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# Delegate Report

## Planning Assessment

### Summary

The application seeks approval for development and subdivision on the land described below. The application is accompanied by plans described as follows:

- Proposed Townhouses, 93-97 Nicholson Street Warrnambool Vic 3280, Revision O, prepared by Mark Conlan Builder & Designer (02/04/2025)
- Waste Management Plan & Operations Guide, Multiunit Townhouse Development, 93-97 Nicholson St, Warrnambool, Version 1.0, prepared by Low Impact Development Consulting (19/11/2024)
- Consultant Planning Report, Development of fourteen (14) dwellings and associated fourteen (14) lot subdivision with common property, 93-97 Nicholson Street, Warrnambool, prepared by The Planning Professionals (Amended June 2024)

Application Number	PP2023-0133			
SPEAR Ref	-			
Proposal	Construction of 12 dwellings and 12 lot subdivision of the land			
Applicant	Mark Conlan Builder & Designer			
Planner	Coordinator Statutory Planning			
Address	93 – 97 Nicholson Street WARRNAMBOOL 3280			
Land	S2 & S3 on PS636480L			
Zone	General Residential Zone (GRZ1)			
Overlay(s)	Environmental Audit Overlay (EAO)			
Permit Trigger(s)	32.08-3 – Subdivision 32.08-7 – Construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings			
Existing Use	Vacant residential land			
Proposed Use	Accommodation (Dwellings)			
Restrictions on Title	Section 173 Agreement AL296674V Easement E-1 (Sewerage)			
Statutory Timeframe	Event	Clock Effect	Date	Stat Day
	Application lodged	Start	28 June 2023	0
	RFI sent	Pause	13 July 2023	15
	RFI response Received/S50	Reset	7 December 2023	0
	S57 Amendment Received	Reset	28 June 2024	0
	S57 Amendment Received	Reset	20 November 2024	0
	S57 Amendment received	Start	9 April 2025	0
	Determined	stop	4 August 2025	117



## Proposal

The proposal is for the development of 93-97 Nicholson Street, Warrnambool with 12 dwellings and associated 12 lot subdivision plus common property.

All proposed lots would obtain vehicle access via the common property, with the two-storey dwelling on Lot 1 being orientated with its frontage to Nicholson Street. All other dwellings are proposed to front the common property internal to the site.

The proposed dwellings are a mix of two- and three-bedroom dwellings, with the dwellings on proposed lots 8 to 11 proposed to be three-storey in height. All other dwellings are proposed to be two storey.

The characteristics and proposed development for each lot is listed below:

LOT NO.	LOT SIZE	DWELLING BEDROOMS	DWELLING STOREYS	CAR SPACES
LOT 1	273.3 sqm	3	2	Double garage
LOT 2	142.8 sqm	3	2	Double garage
LOT 3	120.5 sqm	2	2	Single garage
LOT 4	177.4 sqm	2	2	Single garage
LOT 5	209.0 sqm	2	2	Single garage plus tandem space
LOT 6	172.2 sqm	2	2	Single garage plus tandem space
LOT 7	204 sqm	3	2	Double garage
LOT 8	132.3 sqm	3	3	Single garage plus tandem space
LOT 9	125.8 sqm	3	3	Single garage plus tandem space
LOT 10	119.2 sqm	3	3	Single garage plus tandem space
LOT 11	112.7 sqm	3	3	Single garage plus tandem space
LOT 12	239.3 sqm	3	2	Double garage plus tandem space

The subject site is affected by a sewer easement on Lot S3 (designated as Lot 1 on the proposed development). No impacts to the easement are proposed.

The applicant has also indicated an easement benefitting Lot 12 of the original subdivision (99 Nicholson Street) which allows for the eaves of the dwelling on that lot to overhang the common property of the shared entrance driveway. The proposed development retains the shared driveway in the same location as previously shown on previously approved plans and will not affect the southern side of this driveway where it abuts 99 Nicholson Street.

It is noted here that there have been multiple sets of plans and amendments to the application. This assessment is being undertaken on the most recently submitted and advertised set of plans, forming part of the Section 57 amendment to the application finalised on 08/04/2025.



Figure 1. Proposed Site Plan (source: application documents)

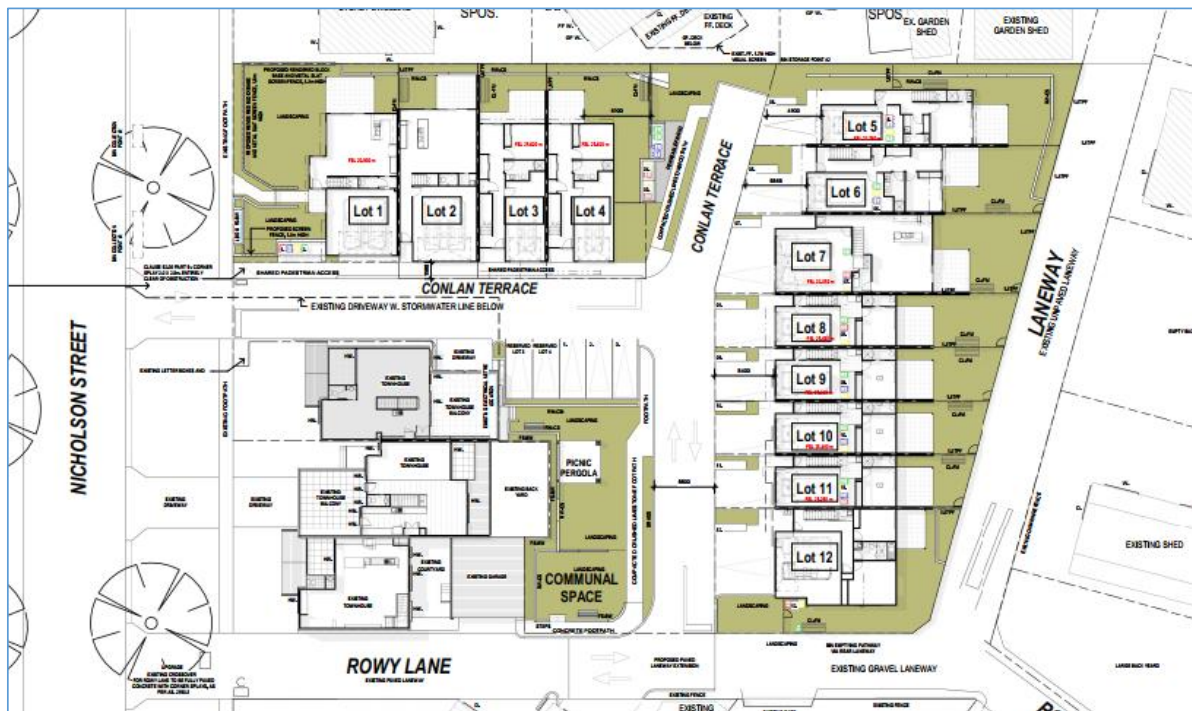
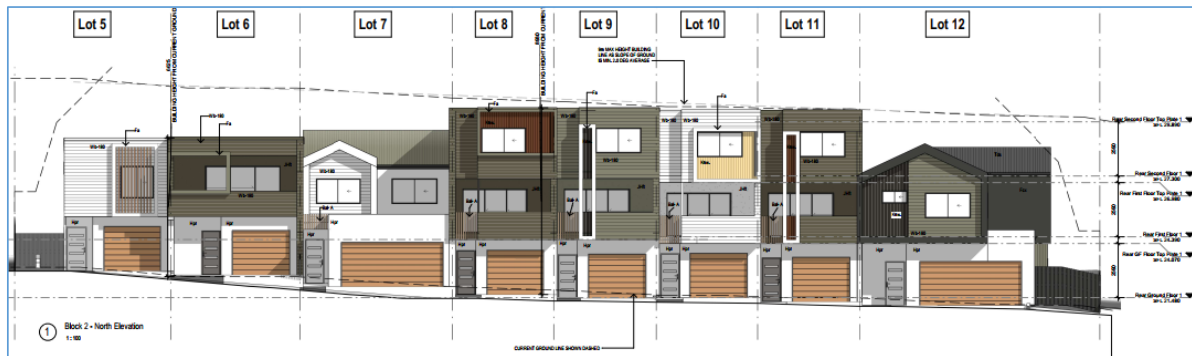


Figure 2. Proposed North Elevation Plans Showing Lot 1 Orientated to Nicholson Street (source: application documents)



**Figure 3. Proposed Internal Elevation Plans Showing Lots 5 to 12 (source: application documents)**

## Description of the land

### Subject Site

The subject site at 93-97 Nicholson Street, Warrnambool (Lot S2 and S3 on Plan of Subdivision 636480L) is an irregularly shaped residential lot with a total area of approximately 2968 sqm. The land has a frontage to Nicholson Street of approximately 27.6m, with legal access to existing laneways on the south and west boundaries of the site. The site has a fall from the rear down towards the front of approximately 2.5m.

Structures on the land as seen in Figure 4 below are to be demolished to cater for the proposed development of the site. It is noted that the larger of the existing building is approximately 6.5 metres high.

The subject land was formerly used as an industrial depot and is subject to an Environmental Audit Overlay, with an Environmental Audit Report and Certificate of Environmental Audit having been previously undertaken by Ground Consulting Environmental & Geotechnical Engineers approved on 6 June 2014. Through that process it was confirmed that the condition of the site is neither detrimental nor potentially detrimental to any beneficial use of the site.

Planning Permit P2013-113 was issued 3 January 2014 for the development of fourteen (14) dwellings with associated staged subdivision, of which three dwellings (numbered 99-103 Nicholson Street respectively) were completed approximately 10 years ago – with approved 11 dwellings not having been constructed before the permit subsequently expired. The previous development included the common property driveway entrance to Nicholson Street which forms part of the access arrangements sought as part of this proposal.

The site is located less than 1km of the central business area of Warrnambool, with close access to public transport and other services, including extensive public open space areas. It is predominantly surrounded by detached dwellings on lots generally between 400 sqm and 700 sqm, with the exception being the previously approved townhouses on part of the site, and a small number of older multi dwelling developments dotted throughout the area. Build form in the area is generally single and double storey however there is a reasonably pronounced topography variation to the north of the site (northern side of Nicholson St) resulting in a number of three storey scale buildings (built into the slope of the land).



Figure 4. Aerial image of the subject site (source: VicPlan)



Figure 5. Existing Conditions and Site Photos (source: Officer site visit) – View from north side of Nicholson St

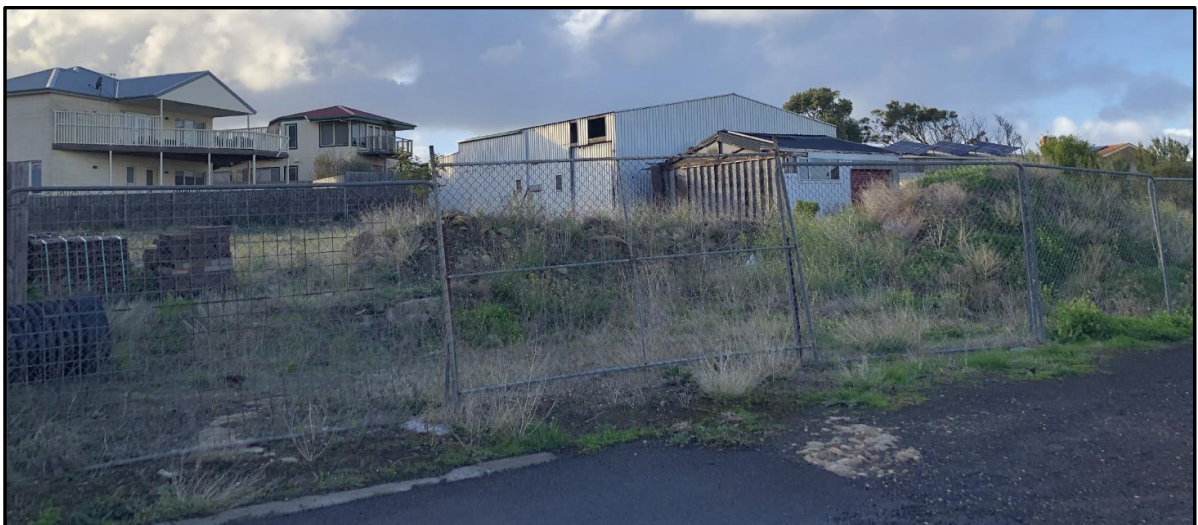




**Figure 6. Existing Conditions and Site Photos (source: Officer site visit) – View from north side of Nicholson St**



**Figure 7. Existing Conditions and Site Photos (source: Officer site visit) – View from laneway, looking east across site.**





**Figure 8. Existing Conditions and Site Photos (source: Officer site visit) – Looking northeast across site from laneway**



**Figure 9. Existing Conditions and Site Photos (source: Officer site visit) – looking north along laneway towards Nicholson St**



## Site context

### Permit history

A review of Council's online system and physical archives reveals the following permit approvals relate to the land:

- *P2010-311 for demolition of a dwelling, sheds (clearing of site) and construction of 14 townhouses in three (3) stages – issued 18 August 2011 (and subsequent amendments)*
- *P2013-113 for development of fourteen (14) dwellings with associated staged subdivision – issued 3 January 2014*

### Restrictions on title

A title search has been submitted with the application dated within the last 3 months. A review of the information confirms that there is a Section 173 Agreement (AL296674V) registered to the title. The Agreement covenants that:

- The owner will complete and maintain the development in accordance with the endorsed plans or any amendment to the plans or new permit approved by the Responsible Authority.

This requirement is inconsistent with the permit condition requiring the Section 173 Agreement, contained at Condition 2 of Planning Permit P2013-113, requiring that the Owner enter into an Agreement providing that:

- The subsequent development of the land will accord with the plans endorsed to Planning Permit P2010-311 issued on 18 August 2011.

While a new permit would satisfy the requirement of the Agreement that was registered, to avoid any doubt or confusion as to the validity of any permit issued it is recommended that Section 173 Agreement (AL296674V) be removed (or amended) before any permit comes into effect, and a condition has been included to ensure this is undertaken.

### Cultural heritage

The subject site is located within an area of Aboriginal Cultural Heritage Sensitivity. However, site has been subject to significant ground disturbance during its past use as an industrial depot and there is therefore no statutory requirement for the preparation of a Cultural Heritage Management Plan. This is consistent with previously position taken by council when the previous permits for the site have been considered.

## Public Notification

The originally submitted application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by way of letters to adjoining properties and a sign on site. The application documents were made available at Council offices, and website. The notification was carried out correctly, and a statutory declaration was received on 01/02/2024, with multiple objections received by Council.

The application was subsequently amended and underwent a further round of public notification 18 July 2024 before being amended once again and undergoing a third round of public notice on 24/04/2025.

Relevant to this assessment, the most recent amendments to the application have been advertised pursuant to Section 57B of the *Planning and Environment Act 1987*, by way of letters to adjoining properties and a sign on site on 24/04/2025. The application documents were made available at Council offices, and website. The notification was carried out correctly, and a statutory declaration was received on 14/05/2025. The most recent amendments did not resolve previous objections with three additional objections received from previous submitters and no formal withdrawals received.

The final number of submissions still being considered by Council as of the time of writing is 12, where the themes of the submissions can be summarised as follows:

- Poor design of dwellings 8 to 11 including separation of ground floor bedrooms to the rest of the dwelling, lack of rear access to SPOS without passing from external storage areas through the ground floor bedroom, and concerns of the ground floor bedroom being separately tenanted.
- The bulk of the development is not in character with the area, with the 3 storey component being dominant, with no graduation in height.
- No separation between the buildings for dwellings 5 to 12 creates a bulky built form and reduces the opportunities for better designed dwellings.
- Inappropriate density of development not in keeping with the character of the area and leading to amenity impacts.
- Lot 12 dwelling roof at west, when viewed from south elevation does not appear to comply with Rescode.



- Tall trees have been placed in the view corridors as part of the landscape plan.
- Dwelling 2 appears to be closer to the east boundary than previously proposed. Whilst this appears to be at ground level only, the overall setback to boundary is reduced potentially impacting upon neighbouring properties.
- Bin enclosure for dwellings 1-2 appears to be quite small. Concerns there may not be adequate space for all bins.
- Increased traffic causing pedestrian conflict within the laneways and concern that multiple tenants within single dwellings will contribute to a shortage of car parking within the site.
- Stormwater solutions can't be met without the paving and sealing of the right of way laneway, which has not been suitably expressed as being undertaken as part of the application documents.
- Concerns of maintenance with right of way laneway and the damage of additional traffic, requiring the lane to be properly constructed and sealed, with a further request that the laneway be designated a one-way lane.
- Blocking of views.
- Overlooking concerns.
- Noise concerns, including construction noise for shift workers living in the area, but also noise from increased density.
- Property damage from illegal parking during holiday periods.

## Consultation and revision

Substantial consultation has been undertaken as follows.

A request was made under Section 54 of the Act by Council on 13/07/2023 for the following additional information:

- a. A Planning Report which provides an assessment of the proposal against all of the relevant provisions of the Warrnambool Planning Scheme.
- b. A Clause 55 assessment.
- c. A Traffic Impact Assessment Report and swept path analysis.
- d. Details in relation to waste management and proposed waste collection.
- e. Evidence that an Environment Audit is not required noting that a portion of the site is covered by an Environmental Audit Overlay.
- f. A plan demonstrating compliance with the mandatory Garden Area requirements.
- g. A Site Plan of the entire site which includes:
  - i. The floor plans of each dwelling.
  - ii. Setbacks to all boundaries (existing and proposed).
  - iii. Location of adjoining/opposite property boundaries.
  - iv. Location of adjoining properties areas of SPOS and windows with the windows to be noted as either habitable or non-habitable).
  - v. The location of any infrastructure within any of the street frontages abutting the site.
- h. Floor Plans to show the entire area considered to form the Lot of the associated dwelling.
- i. A proposed plan of subdivision.
- j. A copy of the Section 173 Agreement registered on the Certificate of Title.
- k. A Cultural Heritage Management Plan or evidence that one is not required.



- l. Provide a north point on all Site Plans and Floor Plans.
- m. Demonstration that the proposal will not unreasonable impact an existing views of the coast/breakwater which neighbouring property may currently enjoy.

The following concerns were also identified:

- a. Although a Garden Area Plan has not been provided it appears as though the proposal does not achieve the Garden Area requirements which in this case is 35 percent of the total site area. It is noted that Garden Area is a mandatory requirement and cannot be varied.
- b. A number of the proposed garages do not meet the minimum design standards required by Clause 56.06.
- c. The proposal is seeking a parking reduction of at least six spaces (more if non-compliant single garages included) which is quite significant within standard residential setting and without sufficient justification the reduction is unlikely to be supported.
- d. There is no dwelling diversity with all dwelling proposed being large three and four dwellings. A development involving 13 dwellings should include a variety of dwelling sizes and bedroom numbers.
- e. A number of the dwelling are provided with no areas which can be considered open space noting that a covered balcony which is fully enclosed (stacker windows considered to be enclosed) will not be considered open space. Furthermore the majority of dwellings are not provided
- f. While it is acknowledged that the site coverage of the development is 53 percent which is below the 60 permit maximum, the layout of the development results in what is considered to be excessive hardstand areas which limits the ability for any meaningful landscaping, particularly within the common property areas.
- g. The roof of proposed Unit 9 appears to overhang the property boundary.
- h. The previous approval for the site allowed the construction of 14 dwellings, three of these dwellings have been constructed with the current proposal seeking to develop 13 dwellings in the balance of the land which originally would have accommodated 11 dwellings. Given the number of issues that have been identified above it could be reasonable to conclude that the current proposal represents an overdevelopment of the land.

Multiple requests for extension of time to provide the above information and address the concerns raised were sought, with additional and revised application documents received on 20/12/2023.

The application was advertised on 05/01/2024, and a number of submissions received, containing issues as raised in the objections summarised in the notification section above. Council provided copies of the objections and requested the applicant to provide a response on 02/02/2024. The applicant's response was received, and forwarded to objectors on 06/02/2024. The response did not resolve the concerns of objectors, with objections upheld.

A hearing of submissions meeting was held with Councillors, Council staff, the representatives for the applicant and objectors on 29/02/2024. Following the meeting the assessing officer completed a detailed review of the proposal including considering the points raised within the objections and at the hearing of submissions meeting.

The applicant was advised of a number of fundamental shortcomings/issues with the design that was considered in the meeting including:

- The proposal has not demonstrated how it will result in appropriate view sharing particular in relation to properties along Ocean Grove.
- Scale of the development has not given due consideration to neighbouring properties given there is three storey built form with minimal articulation as close as 3.3 metres to the property boundaries.
- The layout of the development results in a building mass which is considered excessive within this context and not respectful of the surrounding built form character.

- The development proposes no diversity with all dwelling being 3 bedroom. A development of this scale should be providing a variety of dwelling types and sizes etc.
- For dwelling 2-13 the area of SPOS is provided as a balcony which can be an acceptable arrangement however the area is entirely covered and enclosed on three side. Additionally, for dwelling 6-13 the balcony faces south and therefore would receive negligible daylight and no sunlight resulting in a very poor amenity outcome. Relying on the ground level space as SPOS is not considered acceptable as it has no connection with the living area of the dwellings.
- The size and configuration of the garages particularly for dwellings 2-5 does not provided for a convenient or practical parking arrangement which could impact traffic flow through the development and/or result in an increased demand for street parking as a result of the spaces not being utilised.
- Despite the bins being shown in the area, the identified POS space for dwellings 7-13 has no access other than through a bedroom. Given this these dwelling have no bin storage areas.

The applicant was advised that the application would not receive officer support in its current form, and that in order to enable officers to favourably consider the application it would need to be amended to address/respond to all of the identified shortcomings.

Amended plans and supporting documents were received on 28/06/2024, with the officer highlighting a number of outstanding concerns to the applicant in an email sent on 12/07/2024. Despite these raised concerns the applicant request that the amended application documents be re-advertised which occurred on 18/07/2024. No objections were withdrawn as a result of the changes, with updated objections received from a number of submitters, and subsequent responses provided by the applicant.

Council officers requested resolution of a number of infrastructure related concerns including:

- *The application does not address Clause 55.07-5 Integrated water and stormwater management objectives. There is no information in the report how this will be managed.*
- *There is no information on the impact the development traffic will have on the Laneway and Nicholson Street. Further information is also sort re sight lines interface for Conlan Tce and Rowy with Nicholson Street.*
- *The proposed Bin Collection point in Rowy Lane would not be supported. The Bin collection should be design and storage of bins should be designed internally within the development that does not impact on neighbouring properties.*

The applicant provided further amendments to the application on 20/11/2024 to address these concerns, as well as including minor adjustments in an effort to resolve other concerns raised by officers and in the objections received.

- *Reduction in ground levels of units 6 to 14 by 100mm to reduce the overall height.*
- *Provision of adequate bin storage and collection arrangements for all units as specified in the accompanying waste management plan.*
- *Minor adjustments to the internal layouts to accommodate the above changes and to ensure floor plans are adequately dimensioned as requested.*

Rather than re-advertise the application, Council officers sought to arrange a second hearing of submissions meeting. This meeting was arranged to occur on 05/02/2025, with Councillors, Council staff, the representatives for the applicant and objectors to attend.

After the hearing of submissions meeting the application was further amended, with the amendment of plans formalised on 08/04/2025, with the advertising of the amendment undertaken on 24/04/2025 as outlined in the notification section above. No objections were withdrawn as a result of the amendments, with additional and revised submissions made.

A third hearing of submissions meeting was held on 02/07/2025 with Councillors, Council staff, the representatives for the applicant and objectors. Following this meeting no further revisions have been made and the application has progressed to a decision.

The plans described elsewhere in this report and assessed below are therefore those submitted as part of the amended application on 08/04/2025 – Proposed Townhouses, 93-97 Nicholson Street Warrnambool Vic 3280, Revision O, prepared by Mark Conlan Builder & Designer (02/04/2025).

## Referrals

### External Referrals

The following mandatory referrals were undertaken as per Section 55 of the Act

#### Authority (Determining/Recommending)

Referral Authority	Determining/Recommending	Date Received	Requirements
Wannon Water	Determining	16/04/2025	Conditional consent
PowerCor	Determining	09/02/2024	Conditional consent
Downer Utilities	Determining	02/05/2025	Conditional consent

No additional referrals were undertaken as per Section 52 of the Act.

### Internal Referrals

Internal Department	Date Received	Requirements
Infrastructure	02/05/2025 (latest)	Multiple referrals. Conditional consent.

## Assessment

### Planning Policy

#### Municipal Planning Strategy

Warrnambool's Strategic Framework Plan is provided under Clause 02.04, where the subject site is shown in a residential area of the Warrnambool City Centre.

#### 02.03-5 Built Environment and Heritage

##### Sustainable development

A compact urban environment that encourages increased public transport patronage as well as walking and cycling has substantial benefits in reducing reliance on motor vehicles with a consequent reduction in greenhouse gas emissions.

Council's strategic directions for sustainable development are:

Relevant strategy/s	Assessment
Creating a sustainable City that allows people to walk or cycle to access their everyday needs and contributes to social interaction, community building and wellbeing.	Providing for increased density of dwellings near to the city centre is a positive sustainability outcome.

### Urban Design

View sharing is an emerging issue within the municipality. Views of the ocean, the Merri and Hopkins Rivers, inland hilltops and ridgelines, and surrounding rural areas are highly valued. The siting and design of development can have a critical impact on sensitive areas, views, liveability, safety and visual appearance.

Council's strategic directions for urban design are:

Relevant strategy/s	Assessment
Protecting and enhancing the quality of the built environment.	The dwellings are proposed to be built of high-quality materials in a contemporary style that is suitable within the coastal environment of the city.
Facilitating the sharing, rather than protection, of views from the public realm and private areas.	While there may be partial impact on some views as a result of the development, the applicant has demonstrated that the proposal adequately facilitates the sharing of views by way of view corridors that have been further improved through amendments to the plans. Removing the tall trees shown on the landscape plans submitted from the view corridors will further ensure the facilitation of shared views. Additionally the Block 2 –East Elevation depicts the outline of the existing shed on the site which demonstrates that the portion of the development closest to the view lines site within the existing obstructions located on the land.

### Neighbourhood Character

Parts of Warrnambool are increasingly a focus for medium density redevelopment. Within the inner residential areas, there are buildings and streets of historic value and a mix of housing style that form the character of the area.

Failure to consider neighbourhood character has resulted in some development within the inner areas being out of character. Heritage and character considerations do not preclude infill development, rather they add to the range of design considerations that should be considered and responded to.

Council's strategic direction for neighbourhood character is:

Relevant strategy/s	Assessment
Integrating infill development with the existing architectural, historic and landscape character of the neighbourhood.	While three-storey development is not common in the area, through amended plans, the proposal is now able to demonstrate a graduation between the surrounding neighbourhood, the two-storey dwellings on the edges of the development site and the three-storey dwellings central to the site. The site allows for a development of increased density without having a negative impact on the existing architectural, historic or landscape character of the neighbourhood.

02.03-6 HousingHousing Diversity

Large sites within established urban areas have the potential to accommodate further residential development. Sites that are no longer needed for their original purpose and that may be suitable for residential redevelopment include the former industrial sites such as the Warrnambool Woollen Mills.

There is also capacity for more intensive forms of residential development within proximity to open space, activity centres and along public transport routes.

Warrnambool has a range of dwelling sizes. Every five in ten dwellings contain three bedrooms. Two and four bedroom dwellings represent one in six of all dwellings. Over the next two decades, Warrnambool's population is projected to age and household sizes are expected to continue to get smaller. Dwelling sizes however, are anticipated to increase and by 2031, a quarter of the City's dwellings could have four or more bedrooms. More diversity in dwelling sizes is needed.

Council's strategic directions for housing diversity are:

Relevant strategy/s	Assessment
Providing infill opportunities to accommodate residential development.	The proposal is to develop a large, vacant, former industrial site for residential use within close proximity to services and facilities.
Ensuring future populations have access to a diverse range of housing options including increasing the supply of housing for smaller households.	The proposal provides a mix of low-maintenance two-bedroom and three-bedroom dwellings, providing an alternative housing option to the detached single dwellings that make up the majority of dwellings in the city.

02.03-8 Transport and InfrastructureDevelopment infrastructure

The design, management and delivery of infrastructure are key issues for Council. The *Infrastructure Design Manual* (LGIDA, 2020) includes guidelines for the design and construction of infrastructure within the municipality including (among other things) roads, drainage, stormwater, car parking, landscaping, access, earthworks and intersection infrastructure.

Council's strategic directions for development infrastructure are:

Relevant strategy/s	Assessment
Minimising stormwater runoff into the catchments by the use of water sensitive urban design and utilising open spaces to act as floodways.	The applicant has relied upon a previously developed stormwater management plan for the site, which appears to be suitable, subject to the approval of Council's development engineers.
Providing for the sustainable planning, design and construction of infrastructure.	In order to reduce the burden of maintenance costs that could result from increased traffic, and to improve the infrastructure within the public realm, it will be a requirement of any permit issued that the laneway connecting Nicholson Street and Merri Street be upgraded for the length of the western boundary of the subject site to a standard suitable for its increased use, in accordance with the IDM.

Planning Policy Framework

The following clauses are most relevant to this assessment:

- Clause 11.02-1S – Supply of urban land
- Clause 15.01-2S – Building design
- Clause 15.01-3S – Subdivision design
- Clause 15.01-5S – Neighbourhood character
- Clause 16.01-1L – Housing supply
- Clause 19.03-2S – Infrastructure design and provision
- Clause 19.03-2L – Infrastructure design and planning
- Clause 19.03-3S – Integrated water management

Under Clause 11.02-1S, when planning for urban growth Council is directed to consider:

Relevant strategy/s	Assessment
Opportunities for the consolidation, redevelopment and intensification of existing urban areas.	The proposal is to develop a large, vacant, former industrial site for residential use within close proximity to services and facilities.
Neighbourhood character and landscape considerations.	While three-storey development is not common in the area, through amended plans, the proposal is now able to demonstrate a graduation between the surrounding neighbourhood, the two-storey dwellings on the edges of the development site and the three-storey dwellings central to the site. The site allows for a development of increased density without having a negative impact on the existing architectural, historic or landscape character of the neighbourhood.

Under Clause 15.01-2S, Council is directed to consider:

Relevant strategy/s	Assessment
Ensure a comprehensive site analysis forms the starting point of the design process and provides the basis for the consideration of height, scale, massing and energy performance of new development.	Throughout the assessment process the applicant has been required to make changes to the proposal to better consider the height, scale and massing of the development, which is now considered acceptable.  While the orientation of the subject site presents challenges, energy performance for the development will be better improved by the increase of access to daylight through the removal of alfresco areas adjacent to south-facing ground floor bedrooms.
Minimise the detrimental impact of development on neighbouring properties, the public realm and the natural environment.	The proposal has been designed to meet the required standards of Clause 55 and any detrimental impact will be limited. While objections remain in regard to views, it is noted here that the proposal has facilitated view-sharing and that there are no overlays in place that are protective of existing views.
Restrict the provision of reticulated natural gas in new dwelling development.	Mandatory conditions regarding the prohibition of gas connection to new residential



	development will be included on any permit issued.
Ensure the layout and design of development supports resource recovery, including separation, storage and collection of waste, mixed recycling, glass, organics and e-waste.	The proposal includes a waste management plan and, subject to minor amendment, will contain areas necessary for the storage and collection of waste.
Minimise stormwater discharge through site layout and landscaping measures that support on-site infiltration and stormwater reuse.	Council's development engineers have assessed the stormwater arrangements for the site and are satisfied the proposal is suitable, subject to conditions.
Ensure the form, scale, and appearance of development enhances the function and amenity of the public realm.	The form, scale and appearance of the development will not detriment the public realm, however increased density may impact on the function and amenity of the laneway, which should be upgraded to ensure it can be appropriately maintained and used by members of the public. A permit condition will require that the laneway be upgraded for the western length of the site.
Ensure buildings and their interface with the public realm support personal safety, perceptions of safety and property security.	Buildings facing public areas are well orientated to provide passive surveillance.
Ensure development is designed to protect and enhance valued landmarks, views and vistas.	The proposal will not impact upon valued landmarks or any public views or vistas. While objections remain in regard to views, the proposal facilitates view-sharing there are no overlays in place that are protective of existing views.
Ensure development considers and responds to transport movement networks and provides safe access and egress for pedestrians, cyclists and vehicles.	The proposal may increase traffic movements on a public laneway used by vehicles, pedestrians and cyclists. To ensure safe function of the laneway it should be upgraded as previously discussed to meet the standards of the IDM.
Ensure development provides landscaping that responds to its site context, enhances the built form, creates safe and attractive spaces and supports cooling and greening of urban areas.	The proposal includes a landscape plan that responds to its site context and creates useable greenspace for the development's residents. Revisions will be required to ensure that the placement of tall trees does not impact on view corridors that have been enhanced throughout the assessment process.

Under Clause 15.01-3S, Council is directed to consider the following in designing subdivisions to create liveable and sustainable communities:

Relevant strategy/s	Assessment
Creating compact neighbourhoods that have walkable distances between activities.	The proposal provides an increased residential density solution within walking distance to the city centre and high quality public open space.



Providing a range of lot sizes to suit a variety of dwelling and household types to meet the needs and aspirations of different groups of people.	The proposal provides for small, low-maintenance lots that will increase housing choice in the city.
Reduce car dependency by allowing for: <ul style="list-style-type: none"> <li>• Convenient and safe public transport.</li> <li>• Safe and attractive spaces and networks for walking and cycling.</li> <li>• Subdivision layouts that allow easy movement within and between neighbourhoods.</li> <li>• A convenient and safe road network.</li> </ul>	The proposed development is well-located on existing transport networks, subject to upgrades to the laneway on the western boundary on the site to improve safety and convenience.
Being accessible to people with disabilities.	The site is accessible to people with disabilities however the multi-storey nature of the development may limit suitability for some people.
Creating an urban structure that: <ul style="list-style-type: none"> <li>• Responds to climate related hazards.</li> <li>• Incorporates integrated water management, including sustainable irrigation of open space.</li> <li>• Minimises peak demand on the electricity network.</li> <li>• Supports energy efficiency and solar energy generation through urban layout and lot orientation.</li> <li>• Supports waste minimisation and increased resource recovery.</li> </ul>	The energy efficiency of the development is limited by the orientation of the site however, where possible, habitable rooms will have solar access. Amendments to remove rigid alfresco areas in favour of open pergolas on some lots will provide additional access to daylight and reduce energy demands.
Providing all-electric lots.	The lots will be subject to prohibition of residential gas supply.

Under Clause 15.01-5S, Council is directed to consider:

Relevant strategy/s	Assessment
Support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.	The dwellings that are readily visible from the public realm are in keeping with the character of dwellings in the area, including townhouses constructed under the previous, lapsed permit for the site. The proposal then demonstrates a graduation between the surrounding neighbourhood, containing a mixture of one and two-storey dwellings, to two storey dwellings on the edge of the development site and the three-storey dwellings central to the site. The site allows for a development of increased density without having a negative impact on the existing neighbourhood character.
Ensure the preferred neighbourhood character is consistent with medium and higher density housing outcomes in areas identified for increased housing.	The site is well-located for increased density residential development and, as outlined above,

	has been well-designed to be within the existing neighbourhood character.
<p>Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by respecting the:</p> <ul style="list-style-type: none"> <li>• Pattern of local urban structure and subdivision.</li> <li>• Underlying natural landscape character and significant vegetation.</li> <li>• Neighbourhood character values and built form that reflect community identity.</li> </ul>	<p>The subject site is an unusual allotment, formerly used for industrial purposes, and a rare opportunity for residential development on an existing, vacant, large lot in an otherwise sought-after location. The contemporary design of the dwellings is well-suited in its near coastal location and, subject to improvements to, and visible from, the public realm, will provide further positive impacts in an area already undergoing significant revitalisation.</p>

Under Clause 16.01-1L, Council is directed to consider:

Relevant strategy/s	Assessment
Support increased residential densities in growth areas and established urban areas within proximity to existing or planned transport corridors, activity centres and open space.	The proposal is for increased residential density in an established urban area within proximity to existing transport corridors, the Warrnambool city centre and high-quality open space
Support the redevelopment of former industrial sites within established residential areas.	The proposal is for the redevelopment of a former industrial site within an established residential area.
Support residential infill development within established urban areas that complements the area's neighbourhood character.	The proposal is for residential infill development within an established residential area which, through amendments to the plans, has achieved a design that will complement the surrounding neighbourhood character.

Under the infrastructure related Clauses 19.03-2S, 19.03-2L, 19.03-3S, Council is directed to consider:

Relevant strategy/s	Assessment
Provide an integrated approach to the planning and engineering design of new subdivision and development.	The proposal includes consideration of how common property within the development can be used to facilitate appropriate traffic management and stormwater design needs. Any lots created will be required to be developed in accordance with approved plans.
Integrate developments with infrastructure and services, whether they are in existing suburbs, growth areas or regional towns.	The subject site is fully serviced and will be integrated into existing infrastructure networks.
Encourage a consistent approach to the design and construction of infrastructure across the municipality, encouraging subdivision and development that has regard to the <i>Infrastructure Design Manual</i> (Local Government Infrastructure Design Association, March 2020) or an approved Precinct Structure Plan.	<p>The increased use of the laneway as a result of the proposed development justifies the improvement of the laneway to the standards outlined in the IDM as already noted earlier in this report.</p> <p>Stormwater is to be managed consistent with the previously approved stormwater management plan for the site, and to the</p>

	requirements of Council's development engineers.
<p><i>Part of strategy</i></p> <p>Plan stormwater and drainage to:</p> <ul style="list-style-type: none"> <li>Minimise drainage, water or wastewater infrastructure and operational costs.</li> <li>Provide urban environments that are more resilient to the effects of climate change.</li> </ul>	<p>Stormwater is to be managed consistent with the previously approved stormwater management plan for the site, and to the requirements of Council's development engineers.</p> <p>Required upgrades to the laneway will ensure that infrastructure maintenance costs are not increased and that the laneway surfaces are more resilient to the increase in extreme weather events occurring as a result of climate change.</p>
<p>Ensure that development protects and improves the health of water bodies including creeks, rivers, wetlands, estuaries and bays by:</p> <ul style="list-style-type: none"> <li>Minimising stormwater quality and quantity related impacts.</li> <li>Filtering sediment and waste from stormwater prior to discharge from a site.</li> <li>Managing industrial and commercial toxicants in an appropriate way.</li> <li>Requiring appropriate measures to mitigate litter, sediment and other discharges from construction sites.</li> </ul>	<p>The proposal will not impact upon the health of water bodies including creeks, rivers, wetlands, estuaries or bays.</p>
<p>Manage stormwater quality and quantity through a mix of on-site measures and developer contributions at a scale that will provide greatest net community benefit.</p>	<p>Stormwater is to be managed consistent with the previously approved stormwater management plan for the site, and to the requirements of Council's development engineers. Improvements to the laneway will ensure proper drainage within the public realm, to the benefit of those who use the right of way.</p>

The proposal is well-supported by the MPS and PPF, subject to minor amendments as discussed throughout the assessment.

## Zone

### General Residential Zone (Clause 32.08)

The site is within the General Residential Zone (GRZ) and Schedule 1 applies. The primary purpose is to:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that is responsive to the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

The proposed use as described above is dwelling (in this case, multiple). A permit is not required for this use.



Clause 32.08-3 confirms that a permit is required for subdivision. An application to subdivide land into between 3 and 15 lots, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet all requirements of Clause 56 except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.

Clause 32.08-7 confirms that a permit is required to construct two or more dwellings on a lot.

A minimum garden area requirement is not relevant as the lots being created are less than 400 sqm, and are to be created in accordance with a permit for development. Development of the lots being created will be required to be in accordance with the endorsed development plans.

Clause 55 of this planning scheme, as in force immediately before the approval date of Amendment VC267, continues to apply to an application for a planning permit lodged before that date.

The relevant decision guidelines are therefore as follows:

Relevant Decision Guidelines	Assessment
<b>General</b>	
The Municipal Planning Strategy and the Planning Policy Framework.	The proposal is well-supported by the MPS and PPF, subject to minor amendments as discussed throughout the assessment.
The purpose of this zone.	The proposal represents an outcome providing diversity of housing types and housing growth in a location offering good access to services and transport, while also being responsive to the neighbourhood character of the area.
The objectives set out in a schedule to this zone.	N/A
Any other decision guidelines specified in a schedule to this zone.	N/A
The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Housing Choice and Transport Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.	The proposal will not result in the overshadowing of any existing rooftop solar energy systems.
<b>Subdivision</b>	
The pattern of subdivision and its effect on the spacing of buildings.	The proposed pattern of subdivision aligns with the development proposal. While limited spacing between buildings is provided within the site it is provided on the periphery, the design response provides variation and view corridors, reducing the perceived bulk of the development.
For subdivision of land for residential development, the objectives and standards of Clause 56.	The proposal is generally in accordance with the objectives and standards of Clause 56. See separate assessment.
<b>Dwellings, small second dwellings and residential buildings</b>	
For the construction and extension of two or more dwellings on a lot, dwellings on common property and	The proposal is generally in accordance with the objectives, standards and decision

residential buildings of three storeys or less, excluding a basement, the objectives, standards and decision guidelines of Clause 55 (as they existed before Amendment VC267).	guidelines of Clause 55. See separate assessment.
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## Overlay(s)

### Environmental Audit Overlay (Clause 45.03)

The site is within the Environmental Audit Overlay (EAO). This provision applies to land in an Environmental Audit Overlay and applies whether or not a permit is required.

Before a sensitive use (residential use, child care centre, kindergarten, pre-school centre, primary school, even if ancillary to another use), children's playground or secondary school commences or before the construction or carrying out of buildings and works in association with these uses commences:

- A preliminary risk screen assessment statement in accordance with the *Environment Protection Act 2017* must be issued stating that an environmental audit is not required for the use or the proposed use; or
- An environmental audit statement under Part 8.3 of the *Environment Protection Act 2017* must be issued stating that the land is suitable for the use or proposed use; or
- A certificate of environmental audit must be issued for the land in accordance with Part IXD of the *Environment Protection Act 1970*; or
- A statement of environmental audit must be issued for the land in accordance with Part IXD of the *Environment Protection Act 1970* stating that the environmental conditions of the land are suitable for the use or proposed use.

The applicant has provided evidence of an Environmental Audit Report and Certificate of Environmental Audit having been previously undertaken by Ground Consulting Environmental & Geotechnical Engineers, with the certificate approved on 6 June 2014.

No further assessment under the EAO is required.

## Relevant Particular Provisions

### Public Open Space Contribution and Subdivision (Clause 53.01)

A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under section 18 of the *Subdivision Act 1988*.

While it is indicated on certification documents (see below) that the requirement to satisfy the public open space contribution requirement was to be satisfied in Stage 2 of the previously approved subdivision, this stage was not undertaken, and the payment remains outstanding. Any permit issued should include the requirement to pay the contribution as previously intended.

SPEAR Reference Number: S035825S  
 Plan Number: PS636480L/S1  
 Responsible Authority Name: Warrnambool City Council  
 Responsible Authority Reference Number 1: S16/13  
 Surveyor's Plan Version: 3

#### Certification

☒ This plan is certified under section 6 of the Subdivision Act 1988

#### Public Open Space

A requirement for public open space under section 18 of the Subdivision Act 1988

☒ Has been made and the requirement is to be satisfied in stage: 2

Digitally signed by Council Delegate: Julie Perry  
 Organisation: Warrnambool City Council  
 Date: 20/08/2014

#### Car Parking (Clause 52.06)

The purpose of this provision is:

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

The number of car parking spaces required under Table 1 at Clause 52.06-5 for a dwelling is 1 car space to each one or two bedroom dwelling and 2 car spaces to each three or more bedroom dwelling.

There is also a requirement to provide 1 visitor car space to every 5 dwellings for developments of 5 or more dwellings.

Where two or more car parking spaces are provided for a dwelling, at least one space must be under cover.

Each proposed dwelling meets or exceeds the requirements of Clause 52.06-5, and three visitor spaces have been provided as the site generates a parking demand of 23 (20 for dwellings and 3 visitor spaces) and provided a total of 28 spaces on the site (23 for dwellings and 5 visitor spaces) The applicant has also demonstrated compliance with the design standards for car parking at Clause 52.06-9.

No further assessment is required to be undertaken.

#### Residential Reticulated Gas Service Connection (Clause 53.03)

The purpose of this provision is to prohibit residential reticulated gas connections to new dwellings, new apartment developments and new residential subdivisions.

The clause include a transition provision whereby it does not apply to an application lodged before 1 January 2024 which this application was meaning the mandatory condition is not required.



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



### Clause 55

The proposal includes the retention of the existing dwelling and construction of a second dwelling at the rear and therefore the development needs to be considered against the requirements of Clause 55. This has occurred with a full assessment against the Objectives and Standards of Clause 55 included as Attachment 1 to this report. Following this assessment it has been deemed that the proposal meets all of the Objectives and generally adheres to all of the Standards with any variations to the Standards considered reasonable.

### Clause 56

The proposal includes a two lot residential subdivision and therefore needs to be considered against the relevant provisions of Clause 56 as noted by Clause 32.08-3 of the GRZ. This has occurred with a full assessment against the required Objectives and Standards of Clause 56 included as Attachment 2 to this report. Following this assessment it has been deemed that the proposed subdivision meets all of the required Objectives and Standards.

### General Provisions

The proposal has been reviewed against the relevant decision guidelines under Clause 65.01 and 65.02, including the following:

Decision Guidelines – 65.01	Assessment
The matters set out in section 60 of the Act.	The proposal is generally consistent with the planning objectives of Victoria, the planning scheme or local policy.
Any significant effects the environment, including the contamination of land, may have on the use or development.	The land has been previously identified as having the potential to be contaminated. The applicant has provided evidence of an Environmental Audit Report and Certificate of Environmental Audit having been previously undertaken by Ground Consulting Environmental & Geotechnical Engineers, with the certificate approved on 6 June 2014.
The Municipal Planning Strategy and the Planning Policy Framework.	The proposal is well-supported by the MPS and PPF, subject to minor amendments as discussed throughout the assessment.
The purpose of the zone, overlay or other provision.	The proposal is generally consistent with the zone, overlays and all other relevant provisions as per the assessments above.
Any matter required to be considered in the zone, overlay or other provision.	The matters listed for consideration have been addressed as part of this report, with the proposal considered to be in general accordance with all relevant controls subject to minor amendments.
The orderly planning of the area.	The proposal will not negatively impact the orderly planning of the area.
The effect on the environment, human health and amenity of the area.	The proposal is unlikely to cause any negative impacts on the environment, human health or general amenity, as outlined in addressing the relevant provisions, including Clause 55 and Clause 56.



The proximity of the land to any public land.	The proposal is unlikely to impact negatively on any public land.
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	No adverse impacts are expected.
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	The proposal will be required to demonstrate compliance with the previously approved stormwater management plan for the site, in accordance with the conditions of Council's development engineers.
The extent and character of native vegetation and the likelihood of its destruction.	There is no native vegetation on site that would be impacted by the proposal.
Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	The proposal will not increase the risk to any native vegetation or provide scope for any further protections to be put in place.
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.	The land is not in a high-risk area in relation to natural hazards.
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	While there is likely to be significant construction activity during development, any permit issued will include conditions for construction management and it is considered unlikely that the proposal will have any sustained impact on loading and unloading on the site.
The impact the use or development will have on the current and future development and operation of the transport system.	Other than facilitating upgrades to the existing laneway abutting the western boundary of the subject site, the proposal cannot be seen to have any significant impact on the operation of the broader transport system.

Decision Guidelines – 65.02	Assessment
The suitability of the land for subdivision.	The proposed residential subdivision is on appropriately zoned, underutilised, vacant land in an area close to transport, jobs and high quality public open space. In keeping with the relevant policies and the purpose of the zone, the site is suitable for medium density residential development.
The existing use and possible future development of the land and nearby land.	The vacant site is currently underutilised and is well-placed for residential development. There is no existing or future land uses that are likely to have an impact on the residential use of the land.
The availability of subdivided land in the locality, and the need for the creation of further lots.	The subdivision will allow for an appropriate medium density residential development that will provide additional housing opportunities in a well-served area of high demand.



The effect of development on the use or development of other land which has a common means of drainage.	Stormwater management on the site will be required to be undertaken to the requirements of Council's development engineers. Any runoff to the laneway abutting the west of the site will have lesser impact upon the proper upgrading of the laneway to accommodate the extra traffic likely to use the access.
The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.	The proposed subdivision is generally in keeping with a previously approved subdivision layout pattern for the site and will not impact upon any existing vegetation.
The density of the proposed development.	While the density of development exceeds that in the surrounding area, the surrounding area is predominantly made up of detached dwellings and clear policy direction exists for the encouragement of increased densities on well-located lots that can provide high-quality infill residential development.
The area and dimensions of each lot in the subdivision.	The subdivision of the land does create lots smaller than those in the surrounding area. However, clear policy direction exists for the encouragement of increased densities on well-located lots that can provide high-quality infill residential development. The proposal achieves a higher density without having a negative impact on character of the area.
The layout of roads having regard to their function and relationship to existing roads.	There are no new roads proposed. However, the increased use of the lane abutting the western boundary of the property will require the developer to upgrade the public infrastructure to ensure its ongoing safe use and mitigate any increase to maintenance costs.
The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.	The common property proposed is appropriate to allow for the safe and functional movements of vehicles and pedestrians.
The provision and location of reserves for public open space and other community facilities.	No new public open space is to be delivered as part of this subdivision, with common areas to be limited to the use of residents and their visitors.
The staging of the subdivision.	Staging has not been proposed.
The design and siting of buildings having regard to safety and the risk of spread of fire.	The site is not in an area of known increased fire risk, however building regulations will require substantial investment in ensuring that shared walls are appropriately fire-rated.
The provision of off-street parking.	Car parking has been provided in accordance with the requirements at Clause 52.06, including visitor spaces.
The provision and location of common property.	The common property shown on the subdivision plan will allow access to all proposed lots, as well as providing shared infrastructure such as visitor car spaces and the approved stormwater management system.
The functions of any owners corporation.	The body corporate will be responsible for the maintenance of all shared areas and shared

	infrastructure that is located within the common property.
The availability and provision of utility services, including water, sewerage, drainage, electricity, and, where the subdivision is not a residential subdivision, gas.	The land will be required to be serviced in accordance with the requirements of the relevant authorities.
If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sillage within the boundaries of each lot.	N/A
Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.	No vegetation removal is proposed.
The impact the development will have on the current and future development and operation of the transport system.	Other than facilitating upgrades to the existing laneway abutting the western boundary of the subject site, the proposal cannot be seen to have any significant impact on the operation of the broader transport system.

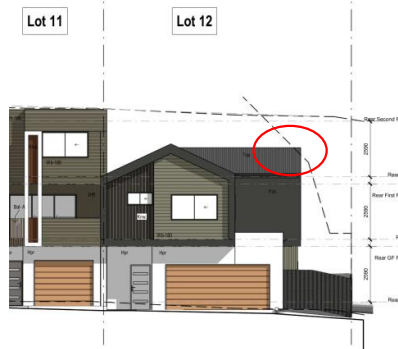
## Objections

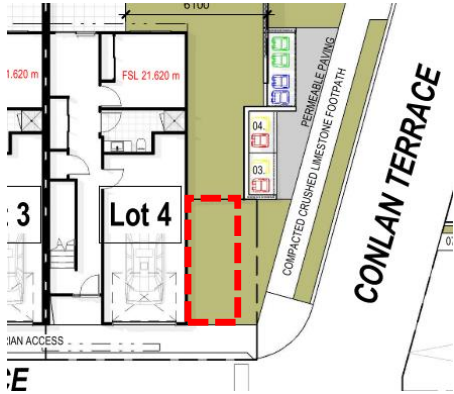
As a result of the multiple rounds of public notification, a total of 12 submissions were received, where all are viewed as in objection to the proposal. A summary of the grounds of objection have been provided above, where guidance by both Tribunal and the Supreme Court has generally been to focus on the nature of objections versus the number<sup>1</sup>. The table below follows the direction of Tribunal to attempt where possible to summarise objections in a way that neither exaggerates nor diminishes the intent of the objection<sup>2</sup>, and where all grounds of objections are assessed on their individual merits.

Grounds for Objection	Assessment
Poor design of dwellings 8 to 11 including separation of ground floor bedrooms to the rest of the dwelling, lack of rear access to SPOS without passing from external storage areas through the ground floor bedroom, and concerns of the ground floor bedroom being separately tenanted.	<p><b>Agree</b></p> <p>The layout of proposed dwellings 8 to 11 does not allow the movement of residents through the dwelling without passing through the garage, and all storage in the garage is currently separated from the rear SPOS by habitable rooms. A similar issue exists with proposed dwelling 2, with storage separated from the rear SPOS by the living area.</p> <p>Amendments to the plans will be required to provide for internal dwelling access between the ground floor habitable rooms and other living areas for dwellings 8 to 11, and external storage sheds will be required in the SPOS of all dwellings.</p>
The bulk of the development is not in character with the area, with the 3 storey component being dominant, with no graduation in height.	<p><b>Do not agree</b></p> <p>The proposal demonstrates a graduated increase in height from those dwellings beside</p>

<sup>1</sup> Stonnington City Council v Lend Lease Apartments (Armada) Pty Ltd [2013] VSC 505

<sup>2</sup> Leigh v Banyule CC [2000] VCAT 2081 7

	the public realm, to those within the centre of the subject site. Three-storey development, while not common, is not prohibited, and the proposal demonstrates a suitable design outcome within its setting.
No separation between the buildings for dwellings 5 to 12 creates a bulky built form and reduces the opportunities for better designed dwellings.	<p><b>Partially agree</b></p> <p>The lack of separation between dwellings 5 and 12 does present challenges with the layout of some of the dwellings. However, dwellings 5 to 12 are internal to the site, and any impact on outside properties or the public realm is limited. A variation in the height of the buildings, and the use of materials and roof forms to create individually identifiable dwellings further reduces any visual impacts. While this ground for objection is recognised, on balance, the design presents an outcome that is suitable within the interior of the development.</p>
Inappropriate density of development not in keeping with the character of the area and leading to amenity impacts.	<p><b>Do not agree</b></p> <p>The proposal is in keeping with well-based policy direction calling for increased residential density opportunities to be supported in well-located and well-served areas. The proposal, while resulting in an increased density, does not represent an inappropriate density, and the design of the development has been carefully considered to reduce any possible impacts on the character of the area.</p>
Lot 12 dwelling roof at west, when viewed from south elevation does not appear to comply with Rescode.	<p><b>Partially agree</b></p> <p>While the roof of the dwelling on Lot 12 is outside of the Rescode diagrams (see snip below), the part of the dwelling that exceeds the diagram abuts the laneway on the western boundary of the property, not another private dwelling, and is not considered to have the potential to cause any amenity impacts. While this variation could easily be addressed via an amended plans condition the variation is considered to be of no consequence to the overall proposal and therefore not warranted.</p> 

Tall trees have been placed in the view corridors as part of the landscape plan.	<p><b>Agree</b></p> <p>The tall trees shown on the landscape plan as being placed in the viewing corridors will be required to be removed as part of further amendments included in the conditions of any permit issued.</p>
Dwelling 2 appears to be closer to the east boundary than previously proposed. Whilst this appears to be at ground level only, the overall setback to boundary is reduced potentially impacting upon neighbouring properties.	<p><b>Do not agree</b></p> <p>While the ground floor of dwelling 2 does have a closer setback to the boundary than previous versions of the plans, the wall is still setback 4.1 metres and meets the requirements of Clause 55.</p>
Bin enclosure for dwellings 1-2 appears to be quite small. Concerns there may not be adequate space for all bins.	<p><b>Agree</b></p> <p>The bin enclosure shown to cater for dwelling 1 and dwelling 2 is not adequate, nor is it located on common property that would allow dwelling 2 to use it. These concerns will be addressed as part of further amendments included in the conditions of any permit issued.</p>
Waste collection/storage points adjacent neighbouring properties	<p><b>Partially agree</b></p> <p>While the bin storage/collection point for Dwellings 3/4 is currently located a minimum of 5.4 metres from the eastern common boundary, there is capacity of this area to be retained in a similar area however relocated so as to be set further away from the eastern property boundary. An amended plans condition will require the bin storage area be relocated to be adjacent to the garage of Dwelling 4 (see below mark-up) meaning it will be in excess of 12.5 metres from the property boundary thereby further reducing any potential amenity impacts on neighbouring properties.</p> 
Increased traffic causing pedestrian conflict within the laneways and concern that multiple tenants within single dwellings will contribute to a shortage of car parking within the site.	<p><b>Partially agree</b></p> <p>Increased traffic in the laneway without appropriate upgrades may cause conflict with other users and contribute to degradation and</p>

	<p>maintenance issues. Upgrades will be sought as part of any permit issued.</p> <p>Car parking has been provided in accordance with Clause 52.06 and it is unreasonable for Council officers to request additional car parking to that which has been provided as this would go beyond what the planning scheme requires.</p>
Stormwater solutions can't be met without the paving and sealing of the right of way laneway, which has not been suitably expressed as being undertaken as part of the application documents.	<p><b>Partially agree</b></p> <p>Upgrades to the laneway would be likely to include improved drainage solutions that would compliment stormwater management on the subject site.</p>
Concerns of maintenance with right of way laneway and the damage of additional traffic, requiring the lane to be properly constructed and sealed, with a further request that the laneway be designated a one-way lane.	<p><b>Agree</b></p> <p>Increased traffic in the laneway without appropriate upgrades may cause conflict with other users and contribute to degradation and maintenance issues. Upgrades will be sought as part of any permit issued.</p> <p>Any need for the lane to be designated as one-way would need to be considered by Council's traffic engineers.</p>
Blocking of views.	<p><b>Partially agree</b></p> <p>While it is recognised that the extent of some views will be impacted, the views are not protected, with view sharing being the policy direction relevant to consideration. View sharing has been considered in the design, with further amendments to be necessary to ensure tall trees proposed to be located in the view corridors are removed from the landscape plan.</p> <p>Additionally the Block 2 –East Elevation depicts the outline of the existing shed on the site which demonstrates that the portion of the development closest to the view lines site within the existing obstructions located on the land.</p>
Overlooking concerns.	<p><b>Do not agree</b></p> <p>The proposal meets the overlooking requirements of Clause 55. An amended plans condition will require information on the overlooking plan be carried across to the site plan to ensure consistence with all documents.</p>
Noise concerns, including construction noise for shift workers living in the area, but also noise from increased density.	<p><b>Do not agree</b></p> <p>The proposed use is residential and construction within a residential area for this purpose must be allowed to occur within daylight hours.</p>

Property damage from illegal parking during holiday periods.	<p><b>Do not agree</b></p> <p>Car parking has been provided in accordance with Clause 52.06 and it is unreasonable for Council officers to request additional car parking to that which has been provided.</p> <p>Any illegal parking should be referred to Council's local laws department, or the police where relevant.</p>
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While many of the grounds of objections raised are valid points of concern, these will generally be able to be addressed through minor amendments to the development plans and requirements for infrastructure upgrades. The grounds of objection do not warrant refusal of the application.

## Conclusion

It is concluded that the purpose of the zone, particular provisions, orderly planning, and other considerations as listed have been assessed, and that, subject to conditions including minor amendments, the proposal is generally compliant. As a result of the above, the recommendation below has been reached.

## Recommendation

### Notice of Decision to Grant a Planning Permit

That council:

- having caused notice of Planning Application No. PP2023-0133 to be given under Section 52 of the *Planning and Environment Act 1987*

having considered all the matters required of *the Planning and Environment Act 1987* decides to grant a Notice of Decision to Grant a Planning Permit under the provisions of the Warrnambool Planning Scheme in respect of the land known and described as 93 – 97 Nicholson Street WARRNAMBOOL 3280, S2 & S3 on PS636480L, for the construction of 12 dwellings and 12 lot subdivision of the land, in accordance with the endorsed plans, subject to the following conditions:

### Compliance with documents approved under this permit

1. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.

### Approved and endorsed plans – changes required

2. Before the development starts, plans must be approved and endorsed by the responsible authority. The plans must:
  - a. be prepared to the satisfaction of the responsible authority
  - b. be drawn to scale with dimensions
  - c. submitted in electronic form
  - d. be generally in accordance with the plans forming part of the application and identified as *Proposed Townhouses, 93-97 Nicholson Street Warrnambool Vic 3280, Revision O, prepared by Mark Conlan Builder & Designer (02/04/2025) and Waste Management Plan & Operations Guide, Multiunit Townhouse Development, 93-97 Nicholson St, Warrnambool, Version 1.0, prepared by Low Impact Development Consulting (19/11/2024)*, but amended to show the following details:



- i. Alterations to the internal layout of the dwellings on proposed Lots 8, 9, 10 and 11 to provide for internal (non-garage) access from each of the ground floor bedrooms to the living areas that form part of that dwelling. This may require revisions to other dwellings to increase the width of each of the above-mentioned lots.
- ii. Remove roofed alfresco areas at ground floor level for dwellings on proposed Lots 5, 8, 9, 10 and 11 to allow for better access to daylight for habitable rooms on the ground floor. These could be replaced with open-air pergolas.
- iii. Provide at least 6 cubic metres of externally accessible, secure storage space in the rear private open space of Lots 2, 3, 6, 7, 8, 9, 10 and 11.
- iv. Demonstrate compliance with standard B22. This may require the introduction of additional window screening.
- v. The east facing upper level windows of Lot 1-4 show to have obscure glazed windows to reflect the note on the overlooking plan.
- vi. Provide a bin storage area for proposed Lot 2. It is noted that there is currently space for six bins on Lot 1, however this is not a large enough area to contain eight bins and is not currently shown as a common property area that can be legally used by the residents of Lot 2.
- vii. Proposed laneway extension shown to extend to the north western corner of the subject site and a note added to the plan/s that upgrades will be in accordance with council standards.
- viii. Revise the Waste Management Plan that:
  - Is revised to reflect the 12 dwelling proposal.
  - Bin storage/collection point 2 relocated to be adjacent the garage of Dwelling 4.
  - Amends Section 2.5 to reflect Council's 4-bin system.
- ix. Revise the landscape plan to remove tall trees (anything with a mature height above 5 metres) from view corridors.

### Section 173 agreement

3. Before the development commence the Section 173 Agreement contained in Instrument AL296674V in the Register of Titles is to be ended and a new agreement entered into with the responsible authority under. The agreement must provide the following:
  - The buildings and works approved under Planning Permit (PP2023-0133) must be completed to the satisfaction of the responsible authority.

The owner of the land must pay all of the legal costs and expenses of this agreement, including preparation, execution and registration on title.

### Layout Not Altered

4. The layout of the development must not be altered from the layout on the approved and endorsed plans without the written consent of the responsible authority.

### Statement of Compliance

5. Prior to issue of the Statement of Compliance under the Subdivision Act 1988, buildings and works approved for the proposed new dwellings under this Planning Permit (PP2023-0133) must be substantially completed (eg completion of the framework) to the satisfaction of the Responsible Authority.



**New vehicle crossing**

6. Before the development is occupied any new vehicular crossing(s) must be constructed to the satisfaction of the responsible authority.

**Vehicle Access**

7. Access to, and egress from the land must only be at the vehicular ingress and egress points shown on the endorsed plans.

The responsible authority may consent in writing to vary these ingress and egress points.

**Completion of Landscaping**

8. Before the development is occupied the landscaping shown on the approved landscape plan must be carried out and completed to the satisfaction of the responsible authority.

The responsible authority may consent in writing to vary this requirement.

**Payment in lieu of open space provision under Subdivision Act 1988**

9. Before the Statement of Compliance is issued under the *Subdivision Act 1988*, the applicant or owner must pay a monetary contribution for public open space of 5 per cent in accordance with a decision of the Council made under section 18 of the *Subdivision Act 1988*.

The public open space contribution will include land developed and subdivided in Stage 1 of the subdivision permitted by planning permit PP2013-0113.

The responsible authority may delay the time for payment of the monetary contribution by agreement in writing with the applicant or owner

**Reticulated services**

10. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, and electricity to each lot shown on the endorsed plan in accordance with the authorities' requirements and relevant legislation at the time.

**Telecommunications**

11. The owner of the land must enter into an agreement with:
  - a. a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
  - b. a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network (NBN) will not be provided by optical fibre.
12. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:



- a. a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the item; and
- b. a suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

### Powercor

13. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.
14. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.  
**Notes:** Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.
15. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).  
**Notes:** Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

### Downer Utilities

16. The plan of subdivision submitted for certification must be referred to AusNet Gas Services in accordance with Section 8 of the Subdivision Act 1988.

### Wannon Water

17. The developer must at their own cost provide the required water supply works necessary to serve the proposed development and each of the lots created by the Plan of Subdivision.
18. The developer must at their own cost provide the required sewerage works necessary to serve the proposed development and each of the lots created by the Plan of Subdivision.
19. The developer at their own cost must carry out any internal works necessary to eliminate water supply pipework from crossing any adjoining lot boundary created by the plan of subdivision.
20. Easements and/or other notations are to be shown on the endorsed plan to the satisfaction of Wannon Water for the provision of both existing and proposed water and/or sewerage services.
21. The plan of Subdivision submitted for certification must be referred to Wannon Water in accordance with Section 8 of the Subdivision Act.

### Engineering

#### Stormwater Management Plan (SWMP)



22. Before the commencement of any construction activity or occupation and/or use of the site (whichever occurs first), a detailed Stormwater Management Plan (SWMP) consisting of a report including computations and separate construction drawings, shall be submitted to and endorsed by the Responsible Authority. The stormwater works must be designed in accordance with the current Responsible Authority's Design Guidelines, the endorsed application plans must include:
- Identification of any existing drainage on the site.
  - Details of how the works on the land are to be drained and/or retarded.
  - Computations in support of the proposed drainage.
  - A proposed Legal Point of Discharge for each lot.
  - An underground drainage system to convey minor flows (as defined by the IDM) to the drainage outfall for the development.
  - Details of how the storm water discharge from the development will be limited such that post development flows for the 10% and the 1% AEP do not exceed pre development flows.
  - Details and measures to enhance stormwater discharge quality from the site and protect downstream waterways and groundwater.
  - Where residential tank systems, and/or below ground soakage pits, and/or drainage pits and or/ swales are included in the stormwater treatment train for the development, agreements to the satisfaction of Council for the provision and maintenance of these systems.
  - Evidence that storm water runoff resulting from a 1% AEP storm event is able to pass through the development via reserves and/or easements, or be retained within lots without causing damage or nuisance to adjoining lots.
  - Where interim or temporary works are proposed, details on how these interim or temporary works will integrate with the ultimate drainage systems.
  - Where drainage is required to be conveyed across privately owned land, easements to be created or, demonstration that the consent of the landholder has been provided.
  - Maintenance schedules for treatment elements.
  - A separate set of construction drawings for endorsement;
  - Where stormwater from the development is to discharge into a designated waterway or floodplain, evidence that the CMA has provided approval for the proposed outfall.

#### Stormwater Works

23. The endorsed Stormwater Management Plan is to be implemented to the satisfaction of the Responsible Authority prior to the use or occupation of the development (whichever occurs first).

#### Common Property

24. Before a Statement of Compliance is issued under the Subdivision Act 1988 or use/occupation of the development, the common property within the development shall be constructed, and drained to the satisfaction of the Responsible Authority. The common property must allow for vehicles to enter and exit the road in a forward direction and provide Street lighting at the intersection of Road - 086.

#### Waste Management Plan

25. Prior to commencement of any works, a Waste Management Plan for the development must be submitted and approved by the Responsible Authority. The Waste Management Plan must detail

how all waste and recyclables generated by the development are sorted, stored on site and how waste collection trucks may access the site and empty waste, recycling, glass and FOGO containers.

#### External Works Plans

26. Before any road and/ or drainage works associated with the development start, Detailed Construction Plans must be submitted to and endorsed by the responsible authority. The Construction Plans should be generally in accordance with any endorsed permit plan and the Infrastructure Design Manual IDM. When endorsed the construction plans will then form part of the permit. The plans must be undertaken under the supervision of a registered civil engineer, drawn to scale with dimensions and be in accordance with Council's current Design Guidelines. The plans must include construction of Road - 086 from the existing seal to Road -087 as defined in the Warrnambool City Council Register of Public Roads.

#### External Construction Works

27. All works shown on the endorsed construction plans must be constructed in accordance with the plans before the issue of a Statement of Compliance or use/occupation of the development to the satisfaction of the responsible authority.

#### Defects Liability Period (DLP) and Bond – External Works

28. Before the issue of Practical completion of any external works a Defects Liability Bond is to be lodged with Council. The bond is to be for a monetary value of 5% of the endorsed total estimated construction cost of works in road reserves, other public reserves, Council easements or Council managed land as shown on endorsed Construction / Landscape / Stormwater / Lighting Plans. This bond will be released following a satisfactory inspection:
- 12 months after practical completion of a road infrastructure;
  - 12 months after practical completion of underground drainage;
  - 24 months after practical completion of open drainage; and
  - 24 months after practical completion of landscaping.

#### Design Checking and Supervision Fee – External Works

29. Before the issue of Practical completion of any external works, the applicant must make payment of a fee for design checking and construction supervision of works in Road Reserves, Council easements, other Council reserves or Council managed land. The fee will be based on the endorsed total estimated construction cost of the works in the reserve / easement / Council managed land as shown on the endorsed Construction/Landscape/Stormwater/Lighting Plans. The construction cost estimate is to include, but not be limited to, road and drainage infrastructure, landscaping, public lighting and compliance testing. The fee is to be 3.25 % of the endorsed estimated cost.

#### As-Constructed Plans External Works

30. Prior to the issue of Statement of Compliance or Certificate of Occupancy, the applicant must submit As-Constructed Plans of External Works in accordance with A-SPEC specifications to the satisfaction of the Responsible Authority.

Construction Management Plan (Project Management Plan)

31. Before the commencement of any works for each stage of the development (including any preliminary site preparation and establishment works, demolition or material removal) a Project Management Plan to the satisfaction of the Responsible Authority must be submitted for review.

The Project Management Plan must include and address the following:

- a. Health & Safety Management Plan
  - i. Description of Works
  - ii. Site Security / Signage
  - iii. Worksite Safety / Public Safety
- b. Environmental Management Plan (EMP) in accordance with the Environment Protection Authority document Environmental Guidelines for Major Construction Sites, February 1996 or its successor document, including:
  - i. Operating Hours, Noise and Vibration Controls;
  - ii. Air and Dust Management;
  - iii. Stormwater and Sediment Control;
  - iv. Waste and Materials Reuse Management;
  - v. Amenity Considerations;
  - vi. Protection Zones (Flora, Fauna, Weeds, Pests and Cultural Heritage)
- c. Construction Management Plan
  - i. Company Structure / Site Contacts
  - ii. Company Policies (if applicable)
  - iii. Responsible Authority Approvals
  - iv. Insurances
  - v. Asset Condition Report
  - vi. Quality Management
  - vii. Construction Program
- d. Traffic Management Plan.
  - i. Traffic Guidance Schemes
  - ii. Site Compound Map
  - iii. WCC Road Reserve Works Permit
  - iv. Department of Transport MoA (if applicable)

32. The Construction Management Plan must be implemented to the satisfaction of the responsible authority for the duration of the works. The Warrnambool City Council template may be used if completed correctly and in full.

Quality Assurance

33. Throughout construction works, the Contractor or Developer's Representative is responsible for completion of Inspection and Test Plan (ITP) and Hold Point documentation to the satisfaction of the Responsible Authority. Completed ITP documentation is to be submitted prior to Practical Completion.

**Works within Boundaries**

34. All works must occur within the title boundary of the subject site and no disturbance to any adjoining property shall occur as a result of this application to the satisfaction of the responsible authority.

### Commencement of Permit

35. This permit will operate from the issued date of this permit.

### Expiry – Development

36. This permit as it relates to development (buildings & works) will expire if one of the following circumstances applies:
- a) The development is not started within 2 years of the issued date of this permit.
  - b) The development is not completed within 4 years of the issued date of this permit.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

### Expiry – Subdivision

37. This permit as it relates to development (subdivision) will expire if one of the following circumstances applies:
- a) The plan of subdivision has not been certified under the *Subdivisions Act 1988* within 2 years of the issued date of this permit.
  - b) A statement of compliance is not issued within 5 years of the date of certification

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

### Notes:

(This does not form part of this permit)

➤ Road Reserve Works Permit

Before the commencement of any works within the road reserve, a Road Reserve Works Permit must be obtained by council. All conditions on the permit must be complied with.

➤ Asset Protection Permit

Before the commencement of any physical works to the site, an Asset Protection Permit must be obtained from Council. This purpose of this permit is to protect Council assets from damage which can result from the works and from the movement of heavy equipment and materials on and off the site. All conditions on the Permit must be complied with.

➤ Discharge of Polluted Water

Polluted drainage must be treated and/or absorbed on the lot from which it emanates to the satisfaction of the Responsible Authority.

Polluted drainage must not be discharged beyond the boundaries of the lot from which it emanates or into a watercourse or easement drain.

Refer to Environment Protection Authority Victoria (EPA) guidelines.

➤ ResCode Assessment

The development has been assessed against the standards and objectives of Clause 55.

➤ Limitations



This planning permit does not grant approval under the Building Act 1993.

➤ Wannon Water

The developer is to ensure all proposed buildings (or any overhang) and other infrastructure are clear of existing sewer easements and at least 1 metre horizontally clear of the outside edge of existing sewers and water mains on or adjacent to the property.

The developer is to enter into an agreement with Wannon Water and for payment of the new customer contributions and subdivision fees applicable to the lots created.

The developer must obtain the necessary consents and approvals for alteration to, or connection of on-site plumbing.

Planner Responsible:

Delegate:

Signature:

Signature:

Date:

Date:

## Delegate Notes

As required.





## ATTACHMENT 1 - Assessment - Two or More Dwellings on a Lot and Residential Buildings (Clause 55)

Refer to Clause 55 of the Planning Scheme for objectives, decision guidelines and a full description of standards.

**APPLICATION:** PP2023-0133

**ADDRESS:** 93 – 97 Nicholson Street WARRNAMBOOL 3280

CLAUSE 55.02 NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE		
Objective	Standard	Assessment
<b>Neighbourhood Character</b> To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.  To ensure that development responds to the features of the site and the surrounding area	<b>Standard B1</b> Appropriate design response to the neighbourhood and site.  Design respects the existing or preferred neighbourhood character & responds to site features.	<b>✓ Complies</b> Supplied by the applicant.
<b>Residential Policy</b> To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework.  To support medium densities in areas where development can take advantage of public transport and community infrastructure and services.	<b>Standard B2</b> An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the Municipal Planning Strategy and the Planning Policy Framework.	<b>✓ Complies</b> Supplied by the applicant.
<b>Dwelling Diversity</b>	<b>Standard B3</b>	<b>✗ Does not comply</b> While dwellings with different numbers of bedrooms have been provided, no dwellings contain a kitchen, bath or shower, and a toilet and wash basin at ground



<p>To encourage a range of dwelling sizes and types in developments of ten or more dwellings.</p>	<p>Developments of ten or more dwellings should provide a range of dwelling sizes and types, including:</p> <ul style="list-style-type: none"> <li>▪ Dwellings with a different number of bedrooms.</li> <li>▪ At least one dwelling containing a kitchen, bath or shower, and a toilet and wash basin at ground floor level.</li> </ul>	<p>floor level. While this is not ideal, there are dwellings with a kitchen and toilet at ground level and most of these dwellings would allow for alterations to include a shower on the ground level with the kitchen if it were necessary.</p>
<p><b>Infrastructure</b></p> <p>To ensure development is provided with appropriate utility services and infrastructure.</p> <p>To ensure development does not unreasonably overload the capacity of utility services and infrastructure.</p>	<p><b>Standard B4</b></p> <p>Development should be connected to reticulated services, including reticulated sewerage, drainage and electricity, if available.</p> <p>Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.</p> <p>In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.</p>	<p>✓ <b>Complies</b></p> <p>The development has access to reticulated services and will not overload capacity.</p>
<p><b>Integration with the Street</b></p> <p>To integrate the layout of development with the street.</p>	<p><b>Standard B5</b></p> <p>Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.</p> <p>Development should be oriented to front existing and proposed streets.</p> <p>High fencing in front of dwellings should be avoided if practicable.</p> <p>Development next to existing public open space should be laid out to complement the open space.</p>	<p>✓ <b>Complies - Subject to condition</b></p> <p>While the site has adequate access to the existing transport network, in order to ensure the development does not cause conflict within the existing laneway network to the west of the subject site it will be required that the laneway along the western boundary of the site be upgraded to the requirements of Council's development engineers.</p>

CLAUSE 55.03 SITE LAYOUT AND BUILDING MASSING		
Objective	Standard	Assessment
<b>Street Setback</b> To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.	<b>Standard B6</b> Walls of buildings should be set back from streets: <ul style="list-style-type: none"> <li>At least the distance specified in a schedule to the zone, or</li> <li>If no distance is specified in a schedule to the zone, the distance specified in Table B1.</li> </ul> Porches, pergolas and verandahs that are less than 3.6 metres high and eaves may encroach not more than 2.5 metres into the setbacks of this standard.	<b>✓ Complies</b> The front setback to Nicholson Street complies.
<b>Building height</b> To ensure that the height of buildings respects the existing or preferred neighbourhood character.	<b>Standard B7</b> The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land.  If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.	<b>✓ Complies</b> The proposal meets the standard with the maximum height in the zone of 11 metres or three storey.
<b>Site Coverage</b> To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.	<b>Standard B8</b> The site area covered by buildings should not exceed: <ul style="list-style-type: none"> <li>The maximum site coverage specified in a schedule to the zone, or</li> <li>If no maximum site coverage is specified in a schedule to the zone, 60 per cent.</li> </ul>	<b>✓ Complies</b> The proposal meets the standard with the site coverage of the development being 36 percent.
<b>Permeability and stormwater management</b> To reduce the impact of increased stormwater run-off on the drainage system.	<b>Standard B9</b> The site area covered by the pervious surfaces should be at least:	<b>✓ Complies</b> Conditions from Council's Development Engineers will ensure that stormwater is managed appropriately.

<p>To facilitate on-site stormwater infiltration.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p>	<ul style="list-style-type: none"> <li>• The minimum area specified in a schedule to the zone, or</li> <li>• If no minimum is specified in a schedule to the zone, 20 percent of the site.</li> </ul> <p>The stormwater management system should be designed to:</p> <ul style="list-style-type: none"> <li>• Meet the current best practice performance objectives for stormwater quality as contained in the <i>Urban Stormwater - Best Practice Environmental Management Guidelines</i> (Victorian Stormwater Committee, 1999).</li> <li>• Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.</li> </ul>	
<p><b>Energy efficiency objectives</b></p> <p>To achieve and protect energy efficient dwellings, residential buildings and small second dwellings.</p> <p>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</p>	<p><b>Standard B10</b></p> <p>Buildings should be:</p> <ul style="list-style-type: none"> <li>• Oriented to make appropriate use of solar energy.</li> <li>• Sited and designed to ensure that the energy efficiency of existing dwellings or small second dwellings on adjoining lots is not unreasonably reduced.</li> <li>• Sited and designed to ensure that the performance of existing rooftop solar energy systems on dwellings or small second dwellings on adjoining lots in a General Residential Zone, Neighbourhood Residential Zone or Township Zone are not unreasonably reduced. The existing rooftop solar energy system must exist at the date the application is lodged.</li> </ul> <p>Living areas and private open space should be located on the north side of the development, if practicable.</p>	<p><b>Variation required</b></p> <p>The characteristics of the subject site do not allow for optimal solar orientation or practical placement of outdoor public open space to be on the north side of the development.</p> <p>The proposed dwellings, subject to minor amendments, will provide a suitable outcome to allow for daylight to habitable rooms and areas of private open space where possible noting that the dwelling typology enable the use of balconies as the main area of open space for dwellings 5-11 which is located on the northern side of the building..</p>

	Developments should be designed so that solar access to north-facing windows is maximised.	
<b>Open space</b> To integrate the layout of development with any public and communal open space provided in or adjacent to the development.	<b>Standard B11</b> If any public or communal open space is provided on site, it should: <ul style="list-style-type: none"> <li>• Be substantially fronted by dwellings, where appropriate.</li> <li>• Provide outlook for as many dwellings as practicable.</li> <li>• Be designed to protect any natural features on the site.</li> <li>• Be accessible and useable.</li> </ul>	<b>✓ Complies</b> The communal open space provided is well-located for passive surveillance, accessibility and usability.
<b>Safety</b> To ensure the layout of development provides for the safety and security of residents and property.	<b>Standard B12</b> Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways.  Planting which creates unsafe spaces along streets and accessways should be avoided.  Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways.  Private spaces within developments should be protected from inappropriate use as public thoroughfares.	<b>✓ Complies</b> Entries to dwellings are well-located, and dwellings fronting common property provide an appropriate passive surveillance outcome.
<b>Landscaping</b> To encourage development that respects the landscape character of the neighbourhood.	<b>Standard B13</b> The landscape layout and design should: <ul style="list-style-type: none"> <li>• Protect any predominant landscape features of the neighbourhood.</li> </ul>	<b>✓ Complies</b> The landscape plan provided is generally acceptable however tall trees located in view corridors will need to be reconsidered to be short

<p>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.</p> <p>To provide appropriate landscaping.</p> <p>To encourage the retention of mature vegetation on the site.</p>	<ul style="list-style-type: none"> <li>• Take into account the soil type and drainage patterns of the site.</li> <li>• Allow for intended vegetation growth and structural protection of buildings.</li> <li>• In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.</li> <li>• Provide a safe, attractive and functional environment for residents.</li> </ul> <p>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood.</p> <p>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.</p> <p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</p> <p>Development should meet any additional landscape requirements specified in a schedule to the zone.</p>	<p>species to ensure view-sharing is maintained. This can be addressed via an amended plans condition</p>
<p><b>Access</b></p> <p>To ensure the number and design of vehicle crossovers respects the neighbourhood character.</p>	<p><b>Standard B14</b></p> <p>The width of accessways or car spaces should not exceed:</p> <ul style="list-style-type: none"> <li>• 33 per cent of the street frontage, or</li> <li>• if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage.</li> </ul> <p>No more than one single-width crossover should be provided for each dwelling fronting a street.</p> <p>The location of crossovers should maximise the retention of on-street car parking spaces.</p>	<p>✓ <b>Complies</b></p> <p>Access complies with the standard.</p>

	<p>The number of access points to a road in a Transport Zone 2 or a Transport Zone 3 should be minimised.</p> <p>Developments must provide for access for service, emergency and delivery vehicles.</p>	
<p><b>Parking location</b></p> <p>To provide convenient parking for resident and visitor vehicles.</p> <p>To protect residents from vehicular noise within developments.</p>	<p><b>Standard B15</b></p> <p>Car parking facilities should:</p> <ul style="list-style-type: none"> <li>• Be reasonably close and convenient to dwellings and residential buildings.</li> <li>• Be secure.</li> <li>• Be well ventilated if enclosed.</li> </ul> <p>Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5 metres from the windows of habitable rooms.</p> <p>This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.</p>	<p>✓ <b>Complies</b></p> <p>Parking is well-located and meets the requirements of the standard.</p>

CLAUSE 55.04 AMENITY IMPACTS		
Objective	Standard	Assessment
<p><b>Side and rear setbacks</b></p> <p>To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings or small second dwellings.</p>	<p><b>Standard B17</b></p> <p>A new building not on or within 200mm of a boundary should be set back from side or rear boundaries:</p> <ul style="list-style-type: none"> <li>• At least the distance specified in a schedule to the zone, or</li> <li>• If no distance is specified in a schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</li> </ul>	<p>✗ <b>Does not comply – variation sought</b></p> <p>It is noted that the side setback from the dwelling on Lot 12 to the western laneway boundary does not meet the standard.</p> <p>In considering this, it has been assessed that the reduced side setback does not have the potential to impact the amenity of any dwellings or negatively impact the public realm.</p> <p>The side and rear setbacks as proposed are considered acceptable.</p>

	<p>Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.</p> <p>Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.</p>	
<p><b>Walls on boundaries</b></p> <p>To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings or small second dwellings.</p>	<p><b>Standard B18</b></p> <p>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of lot should not about the boundary:</p> <ul style="list-style-type: none"> <li>• For a length of more than the distance specified in a schedule to the zone; or</li> <li>• If no distance is specified in a schedule to the zone, for a length of more than: <ul style="list-style-type: none"> <li>○ 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or</li> <li>○ Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports whichever is the greater.</li> </ul> </li> </ul> <p>A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary.</p>	<p>✓ <b>Complies</b></p> <p>The proposal complies with the standard, with no new walls proposed to be constructed on existing side or rear boundaries.</p>



	<p>A building on a boundary includes a building set back up to 200mm from a boundary.</p> <p>The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.</p>	
<p><b>Daylight to existing windows</b> To allow adequate daylight into existing habitable room windows.</p>	<p><b>Standard B19</b> Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot.</p> <p>Walls or carports more than 3 metres in height opposite an existing habitable room window should be set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window.</p> <p>Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window.</p>	<p>✓ <b>Complies</b> The proposal complies with the standard.</p>
<p><b>North-facing windows</b> To allow adequate solar access to existing north-facing habitable room windows.</p>	<p><b>Standard B20</b> If a north-facing habitable room window of an existing dwelling or small second dwelling is within 3 metres of a boundary on an abutting lot, a building should be setback from the boundary 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres,</p>	<p>✓ <b>Complies</b> The proposal complies with the standard.</p>

	for a distance of 3 metres from the edge of each side of the window. A north-facing window is a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east.	
<b>Overshadowing open space</b> To ensure buildings do not significantly overshadow existing secluded private open space.	<b>Standard B21</b> Where sunlight to the secluded private open space of an existing dwelling or small second dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September.  If existing sunlight to the secluded private open space of an existing dwelling or small second dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.	<b>✓ Complies</b>  The development plan package includes a set of overshadowing diagrams that show any new overshadowing of existing areas of SPOS on neighbouring properties would be limited and only marginally extend beyond the existing boundary fence shadow and is also restricted to the later afternoon.  It is noted that this standard applies to existing areas of SPOS so does not consider the areas proposed within the development site.
<b>Overlooking</b> To limit views into existing secluded private open space and habitable room windows.	<b>Standard B22</b> A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling or small second dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.  A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of an existing dwelling or small second dwelling within a horizontal distance of 9 metres (measured at ground	<b>✓ Complies</b>  The proposal complies with the standard by way of appropriately located windows or the use of high-level windows and/or screening to limit views into sensitive areas of adjoining properties.

	<p>level) of the window, balcony, terrace, deck or patio should be either:</p> <ul style="list-style-type: none"> <li>• Offset a minimum of 1.5 metres from the edge of one window to the edge of the other.</li> <li>• Have sill heights of at least 1.7 metres above floor level.</li> <li>• Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level.</li> <li>• Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.</li> </ul> <p>Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.</p> <p>Screens used to obscure a view should be:</p> <ul style="list-style-type: none"> <li>• Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels.</li> <li>• Permanent, fixed and durable.</li> <li>• Designed and coloured to blend in with the development.</li> </ul> <p>This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.</p>	
<p><b>Internal views</b></p> <p>To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.</p>	<p><b>Standard B23</b></p> <p>Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.</p>	<p>✓ <b>Complies – subject to condition</b></p> <p>The plans have provided overlooking diagrams however they do not clearly demonstrate that overlooking on the adjoining internal areas of POS, particularly of dwellings</p>

<p><b>Noise impacts</b></p> <p>To contain noise sources in developments that may affect existing dwellings or small second dwellings.</p> <p>To protect residents from external noise.</p>	<p><b>Standard B24</b></p> <p>Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings or small second dwellings.</p> <p>Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take account of noise sources on immediately adjacent properties.</p> <p>Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.</p>	<p>✓ <b>Complies</b></p> <p>The proposal complies with the standard.</p>
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CLAUSE 55.05 ONSITE AMENITY AND FACILITIES		
Objective	Standard	Assessment
<p><b>Accessibility</b></p> <p>To encourage the consideration of the needs of people with limited mobility in the design of developments.</p>	<p><b>Standard B25</b></p> <p>The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.</p>	<p>✓ <b>Complies</b></p> <p>The proposal will be required to meet the requirements of the relevant building regulations. It is noted that all dwellings have at grade entries and there are a mixture of dwelling types with either living areas or bedrooms at the ground level.</p>
<p><b>Dwelling entry</b></p> <p>To provide each dwelling or residential building with its own sense of identity.</p>	<p><b>Standard B26</b></p> <p>Entries to dwellings and residential buildings should:</p> <ul style="list-style-type: none"> <li>• Be visible and easily identifiable from streets and other public areas.</li> <li>• Provide shelter, a sense of personal address and a transitional space around the entry.</li> </ul>	<p>✓ <b>Complies</b></p> <p>Each dwelling has an entry visible from a street or common property area, and provides a sense of address and transitional space around the entry.</p>
<p><b>Daylight to new windows</b></p> <p>To allow adequate daylight into new habitable room windows.</p>	<p><b>Standard B27</b></p> <p>A window in a habitable room should be located to face:</p>	<p>✗ <b>Does not comply</b></p> <p>Variations will be required to alter the outdoors areas of some dwellings to replace alfresco areas with open pergolas, particularly where habitable room</p>

	<ul style="list-style-type: none"> <li>• An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or</li> <li>• A verandah provided it is open for at least one third of its perimeter, or</li> <li>• A carport provided it has two or more open sides and is open for at least one third of its perimeter.</li> </ul>	windows are located on the south of dwellings with no other access to natural light.
<b>Private open space</b> To provide adequate private open space for the reasonable recreation and service needs of residents.	<b>Standard B28</b> A dwelling or residential building should have private open space of an area and dimensions specified in a schedule to the zone.  If no area or dimensions are specified in a schedule to the zone, a dwelling or residential building should have private open space consisting of: <ul style="list-style-type: none"> <li>• An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or</li> <li>• A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or</li> <li>• A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room.</li> </ul> The balcony requirements in Clause 55.05-4 do not apply to an apartment development.	<b>✓ Complies</b> The proposal complies with the standard with dwellings provided with areas of SPOS in the form of ground level space and balconies which area directly accessible from living areas.
<b>Solar access to open space</b>	<b>Standard B29</b>	<b>✗ Does not comply</b>



To allow solar access into the secluded private open space of new dwellings and residential buildings.	<p>The private open space should be located on the north side of the dwelling or residential building, if appropriate.</p> <p>The southern boundary of secluded private open space should be set back from any wall on the north of the space at least <math>(2 + 0.9h)</math> metres, where 'h' is the height of the wall.</p>	Due to the orientation of the lot there is limited opportunity for north-orientated secluded private open space for some lots. Where secluded open space cannot gain access to of five hours of sunlight between 9 am and 3 pm on 22 September there are balconies and other areas that will provide an outdoor option that has solar access. Required amendments will also improve daylight to ground floor habitable room windows on southern elevations.
<b>Storage</b> To provide adequate storage facilities for each dwelling.	<b>Standard B30</b> Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.	<b>* Does not comply</b> Amendments will be required to provide at least 6 cubic metres of externally accessible, secure storage space within the private open space of dwellings that don't have outdoor pedestrian access to garage storage areas.

CLAUSE 55.06 DETAILED DESIGN		
Objective	Standard	Assessment
<b>Design detail</b> To encourage design detail that respects the existing or preferred neighbourhood character.	<b>Standard B31</b> The design of buildings, including: <ul style="list-style-type: none"> <li>• Facade articulation and detailing,</li> <li>• Window and door proportions,</li> <li>• Roof form, and</li> <li>• Verandahs, eaves and parapets,</li> <li>• should respect the existing or preferred neighbourhood character.</li> </ul> Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character.	<b>✓ Complies</b> The buildings proposed are well-articulated with appropriately proportioned external elements that respect the surrounding character.
<b>Front fences</b>	<b>Standard B32</b>	<b>✓ Complies</b> The proposal complies with the standard.

To encourage front fence design that respects the existing or preferred neighbourhood character	<p>A front fence within 3 metres of a street should not exceed:</p> <ul style="list-style-type: none"> <li>• The maximum height specified in a schedule to the zone, or</li> <li>• If no maximum height is specified in a schedule to the zone, the maximum height specified in Table B3.</li> </ul>	
<p><b>Common property</b></p> <p>To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained.</p> <p>To avoid future management difficulties in areas of common ownership.</p>	<p><b>Standard B33</b></p> <p>Developments should clearly delineate public, communal and private areas.</p> <p>Common property, where provided, should be functional and capable of efficient management.</p>	<p>✓ <b>Complies</b></p> <p>Common areas are well-defined and will be used managed and available to all lots within the development. Clarification on the bin area for Lots 1 and 2 will be required as part of conditions.</p>
<p><b>Site services</b></p> <p>To ensure that site services can be installed and easily maintained.</p> <p>To ensure that site facilities are accessible, adequate and attractive.</p>	<p><b>Standard B34</b></p> <p>The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically.</p> <p>Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.</p> <p>Bin and recycling enclosures should be located for convenient access by residents.</p> <p>Mailboxes should be provided and located for convenient access as required by Australia Post.</p>	<p>✓ <b>Complies – subject to conditions</b></p> <p>Services are available, and mailboxes have been shown on the development plans.</p> <p>Clarification on the bin area for Lots 1 and 2 will be required as part of conditions, with minor alterations likely to be required.</p>

Planner Responsible:            Nick Legoe	Supervisor:
Signature:	Signature:
Date:	Date:



## ATTACHMENT 2 - Assessment Table – Residential Subdivision (Clause 56)

Refer to Clause 56 of the Planning Scheme for objectives, decision guidelines and a full description of standards.

**APPLICATION:** PP2023-0133

**ADDRESS:** 93 – 97 Nicholson Street WARRNAMBOOL 3280

CLAUSE 56.03 LIVEABLE AND SUSTAINABLE COMMUNITIES		
Objective	Standard	Assessment
<b>Neighbourhood character</b> To design subdivisions that respond to neighbourhood character.	<b>Standard C6</b> Subdivision should: <ul style="list-style-type: none"> <li>Respect the existing neighbourhood character or achieve a preferred neighbourhood character consistent with any relevant neighbourhood character objective, policy or statement set out in this scheme.</li> <li>Respond to and integrate with the surrounding urban environment.</li> <li>Protect significant vegetation and site features.</li> </ul>	<b>✓ Complies</b> The proposal integrates with the existing urban environment, with two-storey contemporary dwellings presenting to the public realm, and high density development being located to the centre of the site.

CLAUSE 56.04 LOT DESIGN		
Objective	Standard	Assessment
<b>Lot diversity and distribution</b> To achieve housing densities that support compact and walkable neighbourhoods and	<b>Standard C7</b> A subdivision should implement any relevant housing strategy, plan or policy for the area set out in this scheme.	<b>✓ Complies</b> The proposal provides for a variety of housing types at a density that will allow additional

<p>the efficient provision of public transport services.</p> <p>To provide higher housing densities within walking distance of activity centres.</p> <p>To achieve increased housing densities in designated growth areas.</p> <p>To provide a range of lot sizes to suit a variety of dwelling and household types.</p>	<p>Lot sizes and mix should achieve the average net residential density specified in any zone or overlay that applies to the land or in any relevant policy for the area set out in this scheme.</p> <p>A range and mix of lot sizes should be provided including lots suitable for the development of:</p> <ul style="list-style-type: none"> <li>• Single dwellings.</li> <li>• Two dwellings or more.</li> <li>• Higher density housing.</li> <li>• Residential buildings and Retirement villages.</li> </ul> <p>Unless the site is constrained by topography or other site conditions, lot distribution should provide for 95 per cent of dwellings to be located no more than 400 metre street walking distance from the nearest existing or proposed bus stop, 600 metres street walking distance from the nearest existing or proposed tram stop and 800 metres street walking distance from the nearest existing or proposed railway station.</p> <p>Lots of 300 square metres or less in area, lots suitable for the development of two dwellings or more, lots suitable for higher density housing and lots suitable for Residential buildings and Retirement villages should be located in and within 400 metres street walking distance of an activity centre.</p>	<p>opportunities for people to live within close proximity to jobs, services and community spaces.</p>
<p><b>Lot area and building envelopes</b></p> <p>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</p>	<p><b>Standard C8</b></p> <p>An application to subdivide land that creates lots of less than 300 square metres should be accompanied by information that shows:</p> <ul style="list-style-type: none"> <li>• That the lots are consistent or contain building envelope that is consistent with a development approved under this scheme, or</li> </ul>	<p>- <b>N/A</b></p> <p>The application includes the development of dwellings on each of the lots proposed.</p>



	<ul style="list-style-type: none"> <li>That a dwelling may be constructed on each lot in accordance with the requirements of this scheme.</li> </ul> <p>Lots of between 300 square metres and 500 square metres should:</p> <ul style="list-style-type: none"> <li>Contain a building envelope that is consistent with a development of the lot approved under this scheme, or</li> <li>If no development of the lot has been approved under this scheme, contain a building envelope and be able to contain a rectangle measuring 10 metres by 15 metres, or 9 metres by 15 metres if a boundary wall is nominated as part of the building envelope.</li> </ul> <p>If lots of between 300 square metres and 500 square metres are proposed to contain dwellings that are built to the boundary, the long axis of the lots should be within 30 degrees east and 20 degrees west of north unless there are significant physical constraints that make this difficult to achieve.</p> <p>Lots greater than 500 square metres should be able to contain a rectangle measuring 10 metres by 15 metres, and may contain a building envelope.</p> <p>A building envelope may specify or incorporate any relevant siting and design requirement. Any requirement should meet the relevant standards of Clause 54, unless:</p> <ul style="list-style-type: none"> <li>The objectives of the relevant standards are met, and</li> <li>The building envelope is shown as a restriction on a plan of subdivision registered under the Subdivision Act 1988, or is specified as a covenant in an agreement under Section 173 of the Act.</li> </ul>	
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	<p>Where a lot with a building envelope adjoins a lot that is not on the same plan of subdivision or is not subject to the same agreement relating to the relevant building envelope:</p> <ul style="list-style-type: none"> <li>• The building envelope must meet Standards A10 and A11 of Clause 54 in relation to the adjoining lot, and</li> <li>• The building envelope must not regulate siting matters covered by Standards A12 to A15 (inclusive) of Clause 54 in relation to the adjoining lot. This should be specified in the relevant plan of subdivision or agreement.</li> </ul> <p>Lot dimensions and building envelopes should protect:</p> <ul style="list-style-type: none"> <li>• Solar access for future dwellings and support the siting and design of dwellings that achieve the energy rating requirements of the Building Regulations.</li> <li>• Existing or proposed easements on lots.</li> <li>• Significant vegetation and site features.</li> </ul>	
<p><b>Solar orientation of lots</b></p> <p>To provide good solar orientation of lots and solar access for future dwellings.</p>	<p><b>Standard C9</b></p> <p>Unless the site is constrained by topography or other site conditions, at least 70 percent of lots should have appropriate solar orientation.</p> <p>Lots have appropriate solar orientation when:</p> <ul style="list-style-type: none"> <li>• The long axis of lots are within the range north 20 degrees west to north 30 degrees east, or east 20 degrees north to east 30 degrees south.</li> <li>• Lots between 300 square metres and 500 square metres are proposed to contain dwellings that are built to the boundary, the long axis of the lots should be within 30 degrees east and 20 degrees west of north.</li> <li>• Dimensions of lots are adequate to protect solar access to the lot, taking into account</li> </ul>	<p><b>* Does not comply</b></p> <p>The characteristics of the subject site do not allow for solar orientation meeting the standard. The proposed development for each of the lots, subject to minor amendments, will provide a suitable outcome to allow for daylight to habitable rooms and areas of private open space where possible.</p>

	likely dwelling size and the relationship of each lot to the street.	
<b>Street orientation</b> To provide a lot layout that contributes to community social interaction, personal safety and property security.	<b>Standard C10</b> Subdivision should increase visibility and surveillance by: <ul style="list-style-type: none"> <li>Ensuring lots front all roads and streets and avoid the side or rear of lots being oriented to connector streets and arterial roads.</li> <li>Providing lots of 300 square metres or less in area and lots for 2 or more dwellings around activity centres and public open space.</li> <li>Ensuring streets and houses look onto public open space and avoiding sides and rears of lots along public open space boundaries.</li> <li>Providing roads and streets along public open space boundaries.</li> </ul>	<b>✓ Complies</b> The proposed development includes a dwelling to face the existing street network, and other dwellings within the development fronting common property, including common property open space areas available for the leisure of residents.
<b>Common area</b> To identify common areas and the purpose for which the area is commonly held.  To ensure the provision of common area is appropriate and that necessary management arrangements are in place.  To maintain direct public access throughout the neighbourhood street network.	<b>Standard C11</b> An application to subdivide land that creates common land must be accompanied by a plan and a report identifying: <ul style="list-style-type: none"> <li>The common area to be owned by the body corporate, including any streets and open space.</li> <li>The reasons why the area should be commonly held.</li> <li>Lots participating in the body corporate.</li> <li>The proposed management arrangements including maintenance standards for streets and open spaces to be commonly held.</li> </ul>	<b>✓ Complies</b> Common areas are well-defined and will be used managed and available to all lots within the development. Clarification on the bin area for Lots 1 and 2 will be required as part of conditions.

CLAUSE 56.05 URBAN LANDSCAPE		
Objective	Standard	Assessment
<b>Integrated urban landscape</b> To provide attractive and continuous landscaping in streets and public open	<b>Standard C12</b>	- N/A The proposal does not create public open space or new streets.

<p>spaces that contribute to the character and identity of new neighbourhoods and urban places or to existing or preferred neighbourhood character in existing urban areas.</p> <p>To incorporate natural and cultural features in the design of streets and public open space where appropriate.</p> <p>To protect and enhance native habitat and discourage the planting and spread of noxious weeds.</p> <p>To provide for integrated water management systems and contribute to drinking water conservation.</p>	<p>An application for subdivision that creates streets or public open space should be accompanied by a landscape design.</p> <p>The landscape design should:</p> <ul style="list-style-type: none"> <li>• Implement any relevant streetscape, landscape, urban design or native vegetation precinct plan, strategy or policy for the area set out in this scheme.</li> <li>• Create attractive landscapes that visually emphasise streets and public open spaces.</li> <li>• Respond to the site and context description for the site and surrounding area.</li> <li>• Maintain significant vegetation where possible within an urban context.</li> <li>• Take account of the physical features of the land including landform, soil and climate.</li> <li>• Protect and enhance any significant natural and cultural features.</li> <li>• Protect and link areas of significant local habitat where appropriate.</li> <li>• Support integrated water management systems with appropriate landscape design techniques for managing urban run-off including wetlands and other water sensitive urban design features in streets and public open space.</li> <li>• Promote the use of drought tolerant and low maintenance plants and avoid species that are likely to spread into the surrounding environment.</li> <li>• Ensure landscaping supports surveillance and provides shade in streets, parks and public open space.</li> <li>• Develop appropriate landscapes for the intended use of public open space including areas for passive and active recreation, the exercising of pets, playgrounds and shaded areas.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Provide for walking and cycling networks that link with community facilities.</li> <li>• Provide appropriate pathways, signage, fencing, public lighting and street furniture.</li> <li>• Create low maintenance, durable landscapes that are capable of a long life.</li> <li>• The landscape design must include a maintenance plan that sets out maintenance responsibilities, requirements and costs.</li> </ul>	
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CLAUSE 56.06 ACCESS AND MOBILITY MANAGEMENT		
Objective	Standard	Assessment
<p><b>Walking and cycling network</b></p> <p>To contribute to community health and wellbeing by encouraging walking and cycling as part of the daily lives of residents, employees and visitors.</p> <p>To provide safe and direct movement through and between neighbourhoods by pedestrians and cyclists.</p> <p>To reduce car use, greenhouse gas emissions and air pollution.</p>	<p><b>Standard C15</b></p> <p>The walking and cycling network should be designed to:</p> <ul style="list-style-type: none"> <li>• Implement any relevant regional and local walking and cycling strategy, plan or policy for the area set out in this scheme.</li> <li>• Link to any existing pedestrian and cycling networks.</li> <li>• Provide safe walkable distances to activity centres, community facilities, public transport stops and public open spaces.</li> <li>• Provide an interconnected and continuous network of safe, efficient and convenient footpaths, shared paths, cycle paths and cycle lanes based primarily on the network of arterial roads, neighbourhood streets and regional public open spaces.</li> <li>• Provide direct cycling routes for regional journeys to major activity centres, community facilities, public transport and other regional activities and for regional recreational cycling.</li> <li>• Ensure safe street and road crossings including the provision of traffic controls where required.</li> </ul>	<p>✓ <b>Complies</b></p> <p>The lot is within an established residential neighbourhood with links to the existing network.</p>

	<ul style="list-style-type: none"> <li>• Provide an appropriate level of priority for pedestrians and cyclists.</li> <li>• Have natural surveillance along streets and from abutting dwellings and be designed for personal safety and security particularly at night.</li> <li>• Be accessible to people with disabilities.</li> </ul>	
<p><b>Neighbourhood street network</b></p> <p>To provide for direct, safe and easy movement through and between neighbourhoods for pedestrians, cyclists, public transport and other motor vehicles using the neighbourhood street network.</p>	<p><b>Standard C17</b></p> <p>The neighbourhood street network must:</p> <ul style="list-style-type: none"> <li>• Take account of the existing mobility network of arterial roads, neighbourhood streets, cycle paths, shared paths, footpaths and public transport routes.</li> <li>• Provide clear physical distinctions between arterial roads and neighbourhood street types.</li> <li>• Comply with the Head, Transport for Victoria's arterial road access management policies.</li> <li>• Provide an appropriate speed environment and movement priority for the safe and easy movement of pedestrians and cyclists and for accessing public transport.</li> <li>• Provide safe and efficient access to activity centres for commercial and freight vehicles.</li> <li>• Provide safe and efficient access to all lots for service and emergency vehicles.</li> <li>• Provide safe movement for all vehicles.</li> <li>• Incorporate any necessary traffic control measures and traffic management infrastructure.</li> </ul> <p>The neighbourhood street network should be designed to:</p> <ul style="list-style-type: none"> <li>• Implement any relevant transport strategy, plan or policy for the area set out in this scheme.</li> <li>• Include arterial roads at intervals of approximately 1.6 kilometres that have</li> </ul>	<p><b>Variation required</b></p> <p>While the site has access to the existing transport network, in order to ensure the development does not cause conflict within the existing laneway network to the west of the subject site it will be required that the laneway along the western boundary be upgraded to the requirements of Council's development engineers.</p>



	<p>adequate reservation widths to accommodate long term movement demand.</p> <ul style="list-style-type: none"> <li>• Include connector streets approximately halfway between arterial roads and provide adequate reservation widths to accommodate long term movement demand.</li> <li>• Ensure connector streets align between neighbourhoods for direct and efficient movement of pedestrians, cyclists, public transport and other motor vehicles.</li> <li>• Provide an interconnected and continuous network of streets within and between neighbourhoods for use by pedestrians, cyclists, public transport and other vehicles.</li> <li>• Provide an appropriate level of local traffic dispersal.</li> <li>• Indicate the appropriate street type.</li> <li>• Provide a speed environment that is appropriate to the street type.</li> <li>• Provide a street environment that appropriately manages movement demand (volume, type and mix of pedestrians, cyclists, public transport and other motor vehicles).</li> <li>• Encourage appropriate and safe pedestrian, cyclist and driver behaviour.</li> <li>• Provide safe sharing of access lanes and access places by pedestrians, cyclists and vehicles.</li> <li>• Minimise the provision of culs-de-sac.</li> <li>• Provide for service and emergency vehicles to safely turn at the end of a dead-end street.</li> <li>• Facilitate solar orientation of lots.</li> <li>• Facilitate the provision of the walking and cycling network, integrated water management systems, utilities and planting of trees.</li> <li>• Contribute to the area's character and identity.</li> </ul>	
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	<ul style="list-style-type: none"> <li>Take account of any identified significant features</li> </ul>	
<p><b>Walking and cycling network detail</b></p> <p>To design and construct footpaths, shared path and cycle path networks that are safe, comfortable, well constructed and accessible for people with disabilities.</p> <p>To design footpaths to accommodate wheelchairs, prams, scooters and other footpath bound vehicles.</p>	<p><b>Standard C18</b></p> <p>Footpaths, shared paths, cycle paths and cycle lanes should be designed to:</p> <ul style="list-style-type: none"> <li>Be part of a comprehensive design of the road or street reservation.</li> <li>Be continuous and connect.</li> <li>Provide for public transport stops, street crossings for pedestrians and cyclists and kerb crossovers for access to lots.</li> <li>Accommodate projected user volumes and mix.</li> <li>Meet the requirements of Table C1.</li> <li>Provide pavement edge, kerb, channel and crossover details that support safe travel for pedestrians, footpath bound vehicles and cyclists, perform required drainage functions and are structurally sound.</li> <li>Provide appropriate signage.</li> <li>Be constructed to allow access to lots without damage to the footpath or shared path surfaces.</li> <li>Be constructed with a durable, non-skid surface.</li> <li>Be of a quality and durability to ensure: <ul style="list-style-type: none"> <li>Safe passage for pedestrians, cyclists, footpath bound vehicles and vehicles.</li> <li>Discharge of urban run-off.</li> <li>Preservation of all-weather access.</li> <li>Maintenance of a reasonable, comfortable riding quality.</li> <li>A minimum 20 year life span.</li> </ul> </li> <li>Be accessible to people with disabilities and include tactile ground surface indicators,</li> </ul>	<p><b>Variation required</b></p> <p>While the site has access to the existing transport network, in order to ensure the development does not cause conflict within the existing laneway network to the west of the subject site it will be required that the laneway along the western boundary be upgraded to the requirements of Council's development engineers.</p>

	audible signals and kerb ramps required for the movement of people with disabilities.	
<p><b>Neighbourhood street network detail</b></p> <p>To design and construct street carriageways and verges so that the street geometry and traffic speeds provide an accessible and safe neighbourhood street system for all users.</p>	<p><b>Standard C20</b></p> <p>The design of streets and roads should:</p> <ul style="list-style-type: none"> <li>• Meet the requirements of Table C1. Where the widths of access lanes, access places, and access streets do not comply with the requirements of Table C1, the requirements of the relevant fire authority and roads authority must be met.</li> <li>• Provide street blocks that are generally between 120 metres and 240 metres in length and generally between 60 metres to 120 metres in width to facilitate pedestrian movement and control traffic speed.</li> <li>• Have verges of sufficient width to accommodate footpaths, shared paths, cycle paths, integrated water management, street tree planting, lighting and utility needs.</li> <li>• Have street geometry appropriate to the street type and function, the physical land characteristics and achieve a safe environment for all users.</li> <li>• Provide a low-speed environment while allowing all road users to proceed without unreasonable inconvenience or delay.</li> <li>• Provide a safe environment for all street users applying speed control measures where appropriate.</li> <li>• Ensure intersection layouts clearly indicate the travel path and priority of movement for pedestrians, cyclists and vehicles.</li> <li>• Provide a minimum 5 metre by 5 metre corner splay at junctions with arterial roads and a minimum 3 metre by 3 metre corner splay at other junctions unless site conditions justify a variation to achieve safe sight lines across corners.</li> <li>• Ensure streets are of sufficient strength to:</li> </ul>	<p>- <b>N/A</b></p> <p>No new streets or roads form part of the proposal. Upgrades to the laneway along the western boundary be upgraded to the requirements of Council's development engineers.</p>

	<ul style="list-style-type: none"> <li>○ Enable the carriage of vehicles.</li> <li>○ Avoid damage by construction vehicles and equipment.</li> <li>• Ensure street pavements are of sufficient quality and durability for the: <ul style="list-style-type: none"> <li>○ Safe passage of pedestrians, cyclists and vehicles.</li> <li>○ Discharge of urban run-off.</li> <li>○ Preservation of all-weather access and maintenance of a reasonable, comfortable riding quality.</li> </ul> </li> <li>• Ensure carriageways of planned arterial roads are designed to the requirements of the relevant road authority.</li> <li>• Ensure carriageways of neighbourhood streets are designed for a minimum 20 year life span.</li> <li>• Provide pavement edges, kerbs, channel and crossover details designed to: <ul style="list-style-type: none"> <li>○ Perform the required integrated water management functions.</li> <li>○ Delineate the edge of the carriageway for all street users.</li> <li>○ Provide efficient and comfortable access to abutting lots at appropriate locations.</li> <li>○ Contribute to streetscape design.</li> </ul> </li> <li>• Provide for the safe and efficient collection of waste and recycling materials from lots.</li> <li>• Be accessible to people with disabilities.</li> <li>• Meet the requirements of Table C1. Where the widths of access lanes, access places, and access streets do not comply with the requirements of Table C1, the requirements of the relevant fire authority and roads authority must be met. Where the widths of connector streets do not comply with the requirements of Table C1, the requirements</li> </ul>	
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	<p>of the relevant public transport authority must be met.</p> <p>A street detail plan should be prepared that shows, as appropriate:</p> <ul style="list-style-type: none"> <li>• The street hierarchy and typical cross-sections for all street types.</li> <li>• Location of carriageway pavement, parking, bus stops, kerbs, crossovers, footpaths, tactile surface indicators, cycle paths and speed control and traffic management devices.</li> <li>• Water sensitive urban design features.</li> <li>• Location and species of proposed street trees and other vegetation.</li> <li>• Location of existing vegetation to be retained and proposed treatment to ensure its health.</li> <li>• Any relevant details for the design and location of street furniture, lighting, seats, bus stops, telephone boxes and mailboxes.</li> </ul>	
<p><b>Lot access</b></p> <p>To provide for safe vehicle access between roads and lots.</p>	<p><b>Standard C21</b></p> <p>Vehicle access to lots abutting arterial roads should be provided from service roads, side or rear access lanes, access places or access streets where appropriate and in accordance with the access management requirements of the relevant roads authority.</p> <p>Vehicle access to lots of 300 square metres or less in area and lots with a frontage of 7.5 metres or less should be provided via rear or side access lanes, places or streets.</p> <p>The design and construction of a crossover should meet the requirements of the relevant road authority.</p>	<p>✓ <b>Complies</b></p> <p>Safe access between roads and lots has been provided. Conflict between pedestrians and vehicles can be further reduced through the upgrading of the laneway along the western side of the site.</p>

CLAUSE 56.07 INTERGRATED WATER MANAGEMENT		
Objective	Standard	Assessment
<b>Drinking water supply</b> To reduce the use of drinking water.  To provide an adequate, cost-effective supply of drinking water.	<b>Standard C22</b> The supply of drinking water must be: <ul style="list-style-type: none"> <li>Designed and constructed in accordance with the requirements and to the satisfaction of the relevant water authority.</li> <li>Provided to the boundary of all lots in the subdivision to the satisfaction of the relevant water authority.</li> </ul>	- N/A <b>✓ Complies</b> Wannon Water has provided conditions for connection to reticulated water and sewer services.
<b>Reused and recycled water</b> To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.	<b>Standard C23</b> Reused and recycled water supply systems must be: <ul style="list-style-type: none"> <li>Designed, constructed and managed in accordance with the requirements and to the satisfaction of the relevant water authority, Environment Protection Authority and Department of Health.</li> <li>Provided to the boundary of all lots in the subdivision where required by the relevant water authority.</li> </ul>	- N/A Reused and recycled water supply is not available at this time.
<b>Waste water management</b> To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.	<b>Standard C24</b> Waste water systems must be: <ul style="list-style-type: none"> <li>Designed, constructed and managed in accordance with the requirements and to the satisfaction of the relevant water authority and the Environment Protection Authority.</li> <li>Consistent with a domestic waste water management plan adopted by the relevant council.</li> </ul> Reticulated waste water systems must be provided to the boundary of all lots in the subdivision where required by the relevant water authority	<b>✓ Complies</b> Wannon Water has provided conditions for connection to reticulated water and sewer services
<b>Stormwater management</b> To minimise damage to properties and inconvenience to residents from stormwater.	<b>Standard C25</b> The stormwater management system must be:	<b>✓ Complies</b> Requirements from Council's Development Engineers will ensure appropriate management of stormwater.



<p>To ensure that the street operates adequately during major storm events and provides for public safety.</p> <p>To minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p> <p>To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.</p>	<ul style="list-style-type: none"> <li>• Designed and managed in accordance with the requirements and to the satisfaction of the relevant drainage authority.</li> <li>• Designed and managed in accordance with the requirements and to the satisfaction of the water authority where reuse of stormwater is proposed.</li> <li>• Designed to meet the current best practice performance objectives for stormwater quality as contained in the <i>Urban Stormwater - Best Practice Environmental Management Guidelines</i> (Victorian Stormwater Committee, 1999).</li> <li>• Designed to ensure that flows downstream of the subdivision site are restricted to pre-development levels unless increased flows are approved by the relevant drainage authority and there are no detrimental downstream impacts.</li> <li>• Designed to contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.</li> </ul> <p>The stormwater management system should be integrated with the overall development plan including the street and public open space networks and landscape design.</p> <p>For all storm events up to and including the 20% Average Exceedence Probability (AEP) standard:</p> <ul style="list-style-type: none"> <li>• Stormwater flows should be contained within the drainage system to the requirements of the relevant authority.</li> <li>• Ponding on roads should not occur for longer than 1 hour after the cessation of rainfall.</li> </ul> <p>For storm events greater than 20% AEP and up to and including 1% AEP standard:</p> <ul style="list-style-type: none"> <li>• Provision must be made for the safe and effective passage of stormwater flows.</li> <li>• All new lots should be free from inundation or to a lesser standard of flood protection where</li> </ul>	
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	<p>agreed by the relevant floodplain management authority.</p> <ul style="list-style-type: none"> <li>• Ensure that streets, footpaths and cycle paths that are subject to flooding meet the safety criteria <math>d_a V_{ave} &lt; 0.35 \text{ m}^2/\text{s}</math> (where, <math>d_a</math> = average depth in metres and <math>V_{ave}</math> = average velocity in metres per second).</li> </ul> <p>The design of the local drainage network should:</p> <ul style="list-style-type: none"> <li>• Ensure stormwater is retarded to a standard required by the responsible drainage authority.</li> <li>• Ensure every lot is provided with drainage to a standard acceptable to the relevant drainage authority. Wherever possible, stormwater should be directed to the front of the lot and discharged into the street drainage system or legal point of discharge.</li> <li>• Ensure that inlet and outlet structures take into account the effects of obstructions and debris build up. Any surcharge drainage pit should discharge into an overland flow in a safe and predetermined manner.</li> <li>• Include water sensitive urban design features to manage stormwater in streets and public open space. Where such features are provided, an application must describe maintenance responsibilities, requirements and costs.</li> </ul> <p>Any flood mitigation works must be designed and constructed in accordance with the requirements of the relevant floodplain management authority.</p>	
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CLAUSE 56.08 SITE MANAGEMENT		
Objective	Standard	Assessment
Site management	Standard C26	✓ Complies

<p>To protect drainage infrastructure and receiving waters from sedimentation and contamination.</p> <p>To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.</p> <p>To encourage the re-use of materials from the site and recycled materials in the construction of subdivisions where practicable.</p>	<p>A subdivision application must describe how the site will be managed prior to and during the construction period and may set out requirements for managing:</p> <ul style="list-style-type: none"> <li>• Erosion and sediment.</li> <li>• Dust.</li> <li>• Run-off.</li> <li>• Litter, concrete and other construction wastes.</li> <li>• Chemical contamination.</li> <li>• Vegetation and natural features planned for retention.</li> </ul> <p>Recycled material should be used for the construction of streets, shared paths and other infrastructure where practicable.</p>	<p>Construction management plan requirements will ensure appropriate site management is undertaken throughout the development of the land.</p>
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CLAUSE 56.09 UTILITIES		
Objective	Standard	Assessment
<p><b>Shared trenching</b></p> <p>To maximise the opportunities for shared trenching.</p> <p>To minimise constraints on landscaping within street reserves.</p>	<p><b>Standard C27</b></p> <p>Reticulated services for water, gas, electricity and telecommunications should be provided in shared trenching to minimise construction costs and land allocation for underground services</p>	<p>✓ <b>Complies</b></p> <p>Shared trenching is expected to be undertaken within common property areas.</p>
<p><b>Electricity and telecommunications</b></p> <p>To provide public utilities to each lot in a timely, efficient and cost effective manner.</p> <p>To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.</p>	<p><b>Standard C28</b></p> <p>The electricity supply system must be designed in accordance with the requirements of the relevant electricity supply agency and be provided to the boundary of all lots in the subdivision to the satisfaction of the relevant electricity authority.</p> <p>Arrangements that support the generation or use of renewable energy at a lot or neighbourhood level are encouraged.</p> <p>The telecommunication system must be designed in accordance with the requirements of the relevant</p>	<p>✓ <b>Complies</b></p> <p>The electricity distributor has confirmed availability of supply to the lots. Telecommunications conditions will require appropriate connection to be undertaken.</p>

	telecommunications servicing agency and should be consistent with any approved strategy, policy or plan for the provision of advanced telecommunications infrastructure, including fibre optic technology. The telecommunications system must be provided to the boundary of all lots in the subdivision to the satisfaction of the relevant telecommunications servicing authority.	
<b>Fire hydrants</b> To provide fire hydrants and fire plugs in positions that enable fire fighters to access water safely, effectively and efficiently.	<b>Standard C29</b> Fire hydrants should be provided: <ul style="list-style-type: none"> <li>• A maximum distance of 120 metres from the rear of the each lot.</li> <li>• No more than 200 metres apart.</li> </ul> Hydrants and fire plugs must be compatible with the relevant fire service equipment. Where the provision of fire hydrants and fire plugs does not comply with the requirements of standard C29, fire hydrants must be provided to the satisfaction of the relevant fire authority.	<b>- N/A</b> No new roads form part of the proposal, with no referral to the relevant fire authority required.
<b>Public lighting</b> To provide public lighting to ensure the safety of pedestrians, cyclists and vehicles.  To provide pedestrians with a sense of personal safety at night.  To contribute to reducing greenhouse gas emissions and to saving energy.	<b>Standard C30</b> Public lighting should be provided to streets, footpaths, public telephones, public transport stops and to major pedestrian and cycle paths including public open spaces that are likely to be well used at night to assist in providing safe passage for pedestrians, cyclists and vehicles.  Public lighting should be designed in accordance with the relevant Australian Standards.  Public lighting should be consistent with any strategy, policy or plan for the use of renewable energy and energy efficient fittings.	<b>- N/A</b> While lighting within the common property is expected, there are no new public areas proposed.

Planner Responsible: Nick Legoe	Supervisor:
Signature:	Signature:
Date:	Date:



DRAWING LIST & ISSUE		
010	Cover Page	O
200	Site Plan	O
205	Existing Conditions	O
231	Sub-Division Plan	O
300	Ground Floor Plan	O
310	First Floor Plan	O
320	Second Floor	O
400	Units 1-4 - Elevations	O
410	Units 5-12 - Elevations	O
420	Site Elevations - Front & Right	O
430	Site Elevations - Rear & Left	O
500	Typical Plans & Sections	O
510	Typical Plans & Sections	O
520	Typical Plans & Sections	O
530	Typical Plans & Sections	O
540	Typical Plans & Sections	O

DRAWING LIST & ISSUE		
550	Typical Plans & Sections	O
600	Garden Area	O
602	Areas within 9m that require protection from overlooking - First Floor	O
603	Areas within 9m that require protection from overlooking - Second Floor	O
605	Shadow Diagram - 9am - 22nd March	O
610	Shadow Diagram - 12pm - 22nd March	O
620	Shadow Diagram - 3pm - 22nd March	O
700	Landscaping Plans	O
710	Landscaping Plans	O
720	Landscape Schedule	O
800	Vehicle Pathway - Medium Rigid Vehicle	O
801	Vehicle Pathway - B85 Vehicle	O
900	Illustration of Design	L
910	Illustration of Design	L
920	Illustration of Design	L
930	Illustration of Design	L
1000	View Sharing	O
1001	View Sharing	O

## Cover Page

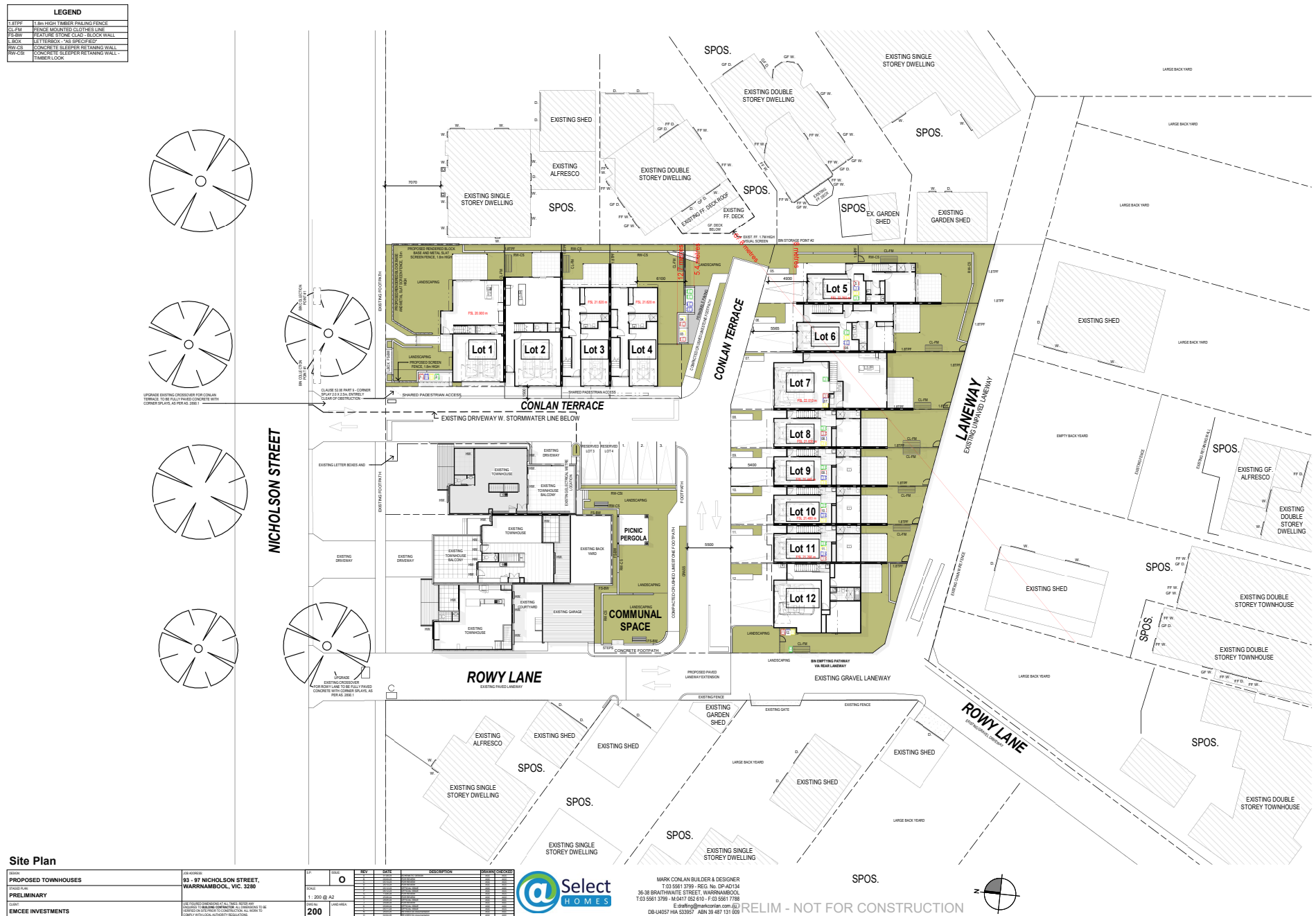
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DESIGNER	PRELIMINARY		DATE	010	DATE	010
DATE	EMCEE INVESTMENTS		DATE	010	DATE	010

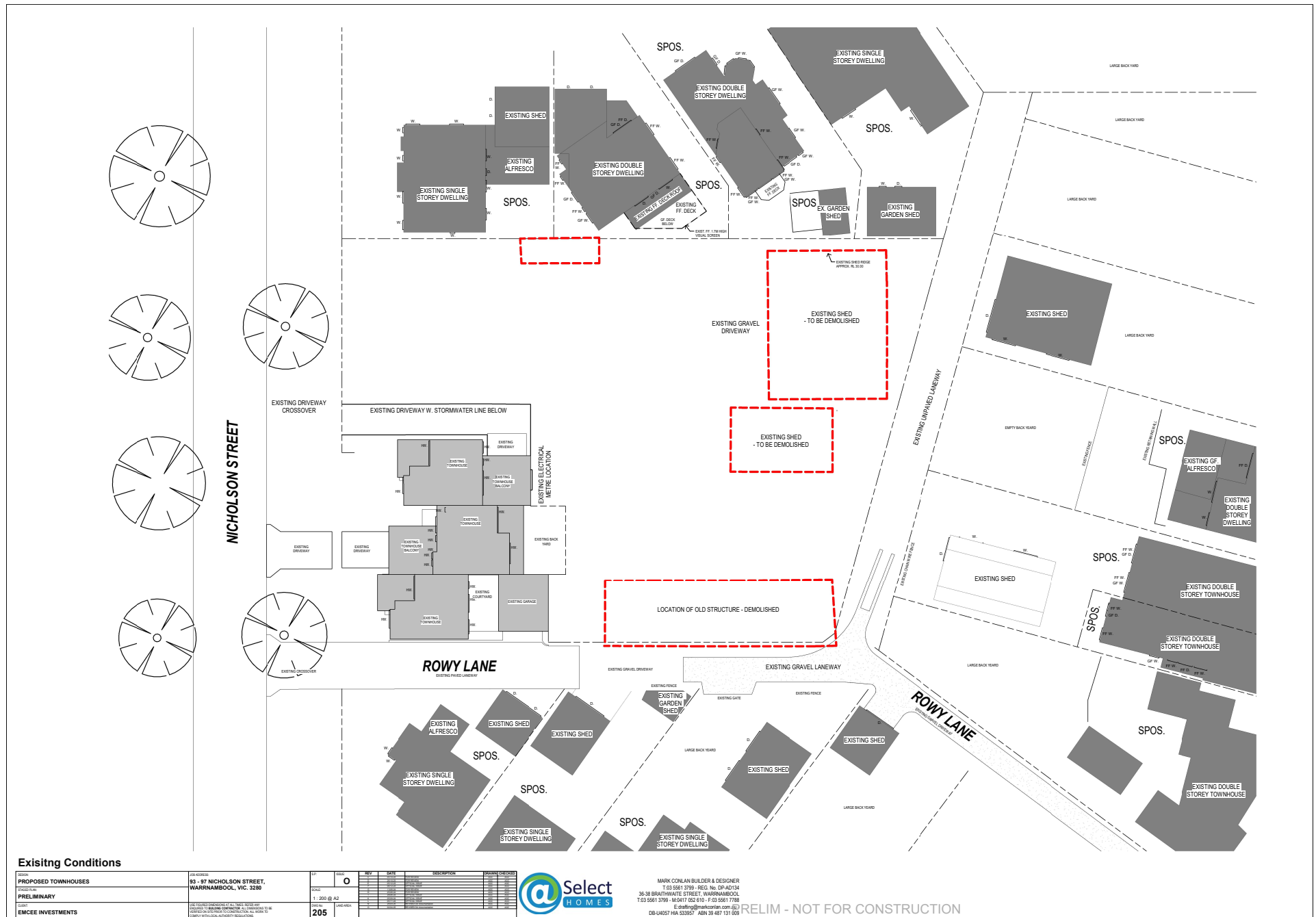


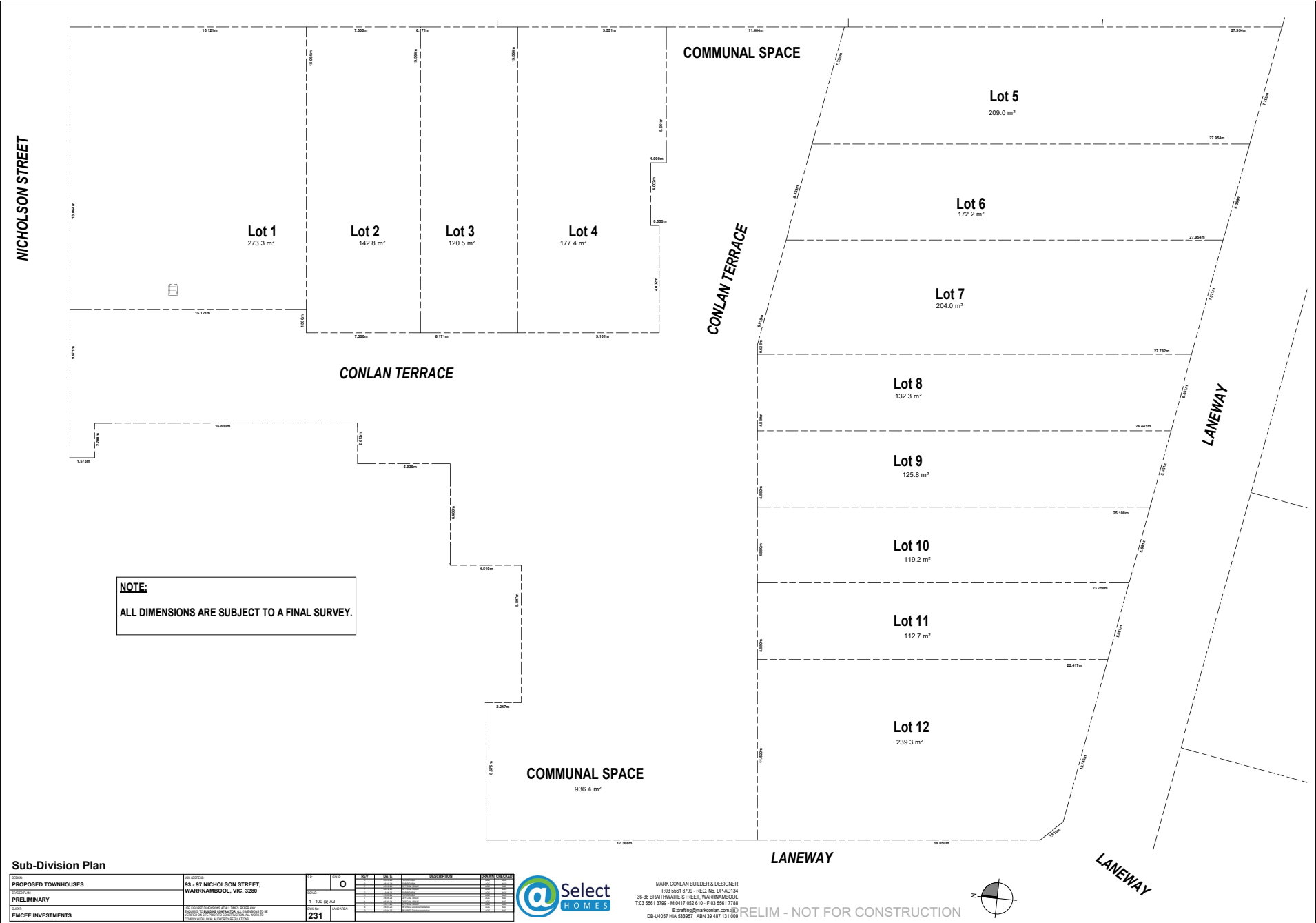
MARK CONLAN BUILDER & DESIGNER  
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 DB-U4057 HIA 533957 AIN 39 487 131 006

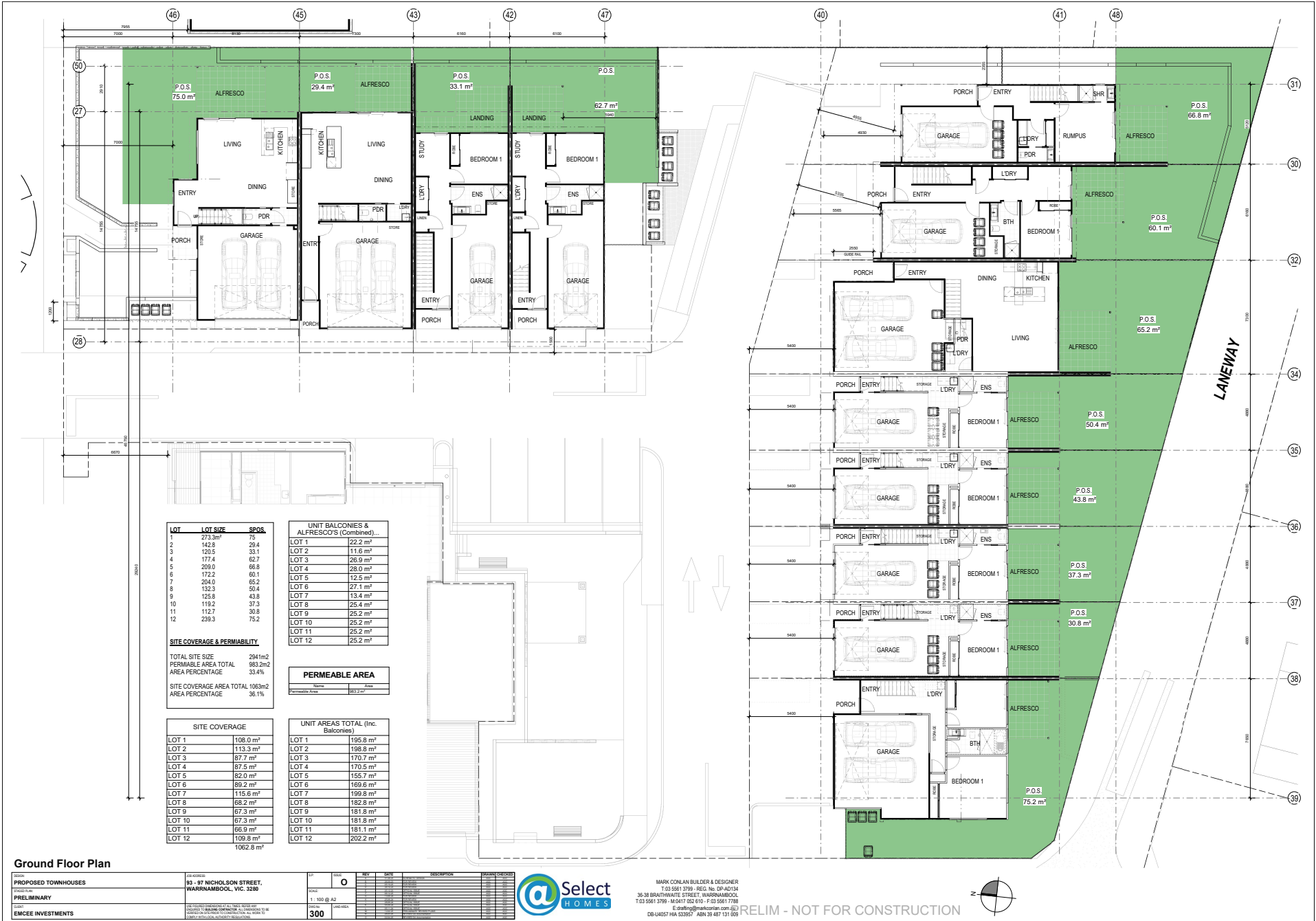
PRELIM - NOT FOR CONSTRUCTION













First Floor Plan

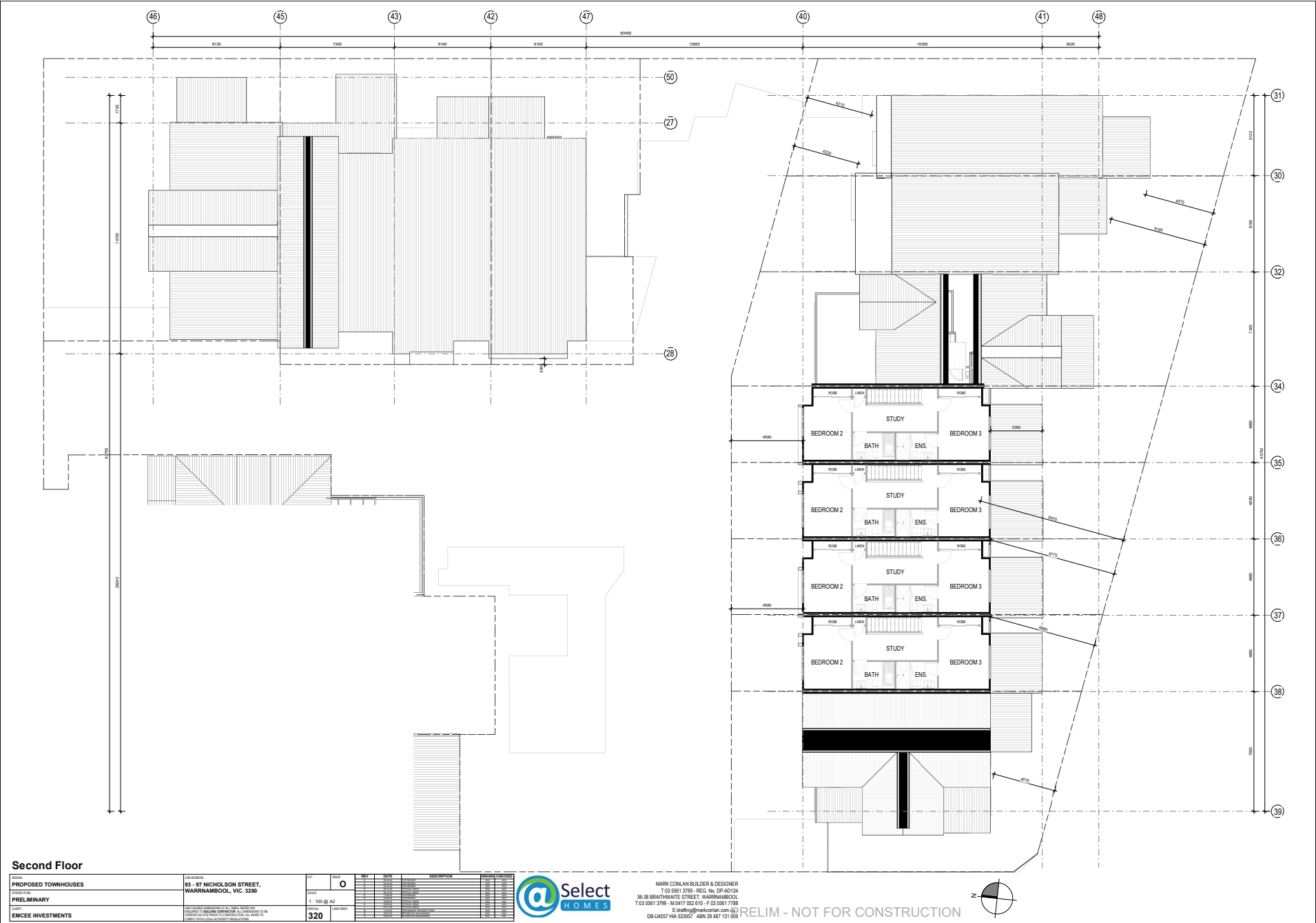
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PRELIMINARY		1/1	DATE	0
EMCEE INVESTMENTS		310	DATE	0

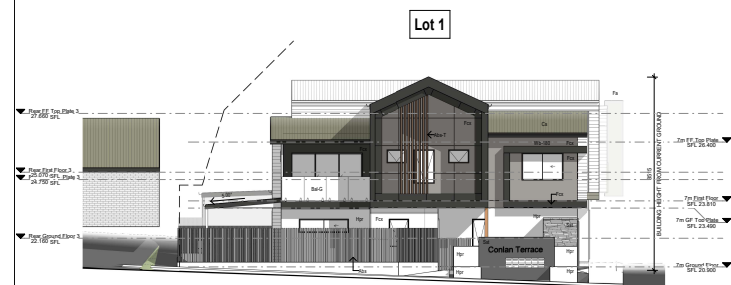


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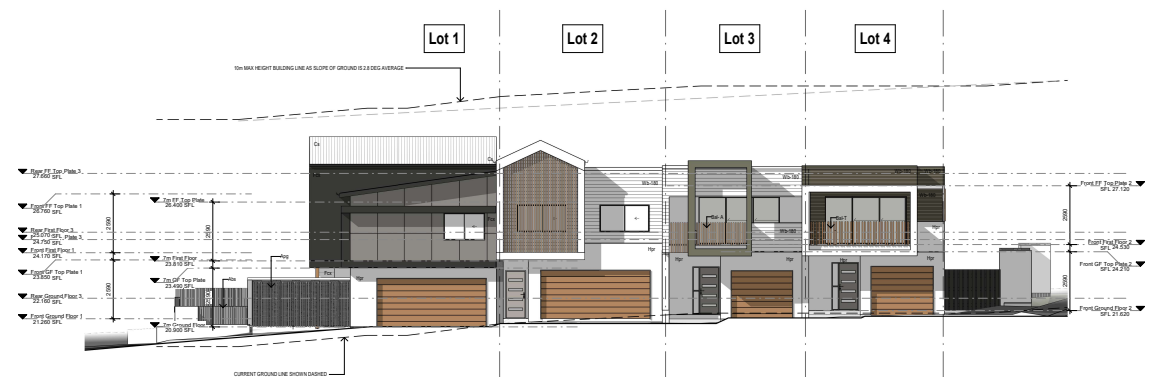
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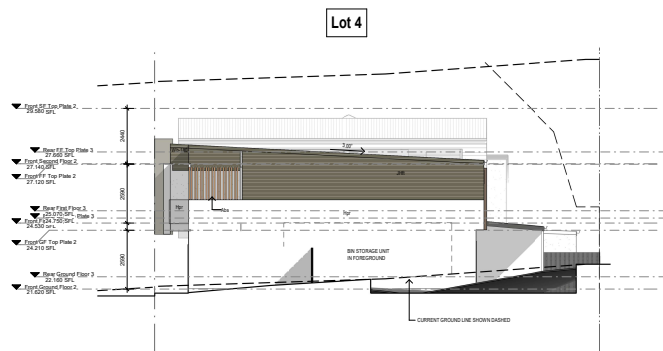




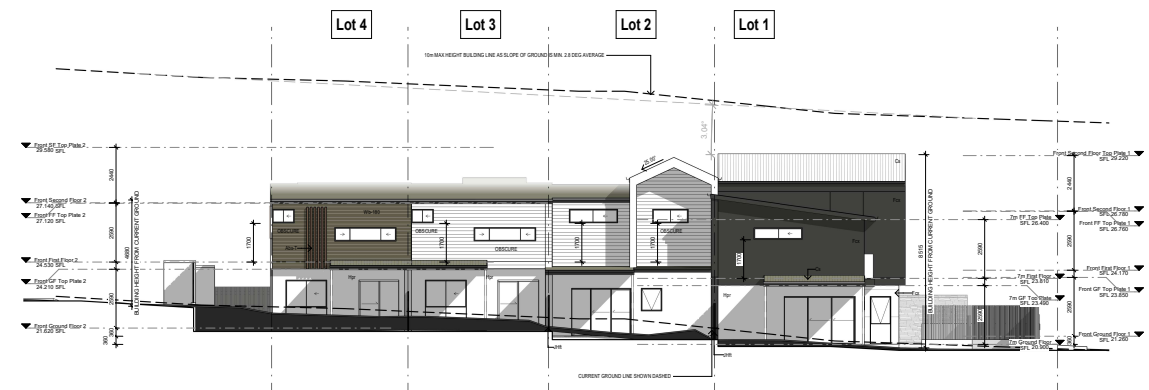
② Block 1 - North Elevation  
1:100



④ Block 1 - West Elevation  
1:100



③ Block 1 - South Elevation  
1 : 100



① Block 1 - East Elevation  
1 : 100

### Units 1-4 - Elevations

DATE	BY	DESC	REV	DATE	DESCRIPTION	ISSUED FOR	STATUS
PROPOSED TOWNHOUSES	AS INDICATED	91 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC 3240					
PRELIMINARY							
EMCEE INVESTMENTS							



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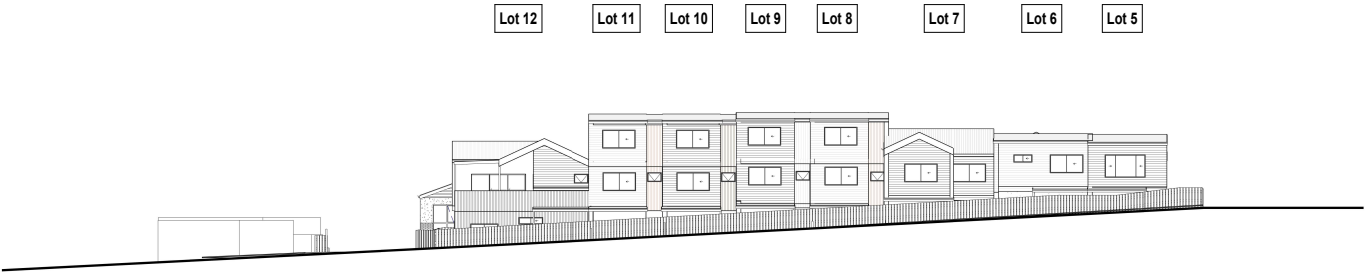
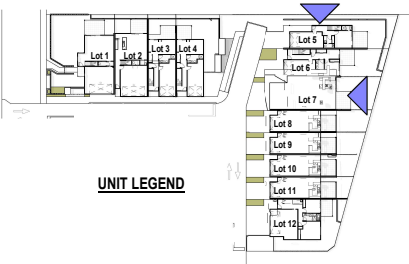
### Site Elevations - Front & Right

DATE	BY	DESC	REV	DATE	DESCRIPTION	ISSUED FOR
PROPOSED TOWNHOUSES	AS INDICATED	91 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3208	0			
PRELIMINARY						
EMCEE INVESTMENTS						

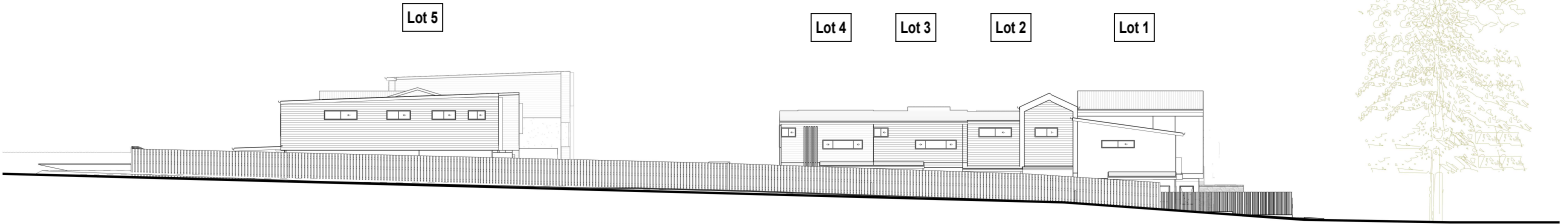


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PRELIM - NOT FOR CONSTRUCTION



1 South - Site Elevation  
1:150



2 East - Site Elevation  
1:150

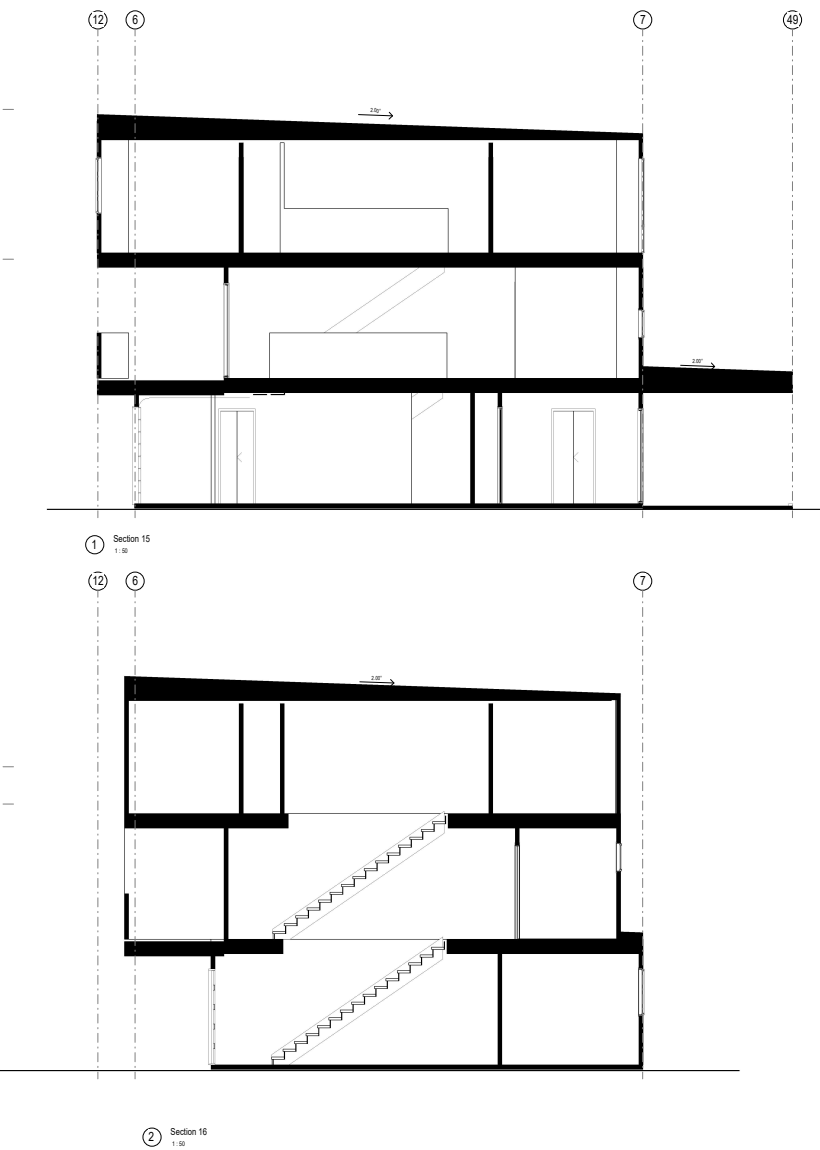
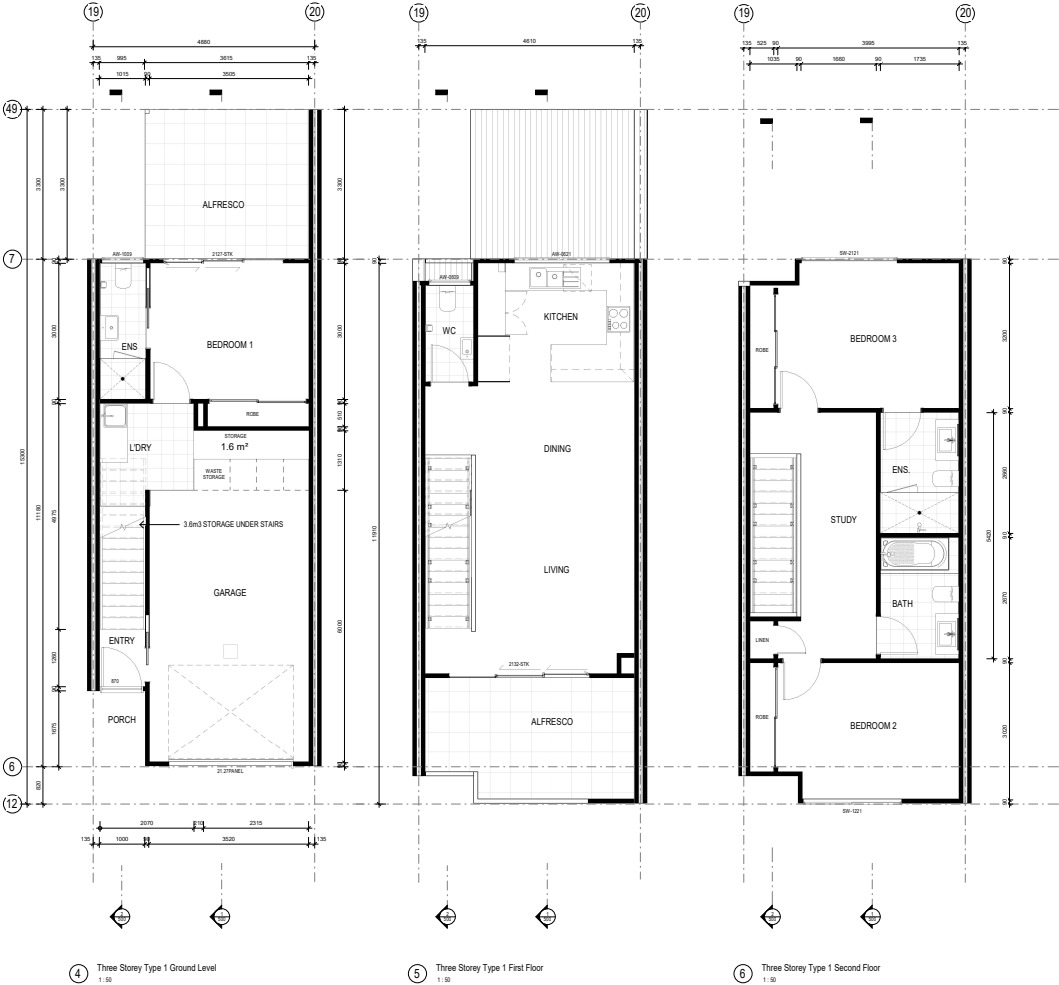
Site Elevations - Rear & Left

OWNER	PROPOSED TOWNHOUSES	33 - 37 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	LOT	430	REV	DATE	DESCRIPTION	DRAWING CHECKED
PRELIMINARY			As indicated @ A2					
EMCEE INVESTMENTS			430					



MARK CONLAN BUILDER & DESIGNER  
T: 03 5561 3799 - REG. No. CP-AC134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5561 3799 - MOBILE 032 610 - F: 03 5561 7788  
E: drafting@markconlan.com.au  
DB-U4057 HIA 533557 AIN 39 487 131 006

PRELIM - NOT FOR CONSTRUCTION



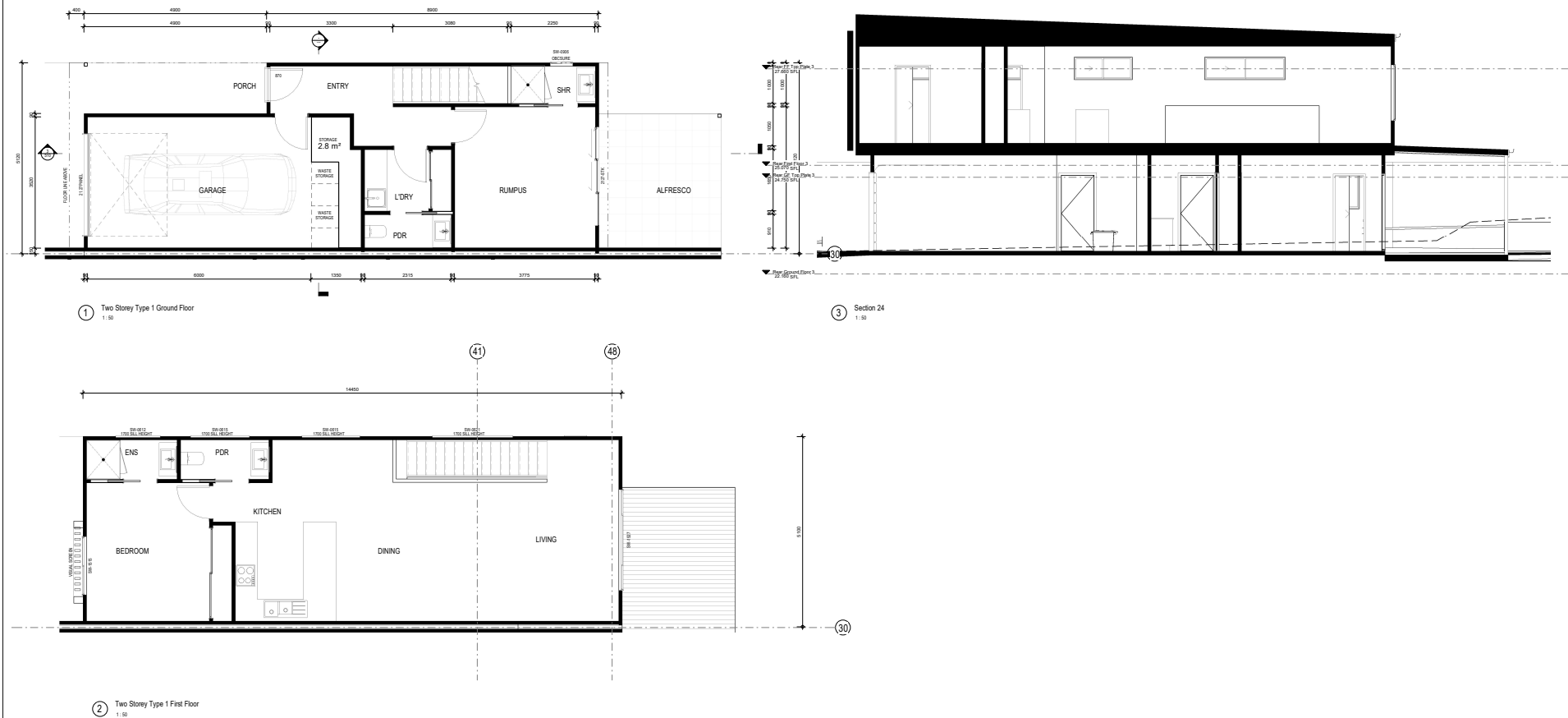
Typical Plans & Sections

OWNER	PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1:50	DATE	0
PRELIMINARY					
EMCEE INVESTMENTS					



MARK CONLAN BUILDER & DESIGNER  
T: 03 561 3700 F: 03 561 3701  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 561 3700 F: 03 561 3701  
E: [mark@markconlan.com.au](mailto:mark@markconlan.com.au)  
DB: 44057 HIA 533957 AIN 39 487 131 006

PRELIM - NOT FOR CONSTRUCTION



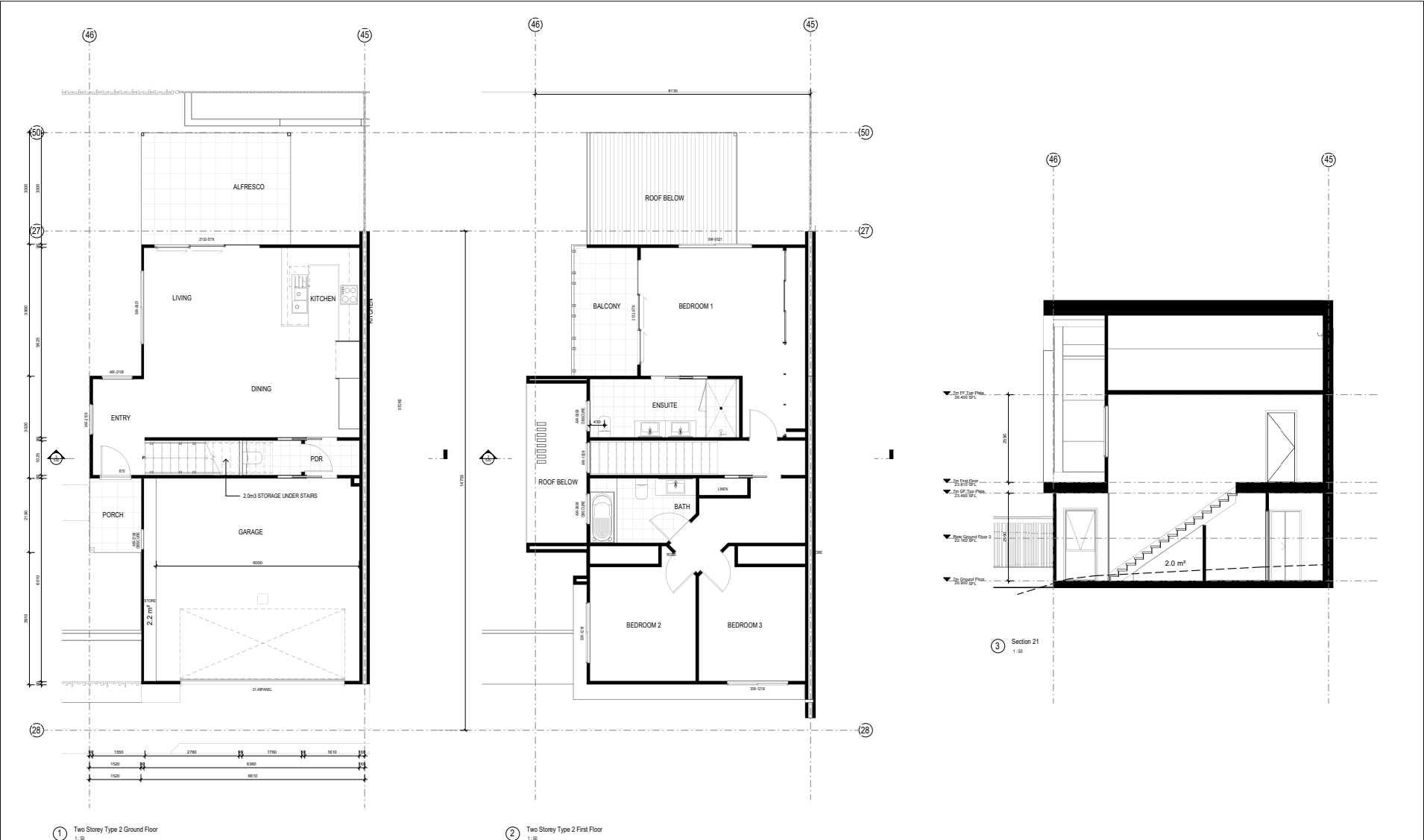
## Typical Plans & Sections

ISSUES	JOB ADDRESS	EST	DATE	REV	DATE	DESCRIPTION	ISSUED	CHECKED
PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280			0				
DRAUGHTSMAN		FOCUS			1	10/01/2016	ISSUED	
PRELIMINARY					2	10/01/2016	ISSUED	
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**MARK CONLAN BUILDER & DESIGNER**  
T:03 5561 3799 - REG. No. DP-AD134  
36-38 BRAITHWAITE STREET, WARRNAMBOO  
T:03 5561 3799 - M:0417 052 610 - F:03 5561 7788  
E:draffing@markconlan.com.au  
DB-U4057 HIA 533957 ABN 39 487 131 009

PRELIM - NOT FOR CONSTRUCTION



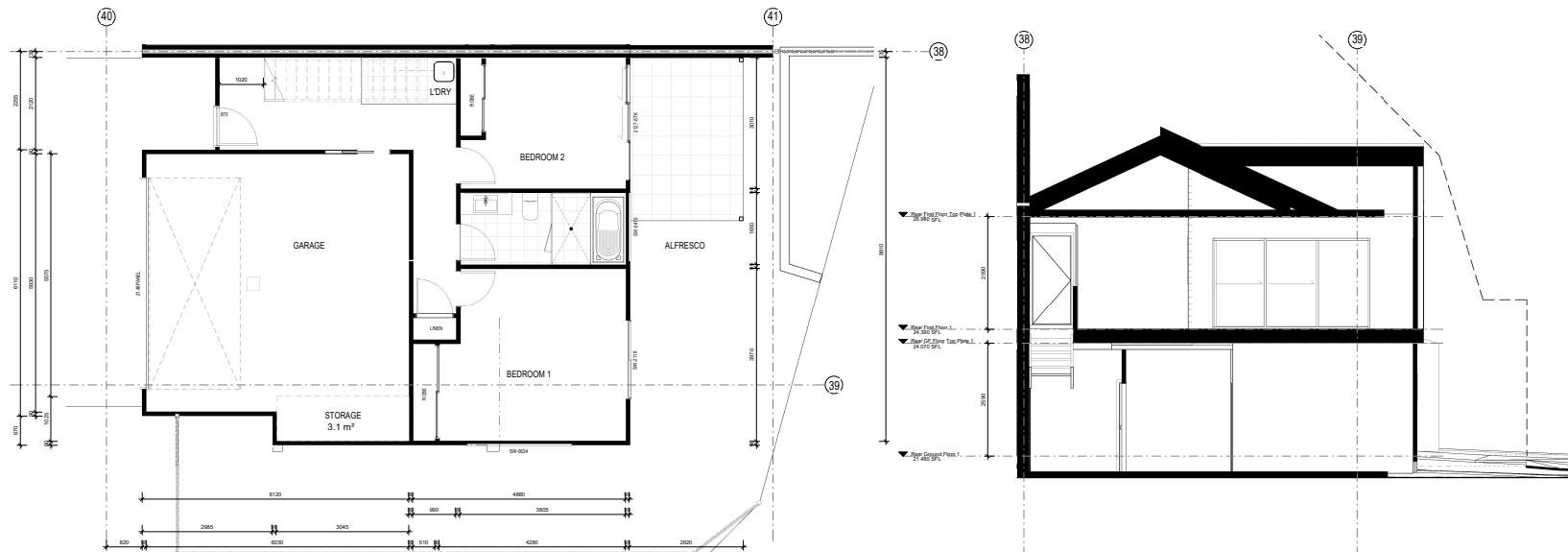
Typical Plans & Sections

OWNER	PROPOSED TOWNHOUSES	133 - 87 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1:50	0	REV	DATE	DESCRIPTION	DRAWING CHECKED
PRELIMINARY			1:50 @ A2					
EMCEE INVESTMENTS			520					



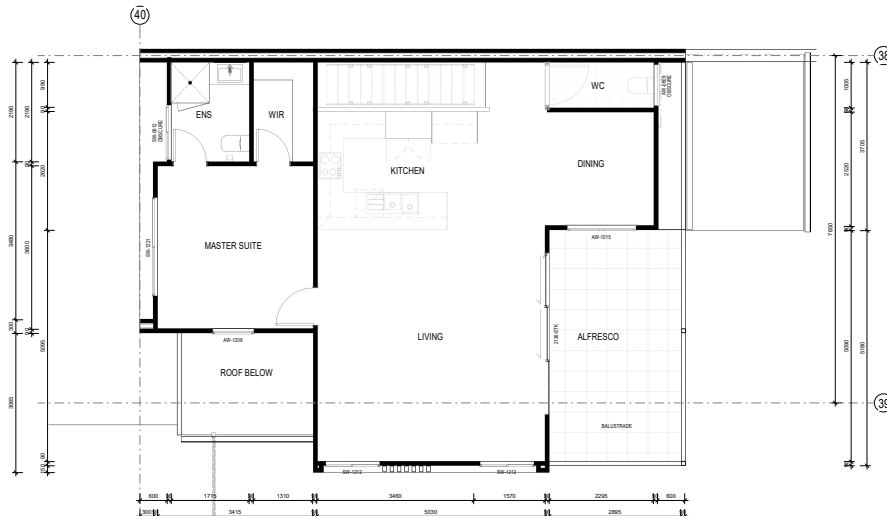
MARK CONLAN BUILDER & DESIGNER  
T: 03 5561 3700 - REG. No. CP-AC134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5561 3799 - M: 0417 022 610 - F: 03 5561 7788  
E: drafting@markconlan.com.au  
DB-U4057 HA 533557 AIN 39 487 131 006

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1 Two Storey Type 4 Ground Floor  
1:50

4 SECTION  
1:50



3 Two Storey Type 4 First Floor  
1:50

Typical Plans & Sections

OWNER	PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1:1	1:1	REV	DATE	DESCRIPTION	DRAWING CHECKED
PRELIMINARY					1	15/01/2025	1:1 @ A2	
EMCEE INVESTMENTS			530	400-404				



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T: 03 5561 3700 - REG. No. CP-00134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
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DB-U40571 HA 533957 ABN 39 487 131 006

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GARDEN AREA ALLOWANCE

GARDEN SPACE: 1033m2  
LOT SIZE 2941m2  
GARDEN AREA 35.1%



Garden Area

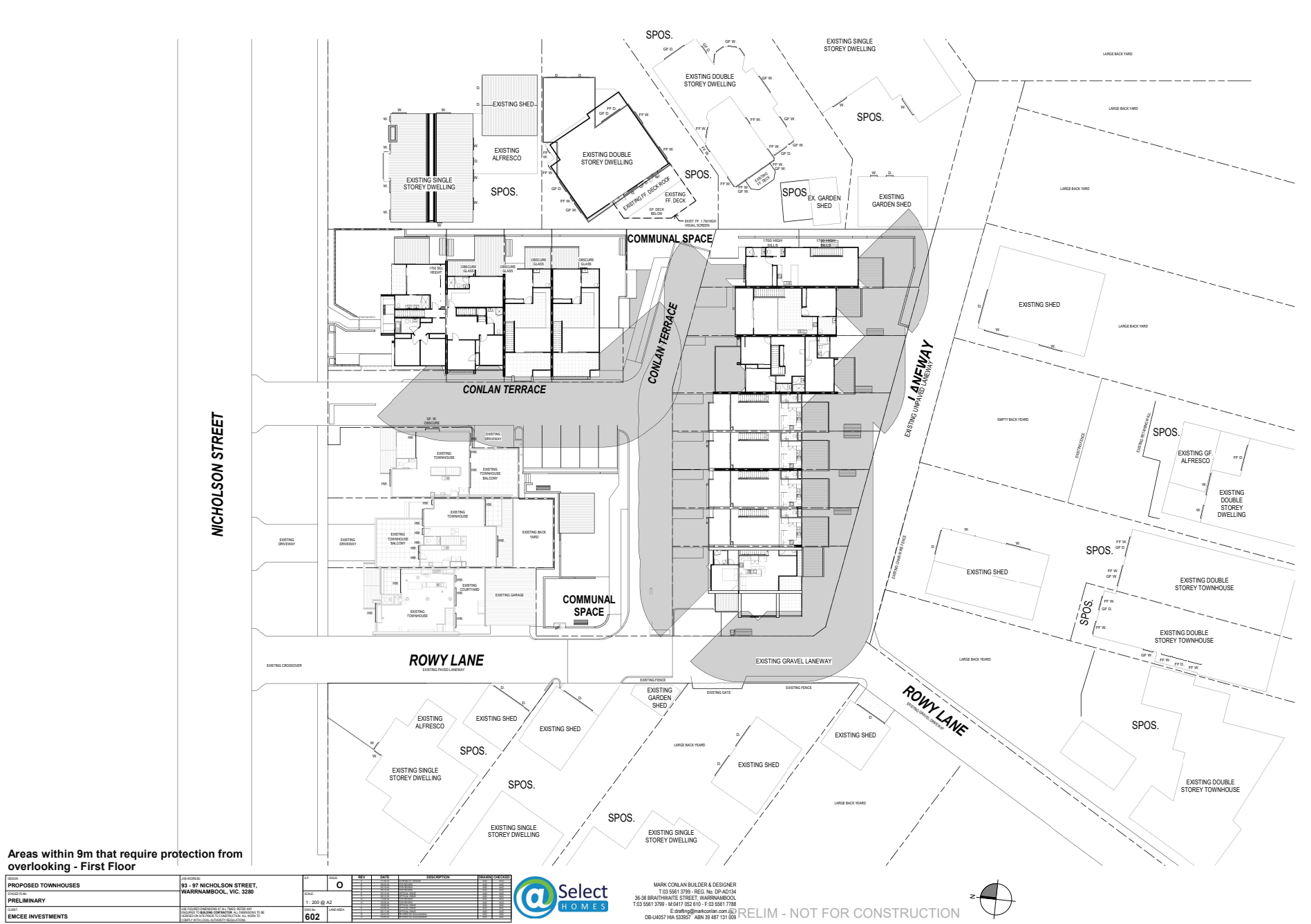
OWNER	PROPOSED TOWNHOUSES	1/1	0	REV	DATE	DESCRIPTION	DRAWING CHECKED
PROPOSER	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1/1	0	1	2024	1. 200 @ A2	
PRELIMINARY		1	200 @ A2				
CLIENT	EMCEE INVESTMENTS	600					

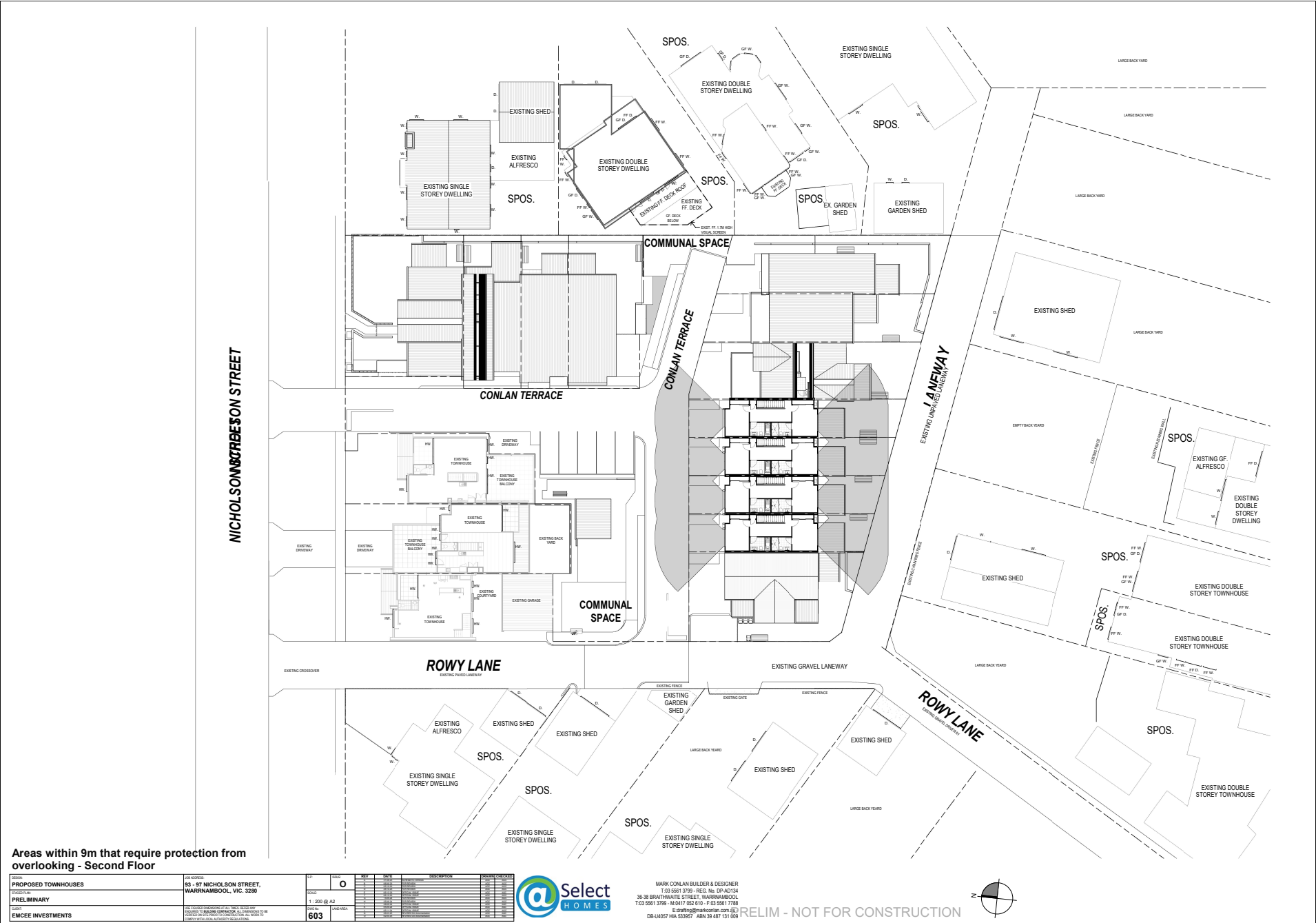


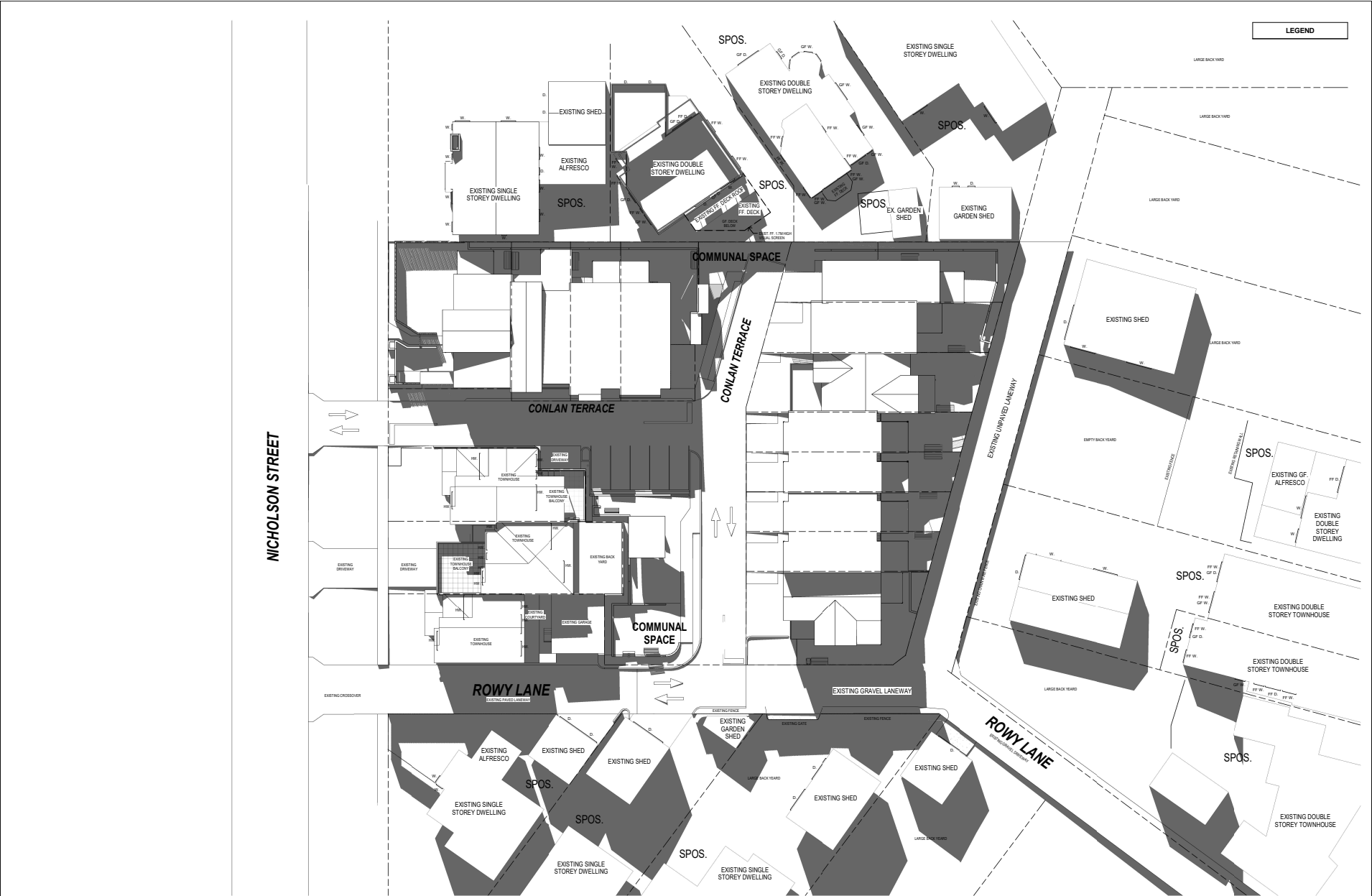
MARK CONLAN BUILDER & DESIGNER  
T: 03 5561 3799 - REG. No. DP-AC134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5561 3799 - MOBILE 032 610 - F: 03 5561 7788  
E: drafting@markconlan.com.au  
DB-U4057 HA 533957 ABN 39 487 131 006

PRELIM - NOT FOR CONSTRUCTION









Shadow Diagram - 9am - 22nd March

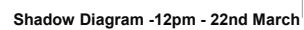
OWNER	PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280
PRELIMINARY	1:200 @ A2	605
EMCEE INVESTMENTS	1:200 @ A2	605



MARK CONLAN BUILDER & DESIGNER  
T: 03 561 3790, REG. NO. 28-04314  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 561 3799, MOBILE 02 610 110, F: 03 561 7788  
E: drafting@markconlan.com.au  
DB-U4057 HIA 533557 AIN 39 487 131 005



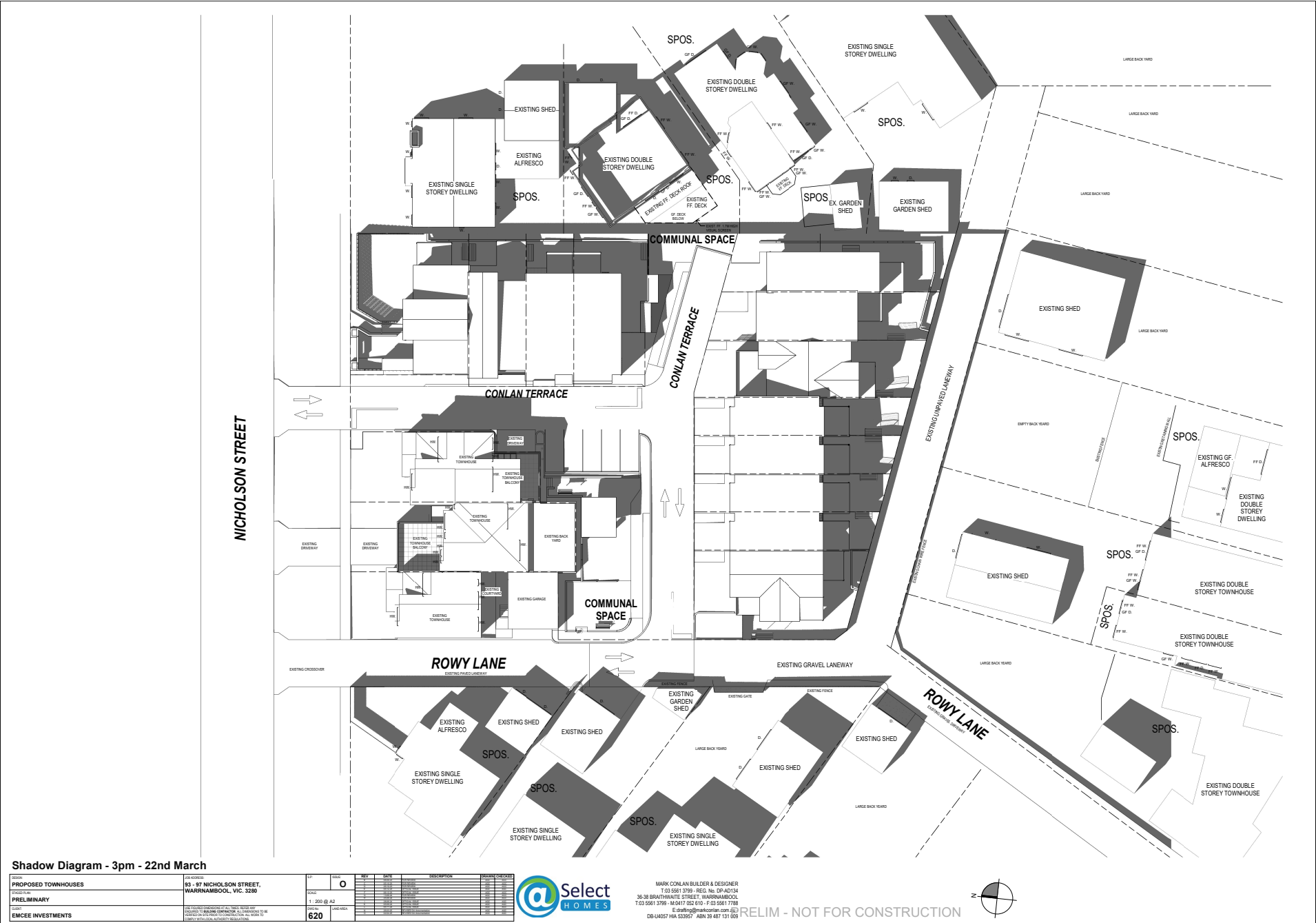
RELIM - NOT FOR CONSTRUCTION

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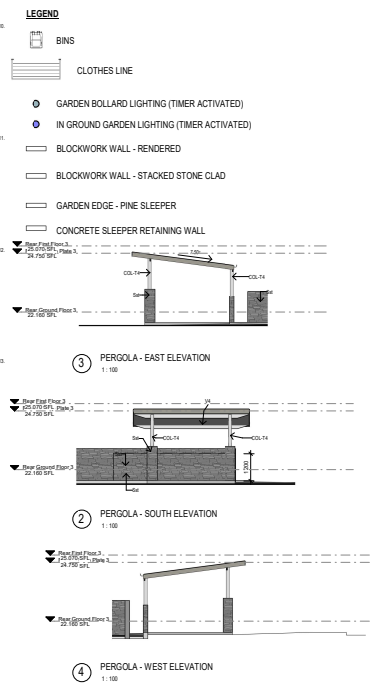
MARK CONLAN BUILDER & DESIGNER  
T:03 5561 3799 - REG. No. DP-AD134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
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Landscaping Plans

PROJECT	PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	DATE	11/09/24	REV	0	DESCRIPTION	DRAWING CHECKED
DESIGNER	PRELIMINARY		SCALE	1:100 @ A2				
CLIENT	EMCEE INVESTMENTS		DATE	710				



MARK CONLAN BUILDER & DESIGNER  
T: 03 5561 3789, REG. NO. DP-00134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5561 3789 - MOBILE 082 610 110 F: 03 5561 3788  
E: drafting@markconlan.com.au  
DB-U4057 HIA 533557 ABN 39 487 131 006

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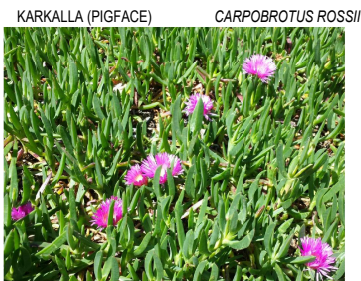
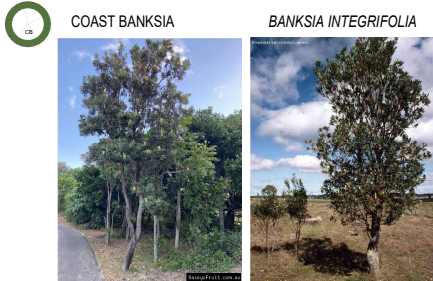
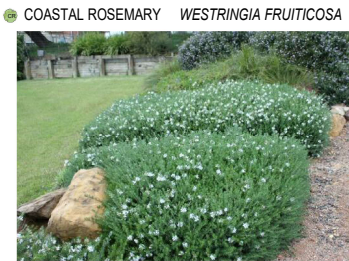


PROPOSED PLANTING SCHEDULE			
SYMBOL LEGEND	COMMON NAME	SC NAME	HEIGHT
LG	COAST SAW-EDGE	SANDBA TRIFIDA	1.0m
WC	COASTAL ROSEMARY	WESTRINGIA FRUTICOSA	1.2m
LG	LAVENDER GREVILLEA	GREVILLEA LAVANDULACEA	1.2m
WC	COUSIN IT	CASUARINA GLAUCA	8.0m
WC	WHITE CORREA	CORREA ALBA	1.2m
FLR	FLAT LEAF WATTLE	ACACIA GLAUCOCOTYLA	1.2m
GR	GEMALTON WAX	CHAMBAULICUM LINCINATUM	2.0m
CR	COAST BANKSIA	BANKSIA INTYGRIFOLIA	3.0m
CR	OROPHILUM	ALLOCAULIM VERTICILLATA	8m
WC	WEeping BOTTLE-BRUSH	CALLISTEMON VIMINALIS	3.0m
GR	MX - CREEPING PROCELERA BARRALLA (POPPING & RUNNING POTTYMAN)	MX - MYOPORUM PROCELERA BARRALLA (POPPING & RUNNING POTTYMAN)	-

- LEGEND
- BINS
  - CLOTHES LINE
  - GARDEN BOLLARD LIGHTING (TIMER ACTIVATED)
  - IN GROUND GARDEN LIGHTING (TIMER ACTIVATED)
  - BLOCKWORK WALL - RENDERED
  - BLOCKWORK WALL - STACKED STONE CLAD
  - GARDEN EDGE - PINE SLEEPER
  - CONCRETE SLEEPER RETAINING WALL



PLANTING SCHEDULE IDENTIFICATION



Landscape Schedule

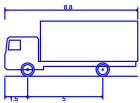
DATE	PROPOSED TOWNHOUSES	1/1	0	REV	DATE	DESCRIPTION	DRAWING CHECKED
2024/08/01	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC 3280	1	100 @ A2				
2024/08/01	PRELIMINARY						
2024/08/01	EMCEE INVESTMENTS	720					



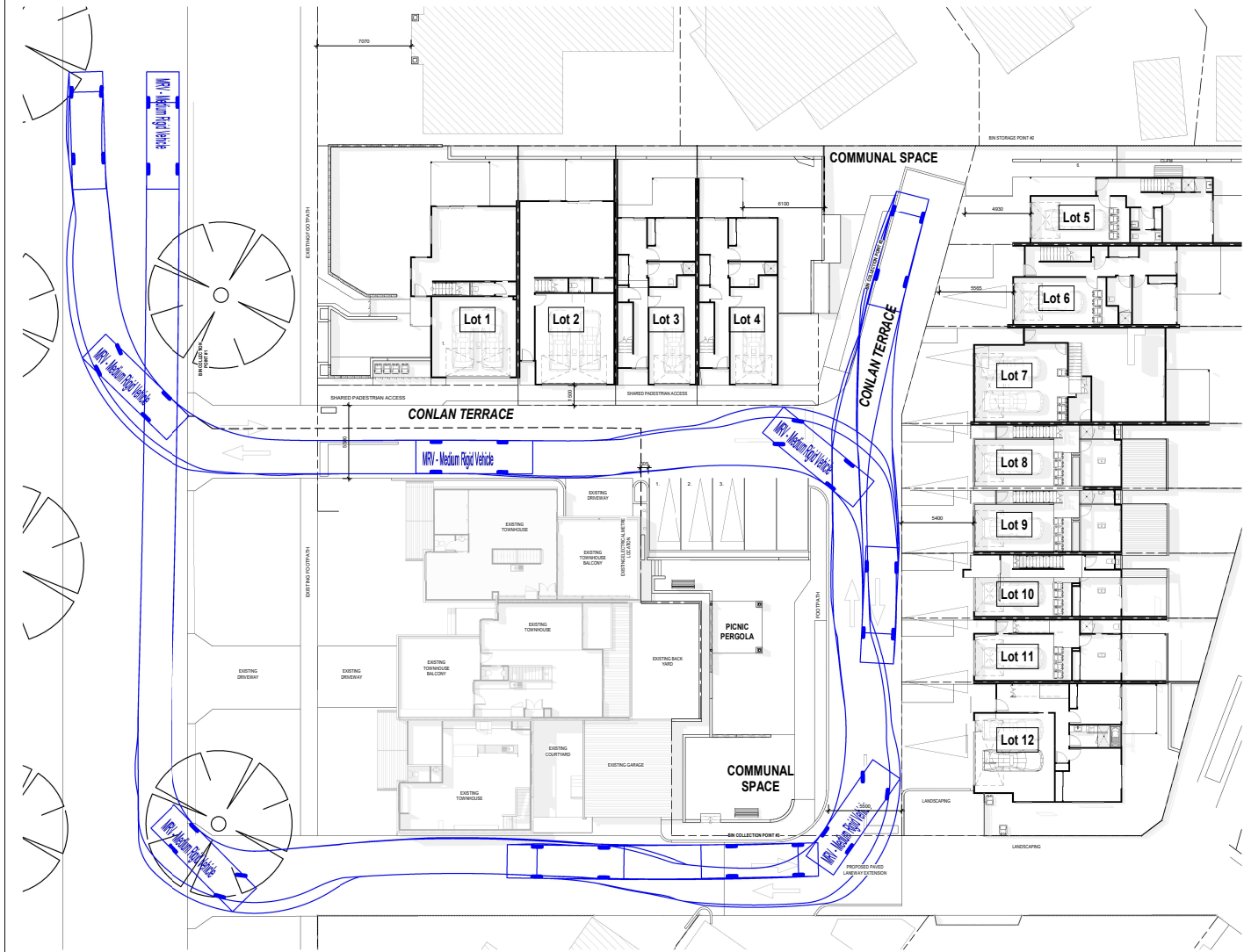
MARK CONLAN BUILDER & DESIGNER  
T: 03 5661 3700 - REG. No. CP-40134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5661 3799 - MOBILE 022 610 - F: 03 5661 7788  
E: drafting@markconlan.com.au  
DB-U4057 HIA 533957 ABN 39 487 131 006

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VEHICLE LEGEND



MRV - Medium Rigid Vehicle  
Overall Length 8.800m  
Overall Width 2.550m  
Overall Body Height 3.633m  
Min Body Ground Clearance 0.428m  
Track Width 2.500m  
Lock-to-lock time 4.00s  
Curb to Curb Turning Radius 10.000m



Vehicle Pathway - Medium Rigid Vehicle

PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1:150 @ A3	800
PRELIMINARY			
EMCEE INVESTMENTS			



MARK CONLAN BUILDER & DESIGNER  
T: 03 5661 3700, REG. NO. 02-00134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5661 3799, M: 0417 022 810, F: 03 5661 7788  
E: drafting@markconlan.com.au  
DB U4057 HIA 533957 ABN 39 487 131 006

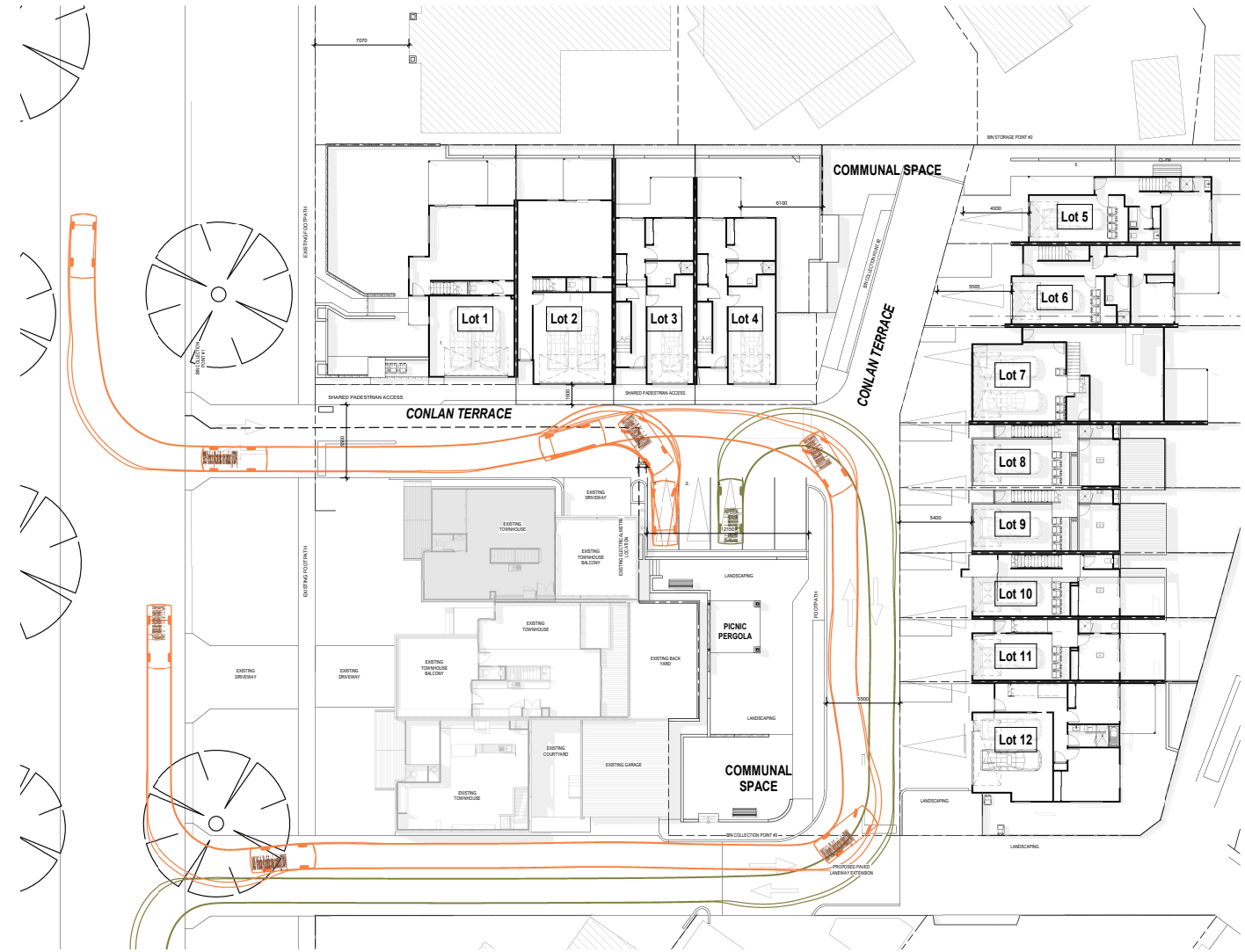
PRELIM - NOT FOR CONSTRUCTION



VEHICLE LEGEND



B85 Vehicle (Realistic min radius) (2004)  
Overall Length 4.910m  
Overall Width 1.870m  
Overall Body Height 1.421m  
Min Body Ground Clearance 0.155m  
Track Width 1.770m  
Lock-to-lock time 4.00s  
Curb to Curb Turning Radius 5.750m



Vehicle Pathway - B85 Vehicle

PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1:150 @ A2	801
PRELIMINARY			
EMCEE INVESTMENTS			



MARK CONLAN BUILDER & DESIGNER  
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E: drafting@markconlan.com.au  
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View Sharing

OWNER	PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC 3280	LOT	1	DATE	0
PROJECT	PRELIMINARY	1: 1000 @ A2	DATE	1000	DATE	1000
CLIENT	EMCEE INVESTMENTS	1000	DATE	1000	DATE	1000



MARK CONLAN BUILDER & DESIGNER  
T: 03 5561 3709 - REG. NO. DP-00134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 5561 3709 - M: 0417 052 610 - F: 03 5561 7788  
E: drafting@markconlan.com.au  
DB-U40571 HA 533957 ABN 39 487 131 006

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View Sharing

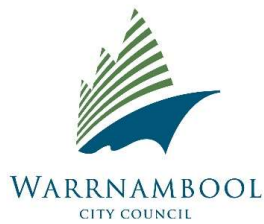
PROPOSED TOWNHOUSES	93 - 97 NICHOLSON STREET, WARRNAMBOOL, VIC. 3280	1001
PRELIMINARY		
EMCEE INVESTMENTS		



MARK CONLAN BUILDER & DESIGNER  
T: 03 561 3700 - REG. NO. DP-40134  
36-38 BRAITHWAITE STREET, WARRNAMBOOL  
T: 03 561 3700 - M: 0417 002 610 - F: 03 561 7788  
E: [mark@markconlan.com.au](mailto:mark@markconlan.com.au)  
DB-U4057 HIA 533557 ABN 39 487 131 006

PRELIM - NOT FOR CONSTRUCTION





# Delegate Report

## Planning Assessment

### Summary

The application seeks approval for development of a dwelling and fencing on the land described below. The application is accompanied by plans and information described as follows:

- Application plans:
  - *Dennis Family Homes*, Job No. 86388, *Columbia 213*, Sheets 1-7, dated 11/9/2024 containing amendments submitted to Council on 30 June 2025
  - Colour and Materials Schedule – *Façade Aspirations S3 Columbia Melba* 15/11/2024 (Rev. 0.21)
  - Landscaping Plan – completed by the applicant

Application No.	PP2024-0205			
Proposal	Construction of a dwelling and fencing			
Applicant	Mr Nigel A Kol & Mr Noah J Kol 198 Liebig St WARRNAMBOOL VIC 3280			
Planner	Cathy Sextus/Srimali Mellawa/Nick Legoe			
Address	3 Oceanex CI WARRNAMBOOL VIC 3280			
Land	Lot 20 PS 904859R			
Zone	General Residential Zone – Schedule 1 (GRZ1)			
Overlay(s)	<ul style="list-style-type: none"> <li>▪ Significant Landscape Overlay – Schedule 1 (SLO1)</li> <li>▪ Design and Development Overlay – Schedule 13 (DDO13)</li> <li>▪ Land Subject to Inundation Overlay (LSIO) – southern part of site</li> </ul>			
Permit Trigger(s)	<ul style="list-style-type: none"> <li>▪ Clause 42.03-2 (SLO) Buildings and works including construction of a fence</li> <li>▪ Clause 43.02-2 (DDO) Buildings and works including construction of a fence</li> <li>▪ Clause 44.04-2 (LSIO) – Buildings and works including construction of a fence that is not of post and wire or post and rail construction</li> </ul>			
Existing Use	Vacant residential lot created as part of new residential subdivision known as the <i>Oceanex River Estate</i>			
Proposed Use	Residential dwelling			
Restrictions on Title	Covenant AY688635J (MCP AA10400) Section 173 Agreement AW738261S			
Statutory Timeframe	Event	Clock Effect	Date	Stat Day
	App Lodged	Start	18 October 2024	0
	RFI	Stop	4 November 2024	17
	RFI Response	Reset	18 November 2024	0
	Amended plans (S50)	Reset	30 June 2025	0

	Determined	Stop	4 August 2025	35
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## Description of the Land

The subject site is located within a newly developed residential subdivision known as the *Oceanex River Estate*, approximately two (2) kilometres to the south-west of Warrnambool's Central Business District.



Figure 1. Aerial photograph of subject site (Source: Nearmap 2025)

The *Oceanex River Estate* is bound by the Merri River to the north, the *Mervue Estate* residential subdivision to the west and the Warrnambool Golf Club to the south. Areas of coastal reserve and wetlands are located within the surrounding area and existing established residential areas are located further to the east and on the northern side of the Merri River. The surrounding land includes low lying areas that form part of the Merri River floodplain. Parts of the *Oceanex River Estate* subdivision are subject to potential flooding from high rain events resulting in the level of the Merri River rising and inundating low lying areas of land.



Figure 2. Enlarged aerial photograph of subject site (Source: Nearmap 2025)



Figure 3. Street view of subject site (Source: Application documents)

The subject site is known as 3 Oceanex Close and is legally described as Lot 20 PS 904859R. Oceanex Close is not a road but is detailed on the plan of subdivision as being an area of common property, CP1, which measures 864m<sup>2</sup> in area. The subject site has a total area of 447m<sup>2</sup> and is a vacant residential lot that fronts Oceanex Close. The subject lot is slightly irregular in shape with the front boundary following the line of end of the court bowl design of the common property area. The frontage of the site to Oceanex Close measures approximately 20 metres. Splays are located at the southern corners of the lot with the south-east corner having a splay measuring 2.69 metres in length and the south-west corner having a splay measuring 2.96 metres. The remaining length of the southern boundary measures 16.09 metres. The western (rear) lot boundary measures 20.39 metres and the northern boundary measures 21.65 metres. A sewerage easement, E-1, runs along the entire width of the front lot boundary of the site and generally has a width of three (3) metres with the width of the easement within the subject site varying as it follows the edge of the court bowl of Oceanex Close.

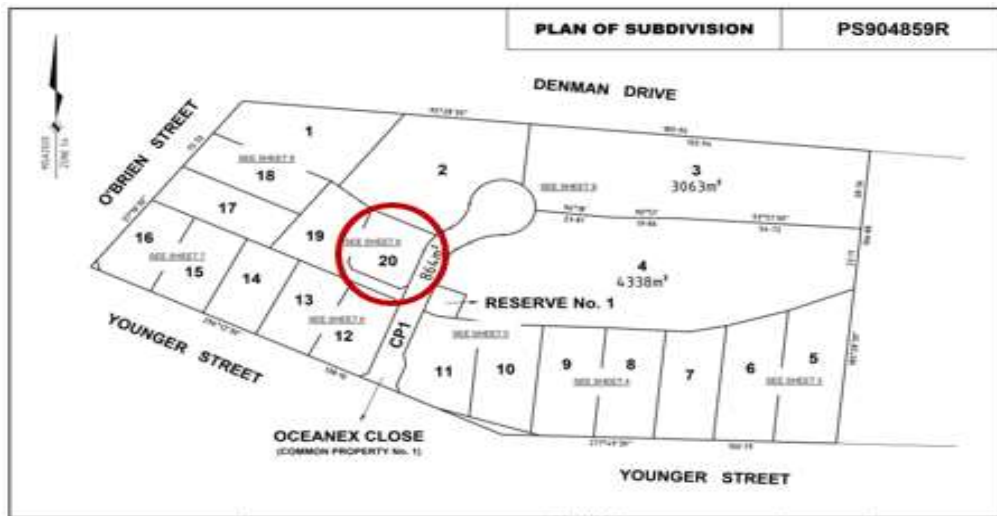


Figure 4. Plan of Subdivision detailing the subject site as Lot 20 PS904859R (Source: Application documents)

The subject site is adjoined to the north by a site which is now known as 4 Oceanex Close (Lot 2 PS 904859R) and has a dwelling and detached garage that was located on the land prior to the creation of the *Mervue Estate* and the *Oceanex River Estate* residential subdivisions. Vacant residential lots adjoin the subject site to the west and south. A dwelling is currently under construction at 8 O'Brien Street to the north-west of the subject site and planning and building permits have been issued for the site at 90 Younger Street located to the south-west of the subject site and for the sites at 70 and 76 Younger Street which are located to the south-east of the subject site. An area of reserve land which is vested in Wannon Water, Reserve No. 1 on PS 904859R, is located adjacent to the subject site on the eastern side of Oceanex Close. Reserve No.1 measures 100m<sup>2</sup> in area and also includes a drainage easement, E-3, which is held in favour of Warrnambool City Council.

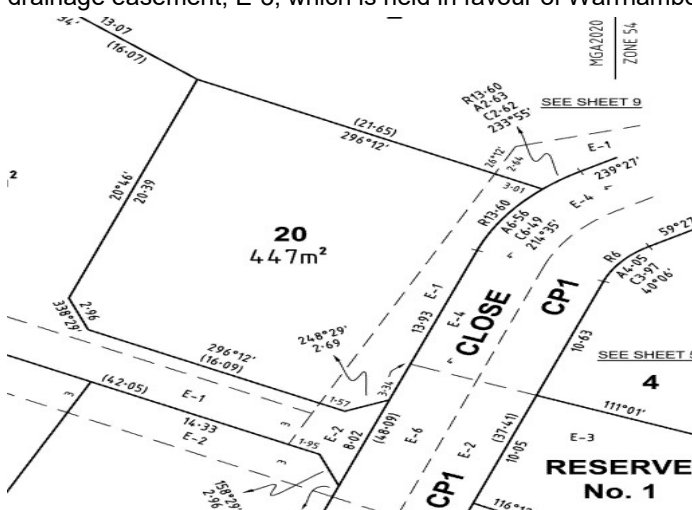


Figure 5. Enlarged Plan of Subdivision of subject site - Lot 20 PS904859R (Source: Application documents)

## Proposal

The proposal is for the construction of a dwelling and fencing on the subject site.



The dwelling will be sited facing a common property accessway named Oceanex Close and will have a minimum front setback of 3.35 metres to the living room and portico of the dwelling and a 4.35 metre setback to the front wall of Bedroom 1 of the dwelling. An attached double garage will be located at the north-west corner of the dwelling will be set back behind the main part of the front facade of the dwelling and the portico being set back 4.725 metres from Oceanex Close. The front of the dwelling is set back to be clear of a sewerage easement, E-1, which runs along the front lot boundary of the site and has an approximate width of three (3) metres. The northern wall of the garage will be set back approximately 3.175 metres from the northern lot boundary and the north-west part of the dwelling will be set back 7.773 metres from this boundary allowing for the provision of a north facing area of private open space. The dwelling will be sited a minimum of 1.269 metres away from the southern boundary at the south-west corner of the dwelling increasing to a setback of 3.941 metres at the south-east corner of the dwelling due to the irregular shape of the subject lot. The dwelling has a consistent setback of 1.289 metres from the western (rear) lot boundary of the subject site.

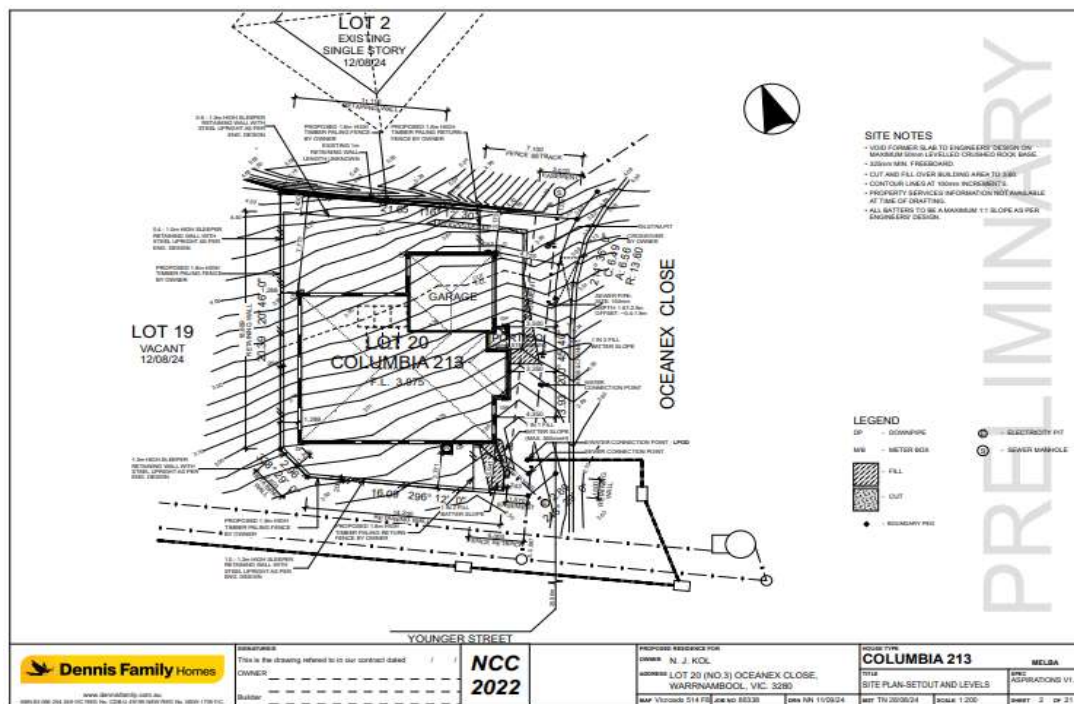


Figure 6. Site Plan (Source: Application documents)

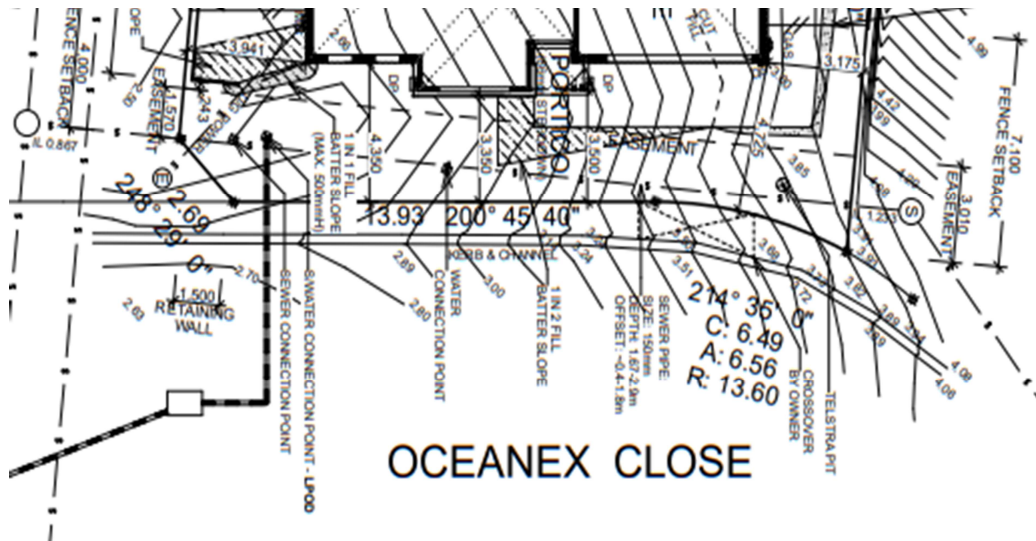


Figure 7. Front setback distances (Source: Application documents)

The building coverage of the dwelling including the garage and portico will measure 199.24m<sup>2</sup> or approximately 44.57% of the total area of the subject lot which measures 447m<sup>2</sup>. Impermeable surfaces will comprise 222.12m<sup>2</sup> (49.69% of the total lot area) and the proposed garden area will measure 224.96m<sup>2</sup> or 50.33% of the total area of the lot.

The front façade of the dwelling will face Oceanex Close and include a portico and entry area, master bedroom (Bedroom 1), a living room and a double garage. The garage will be provided with internal access to the dwelling.

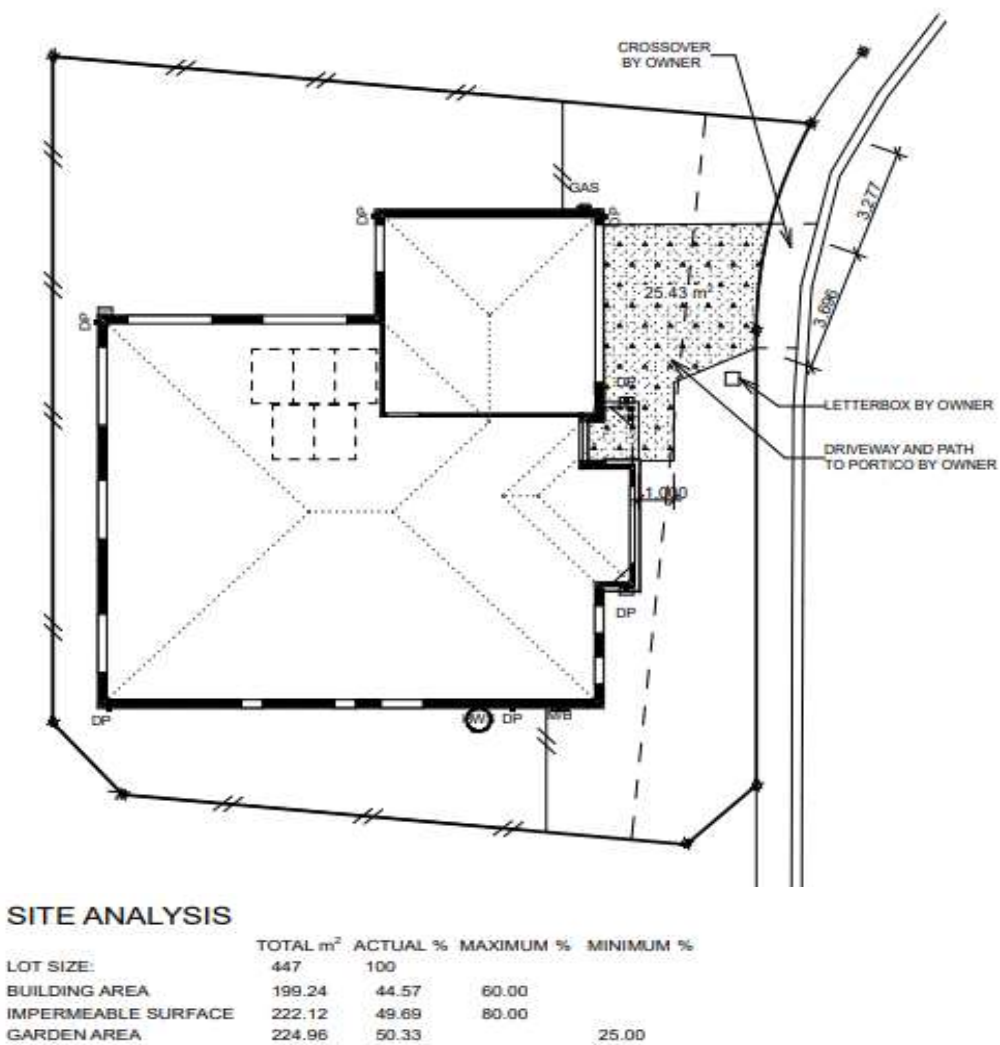


Figure 8. Site analysis plan (Source: Application documents)

The dwelling will comprise the following internal layout as detailed on the plans:

- Portico and entry area
- Living room
- Open plan kitchen/meals/family area
- Three (3) bedrooms including a master bedroom with ensuite and walk-in robe
- Bathroom
- Separate toilet
- Double garage with laundry facilities



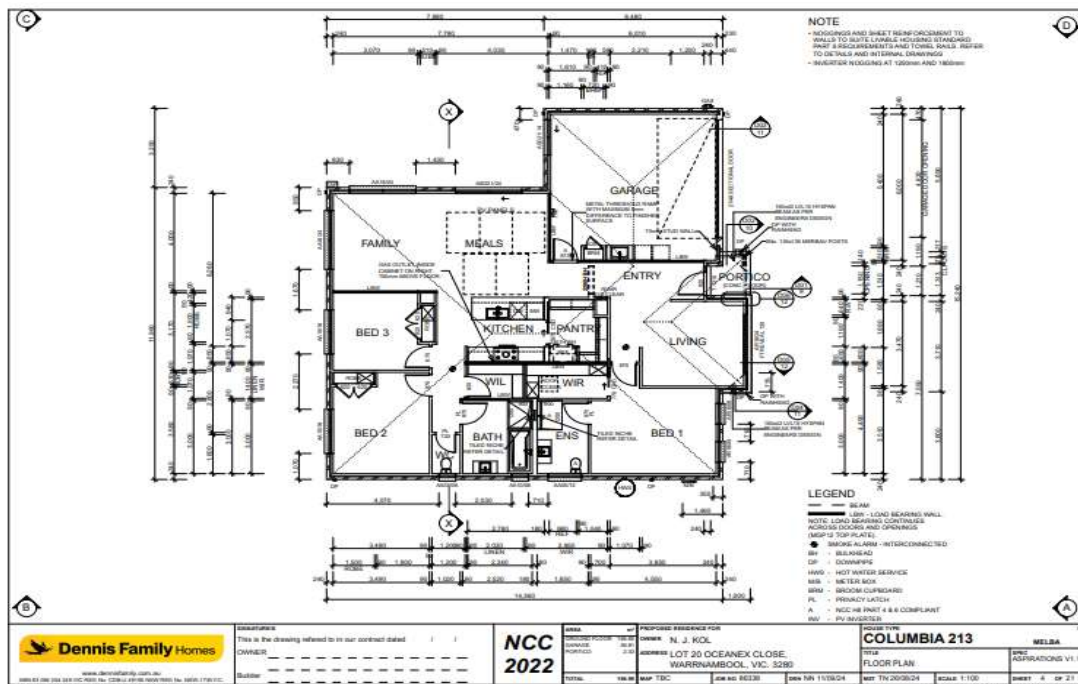
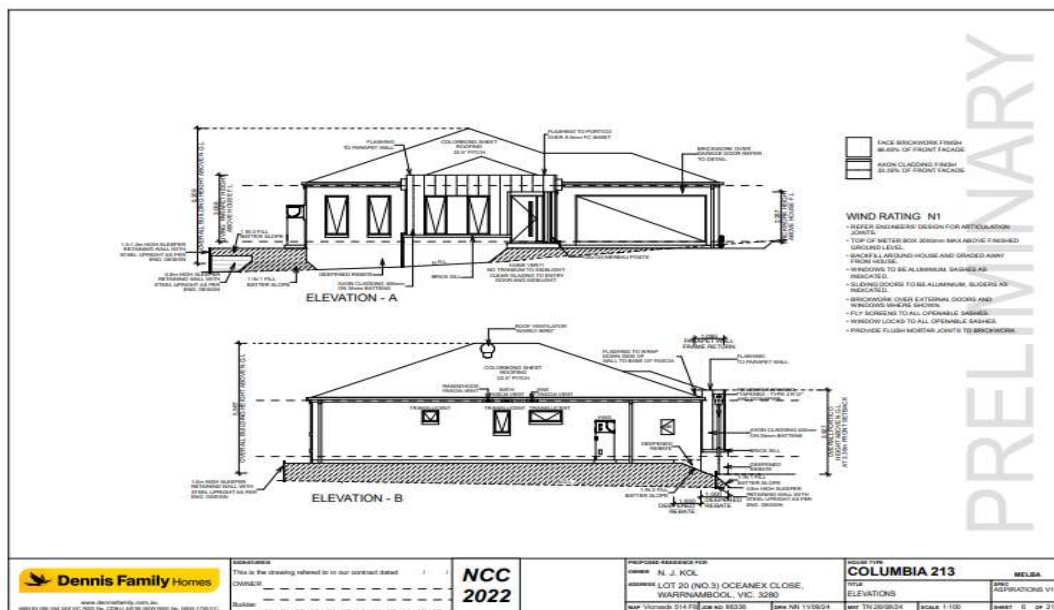


Figure 9. Floor Plan (Source: Application documents)

Minor cutting and filling of the land will be required as detailed on the plans to allow for the construction works to take place. The proposed dwelling will have a maximum height of 7.009 metres above natural ground level as measured on the southern elevation which is the lowest point of the site. The finished floor level of the dwelling is proposed to be 3.975m AHD which has been increased since the submission of the original plans when the finished floor level was initially proposed to be 3.660m AHD and then amended to be 3.675m AHD.



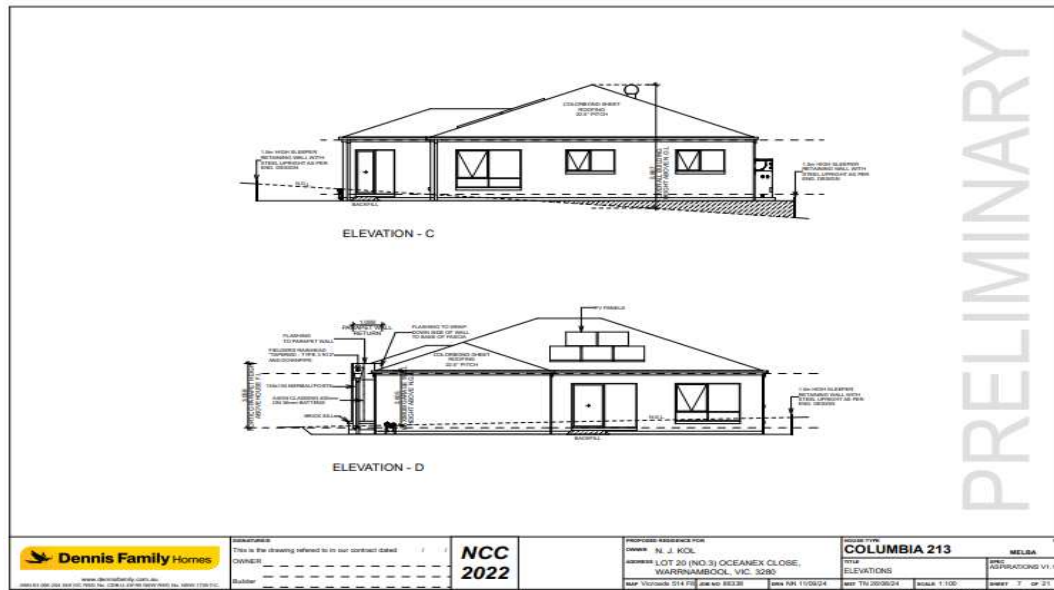


Figure 10. Elevation plans (Source: Application documents)

### Materials/Finishes

The construction materials and colours nominated for the proposed dwelling include the following:

- Exterior walls finished in a combination of:
  - Face brickwork – *Austral Access* range in the colour ‘Stone’ – for the majority of the exterior walls of the dwelling. This brick colour is described as being a warm grey and has a solar absorbance value of 0.57. Natural mortar will be used in association with the brickwork
  - Wall cladding - *James Hardie ‘Axon 400’* cladding will be provided on the front façade of the dwelling to the portico, entry area and living room. The cladding will be finished in *Wattyl* paint to match the *Colorbond* colour ‘Night Sky’
- Roofing, gutters, fascia and parapet capping – *Colorbond* steel sheeting finished in the colour ‘Night Sky’
- Garage door – a sectional flat line (textured finish) double width roller door finished in the *Colorbond* colour ‘Night Sky’
- Windows and doors – constructed of powder coated aluminium and finished in a black colour to match *Colorbond* ‘Night Sky’

<b>External - Bricks</b> Brick = Austral = Series 4 = Austral Stone Series 4 Bricks	<b>External - Brick Flashing</b> = Series 1 = Night Sky
<b>External - Brick Mortar</b> Mortar = Natural Brick Mortar (per Norms)	<b>External - Downpipes</b> = Series 1 = Night Sky
<b>External - Brick Joints</b> Flush Brick Joint (per Norms)	<b>External - Meterbox</b> Paint = Wattyl = Paint = Wattyl Colorbond Night Sky (2 Coats)
<b>External - Brick Upgrade</b> Series 4 = Brickwork Finishes - Dennis Family Homes Series 4 range bricks for single storey home from 185.5mm2 to 232.25mm2 (20 squares to 25 squares) on base of the standard Series 1 range bricks - Aspirations Series 3 specification.	<b>External - External Finishes 1 - Brick</b> Client request = - Client Request Notes: Provide Feature Brick - PGT - San Sano 'Inclined original' bricks around garage as per Estimate VO & marked plan
<b>External - Roofing</b> = Colorbond Roofing in Night Sky	<b>External - External Finishes 2 - Brick</b> Brick = Austral = Series 4 = Austral Stone Series 4 Bricks
<b>External - Rotary Roof Vent</b> Rotary Roof Vent = Night Sky	<b>External - External Finishes 3- Cladding</b> Cladding = James Hardie = James Hardie Axon 400 Cladding
<b>External - Guttering</b> = Series 1 = Night Sky	<b>External - External Finishes 4- Cladding</b> Cladding = James Hardie = James Hardie Axon 400 Cladding
<b>External - Fascia</b> = Series 1 = Night Sky	<b>External - External Finishes 5 - Posts</b> Paint = Wattyl = Paint = Wattyl Colorbond Night Sky (2 Coats)
<b>External - Brick/Parapet Capping</b> = Series 1 = Night Sky	
<b>External - Brick/Parapet Capping 2</b> = Series 1 = Night Sky	

		<b>External - External Finishes 6 - Brick</b> Brick = Austral = Series 4 = Austral Stone Series 4 Bricks						
		<b>External - Windows</b> A&L Windows = Series 1 = Black						
		<b>External - Windows/Sliding Door Colour</b> A&L Windows = Series 1 = Black						
		<b>External - Window Flyscreen Frame Colour</b> A&L Windows = Series 1 = Black						
		<b>External - Eaves</b> Favorties = Dennis = Dennis White						
		<b>External - Ceilings</b> Favorties = Dennis = Dennis White						
		<b>External - Garage Door Front Type</b> Double = Steel-Rite and Dynamic Garage Doors = Sectional Flatline (Textured Finish) OR Night Sky Garage Door to suit Standard Double Garage Door Opening						
		<b>External - Garage External Access Door</b> Painted = Hume Doors = Hume External Flush Solid Core BAL 12-5 Painted External Rear Garage Door - 2040 x 820 x 40mm						
		<b>External - Garage External Access Door Colour</b> Paint = Wattyf = Paint = Wattyf Colorbond Night Sky (2 Coat)						
		<b>External - Garage External Access Door Frame Colour</b> Paint = Wattyf = Paint = Wattyf Colorbond Night Sky (2 Coat)						
		<b>External - Window Glass Type (WC)</b> A&L Windows = Laminated White (Translucent) 6.38mm Glass to 05/06 Window						
		<b>External - Garage Infills</b> Client request = - = Client Request Notes: Provide PCH - San Selmo reclaimed original Feature bricks to garage infill						
		<b>External - Window Infills</b> Standard = Brick infill (Standard)						
		<b>External - Entry Door</b> Painted = Hume Doors = Sealing & Regional = Hume VER11 Painted Entry door						
		<b>External - Entry Door Colour</b> Paint = Wattyf = Paint = Wattyf Colorbond Night Sky (2 Coat)						
		<b>External - Entry Door Frame Colour</b> Paint = Wattyf = Paint = Wattyf Colorbond Night Sky (2 Coat)						
		<b>External - Entry Door Glass</b> All = Clear = Clear						
		<b>External - Sidelight Glass</b> Clear Sidelight						
		<b>External - Paths &amp; Drives</b> Natural Concrete Paving to Driveway & Portico (Up to 35m2)						
		<b>External - Window Glass Type (Ensuite)</b> A&L Windows = Laminated White (Translucent) 6.38mm Glass to 12/06 Window						
		<b>External - Window Glass Type (Bathroom)</b> A&L Windows = Laminated White (Translucent) 6.38mm Glass to 10/06 Window						

Collection	Range	Product	Durability Class	Solar Rating	Colour Group	Colour Scheme	Size	Page
LUXE	METALLIX	Cuprum	EXP	D	Red	Rouge	230mm x 110mm x 76mm	26
		Graphite	EXP	D	Blackish	Raven	230mm x 110mm x 76mm 470mm x 110mm x 76mm	26
		Platinum	EXP	M	Cool Gray	Stefing	230mm x 110mm x 76mm	26
		Zinc	EXP	D	Blackish	Raven	230mm x 110mm x 76mm 230mm x 110mm x 50mm 470mm x 110mm x 76mm	26
	ACCESS	Ash	EXP	L	Cool Gray	Stefing	230mm x 110mm x 76mm	30
		Chestnut	EXP	M	Tan	Beque	230mm x 110mm x 76mm	30
		Cream	EXP	L	Cream	Cherna	230mm x 110mm x 76mm	30
		Fawn	EXP	M	Tan	Beque	230mm x 110mm x 76mm	30
		Ruby	EXP	M	Red	Rouge	230mm x 110mm x 76mm	30
		Tan	EXP	D	Brown	Sienna	230mm x 110mm x 76mm	30
		Shale	EXP	M	Tan	Beque	230mm x 110mm x 76mm	30
		Stone	EXP	M	Warm Grey	Taupe	230mm x 110mm x 76mm	30

Figure 11. Materials and colours schedule (Source: Application documents)

### Fencing

1.8 metre high timber paling fences are proposed to be erected along the side and rear boundaries of the site with returns being provided at the north-east and south-east corners of the dwelling. The fencing along the northern lot boundary will be set back 7.1 metres from the front boundary at the north-east corner of the lot. The fencing along the southern lot boundary will be set back four (4) metres from the front boundary at the south-east corner of the lot. No front fences are proposed as part of the development.

### Landscaping

A Landscaping Plan has been submitted with the application which provides a basic response to the requirement to landscape the site with native vegetation in order to immerse new development within the surrounding significant landscape.

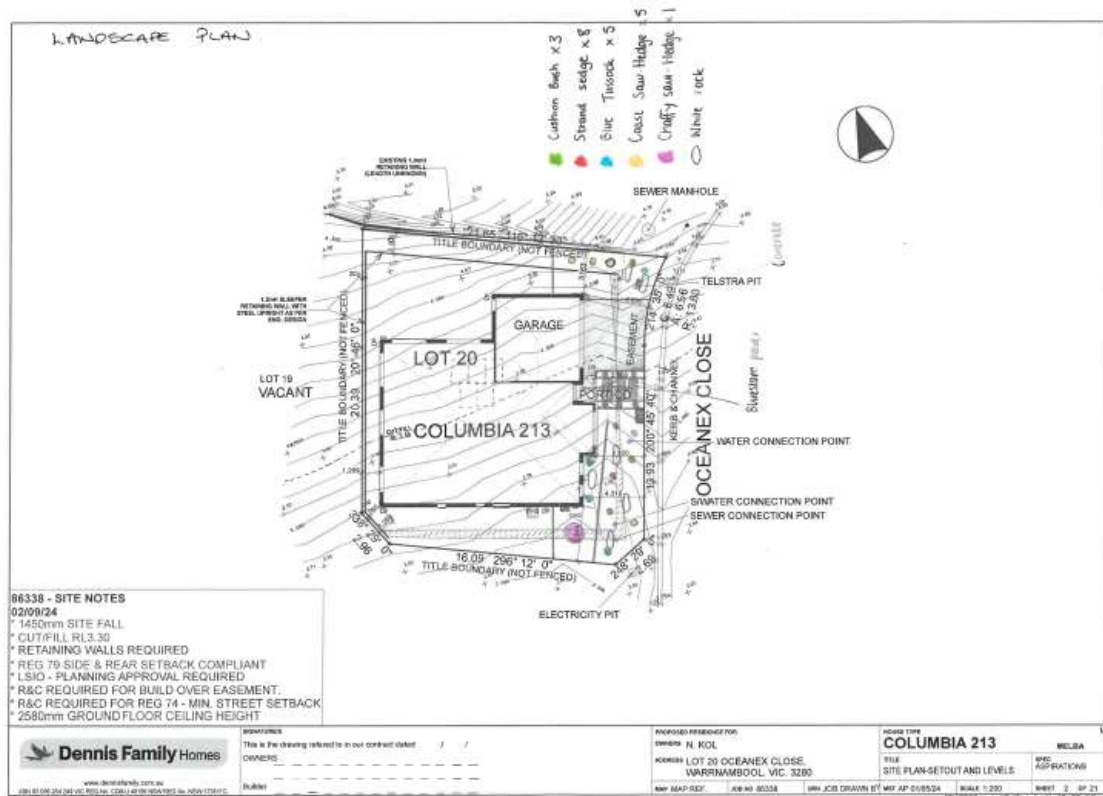


Figure 12. Landscaping plan and schedule (Source: Application documents)

Planting has generally been proposed to the front of the dwelling with the provision of the following species:

#### ***Cushion bush (Leucophyta brownie)***

A local native hardy shrub with a low rounded, cushion-like growth habit. The cushion bush has white to yellow globular heads and an approximate height of 0.5-1 metre. Three (3) species will be planted in association with the new dwelling.





**Strand sedge (*Carex inversa*)**

A local native coastal plant with narrow and erect flower heads that are yellow/brown to red/brown in colour. This grass-like plant has an approximate height of 0.5 metres. Eight (8) species will be planted in association with the new dwelling.

**Blue tussock-grass (*Poa ploiformis* var *poliformus*)**

A local native coastal plant which is densely tufting with rigid and erect bluish leaves and panicles of flowers that have large pale green to straw coloured spikelets. This grass-like plant has an approximate height of 0.5-1 metre. Five (5) species will be planted in association with the new dwelling.

**Coast saw sedge (*Gahnia trifida*)**

A local native tussock forming perennial with long, narrow leaves and erect narrow dark brown flowers. This plant has an approximate height of 1-2 metres. Five (5) species will be planted in association with the new dwelling.



***Chaffy saw sedge (Gahnia filum)***

A local native tussock forming perennial with flat grassy leaves and brown flower spikes. This plant has an approximate height of 1-2 metres. One (1) species of chaffy saw sedge will be planted in association with the new dwelling.



In addition to the proposed planting new garden beds with natural, oblong shapes and will be finished with white rocks will be provided to the front of the dwelling. A pedestrian pathway will be constructed of bluestone paving and will lead from the central part of the frontage of the lot to the entrance of the dwelling. A concrete driveway is proposed to be located towards the north-east corner of the site and will lead directly into the double garage.

**Vehicle Access**

Vehicle access to the site will be provided via a new single vehicle crossover and driveway directly from Oceanex Close located towards the north-east corner of the site as detailed on the application plans. The driveway will lead directly into the new double garage associated with the dwelling. Planting has been detailed on the Landscaping Plan within the area directly to the north of the driveway and the pedestrian pathway will be provided directly to the south of the driveway. The driveway is proposed to be finished with a 'natural concrete' material as detailed in the application documents.

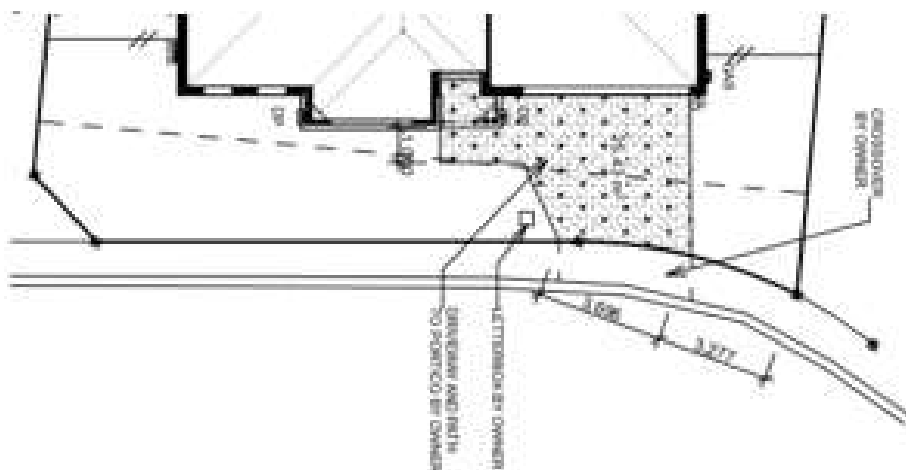


Figure 13. Location of crossover and driveway (Source: Application documents)

## Site Context

### PLANNING PERMIT HISTORY

A review of Council's records system details the following relevant planning approval:

- Planning Permit PP2020-0137 for a twenty (20) lot subdivision and associated earthworks was issued on 2 September 2021. The subdivision was named *Oceanex River Estate* and created the subject lot as Lot 20 PS 904859R. PP2020-0137 contained 42 conditions and four (4) advisory notes. The permit was amended on 10 April 2025 with Condition 1(g) being amended, Conditions 21 and 22 being deleted and the remaining conditions being re-numbered. An extension of time was issued to the permit on 22 September 2023 requiring certification of the plan of subdivision by 2 September 2025. The *Oceanex River Estate Design Guidelines* were endorsed as part of PP2020-0137 and apply to the residential development of each of the lots within the subdivision. A detailed separate assessment against the requirements of the *Design Guidelines* is attached to this report (Appendix A). It can be summarised here that the proposed development generally complies with the *Oceanex River Estate Design Guidelines*.

### RESTRICTIONS

A current Certificate of Title confirms that the following restrictions are registered on the subject site:

- Covenant AY688635J (MCP AA10400)
- Section 173 Agreement AW738261S

A detailed separate assessment against the requirements of the abovementioned restrictions is attached to this report (Appendix B). It can be summarised here that the proposed development generally does not contravene any restriction that is registered on the Certificate of Title.

### ABORIGINAL CULTURAL HERITAGE

The subject site is located within an Area of Aboriginal Cultural Heritage Sensitivity as detailed on the map below.

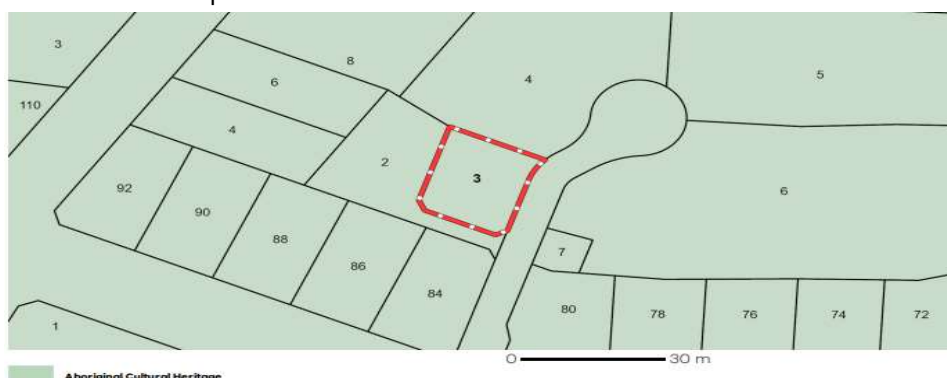


Figure 14. Cultural Heritage Sensitivity map (Source: Planning Property Report 2025)

The proposed development includes exempt activities in accordance with the following clauses of the *Aboriginal Heritage Regulations 2018*:

- Regulation 9(1)(a) - Construction of one dwelling on a lot; and
- Regulation 12(1)(b) - Buildings and works ancillary to a dwelling.



### Officer Comment

In accordance with the provisions of the *Aboriginal Heritage Regulations 2018* the proposed development of the land with the construction of a dwelling and fencing is categorised as exempt activities and therefore a Cultural Heritage Management Plan is not required to be prepared pursuant to Regulation 7 of the *Aboriginal Heritage Regulations 2018*.

### BUSHFIRE PRONE AREA

The subject site is located within a Bushfire Prone Area as identified on the map below.

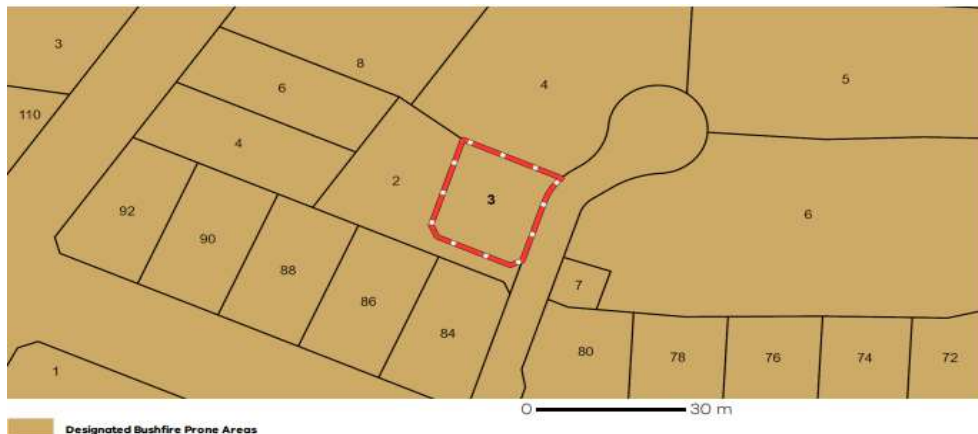


Figure 15. Bushfire Prone Area map (Source: Planning Property Report 2025)

### Officer Comment

The construction of a single dwelling and fences on the subject site does not trigger any specific assessment of bushfire risk in relation to safety considerations to human life and property as part of the planning permit process. The application plans detail that the dwelling will be constructed to a Bushfire Attack Level (BAL) of 12.5 (Low risk) as specified below.

### BAL - 12.5 (LOW RISK)

#### BUSHFIRE ATTACK LEVEL INCLUSIONS

- CONSTRUCTION TO COMPLY WITH AS3959 CONSTRUCTION OF BUILDINGS IN BUSHFIRE PRONE AREAS.
- ROOF PENETRATIONS, EXTERNAL WALLS, AROUND WINDOWS AND DOOR FRAMES AND AROUND SCREENS ARE NOT TO HAVE A GAP GREATER THAN 2mm.
- MATERIALS USED TO SEAL GAPS AND PENETRATIONS OF ROOF AND WALLS ARE NON COMBUSTIBLE MINERAL WOOL, FLASHINGS AND SILICONE SEALANTS.
- ALUMINIUM SPARK ARRESTER TO ALL WEEP HOLES MAX. 2mm APERTURE.
- WALL CLADDING IS 6mm MIN. FC SHEET.
- MIN. 4.5mm THICK FC SHEET WHERE ROOF PITCH IS GREATER THAN 18 DEGREES. MIN. 6mm THICK FC SHEET WHERE ROOF PITCH IS LESS THAN 18 DEGREES.
- EXTERNAL HARDWARE SUPPORTING WINDOW AND DOOR OPENINGS TO BE METAL.
- 4mm GRADE A SAFETY GLASS FOR ANY GLAZING LESS THAN 400mm ABOVE A SURFACE. (TO EXTERNAL FACE OF ANY DOUBLE GLAZING).
- ALUMINIUM WINDOW FRAMES.
- ALUMINIUM SLIDING DOOR AND FRAME.
- BAL 12.5 RATED HINGED DOORS PERFORMANCE TESTED TO AS1530.8.1 CRITERIA AND INSTALLED TO AS3959.
- STEEL FRAME TO HINGED EXTERNAL GARAGE DOOR.
- SEAL FITTED TO BASE OF EXTERNAL HINGED DOORS.
- ALUMINIUM MESH FLYSCREENS WITH MAX. 2mm APERTURE TO ALL OPENING WINDOW SASHES.
- GARAGE VEHICLE ACCESS DOOR/S FITTED WITH BRISTLE BRUSH SEAL OR EQUIVALENT AND SEAL TO BOTTOM OF DOOR.
- SARKING TO ENTIRE ROOF INCLUDING OVER ALL RIDGES AND HIPS AND EXTENDING INTO GUTTERS AND VALLEYS.
- EMBER GUARDS TO ALL VENT PIPES AND ROOF VENTILATORS.
- 4.5mm FC SHEET TO EAVES.
- ANTI PONDING BOARDS FITTED TO FASCIA WHERE GUTTERING IS INSTALLED.
- WATER AND GAS SUPPLY PIPES TO BE METAL WHEN ABOVE GROUND.
- EXTERNAL POSTS TO BE FIRE RESISTANT TIMBER (SPOTTED GUM) OR STEEL AS PER DRAWINGS.

Figure 16. Bushfire Attack Level Inclusion details (Source: Application documents)

The relevant Building Regulations may necessitate the use of specific building materials or other considerations as part of the building permit process to reduce the risk of bushfire impacting human life and property however this should not impact the planning assessment in a significant manner as any changes to the external construction materials of the dwelling would require the submission of amended plans associated with the planning permit application.

## Public Notification

The application is not exempt from being advertised pursuant to the provisions of the Warrnambool Planning Scheme. The original subdivision known as *Oceanex River Estate* which created the subject lot was subject of a public notification process and as such it was anticipated that the creation of the subject lot would result in the construction of a dwelling and ancillary works on the site in the future. In accordance with the section 52(1)(a) of the *Planning and Environment Act 1987* the responsible authority must give notice *to the owners and occupiers of allotments or lots adjoining the land to which the application applies unless the responsible authority is satisfied that the grant of the permit would not cause material detriment to any person*. It was determined that the current application for planning approval for the construction of a dwelling and fencing on the subject site would not cause any material detriment to adjoining sites and therefore the planning permit application was not advertised to adjoining owners and occupiers.

## Consultation and Revision

A request for further information (RFI) was sent to the applicant on 4 November 2024 requiring the following matters to be addressed:

1. *As per the submitted lawyers letter, a covenant is expected to be registered on the title. Thus, a current title with the copy of the said covenant must be submitted.*
2. *The natural ground level line and the maximum height from the natural ground level must be noted on all elevations.*
3. *Provide an assessment demonstrating how the proposed dwelling complies with the below restrictions contained within the section 173 agreement (the related Oceanex River Estate Design Guidelines (OREDG);*
  - *Garage be setback minimum of 1m behind the front wall.*
  - *Material and colours – Plans show the dwelling will have brick and JH axon cladding. But it seems like 3 external cladding materials are noted in the material and colour schedule and also no colour is specified for the proposed for JH axon claddings.*
  - *Driveways - to be constructed using permeable or semi permeable materials.*

A response to the RFI was provided by the applicant on 15 November 2024. The applicant was advised on 18 November 2024 that all of the matters within the RFI letter had not been adequately addressed as the current Certificate of Title (CT) and covenant details had not been provided. Discussions ensued with the applicant's legal representatives about difficulties in providing the CT information as the Titles Office was experiencing difficulty registering a new covenant on the Title information for the subject lot. The current Certificate of Title and covenant details were never provided by the applicant and were only obtained

after a Title search was conducted by Council planning staff in order to obtain accurate information about the subject site prior to completing the assessment of the planning permit application.

Ongoing discussions have been held in relation to the impact of flooding on the subject site and surrounding sites located within the *Mervue Estate* and the *Oceanex River Estate* residential subdivisions based on information contained within the *2024 South Warrnambool Flood Investigation* which the Glenelg Hopkins Catchment Management Authority (GHCMA) now relies upon as the best available data for assessing the appropriateness of new development on flood-prone land. These discussions have prolonged the processing timeframe of this planning permit application. The applicant has also submitted amended plans in order to raise the finished floor level of the dwelling in consideration of potential flooding that the subject site may experience. The last set of amended plans was provided by the applicant on 30 June 2025 which detailed a finished floor level for the dwelling of 3.95m AHD.

## Referrals

### SECTION 55 REFERRALS

#### Glenelg Hopkins Catchment Management Authority (GHCMA)

The southern part of the subject site equating to approximately 30% of the total area of the subject site is located within a Land Subject to Inundation Overlay (LSIO) and therefore the application was required to be referred to the GHCMA under section 55 of the *Planning and Environment Act 1987* under Clause 66.03 of the Warrnambool Planning Scheme (WPS). Clause 66.03 of the WPS details that the GHCMA is a 'recommending' authority.

A referral response was provided from the GHCMA on 9 December 2024 which was based on new flood modelling data detailed within the *2024 South Warrnambool Flood Investigation* which the GHCMA considers to be the best available flood data for the area. The new flood modelling details that although only a slightly greater proportion of the subject site is likely be impacted by flooding in the future the potential impact of flooding on egress to the site via Younger Street and Oceanex Close is significant. As the proposed dwelling will rely entirely on flood prone accessways this would result in danger to life, health and safety of the occupants of a dwelling and increase the burden on emergency services and the risk to emergency personnel in the event of a flood.

The GHCMA provided the following referral response which objected to a planning permit being issued for the proposed development:

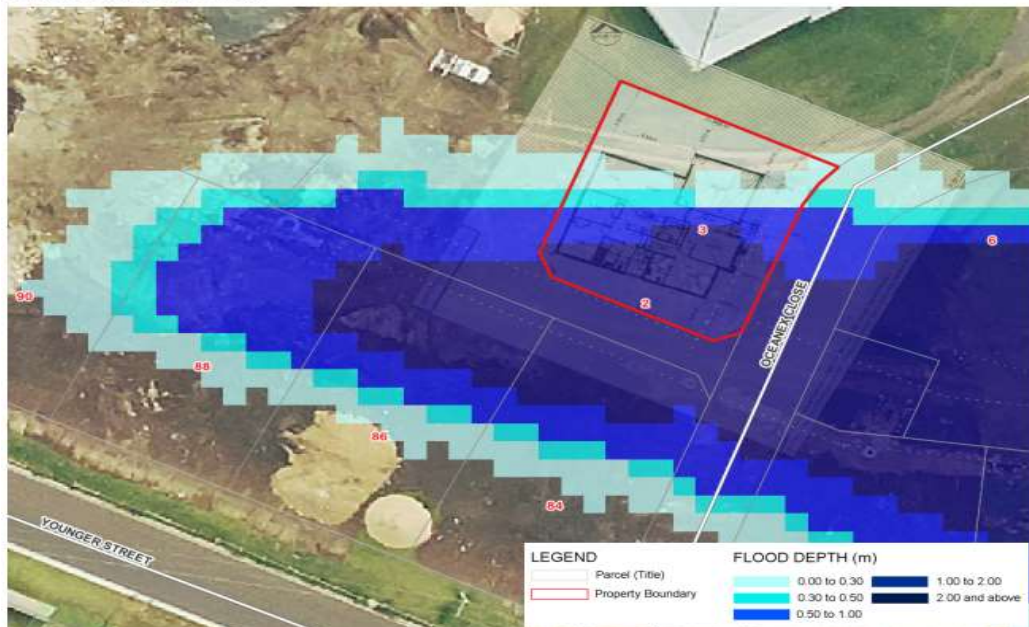
**Pursuant to Section 56 of the *Planning and Environment Act 1987* the CMA recommends against the granting of a permit on the following grounds:**

1. The proposed development is likely to result in danger to the life, health, and safety of the occupants due to flooding of the site.
2. The development relies on flood prone accessways.
3. The development is likely to increase the burden on emergency services and the risk to emergency personnel.
4. The development is likely to reduce natural flood storage. The capacity of land subject to inundation to convey and store floodwater must be maintained.
5. The development is likely to increase the number of buildings located in a floodway area.



The following maps provided by the GHCMa illustrate how flooding will impact the subject site as part of the revised flood modelling data:

**Figure 1: 1% AEP flood depths (including 1.2m SLR and 41% increased rainfall intensity to account for climate change (yr 2100)).**



**Figure 2: 1% AEP flood depths (including 1.2m SLR and 41% increased rainfall intensity to account for climate change (yr 2100)) on access.**

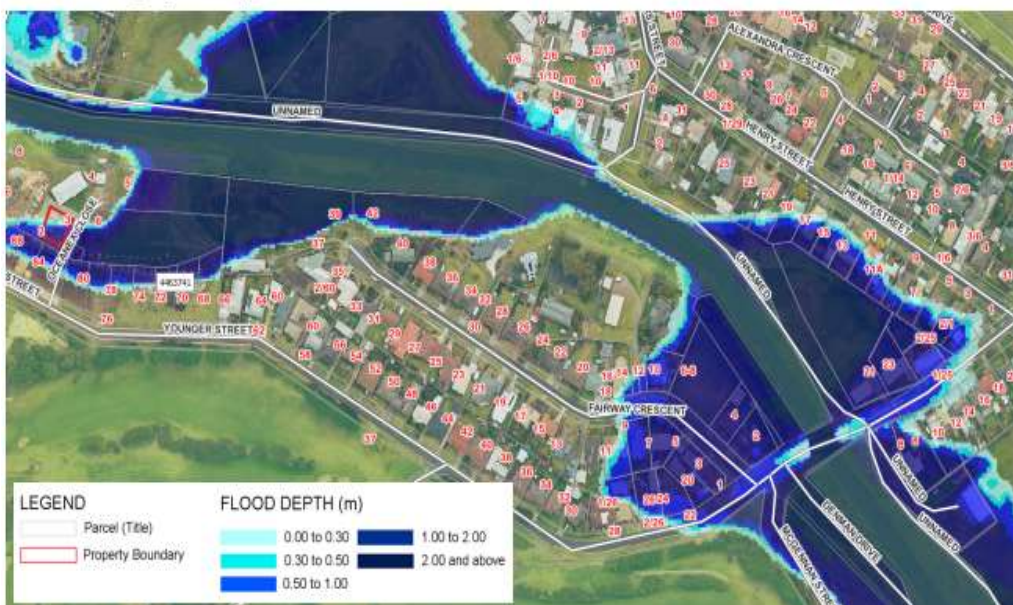


Figure 1. GHCMa flood images based on the 2024 South Warrnambool Flood Investigation flood modelling and data (Source: GHCMa referral response dated 9/12/2024)

## SECTION 52 REFERRALS

No referrals under section 52 of the *Planning and Environment Act 1987* were undertaken.

## INTERNAL REFERRALS

### City Strategy

The following response was provided by City Strategy on 4 December 2024:

The land in question is within the General Residential zone (GRZ1), and is affected by the Design and Development (DDO13), Land Subject to Inundation (LSIO) and Significant Landscape (SLO1) overlays. The current LSIO boundary is on the southern corner of the lot, and affects approximately 30% of the lot.

The lot forms part of the OceanEx Estate, where subdivision was originally approved in September of 2021 (before being amended in May 2022 and August 2024), which relied on the best available data at the time, which was modelling conducted in 2007. As statement of compliance was only granted in September 2024, none of the lots have yet been developed, however a number of development applications have now been submitted.

From a policy standpoint, the original subdivision was assessed as being in line with planning policy at the time, and there is no reason (outside of flood risk) for that view to be altered. The location remains as within the current settlement boundary, the lots are well serviced including reticulated sewer, and the location is in reasonably close proximity to both social and development infrastructure. The contentious point, therefore, remains as the risk to human life posed by flood risk based on updated flood modelling data.

Clause 13.03-1L of the WPS applies to all land in the LSIO, and broadly seeks to ensure "that habitable buildings are protected from flooding in major storms". This is consistent with the policy direction in 13.03-1S which seeks to protect "life, property and community infrastructure from flood hazard". Typically, these policies are implemented via the mapping of 'Annual Exceedance Probabilities' (AEPs), conducted via hydrologic and hydraulic modelling. Since the completion of the 2007 South Warrnambool Flood Study, consequential updates to the Australian Rainfall and Runoff (ARR), as well as predictions on likely sea level rise has led to commensurate changes in the methodologies used to undertake flood modelling and mapping. This, in combination with new data inputs, makes the updating of flood modelling well timed. Council is now in receipt of an updated Flood Model, and has now releasing this data publicly as part of a public roll out in December 2024.

In this instance, the model suggests that the 1% AEP used to inform the UFZ will not increase substantially, as follows:





However, the broader model also shows that egress via Younger Street (the only vehicular access in and out) will be flooded.



This would place responsible authorities in difficulty, as while there are clearly many existing properties that are affected by the same roadway flooding issue, the decision at hand needs to be contained to the specific application of this new dwelling. Consequently, while Council and the CMA will undoubtedly be working on mitigation strategies to work around the accessway issue, there is no current plan in place that shows safe egress from this property.

In this respect, there are two separate issues to consider: 1) the flood risk to inundated buildings, and 2) the risk associated with lack of egress due to flooded roads. Whether or not there becomes cause to suggest building measures to mitigate risk (height of floor level, re-siting of development, etc), becomes a matter of negotiation once advice is returned from the CMA. The risk associated with access does not appear to be immediately resolvable, in that egress via the only available road will be limited.

Accordingly, it is suggested in this instance to pay close attention to the CMA response. Should the CMA provide an objection (which will be done under Section 55 as a 'recommending' authority), it then becomes Council's prerogative as to whether to follow this advice or not. While the egress issue is undoubtedly being investigated at a higher level, it is possible that in this instance it may make sense to request further information from the applicant as to how this issue can be solved in the shorter term, and potentially not issue approval until this matter is resolved.

#### Officer Comment

The referral response from City Strategy details the planning history of the subject site in relation to the creation of the *Mervue Estate* and the *Oceanex River Estate* residential subdivisions and the challenges now faced based on consideration of the new flood data contained within the *2024 South Warrnambool Flood Investigation* which is now relied upon by the GHCMa as the best available data for assessing flood risk to any proposed new



development on flood prone land. Council has recently determined not to adopt the new flood data and this will provide challenges for authorities when determining the appropriateness of any new development. City Strategy suggests that particular attention is paid to the referral response of the GHCMA in order to ensure that flood related concerns are considered. The GHCMA has objected to the proposed development on the land due to flooding risk to human safety and property as a 'recommending' referral authority.

### **Infrastructure Management**

The application was referred to Council's Infrastructure Management Department. No objection was made to the proposed development subject to the inclusion of a condition on any planning permit approval which addressed on-site stormwater management to the satisfaction of the responsible authority.

### Officer Comment

Should any planning permit be issued for a new dwelling on the subject site a condition would require appropriate on-site stormwater management in association with the new dwelling. On-site stormwater management would also be required to be addressed as part of any building permit that is issued for the construction of a dwelling on the subject site.

## **Assessment**

### **PLANNING POLICY**

#### **Municipal Planning Strategy (MPS)**

The MPS provisions that are particularly relevant to this application are set out at:

- Clause 02.01 Context
- Clause 02.02 Vision
- Clause 02.03 Strategic Directions
  - Clause 02.03-1 Settlement
    - Urban growth
  - Clause 02.03-2 Environmental and Landscape Values
    - Significant environments and landscape
  - Clause 02.03-3 Environmental risks and amenity
    - Climate change impacts
    - Floodplain management
    - Bushfire
  - Clause 02.03-5 Built Environment and heritage
    - Urban design
  - Clause 02.03-4 Natural resource management
  - Clause 02.03-6 Housing
- Clause 02.04 Strategic Framework Plan
 

The Warrnambool Strategic Framework Plan details that the subject site is located on the southern edge of the urban settlement boundary of the City.

#### **Planning Policy Framework (PPF)**

The PPF provisions that are particularly relevant to this application are set out at:

- Clause 11 – Settlement
  - Clause 11.01 Victoria
    - Clause 11.01-1R – Settlement - Great South Coast

- Clause 11.03 Planning for places
  - Clause 11.03-2S Growth Areas
- Clause 12 – Environmental and Landscape Values
  - Clause 12.02 Coastal Areas
  - Clause 12.05 Significant Environments and Landscapes
- Clause 13 – Environmental Risks and Amenities
  - Clause 13.01 Climate change impacts
  - Clause 13.02 Bushfire
    - 13.02-1S Bushfire planning
  - Clause 13.03 Floodplains
    - 13.03-1S Floodplain management - seeks to protect *'life, property and community infrastructure from flood hazard'*
    - 13.03-1L Merri River and Russells Creek floodplains – seeks to ensure *'that habitable buildings are protected from flooding in major storms'*
- Clause 15 – Built Environment and Heritage.
  - Clause 15.01 – Built Environment
    - Clause 15.01-2S Building design
    - Clause 15.01-5S Neighbourhood character
  - Clause 15.02 – Sustainable Development
- Clause 16 – Housing

#### Officer Comment

The proposed dwelling would contribute to future housing development and generally satisfies the housing and settlement objectives identified within the MPS and PPF. Clause 13.02-1S which relates to Bushfire planning gives priority to the protection of human life over all other policy considerations by directing population growth to low risk locations. As previously mentioned, the development will lead to an increase in potential dwellings, and therefore additional population growth in a bushfire prone area would result. Although the application does not include a Bushfire Management Statement, the risk is clearly limited based on the site and immediate surrounds being cleared of vegetation and fuel load. As the subject site is not located within a Bushfire Management Overlay it is considered that standard levels of risk mitigation will be undertaken, including an assessment of an appropriate Bushfire Attack Level (BAL) at building permit stage and the application plans detail that the dwelling will be constructed to a BAL of 12.5 which is classified as being low risk.

The potential impacts of flooding on the construction of a new dwelling on flood prone land is an important factor which must be considered as part of the assessment of any planning permit application in order to determine whether to allow new development. The GHCMA is the relevant floodplain management authority which has the responsibility for providing advice based on technical data as to the appropriateness of any new development within the Land Subject to Inundation Overlay and on other flood prone land. The GHCMA has objected to the issue of a planning permit for the proposed development of the subject site with a new dwelling and fencing based on consideration of the best available flood-related data which is contained within the *2024 South Warrnambool Flood Investigation*. The GHCMA considers that the use of flood prone accessways to obtain access to the subject site would be required to access the new dwelling and that this would pose an unacceptable risk to the safety of occupants of the dwelling and to emergency services personnel in the event of a flood which impacted the area.

Based on flooding concerns and the referral response provided by the GHCMa the proposed development of the site with the construction of a new dwelling and fencing is not in accordance with the Municipal Planning Strategy (MPS). Clause 02.03-3 of the MPS details that an environmental risk which should be considered in relation to new development is floodplain management and associated environmental impacts. The GHCMa has objected to the proposed development which it has determined will result in danger to life, health and safety of the occupants of the new dwelling and will place an increased burden on emergency services and impact the safety of emergency personnel.

The construction of a dwelling and fencing on the subject site is also not in accordance with the floodplain management provisions of the Planning Policy Framework (PPF) which seeks to protect *'life, property and community infrastructure from flood hazard'* (Clause 13.03-1S) and specifically in relation to the Merri River seeks to ensure *'that habitable buildings are protected from flooding in major storms'* (Clause 13.03-1L).

## ZONE

### General Residential Zone – Schedule 1 (GRZ1)

The subject site is located within the General Residential Zone – Schedule 1 (GRZ1)

#### Purpose

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage development that respects the neighbourhood character of the area.
- To encourage diversity of housing types and housing growth particularly in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.



Figure 18. Zoning map (Source: Planning Property Report 2025)

#### Permit Requirement

A planning permit is not required for the construction of a single dwelling and fences on the subject site under the General Residential Zone provisions however the minimum garden area and building height requirements must be met.

### Minimum Garden Area Requirement

In accordance with Clause 32.08-4 of the WPS a minimum garden area must be provided in association with a new dwelling on a lot size of 400m<sup>2</sup> or greater. The subject site measures 447m<sup>2</sup> in area. For a lot measuring between 400- 500m<sup>2</sup> in area a minimum of 25% of the site must be provided as a garden area. The application documents detail 222.5m<sup>2</sup> or 49% of the subject site being available for use as a garden area which complies with the minimum garden area requirement of Clause 32.08-4.

### Building Height

In accordance with Clause 32.08-11 of the WPS a building constructed for use as a dwelling must not exceed 11 metres or three (3) storeys in height at any point. The proposed dwelling is single storey in design and does not exceed the maximum height requirement of the General Residential Zone as the maximum height of the dwelling is 7.009 metres from natural ground level. Note: Design and Development Overlay – Schedule 13 (DDO13) and the *Oceanex River Estate Design Guidelines* prescribe a maximum height limit of 7.5 metres.

### **OVERLAY(S)**

The subject site is covered entirely by a Significant Landscape Overlay – Schedule 1 (SLO1) and a Design and Development Overlay – Schedule 13 (DDO13) and is partially impacted by a Land Subject to Inundation Overlay (LSIO).

### **Significant Landscape Overlay (SLO)**

#### Purpose

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify significant landscapes.*
- *To conserve and enhance the character of significant landscapes.*

[SIGNIFICANT LANDSCAPE OVERLAY \(SLO\)](#)

[SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 1 \(SLO1\)](#)



Figure 19. Significant Landscape Overlay – Schedule 1 (SLO1) Map (Source: Planning Property Report 2025)

### Permit Requirement

Pursuant to Clause 42.03-2 a planning permit is required to construct a building or construct or carry out works and to construct a fence if specified in the schedule to this Overlay.

Schedule 1 specifies that the erection of a fence exceeding 1.5 metres in height requires a planning permit. Therefore the construction of a dwelling and fences on the site requires planning approval in accordance with the provisions of the Significant Landscape Overlay and Schedule 1 to the Overlay.

#### Decision Guidelines

In accordance with Clause 42.03-5 before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The statement of the nature and key elements of the landscape and the landscape character objective contained in a schedule to this overlay.*
- *The conservation and enhancement of the landscape values of the area.*
- *The need to remove, destroy or lop vegetation to create a defensible space to reduce the risk of bushfire to life and property.*
- *The impact of the proposed buildings and works on the landscape due to height, bulk, colour, general appearance or the need to remove vegetation.*
- *The extent to which the buildings and works are designed to enhance or promote the landscape character objectives of the area.*
- *The impact of buildings and works on significant views.*
- *Any other matters specified in a schedule to this overlay.*

#### Landscape Character and Objectives

A schedule to this overlay must contain:

- A statement of the nature and key elements of the landscape (refer to specific statement in the table below).

#### **Schedule 1 to the Significant Landscape Overlay - Coastal Hinterland and Landscape Area (SLO1)**

Schedule 1 to the Significant Landscape Overlay applies to the subject site.

##### Statement of nature and key elements of landscape

*Warrnambool is the largest coastal city in Victoria, and is bordered by scenic coasts. The proximity of the Hopkins and Merri rivers to the coast also gives the rivers, their estuaries and the coasts important landscape qualities. Coastal and coastal hinterland views are of significance to residents, visitors and the tourist industry.*

##### Fencing within SLO1

Schedule 1 specifies that the erection of a fence exceeding 1.5 metres in height requires a permit.

In association with Schedule 1 to the Significant Landscape Overlay, the landscape character objectives to be achieved, application requirements and decision guidelines have been addressed in the table below.

### Landscape Character Objectives to be achieved

- To protect and enhance the scenic qualities of coastal hinterland areas.
- To recognise the value of the scenic qualities of views towards the coast to residents, visitors and the tourist industry.
- To maintain and enhance views from major roads and residential areas towards the coast.
- To prevent the interruption of views towards the coast by inappropriate or poorly designed development or that which is sited in prominent locations.
- To encourage development which does not intrude upon views of the coast.
- To recognise hedgerows and established exotic vegetation as an important element of the coastal landscape.

### Assessment

The proposed dwelling is single storey in design and will be constructed of a combination of building materials and be finished in mid toned, neutral or dark colours that are preferred within the surrounding natural environment. The dwelling has not been specifically designed for the site and is a basic volume build style dwelling with a standard layout however due to the use of appropriate building materials and colours it is considered that the new built form will integrate well within the surrounding natural environment. The use of an appropriate colour palette for the exterior finish of the dwelling and the planting of native vegetation on the site will help to ensure that the built form is appropriate within the riverine and coastal environment.

In relation to the proposed fencing on the site as the area to the front of the dwelling will not be fenced the proposed 1.8 metre high timber fences along the side and rear boundaries and the wing fencing returning to the northern and southern sides of the dwelling is considered to be appropriate in terms of the height, style and construction materials of the fencing in order to ensure that it provides a secure back yard area in association with the new dwelling but is also sympathetic to the surrounding natural environment.

It is considered that the built form of the new dwelling will not be a dominant feature within the streetscape and the surrounding natural environment and therefore the scenic qualities of the area will be protected which is a desired outcome of the SLO1.

Application requirements	Included	Satisfactory
Site analysis and plan(s) of the proposal	Yes	Yes
The topography of the site and location of any existing native vegetation, sand dunes and drainage lines.	Yes	Yes



The location of any existing and proposed buildings and works, including fences of a height of more than 1.5 metres.	Yes	Yes
Elevations of any proposed buildings or works including exterior surface treatments. The elevations must illustrate the existing and proposed ground level in relation to the proposal.	Yes	Yes
A Landscaping Plan which shows all existing vegetation, any vegetation to be removed, areas to be planted with indigenous species, and type of species to be planted. Plants recognised locally as environmental weeds should not be included.	Yes	Yes
Photographs of the site of the proposal, as viewed from any nearby residential areas, roads, or other public activity areas towards the coast. A photographic montage or wide-angle photographs should be submitted with an accompanying plan, which shows the location from which the photographs were taken.	No	Yes
<b>Decision Guidelines</b>		
<p>Before deciding on an application for a permit, the responsible authority must consider, as appropriate:</p> <ul style="list-style-type: none"> <li>• The extent of intrusion of the development upon views towards the coast, particularly from existing residential areas, major roads and other public locations.</li> <li>• The desirability of site responsive structures in locations of high visual prominence.</li> <li>• The desirability of using exterior finishes/colours and landscape screens to reduce the impact of a development.</li> <li>• The desirability of relocating the proposal to a less prominent location on the site to reduce the impact on views towards the coast.</li> <li>• The need to retain and replant indigenous coastal species.</li> <li>• The desirability of maintaining existing hedgerows as part of the coastal landscape and to screen existing and proposed development.</li> </ul> <p><b>Assessment</b></p> <p>The proposed dwelling is generally in accordance with the decision guidelines of the SLO1 as it is a low scale single storey building which is to be constructed of appropriate materials and finished in acceptable colours in order to be responsive to the surrounding natural environment. The subject lot is a small sized residential lot and therefore the siting of the dwelling is appropriate and complies with the Appropriate Building Area (ABA) which was approved as part of the original subdivision that created the subject lot. There is no existing vegetation located on the subject site which requires protection and the development of the site will require the planting of local native vegetation in order to revegetate the area.</p>		

## Design and Development Overlay (DDO)

### Purpose

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas which are affected by specific requirements relating to the design and built form of new development.

DESIGN AND DEVELOPMENT OVERLAY (DDO)

DESIGN AND DEVELOPMENT OVERLAY - SCHEDULE 13 (DDO13)



Figure 20. Design and Development Overlay – Schedule 13 (DDO13) Map (Source: Planning Property Report 2025)

### Design Objectives

A schedule to this overlay must contain a statement of the design objectives to be achieved for the area affected by the schedule.

### Permit Requirement

Pursuant to Clause 43.02-2 a planning permit is required to construct a building or construct and carry out works and to construct a fence if specified in a schedule to this overlay. Schedule 13 specifies that a permit is required to construct a fence (Clause 2). The construction of a dwelling and fences on the site therefore requires planning approval within DDO13.

### Decision Guidelines

Clause 43.02-6 details that before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The design objectives of the relevant schedule to this Overlay.
- The provisions of any relevant policies and urban design guidelines.
- Whether the bulk, location and appearance of any proposed buildings and works will be in keeping with the character and appearance of adjacent buildings, the streetscape or the area.

- *Whether the design, form, layout, proportion and scale of any proposed buildings and works is compatible with the period, style, form, proportion, and scale of any identified heritage places surrounding the site.*
- *Whether any proposed landscaping or removal of vegetation will be in keeping with the character and appearance of adjacent buildings, the streetscape or the area.*
- *The layout and appearance of areas set aside for car parking, access and egress, loading and unloading and the location of any proposed off street car parking.*
- *.....*
- *Any other matters specified in a schedule to this Overlay.*

**Schedule 13 to the Design and Development Overlay - Younger Street (West) (DDO13)**

Schedule 13 to the Design and Development Overlay applies to Younger Street (West).

*This land is located on the north and west side of Younger Street, adjacent to the Warrnambool Golf Course. The land is located between the Merri River and the coastal dunes on undulating land that is above the designated flood level.*


*The development controls within this area recognise the coastal and river location and provide for high quality design, sensitive exterior finishes and colours, native landscaping and overall height controls for future development.*

\

*The preferred character of this area – Buildings are visually integrated with their rural setting and responsive to the topography of the coastal location. Coastal vegetation indigenous to the area has been established and the built form edges of the development screened by this vegetation relate to the river and wetland interfaces. Views out from the development are retained to the river, dunes and surrounding farmland.*

Specific design objectives and buildings and works requirements apply to DDO13. The relevant requirements have been addressed in the table below:

LANDSCAPE SETTING	
<b>Section 1.0</b> <b>Design objectives</b>	<ul style="list-style-type: none"> <li>▪ Minimise the visual impact of the development from key viewing locations including the Merri River and existing urban areas of Warrnambool</li> <li>▪ Re-establish vegetation dominated views of the area</li> <li>▪ Ensure new development includes features that are sympathetic to the appearance of the coastal and river environs</li> <li>▪ Integrate the landscape setting of the Merri River, wetlands and other rural landscapes</li> <li>▪ Limit intrusion on the skyline and ridgeline</li> </ul>
<b>Section 2.0</b> <b>Buildings and works - requirements</b>	<ul style="list-style-type: none"> <li>▪ Existing trees are retained and new indigenous trees and other coastal vegetation is established to screen dwellings and structures</li> </ul>
<p><b><u>Assessment</u></b></p> <p>The proposed dwelling is single storey in design and as such the bulk of the built form is able to be absorbed within the surrounding natural environment. The overall look of the exterior finish of the dwelling and the proposed landscaping is generally sympathetic to the surrounding riverine environment. The finish of the dwelling is acceptable based on the use of a neutral, mid-toned and dark colour palette and a range of construction materials. The built form and sealed surfaces will not visually intrude upon the natural landscape in a dominant manner. No vegetation is currently located on the subject site and the proposed landscaping and species selection as detailed in the Landscaping Plan are generally considered to be suitable for the site and will help to immerse the built form within the surrounding natural landscape.</p> <p>The proposed driveway will be constructed with a natural concrete finish which is not ideal within the surrounding natural environment however the proposed landscaping will reduce the dominance of the hard surface of the new driveway. The provision of landscaping to the front of the dwelling is important within the <i>Oceanex River Estate</i> subdivision. The landscaping and planting will serve to soften the built form of the new dwelling and the hard surface of the driveway minimising the visual impact of the built form within the surrounding area. Due to the subject site having a lot size which is less than 500m<sup>2</sup> in area and in consideration of the <i>Oceanex River Estate Design Guidelines</i> the planting of canopy trees on the subject site is not considered necessary in association with the construction of the proposed new dwelling.</p>	

SITING	
<b>Section 1.0</b> <b>Design objectives</b>	<ul style="list-style-type: none"> <li>Integrate buildings into the river corridor and rural dune landscapes</li> <li>Ensure buildings are appropriately setback from sensitive environmental boundaries</li> <li>Provide a consistent vegetation-dominated streetscape</li> <li>Develop spacious building setting with space for planting</li> </ul>
<b>Section 2.0</b> <b>Buildings and works - requirements</b>	<ul style="list-style-type: none"> <li>New developments address street frontages and public areas</li> <li>Site coverage is restricted to 50%</li> <li>Minimum setback of 5 metres from any boundary that abuts the Merri River public reserve</li> <li>Sufficient space provided in front of the building for landscaping including canopy trees, with a minimum setback of 6 metres from road frontages</li> <li>Set buildings back from both side boundaries with sufficient space for landscaping</li> <li>Car parking is provided on site and garages are located behind the front line of buildings to minimise their visual impact</li> </ul>
<b>Assessment</b> <p>The dwelling will address Oceanex Close with the portico and entry area to the dwelling, living room, master bedroom and the garage door facing Oceanex Close. The total site coverage of built form on the site measures 199.24m<sup>2</sup> which equates to approximately 44.5% of the 447m<sup>2</sup> total lot area. The site does not abut the Merri River public reserve. Sufficient space is provided to the front of the dwelling adjoining Oceanex Close for landscaping to be provided. Although the dwelling is proposed to be set back less than six (6) metres from Oceanex Close the setback complies with the approved Appropriate Building Area (ABA) for the subject lot that was approved as part of the original subdivision of the land (refer to plan below).</p> 	

The required front setback coincides with the location of an existing sewerage easement (E-1). The dwelling will be set back 3.35 metres from Oceanex Close to the living room and portico and 4.35 metres to the front wall of Bedroom 1. The dwelling is also appropriately set back from the side boundaries of the lot with sufficient space for landscaping being provided to the sides of the new dwelling. Car parking is proposed to be provided on the subject site within a proposed double garage which forms part of the dwelling at the north-east corner. The garaging is located behind the front line of the dwelling. The sectional flat line panel garage door will face Oceanex Close and will be finished in the *Colorbond* colour 'Night Sky' ensuring the visual impact of the garaging is minimised when viewed from Oceanex Close and any other areas of the public realm.

#### HEIGHT AND BUILDING FORM

##### Section 1.0 Design objectives

- Ensure buildings and structures sit within the coastal dune landscape and vegetation setting
- Create a low scale built form by encouraging low pitched roofs and avoiding box-like forms

##### Section 2.0: Buildings and works – requirements

- Development is kept below future mature tree canopy height and the maximum height of any development is less than 7.5 metres above natural ground level, with no more than 2 storeys above natural ground level
- Wall heights interfacing with the Merri River corridor and adjacent rural areas are no higher than 5.0 metres and no higher than 1 storey to a depth of 5 metres
- The visual impact of buildings is minimised and the need for cut and fill is reduced by designing buildings to follow the contours and step down the site

##### Assessment

The dwelling is single storey in design and will have a maximum height of approximately 7.009 metres above natural ground level. There are no wall heights which interface with the Merri River corridor or adjacent rural areas. The visual impact of the dwelling based on its bulk will be minimal as the dwelling is single storey in design and is well below the maximum height limit of 7.5 metres. The site will be cut and filled to allow for a level building platform for the construction of the dwelling however due to the siting of the new built form excavation will generally be limited to the construction area which is a desirable outcome.



MATERIALS AND DESIGN DETAILS	
<b>Section 1.0</b> <b>Design objectives</b>	<ul style="list-style-type: none"> <li>Ensure buildings demonstrate a high standard of contemporary design and complement the coastal setting</li> </ul>
<b>Section 2.0</b> <b>Buildings and works - requirements</b>	<ul style="list-style-type: none"> <li>Simple building details are used</li> <li>Articulate the form of buildings and elevations, particularly front facades, and include elements that lighten the building form such as balconies, glazing and light transparent balustrading</li> <li>Use a mix of contemporary and traditional Warrnambool coastal materials, textures and finishes including timber, render, glazing, stone, brick and iron roofing</li> <li>Where buildings are set amongst vegetation, utilise colours and finishes that complement the native vegetation of the local area, including dark, subdued natural colours and matte finishes</li> <li>All outbuildings to be constructed using similar materials to the main building</li> <li>Glazing and roofing materials to be of low reflectivity</li> <li>Fencing height is a maximum of 1.2 metres above natural ground level along street frontages and public areas</li> </ul>
<p><b><u>Assessment</u></b></p> <p>The proposed dwelling has not been designed for the site but is a standard volume build designed basic three (3) bedroom dwelling. The front façade of the dwelling will present in an articulated form when viewed from Oceanex Close with a portico and entry area, living room, master bedroom and double garage presenting to the common property accessway and the double garage being positioned behind the front line of the dwelling. A mix of materials will be used in association with the dwelling including brickwork, feature linea wall cladding and steel roofing. The proposed finishes and colours of the walls and roof of the dwelling will generally comprise mid or dark toned, subdued colours and matte finishes. The face brickwork being <i>Austral 'Access Stone'</i>, the wall cladding being painted in <i>Wattyl</i> branded paint to match the <i>Colorbond</i> colour '<i>Night Sky</i>' and the roof and garage door being finished in <i>Colorbond 'Night Sky'</i> is appropriate for the site. The chosen finishes and colours are generally appropriate and will allow the dwelling to be immersed within the surrounding natural environment. The design of the dwelling is contemporary in nature with a range of modern building materials being used and appropriate levels of glazing.</p> <p>Planting of native vegetation on the site will help to immerse the dwelling within the surrounding natural environment. The proposed landscaping will ensure that the new built form will not be overly dominant within the surrounding natural environment. No outbuildings are proposed to be constructed on the site as part of the development. Non-reflective materials would be required to be used in association with the construction of any new building on the subject site.</p>	

New fencing is proposed as part of the development with 1.8 metre high timber fencing proposed along all lot boundaries behind the front façade of the dwelling. The location, style design and construction materials of the proposed fencing is considered to be appropriate. No front fencing is proposed.

## STREETSCAPE

### Section 1.0 Design objectives

- Maintain the informal semi-rural feel of streetscapes
- Ensure fencing is not visually prominent

### Section 2.0 Buildings and works – requirements

- Ensure that the area between the building and front property boundary has a mostly permeable surface and is able to support vegetation, including canopy trees
- Front fences are discouraged, and where required should be of post and wire construction or similar transparency
- Where side and rear fencing is required, this should be of post and wire construction or of similar transparency
- Screen fencing may be provided within the immediate cartilages of the building

### Assessment

The area to the front of the dwelling has a mostly permeable surfaces and is able to support vegetation. The sealed driveway to the garage and the pedestrian pathway are the only non-permeable surfaces located to the front of the dwelling. The sealed driveway surface will be finished in natural concrete. Landscaping treatments including planting, pathways and garden beds are proposed to be located to the front of the dwelling and will have the effect of reducing the visual impact of the non-permeable finish within the surrounding natural environment.

No front fencing has been detailed on the application plans. Timber fencing with a height of 1.8 metres is proposed to be constructed on all of the lot boundaries of the subject site behind the front façade of the dwelling.

VIEWS	
<b>Section 1.0 Design objectives</b>	<ul style="list-style-type: none"> <li>▪ Provide for the reasonable sharing of views to the coastal dunes, river and the surrounding landscape</li> <li>▪ Protect the local environment and significant views</li> </ul>
<b>Section 2.0 Buildings and works - requirements</b>	<ul style="list-style-type: none"> <li>▪ Buildings and structures should be sited and designed to take into account existing views to the coast and surrounding foothills from nearby properties</li> </ul>
<b><u>Assessment</u></b>  <p>The siting of the dwelling will not unduly impede any views to the coast or the surrounding foothills from nearby properties. The dwelling is single storey in design and complies with the maximum height limitation of 7.5 metres within DDO13 having a maximum of height of 7.009 metres. The siting of the dwelling will not unduly impede the views of any existing dwellings to important elements within the natural landscape.</p>	
ENVIRONMENTAL SUSTAINABLE DESIGN	
<b>Section 1.0 Design objectives</b>	<ul style="list-style-type: none"> <li>▪ Incorporate the use of water sensitive urban design treatments</li> <li>▪ Encourage good environmentally sustainable practices including maximising solar access and rainwater harvesting</li> </ul>
<b>Section 2.0 Buildings and works - requirements</b>	<ul style="list-style-type: none"> <li>▪ Drainage of the land and associated buildings will be in accordance with water sensitive urban design including on-site retention methods</li> <li>▪ Maximise northern orientation in the development of buildings on lots</li> </ul>
<b><u>Assessment</u></b>  <p>All drainage on the site will be in accordance with building requirements as part of any future building approval for the dwelling should a planning permit be issued. The dwelling will maximise solar access to the main living areas of the dwelling by being oriented to the north with appropriate levels of glazing being provided to all habitable rooms.</p>	

LANDSCAPING	
<b>Section 1.0</b>  <b>Design objectives</b>	<ul style="list-style-type: none"> <li>▪ Re-establish the vegetated setting of the site using indigenous species</li> <li>▪ Encourage landscaping that is indigenous to the coastal environment, enhances the amenity of the area and responds to the river and coastal environment</li> </ul>
<b>Section 2.0</b>  <b>Buildings and works – requirements</b>	<ul style="list-style-type: none"> <li>▪ Indigenous species are used for landscaping in all areas (private, public or communal land)</li> <li>▪ An application for a new dwelling must be accompanied by a landscape plan which includes the planting of appropriate indigenous canopy trees and other vegetation around the dwelling</li> <li>▪ Planting is consistent with a landscape plan for the area that is submitted and approved prior to the subdivision of the land into more than two lots</li> <li>▪ Plan to include trees and other coastal vegetation to screen dwellings</li> </ul>
<b><u>Assessment</u></b>  <p>A Landscaping Plan has been provided with the application and details the planting of local native plants on the site particularly to the front of the dwelling. The proposed landscaping is determined to be appropriate in consideration of the size of the subject site and the desired outcome of revegetating the surrounding natural environment within the <i>Oceanex River Estate</i> residential subdivision. The driveway to the front of the dwelling will be finished in 'natural concrete' and will be integrated within the landscaping design of the front yard being surrounded by local native planting to the north and a bluestone paved pedestrian pathway to the south. The landscaping elements detailed on Landscaping Plan will serve to reduce the impact of the hard surface of the driveway.</p>	

<b>Application requirements</b> <b>An application must be accompanied as appropriate by:</b>	<b>Included</b>	<b>Satisfactory</b>
Site Context Plan	Yes	Yes
Site Context Report	No	Yes
Landscape Plan – considering requirements of the Design Objectives and the Design Response detailed above	Yes	Yes
Photographs of the site of the proposal, as viewed from any nearby residential areas, roads, or other public activity areas towards the coast. A photographic montage or wide-angle photographs should be submitted with an accompanying plan, which shows the location from which the photographs were taken (SLO1).	No	Yes
<b>Decision Guidelines</b>		
Before deciding on an application for a permit, the responsible authority must consider, as appropriate: <ul style="list-style-type: none"> <li>- How the proposal responds to the design objectives of this Clause.</li> <li>- Any policies listed in the Local Planning Policy Framework which may be applicable to the land.</li> </ul>		

### Land Subject to Inundation Overlay (LSIO)

Approximately 30% of the southern part of the subject site is currently impacted by a Land Subject to Inundation Overlay (LSIO) and this area is proposed to be slightly increased based on the flood modelling data contained within the *South Warrnambool Flood Investigation 2024*. The accessway to site via Oceanex Close is also impacted by flooding and is partially located within the LSIO.

### Purpose

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority.
- To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.
- To minimise the potential flood risk to life, health and safety associated with development.
- To reflect a declaration under Division 4 of Part 10 of the Water Act, 1989.
- To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater.
- To ensure that development maintains or improves river, marine, coastal, wetland health, waterway protection and floodplain health.

[LAND SUBJECT TO INUNDATION OVERLAY \(LSIO\)](#)  
[LAND SUBJECT TO INUNDATION OVERLAY SCHEDULE \(LSIOS\)](#)

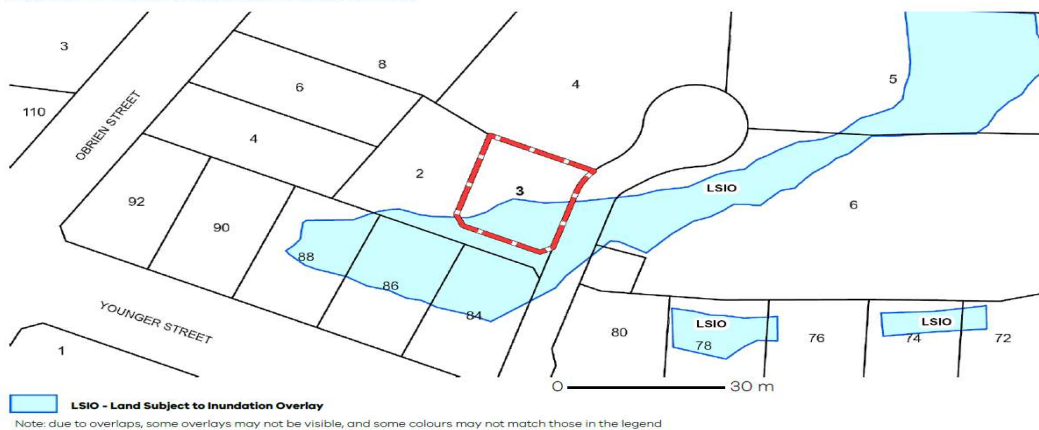


Figure 21. Land Subject to Inundation Overlay map (Source: Planning Property Report 2025)

### Permit Requirement

Clause 44.04-2 of the Planning Scheme specifies that a permit is required to construct a building or to carry out works including a fence that is not of post and wire or post and rail construction.



### Referrals

Clause 44.04-7 of the WPS requires an application to be referred to the relevant floodplain management authority under section 55 of the *Planning and Environment Act 1987*. The relevant floodplain management authority is the Glenelg Hopkins Catchment Management Authority (GHCMA). Clause 66.03 of the Planning Scheme states that the GHCMA is a 'recommending' referral authority.

### Decision Guidelines

Clause 44.03-8 of the WPS outlines the decision guidelines that must be considered as follows:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *Any local floodplain development plan.*
- *Any comments from the relevant floodplain management authority.*
- *The existing use and development of the land.*
- *Whether the proposed use or development could be located on flood-free land or land with a lesser flood hazard outside this overlay.*
- *Alternative design or flood proofing responses.*
- *The susceptibility of the development to flooding and flood damage.*
- *The potential flood risk to life, health and safety associated with the development. Flood risk factors to consider include:*
  - *The frequency, duration, extent, depth and velocity of flooding of the site and accessway.*
  - *The flood warning time available.*
  - *Tidal patterns.*
  - *Coastal inundation and erosion.*
  - *The danger to the occupants of the development, other floodplain residents and emergency personnel if the site or accessway is flooded.*
- *The effect of the development on redirecting or obstructing floodwater, stormwater or drainage water and the effect of the development on reducing flood storage and increasing flood levels and flow velocities.*
- *The effect of the development on river, marine and coastal health values including wetlands, natural habitat, stream stability, erosion, environmental flows, water quality, estuaries and sites of scientific significance.*
- *Any other matters specified in a schedule to this overlay.*

### South Warrnambool Flood Investigation 2024

In collaboration with the GHCMA, the 2007 South Warrnambool Flood Study has been updated with flood modelling data contained within the *South Warrnambool Flood Investigation 2024*. However Council has recently determined not to adopt the updated flood modelling data. Approximately 30% of the subject site is currently impacted by an LSIO and

this will be slightly increased in the *South Warrnambool Flood Investigation 2024* and the accessway to the subject site being Oceanex Close is also located within the LSIO and will continue to be significantly impacted in a flood event. The GHCMA has objected to the application based on the best available data which is considered to be that contained within the *South Warrnambool Flood Investigation 2024*.

Ongoing discussions have been held with the GHCMA in relation to other planning permit applications for the construction of new dwellings in the *Oceanex River Estate* and the adjoining *Mervue Estate* residential subdivision in light of the new flood data and the impact that this will have on the development of recently created residential lots in the area.

Past discussions have related to the use of an alternate emergency access via the Warrnambool Golf Course at 1-35 Younger Street (which has not been identified as being susceptible to flooding) through to Elliot Street as a potential strategy to provide safe exit to some of the properties within the new residential subdivisions in a flood event. In this context, Council has entered into an agreement and signed a memorandum of understanding on 4 February 2025 with the Golf Club to construct an emergency access via Golf course to provide access to residents and emergency vehicles during a flood event. A number of recently created residential lots would benefit from this resolution having safe alternate access in a flood event however the GHCMA does agree that the subject lot would benefit from this alternate access and has recommended that the planning permit not be issued in relation to flood related concerns.

To address some of the concerns of the GHCMA the applicant has amended the plans to detail a finished floor level of the proposed dwelling of 3.975m AHD which is greater than nominal flood protection level of 3.92m AHD. However the proposed development cannot be supported as currently access to the subject site is via flood affected land and no alternate safe exit pathway is available to the property based on the best available flood data and will be a burden on the emergency services.

#### Officer Comment

Having regard to the above policy and decision guidelines the following is noted:

- Buildings and works including part of the proposed dwelling and some of the proposed fencing will be located in the area of the site which is covered by the Land Subject to Inundation Overlay (LSIO) therefore altering the flow of water through the area.
- The application was referred to GHCMA who recommended that a permit not be issued for the following reasons:
  - The proposed development is likely to result in danger to the life, health, and safety of the occupants due to flooding of the site.
  - The development relies on flood prone accessways.
  - The development is likely to increase the burden on emergency services and the risk to emergency personnel.
  - The development is likely to reduce natural flood storage. The capacity of land subject to inundation to convey and store floodwater must be maintained.

- The development is likely to increase the number of buildings located in a floodway area.
- The proposal does not align with the decision guidelines of Clause 44.03-8 of the Planning Scheme as:
  - The development is not in accordance with the provisions of the Municipal Planning Strategy and the Planning Policy Framework which relate to floodplain management and limiting risk to human life and property as a result of flooding.
  - The relevant floodplain management authority is the Glenelg Hopkins Catchment Management Authority (GHCMA) and they have objected to the proposed development of the site with a dwelling and fencing in consideration of the susceptibility of the development to flooding and flood damage and the potential flood risk to life, health and safety associated with the development and particularly in relation to the danger to the occupants of the development and emergency personnel if the accessway to the site is flooded.

For the reasons above it is considered that the proposal does not align with the requirements of the Land Subject to Inundation Overlay (LSIO).

#### **PARRRTICULAR PROVISIONS**

##### **Car parking – Clause 52.06**

###### Purpose

*To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*

###### Requirement

Two (2) car parking spaces are required to be provided to each three (3) or more bedroom dwelling.

###### Officer Comment

The minimum car parking requirement has been complied with. Two (2) car parking spaces are proposed to be provided within the new double garage that will be constructed on the site as part of the development.

##### **Residential Reticulated Gas Service Connection – Clause 53.03**

###### Purpose

*To prohibit residential reticulated gas connections to new dwellings, new apartment developments and new residential subdivisions.*

###### Application

This clause applies to an application for a permit under any provision of this scheme that is for or includes:

- *Construction of a new dwelling (other than a caretaker's house) or a new apartment development.*

Building and works requirement

Clause 53.03-2 of the Planning Scheme details that a permit must not be granted for construction of a new dwelling or a new apartment development that is to be connected to a reticulated gas service. A permit granted for building and works in relation to an application to which this clause applies must include the following mandatory condition as relevant:

*Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.*

Officer Comment

The mandatory condition in accordance with Clause 53.03-2 would be applied should a planning permit be issued for the construction of a new dwelling on the subject site.

**OTHER RELEVANT MATTERS****Flooding**

New flood modelling in relation to the Merri River Catchment in South Warrnambool has been undertaken in consideration of the risks posed to land by large storm tides and riverine flood event and the worsening flood risk profile due to the effects of climate change. The new flood study is referred to as the *2024 South Warrnambool Flood Investigation* updates and expands on the previous 2007 study. The creation of the *Oceanex River Estate* subdivision which was approved in September 2021 relied on the best available flood data at the time which was the 2007 flood modelling. The site is currently designated as being impacted by flooding with part of the land located within the Land Subject to Inundation Overlay. The original subdivision was assessed as being in line with planning policy at the time, and there is no reason (outside of flood risk) for that view to be altered. The risk to human life posed by flood risk must be carefully considered. At this stage Council has determined not to adopt the new flood modelling however the referral response from the GHCMA under section 55 of the *Planning and Environment Act 1987* is based on the 'best available information' with the new flood model being relied upon to provide advice about the current application. The GHCMA has objected to the proposed development.

The GHCMA is a 'recommending' referral authority and therefore Council is able to make the final decision on the appropriateness of any planning permit application.

**GENERAL PROVISIONS****Decision guidelines – Clause 65**Approval of an application or plan – Clause 65.01

Pursuant to Clause 65.01, before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*

- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

#### Officer Comment

It is considered that the proposed development of the site with a new dwelling and fences does not appropriately respond to the decision guidelines of Clause 65.01 in relation to the degree of flood hazard associated with the location of the land and the proposed development of the land with a dwelling and fencing.

The potential impact of flooding on the subject site and the surrounding area remains a major concern that needs to be carefully considered. Approximately 30% of the southern part of the subject lot is currently included within a Land Subject to Inundation Overlay (LSIO) and the accessway to the site is also significantly impacted by flooding. The application was referred to the Glenelg Catchment Management Authority (GHCMA) under section 55 of the *Planning and Environment Act 1987* as a 'recommending' authority. The referral response from the GHCMA was based on the best available flood data which the GHCMA considers is the *2024 South Warrnambool Flood Investigation* however Council has previously determined not to adopt the new flood data. The GHCMA objected to the proposed development detailed within the referral response provided on 9 December 2024 with the basis for the objection primarily relating to the accessway to the land being severely impacted in a flood event resulting in undue safety risk to occupants of the proposed dwelling and to emergency services personnel.

Based on an assessment of the application it has been determined that the proposed development is not appropriate for the subject site. The proposed development is not considered to be in accordance with the Decision Guidelines of Clause 65 as the provisions of the Municipal Planning Strategy (MPS) and the Planning Policy Framework (PPF) have not been complied with. The degree of flood hazard associated with the land, particularly in relation to the accessway to the subject site, cannot be managed to negate the adverse impacts.

## Conclusion

As part of the assessment of the proposed development the purpose of the relevant Overlays, particular provisions, orderly planning, and other considerations including flood-related matters have been assessed. The GHCMA has objected to the proposed development based on flooding issues and the risk to life and property due to the accessway to the subject site being impacted in a flooding event. The appropriateness of the comments made by the GHCMA have been considered based on their status as a 'recommending' authority in relation to the construction of the proposed dwelling and fencing on the subject site. It is of utmost importance to assess the proposed development based on the site context and surrounds and the environmental constraints of the land of which flooding is the primary concern. The GHCMA has used the most current flood modelling data to provide advice to Council in order to ensure the safety of property and life and limiting any detrimental impact on the surrounding area. As a result of the above assessment and consideration of the latest flood modelling data and the referral response of the GHCMA the recommendation below has been reached in relation to the development of the subject site with a dwelling and fencing.

## Recommendation

That Council determined not to give notice under section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under section 60 of the *Planning and Environment Act 1987* decides to issue a **Refusal to Grant** a planning permit for the construction of a dwelling and fencing under the relevant provisions of the Warrnambool Planning Scheme in respect of the land known and described as Lot 20 PS 904859R, 3 Oceanex Close WARRNAMBOOL VIC 3280, based on the following grounds:

1. The application is contrary to the purpose of Clause 44.04 – Land Subject to Inundation Overlay of the Warrnambool Planning Scheme.
2. The application is contrary to the objectives and strategies of the Planning Policy Framework and the Municipal Planning Strategy of the Warrnambool Planning Scheme.
3. Having regard to Clause 65 of the Warrnambool Planning Scheme, the degree of flood hazard associated with the proposed development is of an extent in which the hazard cannot be minimised.
4. The Glenelg Hopkins Catchment Management Authority (GHCMA) as the relevant floodplain management authority has objected to the application as:
  - a) The proposed development is likely to result in danger to the life, health, and safety of the occupants due to flooding of the site.
  - b) The development relies on flood prone accessways.
  - c) The development is likely to increase the burden on emergency services and the risk to emergency personnel.



- d) The development is likely to reduce natural flood storage. The capacity of land subject to inundation to convey and store floodwater must be maintained.
- e) The development is likely to increase the number of buildings located in a floodway area.

Planner  
Responsible:

Delegate:

Signature:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

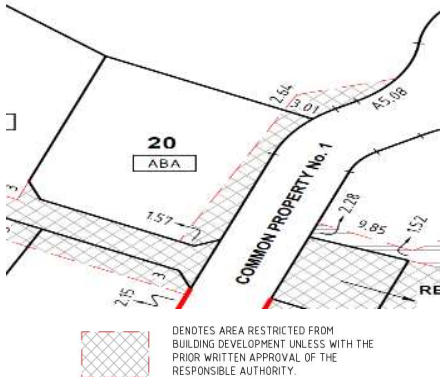
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## Appendix A

### OCEANEX RIVER ESTATE DESIGN GUIDELINES

FRAMEWORK FOR THE DESIGN GUIDELINES	
<ul style="list-style-type: none"> <li>- Ensure coastal vegetation remains a dominant feature of the estate from key vantage points.</li> <li>- Ensure new vegetation and landscaping treatments within the estate become a dominant feature of the estate from key vantage points.</li> <li>- Dwellings will be a subordinate feature within the estate through the selection of materials, colours, finishes, landscaping treatments and siting and design of buildings.</li> </ul>	
GENERAL DESIGN GUIDELINES	
<p><b>Siting</b></p> <p>Front side and rear setbacks must comply with the relevant building area plan. The following are allowable encroachments:</p> <ul style="list-style-type: none"> <li>▪ Eaves (being the part of a roof extending beyond the wall of the building and including gutters and fascias) which extend into the airspace outside the building envelope by a maximum of 600mm; or</li> <li>▪ Chimneys which do not extend more than 600mm outside the building envelope.</li> </ul>  <p>DENOTES AREA RESTRICTED FROM BUILDING DEVELOPMENT UNLESS WITH THE PRIOR WRITTEN APPROVAL OF THE RESPONSIBLE AUTHORITY.</p>	<p><b>Complies</b></p> <p>The proposed dwelling will be located within the approved <i>Appropriate Building Area (ABA)</i> for the subject site.</p>
<p><b>Building Height</b></p> <p>It is intended to create and maintain a low-scale one and two storey character across the estate. Dwellings must not exceed 7.5 metres above natural ground level, with no more than two storeys above natural ground level.</p>	<p><b>Complies</b></p> <p>The dwelling will be single storey in design and the maximum building height will be 7.009 metres above natural ground level.</p>

<p><b>Façade</b></p> <ul style="list-style-type: none"> <li>• Dwelling facades should provide articulation through the use of staggered forms (such as porticos or verandahs), design elements and/or a variety of finishes/materials.</li> <li>• Walls facing a street or common property road should not exceed 7.5 metres in length without a vertical or horizontal stagger of at least 600mm.</li> <li>• Dwellings should be designed to address the dominant street interface.</li> <li>• Corner lot dwellings must be designed to address both street alignments (except those on common property roads) through the use of a combination of matching design features including windows on both elevations.</li> </ul>	<p><b>Complies</b></p> <p>The dwelling provides an articulated built form along the front façade with a portico area presenting to Oceanex Close and the use of a combination of construction materials and mid-toned colours providing a more interesting design response. The garage is set back behind the front wall of the dwelling which is considered to be desirable design outcome.</p> <p>Oceanex Close is the dominant interface with the surrounding area but is an area of common property and is not a designated road. The front walls of the dwelling do not exceed a length of 7.5 metres before being recessed to provide appropriate articulation of the built form. The subject site is not a corner lot.</p>
<p><b>Garages/Carports</b></p> <p>For lots with a <b>frontage more than 13 metres</b>, the following guidance applies:</p> <ul style="list-style-type: none"> <li>• The width of the garage door should not exceed 60 percent of the facade and be no more than 8 metres wide.</li> <li>• The garage/carport must not be located forward of the front wall of the dwelling (minimum 1 metre setback behind the front wall of the dwelling).</li> <li>• Where a triple garage is proposed, the additional door should be no wider than 3 metres and should be setback a minimum 500mm behind the main garage door.</li> </ul> <p>For lots with a <b>frontage of less than 13 metres</b>, the following guidance applies:</p> <ul style="list-style-type: none"> <li>• The width of the garage door may exceed 60 percent of the facade and be no more than 8 metres wide.</li> <li>• The garage / carport must not be located forward</li> </ul>	<p><b>Complies</b></p> <p>The subject site, Lot 20 PS 904859R has a 20.42 metre frontage to Oceanex Close.</p> <p>The proposed double garage complies with the design as follows:</p> <p>Door width – 5.4 metres and less than 60% of the facade (60% = 9.1 metres). Garage setback one (1) metre from the front wall of the dwelling. A double garage is proposed as part of the development.</p>

of the front wall of the dwelling.	
<p><b>Material and Colours</b></p> <ul style="list-style-type: none"> <li>External walls (excluding doors and windows) of a dwelling visible from a street or link way should have at least two contrasting materials/finishes (such as brick face work, timber, metallic or cement sheeting, etc.).</li> <li>External building colours should predominately reflect muted, dark, earthy tones and matte finishes which will blend with the coastal setting and balance the need to reduce urban heat island effect. A range of preferred colours are outlined in the appendix (ie.- Solar absorption must be greater than 0.47). Additional colours and materials may be considered at the discretion of the responsible authority (WCC).</li> </ul>	<p><b>Complies</b></p> <p>The frontage of the dwelling visible from the Oceanex Close but also from Younger Street and O'Brien Street due to the contour of the land. The dwelling will have two (2) contrasting construction materials comprising <i>James Hardie Axon 400</i> linea cladding on timber battens and face brickwork. Mid-tone (&gt;0.47) and dark colours have been used for the new dwelling as follows:</p> <ul style="list-style-type: none"> <li>Roof – <i>Colorbond 'Night Sky'</i></li> <li>Bricks – <i>Austral Series 4 'Stone'</i> face brickwork</li> <li>Cladding - <i>James Hardie Axon 400</i> linea cladding on 35mm battens painted in <i>Wattyl</i> brand paint to match <i>Colorbond 'Night Sky'</i></li> <li>Garage door – Sectional flatline (textured finish) door in the <i>Colorbond</i> colour '<i>Night Sky</i>'</li> </ul>
<p><b>Fencing</b></p> <p>Open style fencing is preferred but solid style fencing will be considered on a case by case basis in conjunction with the GHCMa (where necessary) where a fence adjoins another residential lot and is for the purpose of privacy.</p>	<p><b>Complies</b></p> <p>The application plans detail fencing behind the front façade of the dwelling comprising 1.8 metre high timber paling fences. The proposed fencing is appropriate for the site due to the location of the lot and the construction of fences behind the front façade of the dwelling.</p>

<p><b>Landscaping</b></p> <p>All lots between 500-999m<sup>2</sup> must contain at least three (3) canopy trees within the front set back, between the façade and front property boundary.</p> <p>Canopy trees must include indigenous species suited to the coastal setting. Appropriate species are outlined in Table 1 (below). Landscaping must be designed to maximise permeable surfaces. Additional indigenous species may be considered at the discretion of the responsible authority (Warrnambool City Council).</p>	<p><b>Complies</b></p> <p>The subject lot has a total lot size of 447m<sup>2</sup>. The application plans detail the provision of landscaping but no canopy trees are proposed to be planted on the site on the Landscaping Plan. Due to the size of the subject lot being less than 500m<sup>2</sup> in it is considered that the provision of canopy trees in association with the new dwelling is not required.</p>
<p><b>Driveways</b></p> <ul style="list-style-type: none"> <li>• Driveways should not dominate front gardens. They should be a secondary element to landscaping and not detract from the appearance of the streetscape.</li> <li>• Driveway and paths should be constructed using permeable or semi-permeable materials with consideration to accessibility.</li> <li>• A minimum 600mm wide landscaping strip should be provided between a boundary fence and driveway.</li> </ul>	<p><b>Complies</b></p> <p>The driveway is proposed to be constructed in 'natural concrete'. Landscaping has been provided to the north of the driveway with the planting of local native vegetation in this area. A pedestrian pathway constructed of bluestone pavers will be provided to the south of the driveway with new vegetation located further to the south.</p>
<p><b>Sheds and Outbuildings</b></p> <ul style="list-style-type: none"> <li>• Outbuildings must be located behind the back walls of the dwelling to minimise their visual impact on the street or other public realm.</li> <li>• Outbuildings which are visible from the street should be constructed such that the external appearance and colour complements the dwelling.</li> </ul>	<p><b>Not Applicable</b></p> <p>No outbuildings are proposed as part of the application.</p>

ENVIRONMENTALLY SUSTAINABLE DESIGN	
<p><b>NatHERS energy rating</b></p> <p>The minimum NatHERS energy rating for dwellings will be 6 stars, achieved by utilising passive solar design and cross ventilation principles and appropriate insulation and construction materials.</p> <p><b>Energy and water efficiency</b></p> <p>All dwellings must install energy and water efficient appliances and fittings. It is recommended that new dwellings incorporate the following principles, in addition to the mandatory requirement of the Nationwide Housing Energy Rating Scheme 6 Star Energy Rating.</p> <ul style="list-style-type: none"> <li>- The use of toxic or allergenic materials for construction, floor coverings, surface finishes and furnishings are discouraged.</li> <li>- The installation of solar panels and/or gas boosted solar hot water systems is recommended as one of the most effective means of energy saving.</li> <li>- Evaporative and inverter type cooling systems are recommended against refrigeration.</li> <li>- Where possible, the indoor and outdoor living areas of the dwelling should face north to maximise solar access.</li> <li>- North facing windows should be shaded with the use of eaves, verandahs, awnings, and/or pergolas.</li> <li>- Dwellings should be cross ventilated by locating opening</li> <li>- windows on opposite sides of the dwelling building. At a minimum, it is recommended that screens be installed to the front and rear doors to allow cross ventilation.</li> <li>- Ensure west-facing windows are suitably screened from the effects of the afternoon sun.</li> <li>- Service areas such as bathrooms and laundries, kitchens and storage areas should not be placed on the north side of the dwelling.</li> </ul>	<p><b>Complies</b></p> <p>The dwelling is predominantly orientated to the north to access solar energy with the main living areas of the dwelling being located within the north-west corner of the dwelling.</p> <p>The dwelling will be able to achieve the minimum energy and water efficiency ratings.</p>



## Appendix B

### RESTRICTIONS ON TITLE

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#### Covenant AY688635J (MCP AA10400)

The Covenant sets out the following requirements for development of any burdened land

- Covenants:** The registered proprietor or proprietors for the time being of the burdened land must not:
1. Erect or cause to be erected on the lot any building or buildings other than one private dwelling house and one or more sheds; or
  2. Move or cause to be moved or located onto the lot any pre-built and transportable house or second-hand dwelling house or shed provided that pre-fabricated trusses and framework may be used in the construction of a new house and/or new shed; or
  3. Construct any dwelling on the lot using any materials other than new materials

#### Assessment

The proposal complies with Covenant AY688635J as it involves the construction of a new dwelling on the subject site using new construction materials.

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### Section 173 Agreement AW738261S

This agreement is registered on subject land title and requires developments to comply with the following:

#### 4. OWNERS' COVENANTS

Unless with the written consent of the Responsible Authority, the Owner (and if more than one each of them jointly and severally in relation to an individual Lot) covenant or covenants with the Council that:

##### (a) for all Lots on the Plan:

- (i) development will be generally in accordance with the Design Guidelines;
- (ii) no buildings are permitted outside the building envelopes as shown on the Building Area Plan;
- (iii) no earth works are permitted outside the building envelopes or within the area identified as the 1% AEP Contour as shown on the Endorsed Plan;
- (iv) to manage the Lots appropriately so as to not spread weeds or pathogens to the adjoining Merri River or wetlands.

##### (b) for Lots 3 and 4 on the Plan, the Owners respectively:

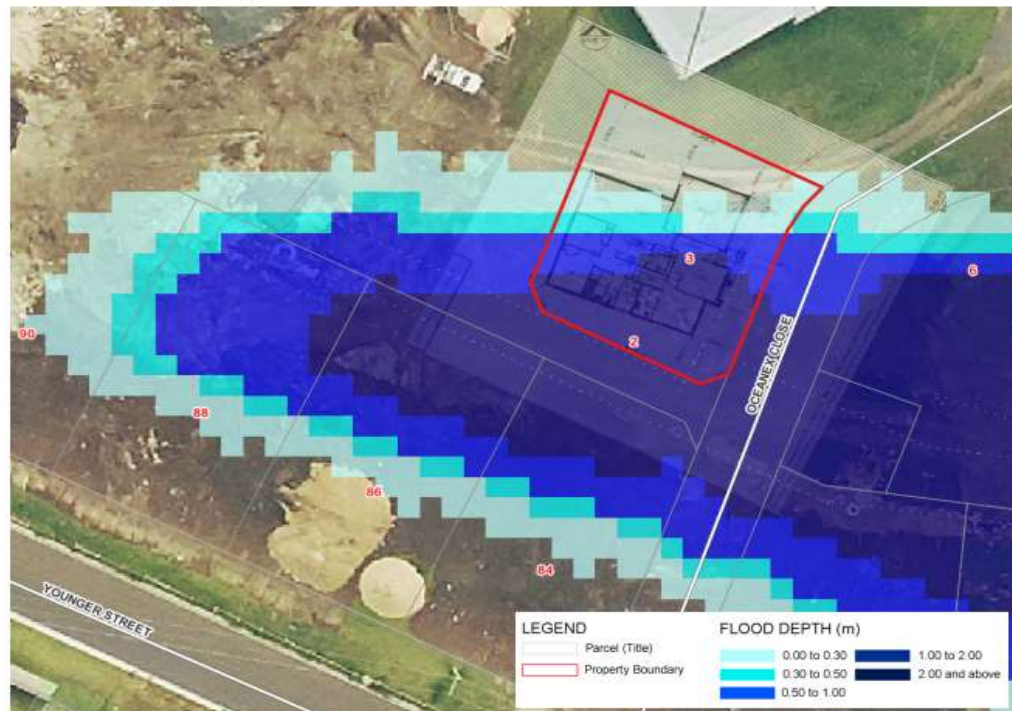
- (i) will comply with the requirements of the approved stormwater management plan;
- (ii) acknowledge that parts of each Lot are within the Merri River flood plain and will not use or develop those Lots in a way that would affect the flood storage;

#### Assessment

The proposed development was assessed against the 'Oceanex River Estate' Design Guidelines (refer to table above) and the proposal generally complies with the Design Guidelines as follows:

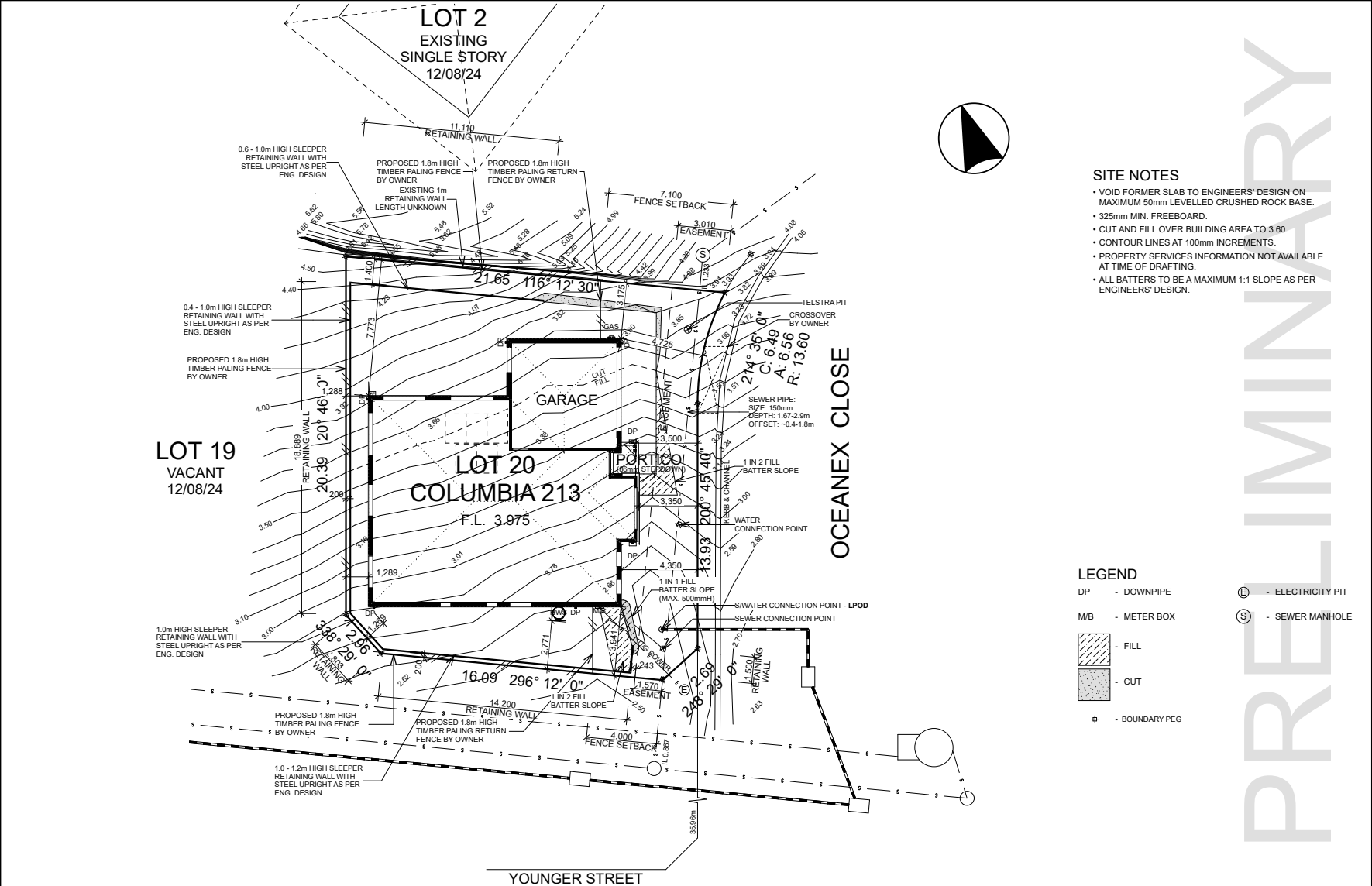
- The proposed dwelling will be located entirely within the Appropriate Building Area (ABA) endorsed on 23 August 2024 under the Planning Permit PP2020-0137
- Earthworks will be proposed within the 1% AEP Contour of the subject site. The development was referred to the GHCMA and the GHCMA objecting to the proposed development of the site due to concerns over flooding and the risk to human life and property and flood-impacted access to the subject site. No specific objection was detailed in relation to minor earthworks within the 1% AEP Contour of the land.

**Figure 1: 1% AEP flood depths (including 1.2m SLR and 41% increased rainfall intensity to account for climate change (yr 2100)).**




- Managing of the site appropriately to protect the river environment is a responsibility of the owner.

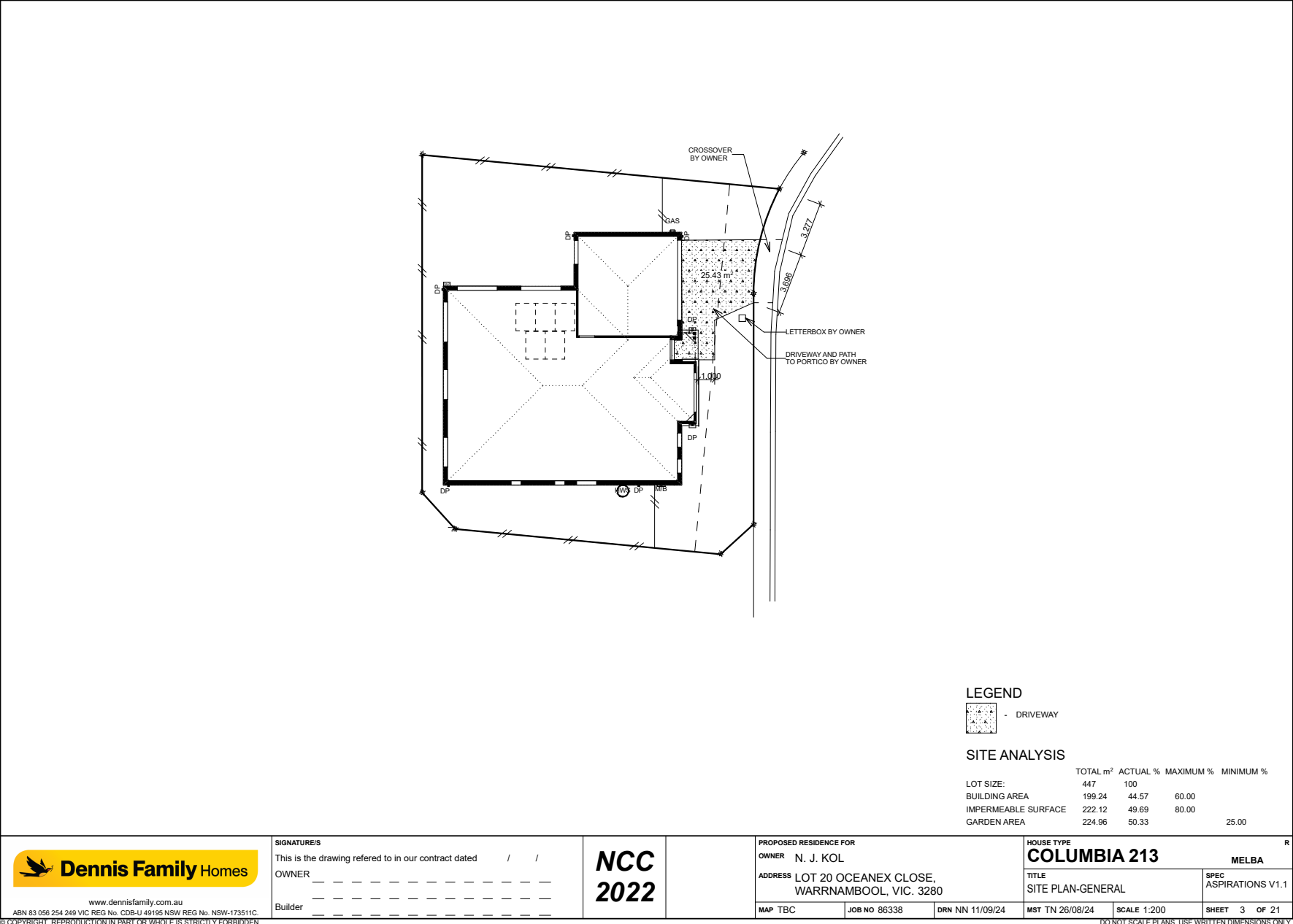
It is noted that flood related issues are problematic when assessing the appropriateness of development of all sites identified as being located on land that is flood prone within the *Oceanex River Estate* residential subdivision.

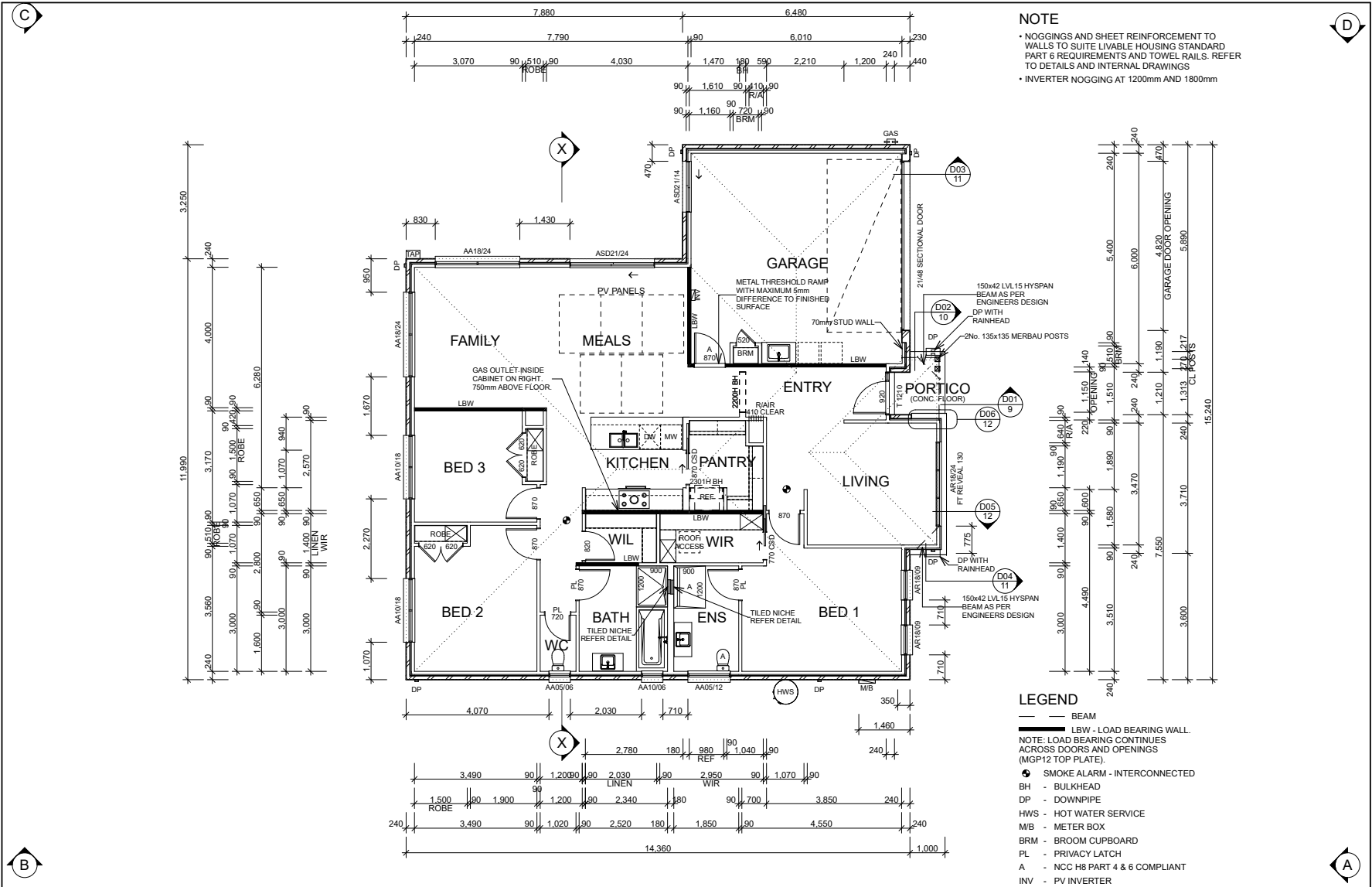



- SITE NOTES**
- VOID FORMER SLAB TO ENGINEERS' DESIGN ON MAXIMUM 50mm LEVELLED CRUSHED ROCK BASE.
  - 325mm MIN. FREEBOARD.
  - CUT AND FILL OVER BUILDING AREA TO 3.60.
  - CONTOUR LINES AT 100mm INCREMENTS.
  - PROPERTY SERVICES INFORMATION NOT AVAILABLE AT TIME OF DRAFTING.
  - ALL BATTERS TO BE A MAXIMUM 1:1 SLOPE AS PER ENGINEERS' DESIGN.

- LEGEND**
- DP - DOWNPIPE  
M/B - METER BOX  
E - ELECTRICITY PIT  
S - SEWER MANHOLE
- FILL  
CUT
- BOUNDARY PEG

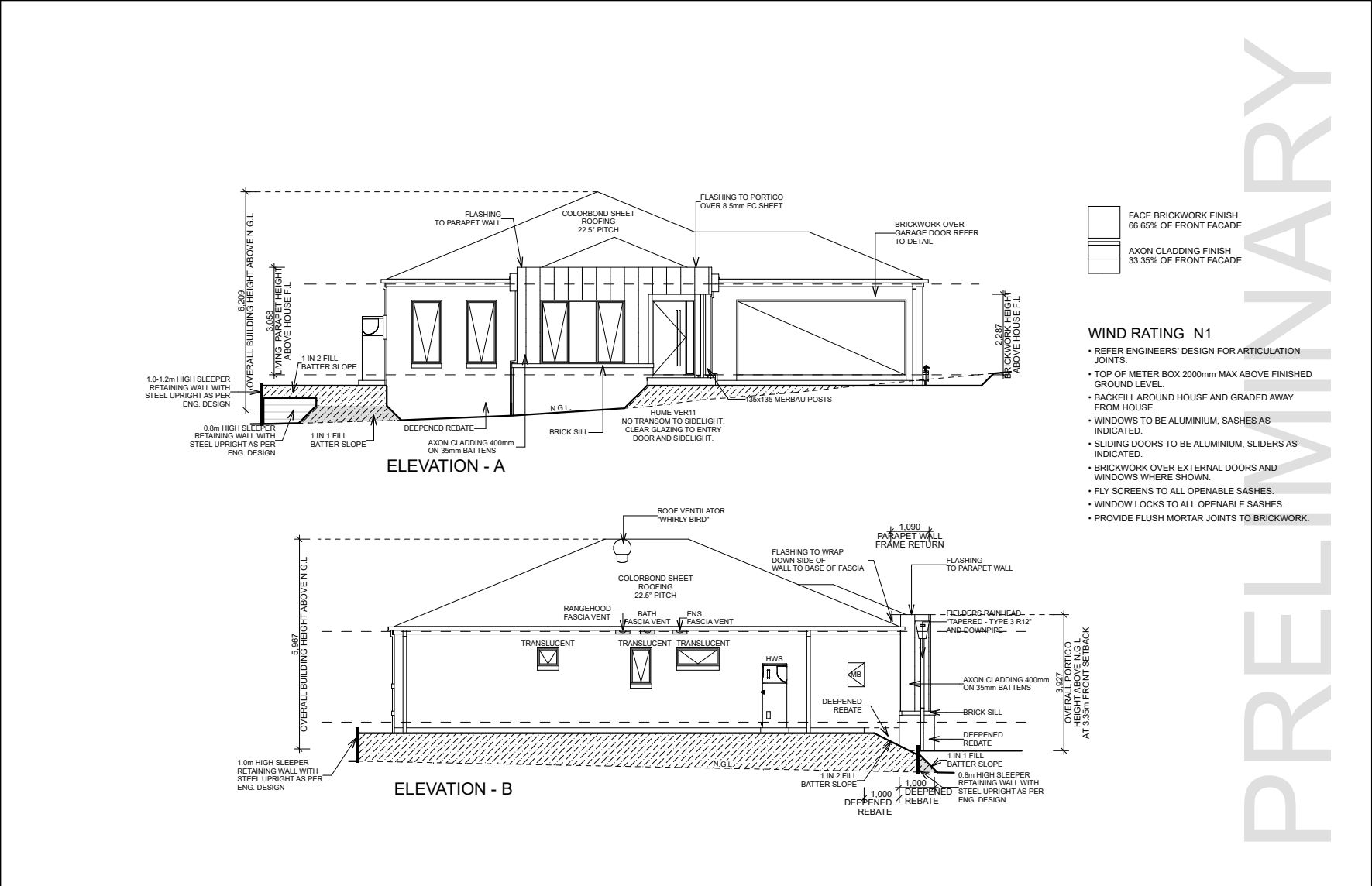
<div> <a href="http://www.dennisfamily.com.au">www.dennisfamily.com.au</a> <small>ABN 83 056 254 249 VIC REG No. CDB-U 49195 NSW REG No. NSW-173511C. © COPYRIGHT. REPRODUCTION IN PART OR WHOLE IS STRICTLY FORBIDDEN.</small></div>	SIGNATURE/S This is the drawing referred to in our contract dated / / OWNER _____ Builder _____	<div>NCC 2022</div>	PROPOSED RESIDENCE FOR OWNER N. J. KOL ADDRESS LOT 20 (NO.3) OCEANEX CLOSE, WARRNAMBOOL, VIC. 3280			HOUSE TYPE <b>COLUMBIA 213</b> MELBA		
			TITLE SITE PLAN-SETOUT AND LEVELS			SPEC ASPIRATIONS V1.1		
			MAP Vicroads 514 F8	JOB NO 86338	DRN NN 11/09/24	MST TN 26/08/24	SCALE 1:200	SHEET 2 OF 21
			DO NOT SCALE PLANS. USE WRITTEN DIMENSIONS ONLY.					






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			GROUND FLOOR	156.85	OWNER	N. J. KOL		<b>COLUMBIA 213</b>			MELBA
			GARAGE	39.81	ADDRESS		LOT 20 OCEANEX CLOSE, WARRNAMBOOL, VIC. 3280		TITLE		SPEC ASPIRATIONS V1.1
			PORTICO	2.33					FLOOR PLAN		
			TOTAL	198.99	MAP	TBC	JOB NO	86338	DRN	NN 11/09/24	MST TN 26/08/24

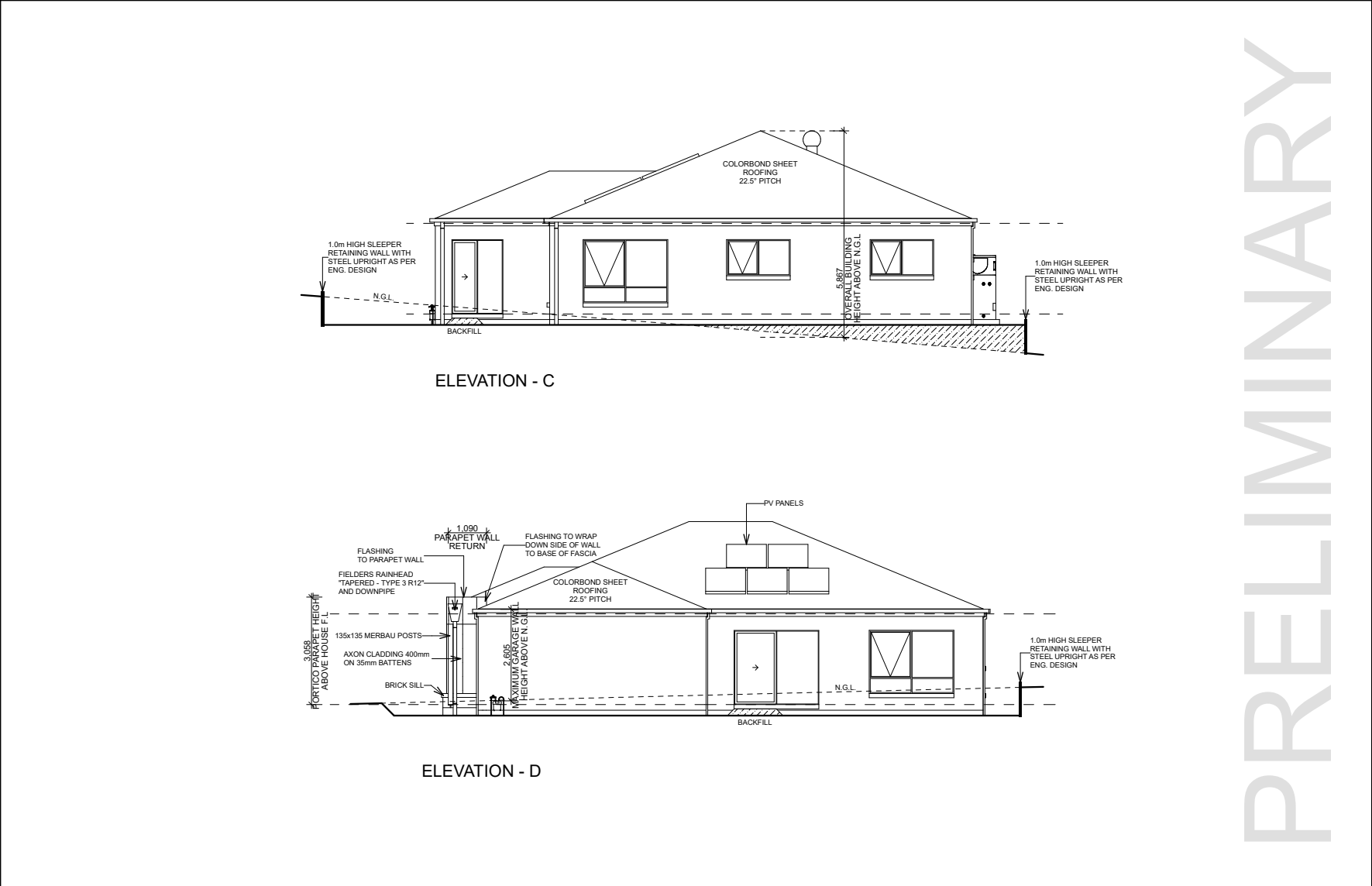
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	OWNER			ADDRESS LOT 20 (NO.3) OCEANEX CLOSE, WARRNAMBOOL, VIC. 3280			TITLE ELEVATIONS			
	Builder			MAP Vicroads 514 F8	JOB NO 86338	DRN NN 11/09/24	MST TN 26/08/24	SCALE 1:100	SHEET 6 OF 21	

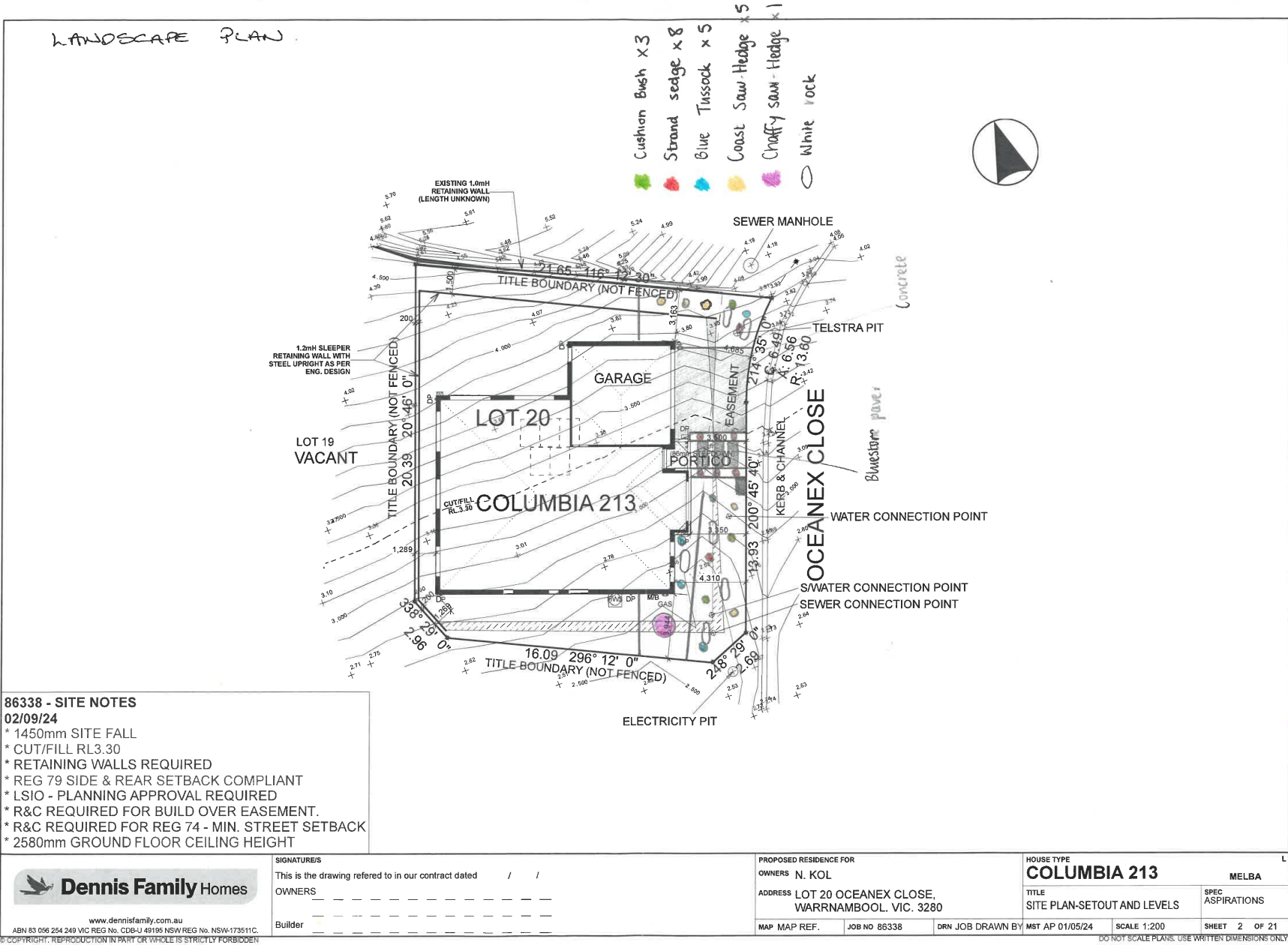
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			OWNER    N. J. KOL			<b>COLUMBIA 213</b>			
			ADDRESS   LOT 20 (NO.3) OCEANEX CLOSE, WARRNAMBOOL, VIC. 3280			TITLE ELEVATIONS		SPEC ASPIRATIONS V.1.1	
			MAP   Vicroads 514 F8			JOB NO   86338	DRN   NN 11/09/24	MST   TN 26/08/24	SCALE   1:100

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# Your New Home Selections

**Client:** Mr. Noah Jack Kol

**Job Number:** 86338

**Phone Number:** 0499599548

**Lot Address:** Lot 20 [No 3] Oceanex Close Warrnambool VIC 3280

**House Type:** Columbia 213

**Facade:** Melba

**Consultants:** Rebecca White (Colour), Nigel Kol (Sales)

**Date of Selections:** 3rd Oct 2024 (Amended: 15th Nov 2024)



**Dennis Family Homes**

a family building homes for families™

Client Name: Mr. Noah Jack Kol  
Job Number: 86338



Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)  
Page 2



Facade Aspirations S3 Columbia Melba

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Date (1):	Date (2):	Date (3):	Date:



Client Name: Mr. Noah Jack Kol  
Job Number: 86338



Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)  
Page 3



Kitchen S3

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Job Number: 86338



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Ensuite S3

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Client Name: Mr. Noah Jack Kol  
Job Number: 86338



Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)  
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Bath S3

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Job Number: 86338



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Internal

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



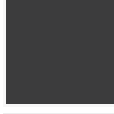



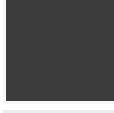
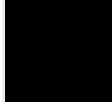
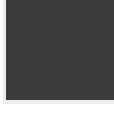
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 Job Number: 86338  
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Facade Aspirations S3 Columbia Melba

Approved

	<div>External - Bricks</div> <div>Brick &gt; Austral &gt; Series 4 &gt; Austral Stone Series 4 Bricks</div>		<div>External - Brick Flashing</div> <div>. &gt; Series 1 &gt; Night Sky</div>
	<div>External - Brick Mortar</div> <div>Mortar &gt; Natural Brick Mortar (per home)</div>		<div>External - Downpipes</div> <div>. &gt; Series 1 &gt; Night Sky</div>
	<div>External - Brick Joints</div> <div>Flush Brick Joint (per home)</div>		<div>External - Meterbox</div> <div>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</div>
	<div>External - Brick Upgrade</div> <div>Series 4 &gt; Brickwork Finishes - Dennis Family Homes Series 4 range bricks for single storey home from 185.81m2 to 232.25m2 (20 squares to 25 squares) in lieu of the standard Series 1 range bricks - Aspirations Series 3 specification.</div>		<div>External - External Finishes 1 - Brick</div> <div>Client request &gt; . &gt; Client Request</div> <div>Notes: Provide Feature Brick- PGH - San Selmo 'reclaimed original' bricks around garage as per Estimate VO &amp; marked plan</div>
	<div>External - Roofing</div> <div>. &gt; Colorbond Roofing in Night Sky</div>		<div>External - External Finishes 2 - Brick</div> <div>Brick &gt; Austral &gt; Series 4 &gt; Austral Stone Series 4 Bricks</div>
	<div>External - Rotary Roof Vent</div> <div>Rotary Roof Vent &gt; Night Sky</div>		<div>External - External Finishes 3- Cladding</div> <div>Cladding &gt; James Hardie &gt; James Hardie Axon 400 Cladding</div>
	<div>External - Guttering</div> <div>. &gt; Series 1 &gt; Night Sky</div>		<div>External - Cladding Colour 3</div> <div>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</div>
	<div>External - Fascia</div> <div>. &gt; Series 1 &gt; Night Sky</div>		<div>External - External Finishes 4- Cladding</div> <div>Cladding &gt; James Hardie &gt; James Hardie Axon 400 Cladding</div>
	<div>External - Brick/Parapet Capping</div> <div>. &gt; Series 1 &gt; Night Sky</div>		<div>External - Cladding Colour 4</div> <div>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</div>
	<div>External - Brick/Parapet Capping 2</div> <div>. &gt; Series 1 &gt; Night Sky</div>		<div>External - External Finishes 5 - Posts</div> <div>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</div>







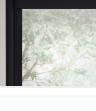

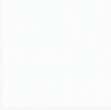

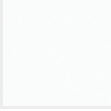
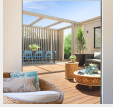
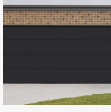


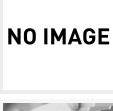




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Facade Aspirations S3 Columbia Melba

Approved

<div>  </div> <div> <p>External - External Finishes 6 - Brick</p> <p>Brick &gt; Austral &gt; Series 4 &gt; Austral Stone Series 4 Bricks</p> </div>	<div>  </div> <div> <p>External - Garage Infills</p> <p>Client request &gt; . &gt; Client Request</p> <p>Notes: Provide PGH - San Selmo 'reclaimed original' Feature bricks to garage infill</p> </div>
<div>  </div> <div> <p>External - Windows</p> <p>A&amp;L Windows &gt; Series 1 &gt; Black</p> </div>	<div>  </div> <div> <p>External - Window Infills</p> <p>Standard &gt; Brick Infill (Standard)</p> </div>
<div>  </div> <div> <p>External - Windows/Sliding Door Colour</p> <p>A&amp;L Windows &gt; Series 1 &gt; Black</p> </div>	<div>  </div> <div> <p>External - Entry Door</p> <p>Painted &gt; Hume Doors &gt; Geelong &amp; Regional &gt; Hume VER11 Painted Entry door</p> </div>
<div>  </div> <div> <p>External - Window Flyscreen Frame Colour</p> <p>A&amp;L Windows &gt; Series 1 &gt; Black</p> </div>	<div>  </div> <div> <p>External - Entry Door Colour</p> <p>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</p> <p>Notes: Disclaimer - client to void warranty on door due to dark paint colour selected. - Door may warp.</p> </div>
<div>  </div> <div> <p>External - Eaves</p> <p>Favorites &gt; Dennis &gt; Dennis White</p> </div>	<div>  </div> <div> <p>External - Entry Door Frame Colour</p> <p>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</p> </div>
<div>  </div> <div> <p>External - Ceilings</p> <p>Favorites &gt; Dennis &gt; Dennis White</p> </div>	<div>  </div> <div> <p>External - Entry Door Glass</p> <p>All &gt; Clear &gt; Clear</p> </div>
<div>  </div> <div> <p>External - Garage Door Front Type</p> <p>Double &gt; Steel-line and Dynamic Garage Doors &gt; Sectional Flatline (Textured Finish) CB-Night Sky Garage Door to suit Standard Double Garage Door Opening</p> </div>	<div>  </div> <div> <p>External - Sidelight Glass</p> <p>Clear Sidelight</p> </div>
<div>  </div> <div> <p>External - Garage External Access Door</p> <p>Painted &gt; Hume Doors &gt; Hume External Flush Solid Core BAL 12.5 Painted External Rear Garage Door - 2040 x 820 x 40mm</p> </div>	<div>  </div> <div> <p>External - Paths &amp; Drives</p> <p>Natural Concrete Paving to Driveway &amp; Portico (Up to 35m2)</p> </div>
<div>  </div> <div> <p>External - Garage External Access Door Colour</p> <p>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</p> <p>Notes: Disclaimer - client to void warranty on door due to dark paint colour selected. - Door may warp.</p> </div>	<div>  </div> <div> <p>External - Window Glass Type (Ensuite)</p> <p>A&amp;L Windows &gt; Laminated White (Translucent) 6.38mm Glass to 12/06 Window</p> </div>
<div>  </div> <div> <p>External - Garage External Access Door Frame Colour</p> <p>Paint &gt; Wattyl &gt; Paint &gt; Wattyl Colorbond Night Sky (2 Coat)</p> </div>	<div>  </div> <div> <p>External - Window Glass Type (Bathroom)</p> <p>A&amp;L Windows &gt; Laminated White (Translucent) 6.38mm Glass to 10/06 Window</p> </div>

Owner (1):
 Owner (2):
 Owner (3):
 DFH Representative:

Date (1):
 Date (2):
 Date (3):
 Date:



Client Name: Mr. Noah Jack Kol  
Job Number: 86338  
Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)

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Facade Aspirations S3 Columbia Melba

Approved

**External - Window Glass Type (WC)**

A&L Windows > Laminated White (Translucent) 6.38mm  
Glass to 05/06 Window

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



Client Name: Mr. Noah Jack Kol  
 Job Number: 86338  
 Colour Consultant: Rebecca White  
 Amended: 15th Nov 2024 (Revision 0.21)

Kitchen S3		Approved	
	<b>Kitchen - Benchtop Range</b> Kitchen > CaesarStone > Series 1 Caesarstone to Standard Kitchen Benchtop (S3 Aspirations)		<b>Kitchen - Cupboard, Fridge Overhead &amp; Cutlery Drawer Handles</b> Matt Black > Tekform-Titus > Series 1 > Tekform-Titus Square Handles 4062 (SO-4062-192-MB) Matt Black
	<b>Kitchen - Benchtop Island</b> CaesarStone > Ocean Foam CSF		<b>Kitchen - Pot Drawer &amp; Dishwasher Handles</b> Matt Black > Tekform-Titus > Series 2 > Tekform-Titus Square Handles 4062 (SO-4062-416-MB) Matt Black
	<b>Kitchen - Benchtop Rear</b> CaesarStone > Ocean Foam CSF		<b>Kitchen - Overhead Cupboard Handles</b> Finger Pull > ISC > 20mm Finger Pull Joinery Doors (each)
	<b>Kitchen - Benchtop Edge</b> Kitchen > Stone Square Aris Polish 40mm Edge to Kitchen Bench		<b>Kitchen - Drawer Handle Orientation</b> Drawer > Horizontal > Horizontal - Centre line of handle to line up with centre of drawer front 50mm from top
	<b>Kitchen - Front of Island Bench</b> Velour > Formica > Formica Warm White - Velour Finish		<b>Kitchen - Cupboard Handle Orientation</b> Cupboard > Horizontal > Horizontal - Centre line of handle to line up with centre of Cupboard door 50mm from top/bottom of doors
	<b>Kitchen - Island Bench Rear Panel</b> Velour > Formica > Formica Warm White - Velour Finish		<b>Kitchen - Soft Close Drawers</b> Soft Close to All Drawers
	<b>Kitchen - Cupboard Doors (Underbench)</b> Velour > Formica > Formica Warm White - Velour Finish		<b>Kitchen - Soft Close Doors</b> Soft Close to All Cupboards
	<b>Kitchen - Cupboard Doors (Overhead)</b> Velour > Formica > Formica Warm White - Velour Finish		<b>Kitchen - Sink Tapware</b> ALFIE > Alder Tapware > Matt Black > Alder Alfie Pull Out Sink Mixer 5 Star Matte Black 85971LF
	<b>Kitchen - Underside to Overhead Cupboard</b> White Melamine		<b>Kitchen - Sink</b> Oliveri > Oliveri Santorini (0 Tap Hole) Undermount Double Bowl ST-BL1563U Black Sink
	<b>Kitchen - Cupboard/Drawer Profile</b> Laminate > Laminate 1mm Matching ABS Edging to Cupboard Door		<b>Kitchen - Oven</b> Wall Oven, Underbench Oven > Technika > Technika TTDT910-6 Black and Dark Stainless Steel 900mm 10 Function Programmable Full Touch Multifunction Oven
	<b>Kitchen - Kickboard</b> Velour > Formica > Formica Warm White - Velour Finish		



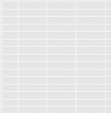

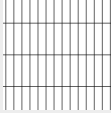
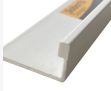
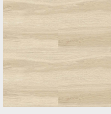
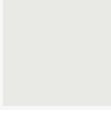
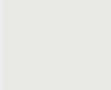

Owner (1):
 Owner (2):
 Owner (3):
 DFH Representative:

Date (1):
 Date (2):
 Date (3):
 Date:





Client Name: Mr. Noah Jack Kol  
 Job Number: 86338  
 Colour Consultant: Rebecca White  
 Amended: 15th Nov 2024 (Revision 0.21)

Kitchen S3		Approved
	<b>Kitchen - Cooktop</b> Gas Cooktop > Technika > Technika H950STBGFPRO 900mm Black Glass 5 Burner Gas Cooktop Including Centre Wok Burner	
	<b>Kitchen - Rangehood</b> Undermount Rangehood > Technika > Technika TUR90S 900mm Undermount Rangehood	
	<b>Kitchen - Splashback Tile</b> Feature Tiles > Hynes Tiles > Feature Tile > Hynes Edge White Wave Matt STOWA001 [68x280] - Feature Tile	
	<b>Kitchen - Splashback Tile Grout</b> Ardex > Ardex 200 White	
	<b>Kitchen - Splashback Tiles Orientation</b> Vertical Stackbond Wall Tile Orientation (per m2)	
	<b>Kitchen - Splashback Tile Trim</b> ANGL310W 10mm White Aluminium L Shape Angle	
	<b>Kitchen - Floor</b> Vinyl > Carpet Call > Series 1 > Carpet Call Wood Effects Drift Wood FS0502 Vinyl Flooring (to concrete slab) - 1200mm x 180mm x 3mm	
	<b>Kitchen - Walls</b> Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)	
	<b>Kitchen - Architraves/Skirts/Doors</b> Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)	
	<b>Kitchen - Dishwasher</b> Fully Integrated Dishwasher > Technika > Technika TDX8SS-6 600mm Fully Integrated Dishwasher	

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



Client Name: Mr. Noah Jack Kol  
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Amended: 15th Nov 2024 (Revision 0.21)

Pantry

Approved

Pantry - Shelving

White Melamine

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



Client Name: Mr. Noah Jack Kol

Job Number: 86338

Colour Consultant: Rebecca White

Amended: 15th Nov 2024 (Revision 0.21)

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## Ensuite S3

Approved



### Ensuite - Benchtop Range

Vanity &gt; CaesarStone &gt; Series 1 Caesarstone to Single Vanity (Aspirations)

### Ensuite - Benchtop

CaesarStone &gt; Ocean Foam CSF



### Ensuite - Benchtop Edge

Vanity &gt; Stone Square Aris Polish 20mm Edge to Vanity Bench

### Ensuite - Cupboards

Velour &gt; Formica &gt; Formica Warm White - Velour Finish



### Ensuite - Cupboard/Drawer Profile

Laminate &gt; Laminate 1mm Matching ABS Edging to Cupboard Door

### Ensuite - Kickboard

Velour &gt; Formica &gt; Formica Warm White - Velour Finish



### Ensuite - Cupboard Handles

Brushed Nickel &gt; Tekform-Titus &gt; Series 1 &gt; Tekform-Titus Square Handles 4062 (SO-4062-192-BN) Brushed Nickel



### Ensuite - Cupboard Handle Orientation

Cupboard &gt; Horizontal &gt; Horizontal - Centre line of handle to line up with centre of Cupboard door 50mm from top/bottom of doors



### Ensuite - Vanity Basin

Caroma &gt; White Caroma Carboni II Inset Vanity Basin 865615W (1 tap hole) including Chrome Pop Up Waste [CUBE]



### Ensuite - Basin Tapware

FLEX &gt; Alder Tapware &gt; Chrome &gt; Alder Flex Basin Mixer Tap 5 Star Chrome 45090LF



### Ensuite - Shower Head

Chrome &gt; Alder Tapware &gt; Kasi &gt; Alder KASI Bracket Shower HS175 Chrome 98412WS6



### Ensuite - Shower Tapware

FLEX &gt; Alder Tapware &gt; Chrome &gt; Alder Flex Wall Shower Mixer Chrome 45390LF



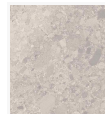
### Ensuite - Shower Screen

Regency &gt; Regency Semi Frameless Shower Screen - 2000h x 1200w x 900d Front &amp; Full Return in Bright Silver with Clear Glazing



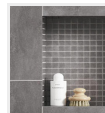
### Ensuite - Shower Base Type

Tiled &gt; Upgrade to 1200 x 900 Tiled Shower Base w/ Grated Stainless Steel Channel Waste (to concrete slab)



### Ensuite - Shower Base Tile

Floor Tiles &gt; Hynes Tiles &gt; Category 1 &gt; Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile



### Ensuite - Shower Niche

300mm (nominal) high x 400mm (nominal) wide tiled niche to shower - Aspirations ONLY



### Ensuite - Toilet

Raymor &gt; White Raymor 194379 Classic Close Coupled Rimless Toilet Suite with Soft Close Seat



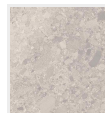
### Ensuite - Towel Rail

WISH &gt; Alder Tapware &gt; Chrome &gt; Alder Wish Double Towel Rail 800mm Chrome 40783



### Ensuite - Toilet Roll Holder

WISH &gt; Alder Tapware &gt; Chrome &gt; Alder Wish Toilet Roll Holder Chrome 40730



### Ensuite - Floor & Skirt Tiles

Floor Tiles &gt; Hynes Tiles &gt; Category 1 &gt; Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile

Owner (1):

Owner (2):

Owner (3):

DFH Representative:

Date (1):

Date (2):

Date (3):


Date:




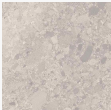
Client Name: Mr. Noah Jack Kol  
Job Number: 86338  
Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)


Ensuite S3


Approved

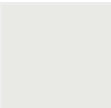
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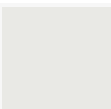
**Ensuite - Floor & Skirt Tile Grout**  
Ardex > Ardex 273 Magellan Grey
- 

**Ensuite - Mirror**  
Mirror
- 

**Ensuite - Wall Tiles**  
Floor Tiles > Hynes Tiles > Category 1 > Hynes Isla Grey  
Matt NCIFN7111N [450x450] - Category 1 Tile
- 

**Ensuite - Wall Tile Grout**  
Ardex > Ardex 273 Magellan Grey
- 

**Ensuite - Tile Trim**  
ANGL310BS 10mm Bright Silver Aluminium L Shape Angle
- 



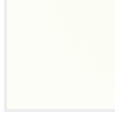





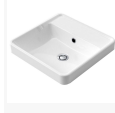


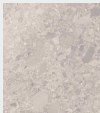
**Ensuite - Walls**  
Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)
- 

**Ensuite - Architraves & Doors**  
Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:

Client Name: Mr. Noah Jack Kol  
Job Number: 86338  
Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)



Bath S3		Approved
	<b>Bathroom - Benchtop Range</b> Vanity > CaesarStone > Series 1 Caesarstone to Single Vanity (Aspirations)	 <b>Bathroom - Bath</b> Decina > White Decina Novara 1653mm Acrylic Island Style Bath (N01650W)
	<b>Bathroom - Benchtop</b> CaesarStone > Ocean Foam CSF	 <b>Bathroom - Bath Tapware</b> FLEX > Alder Tapware > Chrome > Alder Flex Bath Mixer Tap Set with Backplate 220mm Chrome 45200LF
	<b>Bathroom - Benchtop Edge</b> Vanity > Stone Square Aris Polish 20mm Edge to Vanity Bench	 <b>Bathroom - Shower Head</b> Chrome > Alder Tapware > Kasi > Alder KASI Bracket Shower HS175 Chrome 98412WS6
	<b>Bathroom - Cupboards</b> Velour > Formica > Formica Warm White - Velour Finish	 <b>Bathroom - Shower Tapware</b> FLEX > Alder Tapware > Chrome > Alder Flex Wall Shower Mixer Chrome 45390LF
NO IMAGE	<b>Bathroom - Cupboard/Drawer Profile</b> Laminate > Laminate 1mm Matching ABS Edging to Cupboard Door	 <b>Bathroom - Shower Screen</b> Regency > Regency Semi Frameless Shower Screen - 2000h x 1200w x 900d Front & Full Return in Bright Silver with Clear Glazing
	<b>Bathroom - Kickboard</b> Velour > Formica > Formica Warm White - Velour Finish	 <b>Bathroom - Shower Base Type</b> Acrylic > Decina > 1200 x 900 Decina Luna MKII (Prelude) - White Shower Base
	<b>Bathroom - Cupboard Handles</b> Brushed Nickel > Tekform-Titus > Series 1 > Tekform-Titus Square Handles 4062 (SO-4062-192-BN) Brushed Nickel	 <b>Bathroom - Shower Niche</b> 300mm (nominal) high x 400mm (nominal) wide tiled niche to shower - Aspirations ONLY
	<b>Bathroom - Cupboard Handle Orientation</b> Cupboard > Horizontal > Horizontal - Centre line of handle to line up with centre of Cupboard door 50mm from top/bottom of doors	 <b>Bathroom - Towel Rail</b> WISH > Alder Tapware > Chrome > Alder Wish Double Towel Rail 800mm Chrome 40783
	<b>Bathroom - Vanity Basin</b> Caroma > White Caroma Carboni II Inset Vanity Basin 865615W (1 tap hole) including Chrome Pop Up Waste [CUBE]	 <b>Bathroom - Mirror</b> Mirror Notes: Delete vanity tiling and extend mirror down to vanity as per marked plan
	<b>Bathroom - Basin Tapware</b> FLEX > Alder Tapware > Chrome > Alder Flex Basin Mixer Tap 5 Star Chrome 45090LF	 <b>Bathroom - Floor &amp; Skirt Tiles</b> Floor Tiles > Hynes Tiles > Category 1 > Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile


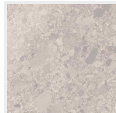

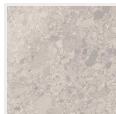


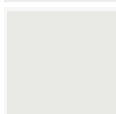
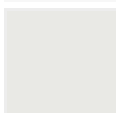
Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



Client Name: Mr. Noah Jack Kol  
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Amended: 15th Nov 2024 (Revision 0.21)

Bath S3

Approved

	<b>Bathroom - Floor &amp; Skirt Tile Grout</b> Ardex > Ardex 273 Magellan Grey
	<b>Bathroom - Wall Tiles</b> Floor Tiles > Hynes Tiles > Category 1 > Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile
	<b>Bathroom - Wall Tile Grout</b> Ardex > Ardex 273 Magellan Grey
	<b>Bathroom - Bath Hob Tiles</b> Floor Tiles > Hynes Tiles > Category 1 > Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile
	<b>Bathroom - Bath Hob Tile Grout</b> Ardex > Ardex 273 Magellan Grey
	<b>Bathroom - Tile Trim</b> ANGL310BS 10mm Bright Silver Aluminium L Shape Angle
	<b>Bathroom - Walls</b> Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)
	<b>Bathroom - Architraves &amp; Doors</b> Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:







Client Name: Mr. Noah Jack Kol  
Job Number: 86338  
Colour Consultant: Rebecca White  
Amended: 15th Nov 2024 (Revision 0.21)

WC


Approved




**WC - Toilet**  
Raymor > White Raymor 194379 Classic Close Coupled Rimless Toilet Suite with Soft Close Seat



**WC - Toilet Roll Holder**  
WISH > Alder Tapware > Chrome > Alder Wish Toilet Roll Holder Chrome 40730



**WC - Floor & Skirt Tiles**  
Floor Tiles > Hynes Tiles > Category 1 > Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile



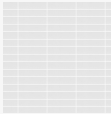
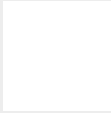
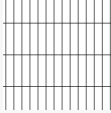
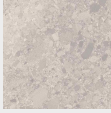

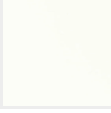
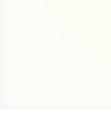



**WC - Floor & Skirt Tile Grout**  
Ardex > Ardex 273 Magellan Grey

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



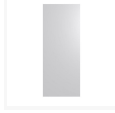
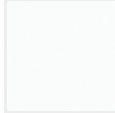


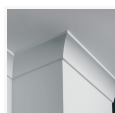


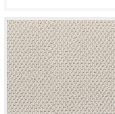
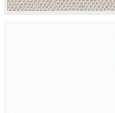
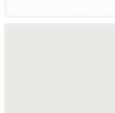

Client Name: Mr. Noah Jack Kol  
 Job Number: 86338  
 Colour Consultant: Rebecca White  
 Amended: 15th Nov 2024 (Revision 0.21)

Laundry		Approved
	<b>Laundry - Tapware</b> FLEX > Alder Tapware > Matte Black > Alder Flex Sink Mixer Tap 5 Star Gooseneck Matte Black 45495LF	
	<b>Laundry - Sink</b> Everhard > Everhard Nugleam Benchline 71245 stainless steel 45 litre laundry inset trough with by-pass	
	<b>Laundry - Splashback Tile</b> Feature Tiles > Hynes Tiles > Feature Tile > Hynes Edge White Wave Matt STOWA001 [68x280] - Feature Tile	
	<b>Laundry - Splashback Tile Grout</b> Ardex > Ardex 200 White	
	<b>Laundry - Splashback Tiles Orientation</b> Vertical Stackbond Wall Tile Orientation (per m2)	
	<b>Laundry - Floor &amp; Skirt Tiles</b> Floor Tiles > Hynes Tiles > Category 1 > Hynes Isla Grey Matt NCIFN7111N [450x450] - Category 1 Tile	
	<b>Laundry - Floor &amp; Skirt Tile Grout</b> Ardex > Ardex 273 Magellan Grey	
	<b>Laundry - Benchtop</b> Velour > Formica > Formica Warm White - Velour Finish	
	<b>Laundry - Cupboard Doors (Underbench)</b> Velour > Formica > Formica Warm White - Velour Finish	
	<b>Laundry - Cupboard/Drawer Profile</b> Laminate > Laminate 1mm Matching ABS Edging to Cupboard Door	

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:

Client Name: Mr. Noah Jack Kol  
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 Amended: 15th Nov 2024 (Revision 0.21)



Internal		Approved
	<b>Internal - Robe Door</b> Hume Doors > Hume Redicote H1 Flush Panel Smooth Skin Internal Door	
	<b>Internal - Robe Shelving</b> White Melamine	
	<b>Internal - Skirting</b> 67 x 18mm Single Bevel MDF Skirting	
	<b>Internal - Architrave</b> Series 2 > 67 x 18mm Single Bevel MDF Architrave	
	<b>Internal - Cornice</b> 75mm Classic Look Cove Cornice	
	<b>Internal - Door</b> Hume Doors > Hume Redicote H1 Flush Panel Smooth Skin Internal Door	
	<b>Internal - Carpet Underlay</b> Carpet > Carpet Call > Underlay > Dunlop 10mm Luxury Plus Foam Underlay	
	<b>Internal - Carpet</b> Carpet > Carpet Call > Series 2 > Carpet Call Tarcoola Pearl (Series 2) Carpet	
	<b>Internal - Ceiling/Cornice Paintwork</b> Favorites > Dennis > Dennis White	
	<b>Internal - Wall Paintwork</b> Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)	
	<b>Internal - Skirting/Architraves/Doors Paintwork</b> Paint > Wattyl > Paint > Wattyl Feather Dawn (2 Coat)	


**Internal - Additional Flooring**  
 Vinyl > Carpet Call > Series 1 > Carpet Call Wood Effects Drift Wood FS0502 Vinyl Flooring (to concrete slab) - 1200mm x 180mm x 3mm

Notes: Provide Vinyl flooring to the passage and WIL as per marked plan ilo carpet


**Internal - Main Floor**  
 Vinyl > Carpet Call > Series 1 > Carpet Call Wood Effects Drift Wood FS0502 Vinyl Flooring (to concrete slab) - 1200mm x 180mm x 3mm

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



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Amended: 15th Nov 2024 (Revision 0.21)

WIR

Approved







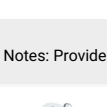


WIR - Walk in Robe Shelves

White Melamine

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



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 Colour Consultant: Rebecca White  
 Amended: 15th Nov 2024 (Revision 0.21)

Door Hardware		Approved
	<b>Door Hardware - Door Hardware Finish</b> Satin Chrome Door Hardware Finish	
	<b>Door Hardware - Passage Door Handle</b> Gainsborough > Gainsborough Ambassador 500AMBSCV Passage Leverset (Brushed Satin Chrome)	
	<b>Door Hardware - Cupboard Handles</b> Gainsborough > Gainsborough Ambassador 505AMBSCS Dummy Leverset (Brushed Satin Chrome)	
	<b>Door Hardware - Garage Door Handle</b> Gainsborough > Gainsborough Ambassador 540AMBSCSK Internal Garage Door Key in Leverset (Brushed Satin Chrome)	
	<b>Door Hardware - Flush Pulls</b> Gainsborough > Gainsborough Rectangular 392SCS (Satin Chrome) Sliding Cavity Door Set	
	<b>Door Hardware - Privacy Lock - Hinged</b> Gainsborough > Gainsborough Ambassador 510AMBSCS Privacy Leverset (Brushed Satin Chrome)	
Notes: Provide to the Ensuite, bathroom & W.C		
	<b>Door Hardware - Internal Door Hinges</b> Satin Chrome > Timberite > Radius Satin Chrome Internal Door Hinge (per door)	
	<b>Door Hardware - Door Stop</b> White Plastic Door Stop (per door)	
	<b>Door Hardware - Front Door Handle</b> Gainsborough > Gainsborough Oblong OBL450PHENTMBK 450mm Front Entry Pull Handle Set with Deadbolt (Matt Black)	

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:



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#### Important Notes for Colour Selection

- At Dennis Family Homes we understand that selecting your colours and choosing the decor for your new home is exciting, but we ask that you take a few moments to read this important information about the Colour Selection process and policy:
- These notes relate to the Colour Selection Process and Policy for Dennis Family Homes Pty Ltd ABN 83 056 254 249 and its related entities (we/our/us), and its customers (you/your).
- Colour Selections affect subsequent and integral processes relating to preparing your property for construction. Amendments to your Colour Selections are only possible within 3 days of selection. Variations after this time may incur a \$500 minimum administration fee and we reserve the right to accept or reject any variation request at our absolute discretion. Please note changes to your Colour Selections may also affect the timeframe in which we can commence and/or complete construction.
- Products contained within the Standard Inclusions are subject to availability. Changes to suppliers' range and stock levels may require the owner to make a re-selection. In the event that a fixture or other item is unavailable, we reserve the right to substitute any brand and / or model for a fixture or item that is of similar or equivalent make, quality and price.
- It is the responsibility of the owner to ensure that all details in the Colour Selection Schedule are correct. We take no responsibility for verbal discussions or instructions unless they are documented in the Colour Selection Schedule, signed off in writing by the owner and forwarded to us.
- Please carefully review Your New Home Contract to ensure that your Colour Selections are correctly documented. Your New Home Contract sets out all legally binding terms, conditions and inclusions and will take precedence over any other document.
- As specified in your New Home Contract, we allow a rebate cheque for your tiles which provides for the cost of tiles, grout, ceramic soap holders and delivery. The quantities of tiles allowed for are based on tiles laid in a straight and square style. Any other configurations (including borders) could affect quantities and incur additional labor costs (to be paid directly to the tiler prior to installation). Mosaics are generally not recommended. (Regional only).
- When using a ceramic soap holder, if this is supplied at the same time as delivery of wall tiles we will install the holder for no additional cost. Installation of any other style of soap holder will be at the owner's expense (to be paid directly to the subcontractor prior to installation). (Regional Only)

#### Vision Software

- Whilst every effort has been made by Dennis Family Homes to provide accurate representations of all products, Vision Software images are to be used as a visual aid for general illustration purposes only. Image quality/colour variation may differ from actual product selections made in the Showroom due to factors such as screen resolution / colour setup or printer calibration. Customers should refer to actual supplier samples and products shown throughout the Showroom for accurate representation of colour, texture and finish of selected products.
- Vision Software imagery may include representations of appliances, fittings and fixtures shown based on standard DFH base specifications and will not be representative of any customer's pre-selected upgrades or structural alterations selected at the initial deposit/sales estimate stage. Please refer to working drawings for representation of all structural changes.
- Images may show optional, additional cost upgrades such as façade render, feature tiles, driveway and concrete paths and items not supplied by Dennis Family Homes such as landscaping, decking, water features, retaining walls, window furnishings, light fittings, furniture and decorator items unless otherwise specified.
- Please refer to your Contract of Sale for all binding terms and applicable inclusions.

#### Product Disclaimers

- 20mm Finger Pull Joinery Doors (each) - Only Available to Overhead Cabinetry
- 67 x 18mm Single Bevel MDF Architrave - Per m2 - House & Garage area
- 67 x 18mm Single Bevel MDF Skirting - Per m2 - House & Garage area
- 75mm Classic Look Cove Cornice - Measured per m2 to House area or specific nominated room as required
- 300mm (nominal) high x 400mm (nominal) wide tiled niche to shower - Aspirations ONLY - Aspirations Only
- ANGL310W 10mm White Aluminium L Shape Angle - Note - 3 metre length. (REGIONAL - Excludes to Albury / Wodonga and Wagga / Griffith areas).
- Brick Infill (Standard) - Note - This item is only to be used when brick infill is included in the Standard Design
- Carpet Call Wood Effects Drift Wood FS0502 Vinyl Flooring (to concrete slab) - 1200mm x 180mm x 3mm - Note - Internal use only. Not to be used in garages, wet areas or areas that have a potential for flooding.
- Clear Sidelight - Price per sidelight
- Client Request - Non standard client requests are subject to builders approval. Inclusion of this item in this colour document and / or variation request form does not deem that the request has been accepted or approved.
- Colorbond Roofing in Night Sky - Note - Excludes Sarking. If sarking is required, please add applicable "sarking to colorbond roof" item.
- Everhard Nugleam Benchline 71245 stainless steel 45 litre laundry inset trough with by-pass - Note - Can only be used in Aspirations homes if the Laundry cabinet upgrade has been selected. Aspirations Standard Option Insert Trough
- Formica Warm White - Velour Finish - Texture shine differs.
- Gainsborough Ambassador 500AMBSCV Passage Leverset (Brushed Satin Chrome) - Price Per Door
- Gainsborough Ambassador 505AMBSCS Dummy Leverset (Brushed Satin Chrome) - Price Per Door
- Gainsborough Rectangular 392SCS (Satin Chrome) Sliding Cavity Door Set - Price Per Door
- Hume Redicote H1 Flush Panel Smooth Skin Internal Door - Price Per Door
- Hume VER11 Painted Entry door - Note - Geelong and Regional Only (Excludes Metro)
- Hynes Edge White Wave Matt STOWA001 [68x280] - Feature Tile - Note - Additional Labour Costs Apply
- James Hardie Axon 400 Cladding - This item can only be selected if standard to the facade or the applicable variation has been selected (colour only item)
- Laminated White (Translucent) 6.38mm Glass to 05/06 Window - Price Per Window
- Laminated White (Translucent) 6.38mm Glass to 10/06 Window - Price Per Window
- Laminated White (Translucent) 6.38mm Glass to 12/06 Window - Price Per Window
- Oliveri Santorini (0 Tap Hole) Undermount Double Bowl ST-BL1563U Black Sink - Note - This item requires base cabinet upgrade to 680mm minimum depth. Please include separate variation for increased cabinet depth. Aspirations price based on installation of undermount sink to stone benchtop. This

Owner (1):                      Owner (2):                      Owner (3):                      DFH Representative:

Date (1):                      Date (2):                      Date (3):                      Date:





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- item can only be used where the appropriate benchtop upgrade has been included.
- Radius Satin Chrome Internal Door Hinge (per door) - Note - Hinges only. Striker to remain in standard chrome finish and will vary in colour from the selected hinge upgrade.
  - Technika TDX8SS-6 600mm Fully Integrated Dishwasher - Note - Includes integrated panel from standard joinery range. All Fully Integrated Dishwashers must include a cabinetry handle, not to be used in conjunction with reverse bevel
  - Technika TUR90S 900mm Undermount Rangehood - Note - Unit size requires increase in overhead cupboard depth. Please include separate variation for increased overhead cupboard depth (subject to home design and layout). Included as standard in Premium Homes

Owner (1):	Owner (2):	Owner (3):	DFH Representative:
Date (1):	Date (2):	Date (3):	Date:

**DEBT MANAGEMENT POLICY**

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# **Debt Management Policy**

APPROVAL DATE: July 2025

REVIEW DATE: July 2029

**DEBT MANAGEMENT POLICY**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Debt Management Policy 2025</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Financial Services</i>
<b>Responsible Officer:</b>	<i>Manager Financial Services</i>
<b>Document Status:</b>	<i>Adopted</i>
<b>Approved By:</b>	<i>Council</i>
<b>Adopted Date:</b>	
<b>Review Date:</b>	

## DEBT MANAGEMENT POLICY



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## 1. INTRODUCTION

## 1.1. Purpose

The purpose of this policy is to provide for sound credit management and the recovery of debt in a timely manner whilst providing equitable and consistent relief measures to support debtors experiencing financial hardship.

Council will exercise its debt recovery powers to maximise the outcomes for the Warrnambool community. It will be guided by the principles of:

- transparency by making clear the obligations of debtors and the processes used by Council in assisting it to meet its obligations;
- efficiency and effectiveness by making the processes used to recover outstanding debts clear, simple to administer, timely and effective. Such processes will also support overall Council policies and the various undertakings run by the Council;

## DEBT MANAGEMENT POLICY



- capacity to pay in determining appropriate arrangements for different groups within the community, along with recognising various levels of vulnerability of these groups and;
- equity by treating all debtors consistently and in a fair manner.
- confidentiality by respecting the privacy of individuals by ensuring all information related to financial hardship is handled sensitively and in accordance with privacy legislation.

### 1.2. Scope

This policy applies to :

- Rate & Non-Rate Debtors experiencing financial hardship;
- Council's debt recovery agents;
- All service units and Council employees authorised with the responsibility of providing credit, invoicing and collecting debt including rate and non-rate fees and charges.

The Council's debt consists of two major categories, being:

- Rate Debtors, which are the responsibility of the Coordinator Revenue Services and can only be raised by this unit; and
- Non-Rate Debtors, of which the Manager Financial Services oversees and can be raised by Service Managers, Managers or Directors in their relevant roles

The Council is a single entity, and as such any debt that accrues to any branch or division of the Council remains a debt of the Council entity, including:

- ESVF Levies,
- Rates, Charges & Legal Fees,
- Interest,
- Rent,
- User fees, contributions and service charges,
- Registration, permits, penalties and infringements,
- Statutory fees,
- Any other fee or charge raised with an invoice.

### 1.4. Definitions

Term	Definition
Accounts Receivable Credit Account Debt/Invoice	All terms refer to an amount owed to Council
Council employee	An officer or staff member Is a person employed by Warrnambool City Council, including the Chief Executive, Directors, Managers and any person engaged as a short term employee or a contractor undertaking duties on behalf of Council.
Debt recovery agencies	Any external service provider engaged by Council to recover outstanding debts on its behalf. These agencies act under the direction of Council and are required to comply with all relevant

## DEBT MANAGEMENT POLICY



	legislation, Council policies, standards of ethical and professional conduct in their dealings with debtors.
<b>Debtor</b>	Any person, corporation, business or other entity owing money to Council, including both Rate & Non-Rate categories
<b>Interest</b>	Penalty interest charged on outstanding Rates and Charges (including under section 172 of the Act)
<b>Payment Deferral</b>	An agreement to defer payment of Rates and Charges and interest (Including under section 170 of the Act)
<b>Payment Plan</b>	A Council approved payment plan
<b>Provision for Doubtful Debts</b>	An estimate of the amount of debt raised that is unlikely to be collected.
<b>Service</b>	Includes goods supplied or delivered, provision of services, admission, sale of items, hire of facilities or items - supply of information and any other matter giving rise to a fee or charge being made by Council.

## 1.5. References

<b>Acts</b>	<a href="#">Local Government Act 1989 (LGA 1989)</a> <a href="#">Local Government Act 2020 (LGA 2020)</a> <a href="#">Local Government Legislative Amendment (Rating and Other Matters) Act 2022</a> Penalty Interest Act 1983 <a href="#">Privacy and Data Protection Act</a> <a href="#">Charter of Human Rights and Responsibilities Act 2006</a> <a href="#">Family Violence Protection Act 2008</a> <a href="#">Infringements Act 2006</a>
<b>Standards or Guidance Materials</b>	Australian Accounting Standards
<b>Related Policies/Procedures/Strategies/Local Law</b>	Annual Budget (including Fees & Charges, Rating Strategy) Councillors Code of Conduct Staff Code of Conduct Fraud Prevention & Control Policy Debt Management Procedures Cash Collection and Handling Procedures Records Management Policy Complaints Handling Policy Instrument of Delegation
<b>Strategic Risks</b>	Strategic risk 440 – Councils Financial Sustainability. This policy provides controls to help mitigate the risks associated with the ongoing financial sustainability by ensuring appropriate controls are in place for the collection of debt.
<b>Exclusions</b>	<a href="#">Any exclusions for relief as identified within the Debt Management Procedure.</a>



## DEBT MANAGEMENT POLICY



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## 2. POLICY

### 2.1. Policy Statement

The granting of credit and recovery of debts outstanding must be controlled from the timely raising and issuing of invoices through to the subsequent monitoring and collection of such debt. Council is committed to operating effective, transparent, fair billing and debt collection processes, with timely and accurate reporting. Council debt is to be managed in accordance with this policy and where applicable the Council's defined debt management procedures.

## 3. FINANCIAL HARDSHIP

### 3.1. Definition

Financial hardship refers to a situation where an individual or entity is unable to meet their financial obligations due to a lack of financial resources or the ability to manage the payment of financial commitments. This may be a temporary or ongoing circumstance and is distinct from an unwillingness to meet their financial commitments.

Common causes of financial hardship may include but not limited to:

- Loss of employment of the property owner or family member;
- Family breakdown;
- Illness, including physical incapacity, hospitalisation, or mental illness of the property owner or family member;
- A death in the family;
- Victims/Survivors of family violence;
- A pensioner living in a family home who can no longer afford to pay rates as the property value has escalated over the period of ownership significantly increasing the rate burden; and
- Other factors resulting in unforeseen change in the property owner's capacity to meet their payment obligations, whether through a reduction in income or through an increase in non-discretionary expenditure.

Sections 170 and 171A of the LGA 1989 provides councils the authority to:

- defer payment of rates and charges due to hardship (s170 LGA 1989); and
- waive rates and charges and interest due to financial hardship (s171A LGA 1989).

Council has developed the Financial Hardship provision for the purpose of defining Council's interpretation and application of sections 170 and 171A of the LGA 1989.

The Financial Hardship provision is also applicable to non-rate debtors.

### 3.2. Financial Hardship Principles

The principles of Council's hardship framework are:

- Early identification. Successful hardship programs have good identification and communication strategies;
- Accessibility to information about hardship programs, including proactive material on council websites and rates notices;
- A range of forms of assistance should be available;

## DEBT MANAGEMENT POLICY



- The form of hardship assistance provided should match the level of financial difficulty;
- Council should encourage ratepayers to utilise financial counselling, legal and other supports; and
- Legal action to recover debt should be a last resort.

### 3.3. Application Process

The following process applies for financial hardship applications;

- Debtor must utilise the financial hardship form online or discuss with City Assist for a written form to be made available.
- The completed form is to be submitted online and sent to the Coordinator of the relevant business unit.
- Debtors are encouraged to utilise financial counselling, legal and other support.

Debtors must inform Council of any change in circumstances relevant to a relief application (whether pending or granted). Ratepayers must also ensure information is not false or misleading. Failure to comply with either of these obligations may, where applicable, be an offence against the Act and penalties may be applied against the Ratepayer.

### 3.4. Assessment Process

The Financial Hardship Application form will be used by Council to review all requests for the waiving or payment deferral of any individual rates and charges and interest owed to Council due to financial hardship unless the applicant has provided all the information necessary to make the decision in another written format or via interview.

Council may request further financial details and may also request an interview in order to arrive at its decision. Council recommends financial hardship applicants seek financial counselling as counselling services have access to a greater range of support options. Where a Debtor refuses to provide further information, the eligibility criteria may not be met and Council may have no option but to dismiss the application.

Council will consider an application for financial hardship relief confidentially and objectively, with cultural considerations, based on the information provided by the person in the application and will advise of its decision in writing.

The following items will be considered when assessing a financial hardship application:

- Debtors contact history with Council or Debt Recovery Agency (if applicable);
- Debtors payment history;
- Whether the Ratepayer has been able to meet the criteria of financial hardship;
- Severity of financial hardship i.e. is it temporary financial stress or financial hardship;
- Independent financial counsellor's written report (if applicable); and
- Any additional documentation provided by the debtor.

## DEBT MANAGEMENT POLICY

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### 3.5. Hardship Relief

#### 3.5.1 Rates & Charges (Rate Debtors)

Relief to a debtor experiencing hardship may include legal action recovery being suspended, agreed payment plan, interest being placed on hold, an interest waiver or a rates payment deferral.

##### 3.5.1.1 Debtor Responsibilities

If financial hardship is approved by Council, the debtor must enter into a payment plan where an amount is paid on a regular basis to clear all outstanding debt within a reasonable timeframe. The payment plan will be at a rate and over a duration agreed by Council.

*Sections 171B(3) of the LGA 1989* allows Council to determine the duration, amount of each instalment, frequency of payments and any other terms.

*171B(4) of the LGA 1989* requires Council to specify the terms determined and any other prescribed matters.

Council will notify the debtor of the agreed payment plan and the terms determined.

If a payment plan is not maintained as per the agreed terms, financial hardship status may be revoked, and appropriate collection will recommence including the application of penalty interest charges in accordance with *Section 172 of the LGA 1989*. Council may choose not to enter into further payment plans.

##### 3.5.1.2 Waiver of Rates and Charges and Legal Fees

Council does not allow the waiver of rates or charges except in exceptional circumstances. This is to ensure that financial hardship assistance offered to one group of ratepayers does not adversely impact other ratepayers. Any waiver of rates or charges must be approved by the Chief Executive Officer.

Council does not allow the waiver of legal fees incurred in relation to the collection of rates or charges except in exceptional circumstances. This is due to Council already incurring these costs and to waive these fees would adversely impact other ratepayers. Any waiver of legal fees incurred in relation to the collection of rates or charges must be approved by the Chief Executive Officer.

##### 3.5.1.3. Waiver of Rates and Charges Interest

The waiver of interest will only be granted on the following grounds:

- Ratepayers may have interest waived in the event of an administrative issue, error or omission which caused or significantly contributed to the failure to pay rates in a timely manner.
- Ratepayers may have interest or part thereof waived subject to the financial hardship assessment by the Coordinator Revenue Services with the oversight of the Manager Financial Services.
- Council direction if a significant event (i.e. a pandemic) is impacting large numbers of ratepayers across the municipality.

## DEBT MANAGEMENT POLICY



### 3.5.1.4. Rates Payment Deferral

Rates payment deferral occurs where Council agrees to a ratepayer not making rates payments.

Subject to *Section 170 of the LGA 1989* Council may defer in whole or in part the payment by a person of any rate or charge which is due and payable for a specified period and subject to any conditions determined by the Council if it considers that an application by that person shows that the payment would cause hardship to the person.

On deferral of the payment the person who is liable to make the payment is not liable until the Council sends the person a notice that requires that person to pay the whole or part of any deferred rate or charge by a specified date if it considers that the person's circumstances have so changed or, that the payment would no longer cause hardship to the person or, the person no longer owns or occupies the land in relation to which the rate or charge was levied.

Council may periodically request further particulars from a debtor to make an assessment whether the rate deferral should continue.

### 3.5.2 Hardship Relief – User & Service Charges (Non-Rate Debtors)

Relief to a debtor experiencing hardship may include legal action recovery being suspended, waiver of fees, interest being placed on hold, or a payment plan or deferral.

If financial hardship is approved by Council, the debtor must enter into a payment plan where an amount is paid on a regular basis to clear all outstanding debt within a reasonable timeframe. The payment plan will be at a rate and over a duration agreed by Council.

Council will notify the debtor of the agreed payment plan and the terms determined. If a payment plan is not maintained as per the agreed terms, financial hardship status may be revoked, and appropriate collection will recommence including the application of penalty interest charges. Council may choose not to enter into further payment plans.

## 4. DEBT MANAGEMENT

Council must act to support effective management of revenue and rating in its endeavour to provide financial stability for the Council. Council will make reasonable attempts to contact a Debtor about an overdue account. In circumstances where relief measures are not applied, Council will undertake effective and proportionate debt management by utilising the appropriate enforcement mechanisms.

### 4.1 Rates and Charges (Rate Debtors)

#### 4.1.1. Interest

Interest charges will be applied to outstanding amounts in accordance with the Local Government Act and the prescribed interest rate as stated in the Council's Fees and Charges schedule contained within the Annual Budget as determined by the Minister for Local Government.

#### 4.1.2. Payment Arrangements (< 3 months)

Short term payment arrangements may be made through Council. If a payment plan is not maintained as per the agreed terms, the agreed status may be revoked, and appropriate collection will recommence including the application of penalty interest charges in accordance with Section 172 of the LGA 1989. Council may choose not to enter into further payment plans.

## DEBT MANAGEMENT POLICY



### 4.1.3. Debt Recovery

Outstanding rates and charges not received by respective due dates will be issued reminder notices for payment. Failure to respond to that demand will result in the assessment being referred to Council's appointed debt recovery agency for further recovery action. Council may commence proceedings to recover unpaid rates and charges, penalty interest and default costs in the Magistrate Court of Victoria or otherwise by suing for debt.

### 4.1.4. Caveat

Council may register a caveat on a title to Rateable Land at any time during the debt recovery process. Council will use caveats where it is necessary to protect its interest in overdue debts.

### 4.1.5. Sale of Land

Where rates and charges have been outstanding for a period of three years or more, statutory procedures may be undertaken pursuant to Section 181 of the Local Government Act 1989 Sale of Land for Unpaid Rates and Charges. Prior to proceeding with Section 181 the matter must be reported to Councillors.

## 4.2 User & Service Charges (Non-Rate Debtors)

### 4.2.1. Interest

Council may apply penalty interest on overdue debts where it is appropriate and proportionate in the circumstances

### 4.2.2. Payment Arrangements (< 3 months)

Short term payment arrangements may be made through Council. If a payment plan is not maintained as per the agreed terms, the agreed status may be revoked, and appropriate collection will recommence including the application of penalty interest charges. Council may choose not to enter into further payment plans.

### 4.2.3. Debt Recovery

Outstanding charges not received by respective due dates will be issued reminder notices for payment. Failure to respond to notices may result in the assessment being referred to Council's appointed debt recovery agency for further recovery action. Council may commence proceedings to recover overdue debts, penalty interest and default costs in the Magistrate Court of Victoria or otherwise by suing for debt.

## 5. RECORDS MANAGEMENT

Council is committed to maintaining all applications and supporting documentation in accordance with all relevant Australian Accounting Standards, the Records Management Act and Council's own Records Management Policy. All relief applications are protected by Privacy Laws and will be deemed as provided in confidence.

## DEBT MANAGEMENT POLICY

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### 6. REVIEW OR COMPLAINT

If a Debtor is dissatisfied with a decision made under this policy, they may request a review or make a complaint under the Council Complaint Policy. If a debtor is not satisfied with how Council has handled the internal review, the debtor may make a complaint to an external body. A request can be made from the following bodies:

- For a complaint regarding Council actions or decisions: Victorian Ombudsman [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)
- For a complaint regarding breach of privacy: Office of the Victorian Information Commission [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)
- For a complaint regarding discrimination: Victorian Human Rights and Equal Opportunity Commission [www.humanrights.vic.gov.au](http://www.humanrights.vic.gov.au)

### 7. GOVERNANCE

#### 7.1. Owner

Council is responsible for approving the Debt Management Policy.

#### 7.2. Review

The Manager Financial Services is responsible for ensuring the policy is reviewed for any necessary amendments no later than three years after its formulation, or after the last review.

#### 7.3. Compliance Responsibility

This policy document applies to all staff of the Council and must be adhered to accordingly.

#### 7.4. 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.





## **Debt Management Policy**

APPROVAL DATE: July 2025

REVIEW DATE: July 2029

**DEBT MANAGEMENT POLICY 2025**

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**DOCUMENT CONTROL**

<b>Document Title:</b>	<i>Debt Management Policy</i>
<b>Policy Type:</b>	<i>Council</i>
<b>Responsible Branch:</b>	<i>Financial Services</i>
<b>Responsible Officer:</b>	<i>Manager Financial Services</i>
<b>Document Status:</b>	<i>Adopted</i>
<b>Approved By:</b>	<i>Council</i>
<b>Adopted Date:</b>	
<b>Review Date:</b>	



## DEBT MANAGEMENT POLICY 2025

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### 1. INTRODUCTION

#### 1.1. Purpose

The purpose of this policy is to provide for sound credit management and the recovery of debt in a timely manner whilst providing equitable and consistent relief measures to support debtors experiencing financial hardship.

Council will exercise its debt recovery powers to maximise the outcomes for the Warrnambool community. It will be guided by the principles of:

- transparency by making clear the obligations of debtors and the processes used by Council in assisting it to meet its obligations;
- efficiency and effectiveness by making the processes used to recover outstanding debts clear, simple to administer, timely and effective. Such processes will also support overall Council policies and the various undertakings run by the Council;
- capacity to pay in determining appropriate arrangements for different groups within the community, along with recognising various levels of vulnerability of these groups and;
- equity by treating all debtors consistently and in a fair manner.
- confidentiality by respecting the privacy of individuals by ensuring all information related to financial hardship is handled sensitively and in accordance with privacy legislation.

#### 1.2. Scope

This policy applies to:

- Rate & Non-Rate Debtors experiencing financial hardship;
- Council's debt recovery agents;
- All service units and Council employees authorised with the responsibility of providing credit, invoicing and collecting debt including rate and non-rate fees and charges.

The Council's debt consists of two major categories, being:

- Rate Debtors, which are the responsibility of the Coordinator Revenue Services and can only be raised by this unit; and
- Non-Rate Debtors, of which the Manager Financial Services oversees and can be raised by Service Managers, Managers or Directors in their relevant roles

The Council is a single entity, and as such any debt that accrues to any branch or division of the Council remains a debt of the Council entity, including:

- ESVF Levies,
- Rates, Charges & Legal Fees,
- Interest,
- Rent,
- User fees, contributions and service charges,
- Registration, permits, penalties and infringements,
- Statutory fees,
- Any other fee or charge raised with an invoice.



## DEBT MANAGEMENT POLICY 2025

### 1.4. Definitions

Term	Definition
<b>Accounts Receivable</b>	All terms refer to an amount owed to Council
<b>Credit Account</b>	
<b>Debt/Invoice</b>	
<b>Council employee</b>	An officer or staff member Is a person employed by Warrnambool City Council, including the Chief Executive, Directors, Managers and any person engaged as a short term employee or a contractor undertaking duties on behalf of Council.
<b>Debt recovery agencies</b>	Any external service provider engaged by Council to recover outstanding debts on its behalf. These agencies act under the direction of Council and are required to comply with all relevant legislation, Council policies, standards of ethical and professional conduct in their dealings with debtors.
<b>Debtor</b>	Any person, corporation, business or other entity owing money to Council, including both Rate & Non-Rate categories
<b>Interest</b>	Penalty interest charged on outstanding Rates and Charges (including under section 172 of the Act)
<b>Payment Deferral</b>	An agreement to defer payment of Rates and Charges and interest (Including under section 170 of the Act)
<b>Payment Plan</b>	A Council approved payment plan
<b>Provision for Doubtful Debts</b>	An estimate of the amount of debt raised that is unlikely to be collected.
<b>Service</b>	Includes goods supplied or delivered, provision of services, admission, sale of items, hire of facilities or items - supply of information and any other matter giving rise to a fee or charge being made by Council.

### 1.5. References

<b>Acts</b>	Local Government Act 1989 (LGA 1989) Local Government Act 2020 (LGA 2020) Local Government Legislative Amendment (Rating and Other Matters) Act 2022 Penalty Interest Act 1983 Privacy and Data Protection Act Charter of Human Rights and Responsibilities Act 2006 Family Violence Protection Act 2008 Infringements Act 2006
<b>Standards or Guidance Materials</b>	Australian Accounting Standards



## DEBT MANAGEMENT POLICY 2025

<b>Related Policies/Procedures/Strategies/Local Law</b>	Annual Budget (including Fees & Charges, Rating Strategy) Councillors Code of Conduct Staff Code of Conduct Fraud Prevention & Control Policy Debt Management Procedures Cash Collection and Handling Procedures Records Management Policy Complaints Handling Policy Instrument of Delegation
<b>Strategic Risks</b>	Strategic risk 440 – Councils Financial Sustainability. This policy provides controls to help mitigate the risks associated with the ongoing financial sustainability by ensuring appropriate controls are in place for the collection of debt.
<b>Exclusions</b>	Any exclusions for relief as identified within the Debt Management Procedure.

## 2. POLICY

### 2.1. Policy Statement

The granting of credit and recovery of debts outstanding must be controlled from the timely raising and issuing of invoices through to the subsequent monitoring and collection of such debt. Council is committed to operating effective, transparent, fair billing and debt collection processes, with timely and accurate reporting. Council debt is to be managed in accordance with this policy and where applicable the Council's defined debt management procedures.

## 3. FINANCIAL HARDSHIP

### 3.1. Definition

Financial hardship refers to a situation where an individual or entity is unable to meet their financial obligations due to a lack of financial resources or the ability to manage the payment of financial commitments. This may be a temporary or ongoing circumstance and is distinct from an unwillingness to meet their financial commitments.

Common causes of financial hardship may include but not limited to:

- Loss of employment of the property owner or family member;
- Family breakdown;
- Illness, including physical incapacity, hospitalisation, or mental illness of the property owner or family member;
- A death in the family;
- Victims/Survivors of family violence;
- A pensioner living in a family home who can no longer afford to pay rates as the property value has escalated over the period of ownership significantly increasing the rate burden; and
- Other factors resulting in unforeseen change in the property owner's capacity to meet their payment obligations, whether through a reduction in income or through an increase in non-discretionary expenditure.

Sections 170 and 171A of the LGA 1989 provides councils the authority to:

- defer payment of rates and charges due to hardship (s170 LGA 1989); and
- waive rates and charges and interest due to financial hardship (s171A LGA 1989).



## DEBT MANAGEMENT POLICY 2025

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Council has developed the Financial Hardship provision for the purpose of defining Council's interpretation and application of sections 170 and 171A of the LGA 1989.

The Financial Hardship provision is also applicable to non-rate debtors.

### 3.2. Financial Hardship Principles

The principles of Council's hardship framework are:

- Early identification. Successful hardship programs have good identification and communication strategies;
- Accessibility to information about hardship programs, including proactive material on council websites and rates notices;
- A range of forms of assistance should be available;
- The form of hardship assistance provided should match the level of financial difficulty;
- Council should encourage ratepayers to utilise financial counselling, legal and other supports; and
- Legal action to recover debt should be a last resort.

### 3.3. Application Process

The following process applies for financial hardship applications;

- Debtor must utilise the financial hardship form online or discuss with City Assist for a written form to be made available.
- The completed form is to be submitted online and sent to the Coordinator of the relevant business unit.
- Debtors are encouraged to utilise financial counselling, legal and other support.

Debtors must inform Council of any change in circumstances relevant to a relief application (whether pending or granted). Ratepayers must also ensure information is not false or misleading. Failure to comply with either of these obligations may, where applicable, be an offence against the Act and penalties may be applied against the Ratepayer.

### 3.4. Assessment Process

The Financial Hardship Application form will be used by Council to review all requests for the waiving or payment deferral of any individual rates and charges and interest owed to Council due to financial hardship unless the applicant has provided all the information necessary to make the decision in another written format or via interview.

Council may request further financial details and may also request an interview in order to arrive at its decision. Council recommends financial hardship applicants seek financial counselling as counselling services have access to a greater range of support options. Where a Debtor refuses to provide further information, the eligibility criteria may not be met and Council may have no option but to dismiss the application.

Council will consider an application for financial hardship relief confidentially and objectively, with cultural considerations, based on the information provided by the person in the application and will advise of its decision in writing.





## DEBT MANAGEMENT POLICY 2025

The following items will be considered when assessing a financial hardship application:

- Debtors contact history with Council or Debt Recovery Agency (if applicable);
- Debtors payment history;
- Whether the Ratepayer has been able to meet the criteria of financial hardship;
- Severity of financial hardship i.e. is it temporary financial stress or financial hardship;
- Independent financial counsellor's written report (if applicable); and
- Any additional documentation provided by the debtor.

### 3.5. Hardship Relief

#### 3.5.1 Rates & Charges (Rate Debtors)

Relief to a debtor experiencing hardship may include legal action recovery being suspended, agreed payment plan, interest being placed on hold, an interest waiver or a rates payment deferral.

##### 3.5.1.1 Debtor Responsibilities

If financial hardship is approved by Council, the debtor must enter into a payment plan where an amount is paid on a regular basis to clear all outstanding debt within a reasonable timeframe. The payment plan will be at a rate and over a duration agreed by Council.

*Sections 171B(3) of the LGA 1989* allows Council to determine the duration, amount of each instalment, frequency of payments and any other terms.

*171B(4) of the LGA 1989* requires Council to specify the terms determined and any other prescribed matters.

Council will notify the debtor of the agreed payment plan and the terms determined.

If a payment plan is not maintained as per the agreed terms, financial hardship status may be revoked, and appropriate collection will recommence including the application of penalty interest charges in accordance with *Section 172 of the LGA 1989*. Council may choose not to enter into further payment plans.

##### 3.5.1.2 Waiver of Rates and Charges and Legal Fees

Council does not allow the waiver of rates or charges except in exceptional circumstances. This is to ensure that financial hardship assistance offered to one group of ratepayers does not adversely impact other ratepayers. Any waiver of rates or charges must be approved by the Chief Executive Officer.

Council does not allow the waiver of legal fees incurred in relation to the collection of rates or charges except in exceptional circumstances. This is due to Council already incurring these costs and to waive these fees would adversely impact other ratepayers. Any waiver of legal fees incurred in relation to the collection of rates or charges must be approved by the Chief Executive Officer.

##### 3.5.1.3. Waiver of Rates and Charges Interest

The waiver of interest will only be granted on the following grounds:

- Ratepayers may have interest waived in the event of an administrative issue, error or omission which caused or significantly contributed to the failure to pay rates in a timely manner.



## DEBT MANAGEMENT POLICY 2025

- Ratepayers may have interest or part thereof waived subject to the financial hardship assessment by the Coordinator Revenue Services with the oversight of the Manager Financial Services.
- Council direction if a significant event (i.e. a pandemic) is impacting large numbers of ratepayers across the municipality.

### 3.5.1.4. Rates Payment Deferral

Rates payment deferral occurs where Council agrees to a ratepayer not making rates payments. Subject to *Section 170 of the LGA 1989* Council may defer in whole or in part the payment by a person of any rate or charge which is due and payable for a specified period and subject to any conditions determined by the Council if it considers that an application by that person shows that the payment would cause hardship to the person.

On deferral of the payment the person who is liable to make the payment is not liable until the Council sends the person a notice that requires that person to pay the whole or part of any deferred rate or charge by a specified date if it considers that the person's circumstances have so changed or, that the payment would no longer cause hardship to the person or, the person no longer owns or occupies the land in relation to which the rate or charge was levied.

Council may periodically request further particulars from a debtor to make an assessment whether the rate deferral should continue.

### 3.5.2 Hardship Relief – User & Service Charges (Non-Rate Debtors)

Relief to a debtor experiencing hardship may include legal action recovery being suspended, waiver of fees, interest being placed on hold, or a payment plan or deferral.

If financial hardship is approved by Council, the debtor must enter into a payment plan where an amount is paid on a regular basis to clear all outstanding debt within a reasonable timeframe. The payment plan will be at a rate and over a duration agreed by Council.

Council will notify the debtor of the agreed payment plan and the terms determined. If a payment plan is not maintained as per the agreed terms, financial hardship status may be revoked, and appropriate collection will recommence including the application of penalty interest charges. Council may choose not to enter into further payment plans.

## 4. DEBT MANAGEMENT

Council must act to support effective management of revenue and rating in its endeavour to provide financial stability for the Council. Council will make reasonable attempts to contact a Debtor about an overdue account. In circumstances where relief measures are not applied, Council will undertake effective and proportionate debt management by utilising the appropriate enforcement mechanisms.

### 4.1 Rates and Charges (Rate Debtors)

#### 4.1.1. Interest

Interest charges will be applied to outstanding amounts in accordance with the Local Government Act and the prescribed interest rate as stated in the Council's Fees and Charges schedule contained within the Annual Budget as determined by the Minister for Local Government.



## DEBT MANAGEMENT POLICY 2025

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### 4.1.2. Payment Arrangements (< 3 months)

Short term payment arrangements may be made through Council. If a payment plan is not maintained as per the agreed terms, the agreed status may be revoked, and appropriate collection will recommence including the application of penalty interest charges in accordance with Section 172 of the LGA 1989. Council may choose not to enter into further payment plans.

### 4.1.3. Debt Recovery

Outstanding rates and charges not received by respective due dates will be issued reminder notices for payment. Failure to respond to that demand will result in the assessment being referred to Council's appointed debt recovery agency for further recovery action. Council may commence proceedings to recover unpaid rates and charges, penalty interest and default costs in the Magistrate Court of Victoria or otherwise by suing for debt.

### 4.1.4. Caveat

Council may register a caveat on a title to Rateable Land at any time during the debt recovery process. Council will use caveats where it is necessary to protect its interest in overdue debts.

### 4.1.5. Sale of Land

Where rates and charges have been outstanding for a period of three years or more, statutory procedures may be undertaken pursuant to Section 181 of the Local Government Act 1989 Sale of Land for Unpaid Rates and Charges. Prior to proceeding with Section 181 the matter must be reported to Councillors.

## 4.2 User & Service Charges (Non-Rate Debtors)

### 4.2.1. Interest

Council may apply penalty interest on overdue debts where it is appropriate and proportionate in the circumstances

### 4.2.2. Payment Arrangements (< 3 months)

Short term payment arrangements may be made through Council. If a payment plan is not maintained as per the agreed terms, the agreed status may be revoked, and appropriate collection will recommence including the application of penalty interest charges. Council may choose not to enter into further payment plans.

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## DEBT MANAGEMENT POLICY 2025

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- For a complaint regarding discrimination: Victorian Human Rights and Equal Opportunity Commission [www.humanrights.vic.gov.au](http://www.humanrights.vic.gov.au)

### 7. GOVERNANCE

#### 7.1. Owner

Council is responsible for approving the Debt Management Policy.

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The Manager Financial Services is responsible for ensuring the policy is reviewed for any necessary amendments no later than three years after its formulation, or after the last review.

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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.



# Warrnambool City Council Creative Strategy 2025-2029







# Acknowledgement of Country

Warrnambool City Council respectfully acknowledges the traditional custodians of the land upon which we live and work and waters we share, the Peek Whurrong and Gunditjmarra people of the Maar Nation, who have had a deep spiritual and cultural connection to country for thousands of years. We pay our respects to their Elders, past and present, and acknowledge the contribution their traditions, cultures and stories make to the cultural landscape of Warrnambool.

We also acknowledge the neighbouring tribes in this area, Kerr-up-Jmara, Chaap-Whuurong, Kuurn-Kopan, Kirra-Whuurong, and Yarro-Waech.







## Role of Council

Council is a key stakeholder in the development of the city's artistic and cultural life and the city's creative sector.

**Council also recognises that creativity, arts and culture play a key role in supporting its responsibility to:**

- enhance the quality of people's lives and the liveability of the City
- provide opportunities for public involvement and cultural expression
- contribute to community health and wellbeing
- contribute to building vibrant, engaged and socially active communities
- contribute to a strong sense of place and community pride
- fuel community and economic development
- provide opportunities for employment and lifelong learning
- attract new residents to live, work, play and create in the city.

**Council will support the development of creativity, arts and culture as:**

- **champion** – partner, supporter and promoter
- **connector** – brokering networks and partnerships
- **capacity builder** – through research, policy, professional development
- **host** - providing places and opportunities; and
- **custodian** - conserving, collecting, holding.

## Why a Creative Strategy?

A strategy is required to scaffold the growth of the city's creative enterprise and will be used to prioritise the important work that needs to be done to support the development of a diverse and robust creative sector in our region.

The strategy will enable Warrnambool to capitalise on the well-evidenced economic, health, social and civic benefits that result from a flourishing cultural landscape.

As this is Warrnambool's first Creative Strategy it focuses, in the short-term, on establishing a strong foundation from which to grow, with the expectation that the next version will expand upon its activity and its vision.

The projects outlined in the strategy represent an achievable and measurable plan for Council to contribute to the city's cultural development over the next four years.



# Links to key Plans and Strategies

The Warrnambool Arts and Culture Strategy 2025 - 2029 is a key strategic plan of the City Wellbeing Branch of Council and is closely aligned to other key strategic plans of Council.

**The Council Plan 2025–2029** describes the strategic direction of the Council within that period: Key to this strategy are the embedded strategies of the Council Plan:

- Our City activates and promotes local culture and art.
- Our City is activated to be attractive to residents and visitors.
- Our City encourages business growth and development.
- Our City will support and grow industries that will bring employment and prosperity to the region.
- A creative City that encourages opportunities for innovation and creativity, increasing community connectedness.

**Warrnambool Art Gallery Strategy 2025 - 2029**

**Warrnambool Economic Development Strategy 2023–2028**

**Warrnambool Events Strategy 2024 - 2028**

**Warrnambool 2040:**

- Warrnambool fosters a creative and collaborative culture
- Warrnambool will embrace digital innovation and technological change
- Warrnambool has accessible, high-quality public spaces and facilities

**Warrnambool Destination Action Plan**

**South West Creative Industries Strategy 2025 - 2029:**

a collaborative plan to support and grow the creative sector across five southwest Council areas, led by Regional Arts

Victoria. The Strategy is supported by regional stakeholders including Creative Victoria, Regional Development Victoria, First Peoples - State Relations, Great Ocean Road Regional Tourism and South West Community Foundation.

**Creative State 2025** The Victorian Government's Creative Industries Strategy.

**Experience Victoria 2033** The Victorian Government's strategic plan to shape the future of Victoria's visitor economy over the next ten years.





# Partners and stakeholders

Warrnambool City's Creative Strategy 2025 – 2029 will be implemented in partnership with:

- Creative Victoria and Regional Arts Victoria
- State and Commonwealth Governments
- creative industry, artists and cultural workers
- Indigenous communities and artists
- business and education sectors including Deakin University and SW TAFE
- community arts organisations such as The F-Project, Find Your Voice Collective, The Multicultural Association, Blak Markets, One-Day Studios and The Warrnambool Artists Society
- other Council departments, including City Futures, City Infrastructure, Warrnambool Art Gallery, The Lighthouse Theatre and Warrnambool Library and Learning Centre; and,
- the broader community as consumers, participants and supporters of the arts.

## Definitions

In this Strategy, 'creativity' encompasses all forms of arts & culture, including performing arts, visual arts, screen and digital arts, literary arts.

'Culture' refers to the values, ideas, customs, attitudes and physical artefacts of a particular people or society. Our culture is how we express who we are, as a member of a group.

The term 'artists', 'creatives' or 'creative practitioners' are used interchangeably to describe those engaged in artistic and cultural activity.

**Population:** Warrnambool's population is approaching 36,000 and growing at about one per cent annually.

**Demographics:** The median age in Warrnambool is 42 years, older than the national median age of 38. The percentage of Warrnambool's community 60 years or older is 27.8%. For the Great South Coast region this is 28.09%.

**Cultural diversity:** At the 2016 census 683 people identified as Aboriginal, 13 identified as Torres Strait Islanders and a further 13 as both Aboriginal and Torres Strait Islander. English is the most common language followed by Mandarin and Korean. Australia is the most popular birthplace of Warrnambool residents followed by England, New Zealand and Taiwan.

**Employment and industry in Arts and Culture:** At the 2016 census - 232 people worked in the arts and recreation services sector or approximately 3.1% of the population.



# Warrnambool's cultural landscape

Our home in the South West has a long history of creative innovation.

The Maar Nation peoples are artists, musicians, storytellers and inventors. They have lived on and cared for country with deep and complex cultural practices for 65,000 years. Budj Bim is the site where the Gunditjmara people made the world's first aqueducts so that they could harvest Kuyang (short finned eels), over 6000 years ago. Their artworks use unique cross-hatching and linear techniques to tell stories and convey knowledge.

More recently, though still some time ago, the oldest musical recording in Australia was recorded in Timor St. In 1896, John Villiers sang 'The Hen Convention', and Tommy Rome recorded it on his new Edison Phonograph (perhaps they might have chosen a different song, had they known it would go down in history). Later, the tune for Waltzing Matilda was composed here, and later still Shane Howard and Archie Roach would change the world with their own Aussie anthems, 'Standing on Solid Rock' and 'Took the Children Away' respectively. Our long connection to music continues to foster incredible talent today, with many contemporary Warrnambool musicians performing to huge audiences around the world. You may have even heard Warrnambool band Airborne provide the perfect backing track to the finale of a 40 year old feud in the Karate Kid Netflix show, Cobra Kai?

We're home to some of the country's finest performers, designers, movie makers, musicians, fashion designers, milliners, painters, sculptors, street performers, comedians, photographers and writers. Albert Namatjira was taught to paint by Warrnambool artists, John Gardner and Rex Battarbee. The Fletcher Jones and Gorman fashion labels arose from here. Paul Jennings immortalised our people and places in some of the most popular children's books and television shows Australia has produced. Our creatives contribute to the global stage in gaming, in hit ABC productions, and in films like George Miller's Furiosa and Guillermo del Toro's 'Pinocchio'.

## Warrnambool's creativity is everywhere.

The creative industries form a significant part of the Australian workforce, with about 7% of Australians working professionally as creatives. Despite achieving much, Warrnambool's creatives only make up 3.1% of local jobs. The Creative Warrnambool Strategy 2025 - 2029 aims to help to boost that figure and provide support for embedding creativity in our community.

We have work to do. Our young people need us to create new pathways for them into the creative industries of the future. We need studios and stages, galleries and spaces

for them to develop and showcase their skills. We need to draw on the knowledge and experience of our existing arts community to lead the way for emerging generations.

Already there are a number of people and organisations helping to foster opportunities. The Primary Performers, Holiday Actors, FReeZA, Find Your Voice Collective, Warrnambool Art Gallery, the Whalers Bandroom, the Dart & Marlin, Goomfest, One Day Studios, Warrnambool Theatre Company, the Lighthouse Theatre, The F Project, MFA, Warrnambool School of Art, Flagstaff Hill, Factory Arts and a host of other local providers are demonstrating the economic and social benefits of a healthy arts and culture ecology.

Once creative innovation takes hold in a place, it is easy to build upon. We develop a sense of community pride, we connect, collaborate and share resources. It becomes part of how we think of ourselves, and the personality by which the world knows us. That identity attracts others and the cycle continues. Our strength lies in our stories, and in their ability to provide a foundation that we may use to create a better future together.





# Background: how did we get here?

Over the past eight years the Warrnambool arts and culture community - and the community at large - have generously provided their ideas, vision, needs and desires through a range of community consultation processes including:

- In 2017 and 2018 the community vision, Warrnambool 2040, was developed through an extensive community engagement process. Thousands of residents and hundreds of clubs, groups and organisations shared their 'Wishes for Warrnambool' and their aspirations for the future of the city. At the time Warrnambool was recognised as Australia's most liveable city and went on to secure major infrastructure projects such as the \$10.7 million Reid Oval redevelopment and the \$22.8 million new Learning and Library Hub.
- In 2020 Regional Arts Victoria released the first-of-its-kind Creative Industries Strategy for South West Victoria, providing a unifying plan for arts & culture across five LGAs. The CIS has informed recent strategic plans for Southern Grampians, Corangamite, Glenelg and Moyne and aligns with this Creative Strategy.
- In 2019 the Warrnambool Art Gallery held strategic planning workshops.
- 2023: Interim evaluation of the Creative Industries Strategy 2020 - 2024
- 2025: South West Creative Industries 2025 - 2029 Strategy joint consultation
- In 2021 the Warrnambool community participated in engagement for the development of a new Council Plan 2021-2025, now formally adopted by Council.



# Vision

Warrnambool inspires innovation and creativity and thrives on curiosity and critical conversations.

**OBJECTIVE 1:** Invite the Peek Whurrong, Maar Nation and the Aboriginal community for feedback on all strategic objectives.

KEY ACTIONS	Year 1	Year 2	Year 3	Year 4
Ask EMAC for preferred process and partner to provide meaningful opportunities for WCC to deliver on First Nations led strategies.	●	●	●	●
Spend time building relationships with local mob.	●	●	●	●
Develop a plan to establish processes that embed cultural training.			●	
Invite conversation with EMAC towards integrating Culture into the 2029 – 2033 Strategic Plan.			●	●

**OBJECTIVE 2:** Champion the vital role that arts & culture plays in the wellbeing of our community and liveability of our City.

KEY ACTIONS	Year 1	Year 2	Year 3	Year 4
Encourage creative thinking in Council's planning, policies and strategies.	●	●	●	●
Increase awareness of Council's programs and support frameworks for supporting local artistic projects and organisations.	●	●		
Develop infrastructure to hear and capture local stories.			●	
Continue to build Council resources to support the outcomes of this plan.		●		
Identify and implement systems for arts organisations to measure their value to the local and wider community.			●	
Develop marketing plan for the Creative Warrnambool brand.	●			
Identify opportunities for participation of disabled and neuro-divergent creatives.	●	●	●	●





# Vision Continued

Warrnambool inspires innovation and creativity and thrives on curiosity and critical conversations.

**OBJECTIVE 3:** Warrnambool City is a regional centre for Arts and Culture and a cultivator of creative industries

KEY ACTIONS	Year 1	Year 2	Year 3	Year 4
Inspire the community with creative leadership, providing curious, meaningful and creative events, exhibitions and performances.	●	●	●	●
Complete an Arts and Culture Audit of the City to clearly identify its strengths and opportunities.	●			
Capture and analyse the data that demonstrates the economic impact of the Arts.		●		
Develop a Live Music Action Plan		●		
Build partnerships with key stakeholders to support opportunities for young people to explore and develop creative capacity.	●	●	●	●
Explore opportunities for the City to be a centre for music education and production.		●	●	●
Continue working with Regional Arts Victoria in the delivery of the South West Creative Industries	●	●	●	●

**OBJECTIVE 4:** Capitalise on our City's cultural heritage as a source of pride for our residents and to create a sense of place and identity.

KEY ACTIONS	Year 1	Year 2	Year 3	Year 4
Celebrate and highlight the culture and art of Peek Whurrong and Gunditjmara peoples in civic buildings and public spaces.	●	●	●	●
Provide opportunities and platforms to hear and share stories of our cultures and histories. Store and use these stories in future projects to share and build on the awareness of our shared identity.			●	
Continue to identify our heritage sites including indigenous placenames.			●	
Identify local multicultural organisations and representatives and provide connections to existing support structures (Multicultural Association, Community Development Fund, etc).	●			

# Vision Continued

Warrnambool inspires innovation and creativity and thrives on curiosity and critical conversations.

**OBJECTIVE 5:** Build the capacity of our creatives and develop an environment in which creativity, arts & culture are able to thrive.

KEY ACTIONS	Year 1	Year 2	Year 3	Year 4
Develop and activate a Creative Warrnambool online portal for upskilling, networking and promotion of the creative community.	●			
Identify spaces available for creatives to work, perform, rehearse and gather.	●			
Facilitate networking activities between our creative, education and business communities to encourage partnerships and collaboration.	●	●	●	●
Foster and actively support the inclusion of local content in festivals and facilities supported by Council.	●	●	●	●
Build a database of local creatives in our tourism, economic development and other communications.	●			
Facilitate skills development programs for organisations, artists and cultural groups to strengthen marketing, entrepreneurial and presentation capabilities.	●	●	●	●





# How will we measure our success?

Measures: how we will know we've made progress on this plan

- We will have a good understanding of the existing creative sector to measure growth against.
- The sector will attract increased funding and provide increased employment.
- The sector will be better connected and feel supported and valued.
- Our diverse communities will be included and represented in local creative outcomes.
- Key actions will be completed.

## Image credits

Cover Page - Sunflower Fest- Kirsty Hill  
Page 1 - Solstice Search Party - Canterbury Creative  
Page 3 - Great Ocean Road Regional Tourism Conference  
Page 3 - Lisa Gorman at WAG  
Page 3 - Fabric of Life Festival - Janek Krause  
Page 4 - Sunflower Fest - Kirsty Hill  
Page 6 - Fabric of Life Festival - Janek Krause  
Page 6 - Solstice Search Party - Canterbury Creative  
Page 7 - Holiday Actors Come From Away - Greta Punch  
Page 9 - Find Your Voice Collective - Kirsty Hill

This Creative Strategy has been a collaborative effort over several years, and Council would like to acknowledge and offer our gratitude to the hundreds of people who have contributed to it. It's a recognition of the value our community places on arts & culture, and we look forward to building on the amazing work of our creative community.





# Warrnambool City Council

## Community Development Fund

### 2025/26 GUIDELINES

**The Community Development Fund grant program has operated since 1999 to support not-for-profit groups, based in Warrnambool, to fund projects and activities that contribute to the liveability of the City.**

The fund aims to improve the liveability of the City, priority is placed on proposals that:

- Focus on addressing access and inclusion outcomes for women & girls and people with a disability
- Target and encourage participation and community involvement in creative outcomes
- Improve facilities to enhance accessibility (including disability, cultural, gender, functional access) and shared use.

### Aims

The Community Development Fund grants aim to:

- partner with community to support shared outcomes
- provide the opportunity for community to identify and respond to local issues, concerns and priorities that align with Council priorities
- build community capacity
- improve or renew community infrastructure to enhance accessibility and shared use
- empower the community to take an active role in improving their quality of life

### Objectives

The objectives of the grant is to support:

- Community and cultural events that are open to all residents and celebrate diversity and inclusion
- Community programs for residents which enhance community connection, social inclusion and resilience
- Programs and activities for residents that encourage physical activity and active living
- Innovative programs responding to health and wellbeing issues, including gender inequality and wellbeing
- Minor capital works projects that improve, extend or upgrade community infrastructure including open space and recreation assets
- Programs that help residents and community groups contribute to sustainability through reducing waste, recovering or re-using resources or educating the community on sustainable living practices

### Key dates

Funding Round Open	Tuesday 3 June 2025
Funding Round Close	Sunday 29 June 2025
Report submitted for endorsement to Council	Monday 4 August
Applicants notified of funding outcome	Tuesday 5 August
Project completed	August 2025 to June 2026
Project acquitted	By 30 June 2026



# Grant Categories and Purpose

**Applications that are eligible will fall under one of the following categories, and will be assessed based on the criteria rank, if applicable, within that category.**

Only one application per group/individual will be accepted. Late applications will not be accepted.

## Sport & Recreation – up to \$5,000

### 1. ACCESS & INCLUSION

Projects that create opportunities for participation for women & girls and people with a disability

### 2. INCREASE PARTICIPATION

Innovative projects that increase participation and raise awareness of club activity

### 3. CAPACITY BUILDING

Training and/or development opportunities that improve the governance or culture of the club

### 4. EQUIPMENT PURCHASE

Purchase of items that contribute to the capacity of a club to deliver programs (must have a participation outcome)

## Arts & Culture – up to \$5,000

### 1. ACCESS & INCLUSION

Projects that increase access to creative activities for people with a disability or young people.

### 2. INCREASE PARTICIPATION

Innovative projects that encourage community participation in creative activities.

### 3. CAPACITY BUILDING

Not for profit development opportunities open to community that expand knowledge, improve skill or introduce new techniques, methods or opportunities for creative expression, or increases the strength and capacity of the club or organisation

### 4. EXHIBITION/PERFORMANCE

Venue/studio/theatre hire and/or purchase of items that contribute to the capacity of an artist or group to deliver performances/exhibitions or programs

## Environment & Sustainability – up to \$5,000

### 1. GREEN WARRNAMBOOL

Environmental or sustainability projects or activities that support our local biodiversity, environmental health or care of public places within the municipality. This includes the purchase of assets (such as equipment) that contribute to the capacity of a community group/club or organisation to deliver environmental or sustainability actions

### 2. ZERO WARRNAMBOOL

Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water

### 3. ADAPTABLE WARRNAMBOOL

Activities or programs that support and prepare the club or organisation for climate change adaption, such as carbon, emissions, circular economy education or resilience activities.

### 4. WISE WARRNAMBOOL

Development and delivery of activities or programs that support a closed loop or circular economy and/or seek to conserve, avoid, reduce, re-use or recycle waste and resources

### 5. NATURALLY WARRNAMBOOL

Projects that undertake revegetation, including maintenance and infill planting of previous revegetation sites and/or weed control or pest animal activities

### 6. BLUE WARRNAMBOOL

Projects and programs that save water and protect waterways, coastal areas and the marine environment





## Minor Capital Works – up to \$10,000

Minor capital works grants are to contribute towards community-led projects that encourage groups to undertake works to improve their community facilities.

Applicants must contribute a **matching contribution** (cash or in-kind) towards the total project cost. Total project cost for Minor Capital Works projects cannot exceed \$50,000.

This category includes projects that support:

- Building improvements or renovations
- Renewal of fitted or fixed equipment for community use
- Renewal of open space and outdoor recreation assets

Applicants considering applying for Minor Capital Works funding must discuss their application with a Council Officer prior to commencing an application to ensure eligibility and potential building related permit and/or approval requirements.

## Assessment Criteria

The Community Development Fund is a competitive application process.

Applications are assessed against the assessment criteria below.

Criteria	Weighting
The project addresses community need as described in the Grant Category & Criteria and details how the community will benefit.	30%
The project encourages and enables participation of a variety of local residents and provides evidence of community support and involvement.	30%
The applicant can successfully deliver the project and meet its proposed outcomes and details how the funds will assist in the development or sustainability of the group.	25%
The budget is fully detailed, costed with quotes, noting a <i>matching contribution is required for all minor capital works applications</i> .	15%

## Equity and inclusion considerations for your project

The Gender Equality Act 2020 means that Council has a legislated requirement and a responsibility to promote and support gender equality. For more information about the Gender Equality Act, visit [genderequalitycommission.vic.gov.au/about-gender-equality-act-2020](http://genderequalitycommission.vic.gov.au/about-gender-equality-act-2020)

Warrnambool City Council is committed to promoting equality and access for all people regardless of race, sex, sexuality, age, ability and disability, socio-economic status, education, ethnicities and faith.

We believe our diversity is what makes our community stronger.

To ensure our grants program is equitable and inclusive, projects that remove barriers to participation for marginalised groups and emphasise inclusion will be given preference over projects which encourage stereotypes or are not accessible to all. This might look like:

- Your facilities, publications and processes are accessible and inclusive as possible
- You make reasonable adjustments for marginalised groups
- You are open to feedback for how you can improve access and inclusion
- You actively promote the participation of women and girls in your project or group.

## Important Note

Council typically receives greater demand for project funding than is available through the annual grants budget. Applications are ranked according to project merit, equity and balance of funds available. In some situations, Council may provide grant funding to a lesser amount than requested. (i.e. when parts of an application do not meet funding eligibility).

If applications have equal merit, a lower priority may be assigned to projects/initiatives that:

- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Have greater access to funding from sources other than this grant
- Have a low percentage of group contribution, cash and/or in-kind





# Program Guidelines

**The Community Development Fund is a competitive process, and funds are awarded based on merit according to the weighted criteria. Canvassing of Councillors is prohibited. This means that you can't contact a Councillor and ask them to put in a good word, or help you get your grant approved.**

Council provides funding for the term specified in the Funding Terms and Conditions.

Council reserves the right to withdraw support or ask for funds to be returned if clubs do not comply with Council policy or written agreement entered into.

The total funding pool for 2025/26 Round is \$100,000 with the following allocations aligned to each category.

- Sport & Recreation \$25,000
- Arts & Culture \$20,000
- Environmental & Sustainability \$15,000
- Minor Capital Works \$40,000

If the total pool of funding in each category is not expended, then any remainder will be redirected to other categories where applications exceed the funding pool. Council affirms that artists should be paid for their work and earn income from copyright and royalties.

Council considers the payment of artists for their work and project management costs to be integral to effective budgeting and planning, and we require information on artist's payment to be available within funding applications. Where artists or musicians are engaged or apply for funding payment must be in accordance with industry benchmarks. <https://creative.gov.au/investment-and-development/protocols-and-resources/payment-of-artists/>

## Who Can Apply?

### Can apply

- ✓ Incorporated not-for-profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice arrangement).
- ✓ Not-for-profit community groups and sporting clubs that lease or are licenced to use Council owned or managed buildings.
- ✓ Groups that operate in or contribute to the Warrnambool City community.
- ✓ Individuals, under an auspice agreement for Arts and Culture category submissions only.
- ✓ Have public liability insurance of a minimum of \$20 million for Minor Capital Grant category submissions only.

### Cannot apply

- ✗ Individuals who are not applying on behalf of an eligible group.
- ✗ Government agencies at local, state or federal level
- ✗ Groups that do not meet the eligibility requirements specified in these Guidelines.
- ✗ Groups that have received Warrnambool City Council funding for the same project within the same financial year (unless new stage of that project).
- ✗ Committees of Council including Advisory Committees, Committees of Management or Sub-Committees.
- ✗ Groups that have an overdue Acquittal Report for previous funding or have an outstanding debt with Council.
- ✗ Groups that are already receiving substantial financial support from Council for other projects.
- ✗ Groups that have access to substantive levels of current funding not generally available to local clubs or groups, including clubs that operate gaming machines.
- ✗ For-profit or commercial organisations or groups, schools and community-based or health-based agencies.



## What will and won't be funded?

Yes		No	
✓	Projects that align with the Community Development Fund Aims and Objectives.	✗	Projects that do not align with the Community Development Fund Aims and Objectives.
✓	Activities and projects that support gender inclusion and equality.	✗	Projects that do not align with the objectives of Council's Municipal Health and Wellbeing Plan. (e.g. projects that encourage unhealthy eating or include the consumption of Alcohol).
✓	Activities or resources that support positive outcomes for the environment, sustainability and/or climate action.	✗	Activities and projects that do not support gender inclusion and equality or reinforce gender stereotypes.
✓	Activities or resources that celebrate and promote diversity and inclusion.	✗	Projects outside of Warrnambool City boundaries.
✓	Projects that bring people together and/or enable participation.	✗	Projects that have already commenced or equipment that has already been purchased.
✓	Projects that increase opportunities for physical activity or recreation.	✗	Activities that are the responsibilities of other tiers of government (State or Federal).
✓	Projects that provide arts or cultural opportunities for the community.	✗	Activities with a religious focus. E.g. activities that include religious service, education, preaching or proselytizing, or those that exclude community members or different faiths from participating.
✓	Minor additions/changes to a structure or property that has positive community or environmental outcomes (with relevant permits/approvals).	✗	Projects that support political or lobbying activities or alcohol, tobacco, gambling related activities or fundraising, competitions, prizes or trophies.
✓	Building works or renovations that improve accessibility, and/or enhance ease of use and user experience, and/or encourage multipurpose and shared use (with relevant permits/approvals).	✗	Core operational funding or activities, programs or services run by or funded by Council.
✓	Renewal of fitted or fixed equipment that improves accessibility, and/or enhances ease of use and user experience, and/or encourages shared community use (with relevant permits/approvals).	✗	Requests for maintenance, equipment, projects, improvements or renewal works in allocated spaces/areas for the consumption of alcohol.
✓	Renewal of open space and outdoor recreation assets that improves accessibility, and/or enhances ease of use and user experience, and/or encourages shared community use (with relevant permits/approvals).	✗	Projects that mostly address shortfalls in funding from other Local Governments, State and/or Federal Government. (e.g. projects that have run out of money part-way through, been defunded by other organisations or use Council funds to 'top up' existing projects).
		✗	Attendance at tradeshow, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets.
		✗	Projects that include the establishment of a social enterprise.

## Eligibility Requirements

There are grant essentials to tick off before your application can be considered by Council.

### Grant program requirements

	Activities/projects must take place within Warrnambool City.
	Activities/projects must demonstrate how they act upon the grant purpose described in these guidelines.
	Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
	Activities/projects must not discriminate against people based on gender identity, race, age, socio economic status, education, ethnicity, ability and disability, or faith.
	Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
	All projects must adhere to the National Construction Code, and meet the minimum standards laid out in the Disability Discrimination Act, 1992 that people with a disability always have access to public facilities without needing to provide notice or have special provisions made.
	Minor capital works applicants require a matching project contribution (cash or in kind) from the applicant. The method for calculating in-kind contributions is included in the application form.
	Minor capital works applicants, written approval is required from all other user groups/tenants who share the facilities.
	Completed applications must be received through the SmartyGrants online system.

### Requirements of the applicant

	Written permission from the asset owner (if not Council) to complete any minor capital works projects or to conduct programs/services/activities.
	Applicants proposing to complete works on Council owned or managed buildings, land or assets will be required to submit a Public Land Manager Consent form as requested and provide written permission/support from all other user groups/tenants who share the facility.
	Letter from auspice organisation (if applicable) confirming their commitment to assume full legal and financial responsibility for the project.
	A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) is required for all minor capital works submissions.
	Groups must have an ABN or be willing to complete an ATO Statement by Supplier Form.
	The applicant must demonstrate that they can meet the matched project contribution requirement described in these guidelines. The method for calculating in-kind contributions is included in the application form.
	Successful applicants will be required to enter into a funding agreement and complete a NAR form. Applicants must adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment.
	Spend the grant money only as stated in the original application. Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.
	Return any underspent and excess funding to Council when submitting the Acquittal form.

### Depending on what your project is, the following may also need to be met

	Where related to First Nations Peoples or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation.
	Projects involving children must comply with the Child Safe Standards <a href="https://www.dhhs.vic.gov.au/publications/child-safe-standards">dhhs.vic.gov.au/publications/child-safe-standards</a> .
	Where appropriate, projects must be inclusive of people with a disability or those who are marginalised. Please refer to Council's Access and Inclusion information <a href="https://www.warrnambool.vic.gov.au/access-and-inclusion">www.warrnambool.vic.gov.au/access-and-inclusion</a> If successful, you may be required to complete a Welcoming Events Checklist Form.



# Funding Conditions

Fund Amount	Category
Up to \$5,000	Sport and Recreation Arts and Culture Sustainability and Environment
Up to \$10,000	Minor Capital Works <i>A matching contribution (cash or in-kind) is required towards the total project cost.</i>

If the funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the entire project. Grant funds cannot be used for retrospective purchases.

When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.

Council will not be responsible for costs over and above the grant amount awarded.

GST registration status can be checked by looking up an ABN at [www.abr.gov.au](http://www.abr.gov.au) Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form and attach it to their application.

Council will fund the allocated amount and will not include GST.

One written quote is required for projects up to \$5,000 and two written quotes for projects over \$5,000 from a registered tradesperson, business or professional service. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.

Applicants are encouraged to seek local quotes and spend funding locally.

## Acquittal

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicant to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase remittance slip or invoice/ statement (**showing zero balance**) and/or receipts for all items purchased using funding from Council; and
3. Photo evidence that showcases the completed project and community participation.

## Grant Assessments

Submitted grant applications are assessed by a panel of Council Officers representing expertise in each of the categories.

Recommendations will be provided for Council endorsement.

The decision to award grants is made by the Warrnambool City Council and decisions will be final. Applicants will be advised in writing according to the grant round dates.

Council requires all persons involved in grant assessments to disclose any conflict of interest, real or apparent.



## Help is available

Council Officers are available if you have any questions or require assistance applying online. Applicants are required to contact the relevant Council Officer prior to submitting an application in Smartygrants

Category	Contact	Email
Sport & Recreation	Recreation Team	<a href="mailto:recreation@warrnambool.vic.gov.au">recreation@warrnambool.vic.gov.au</a>
Arts & Culture	Cultural Development Coordinator	<a href="mailto:creative@warrnambool.vic.gov.au">creative@warrnambool.vic.gov.au</a>
Environment & Sustainability	Sustainability & Environment Team	<a href="mailto:green@warrnambool.vic.gov.au">green@warrnambool.vic.gov.au</a>
Minor Capital Works	Recreation Team	<a href="mailto:recreation@warrnambool.vic.gov.au">recreation@warrnambool.vic.gov.au</a>

Council Officers can be contacted during office hours on 1300 003 280 or (03) 5559 4900.

For grant information, previous year grant recipients and online application information:

[www.warrnambool.vic.gov.au/community-funding-programs](http://www.warrnambool.vic.gov.au/community-funding-programs)

## Terms and conditions

In accepting a Community Development Fund grant, the group must be willing to adhere to and agree to the following grant conditions: Funded recipients will receive a letter which acts as the Funding Agreement with Council. The agreement;

- Establishes the collaborative arrangement between Council and the funded group, based on the principles of cooperation and partnership
- Outlines the funding allocation and conditions of use
- Includes general funding conditions relating to the payment of the grant

## General Conditions

Funded programs will be monitored by a relevant Council Officer to provide support and monitor progress.

Allocation of funds to a community organisation for any purpose, in any funding round, must not be taken as a commitment by Council to provide additional or recurrent funding beyond that specifically provided for in the Agreement.

Funded activities must be completed by 30 June 2026, unless an alternative arrangement has been approved by Council in writing (prior to the activity completion date).

The Agreement is governed by and is construed to be in accordance with the laws of Victoria.

Successful applicants must comply with all relevant State and Federal Government legislation that apply to pertaining to the funded activity. If the funded activity involves contact with children, your club or organisation may be required to obtain a Working with Children (WWC) Check.

Council is not responsible for meeting any shortfall should the project run over budget.

Council will publicly report all grants awarded.

### Deposit of Funds

Council will deposit funds into the successful applicants bank account, which is to be in the name of the organisation nominated in the Application Form.

Council disclaims all liability and responsibility for any direct or indirect loss to the recipient after the release of funding.

### Insurance

Funded recipients, or the auspicing organisation, must take out and keep current during the period of the Agreement, public liability insurance. The public liability policy must be for a minimum of \$20 million.

The public liability insurance ensures Council and the recipient against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or made or claimed against them arising out of, or in relation to, the funded activity.

A copy of the Certificate of Currency is to be provided to Council before commencement of the funded activity. Funded recipients must also maintain WorkCover insurance, where relevant.



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

Connect to Council



Community Development Fund



### Acknowledgement Requirements

Funded recipients are required to acknowledge receipt of financial assistance from Council in any promotion, publication or advertising of the activities. This includes the use of Council's logo and giving Councillors and officers the opportunity to attend relevant promotional events.

### Acquittal and Activity Completion Report

Council reserves the right to conduct financial and performance audits for funding it has provided. Consequently, funded recipients are required to maintain full records of receipts of activity expenditure and performance outputs/outcomes for the relevant period. These records are to be made available to Council and its officers/agents upon request.

Funded recipients are required to complete a Financial Acquittal Report (acquittal) by 30 June 2026. This report certifies that the activity and funding was carried out in accordance with the Agreement. It should include a completed proof of expenditure of Council funds (receipts and invoices) and copies of marketing material used to promote the funded activity.

Failure to provide a satisfactory acquittal may result in a funded group or organisation being deemed ineligible to receive any further funding from Council. Council reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and organisations have achieved the desired end result. While Council is committed to minimising administrative processes, it is also committed to the collection of high quality information that may be communicated across Council and the community.

### Privacy and Indemnity

The Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Grant Agreement.

The recipient shall release and indemnify the Council, its servants and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.





Applicant	What funding category for proposed project	Project Title	Amount Requested	Total CDF Allocated	Weighted Average Score	Assessment Panel Comments
Warrnambool & District Historical Society Inc.	Culture and Arts	Into the 1890s: Access to more Standards online	\$5,000	\$5,000	85.6%	Eligible, to be fully funded
Warrnambool Theatre Company	Culture and Arts	My Brilliant Career Production	\$5,000	\$5,000	81.0%	Eligible, to be fully funded
One Day Studios	Culture and Arts	Media Mavericks: Expansion Pack	\$4,852	\$4,852	80.0%	Eligible, to be fully funded
Holiday Actors Inc	Culture and Arts	Holiday Actors Summer Performance ' & Juliet '	\$5,000	\$5,000	75.3%	Eligible, to be fully funded
Warrnambool City Band Inc	Culture and Arts	Marimba (keyboard percussion) purchase	\$5,000	\$5,000	73.3%	Eligible, to be fully funded
Warrnambool Repair Cafe	Environment and Sustainability	Warrnambool Repair Cafe - equipment and training	\$2,806	\$2,806	84.6%	Eligible, to be fully funded
Beach Patrol Australia Incorporated	Environment and Sustainability	Enclosed Equipment Trailer for Beach Patrol 3280-3284.	\$4,830	\$4,830	82.6%	Eligible, to be fully funded
Warrnambool Coastcare Landcare	Environment and Sustainability	Infill Planting Downstream Wellington Street	\$2,000	\$2,000	77.0%	Eligible, to be fully funded
Warrnambool Toy Library	Environment and Sustainability	Purchase of new toys	\$5,000	\$5,000	69.9%	Eligible, to be fully funded
Warrnambool Model Railway Club Inc.	Minor Capital Works	Solar power for model railways	\$8,000	\$8,000	70.3%	Eligible, to be fully funded (conditional on Public Land Manager Consent)
North Warrnambool Eagles Football Netball Club Inc	Minor Capital Works	Construction of an accessible toilet at the Bushfield Community Hall	\$10,000	\$10,000	63.6%	Eligible, to be fully funded (conditional on Public Land Manager Consent)
Nestles Rowing Club and Warrnambool Kayak Club	Minor Capital Works	Change room shed upgrade.	\$10,000	\$10,000	62.6%	Eligible, to be fully funded (conditional on Public Land Manager Consent)
Community Radio Endeavour Warrnambool (Trading as 3 WayFM)	Minor Capital Works	Split system in Studio 3	\$3,942	\$3,942	54.3%	Eligible, to be fully funded
Russells Creek Club Inc	Minor Capital Works	Multipurpose Community Space	\$10,000	\$10,000	50.3%	Eligible, to be fully funded (conditional on Public Land Manager Consent)
Warrnambool Surf Life Saving Club	Sport and Recreation	Tailored equipment for Lifesavers competing in Womens Surf Boat Rowing	\$5,000	\$5,000	80.0%	Eligible, to be fully funded
Hockey South West	Sport and Recreation	Growing Hockey South West	\$5,000	\$5,000	76.0%	Eligible, to be fully funded
Warrnambool Action Squash Club	Sport and Recreation	Increasing youth participation in Warrnambool Squash	\$1,500	\$1,500	74.3%	Eligible, to be fully funded
Warrnambool Swimming Club	Sport and Recreation	Physiotherapy led pilates for adolescent female swimmers	\$1,200	\$1,200	74.3%	Eligible, to be fully funded
South C Dragons Inc.	Sport and Recreation	New Dragon Boat to increase membership and develop competitive edge.	\$5,000	\$5,000	74.3%	Eligible, to be fully funded
Warrnambool Wolves FC	Sport and Recreation	Website Development for Warrnambool Wolves FC	\$5,000	\$5,000	72.3%	Eligible, to be fully funded
South Rovers Football Netball Club	Sport and Recreation	Purchase of kitchen equipment to support the sustainability of SRFNC	\$5,000	\$5,000	70.3%	Eligible, to be fully funded
Athletics South West	Sport and Recreation	Track Starter Blocks	\$1,017	\$1,017	69.3%	Eligible, to be fully funded
Warrnambool City Croquet Club Inc	Sport and Recreation	Using modern technology for Club efficiency	\$1,000	\$1,000	66.6%	Eligible, to be fully funded
Archers of Warrnambool	Sport and Recreation	Easy Move Target Stands	\$5,000	\$5,000	65.0%	Eligible, to be fully funded
Southwest Strength Sports Inc	Sport and Recreation	2025 Australia's Strongest Man/Woman Equipment Purchase	\$5,000	\$5,000	55.0%	Eligible, to be fully funded
		<b>SUB-TOTAL</b>	<b>\$121,147</b>	<b>\$121,147</b>		
Neil Porter Legacy	Culture and Arts	Warrnambool & District Careers Expo 2026	\$5,000	\$0	0.0%	Eligible group but proposed project not supported.
Walking the War Within Inc	Culture and Arts	Walking the War Within (20km walk around Lake Pertobe)	\$4,615	\$0	0.0%	Withdrawn, application submitted to Festivals and Events Fund program.
Warrnambool BMX Club	Sport and Recreation	Reposition the current office window to enhance ease of use	\$1,366	\$0	0.0%	Withdrawn, applicant submitted two applications. Festivals and Events Fund program was the priority for club.
		<b>SUB-TOTAL</b>	<b>\$10,981</b>	<b>\$0</b>		

Applicant	Project Title	Funding Stream	Project Start Date	Project End Date	Projected Attendance	New Event	Total Amount Requested	Recommended Amount to Fund	External Decision / Comments	Internal Comments
Leadership Great South Coast Inc	Belonging South West	Community Event Small - Medium	30-Jun-25	04-Dec-25	100	YES	\$ 5,000.00	\$ -		WCC already funds the organisation, has a 2 year agreement
Warrnambool Running Club	Warrnambool Running Festival	Community Event Large	20-Sep-25	21-Sep-25	1000	NO	\$ 10,000.00	\$ 10,000.00	The amount allocated is approved for a contribution towards traffic management and timing system	Eligible - pathway to growth potential
Warrnambool Gift Inc	Warrnambool Gift	Community Event Small - Medium	29-Nov-25	29-Nov-25	500	NO	\$ 5,000.00	\$ 5,000.00	The amount allocated is approved for a contribution towards advertising, printing, venue hire and PA system hire	Eligible - good visitor numbers
Warrnambool Moyne and District Cricket Association	WMDCA Centenary Celebrations	Community Event Small - Medium	09-Nov-25	16-Nov-25	570	YES	\$ 5,000.00	\$ 5,000.00	The amount allocated is approved for a contribution towards printing, catering, venue hire and entertainment	Based in Warrnambool Could attract overnight stay New event
Warrnambool Agricultural Society Inc	Warrnambool Show	Community Event Large	24-Oct-25	26-Oct-25	7000	NO	\$ 10,000.00	\$ 10,000.00	The amount allocated is approved for a contribution towards security, safety officer, first aid and hire equipment	170th Year
Premier Speedway Club Warrnambool	Grand Annual Sprintcar Classic	Partnership	23-Jan-26	25-Jan-26	24000	NO	\$ 20,000.00	\$ 20,000.00	The amount allocated is approved for a contribution to security	Brings people from out of town
Life Saving Victoria	2026 Victorian Junior Lifesaving Championships	Partnership	06-Mar-25	08-Mar-25	1700	NO	\$ 20,000.00	\$ 20,000.00	The amount allocated is approved for a contribution to security, waste management, catering, photography and infrastructure hire	1700 people, strong economic benefits
Warrnambool Showgrounds Reserve Inc. COM	Warrnambool Rodeo & RSA Finals 2025	Tourism Event	05-Dec-25	06-Dec-25	4000	NO	\$ 10,000.00	\$ 10,000.00	The amount allocated is approved for a contribution to security	2night event 4,000 people Security
The F Project	Fabric of Life Festival 2025: "Sustayin' Alive"	Community Event Large	25-Oct-25	25-Oct-25	400	NO	\$ 8,903.00	\$ 7,595.00	The amount allocated is approved for a contribution to entertainment, venue hire, equipment hire, photography, video production and promotional materials	Sustainability/ Recycling Came to workshop Keen to grow Don't fund the Ipad asset
City of Warrnambool Eisteddfod	City of Warrnambool Eisteddfod 'Dance'	Community Event Small - Medium	14-Jul-25	19-Jul-25	1000	NO	\$ 5,000.00	\$ 5,000.00	The amount allocated is approved for a contribution towards venue hire	Week long event Interstate and other regional visitors
Warrnambool Lawn Tennis Club Inc	Warrnambool Lawn Open 2026	Community Events Large	06-Mar-26	09-Mar-26	4000	NO	\$ 10,000.00	\$ 10,000.00	The amount allocated is approved for a contribution towards equipment hire, security, waste management, marketing and tennis balls	Great application - Pathway to growth potential
Dennington Community Association	Carols by the Merri	Community Events Small - Medium	05-Dec-25	05-Dec-25	1660	NO	\$ 5,000.00	\$ 1,000.00	The amount allocated is approved for a contribution towards infrastructure and equipment hire, and advertising	Bring in large crowd Good community Event Applied for incorrect stream so only eligible for Xmas carol stream
Filipino Community of Warrnambool Incorporated	Filipino Fiesta Warrnambool: An Inclusive Cultural Celebration	Community Event Small - Medium	14-Mar-26	14-Mar-26	200	YES	\$ 5,000.00	\$ 3,050.00	The amount allocated is approved for a contribution towards entertainment and equipment hire	First time being held, not funding catering component
Armed Vics Incorporated	National Bowling Arm Championships 2025	Tourism Event	31-Aug-25	05-Sep-25	1400	YES	\$ 6,637.00	\$ 6,400.00	The amount allocated is approved for a contribution towards transport, venue hire and the event being live stream	Not covering insurance as part of an annual insurance policy

Applicant	Project Title	Funding Stream	Project Start Date	Project End Date	Projected Attendance	New Event	Total Amount Requested	Recommended Amount to Fund	External Decision / Comments	Internal Comments
Warrnambool Multicultural Association	Warrnambool Multicultural Festival	Community Event Large	08-Nov-25	08-Nov-25	11500	NO	\$ 10,000.00	\$ 10,000.00	The amount allocated is approved for a contribution towards entertainment, first aid, traffic management, waste management and equipment hire	Growing Event Good time of year Strong application
Warrnambool and District Easter Arts Festival Incorporated	Warrnambool and District Easter Arts Festival	Community Event Small - Medium	20-Mar-26	06-Apr-26	5000	NO	\$ 5,000.00	\$ 1,100.00	The amount allocated is approved for a contribution towards entertainment	Only funding amount for Lake Pertobe festival component
Warrnambool Racing Club	May Racing Carnival	Partnership	05-May-26	07-May-26	28500	NO	\$ 20,000.00	\$ 20,000.00	Happy to support 'Partnership'	Strong application and economic benefit
South West Victoria Malayalee Association Inc	South West Victoria Malayalee Association Onam 2025 Celebrations	Community Event Small - Medium	04-Oct-25	04-Oct-25	220	NO	\$ 5,000.00	\$ -	Not eligible - No quotes supplied for catering	Not funding, only per head catering quote supplied
Warrnambool Nepalese Community Inc	Nepalese Cultural Celebrations 2025 – Teej, Dashain & Tihar	Community Event Small - Medium	25-Aug-25	24-Oct-25	121	YES	\$ 5,000.00	\$ -	Not eligible - No quotes supplied and no ABN	Not eligible no quotes or ABN
Aurora Surf	Saltwater Stories and Film	Tourism Event	25-Oct-25	25-Oct-25	170	NO	\$ 4,143.00	\$ -	Application doesn't meet criteria for a Tourism Event	Not a tourism event Business so had to apply for tourism grant but event doesn't meet that criteria Not Funding
Warrnambool Citizens Road Race Committee	Melbourne to Warrnambool Cycling Festival	Partnership	07-Feb-25	08-Feb-25	1500	NO	\$ 20,000.00	\$ 20,000.00	Happy to support 'Partnership'	
Extreme Life	Christmas Spectacular	Community Christmas Carol Fund 1000 - 2000	13-Dec-25	14-Dec-25	1050	NO	\$ 1,000.00	\$ 500.00	The amount allocated is approved for a contribution towards venue hire	Christmas Carol Funding 100 - 1000 people 1 day event Lighthouse Theatre holds 550 people not 1050
Warrnambool and District Orchid Society	Warrnambool Orchid Show 2025	Community Event Small - Medium	04-Oct-25	05-Oct-25	400	NO	\$ 1,965.00	\$ 1,155.00	The amount allocated is approved for a contribution towards printing	Funding what quotes were supplied for
Dutch Community Group Warrnambool	Sinterklaas Celebration	Community Event Small - Medium	29-Nov-25	29-Nov-25	65	NO	\$ 3,500.00	\$ -	Not eligible - insufficient quotes	Quote only supplied to purchase an asset (Sound System)
Warrnambool BMX Club	2026 AusCycling BMX State Series - VIC - Warrnambool	Tourism Event	15-Feb-25	15-Feb-25	875	NO	\$ 6,034.00	\$ 6,034.00	The amount allocated is approved for a contribution towards infrastructure hire and first aid	Event back in Feb so expecting good numbers. State level event.
Corporate Cycling Australia Pty Ltd	Dirty Warrny	Tourism Event	08-Nov-25	08-Nov-25	1100	NO	\$ 10,000.00	\$ 9,010.00	The amount allocated is approved for a contribution towards event operation equipment hire	Strong numbers, discuss the Warrnambool Citizens Road Race Committee involvement and if Corporate Cycling can apply on their behalf.
Warrnambool RSL Sub Branch Inc	Remembrance Day, ANZAC DAY	Community Event Large	11-Nov-25	25-Apr-26	4870	NO	\$ 10,000.00	\$ 10,000.00	The amount allocated is approved for a contribution towards traffic management and PA system	Recommend to support these occasions
Walking off the War Within	Walking off the War Within	Community Event Small - Medium	11-Oct-25	11-Oct-25	500	NO	\$ 4,615.00			Event donates profits from event to charities. Guidelines state we can't fund events where fundraising is primary purpose.
							TOTAL	\$ 190,844.00		

A photograph of a festive night scene. A large, vibrant neon rainbow arch is illuminated, with the words "FESTIVAL GARDEN" written in glowing letters across its top. Several people are visible in the foreground and background, some looking towards the arch. A young child in a pink winter coat and hat is walking towards the camera. The scene is dark, with the neon lights providing the primary illumination.

# Grant Program Guidelines

## Festivals and Events Fund 2025 / 2026



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

Connect to Council    

Grant Program Guidelines





# Festivals and Events Fund Guidelines 2025 / 2026

## Festivals and Events Fund Overview

Warrnambool City Council (Council) supports, partners, facilitates and delivers some 150 events annually. Council acknowledges that events not only build community, they are important drivers of tourism and are a great way to promote a destination.

Events bring together young and old and disparate subcultures, enlarge social networks, and support social cohesion, whilst growing the visitor economy and driving economic outcomes.

The Events and Promotion branch seeks to support events which contribute to the local economy and build the profile of Warrnambool as a vibrant regional city through the Festivals and Events Fund.

## Program objectives

The objectives of the program support events and festivals that align with the Warrnambool Events Strategy and Warrnambool Council Plan.

Preference will be given to applicants that:

- Generate a diverse, vibrant and inclusive annual calendar of events
- Attract overnight visitors outside of peak visitation times, particularly in winter
- Attract new revenue into the local economy, providing a boost to local businesses
- Create memorable experiences that are unique to Warrnambool's city lifestyle and unique natural environment
- Encourage and assist events to become financially sustainable and protect valuable annual events
- Inspire and empower environmental enhancements, and social benefits to improve liveability
- Occur in off-peak and shoulder seasons
- New events that have not been funded previously

## Timeline

- Funding Round Open: 9:00am Tuesday 3 June 2025
- Funding Round Close: 11:59pm Sunday 29 June 2025
- Report submitted for endorsement to Council: Monday 4 August 2025
- Applicants notified of funding outcome: Tuesday 5 August 2025
- Projects completed: between Tuesday 5 August 2025 – Tuesday 30 June 2026
- Project acquitted and post event report due: Thursday 31 July 2026



# Festivals and Events Funding Classifications

**The total funding pool for 2025/2026 is \$200,000 for the four funding streams with varying criteria.**

Applicants can apply for one stream.

Warrnambool City Council reserves the right to exercise judgement on the appropriateness of funding eligibility criteria in respect to contentious, topical or contemporary issues or where the event may be perceived to be in conflict with Council objectives, plans or the wellbeing of residents.

Classification	Details	Funding Range
<b>Tourism Events</b>	For high attendance events that attract significant visitation from outside Warrnambool and enhance the profile of the region as a destination to experience.  Must provide an estimation of economic impact and yield, with events held over more than one day. Examples may include mass participation sporting events, large scale music events and food and wine festivals.	Up to \$10,000
<b>Community Events</b>	Supports the development and implementation of community events that demonstrate a strong community focus and provide significant social and cultural benefits to the city. These events will predominantly involve local participation.  1. Small to medium community events: up to \$5,000 Less complex in operational delivery using existing venues and infrastructure.  2. Large community festivals and events: up to \$10,000 More complex events with elements of programming and will require a substantial amount of additional revenue to deliver.	Up to \$10,000
<b>Business Events and Conferences</b>	For event organisers bringing new business events and conferences to Warrnambool.  Majority of delegates and attendees are from outside of Warrnambool and will stay for a minimum of one night and may attract stay extension.	Up to \$5,000  (\$50 per delegate up to 100 delegates)
<b>Partnership</b>	Established recurring events that are considered part of the fabric of the Warrnambool event calendar. Must offer significant economic or socio-cultural benefit to Warrnambool. <ul style="list-style-type: none"> <li>• Exclusive to Warrnambool</li> <li>• Intra / interstate visitation</li> <li>• State and regional significance</li> </ul>	On application
<b>Community Christmas Carol Funding</b>	Support for community Christmas Carol events held within Warrnambool City Council	Three levels of funding available (based on event capacity) 100 - 1000 = \$500 1000 - 2000 = \$1000 2000+ = \$1500





# Eligibility

## Who can apply for funding?

The following table outlines the three funding streams available and the types of organisations eligible for each stream:

Organisation Type	Funding Stream		
	Tourism Events	Business Events & Conferences	Community Events
Commercial entities & businesses within Warrnambool	✓	✓	✗
Not for profit, incorporated bodies, co-operatives or associations	✓	✓	✓
Groups with an eligible auspice or unincorporated bodies with an eligible auspice	✓	✗	✓
Local commercial entities or businesses outside of Warrnambool	✓	✓	✗
Professional Conference Organisers	✗	✓	✗

## Who cannot apply for funding?

- Committees of the Council including Advisory Committees, Committees of management or Sub-Committees
- A club, organisation or business that occupies Council owned or managed land without a current seasonal tenancy, license or lease agreement with Council
- Organisations who have not completed an Acquittal (Financial Reporting Form) for any previous Council grants
- Entities with outstanding debt/account with Council or is already receiving substantial financial support from Council
- Organisations that have access to substantive levels of current funding not generally available to local clubs, organisations or businesses
- Charitable organisations
- Schools and kindergartens
- Individuals with an ABN
- Groups that have already received Council support through other grant programs in the same financial year



# Eligibility

## What types of festival and events can apply for funding?

The following table outlines the types events eligible for each stream:

Festival or Event	Funding Stream		
	Tourism Events	Business Events & Conferences	Community Events
Festivals or events occurring within the Warrnambool City Council locality	✓	✓	✓
Events held in the peak holiday season (24 Dec – 31 January & March Labour Day Weekend)	✗	✗	✓
Tradeshows, conferences, meetings and workshops with delegates from outside the Warrnambool City Council locality	✗	✓	✗
Fundraising events where fundraising is the secondary purpose and the fundraising will directly benefit Warrnambool residents and community	✗	✗	✓
Festivals or events that align with the Warrnambool Council and Events Strategic Plan	✓	✓	✓

## What types of festivals and events cannot apply for funding

- Festivals or events outside of Warrnambool Local Government Area
- Festivals or events considered the responsibility of the State or Federal Government
- Private events that are not broadly accessible to the local community
- Festivals or events that denigrate, exclude or may cause offence to parts of the community
- Applicants that have failed to acquit previous funding agreements
- Applications that are incomplete or fail to meet criteria
- Fundraising events where the primary purpose is fund raising for a third party organisation, agency or charity
- Festivals or events that have already commenced or have already occurred
- University open days, theatre productions and markets
- Events or activations that are a typical or regular business occurrence
- Projects or activities which:
  - Are discriminatory, sexist or disrespectful
  - Are the responsibility of other agencies (e.g. charities, government bodies)
  - Do not support responsible serving of alcohol
- Recreational excursions, e.g. camps, holidays, tours

## Event expenses that will be funded:

- Marketing and advertising campaigns and collateral, including professional photography
- Event planning reports
- Venue hire
- Event operation equipment hire
- Group travel and transfers
- Traffic management plans and implementation
- Delegate accommodation (Business Events Only)
- Event public liability insurance
- Event specific security

## Event expenses that will not be funded:

- Capital or maintenance work on a building or facility
- General administration, wages or contracts, insurance premiums or debt payments
- Projects that have already commenced or events and activities that have already occurred
- Fundraising activities, prize money, trophy/medal production, awards
- Personal expenses such as petrol, utility bills, phone bills, travel and accommodation
- Activities, projects, programs and events that are owned, managed or already funded by Council
- Attendance at tradeshows, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets
- General business insurance
- Ongoing operational costs (core business) such as
  - Salaries (except for contract work)
  - Rent
  - Annual general meetings
  - Utility costs



# Application requirements:

## Prior to submitting an application, please ensure you:

- Read and understand the guidelines
- Discuss your event with a member of the events team prior to lodging an application
- Ensure your event is eligible and what event funding stream it is eligible for
- Check your event falls within the project timeline

## Application process:

- You may choose to prepare a draft application on the downloadable copy of the application form from the Grants Page [www.warrnambool.vic.gov.au/community-funding-programs](http://www.warrnambool.vic.gov.au/community-funding-programs)
- Gather all required documentation to support your application including event management plan, event budget and supporting quotations. Financial statements and quotations are compulsory
- Set up a SmartyGrants login and password
- Ensure answers to application questions address the Assessment Criteria
- Applications must be made via the online electronic application form. If an applicant has difficulty accessing the form, please contact the Events Team who will be able to arrange online access. In the spirit of fairness and transparency, late applications will not be considered
- NB – Partnership applicants must make contact with the Events and Promotions team to discuss suitability of the event for partnership consideration

## Funding requirements:

- Deliver the event within the Warrnambool City boundaries within the 2025/26 financial year
- Proactively market the event, including maintaining an event listing for a minimum of three months prior to the event
- Ensure their project is accessible and inclusive for all participants
- Demonstrate plans to become self-sustaining and less reliant on financial support from Council
- Comply with Council policies in regards to all aspects of event management
- Survey participants and attendees post event regarding visitation, length of stay and accommodation type
- Funded events are required to meet all statutory requirements determined by Council and other relevant authorities including but not limited to:
  - Completing an Event Application Form
  - Register event with Council via the online event registration form
  - Create an Australian Tourism Data Warehouse (ATDW) listing for their event
  - Submit a post event evaluation report on the event delivery including any identified improvements and key event outcomes
  - Provide evidence of the impact/success of the event including survey data, photos and media exposure
  - Provide evidence of funding expenditure as part of acquittal process

## The Application Form and Budget Information

The application form has one budget table to fill out, which requires information about income and expenditure. The income table shows the income sources that will be used to deliver your project. Items to list in the Income Table include:

- The grant amount you are requesting
- The cash contribution of your group or organisation (if applicable)
- Funds from other sources such as bank loans, other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project e.g. *entry fees, food and beverage sales etc*







## Expenditure Table

The expenditure table includes itemised project expenses. These are the materials, equipment or services that you are proposing to purchase or pay for to complete the project. Project expenses listed must be the total costs including any GST that is included in a quotation.

## Written Quotations

One written quote is required for each individual item or service being funded. Quotes for professional services should indicate the qualification or certification of the professional being engaged. Quotes must be for expenses that are eligible for funding. Applicants are encouraged to seek local quotes and spend funding locally wherever possible.

## ABN and GST

GST registration status can be checked by looking up an ABN at [www.abr.gov.au](http://www.abr.gov.au). Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form, and attach it to their application. Council will fund the allocated amount and will not include GST.



# Assessment Criteria

**Applications that are eligible will fall under one of the following categories, and will be assessed based on the criteria rank, if applicable, within that category. Please refer to the table below.**

Applications are ranked according to project merit, equity and balance of funds available. In some situations, Council may provide grant funding to a lesser amount than requested. (eg: when parts of an application do not meet funding eligibility).

In these cases, Council officers will liaise with applicants prior to final recommendation to Council.

Levels of funding may be proportionally reduced to provide support based on;

1. The applicants ability to proceed with the proposed project if offered less support, or
2. Applicants that have received funding in the past two (2) years. If the funding for each category is not fully allocated, it will be redistributed to other categories as required.

Criteria	Funding Stream		
	Tourism Events	Business Events & Conferences	Community Events
<b>Community, social and culture</b> Demonstrate how the event will: <ul style="list-style-type: none"> <li>• Cultivate social wellbeing by bringing people and communities together and giving them a sense of identity and belonging</li> <li>• Link participants and attendees to culturally significant aspects of the community</li> <li>• Create social gathering opportunities</li> <li>• Be inclusive and accessible for all, as per the "Welcoming events" guidance</li> </ul>	10%	10%	70%
<b>Economic development</b> <ul style="list-style-type: none"> <li>• Expected expenditure generated by event visitation (can be based on previous expenditure)</li> <li>• Participation and attendee demographic profile</li> <li>• Opportunities for business involvement and participation (use local business as first priority)</li> <li>• How the event will increase spend in Warrnambool in off-peak season</li> </ul>	45%	70%	15%
<b>Tourism and profile</b> Describe how the event will: <ul style="list-style-type: none"> <li>• Drive off peak visitation, extended stays and local expenditure from attendees outside Warrnambool</li> <li>• Create a regional, state or national profile</li> <li>• Promote Warrnambool as a destination, including marketing channels and reach</li> <li>• Generate opportunities for repeat visitation to Warrnambool post event</li> </ul>	45%	20%	15%
<b>Environment and sustainability</b> Demonstrate how the event will plan for and contribute to: <ul style="list-style-type: none"> <li>• Comply with single use plastic ban by eliminating all single use plastics</li> <li>• Reduce waste to landfill</li> <li>• Event management practices outlining waste management excellence</li> <li>• Create positive environmental outcomes at the event and long term into the future</li> </ul>	PASS / FAIL	PASS / FAIL	PASS / FAIL
<b>Alignment and project management</b> <ul style="list-style-type: none"> <li>• The application aligns with Council's Events and Promotions Strategy</li> <li>• The applicant is able to successfully manage the described project, and meet its proposed outcomes and details how the fund will assist in the development or sustainability of the group</li> <li>• The application demonstrates how the funding will be used to grow the event and make continuous improvements year on year</li> </ul>	PASS / FAIL	PASS / FAIL	PASS / FAIL





# Information, should you be successful in your application for funding:

## Approvals, Permits and Licences

You may need to apply for specific approvals, permits and licenses to run an event or project. Applicants should discuss their project with the responsible agency e.g. Council or a Victorian Government Department, prior to submitting their application.

Successful applications will be made conditional that they obtain regulatory approvals. Council's Events and Promotions Branch can assist applicants with the process of gaining approvals. Refer to <https://www.warrnambool.vic.gov.au/events>.

## Assessment, Notification and Receiving Funds

Submitted grant applications are assessed by a panel of Council Officers representing expertise in each of the categories.

The first assessment may also be referred to external advisory bodies for consultation at the discretion of the Assessment Panel.

Recommendations will be provided for Council endorsement.

The decision to award grants is made by the Warrnambool City Council and decisions will be final.

Applicants will be advised in writing according to the grant round dates.

Council requires all persons involved in grant assessments to disclose any conflict of interest, real or apparent.

Applicants will be advised in writing via the contact email provided of the outcome of their application.

## Receiving Funds

Successful applicants will be sent an email, an official letter and the Terms and Conditions of receiving funding. Funds are preferably sent by electronic funds transfer to your nominated bank account.

## Funding Conditions

The letter will highlight the general conditions of funding and, if applicable, Special Conditions required to be met before funds can be forwarded to your group. Successful applicants must read, understand and comply with the Terms and Conditions sent to them which will include any special funding conditions.

## Acquittal and Activity Completion Report

Council reserves the right to conduct financial and performance audits for funding it has provided. Consequently, funded recipients are required to maintain full records of receipts of activity expenditure and performance outputs/outcomes for the relevant period. These records are to be made available to Council and its officers/agents upon request.

Funded recipients are required to complete a Financial Acquittal Report (acquittal) by 31 July 2026. This report certifies that the activity and funding was carried out in accordance with the Agreement. It should include a completed proof of expenditure of Council funds (receipts and invoices) and copies of marketing material used to promote the funded activity.

Failure to provide a satisfactory acquittal may result in a funded group or organisation being deemed ineligible to receive any further funding from Council. Council's reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and organisations have achieved the desired end result. While Council is committed to minimising administrative processes, it is also committed to the collection of high quality information that may be communicated across Council and the community.

At the conclusion of a funded project your group is required to prepare and send an acquittal report to Council. Organisations are required to provide details of how the funding has benefited the event and submit evidence of how the funding was spent (receipts, photos and media promotion).

## Contact Information

For grant information and online applications:

**Website:** <https://www.warrnambool.vic.gov.au/events>

Events and Promotion Team [events@warrnambool.vic.gov.au](mailto:events@warrnambool.vic.gov.au)

**Phone:** 03 5559 4618





# Terms and conditions

## In accepting a Festivals and Events Grant, you must be willing to adhere to and agree to the following grant conditions:

1. Funds made available through the Festivals and Events Grant are to be spent on the activities described in the application by the required time. Any significant change to the activity must be made in writing and approved by the Events & Promotions Branch.
2. Allocated funds are to be expended by 30 June 2026, unless otherwise agreed to by the Events & Promotions Branch. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the Grant.
3. Funded parties will need to complete a NAR form and grant acquittal report. Council will provide the templates. The NAR form needs to be submitted before any payment can be made. The acquittal report must be completed before 31 July 2026. The group will be ineligible for any further grants if this report is incomplete, unless approval has been provided for an extension.
4. It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.
5. Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents.
6. Funded recipients are required to acknowledge receipt of financial assistance from Council in any promotion, publication or advertising of the activities. This includes the use of Council's logo and giving Councillors and officers the opportunity to attend relevant promotional events.
7. Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the Applicant.
8. Council is not responsible for meeting any shortfall should the project run over budget.
9. Any Council funds that are not expended on the project are to be returned to the Council.
10. Funded projects are required to obtain any necessary Council permits or other permits for the event/program to take place. Any event/program/project that is to be held on Council property (this includes Council owned buildings, parks and all other open space areas) is required to have the written approval of Council.
11. Funded events are required to meet all statutory requirements determined by Council and other relevant authorities and submit a completed
  - Event Application Form
  - Register their event with Council via the online event registration form
  - Create an Australian Tourism Data Warehouse (ATDW) listing for their event
  - Submit a post event evaluation report on the event delivery including any identified improvements and key event outcomes.
  - Provide evidence of the impact/success of the event including survey data, photos and media exposure.
12. Council will publicly report all grants awarded.
13. Any marketing, publicity or media releases produced regarding your project should acknowledge the support received from Council and use Warrnambool City Council logo which has been provided.
14. The Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Grant Agreement.
15. The recipient shall release and indemnify the Council, its servants and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.





## Brierly Sports and Community Hub Objectives and

### **Objectives**

---

Deliver improved and more accessible sports and community facilities for Warrnambool's fastest growing area, the north east growth corridor

---

Encourage growth of female participation in sport

Enable and encourage participation of all people (people of all genders, abilities, social/ethnic and socioeconomic backgrounds and sexual orientation) in sport and recreation promoting community participation, health and wellbeing

---

Accommodate registered sports clubs, and community organisations that do not currently have regular access to facilities

Ensure that the full benefits of the Stage One Eastern Oval Redevelopment are realised, activating the existing space which is underutilised

---

Options Evaluation Criteria

Strategic Response	
Develop a new integrated sports and community hub in Warrnambool's north east growth corridor	1
	2
	3
Deliver facilities that incorporate female friendly design features and allows for separation of different user cohorts	4
Deliver facilities that incorporate full accessibility and a variety of spaces that can be flexibly used by different user cohorts	
Invest in infrastructure that is fit for purpose and ideally located to accommodate clubs and organisation that need access to facilities	5
Invest in infrastructure that is fit for purpose and supports use of the redeveloped Eastern Oval for sporting groups	

### **Qualitative Criteria**

The option delivers contemporary sports facilities that are fit for purpose and can be used flexibly over time

The option delivers contemporary community facilities (for cross-generational community engagement, recreation and exercise) that can be used flexibly over time

The option is operationally sustainable

The option incorporates functional spaces and adjacencies that promote community engagement and are welcoming for all

The option provides enhanced *capacity* and can accommodate the forecast community demand for Warrnambool's north east growth corridor

### **RATING**

- 1 = Does not meet any aspect of the criteria
- 2 = Meets some aspects of criteria but not enough
- 3 = Meets an acceptable proportion of criteria
- 4 = Meets the majority of the criteria aspect, but not all
- 5 = Meets all aspects of criteria

<b>Description</b>	<b>Weighting</b>
> improved change facilities for a range different users simultaneously including disability access and gender separation	20%
> appropriate accommodation for sports officials	
> allocation of amenities to accommodate spectators and social	
> provides a range of different functional spaces that can be used by different groups concurrently and can be utilised flexibly (e.g. for an exercise class or a presentation)	30%
> enhanced safety and user experience with separation of collocated sport and community facilities	
> contemporary technology enabled facilities	
> easily accessible storage to support flexible use of space and different users	
> forecast demand and revenue streams support sustainability	15%
> facilities incorporate accessibility requirements	20%
> facilities enable separation of different user cohorts	
> facilities incorporate a range of functional spaces that can be flexibly configured	
> capacity to accommodate activities that will attract community participation	
> facilities provide new capacity for Warrnambool's north east growth corridor aligned to forecast demand	15%
> capacity to promote interaction between users of different ages, cultures and community groups	
> support for other Brierly Recreation Reserve Facilities	
	100%



**Warrnambool City Council**  
**Brierly Sports and Community Hub**  
Qualitative Option Evaluation (Preliminary)

Evaluation Criteria	
1	The option delivers contemporary sports facilities that are fit for purpose and can be used flexibly over time
2	The option delivers contemporary community facilities (for cross-generational community engagement, recreation and exercise) that can be used flexibly over time
3	The option is operationally sustainable
4	The option incorporates functional spaces and adjacencies that promote community engagement and are welcoming for all
5	The option provides enhanced capacity and can accommodate the forecast community demand for Warrnambool's north east growth corridor



Business Case Table 14: Option evaluation results

**b**  
inary Draft)

Description	Weight	Base Case Status Quo
<ul style="list-style-type: none"> <li>&gt; improved change facilities for a range different users simultaneously including disability access and gender separation</li> <li>&gt; appropriate accommodation for sports officials</li> <li>&gt; allocation of amenities to accommodate spectators and social events</li> </ul>	20%	1
<ul style="list-style-type: none"> <li>&gt; provides a range of different functional spaces that can be used by different groups concurrently and can be utilised flexibly (e.g. for an exercise class or a presentation)</li> <li>&gt; enhanced safety and user experience with separation of collocated sport and community facilities</li> <li>&gt; contemporary technology enabled facilities</li> <li>&gt; easily accessible storage to support flexible use of space and different users</li> </ul>	30%	1
<ul style="list-style-type: none"> <li>&gt; forecast demand and revenue streams support sustainability</li> </ul>	15%	2
<ul style="list-style-type: none"> <li>&gt; facilities incorporate accessibility requirements</li> <li>&gt; facilities enable separation of different user cohorts</li> <li>&gt; facilities incorporate a range of functional spaces that can be flexibly configured</li> <li>&gt; capacity to accommodate activities that will attract community participation</li> </ul>	20%	1
<ul style="list-style-type: none"> <li>&gt; facilities provide new capacity for Warrnambool's north east growth corridor aligned to forecast demand</li> <li>&gt; capacity to promote interaction between users of different ages, cultures and community groups</li> <li>&gt; support for other Brierly Recreation Reserve Facilities</li> </ul>	15%	1
	<b>100%</b>	<b>1.2</b>

Scoring guide
1 = Does not meet any aspect of the criteria
2 = Meets some aspects of criteria but not enough
3 = Meets an acceptable proportion of criteria
4 = Meets the majority of the criteria aspect, but not all
5 = Meets all aspects of criteria

**Option desc**  
**Base Case - Si**  
No works condu

**Option 1 – Ful**  
Full Scope inclu

**Option 2 – Op**  
Reduced Scope

**Option 3 – Re**  
Scope further re

**Option 3A - R**  
Scope as per Oj

Option 1	Option 2	Option 3	Option 3A
Full Scope	Optimised Scope	Revised Scope	Revised Scope - Staged
5	5	4.5	4
5	4	3	3
3	4	4	3
5	5	4	3
5	4	3.5	3
4.7	4.4	3.7	3.2

**Descriptions**

**Status Quo**  
ducted

**Full Scope**  
ding Early Years Space

**Optimised Scope**  
: (latest drawing Option 3)

**Revised Scope**

Reduced to maximise functionality, utilisation and affordability

**Revised Scope (Staged)**

Option 3 with delayed staged delivery of Community Centre by 3 years



### Evaluation Comments

---

Option 3 - reduced flexibility - Social Space is reduced, relies on availability/access to Multipurpose Hall to achieve optimal space.

Option 3A - reduced flexibility until the Community Centre is delivered (option to utilise operable wall and expand Social Space into Multipurpose Hall is not available).

---

Option 3/3A

> reduced flexibility - Multipurpose Hall is reduced, relies on availability/access to Social Space and Canteen to achieve optimal space and full kitchen functionality

> MCH and Consult Space are combined - limited flexibility re availability, room set-up required per visit.

---

Option 3/3A - best meets the needs of 2 clubs, ability to comfortably accommodate a third club is constrained

---

Option 3A - delay in realising benefits of the Community Centre

---

Option 3A - delay in realising benefits of the Community Centre

---

Option 3 - reduced capacity and flexibility

Option 3A - delay in realising benefits of the Community Centre

---



Business Case Table 13 - Option Summary

Key functional components	Option 1 – full scope	Option 2 – optimised scope
<b>Community Centre</b>		
Multipurpose hall & kitchen	1	1
Meeting room	2	<b>1</b>
Consult room	2	<b>1</b>
Maternal child health consult room	1	1
Self-contained Early Years Room/kinder and playground	1	<b>0</b>
Children's playroom and playground	0	<b>1</b>
Informal meeting space with beverage bay	1	1
Public amenities	1	1
Changing places facility (accessible 24/7)	1	1
<b>Sports Pavilion</b>		
Players' changerooms and amenities	4	4
Players' massage/first aid	2	2
Match officials' room and amenities	1	1
Timekeepers' room	1	1
Club office/store	1	1
Social space and kitchen/canteen	1	1
Public amenities	1	1

*Blue bolded text indicates changes compared to Option 1*

\*Allows one year to build Sports Pavilion and two years uninterrupted use prior to construction

Option 3 - revised scope	Option 3A - revised scope staged
reduced size hall only - with beverage bay & access to canteen	
1	
0	
1	
0	
1	
meeting only	
1	
1	
4	4
2	2
combined change & amenities	combined change & amenities
1	1
Club Office/ Timekeeper office designed flexibly	Club Office/ Timekeeper office designed flexibly
reduced size social space	reduced size social space
1	1

as per Option 3 with  
staged delivery of  
Community Centre  
(3 year delay\*)

ction of Community Centre



WARRNAMBOOL  
CITY COUNCIL

# Municipal Road Management Plan 2021

Version 6.00 - June 2021

## Schedule of Changes & Amendments

[illegible]

**NB:** Version numbering changes (eg V1.00 to V2.00) will be made when the document undergoes its regular review and when significant changes are made to standards and guidelines for inspections, intervention levels or work. Point number changes (V1.00 to V1.01) will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues.

# Municipal Road Management Plan

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## **1. Executive Summary**

Version 1.00 of the Road Management Plan was developed during 2004 to establish a management system for the public road functions that are the responsibility of the Council to meet the needs of the community. The management system is based on policy and operational objectives and at the same time recognises resource limitations in undertaking the necessary levels of service and performance standards outlined in the Plan.

This Plan encompasses road user needs and expectations within an economic framework based on meeting "reasonable" maintenance operation targets and asset management programs relative to the road network function.

To be effective, the Road Management Plan requires implementation of systemised records management so that details of inspections and remedial works can be readily recorded and retrieved. In the event of litigation, Council's defence shall rely on its ability to demonstrate that it had adhered to the requirements of the Plan.

This Plan clearly establishes the management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standards in relation to discharge of duties in the performance of those road management functions.

## **2. Introduction**

### **2.1 Legislative Basis for the Plan**

This Municipal Road Management Plan (referred to hereafter as the 'Plan') has been prepared in accordance with the Road Management Act, 2004, one of the key purposes of which is to reform the law relating to road management in Victoria. The Plan reflects the purposes and objectives of the Council as required by the Local Government Act, 1989.

The Warrnambool City Council is the designated 'Co-ordinating Road Authority' for municipal roads within the City and is responsible for their care and management.

As the Co-ordinating Road Authority, Council must ensure that if a road is reasonably required for public use that it is kept open for public use and may, at its discretion, carry out work on the road. Council is under no obligation to do any specific work on any road and, in particular, is not obliged to carry out any surface or drainage work on any road other than specified in the Road Management Plan.

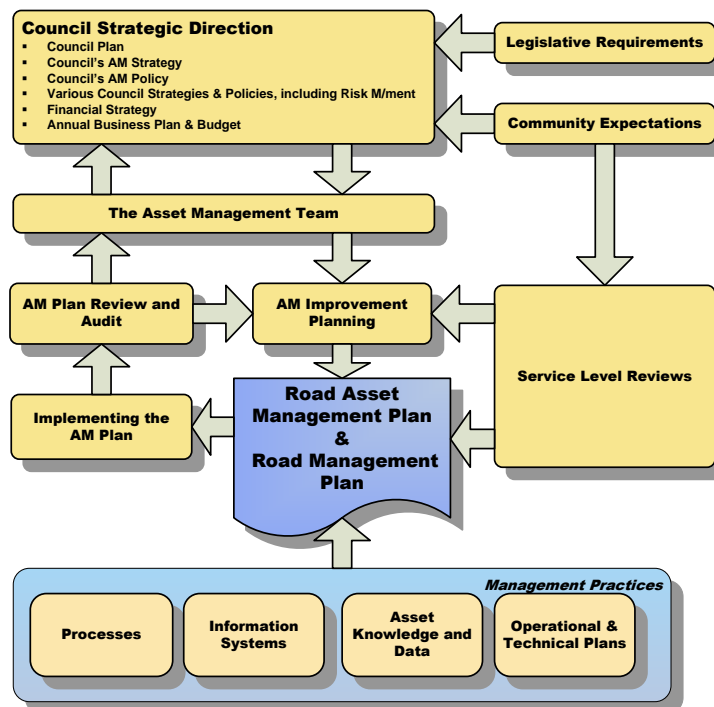
### **2.2 Purpose of the Plan**

The purpose of the Plan is to establish a management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standard in relation to discharge of duties in the performance of those road management functions.

### **2.3 Strategic Planning Process**

The Road Management Plan has been developed to accord with other Council plans and strategies and is a component of Council's overall strategic planning process as shown in the following diagram.



### 3. Public Roads, User Rights and Responsibilities

#### 3.1 Public Roads

“Public roads” are freeways, arterial roads and other roads that Council has decided are reasonably required for general public use. Note that not all roads or pathways are “public roads” under the Act and are thus exempt from the standards prescribed in the Plan.

The Road Management Act imposes specific duties on Council with respect to the inspection, repair and maintenance of its public roads.

#### 3.2 Definitions

“**Act**” is the Road Management Act 2004.

“**Ancillary Area**” is any area designated by Council used by motor vehicles connecting to a roadway. E.g. car park, rest stop or scenic lookout.

“**Appropriate Warning**” means to adequately alert the user to a hazard, or to temporarily mitigate a hazard.

“**Arterial Roads**” are Freeways, Highways & Declared Main Roads, which are managed by the State Government through VicRoads.

“**Bridge and Major Culverts**” means a structure having a clear span greater than 1.80 metres or a pipe culvert having a waterway area greater than 3 sq m.

“**The Council**” refers to the Warrnambool City Council.

**“Intervention Level”** is the extent of a road or pathway defect above which poses an unacceptable risk to users.

**“Level of Service”** is the defined service quality for the road or pathway against which performance may be measured. Generally this related to quality, quantity, reliability, responsiveness and cost.

**“Pathway”** refers to both formed areas located within the road reserve which are used by pedestrians and shared paths which may or may not be within the road reserve and are designed for use by both pedestrians and cyclists. These areas may be formed by concrete, pavers, asphalt, stone or a similar material.

**“Municipal Roads”** are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads, which are those that are reasonably required for general public use.

**“Non-Road Infrastructure”** means infrastructure in, on, under or over a road which is not road infrastructure and includes gas pipes, water and sewerage pipes, cables, electricity poles and street lights, rail crossings, bus shelters, vegetation and the like.

**“Other Roads”** include roads in State forests & reserves, and roads on private property. The municipal council is not responsible for the care and maintenance of these roads.

**“Register of Public Roads”** refers to the register specifying the public roads in respect of which Council is Co-ordinating Road Authority under the Road Management Act (2004).

**“Response Time”** is the timeframe afforded to Council to respond to a hazard or defect measured from when a hazard or defect is identified by or notified to Council.

**“Respond”** means to mitigate a defect by returning the asset to, or as close as reasonably possible, its original standard.

**“Road”** by definition in the Local Government Act 1989 includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

**“Road Infrastructure”** means that infrastructure which forms part of a roadway, pathway or shoulder including-

- (i) Structures forming part of the roadway, pathway or shoulder;
- (ii) Materials from which a roadway, pathway or shoulder is made.

and includes bridges, culverts and fords plus materials such as asphalt, bitumen, gravel, line marking, guideposts, signs, traffic lights etc.

**“Traffic Lane”** is the part of the roadway which is designated for use by a single line of vehicles.

**“Working Day”** means any day of the week excluding Saturdays, Sundays and public holidays (within the meaning of the Public Holidays Act 1993) applying in the municipal district.

### 3.3 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- ☞ The community in general (for recreation, sport, leisure & business);
- ☞ Residents & businesses adjoining the road network;
- ☞ Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- ☞ Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- ☞ Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- ☞ Tourists & visitors to the area;
- ☞ Emergency agencies (Police, Fire, Ambulance, VICSES);
- ☞ Military (special use in times of conflict & emergency);
- ☞ Traffic & Transportation managers;
- ☞ Managers of the asset that is the road network;
- ☞ Construction & maintenance personnel who build and maintain asset components;
- ☞ Contractors & suppliers for the road network;
- ☞ Land Developers;
- ☞ Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications);
- ☞ Council as custodian of the asset;
- ☞ State & Federal Government that periodically provide support funding to assist with management of the network.

### 3.4 Obligations of road users

#### 3.4.1 Duty of the Road User

The Road Safety Act (1986) – Section 17A stipulates the obligations of road users as follows:

- (1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the —
  - physical characteristics of the road;
  - prevailing weather conditions;
  - level of visibility;
  - condition of the motor vehicle;
  - relevant road laws and advisory signs;
  - physical and mental condition of the driver.
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
- (3) A road user must—
  - have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
  - have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;

- have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

#### 3.4.2 Incident Claims

If a person proposes to commence a proceeding in a court based on a claim in relation to an incident arising out of the condition of a public road or infrastructure, the person must give written notice of the incident to the responsible road authority within the prescribed period of the incident occurring [clause 115(1) of the Road Management Act].

#### 3.4.3 Council Local Laws

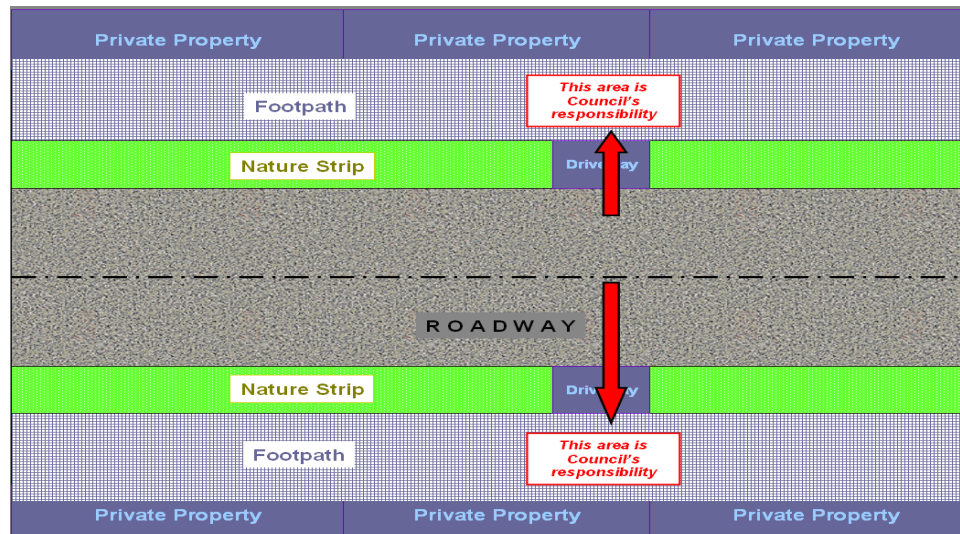
Council has local laws that require permits to be sought from Council where a member of the public or organisation proposes to undertake activities within the road reserve that may in any way impede access by the public or interfere with road infrastructure

#### 3.4.4 Obligation to Maintain

In relation to provision of access to the road reserve from adjoining properties, there are several assets within the road reserve that council does not have an obligation to maintain. These include:

- (1) **Vehicle crossings** (driveways) where the portion of a vehicle crossing located between the carriageway and the pathway is the responsibility of the adjoining property owner to maintain. If there is no pathway present, the crossing runs from the carriageway to the property boundary and is the responsibility of the adjoining property owner to maintain.
- (2) **Private roads** which are constructed as part of a subdivision are not the responsibility of Council to maintain until statement of compliance has been achieved and the subsequent titles are issued. At which point the roads vest in Council as public roads. In addition, Council has no obligations regarding roads which are not available for access by the public and are thus privately owned and managed.
- (3) **Single property stormwater drains** that are constructed within the reserve from the property boundary to a discharge outlet in the kerb or into the drain. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.
- (4) **Non-road infrastructure** which is owned by utilities and public transport authorities are the responsibility of the relevant owner to maintain. Council has no obligations in regards to these assets pursuant to clause 6 of schedule 7 of the Road Management Act 2004.



**Responsibility of Crossover and Footpath****3.4.5 Nature Strips and Infill Areas**

The residual areas between the edge of the road or back of the kerb and the property boundary (which are not occupied by a pathway or private road crossing) are the responsibility of the property owner to maintain. Street trees within this area, however, are controlled and maintained by Council.

**3.5 Delegations**

The Chief Executive Officer through an "Instrument of Sub-Delegation" has delegated the various functions under the Road Management Act to the respective officers of Council detailed in the Instrument of Sub-Delegation.

**3.6 Exceptional Circumstances**

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP).

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the Chief Executive Officer (CEO) of Council, has to, pursuant to Section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated, stating the time this is to occur and other relevant particulars.

## 4. **Municipal Asset Management**

### 4.1 **Asset Hierarchies – Road Network**

All roads and pathways within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.

The Council has developed two separate hierarchies for its transport network to recognise the variances in usage within them. These are:

- Road network
- Pathway network

#### **Road Hierarchy**

Category	Function
<b>Link</b>	Carry the heaviest volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality.
<b>Collector</b>	Carry significant volumes of traffic and provide access by connecting residential areas to the link roads. They also provide links between the various arterial roads.
<b>Access</b>	Carrying moderate volumes of traffic and primarily serve as property access roads for the local community.
<b>Lane</b>	Roads carrying local traffic, typically providing secondary access to properties with more than one road frontage.

Note: Bridges, culverts, traffic facilities and kerb & channel have their hierarchies based on the road hierarchy with vehicular traffic. For the pathway hierarchy pedestrian traffic is the basis of usage volume.

#### **Pathway Hierarchy:**

Category	Function
<b>Category 1</b>	CBD, and those pathways within the vicinity of schools, hospitals and aged care facilities.
<b>Category 2</b>	Selected medium use pathways in prominent areas other than described above
<b>Category 3</b>	Pathways in residential, commercial & industrial areas other than as described above.

### 4.2 **Maintenance Management System**

The Maintenance Management System for the municipal road network infrastructure within the Warrnambool City Council is a combination of standards, codes, guidelines and data management systems.

Key components are outlined as follows:

#### **4.2.1 Functional Levels of Service**

The functional levels of service outline the maintenance standards which the Council shall provide for the road and pathway network, including defect intervention standards, defect response times and inspection timeframes. The levels of service are provided in Attachments 2 and 3.

#### 4.2.2 Asset Maintenance – Levels of Service

The following matters are taken into account when developing maintenance standards:

- (a) **Road condition surveys** – periodic surveys to monitor road pavement, road surfacing, structure, and roadside condition at specified intervals depending on the asset, its condition at the previous survey, the volume and nature of road usage (hierarchy classification), and any risk to safety. Condition surveys are not intended to identify individual hazards/defects, rather their primary purpose is to establish the long-term asset life expectancy and suitability for traffic use, and inform future upgrade/re-construction priorities.
- (b) **Routine maintenance inspections** – regular inspections, as part of the day-to-day maintenance of the road network, to monitor asset condition against defect intervention levels (ie that point which takes the defect beyond the 'tolerable' level) and asset safety. Inspection intervals have been determined having regard to the particular road asset element, the type, volume and nature of road usage, and the resources available.
- (c) **Routine maintenance standards** – routine maintenance and repair functions and standards that are based on agreed asset performance targets and defect intervention levels and response actions (based on risk assessment) for a particular asset element (eg. road, pathway, bridge) and road type. Standards vary across the road network in line with relevant risk factors such as traffic volumes, composition of traffic, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs, and competing priorities for funding.
- (d) **Repair and maintenance works** – routine maintenance and repair works are undertaken within a specified reasonable period of time having regard to intervention action priorities, and to specified standards.  
  
Response times have been determined by appropriate Council Staff from local knowledge and experience based upon past performance. Attachment 2 details defect intervention levels and response times.
- (e) **Temporary measures** – temporary works to be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed.
- (f) **Emergency works** – works required to be undertaken immediately outside routine works programs to ensure the safety of road users and the public as a result of emergency incidents. Emergency works include traffic incident management, responses to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan & Municipal Emergency Management Plan.

The outcome of the assessment of the various maintenance factors results in the preparation of the annual program for road maintenance, setting out the level of activities and resources to be considered with the Annual Budget.

By developing long term maintenance programs, Council is better able to strategically plan its finances.

#### 4.2.3 Asset Inspection Process

To enable competent management of the road network, Council conducts regular inspections which cover incident response, defect identification and condition assessment. Attachment 3 lists the inspection details and frequencies.

##### Defect Inspections

**Reactive Inspections** – A customer request made by a member of the public or internal council staff member, including reference to response and timeframe being dependant on the nature of the defect and its location relative to the asset hierarchy classification.

**Routine Defect Inspections** – determine if the road asset complies with the levels of service in terms of having defects above intervention levels. Programmed defect inspections are undertaken by way of a formal timetable regime by suitably trained officers.

**Incident Inspections** – conducted following an incident or other report that indicates a defect outside the tolerable level or otherwise likely to create danger to the community. As a result an incident condition report may be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures;

**Condition Inspections** - identify deficiencies in the structural integrity of road and pathway infrastructure which if left untreated are likely to adversely affect network condition.

#### 4.3 Asset Management Principles and Financial Sustainability

Council may intervene with its road and pathway network for a multitude of reasons. To achieve a financially sustainable management solution for Council's assets, preventative maintenance or renewal programs may be utilised.

#### 4.4 Community Expectations & Consultation

##### 4.4.1 Future Consultation

Wherever practicable, input will be sought on appropriate aspects of the Plan by way of community consultation. However consultation will be governed by the ability to accommodate changes for reasons that include existing physical constraints as well as the affordability of resources to effect possible changes. By seeking community input into its service delivery, it is vital that Council does not create a false sense of expectation by the community that suggested changes will be implemented that simply cannot be achieved for reasons such as the affordability factor.

## **5. Council Support Systems**

### **5.1 Customer Service Systems & Procedures**

#### **5.1.1 Customer Request System**

Customer requests and complaints are managed and tracked by way of Council's *Open Office – Customer Service Manager* computerised system. It enables Council staff to be able to input their own requests, be aware of requests pending and search completed requests.

#### **5.1.2 Maintenance Responsiveness & Performance Targets**

The Customer Request System records when a request is made, what the request is concerning and the date the request is actioned.

It should be noted that 'actioning' a request doesn't necessarily mean that the request has been fulfilled but simply that appropriate action has taken place.

Appropriate action may well mean that an asset defect, such as a damaged pathway has been inspected and:

- repairs are straight-forward and have been implemented as soon as a work crew is available - the appropriate action in this case is when the repair work has been completed; or
- repairs are significant and need to be undertaken on a special works program along with a number of similar works and the site has had temporary measures implemented until such time as repairs are undertaken - the appropriate action is when the repair work has been listed on the future works program not when it has been completed; or
- the defect was found not to warrant any remedial action at that stage as it was below specified intervention levels - the appropriate action in this case is to record the inspection and take no action.

Whatever the response, it is noted against the original request.

The Customer Request System enables the response times to be monitored to assess performance. This covers response times both for inspections and the interval until appropriate action is undertaken.

### **5.2 Asset Information System**

Warrnambool City Council utilises the Conquest Asset Management System to manage its roads and pathways data. This database stores the relevant asset information including the Register of Public Roads and other information which is important in managing Council's road and pathway assets. Data recorded for an asset may include location by name, asset valuation, asset condition, defect histories, dimensions and more.

## **6. Financial Management**

### **6.1 Budget Provisions**

The commitments and obligations specified within this Plan are matched to the financial resources available to deliver those commitments as set out in the Council Plan and Council Budget. To efficiently achieve and sustain the standards of service described within the Plan, Council is required to commit annual funding which is adequate in delivering appropriate and responsive maintenance, renewal and replacement programs for road and pathway infrastructure.

### **6.2 Budget Process**

The budget process is conducted in a manner that ensures matters requiring consideration are taken into account prior to final adoption by Council. Community input is sought during the preparation of the Council Plan and annual budget. Submissions are invited via public notice advertisements. Any submissions by the community are considered prior to Council adopting its annual budget. This process ensures the community has every opportunity to participate in the budgetary process.



## 7. Register of Public Roads

### 7.1 Council's Road Infrastructure

The Municipal Register of Public Roads is stored on Council's Road Asset Information System, the Conquest Asset Management System.

A hard-copy is available for inspection at the Warrnambool City Council's Customer Service Centre. The hard copy will be updated at least annually and update sheets will be inserted at other times when significant changes are made. (eg new subdivisions added)

### 7.2 Maintenance Demarcation Agreements

Where there are maintenance demarcation agreements defining limits of responsibility on municipal roads between Warrnambool City Council and VicRoads, Moyne Shire, Department of Sustainability & Environment or any other public body or private organisation, the schedule of roads affected by these agreements are listed in the Register of Public Roads.

Issues relating to VicRoads will be outlined in the Instrument of Delegation between VicRoads and Council. Typical demarcation issues where council is often thought to have sole responsibility are listed in the following table:

Issue	Agreement with	Responsibilities
Boundary Roads	Moyne Shire Council	Detailed in the Register of Public Roads.
Street Lighting	Electricity Supply Authority	Asset owned by the Authority; Council pays annual charge.
Rail Crossings	VicTrack	As set out in the Safety Interface Agreement

### 7.3 Non- Road Infrastructure

Non-road infrastructure within the road reserve (eg rail crossings, telecommunications structures, water & sewerage, street lighting, etc) are to be maintained by the body responsible for that infrastructure (refer to attachments 1 & 2).

## 8. Reviewing the Road Management Plan

The Road Management Plan is intended to be a dynamic document, and as such, there is a need for regular review, refinement and improvement. This will ensure that the Plan is in accord with responsible asset management, changing technology, and in particular, Council and community requirements and expectations.

It is proposed to undertake a review of this Plan at least every 4 years, or more frequently if circumstances require it. Any revised plan will be subject to the consultation and approval processes as detailed in Part 3 of the Road Management (General) Regulations 2016.

## **9. Attachments**

- 1- Summary of Non-Road Infrastructure in the Road Reserve
- 2- Typical Defect Intervention Levels
- 3- Road Asset Inspection Frequencies

**Attachment 1 – Summary of Non-Road Infrastructure in the Road Reserve**

Asset Type	Infrastructure Manager
Street Lights	Powercor
Traffic Signal Installations – VicRoads assets	VicRoads
Telecommunications infrastructure Assets	Telstra, NBN and Optus
Water & Sewerage infrastructure assets	Wannon Water
Electricity infrastructure assets	Powercor
Gas infrastructure assets	Tenix
Rail Crossings	VicTrack
Bus Stops/Shelters (Public Transport)	Department of Transport

**Attachment 2 – Intervention Levels and Response Times****Defects from Routine Defect Inspections****Road Network**

Defect Description	Response Times by Hierarchy (working days)			
	Link	Collector	Access	Lane
Obstruction in the traffic lane, shoulder or designated bike path of a sealed road, or the traffic lane of an unsealed road - Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, an accumulation of dirt or granular materials in a sealed road, ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	2	2	2	2
Edge of seal drop off which is >100mm and is over 10m in length	10	15	20	30
Reduction in original sealed width $\geq$ 250mm	10	15	20	30
Pothole in the traffic lane, shoulder or designated bike path of a sealed road depth >100mm and diameter >300mm	10	15	20	30
Pothole in the traffic lane of unsealed road depth >150mm and diameter >500mm	10	15	20	30
Pothole in the bike lane in designated marked on road bike path of a sealed road depth >100mm and diameter >300mm	5	5	10	20
Deformation >100mm under a 3m straight edge in the traffic lane, shoulder or designated bike path of sealed road.	20	40	60	90
Deformation >150mm under a 3m straight edge in the traffic lane of unsealed road.	20	40	60	90
Missing or substantially damaged drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	5	5	5	5
Trees, shrubs or grasses that restrict design sight distance to intersections or to safety signs.	60	60	60	60
Vegetation intruding within an envelope over roadways with a speed limit >70kmph from the back of shoulder and or kerb and a minimum of 4.3m height clearance for traffic lane and trafficable portion of shoulder.	20	40	60	-**
Regulatory Sign missing, illegible or damaged.	10	15	20	40
Guidepost missing or damaged at a critical location*.	10	15	20	40
Safety Barrier missing or damaged at a critical location*.	10	15	20	40
Pavement marking missing, illegible or confusing at a critical location*.	20	20	20	40
Traffic signal failure or malfunction	36 Hours	36 Hours	36 Hours	36 Hours
Bridges or major culverts including traffic lanes, shoulders and footpaths, with defective with a step >30mm and hole or gap >40mm in length and width. Pooling of water in bridges and culverts greater than 100mm	30	30	30	30

**Pathway Network (Discuss timeframe does not reflect risk based approach 1.11)**

Defect Description	Response Times by Hierarchy (working days)		
	1	2	3
Defective with a step >30mm (discuss about hierarchy approach)	30	30	30
Hole or gap >40mm in length and width (discuss about hierarchy approach)	30	60	90
Vegetation which presents a physical hazard to the public over pathways, intruding into a minimum of 2.1m height clearance above path	60	60	60

\*A critical location is a location where the road alignment and/or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public.

\*\* “-“ means that this asset condition is not considered a hazard within this hierarchy classification, or that the defect is not applicable to this classification.

Emergency callout - when any call is received which reports an immediate and significant threat to the health and safety of the public, the relevant service team will inspect and assess the issue within 6 hours.

If for any reason it is not feasible to rectify a hazard within the response times detailed in this attachment, appropriate warning of the hazard is to be provided until a suitable repair or treatment may be completed.

Appropriate Warning may include, though is not limited to the following

- Provision of warning signs,
- Traffic control action,
- Diverting traffic around the site,
- Installation of a temporary speed limit,
- Lane closure,
- Restrict use (eg. load limit), or
- Full closure.

**Vegetation intrusion from a private property**

Where a vegetation intrusion or hazard is resulting from a private property, Council shall send a request for contact to the property owner within 5 working days of the inspection. The request for contact shall allow the property owner 10 working days to reach contact with the Council. Following contact, Council shall provide the property owner 20 working days to respond to the vegetation intrusion. If the intrusion has not been responded to within this timeframe, or the property owner does not contact Council within the prescribed period of time, Council shall respond to the intrusion within 60 working days of the initial inspection at the coast of the property owner.

**Non-Road Infrastructure**

Council does not owe a duty of care to perform any maintenance works on non-road infrastructure which is owned and managed by a third party (pursuant to clause 6 of schedule 7 of the Act). Furthermore, Council may not be held liable in any civil proceedings arising from a third party failing to discharge its duty of care in relation to its asset (section 104 of the Act).

Council does, however, have a duty of care to cooperate in good faith with other infrastructure managers in coordinating the management and maintenance of infrastructure and related works on a road (clause 4 of schedule 7 of the Act). In the discharge of this duty, Council shall follow the process described in the table below when third party asset defects are identified by Council.

**Third-party asset defects in pathways**

Risk Rating	Defect Description	Council Response
High Risk	Missing pit lid	<ul style="list-style-type: none"> <li>Notify asset owner before the end of the following working day (5.00 PM) from the time the defect is identified by Council staff.</li> <li>Implementing temporary measures to mitigate the risk within 5 working days of the defect being identified by Council staff.</li> <li>If the defect has not been permanently rectified within 20 working days, notify the asset owner a second time.</li> <li>The defect is closed provided Council has a recorded response from the asset owner regarding the defect.</li> </ul>
	Pit displaced, damaged or settled to create a trip hazard > 50mm	
	Pit lid which is severely cracked, brittle or otherwise damaged to create a high risk of collapse.	
Moderate Risk	Pit displaced, damaged or settled to create a trip hazard > 30mm.	<ul style="list-style-type: none"> <li>Notify asset owner before the end of the following working day (5.00 PM) from the time the defect is identified by Council staff.</li> <li>If the defect has not been permanently rectified within 20 working days, notify the asset owner a second time.</li> <li>The defect is closed provided Council has a recorded response from the asset owner regarding the defect.</li> </ul>
	Pit lid displaced or cracked creating a hole or gap > 40mm in width and length	

*Note: During the process of notification, Council shall record the relevant reference numbers, case notes, defect details and inspection details*



**Attachment 3 - Road Asset Inspection Frequencies**

Asset Group	Hierarchy Category	Inspection Type, Inspections Per Calendar Year	
		Defect Inspection	Night Defect Inspection
Sealed Roads & Off Street Car Parks	Link	One	One
	Collector	One	One
	Access	One	As required
	Lane	As required	As required
Unsealed Roads	Link	N/A	N/A
	Collector	Two	One
	Access	Two	As required
	Lane	As required	N/A
Pathways	Category 1	Two	N/A
	Category 2	One	N/A
	Category 3	One per three calendar years	N/A
Bridges and Major Culverts		One	N/A

**As required:** When applied to Inspection frequency, 'As Required' indicates that an inspection will only be undertaken upon a request being submitted and an assessment made as to whether an inspection is warranted on the grounds of a risk to public safety.

**N/A:** This denotes that the issue is not applicable as that asset component does not exist in that category or an inspection is not warranted.



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## Liability Mutual Insurance

### Road Management Plan Review

Report by: Bret McLean \ Risk Consultant  
Report date: April 2024

Telephone: 03 8664 9302



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## 1. EXECUTIVE SUMMARY

### BACKGROUND

The MAV Insurance Liability Mutual Insurance ('LMI') scheme provides its public sector members with access to a range of proactive and interactive risk management services, delivered by a dedicated risk management team. One such service, requested by Warrnambool City Council, is a review of a member's Road Management Plan.

### OBJECTIVES AND SCOPE

This review of Council's Road Management Plan has been developed based on the *Road Management Act 2004 (Vic)* and the *Code of Practice for Road Management Plans (2004)*. It ensures it includes key elements required under the legislative framework, as well as consideration for learnings from respective claim case studies and legal findings.

A high-level comparison is also conducted in relation to the standards Council has set for themselves (i.e. Inspection Frequencies, Defect Intervention Levels and Repair/Response timeframes) in their Road Management Plan against those set by other Councils.

This comparison is limited to road & footpath inspection frequencies, pothole & trip hazard (displacement) intervention levels and repair timeframes.

Data on other types of standards (e.g. Kerb and Channel inspection frequencies, Intervention levels and repair timeframes for signage defects, etc.) have not been compared and Council may consider undertaking this themselves.

### RECOMMENDATIONS

Overall the Warrnambool City Council's Municipal Road Management Plan (Version 6.00 June 2021) was found to be clear, unambiguous and comprehensive, while not overly complex.

It is pleasing to see that Councils has adopted the recommendations that were provided during the last RMP Review conducted by MAV Insurance as this will improve the overall clarity of the RMP Document.

We have provided the MAV Insurance Guide Document for Council to consider also conducting a further improvement check by Council's own Internal Risk Management Department staff and staff within Engineering / Operational Departments.

The following is a summary of additional recommendations detailed further in Section 2 of this report:

- Documents not under review: Council may also like to consider reviewing current Operational Procedures that are aligned to the Councils RMP to ensure the timelines are met.
- Inclusion of definitions of additional terms – refer 1.1 and 1.2.



- 
- Improved clarity in regards to the classification / management of shared pathways – refer 1.3 and 1.4.
  - Inclusion of further detail in regards to Inspection Methodology (or reference to a separate operational document/procedure containing such information) – refer 1.5.

Once again with the observations and recommendations provided, it is recommended that Council consider undertaking a comprehensive review of the Road Management Plan standards (i.e. Inspection Frequencies, Defect Intervention Levels and Repair/Response timeframes) of other Councils, to ensure the standards set within Warrnambool City Council's Road Management Plan are *reasonably* similar to those adopted across the sector.



## 2. Detailed Observations and Recommendations.

NO.	Observation	Recommendations
1.1	Council has some good clear definitions within their RMP.	<p>Council may like to consider adding some additional terms into their Definitions section, as provided within the MAV Insurance Guide December 2022.</p> <p>Although not a 'requirement' to list every term within this 'section', this may assist the flow and clarity of the RMP by having them all in one section.</p> <p>This has been provided to Council along with this review report. E.g. Shared Pathways, Proactive Inspections (It is noted that the Proactive or 'Routine Defect Inspections' are noted within 4.2.3)</p>
1.2	<p>Page 7 - Definitions</p> <p>Council has written the following:</p> <p><i>"Pathway" refers to both formed areas located within the road reserve which are used by pedestrians and shared paths which may or may not be within the road reserve and are designed for use by both pedestrians and cyclists. These areas may be formed by concrete, pavers, asphalt, stone or a similar material.</i></p> <p><i>"Pathways" is also noted within section (Page 22 Attachment 3 – Road Asset Inspection Frequencies).</i></p>	<p>Consider the following information to be included within your next review.</p> <p>While the RMA does not specifically apply the term 'shared' in relation to pathways it is of course important to differentiate between those that are designed for shared-use as opposed to just one type of user group (e.g. cyclists).</p> <p>The below definition of 'shared pathways' has been extracted from Reg. 242(2) of the Australian Road Rules:</p> <p>"An area open to the public (except a separated footpath) that is designated for, or has as one of its main uses, use by both the riders of bicycles and pedestrians, and includes a length of path for use by both bicycles and pedestrians beginning at a shared path sign or shared path road marking and ending at the nearest of the following:</p>






NO.	Observation	Recommendations
		(a) an end shared path sign or end shared path road marking; (b) a no bicycles sign or no bicycles road marking; (c) a bicycle path sign or bicycle path road marking; (d) a road (except a road-related area); (e) the end of the path."
1.3	<p>A statement to consider for the inclusion of Bike Paths / Shared Pathways.</p> <p>These are footpaths that have been designated for use by pedestrians and cyclists. These paths could be in parks/reserves or part of the roadway and may include line marking to denote a separated footpath, and signage to advise of the shared use.</p> <p>It is suggested that sections of shared pathways within the road reserve are included in the RMP. Those sections that are not within the road reserve might otherwise be included in an Asset Management Plan.</p>	<p>It is recommended that Council ensure that the standards in the Asset Management Plan (that apply to shared pathways not within the road reserve) are consistent with any applicable standards contained within the RMP.</p>
1.4	<p>Page 22. Pathways / Category 1, 2, and 3.</p> <p>It is good to see that councils have considered conducting night inspections also.</p> <p>If council does in fact have "Shared Pathways" it would be important to expand on this some more. We have provided an example of a table that could be used.</p>	<p>One such way would be to include the following:</p> <p><b>Classification: Major recreational and urban commuter path</b></p> <p><b>Description:</b> Paths that accommodate a high volume of cyclists and pedestrians.</p> <p>Typically, more than 600 cyclists per hour, and/or more than 40 pedestrians per hour.</p> <p><b>Classification: Minor recreational and urban commuter path</b></p> <p><b>Description:</b> Paths that accommodate a low volume of cyclists and pedestrians.</p>



NO.	Observation	Recommendations
		<p>Typically, less than 600 cyclists per hour, and/or less than 40 pedestrians per hour.</p> <p><b>Classification: Local access path</b></p> <p><b>Description:</b> Paths of this width are adequate for pedestrians, but only cater for one cyclist or person in a wheelchair at a time. This width may be acceptable on paths that are less than 500m in length where cyclist volumes are less than 20 cyclists per hour.</p>
1.5	<p>It is noted that, while section 4.2.2 provides an overview of the different inspection types conducted (e.g. Proactive and Reactive), the RMP does not provide any clarity in regards to the methodology for conducting inspections (e.g. conducted from vehicle or on foot, tools used for measuring defects, when photos are taken of defects, etc.).</p>	<p>Council should consider including in their RMP, or alternatively within a separate procedural document referenced by the RMP, information detailing the methodology of inspections used for both proactive and reactive inspections. Information to consider including may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Whether inspections are conducted by vehicle or on foot</li> <li>• Methods used to measure defects</li> <li>• When photos are taken of defects</li> <li>• Assigning reactive inspections to responsible officers following reports of defects.</li> </ul> <p>Ideally all defects should be measured as part of proactive and reactive inspections but we appreciate this may be onerous or not possible in certain circumstances. We therefore understand if Council officers elect not to measure defects which are clearly nowhere near the stated RMP intervention level during proactive inspections. However, it is important to measure those defects 'approaching' the intervention level.</p> <p>At the very least, we recommend that emphasis be placed on ensuring Council officers take exact measurements of the</p>



NO.	Observation	Recommendations
		<p>reported defect at all reactive inspections, including taking photographic evidence of the defect and measurement as well.</p> <p>A reasonable approach may be to:</p> <ul style="list-style-type: none"><li>• Measure all footpath defects (proactive &amp; reactive);</li><li>• Measure and photograph all reactive defects.</li></ul> <div data-bbox="1216 663 1747 893"></div> <p>• Two photos be taken as above; one a close up of the defect (with measuring device in situ showing the size of defect); one showing the broader location of the defect within the asset.</p> <p><i>Reference; Photos taken from the MAV Insurance Gude document.</i></p>



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### 3. REFERENCES

AS/NZS ISO 31000:2018, Risk Management: Principles and Guidelines

Guide to Road Design – AUSTROADS, Standards Australia

Local Government Act (VIC) 1989

Road Management Act (VIC) 2004

Road Management Act (General) Regulations (VIC) 2005

Code of Practice for Road Management Plans 2004

Code of Practice for Worksite Safety – Traffic Management 2010

MAV Insurance RMP Member Surveys 2013 and 2015.

MAV Insurance RMP Inspection Frequencies, Intervention Levels and Repair Timeframe Comparison Database 2020

Warrnambool City Council Municipal Road Management Plan



WARRNAMBOOL  
CITY COUNCIL

# Municipal Road Management Plan 2025

**Version 7.00 - July 2025**

## Warrnambool City Council Municipal Road Management Plan

## Schedule of Changes &amp; Amendments

Version	Date	Changes/Amendments
V.01	04/10/04	Endorsed by Council at its meeting 4 October 2004, Notice in Government Gazette 14 October 2004
V2.00	June 2008	This document and its support documents have been reviewed to address the experience since V1.00 was adopted that a number of documented service levels were not achievable with the available funding. Refer to note in Executive Summary. Version 2.00 addresses this. Notice in Government Gazette 10 April 2008. Adopted by Council at its meeting 23 June 2008
V2.01	March 2009	This document and its support documents have been reviewed to address the experience since V2.00 was adopted. It is a requirement under the Road Management Act 2004 to update and present Council's Municipal Road Management Plan to any newly elected Council. Version 2.01 addresses this. Notice in Government Gazette 2 April 2009. Adopted by Council at its meeting in June 2009.
V3.00	28 May 2012	This document and its support documents have been reviewed to address the experience since V2.01 was adopted. The document takes into account matters raised in audits over the intervening period. The plan was adopted by Council at its meeting 28 May 2012
V4.00	June 2013	This document was reviewed with no amendments made.
V5.00	April 2017	This document and its support documents have been reviewed to address the experience since V2.00 was adopted. It is a requirement under the Road Management Act 2004 to update and present Council's Municipal Road Management Plan to any newly elected Council.
V6.00	June 2021	This document and its support documents have been reviewed to address the experience since V2.00 was adopted. It is a requirement under the Road Management Act 2004 to update and present Council's Municipal Road Management Plan to any newly elected Council. MAV Insurance have review Road Management Plan 2017 and council have implemented accordingly.
V7.00	July 2025	This document and supporting documents have been reviewed with consideration to the experience of Council since the adoption of v6.00 and suggestions raised by MAV insurance as part of their review and template provided in 2024. It is a requirement under the Road Management Act 2004 to review and present the Road Management Plan for any newly elected Council.

NB: Version numbering changes (eg V1.00 to V2.00) will be made when the document undergoes its regular review and when significant changes are made to standards and guidelines for inspections, intervention levels or work. Point number changes (V1.00 to V1.01) will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues.



## Warrnambool City Council Municipal Road Management Plan

# Municipal Road Management Plan

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**Warrnambool City Council Municipal Road Management Plan**

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**1. Executive Summary**

Version 1.00 of the Road Management Plan was developed during 2004 to establish a management system for the public road functions that are the responsibility of the Council to meet the needs of the community. The management system is based on policy and operational objectives and at the same time recognises resource limitations in undertaking the necessary levels of service and performance standards outlined in the Plan.

This Plan encompasses road user needs and expectations within an economic framework based on meeting "reasonable" maintenance operation targets and asset management programs relative to the road network function.

To be effective, the Road Management Plan requires implementation of systemised records management so that details of inspections and remedial works can be readily recorded and retrieved. In the event of litigation, Council's defence shall rely on its ability to demonstrate that it had adhered to the requirements of the Plan.

This Plan clearly establishes the management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standards in relation to discharge of duties in the performance of those road management functions.

## Warrnambool City Council Municipal Road Management Plan

## 2. Introduction

### 2.1 Legislative Basis for the Plan

This Municipal Road Management Plan (referred to hereafter as the 'Plan') has been prepared in accordance with the Road Management Act, 2004, one of the key purposes of which is to reform the law relating to road management in Victoria. The Plan reflects the purposes and objectives of the Council as required by the Local Government Act, 1989.

The Warrnambool City Council is the designated 'Co-ordinating Road Authority' for municipal roads within the City and is responsible for their care and management.

As the Co-ordinating Road Authority, Council must ensure that if a road is reasonably required for public use that it is kept open for public use and may, at its discretion, carry out work on the road. Council is under no obligation to do any specific work on any road and, in particular, is not obliged to carry out any surface or drainage work on any road other than specified in the Road Management Plan.

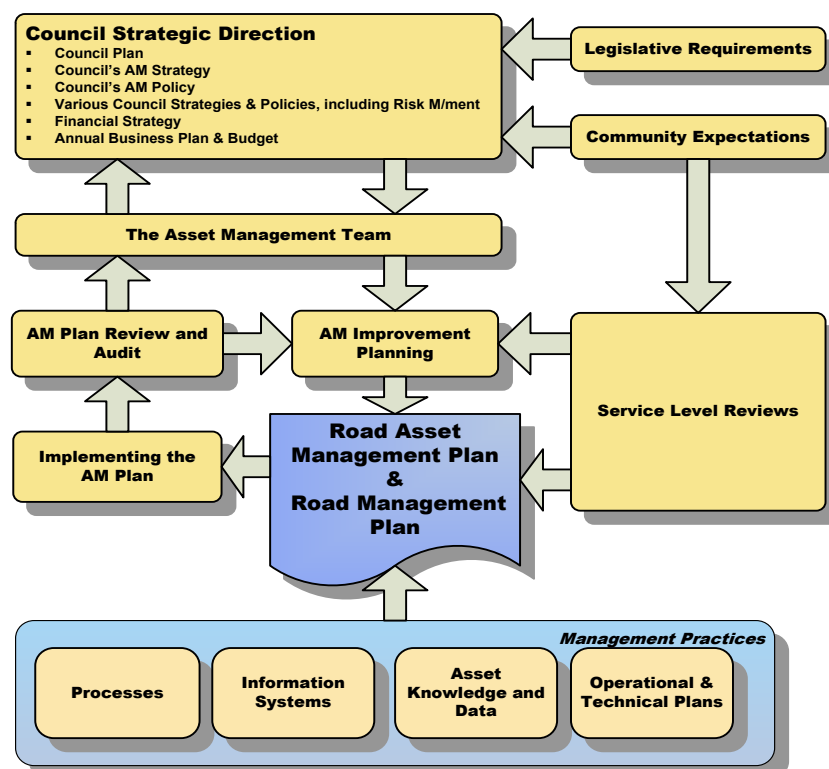
### 2.2 Purpose of the Plan

The purpose of the Plan is to establish a management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standard in relation to discharge of duties in the performance of those road management functions.

### 2.3 Strategic Planning Process

The Road Management Plan has been developed to accord with other Council plans and strategies and is a component of Council's overall strategic planning process as shown in the following diagram.



### 3. **Public Roads, User Rights and Responsibilities**

#### 3.1 **Public Roads**

“Public roads” are freeways, arterial roads and other roads that Council has decided are reasonably required for general public use. Note that not all roads or pathways are “public roads” under the Act and are thus exempt from the standards prescribed in the Plan.

The Road Management Act imposes specific duties on Council with respect to the inspection, repair and maintenance of its public roads.

#### 3.2 **Definitions**

“**Act**” is the Road Management Act 2004.

“**Ancillary Area**” is any area designated by Council used by motor vehicles connecting to a roadway. E.g. car park, rest stop or scenic lookout.

“**Appropriate Warning**” means to adequately alert the user to a hazard, or to temporarily mitigate a hazard.

“**Arterial Roads**” are Freeways, Highways & Declared Main Roads, which are managed by the State Government through VicRoads.

“**Bridge and Major Culverts**” means a structure having a clear span greater than 1.80 metres or a pipe culvert having a waterway area greater than 3 square metres.

“**Co-ordinating road authority**” The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head Transport for Victoria. Generally, if the road is a municipal road, this will be Council.

“**The Council**” refers to the Warrnambool City Council.

“**Intervention Level**” is the extent of a road or pathway defect above which poses an unacceptable risk to users.

“**Level of Service**” is the defined service quality for the road or pathway against which performance may be measured. Generally, this related to quality, quantity, reliability, responsiveness and cost.

“**Pathway**” refers to formed areas constructed or developed by Council for members of the public (not motor vehicles) to use and may or may not be located within the road reserve for use by pedestrians. Shared paths, which may or may not be within the road reserve, are designed for use by both pedestrians and cyclists. Pathway areas may be formed by concrete, pavers, asphalt, stone or a similar material.

“**Municipal Roads**” are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads, which are those that are reasonably required for general public use.

“**Non-Road Infrastructure**” means infrastructure in, on, under or over a road which is not road infrastructure and includes gas pipes, water and sewerage pipes, cables, electricity poles and street lights, rail crossings, bus shelters, vegetation and the like.

“**Other Roads**” include roads in State forests & reserves, and roads on private property. The municipal council is not responsible for the care and maintenance of these roads.

“**Register of Public Roads**” refers to the register specifying the public roads in respect of which Council is Co-ordinating Road Authority under the Road Management Act (2004).

“**Response Time**” is the timeframe afforded to Council to respond to a hazard or defect measured from when a hazard or defect is identified by or notified to Council.

#### Warrnambool City Council Municipal Road Management Plan

**“Respond”** means to mitigate a defect by returning the asset to, or as close as reasonably possible, its original standard.

**“Road”** by definition in the Local Government Act 1989 includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

**“Road Infrastructure”** means that infrastructure which forms part of a roadway, pathway or shoulder including:

- (i) Structures forming part of the roadway, pathway or shoulder.
- (ii) Materials from which a roadway, pathway or shoulder is made.
- (iii) bridges, culverts and fords plus materials such as asphalt, bitumen, gravel, line marking, guideposts, signs, traffic lights etc.

**“Roadside”** Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed.

Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside

**“Traffic Lane”** is the part of the roadway which is designated for use by a single line of vehicles.

**“Working Day”** means any day of the week excluding Saturdays, Sundays and public holidays (within the meaning of the Public Holidays Act 1993) applying in the municipal district.

### 3.3 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- ☞ The community in general (for recreation, sport, leisure & business);
- ☞ Residents & businesses adjoining the road network;
- ☞ Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- ☞ Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- ☞ Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- ☞ Tourists & visitors to the area;
- ☞ Emergency agencies (Police, Fire, Ambulance, VICSES);
- ☞ Military (special use in times of conflict & emergency);
- ☞ Traffic & Transportation managers;
- ☞ Managers of the asset that is the road network;
- ☞ Construction & maintenance personnel who build and maintain asset components;
- ☞ Contractors & suppliers for the road network;
- ☞ Land Developers;
- ☞ Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications);
- ☞ Council as custodian of the asset;
- ☞ State & Federal Government that periodically provide support funding to assist with management of the network.

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Warrnambool City Council Municipal Road Management Plan

### 3.4 Obligations of road users

#### 3.4.1 Duty of the Road User

The Road Safety Act (1986) – Section 17A stipulates the obligations of road users as follows:

- (1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the —
  - physical characteristics of the road;
  - prevailing weather conditions;
  - level of visibility;
  - condition of the motor vehicle;
  - relevant road laws and advisory signs;
  - physical and mental condition of the driver.
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
- (3) A road user must—
  - have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
  - have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
  - have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

#### 3.4.2 Incident Claims

If a person proposes to commence a proceeding in a court based on a claim in relation to an incident arising out of the condition of a public road or infrastructure, the person must give written notice of the incident to the responsible road authority within the prescribed period of the incident occurring [clause 115(1) of the Road Management Act].

#### 3.4.3 Council Local Laws

Council has local laws that require permits to be sought from Council where a member of the public or organisation proposes to undertake activities within the road reserve that may in any way impede access by the public or interfere with road infrastructure

#### 3.4.4 Obligation to Maintain

In relation to provision of access to the road reserve from adjoining properties, there are several assets within the road reserve that council does not have an obligation to maintain. These include:

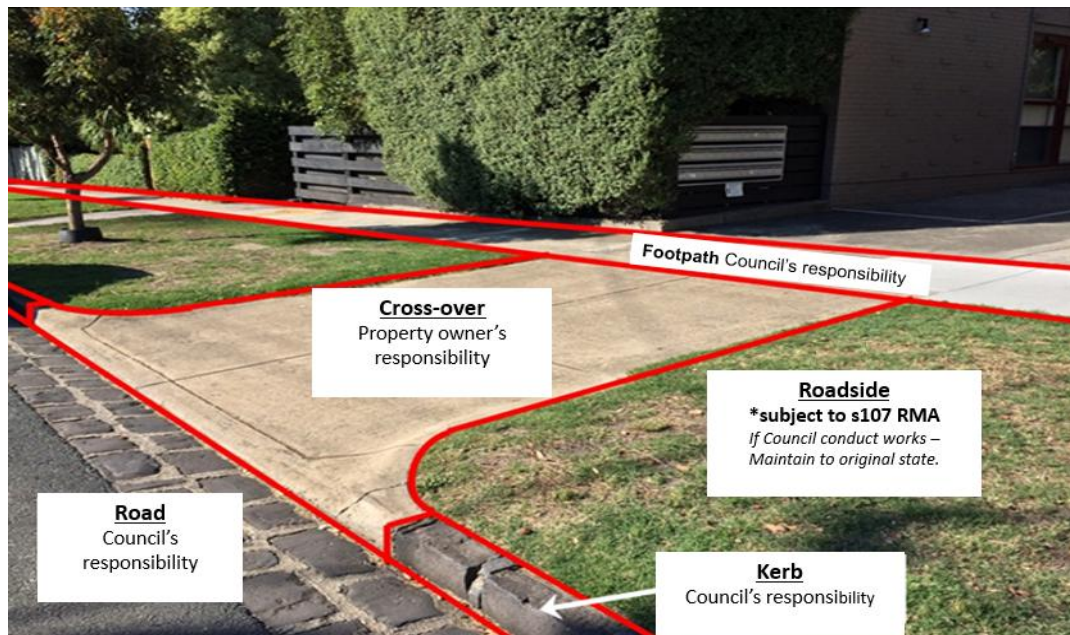
- (1) **Vehicle crossings** (driveways) where the portion of a vehicle crossing located between the carriageway and the pathway is the responsibility of the adjoining property owner to maintain. If there is no pathway present, the crossing runs from the carriageway to the property boundary and is the responsibility of the adjoining property owner to maintain.
- (2) **Private roads** which are constructed as part of a subdivision are not the responsibility of Council to maintain until statement of compliance has been achieved and the subsequent titles are issued. At which point the roads vest in Council as public roads. In addition, Council has no obligations regarding roads which are not available for access by the public and are thus privately owned and managed.



#### Warrnambool City Council Municipal Road Management Plan

- (3) **Single property stormwater drains** that are constructed within the reserve from the property boundary to a discharge outlet in the kerb or into the drain. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.
- (4) **Non-road infrastructure** which is owned by utilities and public transport authorities are the responsibility of the relevant owner to maintain. Council has no obligations in regards to these assets pursuant to clause 6 of schedule 7 of the Road Management Act 2004.

#### Obligation to maintain diagram



#### 3.4.5 Roadside - Nature Strips and Infill Areas

The residual areas between the edge of the road or back of the kerb and the property boundary (which are not occupied by a pathway or private road crossing) are the responsibility of the property owner to maintain. Street trees within this area, however, are controlled and maintained by Council. *As per Section 107 of the Road Management Act, Council has no "statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside", described as "any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway".* This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

#### 3.5 Delegations

The Chief Executive Officer through an "Instrument of Sub-Delegation" has delegated the various functions under the Road Management Act to the respective officers of Council detailed in the Instrument of Sub-Delegation.

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**Warrnambool City Council Municipal Road Management Plan**

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**3.6 Exceptional Circumstances**

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP).

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the Chief Executive Officer (CEO) of Council, has to, pursuant to Section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated, stating the time this is to occur and other relevant particulars.

## Warrnambool City Council Municipal Road Management Plan

### 4. **Municipal Asset Management**

#### 4.1 **Asset Hierarchies – Road Network**

All roads and pathways within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.

The Council has developed two separate hierarchies for its transport network to recognise the variances in usage within them. These are:

- Road network
- Pathway network

#### **Road Hierarchy**

Category	Function
<b>Link</b>	Carry the heaviest volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality.
<b>Collector</b>	Carry significant volumes of traffic and provide access by connecting residential areas to the link roads. They also provide links between the various arterial roads.
<b>Access</b>	Carrying moderate volumes of traffic and primarily serve as property access roads for the local community.
<b>Lane</b>	Roads carrying local traffic, typically providing secondary access to properties with more than one road frontage.

Note: Bridges, culverts, traffic facilities and kerb & channel have their hierarchies based on the road hierarchy with vehicular traffic. For the pathway hierarchy pedestrian traffic is the basis of usage volume.

#### **Pathway Hierarchy:**

Category	Function
<b>Category 1</b>	CBD, and those pathways within the vicinity of schools, hospitals and aged care facilities.
<b>Category 2</b>	Selected medium use pathways in prominent areas other than described above
<b>Category 3</b>	Pathways in residential, commercial & industrial areas other than as described above.

#### 4.2 **Maintenance Management System**

The Maintenance Management System for the municipal road network infrastructure within the Warrnambool City Council is a combination of standards, codes, guidelines and data management systems.

Key components are outlined as follows:

##### 4.2.1 **Functional Levels of Service**

The functional levels of service outline the maintenance standards which the Council shall provide for the road and pathway network, including defect intervention standards, defect response times and inspection timeframes. The levels of service are provided in Attachments 2 and 3.

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Warrnambool City Council Municipal Road Management Plan

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#### 4.2.2 Asset Maintenance – Levels of Service

The following matters are taken into account when developing maintenance standards:

- (a) **Road condition surveys** – periodic surveys to monitor road pavement, road surfacing, structure, and roadside condition at specified intervals depending on the asset, its condition at the previous survey, the volume and nature of road usage (hierarchy classification), and any risk to safety. Condition surveys are not intended to identify individual hazards/defects, rather their primary purpose is to establish the long-term asset life expectancy and suitability for traffic use and inform future upgrade/re-construction priorities.
- (b) **Routine maintenance inspections** – regular inspections, as part of the day-to-day maintenance of the road network, to monitor asset condition against defect intervention levels (ie that point which takes the defect beyond the ‘tolerable’ level) and asset safety. Inspection intervals have been determined having regard to the particular road asset element, the type, volume and nature of road usage, and the resources available.
- (c) **Routine maintenance standards** – routine maintenance and repair functions and standards that are based on agreed asset performance targets and defect intervention levels and response actions (based on risk assessment) for a particular asset element (eg. road, pathway, bridge) and road type. Standards vary across the road network in line with relevant risk factors such as traffic volumes, composition of traffic, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs, and competing priorities for funding.
- (d) **Repair and maintenance works** – routine maintenance and repair works are undertaken within a specified reasonable period of time having regard to intervention action priorities, and to specified standards.  
  
Response times have been determined by appropriate Council Staff from local knowledge and experience based upon past performance. Attachment 2 details defect intervention levels and response times.
- (e) **Temporary measures** – temporary works to be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed.
- (f) **Emergency works** – works required to be undertaken immediately outside routine works programs to ensure the safety of road users and the public as a result of emergency incidents. Emergency works include traffic incident management, responses to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan & Municipal Emergency Management Plan.

The outcome of the assessment of the various maintenance factors results in the preparation of the annual program for road maintenance, setting out the level of activities and resources to be considered with the Annual Budget.

By developing long term maintenance programs, Council is better able to strategically plan its finances.

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Warrnambool City Council Municipal Road Management Plan

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#### 4.2.3 Asset Inspection Process

To enable competent management of the road network, Council conducts regular inspections which cover incident response, defect identification and condition assessment. Attachment 3 lists the inspection details and frequencies.

##### Defect Inspections

**Reactive Inspections** – a customer request made by a member of the public or internal council staff member, including reference to response and timeframe being dependant on the nature of the defect and its location relative to the asset hierarchy classification. Council officers will take photographs of reported defects which include evidence of defect measurements, and the outcome recorded in Council's asset information system, Conquest and Customer Request System.

**Routine Defect Inspections** – determine if the road asset complies with the levels of service in terms of having defects above intervention levels. Programmed defect inspections are undertaken by way of a formal timetable regime by suitably trained officers. Inspections may be conducted by vehicle or on foot with identified defects photographed and recorded in Council's asset information system, Conquest.

**Incident Inspections** – conducted following an incident or other report that indicates a defect outside the tolerable level or otherwise likely to create danger to the community. As a result, an incident condition report may be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.

**Condition Inspections** - identify deficiencies in the structural integrity of road and pathway infrastructure which if left untreated are likely to adversely affect network condition.

#### 4.3 Asset Management Principles and Financial Sustainability

Council may intervene with its road and pathway network for a multitude of reasons. To achieve a financially sustainable management solution for Council's assets, preventative maintenance or renewal programs may be utilised.

#### 4.4 Community Expectations & Consultation

##### 4.4.1 Future Consultation

Wherever practicable, input will be sought on appropriate aspects of the Plan by way of community consultation. However, consultation will be governed by the ability to accommodate changes for reasons that include existing physical constraints as well as the affordability of resources to effect possible changes. By seeking community input into its service delivery, it is vital that Council does not create a false sense of expectation by the community that suggested changes will be implemented that simply cannot be achieved for reasons such as the affordability factor.

## **5. Council Support Systems**

### **5.1 Customer Service Systems & Procedures**

#### **5.1.1 Customer Request System**

Customer requests and complaints are managed and tracked by way of Council's *Open Office – Customer Service Manager* computerised system. It enables Council staff to be able to input their own requests, be aware of requests pending and search completed requests.

#### **5.1.2 Maintenance Responsiveness & Performance Targets**

The Customer Request System records when a request is made, what the request is concerning and the date the request is actioned.

It should be noted that 'actioning' a request doesn't necessarily mean that the request has been fulfilled but simply that appropriate action has taken place.

Appropriate action may well mean that an asset defect, such as a damaged pathway has been inspected and:

- repairs are straight-forward and have been implemented as soon as a work crew is available - the appropriate action in this case is when the repair work has been completed; or
- repairs are significant and need to be undertaken on a special works program along with a number of similar works and the site has had temporary measures implemented until such time as repairs are undertaken - the appropriate action is when the repair work has been listed on the future works program not when it has been completed; or
- the defect was found not to warrant any remedial action at that stage as it was below specified intervention levels - the appropriate action in this case is to record the inspection and take no action.

Whatever the response, it is noted against the original request.

The Customer Request System enables the response times to be monitored to assess performance. This covers response times both for inspections and the interval until appropriate action is undertaken.

### **5.2 Asset Information System**

Warrnambool City Council utilises the Conquest Asset Management System to manage its roads and pathways data. This database stores the relevant asset information including the Register of Public Roads and other information which is important in managing Council's road and pathway assets. Data recorded for an asset may include location by name, asset valuation, asset condition, defect histories, dimensions and more.



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**Warrnambool City Council Municipal Road Management Plan**

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**6. Financial Management****6.1 Budget Provisions**

The commitments and obligations specified within this Plan are matched to the financial resources available to deliver those commitments as set out in the Council Plan and Council Budget. To efficiently achieve and sustain the standards of service described within the Plan, Council is required to commit annual funding which is adequate in delivering appropriate and responsive maintenance, renewal and replacement programs for road and pathway infrastructure.

**6.2 Budget Process**

The budget process is conducted in a manner that ensures matters requiring consideration are taken into account prior to final adoption by Council. Community input is sought during the preparation of the Council Plan and annual budget. Submissions are invited via public notice advertisements. Any submissions by the community are considered prior to Council adopting its annual budget. This process ensures the community has every opportunity to participate in the budgetary process.

## Warrnambool City Council Municipal Road Management Plan

### 7. Register of Public Roads

#### 7.1 Council's Road Infrastructure

The Municipal Register of Public Roads is stored on Council's Road Asset Information System, the Conquest Asset Management System.

A hard-copy is available for inspection at the Warrnambool City Council's Customer Service Centre. The hard copy will be updated at least annually, and update sheets will be inserted at other times when significant changes are made. (eg new subdivisions added)

#### 7.2 Maintenance Demarcation Agreements

Where there are maintenance demarcation agreements defining limits of responsibility on municipal roads between Warrnambool City Council and VicRoads, Moyne Shire, Department of Sustainability & Environment or any other public body or private organisation, the schedule of roads affected by these agreements are listed in the Register of Public Roads.

Issues relating to VicRoads will be outlined in the Instrument of Delegation between VicRoads and Council. Typical demarcation issues where council is often thought to have sole responsibility are listed in the following table:

Issue	Agreement with	Responsibilities
Boundary Roads	Moyne Shire Council	Detailed in the Register of Public Roads.
Street Lighting	Electricity Supply Authority	Asset owned by the Authority; Council pays annual charge.
Rail Crossings	VicTrack	As set out in the Safety Interface Agreement

#### 7.3 Non- Road Infrastructure

Non-road infrastructure within the road reserve (eg rail crossings, telecommunications structures, water & sewerage, street lighting, etc) are to be maintained by the body responsible for that infrastructure (refer to attachments 1 & 2).

### 8. Reviewing the Road Management Plan

The Road Management Plan is intended to be a dynamic document, and as such, there is a need for regular review, refinement and improvement. This will ensure that the Plan is in accord with responsible asset management, changing technology, and in particular, Council and community requirements and expectations.

It is proposed to undertake a review of this Plan at least every 4 years, or more frequently if circumstances require it. Any revised plan will be subject to the consultation and approval processes as detailed in Part 3 of the Road Management (General) Regulations 2016.

### 9. Attachments

- 1- Summary of Non-Road Infrastructure in the Road Reserve
- 2- Typical Defect Intervention Levels
- 3- Road Asset Inspection Frequencies

Warrnambool City Council Municipal Road Management Plan

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**Attachment 1 – Summary of Non-Road Infrastructure in the Road Reserve**

Asset Type	Infrastructure Manager
Street Lights	Powercor
Traffic Signal Installations – VicRoads assets	VicRoads
Telecommunications infrastructure Assets	Telstra, NBN and Optus
Water & Sewerage infrastructure assets	Wannon Water
Electricity infrastructure assets	Powercor
Gas infrastructure assets	Tenix
Rail Crossings	VicTrack
Bus Stops/Shelters (Public Transport)	Department of Transport

## Warrnambool City Council Municipal Road Management Plan

**Attachment 2 – Intervention Levels and Response Times****Defects from Routine Defect Inspections****Road Network**

Defect Description	Response Times by Hierarchy (working days)			
	Link	Collector	Access	Lane
Obstruction in the traffic lane, shoulder or designated bike path of a sealed road, or the traffic lane of an unsealed road - Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, an accumulation of dirt or granular materials in a sealed road, ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	2	2	2	2
Edge of seal drop off which is >100mm and is over 10m in length	10	15	20	30
Reduction in original sealed width ≥250mm	10	15	20	30
Pothole in the traffic lane, shoulder or designated bike path of a sealed road depth >100mm and diameter >300mm	10	15	20	30
Pothole in the traffic lane of unsealed road depth >150mm and diameter >500mm	10	15	20	30
Pothole in the bike lane in designated marked on road bike path of a sealed road depth >100mm and diameter >300mm	5	5	10	20
Deformation >100mm under a 3m straight edge in the traffic lane, shoulder or designated bike path of sealed road.	20	40	60	90
Deformation >150mm under a 3m straight edge in the traffic lane of unsealed road.	20	40	60	90
Missing or substantially damaged drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	5	5	5	5
Trees, shrubs or grasses that restrict design sight distance to intersections or to safety signs.	60	60	60	60
Vegetation intruding within an envelope over roadways with a speed limit >70kmph from the back of shoulder and or kerb and a minimum of 4.3m height clearance for traffic lane and trafficable portion of shoulder.	20	40	60	**
Regulatory Sign missing, illegible or damaged.	10	15	20	40
Guidepost missing or damaged at a critical location*.	10	15	20	40
Safety Barrier missing or damaged at a critical location*.	10	15	20	40
Pavement marking missing, illegible or confusing at a critical location*.	20	20	20	40
Traffic signal failure or malfunction	36 Hours	36 Hours	36 Hours	36 Hours
Bridges or major culverts including traffic lanes, shoulders and footpaths, with defective with a step >30mm and hole or gap >40mm in length and width. Pooling of water in bridges and culverts greater than 100mm	30	30	30	30

## Warrnambool City Council Municipal Road Management Plan

### Pathway Network

Defect Description	Response Times by Hierarchy (working days)		
	1	2	3
Defective with a step >30mm	30	30	30
Hole or gap >40mm in length and width	30	60	90
Vegetation which presents a physical hazard to the public over pathways, intruding into a minimum of 2.1m height clearance above path	60	60	60

\*A critical location is a location where the road alignment and/or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public.

\*\* “-“ Means that this asset condition is not considered a hazard within this hierarchy classification, or that the defect is not applicable to this classification.

Emergency callout - when any call is received which reports an immediate and significant threat to the health and safety of the public, the relevant service team will inspect and assess the issue within 6 hours.

If for any reason it is not feasible to rectify a hazard within the response times detailed in this attachment, appropriate warning of the hazard is to be provided until a suitable repair or treatment may be completed.

Appropriate Warning may include, though is not limited to the following:

- Provision of warning signs,
- Traffic control action,
- Diverting traffic around the site,
- Installation of a temporary speed limit,
- Lane closure,
- Restrict use (eg load limit), or
- Full closure.

### Vegetation intrusion from a private property

Where a vegetation intrusion or hazard is resulting from a private property, Council shall send a request for contact to the property owner within 5 working days of the inspection. The request for contact shall allow the property owner 10 working days to reach contact with the Council. Following contact, Council shall provide the property owner 20 working days to respond to the vegetation intrusion. If the intrusion has not been responded to within this timeframe, or the property owner does not contact Council within the prescribed period of time, Council shall respond to the intrusion within 60 working days of the initial inspection at the cost of the property owner.

### Warrnambool City Council Municipal Road Management Plan

#### Non-Road Infrastructure

Council does not owe a duty of care to perform any maintenance works on non-road infrastructure which is owned and managed by a third party (pursuant to clause 6 of schedule 7 of the Act). Furthermore, Council may not be held liable in any civil proceedings arising from a third party failing to discharge its duty of care in relation to its asset (section 104 of the Act).

Council does, however, have a duty of care to cooperate in good faith with other infrastructure managers in coordinating the management and maintenance of infrastructure and related works on a road (clause 4 of schedule 7 of the Act). In the discharge of this duty, Council shall follow the process described in the table below when third party asset defects are identified by Council.

#### Third-party asset defects in pathways

Risk Rating	Defect Description	Council Response
High Risk	Missing pit lid	<ul style="list-style-type: none"> <li>Notify asset owner before the end of the following working day (5.00 PM) from the time the defect is identified by Council staff.</li> <li>Implementing temporary measures to mitigate the risk within 5 working days of the defect being identified by Council staff.</li> <li>If the defect has not been permanently rectified within 20 working days, notify the asset owner a second time.</li> <li>The defect is closed provided Council has a recorded response from the asset owner regarding the defect.</li> </ul>
	Pit displaced, damaged or settled to create a trip hazard > 50mm	
	Pit lid which is severely cracked, brittle or otherwise damaged to create a high risk of collapse.	
Moderate Risk	Pit displaced, damaged or settled to create a trip hazard > 30mm.	<ul style="list-style-type: none"> <li>Notify asset owner before the end of the following working day (5.00 PM) from the time the defect is identified by Council staff.</li> <li>If the defect has not been permanently rectified within 20 working days, notify the asset owner a second time.</li> <li>The defect is closed provided Council has a recorded response from the asset owner regarding the defect.</li> </ul>
	Pit lid displaced or cracked creating a hole or gap > 40mm in width and length	

*Note: During the process of notification, Council shall record the relevant reference numbers, case notes, defect details and inspection details*



## Warrnambool City Council Municipal Road Management Plan

**Attachment 3 - Road Asset Inspection Frequencies**

Asset Group	Hierarchy Category	Inspection Type, Inspections Per Calendar Year	
		Defect Inspection	Night Defect Inspection
Sealed Roads & Off Street Car Parks	Link	One	One
	Collector	One	One
	Access	One	As required
	Lane	As required	As required
Unsealed Roads	Link	N/A	N/A
	Collector	Two	One
	Access	Two	As required
	Lane	As required	N/A
Pathways	Category 1	Two	N/A
	Category 2	One	N/A
	Category 3	Once every three calendar years <sup>^</sup>	N/A
Bridges and Major Culverts	Level 1 inspections	One	N/A

**As required:** When applied to Inspection frequency, 'As Required' indicates that an inspection will only be undertaken upon a request being submitted and an assessment made as to whether an inspection is warranted on the grounds of a risk to public safety.

**N/A:** This denotes that the issue is not applicable as that asset component does not exist in that category or an inspection is not warranted.

<sup>^</sup>The inspection program shall be divided into zones, with one-third of these zones being inspected each calendar year, ensuring that the whole category 3 network is inspected at least once every three (3) calendar years.



- Completed
- On Schedule
- On Hold
- Behind Schedule
- Not Completed
- Withdrawn

Report Generated: 24/07/2025



## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**GOAL 1: A HEALTHY COMMUNITY:** We will be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.

**Objective 1: WELCOMING & INCLUSIVE CITY:** Warrnambool will be a city that is more welcoming to all and fosters diversity.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.1.1	Review current parenting programs in line with community profile data to ensure all programs are inclusive to all parents.	Manager Children's & Family Services	100%		Survey results have been compiled, parenting programs have been identified based on community needs and the delivery of programs has begun. Circle of Security program is being provided to the community due to outcomes of the review.
1.1.2	Review the Communications Strategy and expand to include customer service elements that align with the Customer Service Charter.	Manager Engagement & Communications	100%		The Community Engagement Policy was reviewed by Council and a revised policy was adopted at the June Council meeting.
1.1.3	Deliver a new West Warrnambool Neighbourhood House.	Service Manager Healthy Engaged Communities	100%		Official opening of West Warrnambool Neighbourhood House took place on 28 February. The facility is fully operational, open 25+ hours per week and offering a wide range of programs for community groups to attend. A Harmony Day event was held on 21 March with 80+ attendees including local residents, community agencies and Warrnambool Multicultural Association members.
1.1.4	Increase access to participation for all abilities and raise awareness within the community regarding the needs of people with a disability.	Service Manager Healthy Engaged Communities	100%		Community collaborative events have been undertaken in accessible local venues in order to enable increased participation for all abilities. Events have included: Warrnambool FReeZA Up in Lights Art Exhibition for Young Artists on 24 April on Timor Walk; Warrnambool Youth Environment Summit held on 2 to 4 May at Hycel, Deakin University; Wata Waenanda Network - National Reconciliation Event held on 30 May at the Civic Green/Lighthouse Theatre; and Tunes in the Park held on 22 May at Pecten Avenue Park/West Warrnambool Neighbourhood House. At planning stage, all of these events considered accessibility and inclusion as key considerations towards enabling increased participation by community members of all abilities. Following the success of last year's Wheelie Convoy on the Warrnambool Foreshore, planning is underway for another Wheelie Convoy in October 2025 as part of the Senior's Festival.

Completed

On Schedule

On Hold

Behind  
ScheduleNot  
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2



## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**Objective 2: ENGAGEMENT WITH ABORIGINAL COMMUNITIES:** Council will pursue improved partnerships and meaningful engagement with Aboriginal people to grow opportunities and better outcomes for Aboriginal people.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.2.1	Finalise Council's Reconciliation Action Plan.	Service Manager Community Care	35%		Council has engaged an Indigenous consulting firm to assist with this project. Literature review has been completed and 4 of the 6 interviews with Council officers have been undertaken. Face to face interviews and engagement with the Guditjama and the Eastern Maar Aboriginal Corporation will be completed for their input in to the plan.
1.2.2	Increase participation of Aboriginal families in early years services, with a focus on maternal and child health and kindergarten services.	Manager Children's & Family Services	100%		End of year data indicates consistent participation of Aboriginal families in kinder and MCH rates slightly stronger than previous year (1.5%).

**Objective 3: HEALTH & WELLBEING:** Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.3.1	Continue to deliver the actions of the South West Child and Family Alliance to achieve improved outcomes for vulnerable children and young people by working with families to maximise the opportunities and support for their children.	Manager Children's & Family Services	100%		The South West Child and Family Alliance Strategic Plan has been finalised and endorsed by all 9 agencies. It is now being prepared for dissemination.
1.3.2	Promote health and wellbeing through delivery of a diverse range of programs for older adults that support social connection and active participation from the Archie Graham Community Centre.	Service Manager Healthy Engaged Communities	100%		The Archie Graham Community Centre remains an important space for fostering meaningful social connections among older adults. The Archie Fresh Produce Exchange is doing well with regular contributions from participants involved in Green Living activities which provide a reliable source of fresh produce and repurposed craft items for exchange. Volunteers remain crucial to the Centre's atmosphere, especially in promoting inclusion and fostering connections. The Archie Café continues to serve as a central hub for deeper social interaction. The 'I'm Asking for a Friend' Program aimed at connecting individuals with local financial support organizations will continue with an adjusted format to boost engagement. The 'My Aged Care' and 'End of Life Planning' community information sessions remain popular. Additionally, the collaboration with Warrnambool Bus Lines on the new 'Finding Freedom in Bus Travel' initiative has generated positive interest, with the Connect Warrnambool Facebook post about the bus trips reaching 6.9K views.

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3



## Warrnambool City Council Council Plan Actions

## Q4 2024/2025

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.3.3	Deliver high quality and affordable in-home care within the relevant guidelines and funding agreements.	Service Manager Community Care	100%		<p>Council continues to deliver services to clients across the service streams.</p> <ul style="list-style-type: none"> <li>• Respite - Total Hours YTD 3,214 Total Clients 145.</li> <li>• Meals on Wheels - Total Meals 16894 Total Clients 264.</li> <li>• Social Support - Total Hours YTD 20960.5 Total HACC Meal Vouchers 128 Flexible Meals 83.</li> <li>• Personal &amp; Domestic Assistance - Total Hours YTD 12324 Total Clients Assisted YTD 650.</li> <li>• Home Maintenance - Total Hours YTD 1,835 Total Clients YTD 176.</li> </ul> <p>Council delivered services to 1557 people in the 2024/25 financial year.</p>
1.3.4	Engage children in Learn to Swim programs that align with the National Swimming and Water Safety Framework and provide adult learning opportunities in accordance with LSV Swim and Survive program.	Aquazone Service Manager	100%		<p>LTS finished the year with 950 enrolled students. Overall AquaZone had 27,217 student engagements, 9,653 visits by school students, and 6,763 visits from students outside of their lesson time. AquaZone continues to offer lessons for all ages and abilities, with lessons running Monday-Saturday.</p>
1.3.5	Increase participation through activation, promotion and programming of AquaZone that meets the needs of the community.	Aquazone Service Manager	100%		<p>Unfortunately, lower attendance across the last quarter reduced AquaZone projected growth. However overall, we still achieved the following:</p> <p>Total Growth: 5%- 216,501 visits          Aquatics: 0% - 145,388 visits (500 increase)          Group Fitness Growth: 6%- 30,160 visits          Gym Growth: 26% - 40,953 visits</p>
1.3.6	Continue to implement the Municipal Health and Wellbeing Plan 2021-25 (Healthy Warrnambool) through the Committee of Practice model.	Service Manager Community Care	100%		<p>Increase access to participation for all abilities and raise awareness within the community regarding the needs of people with a disability:</p> <ul style="list-style-type: none"> <li>• Council officers have established a partnership with Deakin University and the University of Central Queensland to pilot an all-abilities gym program at AquaZone.</li> <li>• Council have received funding and commenced planning with partner organisations for the 2025 Wheelie Convoy event to be held at the foreshore promenade and Lake Pertobe in October.</li> </ul> <p>Meetings have been held with the Community of Practice Groups, included the Climate Change CoP, Healthy Eating CoP, Active Living CoP and the Reducing Harm from Alcohol and Other Drugs group to inform and workshop the development of the Healthy Warrnambool Plan 2025-2029.</p>

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.3.7	Continue to improve children and families' health and wellbeing as set by reaching the benchmarks within the Healthy Achievement Program.	Manager Children's & Family Services	100%		The healthy eating and oral health benchmark have been achieved by all 13 Early Years services; policy has been reviewed and updated to include breastfeeding friendly requirements for accreditation.
1.3.8	Provide increased services through the Enhanced Maternal and Child Health Service to support children up to the age of three years.	Manager Children's & Family Services	100%		EMCH service targets are being met. 1497 deliverable hours were provided during the financial year.

### Objective 4: AN ACCESSIBLE CITY: Council will improve the physical and social accessibility to community services, facilities, places and precincts.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.4.1	Where possible, and in accordance with current standards, deliver all-abilities access compliance as part of asset renewal projects.	Manager Strategic Assets, Property & Projects	100%		On-street accessible carparks have been installed at four locations including Liebig Street, Fairy Street, Timor Street and Flaxman Street. The now complete West Warrnambool Neighbourhood House includes all-abilities access including a ramp to the facility and a disabled carpark onsite. Works are close to complete on Beach Access 123 which will include the installation of an all-abilities ramp which will provide all-abilities access from the beach through to Lake Pertobe.
1.4.2	Implement the Fair Access and Use Policy for Community Sports Facilities, as mandated by the State Government, to be endorsed by Council by 1 July 2024.	Service Manager Recreation	100%		Endorsement of Policy completed. Implementation of the action plan to be incorporated into Active Warrnambool Strategy 2025-2035.
1.4.3	Develop a Youth Strategy that will guide Council programs, initiatives, advocacy and engagement with young people.	Service Manager Healthy Engaged Communities	100%		Moyne and Warrnambool Youth Strategy 2025-2030 was adopted by WCC in March 2025. Initiatives commenced include - planning for the Youth Advisory Board, delivery of the 2025-27 FReeZA and Engage! Programs; delivery of the 2025 Multicultural leadership program; planning for the Warrnambool Youth Environment Summit with Green Futures Now Alumni; application for Youth Fest 2025 funding.
1.4.4	Develop a Community Services Infrastructure Plan.	Service Manager Community Care	60%		A consultant has been engaged to develop the plan. This is anticipated to be delivered by the end of the year.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**Objective 5: RECREATION, ARTS, CULTURE & HERITAGE: Council will support opportunities to participate in a wide range of recreational, arts and cultural programs that promote activity, wellbeing, diversity heritage and which increase community connectedness.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.5.1	Complete the Playspace Strategy for community playgrounds and spaces.	Manager Strategic Assets, Property & Projects	100%		The Playspace Strategic Framework was adopted at the May 2025 Council Meeting.
1.5.2	Deliver a Lighthouse Theatre season program that is relevant and appealing to the local/South West audience and that provides opportunity to experience a diverse range of performing arts.	Service Manager Lighthouse Theatre	100%		During our April-June quarter, Lighthouse Theatre has offered a broad range of shows and events to appeal to a diverse audience. From again welcoming The Australian Ballet back to Warrnambool, we also hosted The Ukulele Death Squad, Tash York's Happy Hour and 2 sold out shows with comedian Geraldine Hickey. This range of performances has seen us engage with local community members new to attending the theatre as well as patrons travelling to attend shows, including interstate. The Lighthouse Theatre also hosted local theatre company Holiday's Actors' 40th anniversary production of 'Come From Away'. Our education program saw 16 schools and kindergartens bring 990 students to the Theatre to enjoy three performances of Alison Lester's beloved children's book 'Imagine'. We continue to endeavour to engage existing patrons of all ages and diversities while at the same time introducing newcomers to the world of live theatre.
1.5.3	Deliver Warrnambool Art Gallery exhibitions and experiences that engage community, attract and increase visitors, support artists and build new audience.	Director Art Gallery	100%		<p>The gallery has continued to developed it international, interstate, and Melbourne audiences highlighting strong and ongoing growth and a shifting audience demographic. This includes a 1.5% increase from Melbourne travellers, 2.2% increase from interstate, and 1.3% increase from international.</p> <p>The exhibition 'Kait James: Red Flags', developed by the Warrnambool Art Gallery begins its four-year national tour starting with Ararat Art Gallery opening 2 August. The exhibition will tour ten galleries across five states throughout regional and metropolitan Australia from 2025 - 2028 following successful federal government funding. This exhibition marks the first national tour of a Warrnambool Art Gallery produced exhibition representing a significant opportunity to build the gallery's visibility and strengthen its audiences national wide. And expected 50K audiences will view this exhibition.</p>
1.5.4	Develop a Warrnambool City Council Arts and Culture Strategy.	Manager Recreation & Culture	100%		The Creative Warrnambool Strategy has been released for public comment and is anticipated to be finalised in August.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.5.5	The Library and Learning Centre will deliver a program of community-responsive activities and events to promote, engage and support learning and literacy to people of all ages and abilities within the community.	Service Manager - Library & Learning Hub	100%		A large range of programs have been offered throughout the year. Financial year results for community programs: 1087 program sessions delivered to 19,987 participants.

### Objective 6: COMMUNITY LEARNING PATHWAYS: Council will support and encourage lifelong learning that helps build community resilience and preparedness for change.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.6.1	Maintain and further develop Council's partnership with Deakin University to enable research and development opportunities for community and industry.	Manager Economic Development	100%		<p>Through our relationships with our Sister Cities Miura and Changchun education is one of the key industries where opportunities are promoted.</p> <p>Council's Economic Development team, in conjunction with Deakin University Warrnambool, have held discussions on working with Deakin's International Recruitment Manager for China. The aim is to continue discussions with a view to facilitate a series of meetings with Council's key contacts in Changchun to encourage students to study and live in Warrnambool. Our Sister City in Japan, Miura, will also be discussed with Deakin which we will share with them as an opportunity for their young people to consider.</p> <p>The Sister City visit planning for early 2025 has included consultation with Deakin to include education and energy as part of the itinerary.</p> <p>The Economic Development team are also in the early stages of facilitating opportunities for our local secondary schools to develop sister schools relationship with schools in Changchun.</p>
1.6.2	Development and implementation of a 10 year Early Years Infrastructure Strategy for Council, in response to State Government kindergarten reforms.	Manager Children's & Family Services	70%		The project is underway with consultants meeting with relevant stakeholders. The report is anticipated to be finalised Q2 2025-2026.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**GOAL 2: A SUSTAINABLE ENVIRONMENT:** We will protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.

**Objective 1: NATURAL ENVIRONMENT:** Council will enhance open spaces and infrastructure that support a healthy community, wildlife, flora, fauna and biodiversity.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.1	Implement Invasive Plant and Animal Management Framework for the control of environmental weeds and pests.	Coordinator City Building & Administration Support	100%		A fox baiting program was completed during this quarter. Research into the release of RHDV1 K5 (calicivirus) for the control of rabbits has been undertaken.
2.1.2	Develop and implement programs that improve biodiversity, protect and enhance flora and fauna including revegetation with the assistance of community.	Coordinator City Building & Administration Support	100%		The current initiatives continue to be implemented: <ul style="list-style-type: none"> <li>Biodiversity mapping of the wild coast, Growing green rooms, School plant a tree days and Grey headed flying fox monitoring.</li> </ul>

**Objective 2: WATER & COASTAL MANAGEMENT:** Council will protect and enhance the health of Warrnambool's coastline and inland waterways to protect and improve biodiversity.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.1	Implement the Domestic Waste Water Management Plan to improve health and environmental outcomes for our community.	Coordinator Environmental Health	100%		Domestic Wastewater Management Plan 2020-2025 is coming into its sunset and planning has commenced on priorities for the renewed DWMP. A meeting was held with Wannon Water to discuss future priorities and direction. Likely to focus on existing infrastructure (available sewer) and requiring properties within the declared sewer district to connect. Funding currently being sought via budget bid - if successful, likely to go out to tender Q3/Q4.
2.2.2	Implement the Warrnambool Coastal Management Plan to guide the future use, development and management of Warrnambool's coastline.	Coordinator City Building & Administration Support	100%		Working on a Coastal Marine Management Plan across directorates which will supersede the Warrnambool Coastal Management Plan. Work is continuing on the Foreshore Path Vegetation management Plan and the Warrnambool Coastal Resilience Plan.
2.2.3	Complete the South Warrnambool Flood Study and begin Planning Scheme Amendment.	Coordinator City Strategy	100%		The South Warrnambool flood investigation was presented to Council for adoption in June 2025. Council did not support the flood investigation nor progressing the planning scheme amendment.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**Objective 3: ENVIRONMENTAL IMPACT & A CHANGING CLIMATE: Council will encourage innovation and initiatives that minimise Warrnambool's environmental impact.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.1	Council will investigate a seasonal increase of its FOGO collection over the spring and summer months.	Coordinator City Building & Administration Support	100%		Consideration of extra collections have been postponed until the review of the new contract documents for 2026.
2.3.2	Facilitate and support the delivery of climate change mitigation, adaptation and resilience actions to raise awareness and prepare for a changing climate.	Coordinator City Building & Administration Support	100%		The Warrnambool Coastal Resilience Plan project continues and is on track to be completed in December 2025. Through Barwon South West Climate Alliance (BSWCA) Council are participating in the Resilient Community Asset project.

**Objective 4: WATER RESOURCE MANAGEMENT: Council will promote and encourage awareness of sustainable practices in our work, and the community including water resource management.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.1	Deliver actions identified in the Albert Park Integrated Water Management Plan and the Lake Pertobe Integrated Water Management Plan.	Coordinator City Building & Administration Support	100%		Planting at Albert Park for National Tree Day is scheduled for 27 July 2025. Water level monitors for Lake Pertobe have been purchased and the education initiative - Lake Pertobe Discovery Trail - is in draft form.

**Objective 5: WASTE MINIMISATION: Council will pursue programs to minimise waste throughout the community, industry and promote the benefits of reduction, reuse and recycling of materials.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.5.1	Develop and deliver education program supporting the reduction of landfill, and a greater understanding of contamination impacts.	Coordinator City Building & Administration Support	100%		Targeted education campaigns have been undertaken to reduce contamination in recycling streams (glass and FOGO), this has reduced the volumes of recyclable product being sent to landfill. Advertising campaign completed on what can be recycled, with billboard ads and signage on town busses.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**Objective 6: AWARENESS & CELEBRATION:** Council will foster community awareness and recognition of the benefits of positive outcomes for Warrnambool's environment.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.6.1	Monitor and manage organisational greenhouse gas emissions and energy usage.	Coordinator City Building & Administration Support	100%		On going monitoring undertaken. When issues arise service managers are notified and appropriate actions taken if required. Council is procuring 100% of our electricity through the Victorian Energy Collaboration (VECO) meaning 100% of our electricity is renewable.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**GOAL 3: A STRONG ECONOMY:** We will support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.

**Objective 1: BUILD ON COMPETITIVE STRENGTHS:** Council will support initiatives that foster ongoing development and investment in the industries which underpin Warrnambool's economic strengths and comparative advantages.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.1.1	Manage Development Plans and Developer Contributions Plans to meet infrastructure requirements of new areas.	Coordinator City Strategy	100%		Development plans continue to be prepared and implemented across multiple growth fronts. Applications are currently under assessment for a Development Plan at 10-20 Walls Road, and a review of the Development Plan for 147 Wollaston Road; both sites are within the North of Merri growth area. Discussions are underway with developers seeking to amend Development Plans at Hopkins Heights and Gateway Park. Officers continue to work with developers on developing and implementing development plans and managing developer contributions across the growth areas, and particularly within the North of the Merri.
3.1.2	Develop programs and collateral to promote Warrnambool as an appealing investment destination.	Manager Economic Development	100%		<p>The Economic Development Team is continuing to promote the online 'Live, Work &amp; Invest' investment and attraction prospectus <a href="http://warrnambool.com">warrnambool.com</a> which details all the information needed for many areas within Council and the city for potential and existing businesses, investors, workers and families considering a move to Warrnambool. An introductory hard copy is also available which allows users to access the full online version via QR codes.</p> <p>Several businesses and organisations are already using the online site in their job advertisements to promote Warrnambool as a place to work and live. Local real estate agents continue to be met with and provided with an overview and copies. This is being well received as information for potential investors, developers and people seeking to relocate to Warrnambool. The prospectus is also shared with new business inquiries received. Presentations to several key financial institutions who work directly with local business have been completed.</p> <p>In April the Economic Development team finalised an occupancy report across the cities shopping precincts. The report allows Council to identify trends in business types within the city and as an indicator of business confidence.</p> <p>Whilst there have been some commentary around small business operators closing in the first half of 2025 most of these premises have been occupied relatively quickly by new businesses including nationally recognised retailers moving into the city.</p>

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.1.3	Grow engagement with local businesses across the municipality through events and training opportunities.	Manager Economic Development	100%		<p><b>WORKSHOP/TRAINING OPPORTUNITIES/BUSINESS NETWORKING</b></p> <p>In response from the business survey conducted in November 2024 the Economic Development and Business Support team increased the training and workshop opportunities for businesses and their staff. Networking events with guest speakers were also introduced as the survey also showed businesses also wanted the opportunity to connect and hear from each other. The three networking events held saw 145 attend different formats which will continue over the coming year.</p> <p>Over the last 12 months a combined total of 12 workshops and mentoring sessions were held and attended by 155 people. Feedback from businesses is they would like more training opportunities which will be a focus from the Economic Development team going forward.</p> <p>Workshop Title &amp; Date (April/May &amp; Jun)            9 &amp; 16 April - De-escalation training: 40            28 May - Resilience, Self-leadership &amp; wellbeing: 15            12 June - Your AI Intern: How to 10x your business productivity: 23  <b>TOTAL 68 Attendees</b></p> <p><b>BUSINESS MENTORING</b></p> <p>Sessions are coordinated by the Economic Development team and occur on average every six weeks. The service is free making it accessible for any local business owner or manager to attend. The business mentor is a financial counsellor with a range of extensive business experience. This service can be utilised by businesses of any size existing or planned and can include support with start-up, business planning, marketing, financial advice, budgeting, HR or any other topic. A maximum of 5 x 45 minute sessions can be booked on any given day with 19 businesses taking up the offer so far. All but one session has been fully booked with excellent feedback.</p> <p><b>OVERALL BUSINESS ENGAGEMENT</b></p> <p>Across a range of programs and needs that have occurred throughout 2024-25 the Economic Development Staff and their focus on business engagement has seen them conduct over 1300 business visits in person over the last 12 months to discuss a range of topics and opportunities available.</p> <p>Early this year the Economic Development team commenced the Business Warrnambool Facebook Page to promote locally owned and operated businesses. The primary focus is to profile new businesses opening in the city and also existing businesses expanding or diversifying. Promoting training and grant opportunities are also shared. To date the page has 5.9k followers.</p>

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**Objective 2: EMERGING INDUSTRIES: Council will encourage emerging industry sectors that contribute to Warrnambool's economic growth and diversity.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.2.1	Facilitate and partner in initiatives to progress the implementation of the Great South Coast Economic Futures Plan.	Manager Infrastructure Services	100%		Council continues to contribute to the Great South Coast Economic Futures group. Recent work includes the Barwon South West Renewable Hydrogen and Energy Investment Opportunity Mapping study and the Agriculture, Food & Fibre Prospectus Great South Coast Victoria.
3.2.2	Review and implement the Warrnambool Economic Development and Investment Strategy to facilitate investment and employment growth across the Warrnambool municipality.	Manager Economic Development	50%		<p>Global Victoria - Trade Start Program Global Victoria have launched a new program, Trade Start in February of this year. The program supports empowering agrifood and beverage exporters across Victoria access opportunities with the support of their team. Information sessions and connections to local businesses interested in exporting will be supported by the economic development team and sessions will be held in Warrnambool.</p> <p>GSC DAMA (GREAT SOUTH COAST DESIGNATED AREA MIGRATION AGREEMENT) Program Extension and Future Year 7 began on the 26 March 2025 and so far the program has endorsed 62 positions (an average of 20 per months) for 25 businesses across 5 LGAs. Fourteen of these are new businesses using the program for the first time while the remaining 11 are businesses with existing DAMA Labour Agreements adding new occupations or more workers. The agriculture sector remains strong with 40% of the endorsed positions, followed by healthcare (24%) and hospitality (23%).</p> <p>Some states are now overseeing DAMA's effectively becoming state led programs. After meeting with our state government Department of Jobs, Skills, Industry and Regions (Skilled and Business Migration - Small Business Victoria and Migration &amp; Industry, Trade and Investment) on a few occasions they commenced preparing a report to determine if they will consider overseeing the program. The Department of Home Affairs has a preference for DAMA's to be state lead which has occurred already in a few states. We will have further discussions with state government representatives in the coming months to see if this is something they wish to pursue.</p> <p>SETTLEMENT GUIDE A project officer has been engaged to help develop an online platform providing essential information for newly arrived migrants at a state, national and local level e.g. how to set up a bank account, Medicare, etc. The site will be live in late 2025 and be made available to all organisations supporting new workers and families from overseas settling in Warrnambool and the Great South Coast.</p> <p>In line with the 2023-2028 Economic Development</p>

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>Strategy the Economic Development Unit continues to deliver and evaluate the following services and information.</p> <ul style="list-style-type: none"> <li>• Business workshops, mentoring, networking events and fortnightly business newsletter which has 1084 subscribers.</li> <li>• New business support and new business inquiries with 28 new business inquiries received in the first quarter of 2025.</li> <li>• Warrnambool Funding Finder (Grant Guru) - Free access to source funding opportunities for local businesses, organisations and community groups has seen an increase from 410 to 458 registered users in the last six months.</li> <li>• Provision of economic data to support major events held in Warrnambool.</li> <li>• Member of the Economic Development Australia (EDA) Investment &amp; Attraction Group.</li> <li>• Skilled Migration Programs.</li> <li>• Representative on the South West Tech School Steering Committee.</li> <li>• Representative on the VICPOL Local Safety Committee attended by businesses and local service providers.</li> <li>• Sister City relationship with Changchun. Planning for a visit to Changchun in April 2025 has commenced which will focus on opportunities in agriculture, education, tourism and energy. The delegation will consist of Warrnambool Council representatives with invitations to be extended to key stakeholders across the four industry areas identified. The delegation will also visit our Sister City, Miura in Japan, as part of the visit. Council representatives (Councillors and Officers) who are part of the delegation will be covering their own costs.</li> </ul>
3.2.3	Plan for the development and implementation of precinct structure plans to facilitate investment in appropriate development across the municipality.	Coordinator City Strategy	100%		<p>The Allansford Strategic Framework Plan (adopted 2021) is currently being implemented with a range of technical reports being produced to inform the appropriateness of rezoning of key sites, including a flood and stormwater investigation which is currently underway for the township.</p> <p>The Bushfield-Woodford strategic framework plan is currently out for final consultation after being reviewed and updated to reflect community feedback. The feedback included a response from the CFA that necessitated further assessment for bushfire risk. This work has been externally funded, finalised, and incorporated into the strategic framework plan.</p> <p>The Eastern Activity Centre structure plan continues to be implemented by site-specific rezonings and developments, including approval of a new KFC take-away food restaurant at Gateway Plaza, and residential development at 71 Raglan Parade.</p>

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## Warrnambool City Council Council Plan Actions

## Q4 2024/2025

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>Council officers continue to work with the Victorian Planning Authority (VPA) in the development of the East of Aberline precinct structure plan, which is Council's largest residential growth area anticipated to accommodate 5,000-6,000 lots and a population of 10,000-13,000 residents.</p> <p>The Victorian government has identified the PSP as a priority and subsequently the project is now fully funded. A range of technical reports have been undertaken for the precinct to support the future urban structure. Work has recently been completed on traffic analysis and stormwater flood investigations which will inform the DCP for the area. The draft PSP is being refined and scheduled for formal exhibition in August 2025. Implementation of Council's other 4 residential growth areas is progressing with development occurring across the 4 growth areas at a healthy rate.</p> <p>The Warrnambool Foreshore Framework Plan has been adopted by Council. Implementation of the plan by way of a planning scheme amendment will progress as resources of the strategic planning team allow.</p>

**Objective 3: VISITOR GROWTH: Council will facilitate Warrnambool's visitor growth and year-round visitation through industry development, effective destination management and promotion of attractions and experiences leveraging key events.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.1	Review and implement the Warrnambool Destination Action Plan in partnership with Great Ocean Road Regional Tourism and industry.	Service Manager Flagstaff Hill	100%		The plan is completed. Now the work of bringing the Visitor Economy Industry and Council stakeholders along on the journey to action it.
3.3.2	Increase visitation with events across the year and enhance the profile of Warrnambool as a destination.	Manager Events and Promotion	100%		<p>There was a pleasing increase in the number of events held and the amount and number of events that were funded between April - June 2025. A contributing factor is the Festivals and Events Fund 2024-2025 and the Events Strategy 2024-2028 objectives being to fund events in off-peak and shoulder seasons.</p> <p>Total Number of Events in Q4 year on year comparison Total Number 2023-24 = 13 Total Number 2024-25 = 21</p> <p>Total Council Funded Events in Q4 year on year comparison Total Council Funded 2023-24 \$38,180 (across 3 events) Total Council Funded 2024-25 \$43,346 (across 7 events)</p>

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## Warrnambool City Council Council Plan Actions

## Q4 2024/2025

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments																
					<p>The Embrace the Winter campaign will run June through to August. This campaign aims to:</p> <ul style="list-style-type: none"><li>• Grow visitors to the region and maximise visitor spend during their stay</li><li>• Provide a comprehensive listing of events for locals</li><li>• Enhance Warrnambool's nighttime economy</li><li>• Strengthen Warrnambool's branding as a destination for winter stays</li><li>• Seeks to work with event organisers, tourism operators and businesses to leverage and create exposure for Warrnambool</li><li>• Leverage Solstice Search Party to create a weekend of events prior to July school holidays</li></ul> <p>The campaign includes paid social media advertising and promotions to the Melbourne, Regional Victoria, South Australia and local audiences. All promotional items will direct the user back to <a href="http://whatson.warrnambool.vic.gov.au">whatson.warrnambool.vic.gov.au</a>.</p> <p>The WhatsOn Calendar number of views increased from Q4 last year.</p> <table><tr><td></td><td>April</td><td>May</td><td>June</td></tr><tr><td>2024</td><td>19,727</td><td>13,545</td><td>13,569</td></tr><tr><td>2025</td><td>32,968</td><td>15,488</td><td>20,071</td></tr><tr><td>Increase year on year</td><td>13,241</td><td>1,943</td><td>6,502</td></tr></table> <p><i>Council Delivered Events</i> Up &amp; Away Warrnambool Kite Day, 12 April 2025 Event Delivery Cost \$5,332.25 Up &amp; Away, Warrnambool Kite day was a free, family-friendly community event held during the off-peak season to attract residents of Warrnambool City Council, surrounding shires, and school holiday tourists. A turn out of approximately 2,000 people attended the event at Jetty Flat Reserve.</p> <p>Solstice Search Party, 21 June 2025 Event Delivery Cost \$100,000 A record crowd of over 6000 people attended Solstice Search Party at Lake Pertobe to celebrate the longest night of the year. Highlights included the music line up, Wild Honey roaming performances and lighting of the effigy, Neon Garden, colourful projections, glow wall and Nature Bus owl making activity.</p> <p><i>Council Funded Events</i> Easter Arts Festival Family Day, 14 April 2025 Funding \$1000 The Easter Arts Festival ran 18 events over a 4 week period with funding used to host a family fun day held at Lake Pertobe. The festival was attended by 3000 people, half of whom travelled from out of town and some who stayed overnight.</p>		April	May	June	2024	19,727	13,545	13,569	2025	32,968	15,488	20,071	Increase year on year	13,241	1,943	6,502
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## Warrnambool City Council Council Plan Actions

## Q4 2024/2025

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>ANZAC Day Commemoration, 26 April 2025 Funding, \$9,463.00 4,000 people attended the dawn service and mid-morning service in Warrnambool. The day featured a community breakfast and floral tributes from local dignitaries, veterans' groups, schools and emergency services.</p> <p>Warrnambool May Race Carnival, 29 April - 1 May 2025 Funding \$10,000 The 3 day carnival was attended by 28,500 people drawing a large crowd from outside Warrnambool. Attendees stayed an average of 3.85 night in Warrnambool adding significantly to the local economy.</p> <p>Warrnambool Junior Silver Squash Tournament, 17 - 18 May 2025 Funding \$5000 A lower than expected number of athletes participated in the event hosted by Squash Victoria with 29 participants competing. All participants were visitors, staying two nights in Warrnambool.</p> <p>Warrnambool City Pickleball Open Tournament 6 - 8 June 2025 Funding \$3966 A strong attendance of 451 participants who came from across Victoria, NSW, QLD, SA and NZ and stayed an average 4 nights. The tournament had athletes ranging from 11 to 84 years old.</p> <p>Yoga Festival, 7 - 8 June 2025 Funding \$9450 The 2 day program attracted 212 people across the region and state with almost 50% requiring accommodation and of that 9% had travelled from Interstate.</p> <p>Coast to Crater Clash Warrnambool (Warrnambool BMX Club) 8 June 2025 Funding \$4467 This event didn't reach the expected number of participants, however 200 riders from Warrnambool, Portland and Mount Gambier took to the track for this event. The date of the event moving from February to June was a factor in the lower numbers.</p> <p><b>CIVIC GREEN UPGRADE</b> To increase the type of events which can be accommodated and the experience for event organisers and citizens, our civic green has been undergoing significant infrastructure improvements. Extra power bollards, water stations and power improvements to the stage has been completed. The garden bed besides the stage have been paved ready for storage units to be installed. The four storage units have will be installed in July. Funds still remain for furniture and shade protection to be provided.</p>

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.3	Develop and share economic data and analysis to business and industry to inform the performance of the Warrnambool economy.	Manager Economic Development	100%		<p>South West Drought Group Representation - An Economic Development staff representative sits on the State Governments funding program for The On-Farm Drought Infrastructure Grant Program. This includes and a one-on-one advisory service for farmers in eligible LGAs of south west Victoria. Providing information on how our businesses in the agricultural sector and promoting the program are our key functions. With very few dairy farms within in the LGA of Warrnambool uptake has been minimal, however many agricultural businesses have reported farmers from outside the city utilising the \$10,000 grants. Providing information on trends in consumer spending has also been provided.</p> <p>The development of the online investment and attraction prospectus warrnambool.com provides local businesses, industry and investors with quick access to current and key economic data. This continues to be promoted locally, statewide and beyond to promote Warrnambool as a great place to 'Live, Work or Invest' which are key themes throughout the prospectus.</p> <p>Council's Economic Development Unit provides our cities major events, businesses and organisations applying for funding opportunities which will benefit the city with data that supports their applications for grant opportunities via the various tools we have such as REMPLAN, Spendmapp, Business Survey findings and other data streams available to us.</p>
3.3.4	Ensure that Council's position is advocated strongly to the Great Ocean Road Coast and Parks Authority.	Manager Infrastructure Services	100%		Council engaged proactively with GORCAPA over the year, most recently around the GORCAPA Regional Trails Strategy, ensuring Warrnambool trails were included in the strategy to further promote the broad range of activities and amenity available across the municipality.

### Objective 4: WORKFORCE CAPABILITY: Council will foster the development of a workforce capable of supporting the needs of the local and regional economy.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.4.1	Deliver the Designated Area Migration Agreement (DAMA) representative role for the Great South Coast region and the Regional Certifying Body function on behalf of the Great South Coast.	Designated Area Migration Agreement Coordinator	100%		GSC DAMA (GREAT SOUTH COAST DESIGNATED AREA MIGRATION AGREEMENT) Year 7 began on 26 March 2025 and so far the program has endorsed 62 positions (an average of 20 per months) for 25 businesses across 5 LGAs. Fourteen of these are new businesses using the program for the first time while the remaining 11 are businesses with existing DAMA Labour Agreements adding new occupations or more workers. The agriculture sector remains strong with 40% of the endorsed positions, followed by healthcare (24%) and hospitality (23%).

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<p>Program Extension and Future</p> <p>Some states are now overseeing DAMA's effectively becoming state led programs. After meeting with our state government Department of Jobs, Skills, Industry and Regions (Skilled and Business Migration - Small Business Victoria and Migration &amp; Industry, Trade and Investment) on a few occasions they commenced preparing a report to determine if they will consider overseeing the program. The Department of Home Affairs has a preference for DAMA's to be state lead which has occurred already in a few states. We will have further discussions with state government representatives in the coming months to see if this is something they wish to pursue.</p>
3.4.2	Partner on projects and initiatives with Deakin University Warrnambool and South West TAFE that help provide a skilled workforce that meets local industry needs.	Manager Economic Development	100%		<p><b>SOUTH WEST TECH SCHOOL</b></p> <p>An Economic Development staff representative sits on the South West Technical College Project Control Group as Council's representative. The role includes following up requests from Council in the development of the new facility at the rear at TAFE, providing program input and making industry connections.</p> <p>Early discussions have commenced with the Economic Development team connecting South West TAFE with key educational representatives from the Changchun Government Polytechnic Representatives.</p> <p>Economic Development attends the quarterly State Governments Skilled &amp; Business Migration Program forums (Industry, Trade and Investment Division - Department of Jobs, Skills, Industry and Regions the Manager is a member of Economic Development Australia's Victorian Practitioners Network.</p>

### Objective 5: THE DIGITAL ECONOMY: Council will facilitate greater digital capability.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.5.1	Participate in the implementation of the Great South Coast Digital Plan to address connectivity issues for industry and households.	Executive Manager IT Strategy & Transformation Shared Services	100%		<p>Action to be continued in future years to ensure continued advocacy. The Great South Coast Digital Plan information and recommendation is utilised when developing specific Council action plans. Staff continue to work with the NBN and other internet providers to lobby for better regional coverage. The Coastal Connect project will form a solid basis for expansion of customer facing services utilising IT and digital connectivity. Discussions continue with Services Victoria to enhance digital offerings for government services through council portals.</p>

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**GOAL 4: A CONNECTED & INCLUSIVE PLACE:** We will provide quality places that all people value and want to live, work, play and learn in.

**Objective 1: EFFECTIVE PLANNING:** Council will ensure its planning acknowledges the unique character and attributes of local places, and that it supports social connection, equitable access, appropriate housing and sustainable population growth.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.1	Develop City-Wide Parking Strategy and implementation plan.	Coordinator City Building & Administration Support	100%		Strategy adopted in September 2024.

**Objective 2: CONNECTED COMMUNITY:** Council will enhance Warrnambool's connectivity through the delivery of, or advocacy for, improvement to roads, public transport, footpaths, trails and digital infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.2.1	Facilitate the development of a regional transport forum for all forms of regional transport (rail, road freight networks, ports and airports).	Director City Infrastructure & Environment	70%		Study document progressing with the draft framework and priorities being tested via Investment Logic process. Strategy on target to be delivered by December 2025.
4.2.2	Review Pathway Asset Management Plan and identify key gaps and opportunities for improvement.	Manager Strategic Assets, Property & Projects	100%		The Pathways Asset Management Plan was adopted at the June 2025 Council Meeting.
4.2.3	Advocate for funding to progress the CBD Bus Interchange Project in Lava Street.	Manager Strategic Assets, Property & Projects	100%		Funding opportunities continue to be monitored for any that align with the outcomes of this project.

**Objective 3: STRONGER NEIGHBOURHOODS:** Council will fostering neighbourhood connection and capacity building including the development of inclusive recreational and cultural opportunities.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.1	In consultation with the community, carry out preliminary design and costing for a new sports pavilion and multi-purpose community hub at Brierly Reserve.	Director City Wellbeing	100%		Design and QS completed. Community engagement indicates strong support for the preliminary design and this project to remain a Council priority.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.2	Finalise the Public Open Space contributions policy.	Coordinator City Strategy	75%		The Open Space Strategy 2014-2024 has reached the end of its life. Council has recently procured the services of SGS Economics and Planning to prepare a new strategy, including a public open space contributions policy. This work is scheduled to be finalised in February 2026.

**Objective 4: SUSTAINABLE PRACTICES: Council will promote and encourage the implementation of sustainable design across the municipality including the attractiveness, safety, accessibility and functionality of our built environment.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.4.1	Implement environmentally sustainable development targets into the Planning Scheme to provide for improved sustainability outcomes across the municipality.	Coordinator City Strategy	100%		<p>Warrnambool, together with 23 other Councils, are working under the lead of the Council Alliance for a Sustainable Built Environment (CASBE) to implement elevated ESD targets into the planning scheme. A planning scheme amendment was prepared and submitted to the Minister for Planning for authorisation by all individual 24 Councils in July 2022. The Minister has yet to authorise the amendment, however CASBE are holding regular meetings with state government to advocate for the progression of this work.</p> <p>Council officers are working with the VPA to embed sustainability outcomes in the East of Aberline PSP. This work is substantially underway and Council officers are utilising the assistance of CASBE to ensure best practice targets and mechanisms are in place.</p> <p>Council is also participating in a shared ESD adviser scheme in which Warrnambool shares the services of an ESD adviser with 5 other regional Councils. This has assisted in improving ESD outcomes across a number of planning projects.</p> <p>In addition to the local initiatives, the State Government is rolling out a number of planning reforms in the ESD space, including transitioning to a gas free community, which is part of the State Government's ESD Roadmap.</p>
4.4.2	Review the Smart Buildings Program 2024-2025 to improve energy efficiency and reduce greenhouse gas emissions and utilise renewable energy.	Coordinator City Building & Administration Support	100%		The Sustainable Building Audit is complete and will be used to format the next opportunities report. Funding has been applied for through the Community Energy Upgrade Fund to replace AquaZone's gas boiler with a series of electric heat pumps. The Smart Building Program is supporting building services with updating the Civic Centre HVAC system.
4.4.3	Update the Drainage Asset Management Plan.	Manager Strategic Assets, Property & Projects	100%		The Stormwater Drainage Asset Management Plan was adopted at the June 2025 Council Meeting.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**GOAL 5: AN EFFECTIVE COUNCIL:** We will be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and for Victoria's South West.

**Objective 1: LEADERSHIP & GOVERNANCE:** Council will be a high-functioning team committed to respectful relationships, collaboration, and ongoing engagement. It will provide strong, effective leadership, sound governance and informed decision-making.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.1.1	Council is refining a "policy dashboard" that will be used to inform regular reporting to Council in the currency of policies.	Manager Governance	100%		Council's "policy dashboard" tracking software has been implemented and is now being utilised by staff. Regular reporting will be provided to the Executive Management Team.
5.1.2	Run a robust and comprehensive Councillor Induction program to help ensure good governance in the 2024-2028 Council term.	Manager Governance	100%		A comprehensive induction program has been undertaken by the newly elected Council.
5.1.3	Deliver the Coastal Connect project in partnership with the Corangamite and Moyne councils.	Director Corporate Strategies	65%		The project is progressing well with fantastic cooperation across the councils in a very complex project with multiple partners. This project is unique in the development of a shared common configuration of the main Council software across three Councils. The time frame for the project go live has been extended as a result of issues from the data migration vendor being bought out and the project transferring to the successor entity. This has resulted in a delayed go live which is being re-forecast for staggered implementation with 5 of the 7 modules forecast for go live first quarter 2026 and the final completion of the remaining 2 modules forecast for the 3 quarter 2026. With the anticipated complexity of a three Council implementation the project contingency had been forecast to deal with this eventuality.
5.1.4	Work with the Victorian Electoral Commission to successfully deliver the 2024 Local Government Election.	Manager Governance	100%		Council and the VEC worked positively together resulting in the election held on 26 October 2024 with the declaration of results held on 8 November 2024.
5.1.5	Continue to enhance organisational awareness of Victoria's Child Safe Standards via customised training programs and implement measures to maintain and improve compliance with the standards.	Manager Organisation Development	100%		Child Safe Policy has been adopted by Council. Consultation and training to be rolled out to all staff in the first half of the 2025-2026 year, along with a procedure detailing how to report Child Safe concerns. Child Safe Committee is continuing to meet regularly.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

**Objective 2: ENGAGED & INFORMED COMMUNITY:** Council will ensure ongoing community engagement to identify changing needs and priorities when developing and delivering services and programs.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.1	Provide a twice-yearly report on the effectiveness of Council's online engagement.	Manager Engagement & Communications	100%		Council has continued to receive regular (quarterly) reports on customer service and online engagement.
5.2.2	Provide communications support to promote Council services, facilities, programs and events.	Manager Engagement & Communications	100%		The Communications Branch has developed materials for events and teams including Solstice Search Party, kindergarten enrolments, Community Development Fund, recycling promotion, Up and Away kite day and support for infrastructure projects including new footpaths and the new beach access.

**Objective 3: CUSTOMER-FOCUSED SERVICES:** Council will continue and develop a program of Council services that are delivered to the community's satisfaction.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.3.1	Improve outcomes in the delivery of Council's customer services with the opportunities available through the Coastal Connect shared enterprise software.	Manager Engagement & Communications	100%		Council is working towards "go live" dates for various enterprise software functions being rolled out as part of the Coastal Connect project across Warrnambool, Moyne and Corangamite municipalities. The customer service request system will be part of this. Scoping and configuration have been completed.

**Objective 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.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.1	Finalise an update of the Procurement Policy, introduce relevant training and explore opportunities for joint procurement with other Councils.	Manager Financial Services	100%		Procurement Policy updated. Introductory training module complete. Second and third modules in progress. Joint procurement opportunities being explored with the backing of the policy when they arise including participation in South West Alliance of Councils joint procurement exploration group.
5.4.2	Continue to evolve the staff training and development programs in order to drive enhanced employee engagement and culture.	Manager Organisation Development	100%		Staff training programs in place and managed via centralised training unit within the HR team. Results from 2024 staff survey indicate enhanced engagement across council staff.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.3	Introduce positive change through the Women's Network.	Manager Organisation Development	100%		The Womens Network Group has been formed and is now fully functional, meeting at a minimum bi-monthly. The Network aims to provide a supportive, collaborative, informative and social network for female employees to connect, engage, learn and/or socialise with other female employees; non-binary employees; employees identifying as female; and allies.
5.4.4	Continue implementation of Council's Volunteer Strategy.	Service Manager Community Care	100%		Council officers continue to raise awareness of the Volunteer Management Policy and encourage the use of the Better Impact volunteer management system. Council will receive \$50,000 through Volunteering Victoria to support the "Re-imagining Volunteering" project within the Moyne/Warrnambool Youth Strategy, support improved volunteering governance for local organisations and promote volunteering.

**Objective 5: ORGANISATIONAL & FINANCIAL SUSTAINABILITY: Council will ensure organisational and financial sustainability through the effective and efficient use of Council's resources and assets.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.5.1	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	Manager Financial Services	80%		The review and update of the LTFP has formally commenced. The target completion date is early September 2025 which allow for exhibition and adoption for the October statutory adoption timeframe.
5.5.2	Improve digital capacity for Council staff with the implementation of Coastal Connect.	Executive Manager IT Strategy & Transformation Shared Services	35%		Continued Action: The Coastal Connect Project is in its Data Migration stage, with User Acceptance Testing (UAT) having commenced. The UAT stage allows Council staff to see and use the new system for the first time. There is a specific Training period in mid to late 2025. And a continuous improvement cycle is planning by the Joint Venture.

**Objective 6: RISK MITIGATION: Council will mitigate and manage organisational risks through sound management systems and processes.**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.6.1	Review the IT Strategy and system resilience in relation to data security by collaborating with Corangamite and Moyne shires to develop a shared Cyber Security Strategy.	Manager Information Services	70%		Still to purchase SAM for Compliance, Essential 8 criteria has changed since the last Essential 8 audit. 3Columns our managed security operations centre will be carrying out another audit as part of the service they provide. Once this has been completed it will be entered into SAM for compliance to track.

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## Warrnambool City Council Council Plan Actions

**Q4**  
**2024/2025**

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.6.2	Implement the 2024-2025 elements of Council's Victorian Protective Data Security Plan.	Manager Information Services	65%		Redirection of resources relating to cyber security have meant a delay in the implementation of the self assessment and management platform related to Protective Data Security Framework. A reassessment of current maturity is forecast for 2026.
5.6.3	Ensure effective Business Continuity Planning (BCP) is in place.	Manager Organisation Development	100%		All BCP plans have been reviewed and updated. The annual BCP exercise was conducted in October with learnings now being implemented.
5.6.4	Embed Council's risk management processes to ensure key strategic and operational decision-making considers risk factors.	Manager Organisation Development	100%		Risk management processes are becoming embedded. The recent launch of the Risk Dashboard for managers now makes accessing and addressing identified risks a simpler task. Plans for a review of Councils Strategic risks are in place upon adoption of the new Council Plan.
5.6.5	Continue the development and implementation of Council's Health and Safety Management System with a focus on injury prevention, improved return-to-work processes, OHS training calendar implementation and increased organisation engagement.	Manager Organisation Development	100%		The OHS Management System is in place and is constantly under review for improvement. The recent third party audit of the system has provided suggestions for improvement are now being implemented, along with the OHS Policy which is due for its systematic review.

**Objective 7: EFFECTIVE ADVOCACY:** Council will pursue effective advocacy by providing compelling materials for desired support and funding for community priorities through establishing strong relationships with other levels of government, strategic partners and key stakeholders.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.7.1	Develop a business case for the Aquatic Strategy.	Manager Recreation & Culture	25%		The business case for AquaZone has been appointed to a contractor. It is expected to be completed by December 2025.

**Objective 8: REGIONAL ROLE & RELATIONSHIPS:** Council will acknowledge Warrnambool's capability as the regional centre of south-west Victoria through appropriate leadership, advocacy and partnerships that enable greater opportunity for the region.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.8.1	Work with the Municipal Association of Victoria forum to address issues affecting regional councils.	Chief Executive	100%		Council provided the following two motions to the 2024 MAV State Council: <ul style="list-style-type: none"> <li>A greater share of Short Stay Accommodation Levy funds for regional communities - Partly implemented.</li> <li>State Government Funding for Regional Airport Infrastructure - Implemented.</li> </ul>

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Warrnambool City Council

Council Plan Actions

Q4

2024/2025

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					<div>The following motions were proposed by Warrnambool at the MAV 2025 State Council, which were voted on and passed:</div> <ul style="list-style-type: none"><li>• Dedicated flood mitigation infrastructure fund.</li><li>• State-wide consistent approaches for flood, inundation and coastal sea level rise hazard mapping and planning.</li></ul>

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**Warrnambool City Council      Cycling Reference Group: Minutes**  
**Wednesday 2 July 2025      5.35pm – 7.00pm      Council Offices**

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
1. Attendees/ Apologies	Chair	<p><b>Invitees:</b>  Council Officers: Kyme Rowe (KR), Shaun Lucas (SL), Stephanie Bant (SB).  Councillor Representative: Matthew Walsh (MW).  Committee Members: Richard Adams (RA), Leigh Monaghan (LM), Zoe Brittain (ZB), Helen Ryan (HR).</p> <p><b>Apologies:</b>  Council Officers:  Committee Members: Freek den Braber (FDB), Ellen Troitzsh (ET), Hannah-Lee Obst (HO), Michael Keiler (MK).</p>
2. Actions from previous meetings	SL	<p><b>Cycling Reference Group Actions List 2024/25:</b>  <i>Refer to separate attachment (ECM Doc ID: 11855366)</i></p>
3. Warrnambool Cycling Priorities	Chair	<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><b>East LATM Progress – Upcoming Engagement (refer attached map)</b></p> <ul style="list-style-type: none"> <li>Continue to update priorities and actions.</li> <li>SL explained the East LATM would go out to the public for comment soon. Explained the consultation would also involve pop up consultation at East Warrnambool Primary and CBD and would also go through this committee.</li> <li>ZB questioned if they had local connections could they ask people for comment?</li> <li>KR responded that when it hits the public they definitely can ask people they know.</li> <li>SL explained that the two key contacts from Council were himself and Coordinator Engineering Design, Dan Selman. Noted that Safe Systems Solutions were consultants who were putting it together to give the plan more trust rather than just Council.</li> <li>LM questioned who Safe Systems were?</li> <li>SL explained the Safe Systems Solutions were road safety specialists who look at speed restrictions, car parking etc.</li> <li>SL showed footprint on the screen essentially south of the highway.</li> </ul> <p><i>Richard Adams arrived at 5.41.</i></p> <p><i>Matthew Walsh arrived at the meeting.</i></p> <ul style="list-style-type: none"> <li>SL noted challenges in key areas.</li> <li>ZB suggested that the Flaxman Street Nicholson Street and Bostock Street Intersection was very dangerous and that she knew people who had been hit by cars in this location.</li> <li>SL noted that in some locations people often need to run the gauntlet to get across the road.</li> <li>SL noted they were still in early stages of the LATM so it was a good chance to get in front of this group.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> <li>• RA noted that the kindergarten was not included.</li> <li>• ZB suggested that Honeypot Childcare should also be a stakeholder.</li> <li>• SL noted there were two points; infrastructure and behaviour. Suggested that they can build infrastructure but it is pointless if people aren't doing the right thing.</li> <li>• SL noted issues with parking near Lyndoch.</li> <li>• ZB noted issues of big vehicles parking on Flaxman Street.</li> <li>• ZB explained that she was disappointed by the reduction in speed on Bostock Speed to 50km with no infrastructure to enforce this. Suggested that some people felt frustrated as vehicles already sped along the road at 70 -80km/h so they wouldn't follow the new speed limit.</li> <li>• SL explained that the speed limit was all part of the plan and hopefully they would start to see a speed reduction. Explained that changes like speed reduction were low hanging fruit that could easily be achieved and were very easy wins.</li> <li>• ZB explained that the frustration often come from being scared for safety when moving about this area.</li> <li>• SL advised that another part was behaviour change which would involve engagement with Victoria Police.</li> <li>• RA questioned if Council had any initial thoughts on what could be done with the intersection?</li> <li>• SL responded that potentially traffic lights or roundabout could be an option but they were leaving this with consultant. Suggested it would most likely be priority 1.</li> <li>• RA suggested it would need to be peanut roundabout.</li> <li>• ZB questioned whether with the intersection works would also involve other methods to slow down vehicles prior to the roundabout.</li> <li>• SL responded that the approach to the intersection would have wombats installed.</li> <li>• ZB confirmed the wombat crossing on Simpson Street had made a massive difference.</li> <li>• SL suggested the project scope would be similar to Botanic LATM.</li> <li>• RA questioned timeframe?</li> <li>• SL responded that they were currently collecting data and over the next two months they would be collating feedback from stakeholders on what they want and need.</li> <li>• KM questioned if there was a cost estimate and if it was likely to be a scary number?</li> <li>• SL responded that the costs were always a high amount but it would likely be a staged approach over the 6 months to 3-4 years.</li> <li>• SL explained that the LATM report would likely be ready to be presented to the Cycling Reference Group in September and would also be presented at a Council meeting prior to going out for public comment which would then come back to Council for endorsement later this year. Advised that pop up consultation would also occur at the school in September.</li> <li>• ZB questioned how prescriptive that report would be when asking for feedback?</li> <li>• SL confirmed the majority of it would be put together as it was difficult to manage expectation if it was left too open for consultation. It would be about 95% done. Suggested it would involve showing options and asking the community what their thoughts were.</li> <li>• ZB advised that in Geelong, consultation just involved picking 1 out 2 options.</li> <li>• KR suggested the consultants wouldn't be doing their job if the community hated it after they had engaged with them.</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> <li>• ZB suggested it was nice to have both Council officers and consultants involved in the process as Council staff live in Warrnambool and are affected too.</li> <li>• SL confirmed that at the group's next meeting in two months they would share the draft LATM report a week before the meeting with a note to say it was yet not a public document and for it not to be shared.</li> </ul> <p><b>Action: Group members to review and provide feedback on the draft East Warrnambool LATM when circulated prior to the next meeting.</b></p> <ul style="list-style-type: none"> <li>• SL suggested he was a little bit hesitant to go out for open public comment and believed it was more important to have key users involved.</li> </ul>
<b>4. Bus Bike Rack Promotion</b>	<b>SL</b>	<ul style="list-style-type: none"> <li>• Warrnambool Bus Lines have updated they are keen to finalise their route confirmation (racks on every bus) prior to large scale promotion.</li> <li>• SL noted this was an action from the last meeting. The bus company were keen to wait to make sure the racks were on all their buses before they promote it.</li> <li>• HR advised she had only seen one on a bus so far and suggested it would only fit 2 bikes.</li> <li>• ZB explained that she had one of the heaviest ebikes and its only 25kg. Suggested there was a lot of nursing students who live on res at Deakin who would potentially use it at night.</li> </ul>
<b>5. Potential bike link between Woodford and Warrnambool along Merri River or Mortlake Road</b>	<b>LM</b>	<ul style="list-style-type: none"> <li>• Discuss opportunities - East side Hopkins Highway</li> <li>• Discuss challenges – Land Ownership (acquisitions/easements), DTP and Drainage</li> <li>• SL suggested there were definitely potential opportunities for bike link as they develop the area. Noted that Landowners need to be consulted.</li> <li>• LM questioned if any of it was located in the Moyne Shire?</li> <li>• SL responded that anything north of Bushfield was in Moyne.</li> <li>• SL suggested there was undeveloped areas with multiple land owners and meant a few more hoops to jump through.</li> <li>• LM questioned which location would be easier along Merri River or Mortland Road?</li> <li>• SL responded that Mortlake Road would be easier.</li> <li>• LM suggested there should be one a link in Bushfield as well as most other areas had them.</li> <li>• LM is there a way for people to fund contribution for link back into Warrnambool?</li> <li>• SL suggested there would be some challenges with owners contributing to the cost and advised that Council would explore funding options.</li> <li>• RA suggested to connect the Russells Creek track. SL showed location on screen.</li> <li>• KR questioned what the speed limit out to bushfield?</li> <li>• RA explained the 80km and 100km sections of road.</li> <li>• RA reaffirmed the issues with the Day Care Centre on Hopkins Highway.</li> <li>• SL confirmed he would be happy to bring options back to group.</li> </ul> <p><b>Action: SL to investigate options for potential bike link between Woodford and Warrnambool along Merri River or Mortlake Road.</b></p>



AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
6. Speed restriction drop from 60 to 50km/h	FDB	<ul style="list-style-type: none"> <li>SL explained he was keen to get feedback on speed restriction reduction in multiple locations across Warrnambool. Noted intention was to lower speed of vehicles, suggested that when the speed limit is 60km/h people are will often drive 65/h so hopefully will the new speed limit of 50km/h people will go slower at either 50 or 55km/h.</li> <li>RA explained that everywhere in Adelaide is 50km/h. Questioned if residential areas were meant to be 50km/h?</li> <li>SL confirmed it was meant to be 50km/h.</li> <li>ZB explained she had seen a mixed impact depending on the location. Suggested the reduction needed to be extended further across Warrnambool so people just come to know speed limit as 50km/h. Agreed the reduction was good but suggested it needed to be incorporated with other changes.</li> <li>SL questioned if anyone had driven on Fitzroy Road lately? Explained the changes that had taken place with the road resealed late last year. Explained that lanes were now designated with a cycling and joint parking lane as people had complained about lack of parking.</li> <li>ZB and RA both suggested that cyclists could not share a lane with parked cars.</li> <li>LM noticed bike line marking had been removed. Questioned if it was more dangerous now?</li> <li>ZB suggested that it shouldn't matter if people complain about limited parking if the changes are for safety.</li> <li>HR clarified that the solid line was for parking? Questioned why that road got designated parking?</li> <li>SL suggested the lane was previously informal for parking. Explained speed has been reduced from 60 to 50km/h.</li> <li>ZB suggested it was safer if people parked on naturestrips and left room for cyclists.</li> <li>LM suggested they use it as a cut through to Botanic.</li> <li>SL noted he would pass on the feedback that you can't have shared use with parking and cycling.</li> <li>HR suggested there were many cycling lanes across town that people park in.</li> <li>ZB questioned if some people pushed back on everything? ZB recalled she had seen a video in which people complained about seatbelts.</li> <li>LM suggested there were more parallel parks near the hospital in nearly every street and it was almost impossible to ride bike in the area. Added that cars were also parked in unformalized parks.</li> <li>RA suggested there needed to be financial incentive to ride to work.</li> <li>LM suggested that one way section on Timor Street is even harder to navigate now.</li> <li>MW suggested the parking wouldn't change while the hospital development is going on.</li> <li>RA suggested there needed to be a street that bikes were able to go down.</li> <li>ZB noted that pavement had been lifted by Norfolk pines in some locations.</li> <li>ZB suggested there needed to be protected bike lanes in designated areas when the hospital project is finished.</li> <li>RA explained the Copenhagen Lane in Lonsdale Street in Melbourne that had a separate bike lane and car parks. Suggested this would be beneficial in Warrnambool.</li> <li>SL explained confidentially that Council was trialing a divided bike lane from the Princes Highway down to Pertobe Road. Noted it would be very clear showing shared path and road distinction. Confirmed it would be ready for the next Cycling Reference Group meeting.</li> <li>LM responded this would be a good alternative.</li> <li>ZB noted the fence at the exit of the JB Hi-Fi car park had been cut down for visibility, but the owners had just left fence in paddock next to it.</li> <li>ZB questioned if there were any thoughts for extra lighting? Noted that there are certain lights on Russells Creek</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		track that can make safety worse as you can only see halo of light not anything surrounding. Suggested this was something to consider for future lighting.
<b>7. Plan for railway bridge on Flaxman Street/Otway Road</b>	<b>FDB</b>	<p>Otway Plan – Previously discussed</p> <ul style="list-style-type: none"> <li>• SL noted that this was discussed a few meetings back. Funding was pending the LATM. Explained he was bringing this back to the group after it was raised as an agenda item by FDB.</li> <li>• SL explained it was part of Deakin link funded by safe local roads. It would be shared use area for cyclists and pedestrians. Showed plans on screen for shared space and connection to Deakin for protected area under bridge.</li> <li>• ZB questioned how to get to other side of the bridge?</li> <li>• SL explained that the current fencing takes up 400m. Showed the reduction in lanes to minimum car width and an increase of bike lanes.</li> <li>• LM questioned speed limit?</li> <li>• SL confirmed recent drop to 50km/h.</li> <li>• SL showed pedestrian area to cross for Deakin link for pedestrian and cycling priority.</li> <li>• ZB suggested there needed to be big signs installed saying don't overtake cyclists.</li> <li>• ZB questioned the implications for trucks with smaller lanes?</li> <li>• SL responded that the lanes would be compliant for vehicles.</li> <li>• ZB suggested that there should also be a reduction in speed to 40km/h.</li> <li>• LM suggested the area needed to be 40km/h especially during school times.</li> </ul>
<b>8. Events Past &amp; Upcoming</b>	<b>SL</b>	<p><b>Upcoming:</b></p> <ul style="list-style-type: none"> <li>• <b>National Ride2Work Day – Wednesday 15<sup>th</sup> October</b> - Long standing event would happen again</li> <li>• <b>Archie Graham Spring Sessions</b></li> <li>• SL suggested there would be Bike Ed sessions as they got into warmer months which would look at driver behaviour.</li> <li>• ZB suggested it would be beneficial to have a ebike sessions for parents who are paying ebikes for kids. Suggested it could provide information different types of ebikes, how to take care of them and how to spot dodgy one.</li> <li>• SL questioned what the group thought of social media?</li> <li>• ZB suggested the video made by VicPol one was incorrect. Suggested it needed to be framed in a positive way not painting ebikes in a negative way. Also to include information on throttle vs pedal assist.</li> <li>• HR suggested that people need to be over 16 years to ride an scooter on road.</li> <li>• LM recalled there had been two young people hit on scooters.</li> <li>• SL questioned whether Council could promote ebikes as part of a Christmas promotion eg "What to get for kids?"</li> <li>• ZB agreed this was a great idea. Confirmed that kids under 16 can't ride an scooter.</li> <li>• HR suggested there were potentially big injuries caused by coming off scooter.</li> <li>• RA noted issues with often two people riding on scooters at the same time.</li> <li>• MW agreed it was very valid conversation. Questioned if it was Councils role to provide information on what scooter to buy?</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> <li>• ZB responded that it was a public good thing. Suggested that people complain about them as parents unknowingly buy throttle ebikes.</li> <li>• ZB added that Council organiser bike riders education and that this concept was for new technology of bikes. Questioned who else would do it?</li> <li>• MW explained that this falls to Council all the time as they are the closest thing to community. Suggested it shouldn't be Council's role to educate parents.</li> <li>• ZB questioned if MW rides?</li> <li>• MW responded that he rides a motorbike and ride bikes with kids. Agreed that the way people drive is disgusting and heaps more traffic.</li> <li>• ZB suggested that cyclists are often seen as no one's problem.</li> <li>• HR suggested that Council is doing something as they have facilitated this Cycling Reference Group.</li> <li>• KR noted that schools are doing Bike Education.</li> <li>• HR noted that Council sponsored Bike Ed about 3 years ago.</li> </ul> <p><b>Other Events?</b></p> <ul style="list-style-type: none"> <li>• Nil discussed.</li> </ul>
<b>9. Issues/ Challenges</b>	<b>Chair</b>	<ul style="list-style-type: none"> <li>• SL questioned if there any issues more broadly?</li> <li>• RA questioned if there are any updates on Garden and Moore Street intersection?</li> <li>• SL responded that there had been progression and Council were putting in a funding application for an Infrastructure Grant. Noted he would share further information with the minutes.</li> </ul> <p><b>Action: SL to provide further information on the Garden and Moore Street intersection.</b></p> <ul style="list-style-type: none"> <li>• MW questioned what the issue was?</li> <li>• SL responded it was the amount of traffic.</li> <li>• LM explained that the bike lane also goes to nothing.</li> <li>• SL noted they were trying to separate cyclists and cars.</li> <li>• RA advised that last time he saw Paul Cugley, Paul had suggested there might be some movement on finishing the bike lane on Wangoom Road?</li> <li>• ZB explained that someone she knew had emailed Council about feeling unsafe in roundabouts. Explained that the response the person received was about signage and education for cyclists. ZB suggested that there should be signage about giving way to cyclists.</li> <li>• ZB suggested that most people don't know they can't park next to cyclists. Noted that people still pulled up next to her at the roundabout even when she is in the middle of the road.</li> <li>• HR suggested this happens on Aberline Road coming up to Anchor Point.</li> </ul>
<b>10. Grants</b>	<b>SL</b>	<p>Upcoming TAC Local Government Grant</p> <ul style="list-style-type: none"> <li>• Analysis Grant - up to \$30,000 (ex. GST)</li> <li>• Infrastructure Grant - up to \$100,000 (ex. GST) with conditional 1:1 contributions from the LGA</li> </ul>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"><li>Road Safety Strategy and Action Plan Grants - up to \$50,000 (ex. GST)</li><li>Variable Message Sign (VMS) Grants - up to \$30,000 (ex. GST)</li></ul>
11. Strategic Planning	KR/ SL	Active Warrnambool Update  PBN Update – thoughts/comments
12. General Discussion	Chair	<i>Close of meeting at 7.00pm</i>
13. Next Meeting		Wednesday 3 <sup>rd</sup> September 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.



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>	14 July 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. R. Ziegeler
<b>Council officers in attendance:</b>	Peter Utri, Acting Chief Executive Officer David Leahy, Direct City Infrastructure & Environment Paul Thompson, Acting Director City Futures Brooke Love, Director City Wellbeing James Plozza, Manager Governance Wendy Clark, Executive Assistant Lauren Edney, Manager Recreation and Culture (2.00pm – 2.19pm) David Brydson, Service Manager, Aquazone (2.00pm – 2.19pm) Abel Farrell, Manager Infrastructure Services (2.19pm – 2.32pm) Thomas Hall, Coordinator Project Management (2.33pm – 2.46pm)
<b>Other persons present:</b>	Nil.
<b>Apologies</b>	Cr. M. Walsh
<b>Matters considered:</b>	<ul style="list-style-type: none"> <li>• Aquazone Service Update.</li> <li>• Infrastructure Services Department Briefing.</li> <li>• Capital Works Program 2015-2026.</li> </ul>
<b>Council and officer items raised</b>	<ul style="list-style-type: none"> <li>• Carbon reduction framework project.</li> <li>• East Warrnambool Football Club.</li> <li>• State Government Drought Support Package.</li> <li>• Warrnambool RSL.</li> <li>• Municipal Association of Victoria Regional meeting.</li> <li>• South Warrnambool and Dennington Flood study.</li> <li>• Signage on Mortlake Road, Bushfield.</li> <li>• Skene Street parking.</li> <li>• Harrington Road south parking.</li> <li>• Alcohol during performances at Lighthouse Theatre.</li> </ul>
<b>Councillor Conflicts of Interest disclosures:</b>	
<b>Councillor/officer name:</b>	Nil.
<b>Meeting close time:</b>	3.41pm.
<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>	21 July 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>	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 Julie McLean, Manager City Growth (2.00pm – 2.45pm and 2.58pm – 3.21pm) Rob Wandell, Coordinator City Strategy (2.00pm – 2.32pm and 2.58pm – 3.21pm) Nick Legoe, Coordinator City Development (2.00pm – 2.45pm) Lauren Edney, Manager Recreation and Culture (2.34pm – 3.08pm) Kyme Rowe, Service Manager Recreation (2.34pm – 3.08pm) Mark Handby, Manager City Safety (3.05pm 3.32pm) Julie Anderson, Manager Assets & Project Planning (3.33pm – 3.41pm)
<b>Other persons present:</b>	Chris Renkin, Director, Regional Victoria, Victorian Planning Authority Gareth Hatley, Strategic Planning manager, Regional Victoria, Victorian Planning Authority Kevin Le, Senior Strategic Planner, Victorian Planning Authority
<b>Apologies</b>	Nil.
<b>Matters considered:</b>	<ul style="list-style-type: none"> <li>• East of Aberline Precinct Structure Plan Update.</li> <li>• PP2023-0133 – 93 Nicholson Street.</li> <li>• Warrnambool Futures Progress Update and Engagement Report.</li> <li>• City Safety Department briefing.</li> <li>• Ziegler Parade Bridge update.</li> <li>• Asset Plan.</li> </ul>
<b>Council and officer items raised</b>	<ul style="list-style-type: none"> <li>• Upcoming meeting with Minister for Housing.</li> <li>• Southern Ocean Wind Industry Committee meeting.</li> <li>• South West Victoria Alliance meetings.</li> <li>• East Warrnambool Football Club.</li> <li>• Warrnambool Art Gallery exhibition.</li> <li>• South Warrnambool and Dennington Flood Study.</li> <li>• Neighbourhood disputes.</li> <li>• Victorian Tourism Industry Council awards.</li> <li>• CCTV Steering Committee.</li> <li>• Warrnambool Gift Card launch.</li> <li>• Christmas survey completion.</li> <li>• Food truck trial in Timor Street.</li> <li>• Alveston House meeting.</li> <li>• Koroit Street post office shop and naturestrip parking.</li> </ul>
<b>Councillor Conflicts of Interest disclosures:</b>	
<b>Councillor/officer name:</b> Cr R. Ziegeler – Council and officer items raised - South Warrnambool and Dennington Flood Study – left the meeting during this item.	

<b>Meeting close time:</b>	4.27pm.
<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>	28 July 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>	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 Maree Wyse, Service Manager, Healthy Engaged Communities (2.00pm – 2.22pm) Peter Russell, Manager Community Strengthening (2.00pm – 2.22pm and 4.35pm – 4.46pm) Lauren Edney, Manager Recreation and Culture (2.23pm – 2.55pm) Kyme Rowe, Service Manager Recreation (2.23pm – 2.55pm) Gareth Colliton, Cultural Development Coordinator (2.23pm – 2.55pm) Stephen Hoy, Manager, Economic Development & Events (3.16pm – 3.30pm) Simone Hutson, Service Manager Events and Promotion (3.16pm – 3.30pm) Rob Wandell, Acting Manager City Growth Coordinator City Strategy (3.25pm – 4.10pm) Nerissa Lovrick, Community Planning & Health Promotion Officer (4.35pm – 4.46pm)
<b>Other persons present:</b>	Nil
<b>Apologies</b>	Nil.
<b>Matters considered:</b>	<ul style="list-style-type: none"> <li>• Healthy Engaged Communities Update.</li> <li>• 2025/26 Community Development Fund.</li> <li>• Creative Warrnambool Strategy 2025-2029.</li> <li>• Brierly Sports and Community Hub.</li> <li>• Council Plan Actions 2024-2025 April-June (Quarter 4).</li> <li>• Debt management Policy.</li> <li>• Joint Reseal Contract 2025/26 and 2026/27.</li> <li>• Road Management Plan Review.</li> <li>• Festivals and Events Grant Program.</li> <li>• PP2024-0205 – 3 Oceanex Close.</li> <li>• Cycling Reference Group Committee minutes.</li> <li>• Coastal Connect Project.</li> <li>• Healthy Warrnambool Plan 2025-29.</li> <li>• Customer Service and Community Engagement Report.</li> <li>• Mayoral Diary update.</li> </ul>
<b>Council and officer items raised</b>	<ul style="list-style-type: none"> <li>• Southern Ocean Wind Industry Committee meeting.</li> <li>• Parliamentary Inquiry into Fraud and Corruption Control.</li> <li>• Key worker housing.</li> <li>• Child care sector update.</li> <li>• Aged Care Act.</li> <li>• 2025 Victorian Tourism Industry Awards.</li> <li>• Possible Changchun delegation visit to Warrnambool.</li> </ul>

	<ul style="list-style-type: none"> <li>• East of Aberline Road.</li> <li>• Warrnambool Art Gallery spaces.</li> <li>• Visit Victoria 2030 strategy.</li> <li>• South Warrnambool and Dennington Flood Study.</li> <li>• North Warrnambool flood study.</li> <li>• Ziegler Parade bridge.</li> <li>• Bushfield/Hopkins Highway pedestrian access.</li> <li>• Harrington Road south.</li> <li>• East Warrnambool Primary School traffic movements.</li> </ul>
<b>Councillor Conflicts of Interest disclosures:</b>	
<b>Councillor/officer name:</b> Cr R. Ziegeler – Council and officer items raised - South Warrnambool and Dennington Flood Study – left the meeting during this item.	
<b>Meeting close time:</b>	5.28pm.
<b>Record completed by:</b>	Wendy Clark, Executive Assistant