

MINUTES SCHEDULED MEETING

WARRNAMBOOL CITY COUNCIL – 4:00PM Monday 3 August 2026

VENUE:

Reception Room, 25 Liebig Street, Warrnambool

COUNCILLORS:

Cr. Ben Blain (Mayor)

Cr. Debbie Arnott

Cr. Willy Benter

Cr. Billy Edis

Cr. Vicki Jellie AM

Cr. Matthew Walsh

Cr. Richard Ziegeler

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Andrew Mason
CHIEF EXECUTIVE OFFICER



WARRNAMBOOL
CITY COUNCIL

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

Behaviour At Council Meetings

Thank you all for coming – we really appreciate you being here. These meetings are the place where, we as Councillors, make decisions on a broad range of matters. These can vary greatly in subject, significance and the level of interest or involvement the community has. As part of making these decisions, we are presented with comprehensive information that helps us to form our position – you will find this in the agenda. It should also be remembered that the Council meeting is a “meeting of the Council that is open to the public”, not a “public meeting with the Council.” Each Council is required to have Governance Rules that pertains to meeting procedures. Warrnambool City Council has followed best practice in this regard and its Governance Rules provides regulations and procedures for the governing and conduct of Council meetings. Copies of the Conduct and Behaviour excerpt from Warrnambool City Council's Governance Rules can be obtained online at www.warrnambool.vic.gov.au. We thank you in anticipation of your co-operation in this matter.

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MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE
RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON
MONDAY 3 AUGUST 2026 COMMENCING AT 4:00 PM

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

IN ATTENDANCE: Mr Andrew Mason, Chief Executive Officer
Mr Peter Utri, Director Corporate Services
Ms Julie Anderson, Acting Director City Infrastructure & Environment- from
4.35pm
Mr Luke Coughlan, Director City Futures
Ms Brooke Love, Director City Wellbeing
Mr James Plozza, Manager Governance
Ms. Wendy Clark, Executive Assistant

1. Opening Prayer & Original Custodians Statement

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

Original Custodians Statement

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

2. Apologies

Nil.

3. Confirmation Of Minutes

MOVED: CR MATTHEW WALSH

SECONDED: CR DEBBIE ARNOTT

That the Minutes of the Scheduled Meeting of Council held on 6 July 2026, be confirmed.

CARRIED - 7:0

4. Declaration By Councillors And Officers Of Any Conflict Of Interest In Any Item On The Agenda

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

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

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

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

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

- Cr Billy Edis - Item 7.2 - Roundabout Banner Policy 2026 - General conflict - Employment paid by a betting agency.

5. Mayoral Presentation

It is a really big July and you can feel its winter, especially outside today. I got to actually go and open KidFEST this month. It was a really great event supported by the Festival and Events fund, which the next round of funding is up later this afternoon. A big congratulations to Tina and Emma for what they did over the July school holidays.

We had a really big citizenship ceremony with over 47 new citizens sworn into the Warrnambool district which was a really great day.

Peter's Project as well, they celebrated their 10 years of community service - that was a huge community effort. It's amazing to think that over 3,500 people have accessed that service since it opened and thanks Vicki for having us Thursday night.

I also attended the Fire Brigade annual dinner and I just want to say a really big thank you to Tom Woodhams, Greg Kinross, Rob Howe and all of the CFA volunteers for all they do because it really is such an important service across our city.

6. Public Question Time

6.1 Question from Rod Blake, Warrnambool

1. *When are the Council going to act to improve the safety of the boat ramp into Lady Bay, it is only a matter of time before someone injures themselves badly or another vehicle slides into the water.*

Response:

Council recognises that wave action and marine growth can make launching at Lady Bay challenging under some conditions. Council undertakes regular inspection and cleaning of the ramp. Further major wave-mitigation works would require additional coastal engineering investigation, statutory approvals and Victorian Government funding. No further major works are presently funded or scheduled, with Council's current port advocacy priority being the maintenance and protection of the breakwater.

2. *Given that the AS 3962 has a requirement for the ramp to be sheltered from the significant wave height of 0.2m, our local ramp far exceeds this requirement. When is WCC going to action this requirement given the time from when the jetty works have been completed.*

Response:

AS 3962 states that boat ramps should be sheltered from short-period waves greater than 0.2 metres. This is a design benchmark, not statutory requirement. The Lady Bay ramp is located within an existing, highly constrained and exposed harbour. During development of the 2022 project, wave conditions and relevant standards and guidelines were considered by Council, Better Boating Victoria, the Department of Transport and the project's specialist maritime engineers as part of the ramp design. There is presently no funded project or identified timeframe for additional structural wave-mitigation works.

3. *Same AS also requires that the ramp should be free from organic matter. Current arrangements on a near weekly basis has the ramp being cleaned by a contractor who uses a small excavator with a hydraulic broom head. Can the ramp be high pressured washed at a time which aligns with MLWS (Mean Low Water Springs).*

Response:

Council currently arranges removal of algae and other organic growth from the ramp approximately every six days using specialist mechanical equipment. This work is undertaken within the operational funding provided by the Victorian Government. High-pressure washing at or around Mean Low Water Springs could be considered as a supplementary method, however this would be a change in service level and despite several requests to Department of Transport and Planning for an increased budget allocation, this has been declined. No increase in activity or funding is currently forecast.

4. *Does the Council have any plans for a current bathymetric survey of the swing basin and Lady Bay harbour area? Water depth at the swing basin and approaches to the boat ramp are considered crucial to reducing wave height at the boat ramp.*

Response:-

Council arranges bathymetric surveys in line with the Department of Transport and Planning Operating Services Agreement.

5. *Does the Local Port of Warrnambool have a current/compliant SEMP, does the SEMP have a hazard register for both the wave heights exceeding 0.2m and also the slippery ramp causing ramp users to slip and fall and their vehicles tyres skidding on the slippery boat ramp, some vehicles requiring to be towed up the ramp due to limited type grip on the ramp surface.*

Response:

Yes. The Local Port of Warrnambool has a current Safety and Environment Management Plan prepared under the Port Management Act 1995. The SEMP was independently audited by a Minister-approved auditor in April 2025. The audit concluded that the SEMP was substantially compliant with the Ministerial Guidelines and that Council was substantially complying with the measures contained in the plan. The SEMP identifies boat launching and retrieval at the ramp as a high-risk activity. Its risk assessment identifies inclement weather, including large waves, and a slippery ramp surface as hazards. Controls include warning signage, inspections, scheduled algae removal, maintenance and dredging. The SEMP addresses the hazard created by waves rather than using the specific 0.2-metre design benchmark as a separate hazard category.

6.2 Question from Peter Sycouluplis, Warrnambool

Question

In recent years, Australia Day celebrations in Warrnambool have been lacklustre. Will Australia Day, January 26th 2027 be recognised by Warrnambool City Council as an official Council observed day of celebration? If so, what official activities are planned?

Response

Australia Day is not currently in the adopted recognised events, but it is recognised as a public holiday. Council reviews recognised events every year and there will be an opportunity to consider whether or not Australia Day will go in that in the coming year.

Council currently holds our Citizen of the Year and Citizenship Ceremony shortly before Australia Day with this event being well attended and this event is reviewed every year by Council so it is something that can be considered as we move closer towards January.

7. Reports

7.1. Sponsorship Policy 2026

DIRECTORATE : Corporate Strategies

Purpose:

This report presents a revised Sponsorship Policy 2026.

Executive Summary

This report presents the revised Sponsorship Policy for Council consideration.

The proposed Policy establishes a governance framework for the solicitation, assessment, acceptance, management and reporting of sponsorship received by Council from external organisations. It provides clear principles to ensure sponsorship arrangements are transparent, ethical, consistent and aligned with Council's strategic objectives and community values.

The Policy introduces defined eligibility and assessment criteria, approval and governance requirements, roles and responsibilities, documentation standards, conflict of interest requirements and annual reporting obligations.

It also clarifies the management of sponsorship arrangements to protect Council's integrity, independence and reputation.

The proposed Policy aims to ensure sponsorship opportunities are managed consistently, deliver mutual benefit to Council and sponsors, and comply with the principles of good governance, the *Local Government Act 2020*, and Council's broader governance.

MOVED: CR WILLY BENTER

SECONDED: CR MATTHEW WALSH

That Council:

1. Revoke the Sponsorship Policy 2015.
2. Adopt the Sponsorship Policy 2026.
3. Authorises the Chief Executive Officer to make minor administrative and editorial amendments to the Policy that do not materially alter its intent or operation.
4. Amends the Sponsorship Policy 2026 adopted under (2) above by inserting the following dot point into the list of excluded sponsorship arrangements at Clause 3.2.1, immediately after the dot point relating to tobacco:-
 - Manufacture, distribution, wholesaling or retailing of alcohol products.

CARRIED - 6:0

Background / Previous Reporting

Council's existing policy is due for review and update.

The purpose of this Policy is to provide a consistent framework for sponsorship activities between Council and external organisations. It establishes the principles and requirements for seeking, assessing, accepting and managing financial and in-kind sponsorship received by Council, ensuring arrangements are transparent, accountable and aligned with Council's strategic objectives and community values

This Policy applies to all financial and in-kind sponsorship received by Council from external organisations and operates within the *Local Government Act 2020*.

Issues

The proposed changes introduce substantial improvements by establishing clear principles, eligibility criteria, restrictions and governance requirements for sponsorship arrangements. It strengthens governance by requiring compliance with Council's Conflict of Interest Policy, Employee Code of Conduct and other relevant policies, ensuring sponsorship decisions are made ethically, transparently and in the best interests of Council.

To support implementation of the Policy, a Sponsorship Management Procedure should be developed. The procedure will provide a consistent operational framework, including defined workflows, assessment requirements, approval processes, documentation standards and record management requirements.

The Sponsorship Policy 2026 strengthens Council's governance framework by introducing improvements, including:

- mandatory written sponsorship agreements for all sponsorship arrangements;
- maintenance of a central sponsorship register;
- annual reporting to the Executive Management Team and Council; and
- clearly defined roles and responsibilities for the assessment, approval, administration and monitoring of sponsorship arrangements.

The Finance Department will be the Policy Owner and responsible for governance oversight, policy monitoring and reporting. Operational responsibility for managing sponsorship arrangements will remain with the relevant business areas in accordance with the Policy and supporting Procedure.

Financial Impact

The proposed Policy is not expected to have a material financial impact on Council's operations or budget.

Strengthening the governance framework for sponsorship received by Council may provide indirect economic benefits by improving the consistency, transparency and management of sponsorship opportunities, supporting stronger partnerships with external organisations and enhancing Council's ability to maximise sponsorship outcomes while managing financial and reputational risks.

Legislation / Policy / Council Plan Context

5 City Leadership

5.5 Our City promotes organisational culture and performance.

5.6 Our City will advocate strongly for our community and our region.

5.7 Our City is committed to sound governance, transparent decision-making and operating with integrity.

The proposed Sponsorship Policy 2026 has been developed in accordance with the governance principles of the *Local Government Act 2020*, including the governance principles (section 9), financial management principles (section 101) and public transparency principles (section 102). The Policy supports transparent, ethical and accountable decision-making in the management of sponsorship arrangements received by Council.

Timing

The policy will be considered by Council at a scheduled Council meeting with a proposed four year review period.

Internal / External Consultation

The revised Policy was considered and endorsed by the Executive Management Team prior to its submission to Council for formal adoption.

Officers' Declaration of Interest

N/A

Collaborative Procurement

N/A

Conclusion

Adoption of the Sponsorship Policy 2026 will strengthen Council's governance framework and provide a clear, consistent approach to the management of sponsorship arrangements.

ATTACHMENTS

1. Sponsorship Policy 2015 [7.1.1 - 6 pages]
2. Sponsorship Policy 2026 Draft [7.1.2 - 10 pages]
3. Sponsorship Policy 2026 Track changes [7.1.3 - 10 pages]

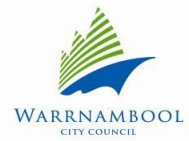


WARRNAMBOOL
CITY COUNCIL

Sponsorship Policy

APPROVAL DATE: March 2012

REVIEW DATE: March 2015

SPONSORSHIP POLICY**DOCUMENT CONTROL**

Document Title:	<i>Sponsorship Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Community Development</i>
Responsible Officer:	<i>Director, Community Development</i>
Document Status:	<i>Approved</i>
Approved By:	<i>Council</i>
Adopted Date:	<i>March 2012</i>
Review Date:	<i>March 2015</i>

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Policy Type: Council | Responsible Branch: Community Development | Approved Date: March 2012 | Review Date: March 2015

Document Set ID: 10772272
Version: 1, Version Date: 29/02/2019

SPONSORSHIP POLICY



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Policy Type: Council | Responsible Branch: Community Development | Approved Date: March 2012 | Review Date: March 2015

Document Set ID: 10772272
 Version: 1, Version Date: 29/02/2019

SPONSORSHIP POLICY



1. INTRODUCTION

1.1 Purpose and Scope

The purpose of this Policy is for Warrnambool City Council (The Council) to provide the community and Council staff with an understanding of its objectives and approach to the use of sponsorship in the business of Council.

1.2 Definitions

Sponsorship	Sponsorship is a reciprocal commercial relationship between two parties (organisations and/or individuals) which has been entered into for the mutual benefit of both parties. Sponsorships can be in the form of cash contributions, in-kind support or a combination of both. The benefits to sponsors can include building brand and/or product recognition and awareness, good corporate citizenship and/or making grass-roots connections with the local community. Council can receive or provide sponsorship. Sponsorship does not include: • Applications for grants or funding through government or philanthropic trusts • The sale of advertising space • Joint ventures
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2. REFERENCES

2.1 Council Policies, Procedures & Guidelines

- Sponsorship Operational Policy
- Councillor Code of Conduct
- Gift and Benefits Policy
- Information Privacy Policy
- Procurement Policy
- Risk Management Register and Plan
- Staff Code of Conduct
- Tendering Policy

2.2 External References

- *Sponsorship in the Public Sector: A guide to developing policies and procedures for both receiving and granting sponsorship*. Independent Commission Against Corruption (May 2006).
- *Code of conduct for Victorian public sector employees*. Public Sector Standards Commissioner, State Government of Victoria: State Services Authority 2007.

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Policy Type: Council | Responsible Branch: Community Development | Approved Date: March 2012 | Review Date: March 2015

Document Set ID: 10772272
Version: 1, Version Date: 29/02/2019

SPONSORSHIP POLICY



3. POLICY

Council has opportunities to enhance its image and build the profile of the City in a cost effective manner through sponsorship arrangements.

Its principal aims in seeking sponsorship are to:

- Increase access and involvement in the sponsored service, program or facility
- Establish strategic partnerships with other organisations
- Inject resources, whether cash or in-kind contributions, into Council services, programs and facilities.

Sponsorship arrangements will only be considered when there is alignment with objectives outlined in the Council Plan and benefits to the City are demonstrable.

3.1 Policy Statements

Warrnambool City Council 'The Council' supports the use of appropriate sponsorship to maximise financial and in-kind support to identified activities and events. All sponsorship arrangements will be undertaken in a professional and co-ordinated manner, and in accordance with relevant Council policies.

The Council will not allow a sponsor to determine the content or interpretation of any program or service.

Acceptance of a Sponsorship Agreement does not mean that The Council endorses the product or services of the sponsor. This philosophy must be clearly stated in all sponsorship agreements.

3.2 Policy Guidelines

3.2.1 Exclusions

Council will only enter into a sponsorship arrangement with a business or an individual whose reputation and image is consistent with the values, objectives and policies of Council. Exclusions include:

Tobacco industry

Gaming / Gambling Providers - Acceptance of sponsorship from organisations dealing with gaming or gambling will be at the discretion of the Chief Executive Officer.

Alcohol – Acceptance of sponsorship from organisations dealing with alcoholic beverages will be at the discretion of the Chief Executive Officer. Direct sponsorship by alcohol brands/companies will not be considered.

SPONSORSHIP POLICY



3.2.2 Restrictions

Council will not accept sponsorship exceeding \$500 from any individual, organisation or commercial enterprise which has a matter pending decision by Council without prior consultation with Director City Growth and/or Director Corporate Strategies.

Sponsorship arrangement with entities that Council may have to inspect or regulate in order to ensure adequate propriety will be at the discretion of the Chief Executive Officer.

Council will not enter into a sponsorship arrangement with any person or entity currently under investigation or which has been found guilty of any criminal or improper conduct by a court or any other legal authority.

3.2.3 Naming Rights

Approval to seek a naming rights sponsorship of any event, program or initiative must be approved by the responsible Director. Any sponsorship agreement including naming rights for any event, program or initiative must be approved by the responsible Director.

Approval to seek naming rights sponsorship for any Council owned and/or managed buildings or facilities must be approved by Council.

3.2.4 Exclusive Supply Arrangements

Sponsorships may include brand exclusivity, purchase agreements or product supply rights where the agreement is consistent with the Council's Procurement Policy or adversely affect the operation of another Council service.

3.2.5 Sponsorship Management

Procurement and management of sponsorships will be in line with appropriate WCC policies.

4. GOVERNANCE

4.1 Owner

The Director, Community Development is responsible for monitoring the currency and viability of this policy and updating it when required.

4.2 Review

The Director, Community Development will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

4.3 Charter of Human Rights Compliance

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

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Policy Type: Council | Responsible Branch: Community Development | Approved Date: March 2012 | Review Date: March 2015

Document Set ID: 10772272
Version: 1, Version Date: 29/02/2019



WARRNAMBOOL
CITY COUNCIL

Sponsorship Policy

POLICY TYPE: COUNCIL

APPROVAL DATE: AUGUST 2026

REVIEW DATE: AUGUST 2030

**SPONSORSHIP POLICY****DOCUMENT CONTROL**

Document Title:	<i>Sponsorship Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Financial Services</i>
Responsible Officer:	<i>Manager Financial Services</i>
Document Status:	<i>Draft</i>
Approved By:	<i>Council</i>
Adopted Date:	<i>August 2026</i>
Review Date:	<i>August 2030</i>



SPONSORSHIP POLICY

1. INTRODUCTION

1.1 Purpose

The purpose of this Policy is to provide a consistent framework for sponsorship activities between Council and external organisations. It establishes the principles and requirements for seeking, assessing, accepting and managing financial and in-kind sponsorship received by Council, ensuring arrangements are transparent, accountable and aligned with Council's strategic objectives and community values.

A sponsor can benefit through building relationships and gaining exposure. The community should also see benefits of sponsorship arrangements through enhanced services, activities and events. Council must ensure that all sponsorship arrangements are transparent, comply with Council's Code of Conduct and other relevant policies, and do not limit Council's ability to carry out its functions fully or impartially. This policy recognises that sponsorship may not be beneficial in all cases.

1.2 Scope

This Policy applies to all financial and in-kind sponsorship received by Council from external organisations. It provides guidance to Councillors, employees, contractors and volunteers involved in seeking, negotiating, approving or managing sponsorship on behalf of Council, to ensure sponsorship opportunities are managed in a professional, consistent and appropriate manner. This Policy applies to sponsorship arrangements received by Council and operates within the Local Government Act 2020.

1.3 Exclusions

Exclusions to the scope of this Policy include:

- Sponsorship provided by Council to external organisations;
- Capital grants or other government funding received by Council;
- Philanthropic donations or gifts where no commercial or promotional benefit is provided to the contributor;
- Sale of advertising space;
- Joint ventures or Memorandum of Understanding agreements;
- Commercial procurement arrangements governed by Council's Procurement Policy; or
- Any sponsorship, funding arrangement or activity that is specifically governed by another Council policy, procedure or legislative framework. Where another Council policy specifically applies, that policy will take precedence.



SPONSORSHIP POLICY

1.2 Definitions

Term	Definition
Sponsorship	A commercial arrangement where an external organisation provides financial (cash) or in-kind support to Council in exchange for agreed recognition, promotional benefits or other mutually beneficial outcomes. Sponsorship is intended to support Council activities, events or initiatives and is distinct from a grant, donation or procurement arrangement.
Sponsor	An individual, business, government agency, not-for-profit organisation or other entity that provides financial or in-kind support to Council under a sponsorship agreement.
Financial Sponsorship	A monetary contribution provided by a sponsor to support a Council activity, event or initiative in return for agreed sponsorship benefits.
In-kind Sponsorship	The provision of goods, services, expertise or other non-monetary support by a sponsor in lieu of a cash contribution, where the support has an identifiable value.
Sponsorship Agreement	A signed agreement that outlines the terms and conditions of a sponsorship arrangement, including the sponsorship value, obligations of each party, recognition provided, duration and any reporting requirements.
Donation	A voluntary financial or in-kind contribution made without the expectation of advertising, promotional benefits, commercial advantage or any other consideration in return.
Grant	Funding provided by a government agency or other funding body for a specified purpose, subject to funding conditions and reporting requirements. A grant is not considered sponsorship.
Conflict of Interest	An actual, potential or perceived conflict between a person's public duties and their private interests that could improperly influence, or be perceived to influence, decisions relating to sponsorship.
Local Supplier	Refers to a business or organisation operating within or delivering services within the municipal boundary.
Expression of Interest (EOI)	Refers to a process where organisations register their intention to compete for the opportunity to sponsor a Council activity or event.



SPONSORSHIP POLICY

2. REFERENCES

2.1 Council Policies, Procedures & Guidelines

- Sponsorship Operational guidelines
- Councillor Code of Conduct
- Councillors Gift Policy
- Gifts and Benefits Policy
- Information Privacy Policy
- Procurement Policy
- Risk Management Register and Plan
- Staff Code of Conduct
- Tendering Policy
- Gaming Policy
- Community Engagement Policy
- Promotional Roundabout Banner Policy
- Complaints Policy
- Fraud and Corruption Policy
- Public Transparency Policy
- Naming of Sports & Recreation Facilities Policy
- Sporting Reserves Signage Policy

2.2 External References

- Local Government Act 2020 (Vic)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Competition and Consumer Act 2010 (Cth)
- Australian Consumer Law
- IBAC – Corruption prevention and conflict of interest guidance

3. POLICY

Council has opportunities to enhance its image and build the profile of the City in a cost effective manner through sponsorship arrangements for activities and events and provides a framework for seeking sponsorship, evaluation of offers and allocation of resources

Its principal aims in seeking sponsorship are to:

Increase access and involvement in the sponsored service, program or facility;
Establish and develop strategic partnerships with other organisations that support and align with Council's vision, values, objectives, priorities and policies;
Increase opportunities, whether cash or in-kind contributions, whilst protecting and preserving Council's values, services, programs and facilities.

Sponsorship arrangements will only be considered when there is alignment with objectives outlined in the Council Plan and benefits to the City are demonstrable.

3.1 Policy Statements

Warrnambool City Council supports the use of appropriate sponsorship to maximise financial and in-kind support to identified activities and events. All sponsorship arrangements will be undertaken in a professional and coordinated manner, and in accordance with relevant Council policies.

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Policy Type: Council | Responsible Branch: Finance | Approved Date: August 2026 | Review Date: August 2030



SPONSORSHIP POLICY

Council will not allow a sponsor to determine the content or interpretation of any program or service.

Acceptance of a Sponsorship Agreement does not mean that Council endorses the product or services of the sponsor. This philosophy must be clearly stated in all sponsorship agreements.

3.2 Policy Guidelines

3.2.1 Exclusions

Council will only enter into sponsorship arrangements with individuals or organisations whose values, activities and reputation are consistent with Council's strategic objectives, policies and responsibilities to the community. Council will not enter into a sponsorship arrangement where the sponsor's activities, products, services or public reputation are, or are likely to be, inconsistent with Council's values or could reasonably be expected to adversely impact Council's reputation or public confidence, including but not limited to:

- Manufacture, distribution or wholesaling of tobacco and associated products;
- Manufacture, distribution, wholesaling or retailing of alcohol products;
- Gaming and gambling providers, products and services, venues;
- Sex industry;
- Political parties;
- Coal or associated industries/companies;
- Detention centres and associated industries/companies not consistent with Council's social justice principles of equity, access, participation, rights, and accessibility for all groups in the community;
- Any arrangements which would personally benefit individual Councillors, Council employees, or their friends/family;
- Give a sponsor influence over Council and access to restricted information;
- Any activity that is prohibited by law;
- Council will not accept sponsorship from any individual, organisation or commercial enterprise which has a matter currently pending decision by Council.



SPONSORSHIP POLICY

3.2.2 Restrictions

Sponsorship candidates should ideally be based within the municipality, or have an existing branch, depot, office, or retail outlet located within the municipality. Sponsorship candidates may also be conducting or seeking to conduct business or investing or seeking to invest within Warrnambool City Council.

Sponsorship arrangements with entities that Council regulates, licences, monitors or may be required to inspect in the course of performing its statutory functions will be subject to additional consideration to ensure Council's integrity, impartiality and independence are maintained. Approval of such sponsorship arrangements is at the discretion of the Chief Executive Officer, having regard to any actual, potential or perceived conflicts of interest and any associated reputational or regulatory risks.

Councillors and staff may not accept gifts resulting from a sponsorship arrangement, in line with Council's Gifts, Benefits and Hospitality Policy.

3.2.3 Protecting Council's Reputation and Interest

Protecting Council's reputation and its compliance role will be expressed as a term/s in the sponsorship agreement. The terms to be included depend on the nature and scope of the sponsorship.

For example, Council can include terms to ensure that:

- its logo is not used without its specific permission/approval.
- the sponsorship agreement is not regarded as a general endorsement by Council of the business activity of the other party.
- the sponsorship agreement will not impede Council's ability to undertake its regulatory and compliance roles.
- Council continues to own the intellectual property developed; and
- Council information obtained by the other party during the sponsorship is kept confidential.

3.2.4 Naming Rights

Approval to seek a naming rights sponsorship of any event, program or initiative must be approved by the responsible Director. Any sponsorship agreement including naming rights for any event, program or initiative must be approved by the responsible Director.

Approval to seek naming rights sponsorship for any Council owned and/or managed buildings or facilities must be approved by Council.



SPONSORSHIP POLICY

3.2.5 Exclusive Supply Arrangements

Sponsorships may include brand exclusivity, purchase agreements or product supply rights where the agreement is consistent with the Council's Procurement Policy and not r adversely affecting the operation of any other Council services.Considerations for exclusivity will consider ethical and environmental practices and prioritising local sponsors.

3.2.6 Ethical Behaviour and Fair Dealing

All sponsorship activities undertaken by Council must be conducted with the highest standards of integrity, ethical behaviour, transparency and accountability. Employees involved in seeking, assessing, negotiating, approving or managing sponsorship arrangements must act impartially, in the best interests of Council, and in accordance with Council's policies and the Employee Code of Conduct.

Employees must:

- identify, disclose and appropriately manage any actual, potential or perceived conflict of interest in accordance with Council's Conflict of Interest Policy and Employee Code of Conduct. Any employee with a conflict of interest must not participate in the assessment, approval or management of the sponsorship arrangement.
- maintain the confidentiality of commercial-in-confidence information, intellectual property, matters under negotiation and any other information that is confidential or protected by law.
- ensure sponsorship decisions are fair, transparent, evidence-based and capable of withstanding public scrutiny.
- maintain accurate records to support sponsorship decisions and demonstrate compliance with this Policy.

Council will not enter into or continue a sponsorship arrangement where an actual, potential or perceived conflict of interest cannot be appropriately managed or where the arrangement may compromise, or be perceived to compromise, Council's integrity, impartiality or public confidence.

3.2.7 Sponsorship Management

Council may seek, receive and manage sponsorship through a range of appropriate methods, including public expressions of interest, direct approaches and unsolicited proposals, provided all sponsorship opportunities are assessed consistently and in accordance with this Policy.

All sponsorship proposals must:

- be assessed against the objectives and principles of this Policy;
- demonstrate an appropriate benefit to both Council and the sponsor;
- be managed in a fair, transparent and equitable manner;
- comply with Council's governance requirements, including conflict of interest, procurement (where applicable) and delegation requirements; and
- be supported by a signed sponsorship agreement.

Council reserves the right to accept, decline or renew sponsorship arrangements where they are determined to be in the best interests of Council and the community, having regard to strategic alignment, community benefit, value for money, reputational risk and any actual, potential or perceived conflicts of interest.

All sponsorship arrangements must be assessed and approved prior to entering into any commitment or agreement. Approval of sponsorship arrangements must be in accordance with Council's



SPONSORSHIP POLICY

Instrument of Delegation, Financial Delegations and any other applicable Council policies or procedures.

3.2.8 Record Keeping

All sponsorship decisions must be appropriately documented and retained in accordance with Council's records management requirements, including a formal procedure and Sponsorship register.

3.2.9 Reporting

Management will prepare an annual report for the Executive Leadership Team, with the report subsequently provided to Council for information. The report will detail all sponsorship proposals received, applications considered, sponsorship agreements approved, renewed or declined, and sponsorship arrangements entered into during the reporting period. The report will support transparency, accountability and monitoring of compliance with this Policy.

4. GOVERNANCE

4.1 Owner

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

4.2 Review

This policy should be reviewed every four years or where there is a change to legislation or a significant change to investment market conditions.

5. COMPLIANCE RESPONSIBILITIES

Role	Responsibilities
Councillors	Adopt this policy Assess and approve sponsorship proposals where required by this policy, legislation, Council resolution or the Instrument of Delegation Receive the annual reporting
Executive Management Team & Chief Executive Office	Implementation of this policy Ensure sponsorship proposals align with Council's strategic objectives and this Policy Assess and approve sponsorship proposals required by this policy, procedure and within Delegations Endorse the annual report for Council consideration
Manager Financial Services (Policy Owner)	Monitor the implementation and effectiveness of this Policy Review the policy and associated procedures to ensure they remain current and effective Monitor compliance with this Policy and associated procedures Coordinate the preparation of the annual report
Managers	Be responsible for the day-to-day administration and management of sponsorship arrangements within their area of responsibility Ensure sponsorship proposals and agreements comply with this Policy, associated procedures and delegated authority

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Policy Type: Council | Responsible Branch: Finance | Approved Date: August 2026 | Review Date: August 2030



SPONSORSHIP POLICY

Role	Responsibilities
	Monitor sponsorship agreements to ensure obligations are met and appropriate records are maintained. Identify and manage any actual, potential or perceived conflicts of interest in accordance with Council policy.

4.3 Charter of Human Rights Compliance

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



WARRNAMBOOL
CITY COUNCIL

Sponsorship Policy

POLICY TYPE: COUNCIL

APPROVAL DATE: AUGUST 2026 ~~MARCH 2012~~

REVIEW DATE: AUGUST 2030 ~~MARCH 2015~~



SPONSORSHIP POLICY

DOCUMENT CONTROL

Document Title:	<i>Sponsorship Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i><u>Financial Services</u>Community Development</i>
Responsible Officer:	<i><u>Manager Financial Services</u> Director, Community Development</i>
Document Status:	<i><u>Draft</u> Approved</i>
Approved By:	<i>Council</i>
Adopted Date:	<i><u>August 2026</u> March 2012</i>
Review Date:	<i><u>August 2030</u> March 2015</i>



SPONSORSHIP POLICY

1. INTRODUCTION

1.1 Purpose

The purpose of this Policy is to provide a consistent framework for sponsorship activities between Council and external organisations. It establishes the principles and requirements for seeking, assessing, accepting and managing financial and in-kind sponsorship received by Council, ensuring arrangements are transparent, accountable and aligned with Council's strategic objectives and community values.

A sponsor can benefit through building relationships and gaining exposure. The community should also see benefits of sponsorship arrangements through enhanced services, activities and events. Council must ensure that all sponsorship arrangements are transparent, comply with Council's Code of Conduct and other relevant policies, and do not limit Council's ability to carry out its functions fully or impartially. This policy recognises that sponsorship may not be beneficial in all cases.

1.2 Scope and Scope

The purpose of this Policy is for Warrnambool City Council (The Council) to provide the community and Council staff with an understanding of its objectives and approach to the use of sponsorship in the business of Council.

This Policy applies to all financial and in-kind sponsorship received by Council from external organisations. It provides guidance to Councillors, employees, contractors and volunteers involved in seeking, negotiating, approving or managing sponsorship on behalf of Council, to ensure sponsorship opportunities are managed in a professional, consistent and appropriate manner. This Policy applies to sponsorship arrangements received by Council and operates within the Local Government Act 2020.

1.3 Exclusions

Exclusions to the scope of this Policy include:

- Sponsorship provided by Council to external organisations;
- Capital grants or other government funding received by Council;
- Philanthropic donations or gifts where no commercial or promotional benefit is provided to the contributor;
- Sale of advertising space;
- Joint ventures or Memorandum of Understanding agreements;
- Commercial procurement arrangements governed by Council's Procurement Policy; or
- Any sponsorship, funding arrangement or activity that is specifically governed by another Council policy, procedure or legislative framework. Where another Council policy specifically applies, that policy will take precedence.



SPONSORSHIP POLICY

1.2 Definitions

<u>Sponsorship</u>	is a reciprocal commercial relationship between two parties (organisations and/or individuals) which has been entered into for the mutual benefit of both parties. Sponsorships can be in the form of cash contributions, in-kind support or a combination of both. The benefits to sponsors can include building brand and/or product recognition and awareness, good corporate citizenship and/or making grass-roots connections with the local community. Council can receive or provide sponsorship. Sponsorship does not include: ☐ Applications for grants or funding through government or philanthropic trusts ☐ The sale of advertising space ☐ Joint ventures
<u>Sponsorship</u>	<u>A commercial arrangement where an external organisation provides financial (cash) or in-kind support to Council in exchange for agreed recognition, promotional benefits or other mutually beneficial outcomes. Sponsorship is intended to support Council activities, events or initiatives and is distinct from a grant, donation or procurement arrangement.</u>
<u>Sponsor</u>	<u>An individual, business, government agency, not-for-profit organisation or other entity that provides financial or in-kind support to Council under a sponsorship agreement.</u>
<u>Financial Sponsorship</u>	<u>A monetary contribution provided by a sponsor to support a Council activity, event or initiative in return for agreed sponsorship benefits.</u>
<u>In-kind Sponsorship</u>	<u>The provision of goods, services, expertise or other non-monetary support by a sponsor in lieu of a cash contribution, where the support has an identifiable value.</u>
<u>Sponsorship Agreement</u>	<u>A signed agreement that outlines the terms and conditions of a sponsorship arrangement, including the sponsorship value, obligations of each party, recognition provided, duration and any reporting requirements.</u>
<u>Donation</u>	<u>A voluntary financial or in-kind contribution made without the expectation of advertising, promotional benefits, commercial advantage or any other consideration in return.</u>
<u>Grant</u>	<u>Funding provided by a government agency or other funding body for a specified purpose, subject to funding conditions and reporting requirements. A grant is not considered sponsorship.</u>
<u>Conflict of Interest</u>	<u>An actual, potential or perceived conflict between a person's public duties and their private interests that could improperly influence, or be perceived to influence, decisions relating to sponsorship.</u>
<u>Local Supplier</u>	<u>Refers to a business or organisation operating within or delivering services within the municipal boundary.</u>
<u>Expression of Interest (EOI)</u>	<u>Refers to a process where organisations register their intention to compete for the opportunity to sponsor a Council activity or event.</u>



SPONSORSHIP POLICY

2. REFERENCES

2.1 Council Policies, Procedures & Guidelines

- Sponsorship Operational ~~guidelines~~Policy
- Councillor Code of Conduct
- ~~Councillors Gift and Benefits~~ Policy
- ~~Gifts and Benefits~~ Policy
- Information Privacy Policy
- Procurement Policy
- Risk Management Register and Plan
- Staff Code of Conduct
- Tendering Policy
- Gaming Policy
- Community Engagement Policy
- Promotional Roundabout Banner Policy
- Complaints Policy
- Fraud and Corruption Policy
- Public Transparency Policy
- Naming of Sports & Recreation Facilities Policy
- Sporting Reserves Signage Policy

2.2 External References

- ~~Sponsorship in the Public Sector: A guide to developing policies and procedures for both receiving and granting sponsorship.~~ Independent Commission Against Corruption (May 2006).
- ~~Code of conduct for Victorian public sector employees.~~ Public Sector Standards Commissioner, State Government of Victoria: State Services Authority 2007.
 - ~~Local Government Act 2020 (Vic)~~
 - ~~Charter of Human Rights and Responsibilities Act 2006 (Vic)~~
 - ~~Privacy and Data Protection Act 2014 (Vic)~~
 - ~~Equal Opportunity Act 2010 (Vic)~~
 - ~~Competition and Consumer Act 2010 (Cth)~~
 - ~~Australian Consumer Law~~
 - ~~IBAC – Corruption prevention and conflict of interest guidance~~

3. POLICY

Council has opportunities to enhance its image and build the profile of the City in a cost effective~~cost-effective~~ manner through sponsorship arrangements for activities and events and provides a framework for seeking sponsorship, evaluation of offers and allocation of resources.

Its principal aims in seeking sponsorship are to:

- ~~Increase access and involvement in the sponsored service, program or facility;~~
- ~~Establish and develop~~ strategic partnerships with other organisations that support and align with Council's vision, values, objectives, priorities and policies;
- ~~Inject resources~~Increase opportunities, whether cash or in-kind contributions, whilst protecting and preserving Council's into Council values, services, programs and facilities.

Sponsorship arrangements will only be considered when there is alignment with objectives outlined in the Council Plan and benefits to the City are demonstrable.

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Policy Type: Council | Responsible Branch: Finance | Approved Date: August 2026 | Review Date: August 2030



SPONSORSHIP POLICY

3.1 Policy Statements

Warrnambool City Council ~~'The Council'~~ supports the use of appropriate sponsorship to maximise financial and in-kind support to identified activities and events. All sponsorship arrangements will be undertaken in a professional and coordinated manner, and in accordance with relevant Council policies.

~~The~~ Council will not allow a sponsor to determine the content or interpretation of any program or service.

Acceptance of a Sponsorship Agreement does not mean that ~~The~~ Council endorses the product or services of the sponsor. This philosophy must be clearly stated in all sponsorship agreements.

3.2 Policy Guidelines

3.2.1 Exclusions

~~Council will only enter into a sponsorship arrangement with a business or an individual whose reputation and image is consistent with the values, objectives and policies of Council. Exclusions include:~~

Tobacco industry

~~Gaming / Gambling Providers – Acceptance of sponsorship from organisations dealing with gaming or gambling will be at the discretion of the Chief Executive Officer.~~

~~Alcohol – Acceptance of sponsorship from organisations dealing with alcoholic beverages will be at the discretion of the Chief Executive Officer. Direct sponsorship by alcohol brands/companies will not be considered.~~

Council will only enter into sponsorship arrangements with individuals or organisations whose values, activities and reputation are consistent with Council's strategic objectives, policies and responsibilities to the community. Council will not enter into a sponsorship arrangement where the sponsor's activities, products, services or public reputation are, or are likely to be, inconsistent with Council's values or could reasonably be expected to adversely impact Council's reputation or public confidence, including but not limited to:

- Manufacture, distribution or wholesaling of tobacco and associated products;
- Gaming and gambling providers, products and services, venues;
- Sex industry;
- Political parties;
- Coal or associated industries/companies;
- Detention centres and associated industries/companies not consistent with Council's social justice principles of equity, access, participation, rights, and accessibility for all groups in the community;
- Any arrangements which would personally benefit individual Councillors, Council employees, or their friends/family;
- Give a sponsor influence over Council and access to restricted information;
- Any activity that is prohibited by law;
- Council will not accept sponsorship from any individual, organisation or commercial enterprise which has a matter currently pending decision by Council.



SPONSORSHIP POLICY

3.2.2 Restrictions

Sponsorship candidates should ideally be based within the municipality, or have an existing branch, depot, office, or retail outlet located within the municipality. Sponsorship candidates may also be conducting or seeking to conduct business or investing or seeking to invest within Warrnambool City Council.

Sponsorship arrangements with entities that Council regulates, licences, monitors or may be required to inspect in the course of performing its statutory functions will be subject to additional consideration to ensure Council's integrity, impartiality and independence are maintained. Approval of such sponsorship arrangements is at the discretion of the Chief Executive Officer, having regard to any actual, potential or perceived conflicts of interest and any associated reputational or regulatory risks.

Councillors and staff may not accept gifts resulting from a sponsorship arrangement, in line with Council's Gifts, Benefits and Hospitality Policy.

3.2.2 Restrictions

~~Council will not accept sponsorship exceeding \$500 from any individual, organisation or commercial enterprise which has a matter pending decision by Council without prior consultation with Director City Growth and/or Director Corporate Strategies.~~

~~Sponsorship arrangement with entities that Council may have to inspect or regulate in order to ensure adequate propriety will be at the discretion of the Chief Executive Officer.~~

~~Council will not enter into a sponsorship arrangement with any person or entity currently under investigation or which has been found guilty of any criminal or improper conduct by a court or any other legal authority.~~

3.2.3 Protecting Council's Reputation and Interest

Protecting Council's reputation and its compliance role will be expressed as a term/s in the sponsorship agreement. The terms to be included depend on the nature and scope of the sponsorship.

For example, Council can include terms to ensure that:

- its logo is not used without its specific permission/approval.
- the sponsorship agreement is not regarded as a general endorsement by Council of the business activity of the other party.
- the sponsorship agreement will not impede Council's ability to undertake its regulatory and compliance roles.
- Council continues to own the intellectual property developed; and
- Council information obtained by the other party during the sponsorship is kept confidential.

3.2.4 Naming Rights

Approval to seek a naming rights sponsorship of any event, program or initiative must be approved by the responsible Director. Any sponsorship agreement including naming rights for any event, program or initiative must be approved by the responsible Director.

Approval to seek naming rights sponsorship for any Council owned and/or managed buildings or facilities must be approved by Council.



SPONSORSHIP POLICY

3.2.5 Exclusive Supply Arrangements

Sponsorships may include brand exclusivity, purchase agreements or product supply rights where the agreement is consistent with the Council's Procurement Policy and not or adversely affecting the operation of any another Council services. Considerations for exclusivity will consider ethical and environmental practices and prioritising local sponsors.

3.2.6 Ethical Behaviour and Fair Dealing

All sponsorship activities undertaken by Council must be conducted with the highest standards of integrity, ethical behaviour, transparency and accountability. Employees involved in seeking, assessing, negotiating, approving or managing sponsorship arrangements must act impartially, in the best interests of Council, and in accordance with Council's policies and the Employee Code of Conduct.

Employees must:

- identify, disclose and appropriately manage any actual, potential or perceived conflict of interest in accordance with Council's Conflict of Interest Policy and Employee Code of Conduct. Any employee with a conflict of interest must not participate in the assessment, approval or management of the sponsorship arrangement.
- maintain the confidentiality of commercial-in-confidence information, intellectual property, matters under negotiation and any other information that is confidential or protected by law.
- ensure sponsorship decisions are fair, transparent, evidence-based and capable of withstanding public scrutiny.
- maintain accurate records to support sponsorship decisions and demonstrate compliance with this Policy.

Council will not enter into or continue a sponsorship arrangement where an actual, potential or perceived conflict of interest cannot be appropriately managed or where the arrangement may compromise, or be perceived to compromise, Council's integrity, impartiality or public confidence.

3.2.7 Sponsorship Management

~~Procurement and management of sponsorships will be in line with appropriate WCC policies.~~

Council may seek, receive and manage sponsorship through a range of appropriate methods, including public expressions of interest, direct approaches and unsolicited proposals, provided all sponsorship opportunities are assessed consistently and in accordance with this Policy.

All sponsorship proposals must:

- be assessed against the objectives and principles of this Policy;
- demonstrate an appropriate benefit to both Council and the sponsor;
- be managed in a fair, transparent and equitable manner;
- comply with Council's governance requirements, including conflict of interest, procurement (where applicable) and delegation requirements; and
- be supported by a signed sponsorship agreement.

Council reserves the right to accept, decline or renew sponsorship arrangements where they are determined to be in the best interests of Council and the community, having regard to strategic alignment, community benefit, value for money, reputational risk and any actual, potential or perceived conflicts of interest.



SPONSORSHIP POLICY

All sponsorship arrangements must be assessed and approved prior to entering into any commitment or agreement. Approval of sponsorship arrangements must be in accordance with Council's Instrument of Delegation, Financial Delegations and any other applicable Council policies or procedures.

3.2.8 Record Keeping

All sponsorship decisions must be appropriately documented and retained in accordance with Council's records management requirements, including a formal procedure and Sponsorship register.

3.2.9 Reporting

Management will prepare an annual report for the Executive Leadership Team, with the report subsequently provided to Council for information. The report will detail all sponsorship proposals received, applications considered, sponsorship agreements approved, renewed or declined, and sponsorship arrangements entered into during the reporting period. The report will support transparency, accountability and monitoring of compliance with this Policy.

4. GOVERNANCE

4.1 Owner

The Manager Financial Services Director, Community Development is responsible for this policy and for ensuring the policy is implemented, progress monitored and is regularly reviewed. monitoring the currency and viability of this policy and updating it when required.

4.2 Review

The Director, Community Development will review the policy for any necessary amendments no later than three years after its formulation or after the last review. This policy should be reviewed every four years or where there is a change to legislation or a significant change to investment market conditions.

5. COMPLIANCE RESPONSIBILITIES

Role	Responsibilities
<u>Councillors</u>	<u>Adopt this policy</u> <u>Assess and approve sponsorship proposals where required by this policy, legislation, Council resolution or the Instrument of Delegation</u> <u>Receive the annual reporting</u>
<u>Executive Management Team & Chief Executive Office</u>	<u>Implementation of this policy</u> <u>Ensure sponsorship proposals align with Council's strategic objectives and this Policy</u> <u>Assess and approve sponsorship proposals required by this policy, procedure and within Delegations</u> <u>Endorse the annual report for Council consideration</u>
<u>Manager Financial Services (Policy Owner)</u>	<u>Monitor the implementation and effectiveness of this Policy</u> <u>Review the policy and associated procedures to ensure they remain current and effective</u> <u>Monitor compliance with this Policy and associated procedures</u> <u>Coordinate the preparation of the annual report</u>



SPONSORSHIP POLICY

<u>Role</u>	<u>Responsibilities</u>
<u>Managers</u>	<u>Be responsible for the day-to-day administration and management of sponsorship arrangements within their area of responsibility</u> <u>Ensure sponsorship proposals and agreements comply with this Policy, associated procedures and delegated authority</u> <u>Monitor sponsorship agreements to ensure obligations are met and appropriate records are maintained.</u> <u>Identify and manage any actual, potential or perceived conflicts of interest in accordance with Council policy.</u>

4.3 Charter of Human Rights Compliance

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

7.2. Roundabout Banner Policy 2026

- *Cr Billy Edis declared a conflict of interest and left the meeting at 4.12pm.*

DIRECTORATE : City Futures

Purpose:

This report provides information for Council on amendments to the Roundabout Banner Policy in relation to informing users of the fee structure and gambling references on banners.

Executive Summary

The Events and Promotions Branch is responsible for the Roundabout Banner Policy with the latest version approved in April 2025. A report went to a recent Council briefing to remove the fee on the policy, see below (1), however there was a request to investigate whether it was appropriate for references to gambling on Roundabout banners.

- (1) A booking fee in dollar terms is currently listed within the policy which is proposed to be replaced with a generic statement referring to Council's Fees and Charges schedule for specific booking costs.

After further research, the following inclusion is also recommended.

- (2) References to gambling are prohibited from banners. This includes the display of gambling operator names, logos, trademarks, betting agency branding, promotional messages, websites, QR codes, sponsorship acknowledgements, or any other content that promotes or identifies gambling products or services. Banners containing such references will not be approved for display.

Council officers have spoken with the Warrnambool Racing Club (WRC) regarding the potential removal of TAB logos from the banners displayed for the May Racing Carnival and Jericho Cup. Whilst it is their preference for the logos to remain and support a major sponsor, it is not a contractual obligation. WRC is the only user group displaying banners with a betting agency logo.

MOVED: CR DEBBIE ARNOTT
SECNDED: CR MATTHEW WALSH

That Council:

1. Revoke the Roundabout Banner Policy 2025.
2. Adopt the Roundabout Banner Policy 2026.

CARRIED – 6:0

Background

Fees

Roundabout banners are located throughout the Warrnambool CBD and are available to community groups and organisations located in Warrnambool, to promote their events.

Current policy wording lists the Roundabout Banner Policy booking fee of \$90 ex GST.

Proposed new wording: Bookings for the roundabout banners can be completed online on Council's website www.warrnambool.vic.gov.au/apply-roundabout-banners

Gambling References

The question of whether betting agency logos should be permitted on banners was raised by Councilors in recent months when the change to the fee information was recommended. Upon further investigation, Council Officers contacted the Victorian Government and Casino Control Commission (VGCCC) who advised the following.

Gambling and VGCCC Regulation

Premises that advertise wagering or betting services are reminded that such advertising is prohibited in certain circumstances.

Do you advertise wagering or betting services?

Changes to the law that came into effect prohibit static betting advertising of gambling by wagering service providers:

- within 150 metres of the perimeter of a school
- on public transport infrastructure
- **on or above public roads**, road reserves and road infrastructure.

Static betting advertising includes billboards, signs, **banners**, and digital billboards. The types of advertising that is prohibited includes

- an A Frame display on a footpath advertising wagering or betting where a school is located within 150 metres
- a billboard located directly above a road that advertises a wagering or betting
- advertising of wagering or betting on a tram or train

Council officers believe the recommended change is in line with the intent from VGCCC.

Issues

After reviewing the VGCCC regulations and speaking with WRC, no issues are envisaged.

Financial Impact

None



WARRNAMBOOL
CITY COUNCIL

Promotional Roundabout Banner Policy

POLICY TYPE: COUNCIL
APPROVAL DATE: JULY 2026
REVIEW DATE: JULY 2029

**PROMOTIONAL ROUNDABOUT BANNER POLICY****DOCUMENT CONTROL**

Document Title:	<i>Promotional Roundabout Banner Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Events & Promotions Branch</i>
Responsible Officer:	<i>Manager Economic Development & Events</i>
Document Status:	<i>Draft</i>
Approved By:	<i>Council</i>
Approved Date:	<i>July 2026</i>
Review Date:	<i>July 2029</i>

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Page 2 of 5

Responsible Branch: Events & Promotions Branch | Approved Date: July 2026 | Review Date: July 2029



PROMOTIONAL ROUNDABOUT BANNER POLICY

1. INTRODUCTION

1.1. Purpose

This policy allows Warrnambool City Council directorates, community groups and organisations located in the Warrnambool municipality to promote their events through the display of appropriate advertising at specific roundabout locations. Council is the single permitting authority.

1.2. Scope

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

1.3. Definitions

Term	Definition
Council	Refers to Warrnambool City Council.
WCC	Warrnambool City Council.

2. POLICY

General Information

1. There are 7 roundabouts and 4 banners per roundabout, therefore the maximum is 28.
2. A maximum of 12 banners can be reserved per booking from February to November.
3. A maximum of 4 banners can be reserved per booking during peak event season of December to January.
4. All banners are installed and removed Monday to Monday.
5. Maximum hanging time is 2 weeks, unless otherwise approved by Council's Events & Promotion Team.
6. Banners will not be changed mid-week.
7. Approval for banners shall be limited to applications from local, community based organisations and Warrnambool City Council directorates for the promotion of events. Banners are not to be utilised for promotion of entities only.

Note: in times where there are spaces available, Council will install banners which promote Warrnambool and will endeavour to keep all banner spaces utilised. This may include promoting 'I am Warrnambool' or 'What's on in Warrnambool' as examples to direct visitors and locals to sites where all events are listed. More generic promotional material for the city may also be utilised. These banners will be the first removed when an event is to be promoted and may be kept in place for longer than the maximum 2 weeks outlined above to ensure banner spaces are fully utilised

8. All promotions must be for a specific event (date) that is located within the Warrnambool district.
9. Confirmation is subject to availability.

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Page 3 of 5

Responsible Branch: Events & Promotions Branch | Approved Date: July 2026 | Review Date: July 2029



PROMOTIONAL ROUNDABOUT BANNER POLICY

To ensure that banners fit the roundabout frames:

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

BANNER DESIGN

Banner designs must adhere to the following policy:

- Advertising of tobacco products, alcohol or drugs will not be permitted.
- Commercial advertising, sponsors logos, names or any material not relating to the event being promoted should not exceed 20% of the total visible banner surface area.
- Banner advertising is to be prioritised to the promotion of event approved by Council's Events & Promotion Team. In instances where banner spaces are empty/available and not booked for use please refer to **No. 7 in General Information** for WCC allowable use.
- Banners shall be professional in appearance, aesthetically pleasing and kept in a simple form carrying the event name, venue, date and name/logo of organisation (if forming part of the event title).
- References to gambling is prohibited from banners. This includes the display of gambling operator names, logos, trademarks, betting agency branding, promotional messages, websites, QR codes, sponsorship acknowledgements or any other content that promotes or identifies gambling products or services. Banners containing such references will not be approved for display.

BOOKINGS AND FEES

Booking and fee information for roundabout banners can be found on Council's website www.warrnambool.vic.gov.au/apply-roundabout-banners.

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

Further information can be obtained from Council's Events Team on (03) 5559 4965 or events@warrnambool.vic.gov.au.

3. GOVERNANCE

3.1. Owner

Manager Economic Development & Events.



PROMOTIONAL ROUNDABOUT BANNER POLICY

3.2. Review

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

Attachment_7.2.1 page 5



WARRNAMBOOL
CITY COUNCIL

Promotional Roundabout Banner Policy

POLICY TYPE: COUNCIL

APPROVAL DATE: ~~JUNE-JULY~~ 2026

REVIEW DATE: ~~JUNE-JULY~~ 2029

**PROMOTIONAL ROUNDABOUT BANNER POLICY****DOCUMENT CONTROL**

Document Title:	<i>Promotional Roundabout Banner Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Events & Promotions Branch</i>
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Approved Date:	<i>June-July 2026</i>
Review Date:	<i>June-July 2029</i>



PROMOTIONAL ROUNDABOUT BANNER POLICY

1. INTRODUCTION

1.1. Purpose

This policy allows Warrnambool City Council directorates, community groups and organisations located in the Warrnambool municipality to promote their events through the display of appropriate advertising at specific roundabout locations. Council is the single permitting authority.

1.2. Scope

This policy applies to activities and events overseen or delivered by the Events and Promotion branch within the City ~~Growth-Futures~~ directorate and apply to external groups and other Council areas wishing to utilise promotion through the use of roundabout banners.

1.3. Definitions

Term	Definition
Council	Refers to Warrnambool City Council.
WCC	Warrnambool City Council.

2. POLICY

General Information

1. There are 7 roundabouts and 4 banners per roundabout, therefore the maximum is 28.
2. A maximum of 12 banners can be reserved per booking from February to November.
3. A maximum of 4 banners can be reserved per booking during peak event season of December to January.
4. All banners are installed and removed Monday to Monday.
5. Maximum hanging time is 2 weeks, unless otherwise approved by Council's Events & Promotion Team.
6. Banners will not be changed mid-week.
7. Approval for banners shall be limited to applications from local, community based organisations and Warrnambool City Council directorates for the promotion of events. Banners are not to be utilised for promotion of entities only.

Note: in times where there are spaces available, Council will install banners which promote Warrnambool and will endeavour to keep all banner spaces utilised. This may include promoting 'I am Warrnambool' or 'What's on in Warrnambool' as examples to direct visitors and locals to sites where all events are listed. More generic promotional material for the city may also be utilised. These banners will be the first removed when an event is to be promoted and may be kept in place for longer than the maximum 2 weeks outlined above to ensure banner spaces are fully utilised

8. All promotions must be for a specific event (date) that is located within the Warrnambool district.
9. Confirmation is subject to availability.

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Responsible Branch: Events & Promotions Branch | Approved Date: ~~June-July~~ 2026 | Review Date: ~~June-July~~ 2029



PROMOTIONAL ROUNDABOUT BANNER POLICY

To ensure that banners fit the roundabout frames:

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

BANNER DESIGN

Banner designs must adhere to the following policy:

- Advertising of tobacco products, alcohol or drugs will not be permitted.
- Commercial advertising, sponsors logos, names or any material not relating to the event being promoted should not exceed 20% of the total visible banner surface area.
- Banner advertising is to be prioritised to the promotion of event approved by Council's Events & Promotion Team. In instances where banner spaces are empty/available and not booked for use please refer to **No. 5.7 in General Information** for WCC allowable use.
- Banners shall be professional in appearance, aesthetically pleasing and kept in a simple form carrying the event name, venue, date and name/logo of organisation (if forming part of the event title).
- References to gambling is prohibited from banners. This includes the display of gambling operator names, logos, trademarks, betting agency branding, promotional messages, websites, QR codes, sponsorship acknowledgements or any other content that promotes or identifies gambling products or services. Banners containing such references will not be approved for display.

BOOKINGS AND FEES

A fee, as per Council's Fees and Charges schedule, is payable for each booking. An invoice will be issued accordingly.

Booking and fee information for roundabout banners can be found on Council's website www.warrnambool.vic.gov.au/apply-roundabout-banners.

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

Further information can be obtained from Council's Events Team on (03) 5559 4965 or events@warrnambool.vic.gov.au.

3. GOVERNANCE

3.1. Owner

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Responsible Branch: Events & Promotions Branch | Approved Date: June-July 2026 | Review Date: June-July 2029



PROMOTIONAL ROUNDABOUT BANNER POLICY

Manager Economic Development & Events.

3.2. Review

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

7.3. Planning Scheme Amendment C220warr - Adoption

DIRECTORATE : City Growth

Purpose:

This report provides an overview of Warrnambool Planning Scheme Amendment C220warr (the Amendment), including the exhibition process, and recommends that Council adopt the amendment and submit it to the Minister for Planning for approval.

Executive Summary

- The C220warr amendment proposes to apply the Heritage Overlay (HO382) to 2 Mortlake Road, Warrnambool on a permanent basis and to reduce the extent of the Heritage Overlay (HO145) as it applies to 1A Reginald Grove, 83 Raglan Parade and 71 Raglan Parade, Warrnambool.
- The Amendment was formally exhibited according to the requirements of *Planning and Environment Act 1987*.
- Council received no submissions from neighbouring property owners and occupiers. The two government agencies that were notified of the amendment, including Environment Protection Authority and Transport for Victoria, advised that they had no issues with the amendment (See **Attachment 2**).
- It is recommended that Council adopt the Amendment and submit the Amendment to the Minister for Planning, for approval.

MOVED: CR MATTHEW WALSH

SECONDED: CR RICHARD ZIEGELER

That Council:

1. Adopts Amendment C220Warr to the Warrnambool Planning Scheme in accordance with Section 29(1) of the *Planning and Environment Act 1987* without changes.
2. Submits Amendment C220Warr to the Minister for Planning for approval in accordance with Section 31(1) of the *Planning and Environment Act 1987*.

CARRIED – 7:0

Background

The amendment is required to:

- Provide heritage protection to 2 Mortlake Road, by permanently applying the Heritage Overlay (HO382) to the property, also known as Kerry Lodge Cottage.
- Reduce the extent of Heritage Overlay HO145 as it applies to 1A Reginald Grove, 83 Raglan Parade and 71 Raglan Parade Warrnambool to ensure it accurately applies to the place of local heritage significance.

2 Mortlake Road, Warrnambool



Figure 1 The subject lot, bounded in red, is located at the corner of Mortlake Road and Moore Street. The image to the right shows the cottage facing Mortlake Road.

In September 2024, Council was informed by its Municipal Building Surveyor about some potential building activities at 2 Mortlake Road. Council contacted the owner, Homes Victoria, and liaised with the engaged architect to ensure that the renovations do not adversely impact the heritage significance of the property. The land in question is within the General Residential Zone (GRZ1) and is not currently covered by any overlays, including heritage controls.

The site at 2 Mortlake Road was identified as locally significant following a 2010 heritage assessment. However, despite being included on the indicative list of the Warrnambool Heritage Gap Study adopted by Council at the time, the property was not included in the final list of properties applied with a Heritage Overlay at that time. The omission has since been acknowledged as an error by the consultants.

A current assessment by Council's heritage advisor confirms that the building's condition does not diminish its historical and associative significance, warranting heritage designation, which requires a planning scheme amendment to include the site in the Heritage Overlay. New findings, supported by input from the Warrnambool Historical Society and local research, suggest that the structure could be the oldest remaining residence in Warrnambool. Historical records trace its origins to James Lyall, who offered "Kerry Lodge" for sale in 1857. The structure has also served various non-residential purposes over time.

The updated Statement of Significance of the property clearly demonstrates that the site meets local heritage significance thresholds.

1A Reginald Grove, 83 Raglan Parade and 71 Raglan Parade Warrnambool

The amendment also proposes to review the extent of the Heritage Overlay for existing HO145 relating to a dwelling located at 1A Reginald Grove, Warrnambool (also known as Huntingfield House and Naphthine Residence) to ensure a sensitive response to heritage values, balancing heritage protection with desired development outcomes.

Schedule 145 of Clause 43.01 of the Warrnambool Planning Scheme, identifies the site as the 'Former Naphthine Residence', with the Heritage Overlay currently covering the entire lot previously referred to as 83 Raglan Parade and extending into the adjacent property at 71 Raglan Parade. The overlay spans the entire common boundary between the two sites, extending approximately 20 metres east into 71 Raglan Parade. It is important to note that the lot known as 83 Raglan Parade has since been subdivided via approved planning permit PP2021-0063, where the dwelling site has been excised and is now referred to as 1A Reginald Grove.

This area falls within the Residential South Precinct of the Eastern Activity Centre Structure Plan (EACSP) and is designated as a growth area under Clause 02.03-1 of the Municipal Planning Strategy. Both lots are zoned General Residential Zone (GRZ) and are subject to a Development Plan Overlay (DPO14).

The review and realignment of the HO145, therefore, seeks to balance the impact of the future growth envisaged by the EACSP for the precinct with protection of the heritage building located within the new curtilage of 1A Reginald Grove and the original gate and cattle grid. This review was recommended by the Eastern Activity Centre Structure Plan (EACSP) to more accurately apply the Heritage overlay to the specific areas of significance.



Figure 2. Two Lot subdivision at 83 Raglan Parade (left) and the existing HO145 coverage area (right)

Issues

No submissions were received during the exhibition period.

The amendment applies the Heritage Overlay to 2 Mortlake Road, Warrnambool (HO382) and realigns the HO145 map boundaries to reduce its application to the curtilage of 1A Reginald Grove, Warrnambool and the perimeter of the gate and cattle grid fronting 83 Raglan Parade, Warrnambool (See **Attachment 1**).

Specifically, the amendment makes the following changes:

Planning scheme ordinance

- Amends the Schedule to Clause 43.01 (Heritage Overlay) to apply the Heritage Overlay (HO382) to Kerry Lodge Cottage at 2 Mortlake Road, Warrnambool and change the address of the HO145 listing to include 1A Reginald Grove, Warrnambool.
- Introduces Statements of Significance for Kerry Lodge Cottage and Huntingfield House (Naphthine Residence) by inserting them into the schedules to Clause 43.01 (Heritage Overlay) and Clause 72.04 (Incorporated documents) (See Attachment 1 for further details).

Overlays maps

- Amends Planning Scheme Map Nos. 9HO and 10HO to apply HO382 to 2 Mortlake Road and realign the HO145 boundaries to remove the overlay from 71 Raglan Parade and parts of 83 Raglan Parade.

Financial Impact

Costs associated with the preparation and exhibition of Amendment C220warr were met within the 2025/26 City Growth Budget.

Legislation / Policy / Council Plan Context

Amendment C220warr has been assessed against the relevant provisions of the Warrnambool Planning Scheme, and in line with the *Planning and Environment Act 1987* and the following strategies outlined in the Council Plan:

City Futures

Activating a vibrant, livable and safe city through enhancing outcomes for all.

Our City is activated to be attractive to residents and visitors.

Our City will be a sought-after destination for visitors.

Our City is activated to be attractive to residents and visitors.

Our City plan for sustainable growth while accommodating a changing climate.

Timing

Once Council adopts the Amendment, Council must submit the Amendment to the Minister for Planning within 10 business days of the date the amendment was adopted. A flow chart showing the current steps in the process is attached (**Attachment 3**).

Internal / External Consultation

Public exhibition of the amendment was undertaken in accordance with the requirements of the *Planning and Environment Act 1987*. The amendment was on exhibition from 04 June to 06 July 2026. Notice letters were also sent to nearby property owners and occupiers, relevant government agencies, and the Prescribed Ministers. Notice was also placed in the Warrnambool Standard and in the Government Gazette. Amendment documentation was also available on Council's website.

Legal Risk / Impact

Risk is managed through implementing the provisions of the *Planning and Environment Act 1987*.

No Gender Impact Assessment is required in relation to this heritage planning scheme amendment.

Officers' Declaration of Interest

None declared.

Conclusion

The C220warr proposes to apply the Heritage Overlay (HO382) to 2 Mortlake Road, Warrnambool on a permanent basis, and to reduce the extent of the Heritage Overlay (HO145) as it applies to 1A Reginald Grove, 83 Raglan Parade and 71 Raglan Parade Warrnambool.

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

ATTACHMENTS

1. Attachment 1 Exhibited documents [7.3.1 - 16 pages]
2. Attachment 2 Submissions from Government Agencies [7.3.2 - 2 pages]
3. Attachment3 Planning Scheme Amendment Flowchart for Council reports [7.3.3 - 1 page]

Attachment 1

The Explanatory Report and Statements of Significance are provided in this attachment. All other exhibited documents can be accessed via

<https://planning-schemes.app.planning.vic.gov.au/All%20schemes/amendments/C220warr?schemeCode=warr>

Planning and Environment Act 1987

Warrnambool Planning Scheme**Amendment C220warr****Explanatory Report****Overview**

This amendment proposes to apply the Heritage Overlay (HO382) to 2 Mortlake Road, Warrnambool on a permanent basis and to reduce the extent of the Heritage Overlay (HO145) as it applies to 1A Reginald Grove, 83 Raglan Parade and 71 Raglan Parade Warrnambool.

Where you may inspect this amendment

The amendment can be inspected free of charge at the Warrnambool City Council website at <https://www.warrnambool.vic.gov.au/planning-scheme-amendments>

And/or

The amendment is available for public inspection, free of charge, during office hours at the following places:

25 Liebig Street, Civic Centre, Warrnambool VIC 3208

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission to the planning authority about the amendment. Submissions about the amendment must be received by 06 July 2026.

A submission must be sent to 25 Liebig Street, Civic Centre, Warrnambool VIC 3208.

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: 01 September 2026
- Panel hearing: 29 September 2026

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Warrnambool City Council, which is the planning authority for this amendment.

The amendment has been made at the request of the Warrnambool City Council.

Land affected by the amendment

The amendment applies to the following properties:

- 2 Mortlake Road, Warrnambool.
- 83 Raglan Parade and 71 Raglan Parade, Warrnambool.
- 1A Reginald Grove, Warrnambool.

A mapping reference table is attached at Attachment 1 to this Explanatory Report.

What the amendment does

The amendment applies the Heritage Overlay to 2 Mortlake Road, Warrnambool (HO382) and realigns the HO145 map boundaries to reduce its application to the curtilage of 1A Reginald Grove, Warrnambool and the perimeter of the gate and cattle grid fronting 83 Raglan Parade, Warrnambool.

Specifically, the amendment makes the following changes:

Planning scheme ordinance

- Amends the Schedule to Clause 43.01 (Heritage Overlay) to apply the Heritage Overlay (HO382) to Kerry Lodge Cottage at 2 Mortlake Road, Warrnambool and change the address of the HO145 listing to include 1A Reginald Grove, Warrnambool.
- Introduces Statements of Significance for Kerry Lodge Cottage and Huntingfield House (Naphthine Residence) by inserting them into the schedules to Clause 43.01 (Heritage Overlay) and Clause 72.04 (Incorporated documents).

Overlays maps

- Amends Planning Scheme Map Nos. 9HO and 10HO to apply HO382 to 2

Mortlake Road and realign the HO145 boundaries to remove the overlay from 71 Raglan Parade and parts of 83 Raglan Parade.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to:

- Provide heritage protection to 2 Mortlake Road, by permanently applying the Heritage Overlay (HO382) to the property, also known as Kerry Lodge Cottage.
- Reduce the extent of Heritage Overlay HO145 as it applies to 1A Reginald Grove, 83 Raglan Parade and 71 Raglan Parade Warrnambool to ensure it accurately applies to the place of local heritage significance.

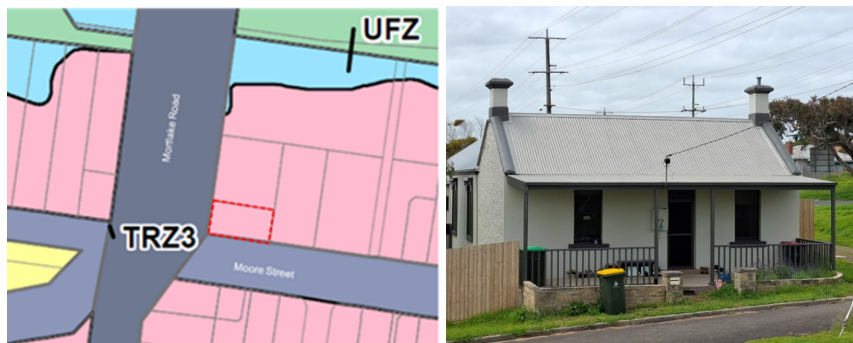


Figure 1 The subject lot, bounded in red, is located at the corner of Mortlake Road and Moore Street. The image to the right shows the cottage facing Mortlake Road.

In September 2024, Council was informed by its Municipal Building Surveyor about some refurbishment activities at 2 Mortlake Road. Council contacted the owner, Homes Victoria, and liaised with the engaged architect to ensure that the renovations do not adversely impact the heritage significance of the property. The land in question is within the General Residential Zone (GRZ1) and is not currently covered by any overlays, including heritage controls.

The site at 2 Mortlake Road was identified as locally significant following a 2010 heritage assessment. However, despite being included on the indicative list of the Warrnambool Heritage Gap Study adopted by Council at the time, the property did

not get included in the final list of properties that were applied with a Heritage Overlay.

A current assessment by Council's heritage advisor confirms that the building's condition does not diminish its historical and associative significance, warranting heritage designation, which requires a planning scheme amendment to include the site in the Heritage Overlay. New findings, supported by input from the Warrnambool Historical Society and local research, suggest that the structure could be the oldest remaining residence in Warrnambool. Historical records trace its origins to James Lyall, who offered "Kerry Lodge" for sale in 1857. The structure has also served various non-residential purposes over time.

The updated Statement of Significance of the property clearly demonstrates that the site meets local heritage significance thresholds.

The amendment also proposes to review the extent of the Heritage Overlay for existing HO145 relating to a dwelling located at 1A Reginald Grove, Warrnambool (also known as Huntingfield House and Napthine Residence) to ensure a sensitive response to heritage values, balancing heritage protection with desired development outcomes.

Schedule 145 of Clause 43.01 identifies the site as the 'Former Napthine Residence', with the Heritage Overlay currently covering the entire lot previously referred to as 83 Raglan Parade and extending into the adjacent property at 71 Raglan Parade. The overlay spans the entire common boundary between the two sites, extending approximately 20 metres east. It is noted that the lot known as 83 Raglan has since been subdivided via approved planning permit PP2021-0063, where the dwelling site has been excised and is now referred to as 1A Reginald Grove.

This area falls within the Residential South Precinct of the Eastern Activity Centre Structure Plan (EACSP) and is designated as a growth area under Clause 02.03-1 of the Municipal Planning Strategy. Both lots are zoned General Residential Zone (GRZ) and are subject to a Development Plan Overlay (DPO14).

The review and realignment of the HO145, therefore, seeks to balance the impact of the future growth envisaged by the EACSP for the precinct with protection of the heritage building located within the new curtilage of 83 Raglan Parade and the original gate and cattle grid. This review was recommended by the Eastern Activity Centre Structure Plan (EACSP) to more accurately apply the overlay to the specific areas of significance.



Figure 2. Two Lot subdivision at 83 Raglan Parade (left) and the HO145 coverage area (right)

The merits of retaining or revising HO145 over 83 Raglan Parade have been evaluated by Council against key planning documents, including:

- Eastern Activity Centre Structure Plan (EACSP, 2016 amended 2020)
- The objectives and requirements of Schedule 14 of Clause 43.04
- Approved Development Plan DP2024-0001
- Council Heritage Advisor's recommendations

The proposed amendment ensures that heritage protection aligns with broader strategic planning objectives while considering the site's development potential.

How does the amendment implement the objectives of planning in Victoria?

The amendment implements the objectives of planning in Victoria as outlined in section 4(1) of the *Planning and Environment Act 1987* (PE Act) as follows:

- (a) *To provide for the fair, orderly, economic and sustainable use, and development of land*
- (d) *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value*
- (f) *to facilitate development in accordance with the objectives set out in paragraph (d)*

The amendment will result in the fair, orderly, economic, and sustainable use and development of land by protecting heritage buildings without compromising the need for future growth envisaged in Warrnambool City Council's strategic documents and structure plans, particularly as they relate to 71 and 83 Raglan Parade, Warrnambool.

The amendment will ensure that identified heritage buildings are appropriately

protected through the application and retention of Heritage Overlay controls.

How does the amendment address any environmental, social and economic effects?

Environmental

The amendment is expected to have positive environmental effects by protecting and promoting places of architectural heritage significance in Warrnambool.

Social

The amendment is expected to have positive social effects by ensuring any future development on the subject sites is managed to respond to the heritage significance and preserving heritage assets for future generations. Heritage assets contribute to an area's liveability and sense of cultural identity and can have a positive influence on many aspects of the way a community develops.

Additionally, the amendment facilitates the future development of the balance lot (Lot 1) at 83 Raglan Parade, by limiting the application of Heritage Overlay to proposed curtilage and the gate, and aligning with the strategic directions of the EACSP. This would facilitate the provision of more housing in established areas near shops with good accessibility, resulting in positive social and economic outcomes for Warrnambool.

Economic

There is an inherent economic value in preserving historic places where architectural heritage values can contribute to the visitor economy. The amendment is expected to have further economic benefits by increasing certainty, facilitating decision making and minimising time delays.

How does the amendment address climate change?

The amendment does not seek to rezone land from a non-urban zone to an urban zone nor will it enable the intensification of the use and development of urban land or enable a new use and development of land to be exposed to a natural hazard arising from the impacts of climate change. The amendment therefore does not require further regard to the matters set out in *Ministerial Direction No. 22: Climate Change Consideration*.

Does the amendment address relevant bushfire risk?

The subject sites are not affected by any Bushfire Management Overlay (BMO) and 83 and 71 Raglan Parade are only marginally included in a Bushfire Prone Area where they front Raglan Parade (refer Figure 3). The amendment does not propose any development; rather, it aims to conserve the existing heritage buildings, ensuring that any alterations and additions respect the contributory elements of the subject sites. Future developments on 83 and 71 Raglan Parade will also be managed through a Development Plan Overlay, where bushfire risk can be appropriately

addressed as required.

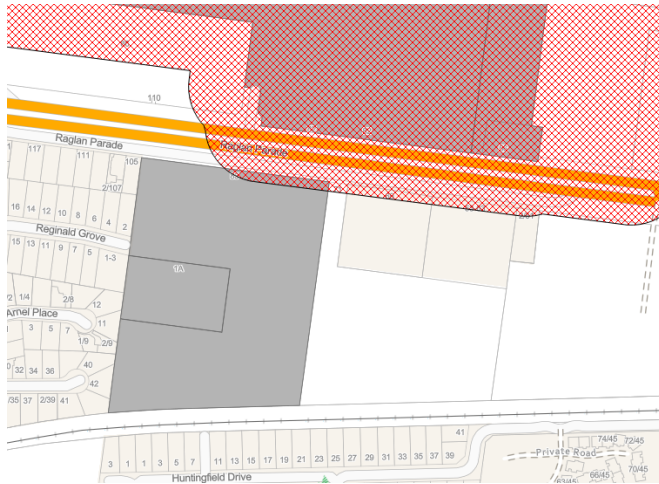


Figure 3 Bushfire Prone Area marginal impacts on the 83 and 71 Raglan Parade.

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The amendment complies with Ministerial Direction No. 11 Strategic Assessment of Amendments. It clearly justifies the need for the permanent Heritage Overlay, aligns with relevant planning policies including Clause 15.03-1S, and assesses potential impacts. Supporting documentation including heritage citation reports and mapping, and an Assessment Report for HO145 realignment are provided to substantiate the proposal.

The amendment complies with Section 7(5) of the PE Act by adhering to the Ministerial Direction on the Form and Content of Planning Schemes, which ensures consistency with the prescribed structure and requirements for planning schemes. By applying the Heritage Overlay (HO382) on a permanent basis to 2 Mortlake Road, Warrnambool and realigning the boundaries of HO145, the amendment uses the appropriate tool outlined in the Victoria Planning Provisions to control the impact of future development on the heritage significance, ensuring compliance with the Ministerial Direction under Section 7(5).

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The amendment is consistent with Clause 15.03-1S heritage conservation in that it will:

- Provide for the conservation and enhancement of places which are of, architectural and social significance.

- Encourage appropriate development that respects the identified heritage values of the place and creates a worthy legacy for future generations.
- Retain those elements that contribute to the importance of the heritage place.
- Encourage the conservation and restoration of contributory elements of the heritage place.
- Ensure an appropriate setting and context for heritage places being maintained.

The amendment aligns with the above policies by proposing the inclusion of 2 Mortlake Road, Warrnambool, in the Schedule of Clause 43.01 Heritage Overlay, and by reducing the extent of the Heritage Overlay HO145 to apply only to those elements that contribute to the importance of the heritage place. It also ensures the protection of the two heritage properties (Kerry Lodge Cottage and Huntingfield House, former Naphthine Residence) from further disturbance or demolition, while facilitating the conservation of these heritage houses, which holds both architectural and social significance as unique types of Warrnambool's houses across different historical periods.

The amendment is also consistent with Clause 16.01-1S Housing Supply in that it will facilitate the realisation of well-located, integrated, and diverse housing that meets community needs in areas envisaged for future growth in EACSP which are affected by the existing Heritage Overlay HO145.

How does the amendment support or implement any relevant strategic plan or policy statement adopted by a Minister, government department or public authority?

The amendment gives effect to Clause 15.03-1S (Heritage Conservation) of the Victoria Planning Provisions, which seeks to ensure the conservation of places of heritage significance.

- The application of the Heritage Overlay HO382 to the Kerry Cottage building implements this objective by recognising and protecting a place of demonstrated local heritage significance.
- The refinement of the existing Heritage Overlay HO145 boundary ensures that the extent of the overlay is accurate and proportionate, focusing on land that contributes to the significance of the heritage place.

It also gives effect to Clause 02.03-5 (Built environment and heritage) that encourages maintaining heritage values and places as a vital part of the community's 'sense of place', cultural identity and wellbeing.

Is the amendment consistent with the delivery of the relevant

housing target set out in the Planning Policy Framework?

The amendment relates to the application of the Heritage Overlay over two locally significant sites, including the reduced extent of the control over a site identified within the Eastern Activity Centre. The Heritage Overlay's (HO145) applicable area is being reduced to facilitate the future delivery of housing in the area referred to as 'Residential South Precinct' in the EACSP.

How does the amendment support or implement the Municipal Planning Strategy?

The Municipal Planning Strategy (MPS) sets out the local strategic planning context and overarching strategic directions for the municipality. The amendment responds to the following MPS policy directions:

Clause 02.03-5 Built environment and heritage

This clause identifies maintaining heritage values and places as a vital part of the community's 'sense of place', cultural identity and wellbeing. This clause states that within the inner residential areas, there are buildings and streets of historic value, along with a mix of housing styles that contribute to the character of the area.

The amendment will provide heritage protection for two distinct yet unique types of historic residential buildings in Warrnambool, while remaining consistent with other strategic directions outlined in the MPS.

The amendment elevates the status of the Kerry Lodge Cottage as one of the earliest country houses in Warrnambool; due to its elevated corner location and distinctive early style, it serves as a local landmark. While the construction method is typical of the period, this cottage is a rare and intact example of an early residence (pre-1857) and may be the only surviving purpose-built "town residence" in Warrnambool.

The Historic Buildings Register for the second heritage property located at 1A Reginald Grove, Warrnambool states that the dwelling was constructed in 1886 and represents an evolution of the asymmetrical villa pattern designs of its era.

Maintaining the heritage values of these two houses through the application of the Heritage Overlay will support and enhance wellbeing, sense of place, and cultural identity.

Clause 02.03-6 Housing Diversity

The amendment also has positive impacts on Housing Diversity direction outlined in Clause 02.03-6 in the MPS. This clause indicates that there is potential for more intensive residential development near open spaces, activity centres, and public transport routes, aligning with the site's features affected by the HO145 that front Raglan Parade and are near the Eastern Activity Centre, Homemaker centre and other retail areas.

Limiting the Heritage Overlay to an area that allows for the protection of the heritage significance of the Huntingfield House while enabling future growth on the two lots, 71 and 83 Raglan Parade, supports and facilitates the provision of housing in an established area, as recommended by relevant strategic documents.

Clause 02.03-7 Economic Development

This clause identifies that preserving the city's historical buildings can contribute to the visitor economy and attract more tourists.

The amendment will assist in preserving historic dwellings within the city.

How does the amendment balance any competing policy objectives or strategies?

According to Clause 71.02-3 Integrated decision making, the heritage conservation objective of the PPF can be seen to be competing with the housing supply objective. One of the strategies under Clause 16.01-1S-Housing Supply is to encourage higher density housing development on sites that are well located in relation to jobs, services, and public transport. These characteristics are consistent with the 83 Raglan Parade site's features, which is covered by the HO145 that front Raglan Parade and is located adjacent to the Eastern Activity Centre. Retaining the Heritage Overlay to an appropriate curtilage around the house will ensure a sensitive response to heritage values, balancing heritage protection with desired development outcomes.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victoria Planning Provisions by applying the Heritage Overlay to sites of local heritage significance.

The amendment has been prepared with consideration to PPN01 - Applying the Heritage Overlay. The amendment applies the Heritage Overlay (HO382) to 2 Mortlake Road, Warrnambool and reviews the extent of the Heritage Overlay 145 to Huntingfield House (Naphthine Residence), providing permanent controls to protect the heritage significance of these properties from inappropriate alterations or demolition. This aligns with PPN01's purpose to ensure heritage places are protected from irreversible or inappropriate changes.

How does the amendment address the views of any relevant agency?

Heritage Victoria was informally consulted to confirm that there is no state level significance for either of the proposed Heritage Overlay sites.

The views of other relevant agencies will be gained through the amendment exhibition process.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The inclusion of 2 Mortlake Road, Warrnambool within the Heritage Overlay raises no issues in regard to the Transport Integration Act 2010. The realignment of the Heritage Overlay map boundaries at 83 and 71 Raglan Parade is considered consistent with the objectives of the Transport Integration Act 2010. It is anticipated that the amendment will not have significant impact on or undermine the functionality or safety of the existing transport system.

How does the amendment have regard to the principles set out in the *Yarra River Protection (Wilip-gin Birrarung murrong)* Act 2017 in relation to Yarra River land and other land, the use or development of which may affect Yarra River land?

The land subject to this amendment is not within the area declared under the *Yarra River Protection (Wilip-gin Birrarung murrong)* Act 2017. The amendment raises no issues in regard to the principles set out in the *Yarra River Protection (Wilip-gin Birrarung murrong)* Act 2017 in relation to Yarra River land and other land.

Resource and administrative costs**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The amendment will have some impact on the general operation of Council's statutory planning department by reducing the workload related to Heritage Overlay control on 83 and 71 Raglan Parade, Warrnambool. The change to administrative and resource cost as a result of reducing the extent of this control and applying a new site specific control at 2 Mortlake Road, Warrnambool is likely to be insignificant.

Attachment 1 – Mapping reference table

Location	Land /Area Affected	Mapping Reference	Address	Proposed Zone changes	Proposed Overlay changes	Proposed deletion changes
Warrnambool	Approximately 700 sqm of land at corner of Mortlake Road and Moore Street	Warrnambool C220warr 001hoMap09	2 Mortlake Road, Warrnambool	NA	Apply HO382	
Warrnambool	Approximately 5.75 ha of land south of Raglan Parade	Warrnambool C220warr 002d-hoMap10	83 Raglan Parade and 71 Raglan Parade, Warrnambool	NA	Amend HO145	D-HO145

Statement of Significance

WARRNAMBOOL PLANNING SCHEME

Kerry Lodge Cottage Statement of Significance (March 2026)

Heritage Place:	2 Mortlake Road, Warrnambool	PS ref no:	HO382
------------------------	------------------------------	-------------------	-------



What is significant?

The following features contribute to the significance of Kerry Lodge Cottage:

- The front two-room portion of the 1856 cottage at 2 Mortlake Road Warrnambool, including:
 - The original stone walls.
 - The overall form of the original two-room front portion, including the gabled roofing at the front of the cottage.
 - The masonry chimneys at both ends of the gabled section of the roof.
 - The vertically placed front windows that are double-paned double-hung sashes and central entry door.

Features that do not contribute to the significance of this place include non-original alterations and additions to the building including:

- Non-original paint finish to masonry.
- The rebuilt fabric of the verandah.
- The garage built to the north-east corner of the site.
- The timber fence along the southern and western boundary of the property.
- An L-shaped extension attached to the eastern portion of the cottage, including a pergola.
- Trees and vegetation on the allotment.

How is it significant?

The stone cottage at 2 Mortlake Road Warrnambool is of historical, rarity and aesthetic significance to the City of Warrnambool

Why is it significant?

The stone cottage at 2 Mortlake Road Warrnambool is of **historical significance** as an early 'town residence' for local land-holder James Lyall. While the outbuildings, orchard and substantial parcel of land no longer survive attached to the cottage, the fabric of the original two-room cottage remains substantially intact and in good condition. The earliest portion, which addresses Mortlake Road is of historical interest as an excellent intact example of local construction materials and techniques in Warrnambool in the 1850s. The use of irregular shaped locally quarried sandstone (freestone) is typical, as is the high-pitched gable roofs, now clad in zincalume.

Although the original masonry has been painted, the recent use of a traditional colour scheme respects the original look of masonry buildings of this time, with lighter colours used on walls and larger surface areas, and darker colours for trims such as window frames, verandahs and the like.

Of further historical interest is its brief, if unsuccessful, time as an alehouse on the Great North Road (Mortlake Road). (Criterion A)

While the construction method is typical of the period, it is a **rare** surviving intact example of an early (pre-1857) residence, and perhaps the only surviving purpose built 'town residence' in Warrnambool. (Criterion B)

It is of **aesthetic significance** for its prominence on the elevated corner position of Moore Street and Mortlake Road, which, with its distinctive roofline, and form, make it a local landmark. (Criterion E)

Primary source

Kerry Lodge Cottage Heritage Citation Report, March 2026

This document is an incorporated document in the Warrnambool Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

Statement of Significance

WARRNAMBOOL PLANNING SCHEME

Huntingfield House (Naphthine Residence) Statement of Significance (March 2026)

Heritage Place:	1A Reginald Grove and 83 Raglan Parade, Warrnambool	PS ref no:	HO145
------------------------	---	-------------------	-------



What is significant?

The following features contribute to the significance of Huntingfield House (Naphthine Residence):

- The 1886 single storey villa, comprising:
 - Six main rooms, four with chimneys as vertically strong roof elements.
 - Three-sided bay windows with horizontal or slightly arched stucco/render mouldings above window frames.
 - Wrap-around concave verandah between the bay window rooms.
 - Cast-iron lacework (filigree) on verandahs, balustrades, friezes, and brackets.
 - Decorative verandah posts and capitals, with cast-iron decorative elements.
 - Hipped roof clad in corrugated sheet metal.
 - Rendered masonry.
- The circular driveway located to the eastern side of the house.
- The historic gate and cattle grid fronting Raglan Parade.
- The outbuilding in the south-west corner of the lot.

Features that do not contribute to the significance of this place include non-original alterations

and additions to the dwelling including:

- A double garage built on the western side of the house.
- A verandah built within the existing courtyard framed by the south-western corner of the house and the double garage.
- An ensuite extension on the southern side of the house.
- A pantry and restroom extension on the south-western side of the house, adjacent to the existing kitchen and connected to the verandah.
- A living room extension on the northern side of the house.

How is it significant?

Huntingfield House (Naphthine Residence) is of local **historical, associative, rarity** and **aesthetic** significance to the Warrnambool municipality.

Why is it significant?

Historically, Huntingfield House (Naphthine Residence) demonstrates the pattern of early settlement and economic development in Warrnambool. (Criterion A).

It is associated with Robert William Naphthine, an important figure in the city's colonial-era growth, reflecting Naphthine's role in the local drapery trade and civic institutions. Bill O'Sullivan, one of the former mayors of Warrnambool was also once the owner of the house. (Criterion H).

As a late-19th-century gentleman's residence, the house contributes aesthetically to the historical character of the area. It exemplifies the asymmetrical villa typology of the late nineteenth century. (Criterion E)

It represents a rare example of a substantial rural-residential estate from this period within the municipality. (Criterion B)

Primary source

Huntingfield House (Naphthine Residence) Heritage Citation Report, March 2026

This document is an incorporated document in the Warrnambool Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

Attachment 2- Submissions from Government Agencies



Department of Transport
and Planning

GPO Box 2392
Melbourne, VIC 3001 Australia
www.transport.vic.gov.au

Morteza Mirgholami
Strategic Planner
Warrnambool City Council
PO Box 198, Warrnambool VIC 3280
planning@warrnambool.vic.gov.au

Dear Morteza

PLANNING SCHEME AMENDMENT C220WARR WARRNAMBOOL HERITAGE OVERLAY

The Head, Transport for Victoria (Head, TfV) received notice of Planning Scheme Amendment C220warr (the Amendment) on 1 June 2026 pursuant to s.19 of the Planning and Environment Act 1987. Ministerial Direction 11 'Strategic Assessment of Amendments' requires the Planning Authority to address the requirements of the Transport Integration Act 2010 and the views of any relevant agency.

The Head, TfV is a statutory authority, established by s64A of the Transport Integration Act 2010, responsible for coordinating, providing, operating and maintaining the public transport, freight rail and arterial road networks in Victoria. Importantly the Head, TfV plays an important consent role pursuant to various transport legislation, including the *Road Management Act 2004*.

The Department of Transport and Planning (DTP) under delegation of the Head, TfV has reviewed the exhibited amendment documentation and has no objection to Planning Scheme Amendment C220warr.

Should you have any enquiries regarding this matter, please contact Todd Mexted, Senior Transport Planner, via email at BSWG.Transport.Strategy@transport.vic.gov.au

Yours sincerely

Jozef Vass
Associate Director Transport Strategy
Barwon South West & Grampians
16/06/2026

Document Set ID: 12339406
Version: 1, Version Date: 19/06/2026



Re: Notice of Preparation of an Amendment-C220warr-Notice to the EPA



Development Advisory <development.advisory@epa.vic.gov.au>
To: Morteza Mirgholami

- ① This sender development.advisory@epa.vic.gov.au is from outside your organization.
 - ① You replied to this message on 2/06/2026 11:22 AM.
- If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward
Tue 2/06/2026

Warning: This email originated from outside of Warrnambool City Council. Do not follow guidance, click links, or open attachments unless you recognise the sender and know the content is safe.

OFFICIAL

Good morning Morteza,

Thank you for catching that

EPA is in receipt of your email regarding Warrnambool Planning Scheme Amendment C220warr.

Given that this is a Heritage related Amendment, it appears that it would not result in harm to the environment, human health and amenity as a result of pollution and waste.

If there are any specific concerns that fall within EPA's remit under Ministerial Direction 19, then you are welcome to raise this with us; however, at this time - we will not be making a response on the Amendment.

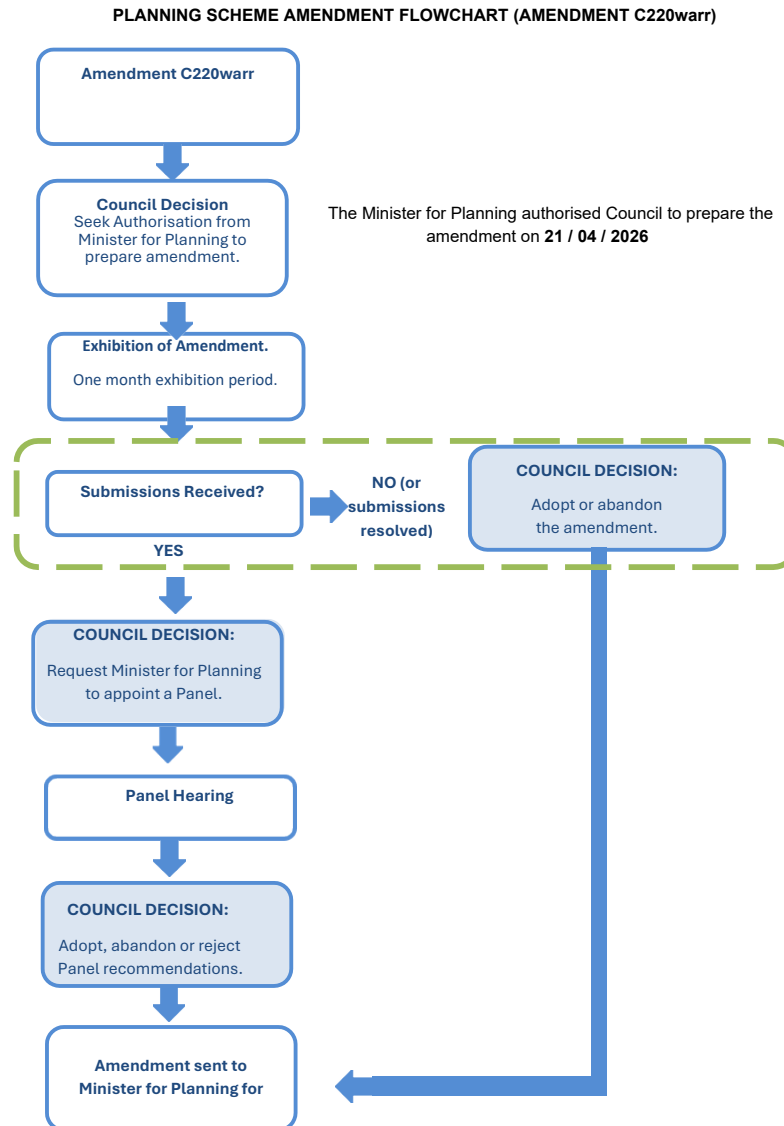
Regards,
Fiona Newnham she/her
Support Officer
Development Advisory



E Fiona.Newnham@epa.vic.gov.au
P
A 664 Collins Street, Docklands

epa.vic.gov.au

Attachment 3 Planning Scheme Amendment Flowchart for Council reports



7.4. Warrnambool Open Space Project

DIRECTORATE : City Futures

Purpose:

This report provides information on the Warrnambool Open Space Contributions Report and recommends adoption of the report, and that authorisation be sought from the Minister for Planning to prepare an associated planning scheme amendment.

Executive Summary

- This report relates to Part 2 of the Warrnambool Open Space project, the Warrnambool Open Space Contributions Report.
- As Council is aware, the project includes three (3) parts:
 - Part 1: Warrnambool Open Space Strategy 2041 (adopted by Council 1 June 2026);
 - Part 2: Warrnambool Open Space Contributions Report;** and
 - Part 3: Warrnambool planning scheme amendment (tba).
- The Warrnambool Open Space Contributions Report is now complete and is recommended for adoption. (refer to **Attachment 1**). The independent analysis prepared by SGS Economics and Planning considers:
 - Current policy
 - Population, housing capacity, and development capacity
 - Current state of open space
 - Contribution rate
 - Implementation
- The 'inclusionary provision' methodology has been applied and is based upon the municipality being considered a single community with a single public open space (POS) system.
- It recommends changes to the open space contribution rates from currently up to 5% to 5.17% for employment and residential land, and from up to 5% to 4.65% land zoned Rural Living and Low Density Residential (through the *Subdivision Act 1988*).
- The public consultation is now completed with Council receiving only two submissions from an external party and the Department of Transport and Planning (DTP). Details are discussed further in the report.
- Upon adoption of the Open Space Contributions report, the Open Space Strategy and Open Space Contributions Report will proceed to Part 3 planning scheme amendment.
- Ultimately, the revenue raised through the Open Space Contributions policy will enable the implementation of actions in the Open Space Strategy to improve public open space and is of net community benefit. The introduction of an Open Space Contributions policy will also alleviate third party appeals against planning permit conditions regarding contribution rates.

MOVED: CR DEBBIE ARNOTT

SECONDED: CR MATTHEW WALSH

That Council:

1. Adopt the Open Space Contributions Report (Refer to Attachment 1).
2. Pursuant to Section 16F of the *Planning and Environment Act 1987*, request authorisation from the Minister for Planning to prepare a planning scheme amendment to implement the Open Space Strategy and the Open Space Contributions report into the Warrnambool Planning Scheme.
3. Following authorisation from the Minister for Planning under Section 16G of the *Planning and Environment Act 1987*, prepare an amendment to the Warrnambool Planning Scheme to implement the Open Space Strategy and the Open Space Contributions report into the planning scheme, and exhibit the amendment in accordance Sections 17, 18 and 19 of the *Planning and Environment Act 1987*.

CARRIED – 7:0

Background

The Warrnambool Open Space Strategy 2026 - 2041 (Part 1) is complete and was adopted by Council on 1 June 2026. The Warrnambool Open Space Contributions Report (Part 2) (see **Attachment 1**) has completed the public consultation phase of the process.

SGS Economics and Planning have prepared an Open Space Contributions Report which includes:

- An outline of public open space land and improvement requirements (which may be on a precinct basis), with reference to population and dwelling projections;
- A summary of cost estimates associated with the provision of required open space projects;
- The provision of public open space on a per capita basis, including type and accessibility;
- Justification for varied contribution rates in different precincts (if warranted);
- Justification for the application of rates to all land use types (if proposed);
- Contribution rates which demonstrate the principles of need, equity, accountability and nexus;
- Benchmarking against recognised contributions practice and urban development policy.
-

This report considers:

- **Current policy:** including state and local planning scheme provisions, municipal policy and plans, and open space contributions rates in other local government areas.
- **Population, housing capacity, and development capacity:** an analysis of forecast population, dwellings, employment, and available developable land.

- **Current state of open space:** an analysis of the existing open space network and considerations of future focus areas.
- **Contribution rate:** based on the above data, development of a contribution rate for the municipality.
- **Implementation:** recommendations for how this contribution rate should be applied.

Councils in Victoria can raise development contributions for the provision of municipal open space through various methods. This project focuses on the levying ability under the *Subdivision Act 1988*, which allows for the incorporation of municipal-wide or district/area-specific contribution rates into the Warrnambool Planning Scheme through amendments to the Schedule to Clause 53.01.

The Warrnambool Planning Scheme addresses open space contributions under Clause 53.01. The current provision is detailed in Table 1 below. However, to date only North of the Merri River Structure Plan and North Dennington Structure Plan land has allocated a percentage to capture future subdivisions. As such, the default position for the balance land across the municipality is governed under the *Subdivision Act 1988*.

Table 1. Schedule to Clause 53.01 Public Open Space Contributions and Subdivision

Type or location of subdivision	Amount of contribution for public open space
Land within the North of the Merri River Structure Plan	1.67% Land/and or cash contribution requirements must be in accordance with the North of the Merri River Development Contributions Plan (September, 2011).
Land within the North Dennington Structure Plan area (excluding Dennington Rise)	3% cash contribution in accordance with the North Dennington Development Contributions Plan (November, 2014).

The East of Aberline will also include its own public open space contribution rate of 3.81% once the rezoning and precinct structure plan is gazetted.

Application of public open space under the *Subdivision Act 1988* only can invite a conditions appeal to the Victorian Civil and Administrative Tribunal (VCAT) and as such, can result in unwelcomed litigation costs and a reduced percentage of open space contributions for Council. Not having a specified contribution rate in the planning scheme leaves Council vulnerable to challenge and appeal.

Issues

SGS has applied an **inclusionary provision methodology** to assess the appropriate open space contribution rate for the future, treating the municipality as a single community with a single public open space (POS) system. This means that all development across the municipality contributes to the cost of acquiring and developing the POS system on an equitable basis, regardless of the development life cycle. It applies regardless of whether the development is for residential or employment purposes, as all these land uses require access to the POS system. The network considers quantity, accessibility, quality, and ongoing reliability of land.

When considering the forecast population and development capacity, net developable land (minus land zoned Rural Living and Low Density), and the application of the open space standard of 30sqm per capita, an open space contribution rate of **5.17%** is reached for standard density development. A figure of **4.65%** is indicated for Rural Living and Low Density Residential areas to ensure that all development across the municipality makes broadly the same contribution on a per dwelling basis, regardless of density.

The contribution rate will be calculated at the planning permit stage. The contribution rate will have minimal impact on housing affordability. Developers will calculate this into the development cost and market value that they can sell the development for. It is considered that putting a contribution percentage into the planning scheme provides greater transparency and provides developers with greater certainty in relation to costs of development that they can factor into their development.

As noted earlier, the Warrnambool Planning Scheme includes various site-specific contribution rates. These rates have been developed based on individual catchment assessments. It is not proposed that these be altered. As such, it is recommended that the following changes be made to the Planning Scheme at Table 2 below:

Table 2. Recommended changes to Public Open Space Contributions and Subdivision

Type or location of subdivision	Current amount of contribution for public open space	Recommended amount of contribution for public open space
Land within the North of the Merri River Structure Plan	1.67%	No change
Land within the North Dennington Structure Plan area (excluding Dennington Rise)	3%	No change
Land covered by the incorporated East of Aberline Precinct Structure Plan	3.81% (Draft for consultation at the time of writing this report)	No change
All other employment and residential land (other than land zoned Rural Living and Low Density Residential)	Up to 5% (through the Subdivision Act)	5.17%
Land zoned Rural Living and Low Density Residential	Up to 5% (through the Subdivision Act)	4.65%

For comparison, not for benchmarking against, this report includes a selection of recently adopted open space contribution rates – refer to Table 5 and 6 in the report. The recommended rate for the City of Warrnambool generally aligns with recent regional figures.

Once adopted by Council, the Warrnambool Open Space project will progress to Part 3 including a Planning Scheme amendment to prepare draft Planning Scheme ordinance and mapping changes.

What must Council do with public open space

The *Subdivision Act 1988* only allows Council to spend Public Open Space Contributions (collected under Clause 53.01 and any Schedules to it) on acquiring or enhancing public open space as defined by the Act. This includes for municipal purposes in accordance with the planning scheme (see section 18A and 20 of the *Subdivision Act 1988* for text).

Issues concerning the recommended changes to the Planning Scheme – Schedule to Clause 53.01 regarding the proposed Public Open Space Contributions rates of 5.17% for standard density development and 4.65% for Rural Living and Low Density Residential areas may be identified – refer to **Table 2**. The recommended rate for the City of Warrnambool generally aligns with recent regional figures.

The SGS methodology has aimed to capture the ‘nominal development capacity of the city’ which is the maximum development capacity. If there is a significant change in the city's residential development capacity beyond what has been modelled in this analysis, the open space contribution should be reassessed. It is important to note that Plan for Victoria housing targets have been included in calculating the development capacity.

Two submissions were received during the consultation stage. One by an external party and the second by the Department Transport and Planning (DTP).

The external party raised issue regarding the policy approach for the project and the inclusionary provision. The submission suggested a place-by-place analysis with flexibility to reduce the percentage amount. The submission also suggested retaining the existing 5% framework. However, this submission was not supported by any evidence challenging the municipal wide inclusionary provision methodology and policy. The submission also did not consider the ongoing negative impact of the existing framework with VCAT risk and uncertainty for Council.

The second submission by DTP sought elaboration on a couple of terms in the report which have been addressed.

The Open Space Contributions report will be further tested during the public exhibition phase as required for the Planning Scheme Amendment.

Financial Impact

Funding for the project is set aside in the City Growth budget.

Legislation / Policy / Council Plan Context

Related Policy and Projects

The following provides a summary of key local policies that the Open Space Strategy and Open Space Contributions Policy will need to acknowledge and or integrate with:-

- Warrnambool Council Plan (2025-2029)
- Warrnambool 2040
- Warrnambool Futures 2040 and Beyond Project
- Active Warrnambool Strategy (2025-2035)
- Asset Management Policy (2024)

- Warrnambool Residential Land Supply and Demand Assessment (2022)
- Sustainable Subdivisions Framework (2025)
- Open Space Strategy (2014)
- Healthy Warrnambool plan (2025-2029)

Regional policy is important to consider when examining Warrnambool's role within neighbouring councils, as well as within the Great South Coast region. There are several plans that have been identified as important considerations in the development of the Open Space Contributions Policy:-

- Great South Coast Regional Growth Plan (2014)
- Great Ocean Road Regional Trails Strategy 2025 – 2035
- Eastern Maar Country Plan (2015)
- Barwon South West Regional Trails Master Plan (2009)

Across the state, there are limited policy directions that have a direct impact on public open space planning. The key documents of note include:

- Plan for Victoria 2025
- Open Space for Everyone - Open Space Strategy for Metropolitan Melbourne 2021
- Guide for Open Space Strategies 2025

Timing

Forecast completion of the Open Space Project is September 2026.

Internal / External Consultation

The Open Space Contributions Report has undergone public consultation. The methods of consultation included an opportunity to provide written feedback available on Councils 'Your say' page.

The consultation also included emailing the internal Project Working Group, x13 individual developers, stakeholders (external agencies) and approximately x23 previous submitters (from the Open Space Strategy) seeking feedback.

Legal Risk / Impact

Risk is mitigated by ensuring that an experienced and reputable consultant has prepared the open space contributions report. The final report and open space contributions policy will be implemented into the planning scheme and through that process, will be subject to a formal exhibition process and potentially a panel hearing to test the methodology of the report.

Officers' Declaration of Interest

No declared conflict of interest.

Collaborative Procurement

Not applicable.

Conclusion

SGS Economics and Planning provide an independent analysis of open space contribution requirements for the City of Warrnambool. It considers current policy, population, housing and development capacity, current state of open space, contribution rate and implementation as part of the analysis. It recommends changes to the open space contribution rates: from up to 5% (through the Subdivision Act) to 5.2% for employment and residential land, and up to 5% (through the Subdivision Act) to 4.65% land zoned Rural Living and Low Density Residential. The recommended rate change for the City of Warrnambool generally aligns with recent regional figures.

The open space contributions report was presented to the community, stakeholders and the development sector for review, with no substantial issues raised.

It is recommended that the Open Space Contributions report be adopted by Council, and that a request be submitted to the Minister for Planning for authorisation to prepare and exhibit a planning scheme amendment to implement the Warrnambool Open Space Strategy and the Open Space Contributions report.

ATTACHMENTS

1. Attachment 1 Open Space contributions report July 2026 [7.4.1 - 29 pages]



WARRNAMBOOL
CITY COUNCIL

Open Space Contributions Report

July 2026



www.warrnambool.vic.gov.au



PAGE 2
PAGE 2

This report has been prepared for Warrnambool City Council. SGS Economics and Planning has taken all due care in the preparation of this report. However, SGS and its associated consultants are not liable to any person or entity for any damage or loss that has occurred, or may occur, in relation to that person or entity taking or not taking action in respect of any representation, statement, opinion or advice referred to herein.

SGS Economics and Planning Pty Ltd
ACN 007 437 729
www.sgsep.com.au

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NGARIGO, MUWININA/PALAWA, WURUNDJERI, AND GADIGAL PEOPLES.



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Executive Summary

SGS Economics and Planning (SGS) was engaged to provide an independent analysis of open space contribution requirements for the City of Warrnambool (Council). In addressing this brief, this report considers:

- **Current policy:** including state and local planning scheme provisions, municipal policy and plans, and open space contributions rates in other local government areas.
- **Population, housing capacity, and development capacity:** an analysis of forecast population, dwellings, employment, and available developable land.
- **Current state of open space:** an analysis of the existing open space network and considerations of future focus areas.
- **Contribution rate:** based on the above data, development of a contribution rate for the municipality.
- **Implementation:** recommendations for how this contribution rate should be applied.

Councils in Victoria can raise development contributions for the provision of municipal open space through various methods. This project focuses on the levying ability under the Subdivision Act, which allows for the incorporation of municipal-wide or district/area-specific contribution rates into the Planning Scheme through amendments to the Schedule to Clause 53.01.

The Warrnambool Planning Scheme currently includes open space contributions under Clause 53.01. These are detailed in Table 1.

Table 1. Schedule to Clause 53.01 Public Open Space Contributions and Subdivision

Type or location of subdivision	Amount of contribution for public open space
Land within the North of the Merri River Structure Plan	1.67% Land/and or cash contribution requirements must be in accordance with the North of the Merri River Development Contributions Plan (September, 2011).
Land within the North Dennington Structure Plan area (excluding Dennington Rise)	3% cash contribution in accordance with the North Dennington Development Contributions Plan (November, 2014).

SGS has applied an inclusionary provision methodology to assess the appropriate open space contribution rate for the future, treating the municipality as a single community with a single public open space (POS) system. This means that all development across the municipality contributes to the cost of acquiring and developing the POS system on an equitable basis, regardless of the development life cycle. It applies regardless of whether the development is for residential or employment purposes, as all these land uses require access to the POS system. The network considers quantity, accessibility, quality, and ongoing reliability of land.

When considering the forecast population and dwelling capacity, net developable land (minus land zoned Rural Living and Low Density), and the application of the open space standard of 30sqm per capita, an open space contribution rate of 5.17% is reached for standard density development. A figure of 4.65% is indicated for Rural Living and Low Density Residential areas to ensure that all development across the municipality makes broadly the same contribution on a per dwelling basis, regardless of density.

As noted earlier, the Warrnambool Planning Scheme includes various site-specific contribution rates. These rates have been developed based on individual catchment assessments. It is not advised that these be altered. As such, it is recommended that the following changes be made to the Planning Scheme:

Table 2. Recommended changes to Public Open Space Contributions and Subdivision

PAGE 5

Type or location of subdivision	Current amount of contribution for public open space	Recommended amount of contribution for public open space
Land within the North of the Merri River Structure Plan	1.67%	No change
Land within the North Dennington Structure Plan area (excluding Dennington Rise)	3%	No change
Land covered by the incorporated East of Aberline Precinct Structure Plan	3.81% (Draft for consultation at the time of writing this report)	No change
All other employment and residential land (other than land zoned Rural Living and Low Density Residential)	Up to 5% (through the Subdivision Act)	5.17%
Land zoned Rural Living and Low Density Residential	Up to 5% (through the Subdivision Act)	4.65%

For comparison, not for benchmarking against, this report includes a selection of recently adopted open space contribution rates. The recommended rate for the City of Warrnambool generally aligns with recent regional figures.

The SGS methodology has aimed to capture the nominal 'development capacity of the city'. If there is a significant change in the city's residential development capacity beyond what has been modelled in this analysis, the open space contribution should be reassessed.



1. Introduction

1.1 Background

The City of Warrnambool spans 120 square kilometres in Victoria's South West. It includes the Warrnambool City Centre, along with surrounding townships including Dennington, Allansford, Bushfield and Woodford. The City of Warrnambool is the principal service centre for south-western Victoria, and its economy generates output (total sales) of some \$5.9 billion annually, accounting for about 23.9% of the Great South Coast region's economic output. Major industries and services include healthcare and social assistance, retail, education and training, and construction and manufacturing.¹

The population of the City of Warrnambool in 2024 was 35,406.² According to the Warrnambool Economic Development Strategy 2023-2028, the city has approximately 2,916 businesses and 18,518 local jobs. Industries that are driving employment in the local economy are Knowledge & Public Sector Industries (Health and Education), Primary Industries and Trade (Manufacturing, Construction, Utilities), and Population and Tourism Services (Retail Trade, Accommodation & Food Services, Personal Services).³

In 2014, Council adopted the Warrnambool Open Space Strategy 2014, which provided a planned approach for the provision of open space across the city. It has been some time since the development of this Strategy. As such, Council is developing a new Open Space Strategy to guide the improvement, acquisition, and development of open spaces, parks, and reserves across the municipality. The Strategy will outline principles, priorities, and actions that will inform Council's decision-making processes, future investment, and development contributions. A key component of this Strategy development is to review the public open space contributions.

Open space contributions

Councils in Victoria can collect development contributions for the provision of municipal open space via three mechanisms:

1. Embed levies in a Development Contribution Plan (DCP) or Infrastructure Contribution Plan (ICP) made under Part 3AB and Part 3B of the Planning and Environment Act 1987.
2. Rely on the general power to levy development upon the creation of separate allotments under the Subdivision Act 1988.
3. Codify the levy power under the Subdivision Act by incorporating municipal-wide or district/area-specific contribution rates in the Planning Scheme by amending the Schedule to Clause 53.01 of the Planning Scheme.

Currently, Council is collecting open space contributions via all three methods applicable to specific land within the municipality.

Subdivision Act

- Up to 5% in areas not covered by the provisions below

Planning Scheme, Clause 53.01

- 1.67% Land within the North of the Merri River Structure Plan
- 3% Land within the North Dennington Structure Plan area (excluding Dennington Rise)
- Pending 3.81% Land covered by the incorporated East of Aberline Precinct Structure Plan (draft)

Development contributions DCP/ICP or other development levy

- DCPO1 for North of the Merri River Development Contributions Plan
- DCPO2 for the North Dennington Growth Area (excluding Dennington Rise)
- Pending DCP for the East of Aberline Precinct Structure Plan (draft) 3.96%

Within the Warrnambool Planning Scheme, the Schedule to Clause 53.01 Public Open Space Contribution and Subdivision requires specific land areas to provide a contribution rate between 1.67% and 3%. Additionally, a contribution rate of 3.81% is proposed for the land covered by the Draft East of Aberline PSP. Beyond specific locations identified in the Scheme, all other land can be required to provide up to a 5% open space contribution, though this is subject to negotiation under the Subdivision Act 1988 (Table 3).

¹ Warrnambool City Council (2025), 2025-2029 Warrnambool City Council Plan – Accessed 20 October 2025 https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/council/about/planning%20and%20reporting/WC_C%20Plan%202021-2025%20final_0.pdf

² State of Warrnambool Report, SGS Economics and Planning 2024.

³ Warrnambool City Council (2023), Warrnambool Economic Development Strategy 2023-2028 – accessed 6 October 2025 <https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/council/about/strategic%20plans/Warrnambool%20Economic%20Development%20Strategy.pdf>

Table 3. Schedule to Clause 53.01 Public Open Space Contributions and Subdivision

Type or location of subdivision	Amount of contribution for public open space
Land within the North of the Merri River Structure Plan	1.67% Land and/or cash contribution requirements must be in accordance with the North of the Merri River Development Contributions Plan (May, 2024).
Land within the North Dennington Structure Plan area (excluding Dennington Rise)	3% cash contribution in accordance with the North Dennington Development Contributions Plan (November, 2014).
Land covered by the incorporated East of Aberline Precinct Structure Plan	3.81% of Net Developable Area Land and/or cash contributions must be in accordance with the incorporated East of Aberline Development Contributions Plan. (Draft for consultation at the time of writing this report)

1.2 Defining Open Space

The Subdivision Act 1988 only allows Council to spend Public Open Space Contributions (collected under Clause 53.01 and any Schedules to it) on acquiring or enhancing public open space as defined by the Act.

Public Open Space is defined in Section 18A of the Subdivision Act of 1988 as:

Public open space means land set aside in a plan or land in a plan zoned or reserved under a planning scheme –

- For public recreation or public resort, or
- As parklands
- For similar purposes

This definition must be applied when determining how and where open space contributions are expended. For the purposes of this report, when discussing open space, the report refers to land in which the primary purpose is public resort or recreation and is zoned as per the planning scheme definition outlined above.

1.3 Open space contribution principles

The open space contribution methodology applied in this report is based on an inclusionary provisions approach and the application of an open space standard. The inclusionary provision approach (which is further developed in Section 3) refers to the following principles:

- The municipality in question should be treated as one planning unit featuring one open space network.
- The local government area's (LGA) open space network should be established and maintained with reference to adequate:
 - quantity
 - accessibility/distribution
 - quality/level of service, and
 - reliability of ongoing service provision
- All development should contribute its fair share towards an adequate open space network for the planning unit, regardless of the development life cycle of the local government area; and
- All development that benefits directly or indirectly from the open space network should contribute regardless of land use type.

The open space standard refers to 3 hectares per 1,000 population or 30 square metres per person.

The following table defines the key terminology used throughout this report.

Table 4. Terminology

Term	Definition
Planning unit	Unless otherwise specified, the Local Government Area (LGA) is the planning unit.
Net Developable Area (NDA)	All land within the planning unit that is available for development, i.e. zoned for residential, most employment uses and recreational park zones (PPRZ). This excludes conservation land, arterial roads, railway corridors, and special uses such as golf courses and other restricted uses.
Standard density area	All land within the NDA other than the Low Density Residential Zone, Rural Living Zone.
Low density area	Land within the Low Density Residential Zone or Rural Living Zone, including open space within that area.

2. Policy context

The following section highlights key policies and/or directions that are important when considering open space contributions.

2.1 Victorian State Government

There is no adopted state government approach for calculating open space contributions. The State has a Plan for Victoria, an Open Space Strategy for Metropolitan Melbourne and several guidance documents to support councils in developing an open space strategy, including the recently released Guide for Open Space Strategies. However, these do not include a standardised approach to open space contributions. A summary of key state documents is provided below.

Guide for Open Space Strategies, 2025

The development of the Guide for Open Space Strategies (GOSS), prepared by the Department of Energy, Environment and Climate Action, delivers on one of the tasks within the enabling action 'modernise legislation, standards and guidelines' set out in Open Space for Everyone – Open Space Strategy for Metropolitan Melbourne (2021). It guides public open space managers in preparing local open space strategies to protect, optimise, and grow open space networks. The plan recommends including definitions of accessible and restricted or unencumbered open space to ensure they are not left exposed to adopting unsuitable land as a POS contribution.

The plan also highlights that the Department of Transport and Planning (DTP), which is accountable for the management of infrastructure contributions, including POS contributions, is currently reviewing the infrastructure contributions system to create a fairer system for property developers to contribute funding for local infrastructure, parks and services.

Open Space for Everyone - Open Space Strategy for Metropolitan Melbourne 2021

The metropolitan strategy focuses on improving access to and the quality of open spaces across Melbourne. While it is not applicable to the Warrnambool context, it has been included for consideration for how the metropolitan regions are considering open space.

Open Space for Everyone understands that open space is integral to the continuation of Melbourne as one of the world's most liveable cities. The strategy notes a range of benefits of open space, including:

- Improved community health and wellbeing
- Healthier Biodiversity
- Enhanced Climate Change Resilience
- Maximised Economic Benefits

Open Space for Everyone does not specify set locations of open space but understands the interconnected nature of a successful open space network. It is based on a range of principles, including fairness and equity, ensuring that everyone has "appropriate access to and use of a wide range of high-quality open spaces" (p.31).

Plan for Victoria, 2025

The plan is committed to carefully planning and preserving land for farming, agriculture and open space, including parks, reserves and other green public areas. The plan has a list of actions for delivery by the State Government.

The plan defines open space as land that provides outdoor recreation, leisure and/or environmental benefits and/or visual amenity, including parks, gardens, recreation reserves, nature reserves, town squares, land along rail lines and around stations and green areas at schools. It is noteworthy that this definition allows for a more expansive group of land categories to be considered open space by comparison with the definition included in the Subdivision Act.

Action 13 commits to the introduction of minimum standards and guidance for open space in established urban areas, with the goal of amending the Victoria Planning Provisions in the short term. That is, amending planning schemes to specify the types of open space that should be close to homes in established urban areas. Planning controls for activity centres and precincts will also be introduced to facilitate the setting of an open space requirement. The plan will also support initiatives for the shared use of open space at school grounds after hours.

2.2 Regional planning

There are several regional plans that refer to public open space for the southwestern region of Victoria.

Great South Coast Regional Growth Plan, 2014

This plan was developed some time ago. The plan provides broad direction for land use and development in the region, and a more detailed planning framework for the region of Warrnambool. It depicts Warrnambool as the key hub for major growth within a connected network of cities and townships in the southwest.

In relation to open space, the plan recommends that open space is provided in urban growth areas on the outskirts of Warrnambool and that open space be designed to serve multiple uses. The plan also emphasises that there needs to be recognition that the role of open spaces can and should change with time, as demographics in the area change.

Great Ocean Road Regional Trails Strategy 2025 – 2035

This Strategy was produced by the Great Ocean Road Coast and Parks Authority to guide the development and management of an integrated network of trails from Torquay to Port Fairy. In the Warrnambool area, the Strategy highlights the Foreshore Promenade and the Warrnambool to Port Fairy Rail Trail as key trails to be improved and promoted to encourage longer stays and boost local economies.

Eastern Maar Country Plan (2015)

This plan articulates the Eastern Maar Peoples' vision for a future grounded in cultural identity, environmental stewardship, and community wellbeing. It outlines goals across land management, education, governance, and economic development. Key actions include establishing ranger programs, protecting cultural heritage, and pursuing co-management and decision-making authority of public lands in partnership with governments and agencies.

Barwon South West Regional Trails Master Plan (2009)

This plan aims to establish a detailed master plan for the development of existing and proposed regional trails throughout the Barwon South West Region, comprising nine local government authorities, including the Warrnambool City Council.

This plan presents a regional vision to enhance trail connectivity across southwest Victoria, supporting active transport, tourism, and local health outcomes. It identifies priority trail projects and proposes a consistent design standard, interpretation signage, and environmental management practices.

2.3 Local Policy

The key policy considerations for open space contributions are Council's long-term vision for public open space, and specific directions and actions that are outlined in Council's Open Space Strategy and associated capital works programs.

Warrnambool Council Plan (2025-2029)

This plan is a legislative document that is prepared every four years, following local government elections, and reviewed annually as part of the budget process. It identifies five key strategies and the measures to achieve them, including priorities for services, wellbeing, infrastructure, amenities, and business support.

Warrnambool 2040

The Warrnambool 2040, finalised in 2025, outlines the community vision. It describes that, by 2040, Warrnambool's vast network of open space is valued, protected and enhanced and is recognised as vitally important for Warrnambool's residents and visitors.

Warrnambool Futures – long term land use plan

The Strategy is currently being developed. This city-wide strategic land use plan will set a broad, integrated vision for the municipality to manage where and how future growth and development will take place. The Plan will address key issues such as employment, tourism, housing supply, infrastructure provision and environmental challenges holistically and strategically, in consultation with the communities of Warrnambool.

The Open Space Strategy should inform infrastructure provision possibilities in the Warrnambool Future Plan ahead of its scheduled completion in mid-2026.

Asset Management Policy (2024)

This policy provides a framework for the sustainable management of Council's infrastructure assets. The policy ensures Council services are supported by well-documented and sustainably managed assets, with clear roles and responsibilities, effective risk management, compliance with regulations, and consideration of environmental impacts, including climate change. It promotes cross-department coordination and long-term financial planning to ensure infrastructure continues to meet community needs efficiently and responsibly. Open space is a key asset to which this policy is applied.

Healthy Warrnambool Plan (2025-2029)

The Healthy Warrnambool Plan 2025-2029 outlines the city's principal health priorities and initiatives that will be implemented over the next four years, in alignment with the Victorian Health and Wellbeing Plan 2023-2027. Ensuring adequate access to open space addresses key health priorities, contributing to improved livability, increased physical activity, and enhanced resilience against the impacts of climate change.

Active Warrnambool Strategy (2025-2035)

The Active Warrnambool Strategy offers the Warrnambool City Council a research-driven framework for planning, delivering, and managing sports and active recreation opportunities over the next ten years. It addresses demographic shifts, participation patterns, areas of population growth, and community aspirations to ensure that facilities and programs are inclusive, accessible, and sustainable. Guided by its core principles, the strategy strives to provide facilities and programs in convenient, easily accessible locations, offer a variety of activities that cater to the diverse needs and preferences of the community, and design facilities that are inclusive, safe, and accessible for everyone.

Open Space Strategy 2014 (currently under review)

The 2014 Warrnambool Open Space Strategy aimed to establish a comprehensive framework to guide the planning and management of open space through to 2026. An internal Council review in 2024 found that there is a relatively high amount of public open space per resident, but that several issues exist. The strategy divided the municipality into 12 precincts and addressed the following attributes of each:

- Quantity – meet or exceed industry standards.
- Classifications – open space is classified by hierarchy (local, neighbourhood, municipal, regional). Across each of the hierarchy there are no size or accessibility standards.
- Accessibility – the accessibility standards is "Neighbourhood or above open space within 500 metres or local open space within 300 metres of 95% of properties in residential areas and an off-road trail within one kilometre of 95% of properties in residential areas."
- Functions of open space – Thirteen functions of open space are defined, including uses such as waterways, drainage and utility which are on encumbered land.
- Implementation – the Strategy included a range of recommendations. Of these, 11 have been completed, 25 are in progress, and 17 are pending (yet to start).

Sustainable Subdivisions Framework 2025

This is a voluntary framework that intends to see subdivision applications resulting in more sustainable design outcomes. Warrnambool City Council is one of the seven councils that share a Sustainable Subdivisions Advisor to advocate for more sustainable development outcomes in greenfield subdivisions. The framework describes that existing vegetation should be retained in new subdivision areas as much as possible and emphasizes the community and environmental benefits of public open space that is accessible by sustainable transport modes. The framework does not provide direction on collecting levies for subdivisions.

2.4 Contribution rates in other local government areas

Table 5 and Table 6 provide an overview of open space contribution rates in council areas across metropolitan Melbourne and Regional Victoria, respectively. The purpose of this inclusion is not to use these rates as a benchmark, but rather to consider whether the proposed rate for the City of Warrnambool is generally aligned with other similar areas.

While the contribution rates vary across councils, the general municipal-wide contribution rates gazetted over the last three years range from 5% to 8.68% in Metropolitan Melbourne, and 1% to 10% in regional Victoria.

Table 5. Schedule to Clause 53.01 in Metropolitan local government areas (as of October 2025)

Planning Scheme	Public open space contribution rate via Clause 53.01	
Merri-bek (2025)	All areas (Pending planning Authority decision at the time of writing this report)	8.68%
Darebin (2025)	The subdivision of land that creates 5 or more additional lots	5%
	Preston Market Precinct (excluding 30A Cramer Street Preston, and 102 St Georges Road Preston)	10%
Yarra (2024)	All other land * This does not apply to land in DPO5, DPO11 or DPO16	8.65%
Glen Eira (2023)	All subdivisions with the exception of Caulfield Village and the area generally south of Griffith Avenue and south of the existing electricity substation	8.3%
Monash (2023)	All other land *This does not apply to Land shown as CDZ2 on the planning scheme maps (PMP Printing Precinct Comprehensive Development Plan, June 2021)	7.61%
Greater Dandenong (2023)	Any subdivision of land or building intended to be used for residential purpose, except in areas specified in PS	6.3%
	Any subdivision of land or building intended to be used for industrial and/or commercial purpose, except in areas specified in PS	2%
Merri-bek (2022)	Various rates across suburbs	2.5% to 6.5%
Port Phillip (2018)	All land in the municipality	5%
	Fishermans Bend Urban Renewal Area	8%
Maribyrnong (2018)	Subdivisions of 10 lots or greater	5.7% where provided as a percentage of the site value of the land 5.7% or greater to the satisfaction of Council where provided as land
	All other land	5.7%
Moonee Valley (2018)	Subdivisions of 10 lots or greater	5% where provided as a percentage of the site value of the land 5% or greater to the satisfaction of Council where provided as land
	All other land	5%
Stonnington (2018)	Any subdivision in the suburb of Glen Iris, Malvern, Malvern East, Toorak and Kooyong	5%
	Any subdivision in the suburb of Armadale, Prahran, Windsor and South Yarra	8%
	Any subdivision of land situated at 590 Orrong Road & 4 Osment Street, Armadale (being Lot 1 TP 85387F, Vol 10279, Folio 503, Lot 1 TP079481Y, Vol 10279, Folio 505, Lot 1 TP079463B, Folio 500, Lot 1 TP085381T, Vol 10279, Folio 504, Lot 1 TP085377J, Vol 10279, Folio 497, Lot 1 TP079479K, Vol 10279, Folio 501 and Lot 1 TP805167, Vol 9917, Folio 065 ("the Land"))	8%

Table 6. Schedule to Clause 53.01 in Regional local government areas (as of October 2025)

Planning Scheme	Public open space contribution rate via Clause 53.01	
Baw Baw (2025)	Land shown as a Residential Zone, Commercial Zone or Industrial Zone in Drouin, Longwarry, Trafalgar, Warragul and Yarragon	7.4%
	All other land	2.3%
Greater Geelong (2025)	Waurm Ponds Creek Environs Subdivision	10%
	Armstrong Creek Urban Growth Area	10% (unencumbered)
	The subdivision of land zoned for residential purposes	1 additional lot – none 2 to 9 additional lots – 1% per additional lot, up to a maximum of 5% 10 or more lots on land zoned for residential purposes prior to August 31st 2007 – 5% 10 or more lots on land zoned for residential purposes after August 31st 2007 – 10%
	Armstrong Creek Urban Growth Area – North East Industrial Precinct	3.1% (unencumbered)
	Land shown as CDZ4 on the planning scheme	10% (unencumbered)
Mansfield (2024)	Yet to be gazetted Residential subdivision	2-4 lots: 5% in line with the Subdivision Act, 1988 5-9 lots: 6% 10+ lots: 7.5%
	Yet to be gazetted Mixed Use, Commercial or Industrial	5%, in accordance with the Precinct Structure Planning Guidelines, prepared by the Growth Areas Authority.
Greater Bendigo (2023)	Residential subdivisions within the locality of Bendigo	2%
	All other residential subdivisions	5%
Campaspe (2023)	Subdivision of land within the General Residential Zone	5%
	Land within the Echuca West precinct Urban Growth Zone (Schedule 1)	9.36%



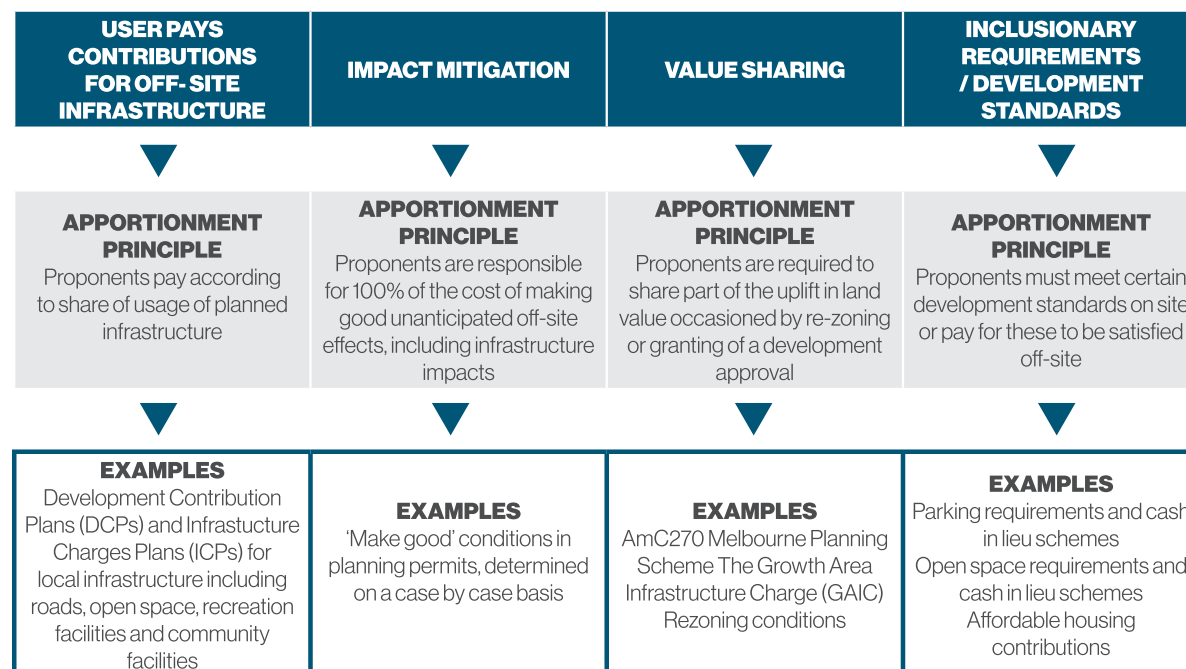
3. Open space contributions method

3.1 Public Open Space Contributions

In the absence of State Government guidance, a variety of methods for apportioning open space network costs across development have been applied by Victorian municipalities. These methodologies can be distinguished as four development contribution types, as summarised in Figure 1. Each development contribution type has its own justification and principles for fair apportionment.

The 'inclusionary requirements' approach, where development is expected to incorporate on-site, or pay for equivalent off-site provision, certain amenities or features (such as car parking, water sensitive urban design, renewable power generation, etc.), is identified as the most suitable contribution framework for collecting open space contributions in the City of Warrnambool.

Figure 1. Types of development contributions



Source: SGS Economics and Planning

Inclusionary provisions

Inclusionary provisions are based on minimum acceptable development standards. The acceptable standard (whether it be open space or other amenities, as noted) may be provided off-site through a cash or in-kind contribution. By way of example, cash-in-lieu schemes have been operating for decades to fulfil car parking requirements.

Cash payments in lieu of provision of 5% (or more) of land for public open space upon subdivision approval is another example of the 'inclusionary standards' premise for requiring cash or in-kind contributions from a development proponent.

Under the inclusionary provisions approach, development is expected to provide sufficient open space to meet the demand generated by that development when considered as part of its host Planning Unit. In this way, successive developments will ultimately generate sufficient open space to meet the needs of the planned community. This differs from a User Pays model, such as a DCP, where contributions from successive developments are linked to the share of usage of new open space assets. This could mean that development occurring relatively late in the build-out cycle will make a lesser contribution per dwelling or equivalent compared to earlier development.

3.2 Appropriateness of the inclusionary provisions framework

The inclusionary requirements approach is founded on the principle that all development must provide or help pay for open space offering appropriate service levels. It is intended to ensure equitable access to open space across the whole municipality over time. Expressed another way, each successive unit of development should bring with it the resources required to supply the open space services it requires.

The inclusionary requirements approach itself may be applied in a variety of ways. The public open space contribution may be fixed having regard to a planned program of acquisition and works, or it can be determined by reference to a provisioning standard, which is a rate of public open space availability per capita.

The application of the inclusionary approach does not burden future development with the responsibility of overcoming pre-existing undersupplies in open space. It is not a means of catching up on inadequate open space provision that may have happened previously. Instead, it focuses on ensuring that all future development contributes to open space provision and helps meet a designated standard or service level of open space across the municipality. This means that future cumulative development will meet its open space requirement and will not exacerbate any pre-existing shortage of open space services into the long term. If development does not contribute to a designated provision standard, the municipality can be expected to be underserved in the future.

To reiterate, cost apportionment under the inclusionary provision framework is fundamentally different from the user-pays framework. This is because each development project must equip itself with its required quantum of open space according to the adopted planning standard rather than make a contribution based on share of usage of planned assets.

The preferred approach

As noted above, there are a variety of ways that inclusionary provisions can be applied, either through a fixed program of works or a standards-based approach.

A standards-based approach is the SGS preferred method as it avoids the fraught issue of determining a long-term public open space acquisition and capital works program in the absence of funding certainty and changing community needs.

In developing a standards-based approach, the open space contribution expected for each successive unit of development is calculated on a whole planning unit basis. Within a metropolitan area, it is appropriate to treat an entire LGA as a single uniform planning unit. LGAs with regional and rural areas are still treated as a single planning unit, but their population density is non-uniform, which should be accounted for.

The City of Warrnambool is a non-uniform planning unit. People living in the LGA's low density areas will make use of local open space facilities and private open space within their properties, but as they are all located relatively close by to urban areas (generally within a 10-minute drive), it is anticipated that they will also use open space facilities located in urban areas (e.g. for organised sports).

To determine the land/equivalent cash contribution rate for the LGA to supply the amount of open space required to meet the 30sqm/capita standard (see Section 3.3) for the population based on dwelling capacity, the required open space is expressed as a percentage of all the LGA's NDA. Including developable land from low density areas into the LGA NDA has the effect of diluting the average population density, leading to an unrealistically low contribution rate.

To account for this effect, low density areas are quarantined for the calculation process. A contribution rate is calculated for those parts of the LGA which are developable at standard densities and this is then adjusted for application to low density and rural living areas (without this adjustment low density areas would pay more on account of their larger lot sizes). The result is that, on a per-dwelling basis, POS contributions are roughly equal across households regardless of whether they live in a standard-density or low-density area.

The standards-based approach follows the methodology below. This is further discussed throughout the report.

Method in the delivery of a standards-based approach

1. Decide on the Planning Unit and the population to be served by the open space network at the dwelling capacity
2. Calculate the Net developable Area (NDA) based on the appropriate land uses. If relevant, identify very low density and rural residential areas and their projected share of future population.
3. For the adopted Planning Unit, estimate the total amount of open space required to meet the needs of the Unit at the adopted dwelling capacity with reference to a provision standard for this infrastructure (30sqm per capita). If relevant, split the planning unit into standard density areas and low density areas.
4. Express the quantum of open space indicated at step (3) as a percentage of the aggregate area of all notionally developable lots in the Planning Unit, including:
 - all lots at dwelling capacity.
 - the quantum of existing POS (this honours the principle that the future POS requirement should be taken from the full pool of land available for development before the deduction of parkland and related requirements).
 - If relevant, calculate the land contribution rate applicable to the parts of the Planning Unit that accommodate standard density development.
5. Set the low density/ rural residential rate to achieve comparable \$ value contributions per dwelling as in areas of standard density development.

Source: SGS Economics and Planning, 2025

3.3 Open space provision standards – 30sqm

Setting provision standards is a crucial step in the inclusionary requirements approach. Open space planning standards help identify the designated standard of open space services required in an area. Sufficiency standards are commonly used to assess the required provision of a range of community infrastructure, such as childcare centres, hospitals, schools and libraries. Standards typically use a per capita or per household rate of provision.

Open space is no different from other community infrastructure in that its provision should be determined based on a sufficiency standard.

In relation to open space planning, open space provision and service levels are a combination of the quantity, proximity, and quality of open space. For the purposes of a public open space contributions policy, the quantum of open space per capita (30sqm per capita) is used as a standard for the quantum of open space services required by residents. The type of open space, its location and level of development should then be determined through further open space planning assessments.

It should be noted that the 30 sqm/capita quantum standard is used solely to generate an appropriate contribution rate at the Planning Unit (municipal wide) level. It is not, by itself, prescriptive of how the open space needs of any particular suburb, neighbourhood or town ought to be met.

The standard of 30 sqm/capita is a proxy for sufficiency of open space services available to the municipal community. The flow of recreational services available from a given network of open space will be determined not only by the quantum of land available for this purpose, but the level of its development (for example, the extent of development to host organised sports). Within reasonable limits, a smaller quantum of public open space may deliver the same flow of recreational services as a larger quantum of land if developed to a higher level. Meanwhile, adequate availability of open space in terms of meterage per capita need not signify an adequate level of recreational services, if the land in question is under-developed.

The funds generated from a contribution rate premised on a quantum standard of 30 sqm/capita (and the land values that attach to this) could be used to:

- acquire more land in areas lacking convenient access to public open space; and/or
- redevelop existing open space in such areas so that the level of open space service provision is adequate; and/or
- develop existing open space assets in areas where adequate land is available but where community needs remain unmet because these assets lack infrastructure and facilities.

Where a municipality has an adequate distribution of open space and sufficient land to meet or even exceed the quantum generated by the 30 sqm/capita rate, the use of this standard may nonetheless be warranted given that these land assets must be continuously developed to meet community recreational needs.

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Similarly, the use of the 30 sqm/capita standard for the calculation of development contributions will be justified even in those municipalities where the need for additional land may be indicated but where opportunities to acquire such assets are highly constrained or entirely absent, such as in the case of some inner metropolitan suburbs. In these circumstances, the proceeds of the contribution would be applied to lift the flow of recreational services from the constrained stock of public open space, so that it operates at superior capacity.

There are no adopted state government open space provision standards. The Precinct Structure Plan (PSP) Guidelines call for 10% of net developable area for active and passive open space in growth areas. The 10% rate has not changed for some time. At an average greenfield density of 15 dwellings per hectare, as was common at the time for standard development, the 10% public open space requirement translated to approximately 27sqm per capita. While the standard has not changed, the density of PSPs has increased, with a current average density of 20 dwellings per hectare. At this level, public open space provision would reduce to 20sqm per capita, assuming the same average household size.

Historically, the Melbourne and Metropolitan Board of Works (MMBW) proposed a planning standard of 7.5 acres of open space for every 1,000 people, which translates to 30sqm per capita. This standard was incorporated into the Melbourne Metropolitan Planning Scheme in 1954.⁴

Until recently, open space provision in metropolitan Melbourne aligned with a 30sqm per capita standard. The VPA Metropolitan Open Space Network⁵ report states that in 2017, the total metropolitan stock of open space was 23,723ha. This included Crown land, State land, Local Government land, and Public Authority land. It further states that local government owned some 12,719 ha, or 54%, of the total pool of open space across the metropolis. Local government-owned land is the best proxy for local parkland and playing fields in the VPA data. The VPA report also notes that the total open space provision per capita across the metropolitan area was 57.7sqm. 54% of this, or 30.9sqm per capita, can therefore be taken as an estimate of Council POS provision.

Furthermore, several metropolitan Melbourne councils have adopted provision standards that align with 30sqm per capita for the development of open space strategies.⁶

Feedback from Planning Panels Victoria through Monash Amendment C148 indicates a 30sqm standard should be supported by an implementation plan or program of works. SGS agrees with this. The open space standard of 30 sqm specifies the quantity of open space to be provided for calculating financial contributions. The deployment of the funds, however, should be guided by an open space strategy and a supporting capital works plan.

In some cases, acquiring land may not be possible or desirable. In this case, funds will need to be spent on improving access and the carrying capacity of existing open space to enable increased utilisation (e.g. hours of operation through lighting/alternative surfaces, improving the quality of infrastructure).



⁴ Spiller M and Noesgaard J (2024) Public open space contributions in Victoria: A preferred approach, SGS Economics and Planning, accessed 3 April 2025. https://sgsep.com.au/assets/main/Public-Open-Space-in-Victoria_A-preferred-approach.pdf

⁵ VPA, 2017, Metropolitan Open Space Network: Provision and Distribution

⁶ Monash Open Space Strategy 2018 (30sqm moderate supply), Cardinia Open Space Strategy 2023-33 (50sqm), Frankston City Open Space Strategy 2016-36 (30.3sqm), Darebin Open Space Strategy 2019 (30sqm), Draft Mornington Peninsula Open Space Strategy 2025-40 (30sqm)

4. Population and housing capacity

The following section provides an overview of the population and housing capacity for the City of Warrnambool.

4.1 Population and dwelling forecasts

To understand the future requirements for open space, the forecast population and dwelling capacity of the municipality are required. The current population and dwelling forecast, Victoria in Future 2023 (VIF2023) is limited to the year 2036. In addition, the forecast does not account for the population increase from the State's Plan for Victoria Housing Targets announced in 2024.

Table 7. Population projection for the City of Warrnambool

Warrnambool (C)	2021	2026	2031	2036	2041	2046	2051
Victoria in Future (VIF, 2023)	35,433	35,350	37,441	38,581			

Source: Victoria in Future (VIF) population and household projections

The purpose of the Victorian Government Housing Targets is to articulate the proportion of additional housing required across each of the local government areas to reach the 2.24 million new homes needed across Victoria.

While the housing targets are set to 2051, they are inherently targets and are used to ensure there is adequate dwelling capacity within each local government area to reach the set targets. As noted by the State Government, "the targets will ensure that every planning scheme identifies enough realistic opportunities for new development to deliver the targeted number of homes".⁷

In the delivery of the housing targets, it is important that these areas plan for adequate essential infrastructure, including open space. Given this, for the purposes of understanding the open space contribution rate for the City of Warrnambool, the housing targets have been used to articulate the forecast dwelling capacity within the city.

The Victorian Government has set housing targets for the City of Warrnambool for an additional 7,200 new dwellings. As noted in Table 8, based on the number of dwellings in 2026, this will result in a total capacity of 24,273 dwellings across the City.



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State Government, Housing Targets: <https://www.planning.vic.gov.au/planforvictoria/housing-for-all-victorians/housing-targets>

Table 8. Current dwellings and population vs housing capacity

	2026*	Capacity with Housing Targets
Dwelling capacity	17,073	24,273 ^a
Population	36,420	50,282 [#]

Source: SGS Economics and Planning, *SGS SAM24 #based on forecast dwellings and SGS SAM24 2056 forecast household size. a Based on State Government Housing Targets

Based on dwelling capacity and a forecast household size, these dwellings could accommodate 50,282 people. This population capacity has been developed based on the adopted forecast household size of 2.07 people per dwelling. As noted in Table 9, this figure is slightly lower than both the forecast metropolitan average and the regional Victorian average household size. The declining household size is a continuation of a past trend in the Local Government Area (LGA).

Table 9. Average household size in Warrnambool, Regional Victoria and Greater Melbourne based on Occupied Dwellings

Average Household Size	2026	2056
City of Warrnambool	2.30	2.07
Regional Victoria	2.34	2.26
Greater Melbourne	2.60	2.52

Source: SGS Economics and Planning, SAM24 Occupied Private Dwellings

4.2 Demographics

In 2021, the City of Warrnambool had a median age of 42 years, 1 year younger than the Regional Victorian average of 43 years.⁸ Analysis of the service age groups of in the City of Warrnambool in 2021, compared to Regional VIC, shows a similar proportion of people in the younger age groups (0 to 17 years) and a slightly lower proportion in the older age groups (65+ years). Overall, 21.3% of the population was aged 0-17, and 20.8% were aged 65 years and over, compared with 21.2% and 21.8% respectively for Regional VIC.⁹

However, the future forecast for the city, as noted in Table 10, shows a declining share of the population in the school-age and working-age cohorts, while the share of retirees will be increasing.¹⁰ This is on par with regional Victorian trends.

Table 10. Population distribution by age group for 2026 and 2056

	City of Warrnambool			Regional Victoria		
	2026	2056	Change	2026	2056	Change
School-age (0-17)	20.0%	16.9%	-3.0%	20.4%	17.6%	-2.7%
Working age (18-65)	55.8%	50.7%	-5.1%	54.8%	51.6%	-3.2%
Retirees (65+)	24.2%	32.3%	+8.1%	24.8%	30.7%	+5.9%

Source: SGS Small Area Model (SAM), 2024

8 ID. FORECAST BASED OF 2021 ABC CENSUS DATA, COMMUNITY PROFILE – POPULATION HIGHLIGHTS, ACCESSED ON 22 OCTOBER, 2025
[HTTPS://PROFILE.ID.COM.AU/WARRNAMBOOL/HIGHLIGHTS](https://profile.id.com.au/warrnambool/highlights)

9 SGS ECONOMICS AND PLANNING, SAM24, POPULATION PROJECTIONS

10 IDEM

4.3 Warrnambool City workforce

Table 11 outlines the current and projected job market for the City of Warrnambool across four Broad Industry Categories (see Appendix A).

In 2026, it is estimated that the leading employment sector will be Population Services (such as retail, entertainment and other personal services), accounting for 37% of total employment, followed by Health and Education, accounting for 30%. Both sectors are expected to maintain their strong presence in the job market, with Population Services growing by 9% at an average annual rate of 0.3%, and Health and Education growing by 11% at an average annual rate of 0.4%. This will result in an additional 1,646 job opportunities by 2056.

The Traditional Industrial sector is expected to increase at a lower average annual growth rate of 0.1% to 2056, and the Knowledge Services sector, although forecasted to grow, is expected to maintain a similar market share.

Table 11. Employment Forecast in Warrnambool City by the Broad Industry Category by 2056

Industry category	2026	2026 Market Share	2056	2056 Market Share	Job Increase 26-56	Job Growth 26-56	AAGR 26-56
Health and Education	6,079	30%	6,751	31.2%	672	+11%	+0.4%
Knowledge Services	3,578	18%	3,852	17.8%	275	+8%	+0.2%
Population Services	7,444	37%	8,081	37.4%	637	+9%	+0.3%
Traditional Industrial	2,883	14%	2,945	13.6%	62	2%	+0.1%
Total	19,984		21,630		1,646	+8%	+0.3%

Source: SGS Small Area Model (SAM), 2024

4.4 Summary and implications for open space contributions

The number of dwellings in the City of Warrnambool will continue to increase, as will businesses and industries. In doing so, it is important that these dwellings and business establishments contribute to essential infrastructure, including open space. The City of Warrnambool's future will see significantly expanded demand for high-quality, diverse public open spaces.

With the increase in the number of older adults, it will be critical that these spaces are accessible and located within a walkable catchment area for residential dwellings.

Workers are also a key component of the City of Warrnambool community. Employment is expected to increase modestly across the city. Integrating open spaces within employment areas ensures that workers can enjoy the benefits of open space. Additionally, this integration enables employment precincts to capitalise on the economic and environmental benefits that open spaces offer.



5. Current state of open space in the City of Warrnambool

The following section provides an overview of the current state of open space in the City of Warrnambool. This considers quantity, quality and accessibility of open space. This is important in the consideration of where new and improved open spaces should be prioritised.

5.1 Quantity

There is currently 361.9ha of publicly accessible open space across the municipality which is forecast to increase to 410.4ha by 2046 based on planned new open space.¹¹ When the SGS open space standard of 30sqm is applied across the catchment, based on the current population and forecast population by 2046, there is an adequate supply of public open space. If no additional open space is delivered following 2046, based on dwelling capacity and population of 50,282 the city will have 81.7sqm per capita.

Note, however, that exceedance of the land per capita standard does not mean the City of Warrnambool has adequate levels of open space service for its population. Adequacy in terms of service levels also requires attention to the accessibility and quality of the land dedicated to public open space, as well as the alignment between the development of open space and contemporary demographic needs.

Table 12. Quantity of Open Space across Warrnambool City Council

Quantity of open space		Population		Open space sqm per capita	
2026	2046	2026	2046	2026	2046
361.9	410.4	36,350	44,736	100	91.7

5.2 Accessibility

Based on industry standards such as the Precinct Structure Planning Guidelines, open space should be located within a safe walkable distance of 400m of 95% of all residential dwellings. Based on accessibility across the municipality, approximately 72% of urban dwellings are within 400m of open space.

In an urban setting, residents should have access to open space within a 400-metre walking distance of their homes. However, in some rural settings, this requirement may not apply due to lower dwelling density and increased access to private open space.



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The key urban areas with poor accessibility, where most dwellings are located outside the 400-meter catchment area for open spaces, are primarily the new growth areas such as Dennington and South East Hopkins.

When applying the 400m walkability catchment to commercial and industrial areas, approximately 46% of employment areas are within a 400m walking catchment from open space. Key gaps in the network include the South precinct, the central business district and the industrial estate in the North East.¹²

Higher order open spaces (district and regional) are destination spaces. This means that generally, people will drive to access this open space. When applying the accessibility standards for a 10-minute drive to a district open space and a 20-minute drive to a regional open space, all residential dwellings are within access.¹³

5.3 Quality

Warrnambool City Council is currently undertaking an asset condition review, and no data has been provided at the time of writing. However, observations from the Open Space Strategy work, which includes multiple site visits and consultations with the technical team and the community, indicate that generally, the quality of open space in Warrnambool is variable across the LGA. Certain spaces lack a defined function, and others lack proper landscaping and public furniture.

5.4 Summary and implications for open space contributions

The City of Warrnambool currently has a large supply of public open space however it is not well located with large areas not meeting the accessibility standards.

Of the existing open space, the quality of open space is variable and further investment will be needed to accommodate the changing demographics of the population and the city's expanding footprint.



- 12** THE BUILDING FOOTPRINT DATA ASSESSED AGAINST THE ACCESSIBILITY CATCHMENTS IS FROM 2019 AND THEREFORE DOES NOT CAPTURE THE GROWTH THAT OCCURRED SINCE.
- 13** SGS HAS NOT APPLIED THE STATE GOVERNMENT PSP GUIDELINE THAT HOUSEHOLDS SHOULD HAVE ACCESS TO AN ACTIVE OPEN SPACE WITHIN ONE KILOMETRE OF 95% OF ALL DWELLINGS. THIS STANDARD IS MORE APPROPRIATE IN A METROPOLITAN SETTING.

6. Net Developable Area

6.1 Calculating the Net Developable Area

The Net Developable Area (NDA) is the land available for development within a nominated Planning Unit. NDA is a commonly used metric throughout planning, including in developing Precinct Structure Plans (PSPs) when considering community infrastructure and open space.

When calculating NDA land, it is conventional to exclude the following: encumbered land (waterways, conservation land, flood-prone land), arterial roads, railway corridors, significant heritage, schools and community facilities.

For the purposes of this assessment, the NDA of the City of Warrnambool has been calculated through an analysis of land use zones. As per the above definition, relevant land zoned for residential and employment purposes has been included. In addition, consistent with PSP practice, the road network comprising of local roads, principal roads and significant municipal roads have all been included in the NDA calculation. Lastly, the existing public open space land has been included in the assessment. This ensures that the future open space contribution rate is not influenced by past contribution shortfalls (if they have occurred). Rather, the NDA considers the municipality as if it were 'blank' with no development.

This approach provides a robust understanding of the total land area across the adopted Planning Unit for the development of future residential or employment uses throughout the life of the municipality.

6.2 Net Developable Area for the City of Warrnambool

Included in the NDA for the open space contribution are lands suitable for development, whether residential, commercial, or industrial. Also included in the NDA are three areas that are not currently zoned for development, but that soon will be:

- Land within the North Dennington Structure Plan area;
- Land within the Eastern Activity Centre Precinct; and
- Land within the East of Aberline Precinct Structure Plan area (Amendment C217warr currently in consultation).

The specific zones included in the NDA are outlined in Table 13.

Table 13. Zones included in the Net Developable Area calculation

Zone Code	Zone Description
C1Z	Commercial 1 Zone
C2Z	Commercial 2 Zone
GRZ1	General Residential Zone - Schedule 1
LRDZ	Low Density Residential Zone
IN1Z	Industrial 1 Zone
IN3Z	Industrial 3 Zone
MUZ	Mixed Use Zone
MUZ1	Mixed Use Zone
MUZ2	Mixed Use Zone
MUZ3	Mixed Use Zone
NRZ1	Neighbourhood Residential Zone - Schedule 1
PPRZ	Public Park and Recreation Zone
RLZ	Rural Living Zone
TZ	Township Zone

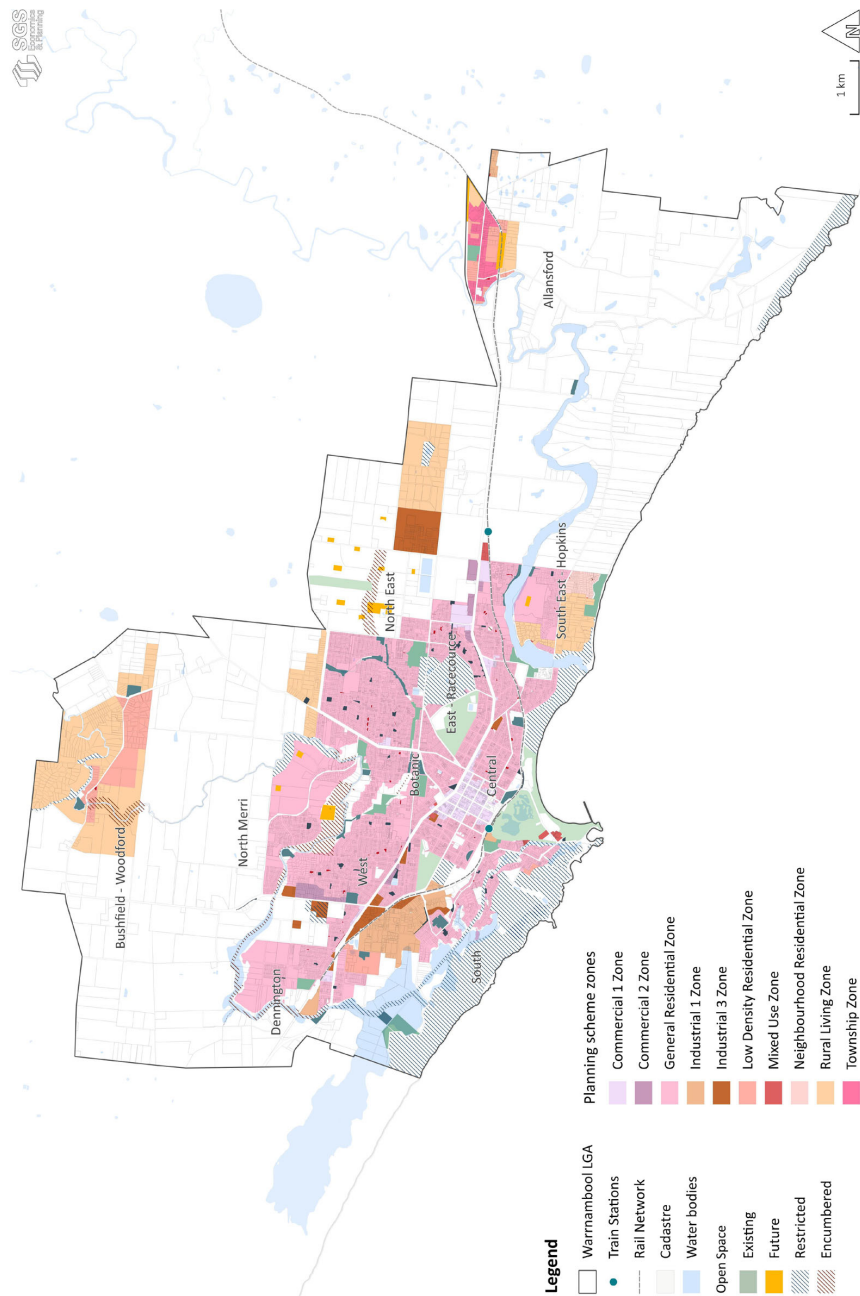
Table 14 outlines the zones excluded from the Net Developable Area calculation. These areas either have no or limited future residential or employment development, or very specialised developments that are assumed to have limited future growth or limited public open space triggers.

Table 14. Zones excluded from the Net Developable Area calculation

Zone Code	Zone Description	Rationale
FZ	Farming Zone	Prioritises agricultural land use and aims to restrict non-agricultural uses, including residential development.
PCRZ	Public Conservation and Resource Zone	To protect and conserve the natural environment and natural processes for their historic, scientific, landscape, habitat or cultural values. Is not considered public open space and does not allow development to occur.
SUZ1	Special Use Zone - Schedule 1	To allow for the efficient operation of the Warrnambool Racecourse and associated facilities, including the conduct of regular sporting and festival events.
SUZ2	Special Use Zone - Schedule 2	To allow for the efficient operation of the Warrnambool Showgrounds for the enjoyment of the general public, including the conduct of regular festival events.
SUZ3	Special Use Zone - Schedule 3	Serves as a transitional zone between industrial uses and sensitive land uses.
TRZ1	Transport Zone 1 - State Transport Infrastructure	Provides land for transport services and facilities.
TRZ2	Transport Zone 2 - Principal Road Network	
TRZ3	Transport Zone 3 - Significant Municipal Road	
PUZ1	Public Use Zone - Service And Utility	Public land used for community services and facilities – not available for private development. Community/infrastructure uses.
PUZ2	Public Use Zone - Education	
PUZ3	Public Use Zone - Health And Community	
PUZ5	Public Use Zone - Cemetery/Crematorium	
PUZ6	Public Use Zone - Local Government	
PUZ7	Public Use Zone - Other Public Use	
UFZ	Urban Floodway Zone	Applies to mainstream flooding in urban areas where the primary function of the land is to convey active flood flows.

The Net Developable Area included in the calculations is spatially provided in Figure 2. This also includes Land within the North Dennington Structure Plan area, Land within the Eastern Activity Centre Precinct; and Land within the East of Aberline Precinct Structure Plan area (Amendment C217warr currently in consultation).

Figure 2. Planning scheme zones in relation to the Net Developable Area calculations



7. Open space contribution

7.1 Contribution for the City of Warrnambool

The open space contribution has been developed through the steps outlined in Table 15. The open space contribution assessment has been undertaken for the standard density areas in the first instance. As noted earlier in this report, those living in low density and rural residential areas should, in principle, be subject to a comparable \$ value contribution per dwelling as their counterparts in standard density areas, because they will be accessing the same open space network. Adjusting the standard density rate for differences in site area and land value between standard and low density development translates to a lower contribution rate for development in low density and rural living situations.

Through the application of this method, there is a strong justification for an open space contribution rate of 5.17 % (rounded to 5.2%) for standard density areas and 4.65% (4.7%) for low density and rural living areas.

Table 15. Summary of open space contribution steps

Metric	Warrnambool LGA	Low Density and Rural Living Zones	Standard density area
1. Establish the open space standard	30sqm per capita	30sqm per capita	30sqm per capita
2. Population capacity by at the nominal year (including housing targets)	50,282 people	5,060 people	45,229 people
3. Open Space Required for future population (population x 30sqm)	1,508,670 sqm	151,813 sqm	1,356,856 sqm
4. Net Developable Area (all land that could be developed in the period to the horizon year, plus existing public open space)	36,887,571 sqm	10,638,810	26,248,761
5. Open space contribution requirement from NDA (Open space required nominal population / Net Developable Area)	4.09%	1.43%	5.17%
6. Rate for low density, which adjusts the standard density rate to provide the same cash contribution per dwelling.	-	4.65%	-

Source: SGS Economics and Planning, 2025

Step 1: Adoption of an appropriate open space standard.

As noted in Section 3.3, a standard of 30sqm per capita has been adopted.

Step 2: Population capacity

The population capacity of the City of Warrnambool is calculated by multiplying the number of dwellings by the number of people that could be accommodated in those dwellings, based on an assumed average household size of 2.07 people per dwelling. Based on the Victorian State Government Housing Targets, the analysis uses a build-out capacity of 24,273 dwellings across the City of Warrnambool and a future resident population of 50,289.

Of the future population capacity, 45,229 will reside within a standard density area and 5,060 will reside within a low density area (Table 16).

Table 16. Population capacity

Catchment	2026	Capacity
Standard Density Areas	32,266 people	45,229 people
Low Density and Rural Living zones	4,151 people	5,060 people
Total population capacity	36,420 people	50,289 people

Source: State Government Housing Targets, 2024, SGS Small Area Model (SAM,02024)

Step 3: Open space required for future population

The open space required to accommodate the needs of the population capacity is calculated by multiplying the population capacity by the open space provision standard (30sqm/capita). This results in a requirement of 1,356,856 sqm (135.6 ha) to meet the needs of the standard density areas' population.

This figure does not suggest that this amount of land must be provided; rather, it is used to understand the contribution rate, which can then be applied to additional land and/or improvements to service standards on newly acquired land and/or embellishments to existing land to increase open space service levels.

Table 17. Quantity of open space needed for the standard density area population

Population capacity in standard density areas	Open Space Standard (sqm per capita)	Open Space requirement (sqm)
45,229	30	1,356,856

Source: SGS Economics and Planning

Step 4: Net Developable Area

As noted in Section 6, the NDA is land that can be developed, including residentially zoned land, employment land, the local road network, and public parks and recreation areas. In the City of Warrnambool, the NDA for standard density areas is 2,625ha.

Table 18. Net Developable Area – Standard density areas

Net Developable Area (ha)
2,624.9

Source: SGS Economics and Planning

Step 5: Open space requirement from Net Developable Area

The contribution rate is calculated as a ratio of the open space requirement at the nominal year from the net developable area. In the case of the City of Warrnambool, this results in a contribution rate of 5.17% for all new development within the standard density area.

Table 19. Open space contribution rate – Standard density areas

Developable land (sqm)	Population capacity	Open Space Benchmark (sqm per capita)	Open Space requirement (sqm)	Contribution Rate
26,248,761	45,229	30	1,356,856	5.17%

Source: SGS Economics and Planning

Step 6. Open space contribution adjustment for Low Density Residential and Rural Living Zones

As explained in Section 3.2, an adjustment is applied to the contribution rate determined for the standard density areas to calculate the rate for the low density areas. This adjustment is warranted on the principle that the \$value of contributions for open space should be broadly similar on a per dwelling basis, regardless of whether a development is located in a low or standard density area.

The adjustment is calculated taking into account the average square metre value and average lot size of properties in standard density areas and low density areas in the Warrnambool region, as reported by the Victorian Valuer General. With this adjustment, the open space contribution rate is calculated to be 4.65% for low density areas. The value of low density land in the region is typically lower on a per square metre basis compared to standard density areas, but the site areas of low density dwellings are much larger. Taking both these parameters into account the adjustment arrives at percentage of land area in low density areas which generates the same \$ value as 5.17% of average land value per dwelling in standard density areas.

For the purposes of this calculation, SGS applied Valuer General data for the wider Warrnambool region rather than just the municipality itself. This was necessary because of the limited number of reported sales for Warrnambool, particularly for low density lots. The calculation is unpacked in the following table. Across the Warrnambool region, comprising the municipalities of Glenelg, Moyne, Warrnambool, Corangamite and Colac-Otway, the average site value per dwelling for standard residential development was \$239,061 in 2024. Meanwhile, the average site value per dwelling for low density lots was \$265,435. Because the site value for low density lots is greater than for standard density lots, it follows that the contribution rate from these lower density lots should be lower if the goal is to have a \$ contribution of broadly the same value across these density types.

The contribution rate for standard residential was established at 5.17% as explained above. The ratio of land value for standard residential to land value for low density residential is 0.9 (\$239,061/\$265,435). The contribution rate for low density residential is therefore indicated by $5.17\% \times 0.9 = 4.65\%$. As shown in the table, application of a contribution rate of 4.65% to the higher valued low density lots would, on average, produce the same contribution per lot as the application of 5.17% to the lower valued standard residential lots (\$12,358 per lot or dwelling)

Table 20: Adjustment of standard residential contribution rate to produce an equivalent rate for low density residential

	Average site area (sqm)	Average value per sqm	Average site value per dwelling	POS contribution rate	Nominal contribution per dwelling
Standard res lots	717	333.24	\$239,061	5.17%	\$12,358
Low density lots	2310	114.89	\$265,435	4.65%	\$12,358

Source: SGS Economics and Planning, data from Valuer General Victoria

7.2 Application of contribution rate

Existing contribution rates

The contribution rate recommended in this Report considers the entire municipality as a single Planning Unit. It is noted that within the Warrnambool Planning Scheme, there are two site-specific open space contribution rates. These sites have undergone specific analysis to identify a rate that is applicable to individual sites. Given this, the new rate should not replace the specific site-based contribution rates.

Rather, additional rate should be included in the Planning Scheme as follows:

- General Residential, Neighbourhood Residential Zone, Township Zone, Mixed Use Zone, Commercial 1 Zone, Commercial 2 Zone, Industrial 1 Zone, and Industrial 3 Zone not elsewhere covered - 5.17%
- Low Density Residential Zone and Rural Living Zone not elsewhere covered - 4.65%

Types of land

It is appropriate to apply the open space contribution rate across all commercial, industrial, and residential subdivisions within the standard density catchment. While residential land may drive a higher use of open space, employment land and employees should also have adequate access to quality open space to enjoy before, during, and after work hours.

Furthermore, non-residential uses are part of the wider community and should contribute to the infrastructure that supports that community. Industrial, commercial, and retail uses benefit directly and indirectly from quality open space provision.

Given this, the open space contribution rate should be applied across all uses within the identified pool of net developable land. By way of elaboration, this report recognises that Council public open space should be planned primarily with the residential population in mind, as residents will typically be the principal client group for this municipal service.

However, by not differentiating industrial, commercial and retail subdivision from residential subdivision the calculation method also recognises that these non-residential uses have the same requirement for access to Council public open space as residential uses. That is, non-residential uses must be supported with the provision of Council open space in the same way as residential uses are, notwithstanding that the visitation they generate to these assets may vary from their residential counterparts.

To illustrate, a worker in an industrial area may jog around a local sports oval once a week, whilst a local resident may do the same jog 5 times a week. Both require access to this service for their respective factories and homes to be deemed to be in a functional and sustainable neighbourhood. The indivisibilities in Council parkland provision mean that the facilities cannot generally be scaled in line with visitation.

By not differentiating non-residential uses, the calculation method applied in this report also recognises that:

- Industrial, commercial and retail uses are part of the wider Warrnambool community and single planning unit; they benefit from being in a City which is properly equipped with essential infrastructure, including Council public open space and have a responsibility to help provide this infrastructure.
- Except in those situations where land is likely to be permanently reserved for industrial purposes (such as areas of state significant or hazardous industries), all developable land in a city can be considered a candidate for the full spectrum of land uses if a sufficiently long term perspective – as is warranted here – is taken. Land subdivided for industrial or commercial uses may well transition to other uses in the future, as we have seen with former industrial areas in the inner suburbs of Melbourne and other regional cities in Victoria, for example. The process of subdivision may provide a one-off opportunity to secure a reasonable open space contribution to cater for the full spectrum of urban uses of the land in question.

Collection and distribution of funds

Council will have opportunities over the next 20-30 years to obtain sites for new open space as well as funds to improve the quality and accessibility of existing open space. Council should develop an open space acquisition plan to support this. Where land cannot be acquired, or is not required, existing open space should be reviewed to identify opportunities to improve its quality, carrying capacity, and utilisation. This could include elements such as lighting, surface improvements, and additional infrastructure beyond the set park service hierarchy.

Funds collected through the open space contribution should be accounted for separately. Funds should be spent in alignment with the strategic directions outlined in the new Open Space Strategy, Open Space Acquisition Program, Asset Management Plans, and Capital Works Programs. The open space projects will vary over time, responding to changing community demands and strategic opportunities. Given this, the program of works should be regularly reviewed and evaluated.

Value of updating the Planning Scheme

As noted earlier, Council can now receive up to 5% open space contribution rate from 'other' residential, commercial and industrial land. It is recommended that Council undertake a Planning Scheme Amendment to apply the rate for standard and low-density areas. This would result in the Council receiving a 3.4% (0.17/5.0) increase in contributions for subdivisions made in standard density areas. For example, if \$1 million was received through the 5% contribution rate, this would increase to \$1,034,000 under a 5.17% contribution rate. Meanwhile, contributions from low density development would decrease by 7% (0.35/5.0). For example, if \$500,000 was received through the 5% contribution rate, this would decrease to \$465,000 under a 4.65% contribution rate. However, based on conversations with Council, on average a 5% contribution rate is not being applied through the subdivision act due to the challenges that it poses.



Appendix A: Broad Industry Category

Table 21. Broad Industry Category Breakdown

Broad Industry Category	ANZSIC 1 Digit	Industry Name
Health and education	Education and Training	Other Education
		School Education
		Tertiary Education
	Health Care and Social Assistance	Hospitals
		Medical and Other Health Care Services
		Residential Care and Social Assistance Activities
Knowledge services	Administrative and Support Services	Administrative and Support Services
	Financial and Insurance Services	Financial and Insurance Services
	Information Media and Telecommunications	Information Media and Telecommunications
	Professional, Scientific and Technical Services	Professional, Scientific and Technical Services
	Public Administration and Safety	Defence
		Public Administration
		Public Order, Safety and Regulatory Services
		Property Operators and Real Estate Services
Population services	Accommodation and Food Services	Accommodation
		Food and Beverage Services
	Arts and Recreation Services	Arts and Recreation Services
	Construction	Construction
	Other Services	Personal and Other Services
		Repair and Maintenance
Traditional Industrial	Retail Trade	Retail Trade
	Agriculture, Forestry and Fishing	Agriculture, Forestry and Fishing
	Electricity, Gas, Water and Waste Services	Electricity, Gas, Water and Waste Services
	Manufacturing	Chemicals manufacturing
		Food product manufacturing
		Heavy product and equipment manufacturing
		Light product and equipment manufacturing
		Materials manufacturing
		Other product manufacturing
		Wood products manufacturing
	Mining	Mining
	Transport, Postal and Warehousing	Air and Space Transport
		Other Transport
		Road, Rail and Water Transport
		Warehousing and Storage Services
	Wholesale Trade	Wholesale Trade

7.5. Annual Action Plan 2025-2026 Status Update Q4

DIRECTORATE: Corporate Strategies

Purpose:

This report provides a summary of year-end progress against the Annual Action Plan 2025-2026 and highlights key achievements delivered across Council's functional areas in support of the Council Plan 2025-2029.

Executive Summary

The Annual Action Plan outlines the key initiatives funded through Council's Budget to deliver on the strategic priorities contained within the Council Plan 2025-2029. The year-end report shows strong performance across all five strategic pillars, with the majority of actions completed or substantially progressed.

The report reflects a broad range of completed projects, services, advocacy initiatives and strategic planning activities undertaken during 2025-2026 for the benefit of the community. A final comprehensive summary of financial and operational performance will be presented through the Annual Report and audited financial statements in October 2026.

MOVED: CR MATTHEW WALSH

SECONDED: CR VICKI JELLIE

That the Annual Action Plan 2025 – 2026: April – June (Quarter 4) be received.

CARRIED – 7:0

Background

The Warrnambool City Council Plan 2025–2029 is the primary strategic and planning document, setting out the key priorities and strategic objectives for the municipality over a four-year period.

The Annual Action Plan items support the strategies undertaken by Council to achieve its 2025–2029 vision: *“We are a thriving regional leader, rich in opportunities and committed to fostering a sustainable and inclusive lifestyle.”*

The 5 key objectives are:

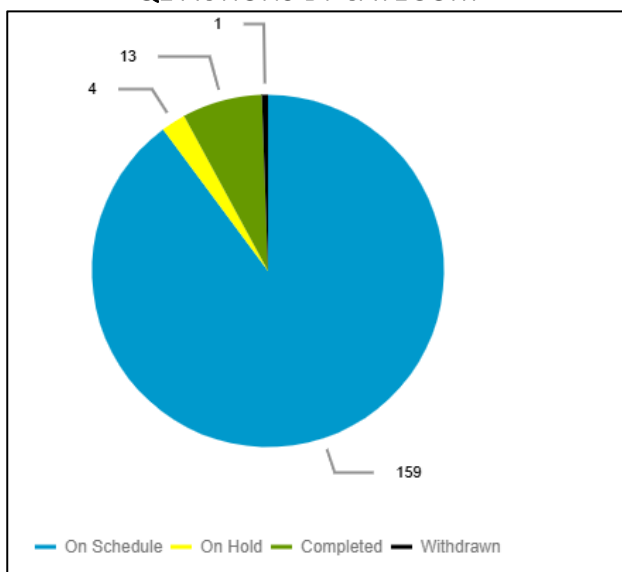
1. **City Futures:** Activating a vibrant, liveable and safe city through enhancing outcomes for all.
2. **City Infrastructure:** Renewal and maintenance of Council’s infrastructure while balancing the needs of our growing city through sound asset management.
3. **City Sustainability:** Caring for our natural environment by promoting energy efficiency, best practice circular economy and embracing new technology.

4. **City Wellbeing:** Working to enable everyone at every stage of life to participate in welcoming and inclusive environments which foster learning, connection, health and wellbeing.
5. **City Leadership:** We will advocate for our community and region, operate efficiently, maintain sound governance, care for our team, and embrace a rapidly changing technological landscape.

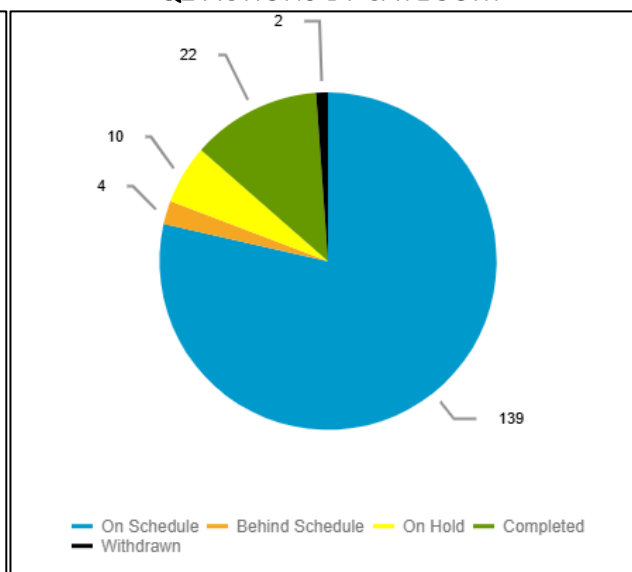
Year End Performance Snapshot

The quarterly results demonstrate continued improvement in the delivery of Annual Action Plan, with Quarter 4 year-end results indicating the majority of actions are completed with only a small number requiring continuation into 2026-2027.

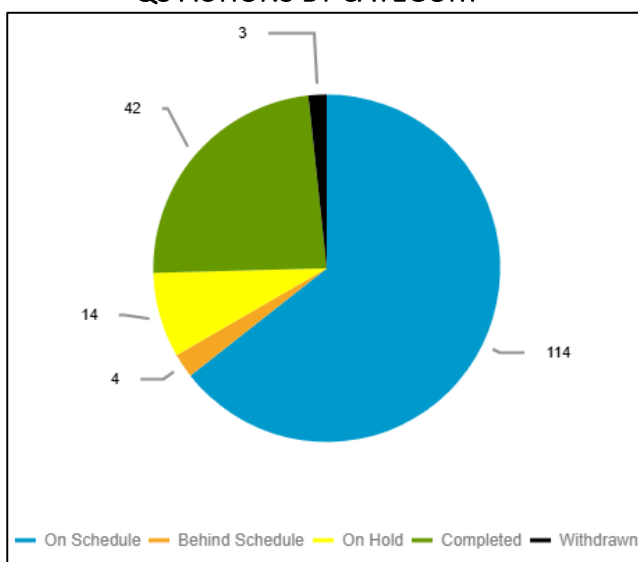
Q1 ACTIONS BY CATEGORY



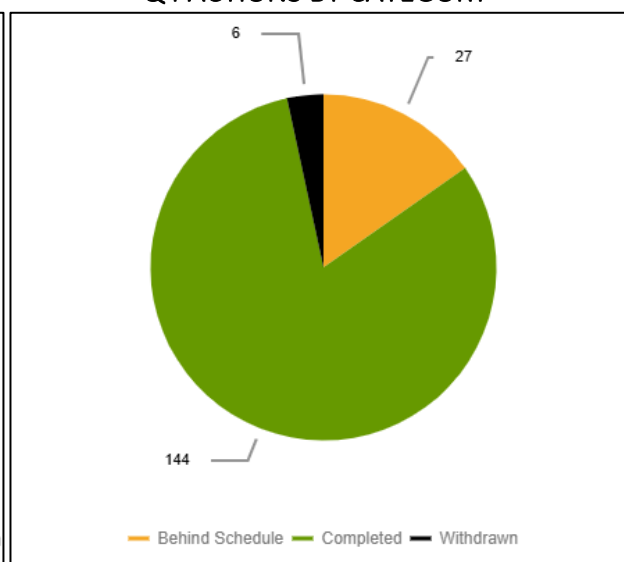
Q2 ACTIONS BY CATEGORY



Q3 ACTIONS BY CATEGORY



Q4 ACTIONS BY CATEGORY



Key Achievements

Objective 1: City Futures

- Warrnambool Art Gallery increased school engagement by 100% through subsidised bus travel initiatives.
- Adoption of several Council strategic plans including the Domestic Animal Management Plan, Onsite Wastewater Management Plan, Open Space Strategy 2026-2041 and Night-time Economy Plan 2026-2031.
- Delivery of major visitor and event programs including May Racing Carnival, Solstice Search Party and Easter Arts Festival Family Day.
- Continued workforce attraction through the Great South Coast DAMA program, which has supported 204 workers and 229 dependents relocating to the region since commencement.
- Significant growth in promotion of local events through the What's On platform, recording more than 272,000 annual clicks.

Objective 2: City Infrastructure

- Completion of the State of the Assets Report.
- Delivery of 1.7 kilometers of new footpaths through the Industrial Estate Footpath Project.
- Completion of the East Warrnambool Local Area Traffic Management Plan.
- Completion of the Koroit Street/Ryot Street roundabout project.
- Progression of Civic Centre accessibility upgrades, including planning for a lift and accessible amenities.
- Adoption of the Leases and Licences Policy 2025.

Objective 3: City Sustainability

- Expansion of electric vehicle charging infrastructure across Council facilities.
- Progression of solar and battery projects at Archie Graham Community Centre, ARC Stadium and the Depot.
- Delivery of tree planting, biodiversity and revegetation projects across the municipality.
- Completion of the Growing Green Rooms project.
- Continued pest animal and weed management programs protecting environmentally significant areas.
- Strong partnerships with Traditional Owners, environmental groups and community organisations.

Objective 4: City Wellbeing

- Adoption of Community Services Futures 2040 and Council's Reconciliation Action Plan.
- Successful implementation of Year 1 actions under the Creative Warrnambool Strategy.
- Establishment of the Creative Warrnambool website showcasing 114 creative practitioners.
- Strong growth at AquaZone, including 1,070 Learn to Swim participants and more than 108,000 member visits.
- Completion of the AquaZone Redevelopment Business Case and associated advocacy activities.
- Delivery of successful youth, volunteer, community health and inclusion programs across the municipality.

Objective 5: City Leadership

- Implementation of Stage 1 of the Coastal Connect Enterprise System project.
- Implementation of a new digital phone system.
- Successful trial of artificial intelligence technology within Local Laws operations.
- Adoption of the Long-Term Financial Plan 2026-2035 and the 2026-2027 Budget.
- Successful regional leadership through the South West Alliance and ICT Alliance.
- Completion of the Internal Audit Program and review of strategic risks.

Conclusion

Council has delivered a strong year-end result against the Annual Action Plan 2025-2026, with substantial progress achieved across all five strategic pillars. Major strategic plans have been adopted, significant infrastructure and community projects have been advanced, digital transformation milestones have been achieved, and advocacy efforts have continued to position Warrnambool for future growth and prosperity.

The small number of incomplete actions remain well progressed and have been incorporated into the 2026-2027 work program to ensure continued delivery against Council's long-term vision and strategic objectives.

ATTACHMENTS

1. Annual Action Plan: April - June 2025-2026 Q4 [7.5.1 - 38 pages]



Annual Action Plan

2026 – 2027 Year End Q4

Delivering our Council Plan objectives

This document describes the actions being taken over the financial year 2026-2027 to fulfill the aims of the first year of the four-year Council Plan.

Report Generated: 23/07/2026



Warrnambool City Council Annual Action Plan

Q4
2025/2026

Strategic Pillar 1: CITY FUTURES: Activating a vibrant, liveable and safe city through enhancing outcomes for all.

CF Strategy 1.1: Our City activates and promotes local culture and art.

No.	Action	Officer	Progress	Indicator	Report
1.1.1	Deliver actions from the Art Gallery Strategic Plan in line with the Warrnambool Destination Action Plan.	Director Art Gallery	100%		Warrnambool Art Gallery exhibition Kait James: Red Flags continues its three-year national tour. Currently in Tamworth, before travelling to Adelaide, Geelong and Tasmania throughout the remainder of 2026 and 2027. Through the implementation of subsidised bus travel for public schools in south west Victoria, the gallery's school engagement increased by 100% in Q3 & Q4, when compared to 2025. Commissioned seven solo exhibitions in 2025/26 including three Warrnambool artists, Gus Franklin, Alexandra Peters and Bronwyn Razem.
1.1.2	Progress actions from the Flagstaff Hill reimagining vision and opportunities plan in line with the Warrnambool Destination Action Plan.	Service Manager Flagstaff Hill	100%		This action will continue in 2027, (particularly the "Accessible Element") with the new budget available in the new financial year. Diversifying the FSH offerings in line with the Re-Imagined Plan are successfully continuing.
1.1.3	Develop a Lighthouse Theatre Strategic Plan.	Service Manager Lighthouse Theatre	70%		The strategic consultation process pushed the deadline out from the end of June to end of September. Public consultation took place in May/June, and closed on 12 June. The draft preparation stage has commenced with a proposed date of end of August for the draft to be released for comment, and end of September for the strategy to be finalised for Council adoption.

CF Strategy 1.2: Our City puts public health and safety as a priority.

No.	Action	Officer	Progress	Indicator	Report
1.2.1	Review and update the Domestic Animal Management Plan that outlines our approach to domestic animals in the City.	Manager City Safety	100%		Warrnambool City Council Domestic Animal Management Plan adopted by Council on 6 July 2026.
1.2.2	Review and update the Onsite Wastewater Management Plan which outlines Council's approach to minimising the impact of domestic onsite wastewater systems.	Manager City Safety	100%		Warrnambool City Council Onsite Wastewater Management Plan adopted by Council on 6 July 2026.
1.2.3	Contribute to and support actions of the Local Community Safety Committee to reduce the impact of antisocial behaviour.	Manager City Safety	100%		Ongoing attendance and supporting actions at Local Community Safety Committee meetings with VicPol.

Completed

On Schedule

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Completed

Withdrawn

P2



Warrnambool City Council Annual Action Plan

Q4
2025/2026

CF Strategy 1.3: Our City plans for sustainable growth while accommodating a changing climate.

No.	Action	Officer	Progress	Indicator	Report
1.3.1	Continue to engage with the Victorian Planning Authority to finalise the East of Aberline Precinct Structure plan and implementation into the planning scheme.	Coordinator City Strategy	100%		The East of Aberline Precinct Structure Plan (PSP) Advisory Committee hearing was held during March-April 2026. The Committee has prepared its report and made recommendations to the Minister for Planning. The Minister will make the final decision and gazette the changes to the planning scheme. This is anticipated to occur later in 2026.
1.3.2	Develop the Retail Strategy and progress implementation into the planning scheme.	Coordinator City Strategy	100%		The Retail Strategy was adopted by Council on 2 March 2026. Draft planning scheme amendment documentation has been prepared and is currently being reviewed.
1.3.3	Develop Warrnambool Futures: a long-term land use plan.	Coordinator City Strategy	95%		Draft strategy has been released for final public consultation. Once consultation is finished, all submissions will be analysed and updates made to the draft strategy as required before the draft strategy is presented to Council for adoption.
1.3.4	Deliver the South Warrnambool Flood Study planning scheme amendment.	Coordinator City Strategy	0%		No further progress required as per Council resolution.
1.3.5	Deliver the Allansford Flood Study planning scheme amendment in line with the Allansford Strategic Framework plan.	Coordinator City Strategy	80%		Flood investigation is nearing completion. Final mapping and reports will be released for public consultation in the coming months. Once final consultation is complete, the flood investigation will be presented to Council for adoption.
1.3.6	Finalise the Bushfield Woodford Strategic Framework plan and progress the implementation into the planning scheme.	Coordinator City Strategy	95%		Final revisions are in progress, including liaising with the Department of Transport and Planning to ensure they are supportive of the plan. The plan will be presented to Council for adoption in the coming months.
1.3.7	Progress the planning scheme amendment to incorporate the Foreshore precinct plan into the scheme.	Coordinator City Strategy	45%		Amendment documents are currently being drafted and reviewed.
1.3.8	Deliver the review and update of the Open Space Strategy.	Coordinator City Strategy	100%		The Open Space Strategy 2026-2041 was adopted by Council on 1 June 2026.
1.3.9	Continue to be a financial member of Council Alliance for a Sustainable Built Environment and continue to support their advocacy activities.	Coordinator City Strategy	100%		Council are a financial member of CASBE, and the strategic team attend regular Steering Committee meetings, as well as other meetings to discuss and support CASBE areas of advocacy.

Completed

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P3



Warrnambool City Council Annual Action Plan

Q4
2025/2026

CF Strategy 1.4: Our City will continue to advocate for improvements to planning frameworks for growth area developments including Development Contribution Plans.

No.	Action	Officer	Progress	Indicator	Report
1.4.1	Information and options prepared to support planning framework improvements.	Coordinator City Strategy	100%		This is an ongoing action.

CF Strategy 1.5: Our City is activated to be attractive to residents and visitors.

No.	Action	Officer	Progress	Indicator	Report
1.5.1	Distribute the Festival and Events Fund grants which encourage events during winter and other non-peak periods.	Manager Economic Development	100%		Summary of Council supported or delivered events during Q4: April - The Easter Arts Festival Family Day attracted 3000 attendees of which 2000 were visitors. - ANZAC Day Dawn Service saw 2100 attendees. - Up and Away Warrnambool Kite Day attracted 800 attendees. May - The May Racing Carnival saw 29,153 attendees across the three days of which 22,156 were visitors with an average 4 night stay. - Our grant writing workshop saw 30 attendees from 13 organisations and community groups. June - The Yoga Festival saw 347 participants with 11% of from Warrnambool, the remaining 89% were visitors staying an average of 2 nights. - The Brick Show (Lego) at the Lighthouse Theatre attracted 2000 attendees.

Completed

On Schedule

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P4



Warrnambool City Council Annual Action Plan

Q4 2025/2026

No.	Action	Officer	Progress	Indicator	Report
1.5.2	Deliver Solstice Search Party.	Manager Economic Development	100%		Solstice Search Party was held on Saturday 20 June, at Lake Pertobe. The 2026 event was our wettest event to date, but surprisingly the rain didn't seem deter many with majority of attendees sticking it out to enjoy the event no matter the conditions. It is estimated there were around 5000 attendees throughout the day. The event featured its first all local music line up, curated by Raglan Presents, with a Welcome to Country by Jess Chatfield and performances from Those Two Guys, MixTape Trio, JAGR and DJ Good Intentions. Other new attractions included FireLily Dance to deliver roving fire dancing as well as a thrilling 15 minute main performance. The Guru Dudu Silent Disco Tours was a highlight of the event, with many reporting them to be their favourite part and The Friend in Me Sensory van, a space with reduced stimulation that allows people to relax and take a minute before re entering the party, was also well utilised and allowed the event to be more accessible for visitors. Other popular attractions included Carla O'Brien's neon installations, The Lanternist's large scale native animal lanterns The Nature Bus, One Day Studios' glow wall and light projections, Southwest Face Painters' glitter artists were also in high demand throughout the evening. Following an EOI process, Fresh Market curated 16 food vendors. The increased number of vans helped reduce wait times while maintaining strong trade, with several vendors selling out on the night.
1.5.3	Complete feasibility work around an off-leash dog area at the Visitor Information Centre to service and attract a wider cohort of visitors.	Service Manager Flagstaff Hill	50%		Site and requirements confirmed with quotes being sourced for fence materials and installation. Target for completion by the September School Holidays
1.5.4	Complete feasibility work around suitable locations for a public dump site.	Service Manager Flagstaff Hill	40%		Work has been completed looking at various suitable sites around Warrnambool. These include Flagstaff Hill, Showgrounds and the fish cleaning area at the Breakwater. A report is being prepared to decide whether to progress to Council as an option.
1.5.5	Produce a joint Warrnambool/Moyne visitor map to enhance destination marketing and promote length of stay.	Service Manager Flagstaff Hill	50%		In principle agreements made with Moyne Shire. Early design plans and scope being developed with completion scheduled for the September School Holidays

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P5
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Warrnambool City Council Annual Action Plan

Q4
2025/2026

No.	Action	Officer	Progress	Indicator	Report
1.5.6	Develop a night-time economy plan for the city.	Manager Economic Development	100%		The 2026-2031 Night-time Economy Plan has been completed. The plan received strong stakeholder input including: Survey - Responses from 86 Residents, 36 Businesses (Surveys and Face to Face) and 16 Visitors. Workshops 20 Are Able Employees. 15 Warrnambool City Council Youth Committee Members. - Attendance at Workforce Australia's Talking Transport Inquiry Session. - Two sessions with WCC staff across Economic Development and Events, Lighthouse Theatre, Warrnambool Art Gallery, City Wellbeing, City Activation. 1:1 Discussion - VICPOL Inspector - Local Area Commander for Warrnambool, Moyne and Corangamite. - Hampden Football Netball League. The main themes and opportunities identified include: (1) Improving lighting in the CBD across car parks, laneway and identified areas for patrons walking to and from venues (2) Develop an online resource for event organisers identifying spaces for small, medium, large events including pop-up events, night markets, live music, street activations and what each space has i.e. water, electricity, lighting, cover etc. (3) Continue to collaborate with local businesses to identify activations and campaigns in low peak periods which draw people into the city at night. (4) Identify existing spaces and infrastructure which have the capacity to be enhanced and support Night-time activities.
1.5.7	Deliver the Holiday Parks Strategic Plan.	Service Manager Flagstaff Hill	100%		Community consultation has been completed, and final report is being prepared for Council for endorsement of the plan in August.

Completed

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P6



Warrnambool City Council Annual Action Plan

Q4
2025/2026

CF Strategy 1.6: Our City will be a sought-after destination for visitors.

No.	Action	Officer	Progress	Indicator	Report
1.6.1	Update and enhance the Flagstaff Hill website.	Service Manager Flagstaff Hill	100%		The Flagstaff Hill website has been upgraded, the new site went LIVE in mid-August.
1.6.2	Refresh the visitor information signs from the west and the north so they become interchangeable.	Service Manager Flagstaff Hill	40%		Designs of content for the signs are awaiting final artwork and due for completion by September school holidays.
1.6.3	Engage with Traditional Owners to deliver welcome signage in language at the Visitor Information Centre.	Service Manager Flagstaff Hill	50%		Council has met with EMAC. There is some delay with EMAC language group as they finalise the work they have been doing with language and the New 12 Apostles Visitor Experience Centre. This action will continue into next financial year.

CF Strategy 1.7: Our City encourages workforce attraction and development.

No.	Action	Officer	Progress	Indicator	Report
1.7.1	Deliver training and workshops for local businesses.	Manager Economic Development	100%		In the last reporting quarter training and workshops for local businesses continued to be well received. One day mentoring training was delivered to 15 staff from local businesses and 54 attended across 5 different workshop themes. For the year the workshop attendees was 154 and the one day of business mentoring had 41 attendees. A panel of local businesses sharing their successes and challenges was held in June and had 85 attendees. Business focussed networking breakfasts and lunches had 341 attending in the last year allowing businesses to network and engage further with council.
1.7.2	Deliver, facilitate the Great South Coast Designated Area Migration Agreement and Talent Beyond Boundaries programs and engage and promote Victorian Government skilled migration programs.	Manager Economic Development	100%		Year eight of the GSC DAMA commenced on 26 March 2026. Employer demand remains strong, with 38 positions endorsed during the first quarter. Of these, five were for Employer Nomination Scheme (ENS) visas, where workers have become eligible for permanent residency after two years of employment under a GSC DAMA visa. Applications are currently being processed for 10 businesses, covering a total of 26 positions. Under the year eight extension, any business covered by an industry labour agreement must use that instrument rather than the GSC DAMA. While this has affected occupations in sectors including dairy, agriculture, aged care and hospitality, some exceptions apply. As a result, these occupations remain available to eligible businesses and industries in certain circumstances. Since the program commenced in 2019, 168 businesses have been supported to apply for labour agreements. This has resulted in 204 workers relocating to the region, accompanied by 229 dependants. Across the first seven years, businesses requested approval to recruit 920

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P7
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Warrnambool City Council Annual Action Plan

Q4
2025/2026

No.	Action	Officer	Progress	Indicator	Report
					workers through the five-year labour agreements awarded under the program. The Commonwealth has indicated its intention for the GSC DAMA program to transition to State management. Discussions with the Victorian Government regarding implementation and governance arrangements are ongoing. The Department of Home Affairs has also recently been engaged to clarify the requirements for a new GSC DAMA extension request.
1.7.3	Promote Warrnambool Live, Work Invest collateral locally and across the state and nation and report engagement across digital platforms.	Manager Economic Development	100%		The website was reviewed this reporting period and received an update to ensure accuracy and currency of data. Production of a new Live, Work and Invest hardcopy booklet has been produced. Digital copies have been shared with local Real Estate vendors. Planned distribution of hardcopies to be delivered into real estate offices across town to take place over coming months. The site continues to be a valuable resource for new business inquiries, investors and developers. Many businesses include the site when advertising job vacancies online.

CF Strategy 1.8: Our City encourages business growth and development.

No.	Action	Officer	Progress	Indicator	Report
1.8.1	Deliver quarterly business networking functions.	Manager Economic Development	100%		Over the last year four breakfast or lunchtime networking events were held covering a range of topics, guest speakers. A total of 341 people attended. The functions included the Mayors Breakfast (105), Geelong Cats Business Breakfast (86), Bendigo Spirit Business Luncheon (65) and Warrnambool Business Owners Speaker Panel (85).
1.8.2	Support business growth through targeted programs and business support activities in line with the Economic Development Strategy and report on metrics.	Manager Economic Development	100%		Better Business Approvals: The Economic Development team received 18 new business or business expansion enquiries in the current reporting period. The overall total for the previous twelve months was 35 inquiries. Warrnambool Gift Card: 727 cards have now been loaded since launching in October 2025 which is up by 78 on the previous quarter. This equates to a total load amount of \$58,013 which is \$5,120 more than the previous quarter. The program is designed to strengthen our local economy by keeping money circulating within Warrnambool, supporting locally owned and operated businesses and encouraging greater community and tourism spend with local traders and less spending online. A new campaign is planned for the end of year period where large businesses will be targeted, along with community to support local.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P8
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Warrnambool City Council Annual Action Plan

Q4
2025/2026

No.	Action	Officer	Progress	Indicator	Report
					The completion of the night-time economy plan has provided direction after feedback from businesses on what initiatives Council might consider. These will be included in staff works plans to investigate and implement events and activities supported by business.
1.8.3.	Engage with Global Victoria and Regional Development Victoria to promote opportunities for investment attraction in other markets.	Manager Economic Development	100%		In May the Economic Development team attended the quarterly LGA meeting which is attended by Regional Development Victoria (RDV) representatives, Moyne Shire, Glenelg Shire, Corangamite Shire and Southern Grampians staff. Updates on key developments in the region and each LGA along with information sharing networking are the primary purposes of the meeting. The Economic Development Team were in regular contact with local RDV, RDA and Global Victoria staff developing the itinerary for the seventeen day May 2026 delegation to our Sister Cities Miura (Japan) and Changchun (China). Industry connections and government visits focussed on opportunities in education, tourism, energy, agriculture and community engagement. A meeting post the visit was held in Warrnambool in July with three staff from Global Victoria and the Victorian Commissioner for Trade to China. Identified opportunities from the sister city delegation across community, education, energy, tourism and trade have been tabled to be explored with both Miura and Changchun. A delegation from Changchun will be visiting Warrnambool in late August to further discussions and meet with relevant stake holders.
1.8.4	Support the development of a visitor economy business reference group to enact Warrnambool destination action plan priorities.	Service Manager Flagstaff Hill	30%		With new Sales and Marketing position in place, WCC Visitor Services team are now on track to reinstate this action. This work will be undertaken with WCC, GORRT and the Visitor Economy Industry. Contact has also been made with Greater Warrnambool a new business interest organisation recently set up in Warrnambool.

CF Strategy 1.9: Our City will create an environment that accelerates delivery of housing across all forms.

No.	Action	Officer	Progress	Indicator	Report
1.9.1	Council will prioritise permit approval that enables subdivision and new housing developments.	Coordinator City Strategy	100%		This is an ongoing action.

Completed

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P9



Warrnambool City Council Annual Action Plan

Q4
2025/2026

CF Strategy 1.10: Our City supports learning and recognises the importance of tertiary and vocational learning institutions including Deakin University and the South West TAFE.

No.	Action	Officer	Progress	Indicator	Report
1.10.1	Support the new Warrnambool Technical School as a member of the project control group to achieve its goal of opening in September 2026.	Manager Economic Development	100%		Manager Economic Development continues to represent Council on the monthly steering committee, providing input and acting as a liaison to areas within council as the planning and construction progresses. The Tech School will open in October delivering programs two days a week to schools across the region before coming fully operational in term one 2027. The recent sister city delegation met with industry and education representatives from the energy sector. A Changchun delegation visiting Warrnambool in late August have requested an opportunity to meet with Deakin Hycel staff to discuss their hydrogen program.
1.10.2	Promote opportunities for relevant stakeholders to meet with the Deakin Hycel team.	Manager Economic Development	100%		The May visit to China as part of the sister city delegation included a visit to a leading Hydrogen company in Changchun. A delegation from our sister city, Changchun, will be visiting Warrnambool in late August and will meet with representatives from Deakin Warrnambool. From Miura we will continue discussions from the sister city delegation for Deakin exchanges across fisheries research including Miura Fisheries Technology Institute. Manager Economic Development continues to represent Council on the monthly steering committee, providing input and acting as a liaison to areas within council as the planning and construction progresses. The Tech School opens for programs two days a week in October.

CF Strategy 1.11: Our City will support and grow industries that will bring employment and prosperity to the region.

No.	Action	Officer	Progress	Indicator	Report
1.11.1	Promote our investment and attraction package (Live, Work & Invest -warrnambool.com / CBD & City Business Occupancy Report / Economic Data / Land Availability) to key players in relevant government and private sectors who are at the coalface of investment, attraction and development.	Manager Economic Development	100%		Production of a new Live, Work and Invest hardcopy booklet has been produced. Digital copies have been shared with local Real Estate vendors. The site was reviewed and updated in this reporting period to ensure the economic data is accurate. Planned distribution of hardcopies to be delivered into real estate offices across town to take place over coming months. This is a valuable resource for new business inquiries, investors and developers engaging with Council.

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P10



Warrnambool City Council Annual Action Plan

Q4
2025/2026

CF Strategy 1.12: Our City celebrates iconic events and attractions that are part of our identity and visitor economy including speedway racing, the May Racing Carnival and our foreshore and beach.

No.	Action	Officer	Progress	Indicator	Report
1.12.1	Maintain Councils What's On platform and report on page visitation.	Manager Economic Development	100%		149 events were listed on the What's On calendar for the quarter (April - 128 events, May - 106 events, June - 185 events). Over the last twelve months on the What's On platform the Events and Promotions team has listed 1,339 events. This is a significant increase on previous years as the team also focussed on listing Council venue events and proactively looked for events being run by groups and businesses. There were 66,148 clicks on the What's On calendar (April 23,808, May 19,436, June 22,904). Some of the top performing events and activities include Solstice Search Party 4,895 clicks, Easter Family Fun Day 810 clicks, South West Volunteer Expo 572 clicks and Flagstaff Hill School Holiday Program 480 clicks. The total number of clicks across the last twelve months totalled 272,517.
1.12.2	Promote and support promotional roundabout banners in the city.	Manager Economic Development	100%		Council continues to support and promote the use of roundabout banners as a valuable tool for community and event promotion. This quarter 174 roundabout banners went up (52 April, 66 May and 56 June) promoting 17 events, some of them included May Race Carnival, ALERT, Yoga Festival and Dance Eisteddfod.
1.12.3	Support key events eligible through the annual Festival and Events Fund.	Manager Economic Development	100%		Three events out of the 22 that were funded via the 2025/2026 Festivals and Events Grants were held during this period while the Warrnambool Yoga Festival was funded outside of the funding round. The key events that Council supported to support a diverse, vibrant calendar of events that contribute to the local economy, promote Warrnambool as a regional destination during this period included the Warrnambool May Race Carnival, Easter Arts Festival Family Day and ANZAC Day. The 2026/2027 Festivals and Events Grant opened in May and closed in late June. Over 50 people attended the grant information session that was held and a record number of applications were received (37). Applications are currently being assessed.

Completed

On Schedule

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P11



Warrnambool City Council Annual Action Plan

Q4 2025/2026

No.	Action	Officer	Progress	Indicator	Report
1.12.4	Develop and implement seasonal marketing campaigns which draw back to What's On.	Manager Economic Development	100%		Embrace the Winter marketing campaign commenced in June and will continue to mid-August. Promotion took place via Paid Social Media Campaign - Facebook and Instagram, Roundabout Banners, May Race Carnival - EDM, Race book Ad and Big Screen Ad, Events and Economic Development Newsletters, ACE Radio - Hamilton/Portland and Colac, Warrnambool Standard - print and digital and Eat Play Stay magazine. June Social Media results saw the posts reach 83,644 people with 205,990 impressions. The campaign is targeting Geelong, Ballarat, Mt Gambier, Bendigo, Portland, Hamilton and Melbourne's West. A festival tile for May Race Carnival and Storytelling Festival was created on the What's On Calendar to link all events happening within these events, making it easy for the local community and visitors to see what's on.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P12
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Warrnambool City Council Annual Action Plan

Q4
2025/2026

Strategic Pillar 2: CITY INFRASTRUCTURE: Renewal and maintenance of Council's infrastructure while balancing the needs of our growing city through sound asset management.

CI Strategy 2.1: Our City will prioritise maintaining and renewing existing infrastructure.

No.	Action	Officer	Progress	Indicator	Report
2.1.1	Monitoring existing infrastructure through the State of the Assets Report.	Manager Strategic Assets, Property & Projects	100%		The State of the Assets report has been completed and was presented to Council for information at the May Council Meeting.

CI Strategy 2.2: Our City will have appropriate open space infrastructure to meet the needs of our growing community.

No.	Action	Officer	Progress	Indicator	Report
2.2.1	Council will investigate the need for change facilities for ocean swimmers at the Pavilion.	Manager Strategic Assets, Property & Projects	30%		An inspection of change room facilities at the Pavilion has been undertaken. Further discussion with relevant stakeholders is to occur.
2.2.2	Complete designs for the provision of shelters over some seats in Liebig Street and over seats along the Promenade.	Manager Infrastructure Services	70%		At Council's request, this item has been reactivated, with investigation into a shelter progressing. A report will be brought through to Councillors in August for their consideration.
2.2.3	Advocate for upgrades to the whale viewing platform beach access.	Manager Strategic Assets, Property & Projects	100%		To date, a suitable funding option has not become available, however, officers continue to prioritise this project and assess its feasibility as different funding options become available.
2.2.4	Advocate for funding to implement third stage of the Lake Pertobe Master Plan.	Manager Strategic Assets, Property & Projects	100%		Officers continue to monitor for potential funding opportunities.
2.2.5	Advocate to Department of Justice for improved lighting in open spaces including walking trails.	Manager Infrastructure Services	100%		No current funding available. Will continue to seek through Department of Justice.
2.2.6	Work with the Department of Transport and Planning (DTP) for the DTP to take responsibility for maintenance of bus shelters.	Manager Infrastructure Services	100%		Council's position is clear when having dealings with PTV, DTP, Bus Operators and the Community. Minor maintenance and cleaning is the responsibility of Council, while renewal, upgrading and providing new shelters remains the responsibility of the Victorian Government.

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CI Strategy 2.3: Our City will plan for and improve the municipal drainage network to cope with the changing environment.

No.	Action	Officer	Progress	Indicator	Report
2.3.1	Dedicate design resources to design and plan for known stormwater and flood issue areas within the municipality.	Manager Infrastructure Services	100%		Drainage program (design and construction) is complete.
2.3.2	Develop an implementation plan for Integrated Water Management Plans.	Natural Environment Officer	100%		No outcomes of funding applications outlined in Q3 report have been provided as yet. Participation in the Great South Coast Integrated Water Management Forum continues. Council have provided some funding towards a regional Integrated Water Management Officer to be based with Wannon Water.

CI Strategy 2.4: Our City neighbourhoods will have a well-connected network of footpaths.

No.	Action	Officer	Progress	Indicator	Report
2.4.1	Provide annual program of pathways as defined in the Principal Pedestrian Network.	Manager Strategic Assets, Property & Projects	100%		Industrial Estate footpath is nearing completion. This project has provided approx. 1.7km of new footpath along Braithwaite Street, Albert Street, and McMeekin Road down to Merrivale Drive. The new Industrial Estate footpath is a \$534,000 project has been jointly funded by Council and the Australian Government via the Active Transport Fund.
2.4.2	Continue to advocate for funding to deliver Deakin Link.	Manager Strategic Assets, Property & Projects	100%		Officers continue to monitor for potential funding opportunities for the delivery of the Deakin Link project. Some projects have been completed which achieve small steps towards achieving components of the Deakin Link project including completion of Deakin Link on-road bike lane line marking on Timor Street, Nicholson Street and Bostock Street, and supporting wayfinding signage through to Raglan Parade shared path which was funded with the Flexible Local Transport Solutions Program, as well as the wombat crossing on Flaxman Street.

CI Strategy 2.5: Our City's road network will be maintained to a safe and high-quality standard.

No.	Action	Officer	Progress	Indicator	Report
2.5.1	Investigate internal capital funding to seal gravel road network.	Manager Infrastructure Services	100%		Sealing components of the gravel road network is essentially upgrading those assets and remains subject to budget bids this year. Scoping and design of some of these projects has already been completed. Budget bids will continue to be put forward for consideration each financial year.

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No.	Action	Officer	Progress	Indicator	Report
2.5.2	Work with the Department of Transport and Planning to improve traffic safety along Princes Highway at Allansford intersections.	Manager Strategic Assets, Property & Projects	100%		A speed reduction has been completed by the Department of Transport and Planning on the Princes Hwy between the Great Ocean Road and the Speedway, with new signage showing the revised speed limit of 80km installed in May. Officers have continued to communicate with DTP staff in aid of progressing with proposed safety improvements at intersections to the Hwy at Allansford.

CI Strategy 2.6: Our City will pursue efficiencies in maintaining and renewing Council buildings by improving heating and cooling systems and through energy-efficient lighting.

No.	Action	Officer	Progress	Indicator	Report
2.6.1	Investigate the feasibility of upgrading the Pavilion lift to obtain a reasonable useful life for this asset.	Manager Strategic Assets, Property & Projects	100%		Engineering report has been completed and recommendations have been reviewed. Information will be provided through in a report on the outcome of that investigation.
2.6.2	Explore bundling of renewal work to achieve savings through economies of scale.	Manager Strategic Assets, Property & Projects	100%		The building renewal program has been grouped into component types and where possible, similar works have been put together under a single procurement process via an RFQ. Consideration of bundling works will continue as officers progress delivery of the building renewal program. Early review of this approach is showing positive results with savings against cost estimates for some projects having been realised, and improved efficiency resulting in a greater portion of the renewal program having been delivered than what has been seen in previous years. A more detailed review of the approach will be completed to assess benefits realisation as well as look at any challenges and improvements that could be applied moving forward.
2.6.3	Upgrade the Civic Centre with a focus on accessibility, e.g. planning for a lift and improved ground floor amenities.	Manager Strategic Assets, Property & Projects	100%		This is a multi-year project. Initial stages including project planning has been undertaken. The structural engineering assessment of the Civic Centre has been completed. An architect has been engaged and has prepared initial concept designs for the lift location and accessible ground floor amenities. The next phase of the project will involve specialist sub-consultants undertaking structural, building services and other technical investigations to inform the detailed design and final documentation. This Project is included in next year's Annual Action Plan with future stages, including detailed design completing and delivery to be reported against in FY 2026-27.
2.6.4	Develop and maintain a property leasing policy.	Manager Governance	100%		Leases and Licenses Policy 2025 was adopted by Council.

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CI Strategy 2.7: Our City values and implements sound Strategy Asset Management with consideration to assets and the retirement and consolidation of assets.

No.	Action	Officer	Progress	Indicator	Report
2.7.1	Review building assets to determine whether buildings are surplus to need.	Manager Strategic Assets, Property & Projects	100%		Key infrastructure documents, including the Early Years Infrastructure Plan, and the Community Facilities Infrastructure Plan are under development and will provide key information in relation to service needs and building requirements. This may provide some opportunity for consolidation of assets. Investigation of other building assets on a case-by-case basis will continue to occur, as triggers such as leases ending, service changes, as co-habitation opportunities, arise.
2.7.2	Complete the Open Space Asset Management Plan.	Manager Strategic Assets, Property & Projects	100%		The Open Space Asset Management Plan is nearing completion. An audit on this asset class has been undertaken to ensure all assets have been picked up in the asset management system and a valuation has been completed to understand replacement cost to inform the Asset Management Plan. The finalised Plan will be issued to Council for consideration.

CI Strategy 2.8: Our City will continue to improve pedestrian, cycling and vehicle movement.

No.	Action	Officer	Progress	Indicator	Report
2.8.1	Investigate an East Warrnambool Local Area Traffic Management Plan.	Manager Strategic Assets, Property & Projects	100%		The East Warrnambool Local Area Traffic Management Plan has been completed. Projects from that Plan are now being considered as road safety funding opportunities become available.
2.8.2	Work with the Department of Transport and Planning on community road safety concerns.	Manager Strategic Assets, Property & Projects	100%		Officers continue to engagement with DTP on known community concerns on State roads.
2.8.3	Install a roundabout at the intersection of Koroit and Ryot streets.	Manager Strategic Assets, Property & Projects	100%		Project has been completed. Lighting for the roundabout has now been approved by Powercor and installation of the light is scheduled in July/August. Once the light is installed, we will await electrification from Powercor.
2.8.4	Advocate to the Department of Transport and Planning for improved traffic conditions on arterial roads including Mortlake Road.	Manager Strategic Assets, Property & Projects	100%		Council Officers are in regular communication with DTP on a range of matters including traffic conditions, road safety and strategic work and projects. Periodic catch ups with senior DTP staff occur where arterial road matters are regularly raised.

CI Strategy 2.9: Our City will focus on playspaces as a key feature of local neighbourhoods.

No.	Action	Officer	Progress	Indicator	Report
2.9.1	In line with the Playspace Framework, consider including more fences (where identified by the Framework) around	Projects Engineer	100%		The Play Space Strategic Framework 2025-2034 guides the consideration for the installation of fencing in some play spaces, particularly those with a high number of visitors and a busy road. Upon renewal,

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No.	Action	Officer	Progress	Indicator	Report
	playgrounds when they are being renewed.				each place space location will assess if new fencing is viable.
2.9.2	In line with the Playspace Framework, consider including trees and seats around playgrounds when they are being renewed.	Projects Engineer	100%		The Play Space Strategic Framework 2025-2034 now defines a hierarchy classification to identify levels of service across various sites. This includes infrastructure elements such as trees and seats. Upon renewal, the hierarchy classification will be applied to help guide the possible inclusion of new trees and seats.
2.9.3	Advocate for funding of the second Lake Pertobe playspace.	Projects Engineer	100%		Lake Pertobe (Stage Three) is an active advocacy priority for Warrnambool City Council. Efforts have been made, and will continue to be monitored, for support through external funding programs.

CI Strategy 2.10: Our City's public spaces will be maintained to a high standard.

No.	Action	Officer	Progress	Indicator	Report
2.10.1	Maintenance including grass mowing, brushcutting and planting.	Manager Infrastructure Services	100%		Maintenance of open spaces is an ongoing task every year. Our city amenity rates highly in community satisfaction surveys as a result of our maintenance programs and our dedicated staff.

CI Strategy 2.11: Our City will advocate for renewal and upgrade of arterial roads and for improved rail services.

No.	Action	Officer	Progress	Indicator	Report
2.11.1	Hold regular meetings with senior Department of Transport and Planning staff.	Manager Strategic Assets, Property & Projects	100%		Meetings and communications continue to occur at regular intervals with senior officers including Director Regional Operations - Planning, and Executive Director Barwon South West & Grampians, where key road infrastructure and transport matters are discussed, as well as key planning matters.
2.11.2	Develop advocacy material with specific asks for arterial network and rail requests.	Manager Strategic Assets, Property & Projects	100%		Development of the Regional Transport Strategy is nearing completion. Bi-monthly meetings of Directors from the South West Victoria Alliance Councils are occurring to discuss and progress the strategy and other engagement and alignment of regional issues. Meetings have been had with Department of Transport and Planning regarding the Transport Strategy.

CI Strategy 2.12: Our City will ensure the regional airport continues to operate as a base for emergency air transport and as a destination for business and recreational aircraft.

No.	Action	Officer	Progress	Indicator	Report
2.12.1	Pursue air passenger services.	Manager Infrastructure Services	100%		Strategy implementation continues. Economic Impact Assessment (EIA) under engagement.

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No.	Action	Officer	Progress	Indicator	Report
2.12.2	Seek funding to upgrade infrastructure to enable larger aircraft to use the facility.	Manager Infrastructure Services	100%		The Regional Air Service Strategy, which was adopted by the South West Victoria Alliance, has moved to the implementation stage which is underway.

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Strategic Pillar 3: CITY SUSTAINABILITY: Caring for our natural environment by promoting energy efficiency, best practice circular economy and embracing new technology.

CS Strategy 3.1: Our City will pursue efficiencies in our waste management system.

No.	Action	Officer	Progress	Indicator	Report
3.1.1	Investigate options for industry intervention in managing difficult recycling streams such as soft plastics and glass.	Circular Economy Officer	100%		Glass collection has been implemented as of 2021. Soft plastic recycling is being investigated, but is currently unfeasible due to not having a Material Recovery Facility contract, this can be investigated further after the award of the next kerbside collection contracts. Council accept several hard to recycle items at the Civic Centre and the Archie Graham Centre including, mobile phones, oral hygiene products, writing utensils, reading glasses and batteries.
3.1.2	Investigate hard waste collection.	Circular Economy Officer	80%		Community consultation was undertaken with the following results: - No - 41.46% - Yes up to \$100 per year - 3.26% - Yes up to \$50 per year - 13.96% - Yes up to \$20 per year - 41.59%. Further investigation into the actual costs of service required.
3.1.3	Investigate smart public bins to compress waste.	Circular Economy Officer	100%		Investigations into the cost saving application of both bin sensors, which are low cost, and smart compacting bins, which have a high cost, were undertaken. Both the compacting bins and the bin sensors would not impact street collection cost due to resources being unable to be reallocated.
3.1.4	Collaborate with Recycle Victoria on a pilot program for soft plastic recycling.	Circular Economy Officer	0%		Recycling Victoria does not currently have a soft plastic pilot running and is wrapping up as a company as of July 2026.
3.1.5	Review glass bin collection schedule as part of the contract specification for June 2026.	Circular Economy Officer	60%		Community Consultation around waste services, including bin collection times and frequencies, has been conducted. Actual costs for the change in service to be discovered after tender release.

CS Strategy 3.2: Our City will use water wisely

No.	Action	Officer	Progress	Indicator	Report
3.2.1	Advocate for funding assistance to implement the Lake Pertobe Integrated Water Management Plan.	Natural Environment Officer	10%		Current funding available through the Great South Coast Integrated Water Management Forum has been focused on other strategic projects such as Woodend Road Wetland and understanding the Rivers of Warrnambool (stormwater).

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CS Strategy 3.3: Our City is committed to reducing its carbon footprint.

No.	Action	Officer	Progress	Indicator	Report
3.3.1	Install more electric vehicle charging points to enable the staged transition to a low emissions pool vehicle fleet.	Natural Environment Officer	100%		A further four 22kW EV chargers are to be installed at the Civic Centre (eight in total) and four 22kW EV chargers installed at the Depot in Q1 2026-27.
3.3.2	Prioritise electric and low emission vehicles as replacement pool vehicles.	Manager Infrastructure Services	100%		Vehicles currently being purchased. Investigation of more suitable vehicles still underway. Installation of EV chargers at various Council locations is also underway.
3.3.3	Seek funding to implement recommendations from the sustainability audit.	Natural Environment Officer	100%		A sustainability audit to improve the efficiency of hot water systems and other electrical appliances has been completed. Design of the solar panels and batteries at Archie Graham Community, the ARC Stadium and the Depot is underway.
3.3.4	Investigate the electrifying of the boiler at Aquazone.	Natural Environment Officer	20%		Funding through the Community Energy Upgrades Fund was unsuccessful.
3.3.5	Continue to deliver the re-vegetation plan by planting up to 5,000 plants of various species across the city.	Natural Environment Officer	100%		Preparation for the 2026 planting season is underway through Council's School Plant a Tree Day, Healthy Cities Landcare BUPA project and supporting community plant a tree days such as National Tree Day.
3.3.6	Investigate viability of small community battery installations.	Natural Environment Officer	100%		Investigation into suitable locations for batteries has been undertaken. The design of behind the meter batteries at Archie Graham Community Centre, the ARC Stadium and the Depot are currently underway. Installation of batteries at Archie Graham Community Centre and the ARC Stadium are planned through the Smart Building Project Control Group to occur in Q2 2026-27.
3.3.7	Explore reliability and sustainability of battery powered outdoor equipment.	Manager Infrastructure Services	100%		Purchasing of battery powered outdoor equipment remains an ongoing component of renewing and maintaining our outdoor tools and equipment (minor plant). We have also investigated larger equipment like lawn mowers and side-by-sides ("gators").

CS Strategy 3.4: Our City will monitor and manage pest animals and plants on land owned and/or managed by Council.

No.	Action	Officer	Progress	Indicator	Report
3.4.1	Reduce rabbit numbers.	Natural Environment Officer	100%		Release of RHDV1 K5 (Rabbit Haemorrhagic Disease Virus) along the foreshore has occurred. Impact of the virus may have been reduced due to rain events at the time of release. The virus can stay in the environment and impact when conditions are optimal. A contractor is currently being engaged to shoot rabbits to protect high value assets along the foreshore.

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No.	Action	Officer	Progress	Indicator	Report
3.4.2	Remove pest plants from river banks.	Natural Environment Officer	100%		The planned works for 2026/27 by Glenelg Hopkins CMA's Rivers of Warrnambool and Platy Patch projects are coming to completion with weed species removed from sections of the Hopkins and Merri Rivers and being planted out with native plants. Planning for Warrnambool Coastcare Landcare Network volunteers to undertake removal of pest plants at South Warrnambool Wetlands also continues.

CS Strategy 3.5: Our City will advocate for accessible and sustainable public transport.

No.	Action	Officer	Progress	Indicator	Report
3.5.1	Participate in regional transport strategy with an emphasis on public transport, particularly links to towns adjacent to Warrnambool.	Manager Strategic Assets, Property & Projects	100%		Development of the Regional Transport Strategy is nearing completion. Bi-monthly meetings of Directors from the South West Victoria Alliance Councils are occurring to discuss and progress the strategy and other engagement and alignment of regional issues. Meetings have been had with Department of Transport and Planning regarding the Transport Strategy.
3.5.2	Advocate with South West Victoria Alliance for inter town public transport improvements, specifically weekend links to smaller, surrounding towns.	Manager Strategic Assets, Property & Projects	100%		Development of the Regional Transport Strategy is nearing completion. bi-monthly meetings of Directors from the South West Victoria Alliance Councils are occurring to discuss and progress the strategy and other engagement and alignment of regional issues. Meetings have been had with Department of Transport and Planning regarding the Transport Strategy.

CS Strategy 3.6: Our City will collaborate with other agencies to achieve positive environmental outcomes.

No.	Action	Officer	Progress	Indicator	Report
3.6.1	Schedule meetings with DEECA staff including agreed shared actions.	Natural Environment Officer	100%		Face to face meeting with DEECA's new Marine Coastal Act Team have occurred. Planning to resume meetings with local DEECA staff continues.
3.6.2	Continue to deliver actions and events in line with the Green Warrnambool Plan and provide an annual report of the benefits.	Natural Environment Officer	100%		Middle Island Project Future Options and Annual Report as well as an updated method in reporting Council Energy Consumption and Greenhouse Gas Emissions have been undertaken. A review of the Green Warrnambool Plan is also planned for 2026-27.

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CS Strategy 3.7: Our City will take measures to limit the impact of climate change.

No.	Action	Officer	Progress	Indicator	Report
3.7.1	Implement mitigation actions from the heat map strategy.	Natural Environment Officer	100%		Council's Healthy Warrnambool Plan 2025-2029 and Warrnambool Urban Forest Strategy includes actions from the Warrnambool Extreme Heat Vulnerability Project. The Growing Green Rooms Project is underway with planting having occurred at Crawley Street and Wave Links, and further planting is planned at Bradley Street Playground in late July. A community event called 'Cool your Bool' is planned for Q2 2026-27 and will outline the benefits of nature strip plantings, plantings to cool your home and promote a citizen science heat recording activity being organised by Warrnambool Coastcare Landcare Network.

CS Strategy 3.8: Our City will implement biodiversity improvement and revegetation outcomes.

No.	Action	Officer	Progress	Indicator	Report
3.8.1	Partner with agencies and community groups to complete the Growing Green Rooms project.	Natural Environment Officer	100%		Three growing green rooms installed. Project closed and outcomes reported. Monitoring and community engagement is ongoing to determine benefits for future Green Room Projects.
3.8.2	Collaborate with Warrnambool Coastcare Landcare network and schools in re-vegetation projects.	Natural Environment Officer	100%		Maintained ongoing collaborations whilst establishing new projects with WCLN, auspice groups and auspice school programs. Ongoing relationships for 2026-27 priorities (WCLN/WCC/Community), including Citizen Science programs.
3.8.3	Continue mapping for natural assets and annual re-vegetation projects supporting future biodiversity planning.	Natural Environment Officer	100%		Delivery 2025/26 financial year complete. Site management, infill and ongoing programs transitioning to 2026-27 FY.
3.8.4	Partner with state agencies for threatened flora and fauna conservation works.	Natural Environment Officer	100%		Partnerships established for ongoing program delivery, and establishment of tools supporting core programs and Green Warrnambool goals. Ongoing for 2026/27 FY.
3.8.5	Partner with Traditional Owner groups for biodiversity and education projects.	Natural Environment Officer	100%		Support for EMAC's Whale Research Project has started with community education on drone use and review of the educational signage between the Blue Hole and Logans Beach. Gunditjmara Aboriginal Corporation has been asked to participate in our tree planting activities at Albert Park.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P22
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CS Strategy 3.9: Our City's animal shelter will be a place of refuge for lost, surrendered and abandoned animals.

No.	Action	Officer	Progress	Indicator	Report
3.9.1	Provide care to all the animals at the Animal Shelter to the appropriate standard.	Animal Shelter Supervisor	100%		The shelter team provide daily care to cats and dogs in regard to adequate food and water, environmental enrichment, medical care and exercise according to the Code of Practice of cats and dogs in shelters and pounds.
3.9.2	Reunite lost pets and provide second chances to all animals in our care.	Animal Shelter Supervisor	100%		The reunification of dogs and cats with their owners, continues at the shelter. Adequate and suitable housing of cats and dogs that have been lost, surrendered or abandoned according to Code of Practice of dogs and cats in shelters and pounds. Rehoming of animals in our care out to the community. Practices at the shelter were audited by DEECA, Domestic Animal Officers and provided with positive feedback.
3.9.3	Improve animal welfare by advocating and educating our community.	Natural Environment Officer	100%		Community education is undertaken through Council's website and the Animal Shelter's social media. The Animal Shelter's foyer has had educational resources installed. Cats and dogs are rehomed through the Pet Rescue website. The Animal Shelter staff conduct tours of the shelter and facilitate work placement students when approached.

CS Strategy 3.10: Our City will advocate for support to manage our coastal areas effectively.

No.	Action	Officer	Progress	Indicator	Report
3.10.1	Identify targeted removal of unsuitable species and seek permission for a managed program.	Natural Environment Officer	100%		The Warrnambool Foreshore Path Vegetation Management Plan has been drafted. A weeding activity with Birdlife Australia for Cape Beach Daisy and Sicilian Sea Lavender is planned for Q1 2026-27.

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Strategic Pillar 4: CITY WELLBEING: Working to enable everyone at every stage of life to participate in welcoming and inclusive environments which foster learning connection health and wellbeing.

CW Strategy 4.1: Our liveable City promotes access to housing, places and activity for all.

No.	Action	Officer	Progress	Indicator	Report
4.1.1	Secure planning approvals and funding for the Harrington Road Key Worker Project.	Director City Wellbeing	75%		The planning permit has been approved and issued. Following a two stage procurement process including Expression of Interest and Request to tender for shortlisted respondents, Council was unable to secure a capable entity to fund the project. The project model and specification was reviewed and a further approach to the market initiated. Tenders are currently being assessed.
4.1.2	Develop Community Services Futures 2040 community infrastructure and services plan.	Director City Wellbeing	100%		Plan finalised and adopted by Council at its April meeting.
4.1.3	Implement strengthened Aged Care Quality Standards.	Service Manager Community Care	100%		Community Care have instigated the Aged Care Governance Committee which will sit quarterly commencing 28 April. This will complete the tasks required for compliance to the Aged Care Quality Standards. Training of "responsible persons" will be on-going a related to the responsibilities of the committee members.

CW Strategy 4.2: Our City encourages opportunities for innovation and creativity, increasing community connectedness.

No.	Action	Officer	Progress	Indicator	Report
4.2.1	Adopt the Creative Warrnambool Strategy and implement year 1 actions	Manager Recreation & Culture	100%		All Key Actions from the strategy have commenced with the following Year 1 actions complete - Soundtracks Micro Festival, Creative Warrnambool Brand and Website, Creatives Database, Creative Warrnambool Newsletter, Live Music Action Plan, review of Community Development Fund, professional development workshop for creatives, continuation of strategic partnerships eg Fletcher Jones Family Foundations and Regional Arts Victoria.
4.2.2	Deliver two micro festivals as a part of Live and Local Music Program.	Cultural Development Coordinator	100%		Two 'micro festivals' were delivered on time and under budget. Dubbed the SoundTracks Festival, the program focused on indoor live events on 18 October and outdoor live events on 7 November. The latter date saw torrential rain, forcing the event to enact its inclement weather plan. As a result, the music took place indoors at the Lighthouse Theatre, Vida, the Seanchai and the Archie Graham centre. Anticipated audience numbers were reduced as a result, but the event worked well and several hundred people enjoyed some excellent acts. Overall, some 2000+ people took part in the two days of live music around the CBD.

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No.	Action	Officer	Progress	Indicator	Report
4.2.3	Create a new Creative Warrnambool webpage to showcase Warrnambool creatives.	Cultural Development Coordinator	100%		The Creative Warrnambool website is active for all art forms now, and currently has 114 listed practitioners. The Creative Warrnambool newsletter has 244 subscribers with a consistent 50% open rate. The branding is complete and a marketing campaign is underway. We are working with RAV with input from Creative Victoria to establish baseline data from which to measure future success. There will be monthly newsletters and an annual survey that will contribute to this data.
4.2.4	Implement 100% of FReeZA programs.	Service Manager Healthy Engaged Communities	100%		Collaborations with community partners have ensured successful events delivered such as In Common with the Community Gardens, Up and Away and the Archie Graham Fashion Show-providing young DJ's to showcase their skills at events. Up in Lights was once again a huge success with 14 artworks from young artists displayed publicly in a yearlong exhibition. All program targets for FReeZa (now rebranded as 'Amplify') have been achieved and exceeded.
4.2.5	Audit community halls and spaces and provide opportunity for increased use.	Manager Recreation & Culture	100%		The initial audit of halls and community spaces is complete. The next stage of mapping facilities to increase utilisation has commenced.

CW Strategy 4.3: Our active City provides recreational opportunities for people of all ages and abilities.

No.	Action	Officer	Progress	Indicator	Report
4.3.1	Finalise Active Warrnambool Strategy 2025-2035.	Service Manager Recreation	100%		The Active Warrnambool Strategy 2025-2035 was endorsed by Council on 1 December 2025.
4.3.2	Identify opportunities for programming and marketing for AquaZone.	Aquazone Service Manager	100%		During 2025/26 there has been great success in ensuring that AquaZone (AQZ) offers opportunity to all members of the community. Learn To Swim continues to demonstrate a strong growth with 1070 students enrolled, A strong retention program paired with Winter marketing strategies have seen numbers hold steady into the first month of June where we historically see a drop in numbers. Memberships continue to grow with member visits almost reaching 108,750, an increase of 8700 on the previous year. Throughout the year AQZ installed and implemented the use of digital signage through BrightSign, which has then expanded to improvements in cross promotion of business units with other sites operating the same software. This has seen AQZ improved promotion not just of our services but Flagstaff Hill, Library, Theatre, and Stadium programs. AquaZone has achieved a growth in attendance within Aquatics (4%) and Health & Fitness spaces (Group Fitness 9% and Gym 15%) with just over 14,000 visit (7%) increase on last FY.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P25
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No.	Action	Officer	Progress	Indicator	Report
4.3.3	Review After School Care and Vacation Care service at Warrnambool Stadium.	Service Manager Warrnambool Stadium	100%		A detailed review has been completed with recommendations for enhanced service delivery to be implemented across 2026.
4.3.4	Review Social Support program in anticipation of the Support At Home program.	Service Manager Community Care	100%		The Social Support program has been reviewed as a part of the Support at Home Implementation plan. Social support services address the need for social connection and participation in community life including diverse cultural activities. Social Support Group activities are a well subscribed service type for WCC. Support at Home will increase the flexibility available to WCC to deliver social supports that are appropriate for participants. Under Support at Home there is no separate indicative pricing for group and individual activities so there is flexibility in the funding model to meet the needs and interests of clients. Retaining social support is a key strategy to ensure council retains market share with the change from CHSP to Support at Home funding models.
4.3.5	Deliver two new programs or events that are responsive to community needs.	Service Manager Healthy Engaged Communities	100%		Council's Healthy and Engaged Community team planned, facilitated and delivered several new programs throughout the year. These programs - Summer by the Sea, Celebrating Pride in Ageing, Community Sparks, Sharing My Culture and Cooking Classes based on fresh produce grown in the Food Cubes at Archie Graham Community Centre - provided opportunities for inclusion, education, shared interests and ideas, and building connections.
4.3.6	Deliver the volunteer expo to promote council and community volunteer opportunities.	Service Manager Healthy Engaged Communities	100%		The South West Volunteer Expo was delivered by Volunteer Connect and held at the Emmanuel Centre on Sat 23 May with 45 stallholders presenting and over 200 members of the public attended. Keen interest in volunteering resulted in successful outcomes for many stallholders who recruited 5 - 20 new volunteers on the day. Youth @ The Volunteer Expo was a special feature at this year's Expo, facilitated by the Youth Team and YACVIC (Youth Affairs Council Victoria) as part of the Council's 2026 Youth Environment Summit. Youth @ the Expo focused on volunteering for young people, and included a dedicated youth space with workshops, activities, and a youth discussion session. Volunteering Victoria VMA grant funding was an additional resource to Council volunteer budget for the Expo. There was a notable increase in marketing and promotion this year, due to combined volunteer and youth team capacity. The video material produced had great success on social media, and Council has received increased volunteer enquiry and youth interest in volunteering as a response.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P26
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No.	Action	Officer	Progress	Indicator	Report
4.3.7	Finalise the business case for Aquazone redevelopment and implement funding strategy and advocacy.	Manager Recreation & Culture	100%		The Business Case for the redevelopment of AquaZone is complete and was endorsed by Council at the February meeting. Advocacy collateral has been prepared, a coordinated advocacy action plan has been developed and implemented. Various meetings have taken place with local members, relevant ministers and key stakeholders.

CW Strategy 4.4: Our inclusive and diverse City is welcoming to all.

No.	Action	Officer	Progress	Indicator	Report
4.4.1	Development of Disability, Inclusion and Access Plan.	Service Manager Community Care	40%		Council's current Disability Access Plan is a ten year plan running from 2017 to 2026. Development of the new plan has been delayed with resources allocated to the development of Council's Reconciliation Action Plan. The Project Control Group has been established, procurement completed and the successful consultant confirmed. The Disability Inclusion and Access Plan Implementation plan will be confirmed with consultants and is anticipated to be delivered by the end of the year.
4.4.2	Finalisation of Council's Reconciliation Action Plan.	Service Manager Community Care	100%		The Reconciliation Action Plan was adopted by Council on 4 May 2026. Council's Community Development Officer will have operational responsibility for implementing and reporting on the Plan's actions. A year 1 work plan and reporting framework is currently being developed.
4.4.3	Implement the Moyne-Warrnambool Youth Strategy year 1 including development of Youth Advisory Board, reimagining volunteer recruitment.	Service Manager Healthy Engaged Communities	100%		The first year of the strategy has been incredibly successful, strengthened through strong collaboration with Moyne Shire. A study on local youth volunteering has been completed with findings from the report to be utilised as a valuable resource for future youth volunteering projects in the local area. The inaugural Youth Advisory Board (YAB) received high praise and great feedback from both participants and council departments that consulted them. Year 2 YAB members have now been recruited, with leadership and governance training commencing for these new participants.
4.4.4	Audit Maternal Child Health Clinics to ensure they are inclusive of all genders.	Service Manager Early Years Intervention & Support	0%		This action was put on hold throughout the year as an approved assessment tool to measure was not available. This action has now been included in the 2026-2027 Annual Action Plan as a part of a whole of service audit.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P27
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CW Strategy 4.5: Our City provides learning pathways and opportunities for education and development.

No.	Action	Officer	Progress	Indicator	Report
4.5.1	Initiate Library and Learning Cultural Interpretative project in a staged approach.	Service Manager - Library & Learning Hub	25%		The project was delayed due to progressing the project working group and engaging key stakeholders. The Project working group has now been reestablished and will recommence project for completion by June 2027.
4.5.2	Embed programs at the new the West Warrnambool Neighbourhood House.	Service Manager Healthy Engaged Communities	100%		West Warrnambool Neighbourhood House has embedded and consolidated its programs at the new facility along with introducing two new physical health and wellbeing programs, Pilates and Hula Hoops which have had a significant increase in program participation. In addition to our regular programs of Playgroup, School Holiday Programs, our regular series of Conversational Cooking - a program that explores multicultural cuisine and culture was also well attended. A four-week acrylic painting class was introduced with community expressing interest in attending more of these opportunities to learn and connect with others. This quarter we also partnered with Warrnambool West Primary School and the Neighbourhood House Knitting and Crochet group to create a colourful yarn bombing installation on Pecten Avenue Park. The programs on offer at West Warrnambool Neighbourhood House will continue to evolve in response to community need.
4.5.3	Finalisation of Early Years Infrastructure 10-year Strategy.	Manager Children's & Family Services	100%		Work is nearing completion for the project. The Kindergarten Infrastructure Service Plan is still to be finalised with the Department of Education. This component of the project is out of our control process and has been held up due to Pre-Prep roll out areas in 2027 being a priority over the 2028 roll out area (Warrnambool City is part of the 2028 roll out). The project is anticipated to be completed within the first half of 2026-2027.
4.5.4	Explore ongoing provision of Library Café.	Service Manager - Library & Learning Hub	100%		An agreement for the Library Cafe and ongoing arrangements is progressing with Council currently in discussions with the existing tenant.
4.5.5	Complete Matron Swinton playground upgrade.	Manager Children's & Family Services	80%		Detailed designs for playground upgrade have been completed for the Matron Swinton Playground Project. Works are to be commenced in the new financial year. This has been identified as an action in the 2026-2027 Annual Action Plan.
4.5.6	Consult with community and staff on pre-prep reform and advocate to the department.	Service Manager Early Years Learning & Development	100%		2027 kindergarten enrolments are on schedule for delivering more hours of 4-year-old kindergarten for the priority cohort children in line with the 2026 model. Planning and consultation for 2028 models and roll out of more hours of 4-year-old kindergarten is ongoing.

Completed	On Schedule	On Hold	Behind Schedule	Not Completed	Withdrawn	P28
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No.	Action	Officer	Progress	Indicator	Report
4.5.7	Replace kindergarten enrolment software.	Service Manager Early Years Learning & Development	100%		The Enrolnow software system went live in May for 2027 Kindergarten registrations. The initial registration and allocation process was successful and had minimal impact on the community. Enrolment allocations were sent out to families in June 2026.
4.5.8	Expand our presence at Neil Porter Foundation Careers Expo to showcase community development career opportunities.	Director City Wellbeing	100%		City Wellbeing was well represented at the Careers Expo held on 3 March with promotion of employment opportunities in aged care, early years, lifeguarding, library and health and fitness. We provided collateral, promoted career opportunities and pathways and fielded a number of questions. This gave us exposure to both those interested in obtaining relevant tertiary qualifications and potential early school leavers.
4.5.9	Implement 100 per cent of the youth Engage program.	Service Manager Healthy Engaged Communities	100%		The Youth Engagement team successfully delivered the second Youth Environment Summit, this year in collaboration with the Volunteering Expo. Feedback from stallholders was very positive, with volunteering matches occurring across a range of local clubs and groups. This year's Social Innovators program once again had innovative ideas with young people thinking outside of the box to problem solve some heavy issues. Green Futures Now has commenced, and the young people involved in this group are planning a project to deliver by September 2026. Overall, the Youth Engagement team have fully implemented the Engage! program across the year, meeting the DFFH grant requirements and substantially exceeding targets in the delivery of youth specific events and programs.
4.5.10	Provide opportunity for vulnerable families to undertake a funded First Aid course to support parental capacity and child health and wellbeing.	Service Manager Early Years Intervention & Support	100%		Course provided and 15 Families undertook the Child First Aid course.
4.5.11	Strengthening and embedding gender equality through delivery of the new Baby Makes 3 framework.	Service Manager Early Years Intervention & Support	100%		All staff completed training and consolidating knowledge and embedding into clinic interactions.

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CW Strategy 4.6: Our nurturing city supports growth and development through high quality service delivery.

No.	Action	Officer	Progress	Indicator	Report
4.6.1	Initiating a review Early Years Quality and Compliance in response to early years and family and children services reform.	Manager Children's & Family Services	100%		Quality and Compliance work plan for the financial year has been completed and actions met to meet Early Years & Children's & Family Services Reform including implementation of the National Worker Register for Early Years Staff, new processes developed for new staff coming on board and exiting the services. This role also ensures alignment with the Australian Children's Education and Care Quality Authority (ACECQA) standards, Victorian Human Social Standards (social services) and the Multi-Agency Risk Assessment and Management (MARAM) Framework to support child safety and family violence risk management.
4.6.2	Undertake Council's Public Health and Wellbeing Plan "Healthy Warrnambool" review and Develop the Healthy Warrnambool Plan 2025-2029.	Service Manager Community Care	100%		Council have adopted the Healthy Warrnambool Plan 2025-29 in late 2025 and a copy submitted with the Victorian Health Department. An annual action plan has been developed for year-1 of the plan. Reporting systems have been developed to facilitate reporting on implementation of the plan. Consultants have been engaged to undertake a review of the Healthy Warrnambool Plan 2021-2025. The review of projects, interviews with key stakeholders and case study development is currently underway with the final report due for completion by the end of August 2026.
4.6.3	Develop the Municipal Early Years Plan.	Manager Children's & Family Services	10%		Work on hold due to identifying a service review that needs to be completed that will assist with key data that will help inform development of this overarching municipal early years plan.
4.6.4	Reestablish Indigenous Language program in Council's early years services.	Service Manager Early Years Learning & Development	25%		Council is continuing to work with EMAC on options for delivering the Language program within kindergartens.
4.6.5	Offer the opportunity to fathers to participate in the iCOPE Postnatal Depression Scale through the Key Age Stage visits in Maternal Child Health.	Service Manager Early Years Intervention & Support	100%		MCH nurses continue to offer during any consults with dad in attendance.

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No.	Action	Officer	Progress	Indicator	Report
4.6.6	Provide additional Feeding Support Consultation outside Key Age Stage visits for families of babies with slow weight gain.	Service Manager Early Years Intervention & Support	100%		Council's MCH team successfully completed re accreditation of a lactation consultant who specializes in the clinical management of breastfeeding. The International Board of Lactation Consultant Examiners (IBLCE) certifies lactation consultants who meet its criteria and have passed its exam. Council collaborated with SWHC feeding clinic and calendars have now been adopted to allow for select 15 minute consults within the week to refer families/babies most in need for weight checks.

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Strategic Pillar 5: CITY LEADERSHIP: We will advocate for our community, operate efficiently, maintain sound governance, care for our team, and embrace a rapidly changing technological landscape.

CL Strategy 5.1: Our City pursues technology and innovation for community benefit.

No.	Action	Officer	Progress	Indicator	Report
5.1.1	Activate the Shared Services arrangement for an improved digital future.	Director Corporate Strategies	100%		Stage 1 go live has been delivered and work continues on the remaining Stage 2 modules, data migration, systems testing and configuration development for the remaining enterprise system modules. Property and rating, compliance and Customer request management. The successful go live finalises a historic step of three Councils completing an ICT enterprise system configuration with a "Gold Standard " common configuration. This work sets the foundation for future resource sharing and common improvement avenues.
5.1.2	Maximise Coastal Connect outcomes by removal of legacy systems.	Manager Information Services	25%		Will work with the Coastal Connect Project Team to confirm what software can be cancelled now that we have gone live with Stage 1.
5.1.3	Procure a new digital telephony system.	Manager Information Services	100%		Phone system has been fully implemented.
5.1.4	Go live Coastal Connect Enterprise Resource Platform.	Executive Manager IT Strategy & Transformation Shared Services	100%		The Coastal Connect Project and WCC achieved a successful Go Live of 7 TechnologyOne Modules on 1 July. A significant achieve and realisation of investment.
5.1.5	Trial Sharepoint with the Family and Children's Services branch for more efficient and user-friendly records management.	Manager Information Services	75%		The project is well underway with the design and configuration completed. The TechOne integration is in progress.

CL Strategy 5.2: Our City will use Artificial Intelligence (AI) software to gain operational efficiencies.

No.	Action	Officer	Progress	Indicator	Report
5.2.1	Explore the use of an AI chatbot alongside the introduction of new phone software.	Manager Information Services	10%		The AI chatbot was not procured as part of the new phone system. The phone system is currently being implemented and further investigations into possible options will commence when the system has been fully deployed. Will look at the option for the AI chatbot to replace the live chat functionality.
5.2.2	Trial AI software within a Local Laws function.	Manager Governance	100%		Trial successfully undertaken in Q2. In principle agreement made on commercial terms for ongoing use including revenue share in perpetuity provided targets met.

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CL Strategy 5.3: Our City is a leader in the South West region.

No.	Action	Officer	Progress	Indicator	Report
5.3.1	Provide a South West Leadership role by being Lead Member of the South West Council ICT Alliance.	Director Corporate Strategies	100%		The alliance has consolidated a strong year with the completion of stage 1 of the coastal connect enterprise system change over. The alliance continues to do supplementary work on the coordination of ICT resources and is committed to review shared service opportunities in this space as the Enterprise system implementation draws to a conclusion. The Alliance was successful in attracting an additional \$450,000 during the year, in Business Accelerator Funding from the State Government to enhance the Enterprise System project to include improved business to business processes and a business portal into our enterprise system process to reduce red tape.
5.3.2	Maintain an active leadership role in the South West Alliance of Councils.	Chief Executive	100%		Council is providing important regional leadership through the South West Alliance and participation in regional events and activities.

CL Strategy 5.4: Our City manages financial resources sustainably.

No.	Action	Officer	Progress	Indicator	Report
5.4.1	Maintain a comprehensive 10-year Long-Term Financial Plan.	Manager Financial Services	100%		The Long Term Financial Plan 2026-2035 (LTFP) has been formally adopted by Council. Work will continue to enhance the LTFP model and implement recommendations from the recent internal audit. Ongoing engagement with programs continues to ensure financial information is embedded within key strategic documents, alongside the development of a consistent framework to support this approach. The LTFP will be further reviewed and updated as part of the 2027 budget process.
5.4.2	Undertake an annual four-year budget process in consultation with our community.	Manager Financial Services	100%		The 2026-2027 budget was finalised and adopted by Council in June. The budget is currently being migrated to CIA.
5.4.3	Responsibly negotiate a balanced employee terms and conditions Enterprise Agreement.	Manager Organisation Development	100%		Council Enterprise Agreement No. 10.2025 has been negotiated and formally approved by Fair Work Australia.

CL Strategy 5.5: Our City promotes organisational culture and performance.

No.	Action	Officer	Progress	Indicator	Report
5.5.1	Implement the actions of Year 1 of the 2025-29 Workforce Plan.	Manager Organisation Development	100%		The Workforce Plan actions identified have all either been completed or are in progress as per the plan timelines.
5.5.2	Delivering leadership development opportunities through to fourth level supervisors.	Manager Organisation Development	100%		Ongoing leadership opportunities are provided via the Learning & Development Team, along with specifically scheduled Fourth Level Supervisor leadership development days twice yearly.

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No.	Action	Officer	Progress	Indicator	Report
5.5.3	Deliver training for nine Coastal Connect modules.	Executive Manager IT Strategy & Transformation Shared Services	60%		Training was delivered sufficient to accommodate a successful Go Live for the 7 Modules commissioned at 1 July. Training is now complete for those modules. The phase 2 modules of P&R - Compliance and Revenue are due to go live in 2027 with training not yet scheduled but expected to be in early 2027.
5.5.4	Conduct an employee engagement and alignment survey to support and measure culture development.	Manager Organisation Development	100%		Engagement and Alignment Survey conducted in March 2026.
5.5.5	Develop 2026-2030 Gender Equality Action Plan.	Executive Manager IT Strategy & Transformation Shared Services	100%		The WCC Organisation Development Branch lead the completion of the report. The 2026-2030 Gender Equality Plan was submitted to the Gender Equality Commissioner by 1 May 2026.
5.5.6	Maintain a contemporary Safety Measurement System and Reporting process.	Manager Organisation Development	100%		Safety management system and reporting process in place and established. Ongoing review and maintenance of systems occurs in consultation with OHS committee and the Safety and Risk Management Review Panel.

CL Strategy 5.6: Our City will advocate strongly for our community and our region.

No.	Action	Officer	Progress	Indicator	Report
5.6.1	Lobby for Early Years Centre of Excellence with a view to reducing childcare waiting lists by increasing numbers of skilled professional staff.	Director City Wellbeing	100%		Advocacy has continued with state/federal government with this project forming a key advocacy priority in the South West Alliance priorities. Deakin have announced the return of the Bachelor of Early Education to Warrnambool campus in 2027 which is a significant enabler to support the case for an Early Learning Centre of Excellence integrating education, professional learning, and research to enhance workforce capability and inform policy and practice across the early years sector.
5.6.2	Briefly Community Hub to develop female-friendly change rooms and community spaces.	Manager Recreation & Culture	100%		Advocacy collateral has been prepared, a coordinated advocacy action plan has been developed and implemented. Various meetings have taken place with local members, relevant ministers and key stakeholders.
5.6.3	Advocate for city-wide bus shelter improvements.	Manager Strategic Assets, Property & Projects	100%		The issue of ownership and responsibility for bus shelters is regularly discussed with Dept. of Transport & Planning and Public Transport Victoria. Council will continue to push for PTV for improvements to shelters.

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No.	Action	Officer	Progress	Indicator	Report
5.6.4	Advocate for further for Warrnambool Airport upgrades to accommodate the return of passenger services.	Manager Strategic Assets, Property & Projects	100%		Further to the adoption of the Regional Airport Strategy, the Alliance board have now adopted an implementation plan. A working group has been established and engagement of a consultant to complete an economic impact assessment has been undertaken.
5.6.5	Seek full Australian and Victorian government funding for the Warrnambool Art Gallery.	Manager Infrastructure Services	10%		Advocacy for funding for a new Art Gallery continues and Council has secured two years of funding from Creative Victoria to support the Gallery (\$100,000 per year). Action is not realistic, achievable, or measurable as written.
5.6.6	Seek majority funding for the aquatic centre upgrade.	Director City Wellbeing	100%		Advocacy collateral has been prepared, a coordinated advocacy action plan has been developed and implemented. Various meetings have taken place with local members, relevant ministers and key stakeholders.
5.6.7	Advocate to the State Government for maintaining its Breakwater asset.	Manager Strategic Assets, Property & Projects	100%		A draft estimate for completing a business case and project plan for the Breakwater has been provided to DTP. Additional funding for maintenance activities of \$131,000 has been allocated to Council over next two financial years for minor works including relocation of lighting for safety purposes, renewal of signage, replacement of fenders on lower landing, repainting of light poles, ladder replacement and rectification of concrete cap damage on parapet.
5.6.8	Advocate on behalf of the Warrnambool Surf Life Saving Club for a new club building.	Chief Executive	100%		Council continues to advocate for funding in support of the Warrnambool Surf Life Saving Club's proposed building upgrade and has adopted this item as an advocacy priority.

CL Strategy 5.7: Our City is committed to sound governance, transparent decision-making and operating with integrity.

No.	Action	Officer	Progress	Indicator	Report
5.7.1	Improve our assessment against the State Victorian Protective Data Security Framework.	Executive Manager IT Strategy & Transformation Shared Services	70%		The VPDSF is an ongoing process and requirement. WCC continues to work towards completion and maintenance.
5.7.2	Establish a Data Governance Committee.	Manager Information Services	100%		ICT steering committee and consultative committee established, regular meetings to be scheduled.
5.7.3	Maintain the key performance indicators relating to Governance in Council's annual performance statements.	Manager Financial Services	100%		The key financial indicators are reviewed and included in the quarterly financial report.
5.7.4	Councillors will undertake governance training and development.	Manager Governance	100%		2025 training completed through regional training day.

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No.	Action	Officer	Progress	Indicator	Report
5.7.5	Councillors will participate in the City's calendar of civic events and activities.	Manager Governance	100%		Councillors are frequently invited to civic events across Council and the city more broadly.
5.7.6	Deliver a review of Council's governance arrangements.	Manager Governance	50%		Deferred to next year. Preliminary work and Councillor engagement complete but have been awaiting model rules being released before finalising. The enabling legislation for the model rules was introduced to parliament in June 2026. If passed, it is understood that engagement and consultation with the sector will occur soon after.

CL Strategy 5.8: Our City will foster an informed community, enhance the customer experience and engage with the community to help inform key decisions, plans and policies.

No.	Action	Officer	Progress	Indicator	Report
5.8.1	Consult with our community where significant decisions are required that may have impacts on the community.	Manager Engagement & Communications	100%		Over the June quarter Council began or completed consultations that included: the Warrnambool night time economy, Draft Budget and Council Plan, Brierly Reserve Light the Night initiative, Moore Street safety improvements, Domestic Animal Management Plan, Warrnambool Holiday Parks Strategic Plan, strategic direction of the Lighthouse Theatre, On-site Waste Water Management Plan, Warrnambool Futures Land Use Strategy and the Open Space Contributions Policy.

CL Strategy 5.9: Our City considers strategic risk in its decision making and is committed to providing safe environments where people can thrive.

No.	Action	Officer	Progress	Indicator	Report
5.9.1	Deliver 2025-26 Internal Audit program.	Manager Financial Services	100%		Internal audits have been completed in accordance with the Annual Audit Plan. During Quarter 4, the Lease and Licensing Audit was finalised, and the Animal Shelter Audit commenced. The Strategic Audit Plan for 2026 has also been finalised.
5.9.2	Review the key Strategic Risks to improve the 2026-27 Council Plan.	Manager Organisation Development	100%		Key Strategic Risks have been reviewed and workshopped with Councillors. New/reviewed Strategic Risks have been agreed to and entered into Councils Risk Management System. Identification of specific controls complete and actions implemented.
5.9.3	Maintain the Risk Management Framework and reporting to Council's Audit and Risk Committee.	Manager Organisation Development	100%		Quarterly reports pertaining to the Risk Management Framework are provided to both the Safety and Risk Management Review Panel and the Audit & Risk Committee.
5.9.4	Adhere to the child safety standards.	Manager Organisation Development	100%		Child Safe Standards implemented with ongoing monitoring.

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No.	Action	Officer	Progress	Indicator	Report
5.9.5	Ensure our workplace is a safe and inclusive space and where required will implement changes recommended in staff wellbeing surveys.	Manager Organisation Development	100%		Survey complete and action plan commenced.

CL Strategy 5.10: Our City will review the community vision, Warrnambool 2040.

No.	Action	Officer	Progress	Indicator	Report
5.10.1	Begin review of Warrnambool 2040.	Manager Engagement & Communications	100%		As part of a review of Warrnambool 2040 the Mayor wrote to partners involved in the development of the plan in 2017-2018 seeking feedback on the plan and progress made on its goals. The Mayor also wrote to new stakeholders including the Warrnambool Multicultural Association. The plan's short-term goals were removed in the revised plan, having been largely achieved. The redevelopment of Reid Oval and building a new library were among the important goals completed. The plan's commitment to gender equality was strengthened. The revised plan was released by Council for public feedback in September. The plan was then considered and adopted by Council at its October meeting.

CL Strategy 5.11: Our City will advocate for important needs including an upgrade of the aquatic centre, a community hub at Brierly Recreation Reserve, a new art gallery and affordable housing.

No.	Action	Officer	Progress	Indicator	Report
5.11.1	Advocacy materials prepared and meetings with relevant parliamentarians and department officials arranged.	Manager Engagement & Communications	100%		Advocacy documents continue to be updated as required ahead of delegations meeting politicians and advisers.

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7.6. Festivals And Events Fund - Allocated Funding Report

DIRECTORATE : City Futures

Purpose:

This report provides information on the Festivals and Events Grant Program 2026/2027 applications and recommended allocation of grants for approval.

Executive Summary

The Events and Promotions Branch has allocated funding and administers the Festivals and Events Grant Program in support of events in Warrnambool that deliver upon the strategic priorities of the Warrnambool Event Strategy. The total funding allocation for 2026/2027 is \$200,000.

- Council received thirty-seven (37) applications, 9 more than last round, with a total of \$335,639 requested, an increase of \$104,361 from last round.
- Of the 37 applications, 9 were deemed ineligible and did not meet the funding criteria, 10 are recommended to be fully funded and 18 are recommended to be partially funded.
- Out of the 28 recommended events, 6 have not received event funding previously.
- The 28 recommended events total \$196,632. The remaining \$3,368 will be reserved for eligible events taking place in July, as July events fall outside the current funding round. Should any funds still remain, they will be distributed to eligible ad hoc events that arise throughout the year.
- Of the recommended events to support, 7 will take place in Summer, 11.5 Autumn, 1 Winter and 8.5 in Spring.

It was agreed that the Warrnambool RSL could apply for the Partnership stream, previously has funded under the Large Community Event stream prior to submitting an application.

The Festivals and Events Grant Program process, managed through the Smartygrant system, within transparent and equitable guidelines and processes, provides a mechanism for the allocation of the funding to be allocated across the various funding streams.

MOVED: CR DEBBIE ARNOTT

SECONDED: CR RICHARD ZEIEGELER

That Council:

1. Approves the allocation of \$196,632 to be allocated to the 28 eligible events under the Festivals and Events Grants and Partnerships Program 2026/2027 program as per the table below.
2. The remaining \$3,368 will be allocated to events that take place in July. If the allocation isn't exhausted for July events the money will be distributed to ad hoc events throughout the year.
3. Requests that all applicants be advised of the outcome of the assessment process and the Council guidelines associated with the grant.

Applications recommended to be supported as per the amount allocated column:

Applicant	Project Title	Funding Stream	Amount Allocated	Funding For
Warrnambool Gem Club	Gem Club Open Day	Community Event Small - Medium	\$2,000	Event Operation Equipment Hire
Warrnambool Gift Inc	Warrnambool Gift	Community Event Small – Medium	\$4,000	Marketing and Advertising, AV Equipment Hire and Event Operation
Warrnambool and District Orchid Society	Warrnambool Orchid Show	Community Event Small – Medium	\$2,000	Marketing and Advertising and Venue Hire
Warrnambool Nepalese Community INC.	Nepalese Teej Celebration 2026- Warrnambool	Community Event Small – Medium	\$2,000	AV Equipment Hire and Advertising
Warrnambool and District Easter Arts Festival Inc.	Family Fun Day	Community Event Small - Medium	\$2,000	Entertainment
Warrnambool & District Community Hospice	Warrnibald Festival of Arts	Community Event Small – Medium	\$5,000	Marketing and Advertising and Venue Hire
Warrnambool Community Garden	Harfest 2027	Community Event Small – Medium	\$5,000	Event Operation Equipment Hire, Security and AV Equipment Hire
City of Warrnambool Eisteddfod Inc	The Warrnambool Eisteddfod Aria Competition 50th Anniversary Celebration	Community Event Small – Medium	\$5,000	Venue Hire, Marketing and Adverting and AV Equipment Hire
Filipino Community Council of Warrnambool Incorporated	Filipino Fiesta Warrnambool: A Multicultural Festival for the Community	Community Event Small	\$4,800	Event Operation and Equipment Hire
Warrnambool Running Club Inc	Warrnambool Running Festival	Community Event Large	\$9,186	Traffic Management
Surf T Surf	Surf 'T' Surf Fun Run/ Walk	Community Event Large	\$9,990	Traffic Management
Warrnambool Lawn Tennis Club Inc	Warrnambool Lawn Tennis Open 2027	Community Event Large	\$6,000	Event Operation Equipment Hire and Security
The F Project	Fabric of Life Festival 2027: "Good Vibrations: Revive:Re-Vibe"	Community Event Large	\$6,500	Advertising and Marketing, Venue Hire, Event Operation Equipment Hire

Applicant	Project Title	Funding Stream	Amount Allocated	Funding For
Warrnambool Volleyball Assoc/ South West Pirates	Seaside Volleyball Tournament	Community Event Large	\$4,000	Venue Hire
Warrnambool Agricultural Society Inc.	Warrnambool Show 2026	Community Event Large	\$10,000	Security
Warrnambool Showgrounds Reserve Inc.	Warrnambool Rodeo 2027	Community Event Large	\$7,000	Security and Event Operations Equipment Hire
Warrnambool Multicultural Association	Warrnambool Multicultural Festival 2026	Community Event Large	\$10,000	Traffic Management, AV Equipment Hire, Entertainment
Australia Classic Events	Targa Classica 2027	Tourism Event	\$2,160	Marketing and Advertising and Group Transfers
Warrnambool BMX Club Inc	2027 AusCycling BMX State Series - VIC – Warrnambool	Tourism Event	\$2,254	Event Operations, Equipment Hire and Waste Collection
Warrnambool Basketball Incorporated	Warrnambool Junior Seaside Classix Tournament	Tourism Event	\$1,242	Event Operation Equipment Hire
Life Saving Victoria Limited	2026 Victorian Junior Lifesaving Championships	Partnership Stream	\$20,000	Security, Waste Management, Photography, Equipment Hire
Premier Speedway Club	Grand Annual Sprintcar Classic	Partnership Stream	\$20,000	Security
Warrnambool Racing Club	May Racing Carnival & Jericho Cup	Partnership Stream	\$20,000	General Partnership
Warrnambool Citizens Road Race Committee	Melbourne to Warrnambool Cycling Festival	Partnership Stream	\$20,000	General Partnership
Warrnambool RSL Sub-Branch Inc	Remembrance Day 2026 and ANZAC Day 2027	Partnership Stream	\$12,000	Traffic Management, Marketing and Advertising
St John's Presbyterian	Carols on the Green	Community Christmas Carols	\$1,500	AV Equipment Hire

Applicant	Project Title	Funding Stream	Amount Allocated	Funding For
Kardinia Community Services Inc.	Kardinia Family Christmas Carnival	Community Christmas Carols	\$1,500	Event Operation Equipment Hire and Entertainment
Dennington Community Association	Dennington Carols	Community Christmas Carols	\$1,500	AV Equipment Hire

CARRIED – 7:0

Background / Previous Reporting

The Events and Promotion branch through the annual Festivals and Events Grants Program seeks to support events which contribute to the local economy and build the profile of Warrnambool as a vibrant regional city, in line with the goals of the Warrnambool Events Strategy.

The program objectives aim to:

- 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 livability
- Occur in off-peak and shoulder seasons
- New events that have not been funded previously

Applicants had to demonstrate an alignment with one of the listed grant categories and criteria and were assessed based on weighted criteria within the category. Refer to 2026/27 Festivals and Events Grants guidelines, **Attachment 1**.

Eligible applications were evaluated by a panel of Council officers. All panel members assessed each application using the following rating system to score each criterion (5 = excellent, 4 = good, 3 = satisfactory, 2 = weak and 1 = unsatisfactory) so a weighted score could be calculated to rank applications. Applicants were also required to submit a financial statement or current bank statement to help determine their capacity to run the festival or event and their need for assistance. The applicant's alignment with the program's objectives was also taken into account.

The below applications were deemed ineligible as they did not align with the grant program guideline requirements.

- ALERT Warrnambool, Alert Warrnambool 2027
- Warrnambool & District Pipes & Drums Inc, South West Coast Piper Drummer Dancer
- Warrnambool Model Railway Club Inc, Model Train Exhibition
- The Event Designers, KidFEST Warrnambool 2027
- Auspicious ARTs Projects INC, Rainbow Connection
- Jorday Industries Pty Ltd, SLAB Fest 2027: Coastal Jam
- Lady Bay Kennel Club Inc, Warrnambool and Lady Bay Kennel Club Annual Dog Show Cluster
- Warrnambool Swimming Club, Warrnambool Swimming Club June Meet
- Extreme Life, Christmas Spectacular

Issues

There were no issues that were identified throughout the assessment process.

Financial Impact

The allocation of funding from the applications received is within the \$200,000 allocated budget.

There will be \$3,368 of unallocated funds that can be distributed to events that take place in July or ad hoc events that request funding during the year.

Legislation / Policy / Council Plan Context

1 City Futures

1.12 Our City celebrates iconic events and attractions that are part of our identity and visitor economy including speedway racing, the May Racing Carnival and our foreshore and beach.

Timing

Upon endorsement by Council of the recommendations, all applicants will be notified by email of the outcome of their application on 4 August 2026.

- Projects to be completed between 4 August 2026 – 30 June 2027.
- Project to be acquitted, and post event report due 8 weeks post event or 31 July 2027 if event doesn't take place within the 8 weeks.

Internal / External Consultation

Funding round promotion included:

- Paid promotion via Council social media and media release
- Events & Promotion Newsletter
- Economic Development Newsletter
- One-on-One with a Grant Specialist" event
- Radio and Newspaper advertising

Legal Risk / Impact

All funding decisions are assessed within the guidelines approved by Council. Events on Council managed land are processed through the Council Event Control Group to ensure events gain landowner's consent and approval before proceeding.

Officers' Declaration of Interest

No officers involved in the funding process have declared a conflict of interest.

Collaborative Procurement

Not Applicable.

Conclusion

The allocation of \$196,632 to be allocated to the 28 eligible events under the Festivals and Events Grants and Partnerships Program 2026/2027 program is tabled at the next Council meeting for approval and notification to successful and unsuccessful applicants on 4 August 2026.

ATTACHMENTS

1. 2027 Festivals and Events Guidelines [7.6.1 - 10 pages]



Image Credit: Ironclad Photography

Grant Program Guidelines

Festivals and Events Fund 2026 / 2027



www.warrnambool.vic.gov.au

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Grant Program Guidelines



Festivals and Events Fund Guidelines 2026 / 2027

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
- Are new events that have not been funded previously

Timeline

- Funding Round Open: 9:00am Thursday 14 May 2026
- Funding Round Close: 11:59pm Sunday 28 June 2026
- Report submitted for endorsement to Council: Monday 3 August 2026
- Applicants notified of funding outcome: Tuesday 4 August 2026
- Projects completed: between Tuesday 4 August 2026 – Wednesday 30 June 2027
- Civic Reception for Successful Applicants: Wednesday 5 August 2026
- Project acquitted and post event report due: Within 8 weeks of event completion, or by 31 July 2027 if the project concludes within eight weeks of that date

Festivals and Events Funding Classifications

The total funding available for 2026/27 is \$200,000 for the four funding streams with varying criteria.

The total fund available is subject to Council's budget process.

Applicants can apply for one stream.

Please note a separate Business Events and Conferences Fund of \$10,000 is now available annually (until funding allocation is exhausted). For further information visit www.warrnambool.vic.gov.au/festival-and-events-funding.

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
Tourism Events	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
Community Events	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
Partnership	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. • Exclusive to Warrnambool • Intra / interstate visitation • State and regional significance	On application
Community Christmas Carol Funding	Support for community Christmas Carol events	Up to \$1,500



Eligibility

Who can apply for funding for each category?

The following table outlines the four funding streams available and the types of organisations eligible for each stream:

Organisation Type	Funding Stream			
	Tourism Events	Community Events	Christmas Carols	Partnership
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	✓	✗	✗	✓

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
- Schools and kindergartens
- Individuals with an ABN

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	Tourism Events	Community Events	Christmas Carols	Partnership
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)	✗	✓	✓	✓
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 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

This list is not exhaustive, and funding decisions are subject to Council's discretion

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 tradeshow, 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
- Catering
- Purchasing of an asset such as equipment

This list is not exhaustive, and funding decisions are subject to Council's discretion

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/festival-and-events-funding
- 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 2026/27 financial year
- Proactively market the event, including maintaining an event listing on Council's What's On calendar
- Ensure the 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
- 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 must be for expenses that are eligible for funding. Applicants are encouraged to seek local quotes and spend funding locally wherever possible.

Australian Business Number (ABN) and Goods and Services Tax (GST)

GST registration status can be checked by looking up an ABN at 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	Tourism Events	Community Events	Christmas Carols	Partnership
Community, social and culture Demonstrate how the event will: • Cultivate social wellbeing by bringing people and communities together and giving them a sense of identity and belonging • Link participants and attendees to culturally significant aspects of the community • Create social gathering opportunities • Be inclusive and accessible for all, as per the "Welcoming events" guidance	10%	70%	80%	10%
Economic development Explain how your event will stimulate the Warrnambool economy including: • Expected expenditure generated by event visitation (can be based on previous expenditure) • Participation and attendee demographic profile • Opportunities for business involvement and participation (use local business as first priority) • How the event will increase spend in Warrnambool in off-peak season	45%	15%	20%	50%
Tourism and profile Describe how the event will: • Drive off peak visitation, extended stays and local expenditure from attendees outside Warrnambool • Create a regional, state or national profile • Promote Warrnambool as a destination, including marketing channels and reach • Generate opportunities for repeat visitation to Warrnambool post event	45%	15%	0%	40%
Environment and sustainability Demonstrate how the event will plan for and contribute to: • Comply with single use plastic ban by eliminating all single use plastics • Reduce waste to landfill • Event management practices outlining waste management excellence • Create positive environmental outcomes at the event and long term into the future	PASS / FAIL	PASS / FAIL	PASS / FAIL	PASS / FAIL
Alignment and project management • The application aligns with Council's Events and Promotions Strategy • 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 • The application demonstrates how the funding will be used to grow the event and make continuous improvements year on year	PASS / FAIL	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) within 8 weeks of the event taking place. 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

Phone: 03) 5559 4800



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 2027, 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 must be on boarded to Eftsure if they are not already set up in the WCC finance system, and must submit a grant acquittal report. Council will provide all required templates. Eftsure on boarding must be completed before any payment can be made. The acquittal report must be submitted within eight weeks of the project's completion, or by 31 July 2027 if the project concludes within eight weeks of that date. Groups will be ineligible for any further grants if the acquittal report is not completed, unless an extension has been approved.
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 Warrnambool City Council's municipality and benefit their 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 (if event is on Council managed land)
 - 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.



7.7. Community Development Fund 2026-2027

DIRECTORATE : City Wellbeing

Purpose:

This report provides information on the Community Development Fund 2026-2027 applications and recommended allocation of grants for Council approval.

Executive Summary

- The 2026-2027 Community Development Fund attracted exceptionally strong interest from the community, with applications exceeding the funding available. This level of demand highlights both the value of the program and the important role it plays in supporting local initiatives that strengthen community participation, wellbeing, and social connectedness.
- Council received forty-seven (47) applications for the Community Development Fund 2026-2027 program, requesting \$229,206.
- Of the forty-seven applications, one (1) was withdrawn before assessment (resubmitted to Festivals and Events Fund), eleven (11) applications were not supported, nineteen (19) have been partially funded (received funding in previous year), and sixteen (16) have been recommended to be fully funded.
- This report recommends \$141,222.20 to be allocated to thirty-five (35) eligible groups under the Community Development Fund 2026-2027 program.

MOVED: CR VICKI JELLIE

SECONDED: CR WILLY BENTER

That Council

1. Approve funding of \$141,222.20 to thirty-five groups under the Community Development Fund 2026-2027 Program as follows:

Applicant	Project Title	Funding Category	Total CDF Allocated
Holiday Actors Inc	Holiday Actors 'Beauty & The Beast'	Creative Projects	\$4,117.65
Friends of Warrnambool Botanic Gardens Inc	Yellow Tail Black Cockatoos	Creative Projects	\$4,117.65
Warrnambool Organ Festival	Music from the silver screen	Creative Projects	\$4,117.65
Coaster Art Show	2026 Coaster Art Show	Creative Projects	\$600.00
Warrnambool Symphony Orchestra Inc	Annual Children's Concert	Creative Projects	\$4,117.65
Warrnambool Ukulele Group	"Raising the profile of Warrnambool Ukulele Group"	Creative Projects	\$1,172.00
Find Your Voice Collective	Accessible Orchestra	Creative Projects	\$4,117.65
Warrnambool Theatre Company Inc	Orlando	Creative Projects	\$4,117.65
Kelp Magazine	Create a short promotional video and website upgrade project	Creative Projects	\$5,000.00

Applicant	Project Title	Funding Category	Total CDF Allocated
Loved & Shared	Supporting Families Through Reuse and Resource Recovery	Environment and Sustainability	\$3,703.00
Warrnambool Coastcare Landcare Network	Citizen science baselining of aquatic biodiversity in the Warrnambool region	Environment and Sustainability	\$4,537.65
Warrnambool Weed Warriors	Warrnambool Weed Warriors Equipment	Environment and Sustainability	\$2,160.00
Warrnambool Toy Library	Party Packs for Hire	Environment and Sustainability	\$4,117.65
Warrnambool Multiple Sclerosis Peer Support Group	Multiple Sclerosis - Identifying and Managing Stress	Health and Wellbeing	\$3,817.65
Lifeline Direct Limited	Conversations That Matter	Health and Wellbeing	\$3,500.00
Let's Talk Foundation	The ADHD and Mental Wellbeing Community Workshop	Health and Wellbeing	\$4,500.00
Birdlife Australia	Facilitate communication and enjoyment of bird identification in a natural environment.	Health and Wellbeing	\$2,799.00
Nestles Cricket Club Inc	Reid Oval PA System Upgrade	Minor Capital Works	\$10,000.00
Warrnambool Club Inc	Warrnambool Club External Building Preservation	Minor Capital Works	\$8,000.00
Warrnambool Adult Riding Club	Horse fencing at Warrnambool Showgrounds	Sport and Recreation	\$2,408.00
Warrnambool Senior Citizen's Club	Recloth Billiard Tables	Sport and Recreation	\$3,800.00
Warrnambool Springers Gymnastics Inc	Inflatable Safety Pit - Gymnastics	Sport and Recreation	\$4,117.65
Warrnambool & District Football Netball League	WDFNL Centre of Excellence	Sport and Recreation	\$5,000.00
Warrnambool Yacht Club	Purchase of Training Dinghy	Sport and Recreation	\$4,117.65
Warrnambool Little Athletics Club Inc	Equipment Purchase	Sport and Recreation	\$4,297.65
Merrivale Cricket Club Inc	Growing Girls cricket	Sport and Recreation	\$2,669.15
Athletics South West Turbines	Equipment Purchase	Sport and Recreation	\$4,728.65
South C Dragons Inc	Lights, Camera, Action – purchase of equipment to support coaching	Sport and Recreation	\$2,117.65
Warrnambool Kyokushin Karate Social Club Inc	Safe Foundations: Training Mats & Safety Equipment for Inclusivity	Sport and Recreation	\$5,000.00
The Warrnambool Billiards and 8 Ball Club	Expanded Community 8 Ball Participation Program	Sport and Recreation	\$5,000.00
Warrnambool Touch Football Club Inc	Launching Female and Junior Pathways in Touch Football	Sport and Recreation	\$3,000.00
Warrnambool Rangers Football Club Inc	Warrnambool Rangers Inclusive Uniform Renewal Project	Sport and Recreation	\$5,000.00
Warrnambool Surf Life Saving Club	Developing youth volunteer surf lifesaver ocean skills	Sport and Recreation	\$3,117.65
City of Warrnambool Rowing Club	Increasing participation in rowing for women, girls and older adults	Sport and Recreation	\$4,117.65
Warrnambool City Croquet Club	Let's Rock Around the Croq!	Sport and Recreation	\$4,117.65

2. Advise all applicants of the outcome of the assessment process and where applicable, any conditions associated with the grant.

CARRIED - 7:0

Background

Council's Community Development Fund aims to improve the livability of the City, with priority provided to proposals that target;

- improving health and wellbeing outcomes
- creative projects that strengthen community connection, participation, inclusion and wellbeing
- reducing barriers for priority groups
- enhancing accessible and shared community facilities
- promoting environmentally sustainable practices that contribute to a healthy, active and livable Warrnambool
- key Council priorities under the Healthy Warrnambool 2025-2029, Active Warrnambool Strategy 2025-2035, Creative Warrnambool Strategy 2025-2029, or Green Warrnambool

Funding is available for projects, equipment, activities and minor capital improvement work which meet the grant program eligibility and criteria and contribute to participation outcomes, club capacity, community connectedness, environmental and sustainability actions and enhancing accessibility.

Under the guidelines, eligible community groups and clubs were able to submit applications for grants of up to \$5,000 for Sport and Recreation, Health and Wellbeing, Creative Projects, and Environment and Sustainability and up to \$10,000 for Minor Capital Works.

The total funding pool for the 2026-2027 round is **\$142,524**. The funding has been allocated from Recreation & Culture (\$85,000), Community Strengthening (\$20,000), Natural Environment and Sustainability (\$15,000) and \$22,524 of rolled-over unspent funds from 2025-2026 Community Development Fund as per Council resolution at its August 2025 meeting.

The round opened on 14 May 2026 and closed on 28 June 2026.

Council ran a combined Grant Information Session with the Festival and Events team with forty-four (44) groups spending one-on-one time with Officers discussing eligibility and program alignment at the Lighthouse Theatre on 13 May 2026.

The 2026-2027 program was advertised through:

- Council's website and social media platforms, including targeted posts of previous grant recipients (Warrnambool Beach Patrol, Warrnambool Theatre Company, Warrnambool Surf Life Saving Club, and the Warrnambool Filipino Fiesta).
- CONNECT Warrnambool Facebook posts (7.9K followers) and email to website subscribers which is now linked to 253 local groups.
- Direct email to all sport and recreation, creative project databases, sustainability environmental groups and previous recipients of CDF funding (499 emails).

Applications were submitted and managed through the online platform, Smartygrants.

Eligible applications were evaluated by a panel of Council officers representing each of the grant categories; Sport and Recreation, Health and Wellbeing, Creative Projects, Environment and Sustainability, and Building Asset/Maintenance teams. All Minor Capital Works submissions were also reviewed to ensure compliance with building standards, regulations and safety requirements.

All panel members assessed each application using the following rating system to score each criterion (5 = excellent, 4 = good, 3 = satisfactory, 2 = weak and 1 = unsatisfactory) so that a weighted score could be calculated to rank applications.

Based on the total funding pool available (\$142,524), the following allocations were aligned to each category with \$1,302 retained for advertising.

- Sport and Recreation \$62,609.35.
- Health and Wellbeing \$14,616.65.
- Creative Projects \$31,477.90.
- Environment & Sustainability \$14,518.30.
- Minor Capital Works \$18,000.00.

Applicants had to demonstrate an alignment with one of the listed grant categories and criteria and were assessed based on the weighted criteria within the category. **Refer to Attachment – Community Development Fund 2026-2027 Guidelines.** Applicants were also required to submit an audited financial statement or current bank statement to help determine their capacity to complete the project and their need for assistance.

Issues

This round attracted exceptionally strong interest from the community, with applications significantly exceeding the funding available. As a result, some organisations that have previously received support through the program were unsuccessful in this round, reflecting the strength of the applicant pool rather than any reduction in the merit of their proposals.

This funding round closed for submissions at midnight on Sunday 28 June 2026. Forty-seven (47) applications were received requesting \$229,206.

All eligible applications were assessed against the published criteria within the Community Development Fund Guidelines adopted by Council, using a merit-based assessment framework.

- Community Need /Strategic Alignment & Public Benefit – 30%
- Participation, Equity and Community Support – 30%
- Capacity, Governance & Outcomes Management – 25%
- Budget, Value for Money and Resource Leveraging – 15%

All applications were assessed independently by each member of the assessment panel against the established assessment criteria:

- Applications were scored using a five-point rating scale, where 5 represented an excellent response, 4 a good response, 3 a satisfactory response, 2 a weak response, and 1 an unsatisfactory response.

- Scores reflected the extent to which applicants demonstrated alignment with program objectives, community benefit, project feasibility, organisational capacity, and value for money.
- The combined assessment results were used to rank applications and inform funding recommendations, ensuring a consistent, transparent, and merit-based allocation process.
- 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

Sixteen (16) applications are recommended to be fully funded, and nineteen (19) partially funded with eleven (11) not supported.

Partial Funding

The assessment panel identified eighteen applicants who had received funding in previous years and were considered a lower priority to be fully funded, and two applicants below who are recommended for partial funding based on documentation/evidence provided and balance of funds available.

- Coaster Art Show: requested \$2,967 towards venue and equipment hire, purchase of materials, promotional costs and specialist administration labour costs. However, the evidence provided to justify the projects costs was only \$600 for venue hire.
- Friends of Warrnambool Botanic Gardens Inc: requested \$5,000 towards the installation of a bronze sculpture of five yellow tailed black cockatoos. In balancing the funds available, \$4,000 to be allocated. The FWB has confirmed significant contributions from three Philanthropic Foundations along with their own contribution to cover the total cost of the project.

Fully Funded

Seventeen applicants have been recommended to be fully funded. Applicants were considered a higher priority for funding according to project merit and equity, and having not received grant funding in previous years.

Applications Not Supported

11 eligible applicants were not supported as their application did not meet the criteria set out in the Guidelines, or were assessed lower than other applications.

Group Name	Category	Amount Requested	Comments
Southern Right Creative Festival Inc	Creative Projects	\$5,000	Not supported as project was aligned with fundraising which does not align with guidelines.
Danjing (Joy) Zhang	Creative Projects	\$5,000	No quotes are provided. Creative team to work with applicant to resubmit for next year.
Jennifer Monk	Creative Projects	\$5,000	No quotes provided and project was considered as core operational funding.
Warrnambool & District Historical Society Inc.	Creative Projects	\$5,000	Previous funding was provided last year for the same project.
Toy Makers Club	Creative Projects	\$5,000	No quotes provided and project was considered as core operational funding.
Warrnambool Bridge Club	Minor Capital Works	\$4,822	No matching contribution provided and installation of handrail considered BruaerAnder compliance responsibility.
Community Radio Endeavour Warrnambool trading as 3 WAYFM	Minor Capital Works	\$5,000	No matching contribution provided or consent from the Department of Education to install a new telephone system and wiring.
Warrnambool Neighbourhood and Community Centre	Minor Capital Works	\$5,868	No matching contribution provided and installation of ramp is considered a Department of Public Housing responsibility.
Group Name	Category	Amount Requested	Comments
Warrnambool 3 Year Old Kindergarten	Sport and Recreation	\$5,200	The purchase of outdoor play equipment has been previously funded.
Russell's Creek Club - Cricket Division	Sport and Recreation	\$4,938	Purchase of turf wicket covers is not considered to have a participation outcome.

Fund Budget

The total funding pool for the 2026-2027 round is **\$142,524**. The funding has been allocated from Recreation & Culture (\$85,000), Community Strengthening (\$20,000), Natural Environment and Sustainability (\$15,000) and \$22,524 of rolled-over unspent funds from 2025-2026 Community Development Fund and the following allocations aligned to each category as per Council resolution at its April 2026 meeting:

- Environment & Sustainability \$15,000
- Health & Wellbeing \$20,000
- Sport & Recreation \$22,500
- Creative Arts \$22,500
- Minor Capital Works \$40,000
- \$22,524 discretionary from rollover funds

Forty-seven applications requesting \$229,206 were submitted to the program. The funding pools for the Creative Projects and Sport and Recreation streams were oversubscribed and the Health and Wellbeing and Minor Capital Works streams undersubscribed. In accordance with the Program Guidelines remaining funds in categories not fully expended have been redirected to those categories where applications exceed the funding pool as follows.

- Sport and Recreation \$62,609.35
- Health and Wellbeing \$14,616.65
- Creative Projects \$31,477.90
- Environment & Sustainability \$14,518.30
- Minor Capital Works \$18,000.00

One application was withdrawn. The remaining forty-six applications were assessed against the CDF criteria. Based on project merit, equity and balance of funds available, \$141,222.20 is recommended to fund thirty-five organisations, with eleven submissions not supported. The remaining budget is to be allocated towards fund advertising.

Financial Impact

All allocations have been made within the available budget. A total of \$142,524 was available for the 2026-2027 round. Total allocations are \$141,222.20, with remaining budget allocated towards fund advertising.

Legislation / Policy / Council Plan Context

4 City Wellbeing

4.2 Our City encourages opportunities for innovation and creativity, increasing community connectedness.

4.3 Our active City provides recreational opportunities for people of all ages and abilities.

4.4 Our inclusive and diverse City is welcoming to all.

Timing

Upon endorsement by Council of the recommendations, all applicants will be notified by email of the outcome of their application on 4 August 2026.

Successful applicants to attend Council's Civic Reception to be conducted at the Lighthouse Theatre on 5 August 2026.

Internal / External Consultation

Applicants to be notified of the outcome of their application by email on 4 August 2026.

Legal Risk / Impact

N/A

Officers' Declaration of Interest

Council officer's Kyme Rowe and Nerissa Lovric declared a conflict with the Warrnambool Dragon Boat Club's submission. Kyme or Nerrissa did not assess this application nor take part in any discussions about the proposed application. This application was assessed on its merits by the other Officers involved with the panel.

Council officer Justin Harzmeyer declared a conflict with Russells Creek Club's submission. Justin did not assess this application nor took part in any discussions about the proposed application. This application was assessed on its merits by the other Officers involved with the panel.

Council officer Gareth Colliton declared a conflict with the Warrnambool Club's submission. Gareth did not assess this application nor took part in any discussions about the proposed application. This application was assessed on its merits by the other Officers involved with the panel.

Collaborative Procurement

NA

Conclusion

Forty-seven applications requesting \$229,206 were submitted in this funding round. One application was withdrawn, and eleven applications were not supported. Based on the project's merit, equity and balance of funds available, \$141,222.20 is recommended to support thirty-five organisations.

This level of demand highlights both the value of the program and the important role it plays in supporting local initiatives that strengthen community participation, wellbeing, and social connectedness. The oversubscription also demonstrates the ongoing need for investment in community-led projects and reinforces the importance of maintaining an appropriate balance between available funding and community expectations. Ensuring funding levels remain aligned with demand is critical to maximising community benefit, supporting a diverse range of organisations, and preserving confidence in the program as a fair and effective mechanism for delivering positive community outcomes.

Subject to Council endorsement, all applicants will be notified of the outcome of their application to attend Council's Civic Reception on Wednesday 5 August 2026.

ATTACHMENTS

1. Community Development Fund 2026-2027 Guidelines [7.7.1 - 12 pages]
2. CDF Assessment Summary V 4 [7.7.2 - 3 pages]



Community Development Fund

2026-27 GUIDELINES

The Community Development Fund grant program, reflects Warrnambool City Council's commitment to supporting a vibrant, inclusive and connected community.

The program assists local not for profit groups and individuals to deliver projects, initiatives and activities that enhance the liveability of the city and strengthen community connection.

Through the fund, Council supports initiatives that enable people at every stage of life to participate in welcoming and inclusive environments that foster learning, health, wellbeing and social connection, while also caring for our natural environment by creating an environmentally sustainable and resilient future.



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Community Development Fund

Grant Purpose

The Community Development Fund is to support community led projects that target:

- Improving health and wellbeing outcomes
- Creative projects that strengthen community connection, participation, inclusion and wellbeing
- Reducing barriers for priority groups
- Enhancing accessible and shared community facilities
- Promoting environmentally sustainable practices that contribute to a healthy, active and liveable Warrnambool
- Key Council priorities under the Healthy Warrnambool 2025-2029, Active Warrnambool Strategy 2025-2035, Creative Warrnambool Strategy 2025-2029, or Green Warrnambool.

Grant Aim

The Community Development Fund grants aim to:

- Partner with community to support shared outcomes and build community capacity
- Provide the opportunity for community to identify and respond to local issues, concerns and priorities that align with Council priorities
- Support creative projects that strengthen community connection, participation, inclusion and wellbeing
- Improve or renew community infrastructure to enhance accessibility and shared use
- Empower the community to take an active role in addressing and adapting to climate change to minimise health and environmental impacts

Grant Objective

Whilst the Community Development Fund aims to improve the liveability of the city, priority is placed on community-led projects that actively work to:

- Increase and activate participation opportunities with a focus on reducing barriers to support people to move, and support clubs to deliver shared community benefits
- Target initiatives and campaigns that address reducing harm from alcohol, other drugs and gambling, or reducing exposure to advertising of unhealthy food and promoting healthy eating
- Improve mental wellbeing and resilience including initiatives to build confidence in managing mental health, reducing stigma and enhancing help seeking
- Support creative, experimental and community-focused projects that provide opportunities for public involvement and cultural expression
- Improve community infrastructure including open space and recreation assets to enhance gender equitable accessibility and shared public use
- Encourage environmentally sustainable practices through reducing waste, recovering or re-using resources or educating the community on sustainable living practices

Key Program Dates

Grant information session	Wednesday 13 May from 6.30pm Lighthouse Theatre
Funding Round Open	9am Thursday 14 May 2026
Funding Round Close	Midnight Sunday 28 June 2026
Report submitted for endorsement to Council	Monday 3 August 2026
Applicants notified of funding outcome	Tuesday 4 August 2026
Civic reception for successful applicants	Wednesday 5 August from 5.30pm Lighthouse Theatre
Project completed	4 August 2026 to 30 June 2027
Project acquitted	By 30 June 2027



Grant Categories

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 Projects or activities that reduce barriers to participation for young people, women and girls, people with disabilities, gender diverse, culturally diverse and/or older adults.
- 2 Projects that introduce modified formats or versions of sport or physical activity that connects residents and caters to people of all ages, abilities, needs and backgrounds
- 3 Training and/or development opportunities that improve the governance or culture of the club
- 4 Purchase of items that contribute to the capacity of a club to deliver programs (must have a participation outcome)

Health & Wellbeing – up to \$5,000

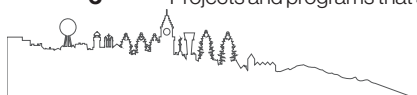
- 1 Projects that develop initiatives, campaigns or policies that aim to reduce harm from alcohol, other drugs and gambling
- 2 Projects that aim to improve mental wellbeing via a range of actions such as promoting social inclusion, preventing racism, homophobia and other forms of discrimination. Initiatives to build confidence in managing mental health, reducing stigma and enhancing help seeking
- 3 Projects that develop initiatives, campaigns or policies that promote healthy eating and reduce exposure to advertising of unhealthy food
- 4 Projects that develop initiatives, campaigns or policies that aim to improve resilience to climate change and minimise health impacts

Creative Projects – up to \$5,000

- 1 Projects that create inclusive and welcoming creative opportunities for people from diverse backgrounds and lived experiences.
- 2 Innovative projects that encourage community participation in creative activities
- 3 Opportunities that expand knowledge, improve skill or introduce new techniques, methods or opportunities for creative expression, or increase the capacity of an organisation.
- 4 Projects that contribute to the capacity of artists or groups to deliver performances / exhibitions or programs.

Environment & Sustainability - up to \$5,000

- 1 Environmental or sustainability projects or activities that support our local biodiversity, environmental health or care of public places within the municipality.
- 2 Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water.
- 3 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 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 Projects that undertake revegetation, including maintenance and infill planting of previous revegetation sites and/or weed control or pest animal activities.
- 6 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, noting that a matching contribution (cash or in-kind) is required towards the total project cost. An in-kind contributions template is to be completed as part of applicant submission.

Total project cost for Minor Capital Works projects cannot exceed \$50,000.

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.

- 1 Building improvements or renovations
- 2 Renewal of fitted or fixed equipment for community use
- 3 Renewal of open space and outdoor recreation assets

Program Guidelines

The Community Development Fund is a competitive process, and funds are awarded based on merit according to the weighted criteria.

Council provides funding for the term specified in the Funding Terms and Conditions.

Council will only support one application per group/individual per financial year. This means that you cannot apply to this grant program and to the Festivals and Events Grant program in the same financial year.

Council reserves the right to withdraw support or ask for funds to be returned if applicants do not comply with Council policy or written agreement entered.

Funding Pool

The total funding pool for 2026/27 Round is \$142,524. The total fund available is subject to Council's budget process.

Council typically receives greater demand for project funding than is available through the annual grants budget. If the total pool of funding in each category is not expended, then any remainder is to be redirected to other categories where applications exceed the funding pool.

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.



Creative Grants

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. **Payment of Artists - Creative Victoria**

We're a Child Safe Council

Warrnambool City Council is committed to creating and maintaining a child safe organisation and has zero tolerance for child abuse. All children and young people are valued and respected members of our community and have the right to be and feel listened to, safe, empowered and included in our services, programs and facilities.

Warrnambool City Council is committed to:

- Preventing child abuse and harm occurring within our services, programs, and facilities.
- Creating an organisational culture of child safety and embedding child safety into the everyday thinking and practice of all councillors, council staff, contractors and volunteers.
- Setting clear expectations of councillors, council staff, contractors and volunteers as to what is required to keep children safe.
- Ensuring councillors, council staff, contractors and volunteers are clear about their responsibilities when they suspect abuse, harm or neglect of a child.
- Ensuring all suspected child abuse is reported and fully investigated.

We acknowledge, respect and appreciate the unique histories, culture, connection to Country and cultural safety of Aboriginal and Torres Strait Islander children, young people and their families. We are committed to creating a culturally safe and inclusive environment. Warrnambool City Council values diversity, equity and inclusion.

Council is committed to paying particular attention to the needs of children and young people with disability, from culturally and linguistically diverse backgrounds, those who are unable to live at home, and who identify as LGBTQIA+.

Council is guided by the Child Safe Standards and Child Safety and Wellbeing Policy. **We're a Child Safe Council**

Gender Equality Considerations

Warrnambool City Council is committed to gender equality. Warrnambool City Council commits to ensuring that all employees, regardless of their gender identity are treated with dignity, respect and fairness.

We are committed not simply to the idea of gender equality but to actions that will bring about equality that can be seen, measured and experienced by the people who work at Warrnambool City Council. We will keep informed of these actions and their progress with structured reporting and communication across Warrnambool City Council.

This Statement of Commitment commits to ensuring that gender equity is considered and prioritised in all current and future Council planning, policy, service delivery and practice, and to participating in regional, state and national initiatives that promote gender equality. Achieving gender equality supports Council's aim that all forms of gendered violence against women and girls and persons of diverse sexual orientations and gender identities are eliminated.

Council commits that, further to our Council Plan 2025 - 2029 and our Councillor Code of Conduct 2021, we are committed to the principles that are at the core of the Gender Equality Act.

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.

Council's Commitment to Gender Equality



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Community Development Fund



Fair Playing Field

Warrnambool City Council's Fair Access Policy seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure. The Policy aims:

- To progressively build capacity and capabilities in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.
- To ensure an effective place-based response for the gender equitable use and access of community sports infrastructure, and
- To promote gender equality in policies, programs, communications, and services as they relate to community sports infrastructure.

Warrnambool City Council will take the necessary steps towards implementation of the Fair Access Policy to support gender equitable access to and use of community sports infrastructure across the City. **Fair Playing Field-Now Council Policy**

Who Can Apply?

Can apply	
✓	Be based in the Warrnambool municipality and deliver the project or activity primarily within the Warrnambool City Council boundaries
✓	Be an Incorporated, not-for-profit, community or sporting group
✓	Be an Unincorporated community or sporting group with an auspice arrangement
✓	Be a group that operates in or contributes to the Warrnambool City community
✓	For Creative Grant submissions only, Individuals with an ABN or with an auspice arrangement
✓	Have public liability insurance, minimum of \$20 million, for Minor Capital Grant category submissions only
Cannot apply	
✗	Individuals who are not applying on behalf of an eligible group, noting the exception above.
✗	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 a 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 or State Government 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 allied health-based agencies.



What will and won't be funded?

Yes		No	
✓	Projects that align with the Fund Aims and Objectives.	✗	Projects that do not align with the Fund Aims and Objective or are only for the benefit of an individual.
✓	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.
✓	Equipment purchases that support community benefit and participation outcomes, noting purchases can't be retained by individuals, only groups.	✗	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).
✓	New or innovative creative ideas or pilot projects and/or community-led creative activities or collaborations.	✗	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.
✓	Creative workshops, participatory projects or installations that aren't otherwise funded by Council.	✗	Projects that support political or lobbying activities or alcohol, tobacco, gambling related activities or fundraising, competitions, prizes or trophies.
✓	Projects that activate public or community spaces	✗	Core operational funding or activities, programs or services run by or funded by Council.
✓	Minor additions/changes to a structure or property that has positive community or environmental outcomes (with relevant permits/approvals).	✗	Requests for maintenance, equipment, projects, improvements or renewal works in allocated spaces/areas for the consumption of alcohol.
✓	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).	✗	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).
✓	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).	✗	Attendance at tradeshow, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets.
✓	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).	✗	Personal expenses such as petrol, utility bills, phone bills, travel and accommodation, as well as general administration, wages or contracts, insurance premiums or debt repayments.
		✗	Projects that include the establishment of a social enterprise.

Note: This list is not exhaustive, and final funding decisions are subject to Council's discretion.



Program Eligibility

There are grant essentials to tick off before your application can be considered by Council.

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.

Applicant Requirements

	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 or Individuals 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. 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.

Other Requirements (if applicable)

	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 www.warrnambool.vic.gov.au/were-child-safe-council
	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 www.warrnambool.vic.gov.au/access-and-inclusion If successful, you may be required to complete a Welcoming Events Checklist Form.





Assessment Criteria

The Community Development Fund is a competitive application process. Applications are assessed on merit against the assessment criteria below.

Criteria	Weighting
1. Community Need/Strategic Alignment & Public Benefit - Demonstrates a clear local need using evidence (data, engagement, demand). - Aligns with relevant Council Strategies and the stated category objectives. - Describes measurable community benefits, including where applicable mental wellbeing, healthy eating, harm minimisation, environmental outcomes, creative participation, or accessible/shared infrastructure.	30%
2. Participation, Equity and Community Support - Reduces barriers and increases participation for priority groups. - Demonstrate co-design/community engagement and evidence of community support. - Incorporates inclusive design/accessibility and gender equality considerations.	30%
3. Capacity, Governance & Outcomes Management - Has the governance, partnerships, skills and track record to deliver safely and on time. - Presents a clear workplan and milestones and outlines monitoring and evaluation methods (outputs, indicators, data collection). - Pays artists according to industry benchmarks (Creative Arts only) - Demonstrates credible sustainability practices or climate action relevant to the project or group. - The project has a high potential to leave a sustainable legacy and will continue to deliver positive benefits in the future.	25%
4. Budget, Value for Money and Resource Leveraging - The budget is complete, accurate, and costed with required quotes; expenditure is eligible. - The project shows value for money and leverages other resources (cash or in-kind match where required, volunteer time, partnerships, local spend). - Funding isn't retrospective and other funding sources are confirmed/realistic.	15%

Program Assessment

Submitted grant applications are assessed by a panel of Council Officers representing expertise in each of the categories. 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:

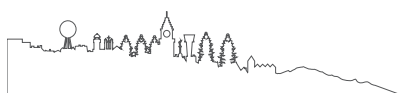
- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Have greater access to funding from sources other than this grant
- Have a low percentage of group contribution, cash and/or in-kind

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.



Funding Conditions

Fund Amount	Category
Up to \$5,000	Sport and Recreation Grants Health & Wellbeing Grants Creative Arts Grants Sustainability and Environment Grants
Up to \$10,000	Minor Capital Works Grants <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 or services. Council will not be responsible for costs over and above the grant amount awarded.

Grant Payments

When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation requested, is received by Council.

If using an auspice, you will need to provide their banking details and an invoice issued by them.

GST and ABN Considerations

GST registration status can be checked by looking up an ABN at 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 (link to ATO provided in the application form).

Council will fund the allocated amount and will not include GST.

Project Quotes

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.

Quotes are to be addressed to the group and Tax Invoices will not be accepted.

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.

Project 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 because 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.



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 applying in Smartygrants

Category	Contact	Email
Sport & Recreation	Recreation Team	recreation@warrnambool.vic.gov.au
Health & Wellbeing	Community Planning & Health Promotion	nlovric@warrnambool.vic.gov.au
Creative Projects	Cultural Development Coordinator	creative@warrnambool.vic.gov.au
Environment & Sustainability	Sustainability & Environment Team	green@warrnambool.vic.gov.au
Minor Capital Works	Recreation Team	recreation@warrnambool.vic.gov.au

Council Officers can be contacted during office hours on 1300 003 280 or (03) 5559 4800.

For grant information, previous year grant recipients and online application information:

www.warrnambool.vic.gov.au/community-funding-programs

Program Terms and Conditions

In accepting a Community Development Fund grant, the group or individual 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/individual, 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 projects will be monitored by a relevant Council Officer to provide support and monitor progress.

Allocation of funds to a community organisation and/or individual artist 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 projects must be completed by 30 June 2027, unless an alternative arrangement has been approved by Council in writing (prior to the project 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 project. If the funded project involves contact with children, your group 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 group's or individual artist's bank account, which is to be in the name of the organisation/ individual 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.



www.warrnambool.vic.gov.au

Connect to Council



Community Development Fund



Insurance

Funded recipients, or the auspice 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 project.

A copy of the Certificate of Currency is to be provided to Council before commencement of the project. Funded recipients must also maintain WorkCover insurance, where relevant.

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 2027. 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 project.

Failure to provide a satisfactory acquittal may result in a funded group or individual being deemed ineligible to receive any further funding from Council and be liable to return the grant funds received in full.

Council's reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and individuals have achieved the desired 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 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	Funding Category	Project Title	Total Amount Requested	Total CDF Allocated	Weighted Avg Score	Assessment Panel Comments
Warrnambool & District Football Netball League	Sport and Recreation	WDFNL Centre of Excellence	\$5,000.00	\$5,000.00	88.5	Eligible, to be fully funded.
Loved & Shared	Environment and Sustainability	Supporting Families Through Reuse and Resource Recovery	\$3,703.00	\$3,703.00	85	Eligible, to be fully funded (if possible, commercial grade is to be purchased).
Let's Talk Foundation	Health and Wellbeing	The ADHD and Mental Wellbeing Community Workshop	\$4,500.00	\$4,500.00	84.5	Eligible, to be fully funded.
Merrivale Cricket Club Inc.	Sport and Recreation	Growing girls cricket	\$2,669.15	\$2,669.15	84.5	Eligible, to be fully funded.
Find Your Voice Collective	Creative Projects	Accessible Orchestra: Opportunity for Artists who identify with a Disability	\$5,000.00	\$4,117.65	83	Eligible, to be partially funded as received funding in previous year.
Warrnambool Multiple Sclerosis Peer Support Group	Health and Wellbeing	Multiple Sclerosis - Identifying and Managing Stress	\$4,130.00	\$3,817.65	82.5	Eligible, to be partially funded as received funding in previous year.
Lifeline Direct Limited	Health and Wellbeing	Conversations That Matter	\$3,500.00	\$3,500.00	82.25	Eligible, to be fully funded.
Warrnambool Rangers Football Club Inc	Sport and Recreation	Inclusive Uniform Renewal Project	\$5,000.00	\$5,000.00	82	Eligible, to be fully funded.
Kelp Magazine	Health and Wellbeing	Create a short promotional video and website upgrade project	\$5,000.00	\$5,000.00	81.75	Eligible, to be fully funded.
Warrnambool Touch Football Club Incorporated	Sport and Recreation	Launching Female and Junior Pathways in Touch Football	\$3,000.00	\$3,000.00	81.5	Eligible, to be fully funded.
Toy Makers Club	Creative Projects	Small Worlds – Free Summer Holiday Creative Workshops & Exhibition	\$5,000.00	\$0.00	81.25	Eligible but not supported. No quotes provided and project was considered as core operational funding.
Nestles Cricket Club Inc	Minor Capital Works	Reid Oval PA System Upgrade	\$10,000.00	\$10,000.00	81	Eligible, to be fully funded.
Coaster Art Show	Creative Projects	2026 Coaster Art Show	\$2,967.00	\$600.00	80.75	Eligible, to be partially funded with quote provided.
Warrnambool Kyokushin Karate Social Club Inc.	Sport and Recreation	Safe Foundations: Training Mats & Safety Equipment for inclusivity	\$5,000.00	\$5,000.00	80.75	Eligible, to be fully funded.
Warrnambool Yacht Club	Sport and Recreation	Purchase of Training Dinghy	\$5,000.00	\$4,117.65	79.5	Eligible, to be partially fund as received funding in previous year.
Warrnambool Coastcare Landcare Network	Environment and Sustainability	Citizen science baselining of aquatic biodiversity in the Warrnambool region	\$4,862.00	\$4,537.65	79.25	Eligible, to be partially funded. Funding conditional on reviewing project scope with Environment Team prior to commencing to ensure it meets future development of a biodiversity strategy.
Warrnambool Springers Gymnastics Inc	Sport and Recreation	Inflatable Safety Pit - Gymnastics	\$5,000.00	\$4,117.65	78.5	Eligible, to be partially fund as received funding in previous year.

Warrnambool Surf Life Saving Club	Sport and Recreation	Developing youth volunteer surf lifesaver ocean skills	\$4,000.00	\$3,117.65	77.75	Eligible, to be partially fund as received funding in previous year.
Warrnambool Club Incorporated	Minor Capital Works	Warrnambool Club External Building Preservation and Essential Services Works	\$10,000.00	\$8,000.00	77.25	Eligible. Partially funded on the balance of funds available with budget.
The Warrnambool Billiards and 8 Ball Club	Sport and Recreation	Expanded Community 8 Ball Participation Program	\$5,000.00	\$5,000.00	77	Eligible, to be fully funded.
City of Warrnambool Rowing Club	Sport and Recreation	Increasing participation in rowing for women, girls and older adults	\$5,000.00	\$4,117.65	76.5	Eligible, to be partially fund as received funding in previous year.
Warrnambool Ukulele Group	Creative Projects	Raising the profile of Warrnambool Ukulele Group in the community	\$1,172.50	\$1,172.00	75.75	Eligible, to be fully funded
Warrnambool Organ Festival	Creative Projects	Music from the silver screen	\$4,270.00	\$4,117.65	74.75	Eligible, to be partially funded as received funding in previous year.
Warrnambool 3 Year Old Kindergarten	Sport and Recreation	Replacement on 10 year old outdoor climbing equipment	\$5,200.00	\$0.00	74.5	Eligible, but not supported. The purchase of outdoor play equipment has been previously funded.
Warrnambool Theatre Company Inc	Creative Projects	Orlando	\$5,000.00	\$4,117.65	74.25	Eligible, to be partially fund as received funding the previous year. (advertising, promotion and printed programs only) based on quotes provided.
Warrnambool Little Athletics Club inc.	Sport and Recreation	Purchase of Equipment	\$11,998.20	\$4,297.65	73.75	Eligible, to be partially funded as received funding in previous year. (purchase of trolley for timing gates only).
Warrnambool City Croquet Club	Sport and Recreation	Let's Rock Around the Croq!	\$5,000.00	\$4,117.65	73.75	Eligible, to be partially fund as received funding in previous year.
Friends of Warrnambool Botanic Gardens Inc.	Creative Projects	Yellow Tail Black Cockatoos	\$5,000.00	\$4,117.65	73.5	Eligible, partially funded based on balance of funds available.
Warrnambool Symphony Orchestra Inc	Creative Projects	Annual Children's Concert	\$5,000.00	\$4,117.65	73.5	Eligible, to be partially funded as received funding in previous year.
Danjing (Joy) Zhang	Creative Projects	ADORNING THE VESSEL Light Projection Project	\$5,000.00	\$0.00	72.25	Eligible but not supported. No quotes are provided. Creative team to work with applicant to resubmit for next year.
Jennifer Monk Individual	Creative Projects	Voices Unheard: Women's Storytelling Development Project	\$5,000.00	\$0.00	72.25	Eligible but not supported. No quotes provided and project was considered as core operational funding.
Athletics South West Turbines	Sport and Recreation	Purchase of Equipment	\$8,643.18	\$4,728.65	72.25	Eligible, to be partially fund as received funding in previous year. (Equipment purchase only).
Warrnambool Weed Warriors	Environment and Sustainability	Purchase of Equipment	\$2,160.48	\$2,160.00	72	Eligible, to be fully funded. (Conditional on submission of SWMS).
Birdlife Australia	Health and Wellbeing	Facilitate communication and enjoyment of bird identification in a natural environment.	\$2,799.00	\$2,799.00	71	Eligible, to be fully funded.
Warrnambool Neighbourhood and Community Centre	Minor Capital Works	WNCC Accessible Entry Upgrade	\$5,868.50	\$0.00	68.75	Eligible, but not supported. No matching contribution provided and installation of ramp is considered a Department of Public Housing responsibility.

South C Dragons Inc.	Sport and Recreation	Lights, Camera, Action - purchase of equipment to support coaching	\$2,794.00	\$2,117.65	68.5	Eligible, to be partially fund as received funding in previous year.
Warrnambool Toy Library	Environment and Sustainability	Party Packs for Hire	\$5,000.00	\$4,117.65	67	Eligible, to be partially fund as received funding in previous year.
Warrnambool Adult Riding Club	Sport and Recreation	Horse fencing at Warrnambool Showgrounds	\$2,408.00	\$2,408.00	66.5	Eligible, to be fully funded.
Southwest Strength Sports Inc.	Sport and Recreation	2026 Qualifying Season Equipment Purchase	\$5,000.00	\$0.00	65	Eligible, but not supported. Similar equipment purchase to previous funding received. Has received funding for past three years.
Warrnambool Senior Citizen's Club	Sport and Recreation	Recloth Billiard Tables	\$3,800.00	\$3,800.00	64	Eligible, to be fully funded.
Warrnambool & District Historical Society Inc.	Creative Projects	Raising the Standards - Access for all.	\$5,000.00	\$0.00	60.25	Eligible but not supported. Previous funding was provided last year for the same project.
Southern Right Creative Festival Inc	Creative Projects	Southern Right Creative Festival 2027	\$5,000.00	\$0.00	60	Eligible but not supported. Project was aligned with fundraising which does not align with guidelines.
Community Radio Endeavour Warrnambool trading as 3 WAYFM	Minor Capital Works	Upgrade of current telephone system to include fibre to premises	\$5,000.00	\$0.00	58	Eligible, but not supported. No matching contribution provided or consent from the Department of Education to install a <u>new telephone system and wiring</u> .
Russell's Creek Club - Cricket Division	Sport and Recreation	Turf Wicket Covers, Cylinder and Blower	\$4,938.50	\$0.00	54	Eligible, but not supported. Purchase of turf wicket covers is not considered to have a participation outcome.
Holiday Actors Inc.	Creative Projects	Holiday Actors 'Beauty & The Beast'	\$5,000.00	\$4,117.65	52.5	Eligible, to be partially funded as received funding in previous year.
Warrnambool Bridge Club	Minor Capital Works	Handrail installation	\$4,822.95	\$0.00	49.5	Eligible, but not supported. No matching contribution provided and installation of handrail <u>considered BrauerAnder compliance responsibility</u> .
Warrnambool BMX Club	Sport and Recreation	2027 Auscycling State Series	\$5,000.00	NA	NA	Withdrawn application from CDF and submitted to Festivals and Events Fund.
			\$229,206.46	\$141,222.20		

7.8. Contract Award 2025033 - Design & Construction Of Shipwreck Bay Key Worker Accommodation

DIRECTORATE: City Infrastructure & Environment

Purpose:

The purpose of this report is to provide information on Tender 2025033 – Design & Construction of Shipwreck Bay Key Worker Accommodation and recommend award of contract to Craftflex Pty Ltd.

Executive Summary

Council publicly advertised a tender for the Design & Construction of Shipwreck Bay Key Worker Accommodation on Friday, 15 May 2026, and was open to submission for a period of five (5) weeks.

A total of nine (9) tender submissions received in the electronic tender box at the close of tenders. One late tender was received, therefore not considered in accordance with the Procurement Policy.

A tender evaluation was completed by the Tender Evaluation Panel and determined that Craftflex Pty Ltd is the preferred tenderer and is recommended to be awarded the Contract as they presented the best value for money submission and had the highest weighted score.

MOVED: CR DEBBIE ARNOTT

SECONDED: CR BILLY EDIS

That Council:

1. Awards Contract No. 2025033 - Design & Construction of Shipwreck Bay Key Worker Accommodation to Craftflex Pty Ltd for the tendered amount of \$3,799,195.00 excluding GST (\$4,179,114.50 including GST);
2. Authorises the CEO to sign, seal and vary the contract as required.

CARRIED – 7:0

Background / Previous Reporting

The project was identified due to a growing shortage of affordable and appropriate rental accommodation within Warrnambool and the broader Barwon South West region, which is impacting the ability of employers to attract and retain essential workers. In response, Warrnambool City Council secured \$4.99 million in funding, with a \$300,000 contribution required from Council for a total budget of \$5.299m, through the Regional Worker Accommodation Fund program delivered by Regional Development Victoria, to deliver purpose-built accommodation for key workers at Shipwreck Bay Holiday Park, Pertobe Road.

The project will provide fifteen self-contained modular dwellings comprising three one-bedroom, seven two-bedroom and five three-bedroom units, creating a net increase of 32 bedrooms for key workers and their families. The development has been designed to provide high-quality, energy-efficient accommodation that meets contemporary accessibility and livability standards while supporting the long-term economic and social needs of the municipality.

To facilitate delivery, the project has been separated into distinct procurement packages. Civil works, including demolition, earthworks, site servicing and utility infrastructure, are being procured under a separate contract. The subject of this report is the award of the Design and Construct contract for the fabrication, supply, delivery and installation of the modular accommodation units and associated works, excluding the civil works package. This procurement approach enables specialist contractors to be engaged for each component of the project, reduces delivery risk and allows civil infrastructure and accommodation construction activities to be managed independently while maintaining overall project timelines.

The proposed contract will deliver the accommodation outcomes required under the funding agreement and represents a significant milestone in progressing the Regional Worker Livability Program towards completion and occupation. The funding agreement also requires the accommodation to be made available as key worker accommodation for a period of five years following completion, ensuring the project continues to support workforce attraction and retention outcomes beyond construction.

Issues

Peak Tourism Period: Construction will occur within Shipwreck Bay Holiday Park and must be carefully managed to minimise disruption to visitors, park operations and traffic movements during the busy summer tourism season.

Protection of Mature Trees: The works interface with established vegetation and mature trees, requiring appropriate design and construction methodologies to avoid damage to root zones and maintain site amenity.

Building and Regulatory Compliance: The contractor must ensure all modular dwellings are designed, certified and constructed to achieve the necessary permits, occupancy approvals and compliance with applicable legislation and standards.

Principal's Requirements: The successful contractor must demonstrate compliance with the Principal's Requirements, including energy efficiency targets, accessibility standards, quality requirements, landscaping, furnishing and operational outcomes specified for the project.

Contract Interface Management: Close coordination will be required between the accommodation contract and the separately delivered civil works package to ensure service connections; site access and construction sequencing are effectively managed.

Financial Impact

This project is being funded from the following sources:

FUNDING SOURCE	AMOUNT
State Funding (Regional Worker Accommodation Fund)	\$4,990,000
Warrnambool City Council FY25/26*	\$300,000
GRANT AGREEMENT FUNDING	\$5,290,000
Warrnambool City Council FY26/27**	\$400,000
TOTAL FUNDING	\$5,690,000

*Council's required co-contribution per the executed Funding Agreement.

** Additional funding allocated through the Council budget to be contributed to this project if required.

The recommended contract award value is \$3,799,195.00 excluding GST.

Legislation / Policy / Council Plan Context

1 City Futures

1.8 Our City encourages business growth and development.

1.9 Our City will create an environment that accelerates delivery of housing across all forms.

Timing

Contract award is anticipated in early August 2026, with design activities to commence immediately following award. Off-site construction of the modular dwellings is expected to occur during the latter part of 2026, with delivery of the dwellings to site proposed for February 2027.

Internal / External Consultation

The intended engagement approach is to inform the broader community of the contract award and the next stages of project delivery. More specific consultation will be undertaken with those immediately affected by the works, including Shipwreck Bay Holiday Park users, Pertobe Road users, nearby residents and local operators, to ensure they are aware of the proposed timing, potential impacts and relevant project updates.

Legal Risk / Impact

A comprehensive risk assessment was undertaken for the Shipwreck Bay Key Worker Accommodation project, identifying risks across planning, procurement, design, construction and operational phases. Key risks related to environmental impacts, procurement methodology, design quality, construction safety, traffic management, and stakeholder interface. Appropriate controls and mitigations have been put in place.

Officers' Declaration of Interest

Nil

Collaborative Procurement

Project specific procurement - collaborative procurement not applicable.

Conclusion

A full procurement process has been undertaken for tender 2025033 – Design & Construction of Shipwreck Bay Key Worker Accommodation. After completion of tender assessments of the submissions by the Tender Assessment Panel, it is determined that the tender represents best value for Council, and the panel recommends that Council award the contract to Craftflex Pty Ltd.

ATTACHMENTS

Nil

7.9. Contract Award 2026058 - Civil Infrastructure Construction – Shipwreck Bay Key Worker Accommodation

DIRECTORATE: City Infrastructure & Environment

Purpose:

The purpose of this report is to provide information on Tender 2026058 – Civil Infrastructure Construction – Shipwreck Bay Key Worker Accommodation and recommend award of contract to Duggan Civil Pty Ltd.

Executive Summary

Council publicly advertised a tender for the Civil Infrastructure Construction – Shipwreck Bay Key Worker Accommodation on Friday 26 May 2026 and was open to submission for a period of three and a half (3.5) weeks.

A total of six (6) tender submissions were received in the electronic tender box at the close of tenders.

A tender evaluation was completed by the Tender Evaluation Panel and determined that Duggan Civil Pty Ltd is the recommended tenderer to be awarded the Contract as they presented the best value for money submission and had the highest weighted score.

MOVED: CR WILLY BENTER

SECONDED: CR BILLY EDIS

That Council:

1. Awards Contract No. 2026058 - Civil Infrastructure Construction- Shipwreck Bay Key Worker accommodation project to Duggan Civil Pty Ltd for the tendered amount of \$663,522.05 excl GST & \$729,874.26 Incl GST.
2. Authorises the CEO to sign, seal and vary the contract as required

CARRIED - 7:0

Background / Previous Reporting

The Shipwreck Bay Key Worker Accommodation project forms part of Council's response to the shortage of affordable and appropriate rental accommodation in Warrnambool and the broader Barwon South West region. Warrnambool City Council secured \$4.99 million in funding, with a \$300,000 contribution required from Council for a total budget of \$5.299m, through the Regional Worker Accommodation Fund program delivered by Regional Development Victoria to support delivery of purpose-built accommodation for key workers at Shipwreck Bay Holiday Park, Pertobe Road.

To enable delivery of the overall project, the works have been separated into distinct procurement packages. The modular accommodation component is being considered through a separate Council report. This report relates specifically to the award of the civil construction works package required to prepare and service the site.

The civil construction works include the enabling infrastructure necessary to support the development, including demolition, earthworks, site preparation, services installation, utility connections and associated civil infrastructure. Undertaking these works as a separate package allows suitably qualified civil contractors to deliver the required infrastructure while maintaining clear separation from the accommodation procurement and construction responsibilities.

Awarding the civil construction works contract is a critical step in progressing the project, as these works will establish the site conditions and infrastructure needed for the subsequent installation of the accommodation units. The recommended award supports the overall project program and enables Council to continue delivering against the Regional Worker Accommodation funding agreement.

Issues

Peak Tourism Period: Construction will occur within Shipwreck Bay Holiday Park and must be carefully managed to minimise disruption to visitors, park operations and traffic movements during the busy summer tourism season.

Protection of Mature Trees: The works interface with established vegetation and mature trees, requiring appropriate design and construction methodologies to avoid damage to root zones and maintain site amenity.

Contract Interface Management: Close coordination will be required between the accommodation contract and the separately delivered civil works package to ensure service connections; site access and construction sequencing are effectively managed.

Asbestos Removal and Demolition of Shipwreck Bay Kiosk: The civil works package includes the demolition of the existing Shipwreck Bay Kiosk building. Due to the age and nature of the building, asbestos-containing materials is present and will need to be managed and removed by appropriately licensed contractors prior to demolition works commencing. The contractor will be required to undertake the works in accordance with relevant occupational health and safety, environmental and waste disposal requirements to ensure risks to workers, park users and the surrounding environment are appropriately controlled.

Financial Impact

This project is being funded from the following sources:

FUNDING SOURCE	AMOUNT
State Funding (Regional Worker Accommodation Fund)	\$4,990,000
Warrnambool City Council FY25/26*	\$300,000
GRANT AGREEMENT FUNDING	\$5,290,000
Warrnambool City Council FY26/27**	\$400,000

*Council's required co-contribution per the executed Funding Agreement.

** Additional funding allocated through the Council budget to be contributed to this project if required.

The recommended contract award value is \$663,522.05 excluding GST.

Legislation / Policy / Council Plan Context

1 City Futures

1.8 Our City encourages business growth and development.

1.9 Our City will create an environment that accelerates delivery of housing across all forms.

Timing

Contract award is anticipated in early August 2026, with demolition of the kiosk to occur in early September in preparation of a construction period from September to December 2026.

Internal / External Consultation

The intended engagement approach is to inform the broader community of the contract award and the next stages of project delivery. More specific consultation will be undertaken with those immediately affected by the works, including Shipwreck Bay Holiday Park users, Pertobe Road users, nearby residents and local operators, to ensure they are aware of the proposed timing, potential impacts and relevant project updates.

Legal Risk / Impact

A comprehensive risk assessment was undertaken for the Shipwreck Bay Key Worker Accommodation project, identifying risks across planning, procurement, design, construction and operational phases. Key risks related to environmental impacts, procurement methodology, design quality, construction safety, traffic management and stakeholder interface. Appropriate controls and mitigations have been put in place.

Officers' Declaration of Interest

Nil

Collaborative Procurement

Project specific procurement - collaborative procurement not applicable.

Conclusion

A full procurement process has been undertaken for tender 2026058 – Civil Infrastructure Construction Shipwreck Bay. After completion of tender assessments of the submissions by the Tender Assessment Panel, it is determined that the tender represents best value for Council, and the panel recommends that Council award the contract to Duggan Civil Pty Ltd.

ATTACHMENTS

Nil

7.10. Outside Of School Hours Care (OSHC) Service Increase

DIRECTORATE : City Wellbeing

Purpose:

This report provides information on the increase in service of Councils Outside of School Hours Care Program, to include Before School Care and Pupil Free Day care.

Executive Summary

A review of Council's OSHC Service (OSHC) was completed in 2025. Engagement with families and St Josephs Primary School identified demand for Before School Care (BSC) and Pupil Free Day Care (PFDC) to be offered at the school in addition to the existing After School Care (ASC) program.

These additional OSHC programs will provide school aged childcare to families currently without access to care at these times.

Investigation into the viability of operating the two additional programs concluded they were projected to both operate at a modest profit to Council in the first year and income will increase as the number of children in care increases. The change to programming at the school to include Before School Care and Pupil Free Day Care means Council will also be able to continue to run the OSHC Service and as ongoing revenue raising programs. The additional programs will support the sustainability and resourcing of Council's OSHC Service.

Council recently finalised negotiations with St Josephs Primary School regarding the expansion of existing OSHC programs and have developed the new programs for implementation by the end of Term 3 this year.

The Victorian Early Childhood Regulatory Authority (VECRA) has approved the implementation of the additional OSHC programs under the existing service approval at the school.

The OSHC Service 2026-2027 budget and fees will need to be amended to include the operation of the new programs. These changes are summarised for Council's endorsement within this report.

MOVED: CR MATTHEW WALSH

SECONDED: CR WILLY BENTER

That Council,

1. Increase the program offering of the Outside of School Hours Care service, to include Before School Care and Pupil Free Day Care at St Joseph's Primary School.
2. Adopt the revised fees and charges for the 2026-2027 financial year for Outside of School Hours Care service, noting the addition of new fees for Before School Care and Pupil Free Day Care and the adjusted fees for the programs in accordance with the retention grant maximum increase of 5.8%

Program	July to December 2026	January to June 2027 5.8% increase
Before School Care Casual Rate Per Session	\$25.00	\$26.45
Before School Care Permanent Rate Per Session	\$23.00	\$24.30
Pupil Free day Care Daily Rate	\$96.40	\$102.00
Vacation Care Daily Rate	\$96.40	\$102.00
After School Care Casual Rate Per Session	\$34.00	\$37.75
After School Care Permanent Rate Per Session	\$30.60	\$32.35

CARRIED – 7:0

Background

Council's current OSHC Programs include After School Care (ASC) delivered from St Joseph's Primary School each day after school and Vacation Care (VC) conducted at the Stadium over the school holidays.

The OSHC Service enables parents and carers of primary school age children to work and/or study, knowing that their children are cared for in a safe and enjoyable environment.

Council's OSHC Service maintains well-established partnerships with local family support services.

Local families currently rely on the OSHC service for childcare, in particular families juggling the balance of raising a family and needing to work. The program assists the local industry and businesses with workforce shortages with staff not having access to childcare and also assisting women to return to the workforce.

Council's ASC program has a licensed capacity for 90 children in care at St Josephs PS. Mandated Educator to child ratios requires 2 Educators for every 15 children in care.

Council's programs follow best practice, accessing the federal government's inclusion support benefit to subsidise the cost of additional Educators to support children. The inclusion support benefit also allows services to address barriers for inclusion, build capacity and capability to include children all children, including those with additional needs and implement quality, inclusive and equitable practices.

The program receives referrals from respite support agencies and out of home care organisations to facilitate access to Council's OSHC programs for clients needing support and care for children. Council's OSHC programs have a strong reputation with local crisis family support, out of home care and disability support agencies.

A review of Council's OSHC Service was completed in 2025. St Joseph's Primary School was invited to provide feedback on Council's ASC program that operates at the school.

A survey of families using both Council's ASC and VC programs was made available for 10 days in August 2025. The survey responses provide a good sample with 40% of ASC families and 39% of VC families providing feedback.

Engagement with stakeholders has revealed:

- St Joseph's Primary School value Council's ASC program and rates the program as first class.
- Most families rely on the ASC and VC programs for childcare while they work.
- 55% of ASC families and 37% of VC families said they could not manage without the program.
- 90% of ASC families and 85% of VC families rated the quality of care delivered by Council's Educators as Very Good or Outstanding.
- A substantial number of families at St Joseph's Primary School would use BSC and PFDC programs if they were available.

Issues

Were Council not to operate the 3 OSHC programs at St Joseph's Primary School, it may lose enrolments into the Vacation Care (VC) program at the Warrnambool Stadium and make it challenging to maintain the sustainability of OSHC programs for Council.

The OHSC review highlighted the interdependency of staffing resources between the ASC and VC programs.

Issues would include:

- A reduction in available work for Educators.
- Council retaining Educators.
- A substantial reduction in contact time for compliance training and professional development.
- To maintain positive program profit, a reduction in resources (eg equipment, supplies, staff PD) would directly impact the Educators' ability to deliver and maintain quality service delivery.
- Reduced contact time with children to develop individual relationships and quality care strategies.

Council recently finalised negotiations with St Josephs Primary School regarding the expansion of existing OSHC programs. Officers are working with the school to produce an updated agreement for provision of OSHC programs.

Officers will review the performance of the programs closely for the first 12 months in line with budget performance and service delivery.

Council has received approval from VECRA to operate the 2 additional programs with a capacity of 90 children at the school as follows:

- BSC from 7am to 9pm each school day.
- PFDC from 8am to 6pm on pupil free days during the school terms.

The OSHC Service Team are developing a promotion strategy to inform families of the new programs.

Financial Impact

Fee Breakdown

Considering market and benchmarking information (July 2026), the fees schedule below with a 5.8% fee increase, the maximum fees for the programs in accordance with the retention grant maximum increase.

Participation in the Worker Retention Grant limits fee increases from August 2026 to August 2027 to 5.8%. Council may choose to increase fees by the full 5.8%. Fees with a 5.8% increase have been applied to the below Proposed 2026-2027 fees

Current 2026-2027 OSHC Fees within the 2026-2027 Budget:

Program	July to December 2026	January to June 2027
Vacation Care Daily Rate	\$96.40	\$96.40
After School Care Casual Rate Per Session	\$34.00	\$34.00
After School Care Permanent Rate Per Session	\$30.60	\$30.60

Proposed 2026-2027 OSHC Fees within the 2026-2027 Budget:

Program	July to December 2026	January to June 2027
Before School Care Casual Rate Per Session	\$25.00	\$26.45
Before School Care Permanent Rate Per Session	\$23.00	\$24.30
Pupil Free day Care Daily Rate	\$96.40	\$102.00
Vacation Care Daily Rate	\$96.40	\$102.00
After School Care Casual Rate Per Session	\$34.00	\$37.75
After School Care Permanent Rate Per Session	\$30.60	\$32.35

2026-2027 Budget

The impact of additional programming at the school, including the 5.8% fee increase will have a net increase surplus of \$7,040. As with all OSHC programs, income is dependent on enrolment numbers. This variation will be incorporated into Council's mid year budget review.

Legislation / Policy / Council Plan Context**4 City Wellbeing**

4.5 Our City provides learning pathways and opportunities for education and development.

4.6 Our nurturing city supports growth and development through high quality service delivery.

Timing

With BSC planned to commence on Monday 31 August and PFDC first available on Monday 7 September, a revised 2026-2027 OSHC fee structure requires Council's consideration and approval.

Internal / External Consultation

The engagement to assess demand and viability of the the new programs included feedback from local families and the school. Council's team of OSHC Educators have assisted in the development of the new programs. The Victorian Early Childhood Regulatory Authority (VECRA) has approved the implementation of the additional OSHC programs under the existing service approval at the school following submission of the proposed operating models for the BSC and PFDC programs.

Legal Risk / Impact

The existing and new OSHC programs will be required to continue to operate in full compliance with the National Quality Framework for children's services. All operational documents and procedures will be revised prior to the commencement of the new OSHC programs.

Officers' Declaration of Interest

No conflicts of interest have been declared.

Collaborative Procurement

NA

Conclusion

The addition of BSC and PFDC to Council's OSHC Service will increase access to safe quality childcare for school aged children and enhance the sustainability and performance of the Service.

ATTACHMENTS

Nil

7.11. CEO Employment Matters Advisory Committee Chairperson Reappointment

DIRECTORATE: Executive Services

Purpose:

The purpose of this report is to propose the reappointment of the current Independent Chair of the CEO Employment Matters Advisory Committee (CEEMAC) for a further three-year term, and to endorse a revised sitting fee for the role.

Executive Summary

Steve Davies was appointed as the Independent Chair of the CEO Employment Matters Advisory Committee (CEEMAC) in December 2023 following a formal recruitment process. His current three-year term of appointment is nearing its conclusion, and this report recommends his reappointment for a further period of three (3) years.

Over his current term, Committee members have reported that Steve has provided effective and impartial leadership to the Committee and has supported Council in discharging its responsibilities in relation to the employment, performance management and remuneration of the CEO. Given his demonstrated performance, the continuity his reappointment would provide, and the value of retaining his corporate knowledge and familiarity with the CEO performance cycle, it is recommended that Council reappoint Mr Davies rather than undertake a further recruitment process.

This report also seeks Council's endorsement of a revised sitting fee for the Independent Chair. The Chair has previously been remunerated at \$698 per meeting. In line with the rates set out in the Victorian Government's Appointment and Remuneration Guidelines, it is proposed that the sitting fee be revised to \$741 per meeting, plus reimbursement of reasonable travel expenses.

MOVED: CR MATTHEW WALSH

SECONDED: CR DEBBIE ARNOTT

That Council:

1. Reappoint Steve Davies to the position of Independent Chair of Warrnambool City Council's CEO Employment Matters Advisory Committee for a further period of three (3) years commencing from the date of this resolution.
2. Endorse the payment of a sitting fee to the Independent Chair of \$741 per meeting, plus reimbursement of reasonable travel expenses, consistent with the rates set out in the Victorian Government's Appointment and Remuneration Guidelines.

CARRIED = 7:0

Background

Mr Steve Davies was appointed as the Independent Chair of CEEMAC in 2023 following a formal recruitment process that attracted 15 applications and involved a selection panel comprising the seven Councillors and an independent consultant.

The Committee's Terms of Reference provide for the Independent Chair to be appointed by Council for a term of up to four years. Mr Davies' current three-year term is now nearing its conclusion, prompting consideration of his reappointment.

Issues

Reappointment of the Independent Chair

Throughout his current term, committee members have found that Mr Davies has chaired the Committee effectively, provided sound and impartial advice on executive employment and performance matters, and helped ensure that Council has met its obligations under the *CEO Employment and Remuneration Policy* and the *Local Government Act 2020*.

Council has the option of either reappointing the incumbent or undertaking a further recruitment process. Reappointment of Mr Davies is considered the preferable course for the following reasons:

- It maintains continuity in the Committee's operation and preserves valuable corporate knowledge of the CEO's performance history and the Committee's practices.
- It avoids disruption to the CEO performance management cycle that a change in Chair would introduce.
- It represents good value for money, avoiding the cost and time associated with a further recruitment process.
- The incumbent continues to meet the key competencies required for the role.

Neither the CEO Employment and Remuneration Policy nor the Committee's Terms of Reference require a competitive process for the appointment of the Independent Chair. The role is appointed by resolution of Council. Reappointment of the incumbent is therefore consistent with the governing policy framework.

Revised Sitting Fee

The Independent Chair has previously been remunerated at a sitting fee of \$698 per meeting. The Victorian Government's Appointment and Remuneration Guidelines, which Council applies as a benchmark for setting fees of this nature, have since been updated. To ensure the remuneration of the Independent Chair remains fair, reasonable and consistent with the standard applied across comparable roles, it is proposed that the sitting fee be revised to \$741 per meeting.

In addition to the sitting fee, it is proposed that the Independent Chair continue to be reimbursed for reasonable travel expenses incurred in attending meetings. This recognises the Chair's requirement to attend the two mandatory annual meetings in person under the Terms of Reference and is consistent with the treatment of expenses under the Guidelines. The only travel expenses which have been paid to Mr Davies is the per kilometer reimbursement paid at the Australian Tax Office's rate.

Terms of Reference

The Committee's Terms of Reference were reviewed and updated at the time of Mr Davies' appointment in 2023 and remain current. No amendments to the Terms of Reference are proposed as part of this report.

Financial Impact

The revised sitting fee of \$741 per meeting represents an increase of \$43 per meeting on the previous fee of \$698. Based on the two mandatory annual meetings provided for in the Terms of Reference, this equates to an additional \$86 per annum in sitting fees (an increase from \$1,396 to \$1,482), with any additional meetings charged at the same rate.

Reasonable travel expenses will also continue to be reimbursed. Mr Davies' 256 km each way trip from Woodend to Warrnambool has in the past resulted in a \$450.50 travel reimbursement as per the previous ATO rate of 88c per kilometer. As of 1 July 2026, this figure is now 91 cents per kilometer.

Given these two increases, the overall cost per meeting will increase by \$58.40 from \$1,148.50 to \$1,206.90.

The overall financial impact is minor and can be met within the existing Governance operating budget.

Legislation / Policy / Council Plan Context

In accordance with the *CEO Employment and Remuneration Policy*, made under section 45 of the *Local Government Act 2020*, the CEEMAC is to have a suitably qualified Independent Chair appointed by resolution of Council.

The revised sitting fee reflects the rates set out in the Victorian Government's Appointment and Remuneration Guidelines (published by the Department of Premier and Cabinet), which Council applies as a benchmark to ensure the remuneration of the Independent Chair remains fair, reasonable, and consistent with the standard applied to comparable roles.

Timing

The next meeting of the CEEMAC is scheduled for 17 August 2026. Reappointment of the Independent Chair prior to that meeting will ensure continuity in the Committee's operation and the CEO performance management cycle.

Community Impact / Consultation

Nil.

Legal Risk / Impact

The reappointment of the incumbent Independent Chair is consistent with the *CEO Employment and Remuneration Policy* and the Committee's Terms of Reference, neither of which requires a competitive process for the appointment of the Chair.

Officers' Declaration of Interest

Nil.

Conclusion

Mr Steve Davies has served effectively as the Independent Chair of the CEO Employment Matters Advisory Committee since 2023. It is recommended that Council reappoint him for a further period of three (3) years and endorse the revised sitting fee of \$741 per meeting, plus reasonable travel expenses, consistent with the Victorian Government's Appointment and Remuneration Guidelines.

ATTACHMENTS

Nil

7.12. Cycling Reference Group Minutes - 24 June 2026

DIRECTORATE : City Infrastructure

Purpose:

This report contains the record of the Cycling Reference Group Committee meeting, occurring on Wednesday 24 June 2026.

Executive Summary

This report relates to the Cycling Reference Group meeting, held Wednesday 24 June 2026, with a range of items discussed.

Key items from the meeting include discussion on the endorsed work plan, Council strategy tie-in and the review of upcoming capital projects.

MOVED: CR MATTHEW WALSH

SECONDED: CR RICHARD ZIEGELER

That the record of the Cycling Reference Group meeting held on Wednesday 24 June 2026, be received.

CARRIED – 7:0

Background

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

At the Council meeting, 2 March 2026, the CRG appointment of new members was supported.

Issues

The recent adoption of the Work Plan has highlighted key issues for the group to target over the next two years.

Items of interest include;

- Infrastructure additions and improvements (Woodford Link/Connecting Warrnambool, Merri Street Consultation, Bike safety around Hospital)
- Review of design for capital projects proposed for the municipality
- Bike lanes and wayfinding
- Upcoming cycling relevant events
- General cycling advocacy

Financial Impact

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

Any projects identified or discussed by the CRG will be considered in line with Council's projects consideration process.

Legislation / Policy / Council Plan Context

1 City Futures

1.2 Our City puts public health and safety as a priority

2 City Infrastructure

2.8 Our City will continue to improve pedestrian, cycling and vehicle movement.

Timing

The current CRG membership term for community members runs from 2 March 2026 – 30 November 2028.

Community Impact / Consultation

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

Legal Risk / Impact

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

Officers' Declaration of Interest

No officer declared an interest in the Cycling Reference Group.

Conclusion

This report relates to the Cycling Reference Group meeting, held Wednesday 24 June 2026, with a range of items discussed.

ATTACHMENTS

1. Minutes Cycling Reference Group Meeting Wednesday 24 June 2026 [7.12.1 - 10 pages]

Warrnambool City Council Cycling Reference Group: Minutes
Wednesday 24 June 2026 4.30pm-6.05pm Council Offices

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
1. Attendees/ Apologies	Chair	Attendees: Council Officers: Kyme Rowe (KR), Shaun Lucas (SL), and Stephanie Bant (SB). Councillor Representative: Matthew Walsh (MW). Committee Members: Richard Adams (RA), Leigh Monaghan (LM), and Gavin Prentice (GP). Apologies: Council Officers: Committee Members: Lynn Hudson (LH), Helen Ryan (HR), Bullen Mabior (BM), Tahnee Dunlop (TD), David McKean (DM).
2. Welcome	Chair	• SL welcomed everyone to the meeting • KR noted that LM was going to be late to the meeting. • SL noted apologies from Lynn & Helen.
3. Works Plan	Chair	- Cycling Reference Group Work Plan 2023-25 (for reference) - Cycling Reference Group Actions List 2023-25 (for reference) - Cycling Reference Group Priority Shortlist 2023-25 (for reference) • SL noted that he had flicked the plans from last year with the agenda to roll into priority list and advocate where they can. • SL noted funding was spread quite thin and things that would usually receive funding are not anymore. • SL confirmed they would need to focus energy on a few main priorities.
4. Feedback on Council Projects	Chair	- Upcoming Merri Street Consultation - Completed Moore Street Consultation <u>Moore Street Consultation</u> • SL explained they were keen to advocate and bring in discussion on Moore Street. Had received some valuable feedback. • SL showed area on map. Explained that the consultation was open through May. This would be the standard consultation process going forward. Consultation looked safety for pedestrians, vehicles and cyclists as well as landscaping etc. Would feed into concepts and future design. • RA questioned if it was likely to go ahead with original plan? • SL confirmed the consultation found to leave as is with minor tweaks. • SL noted there were proposed options to ride off road or in bike lane. • GP questioned where the link was to the PPN? • RA questioned if SL had the plans?

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		• SL showed plans the group had previously looked at with roundabout and traffic slowing measures. • SL advised the feedback was to get bikes off road earlier and near school crossing with link before school crossing. • SL noted still issues for cyclists who want to travel north. • RA suggested that cyclists should be able to jump off before roundabout and then jump back into bike lane. • MW questioned when this would be starting? • SL confirmed the concept design would be finalised in the new few weeks. • SL suggested it would likely be constructed in the upcoming summer construction period. • SL confirmed the success of consultation method. Prior to consultation about 80% knowledge of what was happening in the area and the consultation helped with remaining 20 per cent. Merri Street • SL explained they were now looking at Merri Street from Banyan Street to Wellington Street - consultation would determine what the issues were. • RA suggested there had been lots of crashes at the intersection near Harris Street Reserve. • SL noted that any feedback on ideas would be appreciated. • SL advised that freight trains come through a few times per week. • SL we acknowledged rehab works required on Merrivale Drive and safety concerns along Merri Street. • SL suggested the crossing at the train station was working well with average speed of 40km/h. <i>LM arrived at meeting at 4.44pm.</i> • SL suggested they believed a roundabout is one option at Fairy and Merri Street intersection. Would bring concept plans to the next meeting. • SL suggested it was lucky there had not been more accidents at this location. • LM suggested there were more accidents that hadn't been reported. • RA suggested there would need to be fatality for it to matter. • GP questioned if Council had considered off road alternatives such as investing in a rail trail and upgrading? • SL responded that it was flagged as one of first stages for Deakin link. On the screen he showed track behind train station that would cost \$500,000 to fully upgrade path. • GP suggested there was a product called gala gravel that could be used on paths. • RA suggested there needed to be pedestrian crossing at intersection of Gilles and Merri Street.

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		• SL explained the eastern end was where consultation was targeting. • SL confirmed process would be similar to Moore Street. • Likely to be live for the next week for 3-4 weeks.
5. Bike Safety around Hospital Precinct	Leigh Monaghan	Safety issues cycling around Hospital precinct • LM advised that he lived in the Hospital precinct and suggested that traffic on Hider Street was horrendous. Explained that the hospital had no parking, so cars parked on the road and other cars or bikes struggled to get past. • SL suggested that Lava Street was also becoming the same. • LM suggested reduced speed limit and wanted to bring it to the group to highlight the concern. • LM noted he used the new roundabout a bit. • GP noted allied services also increase parking requirements. • GP questioned if parking and shuttle were used at the showground? • SL responded that this was at capacity. • SL suggested that this gives Council an opportunity to look at the section of Timor Street that has one way for parking opportunities. • MW noted there was a bigger piece of work underway to look at parking in the area. Suggested there was potential for more parking such as hi-rise, free parking, number of parks. Explained that this wouldn't happen soon but was underway. • SL noted it was timely as bus companies were also looking at additional demand. • LM added that a few people at Allansford would also like access for kids. • SL responded that there were multiple locations in the Municipality that would like a path – Woodford, Allansford or Rail trail upgrade which all cost money. • RA suggested that the issue was more political will than available funds. • LM questioned if other group members thought there was an issue in the hospital precinct? • All members present agreed. • GP suggested that the cycle path along Koroit Street needed to be clearly delineated. • RA suggested speed limit around hospital precinct and Timor Street should also be 40km. • SL noted the 40km started on eastern side of Henna Street. • MW noted the inner CBD streets would go to 30km/h. Asked if Council can control it? • SL explained that speed limit changes go through DTP to endorse based on Council's recommendation. • RA asked if Ryot Street was 40km/h? • SL responded that it was still in 50km/h zone. • SL showed Hider Street on the map. • LM noted issues with Council making this a designated parking zone.

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		- GP questioned whether trees were important in this location? - MW responded that trees were important in every location. - LM questioned if they could indent the parking? - SL responded that it was a losing battle with tree roots, lifting pavements, drainage etc. - SL suggested additional bike storage at show grounds. - SL suggested that use of bus interchange could limit cars. Idea to get people to fringe of CBD and promote walking. - SL noted that part of Principle Pedestrian Network (PPN) and Principle Bicycle Network (PBN) would be renewed this year. - SL noted the trial of bike racks on buses. Suggested this needed to be promoted and anticipated it would be rolled out to all the buses. - RA suggested they would be more likely to get users from Woodford, Wangoom and Allansford etc.
6. Connecting Warrnambool proposal	Gavin Prentice	GP noted this had come out of the connecting Warrnambool proposal with bus services.
7. Events Past & Upcoming	Chair	Upcoming: 1. Woodford Heights Cycling Events - RA explained they had approached Ray White about running a cyclist event at Woodford Heights in an undeveloped 1.1km loop. Advised the idea was to have families come and try bike riding on this location. Not sure if there are restrictions on it. - LM suggested the land was owned by Bryan and Peterson and was being sold by Ray White. Suggested the road was owned by WCC. - RA confirmed they would just need permission to use it – don't need traffic management as it was blocked off. - LM suggested to call Andy Austin from Bryan and Peterson. - KR suggested she could put RA in touch with Council events team. - RA suggested they would use the area for a Sunday afternoon event and weekly summer criterions. They would organise portable toilets and parking and food vans. Would look to tie in with Ride to Work day and daylight savings. 2. Women's Cycling Event Portland - RA advised he had been talking to Erin Tully who wanted to run a Women's only cycling event in Portland. Suggested potential to do one in Portland and one in Warrnambool at Wangoom area. Action: KR will notify the Council Events team of the potential Women's only cycling event.

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		3. Mountain Bike Riding Events - GP explained they were struggling to get drive at Committee level. Explained they didn't have a lot of young mountain bike riders and had not recovered properly from a few hits. Suggested they were aware that the only way to get more numbers was to run events. - GP noted that Motorcross Dirt Bike Riders had been using this area, they had been wrecking the tracks and creating new tracks down the slopes. - KR noted there had also been illegal tree removal. - GP explained they believed it was a new generation with motorcross bikes. Suggested a lot of Council's have this issue as they are great farm bikes. - RA suggested they were illegal except for private property. - SL confirmed the riders also had to over 18 to get a licence. - KR suggested this was a coordinated activity with chainsaws taking out massive trucks. It has doubled the destruction over last few months. - GP suggested there was an issue as these riders don't have anywhere to play. Noted that in the past they had used Police to find out what schools the youth riders attend. - KR noted that reinstatement was also required through Wannon Water. - GP showed previous tracks that were about 7km in length. All these connectors where they could change their loop. Confirmed the club had lost functionality but also lost drive over last few years. - GP noted issue with not running event and suggested people would not see the point of joining clubs if they were not running events. - GP showed tracks under canopy and other tracks that had been created. - LM questioned if there was anything happening with the old Harness Racing Club site? - KR responded that it was owned by the State Government. Explained that the Harness Racing Club was closed due to contamination as it was an old hard rubbish site.
8. Issues/ Challenges	Chair	Otway Road Works: - RA questioned if the works under the rail bridge on Otway Road were complete? Questioned if they were getting sharrows (shared arrows)? - SL responded that they would be getting sharrows (linemarking). Explained it would give people the option to get off road onto shared path or confident riders to stay on road. - RA suggested there should be a sign to give space to riders. - SL confirmed there would be additional line marking.

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		Merrivale Drive: - RA noted that the plastic indicators on Merrivale Drive and in Allansford (near the school and oval) had still not been removed. Suggested these markers tells cars that they can fit past a bike here. Suggested a pedestrian crossing and sharrows would be better in Merrivale drive. Closed Cycling Circuit: - RA questioned where they were at with closed cycling circuit? - SL responded that it hadn't progressed far, given the uncertainty on suitable sites. - MW noted that it had not been through Council. - GP noted there used to be off road circuit at Victoria Park. - SL suggested the group need to narrow focus on whether they look at Friendlies or Deakin link. - RA suggested the issue with Friendlies is other user groups. Suggested they thought Deakin would be a good location to do laps and then ride back home. Preference would like for it to be fully off road and sealed. Suggested slow lane and fast lane for runners and riders. - SL showed location in Geelong and noted that this circuit was titled as Public Park Recreation Use. Noted that in Warrnambool there were limited places that were titled like that; only Victoria Park and Albert Park likely suitable. - RA suggested they don't have a junior club anymore as it was too unsafe to ride anywhere. Woodford Link: - RA suggested they also need to spend money on link to Woodford. - SL explained that he had met with Alyse and WCC Director City Futures and they looked at every way to get to Woodford. Suggested option to tie in with Russells Creek track or they would need to have land acquisition through prime farm land. - GP suggested risk constricted with crown land. Showed crown land boundaries. - LM questioned if the river was the boundary or were there fences? - GP responded that the land had been surveyed and the fence lines had been put in convenient locations. - GP confirmed that CMA had interest in two rivers and they completed weed removal and cleaned the area. - GP suggested that the challenge was no one wanted to pay for it, so no one would want to manage it. Suggested there needed to be a model to manage it. - SL confirmed there were plenty of options but lack of resourcing and funding.

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		- LM suggested that Springflat Road was not an option as you would add 3 additional kms. Questioned if the River was an option? - SL showed white line area which was a part of the North of the Merri Plan. Responded that there was a potential that a path might follow river, however likely in 50 years' time. - GP questioned if there was any council owned land? - SL responded that it would be transferred as part of each development. - LM asked for the screen to show end of Ardlie Street. Noted the Russells Creek path north of Daltons Road was just mud and goes to concrete track. Suggested the path was heavily used. - SL explained that Council were currently looking a bridge renewal that will allow establishing the missing link. - SL added they were looking at options from culvert to raised crossing on Daltons Road. Suggested this was in the long-term financial plan for 2028/29 and explained that external funding would bring this forward.
9. Grants	Chair	<u>Current</u> - Deakin Link On-Road Bike Lanes & Wayfinding <u>Upcoming Opportunities</u> <i>Item not discussed.</i>
10. Strategic Planning	Chair	WCC Future Land Use Strategy – <u>Now open for comment</u> - SL highlighted page 42 of the draft WCC Future Land Use Strategy. - LM questioned if this had been prepared externally? - SL responded that it had been prepared externally as part of Council's Planning Team. - SL explained that the Strategy was now out for comment and it includes section on walking and cycling network with an opportunity to have input. Suggested to the group that it was worth putting forward key areas that they are all travelling. Suggested when you look at Highway, no one would use this are key travel route. - LM questioned if the Highway was safe? - RA confirmed that he found it reasonably safe. - GP added that the Highway was nice and straight. <i>GP left the meeting at 6pm.</i> - LM questioned if it was VicRoads preference to push highway bicycle traffic to local roads? - SL confirmed this was VicRoads preference.

Warrnambool City Council - Cycling Reference Group

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<i>MW left the meeting at 6.01pm</i> • SL confirmed the strategy was out for comment now and provide feedback if the group wanted. Explained it had been advertised on social media now and was open for next two weeks. • LM questioned if the strategy could be advertised more broadly as he hadn't seen it. • SL responded that it had been advertised on website, social media and community noticed board. • LM questioned how many people had commented? • SL responded this survey had been run through Planning Team so he couldn't see responses.
11. General Discussion	All	
12. Moving Forward	All	• SL suggested the next meeting would be held on 16th September at the same time 4.30pm? • RA confirmed this was suitable.
13. Close of Meeting		Close of meeting at 6.05pm

Warrnambool City Council - Cycling Reference Group**Terms of Reference****Purpose of the Reference Group:**

To act on behalf of the broader cycling community in providing feedback, comments and user needs to Council during the development and review of Council policy and practice regarding cycling in Warrnambool.

Terms of Reference:

Members of the Cycling Reference Group:

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

Objectives:

The specific objectives include:

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

Advisory Committee Structure:

The Reference Group shall be made up of Council Officers and members of the Community.

- Council Officers:
 - Councillor (1)
 - Manager Recreation and Culture (or their delegate).
 - Manager Infrastructure Services (or their delegate).
 - Other Council officers, as co-opted, depending on the agenda, including but not limited to road safety, design and development, assets, community infrastructure and planning, recreation.

- Community Members

Up to 8 members of the community representing the following cycling interests will be considered for the reference group:

- Road & Racing
- Community & Recreational
- Commuter & Schools
- Mountain bikes
- Youth Member

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.

Warrnambool City Council - Cycling Reference Group

Terms of Reference



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, held quarterly.

Secretariat:

The City Infrastructure & Environment department 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 January through to 31 December.

7.13. Advisory Committee Report

Purpose

This report contains the record of one Advisory Committee meeting.

Report

Minutes of Planning Advisory Committee meeting held on 16 June 2026 – refer **Attachment 1**.

ATTACHMENTS

1. Planning Advisory Committee Minutes - 16 June 2026 [**7.13.1** - 5 pages]

MOVED: CR WILLY BENTER

SECONDED: CR DEBBIE ARNOTT

That the Minutes of the Planning Advisory Committee meeting held on 16 June 2026, be received.

CARRIED - 7:0

MEETING MINUTES

PLANNING ADVISORY COMMITTEE		
Date:	Tuesday 16 June 2026	Time: 3 PM – 4.30PM
Location:	Reception Room, Warrnambool Civic Centre	
Committee Members	Cr. Willy Benter, Chair Maureen Reed Ross Martin Kerri-Anne Tatchell Lewis Iversen Fiona Golding Jarrod Woolstencroft Karsten Forsterling Martin Ruane Dominic Bushell Louise Scarborough William (Bill) Welsh Cameron McNeill	
Council Officer Attendance	Luke Coughlan – Director City Futures Julie McLean – Manager City Growth Nick Legoe – Coordinator Statutory Planning Shelly Fanning – Coordinator Strategic Planning Morteza Mirgholami – Strategic Planner Sarah McKeown – City Growth Support Officer	
Item No.	What	Comments & Actions
1.	Welcome & Apologies	Apologies: Louise Scarborough Lewis Iversen Fiona Golding Kerri-Anne Tatchell Luke Coughlan

2.	Conflict of Interest Disclosures	Dominic Bushell – Item 5 (Saleyards Land use Review)
3.	Minutes from Previous Meeting – 3 March 2025	Moved: Cameron McNeill Second: Ross Martin
4.	Warrnambool Futures 2040 Update Draft strategy released for consultation	Warrnambool Future 2040 currently on exhibition. Public Sessions in the Warrnambool Library Thursday-Saturday. MM presented an update on screen. Overview: long term strategic direction of Warrnambool growth and change. Provide evidence base to inform Future planning decisions. Project goes over 8 stages, currently at stage 6, public consultation. The draft strategy went through an engagement process in the way of community workshops, check-ins, advisory boards, numerous meetings with key stakeholders. Key engagement themes: 1. Growth needs infrastructure and better coordination to happen. 2. Housing diversity and affordability. 3. connectivity of movement need an integrated approach. 4. the environment and charter of Warrnambool need to be valued. Draft Warrnambool Futures & Background reports current open for comment. The vision, 4 key elements. Planning framework and council roles broken down in 6 strategic directions Natural environment, housing supply, growth sequencing, economic base, connect city, distinctive character. 5 key initiatives – Blue & green spines, station precincts, reimagine the CBD, Saleyards precinct, industrial precinct.

		Next step, gather any comments & feedback, review and then finalise the strategy. Questions: RM: Background report doesn't appear to provide critical analyse of previous land use strategies and learnings from past actions. MM: It makes mention but potential for a more critical review. Draft Warrnambool futures reference to key themes of change, drivers of change, but couldn't find them are they the key strategic directions? MM: Can review and see how the aspects of climate change and big picture things could be more highlighted. Ross can provide questions written down to take to consultants. DB: What considerations have been made to existing infrastructure and expenditures. JM: Strategies don't show costings of anything as no direction has been supported. It's a high-level strategy to identify what and how the city grows. Actions and initiatives will require funding. Further work required to work out costing of infrastructure plan etc. General discussion within the committee on the strategy being a fluid document that will require review on a regular basis. Potential requirement of a bigger picture dynamic with 2040, is 20 years enough of a future direction. General discussion within the committee regarding, growth, ageing demographic, economic development and urban growth boundaries.
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		JM encouraged committee members to participate, have a look at strategy and provide feedback. One of the biggest strategies for Warrnambool over the next generation.
5.	Warrnambool Former Saleyards Land Use Review Urban renewal site options and rezoning	<i>Note: DB left the meeting due to conflict with item.</i> Shelly presented saleyards review. Saleyards history. Decommissioned in 2023. Land use function, including buffers, no longer applies, opportunity for change and growth. Numerous reports have been done to help inform direction for this land. State government lead program for unlocking strategic sites program. DTP working with Council to facilitate process. Potential rezoning proposed, which would be a fast-tracked process led by State Government. Next steps: further background technical assessments to be prepared. For the whole area if other landowners want to be involved, otherwise just Council owned land. Suggestions from the committee on changes to zoning/use of the land. Is an industrial zone needed more for this area? JM responded that the rezonings will be based on the Highest and Best Use Master Plan which was adopted by Council in 2024. Any change to that would require Council to start the process again, which could include losing the assistance under the Unlocking Strategic Sites program.
6.	Open Space	Open Space Strategy has been adopted by Council and is online to view.
7.	General Business	Nil

8.	Next Meeting – 8 September 2026	Meeting Finish: 4.40pm
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7.14. Informal Meetings Of Council Reports

Purpose

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

Background Information

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

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

Report

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

1. Monday 13 July 2026 – refer **Attachment 1**.
2. Monday 20 July 2026 – refer **Attachment 2**.
3. Monday 27 July 2026 – refer **Attachment 3**.

ATTACHMENTS

1. Assembly of Councillors Record 13 July 2026 [**7.14.1** - 2 pages]
2. Assembly of Councillors Record 20 July 2026 [**7.14.2** - 2 pages]
3. Assembly of Councillors Record 27 July 2026 [**7.14.3** - 2 pages]

MOVED: CR MATTHEW WALSH

SECONDED: CR BILLY EDIS

That the records of the Informal Meetings of Council held on 13, 20 and 27 July 2026, be received.

CARRIED – 7:0

Informal Meeting of Council Record	
Name of committee or group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of meeting:	13 July 2026
Time meeting commenced:	2.00pm
Councillors in attendance:	Cr. B. Blain, Mayor Cr. D. Arnott Cr. W. Benter Cr. B. Edis Cr. V. Jellie AM Cr. M. Walsh Cr. R. Ziegeler
Council officers in attendance:	Luke Coughlan, Acting Chief Executive Officer Peter Utri, Director Corporate Strategies Brooke Love, Director City Wellbeing Mark Handby, Acting Director City Futures Julie Anderson, Acting Director City Infrastructure & Environment James Plozza, Manager Governance Wendy Clark, Executive Assistant Val Attrill, Revenue Coordinator – 2.00pm – 2.25pm Sally Conheady, Revenue Coordinator – 2.00pm – 2.25pm Ann Van Zyl, Manager Financial Services – 2.00pm – 2.25pm Lauren Edney, Manager Recreation & Culture – 3.12pm – 4.47pm Kyme Rowe, Service Manager Recreation – 3.12pm – 4.23pm Jason Elliott, Recreation & Facilities Coordinator – 3.12pm – 4.23pm David Brydson, Service Manager, AquaZone – 4.02pm – 4.47pm Nick Legoe, Coordinator Statutory Planning – 4.27pm – 5.07pm
Other persons present:	Tim Gleeson, Senior Regional Valuer/Partner – Preston Rowe Paterson – 2.00pm – 2.25pm Barry Walder, Senior Regional Valuer, Valuer-General Victoria – 2.00pm – 2.25pm Will Jamison, Executive Officer, South West Sport – 2.00pm – 2.25pm
Apologies	Nil.
Matters considered:	• Valuer-General Victoria presentation. • South West Sport presentation. • Active Warrnambool Strategy and Recreation Annual Update. • Aquazone Service Update. • Development Plan approvals. • Heritage Works.
Council and officer items raised	• Harrington Road Key Worker Housing. • Worker Retention Grants. • Koroit Street/Ryot Street roundabout lighting. • Local Area Traffic Management plans grant funding. • Industrial estate footpath completion works. • Former saleyards roof. • Allansford Flood Study. • Municipal Association of Victoria membership cost. • Koroit Street footpath surface between Reject Shop and Liebig Street. • Flaxman Street wombat crossing line marking. • Pertobe Road kiosk lease.

Councillor Conflicts of Interest disclosures:	
Nil.	
Meeting close time:	5.37pm
Record completed by:	Wendy Clark, Executive Assistant

Informal Meeting of Council Record	
Name of committee or group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of meeting:	20 July 2026
Time meeting commenced:	2.00pm
Councillors in attendance:	Cr. B. Blain, Mayor Cr. W. Benter Cr. B. Edis Cr. V. Jellie AM – left the meeting at 3.30pm Cr. M. Walsh Cr. R. Ziegeler
Council officers in attendance:	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Futures Peter Utri, Director Corporate Strategies Brooke Love, Director City Wellbeing Julie Anderson, Acting Director City Infrastructure & Environment James Plozza, Manager Governance Wendy Clark, Executive Assistant Stephen Hoy, Manager Economic Development & Events – 2.00pm – 2.32pm, 3.09pm – 3.18pm Simone Hutson, Service Manager Events & Promotion – 3.09pm – 3.18pm Lauren Edney, Manager Recreation & Culture – 3.28pm – 3.53pm Gareth Colliton, Cultural Development Officer - 3.28pm – 3.53pm
Other persons present:	Neil Porter Legacy – Matt Porter, Executive Officer and Co-Founder, Natalie Powell, Sponsorship & Governance Coordinator – 2.00pm – 2.35pm. Friends of Warrnambool Botanic Gardens – Anna Affleck, President, Ellie Read, Treasurer, Monique Ferrier, Secretary, Amanda King, Committee, Pat Varley, Committee – 2.35pm – 3.08pm
Apologies	Cr. D. Arnott
Matters considered:	• Neil Porter Legacy. • Friends of Warrnambool Botanic Gardens. • Roundabout Banner Policy 2026. • Night-Time Economy Plan 2026-2031. • Arts and Culture Creative Warrnambool Service Update.
Council and officer items raised	• Parliament advocacy visit. • Warrnambool Surf Life Saving Club redevelopment. • South Warrnambool flood study. • Commonwealth Home Support Program Enquiry. • Mountain bike trail at Thunder Point. • Changchun delegation visit. • Great South Coast Settlement guide launch. • SmAUGUSTboard Community Noticeboard. • Japanese Garden tree planting ceremony. • Heritage Works. • Spam emails. • Cypress trees off Wollaston Road. • Wentworth Street footpath to St John of God Hospital. • Civic Centre forecourt slippery bricks. • Electronic signage on Raglan Parade.

	• Former East Warrnambool Football Clubrooms. • Bushfield Strategic Plan.
Councillor Conflicts of Interest disclosures:	
Cr B Edis – Item 3.1 – Roundabout Banner Policy 2026 – General Conflict – left the room for this item.	
Meeting close time:	4.18pm
Record completed by:	Wendy Clark, Executive Assistant

Informal Meeting of Council Record	
Name of committee or group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of meeting:	27 July 2026
Time meeting commenced:	12.45pm
Councillors in attendance:	Cr. B. Blain, Mayor Cr. D. Arnott – left at 3.55pm Cr. W. Benter Cr. B. Edis Cr. V. Jellie AM Cr. R. Ziegeler – Virtual
Council officers in attendance:	Andrew Mason, Chief Executive Officer Luke Coughlan, Director City Futures Peter Utri, Director Corporate Strategies Brooke Love, Director City Wellbeing Julie Anderson, Acting Director City Infrastructure & Environment James Plozza, Manager Governance Wendy Clark, Executive Assistant Stephen Hoy, Manager Economic Development & Events – 1.03pm – 1.43pm Simone Hutson, Service Manager Events & Promotion – 1.03pm – 1.43pm Lauren Edney, Manager Recreation & Culture – 1.44pm – 1.58pm, 2.27pm – 2.39pm Kyme Rowe, Service Manager Recreation - 1.44pm – 1.58pm Gareth Colliton, Cultural Development Coordinator - 1.44pm – 1.58pm Justin Harzmeyer, Coordinator Natural Environment & Sustainability - 1.44pm – 1.58pm Amy Cumming, Open Space Planner - 2.16pm – 2.26pm – Virtual Julie McLean, Manager City Growth - 2.16pm – 2.26pm Shelly Fanning, Coordinator Strategic Planning - 2.16pm – 2.26pm Morteza Mirgholami, Strategic Planner - 2.16pm – 2.26pm Tina McLeod, Manager Children's & Family Services - 2.27pm – 2.39pm Rod Sanderson, Acting Manager Environment- 2.27pm – 2.39pm Bruce Alexander, Acting Service Manager Warrnambool Stadium - 2.27pm – 2.39pm
Other persons present:	Dominic Bushell – 3.00pm – 3.30pm Daniel Gleeson – 3.00pm – 3.30pm Warrick Petering – 3.00pm – 3.30pm
Apologies	Cr. M. Walsh
Matters considered:	• Annual Action Plan 2025-2026 Status Update Q4. • Sponsorship Policy 2026. • Festival and Events Fund. • Community Development Fund 2026-2027. • Contract 2025033 – Design & Construction of Shipwreck Bay Keyworker Accommodation. • Contract 2026058 – Civil Infrastructure Construction Shipwreck Bay KWA. • Warrnambool Open Space Project. • Planning Scheme amendment C220warr. • Extension of Worker Retention Grant.

	• Outside of School Hours Care Service Increase. • CEO Employment Matters Advisory Committee Chairperson Reappointment. • Cycling Reference Group Minutes. • Advisory Committee Reports. • 119 & 259 Hopkins Point Road, Warrnambool Subdivision Development. • Communications Engagement and Customer Service Q4 update. • Brierly Recreation and Wellbeing Huib advocacy. • Key Worker and Affordable Housing, Harrington Road. • Accommodation Strategy. • Mayoral Diary update.
Council and officer items raised	• Potential rate cap change. • Former Salvation Army site planning application. • Reid oval surface condition. • Saturday morning parking inspections. • Car parking at Gunditjmara Co-op, Hopkins Point Road. • Biannual business survey. • Filming landing page for Council website. • Horses on beaches licences. • AI infringement review program. • Slippery bricks in Civic Centre forecourt. • State Government early learning centre.
Meeting close time:	4.32pm
Record completed by:	Wendy Clark, Executive Assistant

7.15. Mayoral & Chief Executive Officer Council Activities - Summary Report

Purpose

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

Report

Date	Location	Function
7 July 2026	Warrnambool	Mayor – Conducted an Australian Citizenship Ceremony with 47 residents becoming Australian citizens.
	Warrnambool	Cr Benter – Attended the Lions Club of Warrnambool Changeover.
9 July 2026	Virtual	Mayor – Regional Cities Victoria meeting.
11 July 2026	Warrnambool	Mayor – Attended the Warrnambool Fire Brigade Annual Dinner.
13 July 2026	Warrnambool	Mayor – Attended the roads funding announcement by the Leader of the Opposition.
	Warrnambool	Mayor – Attended the launch and naming of the South West TAFE new Cultural Hub.
16 July 2026	Virtual	Mayor – Municipal Association of Victoria Regional Meeting – Great South Coast Barwon.
	Warrnambool	Mayor and Acting Chief Executive Officer – Attended the Peter's Project 10 year celebration.
21 July 2026	Warrnambool	Cr Benter – Attended the Anglicare Warrnambool Annual meeting.
24 July 2026	Warrnambool	Mayor – Guest speaker at the Independent Retirees Association Annual meeting.
30 July 2026	Warrnambool	Mayor – Met with King's College year 4 students studying Citizenship and Civics.
31 July 2026	Warrnambool	Mayor – Met with students from Fukuoka School, Japan.

MOVED: CR MATTHEW WALSH

SECONDED: CR DEBBIE ARNOTT

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

CARRIED - 7:0

8. Notice Of Motion

No Notices of Motion have been received.

9. General Business

Nil.

10. Urgent Business

Nil.

11. Close Of Meeting

The meeting closed at 5.19pm.

CHAIRMAN