the Supplier(s) on its behalf;
  - E.7 ICT Services will be ordered and supplied to each Council under Statements of Work (**SOW**) under each MSA;
  - E.8 SOWs may be on the same terms for core or similar procurements or on specific terms for Council-specific service requirements;
  - E.9 the Administering Council will:
    - E.9.1 maintain separate revenue, expense and capital accounts for the SWC ICT Alliance;
    - E.9.2 provide periodic and ad-hoc reporting to the JVGC;
    - E.9.3 support the JVGC to provide financial reports to each Council in accordance with the LGA (which may be audited upon request); and
    - E.9.4 provide full access to the financial ledgers and supporting documentation of the SWC ICT Alliance to each other Council upon request;
  - E.10 the JVGC will prepare a Strategic Plan and Annual Plans and Budgets for approval by the Councils; and
  - E.11 each Council will make financial contributions to the SWC ICT Alliance in accordance with the approved Annual Plan and Budget.
- F. The Councils have entered into this Agreement to record their common intentions.



## The Parties agree

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### 1. Definitions

In this Agreement:

**Administering Council** means the Council appointed under clause 4.

**Administering Council Roles and Functions** means the roles and functions of the Administering Council specified in this Agreement or Schedule 7 (as updated, replaced or amended from time to time under clause 6.3).

**Agreement** means this South West Councils ICT Alliance Joint Venture Agreement.

**Annual Plan and Budget** means an annual plan and budget for the Joint Venture to be prepared by the JVGC under clause 6.2 for the consideration and approval of the Councils.

**Background IP** has the meaning given by clause 10.1.

**Business Day** means a day other than a Saturday, Sunday or public holiday in Victoria.

**Claim** means any claim, allegation, cause of action, proceeding, demand, debt, liability, obligation, cost or expense of any nature however it arises and whether it is present or future, fixed or unascertained, actual or contingent (whether or not the facts, matters or circumstances giving rise to that claim are known to that person or to any other person at the date of this Agreement) and whether at law, in equity, under statute or otherwise.

**Commencement Date** means the date this Agreement is executed by all of the Councils.

**Confidential Information** means any information relating to the past, present or future business of a Party that comes to the knowledge of another Party and includes:

- (a) the existence, terms and subject matter of this Agreement;
- (b) the drafts of any Model ICT Procurement Policy, Strategic Plan or Annual Plan and Budget;
- (c) any report, financial, budgetary, marketing, research and business plan information which have not been authorised by the JVGC for release;
- (d) the position of a Party or an officer or employee of that Party on any confidential matter;
- (e) the terms of any draft or final MSA, SOW or other contract, agreement or business arrangement with third parties;
- (f) trade secrets, licences, know-how and related information;
- (g) client lists and supplier lists;
- (h) third party information disclosed in confidence; and
- (i) any other information the disclosure or use of which may be detrimental to the interests of a Party or of any other person who has provided it to that Party on a confidential basis,



but does not include information in the public domain (unless in the public domain due to a breach of confidentiality by any person).

**Consequential Loss** means any loss or damage which does not naturally or directly result in the ordinary course of events from the breach, action or inaction in question, whether or not a party has been advised of or is aware of that loss or damage, including any loss of revenue, profit, data, opportunity, business, goodwill or future reputation, any failure to realise anticipated savings, any downtime costs, any damage to credit rating, and any penalties payable under contracts other than this Agreement.

**Corangamite** means Corangamite Shire Council.

**Council** means each of Corangamite, Moyne and Warrnambool.

**Dispute** means a dispute between the Parties within the meaning of clause 13.2.

**Functions** means the functions of the Joint Venture set out in clause 3.3.

**Funding Agreement** means the RCTP Funding Agreement between the State of Victoria (through the Department of Environment, Land, Water and Planning) and Corangamite made on or about 21 June 2019.

**Initial Term** means the period from the Commencement Date to 30 June 2025.

**Intellectual Property Rights** means all intellectual property rights (whether or not registered, including all applications and the right to apply for registration) including:

- (a) any processes, technology, systems, reports, specifications, blueprints, patents, trademarks, service marks, trade names, domain names, designs, design rights, brands and company names, trade secrets, copyright works, URLs, drawings, discoveries, inventions, improvements, technical data, research data, formulae, computer programs, software, know-how, logos, symbols and similar industrial or intellectual property rights;
- (b) all supplier lists and other supplier-related information generated by or for the Joint Venture; and
- (c) the right to keep Confidential Information of the Joint Venture confidential.

**Investment and Operations Committee** or **IOC** means the committee formed by the JVGC under clause 5.2.6(a).

**Joint Venture** means the South West Councils ICT Alliance joint venture established under this Agreement.

**Joint Venture Account** means a bank account or accounts established for the purposes of the Joint Venture.

**Joint Venture Governance Committee** or **JVGC** means the Joint Venture Governance Committee established under clause 5.1.

**Joint Venture Governing Committee Terms of Reference** means the terms of reference for the Joint Venture Governing Committee set out in Schedule 5.

**Joint Venture IP** has the meaning given by clause 10.2.

**Lead Council** has the meaning given by the Funding Agreement.



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**LGA** means the *Local Government Act 1989* (Vic) or the *Local Government Act 2020* (Vic), as appropriate.

**Loss** means any damage, punitive damages, liability, Claim, obligation, duty, loss, charge, cost or expense (including legal expenses on a full indemnity basis and consultant's fees), interest, penalty, fine and tax, however it arises and whether it is present or future, fixed or unascertained, actual or contingent, and includes Consequential Loss.

**Master Services Agreement** or **MSA** means a Master Services Agreement between the Administering Council and a Supplier for the purposes of the Joint Venture.

**Model ICT Procurement Policy** means the model ICT Procurement Policy developed and adopted under clause 8.1.

**Moyne** means Moyne Shire Council.

**Party** means a party to this Agreement set out in Schedule 1.

**Policies and Procedures** means the policies and procedures of the Joint Venture made and as varied under clause 6.4.

**Purposes** means the purposes of the Joint Venture set out in clause 3.2.

**Quarter** means a 3 month period commencing on 1 January, 1 April, 1 July or 1 October.

**Relative Interest** means the relative interest of each Party in the Joint Venture, including in any assets or liabilities of the Joint Venture, as specified in item 1 of Schedule 2.

**Statement of Work** or **SOW** means a Statement of Work under an MSA in the form substantially set out in Schedule 6 or other form determined by the JVGC.

**Strategic Plan** means the long-term strategic plan for the future development and direction of the Joint Venture to be prepared by the JVGC under clause 6.1 for the consideration and approval of the Councils.

**Supplier** means a supplier of goods and / or services to the Councils under an MSA.

**Term** means the term of this Agreement, as determined under clause 2.

**Warrnambool** means Warrnambool City Council.

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## 2. Term of Agreement

### 2.1 Initial Term

This Agreement and the Joint Venture commences on the Commencement Date and continues for the Initial Term unless extended under clause 2.2 or terminated sooner under clause 14.



## **2.2 Extension**

- 2.2.1 Unless the Initial Term is terminated sooner under clause 14, not more than 24 months and not less than 12 months prior to the expiry of the Initial Term, the Councils must consider whether to extend the operation of the SWC ICT Alliance and the Joint Venture.
- 2.2.2 If each Council agrees in writing, the SWC ICT Alliance and the Joint Venture may be extended for a further term of 5 years after the date this Agreement would otherwise have expired.

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## **3. Establishment of Joint Venture**

### **3.1 Establishment**

- 3.1.1 On the Commencement Date, the South West Councils ICT Alliance is established as an unincorporated joint venture between Corangamite, Moyne and Warrnambool to undertake the Functions under clause 3.3 to achieve the Purposes of the Joint Venture under clause 3.2.
- 3.1.2 Each Party:
  - (a) has an undivided interest as a tenant in common in the assets and business of the Joint Venture; and
  - (b) is liable for the debts and liabilities of the Joint Venture,  
in proportion to its Relative Interest.

### **3.2 Purposes of the Joint Venture**

The Purposes of the Joint Venture are to:

- 3.2.1 enhance the provision of ICT services to the Councils in terms of functionality and value for money in accordance with the LGA as determined by the Councils and specified in the Strategic Plan and Annual Plan and Budget prepared by the JVGC;
- 3.2.2 manage and perform the Councils' obligations under the Funding Agreement (as administered by the Administering Council), including the receipt of, expenditure of and accounting for all monies received under the Funding Agreement; and
- 3.2.3 carry out any other purpose unanimously agreed by the Councils in writing from time to time.

### **3.3 Functions of the Joint Venture**

The Functions of the Joint Venture are to, in accordance with the Strategic Plan and Annual Plan and Budget:

- 3.3.1 procure information, communications and other technology (ICT) goods and / or services for the use by the Councils (as may be agreed from time to time);
- 3.3.2 manage the provision of ICT goods and / or services to the Councils on their behalf;
- 3.3.3 develop and implement best practice processes and methodologies for the procurement and management of ICT goods and / or services;



- 3.3.4 improve the effectiveness and efficiency of procurement of ICT goods and / or services;
- 3.3.5 other activities agreed between the Councils from time to time, including activities specified in an approved Strategic Plan or Annual Plan and Budget; and
- 3.3.6 any other functions unanimously agreed by the Councils in writing from time to time.

#### **3.4 No Partnership**

- 3.4.1 The Parties expressly state that they have no intention of carrying on the Joint Venture as a business in common with a view of profit and expressly disclaim any intention to create a partnership between themselves, including within the meaning of the *Partnership Act 1958* (Vic).
- 3.4.2 Other than as expressly provided for in this Agreement, no Party may bind another in contract or create legal obligations binding on another Party and each Party is only liable for the debts or liabilities of the Joint Venture in accordance with clause 3.1.2(b).

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### **4. Administering Council**

#### **4.1 Appointment of Administering Council to act for Councils in Joint Venture**

- 4.1.1 With effect from the Commencement Date and during the Term, each of the Councils appoint the Administering Council as the agent of the Joint Venture, to and only to:
  - (a) carry out the Functions for the Purposes of the Joint Venture as determined by the JVGC;
  - (b) carry out the roles and functions of the Administering Council under clause 4.2; and
  - (c) otherwise act in accordance with this Agreement.
- 4.1.2 The Administering Council accepts the appointment under this clause 4.1.

#### **4.2 Roles and functions of the Administering Council**

- 4.2.1 The roles and functions of the Administering Council are to administer the Joint Venture on behalf of the Councils and in accordance with:
  - (a) this Agreement;
  - (b) the decisions and directions of the JVGC;
  - (c) the current Strategic Plan;
  - (d) the current Annual Plan and Budget;
  - (e) the Administering Council Roles and Functions; and
  - (f) the Policies and Procedures of the Joint Venture or, where such Policies and Procedures do not exist, in accordance with the Policies and Procedures of the Administering Council.





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- 4.2.2 To the extent of any inconsistencies, the Administering Council must, in administering the Joint Venture, give precedence to the requirements of a document or requirement mentioned earlier in clause 4.2.1 over a document or requirement mentioned later in clause 4.2.1.
- 4.2.3 Without limitation to its other roles and functions, the Administering Council must provide secretariat services to the JVGC as determined by the JVGC from time to time.

#### **4.3 Appointment and Replacement of Administering Council**

- 4.3.1 The initial Administering Council is Warrnambool City Council.
- 4.3.2 The Administering Council may resign as Administering Council by giving not less than 6 months prior notice in writing to the JVGC and the other two Councils. If the Administering Council requests to terminate this Agreement under clause 14.3, it will be deemed to have given notice of its intention to resign as Administering Council under this clause 4.3.2.
- 4.3.3 The Councils may by unanimous or two-thirds agreement, resolve to remove the Administering Council and appoint a different Council as the Administering Council.
- 4.3.4 If the Administering Council resigns or is removed under this clause 4.3 (**Outgoing Administering Council**), it must do all things reasonably necessary to ensure the orderly transition of the role of Administering Council to the Council assuming the role of Administering Council (**Incoming Administering Council**), including:
  - (a) the Outgoing Administering Council must provide the Incoming Administering Council with all information, records, documents and things in its possession relevant to the administration of the Joint Venture;
  - (b) the Outgoing Administering Council must transfer to the Incoming Administering Council the balance of the Joint Venture Account; and
  - (c) the Outgoing Administering Council must consult with the JVGC, the Incoming Administering Council and staff of the Joint Venture in relation to the orderly transition of the secondment, employment or contracts of the staff of the Joint Venture from the Outgoing Administering Council to the Incoming Administering Council.

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### **5. Governance of Joint Venture**

#### **5.1 Appointment of Joint Venture Governance Committee**

- 5.1.1 The Councils must appoint and keep appointed a Joint Venture Governance Committee (**JVGC**) consisting of 7 members being:
  - (a) the Chief Executive Officer of each Council;
  - (b) one staff member of each Council, who will be the Director, Corporate Services or equivalent role nominated by each Council's Chief Executive Officer; and
  - (c) an independent chair.
- 5.1.2 Each Council may from time to time by notice in writing to each other Council remove and replace any of its appointees to the JVGC.



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- 5.1.3 Subject to any amendment to the JVGC's composition under clause 5.1.1, the independent chair may be removed by a vote of any two Councils and replaced by a person approved in writing by all three of the Councils.
- 5.1.4 Each Council must ensure that its appointees to the JVGC comply with this Agreement in the exercise of their powers and discharge of their duties.
- 5.1.5 The Councils must ensure that any person appointed as an independent chair has undertaken to each Council in writing to:
  - (a) exercise their powers and discharge their duties in good faith and for a proper purpose in the best interests of the Joint Venture as a whole;
  - (b) not improperly use their position to gain an advantage for themselves or anyone else or to cause detriment to the Joint Venture; and
  - (c) not improperly use any confidential information of the Joint Venture to gain an advantage for themselves or anyone else or to cause detriment to the Joint Venture.

### 5.2 Role and operation of Joint Venture Governance Committee

- 5.2.1 The JVGC will have the power and responsibility for the operation of the Joint Venture to perform its Functions and achieve its Purposes in accordance with this Agreement.
- 5.2.2 The JVGC must meet:
  - (a) at least once per Quarter, unless unanimously agreed to the contrary by the JVGC;
  - (b) if requested by any member of the JVGC; or
  - (c) if directed by any Council to do so.
- 5.2.3 Subject to the JVGC Terms of Reference, the JVGC will determine its own process and procedure, consistent with the terms of this Agreement.
- 5.2.4 The JVGC may suggest amendments or changes to the JVGC Terms of Reference to the Councils for consideration and approval from time to time. A change or amendment to the JVGC Terms of Reference takes effect once notice that the change or amendment has been agreed by the Councils has been given in writing to the JVGC.
- 5.2.5 The JVGC must keep written records of its meetings, considerations and decisions.
- 5.2.6 Subject to the JVGC Terms of Reference and without derogating from this Agreement, the JVGC may delegate its powers in writing to:
  - (a) an Investment and Operations Committee (**IOC**) consisting of 2 officers of each Council;
  - (b) a subcommittee of the JVGC; or
  - (c) to an officer of the Joint Venture (whether the officer is employed by, contracted to or seconded to the Joint Venture),however, the JVGC may not delegate this power of delegation.



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**6. Documents, policies and procedures of the Joint Venture**

**6.1 Strategic Plan**

- 6.1.1 The initial Strategic Plan for the Joint Venture is set out in Schedule 3.
- 6.1.2 The JVGC must prepare and provide to the Councils within 6 months of the date of this Agreement a draft Strategic Plan for the future development and direction of the Joint Venture in accordance with its Purposes and Functions and in consultation with the Councils.
- 6.1.3 The draft Strategic Plan must be consistent with the obligations of the Councils (via the Lead Council) under the Funding Agreement and address any matters requested by the Councils to be addressed in relation to future development and direction of the Joint Venture.
- 6.1.4 The Councils must review and approve or decline to approve the draft Strategic Plan by notice in writing to the JVGC.
- 6.1.5 If the Councils do not approve the draft Strategic Plan:
  - (a) the Councils must provide the JVGC with written reasons for declining to approve the draft Strategic Plan;
  - (b) the JVGC must reconsider the draft Strategic Plan and the Councils' reasons for declining to approve it; and
  - (c) the JVGC must resubmit a further draft Strategic plan to the Councils for their review and approval.
- 6.1.6 Once the Councils approve the draft Strategic Plan, it is the Strategic Plan for the purposes of this Agreement.
- 6.1.7 The JVGC must review and update the Strategic Plan at least every 3 years after it is adopted. The Councils may request the JVGC to review and update the Strategic Plan at any time and the JVGC must comply with any such request.

**6.2 Annual Plan and Budget**

- 6.2.1 Until the first Annual Plan and Budget is approved by Council under this clause 6.2, the JVGC must conduct its affairs in accordance with the initial Annual Plan & Budget set out in Schedule 4.
- 6.2.2 The JVGC must prepare and provide to the Councils a draft Annual Plan and Budget for the operation of the Joint Venture and the provision of the services of the Joint Venture to the Councils in respect of each financial year.
- 6.2.3 The draft Annual Plan and Budget must:
  - (a) be prepared in consultation with the Councils;
  - (b) be consistent with the Purpose and Functions of the Joint Venture and the Strategic Plan;
  - (c) address any matters requested by the Councils to be addressed in relation to the operation of the Joint Venture;



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- (d) contain a detailed budget for the operation of the Joint Venture during the relevant financial year specifying expected income and the Joint Venture's costs of providing its services;
  - (e) contain detailed key performance indicators for the performance of the Joint Venture; and
  - (f) in respect of each financial year commencing on or after 1 July 2023, be provided to the Councils not less than 6 months prior to the commencement of the financial year to which it relates.
- 6.2.4 The Councils must review and approve or decline to approve the draft Annual Plan and Budget by 14 July in each year by notice in writing to the JVGC.
- 6.2.5 If the Councils decline to approve the draft Annual Plan and Budget:
- (a) the Councils must provide the JVGC with written reasons for declining to approve the draft Annual Plan and Budget;
  - (b) the JVGC must reconsider the draft Annual Plan and Budget and the Councils' reasons for declining to approve it; and
  - (c) the JVGC must resubmit a further draft Annual Plan and Budget to the Councils for their review and approval within 4 weeks.
- 6.2.6 Once the Councils approve the draft Annual Plan and Budget, it is the Annual Plan and Budget for the relevant financial year for the purposes of this Agreement.

### **6.3 Administering Council Roles and Functions**

- 6.3.1 In addition to the matters set out in this Agreement, the Administering Council's Roles and Functions are set out in Schedule 7.
- 6.3.2 The JVGC may from time to time make proposals to vary, replace or repeal any of the roles and functions of the Administering Council provided, and to the extent that, they are not inconsistent with this Agreement, the Strategic Plan or Annual Plan and Budget.
- 6.3.3 The Councils must review and approve or decline to approve, by notice in writing to the JVGC, any proposed amendments to the Administering Council Roles and Functions proposed by the JVGC under clause 6.3.2.
- 6.3.4 If the Councils decline to approve any proposed amendments to the Administering Council Roles and Functions proposed by the JVGC:
- (a) the Councils must provide the JVGC with written reasons for declining to approve the amendments to the Administering Council Roles and Functions;
  - (b) the JVGC must reconsider the amendments to the Administering Council Roles and Functions and the Councils' reasons for declining to approve them; and
  - (c) the JVGC must resubmit a further draft of the amended Administering Council Roles and Functions to the Councils for their review and approval within 4 weeks.
- 6.3.5 Once the Councils approve any amendments to the Administering Council Roles and Functions, they become the Administering Council Roles and Functions for the



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purposes of this Agreement from the date stated in the proposal or, if no date is stated, the date of the approval.

#### **6.4 Policies and Procedures**

- 6.4.1 The JVGC may from time to time adopt, vary or repeal policies or procedures for the administration of the Joint Venture which are not inconsistent with this Agreement, the Strategic Plan or Annual Plan and Budget.
- 6.4.2 The JVGC may adopt relevant policies and procedures of the Administering Council to apply to the Joint Venture and its staff where appropriate.
- 6.4.3 Each Council (including the Administering Council) and the staff of the Joint Venture must comply with the Policies and Procedures of the Joint Venture.

#### **6.5 Reports to Councils**

- 6.5.1 The JVGC must provide the Councils with Quarterly written reports on the performance of the Joint Venture within 10 Business Days of the end of each Quarter, including:
  - (a) a summary financial performance of the Joint Venture in the preceding Quarter;
  - (b) the status of the key performance indicators in the current Annual Plan and Budget;
  - (c) details of any significant departures from the current Annual Plan and Budget or Strategic Plan;
  - (d) any other potential issues in relation to the Joint Venture which may have a significant positive or negative effect on the Joint Venture or its performance in the future; and
  - (e) other matters requested by the Councils from time to time.
- 6.5.2 The JVGC must prepare and provide to the Councils an annual report of the Joint Venture, including:
  - (a) a report by the JVGC as to the activities and affairs of the Joint Venture; and
  - (b) a financial report of the transactions and financial status of the Joint Venture which provides a true and fair view of the financial affairs of the Joint Venture and is:
    - (i) prepared in accordance with any reporting requirements of the Councils, including in accordance with the LGA; and
    - (ii) if requested by any Council, audited by a person qualified to audit financial reports of councils under the LGA.



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## **7. Contributions to Costs and Indemnity**

### **7.1 Contributions to Costs**

- 7.1.1 If requested by the JVGC, Corangamite must (as Lead Organisation under the Funding Agreement) pay funds received under the Funding Agreement into the Joint Venture Account.
- 7.1.2 Unless agreed by the Council to the contrary, each Council must:
  - (a) contribute to the general operating and administrative costs of the Joint Venture (not including payments to suppliers under MSAs) in proportion to its Relative Interest in the Joint Venture; and
  - (b) pay all of the costs incurred by the Joint Venture directly associated with the supply of goods and / or services under an MSA and / or SOW directly to the relevant Supplier in accordance with the relevant MSA and / or SOW.
- 7.1.3 Without limitation to clause 7.1.2(a), each Council must pay to the Joint Venture Account each contribution specified in an approved Annual Plan and Budget at the time specified in the Annual Plan and Budget.

### **7.2 Indemnity**

Each Council (which is not the Administering Council) must indemnify and keep the Administering Council indemnified on demand for an amount equal to the total cost to the Administering Council of any Loss or any Claim made against the Administering Council arising out of or in connection with the Joint Venture, to the extent of and in proportion to each Council's Relative Interest.

### **7.3 Operation of indemnity**

- 7.3.1 Clause 7.2 is in addition to, and does not limit or exclude, any other rights or remedies that the Administering Council may have.
- 7.3.2 Clause 7.2 is a continuing obligation of each of the Councils which is not the Administering Council (**Other Councils**), which is separate and independent from its other obligations. Clause 7.2 survives the termination, completion or expiration of this Agreement.
- 7.3.3 It is not necessary for the Administering Council to incur any expense or make any payment before enforcing a right under clause 7.2.

### **7.4 Benefit of indemnity**

- 7.4.1 The Administering Council holds the benefit of clause 7.2 on trust for, and may enforce clause 7.2 directly against each of the Other Councils on behalf of the councilors, officers, employees, agents and contractors of the Administering Council (**Additional Indemnified**).
- 7.4.2 Clause 7.4.1 applies even though the Additional Indemnified are not party to this Agreement.
- 7.4.3 The consent of the Additional Indemnified is not required for any amendment to or waiver of rights under this Agreement.



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## **8. Procurement Activities**

### **8.1 Alignment of Council Procurement Policies**

- 8.1.1 The JVGC must prepare a draft Model ICT Procurement Policy consistent with:
- (a) the requirements of section 108(3) of the LGA;
  - (b) the Funding Agreement;
  - (c) the Purpose and Functions of the Joint Venture;
  - (d) the Strategic Plan; and
  - (e) the terms of any existing MSA with a Supplier.
- 8.1.2 Each Council must consider the draft Model ICT Procurement Policy and, if thought fit, approve it as part of the Council's procurement policy under section 108 of the LGA.
- 8.1.3 If a Council declines to approve the draft Model ICT Procurement Policy it must provide the JVGC with written reasons for doing so.
- 8.1.4 The JVGC must consider the written reasons provided under clause 8.1.3 and make any appropriate amendments to the draft Model ICT Procurement Policy arising from them, for further consideration by each Council.
- 8.1.5 From time to time the JVGC may of its own motion or upon request by any of the Councils, review and update the Model ICT Procurement Policy. This clause 8.1 applies to any updated draft Model ICT Procurement Policy.
- 8.1.6 Any dispute or difference between the Councils in relation to the preparation, adoption or modification of the Model ICT Procurement Policy may be referred for dispute resolution under clause 13.2 (and without limitation to the Councils' general obligations under clause 13.1).

### **8.2 Compliance with Model ICT Procurement Policy**

- 8.2.1 Once adopted by all Councils, the JVGC and each Council must comply with the Model ICT Procurement Policy.

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## **9. Administrative and management services**

The Joint Venture may, in accordance with the Annual Plan and Budget, acquire administrative or management services (including office accommodation) from any of the Councils or a third party by written agreement.

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## **10. Intellectual Property**

### **10.1 Background Intellectual Property**

- 10.1.1 Each Council will contribute to the Joint Venture all Intellectual Property Rights:
- (a) owned by the Council; or





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- (b) licensed for use by the Council (to the extent the Council is lawfully permitted to do so),

required for the operation of the Joint Venture, the performance of the Joint Venture's Functions or the achievement of the Joint Venture's Purposes (**Background IP**).

10.1.2 Each Council will contribute its Background IP:

- (a) by making any document, record, article or thing in which the Background IP is embodied available to the Joint Venture upon request; and
- (b) as an irrevocable, perpetual, royalty-free and non-exclusive license for the Joint Venture and each other Council to use the Background IP (including by doing any act comprised in the exclusive rights in the Background IP) for the Purposes or Functions of the Joint Venture.

10.1.3 Each Council acknowledges and agrees that it gains no right, title or interest in the Background IP of another Council, other than as expressly provided for in this Agreement or a written Agreement between the relevant Parties.

## 10.2 Joint Venture IP

10.2.1 Any Intellectual Property Rights in, or in relation to, any document, article or thing created by:

- (a) the JVGC, IOC, a committee of the JVGC or a member of staff of the Joint Venture;
- (b) any Supplier under any MSA, SOW or other agreement for the purposes of the Joint Venture, under which the Intellectual Property Rights are expressed to vest in the Joint Venture; and
- (c) a Council expressly for the purpose of the Joint Venture,

(**Joint Venture IP**) will be an asset of the Joint Venture for the purposes of clause 3.1.2(a).

10.2.2 Each Council has an irrevocable, perpetual, royalty-free and non-exclusive license from the Joint Venture and each other Council to use the Joint Venture IP (including by doing any act comprised in the exclusive rights in the Joint Venture IP):

- (a) for the Purposes or Functions of the Joint Venture; and
- (b) to receive the benefit of the services of the Joint Venture and any Supplier under an MSA, SOW or any other agreement or arrangement entered into for the Council's benefit.

## 10.3 Protection of Joint Venture IP

10.3.1 The JVGC must take such steps as it reasonably considers necessary to protect the Joint Venture IP including:

- (a) seeking the registration of any Joint Venture IP which may be registered, where the JVGC considers registration is in the interests of the Joint Venture; and



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- (b) taking such steps, including commencing legal proceedings, to enforce the Joint Venture IP as the JVGC considers reasonably necessary and appropriate.
- 10.3.2 Each Council must do such things as requested by the JVGC, including authorising the use of its name in any application for registration or for any legal proceedings, as requested by the JVGC.

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## **11. Confidential Information**

### **11.1 Duty not to disclose or misuse Confidential Information**

- 11.1.1 Each Party may disclose Confidential Information only:
  - (a) for the purposes of performing its obligations under this Agreement;
  - (b) as required by law; or
  - (c) as permitted or required in writing by the other Parties.
- 11.1.2 The Parties may only use Confidential Information to perform their obligations under this Agreement.

### **11.2 Preservation of Confidential Information**

Each Party must take whatever measures are reasonably necessary to prevent the disclosure or misuse of Confidential Information, including:

- 11.2.1 complying with all security measures established to safeguard Confidential Information from unauthorised access or use; and
- 11.2.2 keeping Confidential Information under the Party's control.

### **11.3 Return or destruction of Confidential Information**

A Party must immediately on termination of this Agreement or on another Party's written request at any other time:

- 11.3.1 return to the other Party Confidential Information provided to or obtained or accessed by the Party under this Agreement; or
- 11.3.2 destroy Confidential Information so that it is incapable of being revived; and
- 11.3.3 provide a statutory declaration to the other Party that all Confidential Information has been returned or destroyed in accordance with this clause.

### **11.4 Confidentiality of Agreement**

- 11.4.1 The Parties agree that the terms of this Agreement are confidential and may not be disclosed to any other person except:
  - (a) with the prior written consent of the other Parties;
  - (b) to the Parties' financial or legal advisers for the purposes of obtaining professional advice or assistance;



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(c) for the purpose of enforcing or otherwise giving effect to the terms of this Agreement; or

(d) if required by law.

11.4.2 The Parties agree that no media release or public statement will be made in connection with this Agreement, without the prior written consent of the other Parties.

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## **12. Review of Operations**

12.1 The JVGC may of its motion and must:

12.1.1 if required by any Council; or

12.1.2 as required under the Funding Agreement,

conduct a review of the operations of the Joint Venture and prepare a report of the findings and outcomes of that review.

12.2 A majority of Councils may request an independent review be conducted of the Joint Venture by an appropriately qualified person. The cost of the review will be borne by the Joint Venture and the JVGC must co-operate with and provide any information reasonably requested by the person conducting the independent review.

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## **13. Dispute Avoidance and Dispute Resolution**

### **13.1 Dispute Avoidance**

13.1.1 The Councils each acknowledge and agree that the time and cost of any disputes between them in relation to the operation of the Joint Venture may result in the Joint Venture failing to achieve its Purposes.

13.1.2 Therefore, each Council agrees that if it becomes aware of any fact, matter or circumstance which may result in a Dispute arising under clause 13.2 with another Council or the JVGC, it will notify the JVGC of the facts, matters and / or circumstances which may give rise to the dispute as soon as possible after becoming aware of them.

13.1.3 Each Council and the JVGC must promptly consider any notice given under clause 13.1.2 in good faith in an attempt to prevent any dispute arising from those facts, matters or circumstances.

13.1.4 Nothing in clause 13.1.3 requires a Council to act other than in its reasonable determination of its own best interests, but each Council must consider the benefits of avoiding the cost, time and disruption of a dispute when determining its best interests.

### **13.2 Dispute Resolution**

Any dispute between the Parties which arises out of or in connection with the Joint Venture (**Dispute**) must be resolved under this clause 13.2.

#### **13.2.1 Notice of Dispute**



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If a Party wishes to have a Dispute resolved or determined, it must give a written notice (**Notice of Dispute**) to the other Parties. A Notice of Dispute must state that it is a notice under clause 13.2.1 and must specify in reasonable detail:

- (a) the legal basis for and detailed particulars of the Dispute;
- (b) the facts relied on; and
- (c) the relief or outcome sought.

### 13.2.2 **Negotiation by CEOs**

Within 5 Business Days after a Notice of Dispute is given (or a longer period agreed by the Parties in writing), the Parties must ensure that the Chief Executive Officers of each Council meet, undertake good faith negotiations and use their reasonable endeavours to resolve the Dispute.

### 13.2.3 **Submission to expert determination**

If a Dispute is not resolved within the period referred to in clause 13.2.2, a Party may give a written notice to the other Parties to refer the Dispute for expert determination (**Notice of Referral**).

### 13.2.4 **Appointment of expert**

- (a) Only an Expert (as defined in clause 13.2.4(b)) may conduct an expert determination under clause 13.2.3.
- (b) An **Expert** is a person:
  - (i) agreed between the Parties;
  - (ii) appointed by the Executive Director, Local Government Victoria at the request of a Party, if:
    - (A) the Parties are unable to agree on a person under clause 13.2.4(b)(i); or
    - (B) the person referred to in clause 13.2.4(b)(i) is unavailable or does not enter into an engagement agreement within 10 Business Days after the date the Notice of Referral is given.
- (c) The Parties must promptly enter into an engagement agreement with the Expert on terms reasonably required by the Expert.

### 13.2.5 **Not an arbitration**

An agreement for expert determination under this Agreement is not an arbitration agreement under the *Commercial Arbitration Act 2011* (Vic).

### 13.2.6 **Procedure for determination**

The Parties agree that the Expert must:

- (a) act as an expert and not as an arbitrator;
- (b) act fairly, impartially and independently of each Party;



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- (c) apply the Expert's own knowledge and expertise;
- (d) determine and notify the Parties of the procedure for conducting the expert determination as the Expert thinks fit, and is not bound by the rules of evidence;
- (e) make any directions for conducting the expert determination as the Expert thinks fit;
- (f) conduct investigations and enquiries, examine documents and interview persons to the extent the Expert considers necessary or desirable to resolve the Dispute;
- (g) determine the Dispute as expeditiously as possible; and
- (h) give the Parties a written determination with reasons, within 20 Business Days after the date of the engagement agreement referred to in clause 13.2.4(c), or any later date the Parties may agree in writing.

**13.2.7 Legal representation**

Each Party is entitled to legal representation during the expert determination.

**13.2.8 Disclosure of conflict**

- (a) The Expert must use all reasonable endeavours to avoid any actual or potential:
  - (i) conflict of interest or duty; or
  - (ii) circumstance that may reasonably be considered to adversely affect the Expert's impartiality or independence.
- (b) The Expert must immediately give the Parties written notice if the Expert becomes aware of the existence of anything described in clause 13.2.8(a).
- (c) The appointment of the Expert terminates immediately after the Expert gives a notice under clause 13.2.8(b).

**13.2.9 Expert's determination**

To the extent permitted by law, the Expert's determination is final and binding on the Parties unless:

- (a) there is any fraud; or
- (b) there is a material miscalculation of figures or a material mistake in the description of any person, thing or matter.

**13.2.10 Correction**

Any Party may make a written request to the Expert to correct the determination for:

- (a) a minor mistake arising from an accident or omission; or
- (b) a defect in form.



**13.2.11 Cooperation**

Each Party must:

- (a) cooperate in good faith with the Expert and the other Parties in the conduct of the expert determination; and
- (b) use reasonable endeavours to comply with all requests and directions reasonably given by the Expert.

**13.2.12 Costs**

The Parties must:

- (a) bear their own costs in connection with the expert determination; and
- (b) ensure the Joint Venture pays the costs of the Expert as costs of the Joint Venture.

**13.2.13 Subsequent proceedings**

A Party must not appoint the Expert as arbitrator, advocate or adviser in any arbitral, judicial or adjudication proceedings relating to the Dispute or any part of it, except with the other Parties written consent.

**13.3 Urgent relief**

Nothing in clause 13.2 prejudices the right of a Party to seek urgent injunctive or declaratory relief for any matter in connection with this Agreement.

**13.4 Confidentiality**

13.4.1 Subject to clause 13.4.2, the Parties must, and must ensure that the Expert must keep confidential, and not disclose to any other person:

- (a) all proceedings and submissions relating to an expert determination under clause 13.2, including the fact that any step in the expert determination is occurring; and
- (b) all documents and any other information (in any form) relating to the expert determination, including the Expert's determination.

13.4.2 A Party may disclose confidential information referred to in clause 13.4.1:

- (a) if that Party obtains the prior written consent of the other Party;
- (b) as required by law; or
- (c) to the extent necessary to give effect to or to enforce a determination.

**13.5 Continuing obligations**

Despite the existence of a Dispute or its referral to expert determination, each Party must continue to perform their obligations under this Agreement.

**13.6 Survival**

Clause 13 survives the termination or expiry of this Agreement.



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**14. Termination**

**14.1 Termination by Expiry**

Unless extended by the Parties under clause 2.2, this Agreement terminates at the end of the Initial Term.

**14.2 Termination by Agreement**

The Parties may by written agreement between them, terminate this Agreement and the Joint Venture at any time or as specified in the written agreement.

**14.3 Termination by Request**

14.3.1 Any Council (the **Terminating Council**) may request that this Agreement and the Joint Venture be terminated by notice in writing to the other Councils (the **Other Councils**).

14.3.2 Unless agreed by all Councils to the contrary:

- (a) this Agreement will terminate 12 months after the date the notice under clause 14.3.1 is received by each other Council;
- (b) the Terminating Council remains liable in proportion to its Relative Interest for the costs incurred by the Joint Venture and each Council in terminating or arising out of the termination of the Joint Venture (including in relation to the costs of redeployment or redundancy of any staff and winding up the Joint Venture under clause 14.4.4) as determined by the JVGC or, in the case of any dispute, under clause 13.2.3; and
- (c) if the Other Councils give the Terminating Council notice that they have agreed to reconstitute the Joint Venture (together or with other councils or parties), the Terminating Council must do all things reasonably necessary or requested by the Other Councils to enable the orderly transition to the new joint venture.

**14.4 Consequences of termination**

Upon expiry or termination of this Agreement for any reason:

14.4.1 the Joint Venture is taken to have been terminated;

14.4.2 each MSA and SOW between a Council and a Supplier continues unaffected by the termination of this Agreement and the Joint Venture;

14.4.3 if the Joint Venture or a member of staff of the Joint Venture is nominated as the representative of a Council under an MSA or SOW, the Council must nominate another person as its representative in accordance with the MSA or SOW;

14.4.4 the JVGC and Councils must take all steps reasonably necessary to promptly:

- (a) redeploy the staff of the Joint Venture or, if redeployment is not reasonably practicable, terminate the employment of the staff of the Joint Venture for redundancy;
- (b) wind up the operations of the Joint Venture and pay all costs and liabilities of the Joint Venture from the Joint Venture Account; and





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- (c) once all the costs and liabilities of the Joint Venture have been paid or satisfied, transfer the balance remaining in the Joint Venture Account to the Councils in proportion to their Relative Interest.

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**15. GST**

**15.1 Definitions**

In this clause:

- 15.1.1 words and expressions that are not defined in this Agreement but which have a defined meaning in the GST Law have the same meaning as in the GST Law;
- 15.1.2 **GST** means GST within the meaning of the GST Law and includes penalties and interest; and
- 15.1.3 **GST Law** has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**15.2 GST exclusive**

Except as otherwise provided in this Agreement, all consideration payable under this Agreement in relation to any supply is exclusive of GST.

**15.3 Increase in consideration**

If GST is payable in respect of any supply made by a supplier under this Agreement (**GST Amount**), the recipient must pay to the supplier an amount equal to the GST payable on the supply. Subject to clause 15.4, the recipient must pay the GST Amount at the same time and in the same manner as the consideration for the supply is to be provided under this Agreement in full and without deduction, set off, withholding or counterclaim (unless otherwise provided in this Agreement).

**15.4 Tax invoice**

The supplier must provide a tax invoice to the recipient before the supplier will be entitled to payment of the GST Amount under clause 15.3.

**15.5 Reimbursements**

If this Agreement requires a Party to pay, reimburse or contribute to any expense, loss or outgoing suffered or incurred by another Party, the amount which the first Party must pay, reimburse or contribute is the sum of:

- 15.5.1 the amount of the payment, reimbursement or contribution, less any input tax credit in respect of the payment, reimbursement or contribution to which the other Party is entitled; and
- 15.5.2 if the payment, reimbursement or contribution is subject to GST, an amount equal to that GST.

**15.6 Adjustment events**

If an adjustment event occurs in relation to a taxable supply under this Agreement:

- 15.6.1 the supplier must issue an adjustment note to the recipient within 7 days after becoming aware of the adjustment; and



- 15.6.2 any payment necessary to give effect to that adjustment must be made within 7 days after the date of receipt of the adjustment note.

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## **16. Notices**

### **16.1 Delivery of notice**

- 16.1.1 A notice or other communication given to a Party under this Agreement must be in writing and in English, and must be delivered to the Party by:
- (a) delivering it personally to the Party;
  - (b) emailing it to the Party at the email address set out in the notice details
  - (c) leaving it at the Party's address set out in the notice details; or
  - (d) posting it by prepaid post to the Party at the Party's address set out in the notice details.
- 16.1.2 If the person to be served is a company, the notice or other communication may be served at the company's registered office.

### **16.2 Notice details**

- 16.2.1 The notice details of each Party are set out in Schedule 1 of this Agreement under the heading 'Parties' (or as notified by a Party to the other Parties according to this clause).
- 16.2.2 Any Party may change its notice details by giving notice to the other Parties.

### **16.3 Time of service**

- 16.3.1 A notice or other communication is taken to be delivered:
- (a) if delivered personally or left at the person's address, upon delivery;
  - (b) if posted within Australia to an Australian address:
    - (i) using express post, 2 Business Days after posting; and
    - (ii) using any other prepaid post, 6 Business Days after posting.
- 16.3.2 Despite clause 16.3.1, a notice or other communication which is received after 5.00pm or on a non-business day (each in the place of receipt), is taken to be delivered at 9.00am on the next business day in the place of receipt.

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## **17. Governing law**

This Agreement is governed by the law applying in Victoria and the Parties submit to the exclusive jurisdiction of the courts of Victoria.



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**18. Interpretation**

**18.1 Words and headings**

In this Agreement, unless expressed to the contrary:

- 18.1.1 words denoting the singular include the plural and vice versa;
- 18.1.2 the word 'includes' in any form is not a word of limitation;
- 18.1.3 where a word or phrase is defined, another part of speech or grammatical form of that word or phrase has a corresponding meaning;
- 18.1.4 headings and sub-headings are for ease of reference only and do not affect the interpretation of this Agreement; and
- 18.1.5 no rule of construction applies to the disadvantage of the Party preparing this Agreement on the basis that it prepared or put forward this Agreement or any part of it.

**18.2 Specific references**

In this Agreement, unless expressed to the contrary, a reference to:

- 18.2.1 a gender includes all other genders;
- 18.2.2 any legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced and includes any subordinate legislation issued under it;
- 18.2.3 any document (such as a deed, agreement or other document) is to that document (or, if required by the context, to a part of it) as amended, novated, substituted or supplemented at any time;
- 18.2.4 writing includes writing in digital form;
- 18.2.5 'this Agreement' is to this Agreement as amended from time to time;
- 18.2.6 'A\$', '\$', 'AUD' or 'dollars' is a reference to Australian dollars;
- 18.2.7 a clause, schedule or attachment is a reference to a clause, schedule or attachment in or to this Agreement;
- 18.2.8 any property or assets of a person includes the legal and beneficial interest of that person of those assets or property, whether as owner, lessee or lessor, licensee or licensor, trustee or beneficiary or otherwise;
- 18.2.9 a person includes a firm, partnership, joint venture, association, corporation or other body corporate;
- 18.2.10 a person includes the legal personal representatives, successors and permitted assigns of that person, and in the case of a trustee, includes any substituted or additional trustee; and
- 18.2.11 any body (**Original Body**) which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the Original Body.

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**19. General**

**19.1 Variation**

This Agreement may only be varied by a document executed by the Parties.

**19.2 Counterparts**

This Agreement may be executed in counterparts, all of which taken together constitute one document.

**19.3 Entire agreement and no reliance**

19.3.1 This Agreement:

- (a) constitutes the entire agreement between the Parties about the Joint Venture; and
- (b) supersedes and cancels any contract, deed, arrangement, related condition, collateral arrangement, condition, warranty, indemnity or representation relating to Joint Venture that was imposed, given or made by a Party (or an agent of a Party) prior to entering into this Agreement.

19.3.2 Each Party acknowledges that in entering into this Agreement it has not relied on any representations made by any other Party (or its agents or employees) other than matters expressly set out in this Agreement.

**19.4 Liability**

If a Party consists of 2 or more people or entities, an obligation of that Party binds each of them jointly and severally.

**19.5 Severability**

19.5.1 Any provision of this Agreement that is held to be illegal, invalid, void, voidable or unenforceable must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable.

19.5.2 If it is not possible to read down a provision as required by this clause, part or all of the clause of this Agreement that is unlawful or unenforceable will be severed from this Agreement and the remaining provisions continue in force.

**19.6 Waiver**

The failure of a Party at any time to insist on performance of any provision of this Agreement is not a waiver of the Party's right at any later time to insist on performance of that or any other provision of this Agreement.

**19.7 Further assurance**

Each Party must promptly execute and deliver all documents and take all other action necessary or desirable to effect, perfect or complete the transactions contemplated by this Agreement.



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**19.8 Survival and enforcement of indemnities**

19.8.1 Each indemnity in this Agreement is a continuing obligation, separate and independent from the other obligations of the Parties and survives termination of this Agreement.

19.8.2 It is not necessary for a Party to incur expense or make payment before enforcing a right of indemnity conferred by this Agreement.

**19.9 No merger**

The warranties, undertakings, agreements and continuing obligations in this Agreement do not merge on completion of the transactions contemplated by this Agreement.

**19.10 Business Day**

If a payment or other act is required by this Agreement to be made or done on a day which is not a Business Day, the payment or act must be made or done on the next following Business Day.



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Schedule 1 Party details

Name	Corangamite Shire Council ABN 87 042 518 438
Address	181 Manifold Street, Camperdown, Victoria 3260 (PO Box 84, Camperdown, Victoria 3260)
Email	shire@corangamite.vic.gov.au
Contact	Director Corporate and Community Services
Short name	Corangamite
Name	Moyne Shire Council ABN 69 056 376 923
Address	Princes Street, Port Fairy, Victoria 3284 (PO Box 51, Princes Street, Port Fairy, VIC 3284)
Email	moyne@moyne.vic.gov.au
Contact	Director Community and Corporate Services
Short name	Moyne
Name	Warrnambool City Council ABN 44 594 264 321
Address	25 Liebig Street Warrnambool, Victoria 3280 (PO Box 198, Warrnambool, Victoria 3280)
Email	contact@warrnambool.vic.gov.au
Contact	Director Corporate Strategies
Short name	Warrnambool



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Schedule 2      Contract Details

Item	Clause	Details								
1.	1	<div><div>Relative Interests</div><div>The Relative Interests of the Councils are:</div><table><tr><th>Council</th><th>Relative Interest</th></tr><tr><td>Corangamite</td><td>One Third (1/3)</td></tr><tr><td>Moyne</td><td>One Third (1/3)</td></tr><tr><td>Warrnambool</td><td>One Third (1/3)</td></tr></table></div>	Council	Relative Interest	Corangamite	One Third (1/3)	Moyne	One Third (1/3)	Warrnambool	One Third (1/3)
Council	Relative Interest									
Corangamite	One Third (1/3)									
Moyne	One Third (1/3)									
Warrnambool	One Third (1/3)									





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**Schedule 3      Initial Strategic Plan**



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**Schedule 4      Initial Annual Plan and Budget**



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## Schedule 5 Initial Joint Venture Governing Committee Terms of Reference

### 1. BACKGROUND

- 1.1 The Rural Councils Transformation Program (**RCTP**) through the South West Councils ICT Alliance (**SWCICTA**) aims to deliver cost savings, efficiencies of scale and best practice business process management. This will be achieved by developing a common technology platform and processes for Councils to collaborate in an efficient and integrated manner.
- 1.2 Enabled by funding provided by Local Government Victoria (**LGV**) to SWCICTA under the Funding Agreement, RCTP will allow the Councils to improve the quality, effectiveness and affordability of core services to ratepayers. It will enable resource sharing, align business systems and deliver a regionally shared Enterprise Resource Planning platform to support 9 service areas including financial processes, procurement, human resources, including payroll, records management, customer service, rates, planning and building, permits and by-laws and waste.
- 1.3 The strategic priorities for SWCICTA include to:
  - 1.3.1 meet the increasingly sophisticated technical expectations of our communities.
  - 1.3.2 utilise a shared service model to minimise cost of providing services.
  - 1.3.3 meet the needs of a contemporary workforce with increasingly hybrid working arrangements.
- 1.4 Central to the achievement of the SWCICTA is the development of common and shared Policies and Procedures as well as adoption of a common technology platform for identified services.
- 1.5 An ICT enabled program (**Program**) has been formed to deliver this common technology platform and shared processes. These Terms of Reference form the governance framework for the delivery of this Program.
- 1.6 As the Program transitions into operations these Terms of Reference will be updated to reflect the governance arrangements during operations; where operations are defined as the point when the ERP is fully implemented and ready for operations under the management of the JV.

### 2. PURPOSE

- 2.1 A Joint Venture Governance Committee (**JVGC**) has been established and will, among its broader responsibility for the operation of the Joint Venture under the Agreement, the JVGC will govern the delivery of the Program to ensure the achievement of long-term benefits for the participating Councils and the community. More specifically the JVGC is the key body responsible for governing the strategic implementation of the shared services solution.
- 2.2 These Terms of Reference have been created to establish the agreed roles, functions and authority for the collective governance of the Councils. These Terms of Reference are owned, maintained and utilised by the Joint Venture to ensure the Joint Venture is governed responsibly and maintains the intentions of establishing the Program. This Program specific role of the JVGC will continue beyond the implementation of the shared services that are the subject of the Program, until all members of the JVGC are satisfied processes are in place for the ongoing achievement of the benefits specified in paragraph 5 of these Terms of Reference.



2.3 The Terms of Reference are based on:

2.3.1 the Agreement; and

2.3.2 the approved SWCITCA Business Case and Business Case Addendum incorporated into the Funding Agreement.

### 3. Governance

3.1 The JVGC is the key body responsible for governing the design and implementation of the shared services solution. The JVGC has responsibility for ensuring the investment into the formation of the Joint Venture and the Program delivers the intended benefits for the south west region and the Councils.

3.2 The JVGC's governance spans Program delivery and operations. The boundary of Program delivery is from business case development and approval through to system implementation and readiness for service.

3.3 The JVGC will be responsible for approving a post implementation review (PIR).

3.4 In delivering this responsibility the JVGC will be guided by 4 core principles of governance being transparency, clarity, accountability and authority; providing transparency and clarity on what the respective governance boards are responsible for, and the accountability and authority to act.

### 4. Governance Structure

4.1 The JVGC will be supported by a Project Control Group (**PCG**) and governance boards within each Council.

#### 4.2 Project Control Group

4.3 The PCG will be a multi-Council group comprising Director level members nominated by each Council from its Corporate and Community and Technology / Transformation roles.

4.4 The PCG will operate during the Program and the first years of Operation to ensure implementation of a shared services model that will assure the benefits specified in paragraph 5 of these Terms of Reference are realised. As the Program transitions fully into Operations the Executive Officer of the Joint Venture will assume responsibility for ongoing delivery, from the PCB.

4.5 The PCG will have a dual role:

4.5.1 representing and specifying the needs of those who will use Program outputs, as well as ongoing monitoring of the Program to ensure Program benefits are delivered specified in paragraph 5 of these Terms of Reference; and

4.5.2 ensuring the best solution is adopted to deliver the Program, and its intended benefits specified in paragraph 5 of these Terms of Reference.

4.6 The PCG will be Chaired by a Director of the Administering Council.

4.7 The PCG will have its own terms of reference clearly identifying PCG decision making responsibilities and thresholds for risk and issue management, including the category of risks and issues referred to the JVGC.



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**4.8 Council Specific Governance Arrangements**

4.9 Each Council will form its own governance arrangement to guide the development and implementation of the common IT and software solution into each Council. Council specific governance arrangements will be concerned with making decisions only that impact the operation of their own Council and which have no broader implication for another participating Council.

4.10 Each Council specific governance arrangement will be supported by the PCB and the JVGC.

4.11 As a framework for decision making Council specific governance arrangements will be guided by the 4 mandatory principles for all decision-making described in paragraph 3.4 of these Terms of Reference. Each Council governance arrangement will be responsible for escalating any issue that may impact the achievement of these mandatory principles within its authorising environment as noted in these Terms of Reference.

4.12 More specifically each Council specific governance arrangement is responsible for:

- 4.12.1 informing members of the Council (and community) of the status/progress of their implementation;
- 4.12.2 disseminating relevant SWCITCA directions to Council members;
- 4.12.3 managing key design and implementation decisions within a Council; and
- 4.12.4 ensuring that each Council adopts a consistent approach to the adoption and operation of the common IT and software solution.

**5. Benefits**

5.1 The Program will deliver benefits to the region's community through transformational reforms to Council functions, including:

- 5.1.1 generating the sustainability and growth of the local government sector, particularly within regional Victoria;
- 5.1.2 creating greater capacity for the workforce to deliver consistently high-quality services;
- 5.1.3 providing greater access to a mobile and skilled workforce across the region;
- 5.1.4 supporting the identification of critical roles and skills gaps across the 3 Councils;
- 5.1.5 flexibility and adjust to environments we are operating in;
- 5.1.6 modernising Councils' technology environment;
- 5.1.7 implementing best of breed, shared processes and policies;
- 5.1.8 improving local community liveability across local government boundaries;
- 5.1.9 increasing the cost-effectiveness of delivery of internal and community facing Council services;
- 5.1.10 improving data capture and management (at a Council and Partnership level) supporting enhanced decision making by Executives; and
- 5.1.11 better meet Council risk and compliance requirements.



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## 6. JVGC GOVERNANCE PURPOSE

- 6.1 The JVGC has a broad purpose under the Joint Venture Agreement to govern the establishment and operation of the Joint Venture.
- 6.2 The JVGC is to provide a senior collaborative and leadership forum across the 3 participating Councils that informs the design, delivery and operation of the shared services solution and its anticipated benefits. The JVGC will provide an approval point for Program decisions that sit above the scope of any one Council. It will also provide a forum for the establishment of consistent 'better practice' processes across Councils during implementation and early-stage operation.
- 6.3 The objectives of the JVGC are to:
- 6.3.1 provide leadership, strategic direction and decision making to facilitate the successful delivery of the Program;
  - 6.3.2 maintain focus on the agreed scope, outcomes and benefits of the Program against the baseline provided by the Business Case and Business Case Addendum under the Funding Agreement;
  - 6.3.3 provide a forum for communication, cooperation and coordination between the participating Councils;
  - 6.3.4 remove obstacles to successful delivery of the Program;
  - 6.3.5 embed a culture that is committed to shared services and fostering collaboration; and
  - 6.3.6 encourage a whole of region perspective in relation to the provision of services to the community.
- 6.4 The JVGC will be advised by the individual governance arrangements that are to operate within each of the 3 participating Councils and informed by the PCG, as described under paragraph 4 of these Terms of Reference.

## 7. DECISION MAKING ROLE

- 7.1 Critical to the achievement of Program benefits is the ability to design and implement shared policies and services, and to procure and implement a consistent technology platform across the 3 Councils for relevant services where this maximises benefit outcomes.
- 7.2 The JVGC must focus decision making on achieving this outcome while balancing budget and resource constraints of each participating Council. Each participating Council aims to achieve equal or better return on investment over 5 years, against existing technology and resource investments as documented in the Business Case and Business Case Addendum under the Funding Agreement.
- 7.3 Key mandatory principles that govern JVGC decision making are to include:
- 7.3.1 implementation that enables a single Program wide solution to maximise benefits realisation;
  - 7.3.2 implementation that enables inter-Council mobility;
  - 7.3.3 onboarding and operating processes that are common across Councils and that enables job sharing; and



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- 7.3.4 a procurement output that caters for the operating budgets of each of the participating Councils.
- 7.4 More specifically, during the Program the decision making role of the JVGC is to:
  - 7.4.1 determine program scope, budget and timeframes through approval of the Business Case Addendum under the Funding Agreement;
  - 7.4.2 review and approve any changes to scope, budget and timeframes as defined in the Business Case Addendum under the Funding Agreement, and approve any associated impact to benefits realisation;
  - 7.4.3 direct the allocation and prioritisation of budget and scope for the overall Program and each Program component including the allocation of funds from the Program contingency, within the constraints of the Business Case Addendum;
  - 7.4.4 direct, and make available, the allocation of in-kind resources to the Program (Joint Venture);
  - 7.4.5 review and endorse the Program workplan, communications plan, change management plan, risk register, Program charters and service level agreements for each shared service;
  - 7.4.6 discuss and approve any variations from standard policies or processes to be implemented across Councils;
  - 7.4.7 support the objectives of the Shared ICT Strategy consistent across the 3 participating Councils;
  - 7.4.8 collaborate to resolve enterprise-level issues;
  - 7.4.9 allocate and share resources, in particular to support technology implementations, across the 3 councils;
  - 7.4.10 approve joint procurements;
  - 7.4.11 decide when the Program is 'finished';
  - 7.4.12 ensure outcomes / benefits are realised in full even after Program conclusion; and
  - 7.4.13 report to LGV on the implementation and performance of phase 1 and phase 2.
- 7.5 The JVGC's advisory and monitoring responsibilities are to:
  - 7.5.1 work closely with the Program Director to provide expertise, advice, and connections as required;
  - 7.5.2 monitor Program Director's progress and performance and direct as necessary;
  - 7.5.3 review and provide feedback on all reports presented to the JVGC;
  - 7.5.4 monitor and manage factors outside the JVGC's control that are critical to the Program's success;
  - 7.5.5 advise respective Councils in relation to the matters referred to within the scope of the JVGC's purpose and objectives;
  - 7.5.6 ensure the Program is delivered on time and within budget; and





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- 7.5.7 advise on the need for Program review at agreed milestones, including the need for independent review as required.
- 7.5.8 ensure completion of post implementation review (PIR) that:
  - 7.5.8.1 confirms the Program has been delivered against the benefits, and accordingly program governance responsibilities have been completed.
  - 7.5.8.2 ensures an operational environment has been established with satisfactory resources and processes in place for the benefits to be realised over time.
  - 7.5.8.3 ensures operational governance commences, focussing on service delivery and operation of the shared service within the Joint Venture.
- 7.6 The JVGC is responsible for establishing, maintaining and overseeing performance against the following frameworks:
  - 7.6.1 the Agreement and Terms of Reference – which defines the operation of the Joint Venture and the JVGC meetings;
  - 7.6.2 Financial Management and Delegations policy – which defines the financial delegations and authorities that apply;
  - 7.6.3 Procurement policy – which defines the procurements delegations and authorities, consistent with the Funding Agreement, the Victorian Local Government Best Practice Procurement Guidelines, the requirements of the Victorian Industry Participation Policy, and such other policy requirements that may apply at that time; and
  - 7.6.4 Shared ICT Strategy - which defines ICT design principles and standards to guide system implementation within, and across, the 3 Councils.
- 7.7 Governance responsibilities during Operations will be confirmed and these Terms of Reference updated accordingly as the Program moves into the Operations phase.

## 8. MEMBERSHIP

### 8.1 Members During Program Governance

- 8.1.1 The JVGC will comprise the Chief Executive Officers of all participating councils, the Directors of Corporate services (representing the users of the service) and the Program Director, plus an independent chairperson. The members of the JVGC are:
  - (a) Voting Members:
    - (i) CEO Corangamite Shire Council;
    - (ii) CEO Warrnambool City Council;
    - (iii) CEO Moyne Shire Council;
    - (iv) Director Corporate and Community Services, Corangamite Shire Council;
    - (v) Director Community & Corporate Support, Moyne Shire Council; and



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(vi) Director Corporate Strategies, Warrnambool City Council;

(b) Non-voting Members:

- (i) Program Director (TBA);
- (ii) Independent Chair (TBA); and
- (iii) Quality Assurance, Deirdre Diamante, Mia Consulting Services.

8.1.2 JVGC membership is based on organisational roles within each participating Council.

## 8.2 Members During Operational Governance

8.2.1 The Operations JVGC will comprise the Chief Executive Officers of all participating Councils, the Directors of Corporate services (representing the users of the service) and an Executive Officer of the Joint Venture, plus an independent chairperson. The members of the JVGC are:

(a) Voting Members:

- (i) CEO Warrnambool City Council (as proposed Administering Council);
- (ii) CEO Corangamite Shire Council;
- (iii) CEO Moyne Shire Council;
- (iv) Director Corporate and Community Services, Corangamite Shire Council;
- (v) Director Community & Corporate Support, Moyne Shire Council; and
- (vi) Director Corporate Strategies, Warrnambool City Council.

(b) Non-voting Members:

- (i) Independent Chair (TBA); and
- (ii) Executive Officer Joint Venture.

8.2.2 JVGC membership is based on organisational roles within each participating Council.

## 8.3 Membership Provisions

8.3.1 JVGC members will commit to:

- (a) attend all scheduled JVGC meetings. Proxies will not be allowed. Where a JVGC member appoints a person to act in their organisational role then this person will also assume that JVGC member's JVGC role;
- (b) wholeheartedly champion Program benefits specified in paragraph 5 of these Terms of Reference;
- (c) share communications and information across all members and discussing matters openly and honestly;



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- (d) respond expeditiously in providing its findings, comments and recommendations so as not to hold up the Program;
  - (e) provide timely input and feedback on Program milestones and Funding Agreement deliverables;
  - (f) notify members of the JVGC, as soon as practical, if any matter arises which may be deemed to affect the JVGC;
  - (g) conduct consultation as necessary with relevant stakeholders to clarify any issues;
  - (h) act fairly and impartially; and
  - (i) undergo regular 'health checks' to verify the status and 'health' of the JVGC.
- 8.3.2 JVGC members will expect to be:
- (a) provided with complete, accurate and meaningful information in a timely manner;
  - (b) given reasonable time to make key decisions; and
  - (c) alerted to the potential risks and issues that could impact the Program, as they arise.
- 8.3.3 JVGC members must declare any conflicts of interest or duty at the start of each meeting or before discussion of an agenda item or topic where a conflict exists. Details of any conflict are to be appropriately minuted and appropriate action taken as agreed to by the JVGC.

## 9. ROLES AND RESPONSIBILITIES

### 9.1 Sponsor

- 9.1.1 Unless otherwise resolved the Administering Council is the JVGC Sponsor.
- 9.1.2 The JVGC Sponsor's overall responsibilities include:
- (a) ultimate accountability for the Program, including governance arrangements, on behalf of participating Councils;
  - (b) ownership of the joint business case;
  - (c) ensuring Program assurance processes;
  - (d) ongoing risk management;
  - (e) guidance on identification and engagement of stakeholders; and
  - (f) ultimate accountability for realisation of Program benefits.
- 9.1.3 In addition to the JVGC Sponsor, the CEO of each Council fulfills the sponsorship role for delivering the Program into their Council. The CEO will be supported by a Senior User described in paragraph 9.2.

### 9.2 Senior Users

The Directors of Corporate and Community will each assume a Senior User role. Key responsibilities of this role include:



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- 9.2.1 contributing resources to the Program to ensure outputs are developed satisfactorily and sustainably to meet business and operational needs (this involvement is going from the conceptual phase through to accepting and/or testing the output products);
- 9.2.2 ensuring the Program is planned with the end in mind (to meet the desired outcomes);
- 9.2.3 ensuring each output is specified and delivered fit-for-purpose;
- 9.2.4 managing Program outputs for their operational use, in alignment with the benefits;
- 9.2.5 securing resources for the ongoing maintenance of the asset/solution;
- 9.2.6 being accountable to the JVGC Sponsor for the measuring and reporting of Program outcomes; and
- 9.2.7 being responsible for the realisation of benefits from the investment.

**9.3 Independent Chair**

The independent chair's role is to provide independent oversight of the Program that includes:

- 9.3.1 provide the senior governance structure with an independent perspective on the progress of the Program including any risks and issues not identified or being effectively managed;
- 9.3.2 monitor Program delivery actively and interject with recommendations to address elements of concern; and
- 9.3.3 monitor board interactions and call out conflicts of duty or stakeholder bias, particularly during decision making.

**9.4 Quality Assurance Advisor**

9.4.1 The quality assurance role is to provide independent oversight of the Program that includes:

- (a) monitor Program delivery actively and interject with recommendations to address elements of concern;
- (b) monitor adherence to standards and the level of quality of documentation that responds to those standards; and
- (c) report on activities as required by the Program. For example, undertake the task of producing the 'Progress report', 'Yearly report' and 'Outcomes report'.

9.4.2 The tenure of the quality assurance advisor is up to post implementation signified by an approved Post Implementation Plan.

**9.5 Project Director**

The Project Director is accountable to and works under the direction of the JVGC. The Project Director co-ordinates and assigns Program work and is responsible for:

- 9.5.1 Program recruitment and staff management, including contractor resourcing;



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- 9.5.2 driving the Program and delivering against the Business Case and Business Case Addendum (through a Program plan);
- 9.5.3 breaking work in to separate work tasks;
- 9.5.4 allocating work tasks and co-ordinating resources;
- 9.5.5 identifying risks and troubleshooting issues as they arise;
- 9.5.6 monitoring progress and achievements;
- 9.5.7 providing reports to JVGC; and
- 9.5.8 other roles within the Project Director description.

## 10. OPERATING CHARTER

### 10.1 Meeting Procedures

- 10.1.1 The Chairperson is to preside at all meetings of the JVGC. When the Chairperson is not available the JVGC Sponsor of the Administering Council will assume the role of Chairperson.
- 10.1.2 Meetings shall be held monthly at either a physical location or by electronic means as necessary to enable it to exercise and discharge its functions described in the Agreement and these Terms of Reference.
- 10.1.3 The JVGC will be supported by the Program Director of the SWCICTA, who will attend JVGC meetings. The Program Director will report on the progress of the Program at each JVGC meeting.
- 10.1.4 Other subject matter experts may attend the meetings at the Chairperson's request where issues require clarification.
- 10.1.5 A quorum of members is required present in person or by use of technology. A quorum will consist of a minimum of two CEOs and a simple majority (more than half) of the members of the JVGC at the time the meeting is held.
- 10.1.6 Decisions will be made by consensus, which means when members are satisfied with the decision even though it may not be their first choice. If consensus is not possible, the decision will be put to a vote, with the JVGC Sponsor holding the casting vote in the event of an equality of votes. Each voting member of the JVGC has and may exercise one equal vote on any question before the JVGC for determination. Voting will be by majority of votes by a show of hands. Only members in attendance are entitled to vote. All decisions are final. JVGC members not at JVGC meetings must accept the decisions made.
- 10.1.7 Resolutions can be made out of session via a circulating resolution approved by all members using email or other technology agreed by the JVGC. If a unanimous circulating resolution cannot be reached, the matter may be considered and agreed by a majority at a subsequent meeting of the JVGC.
- 10.1.8 For its business papers, meetings and otherwise, the JVGC may use technology including telephone, video-conferencing, email and internet as arranged by the Chair.

### 10.2 Meeting documentation



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- 10.2.1 Meetings agendas, minutes and administrative support will be provided by the Project Director.
- 10.2.2 All agenda items will be forwarded to the Project Director within 5 working days prior to the next scheduled meeting. The agenda, with attached meeting papers, will be distributed at least 3 working days prior to the next scheduled meeting.
- 10.2.3 The JVGC shall keep accurate minutes of its proceedings at meetings. Directions of the JVGC are to be explicitly noted within these minutes with a list of action items included. Directions are issued as a result of a decision by the JVGC.
- 10.2.4 Draft minutes will be circulated to members for comment no later than 3 working days following each meeting and will be included in the business papers for consideration/adoption at the next JVGC meeting.
- 10.2.5 The meetings of the JVGC, including agenda material and minutes, are deemed to be Confidential Information under the Agreement. Release of the JVGC's correspondence or papers can only be made with the approval of the JVGC.

**10.3 Meeting agenda**

The following standing agenda will be followed at each meeting and other items are to be added through advice to the secretariat.

- 10.3.1 previous minutes;
- 10.3.2 declaration of conflict of interest;
- 10.3.3 declaration of conflict of duty;
- 10.3.4 action items;
- 10.3.5 specific agenda Items;
- 10.3.6 Council report back on the Program;
- 10.3.7 vendor update on releases;
- 10.3.8 benefits tracking and risk reporting;
- 10.3.9 recommendations and decisions sought;
- 10.3.10 out of session decisions;
- 10.3.11 other business; and
- 10.3.12 decision to proceed with the Program.

**10.4 Conflict of interest and duty**

- 10.4.1 Members are required to bring to the attention of the Independent Chair any conflict of interest or duty or potential conflict they may have with any item on the agenda.
- 10.4.2 If a member is deemed to have a real or perceived conflict of interest or duty in a matter that is being considered at a meeting, the Board will agree how to manage that conflict during discussions and decision making.



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## 10.5 Reporting

The official spokesperson for the JVGC will be the Sponsor. Media talking points and press releases will be prepared and circulated to the JVGC for the purpose of communicating Program outcomes where relevant.

## 10.6 Referral of Matters and Dispute Resolution

- 10.6.1 The JVGC and Council specific governance boards may also refer relevant matters for action or noting to other committees as appropriate;
- 10.6.2 Matters from the PCG which can't be determined by consensus shall be referred to the JVGC for resolution; and
- 10.6.3 Where resolution cannot be reached, matters may be independently facilitated or referred up to the LGV RCTP Board for decision.

### 10.7 Term

The program management role of the JVGC will be ongoing until JVGC members agree that processes are in place for the benefits of shared services will be realised. This may be signified with the approval of a post implementation review. At this point the role of the JVGC will be focused on operationalising program deliverables and benefits realisation.

## 10.8 Review

- |        |   |
|--------|---|
| 10.8.1 | These Terms of Reference will be reviewed annually to ensure they maintains their relevance and continue to add value to members and the Program. |
| 10.8.2 | These Terms of Reference will be updated, including roles, responsibilities and accountabilities as the Program moves into Operations.            |
| 10.8.3 | These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by JVGC members.                          |
| 10.8.4 | The JVGC are encouraged to evaluate their own performance on an annual basis using a self-assessment tool.  |

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Andrew Mason, Chief Executive Officer  
Corangamite Shire Council

Brett Davis, Chief Executive Officer  
Moyne Shire Council

Peter Schneider, Chief Executive Officer  
Warrnambool City Council





Maddocks



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## Schedule 6      Template Statement of Work

## South West Councils ICT Alliance Statement of Work

**From: ##Council Name**

**To: ##Administering Council**

Date: ##

## Part 1 Details of Statement of Work

1.	SOW number	[Insert SOW number]
2.	SOW name	[Insert]
3.	Initiating Council	[insert name of Council initiating the statement of work]
4.	SOW Commencement Date	[Insert date SOW is to commence]

## Part 2 Scope of Services

[insert]

## Part 3 Deliverables

[insert]

**Signed for and on behalf of [insert] Council**

Name (print)

Position

Signature and date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



Maddocks

---

## **Schedule 7      Administering Council Roles and Functions**

In addition to the roles and functions set out in the Agreement, the Administering Council's roles and functions are to:

1.      establish the SWC ICT Alliance as a separate business unit within the Administering Council's existing corporate structure;
2.      enter into one or more MSA(s) with the Supplier(s) on its own behalf and as the agent for each of the remaining Councils on common terms, including pricing;
3.      deal with the Supplier(s) on each Council's behalf to:
  - 3.1      maintain separate revenue, expense and capital accounts for the SWC ICT Alliance;
  - 3.2      provide periodic and ad-hoc reporting to the JVGC;
  - 3.3      support the JVGC to provide financial reports to each Council in accordance with the LGA (which may be audited upon request); and
  - 3.4      provide full access to the financial ledgers and supporting documentation of the SWC ICT Alliance to each other Council upon request;
4.      administer the Funding Agreement;
5.      administer the Joint Venture on behalf of the Councils and in accordance with:
  - 5.1      the Agreement;
  - 5.2      the decisions and directions of the JVGC;
  - 5.3      the current Strategic Plan;
  - 5.4      the current Annual Plan and Budget;
  - 5.5      the Policies and Procedures of the Joint Venture or, where such Policies and Procedures do not exist, in accordance with the Policies and Procedures of the Administering Council;
6.      provide secretariat services to the JVGC as determined by the JVGC from time to time;

The Administering Council Roles and Functions listed within this Schedule 7 may be amended (modified, expanded or removed) by the JVGC from time to time in accordance with clause 6.3.



Maddocks

Signing Page

Executed by the Parties

The Common Seal of the Corangamite Shire was placed on this document in the presence of:

Chief Executive Officer

Date

The Common Seal of the Moyne Shire Council was hereunto affixed this day of October 2022 in the presence of:

Councillor

Chief Executive Officer

The Common Seal of Warrnambool City Council was affixed in the presence of:

Chief Executive Officer  
Pursuant to Local Law 1 of the Council.

Witness

## 7.6. COMMUNITY AND INTERNATIONAL RELATIONS ADVISORY COMMITTEE - REPLACING COMMUNITY REPRESENTATIVES

**DIRECTORATE :** City Growth

### Purpose:

*To present updated Terms of Reference for the Community and International Relations Advisory Committee and add an additional two committee members to fill vacancies for the remainder of the Committee term.*

### Executive Summary

Three community members on CIRAC have left since the start of 2024, including two at the last meeting in March. The opportunity exists to replace them for a two-year term from the list of applicants who applied in March 2023.

Of the initial nominations received in March 2023, it is recommended the following two, who confirmed they would like to be put forward again, are considered by Council for endorsement.

Two other nominees were contacted but declined due to existing commitments.

### Recommended Committee Replacements

**Courtney Mathew** – lived in Miura, Japan from 2017-2019 as Warrnambool's cultural representative and English teacher and is also on the committee for the Warrnambool Community Garden.

**Alex Mellert** – Moved to Southwest Victoria from Germany ten years ago. Worked at Warrnambool City Council in 2019 on the Welcoming Cities Framework including representing Warrnambool at the Welcoming Cities Network meetings.

### Terms of Reference (TOR) Review

Under the current TOR five community members are required. Attendance at meetings is often irregular and the quorum is not always being met. The following amendment to the TOR is advised:

- (1) Membership: Change to 'at least four (4) skill-based members appointed by Council'. This is currently set at five (5).
- (2) Membership: One (1) Councillor (to chair) – Currently worded as *Council member*
- (3) Role of Individual Members: Remove the requirement to '*Have and maintain a broad understanding of planning and land use matters*'

---

MOVED: CR RICHARD ZIEGELER

SECONDED: CR OTHA AKOCH

That Council:

1. Adopts the updated Terms of Reference for the Community and International Relations Advisory Committee (CIRAC); and
2. Appoints Courtney Mathew and Alex Mellert to the Community and International Relations Advisory Committee for the remainder of the current committee term.

CARRIED - 7:0

---

### Background

CIRAC meets quarterly and provides strategic advice on the Council's sister city relationships, international relations, community relations and works to advance progress against the Welcoming Cities Standard.

### Issues

The committee will not reach quorum without replacing the members who recently departed and a meeting cannot then be held. Updating the TOR will enable the addition of two previously nominated community members to the committee and correct an administration error in the current TOR.

### Financial Impact

N/A

### Legislation / Policy / Council Plan Context

#### 1 A healthy community

1.1 Be a welcoming and inclusive city: Warrnambool will be a city that is more welcoming to all and which fosters diversity.

### Community Impact / Consultation

Suggested committee members all previously nominated during Council's the public advertisement for members in March 2023.

Recommended Committee Replacements:

**Courtney Mathew** – lived in Miura, Japan from 2017-2019 as Warrnambool's cultural representative and English teacher and is also on the committee for the Warrnambool Community Garden.

**Alex Mellert** – Moved to Southwest Victoria from Germany ten years ago. Worked at Warrnambool City Council in 2019 on the Welcoming Cities Framework including representing Warrnambool at the Welcoming Cities Network meetings.

### Legal Risk / Impact

N/A

### Officers' Declaration of Interest

N/A

### Conclusion

Endorsing the recommended representatives will allow the committee to reach a quorum and provide the community with input for the committee objectives. The update of the Terms of Reference for the committee will ensure the committee is operating in compliance with the terms of reference.

### ATTACHMENTS

1. CIRAC Terms of Reference May 2024 Review [7.6.1 - 3 pages]





## Community and International Relations Advisory Committee

**Due for Review:** June 2025  
**Responsible Officer:** Director City Growth

### 1. Purpose

The formal name of the Committee shall be the Community and International Relations Advisory Committee (the Committee).

The purpose of the Committee will be to provide strategic advice on Council's sister city relationships, international relations and to advance Council's progress against the Welcoming Cities Standard. The Welcoming Cities Standard promotes acts of enabling all groups of people within a society to have a sense of belonging and to be able to participate in community life.

### 2. Role/Objectives

The role of the Committee is to provide strategic advice and direction to:

- promote and facilitate the Warrnambool community enjoying direct associations with international cities, promoting international friendship, cultural exchange, and a general international awareness.
- develop activities such as student exchange, teacher exchange, citizen exchange school language programs, cultural and sporting exchange, community involvement.
- enhance Warrnambool's economy through improved business, trade, and tourism links.
- support Council in hosting international delegations where appropriate.
- consider and provide advice to Council on sister city policy, strategy, current issues, or trends.
- provide oversight and advice towards Council's progress against the Welcoming Cities Standard.
- act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference.
- provide valuable community/local knowledge to help guide Council's implementation of the Welcoming Cities Standard.

### 3. Powers and Responsibilities

The Committee has the power to and must:

- Report to Council after every meeting via Committee meeting minutes.
- Advise Council through recommendations. These recommendations are to be considered and agreed to by Council before action can be taken.



#### 4. Membership

The committee shall be composed of no fewer than 6 5 members and shall include:

- One (1) ~~member of~~ Councillor (~~Councillor~~ to chair) ~~– Add Councillor~~
- ~~At least Four (4) Five (5)~~ skill-based members appointed by Council ~~– Change to 'at least four skill-based members'~~
- Council Director City Growth
- Council staff as deemed appropriate.

Additional representatives and stakeholders may be co-opted by the committee or Warrnambool City Council for a limited period to provide advice on specific issues. The Committee will be supported by relevant staff from the City Growth and Community Development Directorate as deemed appropriate.

The term of membership for each independent member shall be four (4) years, except where new members are brought on to fill vacancies, and the term for Councillor Committee members shall be one (1) year. Vacancies can be filled by Council resolution from the pool of most recent nominations. If there are no previous unsuccessful nominations Council will advertise again.

#### 5. Role of Individual Members

The role of the individual member of the Committee includes:

- ~~Have and maintain a broad understanding of planning and land use matters – REMOVE~~
- Be committed to, and actively involved in pursuing improved communication between stakeholders and Council through your role on the Committee.
- Seek to consider ideas and issues raised by stakeholders, and make informed and fact/evidence based recommendations to Council.
- Contribute the time needed out-of-session to study and understand any papers and supporting documentation provided
- Apply good analytical skills, objectivity and good judgement
- Express opinions frankly and ask questions that go to the fundamental core of the issue
- Respect the confidential nature of information discussed and provided through:
  - Maintaining the confidentiality of the information to which access is provided and take reasonable precautions to prevent its unauthorised dissemination or use.
  - Not use any confidential information for purposes other than those necessary to perform the role of Committee member.
  - Declare any perceived or actual conflict of interest arising. Where there is a material conflict of interest, ensure no participation in discussions or decision on recommendations to Council.

#### 6. Decisions

Decisions on recommendations to Council will be made by majority consensus. The Chair will have the deciding vote if required.

#### 7. Chair

One member of Council will Chair. The role of the Chair is to:

- chair Committee meetings, ensuring adherence to good governance practices;
- ensure any conflicts of interest declared are recorded in the minutes of the meeting;
- ensure that minutes of the meeting are circulated to all members after the meeting;
- attend and present any recommendations to the Council where so requested by the Council; and
- seek to ensure committee members are acting in accordance with the responsibilities as set out in section 5.

If the elected Chair is not available, then the Committee shall elect, by vote another member of the committee to conducting that meeting.



## **8. Frequency of Meetings**

The Committee shall meet at least quarterly or four (4) times each financial year, as agreed from time to time.

Meetings will take no longer than two (2) hours unless otherwise agreed to by members.

Additional meetings may be convened as required.

## **9. Agenda Items**

The Committee's designated Council officer will coordinate the preparation and distribution of the Agenda for each meeting. Committee members can submit suggested agenda items in advance to the designated Council officer.

## **10. Minutes and Meeting Papers**

Minutes will be taken by the Committee's designated Council officer or a chosen representative present at the meeting, at each meeting. Copies of the minutes will be distributed to all members by email.

## **11. Invitees**

In addition to the Committee members and any Council staff representatives, other people can be invited as guests to attend and/or report to meetings as required. These may include specialist experts, consultants or contractors.

## **12. Quorum**

Quorum is considered to be one half of the total number of members plus one. A quorum must be present at a meeting for the meeting to proceed.

## **13. Term**

The effectiveness and membership of the Committee will be reviewed in May 2025.

## 7.7. LAKE PERTOBE INTEGRATED WATER MANAGEMENT PLAN

**DIRECTORATE : City Infrastructure**

**Purpose:**

*This report outlines the Lake Pertobe Integrated Water Management (IWM) Plan 2024 and recommends that Council adopt the plan.*

---

### Executive Summary

- Lake Pertobe holds significant potential for Integrated Water Management (IWM) within its highly regarded open space.
- The following opportunities have been outlined in the plan;
  - Water Quality Improvement
  - Multi Benefit Basin
  - Lake Links and levels
  - Stormwater Irrigation
  - Education and Value of Water
  - Water Recreation
  - Roof Water to Aquifer Recharge
  - Catchment Permeability and Aquifer Recharge
- The opportunities were scored against IWM objectives, the Lake Pertobe Masterplan, projected climate conditions and assessed holistically, the following priorities were listed;
  - Address knowledge gaps
  - Implement the Multi Benefit Basin
  - Consider changes to lake levels and connectivity
  - Improve water recreation
  - Implement education and value of water project
  - Revisit other opportunities in five years' time
- The final plan has been developed in collaboration with Council staff, Eastern Maar Aboriginal Corporation (EMAC), Glenelg Hopkins Catchment Management Authority (GHCMA), Wannon Water (WW), Southern Rural Water (SRW) and the Department of Energy, Environment and Climate Action (DEECA).
- The community interested parties and local user groups/businesses have had the opportunity to provide comments on the draft plan, this feedback has informed the final Lake Pertobe IWM Plan.
- Development of the plan has been funded by a DEECA grant with contributions from Warrnambool City Council and Wannon Water.

---

**MOVED: CR RICHARD ZIEGELER**

**SECONDED: CR ANGIE PASPALIARIS**

**That Council adopt the Lake Pertobe Integrated Water Management Plan 2024.**

**CARRIED - 7:0**

---

## Background

Council, Department of Energy, Environment and Climate Action (DEECA) and Wannon Water (WW) together with other stakeholders have identified the importance of developing an Integrated Water Management (IWM) Plan for Lake Pertobe, Warrnambool.

The importance of Lake Pertobe as a highly valued open space within the city of Warrnambool as well as its role in the management of the central business districts (CBD) stormwater, makes Lake Pertobe a unique area to incorporate IWM.

Lake Pertobe is a regional playground with the adjacent area including; the Lawn Tennis Club, mini golf, Jetty Flat (Oval) & BMX track, Harris Street Reserve (utilised for soccer, cricket and dog training), the CBD and rail corridor to the North, and two holiday parks and the foreshore reserve to the South of Pertobe Rd.

DEECA define IWM as:

*"Integrated Water Management (IWM) is a collaborative approach to the way we plan for and manage all elements of the water cycle. IWM considers how the delivery of water, wastewater and stormwater services can contribute to water security, public and environmental health and urban amenity. It fundamentally shifts the way water, land use planning and urban development opportunities are understood and undertaken in Victoria."*

The Lake Pertobe Masterplan 2018, aims to account for Warrnambool's changing demographics and future needs for the Lake Pertobe precinct, providing clear direction for the development, management and operation of the Lake Pertobe precinct over a fifteen-year period.

Green Warrnambool 2018 is a strategy that outlines a number of goals to help Warrnambool achieve the vision of being the most environmentally sustainable regional city in Australia. Blue Warrnambool is a goal that aims to provide infrastructure and open space developments and upgrades to conserve water and improve waterways through integrated water management. With the 2040 goal that Warrnambool's use of potable water is 20% less than 2019 levels.

Warrnambool 2040 is a community plan for Warrnambool and was developed through extensive community engagement. The plan captures the community's aspirations for the future of Warrnambool and informed the development of the Green Warrnambool plan. As outlined in the Blue Warrnambool – Water for Life, Warrnambool will care for and regenerate our waterways, our coast and marine environment and support a natural water cycle. Warrnambool will carefully use rainwater to contribute to the amenity of the city by bringing water management and green infrastructure together. Water conservation and water sensitive urban design, including improved stormwater systems, will improve our waterway and marine health. Warrnambool will capture rainwater and reuse stormwater to reduce our reliance on depleting water sources.

## Issues

This plan was developed through a collaborative process involving key stakeholders across the Warrnambool City Council area. The project control group consists of participants from DEECA, WW, EMAC, GHCA and SRW.

The plan discusses the significant characteristics of the site, touches on what IWM is and outlines eight opportunities that would improve the Lake Pertobe precinct. For each opportunity the plan provides a cost projection, benefits and holistic assessments and prioritises against IWM outcomes and climate change predictions. **Refer to Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

The plan outlines the foreseen benefits, potential risks and further analysis needed for each opportunity.

The opportunities include;

- **Water Quality Improvement**

Improve on previous efforts to reduce gross pollutants (litter and large organic matter) entering Lake Pertobe from the CBD's three main stormwater outlets. By designing and installing purpose-built Gross Pollutant Traps (GPT's) staff can better maintain these assets and improve water quality. **Refer to page 15 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Multi Benefit Basin**

Construction of a water basin at the Fairy Street stormwater outlet would have several functions including; stormwater treatment, water storage for later use and diversion of excess stormwater to the Merri River. **Refer to page 16 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Lake Links and Levels**

Currently water levels of all three lakes are marginally managed. Upgrading current hydraulic structures with more modern equivalents will enable staff to better manage water levels providing improved management of the Lake Pertobe precinct. **Refer to page 17 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Stormwater Irrigation**

Storage and treatment of stormwater before it enters Lake Pertobe. This water can then be used to replace potable water for sports field irrigation and toilet flushing. **Refer to page 19 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Education and Value of Water**

Using an App or other means to raise awareness and educate the community on Lake Pertobe's heritage, Indigenous culture, stormwater and drainage function and environment. **Refer to page 20 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Water Recreation**

Provide infrastructure such as a boat / craft drop off and pick up zone to improve the ability of Lake Pertobe to be used for water recreation. Suitable water recreation includes canoes, kayaks and Stand-Up Paddle Boards. **Refer to page 21 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Roof Water to Aquifer Recharge**

To reduce stormwater entering Lake Pertobe from the CBD, roof water can be diverted into the ground water aquifer. This would recreate a more natural water cycle with water infiltrated into the land. **Refer to page 21 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

- **Catchment Permeability and Aquifer Recharge**

Significantly increase urban permeability using infiltration trenches, passively watered trees, bio-retention systems, and permeable pavements. **Refer to page 22 of Attachment 2.1.1 Lake Pertobe Integrated Water Management Plan.**

The opportunities were scored against IWM objectives, the Lake Pertobe Masterplan, projected climate conditions and assessed holistically, and the following priorities were identified;

- Address knowledge gaps
- Implement the Multi Benefit Basin
- Consider changes to lake levels and connectivity
- Improve water recreation
- Implement education and value of water project
- Revisit other opportunities in five years' time

### Financial Impact

The preparation of the Lake Pertobe Integrated Water Management plan has been funded by a DEECA IWM grant and financial contributions from Warrnambool City Council and Wannon Water.

Further assessment and implementation of the plan's opportunities will be needed to secure external funding and may include DEECA funding streams for Integrated Water Management.

### 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.

#### 2 A Sustainable environment

2.2 Water and coastal management: Council will protect and enhance the health of Warrnambool's coastline and inland waterways to protect and improve biodiversity

2.3 Environmental impact and a changing climate: Council will encourage innovation and initiatives that minimise Warrnambool's environmental impact.

2.4 Water resource management: Council will promote and encourage awareness of sustainable practices in our work and in the community, including water resource management.

2.5 Waste minimisation: Council will pursue programs to minimise waste throughout the community, industry and promote the benefits of reduction, re-use and recycling of materials.

#### 5 An effective Council

5.5 Organisational and financial sustainability: Council will ensure organisational and financial sustainability through the effective and efficient use of Council's resources and assets.

5.6 Risk mitigation: Council will mitigate and manage organisational risks through sound management systems and processes.



## Timing

The Lake Pertobe IWM Plan provides a strategy that will guide the implementation of IWM opportunities over the coming years.

## Community Impact / Consultation

Community consultation for the development of the Lake Pertobe IWM Plan has been undertaken through a two staged approach: -

- The first stage involved a workshop with all user groups and business owners of the Lake Pertobe precinct to discuss their water use, future water needs and any issues they face around all aspects of water. This workshop then helped shape further workshops with Council staff and other stakeholders.
- The release of the draft Lake Pertobe IWM Plan for community consultation took place for six weeks (December 5<sup>th</sup> to January 19<sup>th</sup>). The plan was released on Councils Your Say website and notification included in the newspaper and social media. Key stakeholder groups were also notified of the release of the draft plan including user groups and business owners.
- One submission was received during the consultation phase.

## Summary of Submission 1

Comment/Key Issue	Response
How will the proposed new plan impact on the communities value of open, grassed areas if an area is required for improved access for boat/ craft drop off zone. I suggest the public might think a stage would be a better use of the land.	In regards to losing valuable open space to a boat/craft drop off zone for access to the lake, before any works were to occur further analysis would need to be undertaken. This would include further consultation to understand the community's needs, establish a preferred location and scope the appropriate number, type and size of any facilities.
Lake Link 8.3 If there is to be "improved connectivity" between the lakes for the purpose of recreational activities does this mean that the whole area will become one large lake and the current ecosystems in the individual lakes will be disturbed. The Mill Lake which sustains a large number birds which inhabit the area throughout the year including birds with threatened conservation status.	A first step for management of the lakes at Lake Pertobe is to gain an understanding of current knowledge gaps as outlined in section 6 of the plan.  Any linking of lakes would be undertaken primarily to better manage water levels and secondly to allow recreational activities. An environmental and hydrological assessment would inform any decision making. A full understanding of the hydrology of the lakes and the impacts of any changes on flora, fauna and the lake function would need to be understood and inform any works.
Education and Value of Water 8.5 In section 8.5 there is mention of a digital self-guided tour app. Would the app be available to the community or will users be expected to purchase their own?	A key objective of this plan is to support broader community awareness and education about where our water comes from and associated impacts. This objective provides the opportunity to raise awareness about the water cycle and the Lake Pertobe environment.

	An app that provides educational information on Lake Pertobe and the water cycle in general will not come at a cost to the user.
<p>Water Recreation 8.6</p> <p>Any change in the connectivity of the lakes, whether portage or channels, for recreation purposes, would impact on the bird “sanctuary” of Mill Lake.</p> <p>The current hire businesses - small petrol driven engine boat and paddle boat and canoe hire are appropriate for the area. The addition of a stand-up paddle board businesses would enhance the availability of recreational activities in the area, particularly for older children/ young adults.</p> <p>The proposed canoe and kayak (including the recreational fishing type) launching area would be better positioned along the Merri which is also a relatively “safe” environment.</p> <p>The chance of catching a fish in the Merri may outweigh that of catching one in Lake Pertobe</p> <p>The terms “ boat and craft “ need to be clearly defined. Could a jet-ski be included in this definition?</p>	<p>Lake Pertobe as a fishing destination is promoted as one of 62 Family Fishing Lakes and is stocked with rainbow trout before school holidays by the Victorian Fisheries Authority.</p> <p>By providing infrastructure to enable fishing either by land or kayak to be done safely would improve the user experience.</p> <p>Stipulating the need to clarify what boat and craft are suitable for use on Lake Pertobe and their hours of operation has been written into the plan.</p>
An increase of visitors to the area could impact traffic flow and parking in the area.	Out of project scope

### Legal Risk / Impact

Warrnambool City Council plays a significant role in improving the environmental management of urban stormwater and has obligations under the State Environment Protection Policy (Waters of Victoria).

### Officers’ Declaration Of Interest

None

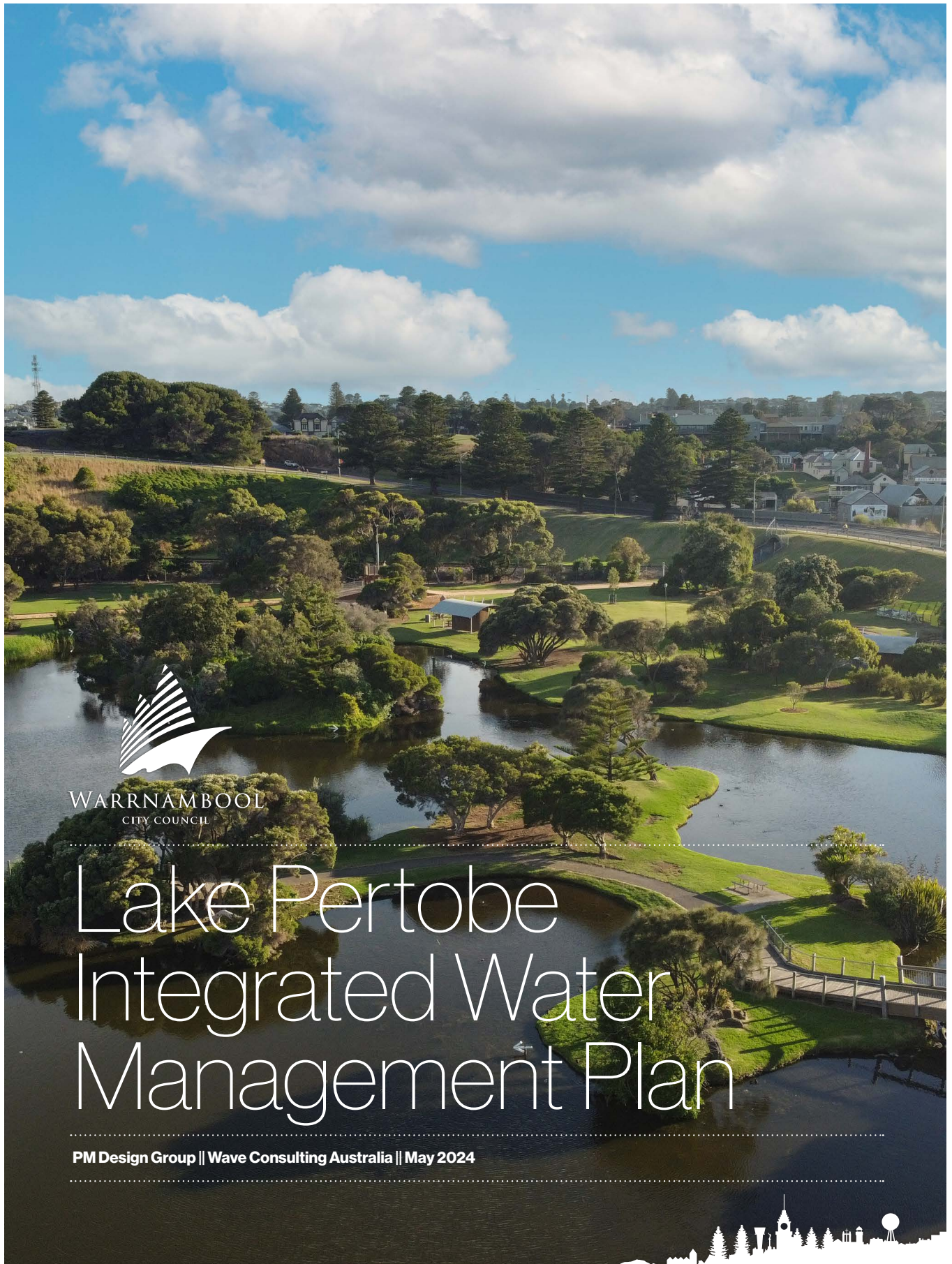
### Conclusion

The Lake Pertobe Integrated Water Management Plan discusses the significant characters of the site, provides information on Integrated Water Management and outlines eight opportunities that would improve the Lake Pertobe precinct.

Each opportunity will require further assessment to be implemented. Several of the opportunities will need to secure external funding to see them completed, while other opportunities can be completed as part of the Council’s ongoing renewal works.

### ATTACHMENTS

1. Lake Pertobe Intergrated Water Management Plan 2024 [7.7.1 - 30 pages]





**Pareeyt Poondée-teeeyt.**  
**Water is Life.**

Dhauwurd Wurrung language group

**Pa poonteeeyt paman paman.**  
**And life is sacred.**

Keeray Wurrung language group

**Integrated Water Management is a collaborative approach to water planning and management that brings together organisations with an interest in all aspects of the water cycle.**

It has the potential to provide greater value to our communities by identifying and leveraging opportunities to optimise outcomes.

*Figure 1: Excerpt from Great South Coast Strategic Directions Statement*

## Acknowledgements

Lake Pertobe is situated on the lands of the Traditional Owners, the Eastern Maar People and Aboriginal communities of the Maar Nation.

This project was supported by the Victorian Government.

### **The Working Group included:**

Warrnambool City Council (WCC)  
Wannon Water (WW)  
Eastern Maar Aboriginal Corporation (EMAC)  
Department of Energy, Environment and Climate Action (DEECA)  
Southern Rural Water (SRW)  
Glenelg Hopkins Catchment Management Authority (GHCMA)

### **Version: Final**

**Distributed:** May 2024

All photos and images by PM Design and Wave Consulting unless otherwise stated.



[www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)



# Contents

1.	Executive Summary	5
2.	Parreeyt (Water)	6
3.	Introduction	7
3.1	Lake Pertobe Catchments	7
3.2	Integrated Water Management – what is it?	8
4.	Lake Pertobe	9
5.	Vision	10
6.	Objectives	11
7.	Water and Pollutant Balance	11
8.	Knowledge Gaps	13
9.	Community Values	13
10.	IWM Opportunities within the Lake Pertobe Catchment	14
10.1	Water Quality Improvement	15
10.2	Multi Benefit Basin	16
10.3	Lakes Links and Levels	17
10.4	Storm Water Irrigation	19
10.5	Education and Value of Water	20
10.6	Water Recreation	21
10.7	Roof Water to Aquifer Recharge	21
10.8	Catchment Permeability	22
11.	Prioritisation and Assessment	22
11.1	Prioritisation of Opportunities	22
11.2	Climate Change Considerations	23
11.3	Merri River Water Heights and Lake Pertobe	23
11.4	Cost Projections	24
11.5	IWM Holistic Assessment	25
12.	Water and Pollutant Balance (pre and post plan implementation)	27
13.	Recommendations	27
14.	Implementation	28
15.	References	29
16.	Glossary	29
17.	Appendix	29

# Figure

1.	Excerpt from Great South Coast Strategic Directions Statement October 2019	2
2.	Eastern Maar Nation Statement cover as featured in Water is Life: Traditional Owner Access to Water Roadmap	6
3.	Stormwater catchments flowing into Lake Pertobe (small white lines indicate the stormwater pipe network)	7
4.	Excerpt from Integrated Water Management Progress Report March 2022	8
5.	Key IWM related features at Lake Pertobe	9
6.	Water use, inflows and outflows at Lake Pertobe	12
7.	Stormwater and sediment entering Lake Pertobe	12
8.	Kids Lake Jetty in January and June 2023, example of fluctuating water levels in the lakes	13
9.	Outline of where each opportunity could occur throughout Lake Pertobe	14
10.	Design concepts of purpose built GPT's	16
11.	Imagery showing fall in height for a diversion pipe to remove excess stormwater from Multi Benefit Basin	16
12.	Concept design of Multi Benefit Basin	17
13.	Excerpt from Lake Pertobe Masterplan 2018 showing schematic of a potential stormwater irrigation scheme	19
14.	Concept diagram of how roof water can be harvested and used for aquifer recharge	21
15.	Table showing prioritised opportunities	22
16.	Victorian Climate Change Infographic	23
17.	GHCMa flood modelling for Lake Pertobe and South Warrnambool	23
18.	Merri River maximum water heights from June 2020 to April 2023	23
19.	Indicative Costs of IWM opportunities at Lake Pertobe	24
20.	Table setting out IWM holistic assessment	25
21.	Table summarizing the changes to outcomes pre and post implementation of the option	26
22.	Table summarizing the implementation of each option	28





# 1. Executive Summary

**The Lake Pertobe precinct of Warrnambool has major potential for an all-inclusive Integrated Water Management (IWM) approach within its highly regarded open space.**

The IWM consultation process involving stakeholder engagement and community involvement, has highlighted water management factors of Lake Pertobe, specifically its low-lying lakes and land, the substantial influx of over 1000 ML of stormwater per year, and the utilization of potable water for irrigation. Notably, recent weather patterns, characterized by two years of relatively cool conditions and above-average rainfall (in 2021 and 2022), have shifted the community's focus towards flooding and drainage issues, with water security and scarcity taking a backseat. It is worth noting that the path between the Mill and Main Lakes was temporarily closed during the development of this IWM Plan due to these concerns.

Key opportunities for Lake Pertobe's IWM strategy include enhancements in treatment, storage, and flow control within the lakes, as well as harnessing stormwater resources. The plan identifies prospects for education and recreation and introduces initiatives in the catchment area to promote rainwater infiltration, thereby restoring a more natural, predevelopment water cycle.

To effectively reach IWM opportunities further research and knowledge development through the direct measurement of stormwater flows, monitoring changes in lake and groundwater levels over time, and assessing water and sediment quality is a priority. The acquisition of improved data and information will not only support the management of water resources in Lake Pertobe but will also facilitate more comprehensive planning of identified initiatives, including the construction of a new water basin, enhancements to lake connectivity and levels, improved public access to recreational water activities, and community education on the intrinsic value of water.





## 2. Parreeyt (Water)

Eastern Maar assert the right to be a part of a review of parreeyt management within our Ancestral Territory.

### **Eastern Maar Nation Statement - Water is Life: Traditional owner access to water Roadmap**

*Parreeyt is our lifeblood and as Maar people have always had a strong spiritual connection to it. For us, we continue to remain resilient to fight and care for these waters today. Let's hope we can all work together to fix the land and water issues of the past, for our future generations to enjoy.*

### **Eastern Maar Traditional Owner.**

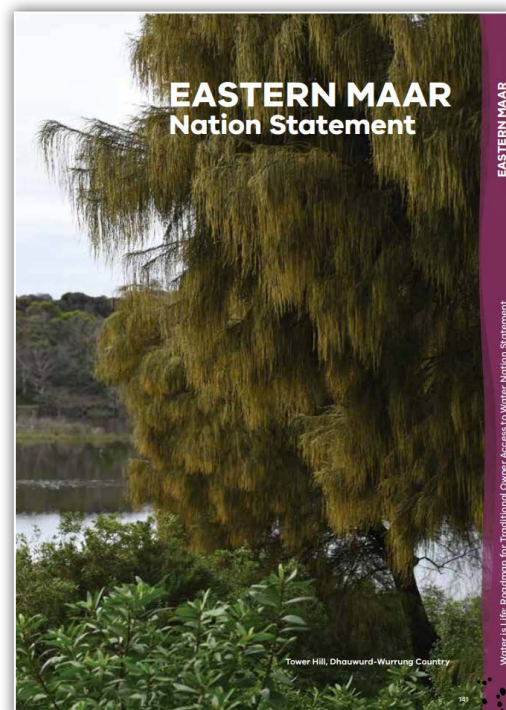


Figure 2: Eastern Maar Nation Statement cover as featured in Water is Life: Traditional Owner Access to Water Roadmap



## 3. Introduction

**The Warrnambool Lake Pertobe precinct is described as a highly valued open space.**

Following the successful completion of the Albert Park precinct Integrated Water Management Plan in 2019, Lake Pertobe was identified to have great potential for integrated water management (IWM) in 2022, given its characteristics including:

- receiving significant volumes of stormwater,
- providing natural treatment of stormwater prior to water flowing into the Merri River estuary,
- using significant volumes of reticulated potable water for irrigation and toilet flushing,

- using significant volumes of groundwater for irrigation and supplying park water features,
- addressing the area's proneness to drainage and flooding issues, and
- utilising area's current and potential for tourism, recreation, environmental and cultural values.

The highly valued Lake Pertobe has opportunities for all outcomes and objectives of IWM to be investigated, from safe, secure and affordable water supplies to economic benefits and innovation.

## 3.1 Lake Pertobe Catchments

The Fairy, Gillies, and Japan St catchments at over 100 Ha of urban area generate the vast majority of stormwater entering Lake Pertobe.



Figure 3: Stormwater catchments flowing into Lake Pertobe (small white lines indicate the stormwater pipe network)

## 3.2 Integrated Water Management - what is it?

### The Department of Energy, Environment and Climate Action define IWM as:

Integrated Water Management (IWM) is a holistic and collaborative approach to the way we plan for and manage all elements of the water cycle. IWM considers how the delivery of water, wastewater and stormwater services can contribute to water security, public and environmental health and urban amenity. It fundamentally shifts the way water, land use planning and urban development opportunities are understood and undertaken in Victoria (DEECA 2024).

Lake Pertobe has been identified as an opportune location for addressing a diverse range of water cycle management issues through an integrated water management approach. This location has the potential to act as a demonstration precinct to:

- Utilise rainwater or treated stormwater/wastewater to supplement potable drinking water usage.

- Implement water-efficient technologies.
- Raise community awareness of holistic water cycle management at Lake Pertobe.
- Incorporate stormwater retention and treatment systems to mitigate downstream flooding and pollution impacts.
- Enhance and protect Lake Pertobe's unique ecological and biodiversity features.

This IWM Plan aims to transform the landscape and enhance the visitor experience at Lake Pertobe through delivering integrated water management actions consistent with the seven IWM Outcome Areas outlined in the Great South Coast Strategic Directions Statement 2023. This plan will build on improving water cycle management for Warrnambool and build on the previously delivered projects outlined in the 2019 Albert Park IWM Plan, including the Warrnambool Roof Water Harvesting Initiative and the installation of raingardens throughout the city to support a more liveable, sustainable, and economically prosperous region.

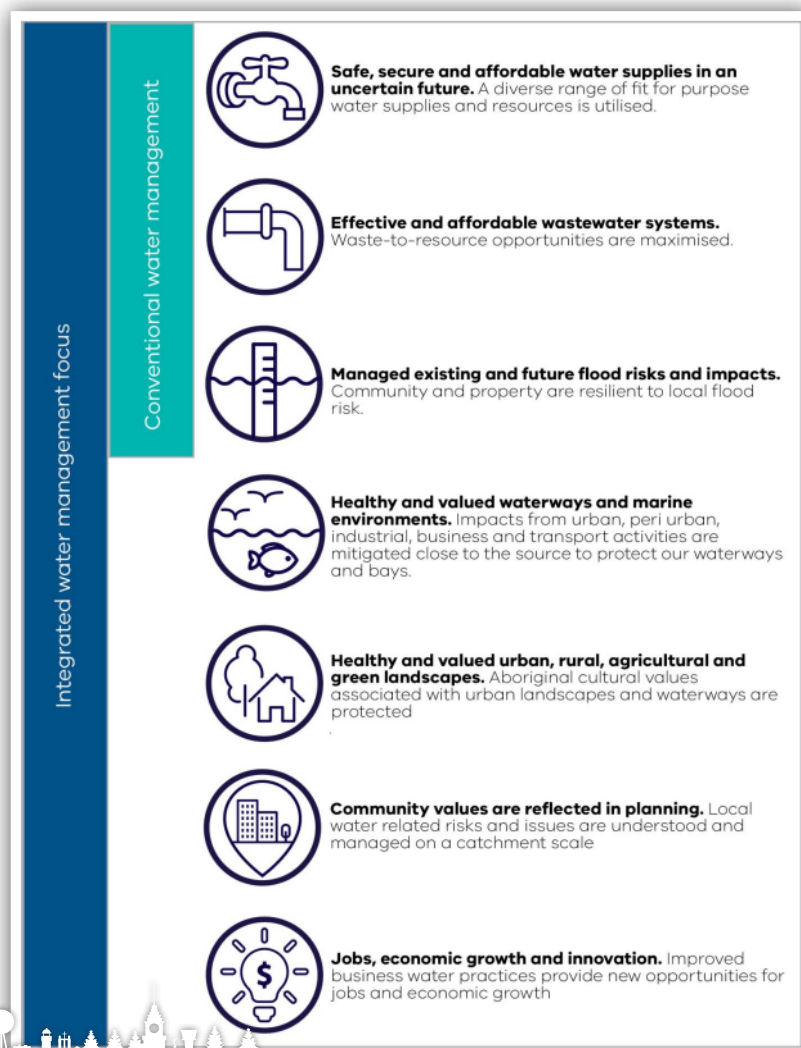


Figure 4:  
Excerpt from Integrated Water  
Management Progress Report March  
2022





Water play space at Lake Pertobe

## 4. Lake Pertobe

**The name “Lake Pertobe” originates from the local Gunditjmara/Dhauwurd Wurrung language, where “pirtup” means “Small Sandpiper”. The area spans 58 hectares (Lake Pertobe Masterplan 2018).**

It is situated between the city’s central business district (CBD) and the beachfront. Evolving from ephemeral wetlands in the 1970s, it has transformed into a popular attraction with recreational lakes and an adventure playground and is known for its diverse play options and extensive social spaces. Over the past four decades, Lake Pertobe has emerged as Warrnambool’s most prominent visitor destination.

Lake Pertobe is at the end of the terrestrial (land) portion of the water cycle, situated just a meter above sea level, adjacent to the saline southern ocean. It is comprised of three lakes - Mill, Main, and Kids Lakes - with relatively shallow depths and fringed with a diverse array of vegetation, including indigenous, native, and noxious species.

Stormwater from upstream catchments, including the Warrnambool CBD, is the largest flow of water into the lakes, namely at the Fairy, Gillies and Japan Street outfalls. Direct rainfall and runoff from park grounds also contribute to the lakes’ water inputs. Groundwater lies at a depth of approximately 1-2 meters below the current surface level, and the prevailing notion is that the lakes sit above the groundwater table. This is evident during hot, dry periods, such as the summer months, when the lakes exhibit signs of drying out. Groundwater serves a year-round role, supplying water for features like splash pools and water play areas, and is used to maintain adequate water levels in the lakes throughout the summer months.

Flowing out into the Merri River, the lakes discharge at the southern edge of Mill Lake. During periods of elevated water levels in the Merri River estuary, water may reverse its course and flow back into the Lake Pertobe system. Drainage and flooding issues typically arise during the winter season, characterized by extended periods of rain that saturate the ground.



Figure 5: Key IWM related features at Lake Pertobe





## 5. Vision

### Lake Pertobe IWM Plan Vision

**Lake Pertobe is Warrnambool's most iconic thriving open space precinct.**

Integrated water management enables Lake Pertobe to be more liveable, resilient, sustainable, ecologically diverse, and prosperous. Lake Pertobe inspires Warrnambool's residents and visitors to gather, play and enjoy the lake and surrounds.



**Challenges by our changing climate include resilience and sustainability of community assets**



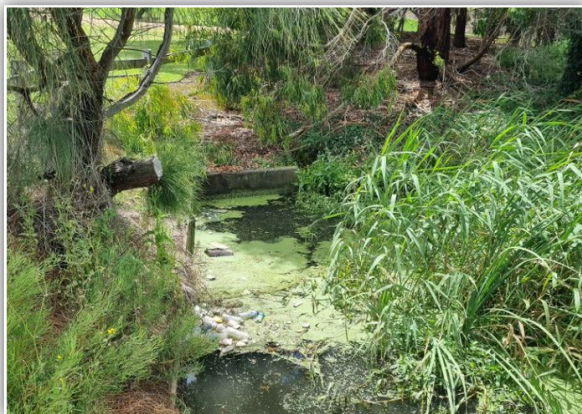
## 6. Objectives

### The Lake Pertobe IWM Plan has eight key objectives;

1. Engage and support the land and water managers in the precinct in more sustainable water use.
2. Identify opportunities to reduce demand on potable supply.
3. Identify opportunities to improve the quality of stormwater discharge to the Merri River.
4. Identify opportunities to reduce stormwater and ground water pollution.
5. Identify opportunities for integrated water management to improve the open space and other community amenities of the precinct.

6. Identify opportunities to value the ecological and hydrological characteristics of the precinct.
7. Identify opportunities to value the bio-cultural landscape that Lake Pertobe is a part of.
8. Identify opportunities for this highly utilised site to support broader community awareness and education about where our water comes from and associated impacts.

These objectives have been taken into account by the project working group when developing the IWM options for Lake Pertobe. IWM options typically try to meet one or more of the objectives.



### Opportunity to reduce pollution

Rubbish, such as beverage containers, is common at stormwater outfalls into Lake Pertobe. Opportunities to reduce pollutants entering the lakes are addressed in the IWM Plan.

## 7. Water and Pollutant Balance

### The Lake Pertobe precinct provides a unique hydrological setting, located between the Warrnambool township and Southern ocean, and adjacent to the Merri River with multiple conservation, economic and recreational values.

An annual water balance has been developed using available data, noting that IWM should consider the impacts of climate change, including more variable rainfall. Water components used in the water balance are:

- Direct rainfall = 776 mm/yr (averaged over 50 years data BOM).
- Evapotranspiration = 1308 mm/yr (averaged over 50 years data BOM).
- Stormwater inflows = 1133 ML/yr (averaged over 50 years data, modelled & BOM).
- Groundwater use = Tennis Club (license for 9 ML) 2-3 ML/yr, WCC Staff shed bore 50-60 ML/yr, WCC Playground bore 16-36 ML/yr. (SRW data)
- Potable water use = 37-52 ML/yr Major users include, the Harris St Reserve, WCC and Commercial caravan parks, and

Lawn Tennis Club. (WW - Warrnambool's recent average potable water use is 3450 ML/yr, i.e. major users consume 1-2 % of Warrnambool's annual demand).

- Wastewater\* to sewer = 237 ML/yr (WW)
- Lake Pertobe and Merri River estuary connection flows = unknown (as no measurements are made).

\*some of this is likely to be stormwater / groundwater infiltration to sewer)



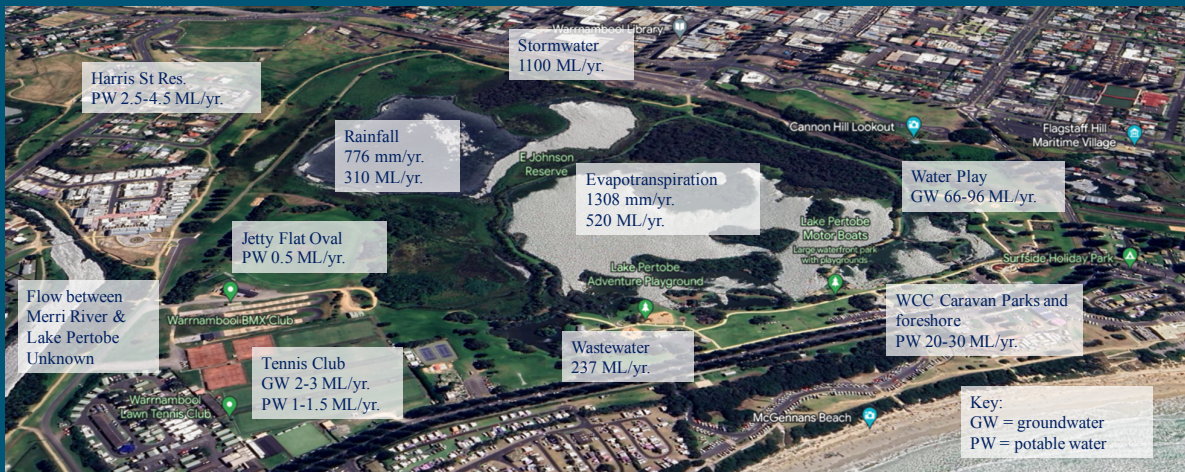


Figure 6: Water use, inflows and outflows at Lake Pertobe

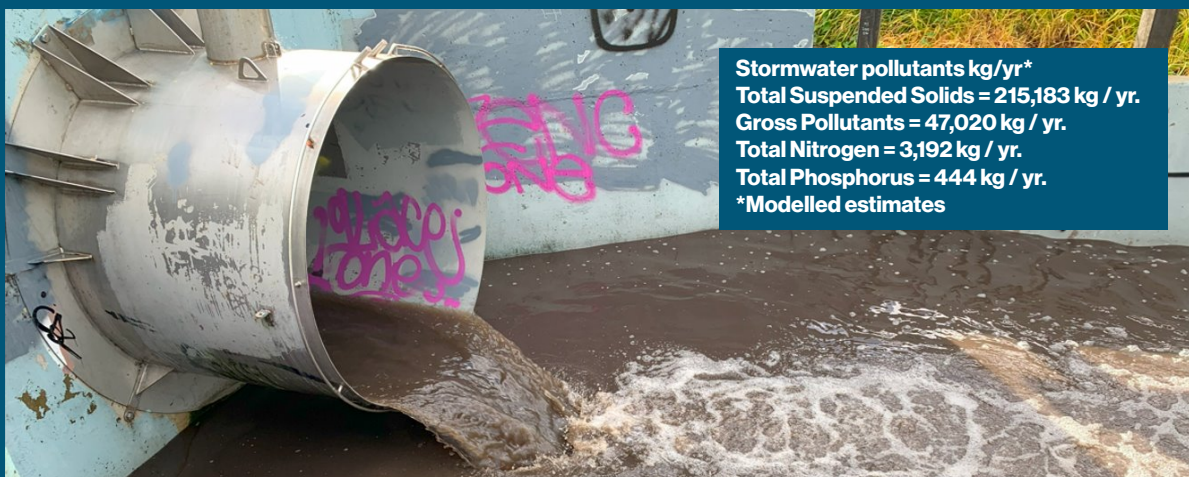


Figure 7: Stormwater and sediment entering Lake Pertobe



### Are the lakes getting smaller from pollution?

Lake Pertobe is continually accumulating sediment derived from stormwater inflows and from aquatic primary production, e.g. algal blooms. Models estimate that over 100 cubic meters of sediment enters the system every year from stormwater alone.



## 8. Knowledge Gaps

**Through the development of the IWM Plan, several knowledge gaps have been identified, as well as areas where improved data and information may be beneficial for future projects and longer-term management.**

Some of the gaps may be addressed by the IWM opportunities developed in this plan. Gaps where more information could be gathered include:

- **Water levels** – lake water heights are observed to fluctuate; however, no actual recording of the lake water heights have been made. This information, combined with rainfall and tide data, could assist with longer term drainage and flood management.
- **Water volumes** – some water inputs are measured, such as pumped groundwater inputs; however, the largest inflow stormwater, volumes are unknown. Computer modelling

has estimated inflows (approx. 1100 ML/yr.); more accurate inflow information should be gathered if required in the future.

- **Groundwater heights and quality** – groundwater heights and quality around Lake Pertobe are somewhat unknown. As an example, the tennis club uses groundwater for irrigation then reverts to potable town water once the groundwater becomes too salty, noting that the bore is near the ocean.
- **Function of Lake Pertobe** – the various roles / functions of Lake Pertobe were discussed, from stormwater basin to valuable ecological habitat to human activity centre. Deliberations on how to balance its various functions are ongoing.
- **Water quality and sediment accumulation** – data on stormwater or lake water quality is limited. It is likely the lakes are filling up with sediment; however, the rate and type of contaminants (e.g. lead) in the sediment is not well understood.



Figure 8: Kids Lake Jetty in January and June 2023, example of fluctuating water levels in the lakes

Knowledge gaps identified through the IWM include water levels over time in the lakes. Such information combined with rainfall and other data could be used to help plan and design future developments.

## 9. Community Values

The 2018 Lake Pertobe Master Plan lists the top five things loved and valued by the community, being:

- The variety of play equipment and barbecue facilities.
- Its spaciousness and size.
- Open, grassed areas.
- The wildlife and environment.
- Walking tracks and accessibility.

Additionally, it lists the top five things that people would like to see changed or improved, being:

- Add and update play areas (including shade and water elements).
- Update and link paths and trails.
- More native plants and wildlife.
- Signage and wayfinding.
- Better access for all (Refer to Master Plan for more details).

A summary of 2023 IWM Plan community engagement and feedback is listed below.

### Early phase

- Flooding, drainage and lake water heights.
- Maximising visitation and experience.

### Formal Consultation Phase

- Loss of grassed areas to new infrastructure.
- Negative effects on birds if lakes are all connected.
- Would an education App be available to Warrnambool residents or will they need to pay for it?
- Is Lake Pertobe suitable for fishing?
- Better definition around boats and watercraft. Motorised craft not suitable for the Lake.
- Increasing recreation in the area will put extra pressure on traffic management.



#### Variable conditions can impact values



Lake water heights and the impact on visitor experience were voiced by some of the community in the consultation phase of preparing the IWM Plan. Photos taken in April and June 2023 show how water levels can fluctuate.

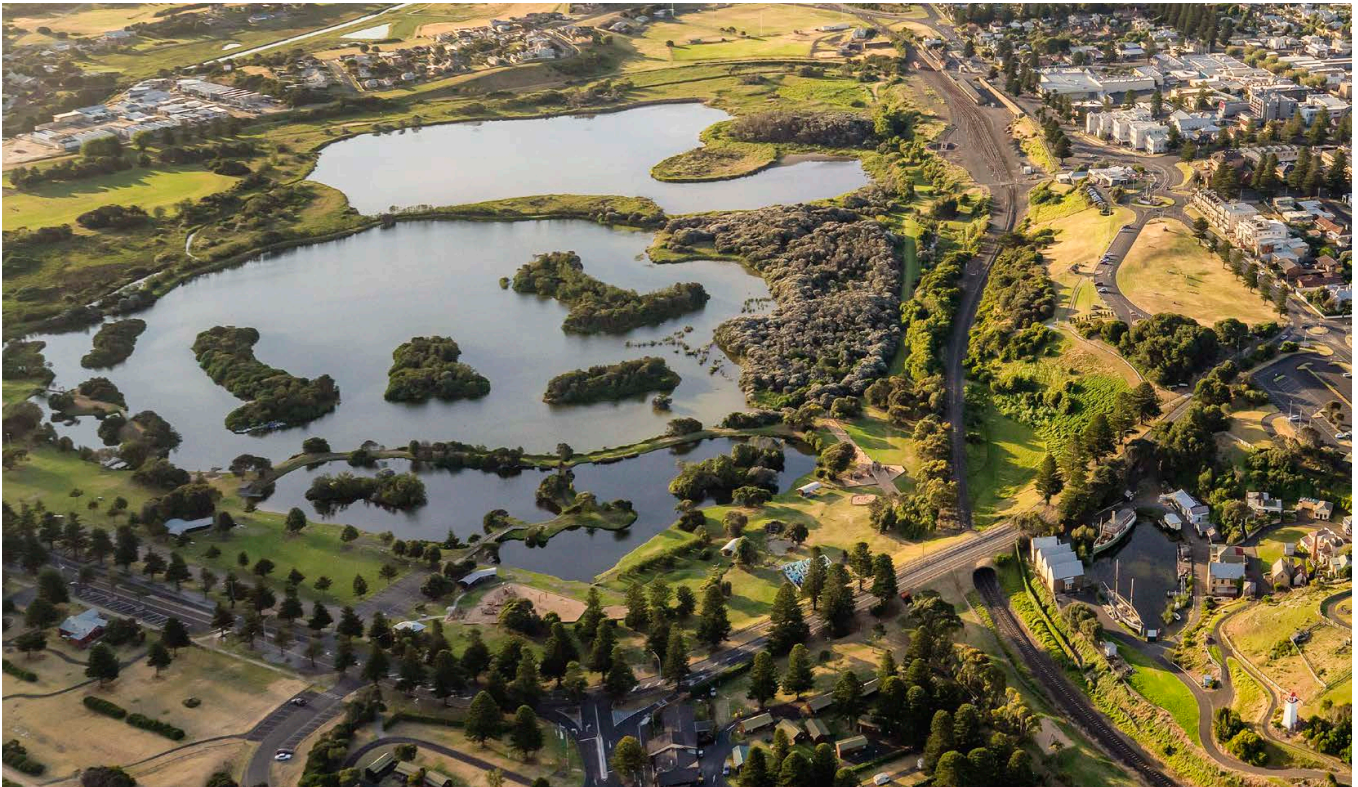
## 10. IWM Opportunities within the Lake Pertobe Catchment

Several IWM opportunities were identified by the Working Group based on Lake Pertobe's characteristics and features, the shared vision for Lake Pertobe, and objectives of IWM. They are listed on the below image and their approximate location at Lake Pertobe shown. The opportunities listed are not ranked in preference. Each opportunity is explored in terms of its benefits, risks and further analysis requirements.



Figure 9: Outline of where each opportunity could occur throughout Lake Pertobe





## 10.1 Water Quality Improvement

**The three main stormwater inflows along the north of Lake Pertobe have the opportunity for improved stormwater treatment.**

Stormwater carries a range of pollutants that can adversely affect the values of Lake Pertobe from visual amenity to human and animal health risks. Previous engineering efforts to reduce gross pollutants (litter and large organic matter) entering Lake Pertobe were not successful due to a numbers of reasons including resources to clean and maintain the pollutant traps.

To ensure effective ongoing water quality improvement critical consideration to cleaning & maintenance requirements for both pollutant traps and sediment accumulation zones is needed. Weed control, such as deciduous trees is also critical to reduce organic and nutrient inputs into the lakes. Additionally, preventive efforts such as community education, street cleaning and the newly started Victorian container deposit scheme will also contribute to managing stormwater pollution. This option also aligns with Lake Pertobe Master Plan recommendations 6.7.5, improve the reserves habitat values through weed control and works to improve water quality.

### Foreseen benefits:

- Reduced gross pollutants – litter, rubbish and large organics such as leaves and fronds.



**Drink containers pooling below Gilles St stormwater outfall.**

- Reduced nutrient and sediment loads into Lake Pertobe.
- Improved water quality.

### Potential risks:

- Capital Costs.
- Lack of maintenance will result in minimal water quality improvement.
- Cost of maintaining asset may require an increase in budget allocation.

### Further analysis:

- Design of purpose-built gross pollutant traps.
- Consider interventions higher in the catchment, such as the CBD.

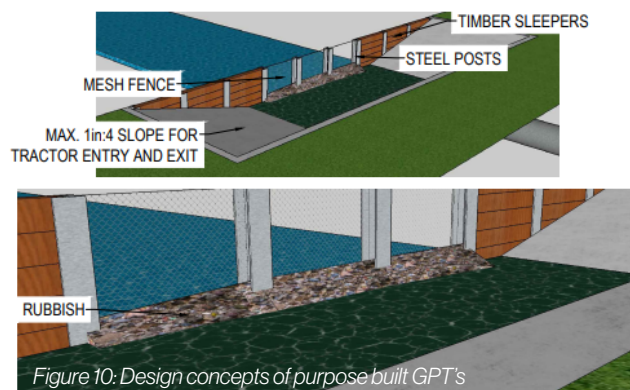
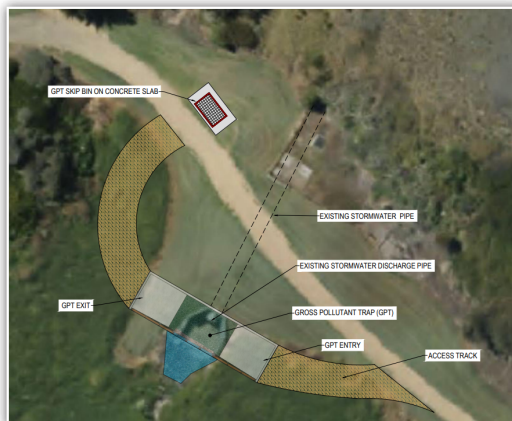


## 10.1 Water Quality Improvement – concept

**The stormwater inflows to Lake Pertobe create some specific challenges for Gross Pollutant Traps (GPTs) functioning effectively, including location, accessibility and peak hydraulic flows. Opportunity exists to improve utilization of on ground resources, staff and tractor at Lake Pertobe to better manage gross pollutants.**

It is proposed to design and install purpose built GPTs for Fairy St and Giles St stormwater outfalls. Drawing on design concepts from weeping wall dairy effluent treatments systems (cleaned by

tractors), a drive through i.e. two-way GPT, with a filter wall system with removeable / changeable aperture (various sizes could be trialed) screen panels. Operation would entail WCC staff cleaning the GPT as needed, i.e. in autumn it may need daily cleaning, and or on a regular basis. Pollutants removed would be placed into a nearby bund or container skip and this would be emptied as required. High flows however, would most likely overload the GPTs and spill over and around the screens. Images below show an indicative layout plan and sketch of the drive through concept for the Fairy St outlet.



## 10.2 Multi Benefit Basin

**The large area between the Fairy St stormwater outfall and the north edge of Mill Lake has scope for a new multi purpose / benefit water basin to be constructed.**

The new water body functions would include; stormwater treatment improving water quality entering the existing lakes, water storage for later use in summer for irrigating Harris Street Reserve and other possible uses, excess stormwater diversion directly to the Merri River, and simply creating more aquatic habitat for further ecological enhancement of Lake Pertobe. This option also relates to numerous Lake Pertobe Master Plan recommendations and values of the community. Images Adjacent show the LiDAR (Light detection and ranging) height data indicates there is likely enough fall 2-3 m from the Fairy Street stormwater outfall to the Merri River for a gravity diversion (via approx. 1.3 km pipe) of excess stormwater from a new basin.

### Foreseen benefits:

- Improved water quality for Lake Pertobe, reduced sediment, nutrients and pathogens.
- Alternate water supply for Harris Street irrigation (reduced potable water consumption).
- High / excess stormwater flow bypass has the potential to alleviate flooding.
- More water in the landscape has community and ecological value.

### Potential risks:

- Capital costs.
- Maintenance requirements / costs.

### Further analysis:

- Feasibility study due to likely significant capital costs.
- Stakeholder engagement to consider relative costs and benefits for each stakeholder.

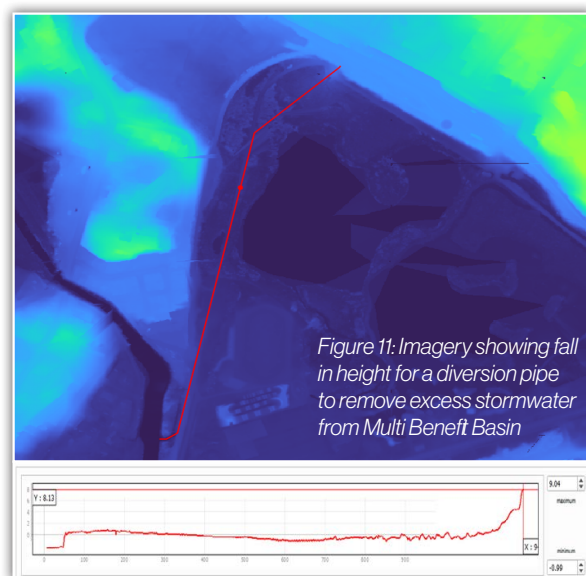


Figure 11: Imagery showing fall in height for a diversion pipe to remove excess stormwater from Multi Benefit Basin

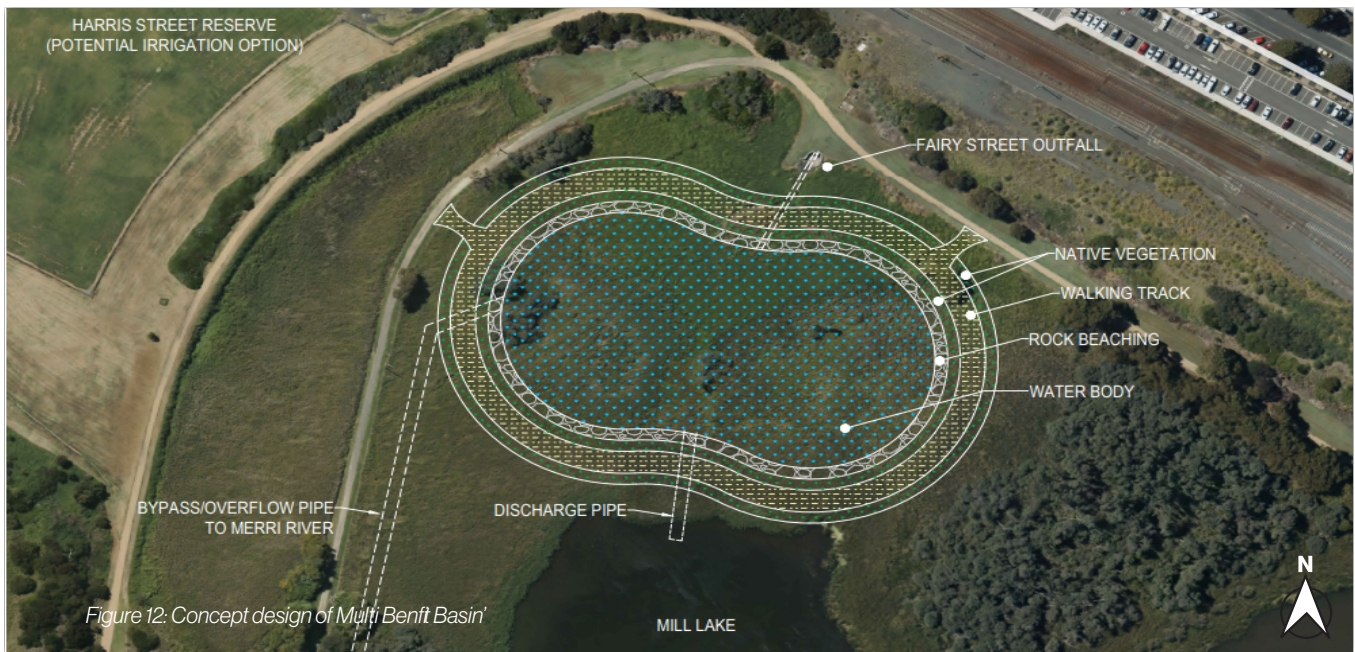


Figure 12: Concept design of Multi Benefit Basin

## 10.2 Multi Benefit Basin - proposal

**The concept of the new basin will enable multiple functions to be performed including sediment trap, water treatment and storage, and water diversion (conveying water via a new pipe to the Merri River).**

Initial estimates suggest a basin size of potentially 10,000 m<sup>2</sup> by

2 m deep (working volume), thus storing 20,000 kL or 20 ML of water. Concept design sketches are shown in the above image. Disturbance of contaminated sediment (identified by the working group) may complicate the project, and sediment quality will need to be determined at the next planning stage. This will inform the options for sediment use or disposal.

## 10.3 – Lakes Links and Levels

**Currently water levels in the three lakes are marginally managed, more so the lake levels fluctuate due to water inflows (bore and stormwater), water outflows (limited by pipe size), and Merri River heights (i.e. impeding outflow and at times back flow may occur from the estuary).**

Water levels can somewhat be controlled using existing drop board structures, however the effectiveness of the method is uncertain. Potentially the lakes could be openly connected with passageways (that could be shut if required, i.e., to isolate a lake) large enough for watercraft, i.e. canoes, that would result in having only one lake water height to manage rather than three. Feedback from community consultation highlighted drainage and inundation as key concerns and this may be alleviated by improved capacity for outflow/discharge to the Merri River and water level control. Additionally, given the ability to control water levels may facilitate the use of lake water for irrigation or other uses. The option also links with Lake Pertobe Master Plan recommendation 6.10.1 Develop and implement a drainage maintenance program to ensure that the lakes important drainage function is sustained.

### Foreseen benefits:

- Reduction of poor drainage and inundations of areas.
- Prevention of backflow of water from a flooded Merri River and flooding of Lake Pertobe.
- Reduced groundwater pumping to maintain water levels in

the Kids and Main Lakes.

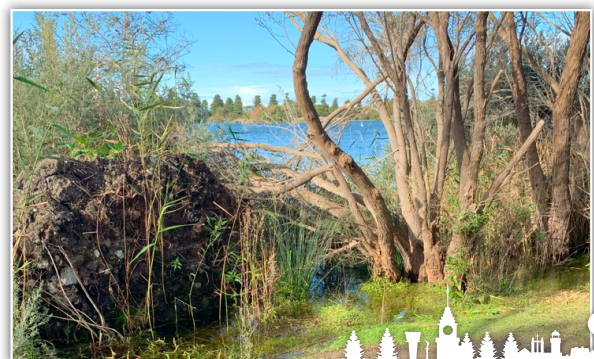
- Potential to use the Lakes as a storage reservoir for irrigation water over summer.

### Potential risks:

- Management challenges if Lake Pertobe is underwater (and infrastructure flooded).

### Further analysis:

- Consider options for water removal while estuary is high and lake in flood to reduce time of inundation.
- Modelling to understand and optimisation management of system.





## 10.3 Lakes Links and Levels - proposal

**This option has a scope that ranges from simple to complex, from creating channel connections that could allow canoe passage, to replacing pipe culverts and upgrading to a box culvert (larger area and improved hydraulic and ecological connection) to advanced computer modelling, sizing of automated gate systems, and potentially installation of a pump station to remove excess floodwater.**

Alternatively, a more intermediate measure could be to upgrade current hydraulic control structures with more modern equivalents, as outlined.

### Main Lake - Mill Lake Connection (refer to image 1)

- Current: Wooden drop boards / stop logs – age unknown, usability unknown.
- Upgrade: Segmented Stopboards – marine grade aluminum stopboards in stainless steel frame.
- Benefits user friendly, control the flow between Mill and Main Lakes.

1.



### Mill Lake Outlet (refer to image 2)

- Current: Bluestone headwall concrete weir with wooden drop boards / stoplogs.
- Upgrade: Down opening penstock decant gate – stainless steel, manual handwheel operation.
- Benefits user friendly, can set minimum water level in Mill Lake, excess water overtops gate.

2.



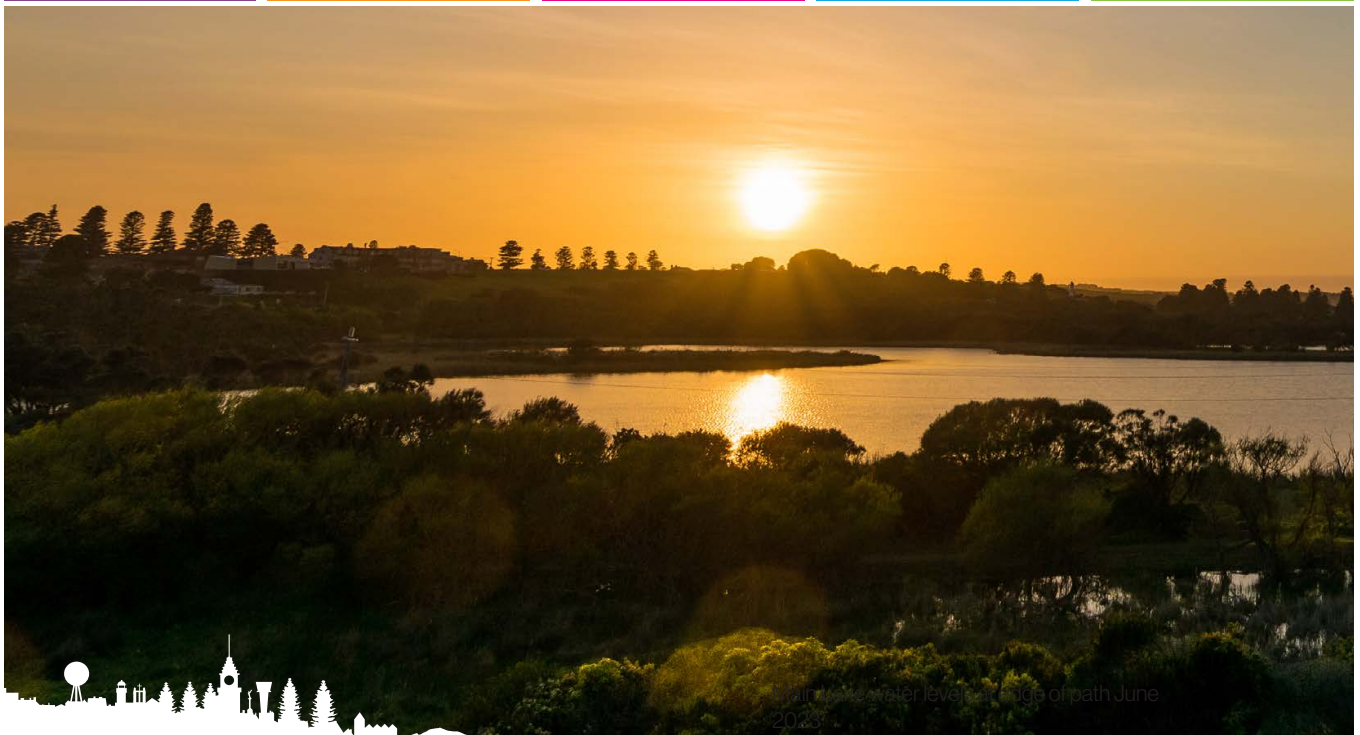
### Merri River Outlet (refer to image 3)

- Current: 600 mm pipe open (flap valve previously installed).
- Upgrade: Up lift penstock gate – stainless steel, new head wall and manual handwheel operation.
- Benefits user friendly and installed to prevent Merri River floods backflowing into the Lake Pertobe system.

3.



(\*Aluminium gate photos sourced from; <https://www.awmwatercontrol.com.au/>)



Mill Lake water level at edge of path June 2023



## 10.4 Stormwater Irrigation

**As outlined in the previous section, given the size of Lake Pertobe there is opportunity to use the Lake/s as a storage reservoir for water that then can be drawn down to irrigate nearby sports facilities and other possible uses such as toilet flushing.**

Based on preliminary calculations, if Mill Lake had a 30cm water depth allocation for irrigation approximately 25 ML of water could be available, i.e. a summers irrigation requirements. Additionally, the construction of an additional Basin (Option 2) directly below the Fairy St stormwater outfall could be considered. Design concepts estimated a new basin could have a capacity of 20 ML that would likely to be able to supply sports fields irrigation requirements most years. It should be noted that in both scenarios further treatment of the stormwater is likely to be required prior to use, this should be determined following discussion with Authorities. The option also links with Lake Pertobe Master Plan recommendation 6.10.2 Explore alternate for potable water use for irrigation.

### Foreseen benefits:

- Reduce potable water demand and drought resilience contingency.
- Use of a fit for purpose water to meet community needs.
- Possible creation of a new water basin (Option 2).
- Improved water quality for Mill Lake.
- Nutrient diversion for beneficial use i.e. irrigation of grass fields.

### Potential risks include:

- Dry hot years may limit stormwater availability and hence limit irrigation volumes.
- Costs, the unit costs, i.e. \$/KL of stormwater irrigated may be high.

### Further analysis:

- Verify opportunities for potable water offsets and demands in precinct.
- to maximise the potential alternate water scheme, potentially reducing unit costs.

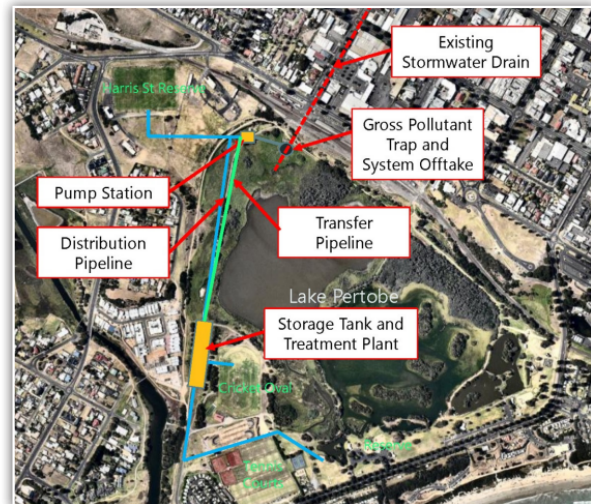
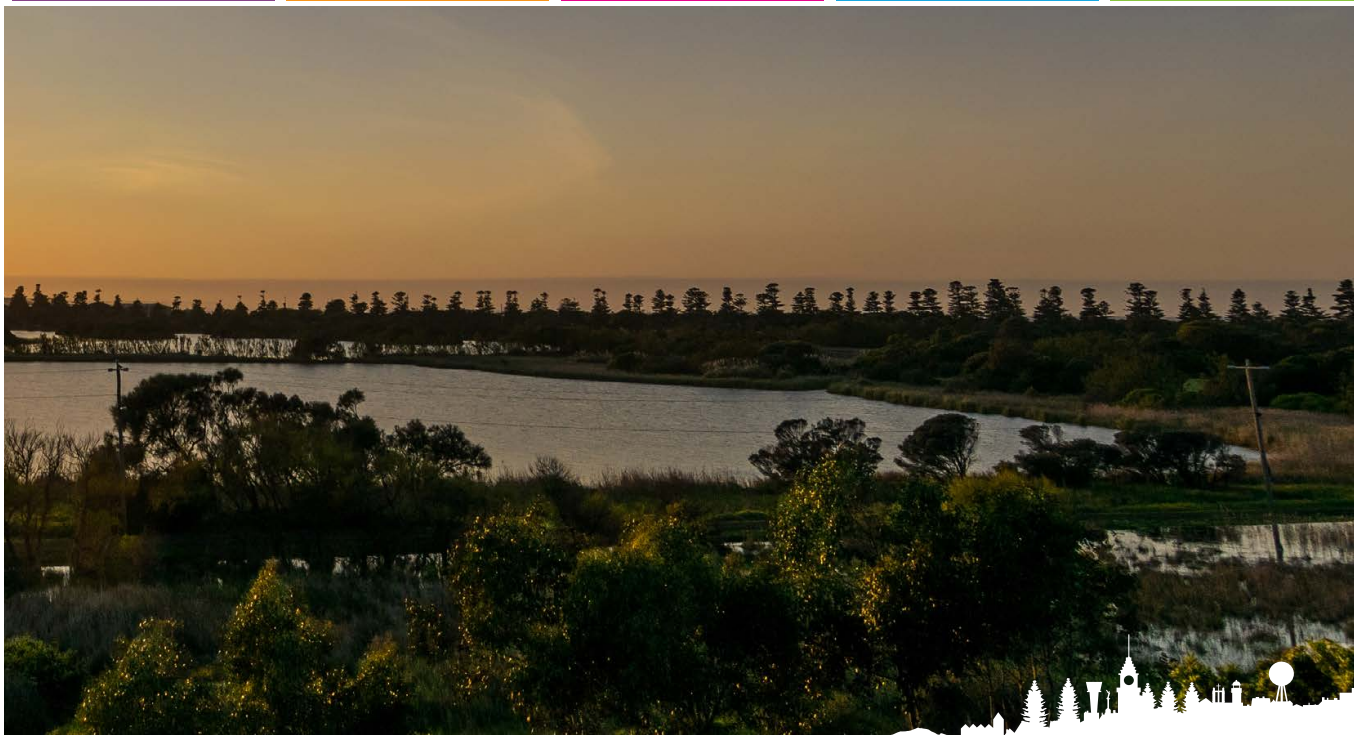


Figure 13: Excerpt from Lake Pertobe Master Plan 2018 showing schematic of a potential stormwater irrigation scheme



## 10.4 Stormwater Irrigation – case comparison

As detailed in the State Government IWM Progress Report March 2022, a sports field irrigation project using stormwater is being constructed in the Baw Baw Shire. The project has many similarities with the opportunity proposed at Lake Pertobe as outlined in the table below.

Baw Baw Shire – Western Park Ovals	Warrnambool City Council – Harris St Reserve and Jetty Flat Oval
Irrigation of ovals used 600,000 L/week (600 kl) forecast to increase with a hotter drier Climate, annual volume use not stated.	Data indicates usage between 400,000 to 500,000 L/week (500 kl) in summer (12 weeks). Annual volume use approximately 5 ML / yr.
Dichotomy between water conservation and maintaining the ovals.	Comparable circumstances – conservation vs use.
2.5 Ha wetland adjacent to ovals, capturing and treating stormwater from upstream residential development.	Approx 20 Ha of water surface at Lake Pertobe – volume of lakes unknown, stormwater from commercial and residential catchments.
Plan developed to divert a portion of stormwater to irrigate sporting ovals, involving; an off-take pump station, inline sediment filter, UV filtration system and a 600,000 L underground storage tank.	Similar concepts plans developed in Lake Pertobe Master Plan.
Projected to save 20 million litres of drinking water every year.	Unknown, Warrnambool climate does not require irrigation year-round.
Decrease pollution entering the creek downstream of the wetland.	Comparable circumstances. Lake Pertobe decreases pollution from entering the Merri River compared to the other pollution sources from the greater Catchment (900 km <sup>2</sup> approx.) But this decrease would be negligibly.
Drought proof a valuable community space.	Comparable circumstances – likelihood of water restrictions low in the short term.
Funding Victorian Government IWM Program (\$425,000), Baw Baw Shire(\$195,000) and Gippsland Water (\$10,090).	Lake Pertobe Master Plan concept costing in the order of \$1.5 - \$2 million dollars.

## 10.5 Education and Value of Water

### Education, awareness and appreciation of the water cycle is an ongoing exercise in working towards sustainable water use.

The working group with reference to Lake Pertobe Master Plan Arts and Culture Recommendations 6.1.11 "Develop an App to increase engagement and enjoyment..." and 6.5.1 "Include and share stories about Lake Pertobe's heritage, Indigenous culture, stormwater and drainage function and environment" propose a digital self-guided tour App be developed for Lake Pertobe. The tour would utilise and build on current wayfinding and signage at Lake Pertobe and could also link with the Pirtup Meeting Place Project that is currently underway and Wannon Water summer water saving campaigns. Other education opportunities include; use of a QR code trail, signage at any new infrastructure that is built such as passageways between the lakes and ensuring schools are aware of and utilise the digital self-guided tour once developed.

### Foreseen benefits:

- Overall community awareness of the water cycle and Lake Pertobe role in the cycle.
- Promotion of the value of water and the "water is life" vision.

### Potential risks:

- Vandalism of signs.
- Digital self-guided tour App not utilized, App becoming dated.

### Further analysis:

- Test user experience and messaging to ensure education is targeted and uses the right terminology.
- Consider options to increase and maximise uptake of App, i.e. launch campaign, permanent signage, etc.





## 10.6 Water Recreation

**Current water-based recreation at Lake Pertobe consist of two hire operations and informal public use, such as school/youth groups undertaking canoeing or raft building activities.**

The hire businesses, a small petrol driven engine boat and a paddle boat and canoe hire have been operating at Lake Pertobe for decades and typically only open in peak tourist times. Given the abundance of personal watercraft such as kayaks (including the recreational fishing type) and paddle boards, the relatively "safe" environment of Lake Pertobe provides great opportunity for increased public and access use. Additionally, stand up paddle board businesses have expressed interest in being able to run classes on the lake.

Improved access could range from simply a turning circle with "boat / craft drop off and pick zone" in proximity of the Lake to an actual boat ramp where craft could directly launch into water with a more accessible canoe launcher. This option

would also benefit from improved lake connectivity, i.e. channels between lakes, however in the short term "portage" sites could be established for watercraft to be carried from one lake to the other. Any improved access point would need to stipulate types of suitable watercraft to enter the Lake and their times of the operation. Motorised watercraft allowed would not be suitable. Lake Pertobe Master Plan link include 6.1.2 Provide access to the water, and 6.3.1 Accessible destination points.

### Foreseen benefits:

- Greater use and appreciation of the lake.
- Healthier community (physical, mental, etc.).

### Potential risks:

- Expensive asset if not well utilised.

### Further analysis:

- Optimisation of preferred location.
- Scoping the appropriate type and size of facility.

## 10.7 Roof Water to Aquifer Recharge

**Building on the success of previous roof water harvesting initiatives in Warrnambool, this option proposes to extend and adapt this practice to facilitate managed aquifer recharge.**

The concept is to divert rainwater collected from rooftops in Warrnambool's CBD to recharge the shallow sandstone ground-water aquifer. It is important to emphasize that only roof water is intended for this aquifer recharge, a measure taken to safeguard groundwater quality. Warrnambool sandstone is very porous, making it exceptionally well-suited for aquifer recharge. The aquifer overlies the extensive regional Port Campbell Limestone aquifer; therefore, the two units have the capacity to store a considerable volume of water.

This approach has the potential to be expanded or replicated over time, allowing for the construction of multiple recharge systems. Approximately 15,000 square meters of roof area, roughly equivalent to the rooftop space in a typical Warrnambool CBD block, could generate an annual yield of 10 megaliters for recharge. This recharged water would, in turn, help offset the water extracted from the existing bores at Lake Pertobe. Furthermore, this initiative aligns with Lake Pertobe Master Plan objective 6.10.2, which seeks to explore alternatives to potable water for irrigation.

### Foreseen benefits:

- Recreating a more natural water cycle (i.e. when more water infiltrated into the land).
- Reducing hydraulic load on the stormwater system.

- Aquifers have very large potential storage volumes.
- Recharging the aquifer balances extracted water .

### Potential risks:

- Dry years will reduce recharge volumes when demand is likely to increase.
- Poor performance or contamination concerns if the system is not maintained.
- Retrofitting costs.

### Further analysis:

- Review regulatory requirements and approval process.

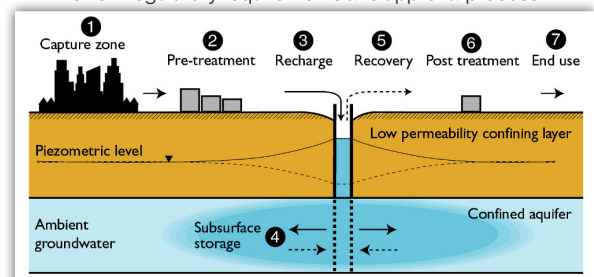


Figure 14: Concept diagram of how roof water can be harvested and used for aquifer recharge. (Source: <https://www.csiro.au/en/news/all/articles/2016/october/managed-aquifer-recharge>)



## 10.8 – Catchment Permeability

**Another option for increasing recharge of the groundwater aquifer, like roof water aquifer recharge (Section 8.7), is to focus on nearby surrounds, i.e. the Warrnambool CBD, and aim to significantly increase urban permeability using infiltration trenches, passively watered trees, bioretention systems, and permeable pavements.**

The filtered water recharges the local shallow upper aquifer and can be then extracted from the aquifer to effectively balance bore water use in the Lake Pertobe Precinct, i.e. the play space bore. This options links with the Lake Pertobe Master Plan 6.10.2 Explore alternative to potable water for irrigation.

**Forecast benefits:**

- Reducing hydraulic load on the stormwater system.
- Recreating a more natural water cycle (i.e. when more water infiltrated into the land).
- Recharging the aquifer that then can be drawn upon (pumped) when needed, i.e. over summer.
- Aquifers have very large potential storage volumes.

**Potential risks:**

- Maintenance of local WSUD assets.
- Monitoring of volumes of water that recharge the aquifer.

**Further Analysis:**

- Review associated risks of large-scale catchment permeability.



## 11. Prioritisation and Assessment

### 11.1 Prioritisation of Opportunities

**To help prioritise each Lake Pertobe IWM opportunity, each opportunity was scored by their relative contribution to the Lake Pertobe IWM objectives, Lake Pertobe Master Plan alignment and Climate Change benefits, as shown in the table below.**

Total scores (colored to highlight the different scores) show that based on this assessment Stormwater Irrigation is the highest ranked opportunity (scoring a 3+3+1+3+3+2+1+3+1+2 = 19), followed by the Multi Benefit Basin and Education and the Value of Water. The lowest ranked options are Water Quality Improvement and Water Recreation.

			LP IWM objective							Master Plan	Climate		
		Engage and support the land and water managers in the precinct in more sustainable water use	Reduce demand on potable supply	Improve the quality of stormwater discharge to the Merri River	Reduce stormwater and ground water pollution	Improve the open space and other community amenities of the precinct	Value the cultural, ecological and local aboriginal characteristics of the precinct	Support broader community awareness and education about where our water comes from and associated impacts	Aligns with Master Plan Recommendations	Sea Level Rise resilient?	Climate change (CO2) benefit	Total score	
	Opportunity												
	8.1 Water Quality Improvement	Low	Low	Medium	Medium	Low	Medium	Low	High	High	Low	13	
	8.2 Multi Benefit Basin	High	High	High	High	Medium	High	Medium	High	High	Medium	17	
	8.3 Lakes Links and Levels	Medium	Low	Medium	Medium	Medium	Medium	Low	High	Low	Low	15	
	8.4 Stormwater Irrigation	High	High	Low	High	High	Medium	Low	High	Low	Medium	19	
	8.5 Education and value of water	Low	Low	Low	Low	High	High	High	High	Medium	Medium	16	
	8.6 Water Recreation	Low	Low	Low	Low	High	Medium	Low	High	Low	Low	13	
	8.7 Roof Water to Aquifer Recharge	High	High	Medium	High	Low	Low	Low	Low	High	Medium	15	
	8.8 Catchment Permeability	High	High	Medium	High	Low	Low	Low	Low	High	Medium	15	

Figure 15: Table showing prioritised opportunities

## 11.2 Climate Change Considerations

**In preparation of this IWM Plan, the working group discussed climate change, sea level rise and Lake Pertobe's exposure to future changes.**

The GHCMA is working on an updated South Warrnambool flood study at the time of developing this IWM Plan. Existing flood modelling (see image below) incorporating a 0.8 m sea level rise does show Lake Pertobe impacted by flooding in a 1% AEP Riverine Flooding event, i.e. a flood of this magnitude has a

1% chance of occurring in any given year. The potential for more regular estuarine / seawater incursion into the current freshwater system was also considered in this IWM Plan.

Thinking of current and future generations, IMW opportunities that minimize or reduce greenhouse emissions will be favored. The infographic shows predicted changes to Victoria's climate in the 2050s.

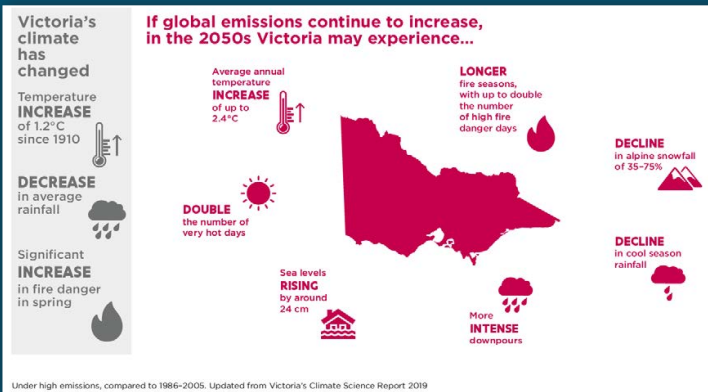


Figure 16: Victorian Climate Change Infographic (Source: <https://www.climatechange.vic.gov.au/victorias-changing-climate>)



Figure 17: GHCMA fbod modelling for Lake Pertobe and South Warrnambool (Source: <https://fbod.ghcma.vic.gov.au>)

## 11.3 Merri River Water Heights and Lake Pertobe

**The graph below displays maximum Merri River heights from June 2020 to April 2023.**

The orange line at 0.6 m indicates the top of the pipe connecting Lake Pertobe to the Merri River and the grey line is the height of the retaining wall (right photo) at the Main Lake – Mill Lake

connection. Merri River water levels strongly influence the flow of water in or out of Lake Pertobe, noting the outlet pipe diameter also dictates flow rates in and out. As outlined previously, climate change and predicted sea level rise will have a flow on effect, also likely increasing Merri River heights and therefore impacting flow of water in and out of Lake Pertobe.

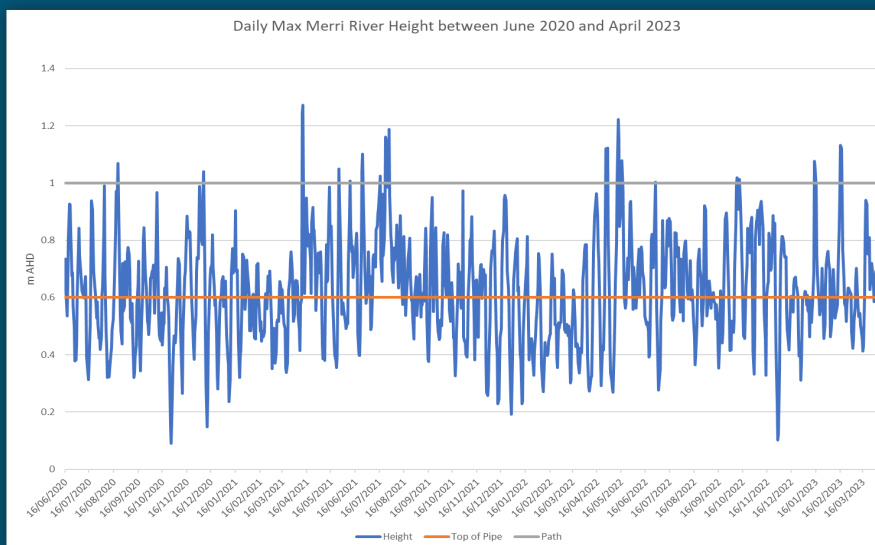


Figure 18: Merri River maximum water heights from June 2020 to April 2023

## 11.4 Cost Projections

**Indicative costs for the opportunities are presented in the graph below and show a large range in costs from the Lake Links and Levels (approx. \$200k) up to the Multi Benefit Basin (approx. \$2.2M).** Capital Expenditure (Capex) includes the initial project costs and the Operational Expenditures (Opex) includes the estimated running costs over 25 years (shown in present value), noting they are indicative only (costs could vary by plus or minus 50%).

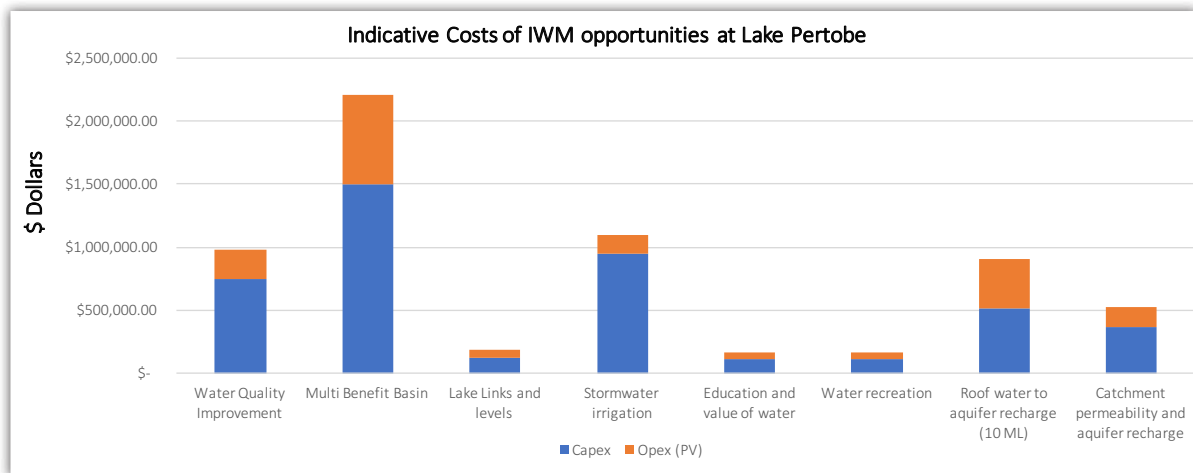
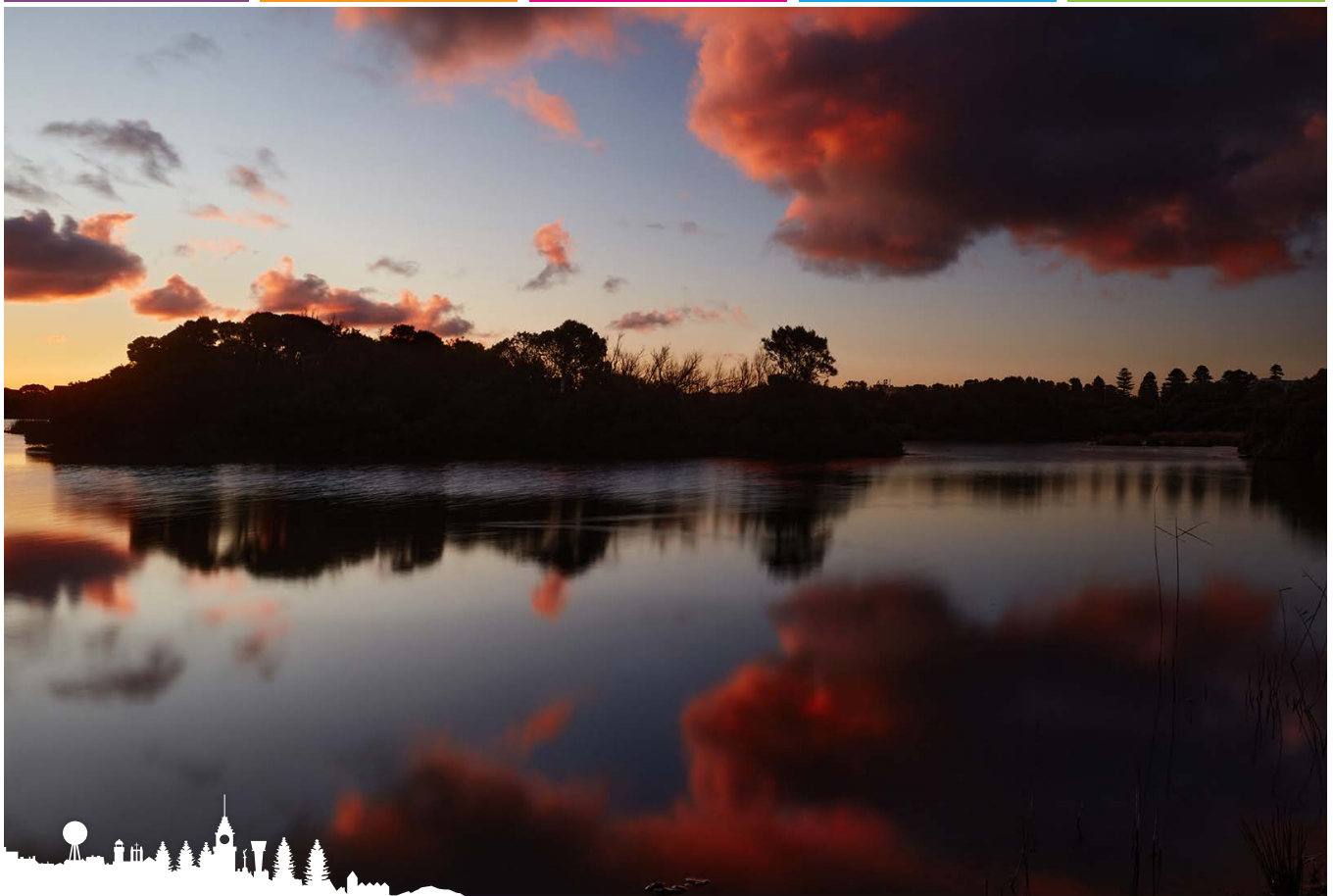


Figure 19: Indicative Costs of IWM opportunities at Lake Pertobe







## 11.5 IWM Holistic Assessment

**The holistic assessment aims to capture both tangible and intangible economics of the options and also include the prioritisation tables on the next page (Figure 20) that consider opportunities to other factors, such as sensitivity to climate change.**

The eight opportunities are presented in figure 20 on the following page with their associated assessments.

An effort was made to assign an economic value to all major benefits, including intangible benefits (e.g. improved community health and well-being). See Appendix One for further definition of each benefit, calculations, assumptions, and references. Costs listed are combined capital and operating costs (estimate of dollar costs).

Benefit Cost Ratio provides a number to show overall value for money for each option. This is calculated by dividing the benefit of an option by its cost. For example if Option A benefits were \$100 and Costs were \$50 the ratio =  $\$100/\$50 = 2$ .

Comparatively if Options B ratio was  $\$50/\$100 = 0.5$  the assessment would conclude that 2 is higher than 0.5 indicating Option A is better value for money. Prioritisation is the scores from the IWM outcomes, local objectives and climate change factors.

Main Beneficiary is the organisation or person (people) who will benefit most from the option. The owner is usually the main beneficiary and is typically the principal funder of the project. Other parties may also contribute funds to the projects. Using the Water Recreation option for example, a canoe launch may be primarily a WCC asset however other stakeholders such as GHCMA may contribute to its installation.

Holistic Rank is an intuitive ranking based on the information presented. It considers both the Prioritisation Combined and the Benefit Cost Ratio. The opportunities are ranked top down from 1 down to 5 with some options receiving the same rank.

Opportunity	Main beneficiary (Owner = bold)	Quantifiable benefits	Prioritisation	Benefit Cost Ratio (PV)	Holistic Rank (Intuitive)
8.1- Water Quality Improvement	<b>WCC</b> Community Environment	Nutrient reduction (TSS) Improved water clarity due to reduction of gross pollutants and TSS	13	Cost = \$984,000 Benefit = \$16,300,000 Ratio = 17	4
8.2- Multi Benefit Basin	<b>WCC</b> Community Environment Economic	Flood & drainage manage- ment Nutrient reduction (Total Nitrogen) Improved water clarity due to reduction of gross pollutants and TSS	17	Cost = \$2,203,000 Benefit = \$29,130,000 Ratio = 13	1
8.3- Lakes Links and Levels	<b>WCC</b> Community	Flood & drainage manage- ment	15	Cost = \$181,000 Benefit = \$8,026,000 Ratio = 44	2
8.4- SW harvest- ing and irrigation (Harris St and other demands)	<b>WCC</b> WW	Avoided potable water use for irrigation over summer Nutrient reduction (Total Nitrogen)	19	Cost = \$1,093,000 Benefit = \$474,000 Ratio = 0.43	4
8.5- Education and Value of Water	<b>WCC</b> Community	Increased community awareness and education Improved community health and well-being due to increased visitation	16	Cost = \$165,000 Benefit = \$909,000 Ratio = 6	4
8.6- Water Recreation	<b>WCC</b> Community	Improved community health and well-being Increased visitation / Additional boat and paddle board hire	13	Cost = \$165,000 Benefit = \$25,230,000 Ratio = 153	3
8.7- Roof Water to Aquifer Recharge	<b>WCC / SRW / WW</b> Environment	Offset of potable water use Offset of stormwater upgrades	15	Cost = \$908,000 Benefit = \$544,000 Ratio = 0.60	5
8.8- Catchment Permeability and Aquifer Recharge	<b>WCC</b> Environment	Offset of potable water use Offset of stormwater upgrades	15	Cost = \$529,000 Benefit = \$544,000 Ratio = 1	5

Figure 20: Table setting out IWM holistic assessment.





## 12. Water and Pollutant Balance (pre and post plan implementation)

**Of the opportunities for IWM at Lake Pertobe some have readily quantifiable outcomes such as potable water substitution with stormwater and installation of pollutant treatment traps and basins.**

Others such as water education and recreation have more intangible benefits and are harder to quantify. The table below outlines changes in the water volumes and pollutant loads, from pre (current situation) to post IWM opportunities i.e. all opportunities implemented. This is due to intangible benefits being subjective and difficult to measure.

Water	Pre	Post	% Change
Potable Water (ML)	36	30	17
Groundwater (ML)	99	99 +	Increased recharge Scale dependent.
Stormwater	1100	902	18
Wastewater	237	237	0
Pollutants (kg/yr)			
Total Suspended Solids	213,000	19,000	91
Gross Pollutants	47,000	0	100
Total Nitrogen	3,200	1750	45
Total Phosphorous	447	122	73



Figure 21: Table summarizing the changes to outcomes pre and post implementation of the option.

## 13. Recommendations

**Considering the vision for Lake Pertobe, the holistic assessment, and community feedback, the IWM Plan recommends the following actions:**

- Address knowledge gaps. It is recommended that all agencies work together to better monitor and understand the water cycle at Lake Pertobe. Improved data (specifically monitoring data of stormwater inflows and local rainfall pluvio data) would enable improved quantification of the design of new infrastructure and provide more confidence in delivering resilient and long-lasting assets through improved hydraulic modelling, in particular for the option of the multi-benefit basins or lake connection and level control.
- Implement the Multi Benefit Basin (8.2). This is a priority project to be considered for further design work and implementation. This project addresses many issues and opportunities and would result in a large array of potential benefits to several user groups and stakeholders. Benefits include improving water quality, reducing flooding via a high flow bypass, and offers the potential for stormwater to replace potable water for sport fields irrigation. As it is a relatively large project, it is recommended that project costs be allocated between all stakeholders and external funding considered.
- Consider changes to lake levels and connectivity (8.3). The Lake Pertobe vision is compromised when water levels are high, creating soggy and unusable areas and paths and negatively impacting lake users. Therefore, improved lake level control is recommended with the intent to reduce the risk of adverse highwater conditions. Conversely in dry times, the system could capture stormwater for reuse as a substitution for irrigation on local nearby ovals.
- Improve water recreation (8.6). A key recommendation with significant community benefits is a focus on opportunities for everyone to be "on water." This recommendation also links to education and the value of water, as well as having several other benefits, including health in well-being of residents and visitors.
- Implement education and value of water project (8.5). Community awareness of the water cycle and Lake Pertobe role in the water cycle is important to help the whole community understand their responsibility for good water outcomes, i.e. water conservation, pollution prevention, etc.
- Lastly, it is recommended to revisit four of the lower priority options in 5 years, to consider their relative priority and potential benefit. These actions are the Water quality Improvement (8.1), Stormwater harvesting and irrigation (8.4), Roof water to aquifer recharge (8.7) and Catchment permeability and aquifer recharge (8.8).

## 14. Implementation

**Actions, lead agency for project management, indicative time frames, and budgets are shown below for the IWM opportunities.**

Some of the opportunities, such as aquifer recharge, will require further consideration of legal requirements; others will require further modelling and design, geotechnical, environmental, flora and fauna considerations. External funding and partnerships with stakeholders will be needed to implement many of the opportunities.

#	Opportunity	Action	Who	Implementation Time (yr)	Feasibility / design budget (\$ 000's)
8.1	Water Quality Improvement	Design specific gross pollutant traps for outlets	WCC	1 to 2	30
8.2	Multi Benefit Basin	Feasibility study and preliminary design	Multi Agency	3 to 5	60
8.3	Lakes Links and Levels	Preliminary design	WCC/GHCMA	1 to 2	40
8.4	Stormwater Irrigation	Feasibility study and preliminary design	WCC/Wannon Water	3 to 5	30
8.5	Education and Value of Water	Tour and education app development	WCC/GHCMA	1 to 3	50
8.6	Water Recreation	Preliminary design	WCC/GHCMA	1 to 2	10
8.7	Roof Water to Aquifer Recharge	Feasibility study and preliminary design	Multi Agency	3 to 5	50
8.8	Catchment Permeability and Aquifer Recharge	Ongoing by WCC	WCC	Ongoing	n/a

Figure 22: Table summarizing the implementation of each option.



## 15. References

Department of Environment, Land, Water and Planning, 2019, *Great South Coast Strategic Directions Statement, October 2019*, Department of Environment, Land, Water and Planning.

Department of Environment, Land, Water and Planning, 2022, *Integrated Water Management, Progress Report March 2022*, Department of Environment, Land, Water and Planning.

Department of Environment, Land, Water and Planning, 2022, *Water is Life, Traditional Owner Access to Water Roadmap, Section B: Traditional Owner Nation Statements. Pg 141 Eastern Maar Aboriginal Corporation*, Department of Environment, Land, Water and Planning.

Michael Smith and Associates, Landscape Architecture and Urban Design, 2018, *Lake Pertobe Master Plan 2018*, Warrnambool City Council, Wannon Water, Department of Energy, Environment and Climate Action.

Spiire, 2019, *Albert Park Integrated Water Management Plan*, Warrnambool City Council, Wannon Water, Department of Environment, Land, Water and Planning.

## 16. Glossary

<b>IWM</b>	Integrated Water Management
<b>BOM</b>	Bureau of Meteorology
<b>GPT</b>	Gross Pollutant Trap, a structure that use physical processes to trap solid waste such as litter and coarse sediment
<b>LiDAR</b>	Light detection and ranging, a remote sensing method that uses light in the form of a pulsed laser to measure variable distances to Earth
<b>Capex</b>	Capital Expenditure, are purchases of goods or services to undertake a project
<b>Opex</b>	Operational Expenditure, are the costs incurred to maintain or operate an asset
<b>CBD</b>	Central Business District, the commercial and business centre of a city
<b>PV</b>	Present Value, when calculating the Benefit Cost Ratio present benefits and costs were used
<b>Tangible Economics</b>	Assets that are a physical object and have a monetary value such as equipment, furniture and products
<b>Intangible Economics</b>	Assets that are not a physical object and hard to value such as user experience, improved community health and well-being and branding

## 17. Appendices

17.1 Appendix 1. Benefits Calculations, References and Assumptions Table

## Benefit Calculations, References, and Assumptions Table

Opportunity	Quantifiable benefits	Unit	Rate	Total (PV)	Reference	Assumptions
1- Water Quality Improvement	Nutrient reduction (TSS)	\$/kg TSS	\$43.50/kg TSS	\$ 13,591	City of Ipswich (2023). Voluntary Stormwater Quality Offset Program. Ipswich, QLD: Ipswich City Council. <a href="https://www.ipswich.qld.gov.au/_data/assets/pdf_file/0004/239845/Stormwater-quality-offsets-report-2021-2022.pdf">https://www.ipswich.qld.gov.au/_data/assets/pdf_file/0004/239845/Stormwater-quality-offsets-report-2021-2022.pdf</a>	Ipswich found the cost-benefit per kg TSS removed to range from \$5 to \$82 per kg TSS removed. Average of \$43.50/kg is assumed.
	Improved water clarity (willingness to pay)	\$/person/year	\$417/person/year	\$ 16,286,018	Gunawardena, A., Zhang, F., Fogarty, J., Iftekhar, M. S. (2017). Review of non-market values of water sensitive systems and practices: An update. Melbourne, Australia: Cooperative Research Centre for Water Sensitive Cities.	People's WTP for increased water clarity in the Karpoo catchment, New Zealand, mean annual WTP per household for water clarity from the current clarity (around 1m) to see up to 15, 2.0, and 4.0 m underwater, were, respectively, \$417, \$2103, and \$65.82. Assumed reduction of TSS and GPP will increase clarity up to 15m at a value of \$417 per visitor
2- Multi-Benefit Basin	Flood & drainage management	\$/day	\$34,250/day	\$ 8,025,844	Tourism Australia (2018). Key Tourism Metrics for Warrnambool 2014-2017 and Lake Portobe Master Plan 2018.	Assumed 15 days of recreation lost per year due to flooding. Assumed visitors to Lake Portobe spend \$50/day in Warrnambool and there are 685 visitors per day on average (250,000 people/year divided by 365 to equal on average daily visitors) to equal \$34,250 per day
	Nutrient reduction (TN)	\$/kg TN	\$3,323/kg TN	\$ 4,818,350	Melbourne Water, "Stormwater offsets explained" <a href="https://www.melbourne-water.com.au/building-and-works/developer-guides-and-resources/drainage-schemes-and-contribution-rates-2-0">https://www.melbourne-water.com.au/building-and-works/developer-guides-and-resources/drainage-schemes-and-contribution-rates-2-0</a>	Offset rate is \$6,645/kg TN in Melbourne. Assume rate is half in Warrnambool due to lower land value. Nitrogen is measured for the Stormwater Offsets Program. If nitrogen (the limiting pollutant) targets are achieved, then phosphorus and suspended solid targets are also achieved. Offsets are paid once and are not an annual value.
3- Lakes links and levels	Improved water clarity (willingness to pay)	\$/person	\$417/person	\$ 16,286,018	Gunawardena, A., Zhang, F., Fogarty, J., Iftekhar, M. S. (2017). Review of non-market values of water sensitive systems and practices: An update. Melbourne, Australia: Cooperative Research Centre for Water Sensitive Cities.	Willingness to pay (WTP) for increased water clarity in the Karpoo catchment, New Zealand, mean annual WTP per household for water clarity from the current clarity (around 1m) to see up to 15, 2.0, and 4.0 m underwater were respectively, \$417, \$2103, and \$65.82. Assumed reduction of TSS and GPP will increase clarity up to 15m at a value of \$417 per visitor
	Flood & drainage management	\$/day	\$34,250/day	\$ 8,025,844	Tourism Australia (2018). Key Tourism Metrics for Warrnambool 2014-2017 and Lake Portobe Master Plan 2018.	Assumed 15 days of recreation lost per year due to flooding. Assumed visitors to Lake Portobe spend \$50/day in Warrnambool and there are 685 visitors per day on average (250,000 people/year divided by 365 to equal on average daily visitors) to equal \$34,250 per day.
4- SW harvesting and irrigation (Harris Stand other demands)	Avoided potable water use (\$/kL). Irrigation water use over summer.	\$/kL	\$2.24/kL	\$ 266,418	Warrnambool Water Price Submission 2023-28 - <a href="https://www.warrnamboolwater.com.au/media/113418/final-warrnambool-water-price-submission-2023-2028.pdf">https://www.warrnamboolwater.com.au/media/113418/final-warrnambool-water-price-submission-2023-2028.pdf</a>	Current retail price is \$2.24/kL. Retail price of water is assumed to grow at 21% each year.
	Nutrient reduction (TN)	\$/kg TN	\$3,323/kg TN	\$ 207,688	Melbourne Water, "Stormwater offsets explained" <a href="https://www.melbourne-water.com.au/building-and-works/developer-guides-and-resources/drainage-schemes-and-contribution-rates-2-0">https://www.melbourne-water.com.au/building-and-works/developer-guides-and-resources/drainage-schemes-and-contribution-rates-2-0</a>	Offset rate is \$6,645/kg TN in Melbourne. Assume rate is half in Warrnambool due to lower land value. Nitrogen is measured for the Stormwater Offsets Program. If nitrogen (the limiting pollutant) targets are achieved, then phosphorus and suspended solid targets are also achieved. Offsets are paid once and are not an annual value. Assumes 25 ML of stormwater contains 62.5 kg of TN, based on eWater MUSIC Guidelines and modelling of Option 2.
5- Education and value of water	Increased community awareness and education	\$/person	\$120/person	\$ 93,732	Australian Bureau of Statistics (2016 Census) and Statista "Average prices for apps in the Apple App Store as of May 2023 (in US dollars)"	Average purchase price of an app in the Apple App store (May 2023) was \$120 AUD. This is used as a proxy for willingness to pay for an app. Assumed all school age kids in district (estimated 5000) have app.
	Improved community health and well-being due to increased visitation	\$/person	\$4.54/person	\$ 815,629	Henderson-Wilson, Claire, Sia, Kah-Ling, Veitch, Jerry, Staiger, Petra K., Davidson, Penny and Nicholls, Peter 2017. Perceived health benefits and willingness to pay for parks by park users: quantitative and qualitative research. International journal of environmental research and public health, vol. 14, no. 5, Article number: 529, pp. 1-8.	Assumed app would increase lake interest by 10% for those using the app and their families (assume 11,500 people). In reference study, park users were willing to pay \$45.40 per year for park. Assumed Lake Portobe users would be willing to pay 10% of \$45.40 based on app use.
6- Water Recreation	Improved community health and well-being	\$/person	\$4.54/person	\$ 17,731,061	Henderson-Wilson, Claire, Sia, Kah-Ling, Veitch, Jerry, Staiger, Petra K., Davidson, Penny and Nicholls, Peter 2017. Perceived health benefits and willingness to pay for parks by park users: quantitative and qualitative research. International journal of environmental research and public health, vol. 14, no. 5, Article number: 529, pp. 1-8.	Assumed improved access would increase lake amenity by 10%. In study, park users were willing to pay \$45.40 per year for park. Assumed users would be willing to pay 10% of \$45.40 for improvement. Assumed Lake Portobe has 250,000 visitors per year.
	Increased visitation (additional boat and paddle board hire)	\$/person	\$48/person	\$ 7498,598	Visit Victoria "Lake Portobe Motor Boats Hire" <a href="https://www.visitvictoria.com/regions/great-ocean-road/see-and-do/outdoor-and-adventure/boat-hire-and-kayaking/lake-portobe-motor-boats-hire">https://www.visitvictoria.com/regions/great-ocean-road/see-and-do/outdoor-and-adventure/boat-hire-and-kayaking/lake-portobe-motor-boats-hire</a> Go Surf School "Stand-Up Paddleboard Lessons" <a href="https://gosurf.com.au/lessons-hire/">https://gosurf.com.au/lessons-hire/</a>	Based on references, SUP lesson is \$45 - \$85 per person/boat hire is \$30/30 minutes. Assumed average of \$48 per person. Also assumed 100 days of use at 100 persons/day
7- Pool/water to Aquifer Recharge	Recharging groundwater assumes offsetting potable water use	\$/kL	\$2.24/kL	\$ 444,030	Warrnambool Water Price Submission 2023-28 - <a href="https://www.warrnamboolwater.com.au/media/113418/final-warrnambool-water-price-submission-2023-2028.pdf">https://www.warrnamboolwater.com.au/media/113418/final-warrnambool-water-price-submission-2023-2028.pdf</a>	Current retail price is \$2.24/kL. Retail price of water is assumed to grow at 21% each year.
	Offsetting stormwater upgrades	\$/ha	\$20k/ha	\$ 100,000	Colac Stormwater Strategy 2019 - Colac Otway Shire	Development fees range from \$70 -100 K per Ha. Assumed will offset stormwater upgrades at 25% of new development rate of \$80k/ha. Warrnambool CBD block is approx 5 Ha. Development fees are paid once and are not an annual value.
8- Catchment permeability and aquifer recharge	Recharging groundwater assumes offsetting potable water use	\$/kL	\$2.24/kL	\$ 444,030	Warrnambool Water Price Submission 2023-28 - <a href="https://www.warrnamboolwater.com.au/media/113418/final-warrnambool-water-price-submission-2023-2028.pdf">https://www.warrnamboolwater.com.au/media/113418/final-warrnambool-water-price-submission-2023-2028.pdf</a>	Current retail price is \$2.24/kL. Retail price of water is assumed to grow at 21% each year.
	Offsetting stormwater upgrades	\$/ha	\$20k/ha	\$ 100,000	Colac Stormwater Strategy 2019 - Colac Otway Shire	Development fees range from \$70 -100 K per Ha. Assumed will offset stormwater upgrades at 25% of new development rate of \$80k/ha. Warrnambool CBD block is approx 5 Ha. Development fees are paid once and are not an annual value.



## 7.8. ADVISORY COMMITTEE REPORTS

### Purpose

*This report contains the record of one Advisory Committee meeting and one reference meeting.*

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### Report

1. Community & International Relations Advisory Committee Meeting – 26 March 2024 – refer **Attachment 1**.
2. Cycling Reference Group Meeting – 24 April 2024 – refer **Attachment 2**.

### ATTACHMENTS

1. Community & International Relations Advisory Committee Minutes - 26 March 2024 [7.8.1 - 3 pages]
2. Minutes Cycling Reference Group meeting Wednesday 24 April 2024 [7.8.2 - 9 pages]
3. Cycling Reference Group\_-\_ Do T Bridge Issue Response [7.8.3 - 1 page]

---

MOVED: CR ANGIE PASPALIARIS

SECONDED: CR RICHARD ZIEGELER

That the records of the Community & International Relations Advisory Committee meeting held on 26 March 2024 and the Cycling Reference Group meeting held on 24 April 2024, be received.

CARRIED - 7:0

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## MINUTES

COMMUNITY & INTERNATIONAL RELATIONS ADVISORY COMMITTEE					
Date:	26 <sup>th</sup> March 2024	Time:	3:30pm	Location:	Committee Room 1, Warrnambool Civic Centre
Committee Members In Attendance	Cr. Otha Akoch, Chair Geoff Spencer (left meeting at 4:45pm) Daisy Ye Carly Jordan				
Council Officer Attendance	Luke Coughlan – Director of City Growth (left meeting at 4:15pm) Stephen Hoy – Manager Economic Development & Events Eddie Ivermee – Coordinator Economic Development & Investment Angie Doldan - Designated Area Migration Agreement (DAMA) Coordinator Emerson Wraight – Economic Development Project Officer (Minute Taker)				
Guests	Sameera Aduru – Cultura Warrnambool				
No.	What				
1. Welcome & Apologies (Chair)	Cameron Burgess Les Gardiner Brooke Love – Director Community Development Sarah McKeown – City Growth Support Officer  <b>Note:</b> As only three community representatives were present the meeting did not achieve quorum.  <b>CIRAC Terms of Reference:</b> Quorum is considered to be one half of the total number of members plus one. A quorum must be present at a meeting for the meeting to proceed.				
2. Conflict of Interest Declarations (Chair)	No conflicts of interest declared.				
3. Minutes of CIRAC 23 <sup>rd</sup> November 2021 (Chair)	Moved - Angie Doldan Carried - Geoff Spencer				

<p><b>4. Cultura Warrnambool Presentation</b> – Sameera Aduru</p>	<p><b>SA</b> (Sameera Aduru)</p> <ul style="list-style-type: none"> <li>○ <b>SA</b> - About me – DFFH funded but based Cultura. <b>SA</b> is based in South West region.</li> <li>○ Areas of interest - Stakeholder engagement, analysis, governance, advocacy &amp; communication</li> <li>○ <b>Current work in Wbool</b>; Multicultural Play Group – FJ’S, Tafe, SWHC collaboration</li> <li>○ <b>Planned work in Wbool</b>; PALM migrant workers welcome (Midfield), continue supporting multicultural playground, funding application for SETS, Cultural awareness training, expanding training offerings</li> <li>○ Council collaboration/need – demographics insights, refugee welcome zone, tailored settlement support for DAMA &amp; PALM, accessibility challenges – early education &amp; childcare, community space?</li> <li>○ <b>GS</b> (Geoff Spencer) asked– Is there a committee/group with representatives who cover the broad range of areas covered in the work planned for Wbool? <b>SA</b> - Not now, representing many groups across region already with many networking meetings. Survey at multicultural festival highlighted some key priorities/services/needs in the community. 80% approx. survey responses from multicultural background.</li> <li>○ <b>GS</b> Asked – Where does the funding come from? <b>SA</b> – Stakeholders asked to contribute. ie: Midfield asked to fund efforts to improve the employee experience in Wbool, work satisfaction, engagement etc.</li> <li>○ <b>SA</b> – Suggests council-driven survey aimed at the multicultural community in Wbool – Contact DAMA employees?</li> <li>○ <b>LC</b> (Luke Coughlan) advised <b>SA</b> to access Ashish’s data (should be up-to-date)</li> <li>○ <b>GS</b> asked how can this committee help? <b>SA</b> – Find out where the needs are? Data and research. <b>SA</b> to come back when specific projects arise and ask committee for help. Also if council is doing something and could collaborate with Cultura, reach out.</li> <li>○ <b>OA</b> (Otha Akoch) – 30 or so people who Cultura helped settle in Wbool from 2016-2018 – Did they have any feedback?</li> <li>○ <b>SA</b> asked if she regularly attend as a guest or join the committee. <b>LC</b> – Check terms of reference, see if opening or invite to some?</li> </ul>
<p><b>5. Sister City Update</b> (SH)</p> <ul style="list-style-type: none"> <li>• Miura</li> <li>• Changchun</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>SH</b> (Stephen Hoy) - Changchun quiet at the moment. Not much interaction, last correspondence 1 month ago and will reach out again soon. The main project for consideration would be the SME Trade Platform presented by Changchun last year.</li> <li>○ Miura Friendship Garden – Discussions have been held with the Wbool Community Garden who have agreed to maintain and promote the friendship garden. Council will give it a refresh and tidy up to handover but WCC will maintain responsibility for any major works (fallen trees etc.) in the future. The friendship garden backs directly onto the community gardens so will hopefully get more exposure and use.</li> <li>○ Warrnambool Community Garden received funding from Multicultural Victoria to activate the Miura Friendship Garden which will take place on Saturday 18th or 25<sup>th</sup> May.</li> <li>○ Community garden can use space for events and keep profits to put back into the gardens.</li> </ul>

	<ul style="list-style-type: none"> <li>o A Miura Garden handout/book given which was from around 2012</li> <li>o <b>DY</b> (Daisy Ye) – Is there a Changchun education crossover? <b>SH</b> – Have discussed this with Deakin and the main issue for the degrees they offer is the difficulty with the required English scores</li> </ul>
<b>6. GSC DAMA Update – Agreement Extension</b> (AD & SH)	<ul style="list-style-type: none"> <li>o <b>AD</b> (Angie Doldan) - The GSC DAMA received a new 12 month agreement just today. It has increased from 100 to 300 positions per year with 79 new occupations for region taking it to a total of 113. The occupations also have sub-occupations which means the actual total is more likely around 600.</li> <li>o Work experience – Can now be part-time now and only used to be only full-time. This is a good outcome for international students.</li> <li>o Concessions apply to some occupations but not others – <b>AD</b> has asked for more detail.</li> <li>o <b>SA</b> – Does DAMA apply to people already in the country moving to the region? <b>AD</b> – Yes.</li> </ul>
<b>7. Victorian Multicultural Commission - Regional Advisory Council</b> (AD)	<ul style="list-style-type: none"> <li>o <b>AD</b> – Appointed as member of VMC. <b>SA</b> to host next meeting in Warrnambool and requested if council find a space? <b>SH &amp; AD</b> to arrange, library suggested. There is another new Wbool representative as well.</li> </ul>
<b>8. Review of the Migration System by DOHA – Overview</b> (AD)	<ul style="list-style-type: none"> <li>o <b>SH</b> – Australia’s migration strategy will be reviewed this year. CIRAC will be made aware of community consultations, and council to hopefully contribute to policy. Updates to come.</li> <li>o <b>SA</b> - Regional engagement first, metropolitan second for policy. Advised by Home Affairs.</li> </ul>
<b>9. General Business</b> (Chair)	<ul style="list-style-type: none"> <li>o <b>Carly Jordan</b> has resigned from the committee as she is relocating and thanked the committee.</li> <li>o <b>SH</b> - Previous nominations can be considered to fill positions so he will follow this up.</li> <li>o <b>DY</b> - Multicultural association invited speakers to share migration stories to year 8 Emmanuel students. Humanities teacher praised work – students very engaged. Next event April 23rd evening - 2 speakers attending. <b>OA</b> – Expressed his concern no one else besides he and another person made themselves available for the Emmanuel talk and was disappointed no-one else was prepared to go. Also made some comments about the importance of inclusivity for the Warrnambool Multicultural Association.</li> <li>o <b>SH</b> - David was on committee for 40 years. Organise a certificate?</li> </ul>
<b>10.</b>	Meeting closed 4:55pm

**Warrnambool City Council      Cycling Reference Group: Agenda**  
**Wednesday 24 April 2024      5.33pm-7.00pm Council Offices**

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
<b>1. Attendees/ Apologies</b>	<b>Chair</b>	<p><b>Attendees:</b> Council Officers: Kyme Rowe (KR), Shaun Lucas (SL), Stephanie Bant (SB) Councillor Representative: Angie Paspaliaris (AP) Committee Members: Richard Adams (RA), Kyme Rowe (WCC), Freek den Braber (FDB), Hannah-Lee Obst (HO), Helen Ryan (HR).</p> <p><b>Apologies:</b> Committee Members: Ellen Troitzsh (ET), Leigh Monaghan (LM), Michael Keiler (MK), Zoe Brittain (ZB).</p> <ul style="list-style-type: none"> <li>FDB thanked everyone for attending and asked if there were any apologies noted?</li> <li>SB confirmed that no apologies had been received.</li> <li>KR advised that she would need to leave the meeting in 30 minutes.</li> </ul>
<b>2. Actions from previous meetings</b>	<b>SL</b>	<p><b>Cycling Reference Group Actions List 2024:</b> <i>Refer to separate attachment (ECM Doc ID: 11855366)</i></p> <ul style="list-style-type: none"> <li>SL showed actions list on the screen. Noted that at the moment all of the actions appear to be assigned to him as a Council representative however noted that not all actions would sit with him going forward and there would be actions for the committee members.</li> </ul> <p><b>1. SL to distribute new works plan with the minutes for this meeting.</b></p> <ul style="list-style-type: none"> <li>SL explained the works plan would be based on the groups input and what they would like to see. Works plan could include big infrastructure outputs and behaviour changes e.g. give way sign, transition to stop signs or missing links. Noted this works plan was fresh for this committee and had been put together over the last few meetings, fit for remoulding from the group.</li> <li>FDB suggested the three main things he would like the group to focus on were Safety, Infrastructure and Tourism. Tourism is the only way Council can track return on investment.</li> <li>FDB would like the group members to each submit 3 things in the next couple of weeks to help form a draft before the next meeting. Noted that sooner they have a works plan the sooner they could get things done. Questioned if the group was happy to do this?</li> <li>HO advised she had got some ideas from Creswick for things they could implement e.g. chargeable bike rack.</li> </ul> <p><b>2. SL to send RA information on Ride to School day.</b></p> <ul style="list-style-type: none"> <li>SL advised that Ride to School had been complete and they would look to promote more events coming up over the year.</li> <li>Safety based Ride to School coming up in two months.</li> <li>HO suggested Council often do This Girl Can campaign.</li> <li>SL will communication future events with notice.</li> </ul> <p><b>3. Action from previous meeting: Letter for Council to advocate and raise awareness to VicRoads.</b></p>

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		<ul style="list-style-type: none"> <li>SL explained that the group had received a response letter from DOT which was a fairly poor response that handballed the responsibility. Explained that the response letter was from the Executive Director, Michael Bailey, who was fairly new. We are seeing a bit of shrinking in Barwon South West department of transport team.</li> <li>RA noted that it was an ignorant response. Suggested that every time the group sees an issue they should make a statement so it is minuted and reported back to Council, to show that we have tried and fatalities happen because they haven't done anything.</li> <li>SL explained the letter would be attached with the minutes and presented to Council.</li> <li>FDB suggested their power was very minimum when it came to State roads. Suggested they could use media to make this well known.</li> <li>SL explained the community was involved in the implementation of a recent pedestrian crossing. Noted that Council played a part but overall it was community driven.</li> </ul> <p><i>Angie Paspaliaris arrived at 5.44pm</i></p> <ul style="list-style-type: none"> <li>FDB questioned if they could pass the response onto the Standard or other media.</li> <li>RA suggested to send this to Roma Britnell.</li> <li>HR advised that people have been pulled up for riding their bikes on wrong side of road on the bridges.</li> <li>SL explained to AP that the group is looking to attach the response letter from DoT with minutes to go Council. Will go to EMT and up for higher level discussion, given it is such a poor response.</li> <li>AP pointed out that it was interesting that DoT highlighted twice in the letter that the bridge is for freight.</li> <li>SL advised that the Department had merged the two regions of Barwon South West and Grampians, which would likely lead to loss of staff.</li> </ul> <p><b>4. SL to share draft Principle Bicycle Network with committee.</b></p> <ul style="list-style-type: none"> <li>SL explained that the draft PBN had been floating around for last 12 months and would eventually come to this group for review.</li> </ul> <p><b>5. SL to organise removal of plastic yellow pieces at the pedestrian crossovers at Allansford and Merrivale.</b></p> <ul style="list-style-type: none"> <li>SL explained that the feedback was provided to the depot and design team for future works and removal of yellow pieces to hopefully occur before the next meeting.</li> <li>RA suggested that Merrivale should have sharrows installed.</li> </ul> <p><b>6. SL to pass on request to the Parks and Gardens team to stop putting signs in bike lanes.</b></p> <ul style="list-style-type: none"> <li>SL noted that the request had been passed on and the issue was front of mind.</li> <li>RA suggested it was not just parks and gardens team that put the signs in bike lanes but traffic controllers as well.</li> </ul> <p><b>7. SL will follow up to see if the information on good and bad locations for bike riding had been received from the Amy Gillert foundation.</b></p> <ul style="list-style-type: none"> <li>SL noted that this had not been done yet and would have an update at next meeting.</li> </ul>



AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> <li>HO and RA confirmed that Amy Gillert foundation had shut down.</li> </ul>
<b>3. Discuss Group Purpose/Work Plan</b>	<b>Chair</b>	<p><u>Further input</u></p> <ul style="list-style-type: none"> <li>FDB expressed concern that group was more like a responsive reference group where they only comment if something happens. Explained ambitions to have a more proactive and progressive purpose rather than wait for issues. Suggested there was more efficient use of time and they should focus more on what should happen rather than spend time discussing old issues. Questioned how the group felt about being more proactive?</li> <li>RA explained that he had been involved in the group since the start and they had not only been reactionary, but also commented currently issues and also put forward their own new ideas. Explained the group had been involved in the coloured markings for bikes at the Jamieson Street roundabout.</li> <li>RA suggested that if the group only focussed on new ideas, things may not happen in our life time as change can take time. Suggested the group should have a mix of the three approaches: Reactive, current and future.</li> <li>FDB questioned what the feedback was provided for Jamieson Street? <ul style="list-style-type: none"> <li>RA responded that the design was originally based on Australian Standards but changed after comments.</li> </ul> </li> <li>KR advised she had been involved in the group in and out over time. Agreed that a mix of 3 approaches would be ideal. Noted they had spoken about all the issues in the first 3 meetings, suggested it was now up to the group to start picking up stuff they would like to focus. Noted the letter from DoT was a good example of achieving outcomes despite the poor response.</li> <li>RA suggested they need a mix of short and long term goals. E.g Deakin leak is a long term action.</li> <li>KR suggested that Council were currently working on the budget for the next financial year, suggested for the group to look at the proposed budget when it comes out for community consultation.</li> <li>AP suggested to put in budget bids that may be able to be funded over a few years budget.</li> <li>HO noted that in new developments, developers have to put in a public use area and suggested an area could be used as a pump track etc.</li> <li>AP explained that the Council has budget sessions that are open for the community to come along to. Suggested for the group or individuals to come and talk about what they would like included in future budgets, may not be included this year but it will then be listed for future years. Confirmed the budget would go out for public consultation after the Council meeting in May and would be advertised through social media website etc.</li> <li>HO explained that in the past she had written a letter to the previous Mayor, Kylie Gaston, regarding a request for a playground which resulted in \$20,000 being allocated for the playground.</li> <li>AP advised that the Infrastructure team had a list of priorities and there is not a lot of money available for other projects, noted that everything has its place on the list but can change during the year with different pushes.</li> <li>RA noted that the group had previously looked at a document with footpath and bike infrastructure.</li> <li>SL showed the Principle Pedestrian Network document with list of key missing footpath links. <ul style="list-style-type: none"> <li>RA responded that this was not the document he was thinking of and it was more of a strategy.</li> </ul> </li> </ul> <p><i>Kyme Rowe left meeting at 6.04pm.</i></p> <ul style="list-style-type: none"> <li>AP questioned if the document related to 2040?</li> <li>SL showed the Active Warrnambool document.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<p>- RA responded that this was not the document either.</p> <p><b>Action: SL to find the document RA advised the Cycling Reference Group looked at previously that reference footpath and bike infrastructure.</b></p> <ul style="list-style-type: none"> <li>AP questioned if one of the aims of the group was to press council more for small ticket items of what can be changed? <ul style="list-style-type: none"> <li>HO suggested small visible changes would be great.</li> </ul> </li> <li>AP questioned how money is allocated to open space allotment?</li> <li>SL responded that it depended on the scale it needs to come through budget bid process.</li> <li>HO suggested that pump tracks can even be found in caravan parks so they shouldn't be too expensive.</li> <li>AP responded that that safety and quality considerations are important.</li> <li>RA suggested that other councils go out and do things, but our council is too fearful. Suggested that a pump track would be no worse than the big slide at Lake Pertobe.</li> <li>AP explained that everything that she has seen happen during her time at Council has been a big process with 5 or 6 different lens being applied.</li> <li>FDB suggested there is an issue with no one is looking at what can attract people to Warrnambool.</li> <li>FDB explained there was a big bike race recently where a girl from Camperdown won. Suggested that the woman didn't learn to ride locally because of poor infrastructure.</li> <li>AP explained that small items often take a long time to happen, projects move in the right direction but there are hoops to go through. Explained an example of this was the swim club come to council asking for the pool to be open longer hours. Explained the club kept asking numerous times and finally last year, there was no other major bid and the longer opening hours were approved by Council. This shows that projects can happen but the process is not as easy as it appears. The basketball court is another example of getting outcomes for the community.</li> <li>FDB noted that he had to get used to the idea that the role of this committee was not getting outcomes straight away.</li> <li>AP explained the process for Councillors when they first start and opportunity they have to pick up new projects.</li> <li>FDB questioned how detailed the comparisons for projects need to be with other councils?</li> <li>SL explained that as council representatives they may be asked to research cost and locations or it may also be delegated to committee members in the group.</li> </ul>
<b>4. Progress on Works Plan</b>	SL	<ul style="list-style-type: none"> <li>SL explained progress on the works plan.</li> </ul> <p><b>Deakin Link:</b></p> <ul style="list-style-type: none"> <li>Explained the Deakin link progress with an application submitted for the first link between Boston Street and Simpson Street with an on and off road route proposed. Noted there had been on-going complaints about Bostock Street bridge usage. There would be two portions of work occurring side by side with a concrete shared path. Suggested this was a step in ride direction for road link.</li> <li>AP suggested that VicTrack have a lot to say about certain paths.</li> <li>RA explained that he is involved in the Dirty Warni and they are unable to get extra gravel for the event.</li> <li>SL explained which sections of land were VicTrack land. Noted there was work to be done in east Warrnambool precinct.</li> <li>RA suggested it was not a huge cost to slow traffic down. Suggested there was no politic will to do this.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> <li>FDB confirmed the bridge on Simpson Street was owned by VicTrack and the Road underneath was Council.</li> <li>FDB noted there were safety concerns for Hopkins Bridge area. Suggested to make Otway and Flaxman Road car unfriendly.</li> <li>AP suggested that it was not just about politic will that often Council may also not be aware. Suggested the works plan was important for helpful ideas to guide infrastructure and guide councillor thinking. Works plan should include top 5 priorities and ask for something cost effective to be done in a timely manner.</li> <li>RA suggested his issue was not with Councillors but more with council staff washing down ideas.</li> <li>AP noted she is aware of council ideas getting pushed back.</li> <li>RA suggested that the State Government also look for shovel ready projects. Explained that a group he was involved in did hours of work for Friendlies and the Council kept putting it on them. Noted that the group had been willing to partner but Council weren't happy to do that and they had no willingness to work together.</li> </ul> <p><b>Rail Trail – Ongoing:</b></p> <ul style="list-style-type: none"> <li>SL explained there had received feedback from Shane Wilson that detailed comments about eliminating vehicles from the area. Suggested this was not an approach they could take due to safety and emergency service access. Noted they would need to block it off securely and also allow emergency access.</li> <li>FDB explained that in Europe, they have signage that designate access is only allowed for agriculture vehicles. Suggested this could be implemented at the Rail Trail and once a few fines area were issued this would decrease vehicles in the area.</li> <li>HR suggested that signs had been taken at Spookys.</li> <li>SL explained that vandalism was a big issue.</li> <li>RA questioned whether they should make note as a group that this issue would cause a death one day so that if something happens it is on record that we have done something.</li> <li>HR questioned if there was an obligation to keep it open?</li> <li>SL explained that the area was a road reserve and it was located on Crown Land.</li> <li>RA suggested that the only thing to get State Government to act is to scare them. Suggested to either close it or widen it for bike travel.</li> <li>SL suggested that he was happy for this to be included in works plan if this is what they would like to have it closed for vehicles for a certain period of time.</li> </ul> <p><b>Bike Storage (Bus Interchange, Train Station)</b></p> <ul style="list-style-type: none"> <li><i>Item not discussed at meeting.</i></li> </ul>
<b>5. Car Parking Strategy – Consideration of bicycle infrastructure</b>	SL	<p>Confirmation of bicycle infrastructure to be considered</p> <ul style="list-style-type: none"> <li>- Storage</li> <li>- Repair Station</li> </ul> <ul style="list-style-type: none"> <li>SL explained that there were concepts to come out for bike storage. Noted it was ongoing item with VicTrack.</li> <li>FDB questioned if there had been bike storage installed anywhere else and if they were worried about vandalism?</li> <li>HO and RA noted there had been one installed at Wangoom Hall.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
6. Feedback on Concept Designs	SL	<p><b>Foster – Merri Intersection</b></p> <ul style="list-style-type: none"> <li>SL explained that Council’s design team was working through what to do with this intersection. Noted that speed had still not reduced even after the give way signed had been moved out.</li> <li>SL showed options to widen kerb which would reduce the road size and meant there would not be enough room for two bike lanes.</li> <li>FDB suggested a European solution was to raise the whole intersection to reduce speed. Questioned if this could be an option?</li> <li>SL suggested it could be possible to raise in locations. Noted he would look at the designs to see if it was coming up for road renewal.</li> <li>RA suggested a shared path on south side could be an option.</li> <li>SL questioned if there was any concern for where the shared path ends?</li> <li>RA suggested to have the path all the way to Flagstaff Hill.</li> <li>HO added that the shared path would be good for the Flaggy 5 as well as other events.</li> <li>SL thanked everyone for their input and confirmed this item would come back to the group after discussion with the design team.</li> </ul>
7. Events Past & Upcoming	SL	<p><b>Ride2School Day – 22 March 2024</b></p> <ul style="list-style-type: none"> <li>Group promotion and/or involvement in future events</li> <li>SL explained the Ride2School Day had been well received in late March. Noted that Woodford Primary School was a standout and had set the bar for rest of community. Noted they had utilised the event to promote infrastructure concerns in Woodford and there was now a couple hundred metre stretch of path that was being renewed.</li> <li>Noted that if Council staff aren’t aware of issues they are unable to help. Staff are unaware issues outside of inspection program.</li> <li>Explained that part of the group’s responsibility was to promote issues.</li> </ul>
8. Issues/ Challenges	Chair	<p><b>Letter to DoT re: Bridge Issues</b> (Response letter attached to meeting invitation)</p> <ul style="list-style-type: none"> <li><i>Noted the item had been discussed above.</i></li> <li>RA suggested that the group should provide a response back to this.</li> <li>AP questioned what the letter meant where they detailed “they are working closely with council”?</li> <li>SL noted he was not aware they were working with Council and suggested there were handballing the issue to Council.</li> <li>FDB questioned what the strategy was detailed in the letter?</li> <li>AP noted she had never heard of Strategic Cycling corridor.</li> <li>RA questioned if the letter was sent on council letterhead?</li> <li>SB confirmed the letter had been sent on Council letterhead.</li> </ul> <p><b>Action: SL to find out if the strategy mentioned in the response letter from DoT exists.</b></p> <p><b>Action: SL to take minutes from this meeting to Council with response letter from DoT regarding arterial bridges.</b></p> <ul style="list-style-type: none"> <li>AP suggested that the strategy could be an old one from years ago.</li> <li>RA suggested the strategy could be a VicRoads document.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> <li>SL advised at the next meeting they would have outcomes for Council. Confirmed that this issue is not something they should forget about.</li> <li>SL suggested that they will start looking at Caramut Road intersection.</li> <li>SL noted that the South of the Merri precinct plan does look at potential routes of travel.</li> <li>RA noted that he was happy for Caramut Road not to be the link but there needs to be a link. Suggested there should be a pedestrian bike bridge at Bromfield Street.</li> </ul>
9. Grants	SL	<p><b>Future opportunities:</b></p> <ul style="list-style-type: none"> <li>HO noted that Bicycle Network was looking at putting bike cages at train stations in Melbourne. Suggested that they could also be installed in Warrnambool.</li> <li>RA suggested that Bicycle Network had been installing the bike cages for years. Noticed that Warrnambool was recently a part of the Super Tuesday bike count. Questioned how this happened?</li> <li>SL confirmed that Council submitted to be a part of this just before Christmas and showed data for Warrnambool. Data was taken on Tuesday and Saturday. Noted that Council are taking data with grain of salt due to possible variance in data. Would look to formalise data to put into a format to show the group. Sites were selected due to known issues at Council.</li> <li>RA advised that Alison McCormack is new CEO, suggested it would be worthwhile inviting her to come down? Noted they are doing very little in regional areas.</li> </ul>
10. Strategic Planning	SL	<p><b>Car Park Strategy</b> (previously discussed above)</p> <ul style="list-style-type: none"> <li>AP questioned if this is going ahead?</li> <li>SL confirmed it was going ahead and they were moving forward with approach for new infrastructure in CBD.</li> <li>AP explained that the car parking strategy had started before she was appointed as a Councillor and it was nearly the end of the term and the Car Park Strategy is nowhere near close to being finished. Noted there was a variety of different reasons for the delay.</li> </ul>
11. General Discussion	Chair	<ul style="list-style-type: none"> <li>FBD noted the group had good general discussion at the meeting. Due to the meeting nearly being over asked for suggestions for actions to be submitted before the next meeting.</li> </ul> <p><b>Action: HO to set up a google doc for the group members to add ideas to determine priorities at the next meeting.</b></p>
12. Road Safety Messaging		<p>Link with Police Sharrow, how to use roundabout :  <a href="https://www.facebook.com/connectwarrnambool/posts/pfbid02x9k9rrNdwcJSPGuDXG95yd12mkU2tLFJDutgU7hdmbUYKaidXk5KAc3UBu4ZC4DI">https://www.facebook.com/connectwarrnambool/posts/pfbid02x9k9rrNdwcJSPGuDXG95yd12mkU2tLFJDutgU7hdmbUYKaidXk5KAc3UBu4ZC4DI</a></p> <ul style="list-style-type: none"> <li>FDB suggested the information in in the video should be common knowledge.</li> </ul>
13. Next Meeting		<ul style="list-style-type: none"> <li>FDB advised that he was going on leave in two months' time.</li> <li>RA advised that he would prefer Wednesdays instead of Thursdays for the meetings to be held.</li> <li>Next meeting proposed for Wednesday 12 June at 5.30pm.</li> </ul> <p><i>Close of meeting at 7.00pm.</i></p>

Warrnambool City Council - Cycling Reference Group

Terms of Reference



**Purpose of the Reference Group:**

To act on behalf of the broader cycling community in providing feedback, comments and user needs to Council during the development and review of Council policy and practice regarding cycling in Warrnambool.

**Terms of Reference:**

Members of the Cycling Reference Group:

- Provide feedback to Council on proposed actions and initiatives related to cycling.
- Assist Council in responding to the needs of cyclists.
- Engage with Council on new and emerging issues involving cycling.

**Objectives:**

The specific objectives include:

- To provide a forum where experience, specialist knowledge and skills in the area of cycling can be utilised.
- To consider, in conjunction with the concerns of other stakeholders and road users, any issues related to cycling.
- Identify and support external funding opportunities (grants) that benefit cycling in Warrnambool.
- Assist in the development of Policies, Strategies and Plans, through active engagement during the development and preparation of such documents.

**Advisory Committee Structure:**

The Reference Group shall be made up of Council Officers and members of the Community.

- Council Officers:
  - Councillor (1)
  - Manager Recreation and Culture (or their delegate).
  - Manager Infrastructure Services (or their delegate).
  - Other Council officers, as co-opted, depending on the agenda, including but not limited to road safety, design and development, assets, community infrastructure and planning, recreation.
- Community Members  
Up to 8 members of the community representing the following cycling interests will be considered for the reference group:
  - Road & Racing
  - Community & Recreational
  - Commuter & Schools
  - Mountain bikes



Nominations will be sought via public notice and invites to registered clubs to gain community representation. The selection of committee members will consider overall composition of the committee including gender balance.

If more nominees are received than vacant positions, Council will consider all nominees and make a determination of who will be selected to the Committee.

A quorum will consist of the Chair, one (1) Council Officer and three (3) community members, no later than 10 minutes post the nominated meeting start time, for it to be deemed a formal meeting. If a quorum is not reached within this time, the meeting will be recorded as cancelled.

**Appointment of chair:**

The Chair will be elected with majority support by the community committee members at the first meeting following formulation of the committee. The tenure of the Chair will be no greater than a 12 month period, with the new chair to be elected by the community committee members.

**Meeting frequency:**

Up to four (4) times per annum to be held quarterly.

**Secretariat:**

The Strategic Assets unit of Council will act as the secretariat to the reference group.

**Managing conflict of interest:**

Members must be aware of and manage their own conflict (and potential conflict) of interest relating to matters discussed by the reference group, bearing in mind that the group is advisory in nature.

**Reporting regime:**

The minutes, supporting reports and associated records of each meeting will be presented to Council at a Council briefing session.

**Term:**

Each committee member will run for a two year term, from 1 July through to 30 June. To ensure continuity of the reference group the term period will be staggered, with up to four (4) positions made available for nomination each year.

In the first year (being 1 July 2019 through to 30 June 2020), four (4) positions will be selected randomly and declared available for nomination. The remaining four (4) positions will remain in place until the expiry of their term being 30 June 2021.



## Department of Transport and Planning

GPO Box 2392  
Melbourne, Victoria 3001 Australia

Ref: CORG-1-24-1897

Warrnambool Cycling Reference Group  
pmo@warrnambool.vic.gov.au

Dear Members of the Warrnambool Cycling Reference Group

Thank you for your letter of 26 March 2024 about safety concerns with access across arterial bridges.

The Department of Transport and Planning (DTP) acknowledges that there are no cycle lanes or wide shoulders across the arterial road bridges as described. DTP is working closely with Warrnambool City Council regarding its Strategic Cycling Corridor which encourages cyclists to avoid the principal arterial road freight routes in the area.

It is the aim of DTP and Council to discourage cyclists on major freight routes through the area, and the Strategic Cycling Corridor along the Princes Highway does not extend all the way east to Allansford in support of this. The Princes Highway at Allansford has been assessed for a speed limit review and it is not encouraged to have cycling on this bridge. Access for cyclists has been encouraged via the local road bridge, which has space and speed management already in place.

The Strategic Cycling Corridor does pass through Dennington on the Princes Highway however, on an off-road path for the most part, helping to support keeping cyclists off the freight routes.

Although Caramut Road is on the Principal Bicycle Network (PBN) there are no current plans for any cycling works. Any planning and development works undertaken on the corridor in the future will account for its status as a bicycle route.

Works have been completed at the Dennington Bridge in 2023 and are planned at the Allansford Bridge to strengthen them to cater for freight vehicles. This structural strengthening will not improve pedestrian and cycling infrastructure on these high-speed freight routes.

Thank you for raising this matter.

Yours sincerely

**Michael Bailey (DTP)**  
Executive Director - Barwon South West and Grampians

Date: 10/04/2024



## 7.9. 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.*

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### 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:-

1. Monday 13 May 2024 – refer **Attachment 1**.
2. Monday 20 May 2024- refer **Attachment 2**.
3. Monday 27 May 2024 – refer **Attachment 3**.

### ATTACHMENTS

1. Assembly of Councillors Record 13 May 2024 [7.9.1 - 2 pages]
2. Assembly of Councillors Record 20 May 2024 [7.9.2 - 2 pages]
3. Assembly of Councillors Record 27 May 2024 [7.9.3 - 2 pages]

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MOVED: CR MAX TAYLOR

SECONDED: CR RICHARD ZIEGELER

That the record of the Informal Meetings of Council held on 13, 20 and 27 May 2024, be received.

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CARRIED - 7:0

## Informal Meeting of Council Record

<b>Name of Committee or Group (if applicable):</b>	Informal Meeting of Council (Councillor Briefing)
<b>Date of Meeting:</b>	13 May 2024
<b>Time Meeting Commenced:</b>	3.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott Cr. V. Jellie Cr. A. Paspaliaris – arrived at 3.13pm Cr. R. Ziegeler
<b>Council Officers in Attendance:</b>	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Growth Peter Utri, Director Corporate Strategies Brooke Love, Director Community Development David Leahy, Director City Infrastructure Wendy Clark, Executive Assistant James Plozza, Manager Governance Julie McLean, Manager City Strategy & Development - 3.00pm – 3.56pm & 4.33pm – 4.43pm Amy Cumming, Open Space Planner - 3.00pm – 3.56pm - Virtual Ashish Sitoula, Manager Strategic Community Planning & Policy – 3.57pm – 4.07pm Lisa de Kok, Volunteer Program Co-ordinator - 3.57pm – 4.07pm John Brockway, Manager Finance – 4.06pm – 4.15pm Julie Anderson, Manager Strategic Assets, Property & Projects - 4.16pm – 4.35pm
<b>Other persons present:</b>	Jon Shinkfield & Josh Nielsen, Realm Studios
<b>Apologies</b>	Cr. M. Taylor
<b>Matters Considered:</b>	<ol style="list-style-type: none"> <li>1. Warrnambool Foreshore Precinct Framework Plan – Conceptual Options.</li> <li>2. Draft Volunteer Policy.</li> <li>3. Commonwealth Inquiry into Local Government sustainability submission.</li> <li>4. CBD Footpath Renewal – Ausnet and Telstra works.</li> <li>5. Planning Scheme Amendment VC236 – Renewable Hydrogen Gas Production and Distribution</li> <li>6. Planning Scheme Amendment VC246 – Victoria's Container Deposit Scheme.</li> <li>7. Planning Scheme Amendment VC250 – Victoria's Gas Substitution Roadmap.</li> </ol>
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• Key worker accommodation and affordable housing project consultation meeting.</li> <li>• Warrnambool Art Gallery international exhibition.</li> <li>• Proposed visit by Miura City Mayor.</li> <li>• Proposed Chamber of Commerce business information night.</li> <li>• Victorian Electoral Commission office accommodation for Council elections.</li> <li>• Dog enforcement.</li> <li>• Rail trail maintenance.</li> <li>• Former saleyards update.</li> <li>• Middle Island Project Committee.</li> <li>• Grace Avenue land.</li> <li>• City Memorial Bowls Club.</li> <li>• Warrnambool Football Club.</li> <li>• RSL Warrnambool.</li> </ul>

<b>Councillor Conflicts of interest Disclosures:</b>	
<b>Councillor /Officer Name:</b> Nil.	
<b>Meeting close time:</b>	5.45pm
<b>Record Completed by:</b>	Wendy Clark Executive Assistant

## Informal Meeting of Council Record

<b>Name of Committee or Group (if applicable):</b>	Informal Meeting of Council (Councillor Briefing)
<b>Date of Meeting:</b>	20 May 2024
<b>Time Meeting Commenced:</b>	4.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott Cr. V. Jellie Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler
<b>Council Officers in Attendance:</b>	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Growth Peter Utri, Director Corporate Strategies Brooke Love, Director Community Development David Leahy, Director City Infrastructure Wendy Clark, Executive Assistant James Plozza, Manager Governance Lauren Schneider, Manager Sustainability and Compliance – 4.00pm-4.05pm. Justin Harzmeyer, Coordinator Natural Environment & Sustainability - 4.00pm-4.05pm. Ashish Sitoula, Manager Strategic Community Planning & Policy – 4.34pm – 6.07pm Rachel Edwards, Coordinator Mental Health Services – 5.05pm – 6.07pm.
<b>Other persons present:</b>	Mario Roccasino, Haven Home Safe - 5.05pm – 6.07pm. Matthew Dingle, Formflow - 5.05pm – 6.07pm. Sam Miller, Saw Mill Designs - 5.05pm – 6.07pm.
<b>Apologies</b>	Nil.
<b>Matters Considered:</b>	1. Lake Pertobe Integrated Water Management Plan. 2. Revised Council Plan 2021-25 Draft Budget 2024-25 Submissions. 3. Key Worker Accommodation and Affordable Housing Project.
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• Lyndoch Living and Respect Group Limited.</li> <li>• Key Worker accommodation and affordable housing project.</li> <li>• Municipal Association of Victoria State Council meeting.</li> <li>• Meeting with Midfield Meats.</li> <li>• South West Victoria Alliance event at Parliament House, Melbourne.</li> <li>• Eastern Maar Recognition of Settlement update.</li> <li>• Retirement of Grant Sutherland, Chief Executive Officer, South West Victoria, Deakin University.</li> <li>• IDAHOBIT Day.</li> <li>• Warrnambool Library and Learning Centre room bookings.</li> <li>• Child Care staff training.</li> <li>• Business Breakfast update.</li> <li>• Talent Beyond Boundaries.</li> <li>• Winter Discount Cards for visitors.</li> <li>• Zoos Victoria animal hospital.</li> <li>• Large flower pots in Liebig Street.</li> </ul>
<b>Councillor Conflicts of interest Disclosures:</b>	Nil.
<b>Councillor /Officer Name:</b>	Nil.
<b>Meeting close time:</b>	6.07pm



<b>Record Completed by:</b>	Wendy Clark Executive Assistant
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## Informal Meeting of Council Record

<b>Name of Committee or Group (if applicable):</b>	Informal Meeting of Council (Councillor Briefing)
<b>Date of Meeting:</b>	27 May 2024
<b>Time Meeting Commenced:</b>	4.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott Cr. V. Jellie Cr. A. Paspaliaris - arrived 3.06pm Cr. M. Taylor Cr. R. Ziegeler
<b>Council Officers in Attendance:</b>	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Growth Peter Utri, Director Corporate Strategies Brooke Love, Director Community Development David Leahy, Director City Infrastructure Wendy Clark, Executive Assistant James Plozza, Manager Governance Ali Kemp, Manager Recreation & Culture – 3.36pm- 3.48pm Ashish Sitoula, Manager Strategic Community Planning & Policy – 4.46pm – 5.23pm Rachel Edwards, Coordinator Mental Health Services – 4.26pm – 5.23pm. John Brockway, Manager Finance – 4.46pm – 5.37pm
<b>Other persons present:</b>	Professor James Dunbar, Dr Michael Coates – South West Coast Scientific Group – Clean Ocean Foundation Darcy Wall, Sam Withers – Alinta Energy
<b>Apologies</b>	Nil.
<b>Matters Considered:</b>	<ol style="list-style-type: none"> <li>1. Off shore wind farms.</li> <li>2. Meals on Wheels contract.</li> <li>3. Key Worker Accommodation and Affordable Housing Project.</li> <li>4. Revised Council Plan 2021-25 Draft Budget 2024-25.</li> <li>5. Election Period Policy 2024.</li> <li>6. Shared Services Joint Venture Establishment.</li> <li>7. Confidential – Brauerander Park.</li> <li>8. Community &amp; International Relations Advisory Committee- community representatives replacement.</li> <li>9. Community &amp; International Relations Advisory Committee meeting minutes – 29/3/2024.</li> <li>10. Cycling Reference Group meeting minutes – 24/4/2024.</li> <li>11. Animal Shelter renewal project update.</li> <li>12. Ziegler Parade parking and drainage works.</li> <li>13. East Warrnambool Football Netball Club.</li> <li>14. Mayoral Diary Update</li> <li>15. Staff survey.</li> </ol>
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• South West Victoria Alliance Ministerial meetings at Parliament.</li> <li>• Municipal Association of Victoria Strategic Plan meeting.</li> <li>• Great Ocean Road Coast &amp; Parks Authority update.</li> <li>• Lake Pertobe half-court basketball court.</li> <li>• Early Years Learning Centre of Excellence.</li> <li>• South Warrnambool Flood Study.</li> <li>• Triple J “One Night Stand” event.</li> <li>• Yoga Festival.</li> <li>• Kait James, Wadawurrung artist touring program at Warrnambool Art Gallery.</li> </ul>

	<ul style="list-style-type: none"><li>• Library Meeting Room.</li><li>• Electoral Roll for upcoming Council elections.</li><li>• South West Healthcare parking update.</li><li>• Plan Victoria.</li></ul>
<b>Councillor Conflicts of interest Disclosures:</b> Nil.	
<b>Councillor /Officer Name:</b> Nil.	
<b>Meeting close time:</b>	7.17pm
<b>Record Completed by:</b>	Wendy Clark Executive Assistant

## 7.10. MAYORAL & CHIEF EXECUTIVE OFFICER COUNCIL ACTIVITIES - SUMMARY REPORT

### Purpose

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

### Report

Date	Location	Function
10 May 2024	Warrnambool	Cr Paspaliaris & Chief Executive Officer – Attended the Warrnambool Lawn Tennis Club State Government grant announcement of \$91,575 for upgraded lighting.
13 May 2024	Warrnambool	Mayor – Opened the City of Warrnambool Eisteddfod Speech & Drama Competition.
16 May 2024	Warrnambool	Deputy Mayor – Attended the South West Dairy Awards.
17 May 2024	Melbourne	Mayor and Chief Executive Officer – Attended the Municipal Association of Victoria State Council meeting.
	Warrnambool	Deputy Mayor – Attended the IDAHOBIT flag raising ceremony.
19 May 2024	Warrnambool	Cr Ziegeler – Attended the City of Warrnambool Eisteddfod Aria Final.
21 May 2024	Warrnambool	Cr Arnott – Launched the National Volunteer Week.
29 May 2024	Melbourne	Mayor and Chief Executive Officer – Attended the South West Victoria Alliance advocacy meetings in Melbourne.
	Warrnambool	Cr Zeigeler – Attended the Glenelg Hopkins CMA Board luncheon.
30 May 2024	Warrnambool	Cr Taylor – Attended the new office opening for Emma House.
31 May 2024	Melbourne	Mayor and Chief Executive Officer – Attended the Municipal Association of Victoria Strategic Plan meeting.

MOVED: CR OTHA AKOCH

SECONDED: CR DEBBIE ARNOTT

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

CARRIED - 7:0

**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 6.33pm.

**CHAIRMAN**

I confirm that these minutes were confirmed at a subsequent meeting of Council.

**CR. BEN BLAIN**  
**MAYOR**