

# MINUTES SCHEDULED MEETING

**WARRNAMBOOL CITY COUNCIL – 5:45PM Monday 7 April 2025**

## **VENUE:**

**Reception Room, 25 Liebig Street, Warrnambool**

## **COUNCILLORS:**

**Cr. Ben Blain (Mayor)**

**Cr. Debbie Arnott**

**Cr. Willy Benter**

**Cr. Billy Edis**

**Cr. Vicki Jellie AM**

**Cr. Matthew Walsh**

**Cr. Richard Ziegeler**

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**Andrew Mason**  
CHIEF EXECUTIVE OFFICER



**WARRNAMBOOL**  
CITY COUNCIL



## Video Recording of Council Meetings

All Open and Special Council Meetings will be video recorded, with the exception of matters identified as confidential items in the agenda. This includes public participation sections of the meeting. Video 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 videos will be retained for the term of the current Council, after which time the videos 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.

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MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE  
RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON  
MONDAY 7 APRIL 2025 COMMENCING AT 5:45 PM

**Present:** Cr. Ben Blain, Mayor/Chairman  
Cr. Debbie Arnott  
Cr. Willy Benter  
Cr. Billy Edis – Virtual  
Cr. Vicki Jellie AM  
Cr. Matthew Walsh  
Cr. Richard Ziegeler

**In Attendance:** Mr Andrew Mason, Chief Executive Officer  
Mr Peter Utri, Director Corporate Strategies  
Mr David Leahy, Director City Infrastructure & Environment  
Mr Luke Coughlan, Director City Futures  
Ms Brooke Love, Director City Wellbeing  
Mr James Plozza, Manager Governance  
Ms. Wendy Clark, Executive Assistant

**1. Opening Prayer**

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

**Original Custodians Statement**

Council acknowledges the Peek Whurrong and Kirrae Whurrong Peoples of the Maar Nation, their land, waterways and skies within the Warrnambool municipality. We pay our respects to their Elders past and present.

**2. Apologies**

Nil.

**3. Confirmation of Minutes**

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**MOVED:** CR VICKI JELLIE

**SECONDED:** CR DEBBIE ARNOTT

That the Minutes of the Scheduled Meeting of Council held on 3 March 2025, 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's been a big month and we've got some exciting things coming up; the Federal election is well underway and the South West Alliance is holding a candidates forum on the 23 April at Deakin University from 6pm with all the candidates there so hopefully everyone can make it. It will also be streamed on a range of Council websites and some press as well.

It was great to see King's College welcome 19 Japanese students to Warrnambool at the start of March and it was really great to actually welcome them to our City, they had an amazing trip while they were over here for 2 weeks.

Dairy Australia also picked Warrnambool to have their Dairy Australia conference which was out at the Matilda Room. It was actually great to get down there and open it at the Art Gallery earlier in the month. It was great to see the Gardiner Foundation and Dairy Australia bringing so many there, I think there was over 150 at the conference so that was really good as well.

Council has been busy as well, we spent three days down at Spring Street, it was really great to get around and talk to some department secretaries, talk to some of our local MP's as well and I would really like to thank our local members Bev McArthur, Jacinta Ermacora, Roma Britnell, Sarah Mansfield and Gayle Tierney for taking the time to meet with us. It was really good, we got some of our issues out on the table so that was a really worthwhile trip as well.

## 6. Public Question Time

### 6.1 Question from Matthew Roberts, South Melbourne

*The Municipal Association of Victoria was concerned that decriminalising sex work would lead to an unmanageable number of complaints about sex work. In the first year after sex work was decriminalised, Warrnambool City Council received 3 complaints about sex work. Does the Council believe it has enough resources to be able to adequately respond to 3 annual complaints about sex work?*

#### Response

Council currently has sufficient resources to manage these complaints. In the broader sense, Council remains concerned about cost shifting from State Government to local government where there is no resources provided to support that cost shifting and that remains a broader concern but certainly in terms of managing the issues that Mr Roberts refers to we are managing them sufficiently.

## 7. Reports

### 7.1. Council Expenses Policy 2025

**DIRECTORATE :** Executive Services

Purpose:

***This report presents Council with an updated Council Expenses Policy for adoption.***

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#### Executive Summary

This report presents an updated Council Expenses Policy 2025 for adoption. The policy consolidates three existing policies—Council Expenses Policy 2020, Councillors Resources & Facilities Policy, and Councillors IT Equipment – Conditions of Use Policy—into a single document to streamline processes and improve clarity.

The updated policy retains most provisions from the previous versions while incorporating key changes to align with legislative updates and operational efficiencies, including:

- Removal of Council's ability to indemnify legal costs for internal arbitration and Councillor Conduct Panel matters, per legislative amendments.
- Adjustment of the training budget cap from \$3,000 per annum to an overall \$14,000 per Councillor per term for greater flexibility.
- Modification of travel approval requirements, removing the need for a Council resolution for interstate travel, replacing it with CEO approval, while maintaining approval for international travel.



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MOVED: CR MATTHEW WALSH

SECONDED: CR DEBBIE ARNOTT

That Council:

1. Adopt the attached Council Expenses Policy 2025.
2. Revoke the attached Council Expenses Policy 2020.
3. Revoke the attached Councillors Resources & Facilities Policy
4. Revoke the attached Councillors IT Equipment – Conditions of Use Policy.

CARRIED - 7:0

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## Background

The *Local Government Act 2020* (the Act) includes a specific requirement for Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors.

The Act also requires that Council make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role, as well as having requirements in relation to when and when not indemnification will be provided to Councillors.

Currently, Council maintains three separate policies that all relate to how Councillors are either provided with resources or reimbursed with expenses – these are the Council Expenses Policy, the Councillors Resources & Facilities Policy, and the Councillors IT Equipment – Conditions of Use Policy.

## Issues

This paper proposes the consolidation of the three existing policies into a single policy that deals with all of the following issues:

- Information Technology and Communications
- Office Access and Meeting Rooms
- Staff Support
- Meals and Refreshments
- Travel
- Apparel and Protective Clothing
- Mayoral Resources
- Training and Education Expenses
- Councillor Induction Program, Mandatory Annual Training, and In-House Training
- Insurances
- Indemnification
- WorkCover
- Reimbursement of Councillor Expenses

Having one consolidated policy will be much more efficient and clear, providing a single point of reference for several related matters.

The content of the policy and the resources provided to Councillors is largely in line with those of the previous policies. However, some small changes have been made.

Notably, recent legislative changes have removed the ability for Council to indemnify Councillors for their legal costs in relation to a number of matters surrounding internal arbitration processes and Councillor Conduct Panels. This is reflected in the policy.

The Councillors Resources & Facilities Policy had a \$3000 per annum cap on training for each Councillor. This has been replaced with an overall cap of \$14,000 per Councillor for the term, representing a small increase in line with inflation and more flexibility in how Councillors may wish to utilise this budget.

The requirement for a Council resolution for interstate and international travel has been replaced with a requirement for a resolution only in instances of international travel. This allows more flexibility for quick interstate travel to occur. For example, to attend an important advocacy meeting about a pressing community issue. However, interstate travel must still be approved by the CEO.

### Financial Impact

Adopting the attached Council Expenses Policy 2025 is not a commitment of funds or a budget allocation by Council. Any resources will need to be allocated by Council separately as part of the budget process.

However, nothing in this policy represents a dramatic change from the status quo and it is anticipated that the amount spent on Councillor resources in the upcoming budget will be comparable to recent years.

### 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

N/A.

### Community Impact / Consultation

An inform level of consultation is recommended.



### Legal Risk / Impact

The adoption and implementation of this policy will provide Councillors with some legal protections and risk mitigation through indemnification and insurances.

### Officers' Declaration of Interest

Nil.

### Collaborative Procurement

N/A.

### Conclusion

The adoption of the Council Expenses Policy 2025 would consolidate and clarify the documents relating to Councillor entitlements. By streamlining multiple policies into a single reference document, Council ensures improved efficiency, transparency, and accountability in managing Councillor expenses, resources, and indemnifications.

The proposed updates align with current legislative requirements and provide practical improvements in areas such as training flexibility and travel approvals. While no significant financial changes are introduced, the policy ensures that Council resources are managed effectively and responsibly.

### ATTACHMENTS

1. Council Expenses Policy 2025 [7.1.1 - 9 pages]
2. Council Expenses Policy 2020 [7.1.2 - 8 pages]
3. Councillors Resources and Facilities Policy [7.1.3 - 17 pages]
4. Councillors IT Equipment - Conditions of Use Policy [7.1.4 - 8 pages]



WARRNAMBOOL  
CITY COUNCIL

## **Council Expenses Policy 2025**

APPROVAL DATE: March 2025

REVIEW DATE: March 2029



## COUNCIL EXPENSES POLICY



### DOCUMENT CONTROL

<b>Document Title:</b>	<i>Council Expenses Policy</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Governance</i>
<b>Responsible Officer:</b>	<i>Manager Governance</i>
<b>Document Status:</b>	<i>Draft</i>
<b>Approved By:</b>	<i>Council</i>
<b>Approved Date:</b>	<i>March 2025</i>
<b>Review Date:</b>	<i>March 2029</i>

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



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## COUNCIL EXPENSES POLICY



### INTRODUCTION

#### 1.1. Purpose

The *Local Government Act 2020* (the Act) includes a specific requirement for Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors.

The Act also requires that Council make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role, as well as having requirements in relation to when indemnification must be provided to Councillors.

This Policy intends to establish clear expectations in the:

- Reimbursement for out-of-pocket expenses for Councillors in the performance of their role.
- The resources and facilities that will be made available to the Mayor and Councillors to enable them to effectively perform their role.
- Provision of indemnification for Councillors

#### 1.2. Scope

This Policy applies to all Councillors and members of Delegated Committees in relation to the reimbursement of out-of-pocket expenses incurred in performing their duties and functions and to all Councillors in relation to resources support and indemnification.

In instances of reimbursement of out-of-pocket expenses 'Councillor' should be read to also include members of Delegated Committees.

## 2. POLICY

### Information Technology and Communications

Each Councillor will be provided with such information technology and communications equipment and stationery as is reasonably required to facilitate the effective performance of their role.

Council will meet the reasonable costs associated with the purchase, installation, service connection, maintenance, rental and usage of Council supplied communications equipment.

The particulars of the Council supplied information and communications equipment will be determined by the Chief Executive Officer on the advice of the Manager Information Services, but will include a:

- Smartphone with a call, text, and data plan included.
- Tablet computer with a suitable internet facility.

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## COUNCIL EXPENSES POLICY



- Suitable cases to protect the smartphone and tablet.
- Council email address linked to Council's electronic mail and calendar system.

Councillors will also be provided the option of being provided a:

- A multifunction colour printer.
- A digital stylus with touch and connectivity features.

Paper for reasonable use of a supplied printer will be provided upon request. For large documents and print jobs Councillors may contact the Chief Executive's office to arrange printing at the Civic Centre Offices at the discretion of the Chief Executive Officer.

Council's Information Services department will provide basic support to Councillors in the use of Council provided information technology and communications equipment and software.

Council supplied communications equipment is intended to be used for Council business purposes. However, minimal personal use is acceptable, provided that the use is legal and appropriate, does not interfere with Council business, and involves no direct additional expense to Council.

Where significant personal use has occurred, the additional costs must be repaid to Council.

Council supplied information and communications equipment is part of Council's enterprise systems and as such is subject to Council's data security protocols and legislative obligations, including being subject to Freedom of Information Requests. Consequently, activity on information and communications equipment may be recorded, read, copied and disclosed in accordance with applicable laws, regulations and policies.

### Office Access and Meeting Rooms

Councillors will be provided with a sticker to place in the front windscreen of their personal vehicles which will allow them to park at the Civic Centre carpark during business hours.

Each Councillor will receive a security pass allowing access from 9AM to 7PM to the Reception Room, Councillors Committee Room, Mayoral Office, and public areas of the Civic Centre. Arrangements for access outside of these times can be made by contacting the Chief Executive's office at the discretion of the Chief Executive Officer.

Meeting rooms at the Civic Centre can be booked by Councillors for meetings associated with their role as a Councillor. These bookings can be made by contacting the Chief Executive's office.

### Staff Support

Limited administrative support will be provided to Councillors in connection to their role as a Councillor. This will include the distribution of agendas and event invitations, fielding general inquiries about Council business, bookings associated with conference attendance including registration, accommodation and travel, and other similar support.

Councillors will be provided advice on governance matters by the Manager Governance upon request.

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## COUNCIL EXPENSES POLICY



### Meals and Refreshments

Councillors will be provided basic facilities at Council meetings including coffee, tea, and biscuits.

At the discretion of the Chief Executive Officer or delegate, Councillors may be provided meals or catering if meetings are to extend over an extended period, extend over normal meal times, or are likely to conclude at a late hour.

At the discretion of the Chief Executive Officer or delegate, Councillors may be provided meals where a Councillor is undertaking Council business that requires them to be outside the Warrnambool City Council Municipal Boundaries during normal meal times or over an extended period. Alternatively, Councillors may also have their reasonable meal expenses reimbursed in this scenario through making an expenses reimbursement claim to Council, however the amount reimbursed will not exceed the relevant expense limitations set by the Australian Tax Office.

The types of refreshments, meals, or catering that will be provided to Council will be determined by the Chief Executive Officer or delegate. Factors relevant to the determination include community expectations, value for money, the nature of the meeting, the invitees, and the length and location of the meeting.

Council will not provide alcohol for Councillors using Council resources.

### Travel

All travel undertaken by Councillors must be for a legitimate Council business reason or be related to the Councillor's training and development.

Interstate travel arrangements are to be approved by the Chief Executive Officer in consultation with the Mayor. International travel by Councillors must be approved by Council resolution prior to its occurrence.

A Councillor travelling for official Council business or attending a conference, seminar, event, or training course as an authorised representative of Council is entitled to have all reasonable expenses for transport, accommodation, registration fees, meals and other necessary associated out of pocket expenses reimbursed or paid on their behalf.

Where overnight accommodation is required, the Chief Executive's office will arrange booking and payment for a Councillor's accommodation at an appropriate nearby venue.

If flights are required, the Chief Executive's office will make bookings and arrange payments. For interstate travel, Councillors will be provided economy tickets. For international travel, Councillors will be provided premium economy if available, otherwise the class of travel will be economy.

### Apparel and Protective Clothing

Councillors will be provided with an official Warrnambool City Council name badge.

Council will make protective equipment available to Councillors as required to assist in carrying out the duties of office. This equipment is to be returned promptly upon the completion of the activity for which the equipment was required.

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## COUNCIL EXPENSES POLICY



### Mayoral Resources

In addition to the resources and facilities provided to all Councillors, the Mayor will also be provided with a furnished office with a desktop computer and a full private use vehicle in accordance with Council's fleet policy.

The vehicle is associated with the office of the Mayor, rather than the incumbent Mayor. The Mayoral vehicle is passed from one Mayor to the next. The commencement of a new Mayor does not necessitate the purchase of a new Mayoral vehicle.

The Mayoral vehicle may be driven by the Mayor, the Mayor's partner, or a Councillor or Council officer on the Mayor's behalf.

A designated car parking space is provided for the Mayoral vehicle at the Civic Centre.

For the purpose of civic functions and ceremonies, the Mayor will be provided with ceremonial clothing including Mayoral robes and chains of office.

### Return of Council Supplied Equipment for Councillors

Councillors must return all Council supplied communications equipment communications equipment and any items which bear the Council's logo to the CEO or delegate one week prior to a general Council election.

In the event of the resignation, retirement, suspension or disqualification of a Councillor, the Councillor must return to the CEO or delegate all Council supplied communications equipment and any items which bear the Council's logo. Equipment surrendered to Council because of a suspension will be returned to the Councillor at the conclusion of the suspension.

## 3. TRAINING AND EDUCATION EXPENSES AND EVENTS FOR COUNCILLORS

It is desirable that Councillors undertake appropriate training and professional development throughout their term of office. Whilst some training is provided in-house, it is important that Councillors are able to attend other relevant forums, to further develop their understanding of the many issues faced within local government, and to network with other Councillors. Accordingly, Councillors are entitled to have paid for or reimbursed expenses incurred through attending recognised and industry approved conferences, seminars, events, study and training courses that are relevant to their role, and which provide a significant professional development opportunity to the benefit of Council.

### Councillor Induction Program, Mandatory Annual Training, and In-House Training

The Act requires that Councillors undertake an extensive Councillor Induction Program and mandatory annual training on matters prescribed in *the Local Government (Governance and Integrity) Regulations 2020*. Council officers may on occasion also arrange in-house training for Councillors relevant matters such as media or governance.

Both this mandated and in-house training will be arranged by Council and the associated costs of this training will be borne by Council without affecting the Individual Councillor training and development budget.

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## COUNCIL EXPENSES POLICY



### Individual Councillor Training and Budget Allocation

A specific Councillor training and education allocation may be made in the Council's annual budget to meet or reimburse Councillors' reasonable costs associated with relevant training, education and professional development.

Councillors will have an overall training and development cap of \$14,000 each for the 2024-2028 Council term. Expenditure for training and development greater than this amount can be approved by Council resolution.

Councillors may, subject to approval by the Chief Executive Officer, use this budget to partake in any of the following:

- Attendance at conferences and seminars.
- Professional membership fees associated with appropriate organisations such as the MAV, VLGA, ALGA etc.
- Councillor specific training programs offered by the MAV or other bodies.
- Formal study through bodies like the Australian Institute of Company Directors or Universities.
- Other relevant training identified by the Councillor and approved by the Chief Executive Officer.

## 4. INSURANCES AND INDEMNITY

### Indemnification

In accordance with section 43 of the Act, Council will indemnify Councillors against all actions or claims, as long as the acts giving rise to the action or claim were done in good faith and related to the Councillor's or official duties and functions. Council will maintain appropriate insurance for these purposes.

In accordance with section 43A of the Act, Council will not indemnify Councillors for legal costs incurred by a Councillor as a result of:

- An application for an internal arbitration process or an application to a Councillor Conduct Panel.
- A process or proceeding relating to an application for an internal arbitration process or an application to a Councillor Conduct Panel.
- A decision or determination made by an arbiter on finding misconduct or a decision or determination made by a Councillor Conduct Panel.

### WorkCover

A Councillor injured while carrying out their Council duties may be entitled to claim workers compensation under the *Workplace Injury Rehabilitation and Compensation Act 2013*.

Each workers compensation claim will be determined based on its individual circumstances and merit.

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## COUNCIL EXPENSES POLICY



Councillors may make a workers compensation claim in accordance under *Workplace Injury Rehabilitation and Compensation Act 2013* and the relevant Council policies and procedures.

### 5. REIMBURSEMENT OF COUNCILLOR EXPENSES

Councillors are entitled under section 40 of the Act to the reimbursement of expenses reasonably incurred in the performance of their duties.

Councillors will be reimbursed for out-of-pocket expenses that are:

- Bona fide expenses; and
- Have been reasonably incurred in the performance of the role of councillor; and
- Are reasonably necessary for the councillor to perform this role.

#### Travel and General Expenses

Councillors will be eligible for the reimbursement of reasonable expenses associated with travel, accommodation, meals, fees and expenses incurred in conducting official Council business outside the municipality.

Councillors travelling outside the municipality by car should first seek to use a Council pool car or the Mayoral vehicle or make other travel arrangements through the Chief Executive office. However, if a personal vehicle is used Councillors may make a per kilometre claim in line with the relevant Australian Tax Office determination.

#### Carer and Dependent-Related Expenses

The cost of care for a dependent child aged under 14 years, or a person who is in a care relationship pursuant to section 4 of *the Carers Recognition Act 2012*, may be claimed by a Councillor where:

- the expense is incurred to enable the Councillor to perform their official duties and functions; and
- the child or person who requires care:
  - a. resides in the Councillor's household and the Councillor is the primary carer; or
  - b. is a person in respect of whom the Councillor is entitled to a Commonwealth Carer Payment or Allowance; or
  - c. is a person for whom the Councillor's partner is the primary carer, when the partner is accompanying the Councillor to a Council business function;

and

- the care is provided by:
  - a. a registered care provider; or

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- b. a person who does not reside with the Councillor or Delegated Committee member, and who does not have a familial or similar relationship with the Councillor or Delegated Committee member (eg. partner, mother, father, sister, brother, aunt, uncle, cousin, niece, nephew, grandparent, sister-in-law, brother-in-law).

A claim for reimbursement of carer expenses must include the details of the meeting or Council business that was undertaken during the period of care, and must be substantiated by a tax invoice or receipt from the care provider which includes the dates and times when the care was provided, the care provider's signature and ABN (where relevant).

Where care is provided by a registered care provider, Council will reimburse the amount on the official tax invoice.

Care that is not provided by a registered care provider will be reimbursed at a maximum rate of \$25 per hour.

### Claiming expenses

Expenses must be claimed within 60 days of being incurred.

An expense claim must be:

- made on the appropriate claim form;
- accompanied by proof of expenditure, such as a tax invoice; and
- signed by the councillor or delegated committee member, to declare the nature of the council business and to verify that the claim is accurate and complies with the relevant legislative provisions and council policy.

Councillors' expense claims will be assessed by the Governance Team and processed as quickly as possible so that Councillors receive rapid reimbursement for all reasonable out of pocket expenses incurred as a result of performing their official duties and functions.

Late claims and claims without a sufficient connection to Council business will not be accepted.

## 6. GOVERNANCE

### 6.1. Owner

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

### 6.2. Review

The Manager Governance will review the procedure for any necessary amendments no later than 4 years after its formulation or after the last review.

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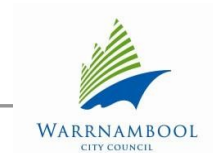
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Council Expenses Policy

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# COUNCIL EXPENSES POLICY 2020



## Council Expenses Policy



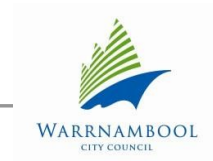
## DOCUMENT CONTROL

<b>Document Title:</b>	Council Expenses Policy
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## Council Expenses Policy



### INTRODUCTION

#### Purpose

This policy supports Councillors and members of a Delegated Committee to perform their role, as defined under section 41 of the *Local Government Act 2020*, by ensuring that expenses reasonably incurred in the performance of their role are reimbursed. The policy also provides guidance on:

- entitlements
- processes for reimbursement □ reporting requirements.

The policy is intended to ensure that Councillors and members of a Delegated Committee are supported to perform their duties without disadvantage.

#### Scope

This policy applies to all Councillors and members of a Delegated Committee.

Councillor duties are those performed by a councillor as a necessary part of their role, in achieving the objectives of council.

These duties may include (but are not limited to):

- attendance at meetings of council and its committees
- attendance at briefing sessions, workshops, civic events or functions convened by council
- attendance at conferences, workshops and training programs related to the role of councillor, mayor or deputy mayor
- attendance at meetings, events or functions representing council □ duties in relation to constituents concerning council business.

Members of a Delegated Committee exercise the powers of councillors, under delegation. This policy also applies to those members in the course of undertaking their role as a member of a Delegated Committee.

#### Definitions and Terminology

Term	Meaning
Carer	A carer is defined under section 4 of the Carers Recognition Act 2012

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<b>Delegated Committee</b>	Under the Local Government Act 2020 a <b><i>delegated committee</i></b> means: <ul style="list-style-type: none"> <li>• a delegated committee established by a Council under section 63; or</li> <li>• a joint delegated committee established by 2 or more Councils under section 64; or</li> <li>• a committee, other than a Community Asset Committee, exercising any power of a Council under this Act or any other Act delegated to the committee under this Act or any other Act.</li> </ul>
<b>Accompanying Person</b>	Spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor.

## References

Category	Document
<b>Legislation</b>	Local Government Act 2020 Carers Recognition Act 2012 Charter of Human Rights and Responsibilities Act 2006 Freedom of Information Act 1982 Privacy and Data Protection Act 2014 Equal Opportunity Act 2010 Gender Equity Bill 2020
<b>Standards and Guidelines</b>	Conflict of Interest, A Guide for Councillors – 2012
<b>Council Related Policies &amp; Procedures</b>	Governance Rules Councillors Code of Conduct

## 1. POLICY

Councillors and members of a Delegated Committee are entitled, under section 40 of the *Local Government Act 2020* (the Act), to the reimbursement of expenses reasonably incurred in the performance of their duties.

All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy. NOTE: Definitions to be included in Definitions & Terminology.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

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Councillors and members of a Delegated Committee will be reimbursed for out-of-pocket expenses that are:

- Bona fide expenses; and
- Have been reasonably incurred in the performance of the role of councillor; and
- Are reasonably necessary for the councillor and member of a delegated committee to perform this role.

## Principles

The Council commits to the following principles:

- **Reasonable expenses** - Councillors and Delegated Committee members should not be out of pocket as a result of performing their Council functions and duties;
- **Proper conduct** - reimbursements claimed by Councillors and Delegated Committee members must be for expenses actually and necessarily incurred in performing their official Council functions and duties;  
**Participation and access** - enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor or as a Delegated Committee member;
- **Accountability and transparency** - payment of any allowances, the reimbursement of expenses and the support provided to Councillors and Delegated Committee members must be accountable and transparent to the community;
- **Equity** - there must be equitable access to expenses and facilities for Councillors and Delegated Committee members; and
- **Appropriateness** - unless directly delegated by the Council or the Mayor to attend, any costs associated with attending community run and organised events will be met by Councillors or Delegated Committee members.

## Travel and General Expenses

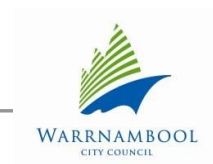
Councillors and delegated Committee members will be eligible for the reimbursement of reasonable expenses associated with:

- Travel (including the use of private vehicles, taxi or public transport) involved in attending any meeting/briefing of the Council or a Council Committee, as a member of the Committee. All travel should be undertaken using the most direct route and the most practicable and economical mode of transport;
- Travel, accommodation, meals, fees and expenses incurred in representing Council at any meeting or function outside the municipality where the Councillor or Delegated Committee member is requested to attend by the Council or the Mayor;
- Travel expenses incurred in carrying out duties associated with representing Council as the delegated Council representative to another organisation and or community association; and
- For Councillors, travel expenses incurred in attending civic functions hosted by the Council, including but not limited to: o citizenship ceremonies;



## Council Expenses Policy

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- official Council Australia Day celebrations; ○ official Council welcome receptions for Ministers, Sister City officials; and ○ other civic events.

The Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

The Council will cover costs associated with a Councillor and accompanying person attending any Council run and organised event.

Councillors and Delegated Committee members must pay for all costs not provided for in this Policy, unless where extenuating circumstances exist, and the Council and/or Chief Executive Officer have approved payment of such expenses.

## Carer and Dependent-related Expenses

The Council will provide reimbursement of costs where the provision of childcare is reasonably required for a Councillor or member of a Delegated Committee to perform their role (s 41(2)(c)).

This applies to the care of a dependent, while the Councillor or Delegated Committee member is undertaking their official duties; and may include expenses such as hourly fees and booking fees, if applicable.

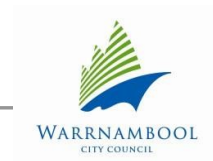
The Council will provide reimbursement of costs where the provision of carer services is reasonably required when a Councillor or Delegated Committee member who is a Carer incurs reasonable expenses in the performance of their duties.

Payments for Carer and childcare services will not be made to a person who resides with the Councillor or Delegated Committee member; has any financial or pecuniary interest with the Councillor or Delegated Committee member; or has a relationship with the Councillor or Delegated Committee member or their partner.

Reimbursement of child and/or family care expenses shall in accordance with the following provisions:

- Reimbursement for childcare is available up to \$25 per hour for Council activities that are deemed claimable;
- Reimbursement will only be paid for services where a receipt from the caregiver is received showing the dates and times the care was provided;
- The care must be for a person who resides with the Councillor or Delegated Committee member, and for whom the Councillor or Delegated Committee member is the sole primary carer;
- The care must not be provided by a person who is an immediate family member and/or normally or regularly lives with the Councillor or Delegated Committee member; and
- When a need is identified the Councillor or Delegated Committee member involved can work with Council to develop appropriate care arrangements.

## Council Expenses Policy



### Claims and Payment of Expenses

#### Claims for reimbursement:

- All claims must be made on the approved expense reimbursement form, available from the Executive assistant to the CEO and Mayor.
- Original receipts must be attached for all claims (credit card receipts will not be accepted).
- Where the provider of the goods or service is registered for GST a tax invoice must be obtained and provided (without this the GST component of the cost cannot be reimbursed).
- Claims must be lodged with the Chief Executive's office.

#### Payments:

- The rate of travel reimbursement for the use of a private vehicle will be per kilometre travelled and based on the rates determined the Australian Taxation Office for tax deduction purposes.
- Expenses, authorised under this Policy, can be booked and charged directly to the Council by prior arrangement with the Chief Executive's office.
- All claims for the reimbursement of expenses will be authorised for payment by the Chief Executive or his/her delegate.
- Reimbursements will be provided monthly by electronic funds transfer.

### Monitoring and Reporting

Quarterly reports of all Councillor and Delegated Committee member expenses will be submitted to:

- The Council as an inclusion in the Finance Report; and
- The Audit and Risk Committee.

The report will include:

- Expenses incurred during the quarter; and
- Reimbursement claims made during the quarter

The Council commits to monitoring processes and decision making to understand the overall success of the policy's implementation.

## 2. GOVERNANCE

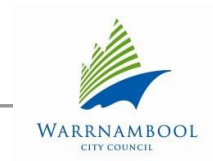
### Review

The Director Corporate Strategies is responsible for undertaking a periodical review of the policy to ensure any changes required to strengthen or update the policy are made in a timely manner.

The policy must be submitted to the Council for review no later than six months after a general election.

## Council Expenses Policy

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### Compliance

Suspected breaches of this policy are to be reported to the Chief Executive Officer.

Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Councillors Code of Conduct.

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



# **COUNCILLORS RESOURCES & FACILITIES POLICY 2020**



Councillors Resources & Facilities Policy**DOCUMENT CONTROL**

<b>Document Title:</b>	Councillors Resources & Facilities Policy
<b>Policy Type:</b>	Council
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Councillors Resources & Facilities Policy

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## 1. INTRODUCTION

### Purpose

This policy outlines the range of resources and facilities provided to support Councillors to enable them to effectively carry out their role.

Resources and facilities include the provision of communication and computer equipment; and opportunities to participate in professional development activities and networks relevant to local government and public sector governance.

The policy does not include the following:

- Out-of-pocket expenses, including private travel use – covered in separate Council Expenses Policy
- Allowances - set by determination of the Victorian Independent Remuneration Tribunal.

### Scope

This policy applies to all Councillors.

This Policy is not intended to prescribe every possible situation that may arise. Should a situation arise that is not adequately covered by this policy, the matter will be referred to the Chief Executive Officer and if required to Council for determination by resolution.

### References

Category	Document
<b>Legislation</b>	Local Government Act (Vic.) 2020
<b>Council Related Policies &amp; Procedures</b>	Councillors Code of Conduct Council Expenses Policy Light Fleet Policy Election Period Policy Media Policy

## 2. POLICY

### Principles

This Policy establishes the resources, administrative and professional development support to be provided to elected Councillors to enable them to carry out their duties as representatives of the community, communicate with each other, Council staff and the community.

The development of this Policy was guided by the following principles:

Councillors Resources & Facilities Policy

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- Ensuring that all Councillors have available to them the tools, services and facilities necessary to undertake their roles;
- Councillors should not be out of pocket as a result of performing their Council functions and duties;
- Achieving best practice governance by supporting Councillors in skill development and knowledge of issues effecting the local government sector;
- Assisting Councillors to improve skills necessary to perform their role and function as Councillors on a group or individual basis;
- Payment for the support provided to Councillors must be accountable and transparent to the community.

### 3. RESOURCES and FACILITIES

#### Transport

The Council pool vehicles may be booked by a Councillor, subject to availability of a vehicle and the Council's Light Fleet Policy, for travel to/from official meetings, conferences, seminars, training and events.

- The conditions of use of the Council vehicles shall be in accordance with Council's "*Light Fleet Policy*".

Pool car travel arrangements will be made for Councillors attending relevant functions, where Council staff are attending.

Councillors will be provided with car parking permissions to park in the designated Council parking bays adjacent to the Civic Centre Offices when attending for Council business.

#### Information Technology and Communications

Councillors will be provided with the following information technology and communications equipment:

- A smartphone with voicemail facilities and hands free (Bluetooth) kit (if required). The account for this mobile telephone will be paid by the Council;
- A tablet/laptop computer/iPad with access to email and loaded with Council approved applications and anti-virus software;
- A suitable internet facility for the tablet/laptop/iPad;
- A multi-function colour printer/scanner/copier and fax device; and
- A case to protect the smartphone and tablet/iPad.

Councillors will be provided with a Warrnambool City Council (WCC) email address, which will be linked to the Council's electronic Mail (& Calendar) system to allow for diary management by the Chief Executive's office.

Council's IT department will provide support to Councillors for Council provided equipment and software.

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Where a Councillor wishes to use their own equipment, full IT support may not be provided and/or expenses reimbursed by Council.

The configuration and use of Council provided IT and Communications equipment shall be in accordance with the *Councillors Information Technology and Communications Usage Standards* (Appendix 1).

### Stationery & Printing

Standard stationery shall be provided to carry out Council duties, including but not limited to, diaries, notebooks and pens.

Paper will be supplied for the printer on an 'as needs basis'. For large documents and print jobs Councillors may contact the Chief Executive's office to arrange printing at the Civic Centre Offices.

### Administrative Support

Relative to Council business, administrative support will be provided to Councillors through the Chief Executive's office. Staff will not provide non-Council business administrative services, run personal errands, or undertake non-Council business administrative tasks for Councillors.

### Office Access & Meeting Rooms

Each Councillor will receive a security pass allowing access to the Councillors meeting room and public areas of the Civic Centre Offices during business operating hours. After hour arrangements shall be made and approved the Chief Executive's office.

A Councillors meeting room is provided at the Civic Centre Offices for Councillor briefing/meetings and civic functions as arranged by.

Other meeting rooms at the Civic Centre Offices can be booked (subject to availability) by Councillors for meetings associated with their role as a Councillor. Bookings are made through the Chief Executive's office.

### Meals and Refreshments

The Council will provide reasonable refreshments during meetings on Council business and reasonable meals where Council or Committee meetings are to be held over extended periods or are likely to have a late conclusion time, at the discretion of the Chief Executive Officer and/or Mayor.

The nature of the meal and refreshments shall depend on the nature of the meeting, the timing and attendees and all arrangements are made through the Chief Executive's office.

### Protective Clothing



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The Council shall, upon request, make available on loan protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

The clothing shall be limited to clothing held in store to meet the organisation's requirements.

**Insurance**

Councillors are covered by the following Council insurance policies while undertaking their Council duties.

- Public Liability
- Professional Indemnity
- Councillors and Officers Liability Insurance
- Personal Accident
- Motor Vehicle (while driving Council owned vehicles)
- Loss of No Claim Bonus/payment of excess in the event of an accident whilst using their own vehicle (subject to having comprehensive insurance), limit is \$1.000, no excess); and
- Loss or damage to personal property in excess of the policy excess
- Statutory Liability and Defence Costs Indemnity
- Cyber Risk

Council equipment provided to Councillors is covered for damage or theft under Council's insurance policies. Councillors are expected to exercise due care in protecting the equipment from damage or theft.

All policies have terms, conditions, exclusions and deductibles and specific information can be obtained by contacting the Manager Governance & Civic Support.

Council will pay any applicable policy excess in respect of claims made against a Councillor arising from Council business where any claim is accepted by Council's insurers.

**WorkCover**

A Councillor injured while carrying out their Council duties may be entitled to claim workers compensation under the *Workplace Injury Rehabilitation and Compensation Act 2013*.

Each workers compensation claim will be determined based on its individual circumstances and merit.

Councillors may make a workers compensation claim in accordance under *Workplace Injury Rehabilitation and Compensation Act 2013* and the relevant Council policies and procedures.

**Legal Expenses**

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor will be the responsibility of that Councillor.

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Councillors may discuss potential claims on a case by case basis with the Chief Executive Officer to determine if any insurance claim is applicable.

The Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
- a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
- a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.

In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.

Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.

The Council will not meet the legal costs:

- of legal proceedings initiated by a councillor under any circumstances;
- of a councillor seeking advice in respect of possible defamation, or in seeking a nonlitigious remedy for possible defamation;
- for legal proceedings that do not involve a councillor performing their role as a councillor.

Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution of the Council prior to costs being incurred.

## Other Support

Councillors will be supplied upon request with a copy of the Local Government Act, the Planning and Environment Act and any other appropriate legislation as requested but are encouraged to access the electronic versions of these documents from [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au).

Councillors Resources & Facilities Policy

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Councillors will be provided with a Warrnambool City Council name badge for use while on Council business.

**Mayoral Resources**

In addition to the resources and facilities available to all Councillors, the Mayor will also be provided will:

- A furnished office with desktop computer connected to Council printers, a telephone, bookshelf and drawers; and
- Private use of a medium sized, executive vehicle with a five star safety rating, hands free (Bluetooth) kit and fuel card.

**Interstate and International Travel**

All interstate and international travel undertaken by Councillors must be in accordance with the achievement of Council's corporate objectives and goals and be approved by a resolution of the Council.

For interstate travel the class of air travel is economy class. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy. All air travel bookings and payment will be made by the Council.

A register disclosing the details and costs relating to all interstate and international travel undertaken by Councillors (with the exception of interstate travel by land for less than three days) is made available for public inspection.

Councillors undertaking any approved travel under this clause must ensure that the final details on the travel expenses are provided to the Manager Governance & Risk within seven days of return from travel.

Where a conference or seminar involves interstate or international travel, Councillors attending must provide a written report on their attendance. The report must be submitted to a Council meeting as soon as practicable.

**4. DISABILITY and CARER SUPPORT**

The Council encourages wide participation and interest in civic office. It will ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.

For any Councillor with a disability, the Council will provide reasonable additional resources and facilities in order to allow that Councillor to perform his/her duties as a Councillor.

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Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses, as set out in the Council Expenses Policy.

## 5. PROFESSIONAL DEVELOPMENT/TRAINING

Councillor professional development is encouraged in order to develop and maintain Councillors' skills and abilities with regards to effective community representation, decision making and strategic Council planning.

Avenues for Councillors to utilise professional development opportunities include;

- Councillor Induction Program and regular in-house workshops arranged through the Chief Executive's office.
- Workshops, seminars, conferences, and other day training as offered by industry partners, local government networks and support organisations or participation in relevant formal study courses at appropriately recognised training facilities.
- Professional membership activities of peak Australian Local Government bodies and related organisations.

The costs associated with the Councillor Induction Program and in-house workshops will be borne by Council.

Access to professional development/training opportunities shall be at the discretion of each Councillor, who will be entitled to have paid (up to a set annual maximum allowance) the following professional development costs:

- Registration fees for attendance at conferences and seminars.
- Conference dinner/meals – payment for the main conference dinner if not covered by registration fee costs together with all meals within reasonable limits for the duration of the conference or seminar.
- Accommodation – appropriate accommodation from the day prior to registration day and each day on which the conference or seminar is held. Any additional costs as a result of the attendance of partners and/or children shall be borne by the Councillor.
- Transportation in the most appropriate mode to, from and during conferences and seminars. Car parking fees including airport and hotel parking.
- Professional Membership fees associated with any of the following bodies
  - Municipal Association of Victoria (MAV)
  - Victorian Local Government Associations (VLGA)
  - Australian Local Government Association (ALGA)
  - Australian Local Government Women's Association (ALGWA)
  - Australian Institute of Company Directors (AICD)

The Mayor and/or delegated Councillor/s accompanied by the Chief Executive Officer will endeavour to regularly participate in the following key local government events, of which attendances costs will be covered by the Council:

Councillors Resources & Facilities Policy

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- ALGA National General Assembly
- MAV Annual Session
- MAV Plenary Session

**Notes:**

- The professional development fund allocation is set at \$3,000 per annum per Councillor for skills development programs and topics at the discretion of each Councillor approved in accordance with this Policy.
  - The Chief Executive Officer shall assess and decide on all Councillor professional development applications.
  - If the Chief Executive Officer refuses the application the Councillor may request that the application be referred to the Council for review.
- An additional \$500 allowance is available per annum per Councillor exclusively for access to governance related professional development and/or memberships approved in accordance with this Policy.
- The annual allocation shall be subject to annual review as part of the Council budget approval process.  
Registration and payment for conferences, seminars and memberships shall be organised through the Chief Executive's office.
- Unused annual allocations will not be carried forward to the following year.
- The Council may resolve to approve a higher annual cost for requests to undertake a formal relevant qualification, such as a certificate, diploma, or relevant units of an undergraduate or postgraduate degree.
- Appendix 1 outlines a recommended yearly program and examples of options available for Councillors to consider over their four year electoral term.

## 6. GOVERNANCE

### Review

The Manager Governance and Risk is responsible for undertaking a periodical review of the policy to ensure any changes required to strengthen or update the policy are made in a timely manner.

The policy must be submitted to the Council for review no later than six months after a general election.

### Compliance

The Director Corporate Strategies shall exercise an oversight function over compliance with this policy.

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

Councillors Resources & Facilities Policy



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## **Ownership of Property**

All equipment provided under this Policy remains the property of the Council and must be returned to the Council at the end of a Councillor's term of office or upon retirement/resignation of the Councillor.

Should a Councillor desire to keep any equipment allocated by the Council, then the councillor may make application to the Chief Executive Officer to purchase any such equipment. The Chief Executive Officer will determine an agreed fair market price or written down value for the item of equipment. This option does not include motor vehicles.





## **APPENDIX 1 – INFORMATION TECHNOLOGY and COMMUNICATIONS USAGE STANDARDS for COUNCILLORS**

### **IT RESOURCES**

- All laptops, tablets, iPads, mobile/smart phones and service numbers/addresses must be used in compliance with applicable licenses, notices, contracts and agreements. □ Councillors will be issued with a Council email address (... @warrnambool.vic.gov.au). Due to the business email security requirements the address will not be linked to a personal email account.
- The email account will be linked to the Council's electronic Mail & Calendar to allow for diary management by the Chief Executive's office.
- The email account, internet access and web pages should not be used for any purpose other than Council/Councillor related communications.
- Any document received over the internet and by email is considered corporate information for which the Council is responsible. All corporate information must be appropriately registered through the Council's central records systems.
- The Council provided IT equipment and resources including email accounts, internet access and web pages must not be used for electioneering purposes. For further information refer to the *Election Period Policy*

### **CONFIDENTIAL INFORMATION**

- The confidentiality of correspondence via email cannot be guaranteed. Confidential emails should be sent with encryption or by traditional methods, not electronically.

### **FREEDOM OF INFORMATION AND INFORMATION PRIVACY**

- Freedom of Information, Privacy and Data Security legislation applies to all documents flowing through the organisation. This includes electronic documents received and produced through the internet and email.
- To maintain the original integrity of documents, no personal comments should be added or alterations made to the original document. Comments may be recorded on a separate memo, file note, or electronic copy, which can be separate from the original document.

### **COMMUNICATIONS**

- All communications produced by Councillors contribute to the community's perception of Council's image. This includes internet and email communications, which must conform to organisational standards to project the public image desired by Council. For further information refer to the *Media Policy and Councillor Code of Conduct*.

### **SECURITY & MONITORING**

Councillors Resources & Facilities Policy

- Use of the internet and email may be subject to monitoring for security or network management reasons. Councillors may also be subject to limitations on their use of such resources.
- Councillors must not share Council issued internet or email access or passwords with any other person. Each Councillor is responsible for all activity that takes place under his or her Council login.
- The distribution of any information through the internet, computer-based services, email and messaging systems is subject to the scrutiny of the Council. The Council reserves the right to determine the suitability of this information.
- Councillors must not download or transmit executable programs, screensavers, system components (e.g. fonts, patches) graphics, pictures, movies, audio files or similar files, without approval from the Manager Information Services.
- All internet and email use is monitored and results are reported to the Chief Executive Officer.

**PERSONAL USE**

- Council provided internet and email privileges, like telephones, computer systems and networks, are considered corporate resources and are provided primarily for work purposes.
- Notwithstanding, limited personal use of the equipment is permitted. The Chief Executive Officer must approve (in advance) any use in excess of limited personal usage, as well as any arrangements to reimburse Council.

**LOST, STOLEN OR MISPLACED EQUIPMENT**

- For security purposes and to avoid misuse of equipment after loss, the service must be cancelled immediately once it is determined missing.
- The theft or loss should be reported to the nearest police station and the Chief Executive's office must be contacted immediately in order to have the service barred.

**USE OF MOBILE/SMART PHONES WHILST DRIVING**

- Mobile phones should not be used in any case when operating a vehicle. The user should safely park the vehicle before taking or making a call.

**CARE OF EQUIPMENT**

- Key tips on care of equipment include:
  - Keep the equipment dry – take care around liquids
  - Keep the equipment out of extreme cold or heat.
  - Do not attempt to open the housing, except to replace the battery according to User Guide instructions.
  - To clean, wipe only with a soft cloth slightly dampened in a mild-soap-and-water solution.
  - Handle the SIM card and all other components with care

Councillors Resources & Facilities Policy**GENERAL CONDITIONS**

- A case is provided to protect the tablet/iPad/smart phone from damage.
- With regard to use of internet and email, Councillors should not:
  - Visit internet sites that contain obscene, hateful or other objectionable materials; send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person or which contravenes the Equal Opportunity principles.
  - Receive email without following records management procedures.
  - Produce communications over the internet that do not conform to organisational standards. Solicit emails that are unrelated to business activities.
  - Make or post indecent remarks, proposals, or materials. ○ Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Council, or the Council itself. ○ Reveal or publicise confidential or proprietary information which includes, but is not limited to financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer/network access codes, and business relationships.
  - Examine, change or use another person's files, output or user for which they do not have explicit authorisation.
- Councillors must report immediately to the Chief Executive's office any incorrect or inappropriate communications transmitted and or received.

Councillors Resources & Facilities Policy

## APPENDIX 2 - COUNCILLOR PROFESSIONAL DEVELOPMENT PROGRAM

Conferences, seminars and training courses are organised throughout the year by Council, local government related organisations, professional bodies and private sector providers on issues and events which may be relevant to the role of a Councillor.

The selection of conferences and training should be based on its relevance to the responsibilities and the specific training needs of a Councillor and Council's Council Plan goals and are likely to encompass but not limited to:

- Sessions organised by Local Government peak bodies including the Municipal Association of Victoria (MAV), the Victorian Local Governance Association (VLGA), the Australian Local Government Association (ALGA) and the Australian Local Government Women's Association (ALGWA).
- Specialist training related to the duties, responsibilities and competencies of a Councillor as organised by the Chief Executive's office.
- Australian Institute of Company Directors (AICD) or other courses approved by the Chief Executive related to governance and leadership.
- Sessions conducted in-house as part of Council's annual Councillor training program, briefings and workshops.
- Specific needs based training as approved by the Chief Executive, including, but not limited to media and public speaking.

### Suggested Training Options:

Councillors are open to select their own professional development training program. The following is provided for illustrative/guidance purposes only.

Year	Professional Development/Training Program
One	<ul style="list-style-type: none"> <li>• WCC Councillor Induction program</li> <li>• MAV Mayoral Workshop (as appropriate)</li> <li>• MAV/VLGA new Councillor &amp; Councillor development short courses e.g. Meeting Procedures</li> <li>• Australian Institute Company Director's Course</li> <li>• Diploma of Governance (Local Government)</li> <li>• WCC (in-house) Councillor learning and development workshops e.g. Media training, Team Building, Financial Management and Budgets, Conflict of Interest, Local Government/Planning &amp; Environment Acts</li> </ul>

Councillors Resources & Facilities Policy

Two	<ul style="list-style-type: none"> <li>• MAV Mayoral Workshop</li> <li>• Chairing of Meetings/Meeting Procedures □ Australian Institute Company Director's Course</li> <li>• Diploma of Governance (Local Government)</li> <li>• WCC (in-house) Councillor learning and development workshops</li> <li>• MAV, VLGA or Australian Institute of Company Directors, short courses or specific workshops as relevant.</li> </ul>
<b>Year</b>	<b>Professional Development/Training Program</b>
Three	<ul style="list-style-type: none"> <li>• MAV Mayoral Workshop</li> <li>• Australian Institute Company Director's Course</li> <li>• Diploma of Governance (Local Government)</li> <li>• WCC (in-house) Councillor learning and development workshops</li> <li>• MAV, VLGA or Australian Institute of Company Directors, short courses or specific workshops as relevant.</li> </ul>
Four	<ul style="list-style-type: none"> <li>• WCC (in-house) Councillor learning and development workshops</li> <li>• MAV, VLGA or Australian Institute of Company Directors, short courses or specific workshops as relevant.</li> </ul>



WARRNAMBOOL  
CITY COUNCIL

# **Councillors IT Equipment - Conditions of Use Policy**

POLICY TYPE: COUNCIL

APPROVAL DATE: 6 JULY 2015

REVIEW DATE: JULY 2018



COUNCIL POLICY: Councillors IT Equipment – Conditions of Use**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Councillors IT Equipment – Conditions of Use Policy</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Chief Executive's office</i>
<b>Responsible Officer:</b>	<i>Manager Governance Projects &amp; Risk</i>
<b>Document Status:</b>	<i>ADOPTED</i>
<b>Adopted By:</b>	<i>Council</i>
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Policy Type: Council | Responsible Branch: Governance & Risk | Approved Date: July 2015 | Review Date: July 2018  
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Version: 1, Version Date: 06/02/2019

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COUNCIL POLICY: Councillors IT Equipment – Conditions of Use**TABLE OF CONTENTS**

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Policy Type: Council | Responsible Branch: Governance & Risk | Approved Date: July 2015 | Review Date: July 2018  
 Document Set ID: 10761629  
 Version: 1, Version Date: 06/02/2019

COUNCIL POLICY: Councillors IT Equipment – Conditions of Use**1. INTRODUCTION****1.1 Purpose**

Tablets/Laptops, iPads and Smart Phones are assigned to Warrnambool City Councillors, whose need for effective and efficient communications is essential in the conduct of the Council business.

This Policy sets out the conditions under which Council information technology and telecommunications resources are provided to Councillors.

**1.2 Scope**

This policy applies to elected Councillors of Warrnambool City Council.

This Policy is not intended to prescribe for every possible situation that may arise. Should a situation arise that is not adequately covered by this policy, the matter will be referred to the Chief Executive and if required to Council for determination by resolution.

**1.4 References**

<b>Council Related Policies</b>	<ul style="list-style-type: none"><li>• Provision of Resources &amp; Support for Councillors Policy</li><li>• Councillors Code of Conduct</li><li>• Caretaker (Elections) Policy</li><li>• Media Policy</li></ul>
---------------------------------	---

**2. POLICY STATEMENT**

This Policy defines the boundaries for the “acceptable use” of Council provided tablets, laptops, iPads & mobile/smart phones.

**3. IT RESOURCES PROVIDED BY COUNCIL**

- 3.1 All laptops, tablets, iPads, mobile/smart phones and service numbers/addresses are the property of Council.
- 3.2 All laptops, tablets, iPads, mobile/smart phones and service numbers/addresses must be used in compliance with applicable licenses, notices, contracts and agreements.
- 3.3 Council provided internet and email privileges, like telephones, computer systems and networks, are considered corporate resources and are provided for work purposes only.
- 3.4 Councillors will be issued with a Warrnambool City Council (WCC) email address. Due to the business email security requirements this will not be forwarded to a personal email account for ease of use.

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COUNCIL POLICY: Councillors IT Equipment – Conditions of Use

- 3.5 The WCC email will be linked to the Council electronic Mail & Calendar to allow for diary management by the Chief Executive's office.
- 3.6 Council email accounts, internet access and web pages should not be used for anything other than Council communications.
- 3.8 Any document received over the internet and email is considered corporate information for which the Council is responsible. All corporate information must be appropriately registered through the Council's central records system.
- 3.9 Council provided IT equipment and resources including email accounts, internet access and web pages must not be used for electioneering purposes. *For information see Council's Caretaker (Elections) Policy*

**4. CONFIDENTIAL INFORMATION**

The confidentiality of correspondence via email is not guaranteed. Confidential emails should be sent with encryption OR by traditional methods, not electronically.

**5. FREEDOM OF INFORMATION AND INFORMATION PRIVACY**

- 5.1 Freedom of Information, Privacy and Data Security legislation applies to all documents flowing through the organisation. This includes electronic documents received and produced through the internet and email.
- 5.2 To maintain the original integrity of documents, no personal comments should be added or alterations made to the original document. Comments may be recorded on a separate memo, file note, or electronic copy, which can be separate from the original document.

**6. PUBLIC RELATIONS**

All communications produced by Councillors contribute to the community's perception of Council's image. This includes internet and email communications, which must conform to organisational standards to project the public image desired by Council. For more information reference Council's *Media Policy and Councillor Code of Conduct*.

**7. SECURITY & MONITORING**

- 7.1 Use of internet and email may be subject to monitoring for security or network management reasons. Councillors may also be subject to limitations on their use of such resources.
- 7.2 Councillors must not share Council issued internet or email access or passwords with any other person. Each Councillor is responsible for all activity that takes place under his or her Council login.
- 7.3 The distribution of any information through the internet, computer-based services, email and messaging systems is subject to the scrutiny of the Council. The Council reserves the right to determine the suitability of this information.

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COUNCIL POLICY: Councillors IT Equipment – Conditions of Use

- 7.4 Councillors must not download or transmit executable programs, screensavers, system components (e.g. Fonts, patches) graphics, pictures, movies, audio files or similar files, without explicit clearance from the Information Technology department.
- 7.5 Councillors can expect that their internet and email use will be monitored and that results will be reported to the Chief Executive.

**8. PURCHASING**

- 8.1 All purchasing of laptops, tablets, iPads, smart phones and services shall be centralised through the Information Technology Department to ensure that all equipment and services conform to corporate communication standards and strategies, and are purchased at the best possible price.
- 8.2 Centralised purchasing ensures that warranties and service standards are consistently applied. Equipment or services purchased independently will not be supported by the Information Technology Department.

**9. BILLING AND CHARGING**

- 9.1 On a monthly basis, telecommunication service charges will be allocated to the relevant cost centre through the Telecommunications carrier billing utility. The Finance department posts the charges against the general ledger account codes.
- 9.2 Limited personal use of Council's IT equipment is permitted. The Chief Executive may request reports of the Councillors charges and must approve (in advance) any use in excess of limited personal usage, as well as any arrangements to reimburse Council. Arrangements for reimbursement will be formally effected through Finance department.

**10. LOST, STOLEN OR MISPLACED TABLET / IPAD/ SMART PHONE**

- 10.1 For Council security and to avoid misuse of equipment after loss, the service must be cancelled immediately once it is determined missing.
- 10.2 The theft or loss should be reported to the nearest police station and the Chief Executive's office must be contacted immediately in order to have the service barred.

**11. USE OF MOBILE/SMART PHONES WHILST DRIVING**

- 11.1 Mobile/Smart phones should never be used while driving a motor vehicle unless an approved hands-free car kit is employed. Even then, users must take extreme care not to become distracted while using the hands-free phone, as the risk factors are nearly equal with non-hands-free use. Where economically viable, hands-free users should have mobile phones capable of voice-activated answer and dialling.
- 11.2 It is recommended that mobile phones should not be used in any case when operating a vehicle; that the user should safely park the vehicle before taking or making a call.

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COUNCIL POLICY: Councillors IT Equipment – Conditions of Use**12. CARE OF LAPTOP/TABLET/IPADS/SMART PHONE**

12.1 Users should read the care and maintenance instructions in the User Guide included with their laptop/tablet/iPad/smart phone. Since these items range from \$600.00 to \$1,000.00, not including administrative costs, it is important to act responsibly to reduce replacement costs.

12.2 The main care factors are:

- Keep the equipment dry – take care around liquids (sinks, toilets, coffee, wet grass)
- Keep the equipment out of extreme cold or heat.
- Do not drop, knock, or shake the equipment.
- Do not attempt to open the housing, except to replace the battery according to User Guide instructions.
- To clean, wipe only with a soft cloth slightly dampened in a mild-soap-and-water solution.
- Handle the SIM card and all other components with care

**13. GENERAL USAGE CONDITIONS**

13.1 Tablets, iPads and smart phones are an easy target for theft. Users should take the same precautions with these items as they would with their house/car keys or wallet.

13.3 A case should be used to protect the tablet/iPad/smart phone from damage if it is dropped. A case will be provided for each device.

13.4 The laptop, tablet and smart phone is provided for Council work. Limited personal use is acceptable, recognising that personal use not only leads to higher Council costs but also makes the user unavailable to take council-related calls on the smart phone.

13.5 Councillors are not allowed to use the Council issued laptop, tablet, smart phone or services in an illegal, illicit or offensive manner

13.6 With regard to use of internet and email, Councillors should not:

- Visit internet sites that contain obscene, hateful or other objectionable materials; send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person or which contravenes the Equal Opportunity principles.
- Receive email without following records management procedures.
- Produce communications over the internet that does not conform to organisational standards. Solicit emails that are unrelated to business activities.
- Use the internet or email for any illegal purpose.
- Make or post indecent remarks, proposals, or materials.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Council, or the Council itself.
- Download and/or install any software or electronic files without explicit permission by the Chief Executive's office and ensuring implementation of virus protection measures approved by Council's IT department.

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COUNCIL POLICY: Councillors IT Equipment – Conditions of Use

- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in their use of the network.
- Download any files not directly relating to business functions, such as MP3, mpegs (movie files), pictures, screensavers, games.
- Reveal or publicise confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer/network access codes, and business relationships.
- Examine, change or use another person's files, output or user for which they do not have explicit authorisation.

13.7 Councillors must report immediately to the Chief Executive's office any incorrect or inappropriate communications transmitted and or received.

13.8 If the Councillor is not returned to office, all Council provided equipment, business information and materials must be returned to Council on the first business day following Council elections,

#### **14. ACCOUNTABILITY PROCESS**

Penalties for violating the Councillor IT Equipment Policy will vary depending on the nature and severity of the specific violation. Any Councillor who violates the Policy may be subject to:

- Disciplinary action as described under Councillors Code of Conduct.
- Civil or criminal prosecution under federal and/or state law.

#### **15. GOVERNANCE**

##### **15.1 Owner**

The Manager Governance Projects & Risk is responsible for monitoring the currency and viability of this policy and updating it when required.

##### **15.2 Review**

The Manager Governance Projects & Risk will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

##### **15.3 Charter of Human Rights Compliance**

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.

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## 7.2. Revised Community Engagement Policy

**DIRECTORATE:** Corporate Services

**Purpose:**

*This report provides information on the Community Engagement Policy.*

---

### Executive Summary

Under the Local Government Act 2020, all Victorian Councils must have a Community Engagement Policy.

Council's existing Community Engagement Policy has been reviewed and draft policy prepared which requires community review.

The Policy describes when and how the Council will engage with the community on key processes including the development of the Council Plan, Community Vision (plan), annual Budget, Financial Plan and Asset Plan.

The most significant change to the policy is the acknowledgement of the Gender Equality Act and how consultations must address any obligations under this Act.

Following internal feedback, the policy purpose was also simplified and made more direct.

An internal community engagement template to help guide staff in delivering consultations has also been prepared.

---

**MOVED:** CR RICHARD ZIEGELER

**SECONDED:** CR VICKI JELLIE

**That Council release the Draft Community Engagement Policy 2025 for community feedback.**

**CARRIED - 7:0**

---

### Background

In 2021 Council revised its Community Engagement Policy in line with the Local Government Act (2020).

The Act states the policy must:

- (a) be developed in consultation with the municipal community;
- (b) give effect to the community engagement principles;
- (c) be capable of being applied to the making of the Council's local laws;
- (d) be capable of being applied in relation to the Council's budget and policy development;

- (e) describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and
- (f) specify a process for informing the municipal community of the outcome of the community engagement;
- (g) include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and Annual Budget; and,
- (h) include any other matters prescribed by the regulations.

The draft policy continues to be guided by the International Association for Public Participation's (IAP2) "spectrum of public participation".

Council's Community Engagement Policy was scheduled for review in 2025.

The draft policy now acknowledges the Gender Equality Act (2020). The Gender Equality Act requires Councils to promote gender equality in policies, programs and services.

## Issues

It will be beneficial to receive the community's view of the draft policy through a consultation process.

## Financial Impact

Depending on the issue or project, the process of community engagement will have a financial impact on Council. This could involve advertising costs or costs associated with hiring skilled facilitators to host or deliver rigorous, independent consultation processes.

## 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.

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

## Timing

Council must have a Community Engagement Policy and the current policy was scheduled for review this year.

### Community Impact / Consultation

The Act requires Council to consult with the community during the development of a Community Engagement Policy.

It is proposed that this Draft Community Engagement Policy be released for community feedback.

### Legal Risk / Impact

A Gender Impact Assessment is required for this policy. This assessment is nearing completion and can be finalised once community consultation has been undertaken for the Draft Community Engagement Policy.

### Officers' Declaration of Interest

Nil.

### Collaborative Procurement

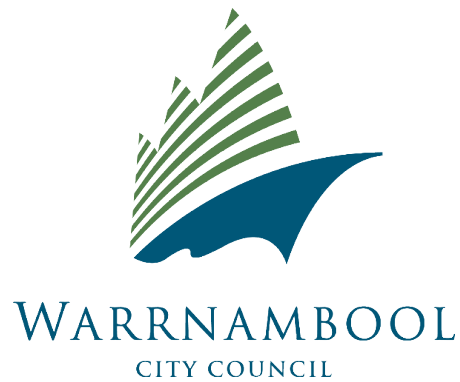
Not applicable. This policy will be developed internally by Council staff.

### Conclusion

Council is in a position to release the Draft Community Engagement Policy to the community for public review.

### ATTACHMENTS

1. WCC community engagement planning template [7.2.1 - 5 pages]
2. Community Engagement Policy 2025 draft [7.2.2 - 11 pages]



## **Engaging the community**

### **A planning template**

## 1. Project and engagement overview

<b>1.1 Project details</b>			
<b>Project name</b>			
<b>Branch</b>		<b>Last edited</b>	
<b>Project Lead</b>		<b>Phone number</b>	
<b>1.2 Council Plan strategic objectives</b>			
<input type="checkbox"/> Goal 1:		<input type="checkbox"/> Goal 5:	
<input type="checkbox"/> Goal 2:		<input type="checkbox"/>	
<input type="checkbox"/> Goal 3:		<input type="checkbox"/>	
<input type="checkbox"/> Goal 4:		<input type="checkbox"/>	
<b>1.3 Additional details</b>			
<b>Engagement budget allocated</b>	Project Brief		
<b>Associated documents</b>	Consultant Brief		
<b>1.4 Community engagement delivered by</b>			
<b>Mayor</b>			
<b>Council officers</b>			
<b>1.5 Community engagement advice/ support</b>			
<b>Community Engagement Partner</b>			

## 2. Community engagement details

---

2.1 Community engagement goal and objectives		
<b>Community engagement goal</b> What is the purpose of this engagement?		
<b>Community engagement history</b> Has there been previous community engagement on this project and how is it relevant for the community you will engage?		
2.2 Negotiable and non-negotiable aspects of the project		
<b>Negotiable</b> (what the public can influence)		
<b>Non-negotiable</b> (what the public cannot influence)		
<b>Reasons for non-negotiable aspects of project</b>		
<b>Project questions</b> Based on the project statement and negotiable aspects of your project, what are the questions you need answered.		
2.3 Level of community engagement		
Which level of engagement is required for this project?		
IAP2 Level		Commitment
<b>Inform</b>	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	<input type="checkbox"/>
<b>Consult</b>	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	<input type="checkbox"/>
<b>Involve</b>	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	<input type="checkbox"/>
<b>Collaborate</b>	We will implement what you decide.	<input type="checkbox"/>
<b>Empower</b>		



3. Stakeholder details

3.1 Stakeholder analysis								
In considering barriers to engagement please address gender equality/community diversity – is a gender impact assessment required? Have you provided multiple options through which people can engage?								
Stakeholder (group as required)	Level of impact	Level of Interest	Their interests and concerns	IAP2 Level	What do they need to know or understand / what question are they being asked?	At what points do they need to be engaged / communicated with?	Known barriers to engagement	Best method to reach / involve them
Internal								
External								
Gender equality/community diversity – is a gender impact assessment required? Have you provided multiple options through which people can engage?								

#### 4.Engagement program

[illegible]



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CITY COUNCIL

DRAFT

## Community Engagement Policy

POLICY TYPE: Warrnambool City Council

APPROVAL DATE:  
REVIEW DATE: 2029

**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Community Engagement Policy</i>
<b>Policy Type:</b>	<i>Warrnambool City Council</i>
<b>Responsible Branch:</b>	<i>Communications Department</i>
<b>Responsible Officer:</b>	<i>Manager Communications</i>
<b>Document Status:</b>	<i>Draft</i>
<b>Adopted By:</b>	
<b>Adopted Date:</b>	
<b>Review Date:</b>	2029

Warrnambool City Council - Community Engagement Policy – adopted February 2021.



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## 1. INTRODUCTION

### 1.1. Purpose

This policy details Council's approach to community engagement, including Council's commitment to the community engagement principles set out under section 56 of the Local Government Act 2020. This Policy aims to create stronger links between the council and the community; provide opportunities for the community to contribute to and inform identified strategic plans; build new relationships and/or improve relationships with the community; and to educate the community and Council on specific issues to increase knowledge and inform decision-making.

### 1.2. Scope

This Policy applies to all Councillors, Council staff, contract workers, consultants and all people who engage with the community on behalf of Warrnambool City Council.

The Local Government Act 2020 requires that the following activities are undertaken in accordance with this Community Engagement Policy:

- development of the Council Plan;
- development or amendment of Governance Rules;
- making or altering a Local Law, after 1 July 2021;
- development of a Community Vision;
- development of a Financial Plan; and
- development of an Asset Plan;
- developing the annual Budget;
- making changes to an adopted Budget that the Council considers should be subject of community engagement;
- The purchase or compulsory acquisition of land by Council in accordance with section 112 of the Local Government Act 2020;
- Sale or exchange of Council land in accordance with section 114 of the Local Government Act 2020; and
- Any lease of land where the lease is \$100,000 or more, the market rental value of the land is \$100,000 or more, or the lease is proposed to be for 10 or more years, in accordance with section 115 of the Local Government Act 2020.

Community engagement must follow the principles as defined under the Act, which are:

- a. a community engagement process must have a clearly defined objective and scope;
- b. participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- c. participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- d. participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- e. participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.



Following the principles will help ensure the community engagement becomes a deliberative process where issues are given in-depth consideration from multiple perspectives.

Community engagement should occur when:

- a proposed change could impact on current users or customers of a council service or facility;
- a proposed change could affect the rights or entitlements of community members;
- there is a potential impact on surrounding neighbours;
- when council is setting its strategic direction;
- the council needs to identify and understand community issues, needs and priorities;
- the council needs to monitor customer satisfaction with council services and facilities;
- and,
- there is a level of controversy, conflict or sensitivity about a particular issue.

There are occasions when community engagement may not be possible.

These include:

- When a decision must be made immediately;
- When decisions relate to Council's regular business operations; or
- When legal or commercial restrictions prevent it.

There may be occasions when it is desirable to combine community engagement exercises for related projects, for instance the Council Plan and Budget. This will avoid duplication of effort, reduce costs and help avoid the possibility of the community experiencing engagement fatigue.

Community engagement can occur through a range of techniques and approaches in order to maximise community participation.

This policy provides a framework for community engagement based on the International Association of Public Participation (IAP2) spectrum and will enhance the capacity of the community to engage Council and vice versa.

The policy articulates Council's commitment to thorough, consistent and genuine community engagement that will inform responsible decision-making for the benefit of the community.

Council will be informed in its decision-making by engaging with a range of stakeholders that comprise the following sectors of the community:

- residents and ratepayers;
- representative, interest and lobby groups;
- community organisations;
- service clubs;
- cultural organisations;
- government; and
- business.





### 1.3. Definitions

Term	Definition
Community engagement	A process of working with stakeholders and groups of people to develop relationships, build understanding and inform decision-making processes.
Council	Warrnambool City Council
Policy	Warrnambool City Council Community Engagement Policy
Community	People who live in, work in or visit Warrnambool
Community group	Groups, organisations and council advisory bodies that have community-based members and who may share a common interest or interests.
Consultation	A two-way relationship with the Council providing information, considering feedback and providing information on an outcome.
Stakeholders	A person, group or system that can affect or be affected by a council action.

### 1.4. References

Legislation	Local Government Act
Guidelines	Community Engagement Planning Template
Warrnambool City Council	Warrnambool City Council Plan
Warrnambool community	Warrnambool 2040 (long-term community vision)

## 2. POLICY

The intention of this policy is to improve decision-making through the involvement of the community; to strengthen the sense of community; to use resources more effectively and to gain greater insight into community needs and aspirations.

### 2.1. Policy statement

#### Core activities and values

The following activities and values aid in decision-making which reflects the interests and concerns of the community:

- community engagement promotes sustainable decisions by recognising and communicating the needs and interests of participants, the broader community and



decision-makers;

- community engagement seeks out and facilitates the involvement of those potentially affected by or interested in, a decision by Council;
- community engagement provides people with the information they need to participate in a meaningful way;
- engagement will recognise the diversity within a community including age, abilities, religions, sexual orientation, gender and cultural identity;
- people must have a range of opportunities through which to present views to Council including online, in-person, over the phone or through written submissions;
- the Council will report to those involved in an engagement process to complete the information loop from community input to outcome for the community; and
- people will be informed of community engagement outcomes via means which may include Council meeting reports, outcomes published on Council's website, on Council's social media platforms and Council newsletters.

## 2.2. Deliberative Engagement

Deliberative engagement is where Council will seek help from the community to frame plans prescribed under the Local Government Act and its regulations and where Council resolves that this is the most appropriate form of engagement for any other matter or initiative.

The deliberative engagement process will provide an opportunity for participants to listen to and learn about each other's views, discuss similarities and differences, weigh evidence, and to deliberate in pursuit of a balance between competing values and interests.

Deliberative engagement will seek to involve individuals, groups and/or the broader community, being scaled to fit the size and impact of the individual project.

Deliberative engagement takes place at the highest three levels on the IAP2 spectrum, 'Involve', 'Collaborate' or 'Empower'. The deliberative engagement process to be undertaken for each individual engagement will be outlined in the community engagement plan for that matter. Some projects may require skilled facilitators to ensure a fair and equitable process. The need for and feasibility of facilitators will be considered on a case-by-case basis.

As part of Council's commitment to effective deliberative engagement practices, Council will:

- ensure that it includes any prescribed matters required by any of the Local Government Act 2020 Regulations;
- ensure participants have access to objective, relevant and timely information;
- ensure the process is representative, including those groups and individuals who are directly affected by the matter; and,
- Provide appropriate time to deliberate on complex information and ideas, and, where possible, seek to find consensus.

## 2.3. Legislative Requirements

Where Council is making a local law or policy of key significance to the community, community engagement processes listed in this policy are capable of being applied.

Where a community engagement process is undertaken, a plan for that engagement will be



developed and will include a clearly defined objective and scope.

All community engagement processes will include providing participants with access to objective, relevant and timely information.

Each community engagement plan will include information about how that community engagement process will inform and influence any subsequent decision of Council.

#### **2.4. Informing the community of engagement outcomes**

Council will use a variety of methods to inform the community of the outcome of engagement processes.

How engagement outcomes are shared with the community can be outlined in a community engagement plan and will include one or more of the following:

- publication on Council's website
- posts on Council's social media
- print and digital media releases and/or advertisements
- direct communication with participants in the process
- direct communication with those that have requested to be notified of the outcome (e.g. phone, email or post)
- formal in-person announcements (e.g. community meeting).

Individuals who have expressed an interest in receiving updates on engagement outcomes may also be contacted directly which may be via email, letter or phone call.

In determining the methods for informing the community of the outcome of engagement processes Council will consider the stakeholders involved, and the relevance to, and interest levels of the broader community.

### **3. PROCEDURE**

#### **3.1 Procedure statement**

To help guide decisions around engagement choices Council recognises the participation spectrum developed by the International Association for Public Participation as the recommended guide to engagement activities. The Community Engagement Planning Template provides advice as to an appropriate level of participation (see Further Information and Advice).



## IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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**Above:** Community Engagement Model - the IAP2 public participation spectrum



#### 4. FURTHER INFORMATION AND ADVICE

To help staff undertake community engagement activities the Community Engagement Planning Template has been developed.

#### 5. GOVERNANCE

##### a. Owner

The responsible officer for this policy is the Manager Communications, who will ensure the policy is implemented and reviewed.

##### b. Review

The Manager Communications will review the policy for any necessary amendments no later than four years after its formulation or after the last review.

##### c. Compliance Responsibility

###### 4.3.1. Executive Management Team (Chief Executive and Directors)

- Demonstrate Warrnambool City Council values through being positive role models for this policy.

###### 4.3.2. Managers and Supervisors

- Managers and Supervisors are responsible for ensuring employees under their direct control comply with actions detailed in this policy (and related procedures).

###### 4.3.3. All Employees

- Demonstrate Warrnambool City Council values through being positive role models for fellow employees, contractors and volunteers by ensuring compliance with this policy (and related procedures).

##### d. Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.

##### e. Gender Equality

This policy has been subject to a Gender Impact Assessment to help ensure it helps fulfill the principles of the Gender Equality Act, which are:

- (1) All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.
- (2) Gender equality benefits all Victorians regardless of gender. Part 1—Preliminary Gender

Warrnambool City Council - Community Engagement Policy – adopted February 2021.



Equality Act 2020 No. 5 of 2020 7 Authorised by the Chief Parliamentary Counsel

- (3) Gender equality is a human right and precondition to social justice.
- (4) Gender equality brings significant economic, social and health benefits for Victoria.
- (5) Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.
- (6) Advancing gender equality is a shared responsibility across the Victorian community.
- (7) All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.
- (8) Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.
- (9) Women have historically experienced discrimination and disadvantage on the basis of sex and gender.
- (10) Special measures may be necessary to achieve gender equality.

### 7.3. Promotional Roundabout Banner Policy

**DIRECTORATE :** City Futures

**Purpose:**

*This report provides information on the review and changes to the Promotional Roundabout Banner Policy.*

**Note:** *The Promotional Roundabout Banner Policy is being tabled as the policy document attached to the February Council meeting was the incorrect version. The written report submitted outlining the recommended changes from the review to the policy was correct.*

---

#### Executive Summary

The Promotional Roundabout Banner Policy is framed to allow Warrnambool City Council (WCC) directorates, community groups and organisations located in the Warrnambool Municipality and to promote their events through the display of appropriate advertising at specific roundabout locations, WCC is the single permitting authority.

The review and recommended changes to the policy include:

1. There are now 7 roundabouts available where previously there were 10. As poles were replaced at three roundabouts, they are not identical structures allowing banners to be fixed to them.
2. A maximum of 28 banners can now be displayed where previously it was 40.
3. **New inclusion:** (6a) Note: in times where there are spaces available WCC will install banners which promote Warrnambool and will endeavour to keep all banner spaces utilised. This may include promoting 'I am Warrnambool' or 'What's on in Warrnambool' as examples to direct visitors and locals to sites where all events are listed. More generic promotional material for the city may also be utilised. These banners will be the first removed when an event is to be promoted and may be kept in place for longer than the maximum 2 weeks outlined above to ensure banner spaces are fully utilised.
4. **New inclusion:** (7) Confirmation is subject to availability.
5. **Removed:** Banners not collected within two weeks will be destroyed.
6. **New inclusion:** Banner advertising is to be prioritised to the promotion of events approved by the WCC Events & Promotion Team. In instances where banner spaces are empty/available and not booked for use please refer to No. 6 in General Information for WCC allowable use.

---

**MOVED:** CR MATTHEW WALSH

**SECONDED:** CR WILLY BENTER

That Council adopt the *Promotional Roundabout Banner Policy 2025*, and it is made publicly available to user groups and placed on the WCC website.

CARRIED- 7:0

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## Background

The Events and Promotion team are responsible for the Promotional Roundabout Banner Policy and the coordination of requests for banners to be installed.

## Issues

None.

## Financial Impact

None.

Note: User groups are charged a \$90 fee for the installation and removal of the banners. A fee was introduced a few years ago as when it was free many bookings were not taken up by groups.

## 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.

### 3 A strong economy

3.3 Visitor growth: 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.

## Community Impact/Consultation

The changes to the policy will be made available to groups requesting banners to be installed and be placed on the WCC website.

## Legal Risk/Impact

The policy considers other WCC policies around appropriate advertising content and usage.

## Officers' Declaration of Interest

There is no conflict of interest from Council Officers.

## Collaborative Procurement

N/A

## Conclusion

For the changes to the Promotional Roundabout Banner Policy to be adopted, implemented and made publicly available.

## ATTACHMENTS

1. Promotional Roundabout Banner Policy 2025 (2) [7.3.1 - 5 pages]



## ***Promotional Roundabout Banner Policy***

APPROVAL DATE: April 2025

REVIEW DATE: April 2025

## TITLE



## DOCUMENT CONTROL

<b>Document Title:</b>	Promotional Roundabout Banner Policy
<b>Policy Type:</b>	Council
<b>Responsible Branch:</b>	Events & Promotions Branch
<b>Responsible Officer:</b>	Manager of Economic Development and Events.
<b>Document Status:</b>	Draft
<b>Approved By:</b>	Council
<b>Approved Date:</b>	<i>April 2025</i>
<b>Review Date:</b>	<i>April 2028</i>

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Responsible Branch: &lt;insert branch&gt; | Approved Date: April 2025 | Review Date: April 2028

## TITLE



## 1. INTRODUCTION

### 1.1. Purpose

These policy allow Warrnambool City Council (Council) directorates, community groups and organisations located in the Warrnambool Municipality to promote their events through the display of appropriate advertising at specific roundabout locations. Council is the single permitting authority.

### 1.2. Scope

These policy apply to activities and events overseen or delivered by the Events and Promotion branch within the City Growth Directorate and apply to external groups and other Council areas wishing to utilise promotion through the use of roundabout banners.

### 1.3. Definitions

Term	Definition
<b>Council</b>	Refers to Warrnambool City Council.
<b>WCC</b>	Warrnambool City Council.

## 2. POLICY/PROCEDURE STATEMENT

### GENERAL INFORMATION

1. There are 7 roundabouts and 4 banners per roundabout
2. Therefore the maximum is 28
3. A maximum of 12 banners can be reserved per booking from February to November
4. A maximum of 4 banners can be reserved per booking during peak event season of December – January
5. All banners are installed and removed Monday to Monday
6. Maximum hanging time is 2 weeks, unless otherwise approved by WCC Events & Promotion Team
7. Banners will not be changed mid-week.
8. Approvals for banners shall be limited to applications from local, community based organisations and WCC directorates for the promotion of events. Banners are not to be utilised for promotion of entities only.
  - a. **Note:** in times where there are spaces available, Council will install banners which promote Warrnambool and will endeavour to keep all banner spaces utilised. This may include promoting 'I am Warrnambool' or 'What's on in Warrnambool' as examples to direct visitors and locals to sites where all events are listed. More generic promotional material for the city may also be utilised. These banners will be the first removed when an event is to be promoted and may be kept in place for longer than the maximum 2

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weeks outlined above to ensure banner spaces are fully utilised

9. All promotions must be for a specific event (date) that is located within the Warrnambool District.

10. Confirmation is subject to availability.

### To ensure that banners fit the roundabout frames:

- Banners must be of a required size (900mm in width, 1850mm in depth with an 80 mm turnover top and bottom).
- All banners are to be dropped off and picked up from the Visitor Information Centre desk at Flagstaff Hill, 89 Merri Street, Warrnambool to ensure that banners fit the roundabout frames:
- Delivery must be at least 3 working days prior to display. Collection must take place within two weeks at end of display.
- The delivery and pick up of banners is the sole responsibility of the individual, club or organisation making the booking.

## BANNER DESIGN

### BANNER DESIGNS MUST ADHERE TO THE FOLLOWING POLICY:

- Advertising of tobacco products, alcohol or drugs will not be permitted.
- Commercial advertising, sponsors logos, names or any material not relating to the event being promoted should not exceed 20% of the total visible banner surface area.
- Banner advertising is to be prioritised to the promotion of event approved by the WCC Events & Promotion Team. In instances where banner spaces are empty/available and not booked for use please refer to **No. 6 in General Information** for WCC allowable use.
- Banners shall be professional in appearance, aesthetically pleasing and kept in a simple form carrying the event name, venue, date and name/logo of organisation (if forming part of the event title).

## FEES

A fee of \$90 ex GST is payable for each booking (an invoice will be forwarded).

Banners that do not adhere to the regulations provided, may not be displayed and will not be entitled to a refund. Dates of installation and removal are subject to change depending on weather.

Further information can be obtained from the Warrnambool City Council Events Team on 03 5559 4965 or [events@warrnambool.vic.gov.au](mailto:events@warrnambool.vic.gov.au).

## 3. GOVERNANCE

### 3.1. Owner

Manager of Economic Development and Events.

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**3.2. Review**

The Manager of Economic Development and Events will review the policy for any necessary amendments no later than 3 years after its formulation or after the last review.

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Responsible Branch: <insert branch> | Approved Date: April 2025 | Review Date: April 2028

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## 7.4. Use Of Artificial Intelligence Policy

### *DIRECTORATE : Governance*

Purpose:

*This report presents Council with the revised Use of Artificial Intelligence Policy 2025 for adoption following its annual review.*

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### Executive Summary

The Use of Artificial Intelligence Policy adopted in February 2024 has undergone its scheduled annual review. The rapid evolution of AI technology necessitates regular policy updates to ensure the ongoing responsible, ethical, and effective use of AI by Council staff, contractors, and Councillors.

The attached Use of Artificial Intelligence Policy 2025 reflects changes made to address emerging practices, enhance clarity, and introduce provisions for internal AI systems. The updated policy continues to balance the transformative potential of AI with Council's commitment to legal compliance, ethical standards, and community expectations.

---

**MOVED: CR DEBBIE ARNOTT**

**SECONDED: CR RICHARD ZIEGELER**

**That Council adopt the attached Use of Artificial Intelligence Policy 2025.**

**CARRIED - 7:0**

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### Background

Since the initial adoption of the Use of Artificial Intelligence Policy in 2024, Council has monitored its implementation and impact. AI's continued advancement and wider adoption have further clarified how local governments can responsibly integrate AI into daily operations and services.

The reviewed policy incorporates minor adjustments and introduces new definitions and guidance relating to internal AI systems that Council may develop or utilise in the future. It also expands on accountability measures and reinforces the importance of privacy and data security in AI applications.

### Issues

The review identified the need to clarify terminology and expand the scope of the policy to explicitly address internal AI systems that do not require external data uploads. Such systems can potentially handle sensitive information securely, enhancing operational efficiency without compromising data privacy.

Updates include:

- Revised definitions and terminology
- Distinguishment between general AI systems and internal AI systems.
- Additional guidance on approvals required for sensitive information usage within internal AI systems.

The changes ensure that the policy remains adaptive and capable of addressing both current and unforeseen uses of AI.

### Financial Impact

No immediate financial impact arises from adopting the revised policy.

### 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

5.4 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.

### Timing

Immediate adoption of the revised policy is essential to remain current with technological and regulatory developments in AI. The policy will continue to be reviewed annually.

### Community Impact / Consultation

The revised policy maintains a commitment to transparency and responsible AI use, aligning with community expectations. Council's approach to informing and engaging with the community regarding AI use remains unchanged.

### Legal Risk / Impact

The policy reinforces strict standards for data security and privacy, ensuring no classified or sensitive personal information is improperly disclosed through AI systems.

### Officers' Declaration of Interest

Nil.



## Collaborative Procurement

N/A

## Conclusion

The annual review and subsequent updates to the Use of Artificial Intelligence Policy ensure that Council remains proactive and adaptive in governing the responsible use of AI technology. The revised policy continues to support innovation while safeguarding ethical standards, legal compliance, and community trust.

## ATTACHMENTS

1. Use of Artificial Intelligence Policy [7.4.1 - 6 pages]
2. Use of Artificial Intelligence Policy 2025 (Tracked Changes) [7.4.2 - 7 pages]



WARRNAMBOOL  
CITY COUNCIL

## **Use of Artificial Intelligence Policy 2025**

APPROVAL DATE: April 2025  
REVIEW DATE: April 2026

USE OF ARTIFIICAL INTELLIGENCE POLICY



DOCUMENT CONTROL

Document Title:	Use of Artificial Intelligence Policy
Policy Type:	Council
Responsible Branch:	Governance
Responsible Officer:	Manager Governance
Document Status:	Adopted
Approved By:	Council
Approved Date:	April 2025
Review Date:	April 2026

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Responsible Branch: Governance | Approved Date: February 2024 | Review Date: February 2025

## USE OF ARTIFICIAL INTELLIGENCE POLICY



### INTRODUCTION

#### 1.1. Purpose

This policy provides guidance and a set of principles to govern the use of Artificial Intelligence (AI) by Warrnambool City Council (Council), including Councillors, contractors, and staff.

It aims to ensure that Council plays a leadership role in embracing AI for the benefit of Warrnambool while ensuring its safe, ethical and responsible use, in line with community expectations.

#### 1.2. Scope

This policy applies to all Councillors, Council staff, and contractors engaged by Council.

#### 1.3. Definitions

Term	Definition
<b>AI</b>	Refers to Artificial Intelligence - the simulation of human intelligence in machines that are programmed to think and learn like humans. It encompasses a wide range of technologies and techniques that enable machines to perform tasks that typically require human intelligence. These tasks include problem-solving, learning, planning, speech recognition, natural language understanding, perception, and decision-making.
<b>AI System</b>	An AI system is a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI systems vary in their levels of autonomy and adaptiveness after deployment.
<b>Council</b>	Refers to Warrnambool City Council.

#### 1.4. References

Australian Government – Digital Transformation Agency, *Interim guidance on government use of public generative AI tools - November 2023*, 2023.

Warrnambool City Council, *Privacy Policy*.

Warrnambool City Council, *Acceptable Computer Use Policy*.

Warrnambool City Council, *Records Management Policy*.

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## USE OF ARTIFICIAL INTELLIGENCE POLICY



Warrnambool City Council, *News & Social Media Policy*.

*Data Protection Act 2014 (VIC).*

### 2. POLICY STATEMENT

Warrnambool City Council embraces the potential of positive transformative change presented by the emergence of AI and welcomes its use. However, Council is also committed to ensuring that the utilisation of AI aligns with Council's legal, ethical, and community standards. Only when AI is deployed responsibly can it improve the efficiency, effectiveness and quality of services and advice delivered.

This policy outlines the principles and requirements for the safe and responsible use of AI by Warrnambool City Council.

#### 2.1. AI should be deployed responsibly

Council should only use AI platforms in low-risk situations and take the appropriate risk mitigation strategies described in this policy. Some examples of low-risk use include using AI Systems to brainstorm ideas or options, or to do initial drafting of content, emails, and reports.

Council must ensure that all uses of AI systems comply with Council's Acceptable Computer Use Policy, Privacy Policy, and Records Management Policy.

Council will also explore the trial of AI agents in limited use cases where it can identify significant cost savings, efficiency gains, or service improvements.

Use cases which pose an unacceptable risk to Council include but are not limited to:

- Use cases requiring the input of any amount of Council data considered to be sensitive or confidential information.
- Use cases where services will be directly delivered by AI, or decisions made by AI.

#### 2.2. Accountability and Human Centred Decision Making

Council engages in a broad range of activities and delivers many services for the municipal community. AI systems must never be the final decision-maker on Council activities or services. Accountability is one of Council's organisational values and as such those who use AI to produce content are responsible for that content and must be able to explain and justify their advice and decisions.

Any responses or outcomes provided by AI systems must be critically analysed for appropriateness and accuracy before being used, as they can provide incorrect answers in a confident way.

Council should consider whether responses or outcomes are factually accurate, meet community expectations, or are coloured by known biases in the training data.

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## USE OF ARTIFICIAL INTELLIGENCE POLICY



Council should also consider intellectual property rights of third parties as well as broader privacy and copyright issues when using these systems.

### 2.3. Transparency

It should be clear when generative AI systems are being used by Council to inform activities. Council should consider including markings in briefings and official communications indicating if generative AI was used to generate any of the information. Official communications remain subject to Council's News & Social Media Policy even when produced by AI.

### 2.4. Privacy Protection and Security

Any data entered into AI systems is likely to be stored externally to Council and Council will have little ability to know who has access to it.

Inputs into AI systems should not include or reveal any classified information, or personal information held by council. All activities and inputs in relation to the use of information with AI systems should be considered a disclosure of that information and must comply with Council's Privacy Policy, relevant legislation, and the information privacy principles.

Generally, Council information should only be entered into these systems if it has already been made public or would be acceptable to be made public.

Council must also not enter information that would allow AI platforms to extrapolate classified or sensitive information based on the aggregation of content you have entered over time. Additionally, Council should avoid sharing any information that could be used for identity theft, fraud, or hacking attempts.

Where available, Council should disable any settings or permissions which save data or use history.

Council will take advice from federal government agencies regarding the use of AI systems and will block systems deemed an unacceptable risk.

#### 2.4.1. Internal AI Systems

Council may develop or utilise internal, closed AI systems that do not upload data externally. Such systems may permit the uploading and processing of classified or sensitive information, provided that doing so is deemed appropriate and necessary for Council operations.

Approval for the use of sensitive information within these internal systems must be obtained from the Manager Information Services, in consultation with the Manager Governance, ensuring compliance with Council's Privacy Policy, relevant legislation, and information privacy principles.

All internal AI systems must be regularly reviewed and monitored to maintain stringent security and privacy protections, preventing unauthorised access or misuse of sensitive data.

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## USE OF ARTIFICIAL INTELLIGENCE POLICY

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### 3. GOVERNANCE

#### 3.1. Owner

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

#### 3.2. Review

The Manager Governance will review the policy for any necessary amendments no later than 1 year after its formulation or after the last review.

#### 3.3. Compliance Responsibility

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

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## Use of Artificial Intelligence Policy 202~~5~~<sup>4</sup>

APPROVAL DATE: ~~April 2025~~February 2024  
REVIEW DATE: ~~April 2026~~February 2025



## USE OF ARTIFICIAL INTELLIGENCE POLICY



## DOCUMENT CONTROL

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Review Date:	<i><del>February 2025</del> April 2026</i>

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## USE OF ARTIFICIAL INTELLIGENCE POLICY



### INTRODUCTION

#### 1.1. Purpose

This policy provides guidance and a set of principles to govern the use of Artificial Intelligence (AI) by Warrnambool City Council (Council), including Councillors, contractors, and staff.

It aims to ensure that Council plays a leadership role in embracing AI for the benefit of Warrnambool while ensuring its safe, ethical and responsible use, in line with community expectations.

#### 1.2. Scope

This policy applies to all Councillors, Council staff, and contractors engaged by Council.

#### 1.3. Definitions

Term	Definition
AI	Refers to Artificial Intelligence - the simulation of human intelligence in machines that are programmed to think and learn like humans. It encompasses a wide range of technologies and techniques that enable machines to perform tasks that typically require human intelligence. These tasks include problem-solving, learning, planning, speech recognition, natural language understanding, perception, and decision-making.
AI <del>System Tools</del>	<u>An AI system is a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI systems vary in their levels of autonomy and adaptiveness after deployment.</u> <del>Refers to any generative tools that uses artificial intelligence to produce content. This includes but is not limited to Google AI, ChatGBT, and Microsoft Azure.</del>
Council	Refers to Warrnambool City Council.

#### 1.4. References

Australian Government – Digital Transformation Agency, *Interim guidance on government use of public generative AI tools - November 2023, 2023.*

Warrnambool City Council, *Privacy Policy.*

Warrnambool City Council, *Acceptable Computer Use Policy.*

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Warrnambool City Council, *Records Management Policy*.

Warrnambool City Council, *News & Social Media Policy*.

*Data Protection Act 2014* (VIC).

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### 2. POLICY STATEMENT

Warrnambool City Council embraces the potential of positive transformative change presented by the emergence of AI and welcomes its use. However, Council is also committed to ensuring that the utilisation of AI aligns with Council's legal, ethical, and community standards. Only when AI is deployed responsibly can it improve the efficiency, effectiveness and quality of services and advice delivered.

This policy outlines the principles and requirements for the safe and responsible use of AI by Warrnambool City Council.

#### 2.1. AI should be deployed responsibly

Council should only use AI platforms in low-risk situations and take the appropriate risk mitigation strategies described in this policy. Some examples of low-risk use include using [AI Systemsteels](#) to brainstorm ideas or options, or to do initial drafting of content, emails, and reports.

Council must ensure that all uses of AI [platforms-systems](#) comply with Council's Acceptable Computer Use Policy, Privacy Policy, and Records Management Policy.

Use cases which pose an unacceptable risk to Council include but are not limited to:

- Use cases requiring the input of any amount of Council data considered to be sensitive or confidential information.
- Use cases where services will be directly delivered by AI, or decisions made by AI.
- Use cases where coding outputs will be used in government systems.

#### 2.2. Accountability and Human Centred Decision Making

Council engages in a broad range of activities and delivers many services for the municipal community. AI [systemsteels](#) must never be the final decision-maker on Council activities or services. Accountability is a one of Council's organisational values and as such those who use AI to produce content are responsible for that content and must be able to explain and justify their advice and decisions.

Any responses or outcomes provided by AI [systemsteels](#) must be critically analysed for appropriateness and accuracy before being used, as they can provide incorrect answers in a confident way.

Council should consider whether responses or outcomes are factually accurate, meet community expectations, or are coloured by known biases in the training data.

Council should also consider intellectual property rights of third parties as well as broader privacy and copyright issues when using these [systemsteels](#).

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### 2.3. Transparency

It should be clear when generative AI ~~systemstools~~ are being used by Council to inform activities. Council should consider including markings in briefings and official communications indicating if generative AI was used to generate any of the information. Official communications remain subject to Council's News & Social Media Policy even when produced by AI ~~tools~~.

### 2.4. Privacy Protection and Security

Any data entered into AI systems is likely to be stored externally to Council and Council will have little ability to know who has access to it.

Inputs into AI systems should not include or reveal any classified information, or personal information held by council. All activities and inputs in relation to the use of information with AI systems should be considered a disclosure of that information and must comply with Council's Privacy Policy, relevant legislation, and the information privacy principles.

Generally, Council information should only be entered into these systems if it has already been made public or would be acceptable to be made public.

Council must also not enter information that would allow AI platforms to extrapolate classified or sensitive information based on the aggregation of content you have entered over time. Additionally, Council should avoid sharing any information that could be used for identity theft, fraud, or hacking attempts.

Where available, Council should disable any settings or permissions which save data or use history.

Council will take advice from federal government agencies regarding the use of AI systems and will block systems deemed an unacceptable risk.

#### 2.4.2.4.1. Internal AI Systems

Council may develop or utilise internal, closed AI systems that do not upload data externally. Such systems may permit the uploading and processing of classified or sensitive information, provided that doing so is deemed appropriate and necessary for Council operations.

Approval for the use of sensitive information within these internal systems must be obtained from the Manager Information Services, in consultation with the Manager Governance, ensuring compliance with Council's Privacy Policy, relevant legislation, and information privacy principles.

All internal AI systems must be regularly reviewed and monitored to maintain stringent security and privacy protections, preventing unauthorised access or misuse of sensitive data.

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## USE OF ARTIFICIAL INTELLIGENCE POLICY



### 4.3. GOVERNANCE

#### 4.3.1. Owner

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

#### 4.3.2. Review

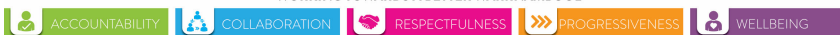
The Manager Governance will review the policy for any necessary amendments no later than 1 year after its formulation or after the last review.

#### 4.3.3. Compliance Responsibility

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

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## 7.5. Planning Scheme Amendment C219warr - North Of The Merri Development Contributions Plan

*DIRECTORATE* : City Futures

Purpose:

*This report provides an overview of Warrnambool Planning Scheme Amendment C219warr (the Amendment), including the exhibition process, and recommends that Council adopt the amendment and submit it to the Minister for Planning for approval.*

---

### Executive Summary

- The C219warr amendment
  - o updates the North of the Merri River Structure Plan (Mesh Pty Ltd, September 2011) and North of the Merri River Development Contributions Plan (Mesh, September 2011) to delete reference to the undergrounding of the existing high voltage powerlines;
  - o extends the life of the Development Contributions Plan from ten (10) years to (25) years; and
  - o updates the Structure Plan and Development Contributions Plan version reference to May 2024.
- The amendment was exempt from certain notice requirements under Section 19(1)(b) of the Act and was subject to a reduced notice period from one month to two weeks.
- The Amendment was formally exhibited in accordance with the reduced notice provisions authorised by the Department of Transport and Planning, which included a notice in the Warrnambool Standard, notice to Powercor and to the Prescribed Ministers.
- The exhibition period for the amendment was from 13 February to 27th of February 2025 (2 weeks). Council received no submissions from either government agencies or Prescribed Ministers.
- It is recommended that Council adopt the Amendment and submit the Amendment to the Minister for Planning for approval.

---

MOVED: CR MATTHEW WALSH

SECONDED: CR BILLY EDIS

That Council:

1. Adopts Amendment C219Warr to the Warrnambool Planning Scheme in accordance with Section 29(1) of the Planning and Environment Act 1987 without changes.
2. Submits Amendment C219Warr to the Minister for Planning for approval in accordance with Section 31(1) of the Planning and Environment Act 1987.

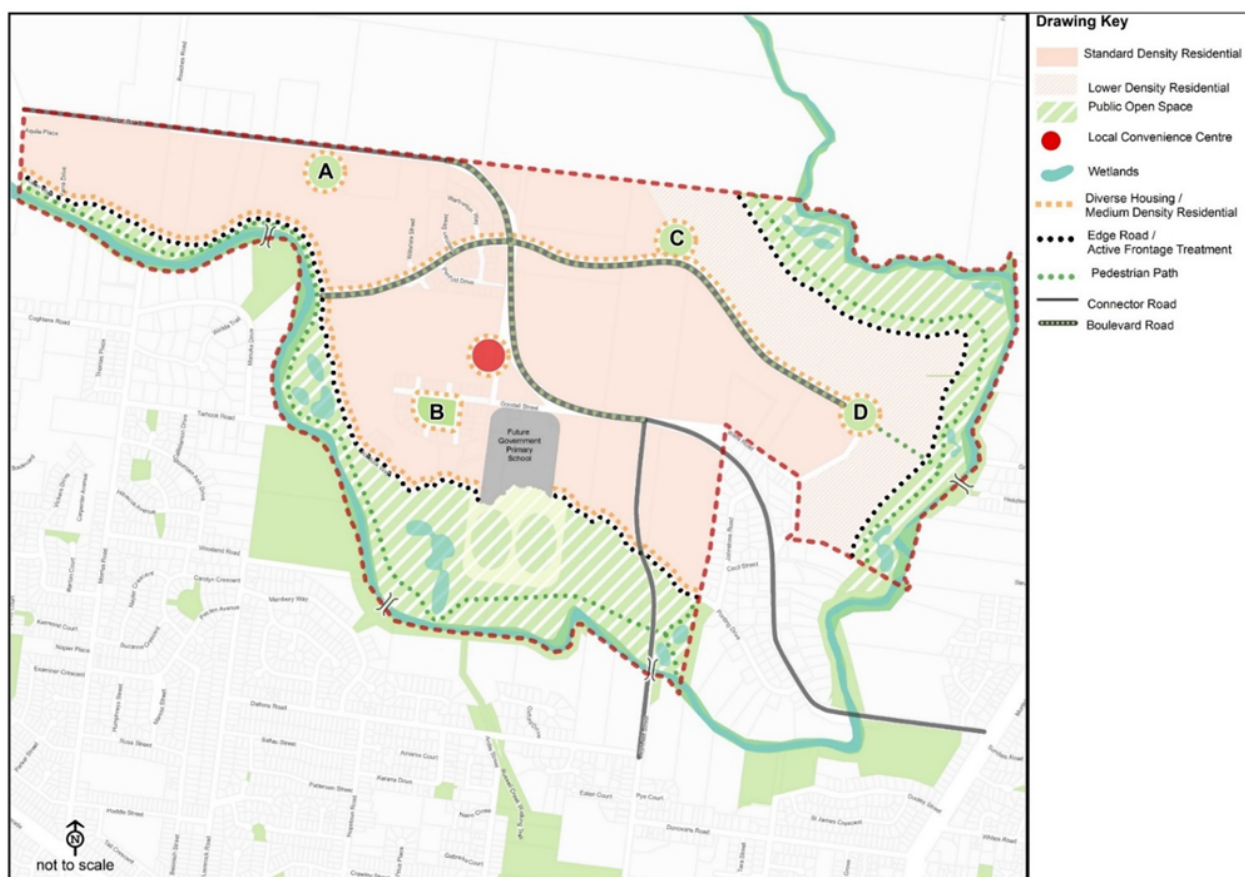
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## Background

The amendment applies to land within the North of the Merri River Structure Plan area, generally bound by Wollaston Road and a ridge line to the north, Caramut Road to the west and the Merri River to the south and east as shown on Map 1.

**Map 1: North of the Merri River Structure Plan Area**



The amendment updates the North of the Merri River Structure Plan and Development Contributions Plan to delete reference to the undergrounding of the existing high voltage powerlines. The change will provide benefit to the community by way of aligning the growth area with an appropriately-costed project, which will in turn support growth and the delivery of housing. The timeframe of the Development Contributions Plan has been extended as part of the updates. (A copy of the revised Development Contributions Plan is included as **Attachment 1**).

The amendment updates the version references of the North of the Merri River Structure Plan and Development Contributions Plan within the Warrnambool Planning Scheme. Specifically, the amendment proposes to make the following changes to the planning scheme ordinance:

- Amending Clause 11.03-2L-01 (North of Merri Growth area) to update the Structure Plan version reference to 2024.
- Amending Clause 43.04, Schedule 10 (DPO10) to update the Structure Plan and Development Contributions Plan version reference to 2024.
- Amending the Schedule to Clause 72.04 (Incorporated documents) to update the Structure Plan and Development Contributions Plan version reference to 2024.



## Issues

The amendment is required due to construction costs associated with the undergrounding of the existing high voltage powerlines increasing significantly. During the detailed engineering design process for the Wollaston Road upgrade, consultation with Powercor (the relevant utility authority) determined that the cost of the undergrounding project was significantly greater than had been allowed for in the Development Contributions Plan and would impact the viability of surrounding residential developments.

The Development Contributions Plan amount (indexed to 2024) only allocates approximately \$1.2 million for this project, whereby the preliminary advice from Powercor estimates this project would cost \$11 million if Council were required to underground the high voltage powerlines. The preliminary estimate from Powercor to realign the powerlines overhead is around \$2 million. If the project is not amended to allow for the powerlines to be relocated overhead, then it is not likely to proceed due to the significant cost (\$11 million) associated with the undergrounding. If the realignment of the powerlines does not occur, there will also be a loss of developable residential land (approximately 3.6 hectares) and a disconnect across the structure plan area due to the current alignment of the powerline running through private land.

Given that discussions have already occurred with the developers within this area, and the changes to the planning scheme are technical in nature, broad consultation was not required, and net community benefit will result from aligning the project with a reasonably costed alternative. Media coverage on the issue appeared in the Warrnambool Standard newspaper on 4 July advising of the substantial costs associated with the undergrounding of the powerlines and the need to amend policy, including the Structure Plan and Development Contributions Plan, to remove reference to the undergrounding of the powerlines.

No submissions were received from other authorities during the exhibition of the amendment and Council officers recommend that Council adopt and submit the amendment to the Minister for Planning for final approval.

## Financial Impact

Costs associated with the preparation of Amendment C219warr will be met within the 2024/25 City Strategy and Development Budget.

## Legislation / Policy / Council Plan Context

### 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.

## Timing

Once Council adopts the Amendment, Council must submit the Amendment to the Minister for Planning within 10 business days of the date the amendment was adopted. A flow chart showing the current steps in the process is attached (**Attachment 2**).

## Community Impact / Consultation

Public exhibition of the amendment was undertaken in accordance with the requirements of the Planning and Environment Act 1987. An exemption request was made under section 20(1) of the Act by Council from one or all of the notice requirements of section 19. Written notification to relevant government agencies (Powercor) and Prescribed Ministers were sent. Notice was also placed in the Warrnambool Standard and in the Government Gazette. Amendment documentation was also available on Council's website.

## Legal Risk / Impact

Risk is mitigated through assessment of Amendment C219warr against the relevant provisions of the Warrnambool Planning Scheme, the Planning and Environment Act 1987, and any relevant Ministerial Guidelines.

## Officers' Declaration of Interest

None declared.

## Collaborative Procurement

Not applicable.

## Conclusion

The C219warr amendment updates the North of the Merri River Structure Plan (Mesh Pty Ltd, September 2011) and North of the Merri River Development Contributions Plan (Mesh, September 2011) to delete reference to the undergrounding of the existing high voltage powerlines; extends the life of the Development Contributions Plan from ten (10) years to (25) years; and updates the Structure Plan and Development Contributions Plan version reference to May 2024.

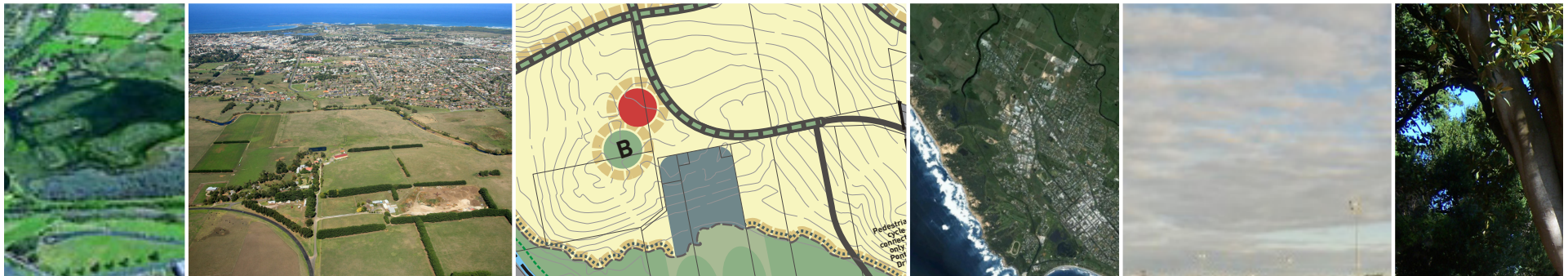
It is recommended that Council adopt and send the amendment to the Minister for Planning for final approval.

## ATTACHMENTS

1. C 219 warr- North of the Merri DCP Approved Version- Exhibition [7.5.1 - 50 pages]
2. Flowchart [7.5.2 - 1 page]

# NORTH OF THE MERRI RIVER

## Development Contributions Plan



Prepared for  
WARRNAMBOOL CITY COUNCIL

By  
MESH PTY LTD

SEPTEMBER 2011 - Approved Version

May 2024 - Amended

# NORTH OF THE MERRI RIVER

## Development Contributions Plan







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# PART 1

## 1.1

### Introduction

The North of the Merri River Development Contributions Plan (NMRDCP) has been prepared by Mesh Liveable Urban Communities with the assistance of the Warrnambool City Council and other major stakeholders.

The NMRDCP has been prepared to enable the equitable and efficient delivery of a range of infrastructure to service planned growth within the North of the Merri River Local Structure Plan (NMRSP) area. The NMRSP area constitutes one of the Warrnambool growth areas that will provide for establishment of a new community of approximately 4,500-5,500 persons.

In general terms the NMRDCP identifies the necessary infrastructure and establishes a framework to ensure that the cost of infrastructure is shared equitably by all development proponents and by the broader community where relevant. The NMRDCP provides certainty for all developers and the future community by ensuring that all necessary infrastructure will be provided in a timely way and to a specified standard as development progressively takes place.

In addition to identifying necessary infrastructure and defining the means by which the cost of the infrastructure will be shared, the NMRDCP includes an Implementation Strategy. The Implementation Strategy sets out the means by which the development process will be managed to ensure that necessary infrastructure is delivered in a timely and efficient way whilst also ensuring that Council is not exposed to unreasonable risk in managing the DCP into the future.

Integral to the success of the implementation strategy will be a detailed understanding of the likely location and timing of development and adoption of a cooperative working relationship with developers.

## 1.2

### Strategic Basis

The strategic basis for the NMRDCP has been established by the State and Local sections of the Warrnambool Planning Scheme including the Municipal Strategic Statement (MSS). An important document that has provided direction regarding the location and structure of the Warrnambool Growth Areas Framework as set out in the MSS is the Warrnambool Land Use Review (2004). The Warrnambool Land Use Review identified the suitability of the North of the Merri River Growth Area along with 4 other growth areas.

Following identification and designation of land to the north of the Merri River as a growth area, the North of the Merri River Local Structure Plan was prepared and exhibited as the outcome of a comprehensive planning process. This DCP establishes the means by which the necessary infrastructure can be provided in accordance with the vision set out in the NMRSP.

## 1.3

### The Land to which this Contributions Plan Applies

The North of the Merri River Development Contributions Plan (NMRDCP) applies to land that is subject of the NMRSP. The NMRSP and NMRDCP are part of the broader Warrnambool growth areas framework (see Figure 1).

The NMRDCP area is generally bounded by Wollaston Road to the north, Caramut Road to the west, the Merri River to the south and east. The NMRDCP area excludes the Ponting Drive Estate which incorporates the easterly extension of Wollaston Road (See Figure 2).

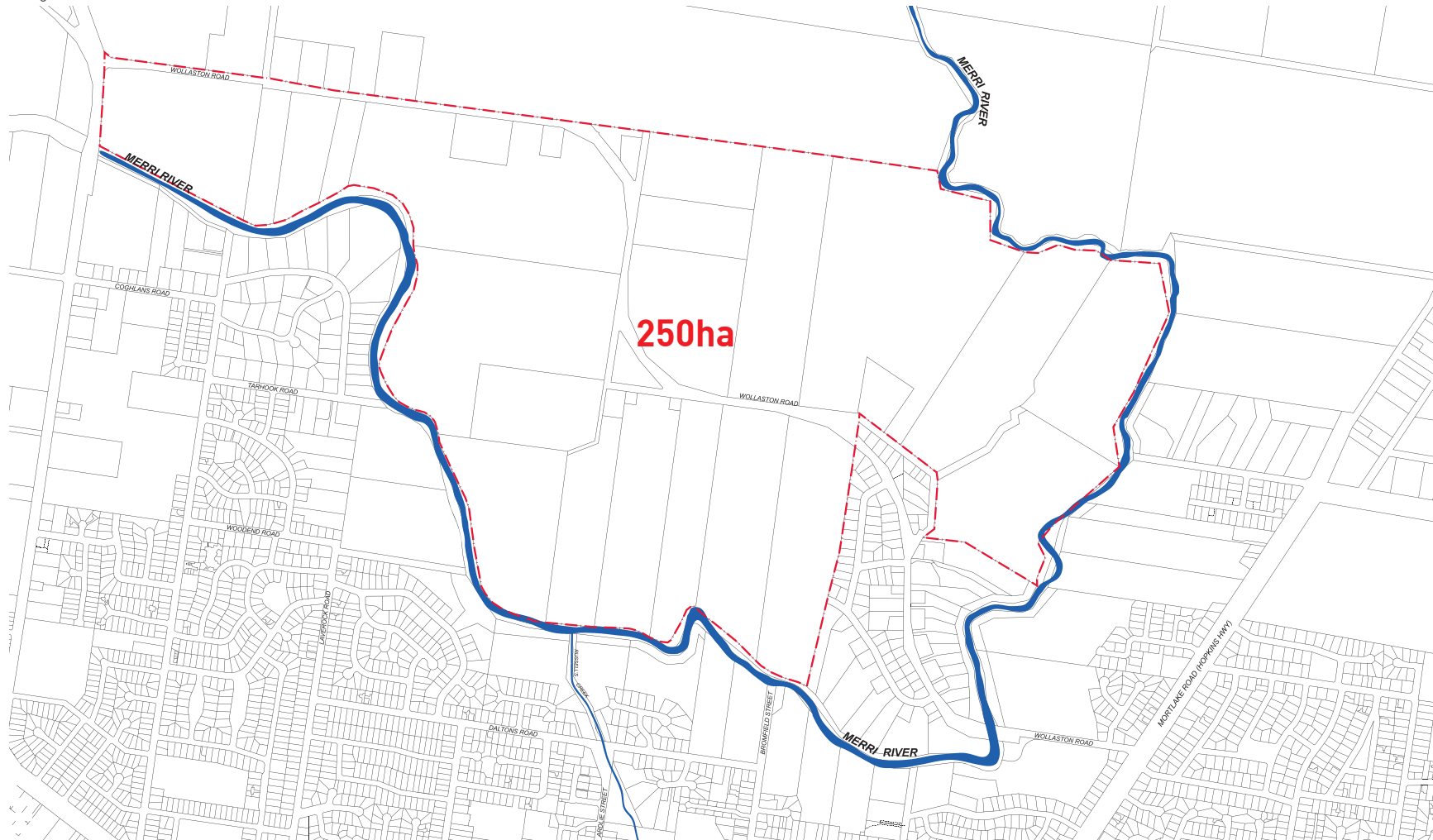
The NMRDCP area includes a total of 22 individual titles of varying sizes ranging from 0.11 ha to 41ha in area as set out in Figure 3 and Table 1.



Figure 1 Warrnambool Growth Areas



Figure 2 North of the Merri Growth Area



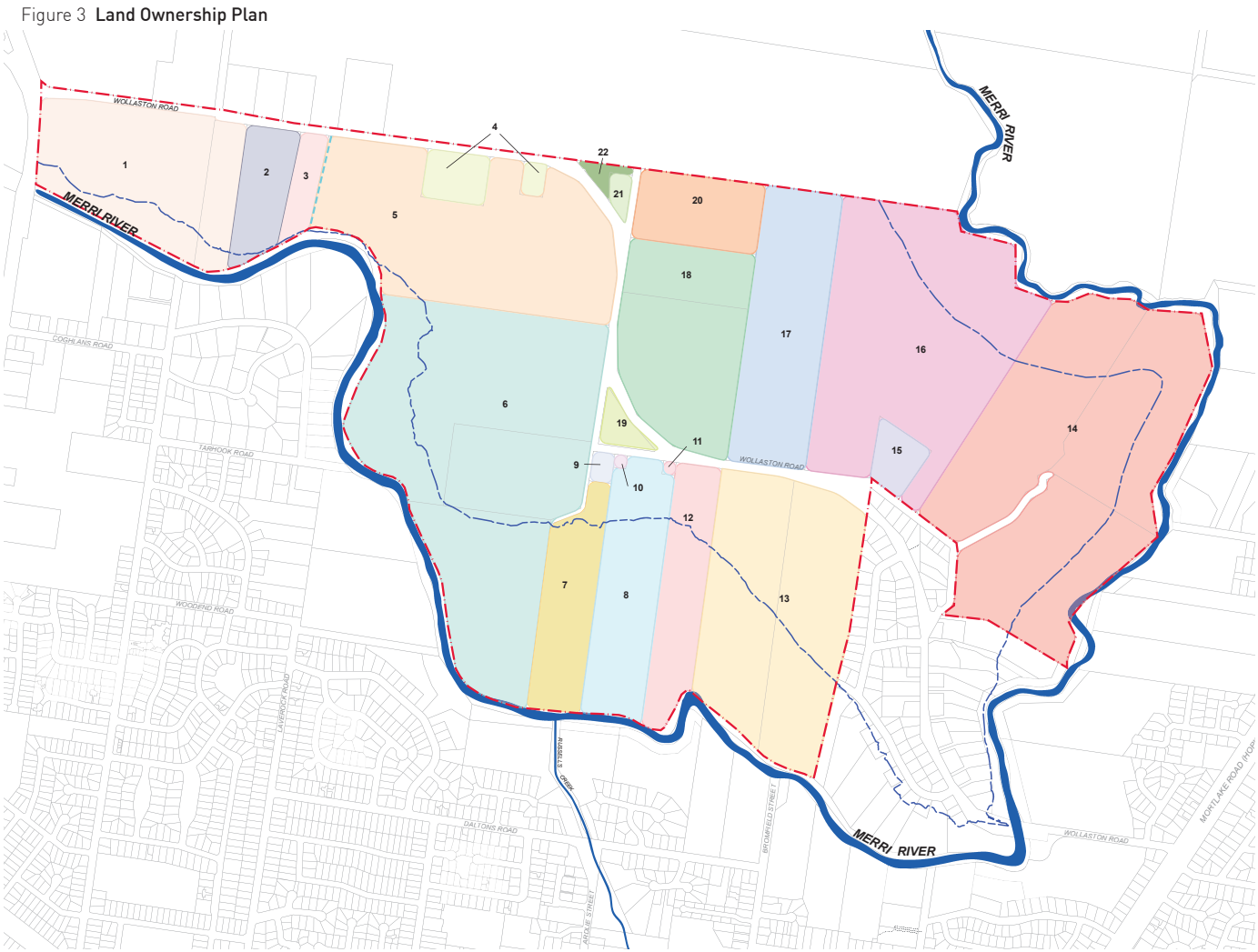


Table 1 Property Land Area

Property Number	Total Area (Hectares)
1	16.47
2	4.3
3	1.93
4	2.51
5	23.57
6	41.39
7	7.37
8	10.2
9	0.43
10	0.11
11	0.11
12	7.52
13	24.59
14	40.07
15	1.83
16	29.79
17	14.15
18	15.19
19	1.1
20	5.7
21	0.52
22	0.51
Total	249.36



## 1.4

### Method of Preparing the Development Contributions Plan and Compliance with Statutory Requirements

The NMRDCP has been prepared in accordance with part 3B of the Planning and Environment Act 1987 (the Act). This DCP addresses the requirements of the Act by:

- specifying the area to which the DCP applies;
- setting out the works, services and facilities to be funded through the plan, including the staging of the provision of those works, services or facilities;
- relating the need for the works, services and facilities to the proposed development of land in the area;
- specifying the estimated costs of each of the works, services and facilities;
- specifying the proportion of the total estimated cost of the works services and facilities which is to be funded by a development infrastructure levy or community infrastructure levy or both;

- specifying the land in the area and the types of development in respect of which a levy is payable and the method for determining the amount of levy payable in respect of any development of land; and
- providing for the procedures for the collection of a development infrastructure levy in respect of any development for which a permit under the Act is not required.

The NMRDCP is broadly based on the user-pays model proposed by the State Government's Development Contributions Review Steering Committee (Department of Sustainability and Environment, 2003) and the amended Development Contributions Guidelines (2003 and amended in 2007). The NMRDCP also takes into account the structure and content of the most recent Development Contributions Plans that have been prepared for a number of Melbourne's growth areas.

This development contributions plan forms part of the Warrnambool Planning Scheme pursuant to section 46I of the Act and is an incorporated document listed under Clause 81 of the Warrnambool Planning Scheme.

## 1.5

### North of the Merri River Structure Plan

The NMRDCP has been prepared taking into account the principles and objectives of the NMRSP. In this regard it must be recognised from the outset that the need for infrastructure is based on the planned development outcome and vision as set out in the NMRSP. In summary, the NMRSP (see Figure 4) covers an area of approximately 260 hectares and will provide for an overall yield of approximately 2,200 lots or 4,500-5,500 persons.

The Structure Plan for the North of Merri River aims to create a sustainable development with the following features:

- High quality housing design which maintains the attractive and unique open landscape character, maintaining view sheds to surrounding areas
- Appropriate community and social services and infrastructure which meets local community needs and are readily accessible for all
- A riparian environment which is highly valued, accessible and managed in a manner that enhances and protects environmental, landscape and habitat values; and
- An interconnected development with safe and convenient pedestrian/bicycle and open space linkages, attractive streetscapes and a functional road network serviced by a local public bus service.
- A sense of place is to be established through urban design that emphasises the integration of housing and landscape, while respecting the semi-rural character;
- A mix of lot sizes and housing densities throughout the area for all residents which apply energy and water conservation principles;

Figure 4 North of Merri River Structure Plan



# 1.6

## Strategic Issues

Given that DCPs are implementation based tools that are linked to the plan upon which they are based it is important to set out the specific development circumstances that apply that need to be taken into account in formulating the DCP. The development circumstances that are particular to the NMRSP that need to be taken into account are:

- Location;
- Existing access;
- Fragmentation; and
- Frontage to the Merri River and floodprone land.

### Location

The NMRSP occupies a location that is somewhat separated from nearby urban areas by the Merri River. In response to this separation the NMRSP has identified the key access opportunities that need to be upgraded or provided in order to achieve a satisfactory level of access. Due to the separation caused by the Merri River there are fewer access points available to service the growth area than would normally be provided to support a planned population in the order of 4,500-5,500 persons. While the Merri River physically separates the growth area and serves to reduce the number of available road based connections, the River offers opportunities for enhanced levels of non car based travel including walking and cycling.

**Strategic Issue:** The NMRDCP will need to actively consider the timing and means to achieve the necessary transport connections to ensure that the existing transport network can cope with the projected number of trips. The NMRDCP will also need to actively consider the means by which an integrated shared pathway system can be delivered with provision for external connections to promote non car based travel options and to complement proposed vehicular connections.

### Existing Access

The NMRSP area is bisected by an existing road reservation (Wollaston Road) that has been partially constructed to service the existing developed land to the south east of the plan area, the existing titles within the plan area some of which have dwellings and to provide for a connection between Carramut Road and the Hopkins Highway. Wollaston Road is planned to assume a collector road status in accordance with the recommendations of the NMRSP. Collector roads are not normally included within DCPs however given the level of land fragmentation within the growth area it is appropriate to include Wollaston Road within this DCP.

**Strategic Issue:** The NMRDCP will need to recognise the multiple functions of Wollaston Road but ensure that any upgrade of Wollaston Road that is necessary as a result of development is funded by the DCP taking into account the contribution that is made by the broader community in the form of the existing road reservation.

### Fragmentation

The NMRSP area is comprised of 22 land holdings of varying sizes from 0.1ha to 41ha in area. Fragmented land can cause difficulties in achieving coordinated outcomes particularly when the intentions of landowners differ. Notwithstanding that the growth area is comprised of 22 landholdings, the NMR growth area is well contained with clearly identifiable boundaries. In addition to the potential benefits of a well defined growth, it is also significant that the NMRSP area contains a group of experienced developers who control the central part of the plan area.

**Strategic Issue:** The NMRDCP will need to actively consider how potential problems associated with fragmented land can be reduced or overcome by having detailed regard to the likely timing and sequence of development and delivery of necessary infrastructure.

# 1.7

## Guiding Principles

### Frontage to the Merri River and extent of flood prone land

The NMRSP has a significant frontage to the Merri River and a large amount of privately owned land that falls within the 1:100 flood plain of the Merri River. In addition to being in multiple ownership, the frontage to the Merri River, and the extent of the undevelopable flood prone land, affects individual land holdings in a disproportionate way.

**Strategic Issue:** The NMRDCP will need to identify a means of 'equalizing' the cost of setting aside the encumbered, undevelopable land if it can be demonstrated that such land will be of benefit to the growth area as a whole.

In the course of the development of land within the NMRSP area, there are various items of infrastructure which are clearly necessary. However, it is difficult to quantify all of these items with any degree of accuracy because the actual infrastructure will be somewhat dependent upon the detailed subdivision design proposed by developers at the planning permit stage. This development contributions plan has been prepared on the expectation that necessary site specific infrastructure will be provided by developers as they develop, even where there is the prospect of some element of cross usage.

However, it is expected that in addition to these items of infrastructure that are usually provided by developers as they proceed with subdivision and development (e.g. local roads etc), there are other infrastructure items that are of a higher order and therefore easier to identify and quantify at this stage of the planning process. This development contributions plan deals only with these higher order infrastructure items for development and community infrastructure. The one exception to this approach is with regard to drainage infrastructure. Taking into account the role of the Warrnambool City Council as

the authority that is responsible for drainage infrastructure (in conjunction with the Glenelg Hopkins Catchment Management Authority), this DCP includes the cost of necessary drainage infrastructure to service a number of sub-catchments within the NMRSP area.

Taking into account the distinction between local and higher order infrastructure, the infrastructure projects that have been included in the NMRDCP all have the following characteristics:

- They are essential to the health, safety and well-being of the community;
- They will be used by a broad cross- section of the community; and
- They reflect the vision and strategic aspirations as expressed in the North of the Merri River Structure Plan.

The NMRDCP takes into account the contained nature of the North of the Merri River growth area in determining internal infrastructure requirements and cost apportionment but also includes an assessment of the identifiable impacts of development principally on the surrounding road network.

# 1.8

## Infrastructure Project Justification

Table 8 – Infrastructure Project Justification (refer page 27) provides a detailed explanation of all higher order projects in the NMRDCP. The location of infrastructure relating to key transport, open space and recreation facilities and drainage infrastructure are shown in Figures 5, 6 and 7 respectively.

The NMRDCP has been limited to non-recurrent capital project costs. The need for infrastructure has been determined according to the anticipated development scenario for the growth area as set out in the NMRSP.

The majority of the projects and their costings that have been included in the DCP have been identified by the Warrnambool City Council during formulation of the NMRDCP.

Specifically with regard to open space, it is noted that the growth area has a significant frontage to the Merri River. The Merri River and its associated floodplain offers a significant recreation opportunity for the growth area and, if linked and properly developed, to the broader community. The NMRDCP adopts the principle that whilst the community benefit could extend well beyond the North of the Merri Growth Area so too does the extent of land and financial implications to Council extend well beyond the growth area.

In this context the NMRDCP seeks to deliver a contribution to the Merri River parkland via direct provision of land (the cost of which will be shared equitably across the entire growth area) and some embellishment.

Aside from contributing to the opportunity to establish a linear parkland system along the Merri River, the encumbered, flood prone land also offers the opportunity to accommodate some active playing fields and drainage infrastructure that would otherwise be provided on unencumbered, developable land. In this regard whilst the primary purpose of the encumbered land is to protect the floodplain of the Merri River, the presence of the encumbered land offers a significant opportunity to reduce DCP charges within the growth

area by avoiding the need to use unencumbered, developable land for active recreation and drainage purposes. In this regard there is a clear benefit or nexus between all of the developable land within the growth area sharing the cost of setting aside the flood prone land as a municipal reserve for drainage purposes and the cost of embellishing some of the land for active recreation and drainage purposes.

With regard to potential impacts on the surrounding road network it should be noted that whilst it can be reasonably anticipated that some traffic will find its way onto the surrounding existing road network it is equally reasonable to anticipate that some external traffic will flow through the growth area once the road network (principally Wollaston Road and the extension of Bromfield Street) has been upgraded to an urban standard. This DCP adopts two important guiding principles with regard to the prospect of external usage. The first principle is that where the upgrade of roads that have been included within the DCP can be attributed to the planned growth within the NMRSP area based on projected traffic volumes, then no external apportionment will apply. This guiding principle is considered to be appropriate in the circumstances given that collector roads are not usually

included within DCPs and given that the upgrade of Wollaston Road can be achieved within the existing road reservation. The second principle is that where an existing road reservation is proposed to be upgraded to an urban standard as a consequence of development, that use of the existing road reservation can be reasonably viewed as the external contribution. In other words, the existing road in its current condition caters for existing demand and in all likelihood has capacity to accommodate some growth in traffic aside from planned growth within the precinct.

In addition to the strategic justification provided in the relevant background reports, the list of infrastructure projects has been reviewed, particularly with regard to timing, taking into account the extent to which infrastructure can be directly and efficiently provided by known developers.

The following infrastructure items and services are not included in the NMRDCP, as they are not considered to be higher order items, but must be provided by developers as a matter of course:

- All internal local and collector roads (except Wollaston Road and Bromfield Street) and associated traffic management measures;
- Local drainage systems not covered by the main drainage infrastructure specified in this DCP;
- Intersections connecting the development to the existing road network (except where specified in Table 8);
- Water, sewerage, power, gas, telecommunications services;
- Local pathways and connections to the shared pathway network;
- Shared pathways within road reservations (except where specified in Table 8);
- Basic levelling, water tapping and landscaping of open space (except for active open space where other requirements apply);
- Open space reserve masterplans and any agreed necessary works;
- Council's plan checking and supervision fees.



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# PART 2

## 2.1

### Description of Projects

This section provides a general description of the infrastructure projects that have been included in the NMRDCP.

## 2.2

### Road Based Transport Projects

The key transport-related projects in the NMRDCP are based on the transport network depicted in Figure 5. This plan was prepared taking into account the contained nature of the growth area and the strategic role that Wollaston Road will play in providing access to the majority of land holdings within the growth area and the important role that a planned extension of Bromfield Street will play in providing a second access opportunity for the growth area across the Merri River and beyond. Whilst it is anticipated that access will initially be provided via Wollaston Road once the extension of Bromfield Street is delivered this route will relieve pressure from the Hopkins Highway and Caramut Road and offer residents a direct connection to the existing urban areas to the south. Any possibility that Wollaston Road may assume the status of a higher order road is not considered likely given longer term plans to pursue a higher order east west connection to the north of the north of the Merri growth area.

In addition to the upgrade of Wollaston Road and the extension of Bromfield Street into the growth area, the DCP includes the key intersections that will need to be constructed or upgraded in response to the planned extent of development and the planned additional bridge crossing of the Merri River. Specifically with regard to public transport, the NMRDCP makes provision for bus bays on Wollaston Road and it should be noted that both Wollaston Road and Bromfield Street will be capable of accommodating buses.

The specific road based transport projects are set out in Table 2.

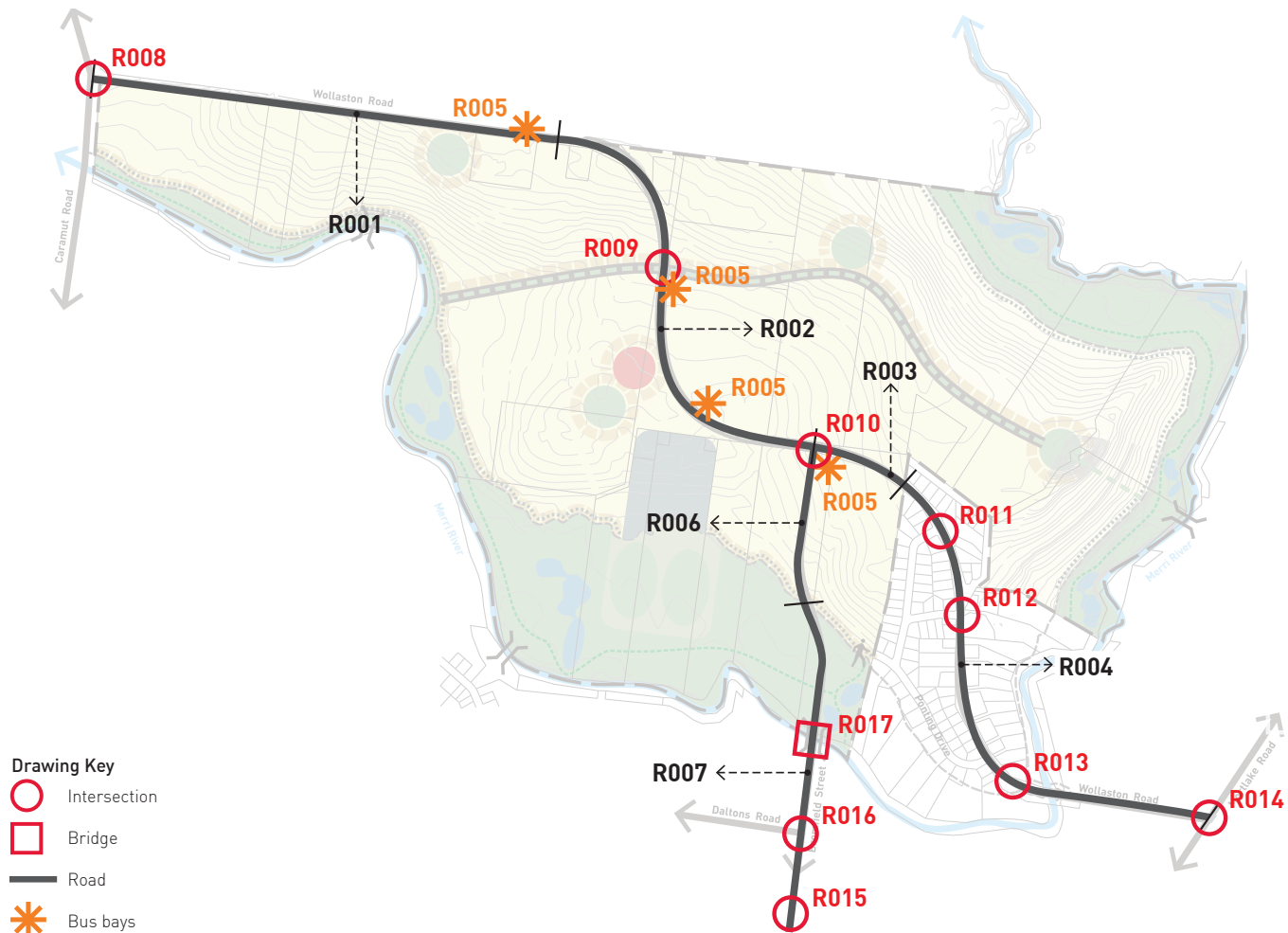
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Table 2 Road Based Transport Projects

Project No.	Project	Indicative Land Area	Construction Standard
R001	Wollaston Road Part 1 (between Carramut Road and R002)	No additional road widening required	Upgrade existing undivided 2 lane carriageway to an urban standard
R002	Wollaston Road Part 2 (between R001 and Bromfield Street)	0.819ha of road widening required	Upgrade existing undivided 2 lane carriageway to an urban boulevard standard
R003	Wollaston Road Part 3 (between Bromfield Street and eastern boundary of NMR Structure Plan area)	No additional road widening required	Upgrade existing undivided 2 lane carriageway to an urban standard
R004	Wollaston Road Part 4 (within Ponting Estate)	No additional road widening required	Construction of tree/parking bays and line marking for bicycle lanes
R005	Wollaston Road bus bays	No additional road widening required	Construction of indented bus bays
R006	Bromfield Street Part 1 (between Wollaston Road and floodplain)	0.902ha of land required	Construction of undivided 2 lane collector road
R007	Bromfield Street Part 2 (within floodplain to Daltons Road)	Located in floodplain, as such, land set aside for drainage purposes	Construction of undivided 2 lane collector road
R008	Intersection - Carramut Rd/Wollaston Rd	No additional road widening required	Existing intersection reconditioning, including asphalt overlay and line marking
R009	Intersection - Wollaston Road/East-west connector road	200m <sup>2</sup> road widening required for splays	Construction of a single lane roundabout
R010	Intersection - Wollaston Road/Bromfield Street	No additional road widening required	Staggered T intersection
R011	Intersection - Wollaston Road/Johnstone Road	No additional road widening required	Upgrade to existing T intersection
R012	Intersection - Wollaston Road/Cecil Street	No additional road widening required	Upgrade to existing T intersection
R013	Intersection - Wollaston Road/Ponting Drive	No additional road widening required	Construction of a roundabout or alternative treatment to provide 'entry only' off Wollaston Road. Alternative treatment subject to future assessment and consultation with the local community
R014	Intersection - Wollaston Road/Hopkins Hwy	No additional road widening required	Signalisation of existing intersection
R015	Intersection - Bromfield Street/Donovans Road	No additional road widening required	Construction of a roundabout
R016	Intersection - Bromfield Street/Daltons Road	No additional road widening required	Construction of a roundabout
R017	Merri River Bridge (at Bromfield Street)	No additional road widening required	Construction of bridge with approximately 50m span

Figure 5 Roads and Intersections



# 2.3

## Passive Open Space

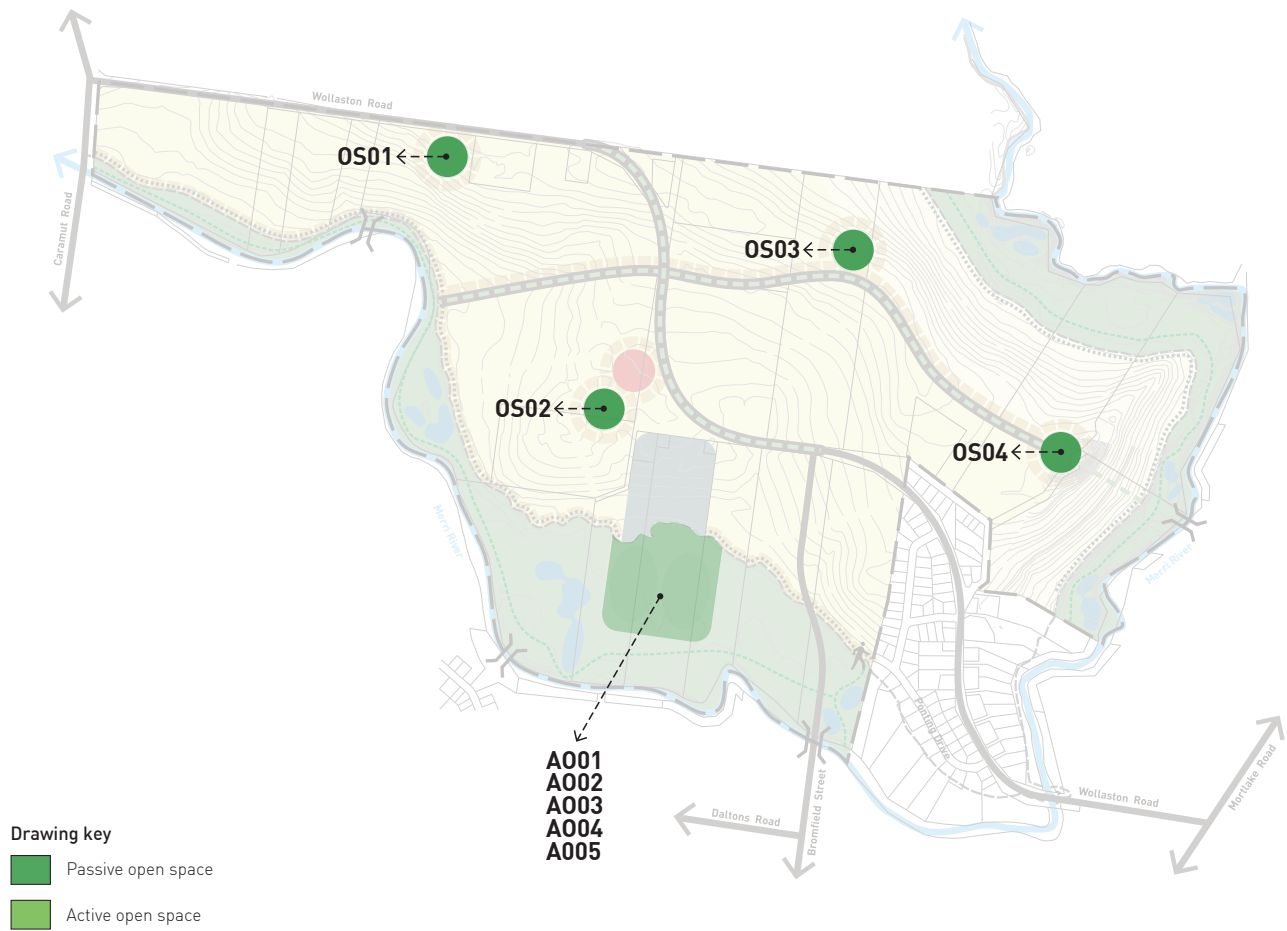
As set out previously, it is proposed that the Merri River floodplain (up to the 1:100) will be set aside as a municipal reserve for drainage as its primary purpose. Notwithstanding that the primary purpose of the land is a floodplain, it is apparent that the land below the 1:100 has the potential to be utilised for other purposes including active recreation, drainage (for wetlands/retarding basins) and passive open space. As these uses are secondary to the primary purpose however for the purpose of preparing the NMRDCP this land will be recorded as 'floodplain' with an associated encumbered land value (see Table 5 and Figure 9). Accordingly it will not be necessary to separately identify any land within the floodplain that will be occupied by open space or other infrastructure. This approach will ensure that land is not double counted and, as set out previously, will benefit the growth area as a whole given the absence of any need to utilise unencumbered land for active recreation and other purposes which the floodplain can accommodate.

Accordingly there is only need to deal with passive open space that will to be set aside internal to the developable area to meet relevant benchmarks such as Clause 56 of the Planning Scheme. To this end, the NMRSP identifies four local parks, totalling 2.95ha or 1.67% of net developable area (see Figure 6 and Table 3). Given this open space is not equally distributed across the various landholdings, the open space is to be equalized via the DCP. That is, each local park is identified as an infrastructure item to be funded by the DCP, with landholdings identified as having passive open space in the NMRSP to be reimbursed or credited for their land contribution via the DCP fund. Notwithstanding, a passive open space contribution of 1.67% is also specified in Clause 52.01 for clarity. This percentage contribution is considered to be quite low on a comparative basis but reasonable in the circumstances given the presence of the Merri River floodplain.

Table 3 Passive Open Space Areas and Location

Project Number	Passive Open Space Area	Location	Land Area
OS01	Local Park A	Adjacent to Wollaston Road on ridgeline	1.1ha
OS02	Local Park B	Adjacent to local activity centre	0.6ha
OS03	Local Park C	On east-west connector road	0.5ha
OS04	Local Park D	At termination of east-west connector road	0.75ha

Figure 6 Open space



# 2.4

## Outdoor Active Recreation

Based on an analysis of the projected population (both number and composition of the population), and utilising accepted provision benchmarks developed by the City of Whittlesea and ASR Research, there is demand for an active recreation precinct comprising a range of facilities as set out in Table 4 and shown in Figure 6.

Given that the facilities will be located within the floodplain, there is no land contribution associated with these projects only works associated with making the flood prone land 'fit for purpose' as an active recreation reserve, and construction of the playing fields and associated facilities will be funded through the DCP. However, Council has elected to commit to funding and delivering construction of the playing fields, the pavilion and car park as its contribution to the NMRDCP. As such, while the projects are identified in the DCP tables, 100% of the cost of these facilities has been apportioned to external sources (Council).

The DCP will share the cost of works associated with making the land fit for purpose across the Strucutre Plan area.

Table 4 Outdoor Active Recreation Facilities and Construction Standards

Project No	Facility	Indicative Land Area	Construction Standard
A001	2 Football/cricket ovals	Not necessary to specify as playing fields will be located within the floodplain area	Full construction of both playing surfaces
A002	2 Tennis/netball courts	Not necessary to specify as playing courts will be located within the floodplain area	Full construction of both courts
A003	Shared pavilion	Not necessary to specify as pavilion will be located within the floodplain area	Full construction of shared pavilion for ovals and courts
A004	Shared car park	Not necessary to specify as shared car park will be located within the floodplain area	Full construction of car park
A005	'Fit for Purpose' works for playing fields	Not necessary to specify as playing fields will be located within the floodplain area	Levelling, topsoiling, perimeter drainage and seeding of active playing field area



## 2.5

### Community Facilities

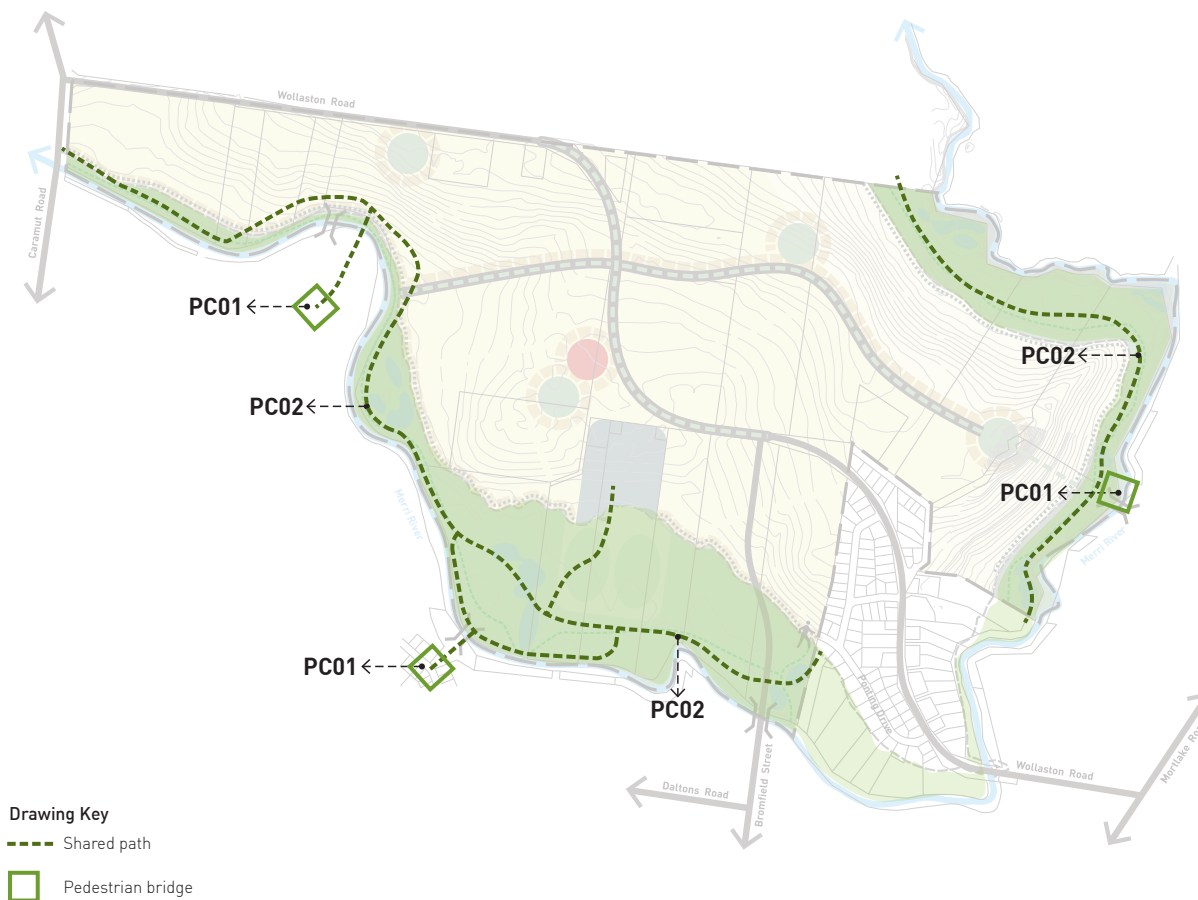
The DCP provides funding for a universally accessible public toilet and playground. The location of these facilities are to be determined by Council during preparation of a Development Plan, however, are likely to be located within the floodplain, where they will be accessible by the entire NMR community.

## 2.6

### Off-Road Pedestrian and Cycle Trails

Building on the strategic importance of the Merri River as an open space asset and to promote non car based modes of transport it is proposed to construct an off road shared trail network. The network (see Figure 7) has been designed to promote movement along the river and to connect places of interest within the plan area. Importantly provision has also been made for 3 pedestrian/cycle bridges across the Merri River. These bridges will play a vital role in connecting communities and in overcoming the lack of open space connectivity on the north side of the Merri River in the south eastern section of the plan area where the frontage to the river has been privatised. Fortunately Council owns land on the south side of the Merri River in this vicinity and there may be potential to contribute to land that is set aside for floodplain/ open space purposes adjacent to the plan area in future as a consequence of any further infill development.

Figure 7 Off road pedestrian and cycle network



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## 2.7

### Drainage

Taking into account Council's role as the local drainage authority this DCP includes the shared drainage infrastructure requirements to serve 8 drainage sub-catchments. The drainage sub-catchments are spread across the growth area and do not coincide with property boundaries (see Figure 8).

This DCP includes the shared components of the drainage systems that will be required to properly serve each of the sub-catchments. Facilities generally comprise main drainage systems, wetlands and gross pollutant traps (see Table 5). As all drainage facilities that have a land take component (aside from easements for drainage pipes) are proposed to be located within the floodplain area there is no need to include additional land costs for individual pieces of infrastructure.

The Merri River floodplain (up to the 1:100) land component has been included within the DCP with an associated encumbered land value, the cost of which will be shared equitably throughout the DCP area.

Table 5 Drainage Infrastructure Requirement

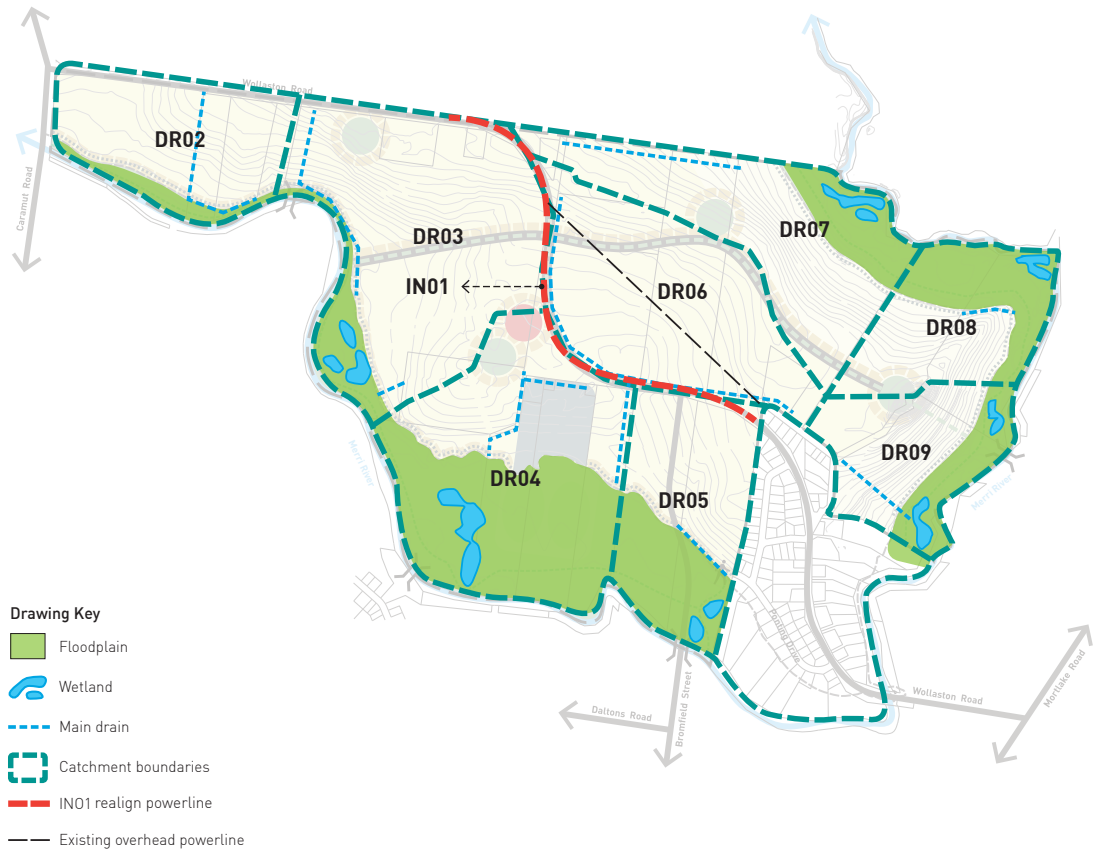
Project No.	Drainage Catchment Area	Infrastructure Type/Land Area
DR01	Merri River floodplain	Land within 1:100 area
DR02	Catchment 1	Construct main drainage pipe system, pits, gross pollutant trap and open drains
DR03	Catchment 2	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains
DR04	Catchment 3	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains
DR05	Catchment 4	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains
DR06	Catchment 5	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains
DR07	Catchment 6	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains
DR08	Catchment 7	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains
DR09	Catchment 8	Construct wetland, main drainage pipe system, pits, gross pollutant trap and open drains

2.8

Planning Costs

The cost of preparing the North of the Merri River Structure Plan and this DCP have been included within the DCP. Where monies have already been paid by some developers they will be entitled to a credit. Any such credits will be determined and administered by the Warrnambool City Council prior to issue of a Statement of Compliance for the first stage of subdivision.

Figure 8 Drainage Infrastructure



PART  
3

3.1

Net Developable Land

In the NMRDCP contributions are payable on all net developable land on any given development site. For the purposes of this DCP net developable land is defined as all land with the exception of:-

- open space;
- the Merri River floodplain (up to the 1:100);

- higher order collector road reservations; and
- the school and the Community Activity Centre.

A detailed land budget for the entire DCP area is provided in Table 6.

The area of net developable land on a given land parcel is shown in Table 7. It should be noted that future plans of subdivision will not be used for calculating net developable areas for the purposes of administering the NMRDCP. Development contributions will be payable according to the net developable area shown in the Precinct Land Budget Table 7 irrespective of whether land budget figures are modified as a result of detailed design during the subdivision design process.

Table 6 Land Budget (ha)

Total Precinct Area	249.36
Encumbered Land - Floodplain and wetlands	65.33
Passive Open Space	2.95
Active Open Space (located within floodplain)	0.00
School	3.43
Road widening	1.10
Net Developable Area	176.55

Table 7 Detailed Land Budget

Property Number	Total Area (Hectares)	Encumbered Land	Gross Developable Area (GDA)	School	Road widening	Unencumbered Open Space		Net Developable Area (Hectares)
		Merri River (1:100 Floodway)				Passive Open Space (hectares)	Passive Open Space as a percentage of NDA	
1	16.47	2.34	14.13				0.00%	14.13
2	4.297	0.14	4.16				0.00%	4.16
3	1.936	0.02	1.92				0.00%	1.92
4	2.51	0.00	2.51				0.00%	2.51
5	23.57	0.05	23.52		0.10	1.1	4.68%	22.32
6	41.39	13.64	27.75			0.6	2.16%	27.15
7	7.37	5.74	1.63				0.00%	1.63
8	10.2	7.42	2.78	2.78			0.00%	0.00
9	0.43	0.00	0.43	0.43			0.00%	0.00
10	0.11	0.00	0.11	0.11			0.00%	0.00
11	0.11	0.00	0.11	0.11			0.00%	0.00
12	7.52	4.60	2.92				0.00%	2.92
13	24.59	10.27	14.32		0.80		0.00%	13.52
14	40.07	13.91	26.17			0.75	2.87%	25.42
15	1.83	0.00	1.83				0.00%	1.83
16	29.79	7.21	22.58				0.00%	22.58
17	14.15	0.00	14.15		0.10	0.5	3.53%	13.55
18	15.19	0.00	15.19		0.10		0.00%	15.09
19	1.1	0.00	1.10				0.00%	1.10
20	5.7	0.00	5.70				0.00%	5.70
21	0.52	0.00	0.52				0.00%	0.52
22	0.51	0.00	0.51				0.00%	0.51
<b>TOTAL</b>	<b>249.363</b>	<b>65.33</b>	<b>184.03</b>	<b>3.43</b>	<b>1.1</b>	<b>2.95</b>	<b>1.67%</b>	<b>176.55</b>

# PART 4

## 4.1

### Interpreting the Tables

As noted earlier, Table 7 provides a detailed description of and strategic justification for each item included within the DCP.

Table 8 – Calculation of Contributions and Table 9 Schedule of Contributions together represent the key component of the NMRDCP. This section explains the workings of these tables.



Table 8 Infrastructure Project Justification Table- Continued

Project Number	Project Description	Estimated Land Cost as at 2010	Estimated Construction Cost at 2010	Total Cost of Project	Main Catchment Area (MCA) Determination	Indicative Provision Trigger	Strategic Justification
<b>ROADS &amp; INTERSECTIONS</b>							
RO01	<b>Wollaston Road Part 1</b> - Upgrade to an urban standard of undivided 2 lane Collector Road with bike lane and indented parking lane (27m ultimate cross-section) between Caramut Road and Wollaston Road Part 2. Naturestrip and footpath to be constructed on south side only given rural interface to the north. Approx. length 1200m, no road widening required. Refer to Project Sheet RO01A in Appendix for full costing and cross-section details.	\$0.00 - Continued	\$2,454,122.00	\$2,454,122.00	Wollaston Road is integral to the movement network of the entire NMR Structure Plan area.	As development of adjacent land occurs	Wollaston Road will serve as the primary east west road through the NMR Structure Plan area. The existing condition of the road meets the requirements of the existing and external usage of this road. The development of the area in accordance with the NMR Structure Plan triggers the need to upgrade this road to an urban standard.
RO02	<b>Wollaston Road Part 2</b> - Upgrade to an urban boulevard standard of divided 2 lane Collector Road with bike lane and indented parking lane (30m cross-section) between Wollaston Road Part 1 (RO01) and Bromfield Street. Approx. length 1220m, some road widening required in parts. Refer to Project Sheets RO02a and RO02b in Appendix for full costing and cross-section details.	\$106,950.00	\$3,460,993.25	\$3,567,943.25	Wollaston Road is integral to the movement network of the entire NMR Structure Plan area.	As development of adjacent land occurs	Wollaston Road will serve as the primary east west road through the NMR Structure Plan area. The existing condition of the road meets the requirements of the existing and external usage of this road. The development of the area in accordance with the NMR Structure Plan triggers the need to upgrade this road to an urban standard. The central median is required to enhance vehicle and pedestrian safety, and to create a positive urban design outcome through creation of a grand tree lined boulevard. design elements are supported by the vision for the NMR Structure Plan.
RO03	<b>Wollaston Road Part 3</b> - Upgrade to an urban standard of undivided 2 lane Collector Road with bike lane and indented parking bays (27m cross-section) between Bromfield Street and eastern boundary of NMR Structure Plan area. Approx. length 250m, no road widening required. Refer to Project Sheet RO03 in Appendix for full costing and cross-section details.	\$0.00	\$612,078.50	\$612,078.50	Wollaston Road is integral to the movement network of the entire NMR Structure Plan area.	As development of adjacent land occurs	Wollaston Road will serve as the primary east west road through the NMR Structure Plan area. The existing condition of the road meets the requirements of the existing and external usage of this road. The development of the area in accordance with the NMR Structure Plan triggers the need to upgrade this road to an urban standard.
RO04	<b>Wollaston Road Part 4</b> - Upgrade to pavement, Linemarking and parking bays within existing Ponting Estate. Approx. length 950m, no additional widening of road reserve required. Refer to Project Sheet RO04 for full costing and cross-section details.	\$0.00	\$1,171,019.85	\$1,171,019.85	Wollaston Road is integral to the movement network of the entire NMR Structure Plan area.	Traffic volumes of 5,000 vehicles per day	Wollaston Road will serve as the primary east west road through the NMR Structure Plan area. The existing condition of the road meets the requirements of the existing and external usage of this road. The development of the area in accordance with the NMR Structure Plan triggers the need to provide additional parking and bicycle lanes within the existing road reserve in the Ponting Estate.
RO05	<b>Wollaston Road Bus Bays</b> - Construction of indented bus bays and shelters at locations indicated on Road and Intersections Plan, Figure 5. Refer to Project Sheet RO05 for full costing details.	\$0.00	\$430,155.00	\$430,155.00	Wollaston Road is integral to the movement network of the entire NMR Structure Plan area.	As required	Wollaston Road will serve as the primary bus route through the NMR Structure Plan area to ensure most dwellings are within 400m of a bus route. This infrastructure project is supported by the Department of Transport and Clause 56 of the Planning Scheme.
RO06	<b>Bromfield Street Part 1</b> - Construction of undivided 2 lane Collector Road with bike lane and parking lane in parts (22m cross-section) between Wollaston Road and northern boundary of the floodplain. Approx. length 380m, with 22m road reservation required to be set aside. Refer to Project Sheet RO06 for full costing and cross-section details.	\$310,992.00	\$970,715.24	\$1,281,707.24	Bromfield Street is integral to the movement network of the entire NMR Structure Plan area.	As required	The northern extension of Bromfield Street (an existing road in the residential area to the south of the Merri River) will serve as complementary access route to and from the NMR Structure Plan area. Bromfield Street will reduce the number of vehicles from NMR Structure Plan area from utilising Hopkins Hwy.
RO07	<b>Bromfield Street Part 2</b> - Construction of undivided 2 lane Collector Road with bike lane and indented parking lane as required (22m cross-section) between northern boundary of floodplain and Daltons Road. Approx. length 605m. 22m road reservation in floodplain included in DR01. Refer to Project Sheet RO07 for full costing and cross-section details.	\$0.00	\$1,532,086.88	\$1,532,086.88	Bromfield Street is integral to the movement network of the entire NMR Structure Plan area.	As required	The northern extension of Bromfield Street (an existing road in the residential area to the south of the Merri River) will serve as complementary access route to and from the NMR Structure Plan area. Bromfield Street will reduce the number of vehicles from NMR Structure Plan area from utilising Hopkins Hwy.
RO08	<b>Intersection - Caramut Road/ Wollaston Rd.</b> Existing "T" Intersection reconditioning works. Refer to Project Sheet RO08 for costing and design details.	\$0.00	\$296,329.00	\$296,329.00	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Wollaston Road are required to be upgraded as part of the upgrade of Wollaston Road to an urban standard which is triggered by the residential development of the NMR Structure Plan area.
RO09	<b>Intersection - Wollaston Road/east-west connector.</b> Construction of a single lane roundabout. 50m2 of land required from each corner for splay. Refer to project sheet RO09 for costing and design details.	\$7,450.00	\$347,840.00	\$355,290.00	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Wollaston Road are required as part of the upgrade of Wollaston Road to an urban standard which is triggered by the residential development of the NMR Structure Plan area.
RO10	<b>Intersection - Wollaston Road/Bromfield Street.</b> Construction of new staggered "T" Intersection treatment. Refer to Project Sheet RO10 for costing and design details.	\$18,600.00	\$462,129.25	\$480,729.25	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Wollaston Road are required to be upgraded as part of the upgrade of Wollaston Road to an urban standard which is triggered by the residential development of the NMR Structure Plan area.
RO11	<b>Intersection - Wollaston Road/Johnstone Road.</b> Upgrade to existing "T" Intersection. Refer to Project Sheet RO11 for costing and design details.	\$0.00	\$60,061.38	\$60,061.38	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Wollaston Road are required to be upgraded as part of the upgrade of Wollaston Road to an urban standard which is triggered by the residential development of the NMR Structure Plan area.

Table 8 Infrastructure Project Justification Table - Continued

Project Number	Project Description	Estimated Land Cost as at 2010	Estimated Construction Cost at 2010	Total Cost of Project	Main Catchment Area (MCA) Determination	Indicative Provision Trigger	Strategic Justification
<b>ROADS &amp; INTERSECTIONS</b>							
RO12	<b>Intersection - Wollaston Road/Cecil Street.</b> Upgrade to existing "T" Intersection. Refer to Project Sheet RO12 for costing and design details.	\$0.00	\$104,665.00	\$104,665.00	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Wollaston Road are required to be upgraded as part of the upgrade of Wollaston Road to an urban standard which is triggered by the residential development of the NMR Structure Plan area.
RO13	<b>Intersection - Wollaston Road/Ponting Drive.</b> Construction of new roundabout at existing intersection. Refer to Project Sheet RO13 for costing and design details.	\$0.00	\$209,545.00	\$209,545.00	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Wollaston Road are required to be upgraded as part of the upgrade of Wollaston Road to an urban standard which is triggered by the residential development of the NMR Structure Plan area.
RO14	<b>Intersection - Wollaston Road/Hopkins Hwy.</b> Signalisation of existing intersection. Refer to Project Sheet RO14 for costing and design details.	\$0.00	\$605,000.00	\$605,000.00	This intersection will be used by the entire NMR Structure Plan area.	As required	The additional traffic volumes generated by the NMR Structure Plan heighten the need to upgrade this intersections to signals. A large component of external demand has been nominated recognising that this intersection will require signalisation based on existing demand and future demand created external to the NMR Structure Plan area.
RO15	<b>Intersection - Bromfield Street/Donavans Road.</b> Construction of roundabout. Refer to Project Sheet RO15 for costing and design details.	\$0.00	\$190,829.00	\$190,829.00	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Bromfield Street are required to be upgraded as part of the extension of this street into the NMR Structure Plan Area.
RO16	<b>Intersection - Bromfield Street/Daltons Road.</b> Construction of roundabout. Refer to Project Sheet RO16 for costing and design details.	\$0.00	\$250,119.00	\$250,119.00	This intersection will be used by the entire NMR Structure Plan area.	As required	Intersections along Bromfield Street are required to be upgraded as part of the extension of this street into the NMR Structure Plan Area.
RO17	<b>Merri River Bridge</b> - Construction of bridge. Approx. span 60m. Refer to Project Sheet RO17 for costing and design details.	\$0.00	\$1,525,568.00	\$1,525,568.00	This intersection will be used by the entire NMR Structure Plan area.	As required	A bridge is required to be constructed to cross the Merri River as part of the extension of Bromfield Street into the NMR Structure Plan area.
Sub-Total		\$443,992.00	\$14,683,266.34	\$15,127,248.34			
<b>ACTIVE OPEN SPACE</b>							
AO01	<b>Football/cricket ovals/soccer pitches</b> - Construction of playing surfaces. Located within floodplain, land requirement included in DR01.	\$0.00	\$843,000.00	\$843,000.00	Open space will be used by entire NMR Structure Plan area. As the active open space is located within the floodplain (see project DR01) no additional land-take is required.	As required	This infrastructure project is supported based on typical benchmarks for community and recreational facilities in newly developing areas developed by City of Whittlesea and Department of Education and ASR Research (2008). This infrastructure will be fully funded by Council, representing Council's contribution to the NMR Structure Plan area.
AO02	<b>Tennis/netball courts</b> - Construction of 2 courts. Located within floodplain, land requirement included in DR01.	\$0.00	\$100,000.00	\$100,000.00	Local facility to meet the needs of, and to be used by, the entire NMR Structure Plan area.	As required	This infrastructure project is supported based on typical benchmarks for community and recreational facilities in newly developing areas developed by City of Whittlesea and Department of Education and ASR Research (2008). This infrastructure will be fully funded by Council, representing Council's contribution to the NMR Structure Plan area.
AO03	<b>Shared carpark</b> - Construction of shared carpark for active recreation facilities. Located within floodplain, land requirements included in DR01.	\$0.00	\$600,000.00	\$600,000.00	Local facility to meet the needs of, and to be used by, the entire NMR Structure Plan area.	As required	This infrastructure project is supported based on typical benchmarks for community and recreational facilities in newly developing areas developed by City of Whittlesea and Department of Education and ASR Research (2008). This infrastructure will be fully funded by Council, representing Council's contribution to the NMR Structure Plan area.
AO04	<b>Shared pavilion</b> - Construction of pavilion associated with active recreation facilities (ovals and courts).	\$0.00	\$1,740,000.00	\$1,740,000.00	Local facility to meet the needs of, and to be used by, the entire NMR Structure Plan area.	As required	This infrastructure project is supported based on typical benchmarks for community and recreational facilities in newly developing areas developed by City of Whittlesea and Department of Education and ASR Research (2008). This infrastructure will be fully funded by Council, representing Council's contribution to the NMR Structure Plan area.
AO05	<b>Fit for Purpose' Works</b> - levelling, topsoiling, perimeter drainage and seeding of active open space area.	\$0.00	\$415,347.00	\$415,347.00	Local facility to meet the needs of, and to be used by, the entire NMR Structure Plan area.	Prior to transfer of open space land to Council	This project is required to ensure that land subject to flooding is fit for the intended purpose (active open space) prior to transfer to Council ownership.
Sub-Total		\$0.00	\$3,698,347.00	\$3,698,347.00			
<b>PASSIVE OPEN SPACE</b>							
OS01	<b>Local Park A</b> - 1.1ha park located adjacent to Wollaston Road along ridgeline.	\$409,200.00	\$0.00	\$409,200.00	Local open space provision to be equalised across entire NMR Structure Plan area	At time of subdivision	Open space is required to be provided in accordance with Clause 56 of the Planning Scheme. Quantum and distribution of open space has been determined in the NMR Structure Plan, having regard to Clause 56 and local site features such as the quarry, vegetation and high points. Provision of local open space is to be equalised across the entire NMR Structure Plan area.
OS02	<b>Local Park B</b> - 0.6ha park located adjacent to the local activity centre.	\$223,200.00	\$0.00	\$223,200.00	Local open space provision to be equalised across entire NMR Structure Plan area	At time of subdivision	Open space is required to be provided in accordance with Clause 56 of the Planning Scheme. Quantum and distribution of open space has been determined in the NMR Structure Plan, having regard to Clause 56 and local site features such as the quarry, vegetation and high points. Provision of local open space is to be equalised across the entire NMR Structure Plan area.
OS03	<b>Local Park C</b> - 0.5ha park located on east-west connector road	\$186,000.00	\$0.00	\$186,000.00	Local open space provision to be equalised across entire NMR Structure Plan area	At time of subdivision	Open space is required to be provided in accordance with Clause 56 of the Planning Scheme. Quantum and distribution of open space has been determined in the NMR Structure Plan, having regard to Clause 56 and local site features such as the quarry, vegetation and high points. Provision of local open space is to be equalised across the entire NMR Structure Plan area.
OS04	<b>Local Park D</b> - 0.75 park located at termination of east-west connector road.	\$279,000.00	\$0.00	\$279,000.00	Local open space provision to be equalised across entire NMR Structure Plan area	At time of subdivision	Open space is required to be provided in accordance with Clause 56 of the Planning Scheme. Quantum and distribution of open space has been determined in the NMR Structure Plan, having regard to Clause 56 and local site features such as the quarry, vegetation and high points. Provision of local open space is to be equalised across the entire NMR Structure Plan area.
Sub-Total		\$1,097,400.00	\$0.00	\$1,097,400.00			

Table 8 Infrastructure Project Justification Table

Project Number	Project Description	Estimated Land Cost as at 2010	Estimated Construction Cost at 2010	Total Cost of Project	Main Catchment Area (MCA) Determination	Indicative Provision Trigger	Strategic Justification
<b>COMMUNITY FACILITIES</b>							
CO01	Public toilet - universal disabled toilet to be located within open space.	\$0.00	\$200,000.00	\$200,000.00	Local facility to meet the needs of, and to be used by, the NMR Structure Plan area, Dennington north and the North-east Growth Area.	As required	This infrastructure project is supported based on typical benchmarks for community and recreational facilities in newly developing areas developed by City of Whittlesea and Department of Education and ASR Research (2008).
CO02	Playground - children's playground to be constructed in open space along floodplain	\$0.00	\$100,000.00	\$100,000.00	Local facility to meet the needs of, and to be used by, the entire NMR Structure Plan area.	As required	This infrastructure project is supported based on Council rand DDA requirements for accessible toilets in public spaces.
Sub-Total		\$0.00	\$300,000.00	\$300,000.00			
<b>OFF-ROAD PEDESTRIAN &amp; CYCLE TRAILS</b>							
PC01	Pedestrian Bridge Crossings - Construction of 3 x pedestrian bridges at Manuka Drive, Membrey Way and Grange Road.	\$0.00	\$510,000.00	\$510,000.00	Pedestrian network within Merri River floodplain will be used by entire NMR Structure Plan area.	At time of subdivision	This infrastructure project is required to provide pedestrian access through the Merri River open space reserve.
PC02	Shared Path Network - construction of 2.5m wide concrete shared path network within floodplain. Approx. length 6850m	\$0.00	\$1,198,750.00	\$1,198,750.00	Pedestrian network within Merri River floodplain will be used by entire NMR Structure Plan area.	At time of subdivision	This infrastructure project is required to provide pedestrian access through the Merri River open space reserve.
Sub-Total		\$0.00	\$1,708,750.00	\$1,708,750.00			
<b>PLANNING COSTS</b>							
PL01	PSP/DCP - Precinct Structure Plan and Development Contributions Preparation costs	\$0.00	\$125,000.00	\$125,000.00	Preparation of the Structure Plan and Development Contributions Plan enables the entire NMR Structure Plan area to develop.	Provided	This project is required to facilitate development of the NMR Structure Plan area.
Sub-Total		\$0.00	\$125,000.00	\$125,000.00			
<b>INFRASTRUCTURE</b>							
IN01	High voltage power lines - New power lines to be provided within Wollaston Road reserve.	\$0.00	\$700,000.00	\$700,000.00	Preparation of the Structure Plan and Development Contributions Plan enables the entire NMR Structure Plan area to develop.	At time of subdivision	This project is required to facilitate development of the NMR Structure Plan area.
Sub-Total		\$0.00	\$700,000.00	\$700,000.00			
<b>DRAINAGE INFRASTRUCTURE</b>							
DR01	Floodplain - 1 in 100 year flood level	\$816,662.50	\$0.00	\$816,662.50	The floodplain will service the entire NMR Structure Plan area in terms of its drainage and open space functions.	At time of subdivision	This infrastructure project is required to service the NMR Structure Plan area with drainage infrastructure and a connected linear open space reserve in accordance with drainage modelling prepared by Cardno.
DR02	Catchment 1 - Main drainage pipe system, including pits, GPT and open drains.	\$0.00	\$212,400.00	\$212,400.00	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR03	Catchment 2 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$870,607.50	\$870,607.50	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR04	Catchment 3 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$407,236.25	\$407,236.25	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR05	Catchment 4 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$303,320.00	\$303,320.00	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR06	Catchment 5 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$1,155,603.00	\$1,155,603.00	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR07	Catchment 6 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$533,850.00	\$533,850.00	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR08	Catchment 7 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$240,090.00	\$240,090.00	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
DR09	Catchment 8 - Constructed wetland system within floodplain and main drainage system including pipe, pits, GPT and open drains.	\$0.00	\$339,702.50	\$339,702.50	This drainage infrastructure forms part of the broader drainage strategy for the NMR Structure Plan area	At time of subdivision	This infrastructure project is required to provide WSUD drainage treatment and storage of urban run-off as per the drainage strategy developed by Cardno.
Sub-Total		\$816,662.50	\$4,062,809.25	\$4,879,471.75			
TOTAL		\$2,358,054.50	\$25,278,162.59	\$27,636,217.09			

## 4.2

### Calculation of Contributions Table

The first two columns in Table 8 describe each of the infrastructure projects that are included in the NMRDCP. They are each assigned a project number and are grouped according to their broad infrastructure category. For each infrastructure project, a land and construction cost, where relevant, is specified. These are expressed in 2010 dollars and will be indexed annually.

For some infrastructure projects there is a known contribution that will be collected from others outside the NMRSP area. In those cases the total cost of the given project to be recovered by the NMRDCP has been adjusted. Important principles relating to calculation of external demand and apportionment are set out in Part 2.

After making adjustments for external usage it is possible to determine the total cost of each infrastructure project that is attributable to the 'main catchment area' (MCA). The MCA is the geographic unit from which a given item of infrastructure will draw most of its usage. In the NMRDCP the cost of all items included in the DCP are proposed to be distributed evenly across the entire DCP area except for drainage infrastructure that will

be necessary to serve the defined sub-catchments. The cost of the infrastructure necessary to service the 5 sub-catchments differ and accordingly their costs will be distributed specifically to the sub-catchment to which they relate. As such there is one MCA for most items of infrastructure (including the floodplain of the Merri River) and 5 specific drainage related MCAs that have been included within this DCP.

For the purposes of the NMRDCP all developable land will contribute funds for particular infrastructure projects. Notwithstanding that the NMRSP supports establishment of a minor commercial activity centre at the time of rezoning and formulation of the DCP, this land will be included in the Residential 1 Zone and as such will be liable for payment of development contributions. For the purposes of the DCP developable land incorporates all developable land excluding:

- open space
- the Merri River floodplain (up to the 1:100); and
- higher order collector road reservations
- the school and community activity centre.

Development contributions will be gathered on the Net Developable Area as defined for each property in Table 7. The final two columns in Table 9 give, for each infrastructure project, the total number of net developable hectares in the MCA and the contribution per net developable hectare respectively.

It is important to note that the number of net developable hectares in any specified MCA is based on the land budgets provided in Table 6 and 7. The per hectare contributions payable will not be amended to respond to minor changes to land budgets that may result from the subdivision design process. In other words, the DCP is permanently linked to the Detailed Land Budget. For the purposes of the DCP, the number of developable hectares in each precinct will only change if Council formally amends the Precinct and Detailed Land Budgets and associated Tables. Table 7 should be used to determine the number of developable hectares (for DCP purposes) on individual land parcels.

Table 9 Calculation of Contributions Table- Continued

Project Number	Project Description	Estimated Land Cost as at 2010	2010 Construction Cost	Total Cost of Project	Estimated External Usage/External Funding %	Total Cost Attributable to Main Catchment Area	Main Catchment Area (MCA)	Development Types Making Contribution	Number of Net Developable Hectares in MCA	Contribution per Net Developable Hectare
<b>ROADS &amp; INTERSECTIONS</b>										
RO01	Wollaston Road Part 1 - Collector Road	\$0.00	\$2,454,122.00	\$2,454,122.00	0%	\$2,454,122.00	All	All	177	\$13,865.10
RO02	Wollaston Road Part 2 - Boulevard Collector Road	\$106,950.00	\$3,460,993.25	\$3,567,943.25	0%	\$3,567,943.25	All	All	177	\$20,157.87
RO03	Wollaston Road Part 3 - Collector Road	\$0.00	\$612,078.50	\$612,078.50	0%	\$612,078.50	All	All	177	\$3,458.07
RO04	Wollaston Road Part 4 - Collector Road in Ponting Drive Estate	\$0.00	\$1,171,019.85	\$1,171,019.85	0%	\$1,171,019.85	All	All	177	\$6,615.93
RO05	Wollaston Road East and West Bus Bays	\$0.00	\$430,155.00	\$430,155.00	0%	\$430,155.00	All	All	177	\$2,430.25
RO06	Bromfield Street northern extension through residential land - Collector Road	\$310,992.00	\$970,715.24	\$1,281,707.24	0%	\$1,281,707.24	All	All	177	\$7,241.28
RO07	Bromfield Street northern extension through flood plain- Collector Road	\$0.00	\$1,532,086.88	\$1,532,086.88	0%	\$1,532,086.88	All	All	177	\$8,655.86
RO08	Intersection - Caramut Rd/Wollaston Rd	\$0.00	\$296,329.00	\$296,329.00	0%	\$296,329.00	All	All	177	\$1,674.18
RO09	Intersection - Wollaston Road/east-west connector road	\$7,450.00	\$347,840.00	\$355,290.00	0%	\$355,290.00	All	All	177	\$2,007.29
RO10	Intersection - Wollaston Road/Bromfield Street	\$18,600.00	\$462,129.25	\$480,729.25	0%	\$480,729.25	All	All	177	\$2,715.98
RO11	Intersection - Wollaston Road/Johnstone Road	\$0.00	\$60,061.38	\$60,061.38	0%	\$60,061.38	All	All	177	\$339.33
RO12	Intersection - Wollaston Road/Cecil Street	\$0.00	\$104,665.00	\$104,665.00	0%	\$104,665.00	All	All	177	\$591.33
RO13	Intersection - Wollaston Road/Ponting Drive	\$0.00	\$209,545.00	\$209,545.00	0%	\$209,545.00	All	All	177	\$1,183.87
RO14	Intersection - Wollaston Road/Hopkins Hwy	\$0.00	\$605,000.00	\$605,000.00	66%	\$205,700.00	All	All	177	\$1,162.15
RO15	Intersection - Bromfield Street/Donovans Road	\$0.00	\$190,829.00	\$190,829.00	36%	\$122,130.56	All	All	177	\$690.00
RO16	Intersection - Bromfield Street/Daltons Road	\$0.00	\$250,119.00	\$250,119.00	36%	\$160,076.16	All	All	177	\$904.39
RO17	Merri River Bridge - Bromfield Street	\$0.00	\$1,525,568.00	\$1,525,568.00	0%	\$1,525,568.00	All	All	177	\$8,619.03
Sub-Total		\$443,992.00	\$14,683,256.34	\$15,127,248.34		\$14,569,207.06				\$82,311.90
<b>ACTIVE OPEN SPACE</b>										
AO01	Football/cricket ovals*	\$0.00	\$843,000.00	\$843,000.00	100%	\$0.00	All	All	177	\$0.00
AO02	Tennis/netball court*	\$0.00	\$100,000.00	\$100,000.00	100%	\$0.00	All	All	177	\$0.00
AO03	Shared carpark for active recreation facilities*	\$0.00	\$600,000.00	\$600,000.00	100%	\$0.00	All	All	177	\$0.00
AO04	Shared pavilion*	\$0.00	\$1,740,000.00	\$1,740,000.00	100%	\$0.00	All	All	177	\$0.00
AO05	Works to active open space land to make active open space 'fit for purpose'	\$0.00	\$415,347.00	\$415,347.00	0%	\$415,347.00	All	All	177	\$2,346.59
Sub-Total		\$0.00	\$3,698,347.00	\$3,698,347.00		\$415,347.00				\$2,346.59
<b>PASSIVE OPEN SPACE</b>										
OS01	Local Park A	\$409,200.00	\$0.00	\$409,200.00	0%	\$409,200.00	All	All	177	\$2,311.86
OS02	Local Park B	\$223,200.00	\$0.00	\$223,200.00	0%	\$223,200.00	All	All	177	\$1,261.02
OS03	Local Park C	\$186,000.00	\$0.00	\$186,000.00	0%	\$186,000.00	All	All	177	\$1,050.85
OS04	Local Park D	\$279,000.00	\$0.00	\$279,000.00	0%	\$279,000.00	All	All	177	\$1,576.27
Sub-Total		\$1,097,400.00	\$0.00	\$1,097,400.00		\$1,097,400.00				\$6,200.00
<b>COMMUNITY FACILITIES</b>										
CO01	Public toilet - universal disabled toilet within open space/floodplain	\$0.00	\$200,000.00	\$200,000.00	0%	\$200,000.00	All	All	177	\$1,129.94
CO02	Playground in public open space	\$0.00	\$100,000.00	\$100,000.00	0%	\$100,000.00	All	All	177	\$564.97
Sub-Total		\$0.00	\$300,000.00	\$300,000.00		\$300,000.00				\$1,694.92

Table 9 Calculation of Contributions Table

Project Number	Project Description	Estimated Land Cost as at 2010	2010 Construction Cost	Total Cost of Project	Estimated External Usage/External Funding %	Total Cost Attributable to Main Catchment Area	Main Catchment Area (MCA)	Development Types Making Contribution	Number of Net Developable Hectares in MCA	Contribution per Net Developable Hectare
<b>OFF-ROAD PEDESTRIAN &amp; CYCLE TRAILS</b>										
PC01	Pedestrian bridge crossings of Merri River at Manuka Drive, Membrey Way and Grange Road	\$0.00	\$510,000.00	\$510,000.00	0%	\$510,000.00	All	All	177	\$2,888.70
PC02	Shared Path Network	\$0.00	\$1,198,750.00	\$1,198,750.00	0%	\$1,198,750.00	All	All	177	\$6,789.86
Sub-Total		\$0.00	\$1,708,750.00	\$1,708,750.00		\$1,708,750.00				\$9,678.56
<b>PLANNING COSTS</b>										
PL01	Precinct Structure Plan and Development Contributions Preparation costs	\$0.00	\$125,000.00	\$125,000.00	0%	\$125,000.00	All	All	177	\$708.01
Sub-Total		\$0.00	\$125,000.00	\$125,000.00		\$125,000.00				\$708.01
<b>INFRASTRUCTURE</b>										
IN01	High voltage Powerlines	\$0.00	\$700,000.00	\$700,000.00	0%	\$700,000.00	All	All	177	\$3,964.88
Sub-Total		\$0.00	\$700,000.00	\$700,000.00		\$700,000.00				\$3,964.88
<b>DRAINAGE INFRASTRUCTURE</b>										
DR01	Floodplain - 1 in 100	\$816,662.50	\$0.00	\$816,662.50	0%	\$816,662.50	All	All	177	\$4,625.67
DR02	Catchment 1 - Main drainage	\$0.00	\$212,400.00	\$212,400.00	0%	\$212,400.00	All	All	177	\$1,203.06
DR03	Catchment 2 - wetland and main drainage	\$0.00	\$870,607.50	\$870,607.50	0%	\$870,607.50	All	All	177	\$4,931.22
DR04	Catchment 3 - wetland and main drainage	\$0.00	\$407,236.25	\$407,236.25	0%	\$407,236.25	All	All	177	\$2,306.63
DR05	Catchment 4 - wetland and main drainage	\$0.00	\$303,320.00	\$303,320.00	0%	\$303,320.00	All	All	177	\$1,718.04
DR06	Catchment 5 - wetland and main drainage	\$0.00	\$1,155,603.00	\$1,155,603.00	0%	\$1,155,603.00	All	All	177	\$6,545.47
DR07	Catchment 6 - wetland and main drainage	\$0.00	\$533,850.00	\$533,850.00	0%	\$533,850.00	All	All	177	\$3,023.79
DR08	Catchment 7 - wetland and main drainage	\$0.00	\$240,090.00	\$240,090.00	0%	\$240,090.00	All	All	177	\$1,359.90
DR09	Catchment 8 - wetland and main drainage	\$0.00	\$339,702.50	\$339,702.50	0%	\$339,702.50	All	All	177	\$1,924.11
Sub-Total		\$816,662.50	\$4,062,809.25	\$4,879,471.75		\$4,879,471.75				\$27,637.90
<b>TOTAL</b>		<b>\$2,358,054.50</b>	<b>\$25,625,391.59</b>	<b>\$27,983,446.09</b>		<b>\$24,121,146.09</b>				<b>\$140,589.90</b>

\*contribution to these facilities to be made by Council

Land value 2010 (unencumbered) **\$372,000.00**  
Land value 2010 (encumbered) **\$12,500.00**

## 4.3

### Schedule of Contributions Table

Table 9 sets out the per hectare contribution that will be made from the MCA for each infrastructure project in the NMRDCP. Table 10 sets out a summary of the per hectare charges for each infrastructure category.

Table 10 Schedule of Contributions by Catchment (\$ per net)

Project Type	Total Cost to MCA	Per ha rate
ROADS & INTERSECTIONS	\$14,569,207.06	\$82,311.90
ACTIVE OPEN SPACE	\$415,347.00	\$2,346.59
PASSIVE OPEN SPACE	\$1,097,400.00	\$6,200.00
COMMUNITY FACILITIES	\$300,000.00	\$1,694.92
OFF-ROAD PEDESTRIAN & CYCLE TRAILS	\$1,708,750.00	\$9,653.95
PLANNING COSTS	\$125,000.00	\$706.21
INFRASTRUCTURE	\$700,000.00	\$3,954.80
DRAINAGE INFRASTRUCTURE	\$4,879,471.75	\$27,567.64
<b>Total</b>	<b>\$23,795,175.81</b>	<b>\$134,436.02</b>

# PART 5

## 5.1

### Community and Development Infrastructure

The Planning and Environment Act (1987) and the Ministerial Direction on Development Contributions makes a distinction between "development" and "community" infrastructure. Furthermore, the timing of payment of contributions is linked to the type of infrastructure in question.

Contributions relating to development infrastructure are to be made by developers at the time of subdivision. For community infrastructure, contributions are to be made by the home-buyer at the time of building approval.

All infrastructure projects in the NMRDCP are considered to be in the development infrastructure category. As such, there is no community infrastructure payable by the home-buyer.



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# PART 6

## 6.1

### DCP Administration

Payment of any development contribution required under this Development Contributions Plan must be made not more than 21 days before the issue of a Statement of Compliance but no later than the issue of a Statement of Compliance. Council may agree to the payment of a development contribution after the issue of a statement of compliance if an agreement under section 173 of the Planning and Environment Act (or other acceptable form of agreement) is executed and registered on the Title to the Land prior to the issue of a Statement of Compliance. However, where no planning permit is required, the development contribution levy is to be paid prior to the issue of a Building Permit.

In accordance with section 62(2)(e) of the Planning and Environment Act 1987, the compensation payable for any developable land included within this DCP that is required by the Warrnambool City Council for an infrastructure project identified in this DCP (incorporated plan) is fixed at \$372,000 per hectare (land value). Similarly the flood plain of the Merri River is fixed at a rate of \$12,500 per hectare. The fixed land values may only be adjusted for rises in the CPI (All Groups Melbourne) between June 2010 and the date on which the

compensation is payable to the Owner.

For some infrastructure projects, it may be possible for developers to carry out works in lieu of making a cash contribution. However, this will only be possible where Council agrees to this and there is agreement reached on the standard and timing of the works.

When a developer opts to physically provide an infrastructure item, the situation may arise where the developer makes a contribution with a value that exceeds that required by the DCP. For example, an early-stage developer may be required to construct a large segment of a collector road such as Wollaston Road. In such a case the developer may be entitled to credits on other projects in the DCP to the extent that they "over-contributed" on Wollaston Road. Alternatively, a developer may seek a cash reimbursement where a significant over-contribution has been made on a particular infrastructure project. An implementation strategy has been included in Part 7 of this DCP to assist with administration of the DCP into the future.

The details of credits and reimbursements will need to be negotiated with, and agreed to by the Warrnambool City Council on a case-by-case basis.

The administration of contributions made under the NMRDCP will be transparent and demonstrate:-

- amount and timing of funds collected;
- the source of funds collected;
- amount and timing of expenditure;
- the purpose for which the expenditure was made; and
- the account balances for individual infrastructure projects.
- All transactions will be clearly identified in Council records and kept in accordance with the Local Government Act 1989.
- Capital costs of all infrastructure items except for land are in 2010 dollars and will be indexed by Council annually for inflation using the appropriate edition of Rawlinsons Australian Construction Handbook. Specific references utilised within Rawlinsons are as follows:-
- Civil Engineering, Composite Prices, City Highway with median strip and emergency lanes;
- Civil Engineering, Road works, Composite Prices. Country Highway with shoulders;
- Civil Engineering, Road works, Traffic Signals;

- Building Costs per Square Metre – Recreational – Grandstands – Ancillary Areas – Change Rooms – Attached Building at Rear; and

- Comparative Costs – Site works – Pavings – In situ concrete paving with broomed finish – 125mm thick reinforced.

In order to ensure that the estimated cost of each infrastructure project that includes a land component remains reasonably accurate, the contribution (excluding land component) will be indexed annually according to the index recommended by Rawlinsons Australia Construction Handbook.

The land value for all infrastructure projects is assumed at \$372,000 per hectare for developable land and \$12,500 per hectare for the flood prone land associated with the Merri River. These amounts will be indexed annually by Council by reference to the Consumer Price Index (All Groups Melbourne).

The NMRDCP will operate for a period of 25 years, at which time it will be reviewed. It is expected that most infrastructure projects in the current DCP will be rolled-over into a subsequent DCP.

## 6.2

### Type of Development that is Subject to the Levy

The NMR Development levy applies to subdivision and/or development of land.

## 6.3

### Collecting Agency

The collecting agency is the Warrnambool City Council.

## 6.4

### Agency Responsible for Works

Warrnambool City Council is responsible for the provision of the works funded by this DCP except as otherwise stated.

## 6.5

### Payment of Contribution Levies and Timing

#### For Subdivision of land

An infrastructure levy must be paid to the Collecting Agency for the land within the following specified time, namely after certification of the relevant plan of subdivision but not more than 21 days prior to the issue of a Statement of Compliance in respect of that plan.

Where the subdivision is to be developed in stages the infrastructure levy for the stage to be developed only may be paid to the Collecting Agency within 21 days prior to the issue of a Statement of Compliance in respect of that stage provided that a Schedule of Development Contributions is submitted with each stage of the plan of subdivision. This Schedule must show the amount of the development contributions payable for each stage and value of the contributions in respect of prior stages to the satisfaction of the Collecting Agency.

If the Collecting Agency agrees to works and/or provision of land in lieu of the payment of the infrastructure levy, the land owner must enter into an agreement under section 173 of the Planning and Environment Act in respect of the proposed works and/or provision of land in lieu to specify implementation requirements.

#### For development of land where no subdivision is proposed

Provided an infrastructure levy has not already been paid in respect of the land, an infrastructure levy must be paid to the Collecting Agency in accordance with the provisions of the approved Development Contributions Plan for each demand unit (net developable hectare) proposed to be developed prior to the commencement of any development (for example: development includes buildings, car park, access ways, landscaping and ancillary components). The Collecting Agency may require that contributions be made at either the planning or building permit stage for Development Infrastructure.

If the Collecting Agency agrees to works and/or provision of land in lieu of the payment of the infrastructure levy, the land owner must enter into an agreement under section 173 of the Planning and Environment Act or other suitable arrangement in respect of the proposed works and/or land in lieu.

#### Where no planning permit is required

The following requirements apply where no planning permit is required.

The land may only be used and developed subject to the following requirements being met.

Unless some other arrangement has been agreed to by the Collecting Agency in a section 173 agreement, prior to the commencement of any development, an infrastructure levy must be paid to the Collecting Agency in accordance with the provisions of this approved Development Contribution Plan for the land.

If the Collecting Agency agrees to works and/or provision of land in lieu of the payment of the infrastructure levy, the land owner must enter into an agreement under section 173 of the Planning and Environment Act in respect of the proposed works or provision of land in lieu.



# PART 7

## 7.1

### Implementation Strategy

The NMRDCP has been structured so as to enable developers to undertake works in lieu of direct payment of cash contributions to Council, where appropriate, and where agreed by the collecting agency.

Items that are generally able to be provided as works in lieu of cash contributions are:

- Roads and intersections adjacent to, or providing access to, the subdivision;
- Drainage works;
- Shared paths in open space;
- Open space and floodplain land;
- Relocation of the high voltage powerline easement.

"Credits" for works provided will be at the rate specified in the NMRDCP (subject to appropriate indexation), irrespective of the actual cost of works. Works must be provided to the standard specified in the Project Sheets attached to this document.



# APPENDIX 1

## Project Sheets

Project sheets prepared by Council's engineers for all road based projects are provided in this Appendix.







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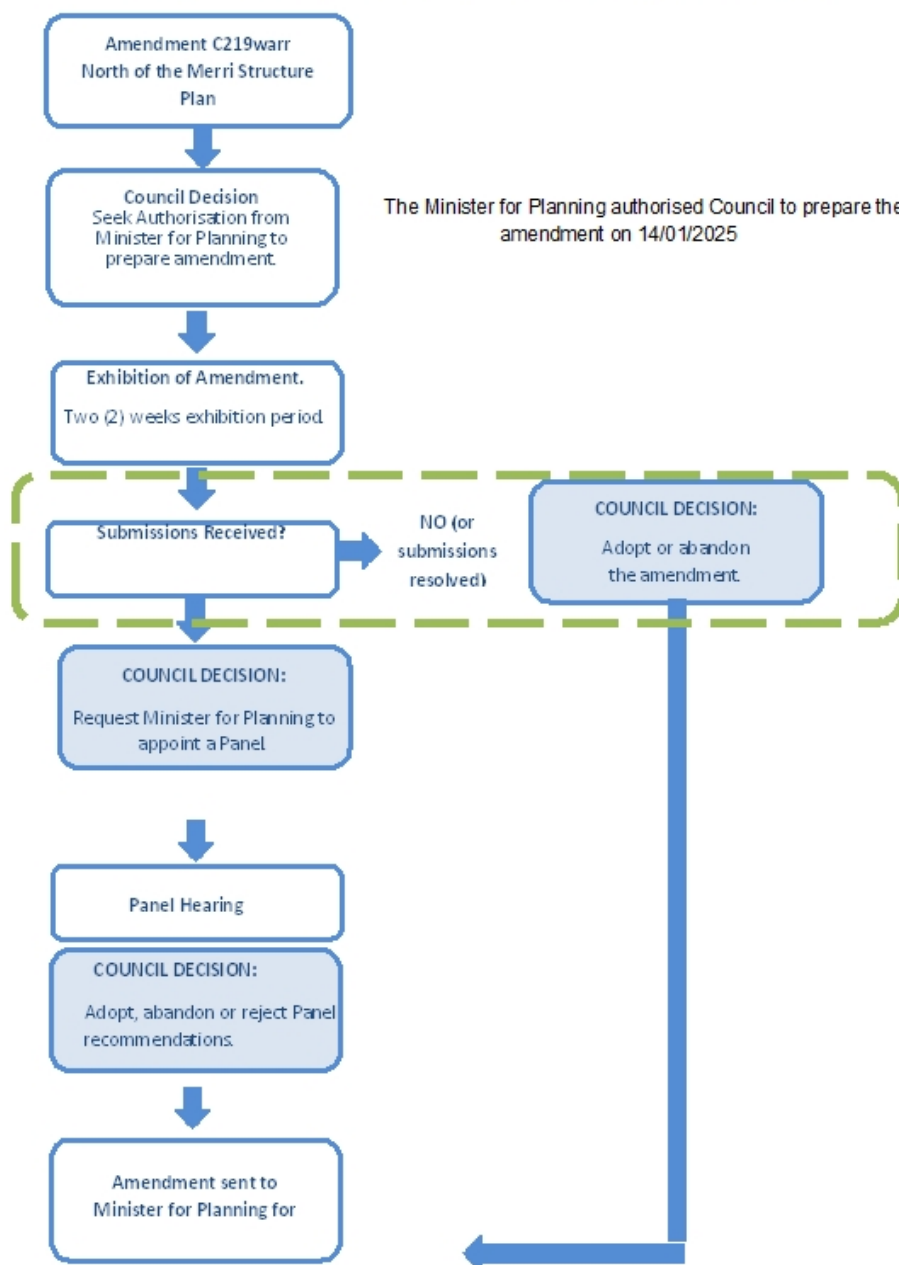
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## Attachment 2 Planning Scheme Amendment Flowchart for Council reports

## PLANNING SCHEME AMENDMENT FLOWCHART (AMENDMENT C219warr)



## 7.6. Planning Advisory Committee Terms Of Reference

*DIRECTORATE* : City Futures

Purpose:

*This report provides information on a revised Terms of Reference for the Planning Advisory Committee.*

---

### Executive Summary

- The Planning Advisory Committee has reached the end of the 4 year term for current members.
- The Planning Advisory Committee Terms of Reference is due to be reviewed by June 2025. The Terms of Reference has been reviewed and **Attachment 1** includes the Terms of Reference for adoption, and a version with track changes is included as **Attachment 2**.
- The review has attempted to focus on improving engagement with members, and seeks to result in clearer expectations and improved outcomes.
- Expressions of interest for the next term of community members is planned for May 2025, and the Terms of Reference will be included in the EOI.

---

MOVED: CR WILLY BENTER

SECONDED: CR DEBBIE ARNOTT

That Council adopt the revised Terms of Reference for the Planning Advisory Committee.

---

CARRIED - 7:0

### Background

At the Council meeting on 2 December 2024, Council determined that the Planning Advisory Committee be reestablished, and that the membership of the previous committee be returned until 31 May 2025.

Council also resolved that the committee's Terms of Reference will be reviewed and a call for nominations for new community member representatives will be made at that time.

### Issues

In 2021, the Planning Advisory Committee initially had 5 community members, and struggled with member attendance and often failed to make quorum.

Approximately 2 years ago, additional expressions of interest for members were sought, and an additional 3 members were appointed.

Council officers have met with the Councillor representative (Cr Benter) to discuss ways of improving engagement and interaction with the Committee, with particular focus on encouraging agenda items, ideas and matters of interest.

At the last meeting of the Planning Advisory Committee on 12 March 2025, ideas around improving engagement and ways to make the Committee better were discussed.

The feedback that was received was that the Committee wanted more participation within the group, being included into the discussions, and further information regarding the agenda items to inform members on the items before the meetings.

It is planned to include the Terms of Reference as part of the expression of interest, so that potential members are aware of the expectations of the role.

### Financial Impact

There are no financial impacts from reviewing the Terms of Reference.

### Legislation / Policy / Council Plan Context

#### 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.

#### 5 An effective Council

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.

### Community Impact / Consultation

No community engagement was undertaken, nor required.

### Legal Risk / Impact

No risk impacts are envisaged as a result of reviewing the Terms of Reference.

### Officers' Declaration of Interest

None declared

### Collaborative Procurement

Not applicable

### Conclusion

The Terms of Reference for the Planning Advisory Committee have been reviewed and are recommended for adoption.

### ATTACHMENTS

1. Terms of Reference Planning Advisory Committee 2025 for adoption [7.6.1 - 3 pages]
2. Terms of Reference Planning Advisory Committee 2025 track changes [7.6.2 - 3 pages]



# Planning Advisory Committee

**Due for Review:** June 2025  
**Responsible Officer:** Director City Futures

## 1. Purpose

The formal name of the Committee shall be the Planning Advisory Committee (the Committee).

The purpose of the Committee will be:

- to provide advice on strategic land use planning projects across the Warrnambool municipality.
- To provide feedback into identified statutory planning trends, and issues to assist Council understand if further strategic work is warranted in relation to such matters.
- To provide feedback on proposed planning reforms, at either the State or local government level.

## 2. Role/Objectives

The role of the Committee is to:

- Advise Council on significant strategic matters, trends or issues relating to the future strategic land use across the Warrnambool municipality.
- Provide feedback into planning projects and structure plans that are in the process of being developed by the City Growth branch of Warrnambool City Council.
- The feedback and review of planning projects will form part of the final draft of the projects that are presented to Councillors for adoption or decision.
- To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference.
- Provide valuable industry/local knowledge to help inform Council's future land use planning.

## 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 members and shall include:

- One (1) member of Council (to chair)
- Five (5) skill-based members appointed by Council

Council staff representatives:

- Council Director City Futures
- Council Manager City Growth





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 term of membership for each independent member shall be four (4) years, and the term for Councillor Committee members shall be one (1) year.

Should a member resign from the Committee within the term, a casual vacancy will be advertised for the remainder of the term.

## 5. Role of Individual Members

The role of the individual member of the Committee includes:

- Raise ideas and items for discussion through the agenda proposed for each meeting.
- Have and maintain a broad understanding of planning and land use matters.
- 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

The 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 conduct that meeting.

## 8. Officers

The role of the officer(s) is to seek the recommendation(s) of the Chair, and present the context of each issue requiring input or recommendation. Officers are to agree with the Chair no later than two (2) weeks prior to each meeting, where any relevant documents or material for review is to be distributed to all parties no later than one (1) week prior to each meeting.

## 9. 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.

### **10. Agenda Items**

The Committee's designated Council support officer will coordinate the preparation and distribution of the Agenda for each meeting. Committee members are requested to submit suggested agenda items in advance to the designated Council support officer.

### **11. Minutes and Meeting Papers**

Minutes will be taken by the Committee's designated Council support officer or a chosen representative present at the meeting, at each meeting. Copies of the minutes will be distributed to all members by email.

### **12. Invitees**

In addition to the Committee members and 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.

### **13. 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.

### **14. Term**

The effectiveness and membership of the Committee will be reviewed in May 2029.



# Planning Advisory Committee

**Due for Review:** June 2025  
**Responsible Officer:** Director City [GrowthFutures](#)

## 1. Purpose

The formal name of the Committee shall be the Planning Advisory Committee (the Committee).

The purpose of the Committee will be:

- to provide advice on strategic land use planning projects across the Warrnambool municipality.
- [To provide feedback into identified statutory planning trends, and issues to assist Council understand if further strategic work is warranted in relation to such matters.](#)
- [To provide feedback on proposed planning reforms, at either the State or local government level.](#)

## 2. Role/Objectives

The role of the Committee is to:

- Advise Council on significant strategic matters, trends or issues relating to the future strategic land use across the Warrnambool municipality.
- Provide feedback into planning projects and structure plans that are in the process of being developed by the City [GrowthStrategy and Development](#) branch of Warrnambool City Council.
- The feedback and review of planning projects will form part of the final draft of the projects that are presented to Councillors for adoption or decision.
- To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference.
- [Provide valuable industry/local knowledge to help inform Council's future land use planning.](#)
- 

## 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 members and shall include:

- One (1) member of Council (to chair)
- [Five \(5\) skill-based members appointed by Council](#)
- [Council staff representatives:](#)
  - Council Director City [FuturesGrowth](#)
  - Council Manager City [GrowthStrategy and Development](#)

Page 1 of 3



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 term of membership for each independent member shall be four (4) years, and the term for Councillor Committee members shall be one (1) year.

Should a member resign from the Committee within the term, a casual vacancy will be advertised for the remainder of the term.

## 5. Role of Individual Members

The role of the individual member of the Committee includes:

- Raise ideas and items for discussion through the agenda proposed for each meeting.
- Have and maintain a broad understanding of planning and land use matters.
- 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~~The 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~~conduct that meeting.

## 8. Officers

The role of the officer(s) is to seek the recommendation(s) of the Chair, and present the context of each issue requiring input or recommendation. Officers are to agree with the Chair no later than two (2) weeks prior to each meeting, where any relevant documents or material for review is to be distributed to all parties no later than one (1) week prior to each meeting.

## 8.9. 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.

#### **9.10. Agenda Items**

The Committee's designated Council support officer will coordinate the preparation and distribution of the Agenda for each meeting. Committee members ~~can submit~~ are requested to submit suggested agenda items in advance to the designated Council support officer.

#### **10.11. Minutes and Meeting Papers**

Minutes will be taken by the Committee's designated Council support officer or a chosen representative present at the meeting, at each meeting. Copies of the minutes will be distributed to all members by email.

#### **11.12. 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.

#### **12.13. 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.

#### **13.14. Term**

The effectiveness and membership of the Committee will be reviewed in May ~~2026~~ 2029.

## 7.7. Advisory Committee & Reference Group Reports

### *DIRECTORATE : City Infrastructure & Environment*

#### Purpose

*This report contains the record of the Cycling Reference Group Committee meeting, occurring on Wednesday 5 March 2025.*

---

#### Executive Summary

This report relates to the Cycling Reference Group meeting, held Wednesday 5 March 2025, with a range of items discussed.

Key items from the meeting include the East Local Area Traffic Management Plan development process, Active Warrnambool and cycling related infrastructure, along with recent safety items.

---

**MOVED: CR MATTHEW WALSH**

**SECONDED: CR RICHARD ZIEGELER**

**That the record of the Cycling Reference Group meeting held on 5 March 2025, be received.**

**CARRIED - 7:0**

---

#### Background

The Cycling Reference Group (CRG) was formed in 2016. The CRG includes members of the community who are active members of the local cycling community, be that recreational; road racing; road biking; mountain biking; commuter; and/or cycling with children, youth, or older people.

#### Issues

The adopted Work Plan has highlighted key issues for the group to target over the next year. Items of interest include;

- Infrastructure additions and improvements (Pump Track, Off-road Cycling Circuit, Deakin Link)
- The review of capital projects proposed for the municipality
- Rail Trail behavior change
- East Warrnambool Traffic Management
- Review of cycling maps in line with Principal Bicycle Network (PBN) development
- Bike lanes and wayfinding
- General cycling advocacy

#### Financial Impact

There will be no direct financial cost to Council, however, there is a small commitment of officer resources both as members of and to support the activities of the CRG.

## 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.

### Timing

The current CRG membership term for community members runs from December 2023 through to November 2025.

### Community Impact / Consultation

The CRG report outlines the outcomes the group has achieved during the three years, providing a cyclists' perspective to community road safety messaging and education, new infrastructure, and strategic projects.

### Legal Risk / Impact

The CRG is a reference group only and holds no decision-making power. The CRG can propose recommendations to Council based on their knowledge and experience as members of the local cycling community. In addition to this the role of the group is to provide information to Council to support informed decision making in matters that relate to cycling in the community.

### Officers' Declaration of Interest

No officer declared an interest in the Cycling Reference Group.

### Conclusion

This report relates to the Cycling Reference Group meeting, held Wednesday 5 March 2025, with a range of items discussed.

### ATTACHMENTS

1. Minutes Cycling Reference Group meeting\_-\_ Wednesday 5\_ March 2025 [7.7.1 - 6 pages]
2. Warrnambool Cycling Reference Group Works Plan 2023\_-\_2025 [7.7.2 - 11 pages]

**Warrnambool City Council      Cycling Reference Group: Agenda**  
**Wednesday 5 March 2025      5.30pm-7pm    Council Offices**

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
<b>1. Attendees/ Apologies</b>	<b>Chair</b>	<p><b>Invitees:</b>  Council Officers: Shaun Lucas (SL), Lauren Bowen (LB), Lauren Edney (LE).  Councillor Representative: Matthew Walsh (MW)  Committee Members: Richard Adams (RA), Hannah-Lee Obst (HO), Helen Ryan (HR), Leigh Monaghan (LM), Michael Keiler (MK),</p> <p><b>Apologies:</b>  Council Officers: Stephanie Bant (SB), Kyme Rowe (KR), Rod Sanderson (RS).  Committee Members: Ellen Troitzsh (ET), Freek den Braber (FDB), Zoe Brittain (ZB).</p>
<b>2. Actions from previous meetings</b>	<b>SL</b>	<p><b>Cycling Reference Group Actions List 2024/25:</b>  <i>Refer to separate attachment (ECM Doc ID: 11855366)</i>  <i>Progression of Bike lanes – identified sites throughout town. – Update given by SL as per action list.</i></p> <ul style="list-style-type: none"> <li>- <i>Levy's Beach – Helen provided positive feedback on maintenance</i></li> <li>- <i>Wollaston Rd Bridge– no support from Department of Transport as considered designated freight route. Only consideration will be at renewal stage.</i></li> </ul>
<b>3. Warrnambool Cycling Priorities</b>	<b>Chair</b>	<p><a href="https://docs.google.com/document/d/1liyOX5sK8lfeFdg071kxw0wXAhND5hYas7K20wZPS9Q/edit?usp=sharing">https://docs.google.com/document/d/1liyOX5sK8lfeFdg071kxw0wXAhND5hYas7K20wZPS9Q/edit?usp=sharing</a></p> <p>Bike Lane Installation – Timor Street, Nicolson Street, Bostock Street. Things to note;</p> <ul style="list-style-type: none"> <li>- pavement width</li> <li>- adhoc parking along some stretches</li> </ul> <p>Fitzroy Rd Shared Lanes are affected by the industrial traffic in the area. This road serves as a key connection between Emmanuel College and the industrial zone.</p> <p>East LATM Progress – Upcoming Engagement (refer to attached map)</p> <ul style="list-style-type: none"> <li>- The East Warrnambool precinct, particularly around the Foster Street roundabout, has visibility concerns. Leaf litter in the lanes is a significant issue, as it forces riders to move onto the road for safety. Questions were raised about the frequency of street sweeping, and there is a need for improved maintenance, particularly where pines are located. Bins in bike lanes also present safety hazards. Additionally, maintenance signs have historically been placed in dangerous spots at intersections, limiting visibility and causing riders to veer onto the road.</li> </ul> <p>The group is encouraged to provide feedback to assist in streamlining strategy development moving forward. A walking track behind Merri is being considered to direct bike traffic away from the promenade, encouraging riders to use an alternative route. Community consultation will take place, and further discussions will be held with the Cycling Reference Group.</p> <p>There were also suggestions about the potential for widening and creating a training circuit, although this may be challenging due to the area's sensitivity and cultural heritage concerns.</p>



AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
4. Feedback on Concept Designs	SL	<p>Pump Track – Concept Within Meeting</p> <ul style="list-style-type: none"> <li>- Progress is being made with the Queens Rd site for the pump track. The concept was shared with the group, and this will be staged due to funding constraints. Unearth has been selected as the contractor, and the track will be made from concrete, formed onsite, which represents a shift from the original plan of using asphalt due to concerns about longevity.</li> <li>- Concerns were raised by the group regarding the potential slipperiness of the concrete surface. Non-slip applications will be considered for future-proofing the track.</li> <li>- Feedback from the group highlighted a lack of pump area run-offs, with only two pumps identified in the current concept. The roundabout section was also noted as having limited space, and the group felt that a significant amount of material was used here that could be better utilized elsewhere on the track.</li> <li>- Regarding community fundraising, it was suggested that this could be explored, but it was noted that any such efforts would be constrained by grant and funding requirements, as well as delivery timeframes (6-month commitment). This could potentially be considered for future stages.</li> <li>- Examples of similar tracks include the Clyde North Pump Track (full cemented example, available on the Parkitec website) and the Sunbury Pump Track, which features a non-slip overlay.</li> </ul> <p>Caramut Road - Wollaston Road Link – Concept Within Meeting.</p> <ul style="list-style-type: none"> <li>- Confirmed the proposal to tie up to existing path on Northside of Wollaston Rd, single sided pedestrian side of Caramut Rd Bridge.</li> <li>- The extension of Wellington Bridge would be a costly exercise as not a Council asset and establishing a link that isn't previously there is main focus.</li> <li>- Woodend Rd was unsuccessful at last budget bid but will look to resubmit in future.</li> <li>- Caramut &amp; Coughlan's intersection discussion around needs for a path of 2.5m width</li> </ul> <p>Speed Limit Reductions – 60km to reduce 50km</p> <p>13 sites listed – these are supported by Department of Transport</p> <ol style="list-style-type: none"> <li>1. Fitzroy Rd</li> <li>2. Simpson St</li> <li>3. Otway Rd</li> <li>4. Flaxman St</li> <li>5. Hopkins Rd</li> <li>6. Tooram Rd</li> <li>7. Nicholson St &amp; Timor St</li> <li>8. Stanley St</li> <li>9. Macdonald St</li> <li>10. Harris St</li> <li>11. Coulstock St &amp; Grieve St</li> <li>12. Skene St &amp; Eddington St</li> <li>13. Wanstead St &amp; Glenrowe Ave</li> </ol>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
5. Events Past & Upcoming	SL	<p><i>Upcoming:</i></p> <ul style="list-style-type: none"> <li>• National Ride2School Day – 21 March 2025</li> <li>• Ride2Work Day – 15 October 2025</li> <li>• Opening meeting at Bike Track – Consideration</li> <li>• Rail Trail Open day possibility moving forward</li> </ul>
6. Issues/ Challenges	Chair	<p>Friendlylies Redevelopment Proposal</p> <ul style="list-style-type: none"> <li>- Infrastructure Options: Previous discussions have explored the possibility of an off-road circuit. There is also potential for a crossing near the hospital. During a recent Council meeting, David provided an extended explanation of the developments happening in that precinct. Members were encouraged to access further details if interested. This area is a 50km zone, and there may be consideration for reducing the speed limit.</li> <li>- Lauren Edney provided an overview on recreational culture capacity, noting that a survey was sent out regarding the upgrade. Council is currently working on a funding application, which includes several improvements such as drainage and levelling. The outcomes are expected by August.</li> <li>- Richard mentioned comments on the Warrnambool Cycling Facebook page and encouraged members to submit responses.</li> <li>- Group expressed disappointment in the level of funding and support for cycling compared to other sports. Currently, there are no cycling-specific paths that do not share space with pedestrians or vehicles. The mountain bike track has been halved, and children have provided feedback expressing disappointment about this. There are also no accessible training facilities or velodromes locally. As a result, athletes performing at higher levels are forced to travel long distances to access training facilities that aren't available locally.</li> </ul> <p>Reviewing Warrnambool City Council Active Strategy</p> <ul style="list-style-type: none"> <li>- This presents a valuable opportunity for the Cycling Reference Group to provide feedback both as a group and as individuals.</li> <li>- Public disclosure of the \$17 million spent on the previous strategy will be shared at a later date.</li> <li>- Warrnambool currently lacks a junior racing group due to the absence of safe facilities. Off-road facilities are essential to ensure parents feel their children can ride safely. A velodrome could offer a secure option.</li> <li>- The closest training facilities for cycling are in Camperdown and Colac.</li> <li>- Running tracks could be integrated with the velodrome, as the only existing running track is at Brauer, which is behind gates and not easily accessible.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
7. Grants	SL	Traffic Accident Commission (TAC) Strategy Grant – East LATM <ul style="list-style-type: none"><li>- Bike Lanes</li><li>- Intersection Upgrades</li><li>- Deakin Link Considerations</li></ul>
8. Strategic Planning	SL	PBN Update – thoughts/comments
9. General Discussion	Chair	<i>Wangoom Rd – Missing link is confirmed in budget for next financial year</i>
10. Next Meeting		Wednesday 7 May 2025 TBC

Warrnambool City Council - Cycling Reference GroupTerms 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.



# **Warrnambool Cycling Reference Group Work Plan 2023/25**

## **Vision:**

*We aspire to create a network of cycling routes connecting people to all places in Warrnambool and surrounds. Cycling will be a fun, healthy and safe way for people of all ages and abilities to travel and recreate.*

## **Terms of Reference:**

Members of the Cycling Reference Group:

- Assist Council in responding to the needs of cyclists.
- Engage with Council to identify any new and emerging safety issues
- Provide feedback to Council on proposed actions and initiatives related to cycling.

## **Objectives:**

1. To provide a forum where experience, specialist knowledge and skills in the area of cycling can be utilised.
2. To consider, in conjunction with the concerns of other stakeholders and road users, any issues related to cycling.
3. Identify and support external funding opportunities (grants) that benefit cycling in Warrnambool.
4. Assist in the development of Policies, Strategies and Plans, through active engagement during the development and preparation of such documents

TOR: Assist Council in Responding to the needs of Cyclists				
OBJECTIVE	ACTIONS	OUTPUT	Status	OUTCOME
1, 2, 3	Review current literature and messaging and update catalogue.	<b>Raise Awareness:</b> Rail Trail – Shared Space Behaviour Support for Bike Ed within schools and adult education Road Safety message during Bike Week social media Road Safety message for People who Ride Bikes Campaign  Social Media- Lights and reflectors at night or in reduced visibility. Lights must be visible from at least 200m away. <a href="https://www.facebook.com/connectwarrnambool/posts/183175083993183">https://www.facebook.com/connectwarrnambool/posts/183175083993183</a>	Ongoing	Developed catalogue which can be used in multiple messaging sources:  Radio Print Social media Badges Stickers  Funded by TAC and DOT community road safety grants
	Principle Bicycle Network - Joint development for a directional document for Council endorsement.  Link with cycling groups/clubs to gain input for Principle Bicycle Network.	<b>Cyclists Directory</b> A point of reference for all kinds of cyclists in Warrnambool which includes road safety information, cycling groups, etiquette, tips, sustainable transport information.  <a href="https://visitwarrnambool.com.au/category/explore/outdoor-activities/biking/">https://visitwarrnambool.com.au/category/explore/outdoor-activities/biking/</a>  <a href="https://www.warrnambool.vic.gov.au/active-transport">https://www.warrnambool.vic.gov.au/active-transport</a>	Ongoing	Information about cycling on Councils I am Warrnambool webpage  AND Information about cycling as transport on WCC website  Future investigation of a separate information portal
1	Advocacy - Work with the Events and Eco Dev team to identify opportunities to promote cycling in Warrnambool.	List of new ideas and events which occur in Warrnambool on google drive  Sharing events from clubs and community groups- can be done by registering event (link above). If your club or group would like to share an event on FB you can make Connect Warrnambool a co-host for our admin to pick up and share. <a href="https://www.facebook.com/connectwarrnambool">https://www.facebook.com/connectwarrnambool</a>  Cycling in Warrnambool" information and tile on Visit Warrnambool <a href="https://visitwarrnambool.com.au/explore/biking/">https://visitwarrnambool.com.au/explore/biking/</a>	Ongoing	<b>Promotion of cycling in Warrnambool</b> Investigate opportunities to promote Warrnambool as a cycling destination- holidays etc. Promoting all forms of cycling.  <b>Information about suggested cycle destinations</b> with road safety messages with a map at the info centre



<b>TOR:</b> Assist Council in responding to the infrastructure needs of Cyclists				
<b>OBJECTIVE</b>	<b>ACTIONS</b>	<b>OUTPUT</b>	<b>STATUS</b>	<b>OUTCOME</b>
2 3	Pump Track Installation	Implementation of a fit-for-purpose pump track within the municipality, leading to improved activeness, destination travel from within and outside the municipality and engagement.	<b>Long Term</b>	Facilitate the installation of a pump track at a suitable location.
2 3	Offroad Bicycle Circuit (700m - 1.5km)	Implementation of an off-road bicycle circuit within the municipality, leading to improved activeness, destination travel from within and outside the municipality and engagement.	<b>Long Term</b>	Facilitate the installation of a off-road bicycle circuit ranging from 700m – 1km.
2 3	Deakin Link	Implementation of the Deakin Link shared path, establishing the link from the CBD and train station to Deakin University, with neighbourhood connection throughout.	<b>Long Term</b>	Facilitate the installation of the Deakin Link Shared Path within the railway corridor.
2 3	Bike Repair Stations & Bike Racks	Progress the implementation of repair stations and bicycle storage at key locations: - Train Station, Bus Interchange, Promenade, Brierly Rec Reserve, Library etc.	<b>Short Term</b>	Facilitate the installation at locations: - Train Station - Russells Creek Path - Bus Interchange - Brierly Rec Reserve - Promenade - Library
2 3	E-Bike Charging Stations	Progress the implementation of E- at key locations: - Train Station, Bus Interchange, Promenade, Library, Lake Pertobe etc.	<b>Short Term</b>	Facilitate the installation at locations: - Train Station - Bus Interchange - Lake Pertobe - Promenade - Library
2 3	Lighting Improvement	Ongoing implementation across the municipality to improve vision on key routes for cycles, and updating existing infrastructure when issues present.	<b>Short Term</b>	Ongoing implementation across the municipality with key areas on Russells Creek, the Promenade and Rail Trail.

TOR: Engage with Council to identify any new and emerging safety issues				
OBJECTIVE	ACTIONS	OUTPUT	STATUS	OUTCOME
2 3	Review capital works projects and provide feedback on infrastructure	<b>Upcoming:</b> Shared Paths Road/Intersection Upgrades	<b>Ongoing</b>	Ongoing review of capital works projects to ensure bicycle considerations are measured and adequate.
2 3	Rail Trail (Major Upgrade)	Progression of major upgrades to the Port Fairy to Warrnambool Rail Trail to improve usage of the area.	<b>Long Term</b>	Route Options Sealing Opportunities Shared Use Case
4	East LATM - Nicholson, Flaxman, Otway, Hopkins, Simpson	Development of a Local Area Traffic Management (LATM) plan for the East Warrnambool precinct to improve trafficability through key intersections and critical spaces. Including Nicholson St, Flaxman St, Hopkins Road, Simpson St.	<b>Long Term</b>	Development of a Local Area Traffic Management (LATM) plan for the East Warrnambool precinct to improve trafficability through key intersections and critical spaces.
4	Investigate reviewing current cycling maps	Development and endorsement of PBN (Principle Bicycle Network).	<b>Ongoing</b>	Development of key strategic documents assisting with bicycle travel within Warrnambool.

<b>2 3</b>	Rail Trail (Minor Upgrades)	Implementation of minor safety items to improve the current usage of the rail trail such as; <ul style="list-style-type: none"> <li>- Signage</li> <li>- Vegetation Trimming</li> <li>- Behaviour Change</li> <li>- Speed Enforcement</li> </ul>	<b>Short Term</b>	Implementation of minor road items to improve usability and adherence to shared use.
<b>2 3</b>	Deakin Link (On-road Link) Signage	Facilitate the installation of wayfinding signage to assist travel between key study areas and the CBD.	<b>Short Term</b>	Deliver wayfinding signage formalising the on-road Deakin Link.
<b>2 3</b>	Missing Bike Lanes on Key Routes + Brochure Update	Facilitate the installation of bicycle lanes on key routes, assisting with road travel. Example locations of Garden St/Balmoral Rd, Moore St, Aberline Rd/McGregors Rd	<b>Short Term</b>	Deliver bicycle lanes on existing roadways.

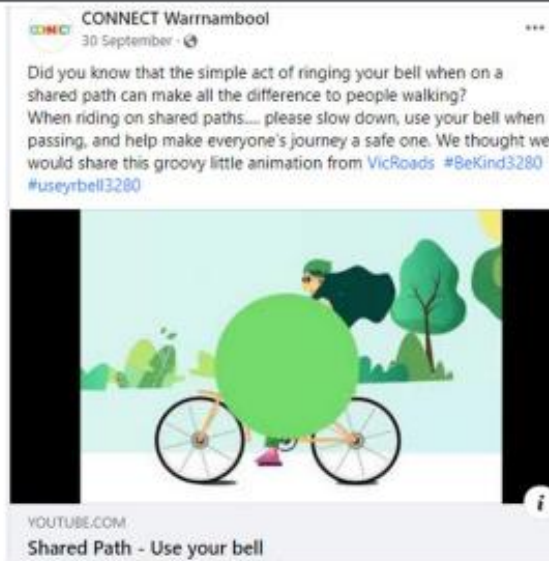
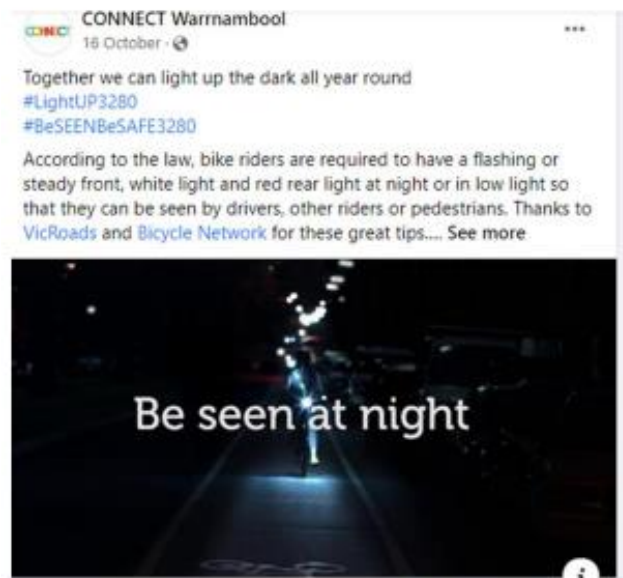
## APPENDIX A. EXAMPLES OF PROJECTS DELIVERED 2020-2023

## Co-Design- "People who ride Bikes" OUTCOME

WARRNAMBOOL  
CITY COUNCIL

2022

## Examples of Social Media Posts to promote safe cycling

WARRNAMBOOL  
CITY COUNCIL

Together we can light up the dark all year round  
[#LightUP3280](#)  
[#BeSEENBeSAFE3280](#)  
 According to the law, bike riders are required to have a flashing or steady front, white light and red rear light at night or in low light so that they can be seen by drivers, other riders or pedestrians. Here are some simple tips of where to place your lights thanks to [VicRoads](#) and [Bicycle Network](#).



2022

## Co-Design “People who ride Bikes” **OUTCOME:** Priming value of “connection”



**ACTION:** “tie in with schools, community groups- Event= BIKE WEEK”

### BIKE WEEK

Distributed DEAKIN UNIVERSITY maps to international students

Attended 3 Community Events- 150 people engaged

55 people registered for 3 events

22 Cafes taking part in promotion

3 Bike Shops taking part in promotion

8 schools take part in Walk/Ride Safely to School

21 Women attend Women on Wheels Session



2022

ROAD INFRASTRUCTURE: GATEWAY ROAD





**News date: Thursday, May 12, 2022 - 9:25 am**

*This is the date and time that this news article was published*

Two pedestrian crossings on a busy East Warrnambool road have been upgraded to raised "wombat" crossings to make them even safer.

The works on Gateway Road were co-funded by the Warrnambool City Council and the Transport Accident Commission (TAC), with Council successfully applying for \$54,659 via the TAC's Local Government Infrastructure Grants program.

Warrnambool Mayor Cr Vicki Jellie said this upgrade will make it safer for nearby residents, including those at the Ingenia Gardens retirement village, to cross the road and walk to Armada Gateway Plaza, and for students to get to Our Lady Help of Christians Primary School.

"Gateway Road can be very busy, both with vehicles driving along it and pedestrians looking to get across," she said.

"With entry and exit points to shopping centres on both sides of the road, there's a lot going on and drivers need to take care.

"While it is always the driver's responsibility to look for pedestrian crossings and stop if required, we knew that some people still didn't feel safe crossing at the existing pedestrian crossings because of the speed of the traffic.

"Raised crossings slow traffic down and also help to make pedestrians more visible to drivers.

"Part of our Warrnambool 2040 plan is to encourage and prioritise sustainable transport, and when we have primary school students, retirees and everyone in between frequently crossing Gateway Road for school, for work or to go to the shops, this project aligns perfectly.

"It's always terrific to partner with external agencies like the TAC where we can to deliver important projects like this to help our annual budget stretch even further."

Our Lady Help of Christians Primary School Principal Stephen Madden welcomed the upgrade, and said that infrastructure and education went hand in hand when it came to road safety.

"Along with the education process around safety, seeing projects like this come to fruition gives us great confidence," he said.



ADVOCACY- PARTNER WITH VICPOLICE AND ROAD TRAUMA SERVICES TO PROMOTE ROAD SAFETY (HELEN IS A MEMBER OF THE REFERENCE GROUP)

## Turn headlights on, pause, and reflect on road safety



By Kimberley Price

Updated June 15 2021 - 11:31pm, first published May 20 2021 - 4:00pm



AWARENESS: Helen Ryan, Rhys Tate, Kajol Eagle and Mark Kirby are part of the Shine a Light on Road Safety campaign. Picture: Anthony Brady



## 7.8. Informal Meetings Of Council Reports

### DIRECTORATE : Executive Services

#### 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:-

- a) Tuesday 11 March 2025 – refer **Attachment 1**.
- b) Monday 17 March 2025 – refer **Attachment 2**.
- c) Monday 24 March 2025 – refer **Attachment 3**.
- d) Monday 31 March 2025 – refer **Attachment 4**.

#### ATTACHMENTS

- 1. Assembly of Councillors Record 11 March 2025 [**7.8.1** - 2 pages]
- 2. Assembly of Councillors Record 17 March 2025 [**7.8.2** - 1 page]
- 3. Assembly of Councillors Record 24 March 2025 [**7.8.3** - 1 page]
- 4. Assembly of Councillors Record 31 March 2025 [**7.8.4** - 2 pages]

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MOVED: CR VICKI JELLIE

SECONDED: CR RICHARD ZIEGELER

That the record of the Informal Meetings of Council held on 11, 17, 24 and 31 March 2025 be received.

CARRIED - 7:0

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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>	11 March 2025
<b>Time Meeting Commenced:</b>	2.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. D. Arnott Cr. W. Benter Cr. B. Edis – Virtual Cr. V. Jellie AM Cr. M. Walsh Virtual Cr. R. Ziegeler – Left the meeting at 4.40pm
<b>Council Officers in Attendance:</b>	Andrew Mason, Chief Executive Officer Peter Utri, Director Corporate Services David Leahy, Direct City Infrastructure & Environment Luke Coughlan, Director City Futures Brooke Love, Director City Wellbeing James Plozza, Manager Governance Wendy Clark, Executive Assistant Nick Higgins, Manager Communications – 2.00pm – 2.23pm Julie Anderson, Manager Strategic Assets, Property and Projects – 2.42pm - 4.00pm Mark Waters, Coordinator, Strategic Asset Management - 2.42pm – 3.49pm Julie McLean, Manager City Strategy & Development 4.42pm – 5.14pm Peter Reid, Strategic Planner - 4.42pm – 5.14pm Rob Wandell, Coordinator City Strategy - 4.42pm – 5.14pm
<b>Other persons present:</b>	Nil.
<b>Apologies</b>	Nil
<b>Matters Considered:</b>	<ol style="list-style-type: none"> <li>1. Revised Community Engagement Policy.</li> <li>2. Customer Service and Engagement Report - December Quarter.</li> <li>3. Council Expenses Policy 2025.</li> <li>4. Use of Artificial Intelligence Policy.</li> <li>5. Ziegler Parade Bridge Management Plan.</li> <li>6. Local Area Traffic Management Plans.</li> <li>7. Melbourne Advocacy Trip Update.</li> <li>8. South Warrnambool and Dennington Flood Investigation.</li> </ol>
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• Foreshore vegetation.</li> <li>• Library Café.</li> <li>• Brierly sports and community hub.</li> <li>• South West LLEN representative.</li> <li>• Proposed tourism business at airport.</li> <li>• Caravan Parks and vermin control.</li> <li>• Proposed Wollaston Road closures.</li> <li>• Community Development Grants.</li> <li>• Mozart Hall maintenance.</li> <li>• De-escalation training.</li> <li>• Ministerial meetings.</li> <li>• Marketing session for traders.</li> <li>• Caroville Drive road signage.</li> <li>• Carolls Road, Allansford speed reduction.</li> <li>• Clarke Street, Allansford sealing.</li> </ul>
<b>Councillor Conflicts of interest Disclosures:</b>	
<b>Councillor /Officer Name:</b>	

Cr Richard Ziegeler – Item 3.4 - South Warrnambool and Dennington Flood Investigation – Material Conflict of Interest – my property is subject to the area delineated by the plan – left the meeting at 4.40pm.	
<b>Meeting close time:</b>	5.14pm
<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>	17 March 2025
<b>Time Meeting Commenced:</b>	2.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. D. Arnott Cr. W. Benter Cr. B. Edis Cr. V. Jellie AM Cr. M. Walsh - Virtual Cr. R. Ziegeler
<b>Council Officers in Attendance:</b>	Andrew Mason, Chief Executive Officer Peter Utri, Director Corporate Services David Leahy, Direct City Infrastructure & Environment Luke Coughlan, Director City Futures Brooke Love, Director City Wellbeing James Plozza, Manager Governance Wendy Clark, Executive Assistant John Brockway, Manager Finance – 2.43pm – 4.19pm
<b>Other persons present:</b>	Liz Price, General Manager, GORRT – 2.00pm – 2.41pm John Maher, Acting Chairman, GORRT – 2.00pm – 2.41pm
<b>Apologies</b>	Nil
<b>Matters Considered:</b>	1. Great Ocean Road Regional Tourism. 2. 2025-26 Budgets - Recurrent Budgets.
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• Cramer Street playground.</li> <li>• Melbourne advocacy trip.</li> <li>• Aquazone outdoor pool closure.</li> <li>• Election signage.</li> <li>• Platypus Park.</li> <li>• Warrnambool Business Lunch.</li> <li>• Designated Area Migration Agreement (DAMA) roadshow.</li> <li>• Australian Tourism Awards.</li> <li>• Property enquiry 170 Buckleys Road.</li> <li>• Dennington football reserve fencing.</li> <li>• Caramut Road line markings.</li> </ul>
<b>Councillor Conflicts of interest Disclosures:</b>	
<b>Councillor /Officer Name:</b>	
<b>Meeting close time:</b>	4.36pm
<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>	24 March 2025
<b>Time Meeting Commenced:</b>	2.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. D. Arnott Cr. W. Benter Cr. B. Edis Cr. V. Jellie AM Cr. M. Walsh Cr. R. Ziegeler
<b>Council Officers in Attendance:</b>	Peter Utri, Director Corporate Services David Leahy, Direct City Infrastructure & Environment Luke Coughlan, Director City Futures Brooke Love, Director City Wellbeing James Plozza, Manager Governance from 3.09pm Wendy Clark, Executive Assistant Abel Farrell, Manager Infrastructure Services – 2.37pm – 3.06pm David Brydson, Acting Manager Recreation & Culture - 3.10pm – 4.02pm Rod Sanderson, Acting Manager Recreation & Culture - 3.10pm – 4.02pm Nick Higgins, Manager Communications – 4.05pm – 4.56pm
<b>Other persons present:</b>	Annabel Cussen, Executive Officer, South West Community Foundation – 2.00pm – 2.25pm Kieran Donovan, Lower Capital Consultants – 2.37pm – 3.06pm
<b>Apologies</b>	Andrew Mason, Chief Executive Officer
<b>Matters Considered:</b>	1. South West Community Foundation. 2. Regional Airport Strategy. 3. Sister Cities Update. 4. Brierly Sports and Community Hub Project Update. 5. Active Warrnambool 2.0. 6. Council Plan 2025-2029.
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• Ziegler Parade roadworks.</li> <li>• Reports of trips and falls in CBD.</li> <li>• Melbourne advocacy trip.</li> <li>• Naming of Local Achiever Awards.</li> <li>• Merrivale Recreation Reserve playground.</li> <li>• Marketing session for traders.</li> <li>• Electric scooters, pushbikes incidents.</li> </ul>
<b>Councillor Conflicts of interest Disclosures:</b>	
<b>Councillor /Officer Name:</b>	
<b>Meeting close time:</b>	4.56pm
<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>	31 March 2025
<b>Time Meeting Commenced:</b>	2.00pm
<b>Councillors in Attendance:</b>	Cr. B. Blain, Mayor Cr. W. Benter - Virtual Cr. B. Edis Cr. V. Jellie AM Cr. M. Walsh Cr. R. Ziegeler
<b>Council Officers in Attendance:</b>	Andrew Mason, Chief Executive Officer Peter Utri, Director Corporate Services David Leahy, Direct City Infrastructure & Environment Luke Coughlan, Director City Futures Brooke Love, Director City Wellbeing James Plozza, Manager Governance Wendy Clark, Executive Assistant John Brockway, Manager Financial Services – 3.00pm – 4.00pm Justin Marson, Financial & Revenue Services - 3.00pm – 4.00pm David Brydson, Acting Manager Recreation & Culture – 4.57pm – 5.31pm Kyme Rowe, Service Manager, Recreation 4.57pm – 5.31pm Rob Wandell, Coordinator, City Strategy – 5.24pm – 5.50pm
<b>Other persons present:</b>	Jo McDowell, Club Captain, Warrnambool Surf Club – 4.00pm – 4.57pm John McNeill, Club President, Warrnambool Surf Club - 4.00pm – 4.57pm
<b>Apologies</b>	Cr. D. Arnott
<b>Matters Considered:</b>	<ol style="list-style-type: none"> <li>1. Alveston House site visit.</li> <li>2. 2025-2026 Recurrent Budget.</li> <li>3. Warrnambool Surf Club presentation.</li> <li>4. Promotional Roundabout Banner Policy.</li> <li>5. Sporting Reserves Signage Policy.</li> <li>6. Planning Advisory Committee Terms of Reference.</li> <li>7. Planning Scheme Amendment C219warr – North of the Merri Development Contributions Plan.</li> <li>8. Cycling Reference Group Minutes 5/3/2025.</li> <li>9. Environment &amp; Planning Committee Inquiry into the supply of homes in Regional Victoria.</li> <li>10. Organisation Structure.</li> <li>11. Mayoral Diary.</li> </ol>
<b>Council and Officer Items Raised</b>	<ul style="list-style-type: none"> <li>• Travel article on Warrnambool in weekend Age newspaper.</li> <li>• May Racing Carnival sponsorship.</li> <li>• East of Aberline Road Draft Plan.</li> <li>• DAMA Road Show.</li> <li>• Neighbourhood disputes.</li> <li>• Dangerous dog.</li> <li>• Residential land amenity issues.</li> <li>• Holiday Park strategy.</li> <li>• Spirit of the Sea embroidery.</li> <li>• Merrivale playground.</li> </ul>
<b>Councillor Conflicts of interest Disclosures:</b>	
<b>Councillor /Officer Name:</b>	
<b>Meeting close time:</b>	6.00pm
<b>Record Completed by:</b>	Wendy Clark

	Executive Assistant
Coordinator, City Strategy	

## 7.9. Mayoral &amp; Chief Executive Officer Council Activities - Summary Report

*DIRECTORATE : Executive Services*

## 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
4 March 2025	Warrnambool	Mayor – Hosted an International Women’s Day Breakfast.
	Warrnambool	Mayor – Welcomed delegates attending the Dairy Australia “Grounds for Growth” Conference.
	Warrnambool	Deputy Mayor – Attended the South West TAFE Class of 2024 Graduation and Awards Ceremony.
5 March 2025	Warrnambool	Deputy Mayor and Chief Executive Officer – Attended the Regional Development Australia Barwon South West networking session.
6 March 2025	Warrnambool	Mayor and Deputy Mayor – Attended the Regional Development Australia Barwon South West Local Government induction session.
7 March 2025	Warrnambool	Cr Walsh – Deputised for the Mayor at the official opening of the Life Saving Victoria Senior State Championships.
	Warrnambool	Deputy Mayor – Attended the official opening of the Edmund Rice Centre at Emmanuel College.
13 March 2025	Warrnambool	Mayor and Chief Executive Officer – Met with State Local Member, Jacinta Ermacora MP.
	Warrnambool	Mayor – Conducted an Australian Citizenship Ceremony with 12 residents becoming Australian Citizens.
18 March 2025	Warrnambool	Mayor – Hosted 19 Japanese students from Shibuya, Tokyo who were visiting Kings College.



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18-20 March 2025	Melbourne	Mayor and Councillors – Advocacy meetings held in Melbourne with State politicians and Department heads.
21 March 2025	Warrnambool	Cr Ziegeler - Deputised for the Mayor at the opening of the Embroiderers Guild Victoria South Western Branch “Golden Threads” exhibition.
1 April 2025	Warrnambool	Mayor and Chief Executive Officer – Attended the South West Community Sport Awards.
3 April 2025	Warrnambool	Cr Ziegeler - Deputised for the Mayor at the Merri River School celebration of completion of the school’s new music room and amphitheatre.
4 April 2025	Warrnambool	Mayor – Attended the Warrnambool Racing Club Hall of Fame Induction and May Racing Carnival launch.

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MOVED: CR VICKI JELLIE

SECONDED: CR MATTHEW WALSH

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

CARRIED - 7:0

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## 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 6.14pm.

CHAIRMAN