

# AGENDA

**SCHEDULED COUNCIL MEETING  
WARRNAMBOOL CITY COUNCIL  
5:45 PM - MONDAY 5 JULY 2021**



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## **VENUE:**

**Lighthouse Theatre Studio  
Timor Street  
Warrnambool**

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### **COUNCILLORS**

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

Copies of the Warrnambool City Council's Agendas & Minutes  
can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

**Peter Schneider**  
**CHIEF EXECUTIVE OFFICER**

## **AUDIO RECORDING OF COUNCIL MEETINGS**

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

## **BEHAVIOUR AT COUNCIL MEETINGS**

Thank you all for coming – we really appreciate you being here. These meetings are the place where, we as Councillors, make decisions on a broad range of matters. These can vary greatly in subject, significance and the level of interest or involvement the community has. As part of making these decisions, we are presented with comprehensive information that helps us to form our position – you will find this in the agenda. It should also be remembered that the Council meeting is a “meeting of the Council that is open to the public”, not a “public meeting with the Council.” Each Council is required to have a local law that pertains to governance meeting procedures. Warrnambool City Council has followed best practice in this regard and its Local Law No.1 - Governance (Meeting Procedures) Local Law provides regulations and procedures for the governing and conduct of Council meetings. Copies of the Conduct and Behaviour excerpt from Warrnambool City Council Local Law No. 1 - Governance (Meeting Procedures) Local Law can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au) or are available from the table at the rear of the room.

We thank you in anticipation of your co-operation in this matter.

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## **1. OPENING PRAYER & ORIGINAL CUSTODIANS STATEMENT**

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

### **ORIGINAL CUSTODIANS STATEMENT**

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

## **2. APOLOGIES**

## **3. CONFIRMATION OF MINUTES**

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### **RECOMMENDATION**

**That the Minutes of the Scheduled Meeting of Council held on 7 June 2021 and the Additional Meeting of Council held on 28 June 2021, be confirmed.**

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

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

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

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

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

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

## **5. MAYORAL PRESENTATION**

## **6. PUBLIC QUESTION TIME**

## **7. REPORTS**

### **7.1. COMMUNITY SATISFACTION SURVEY 2021**

#### **PURPOSE:**

***To consider the results of the 2021 Community Satisfaction Survey.***

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#### **EXECUTIVE SUMMARY**

- The Local Government Community Satisfaction Survey is conducted annually.
- It is coordinated by the Department of Jobs, Precincts and Regions on behalf of Victorian councils.
- The survey is a measure of perceptions of how Council is performing.
- It covers a range of services with a focus on core measures of overall performance, consultation and engagement, community decisions, sealed local roads, waste management, customer service and overall council direction.
- The 2021 results show dramatic improvement on the 2020 survey – refer **Attachment 1**.

<b>Core measure</b>	<b>2021</b>	<b>2020</b>	<b>Regional average</b>	<b>State average</b>
<b>Overall performance</b>	55	42	60	61
<b>Consultation and engagement</b>	50	42	54	56
<b>Community decisions</b>	49	42	54	56
<b>Sealed local roads</b>	59	48	60	57
<b>Waste management</b>	71	66	69	69
<b>Customer service</b>	71	63	71	70
<b>Overall council direction</b>	59	32	54	53

Every core measure improved with the greatest shift being in overall Council direction which moved from an all-time low of 32 to an equal all-time high of 59.

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#### **RECOMMENDATION**

**That Council acknowledges the survey results and make the survey publicly available on the Council website.**

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#### **BACKGROUND**

The annual Community Satisfaction Survey is conducted by JWS Research and involves telephone surveys of 400 people in each municipality.

The survey measures perceptions of how a council has performed.

Along with the seven core measures it covers more than 20 service areas ranging from customer service and appearance of public areas to building and planning permits and parking facilities.

A new measure was added to this year's survey: value for money.

In 2020 results across the seven core measures fell to all-time lows and also fell across most of the service areas.

This year's results show a marked recovery.

On the value for money index, Warrnambool scored 54 which was on par with the Victoria-wide average and one point below the regional average.

The overall performance index score of 55 was a significant 13-point improvement on the 2020 result.

Overall performance perceptions improved significantly among almost all cohorts, with the greatest increase seen among residents aged 18 to 34 years (up 21 index points).

Contrary to last year's results, overall performance is rated highest among residents aged 18 to 34 years (index score of 59) and lowest among those aged 65 years and over (index score of 52).

More than a third of residents (37%) rate the value for money they receive from Council in infrastructure and services as 'very good' or 'good'. A similar proportion (36%) rate Council as 'average', and 23% rate it as 'very poor' or 'poor' in providing value for money.

Perceptions of Council's value for money are most positive among residents aged 65 years and over, and least positive among those aged 35 to 49 years.

Perceptions improved in all but two service areas with the highest performing areas being:

<b>SERVICE AREA</b>	<b>2021</b>	<b>2020</b>	<b>REGIONAL AVERAGE</b>
<b>Appearance of public areas</b>	76	71	75
<b>Recreational facilities</b>	71	65	74
<b>Waste management</b>	71	66	69
<b>Emergency and disaster management</b>	70	67	72
<b>Enforcement of local laws</b>	69	63	67

Council service areas with the lowest rated perceptions were:

<b>SERVICE AREA</b>	<b>2021</b>	<b>2020</b>	<b>REGIONAL AVERAGE</b>
<b>Community decisions</b>	49	38	54
<b>Consultation and engagement</b>	50	42	54
<b>Parking facilities</b>	51	38	55
<b>Informing the community</b>	52	45	59
<b>Lobbying</b>	53	43	56

Despite the marked improvements there remain several areas in which Council still rates below the state and/or regional average.

The survey also asks respondents to rate the importance of a Council service. This encourages Council to close the gap between importance and performance results.

The top five services in terms of importance (along with the performance scores) were:

<b>SERVICE AREA</b>	<b>IMPORTANCE</b>	<b>PERFORMANCE</b>
<b>Community decisions</b>	83	49
<b>Informing the community</b>	83	52
<b>Waste management</b>	82	71
<b>Elderly support services</b>	82	67
<b>Emergency and disaster management</b>	79	70

The impact of COVID-19 is reflected in the percentage of people who had in-person contact with Council which fell from 38 per cent in 2020 to 26 per cent in 2021.

Preferred forms of communication from Council continue to evolve.

The preferred forms of communication from Council are newsletters sent via mail or email (26% for each), followed closely by social media (22%), which continues to gain appeal.

Preference for advertising (8%), or Council newsletter inserts (7%) in local newspapers, continues to wane.

Among residents aged under 50 years, social media is preferred (35%) over newsletters sent via email (27%) and mail.

Among those aged over 50 years, newsletters sent via mail is preferred (31%), followed by newsletters sent via email (25%).

Of those surveyed, 57 per cent had experienced some form of recent contact with Council.

Note that no other level of government is involved in similar surveys.

## **FINANCIAL IMPACT**

Nil.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

These results form part of Council's reporting requirements.

## **TIMING**

This annual survey is published at the same time each year and Council makes this available to the public

## **OFFICERS' DECLARATION OF INTEREST**

Nil

## **CONCLUSION**

Releasing the survey results is in line with Council's commitment to openness and transparency.

## **ATTACHMENTS**

1. J 00967 CSS 2021 Warrnambool City Council Report [7.1.1 - 163 pages]

## **7.2. APPOINTMENT OF COMMUNITY MEMBERS TO COUNCIL ADVISORY COMMITTEES**

### **PURPOSE:**

***The purpose of this report is for Council to consider Expression of Interests received for Council's Advisory Committees.***

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### **EXECUTIVE SUMMARY**

Following a review undertaken of Council Advisory Committees, Council at its meeting held on 3 May 2021 resolved to call for nominations from community members to be appointed to Council's five advisory committees following the expiration of the previous four-year term of appointments.

Council at least once in its term seeks community representation from suitably qualified and interested parties to share their knowledge and improve the overall service provision to the community through these selected specialist committees.

Expressions of interest from community members for the advisory committees were advertised in the Warrnambool Standard on 8 and 15 May 2021 with details also advertised on Council's website and social media. A total of 26 nominations were received for the five advisory committees.

Council will also need to review the Councillor appointments and the appointment of Chairpersons as part of this current process.

Copies of the draft Terms of Reference for each Advisory Committee are also attached with the Terms of Reference recommending that Five (5) skill-based members be appointed by Council to each Advisory Committee — refer **Attachments 1 - 5**.

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### **RECOMMENDATION**

**That Council:-**

- a) **Appointment the following community member nominees, Chairpersons and Councillor appointments to the 5 Advisory Committees for the period 5 July 2021 to 31 May 2025:-**

**Community & International Relations Advisory Committee**

- 1. David McKenzie**
- 2. Les Gardiner**
- 3. Greta Perry**
- 4. Geoff Spencer**
- 5. Cr. Otha Akoch- Chairman**

**Economic Development & Tourism Advisory Committee**

- 1. Leanne Williams**
- 2. Martin Ellul**
- 3. Penny Irons**
- 4. Kate Lindsay**
- 5. Paul Dillon**
- 6. Cr. Debbie Arnott - Chairman**
- 7. Cr. Max Taylor**



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### **Environment & Sustainability Advisory Committee**

- 1. Jeff Moreland-Hunt**
- 2. Sabine Schreiber**
- 3. Geoff Spencer**
- 4. Bill Yates**
- 5. Shirley Duffield**
- 6. Cr. Richard Ziegeler - Chairman**

### **Planning Advisory Committee**

- 1. Leanne Williams**
- 2. Jeff Moreland-Hunt**
- 3. Fiona Golding**
- 4. William Welsh**
- 5. John McNeill**
- 6. Cr. Angie Paspaliaris - Chairman**

### **South West Victorian Livestock Exchange Advisory Committee**

- 1. David Thompson**
- 2. Dr Michael McCluskey**
- 3. Jim Doukas**
- 4. Rodney Boyle**
- 5. Dan Carey**
- 6. Cr. Vicki Jellie**
- 7. Cr. Ben Blain**

**NOTE:** *The independent Chair for the South West Victorian Livestock Exchange Advisory Committee will be appointed at the first meeting of the Advisory Committee in accordance with the Terms of Reference.*

## **b) Adopt the draft Terms of Reference for the individual Advisory Committees.**

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### **BACKGROUND**

Council has maintained a varying number of advisory committees since Local Government amalgamation in 1994.

Advisory committees enable Council to receive subject matter expertise and advice from the community on specialised areas of Council's operations.

The strength of the advisory committee structure is the collective wealth of knowledge that is gathered and the ability to garner fresh and informed views on important aspects of Council's operations and policies.

The committees are set up as advisory committees of Council with both Councillor and officer representation to help support, facilitate and resource the committees.

Information flows to Council from the committees via reports and minutes of the meetings in a formalised format. While the committees generally follow formal meeting protocols where items may be recommended or even voted upon, the outcomes remain recommendations that help inform Council decisions.

The decision on items recommended and any allocation of Council's resources remains the strict remit of Council's authority.

The committees may form as reference bodies to assist with the review of policy work at its formative stage. Committees may also recommend the appropriate conduits for broader community consultation.

In order to maintain their relevance usefulness and freshness Councils Advisory committee's terms of reference are reviewed periodically.

Council also chooses many other forms of Community consultation, demographic information and data in the consideration of its decisions and resource allocation.

## **FINANCIAL IMPACT**

N/A.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement

## **TIMING**

Advisory Committee appointments to be from 5 July 2021 to 31 May 2024.

## **COMMUNITY IMPACT/CONSULTATION**

N/A

## **LEGAL RISK/IMPACT**

N/A

## **ATTACHMENTS**

1. Community International Relations Advisory Committee 2021 TOR Draft [7.2.1 - 3 pages]
2. Economic Development Tourism Advisory Committee 2021 TOF Draft [7.2.2 - 3 pages]
3. Environment Sustainability Advisory Committee 2021 TOF Draft [7.2.3 - 3 pages]
4. Planning Advisory Committee 2021 TOF Draft [7.2.4 - 3 pages]
5. South West Victorian Livestock Exchange SWVLE Advisory Committee TOF Draft [7.2.5 - 4 pages]

### **7.3. COMMUNITY SMALL INFRASTRUCTURE FUND**

#### **PURPOSE:**

***This report seeks Council to consider the submitted projects under the Community Small Infrastructure Fund.***

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#### **EXECUTIVE SUMMARY**

- Council has an opportunity to review and adopt new projects brought to their attention by the community under the Community Small Infrastructure Fund on a quarterly basis or as required.
- Officers compile a list of projects provided from initiatives within the Community that are assessed as providing community benefit under the programs established criteria. Councillors are presented the projects for consideration during a Councillor briefing.
- For a project to proceed to implementation it must be considered and decided upon at a Council meeting
- The balance of the Community Small Infrastructure Fund after the allocation to previously approved projects is estimated at \$846,487. This sum represents a total prior to the consideration of these projects.
- The 2021/22 budget has an allocation of \$365,712 which is in addition to the current estimated balance of \$846,487 and provides an estimated total available balance of \$1,212,199.

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#### **RECOMMENDATION**

**That Council allocate the following amounts from the Community Small Infrastructure Fund:**

- **Warrnambool Croquet Club - Veranda Roof - \$20,000**
- **BMX Track Concrete Surfacing - \$150,000**
- **Warrnambool Theatre Group - Extension to Goodwin Hall - \$110,000**
- **Russell Creek Cricket Club - Jetty Flat Oval Rabbit Exclusion Fence - \$80,000**
- **The Dragon Boat Club - Storage Shed - \$70,000**

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#### **BACKGROUND**

Councillors established the Community Small Infrastructure Fund (SIF) as part of the 2014/15 Budget process with 0.5% of rates specifically allocated towards it. In addition, \$250,000 was allocated into the fund based on savings from the 2013/14 capital works program.

A further 0.5% of rates were added to the fund as part of the 2015/16 budget process. As such, the Fund now receives 1% of rate revenue annually.

The SIF has guidelines and evaluation criteria to ensure that the adopted projects are meeting the objective of the fund and assessed on a consistent basis. Projects that are adopted as part of this program require resolution by Council.

The consideration and adoption of new projects will be done on a quarterly basis to ensure initiatives which may arise during the year may be considered rather than needing to be held over for the full budget cycle.

#### **ISSUES**

The program has been designed to allow Council to respond to Community needs around small infrastructure projects that meet key selection criteria.

The officers have compiled a list of projects for Councillor consideration.

Council has established the following Guiding Principles and Processes for use of the Fund:

- Councillors can make submissions to the Fund throughout the year.
- Projects should address the SIF Criteria.
- Projects that are non-compliant will be removed from the process and communicated back to Councillors and lead proponents for the project within the community.
- If projects are available for funding under another funding stream (ie. Asset Renewal or a Capital Works project bid) they will be excluded from this process.
- Projects should not exceed a contribution from Council of \$200,000 and roadworks including roundabouts and carparks are specifically excluded from the Fund.
- Officers shall then collate all submissions and prepare cost estimates and SIF submission forms for evaluation.
- All previously submitted projects that have not been successful will remain on the SIF Project list for future evaluation unless specifically removed.
- Projects will be evaluated by the Recreation and Assets Working Group (RAWG) in accordance with the SIF Evaluation Criteria, ranked and presented to Council for decision.
- Additional allocations replenish the fund as per resolution of Council annually during the budget process.
- The SIF should not be exhausted each year.

### Considered Projects

Council has received a number of projects from Community groups for consideration. These projects have been assessed by an internal working group (RAWG) and scored in accordance with the Community Small Infrastructure Fund evaluation criteria.

Project	Estimated Cost	RAWG Score
Warrnambool Croquet Club - Veranda Roof	20,000	35.2
BMX Track Concrete Surfacing	150,000	44.5
Warrnambool Theatre Group - Extension to Goodwin Hall	110,000	38.6
Russell Creek Cricket Club - Jetty Flat Oval Rabbit Exclusion Fence	80,000	46.8
The Dragon Boat Club - Storage Shed	70,000	38.2
	<b>430,000</b>	

The detail of each project is contained within the attachments for each project – refer **Attachments 1 – 15**.

As the majority of the projects are on Crown Land, the recreation team has made inquiries at DELWP and at this stage there are no major issues identified.

### FINANCIAL IMPACT

The Community Small Infrastructure Fund is budgeted annually at approximately 1% of rate income and these projects listed for consideration will be within the allocated budget.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

This report responds to the following Council Plan initiatives:

### **1 Sustain, enhance and protect the natural environment**

1.1 Protect and enhance our waterways, coast and land

### **2 Foster a healthy welcoming City that is socially and culturally rich**

2.2 Increase participation, connection, equity, access and inclusion

### **3 Maintain and improve the physical places and visual appeal of the City**

3.1 Enhance movement in and around the city including better connections for cyclists and pedestrians

## **TIMING**

If adopted the projects will be scheduled into the current capital program and resources reviewed for the appropriate delivery mechanism within reasonable timeliness.

## **COMMUNITY IMPACT/CONSULTATION**

The projects submitted all have a basis of expressed community support and need. Projects have been submitted for consideration by Councillors with consultation with the community members.

Projects are reviewed by officers to understand the scope, costing and development information prior to them being considered by Councillors at briefing sessions. Councillors then work through the relative merits of submitted projects.

Projects are submitted and reviewed on a quarterly cycle to ensure the timeliness of projects being considered.

## **LEGAL RISK/IMPACT**

Each project will have its own risk assessment performed.

## **OFFICERS' DECLARATION OF INTEREST**

No declarations.

## **ATTACHMENTS**

1. SIF Project Status List 2021 [7.3.1 - 1 page]
2. SIF Extension to Goodwin Hall [7.3.2 - 1 page]
3. Warrnambool Theatre Company - Goodwin Hall [7.3.3 - 17 pages]
4. SIF Jetty Flat Rabbit Exclusion Fence [7.3.4 - 1 page]
5. Jetty Flat - Rabbit Exclusion Fence [7.3.5 - 4 pages]
6. SIF South C Dragon Boat Club [7.3.6 - 1 page]
7. Dragon Boat Shed - Designs [7.3.7 - 1 page]
8. Dragon Boat Shed Estimate - Eureka [7.3.8 - 1 page]
9. Dragon Boat Shed Estimate - Mugavin Construction [7.3.9 - 1 page]
10. Dragon Boat Shed - Letter [7.3.10 - 7 pages]
11. SIF Croquet Club [7.3.11 - 1 page]
12. Croquet Club Estimate [7.3.12 - 2 pages]
13. SIF BMX track surfacing [7.3.13 - 1 page]
14. BMX Track Concrete Surfacing - Proposal [7.3.14 - 3 pages]
15. BMX Track Concrete Surfacing - Designs [7.3.15 - 1 page]

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## **7.4. DRAFT TREE ASSET MANAGEMENT PLAN**

### **PURPOSE:**

***For information and to introduce the draft Tree Asset Management Plan (AMP).***

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### **EXECUTIVE SUMMARY**

- It is a requirement of the Local Government Act 2020 that councils have in place Asset Management Plans (AMP) to strategically manage their assets.
- AMPs are a key document in Council's Asset Management Framework, sitting under the Policy and Strategy.
- Council does not currently have a Tree Asset Management Plan.
- This AMP has been developed in accordance with best practice and principles, informed by workshops identifying service manager needs, known tree health and risk information, and existing operational and maintenance practices.
- The plan outlines what it costs to deliver the current level of service, if this is being met and what the risks are of not meeting these requirements.
- The w2040 has aspirational targets of tree canopy cover which needs a large increase in investment to meet.
- The AMP looks at financial requirements over the next 15 years, both capital and recurrent.
- All financial values are in today's dollars, and not indexed for CPI. Increase in future years is typically due to an increase in asset base.
- As this is the first Tree AMP, some assumptions are made. These will be refined along with completing other Improvement Actions on future iterations of the Plan.
- This Plan has been endorsed by the Asset Management Steering Committee.
- The AMP must go through community consultation prior to adoption by Council.

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### **RECOMMENDATION**

#### **That Council:**

- 1. Agrees to advertise the draft Tree Asset Management Plan 2021 for public comment for a period of not less than 28 days.**
  - 2. Receives a future report to adopt the Tree AMP which summarizes any submissions and amendment made to the document.**
- 

### **BACKGROUND**

Until recently it has been best practice for councils to have Asset Management Plans (AMPs) which guide infrastructure investment in a sustainable way that also meets the community's needs. However, this has now become a legislated requirement with the Local Government Act 2020.

The aim of the AMP is to combine risk management, criticality, financial, engineering and technical practices to ensure that the required levels of service are met with consideration for Council's financial limitation over a 15-year planning period.

The health of Council's trees has been well-monitored since 2015 which provides a higher level of confidence in works programs and managing risks. However, the level of investment for infill planting and recognition of the impacts to recurrent budgets is not well communicated. As well as planning for reserve plantings.

This AMP has been developed in accordance with current best practice principles provided by the Institute of Public Works Engineering Australasia.

Community expectations have been taken from the w2040 plan, and internal stakeholder workshops were held to document existing service manager needs and potential future requirements. Some assumptions around timing and cost are still made where there is no supporting strategy or Council resolution, but these have been identified throughout the AMP and inform the Improvement Actions plan at the end of the document.

## **ISSUES**

Council currently doesn't have an adopted Tree Asset Management Plan.

Uninformed and undocumented strategic decisions often reduce the confidence in reporting asset requirements. The first step is to identify these assumptions as improvement actions and work towards strengthening this confidence.

Service Manager consultation identified that:

- There is a lack of investment for new plantings to reach the w2040 targets for canopy cover.
- The current level of recurrent investment is suitable for the current rate of planting, but will need to increase if capital allocations are increased (ie more watering, staking, and pruning).

## **FINANCIAL IMPACT**

There is no financial impact in adopting this AMP as it only compiles existing strategies and business practices. The plan outlines existing investment decisions, and should be used to inform future investment decisions and the impacts this has on accepted levels of service.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

3.4 Maintain and enhance existing Council infrastructure

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

Community consultation will follow Council's endorsement of the plan. Proposed changes and feedback will be reported back to Council for the final adoption of the plan mid-2021.

## **COMMUNITY IMPACT / CONSULTATION**

Community consultation will follow Council's endorsement of this plan, this will be communicated with a factsheet (attached).

## **LEGAL RISK / IMPACT**

The plan is a requirement of the Local Government Act 2020.

## **OFFICERS' DECLARATION OF INTEREST**

No officer involved in the preparation of this report or the plan has declared a conflict of interest.

## **CONCLUSION**

Council should agree to advertise the draft Tree Asset Management Plan for public comment.

## **ATTACHMENTS**

1. ECM 11243016 v3 Tree Asset Management Plan AMP Streets and Reserves [7.4.1 - 50 pages]
2. 2945 trees fact sheet [7.4.2 - 1 page]



## **7.5. DRAFT ROADS ASSET MANAGEMENT PLAN**

### **PURPOSE:**

***For information and to introduce the draft Road Asset Management Plan (AMP).***

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### **EXECUTIVE SUMMARY**

- It is a requirement of the Local Government Act 2020 that councils have in place Asset Management Plans (AMP) to strategically manage their assets.
- AMPs are a key document in Council's Asset Management Framework, sitting under the Policy and Strategy.
- Council does not currently have a Road Asset Management Plan.
- This AMP has been developed in accordance with best practice and principles, informed by workshops identifying service manager needs, known road condition and risk information, and existing operational and maintenance practices.
- The plan outlines what it costs to deliver the current level of service, if this is being met and what the risks are of not meeting these requirements.
- For the road infrastructure managed by Council, the Council Plan has aspirational targets for "building infrastructure that best meets current and future community needs"; and "advocating for and improving infrastructure including transport, services and digital infrastructure" which requires a substantial increase in investment to meet.
- The AMP looks at financial requirements over the next 15 years, both capital and recurrent.
- All financial values are in today's dollars, and not indexed for CPI. Increase in future years is typically due to an increase in asset base.
- As this is the first Road AMP, some assumptions are made around timing and cost where there has been no supporting strategy or Council resolution. These will be refined along with completing other Improvement Actions on future iterations of the plan.
- This Plan has been endorsed by the Asset Management Working Group.
- The AMP must go through community consultation prior to adoption by Council.

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### **RECOMMENDATION**

#### **That Council:**

- 1. Agrees to advertise the draft Road Asset Management Plan 2021 for public comment for a period of not less than 28 days.**
  - 2. Receives a future report to adopt the Road AMP which summarises any submissions and amendment made to the document.**
- 

### **BACKGROUND**

Until recently, it has been best practice for councils to have Asset Management Plans (AMPs) which guide infrastructure investment in a sustainable way that also meets the community's needs. However, this has now become a legislated requirement with the Local Government Act 2020.

The aim of the AMP is to combine risk management, criticality, financial, engineering and technical practices to ensure that the required levels of service are met with consideration for Council's financial limitation over a 15-year planning period.

The condition of Council's road infrastructure has been regularly audited every 4 years which provides a high level of confidence in works programs and managing risks.

This AMP has been developed in accordance with current best practice principles provided by the Institute of Public Works Engineering Australasia.

Community expectations on levels of service for roads have been sourced from the Council Plan, and internal stakeholder workshops were facilitated to record existing service manager's needs and future requirements.

Some assumptions around timing and costs of capital works have been made where there has been no supporting strategy or Council resolution, but these have been identified throughout the AMP and inform the Improvement Actions plan at the end of the document.

## **ISSUES**

Council currently doesn't have an adopted Road Asset Management Plan.

Uninformed and undocumented strategic decisions often reduce the confidence in reporting asset requirements. The first step is to identify these assumptions as improvement actions and work towards strengthening this confidence.

Service Manager consultation identified that:

- There is a lack of investment for the renewal, operations and maintenance of our existing road infrastructure to meet the Council Plan targets for "maintaining and enhancing existing Council infrastructure."
- There is a lack of investment for the new/upgrades of our road infrastructure to meet the Council Plan targets for "building infrastructure that best meets current and future community needs"; and "advocating for and improving infrastructure including transport, services and digital infrastructure".
- If the level of investment over the coming years is not adequate to manage the discrepancies between available and required renewal, upgrades, operations and maintenance funding amounts, this may lead to a lower level of service for road infrastructure and Council may need to manage the associated additional risk.

## **FINANCIAL IMPACT**

There is no financial impact in adopting this AMP, as it only draws upon current strategies and business practices.

The plan outlines current investment decisions, and should be used to inform future investment decisions and the impacts this has on desired levels of service.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **3 Maintain and improve the physical places and visual appeal of the City**

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

### **TIMING**

Community feedback and proposed changes will be reported back to Council for the final adoption of the plan early September 2021. This Plan must be in effect prior to 30 June 2022.

### **COMMUNITY IMPACT / CONSULTATION**

Community consultation will follow Council's endorsement of this plan, this will be communicated with a factsheet (attached) and a short survey to prompt thinking.

### **LEGAL RISK / IMPACT**

The plan is a requirement of the Local Government Act 2020.

### **OFFICERS' DECLARATION OF INTEREST**

No officer involved in the preparation of this report or the plan has declared a conflict of interest.

### **CONCLUSION**

Council should agree to advertise the draft Road Asset Management Plan for public comment, and also note the future investment issues for roads.

### **ATTACHMENTS**

1. Roads AMP fact sheet [7.5.1 - 1 page]
2. ECM 11254555 v4 WCC Roads Asset Management Plan [7.5.2 - 63 pages]

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## **7.6. TENDER AWARD 2021024 CONSTRUCTION OF LAKE PERTOBE CARPARK**

### **PURPOSE:**

***This report provides information on award of Contract 2021024 Construction of Lake Pertobe Carpark.***

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### **EXECUTIVE SUMMARY**

- A public tender was advertised on Saturday 8 May 2021 inviting tender submissions from suitably qualified and experienced contractors to carry out works to reconstruct the main Lake Pertobe Carpark.
- Close of tenders was 2:00pm 11 June 2021 and submissions have been assessed by the tender assessment panel.
- The recommendation is to proceed with the tender offer provided by Duggan Civil Pty Ltd for the tendered amount of \$409,728 Ex. GST, with a total delegated award value of \$450,700.80 Inc. GST.

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### **RECOMMENDATION**

#### **That Council**

- 1. Award Contract No. 2021024 Construction of Lake Pertobe Carpark to be awarded to Duggan Civil Pty Ltd for the tendered amount of \$409,728 Ex. GST, with a total delegated award value of \$450,700.80 Inc. GST.**
  - 2. That the schedule of rates offered is accepted to undertake any extra works over and above the lump sum price if required, provided that additional works can be accommodated within the Project budget.**
  - 3. Authorise the CEO to sign, seal and vary the contract as required.**
- 

### **BACKGROUND**

As identified in the Lake Pertobe Masterplan 2018 there was opportunity to improve the vehicle parking area on the northwest side of Pertobe Road by sealing and line marking vehicle parking to maximise the spaces available near Events Area 1.

### **ISSUES**

The works are proposed to be undertaken as part of the Federal Government Grant, Local Roads and Community Infrastructure Program.

The purpose of entering into this contract is to appoint a suitable contractor to deliver the associated works to best standard in a safe, timely and efficient manner.

### **FINANCIAL IMPACT**

Total Budget of the project is \$425,000 Ex. GST funded through the Federal Government Grant, Local Roads and Community Infrastructure Program with the balance funded through the Council 2021/22 renewal program.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This report responds to the following Council Plan initiatives:

### **3 Maintain and improve the physical places and visual appeal of the City**

- 3.1 Enhance movement in and around the city including better connections for cyclists and pedestrians
- 3.2 Create a more vibrant City through activating high quality public places.
- 3.3 Build Infrastructure that best meets current and future community needs.
- 3.4 Maintain and enhance existing Council infrastructure

### **4 Develop a smarter economy with diverse and sustainable employment**

- 4.1 Grow the Cities population through local economic growth
- 4.3 Enhance the visitor experience.
- 4.4 Advocate for and improve infrastructure including transport, services and digital infrastructure.

### **5 Practice good governance through openness and accountability while balancing aspirations with sound financial management**

- 5.4 Deliver customer-focused, responsive service

## **TIMING**

The term of the contract details a Practical Completion Date of 1 October 2021.

## **COMMUNITY IMPACT / CONSULTATION**

As part of the Lake Pertobe Masterplan 2018 there was extensive consultation justifying the project.

Prior to site works being undertaken public information will occur as part of the project delivery plan. It is required that during the works the carpark will be closed to traffic with traffic control implemented in the surrounding areas.

## **LEGAL RISK / IMPACT**

Procurement processes are occurring in line with the approved contract specific procurement plan.

## **OFFICERS' DECLARATION OF INTEREST**

No officer involved in the preparation of this report has declared a conflict of interest.

## **CONCLUSION**

Acceptance of the recommended tender represents best value for Council.

## **ATTACHMENTS**

Nil

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## **7.7. TENDER AWARD LAKE PERTOBE PLAY SPACE AND WATER PLAY -**

### **PURPOSE:**

***This report is to inform Council of the tenders that were received for Tender No. 2021036 – Construction of Lake Pertobe Playspace & Waterplay.***

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### **EXECUTIVE SUMMARY**

- A public tender was advertised, inviting submissions from suitably qualified and equipped companies to carry out construction works required for the Lake Pertobe Playspace and Waterplay at Lake Pertobe Reserve.
- Close of tenders was on Friday 7 May 2021 and a Tender Evaluation Panel met and evaluated the tender responses in accordance with the evaluation criteria set out in the Procurement Management Plan.
- Of the lump sum tenders received, only two were under the Project Budget of \$1,900,000.00 excluding GST.
- The Tender Evaluation Panel recommends that Landstruct Landscape Constructions Pty Ltd be awarded Tender No. 2021036 – Construction of Lake Pertobe Playspace & Waterplay.

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### **RECOMMENDATION**

#### **That Council:**

- 1. Accept the tender submission from of Landstruct Landscape Constructions Pty Ltd for the tendered amount of \$1,776,613.50 ex. GST and a delegated limit to the CEO of \$1,925,000.00 ex GST.**
  - 2. Authorise the CEO to sign and seal the contract documents.**
  - 3. Authorise the Director City Infrastructure to approve variations following the award of the Contract.**
- 

### **BACKGROUND**

The purpose of entering into this contract is to appoint a suitable contractor to deliver the scope of works in order to deliver the Lake Pertobe Playspace and Waterplay project as agreed to as part of the Building Better Regions Fund (BBRF) grant.

### **ISSUES**

The Lake Pertobe Playspace and Waterplay project is a high value project for Council and requires a high level of project management to ensure the successful delivery of the project. Suppliers have indicated that play equipment procurement may be delayed due to shortages created by COVID-19 and the risk will be managed accordingly and the community kept up to date should circumstances require a graduated opening of the playspace.

## **FINANCIAL IMPACT**

The allocated Project Budget is \$1,925,000.00 excluding GST from the the BBRF and Council rates.

The Tenderer's price with the highest value for money ratio is \$1,776,613.50 excluding GST with no allowance for project contingency in the contract.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This report responds to the following Council Plan initiatives:

### **2 Foster a healthy welcoming City that is socially and culturally rich**

2.2 Increase participation, connection, equity, access and inclusion

2.3 Increase community health and social connections.

2.4 Encourage and support participation in sport, recreation and physical activity.

2.6 Engage a broader range of people in cultural activities.

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

## **TIMING**

The Contract will be appointed on Tuesday 6 July 2021 with works commencing on site from Monday 19 July 2021.

The construction works are due to be completed by Friday 17 December 2021 therefore, conclude the contract.

## **RISK / IMPACT**

As part of the risk assessment process, these construction works were deemed to be low risk.

## **OFFICERS' DECLARATION OF INTEREST**

No member of the Evaluation Panel has declared any conflicts of interest and all members have signed the Conflict of Interest Declaration.

Each member of the panel has also completed a Confidentiality Agreement.

## **CONCLUSION**

The Tender Evaluation Panel formed the view that the tender from Landstruct Landscape Constructions Pty Ltd be accepted to ensure works are able to commence as soon as possible.

## **ATTACHMENTS**

Nil

## **7.8. ADVISORY COMMITTEE/REFERENCE GROUP REPORTS**

### **PURPOSE**

*This report contains the record of one Reference Group meeting.*

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### **REPORT**

- Warrnambool Airport Reference Group Meeting – 7 June 2021 – refer **Attachment 1**.

### **ATTACHMENTS**

1. Minutes WARG 7\_ June 2021 [7.8.1 - 6 pages]

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### **RECOMMENDATION**

**That the Minutes of the Warrnambool Airport Reference Group meeting held on 7 June 2021, be received.**

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## **7.9. INFORMAL MEETINGS OF COUNCIL REPORTS**

### **PURPOSE**

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

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### **BACKGROUND INFORMATION**

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

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

### **REPORT**

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

- Tuesday 15 June 2021 – refer **Attachment 1**.
- Monday 28 June 2021 – refer **Attachment 2**.

### **ATTACHMENTS**

1. Assembly of Councillors Record 15 June 2021 [7.9.1 - 2 pages]
2. Assembly of Councillors Record 28 June 2021 [7.9.2 - 1 page]

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### **RECOMMENDATION**

**That the record of the Informal Meetings of Council held on 15 and 28 June 2021 be received.**

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## **7.10. MAYORAL & CHIEF EXECUTIVE OFFICER COUNCIL ACTIVITIES - SUMMARY REPORT**

### **PURPOSE**

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

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### **REPORT**

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<b>Date</b>	<b>Location</b>	<b>Function</b>
16 June 2021	Warrnambool	Acting Chief Executive Officer – Attended the Great South Coast CEO’s meeting.
17 June 2021	Virtual	Mayor & Acting Chief Executive Officer : Participated in the Regional Cities Victoria meeting.
24 June 2021	Warrnambool	Chief Executive Officer : Attended the Tedx Event facilitated by the Business Support Unit of Warrnambool City Council.
25 June 2021	Warrnambool	Mayor : Participated in the Walk to School program with Merrivale Primary School students.
	Warrnambool	Mayor : Launched the Warm Safe Home – stories to understand – an art based activity that engages people in a conversation about elder abuse held at Gateway Plaza.
	Warrnambool	Mayor : Opened and presented the winner of the Warrnambool Artists Society Annual Awards Exhibition.

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### **RECOMMENDATION**

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

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**8. NOTICE OF MOTION**

Nil

**9. GENERAL BUSINESS**

**10. URGENT BUSINESS**

**11. CLOSE OF MEETING**