MINUTES

SCHEDULED COUNCIL MEETING
WARRNAMBOOL CITY COUNCIL
5:45 PM - MONDAY 1 MARCH 2021

WARRNAMBOOL
CITY COUNCIL

VENUE:
Lighthouse Theatre Studio
Timor Street
Warrnambool

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

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can be obtained online at www.warrnambool.vic.gov.au

Vikki King
ACTING 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 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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MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON MONDAY 1 MARCH 2021 COMMENCING AT 5:45 PM

PRESENT: Cr. Vicki Jellie AM, Mayor/Chairman
Cr. Otha Akoch
Cr. Debbie Arnott
Cr. Ben Blain
Cr. Angie Paspaliaris
Cr. Max Taylor
Cr. Richard Ziegeler

IN ATTENDANCE: Ms Vikki King, Acting Chief Executive
Mr Peter Utri, Director Corporate Strategies
Mr David Leahy, Director City Infrastructure
Mr Andrew Paton, Director City Growth
Ms Julie Anderson, Manager Governance, Property & Projects
Ms. Wendy Clark, Executive Assistant

1. OPENING PRAYER & ORIGINAL CUSTODIANS STATEMENT

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

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

2. APOLOGIES

Nil.

3. CONFIRMATION OF MINUTES

MOVED: CR MAX TAYLOR
SECONDED: CR RICHARD ZIEGELER

That the Minutes of the Scheduled Meeting of Council held on 1 February 2021, 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. Debbie Arnott - Item 6.4 - Proposed Extension to the Current Free Two Hour Parking - Material conflict of interest - being a business owner in CBD.
- Cr. Angie Paspaliaris - Item 6.4 - Proposed Extension to the Current Free Two Hour Parking - material conflict interest being a business owner in CBD.
- Cr. Max Taylor - Item 6.4 - Proposed Extension to the Current Free Two Hour Parking - material conflict interest being a being a business operator in the central business district.

5. MAYORAL PRESENTATION

- Extended congratulations to the former Warrnambool City Council Youth Councillor Meg Ruell and her fellow Councillors for their commitment over the past 4 year term in the Youth Council. The Warrnambool Youth Council exists to advocate opinions, issues and concern of our young people giving them an important voice for better outcomes for the youth of our City. Applications are now online and open to be part of the 2021 Youth Council and close on the 8 March, so if you know a young person who would be interested in this please encourage them to apply because we would really like to encourage young leaders in our community to be involved.

- On behalf of the City, Cr Max Taylor welcomed the Vauxhall Owners Club of Australia annual rally to our City over the weekend. Cr Taylor welcomed them on Friday morning and then there was a rally display that was held down at Lake Pertobe on Saturday afternoon and was well attended by car enthusiasts. The people that were involved were very pleased with it. It was great to see visitors coming to Warrnambool for the various events and its positive post-Covid recovery for businesses in the City as a whole, we are looking forward to this long weekend, the Labour Day weekend that there will be other events on as well that will bring people to the City and also our local community getting out and about again.

- Cr. Max Taylor commented on the Vauxhall rally, it was mentioned that the rally brought about ¼ million dollars to Warrnambool over the weekend and they were here for a week and with accommodation, food and petrol it was a huge success and a thank you to Jack of the Events and Marketing who got the event here.

6. REPORTS

6.1. COUNCILLOR ALLOWANCE REVIEW

PURPOSE:

The purpose of this report is to present the Councillor Allowance Review in accordance with section 74 of the Local Government Act 1989 to Council for resolution to progress to Community Engagement.

EXECUTIVE SUMMARY

In accordance with section 74 of the Local Government Act 1989, Council must review and determine the level of Councillor and Mayor allowance within the period of 6 months after the general election of by the next 30 June, whichever is later.

Members of the public have the right to make a submission to Council under section 223 in regards to the proposed level of allowances. Section 223 requires Council to publish a public notice providing not less than 28 days for submissions to be received.

Council must provide due consideration to any submissions received and consider the adoption of the Mayoral and Councillor Allowances at a Council meeting before 30 June 2021.

It is recommended that Council gives public notice and invite submissions concerning its intention to retain the Mayoral and Councillor allowances at the maximum amount for a Category 2 Council, being $81,204 Mayoral Allowance and $26,245 Councillor Allowance.

MOVED: CR MAX TAYLOR
SECONDED: CR BEN BLAIN

That Council, in accordance with Section 74 of the Local Government Act 1989 (the Act), give public notice of its intention to retain the Mayoral and Councillor Allowances at the top of the band for a Category 2 Council being $26,245 Councillor Allowance and $81,204 Mayoral Allowance.

CARRIED - 7:0

BACKGROUND

Section 39 of the Local Government Act 2020 came into force on 6 April 2020 which provides for the Victorian Independent Remuneration Tribunal to make a determination on Mayor, Deputy Mayor and Councillor allowances under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.

However, as the Victorian Independent Remuneration Tribunal are yet to be convened on Councillor allowances, section 39(6) of the Local Government Act 2020 applies.

Section 39(6) states:

"Despite the repeal of sections 73B and 74 to 74B of the Local Government Act 1989..., those sections continue to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal under section 23A of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 comes into effect."

Council is, therefore, required to undertake an allowance review in accordance with section 74 of the Local Government Act 1989 which requires that Council must review allowances and prior to adoption, must present to the community and allow for public submissions for a period of 28 days in accordance with section 223 of the Local Government Act 1989.

Council is required to propose an allowance level within the limits set by the Minister for Local Government. These limits have regard to movements in the levels of remuneration of executives within the meaning of the *Public Administration Act 2004*.

Councils are classified into three categories based on the number of residents in each municipal area and their total recurrent revenue. The Mayoral and Councillor limits set by the Minister vary for each of the three categories. Warrnambool City Council is currently listed as a category 2 council.

Under section 73B, the Minister has conducted a review and determined that no adjustment to Mayoral or Councillors allowances will be made. This is in alignment with the 0% adjustment for Victorian Public sector executive remuneration for the 2020-2021 FY.

This report presents to Council that a review has been undertaken. Based on that review, the Minister's review in accordance with section 73B, and the pending review to be undertaken by the Victorian Independent Remuneration Tribunal, it is proposed that there be no change to the current allowances provided to the Mayor and Councillors respectively.

ISSUES

As the election was held on the 24 October 2020, this review and determination must be completed by the 30 June 2021. In addition, section 74(4) requires that "A person has the right to make a submission under section 223 in respect of a review of allowances."

As such, Council will be required to provide due consideration to any submissions received and consider the adoption of the Mayoral and Councillor Allowances at a Council meeting before 30 June 2021.

Council can only determine an allowance level within the limits imposed by the Order in Council for a Category 2 council. That is, Council may propose the allowance be set at the maximum level for a Category 2 council or any other value between the minimum and maximum level for a Category 2 Council.

FINANCIAL IMPACT

Warrnambool City Council is a Category 2 Council. The current range for allowances in that category is:

Councillors - $10,914 - $26,245 per annum

Mayor – Up to $81,204 per annum

As no change to current rates is proposed, there would be no change financially.

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

Councillor allowances must be reviewed before 30 June 2021.

COMMUNITY IMPACT/CONSULTATION

Section 223 (1)(a)(iii) stipulates that the Council must publish a public notice "*specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published*."

A public notice will be place on Council's website with information relating to the allowances and how submissions can be made to Council over the 28 day exhibition period.

LEGAL RISK/IMPACT

Failure to review Mayoral and Councillor Allowances by the 30 June 2021 will result in the Council being in breach of the Act.

OFFICERS' DECLARATION OF INTEREST

Nil.

CONCLUSION

In accordance with the Local Government Act 1989, Council is required to review and determine the level of Mayoral and Councillor Allowances by the 30 June 2021. Members of the public have the right to make a submission to Council under section 223 in regards to the proposed level of allowances.

Section 223 requires Council to publish a public notice providing not less than 28 days for submissions to be received.

Council will be required to provide due consideration to any submissions received and consider the adoption of the Mayoral and Councillor Allowances prior to 30 June 2021.

ATTACHMENTS

Nil

6.2. DRAFT GOVERNANCE RULES - COMMUNITY CONSULTATION

PURPOSE:

The purpose of this report is to seek the approval of Council to progress the draft Governance Rules to community consultation.

EXECUTIVE SUMMARY

To facilitate amendments to the Governance Rules proposed by Council, the draft Governance Rules are first presented to Council for their endorsement to proceed to community consultation through a public exhibition and submissions process.

In accordance with section 60(4) of the Local Government Act 2020, a process of community consultation must be undertaken when developing or amending the Governance Rules. It is proposed that the process of community engagement undertaken comply with section 223 of the Local Government Act 1989.

Community consultation through the public exhibition and submissions process will allow the community an opportunity to provide feedback or comment on the proposed changes to the Governance Rules. Any community feedback received on the draft Governance Rules will be presented to Councillors for their consideration prior to the Governance Rules being put to Council for final consideration.

The proposed changes to the Governance Rules include:

- Bringing 'Public Question Time' up the order of business closer to the beginning of the meeting.
- Making allowances for accepting petitions in an electronic form and bringing 'Petitions and Joint Letters' up the order of business closer to the beginning of the meeting.
- Including a requirement for all Council Meetings to be livestreamed, where this is possible.
- Including 'General Business' as a standing item in the order of business of Council Meetings.
- An amendment to provide for no limit to the number of requests for extension to speaking time by a Councillor.
- Including an option for a specialised meeting of the Council that is specifically for hearing submissions in accordance with section 223 of the Local Government Act 1989.

This report seeks the approval of Council to place the drafted Governance Rules on public exhibition for the purpose of allowing the community to make submissions on the proposed changes.

MOVED: CR RICHARD ZIEGELER
SECONDED: CR DEBBIE ARNOTT

That Council approves that the draft Governance Rules (attachment 1 of this report) be placed on public exhibition in accordance with section 223 of the Local Government Act 1989.

CARRIED - 7:0

BACKGROUND

Section 60 of the Local Government Act 2020 requires that Council must adopt and keep in force Governance Rules. The Governance Rules are for governing the conduct of a Council Meeting, the election of the Mayor and the Deputy Mayor, the procedures for disclosing a conflict of interest, matters that may be prescribed by any regulations, among other things.

A Council is allowed to amend its Governance Rules at any time; however, it must ensure that a process of community engagement is followed in developing and amending its Governance Rules. It is proposed that a process in accordance with section 223 of Local Government Act 1989 is followed. This allows community members 28 days to review the draft Governance Rules and provide comment through a submissions process.

Once the 28-day submission period closes, all submissions will be presented to Councillors for their review. Once submissions have been considered, the final draft will be submitted to the next available Council Meeting for Council's consideration.

This report was brought before Council at the 1 February 2021 Council Meeting, however, Councillors determined at that meeting *"That this matter be deferred to the 1 March 2021 Council Meeting."*

The Governance Rules were presented to a Councillor Briefing on 22 February 2021, to allow further discussion prior to their resubmission to a Council Meeting. The draft Governance Rules are now being brought back to Council for their consideration to progress to community consultation.

ISSUES

Nil.

FINANCIAL IMPACT

Nil.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

It is proposed that the community consultation process be conducted in accordance with section 223 of the Local Government Act 1989.

In brief, section 223 states:
Where a person is given a right to make a submission to the Council under this section the Council must publish a public notice— specifying the matter and specifying the date by which submissions are to be submitted.

TIMING

It is proposed that if endorsed by Council for community consultation, the draft Governance Rules will be made available on the Council website for exhibition and for community submissions between 8 February 2021 and 8 March 2021.

COMMUNITY IMPACT / CONSULTATION

Throughout the 28 day exhibition period, the community will be able to provide submission to Warrnambool City Council on the proposed changes to the Governance Rules.

LEGAL RISK / IMPACT

Nil.

OFFICERS' DECLARATION OF INTEREST

Nil.

CONCLUSION

The proposed changes, as presented in the draft Governance Rules, were completed in consultation with Councillors. They are now presented to Council and it is recommended that Council approve the draft Governance Rules' progression to being placed on public exhibition in accordance with section 223 of the Local Government Act 1989.

ATTACHMENTS

1. Governance Rules - DRAFT - 1 February 2021 - Clean [**6.2.1** - 60 pages]
2. Governance Rules - DRAFT - 1 February 2021 - Changes indicated in Red [**6.2.2** - 60 pages]

GOVERNANCE RULES

Introduction

1. Nature of Rules

These are the Governance Rules of Warrnambool City Council, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 1 September 2020.

3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

Absolute Majority means the number of:
(a) Councillors which greater than half the total number of Councillors of Council; and
(b) members of a Delegated Committee which is greater than half the total number of members of the Delegated Committee.

Act means the *Local Government Act 2020*.

Additional Council Meeting means a meeting called in accordance with rule [12].

Agenda means a document containing the date, time and place of a *Meeting* and a list of business to be transacted at the *Meeting*.

Annual (Statutory) Meeting means the *Council Meeting* at which the Mayor is elected.

Authorised Officer means an *Officer* who is authorised by the *Chief Executive Officer* or *Council* under section 224 of the *Local Government Act 1989*.

Call of the Council Meeting means a *Council Meeting* called under rule 22.

"Caretaker period" has the same meaning as 'election period' in Section 3(1) of the *Act*, and means the period that starts on the entitlement date and ends at 6pm on Election Day;

Chair means the:
(a) *Councillor* elected as Mayor under rule [3];

(b) person appointed as the Chairperson of a *Delegated Committee*; or
(c) person taking the chair at a *Meeting* in accordance with *these Rules* in the absence of the Mayor or Chairperson of the *Delegated Committee*,
as the case requires.

Chief Executive Officer means the person occupying the position of Chief Executive Officer of *Council* and includes a person acting that position.

Civic Centre Precinct means 25 Liebig Street Warrnambool.

Committee Meeting means a meeting of a *Delegated Committee* or *Community Asset Committee.*

Community Asset Committee means a *Community Asset Committee* established under section 65 of the *Act*.

Community Asset Committee Meeting means a meeting of a *Community Asset Committee*.

Community Engagement Policy means the Community Engagement Policy adopted by the Council under section 55 of the *Act*.

Confidential Information has the same meaning as in section 3(1) of the *Act*.

Council means the Warrnambool City Council.

Council Chambers means the place where a scheduled meeting of Council is advertised to be held.

Council Meeting *includes* Scheduled Council meeting *and* Additional Council Meeting as defined by section 61 of the Act*;*

Councillor means a *Councillor* of *Council*.

Councillor Code of Conduct means the code of conduct developed and adopted by *Council* under section 76C of the *Local Government Act 1989*.

Delegated Committee means a delegated committee established under section 63 of the Act.

Delegated Committee Meeting means a meeting of a *Delegated Committee*.

Deputy Chair means the:
(a) Councillor elected as Deputy Mayor under rule 6; or
(b) person appointed as the Deputy Chair of a *Delegated Committee;*
as the case requires.

Division means a formal count of those *Councillors* or members of a *Delegated Committee* who voted for or against, or did not vote in respect of, a motion and the recording of that count and the way each *Councillor* or member of the *Delegated Committee* voted in the minutes of the *Meeting*.

Hearings Council Meeting is a meeting of Council for the specific purpose of hearing submissions in accordance with section 223 of the *Local Government Act 1989*.

Informal Councillor Meeting means a meeting referred to in Chapter 6(1).

*"**Leave of absence**"* means formal leave requested and taken by a Councillor who is not available, or unable, to perform their Council duties for a specified period of time;

Mayor means the Mayor of *Council* or, in the *Mayor*'s absence, the *Deputy Mayor*.

Meeting means a *Scheduled Council Meeting*, an *Additional Council Meeting*, a *Hearings Council Meeting*, *Delegated Committee Meeting* and a *Community Asset Committee Meeting*, as the context requires.

Minister means the Victorian State Government Minister responsible for administering the *Act*.

Minutes means the record of proceedings of a *Meeting*.

Municipality means the municipal district of Council.

Notice of Motion means a notice setting out the text of a motion, which a *Councillor* proposes to move at a *Council Meeting*.

Officer means a member of *Council* staff.

Officer Report means a report prepared by a *Council Officer* for consideration by *Council*.

Operational Service Request Process means a request for action through Council's Customer Request System in use by the Council or request relating to the day to day management of Council operations as defined in Section 94A(1) of the Act as the functions of the Chief Executive Officer.

Point of Order means a point of order raised in accordance with rule 77.

Procedural Motion means a motion contained in the Table at Appendix 1 to *these Rules*.

Quorum at a Council Meeting or Delegated Committee Meeting means an Absolute Majority of Councillors or members of the Delegated Committee, as the case requires.

Rescission Motion means a *Notice of Motion* proposing the rescission of a resolution made by Council.

Resumption of Standing Orders means the resumption of the provisions of *these Rules* governing the conduct of *Meetings* to permit decisions to be made.

Senior Officer has the same meaning as in Section 3(1) of the *Local Government Act 1989*.

Significant Expenditure means one (1) percent or more of general rate income of the *Council*.

Suspension of Standing Orders means the suspension of the provisions of *these Rules* governing the conduct of *Meetings* to facilitate full discussion on a matter without formal constraints.

these Rules means these Governance Rules.

Urgent Business means a matter that has arisen since distribution of the Agenda for a Meeting and cannot safely or conveniently be deferred until the next Meeting.

"Visitor" means any person (other than a Councillor or an Officer) present at a Meeting;

Council Website means Council's website at www.warrnambool.vic.gov.au.

Written or In Writing includes duplicated, photocopied, photographed, printed and typed and extends to both hard copy and soft copy form.

Chapter 1 – Governance Framework

1. Context

These Rules should be read in the context of and in conjunction with:

the overarching governance principles specified in section 9(2) of the *Act*; and the following documents adopted or approved by *Council*:

- Councils Code of Conduct
- Councils Transparency Policy
- Councils Community Engagement Policy

2. Decision Making

In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:

(i) fairly, by giving consideration to all available information and making a decision which is ethical and impartial; and

(ii) on its merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations

Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).

Without limiting anything in paragraph (ii) of this sub-Rule:

(iii) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person has or persons have an opportunity to communicate their views and have their interests considered before the decision ismade;

(iv) if an *Officer Report* to be considered at a *Council Meeting* concerns subject-matter which will directly affect the rights of a person or persons, the *Officer Report* must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;

(v) if a report to be considered at a *Delegated Committee Meeting* concerns subject-matter which will directly affect the rights of a person or persons, the report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and

(vi) if a *Council Officer* proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the *Council Officer* must, when making that decision, ensure that they record that notice of the decision to be made was given to the person or persons and such person was or persons were provided with an opportunity to communicate their views and have their interests considered.

Chapter 2 – Meeting Procedure for Council Meetings

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PART A - INTRODUCTION

1. Purpose

The purpose of this Chapter is to:

(1) facilitate good government and provide a process for good decision making of *Council* on matters affecting the *Municipality* and *Community*;

(2) provide the procedures governing the conduct of *Meetings*;

(3) set expectations with respect to the behaviour of those participating in, or present at, *Meetings*;

(4) provide rules for the election of the *Mayor* and *Temporary Chair*.

PART B - ELECTION OF *MAYOR* AND TEMPORARY *CHAIRS*

2. Election of the *Mayor*

(1) The *Mayor* must be elected annually at the *Annual (Statutory) Meeting.*

(2) The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act* and *these Rules*.

(3) Subject to rule 3(3)(b), the *Chief Executive Officer* must determine the most appropriate time and date for the election of the *Mayor*, except that the election of the *Mayor* must be held:

(a) after the fourth Saturday in October but not later than 30 November in each year; or

(b) in any case, as soon as possible after the office of *Mayor* becomes vacant.

(4) Notwithstanding rule 3(1), *Council* may resolve to elect a *Mayor* for a term of 2 years. If *Council* resolves to elect the *Mayor* for a term of 2 years, the next election of the *Mayor* is 2 years after the last Saturday in October but not later than 30 November in the second year after the election.

(5) The order of business at the *Annual (Statutory) Meeting* is to be determined by the *Chief Executive Officer*.

(6) The *Councillor* elected to the position of *Mayor* may make a commencement speech for up to 10 minutes outlining their vision for their term as *Mayor*.

(7) The commencement speech must not address matters outside the powers of *Council*, be derogatory, or be prejudicial to any person or *Council*.

3. Method of Voting

The election of the *Mayor* must be carried out by a show of hands.

4. Procedure for Election of the *Mayor*

(1) The election of the *Mayor* will be conducted in accordance with the provisions of the *Act* and this rule 5.

(2) The *Chief Executive Officer* must open the *Annual (Statutory) Meeting* at which the *Mayor* is to be elected.

(3) Before nominations for the office of *Mayor* are invited by the *Chief Executive Officer*, the *Council* must resolve if the term of the *Mayor* is to be for one (1) year or two (2) years.

(4) Any nominations for the office of *Mayor* must be made verbally by *Councillors* present at the *Annual (Statutory) Meeting*.

(5) A nomination for *Mayor* does not require a seconder.

(6) If there is only one nomination, the *Councillor* nominated is deemed to be elected.

(7) If there is more than one nomination:

(a) each of the candidates shall be invited to speak for no more than three (3) minutes to their nomination in alphabetical order of their surnames and, where two or more such candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names;

(b) after each of the candidates has been given an opportunity to speak, a vote must be taken to elect one of the candidates nominated, where:

(i) a candidate receiving an *Absolute Majority* of the votes is declared elected;

(ii) if no candidate receives an *Absolute Majority* of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate (and, where more than one of them has the same fewest number of votes, the candidate to be eliminated is to be determined by lot);

(iii) a further vote will then be taken for the remaining candidates;

(iv) where one of the remaining candidates receives an Absolute Majority of the votes, he or she shall be declared elected;

(v) where none of the remaining candidates receives an Absolute Majority of the votes, the procedure described in rule 5(7)(b)(ii) is repeated;

(vi) this process shall continue until one of the candidates has received an *Absolute Majority* of the votes, or the final two candidates have an equal number of votes;

(vii) where one of the candidates has received an *Absolute Majority* of the votes, that candidate is declared elected; and

(viii) where the remaining candidates have an equal number of votes and one of them needing to be declared elected, the defeated candidate shall be determined by lot.

(8) The following provisions apply to the conduct of the lot:

(a) each candidate will draw one (1) lot;

(b) the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes and, where two or more such candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names;

(c) as many identical pieces of paper as there are candidates who received an equal number of votes must be placed in a receptacle. The word "Defeated" shall be *Written* on one (1) of the pieces of paper, and the candidate who draws the paper with the word "Defeated" *Written* on it must be declared the defeated candidate;

(d) if only one candidate remains, that candidate is deemed to be elected; and

(e) if more than one candidate remains, a further vote must be taken on the remaining candidates and the above process repeated if necessary, in which case that candidate will be declared duly elected.

(9) The *Chief Executive Officer* will declare the result of the election and the successful candidate.

5. Procedure for Election of the Deputy and Temporary *Chairs*

(1) At a *Meeting* to elect the *Mayor*, the *Council* may determine to elect a *Deputy Mayor*.

(2) The procedure used for the election of *Mayor* will be used to elect the *Deputy Mayor* or temporary *Chair* (in cases where the *Mayor* and *Deputy Mayor* are absent from a *Council Meeting*), provided that a reference to the *Mayor* is a reference to the *Deputy Mayor* or to the temporary *Chair*, as the case may be.

(3) The *Chief Executive Officer* or his/her delegate will conduct the election of the *Deputy Mayor* and temporary *Chair*.

PART C - *COUNCIL MEETING* PROCEDURES

DIVISION 1 – ROLE OF CHAIR

6. Mayor to take Chair

(1) The *Mayor* must take the *Chair* at all *Council Meetings* at which the *Mayor* is present.

(2) If the *Mayor* is not in attendance at a *Council Meeting*, the *Deputy Mayor* (if one has been elected) must take the *Chair*.

(3) If the *Mayor* and *Deputy Mayor* are not in attendance at a *Council Meeting*, the *Council* must elect one (1) of the *Councillors* as temporary *Chair*.

7. The *Chair*'s Duties and Discretions

In addition to the specific duties and discretions provided in *these Rules*:

(1) the *Chair* must not accept any motion, question or statement which the *Chair* determines is:

(a) is derogatory;

(b) defamatory;

(c) objectionable in language or nature;

(d) vague or unclear in intention;

(e) outside the powers of the *Council*; or

(f) irrelevant to the item of business on the *Agenda* and has not been admitted as *Urgent Business*, or purports to be an amendment but is not; and

(2) if the behaviour of a person is disruptive and interferes with the conduct of the business of the *Council*, the *Chair* must call that person to order.

Also see Division 14 – Conduct & Behaviour

DIVISION 2 – NOTICE OF MEETINGS & DELIVERY OF AGENDAS

8. Meetings Open to the Public

(1) The *Council* may hold:

(a) *Scheduled Council Meetings* at which the business of the *Council* may be transacted; and

(b) *Additional Council Meetings* at which the business specified in the notice calling the *Additional Council Meeting* may be transacted.

(2) All *Meetings* will be open to the public unless it is considered necessary to close the *Meeting* to the public in accordance with section 66(2) of the *Act*.

See rule 15 – Meetings Closed to the Public

(3) The *Council* may hold *Special meetings* to deal with the following:

(a) Adoption of the *Council* Plan and the Declaration of Rates and Charges;

(b) Adoption of the *Council*'s Audited Financial Report, Standard Statement and Performance Statement;

(c) Election of the *Mayor* and appointment of *Council* representatives;

(d) Presentation of the Annual Budget; and

(e) Any other matter.

9. Appointment of *Council* Representatives and Delegates

At a *Council Meeting* held as soon as practicable after the *Annual (Statutory) Meeting*, the *Council* must resolve to:

(1) appoint *Councillors* as members of, or representatives on, *Delegated Committees*; and

(2) appoint *Councillors* as delegates to external committees and organisations,

for the ensuing year.

10. Date and Times of Scheduled Council Meetings

(1) The *Council* will fix the dates, times and places of all *Scheduled Council Meetings* for the following 12 months at the first *Council Meeting* following the *Annual (Statutory) Meeting.*

(2) The dates, times and places of all *Scheduled Council Meetings* are to be made available to the public.

See Rule 21 – Notice of Meeting to the Public

11. Holding Additional Council Meetings or Hearings Council Meetings

An *Additional Council Meeting* or a *Hearings Council Meeting* will be held where:

(1) Written notice of the *Additional Council Meeting* or a *Hearings Council Meeting* is provided to the *Chief Executive Officer* by the *Mayor* or by three or more *Councillors,* at least 7 days prior to the proposed meeting to allow for appropriate advertising of the meeting; and

(2) the written notice specifies the:

(a) date, time and place for the *Additional Council Meeting* or the *Hearings Council Meeting*;

(b) business to be transacted at the *Additional Council Meeting* or the *Hearings Council Meeting*; and

(c) reason that the business to be transacted at the *Additional Council Meeting* cannot be left to be considered at the next *Scheduled Council Meeting*; or

(3) the *Chief Executive Officer* determines, in their absolute discretion, that an *Additional Council*

Meeting is necessary or desirable.

A *Hearings Council Meeting* will be held where:

(4) Council is required to hear submissions in accordance with section 223(b) of the Local Government Act 1989, or in accordance with the Community Engagement Policy.

(5) Council elects to hear submissions from the community on matters outlined in the notice of the *Hearings Council Meeting*.

(6) Any item that the Council elects to hear submissions for must be:

(a) a matter within the powers of the *Council*;

(b) a matter subject to a *Council* decision-making process which has commenced but is not yet complete;

(c) consistent and in accordance with any Act or its Regulations; and

(d) consistent with any Council or Operational Policy, Local Law or adopted Council Strategy or Plan.

(7) Any item that the Council elects to hear submissions for must not be:

(a) of an operational, minor or routine nature;

(b) be defamatory or objectionable in language or nature;

(c) be prejudicial to any person or *Council;*

(d) be identical or substantially similar to *a matter* that has been considered by the *Council* in the preceding six (6) months;

(8) Unless all Councillors unanimously agree by resolution to hear a matter that is not specified on in the resolution or notice of the *Hearings Council Meeting*, only the matters specified will be heard.

The following procedures will apply to a *Hearings Council Meeting*:

(9) Notice of desire to speak to the matters advertised in the *Hearings Council Meeting* notification must be submitted to Council prior to the deadline stated on that notice, or two (2) business days prior to the meeting, whichever comes first.

(10) In any case where written submissions are requested, these must be provided by the deadline specified in the public notice/advertisement and indicate whether the submitter wants to speak at a *Hearings Council Meeting*.

(11) Submitters will be allocated five (5) minutes to speak to matter and/or their submission.

(12) Councillors will be allowed to ask questions of speakers at the conclusion of their five minute presentation time.

(13) No decisions of the Council will be made on the matters addressed at the *Hearings Council Meeting*.

12. Meeting Locations

Scheduled Council Meetings will be held:

(1) in the *Council Chambers* or any building within the *Civic Centre Precinct* as determined by the *Chief Executive Officer*; or

(2) another location outside the *Civic Centre Precinct* by resolution of the *Council*.

13. Cancellation of Meeting

(1) The *Chief Executive Officer* may postpone or cancel a *Scheduled Council Meeting* if, in his or her opinion:

(a) the content of an *Agenda* is such that the *Scheduled Council Meeting* is unnecessary; or

(b) in the case of an emergency.

(2) Where the *Chief Executive Officer* postpones or cancels a *Scheduled Council Meeting*, he or she must give such notice to *Councillors* and the public as is practicable.

(3) The *Chief Executive Officer* must submit a *Written* report of the circumstances requiring the postponement or cancellation of a *Scheduled Council Meeting* to the next *Scheduled Council Meeting*.

14. Altering Meeting Dates, Time and Venue

(1) The *Council* may, by resolution, alter the day, time and/or place at which a *Scheduled Council Meeting* will be held, and must provide reasonable notice of the change to the public.

(2) In consideration of public interest in *Agenda* items or an emergency arising, the *Chief Executive Officer,* in consultation with the *Mayor,* may, without resolution of *Council,* alter the place at which an *Ordinary meeting* will be held, and must provide reasonable notice of the change to the public.

15. Notice of *Meetings* to the Public

(1) Public notice of all *Council Meetings* will be provided by the *Chief Executive Officer* in accordance with this rule 16.

(2) Public notice of *Scheduled Council Meetings* will be provided by:

(a) a schedule of all *Scheduled Council Meetings*, including the date, time and place for each *Scheduled Council Meeting*, as updated from time to time, being displayed on the *Council Website*; and

(b) the *Agenda* for a *Scheduled Council Meeting* being displayed on the *Council Website* no less than two (2) days before the Scheduled Council Meeting.

(3) Public notice of *Additional Council Meetings* will be provided by:

(a) notice of the date, time and place of the *Additional Council Meeting* being displayed on the *Council Website* as soon as practicable after the *Additional Council Meeting* is called under rule 12; and

(b) the *Agenda* for the *Additional Council Meeting* being displayed on the *Council Website* as far in advance of the *Additional Council Meeting* as possible.

(4) Despite the provisions of this rule 16, the *Chief Executive Officer* may determine to provide shorter public notice of an additional *Council Meeting* where he or she considers it necessary or desirable to do so, in his or her absolute discretion.

16. Notice of Meetings to Councillors

(1) The notice for a Council Meeting must state the date, time and place of the Council Meeting and the business to be dealt with, incorporating the Agenda for the Council Meeting, and must be delivered to each Councillor by email, to the Councillor's Council-provided email address at least forty-eight (48) hours before the Council Meeting, unless the Chief Executive Officer determines, in his or her absolute discretion, that a shorter time is necessary

(2) A notice of a *Council Meeting* will be served on a *Councillor* who has been granted *Leave of Absence* unless the *Councillor* has requested *In Writing* to the *Chief Executive Officer* to discontinue the giving of notice of any *Council Meeting* to be held during his or her absence.

DIVISION 3 – QUORUMS

17. Quorum

The *Quorum* for any *Council Meeting* is an *Absolute Majority*.

18. Inability to Obtain a *Quorum*

If a *Quorum* is not present within thirty (30) minutes of the time appointed for the commencement of any *Council Meeting* or adjournment, those *Councillors* present or, if there are no *Councillors* present, the *Chief Executive Officer* or, in his or her absence, a *Director*, may adjourn the *Council Meeting* for a period not exceeding seven (7) days from the date of the adjournment.

Also see Rule 27.

19. Inability to Maintain a *Quorum*

If during any *Council Meeting* or adjournment a *Quorum* is lost and cannot be regained within 30 minutes, those *Councillors* present or, if there are no *Councillors* present, the *Chief Executive Officer* or, in his or her absence, a *Senior Officer*, may adjourn the *Council Meeting* for a period not exceeding seven (7) days from the time of adjournment.

20. Inability to Maintain a *Quorum* due to Conflicts of Interest from *Councillor*s

If a *Quorum* cannot be gained or maintained at a *Council Meeting* or adjournment due to conflicts of interest among the *Councillors*, *Council* will consider whether the decision can be made by dealing with the matter in an alternative manner, in accordance with section 67 of the *Act*.

21. Call of the *Council*

(1) If a *Quorum* of *Councillors* cannot be formed and maintained due to the absence of *Councillors*, the *Chief Executive Officer* may require all *Councillors* to attend a *Call of the Council Meeting*.

(2) A *Call of the Council Meeting* must be treated as an *Additional Council Meeting*.

(3) If a call of the *Council* has been required, immediately after the opening of the meeting, the *Chief Executive Officer* must call the name of:

(a) the *Mayor*; and

(b) each *Councillor* in alphabetical order.

(4) Each person present must answer to his or her name, all excuses for absence must be considered and to each excuse the following question must be put to the vote:

"Is the excuse of Cr a reasonable excuse to the satisfaction of *Council*?"

DIVISION 4 – BUSINESS OF MEETINGS

22. Order of Business

(1) The order in which business is listed on the *Agenda* shall be determined by the *Chief Executive Officer* so as to facilitate and maintain open, efficient and effective processes of government.

(2) Subject to any changes made by the *Chief Executive Officer* in his or her absolute discretion, the default order of business is as follows:

(a) Welcome and Acknowledgement of Country;

(b) *Councillor* Apologies and *Leave of Absence* Applications;

(c) (On Notice) *Mayor*al Presentation

(d) (*On Notic*e) Petitions and Joint Letters

(e) Public Question Time;

(f) Disclosure of Conflict of Interest in any item on the Agenda; (see chapter 5)

(g) Adoption and Confirmation of the *Minutes* of previous *Meetings*;

(h) *Officer Reports;*

(i) Reports from *Committees;*

(j) Informal meeting records; (Chapter 6 (1))

(k) *Mayor*al & *Chief Executive Officer Council* Activities – Summary Report

(l) (*On Notice*) Notices of Motion;

(m) General Business;

(n) Urgent Business.

23. Councillor Apologies and Leave of Absence Applications

(1) Apologies shall be read out by the *Chair* at the commencement of each *Meeting*.

(2) All requests for *Leave of Absence* shall be submitted to the *Chief Executive Officer in Writing* and approved by resolution of the *Council*.

(3) Section 35 of *the Act* states that a *Councillor* ceases to hold office if the *Councillor* is absent from *Council Meetings* for a period of four (4) consecutive months without leave being obtained from the *Council*.

24. *Mayor*al Presentations

From time to time, the *Mayor*, as the principle spokesperson for Council, may give a short presentation or make a statement relating to his or her civic and ceremonial duties or to issues of interest and/or importance to the *Council*, provided that the presentation is no longer than five (5) minutes.

25. Petitions and Joint Letters

(1) A petition or joint letter received by the *Council* or an individual *Councillor* must be lodged with the *Chief Executive Officer* at least five (5) days before *Council Meeting* at which it is to be considered to ensure sufficient time to include the petition or joint letter in the *Agenda*.

(2) A petition submitted to the *Council* must:

(a) be in legible and permanent writing;

(b) have the full name, address and signature of all individual signatories;

(c) not be defamatory, indecent, abusive or objectionable in language or content;

(d) not relate to matters beyond the powers of the *Council*;

(e) include the whole of the request of the petitioners or signatories on each page; and

(f) consist of single-sided pieces of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.

(3) Notwithstanding rule 25(2) (a), (b), (e) and (f), an electronic petition may be received by the Council or an individual Councillor and submitted to the next Council Meeting in accordance with rule 25(1) for Council's consideration.

(4) The *Chief Executive Officer* must arrange for petitions to be submitted to the next practicable Ordinary meeting following their receipt.

(5) Only the petitioner's request and the number of signatories will be included in the *Agenda* for the *Council Meeting* at which it will be considered.

(6) If a petition is addressed to an individual *Councillor*, and listed on the *Agenda*, that *Councillor* may read the petition out at the *Council Meeting* without speaking to it. Other petitions will be read by the *Chief Executive Officer* or his or her delegate.

(7) Unless rule 25(9) applies, the only motions that may be considered for any petitions are:

(a) that the petition be received;

(b) that the petition be referred to the *Chief Executive Officer* for consideration and response; or

(c) that the petition be referred to the *Chief Executive Officer* for an *Officer Report* to a future *Council Meeting*.

(8) If the petition relates to any item already on the *Agenda* for the *Council Meeting* at which the petition is submitted, the matter may be dealt with in conjunction with that *Agenda* item.

(9) If the petition relates to an operational matter, the *Council* must refer it to the *Chief Executive Officer* for consideration.

(10) If the petition relates to:

(a) a planning matter which is the subject of a public notification process under the *Planning and Environment Act 1987*; or

(b) a matter which is the subject of a public submission process under Section 223 of the *Local Government Act 1989* or a community engagement process under the *Community Engagement Policy*,

the petition will be treated as a joint submission in relation to the matter.

(11) A petition may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended contact person, the *Council* may reply to the first signatory who appears on the petition.

(12) Any petitions or joint letters that do not comply with *these Rules* will not be tabled at a *Council Meeting*.

26. Public Question Time

(1) Unless the *Council* resolves otherwise, there must be a public question time at every *Scheduled Council Meeting* to enable members of the public to submit questions to the *Council*.

(2) Rule 26(1) does not apply during any period when a *Scheduled Council Meeting* is closed to members of the public or during a *Caretaker Period*.

(3) Unless the *Chief Executive Officer* determines, in his or her absolute discretion, to permit a question to be submitted in a different way, all questions must be received *In Writing* on the prescribed form available on the *Council Website* and state the name and address of the person submitting the question.

(4) All questions must be received no later than 15 minutes before the commencement of the *Scheduled Council Meeting* at which the question is to be asked.

(5) No person may submit more than two (2) questions to any one (1) *Scheduled Council Meeting*. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than two questions are received, only the first two questions will be considered. All parts of a question must be relevant to the same subject of enquiry.

(6) A question may be disallowed by the *Chair* if the *Chair* has determined that:

(a) the person directing the question, or their representative, is not present in the gallery;

(b) the question is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

(c) the question deals with a subject matter already answered;

(d) the question is aimed at embarrassing a *Councillor* or *Officer* or any other person; or

(e) the question relates to *Confidential Information*.

(7) The *Chair* or *Chief Executive Officer* or his or her delegate must read to the *Scheduled Council Meeting* the name of the person who has submitted a permitted question.

(8) The *Chief Executive Officer* or his or her delegate must read the text of the question and the *Chair* may then direct that the question to be answered by the *Chief Executive Officer* or a nominated *Officer*.

(9) All questions must be asked as succinctly as is possible and answers to questions should be as complete as is practical under the circumstances. Further questions or debate on the response shall not be allowed.

(10) Like questions may be grouped together and a single answer provided.

(11) The *Chair, Chief Executive Officer* or *Officer* to whom a question is directed may take a question on notice. If a question is taken on notice, a *Written* copy of the answer must be sent to the person who asked the question and to all *Councillor*s.

(12) The name of the questioner, the question and the response must be recorded in the *Minutes*, as an official record of the questions submitted to the *Scheduled Council Meeting*.

27. Changes to the Order of Business

Once the *Agenda* for a *Council Meeting* has been prepared and sent to *Councillors*, the order of business for the *Council Meeting* may only be altered by resolution of the *Council*. This includes a request for an item to be brought forward.

28. Presentation of Officer Reports

Officer Reports may be summarised for the purposes of verbal public presentation by the *Chief Executive Officer* or his/her delegate at the *Council Meeting* at which they are to be considered.

29. *General Business*

(1) If the *Agenda* for a *Scheduled Council Meeting* makes provision for *General Business*, business of a minor or routine nature may be admitted for the consideration of *Council* at the discretion of the *Chair*.

(2) The *Chair* must reject an item of *General Business* if it:

(a) is not of a minor or routine nature;
(b) substantially affect the levels of *Council* service;
(c) commits *Council* to *Expenditure* not included in the adopted budget;
(d) is intended to establish or amend *Council* Policy;
(e) commits *Council* to any contractual arrangement;
(f) requires the giving of prior notice;
(g) is defamatory or objectionable in language or nature;
(h) may be prejudicial to any person or *Council;*
(i) is identical or substantially similar to *a matter* that has been considered by the *Council* and lost in the preceding six (6) months;
(j) is outside the powers of the *Council*;
(k) is a matter subject to a *Council* decision-making process which has commenced but is not yet complete;
(l) is inconsistent with any Act or its Regulations; or
(m) is inconsistent with any Council or Operational Policy, Local Law or adopted Council Strategy or Plan.

(3) Councillors wishing to speak to *General Business* may speak for a maximum of two (2) minutes.

(4) Officers present at the meeting will be allowed to address or respond to any matters raised by Councillors during *General Business*.

30. *Urgent Business*

(1) Business which has not been listed on the *Agenda* for a *Council Meeting that is not of a minor or routine nature* can only be admitted as *Urgent Business* by resolution of the *Council*, and only then if it:

(a) relates to or arises out of a matter which has arisen since distribution of the *Agenda*; and

(b) cannot safely or conveniently be deferred until the next *Council Meeting*.

(2) Notwithstanding anything to the contrary in *these Rules*, a *Councillor* (with the agreement of the *Council Meeting*) may only submit or propose an item of *Urgent Business* if the:

(a) matter relates to business that does not:

(i) substantially affect the levels of *Council* service;

(ii) commit *Council* to *Significant Expenditure* not included in the adopted budget;

(iii) establish or amend *Council* Policy;

(iv) commit *Council* to any contractual arrangement; or

(v) require, pursuant to any other policy determined by *Council* from time to time, the giving of prior notice; and

(b) proposed motion(s) is *In Writing* and given to the *Chair* who must seek a resolution of approval from *Council Meeting*.

(3) A *Councillor* proposing that a matter be admitted as *Urgent Business* must lodge it *In Writing* with the *Chief Executive Officer* no later than 30 minutes prior to commencement of the *Council Meeting* at which it is to be considered.

(4) The *Chief Executive Officer* will advise the *Mayor* of any matter that the *Chief Executive Officer* determines appropriate for *Council* to consider admitting as *Urgent Business*.

DIVISION 5 - VOTING

31. Voting – How Determined

To determine a motion before a *Council Meeting*, the *Chair* will:

(1) first call for those in favour of the motion; and

(2) then those opposed to the motion,

and will then declare the result to the *Council Meeting*.

32. Casting Vote

In the event of a tied vote, the *Chair* must, unless *the Act* or this Local Law provides otherwise, exercise a casting vote.

33. Voting – By Show of Hands

Voting on any matter will be by show of hands.

34. Vote to be taken in Silence

Except that a *Councillor* may demand a *Division*, *Councillors* must remain seated in silence while a vote is being taken.

35. Motion to be Read Again

(1) The *Chair* may direct the *Chief Executive Officer* or his or her delegate or the mover of the motion to read the motion or amendment to the *Council Meeting* before the vote is taken.

(2) Before any matter is put to the vote, a *Councillor* may request the motion or amendment be read again.

36. Recount of Vote

The *Chair* may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

37. Declaration of Vote

(1) The *Chair* must declare the result of the vote as soon as it is taken.

(2) When declaring the vote, the *Chair* shall state the number of votes FOR and the number of votes

AGAINST the motion and the surname of each *Councillor* who voted FOR the motion, AGAINST the motion and DID NOT VOTE and whether the motion is carried or lost.

38. No discussion once Vote declared

Once a vote on a motion is taken no further discussion relating to the motion is allowed unless the discussion relates to:

(1) a *Rescission Motion* which a *Councillor* is proposing to lodge in respect of the motion voted on; or

(2) follows a resolution having been rescinded.

See Division 9 – Rescission Motions

39. Procedure for a Division

(1) The request by a *Councillor* for a *Division* must be made to the *Chair* either immediately prior to or immediately after the vote has been taken, but cannot be requested after the *Council* has moved to the next item of business on the *Agenda*.

(2) No *Councillor* is prevented from changing his or her original vote when voting on the *Division*.

(3) When a *Division* is called for, the *Chair* will:

(a) first ask each *Councillor* wishing to vote FOR the motion to raise a hand and, upon such request being made, each *Councillor* wishing to vote FOR the motion must raise his or her hand. The *Chair* will then state, and the *Chief Executive Officer* (or any person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and take the *Minutes* of such *Council Meeting*) must record in the *Minutes*, the names of those *Councillors* voting FOR the motion;

(b) then ask each *Councillor* wishing to vote AGAINST the motion to raise a hand and, upon such request being made, each *Councillor* wishing to vote AGAINST the motion must raise his or her hand. The *Chair* will then state, and the *Chief Executive Officer* (or any person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and take the *Minutes* of such *Council Meeting*) must record in the *Minutes*, the names of those *Councillors* voting AGAINST the motion; and

(c) the *Chief Executive Officer* (or any person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and take the *Minutes* of such *Council Meeting*) must record in the *Minutes* the names of those *Councillors* who DID NOT VOTE on the motion.

DIVISION 6 – MOTIONS AND DEBATE

40. Councillors may Propose Notices of Motion

Councillors may propose an issue is listed on the *Agenda* by lodging a *Notice of Motion* in accordance with the procedures outlined in this Division.

41. Notices of Motion

(1) A *Notice of Motion* must be *In Writing*, signed and dated by the *Councillor* and lodged with the *Chief Executive Officer* by 12 noon on the Wednesday before the next *Scheduled Councillor Briefing,* prior to the *Notice of Motion* being placed on the Agenda of the next available *Scheduled Council Meeting* to allow sufficient notice to each *Councillor* of the matters and inclusion in the *Agenda.*

(2) The *Chief Executive Officer* must reject any *Notice of Motion* which:

(a) is vague;

(b) is identical or substantially similar to a *Notice of Motion* or a *Rescission Motion* that has been considered by the *Council* and lost in the preceding six (6) months;

(c) is defamatory;

(d) may be prejudicial to any person or *Council*;

(e) is objectionable in language or nature;

(f) is outside the powers of the *Council*;

(g) is submitted during the *Caretaker Period*; or

(h) is a matter subject to a *Council* decision-making process which has commenced but is not yet complete.

(3) If the *Chief Executive Officer* rejects a *Notice of Motion* under rule 41(2), they will inform the *Councillor* who lodged the *Notice of Motion* of that rejection and the reasons for it. The *Councillor* will be provided with 24 hours to lodge a revised *Notice of Motion* provided that the *Council Meeting* at which the *Notice of Motion* is to be considered is more than 24 hours from the time of rejection.

(4) The *Chief Executive Officer* may reject and refer any *Notice of Motion* to the *Council's Operational Service Request Process* if it relates to a matter that he or she determines is more appropriately addressed that way.

(5) In addition to rule 41(2), and subject to rules 41(6) and (7), the *Chief Executive Officer* may require a *Councillor* who lodges a *Notice of Motion* to amend it to call for an *Officer Report* if the *Notice of Motion*:

(a) substantially affects the level of *Council* services;

(b) commits the Council to expenditure in excess of $5,000 that has not been included in the adopted budget;

(c) establishes or amends a *Council* policy; or

(d) commits the *Council* to any contractual arrangement.

(6) Where a *Notice of Motion* is likely to commit *Council* to *Significant Expenditure* not included in the adopted budget then the *Notice of Motion* must only call for referral to *Council* for its consideration as part of its future year's annual budget and public submission process.

(7) The *Chief Executive Officer* may determine that a *Notice of Motion* contains *Confidential Information* and ought to be treated as being confidential unless the *Council* resolves otherwise.

(8) The full text of any *Notice of Motion* accepted by the *Chief Executive Officer* must be included in the *Agenda*.

(9) The *Chief Executive Officer* must arrange for an *Officer Report* to be prepared and presented to the *Council* for the purposes of rule 41(5). Where practicable the *Officer Report* should be presented to the next *Scheduled Council Meeting*.

(10) The *Chief Executive Officer* must cause all *Notices of Motion* to be sequentially numbered, dated and entered in a register.

(11) Except by leave of the *Council*, each *Notice of Motion* before any *Council Meeting* must be considered in the order in which it was entered into the register under rule 41(10).

(12) If a *Councillor* who has lodged a *Notice of Motion* is absent from the *Council Meeting* at which the *Notice of Motion* is to be considered, or fails to move the *Notice of Motion* when called upon to do so by the *Chair*, any other *Councillor* may move the *Notice of Motion*.

(13) If a *Councillor* moving a *Notice of Motion* wishes to amend it, he or she may do so by seeking leave of the *Council* to amend the *Notice of Motion* prior to it being seconded.

(14) Another *Councillor* can put forward an amendment to a *Notice of Motion* for consideration, which must be dealt with in accordance with *these Rules*, except that a *Notice of Motion* to confirm a previous resolution of the *Council* cannot be amended.

(15) The *Chair*, having lodged a *Notice of Motion* in accordance with this rule 41, must vacate the *Chair* of if he or she intends to move the *Notice of Motion*, and the *Council* must appoint a temporary *Chair* for the consideration of the item.

(16) If a *Notice of Motion* is not moved at the *Council Meeting* at which it is listed, then it lapses.

42. *Chair*'s Duty

Any motion which:

(1) is defamatory;

(2) is objectionable in language or nature;

(3) is vague or unclear in intention;

(4) is outside the powers of the *Council*;

(5) is irrelevant to an item of business on the *Agenda* and has not been admitted as *Urgent Business*; or

(6) purports to be an amendment but is not,

must not be accepted by the *Chair*.

43. Introducing an Officer Report

Before an *Officer Report* is considered by the *Council* and any motion moved in relation to it, the *Chief Executive Officer* or his or her delegate may introduce the report by a short statement of not more than two (2) minutes.

Also see rule 29 – Presentation of Officer Reports

44. Procedure for Introducing a Motion or an Amendment

(1) The procedure for moving any motion or amendment is:

(a) the mover may briefly state the nature of the motion or amendment and then must move it without speaking to it;

(b) the motion or amendment must be seconded by a *Councillor* other than the mover. If the motion or amendment is not seconded, the motion or amendment will lapse for want of a seconder;

(c) if a motion or amendment is moved and seconded, the *Chair* must call for any *Councillor* questions and then ask whether the motion or amendment is opposed and whether any *Councillor* wishes to speak to the motion or amendment;

(d) if no *Councillor* indicates opposition or a desire to speak to the motion or amendment, the *Chair* may declare the motion or amendment carried without discussion;

(e) if a *Councillor* indicates opposition or a desire to speak to the motion or amendment, then the *Chair* must invite the mover to address the *Council Meeting*;

(f) after the mover has addressed the *Council Meeting*, the seconder may address the *Council Meeting*;

(g) after the seconder has addressed the *Council Meeting* (or after the mover has addressed the *Council Meeting* if the seconder does not wish to address the *Council Meeting*), the *Chair* must invite debate by calling on any *Councillor* who wishes to speak to the motion or amendment, providing an opportunity to alternate between those wishing to speak against the motion or amendment and those wishing to speak for it; and

(h) after the *Chair* has invited debate on the motion or amendment, and, in the case of a motion, offered the right of reply under rule 53, the *Chair* must put the motion or amendment to the vote.

(2) If the *Chair* wishes to speak to a motion or amendment, he or she may only do so once all other *Councillors* wishing to speak to it have done so, and just before closure of debate by the mover of the motion or amendment.

45. Right of Reply

(1) The mover of a motion which has not been amended may, once debate has been exhausted, exercise a right of reply to matters raised during the debate. (Time Limit – two (2) minutes)

(2) The mover of a motion loses his or her right of reply if an amendment to the motion is carried.

(3) The mover of an amendment to a motion does not have a right of reply.

(4) A *Councillor* exercising a right of reply must not introduce any new matter.

(5) After a right of reply has been taken, but subject to any *Councillor* exercising his or her right to ask any question concerning or arising out of the motion, the motion must be immediately put to the vote without any further discussion or debate.

46. Moving an Amendment

(1) Subject to rule 55(2), a motion which has been moved and seconded may be amended by leaving out or adding words. Any words must be relevant to the subject of the motion.

(2) A motion to confirm a previous resolution of the *Council* cannot be amended.

(3) An amendment cannot be the negative of, or substantially contrary to, the motion.

(4) Any *Councillor* moving an amendment will be allocated one (1) minute to explain the reasons for the amendment. The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or the substantive motion.

(5) No notice needs to be given of any amendment, however, if any *Councillor* intends to move an amendment, it must be done prior to the right of reply being exercised.

47. Agreed Alterations to a Motion or Amendment

(1) A motion having been moved and seconded may, with the consent of the mover and seconder, be amended by leaving out, inserting or adding words which must be relevant to the original motion or amendment and framed so as to complement it as an intelligible and consistent whole, provided that the amendment is made before the motion or amendment is voted on.

(2) With the leave of the *Chair*, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other *Councillor*. This does not necessitate the recording of an amendment into the *Minutes* of the *Council Meeting* as the alteration would then form part of the substantive motion.

48. Who May Propose an Amendment

An amendment may be proposed or seconded by any *Councillor*, other than the mover or seconder of the original motion.

49. Who May Debate an Amendment

A *Councillor* may address the *Council Meeting* once (1) on any amendment, whether or not they have spoken to the original motion, but their debate must be confined to the terms of the amendment.

50. How Many Amendments May be Proposed

(1) Any number of amendments may be proposed to a motion but only one (1) amendment may be accepted by the *Chair* at any one (1) time.

(2) No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

51. An Amendment once Carried

(1) If an amendment is carried, the motion as amended becomes the motion before the *Council Meeting*.

(2) The amended motion will then be dealt with in accordance with *these Rules*.

52. Foreshadowing a Motion

(1) At any time during debate, a *Councillor* may foreshadow a motion to inform the *Council* of his or her intention to move a motion at a later stage in the *Council Meeting*. This does not extend any special rights to the foreshadowed motion.

(2) A foreshowed motion may be prefaced with a statement that in the event a particular motion is resolved in a certain way a *Councillor* intends to move an additional motion.

(3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the *Meeting*.

(4) The *Chief Executive Officer* or his/her delegate is not expected to record a foreshadowed motion in the *Minutes* until the foreshadowed motion is formally moved.

53. Withdrawal of a Motion

Before any motion is put to the vote, it may be withdrawn by the mover with agreement of the seconder or by resolution of the *Council*.

54. Separation of Motions

Where a motion contains more than one (1) part a *Councillor* may request the *Chair* to put the vote in separate parts.

55. *Chair* may Separate or Allow Motions to be Moved in a Block

(1) The *Chair* may decide to put any motion to the vote in separate parts.

(2) The *Chair* may allow or request *Councillors* to move “like items” in a block.

56. Motions In Writing

(1) A *Councillor* wishing to move a motion other than a recommendation or alternate motion included in an *Officer Report* (detailed in the *Agenda*) must prepare the motion *In Writing* and either read it out to the *Council Meeting* or submit it to the *Chair*.

(2) The *Chair* may adjourn the *Council Meeting* while the motion is being *Written* or may request that the *Council* defer the matter until the motion has been *Written*, allowing the *Council Meeting* to proceed uninterrupted.

(3) The *Chair* may request the *Chief Executive Officer* or the person taking the *Minutes* of the *Council*

Meeting to read the motion or amendment to the *Council meeting* before the vote is taken.

57. Debate must be Relevant to the Motion

(1) Debate must always be relevant to the motion before the *Council Meeting* and, if not, the *Chair* will request the speaker to confine debate to the subject matter.

(2) If, after being told to confine debate to the motion before the *Council Meeting*, the speaker continues to debate irrelevant matters, the *Chair* may disallow the speaker any further comment in respect of the matter before the *Council Meeting*.

(3) A speaker to whom a direction has been given under rule 66(2) must comply with that direction.

DIVISION 7 – PROCEDURAL MOTIONS

58. Procedural Motions

(1) Unless otherwise prohibited, a *Procedural Motion* may be moved at any time and must be dealt with immediately by the *Chair*.

(2) *Procedural Motions* require a seconder.

(3) The *Chair* is unable to move or second a *Procedural Motion*.

(4) Notwithstanding any other provision in *these Rules*, *Procedural Motions* must be dealt with in accordance with the procedures set out in Appendix 1 to *these Rules*.

DIVISION 8 – SPEAKING TO THE MEETING

59. Rising when speaking

(1) Except in cases of sickness or infirmity, a *Councillor* must rise when speaking at a *Council Meeting*.

(2) The *Chair* may remain seated when speaking at a *Council Meeting*.

(3) It is unnecessary to rise when speaking at a *Delegated* or *Community Asset Committee Meeting*.

60. Speaking Times

(1) A *Councillor* must not speak longer than the times prescribed in this Local Law i.e.:

(a) the mover of a motion or amendment – five (5) minutes;

(b) the seconder of a motion or amendment – three (3) minutes;

(c) any other *Councillor* – three (3) minutes; and

(d) the mover of a motion exercising their right of reply – two (2) minutes.

(2) An extension of speaking time may be granted by the *Chair* for each *Councillor*. Any extension of speaking time must not exceed two (2) minutes. There is no limit to the number of extensions that can be requested, with discretion to grant any extension being that of the Chair's.

(3) A motion for an extension of speaking time must be proposed:

(a) immediately before the speaker commences debate;

(b) during the speaker's debate; or

(c) immediately after the speaker has concluded debate but before the next speaker has commenced.

(4) A motion for an extension of speaking time cannot be accepted by the *Chair* if another speaker has commenced his or her debate.

61. Interruptions, Interjections and Relevance

A *Councillor* must not be interrupted except by the *Chair* or upon a *Point of Order. All debate and discussion must be relevant to the item presented and interjections will not be allowed.*

See rule 70 - Point of Order

62. Priority of Address

In the case of competition for the right to speak, the *Chair* must decide the order in which *Councillors* will be heard.

63. *Councillor*s Not to Speak Twice to Same Motion or Amendment

Except that the mover of a motion (other than an amendment) has the right of reply and that any *Councillor* may take a *Point of Order*, a *Councillor* must not speak more than once to the same motion or amendment.

64. Right to Ask Questions

(1) A *Councillor* may, when no other *Councillor* is speaking, ask through the *Chair* any question concerning or arising out of the motion or amendment before the *Chair*.

(2) The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

DIVISION 9 - RESCISSION MOTIONS

65. Rescission Motion

(1) Motions to revoke, rescind or alter a previous resolution of the *Council* can only be made in the following ways:

(a) *Notice of Motion*; or

(b) recommendation contained in an *Officer Report*, included in the *Agenda*,

that a previous decision be altered or revoked.

(2) A *Notice of Motion* lodged by a *Councillor* and proposing a *Rescission Motion* must:

(a) be signed by the *Councillor* and dated;

(b) not relate to a resolution that has been acted on;

(c) not, in the opinion of the *Chief Executive Officer*, have the effect, if passed, of placing of the *Council* at significant legal, financial or other risk, including non-compliance with statutory obligations; and

(d) be delivered or sent electronically to the *Chief Executive Officer* setting out:

(i) the resolution to be rescinded; and

(ii) the *Council Meeting* at, and date on, which the resolution was made.

(3) A resolution will be deemed to have been acted on if:

(a) its content or substance has been formally communicated *In Writing* by the *Chief Executive Officer* or another *Officer* to a person whose interests are materially affected by it;

(b) a statutory process has been commenced; or

(c) work has been commenced in respect of if,

so as to vest enforceable rights in or obligations on the *Council* or any other person.

(4) The *Chief Executive Officer* or an appropriate *Officer* must defer implementing a resolution which:

(a) has not been acted on; and

(b) is the subject of a *Rescission Motion* which has been delivered or sent to the *Chief Executive Officer* in accordance with rule 65(2)(d),

unless deferring implementation of the resolution would, in the opinion of the *Chief Executive Officer*, have the effect of:

(c) depriving the resolution of its usefulness or efficacy; or

(d) placing the *Council* at significant legal, financial or other risk.

66. Rescission, If Lost

If a motion to rescind or alter a previous resolution is lost, an identical or similar motion may not be put before the *Council* for at least six (6) months from the date it was last lost, unless:

(1) the *Council* resolves that the *Rescission Motion* be re-listed at a future *Council Meeting*; or

(2) an *Officer Report* is included in an *Agenda* for a *Council Meeting.*

67. Rescission, If Not Moved

If a *Rescission Motion* is not moved at the *Council Meeting* at which it is listed, it lapses.

68. Rescission Motion May Be Moved By Any Councillor

A *Rescission Motion* listed on an *Agenda* may be moved by any *Councillor* present at the *Council Meeting* but may not be amended.

DIVISION 10 – POINTS OF ORDER

69. Points of Order

(1) A *Point of Order* may be raised on the grounds that a matter is:

(a) contrary to *these Rules*;

(b) an act of disorder or conduct in contravention of the *Councillor Code of Conduct*;

(c) defamatory;

(d) irrelevant to the matter before *Council*;

(e) outside the *Council*'s power; or

(f) frivolous, vexatious or constitutes improper conduct.

(2) A *Councillor* expressing a difference of opinion or contradicting a speaker is not grounds for raising a *Point of Order*.

70. Procedure for Point of Order

(1) The *Councillor* taking the *Point of Order* must nominate the ground under rule 69(1) relied upon to support the *Point of Order* being taken.

(2) If called to order, the *Councillor* who is speaking must stop and remain silent until the *Point of Order* is decided upon, unless otherwise directed by the *Chair*.

(3) The *Chair* may request a *Councillor* provide an explanation in respect to the *Point of Order* raised.

71. Chair to Decide Point of Order

(1) The *Chair* when ruling on a *Point of Order* must state the reason for the ruling.

(2) The *Chair* may adjourn the *Council Meeting* to consider a *Point of Order* but must otherwise rule upon it as soon as it is raised.

(3) All other matters before the *Council* are to be suspended until the *Point of Order* is decided.

72. Final Ruling on a *Point of Order*

(1) The decision of the *Chair* in respect of a *Point of Order* will not be open for discussion and will be final and conclusive unless the majority of *Councillors* present vote in favour of a motion of dissent.

(2) A motion of dissent on a *Point of Order* must state the provision, rule, practice or precedent to be substituted for the *Chair*'s ruling.

(3) A motion of dissent in relation to a *Point of Order* is not a motion of dissent in the *Chair* and the *Chair* must at all times remain in the *Chair* and he or she will maintain his or her right to a second vote.

(4) A motion of dissent on a *Point of Order* will take precedence over all other business and if carried must be acted on instead of the ruling given by the *Chair*.

73. Criticism of *Officer*s

The *Chief Executive Officer* may make a brief statement at a *Council Meeting* in respect of any public statement (whether made at a *Council Meeting* or not) which has been critical of or may adversely affect an *Officer*.

74. Ordering Withdrawal of Remark

(1) Whenever any *Councillor* at a *Council Meeting* makes use of any expression or remark that is disorderly or capable of being applied offensively to any other *Councillor* or *Officer*, the offending *Councillor* may be required by the *Chair* to withdraw the expression or remark and to make a satisfactory apology to the *Council Meeting*.

(2) The *Chair* may require a *Councillor* to withdraw any remark that is defamatory, indecent, abusive or offensive in language or substance.

(3) A *Councillor* required to withdraw a remark must do so immediately without qualification or explanation.

DIVISION 11 – SUSPENSION OF STANDING ORDERS

75. Suspension of Standing Orders for the Purpose of Discussion

(1) The provisions of *these Rules* may be suspended for a particular purpose by resolution of the *Council*.

(2) The *Suspension of Standing Orders* will be used to enable full discussion of any issues without the constraints of formal procedures. An appropriate motion would be "*That Standing Orders be suspended to enable discussion on ".*

(3) Once the discussion has taken place and before any motion can be moved the *Resumption of Standing Orders* will be necessary. An appropriate motion would be "*That Standing Orders be resumed*".

(4) No motion may be accepted by the *Chair* or be lawfully dealt with during any *Suspension of Standing Orders*.

DIVISION 12 – MEETING ADJOURNMENTS

76. Adjourning the *Meeting*

(1) In addition to any procedures for adjourning a *Council Meeting* provided in *these Rules*, the *Council* may, from time to time, resolve to adjourn a *Council Meeting:*

(a) if the *Council Meeting* becomes disorderly and order cannot be restored;

(b) to allow for additional information to be presented to the *Council Meeting*; and

(c) in any other situation where adjournment is considered by the *Council* to be desirable.

(2) A *Council Meeting* cannot be adjourned for a period exceeding seven (7) days from the date of the adjournment.

(3) An appropriate motion would be: "*That the meeting be adjourned until* *".* (Time and date to be specified which does not exceed seven (7) days.)

(4) No discussion is allowed on any motion for adjournment of the *Council Meeting*, but if the motion is lost, the substantive matter before the *Council Meeting* must be disposed of before any subsequent motion for adjournment of the *Council Meeting* is moved.

77. Notice for Adjourned *Meeting*

(1) If a *Council Meeting* is adjourned, the *Chief Executive Officer* will ensure that the *Agenda* for the continuation of the adjourned *Council Meeting* is identical to the *Agenda* for the *Council Meeting* which was originally adjourned.

(2) Except where a *Council Meeting* is adjourned until later on the same day, the *Chief Executive Officer* must give all *Councillors Written* notice of a new date for the continuation of the adjourned *Council Meeting* and every reasonable attempt must be made to advise the public of the new *Council Meeting* date.

(3) Where it is not practical to provide *Written* notice to *Councillors* because time does not permit that to occur then, provided a reasonable attempt is made to contact each *Councillor*, contact by telephone, electronic form, or in person will be sufficient.

DIVISION 13– MINUTES & RECORDING OF MEETINGS

78. Keeping of *Minutes*

The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and to take the *Minutes* of such *Council Meeting*) must keep *Minutes* of each *Council Meeting* and those *Minutes* must record:

(1) the date and time the *Council Meeting* was commenced, adjourned, resumed and concluded;

(2) the names of the *Councillors* and whether they are present, an apology, on *Leave of Absence* or other details as provided;

(3) the titles of the *Officers* in attendance;

(4) any disclosure of a conflict of interest made by a *Councillor*;

(5) arrival and departure times (including temporary departures) of *Councillors* during the course of the *Council Meeting*;

(6) each motion and amendment moved, including the mover and seconder of the motion or amendment;

(7) the outcome of every motion or amendment, whether it was put to the vote and the result to indicate whether the motion or amendment was carried, lost, withdrawn, lapsed, amended and the names of every *Councillor* and how they voted (either FOR or AGAINST or DID NOT VOTE);

(8) where a *Division* is called, the names of every *Councillor* and the way their vote was cast (either FOR or AGAINST or DID NOT VOTE);

(9) details of a failure to achieve a *Quorum* and any adjournment whether as a result of that or otherwise;

(10) the time and reason for any adjournment of the *Council Meeting* or *Suspension of Standing Orders*;

(11) closure of the *Council Meeting* to members of the public and the reason for such closure; and

(12) any other matter which the *Chief Executive Officer* deems should be recorded to clarify the intention of the *Council Meeting* or the reading of the *Minutes*.

79. Availability of *Minutes*

Advice that the *Minutes* are available must be provided to all *Councillors* no later than forty-eight (48) hours before the next *Scheduled Council Meeting*.

80. Confirmation of *Minutes*

At every *Council Meeting* the *Minutes* of the previous *Council Meeting(s)* must be dealt with as follows:

(1) when confirming the *Minutes* of a *Council Meeting*, the *Chair* shall ask *Councillors* "Are any changes required to the *Minutes*?";

(2) opposition can only be expressed on the basis that the record contained in the *Minutes* is incorrect (in line with rule 86) or inaccurate and the *Chair* must not allow discussion or motions on any issue other than an alleged omission from, or inaccuracy of, the *Minutes*;

(3) if a *Councillor* indicates opposition, he or she must specify the particular item or items in the *Minutes* concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record;

(4) if no *Councillor* indicates opposition, the *Chair* must, after seeking a mover and seconder, put the matter to the vote and declare the *Minutes* to be confirmed; and

(5) after the *Minutes* are confirmed, they must be signed by the *Chair* of the *Council Meeting* at which they were confirmed.

81. Deferral of Confirmation of *Minutes*

The *Council* may resolve to defer the confirmation of *Minutes* until later in the *Council Meeting* or until the next *Scheduled Council Meeting* as appropriate.

82. Recording of Council Meetings

(1) The *Chief Executive Officer* or their delegate shall record and, where feasible, livestream via Council's website on suitable equipment, all proceedings of *Council Meetings* except where the *Council Meeting* is closed to the public to consider *Confidential Information*.

(2) Recordings of *Council Meetings* will be retained and available for public for viewing or listening on the *Council Website* for a period of twelve (12) months from the date of the *Council Meeting*.

(3) *Visitors* are to be advised that the *Council Meeting* is being livestreamed and recorded and will be made available on the *Council Website*.

(4) *Visitors* will also be advised by appropriate venue signage that, while care is taken through recording and filming to maintain a person's privacy as an attendee in the *Council Chamber*, they may be recorded on audio and film.

(5) Media representatives may, with the consent of the *Council,* record any part of the *Council Meeting*. The consent of the *Council* must not be unreasonably withheld, and may be revoked any time during the course of the relevant *Council Meeting*. The Chair shall provide reasons why permission has been revoked.

DIVISION 14 – CONDUCT AND BEHAVIOUR

83. Conduct of *Councillor*s

During the course of any *Council Meeting*, *Councillors* must comply with the *Councillor Code of Conduct, a* copy of which is available on the *Council Website*, or can be obtained by contacting the *Chief Executive Officer's* office.

84. Conduct of *Visitors*

(1) *Visitors* must not interject or take part in the debate at a *Council Meeting*.

(2) *Visitors* must extend due courtesy and respect to the *Council* and the processes under which it operates and *Councillors* and *Officers* present at the *Council Meeting* and must take direction from the *Chair* whenever called on to do so.

(3) *Visitors* must not operate photographic audio or video recording equipment or any other recording device at any *Council Meeting* without first obtaining the consent of the *Council*.

85. *Chair* May Remove

(1) The *Chair* may order and cause the removal of any person including a *Councillor* who disrupts any *Council Meeting* or fails to comply with a direction.

(2) A person removed from a *Council Meeting* must leave the *Council Chamber* or move to a public area of the *Council Chamber* where they can no longer disrupt the *Council Meeting.*

86. Removal from the *Meeting*

If necessary, the *Chair* may ask the *Chief Executive Officer* or Victoria Police to remove from the *Council Meeting* any person who acts inconsistently with *these Rules* and whom the *Chair* has ordered to be removed from the *Council Meeting* under rule 94.

87. *Chair* may Adjourn Disorderly *Meeting*

If the *Chair* is of the opinion that disorder at the *Council* table or in the *Council Chamber* makes it desirable to adjourn a *Council Meeting*, the *Chair* may adjourn the *Council Meeting* to a later time on the same day, or to some later day prior to the next *Scheduled Council Meeting*, at a time and date and venue to be fixed.
See Division 12 – Meeting Adjournments

PART F – *COUNCILLOR* BRIEFINGS, DEPUTATIONS & PRESENTATIONS

88. Deputations and Presentations

(1) Members of the public may present deputations to the *Council* and these will usually be considered at an *Informal Meeting of Councillors*.

(2) A person who seeks, or persons who seek, to make a deputation or presentation to the *Council* shall make a *Written* request to do so to the *Chief Executive Officer*.

(3) The *Chief Executive Officer* shall determine which *Informal Meeting of Councillors* the request shall be referred to for consideration.

(4) Time limits may be set for speakers and *Councillors* may question the deputation on matters raised for the purpose of clarification.

PART G - MISCELLANEOUS

89. Procedure Not Provided in the Local Law

Where a situation has not been provided for in *these Rules*, the *Council* may determine the matter by resolution.

90. Policies and Guidelines

The *Council* may adopt any policies or guidelines from time to time for the purpose of exercising any discretions provided by *these Rules*.

Appendix 1 – Procedural Motions

Procedural Motions Table:

Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to "am/pm" and/or "date"	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking	Motion and amendments postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice.	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking; (c)When the matter is one in respect of which a call of the *Council* has been made.	Motion and any amendment postponed but may be resumed at any later *Meeting* if on the *Agenda*	Debate continues unaffected	Yes
3.The Closure	That the motion be now put.	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	During nominations for *Chair*	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any *Councillor* exercising his or her right to ask any question concerning or arising out of the motion.	Debate continues unaffected	No

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Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
4. Laying question on the table	That the question lie on the table	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	(a) During the election of a *Chair*; *(b)* During a *Meeting* which is a call of the *Council;* (c) When the motion would have the effect of causing *Council* to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until: (a) the *Council* resolves to take the question form the table at the same *Meeting*; (b) the matter is placed on an *Agenda* and the *Council* resolves to take the question from the table.	Debate continues unaffected	No
5. Previous question	That the question be not now put	A *Councillor* who has spoken to the motion or any amendment of it.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking; (c) When the matter is one in respect of which a call of the *Council* has been made. (d) When an amendment is before the *Council*; or (e) When a motion would have the effect of causing the *Council* to be in breach of a legislative requirement.	(a) No vote or further discussion on the motion until it is placed on an *Agenda* for a later *Meeting*; (b) Proceed to next business.	Motion (as amended up to that time) put immediately without further amendment or debate.	Yes

Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
6. Proceeding to next business	That the *Meeting* proceed to the next business. Nb: This Motion (a) May not be amended; (b) May not be debated; and (c) Must be put to the vote as soon as seconded.	A *Councillor* who has spoken to the motion or any amendment of it.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking; (c)When the matter is one in respect of which a call of the *Council* has been	If carried in respect of: (a) An amendment, *Council* consider the motion without reference to the amendment *(b)* A motion – no vote or further discussion on the motion until it is placed on an *Agenda* for a later *Meeting.*	Debate continues unaffected	No
7. Alter the order of business	That the item listed as ## on the *Agenda* be considered before/after the item listed as item ##.	Any *Councillor* (including the *Mayor/Chair*)	During debate	Alters the order of business for the *Meeting*.	Items are considered in the order as listed in the *Agenda*.	No

Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
8. *Suspension of Standing Orders*	That Standing Orders be suspended to ##(*reason must be provided*)	Any *Councillor* (including the *Mayor/Chair*)	During any debate	The rules of the *Meeting* are temporarily suspended for the specific reason given in the motion.	*Meeting* continues unaffected.	No and no debate or decision on any matter. Resolution to resume Standing Orders is the only decision permissible.
9. Resumption of Standing Orders	That the Standing Orders be resumed.	Any *Councillor* (including the *Mayor/Chair*)	When Standing Orders have not been suspended.	The temporary suspension of the rules of the *Meeting* is removed.	The *Meeting* cannot continue.	No
10. Consideration of confidential matter(s)	That, in accordance with sections 89(2) and 77(2) of *the Act*, the *Meeting* be closed to members of the public for the consideration of item ## which has been designated confidential on the grounds it relates to ## (insert *grounds* **from *s.77(2)*)**	Any *Councillor*	N/A	The *Meeting* is closed to members of the public.	The *Meeting* continues to be open to the public.	Yes
11. Reopen the meeting.	**That the *Meeting* be reopened to members of the public.**	**Any *Councillor***	**N/A**	**The *Meeting* is reopened to members of the public.**	***Meeting* remains closed to members of the public.**	**No.**

Chapter 3 – Meeting Procedure for Delegated Committees

1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and any reference in Chapter 2 to:

a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;

a Councillor is to be read as a reference to a member of the *Delegated Committee*; and

the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.

2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

Council may; or

the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

Chapter 4 – Meeting Procedure for Community Asset Committees

1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

2. Meeting Procedure

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.

Chapter 5 – Disclosure of Conflicts of Interest

1. Introduction

The following Rules in this Chapter apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.*

2. Definition

In this Chapter:

"meeting conducted under the auspices of *Council*" means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a 'Councillor Briefing' or by some other name); and

a member of a *Delegated Committee* includes a Councillor.

3. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or

intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:

advising of the conflict of interest;

explaining the nature of the conflict of interest; and

detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

name of the other person;

nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

4. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which he or she:

* At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.

is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Delegated Committee* meeting immediately before the matter is considered; or

intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the Delegated Committee meeting commences a written notice:

advising of the conflict of interest;

explaining the nature of the conflict of interest; and

detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:

name of the other person;

nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which he or she:

is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Community Asset Committee* meeting immediately before the matter is considered; or

intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:

advising of the conflict of interest;

explaining the nature of the conflict of interest; and

detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:

name of the other person;

nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

6. Disclosure at a Meeting Conducted Under the Auspices of Council

A Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which he or she is present must:

disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;

absent himself or herself from any discussion of the matter; and

as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

7. Disclosure by Members of Council Staff Preparing Reports for Meetings

A member of Council staff who, in his or her capacity as a member of Council staff, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of a Report for the consideration of a:

Council meeting;

Delegated Committee meeting;

Community Asset Committee meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest.

The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

If the member of Council staff referred to in sub-Rule 7.1 is the *Chief Executive Officer* the written notice referred to in sub-Rule 7.1 must be given to the *Mayor*; and the obligation imposed by sub-Rule 7.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

8. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

If the member of Council staff referred to in sub-Rule 8.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

9. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

10. Retention of Written Notices

The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient *Council meeting*; and
- recorded in the minutes of that *Council meeting*.

3. Confidential Information

If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.

Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

Chapter 7 – Election Period Policy

WARRNAMBOOL
CITY COUNCIL

ELECTION PERIOD POLICY

DOCUMENT CONTROL

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Responsible Officer:	***Manager Governance***
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1.1 PURPOSE

During the period preceding a Council election the Council assumes a "caretaker role". This period is defined in the Act as the 'Election Period'.

The purpose of this Policy is to ensure that the business of local government in the City of Warrnambool continues throughout an Election Period in a responsible and transparent manner in accordance with statutory requirements and established "caretaker" conventions.

Councils Procedure and proceedings functions are set out in Part 3 Division 2 of the 2020 Local Government Act the caretaker provisions that Councils must take heed of are contained in section 69.

1.2 SCOPE

This policy applies to all Councillors and staff.

During an Election Period the business of the Council continues, and ordinary matters of administration still need to be addressed. This policy establishes a series of caretaker practices which aim to ensure that actions of the Council do not bind an incoming council and limit its freedom of action.

1.3 DEFINITIONS

Term	Definition/Meaning
Act	Local Government Act 2020
Election Period	The period that: Starts at the time that nominations close on nomination day; and Ends at 6pm on election day
Nomination Day	The last day on which nominations to be a candidate at a Council election may be received in accordance with the Act and the regulations
Publication	includes any means of publication, including letters and electronic information on the Internet
Public Consultation	A process that involves inviting individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public
Council Resources	Includes the financial, human and material resources of Council and includes – offices, vehicles, staff, hospitality, services, property, equipment (phones, computers etc.) and stationery etc.

2. POLICY

2.1 POLICY STATEMENT

This policy commits the Council during an Election Period to:

- **not making any major decisions;**
- **not making decisions that significantly affect the municipality or unreasonably bind the incoming Council;**
- **ensuring that public resources, including staff resources, are not used for election**

campaign purposes, or in a way that may improperly influence the result of an election; and

- not publishing or distributing electoral matter, unless it is simply information about the election process.

This policy prescribes the actions and procedures the organisation, Councillors and staff will implement during an Election Period in observance of the statutory requirements and in the interests of good governance and a fair election generally.

2.2 POLICY POSITION

This policy applies during any Council Election Period and covers:

- Major decisions made by the Council;
- Scheduling consideration and announcement of major decisions;
- Use of the Council's resources including staff and materials published by Council;
- Access to information by Councillors and candidates;
- Council's online presence including social media;
- Communications and media services;
- Attendance and participation at Council organised activities and events;
- Public Consultation.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 Councillors

Councillors are bound by sec. 76D and 76E of the Local Government Act 1989 regarding misuse of position and improper direction and improper influence. A breach of sec. 76D attracts serious penalties including possible imprisonment.

During an Election Period, Councillors must not use Council resources for campaigning to increase advantage over other candidates or to influence voters.

2.3.2 Chief Executive Officer

The Chief Executive Officer will ensure, as far as practicable, that all Councillors and staff are informed of the application of this policy at least 30 days prior to the commencement of an Election Period and instructions are provided to staff on the implementation of the procedures detailed in this policy.

During an Election Period the Chief Executive Officer will be the official spokesperson for the Council in relation to all matters.

3. PROCEDURES

3.1 DECISION MAKING PROCESSES DURING AN ELECTION PERIOD

a) It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. The Council therefore commits to this principle in that it will make every endeavour to avoid making decisions that inappropriately bind the incoming Council. This includes a commitment to not making any "Major Decision" or "Significant Decisions" as specified in this policy.

c) **The Chief Executive Officer will ensure, as far as practicable, that matters of Council business requiring Major Decision or Significant Decision are scheduled for Council to enable resolution prior to the commencement of an Election Period or deferred where appropriate for determination by the incoming Council.**

d) **Scope exists for Council to hold a Council meeting but only in the most urgent or extraordinary circumstances or any statutory circumstances or any statutory processes that may arise. *Refer clause 3.1.3***

3.1.1 Major Decision

a) **A 'Major Decision means any decision relating to:**

- **(i)** **the employment or remuneration of a Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer;**
- **(ii)** **termination or the appointment of a Chief Executive Officer;**
- **(iii)** **committing the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; and**
- **(iv)** **enabling the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.**

b) **If Council considers that there are extraordinary circumstances where the community would be significantly disadvantaged by the Council not making a particular Major Decision, the Council will, by resolution, request an exemption from the Minister for Local Government.**

c) **The prohibitions on Major Decisions apply to Special Committees and a person acting under delegation.**

3.1.2 Significant Decisions

a) **Over and above the decisions specified as Major Decisions, the Council will avoid making other decisions during an Election Period that are of a significant nature and which would unnecessarily bind an incoming Council.**

b) **"Significant Decisions" include:**

- **(i)** **Irrevocable decisions that commit the Council to substantial expenditure or major actions; and**
- **(ii)** **Irrevocable decisions that will have a major impact on the municipality or the community.**

c) **The Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Therefore, where a delay in making a "Significant Decision" would result in significant detriment to the local community, or the broader community, the Council may make an exception to this procedure. In making an exception to this procedure, the Council**

will deal with the matter impartially, having regard to the long-term interests of the community and as transparently as possible.

d) **In the case of a decision that significantly affects the municipality or binds the incoming Council, which is not expressly prohibited, a number of factors will be considered, including:**

(i) The urgency of the issue - could a decision be reasonably deferred until the next Council is in place;
(ii) The possibility of financial and/or legal repercussions if it is deferred;
(iii) Whether the decision is likely to be controversial; and
(iv) The best interests of Council.

3.1.3 Council Meetings

Note: The Council will not hold an ordinary Council Meeting during an Election Period. This section only applies to reports for an unscheduled Council Meeting, if such a meeting is called.

In order to facilitate compliance with its commitment to ensuring appropriate decision-making during elections, Council adopts the following procedure:

a) **During an Election Period, the Chief Executive Officer will ensure that a "Caretaker Statement" is included in every report submitted to a Council meeting (if required) for a decision.**

b) **The "Caretaker Statement" will specify one of the following:**

(i) ***"The recommended decision is not a "Major Decision" or a "Significant Decision" within the meaning of this policy"; or***
(ii) ***"The recommended decision is not a "Major Decision". The recommended decision is a "Significant Decision" within the meaning of this policy, but an exception should be made for the following reasons [insert reasons for making an exemption]"; or***
(iii) ***"The recommended decision is to seek an exemption from the Minister because the matter requires a "Major Decision"; or***
(iv) ***"The recommended decision is a "Major Decision", but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date]".***

c) **During an Election Period, the Council will not make a decision on any matter or report that does not include one of these Caretaker Statements.**

3.1.4 Delegated Committees and Advisory Committees

The operation of all Delegated Committees and Advisory Committees will be suspended upon the commencement of an Election Period.

3.2 PUBLIC CONSULTATION DURING AN ELECTION PERIOD

a) **Public consultations are best to be avoided during an Election Period.**

b) **This clause does not apply to public consultation required under any statutory provisions, including the Planning and Environment Act 1987.**

c) **Consultations may be undertaken during an Election Period to facilitate the day-to-day business of Council, to ensure matters continue to be proactively managed. Consultations will avoid any express or implied links to a Council election.**

d) **Consultations under statutory provisions shall only proceed after express agreement by the Chief Executive Officer and then if it relates solely to the normal day-to-day business**

of Council.

3.3 COUNCIL PUBLICATIONS DURING AN ELECTION PERIOD

3.3.1 Certification of Council publications during an election period

a) **The Council will not publish material with public funds that may influence, or be seen to influence, voting in a Council election.**

b) **The Council will not:**

(i) **Print, publish or distribute; or**
(ii) **Cause, permit or authorise to be printed, published or distributed on behalf of the Council;**

any advertisement, handbill, pamphlet or notice during an election period unless it has been certified, in writing, by the Chief Executive Officer.

c) **This prohibition applies to all documents produced for the purpose of communicating with the community, including:**

(i) **Council newsletters**
(ii) **Advertisements and notices e.g. job advertisements, public notices of contracts etc.**
(iii) **Media releases**
(v) **Leaflets and brochures**
(vi) **Mailouts to multiple addresses**

d) **Council will avoid all publication activity during an Election Period except where essential for the conduct of Council operations. Where printing, publishing or distributing a document is deemed essential to Council business during an Election Period the Chief Executive Officer's certification is required. Publication includes electronic information and web-based productions.**

e) **The procedure for certifying publication is:**

Step	Procedure
1	During an Election Period all proposed publications that are normally sent to the Communications unit and/or other Council units for publication e.g. Organisational Development for job advertisements must be sent in the first instance to the Manager Governance
2	The Manager Governance is responsible for checking that no election material is present (other than factual election process information). *Refer clause 3.3.5*
3	Should the proposed publication contain electoral material, it will be returned to the author for correction and re-submission.
4	Should the proposed publication not contain electoral material, the Manager Governance will send the material to the Chief Executive Officer for certification, by advising: *"This material has been checked and does not contain any electoral or electoral related matter to the best of my knowledge. Can you please certify in writing that you authorise for this material to be printed, published or distributed?"*
5	If the proposed publication is approved by the Chief Executive Officer, he/she

	will certify this in writing: ***"I certify that the attached material is suitable for printing, publishing or distributing on behalf of Warrnambool City Council"***
6	**The Manager Governance is responsible for maintaining the record of certification of documents and advising relevant officers of the publication approval.**

f) **Councillors may publish campaign material on their own behalf, as long as the material does not originate from, or is authorised by, the Council or use Council logos.**

3.3.2. Council's Online Facilities (includes Social Media)

a) **The Council website is the main corporate site; there are separate websites for some activities including Warrnambool Art Gallery, Aquazone, Lighthouse Theatre, Surfside Holiday Park and Flagstaff Hill Maritime Village. The Council also has a number of social media sites including twitter feeds and Facebook pages.**

b) **Council auspiced social media must not be used for election campaigning.**

c) **At the start of an Election Period any online information on Council hosted sites about Councillors who are candidates will be restricted to their name and contact details.**

d) **Council agendas and minutes of meetings do not require certification if they are published in the usual way on the website.**

e) **Any references on Council's website to the election will only relate to the election process.**

f) **Any new material published on Council's website during an Election Period that may be considered an advertisement, handbill, pamphlet or notice must be subject to the certification process.**

g) **Any publication on social media sites such as, Facebook, twitter etc. which are auspiced by Council, will require certification by the Chief Executive Officer.**

h) **During an Election Period Facebook and twitter posts are to be kept to minimum, normal day- to-day activities only. No launches or announcement of any new projects, policy initiatives, or programs must be made. Where possible, the functions that permit comments and posts by the public on Council social media will be disabled during an Election Period and if so, the Council will provide an explanation via social media on this being necessitated in accordance with this Policy.**

i) **No new Council You Tube videos will be uploaded during an Election Period.**

j) **Council's Communications unit monitors the Council's corporate website, Facebook site and twitter feeds between the hours of 8.15am and 5.00pm on weekdays (excluding public holidays). During an Election Period monitoring will extend to after hours and weekends and will be undertaken by the Communication unit which will have the editing access to delete any material posted that makes reference to candidates or a Council election.**

3.3.3 Council Publications

a) **Any current Council publication which may be potentially affected by this policy will be reviewed by the Communication unit in consultation with the Manager Governance to**

ensure that any circulated, displayed or otherwise publicly available material during an Election Period does not contain material that may be construed as "electoral matter".

b) **Council's City Assist unit undertake an audit of brochures and pamphlets in all Council's customer service centres and remove any which might contain electoral matter prior to an Election Period.**

c) **Any references to Councillors in Council publications printed, published or distributed during an Election Period must not include promotional text.**

d) **Emails that are part of the normal conduct of Council business should not require certification. However, emails with multiple addressees, used for broad communication with the community, will be subject to the certification process.**

e) **Mass mail outs or identical letters sent to a large number of people by or on behalf of Council must be subject to the certification process.**

f) **Council staff should not prepare Councillors' private mail or electoral correspondence and such material must not be printed on Council stationery or using Council equipment.**

g) **Councillors may use the title "Councillor" in their election material, as they continue to hold that position during an Election Period. To avoid confusion, Councillors shall ensure that any election publication using the title "Councillor" clearly indicates that it is their own material and does not represent Council.**

h) **Material printed or disseminated during an Election Period to publicise a function or event must be subject to the certification process.**

3.3.4 Council Annual Report

a) **Council is required to produce an Annual Report and this generally will coincide with an Election Period. This publication is not considered an 'advertisement, handbill, pamphlet or notice' and does not require certification.**

b) **The Annual Report must not include material that is electioneering or that publicises the attributes or achievements of individual Councillors.**

c) **A summary version of the Annual Report is regarded as a pamphlet and must be subject to the certification process.**

d) **Printed copies of the text version of the Annual Report will only be distributed upon request until the expiration of an Election Period.**

3.3.5 Electoral Material

Material is definitely an electoral matter if it:

- **Publicises the strength or weaknesses of a candidate;**
- **Advocates the policies of the Council or of a candidate;**
- **Responds to claims made by a candidate;**
- **Publicises the achievements of the elected Council;**
- **Publicises matters that have already been the subject of public debate;**
- **About matters that are known to be contentious in the community and likely to be the subject of election debate;**

- **Deals with Election Candidates statements;**
- **Refers to Councillors or candidates by name or by implicit reference.**

3.4 USE OF COUNCIL RESOURCES DURING AN ELECTION PERIOD

a) **Public resources must not be used in a manner that would influence the way people vote in elections. The Council commits to this principle in that it will ensure that Council resources are not used inappropriately during an Election Period. This includes a commitment to comply with the following procedures.**

b) **The Council will ensure that due propriety is observed in the use of all Council resources, and staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the relevant Director.**

c) **Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during an Election Period. and shall not be used in connection with any electioneering activity.**

d) **No Council events, logos, letterheads, or other Warrnambool City Council branding can be used for, or linked in any way to, a candidate's election campaign.**

e) **The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.**

f) **Photos or images taken by or provided by the Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied.** ***Also refer to clause 3.7***

g) **No election material or active campaigning is to be conducted at Council sponsored events or to be displayed in any Council building.**

h) **Staff must not undertake an activity that may affect voting in the election or authorise, use or allocate a Council resource for any purpose that may influence voting in the election.**

i) **If staff that feel they are being placed in a compromising situation by a request from a Councillor they should refer the Councillor to the Chief Executive Officer for clarification.**

j) **Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate shall advise the relevant Director before authorising, using or allocating the resource. The Director in consultation with the Chief Executive Officer will decide if the use of Council resources is appropriate or not.**

k) **Public events will only be organised and run if it is totally unavoidable to conduct such events during an Election Period and then only with the express permission of the Chief Executive Officer.**

l) **Speeches for Councillors will only be prepared by staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be**

circulated or available for publication.

m) **Neither the Council logo nor Council stationery will be used by Councillors in any way that relates to the election.**

n) **Equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.**

o) **Reimbursement of Councillor expenses incurred during an Election Period should only apply to costs incurred in the performance of normal Council duties, and not for campaigning and not for expenses that could be perceived as supporting or being in connection with a candidate's election campaign.**

p) **Where Councillors have Council funded services, such as mobile phones, land lines and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, then Councillors will either reimburse the Council or not make a Council claim that exceeds normal usage levels for usage of those services during an Election Period.**

q) **Councillors with their own private mobile phones may continue to seek reimbursement of telephone expenses incurred in undertaking Council business related calls. Councillors will be required to declare that those expenses were incurred in undertaking normal Council business.**

r) **During an Election Period, Councillors shall not participate in any regional and or interstate travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represent Council on a delegation or forum, the Council may by resolution approve such attendance. If consideration by the Council is impractical the Chief Executive Officer may determine the issue.**

3.5 ACCESSING COUNCIL INFORMATION DURING AN ELECTION PERIOD

a) **The Council recognises that all election candidates have rights to information from the Council administration and that it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles.**

b) **Neither Councillors nor candidates will receive information or advice from staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during an Election Period.**

c) **Information and briefing material prepared by staff for Councillors during an Election Period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.**

d) **An Information Request Register will be maintained by the Manager Governance commencing on the opening of nominations. The Register will be a public document (available for inspection) that records all requests for information of a non-election nature by all candidates, and the responses given to those requests.**

e) **Responses to candidate's requests will only be issued through the Manager Governance. Staff in receipt of a candidate request must refer the request and any proposed response to the relevant Director and Manager Governance. Only information that can be reasonably accessed will be released.**

f) **Any Freedom of Information (FOI) application lodged during an Election Period will be dealt with where possible outside of an Election Period. (the FOI Act specifies a 45-day period in providing a response)**

3.6 ASSISTANCE TO CANDIDATES

a) **The Council affirms that all candidates standing for the Council election will be treated equally.**

b) **Any assistance and advice to be provided to candidates as part of the conduct of a Council election will be provided equally to all candidates.**

c) **All election related enquiries from candidates will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Manager Governance.**

3.7 COMMUNICATIONS AND MEDIA SERVICES DURING AN ELECTION PERIOD

a) **The Council's communication systems and media services will not be used in any way that might influence the outcome of a Council election.**

b) **During an Election Period, staff must not initiate any public statement that relates to an election issue. Public statements are not only formal press releases but also verbal comments at meetings, functions and events where attending as part of their Council role.**

c) **Council newsletters will not be printed by the Council during an Election Period.**

d) **Any edition(s) of Council's C2C published within two months prior to the commencement of an Election Period will only contain general information pertaining to the election process and will not contain any photograph of a Councillor or candidate, or any statement by a Councillor or candidate. Articles will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.**

e) **In response to media inquiries the Chief Executive Officer, Directors or the Manager Communications will only provide a response and such information should relate only to current services and operations.**

f) **During an Election Period, the Council initiated communications shall be restricted to the communication of normal Council activities.**

g) **No media advice or assistance will be provided to Councillors in relation to election campaign matters.**

h) **No publicity will be provided that involves specific Councillors during an Election Period.**

i) **Councillors should not use their position as an elected representative or their access to staff and other Council resources or information in support of an election campaign. This includes photos or images provided by the Council for past Council activities.**

j) **Any requests from Councillors for media advice or assistance during an Election Period will be referred to the Chief Executive Officer.**

k) **Media releases will not mention or quote any Councillor(s) during an Election Period.**

l) **Contact with the local media will be restricted to the communication of normal Council activities and responding to questions not involving an election or possible election outcomes.**

m) **Publicity for Council events (if any during an Election Period) will be restricted to the communication of factual material and will not mention or quote any Councillor or candidate.**

n) **Councillor participation at Council sponsored events during an Election Period will not be used to gain attention in support of an election campaign.**

4. GOVERNANCE

4.1 Policy Owner

a) **The Manager Governance shall be responsible for monitoring the currency of this Policy.**

b) **Staff enquiries regarding the implementation of this policy should be directed to either Manager Governance or the relevant Director.**

c) **Councillor or candidate enquires should be directed to the Manager Governance or the Chief Executive Officer.**

4.2 Policy Review

This policy will be reviewed no later than six (6) months prior a Council General Election.

GOVERNANCE RULES

Introduction

1. Nature of Rules

These are the Governance Rules of Warrnambool City Council, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 1 September 2020.

3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

Absolute Majority means the number of:
(a) Councillors which greater than half the total number of Councillors of Council; and
(b) members of a Delegated Committee which is greater than half the total number of members of the Delegated Committee.

Act means the *Local Government Act 2020*.

Additional Council Meeting means a meeting called in accordance with rule [12].

Agenda means a document containing the date, time and place of a *Meeting* and a list of business to be transacted at the *Meeting*.

Annual (Statutory) Meeting means the *Council Meeting* at which the Mayor is elected.

Authorised Officer means an *Officer* who is authorised by the *Chief Executive Officer* or *Council* under section 224 of the *Local Government Act 1989*.

Call of the Council Meeting means a *Council Meeting* called under rule 22.

"Caretaker period" has the same meaning as 'election period' in Section 3(1) of the *Act*, and means the period that starts on the entitlement date and ends at 6pm on Election Day;

Chair means the:
(a) *Councillor* elected as Mayor under rule [3];

(b) person appointed as the Chairperson of a *Delegated Committee*; or
(c) person taking the chair at a *Meeting* in accordance with *these Rules* in the absence of the Mayor or Chairperson of the *Delegated Committee*,
as the case requires.

Chief Executive Officer means the person occupying the position of Chief Executive Officer of *Council* and includes a person acting that position.

Civic Centre Precinct means 25 Liebig Street Warrnambool.

Committee Meeting means a meeting of a *Delegated Committee* or *Community Asset Committee.*

Community Asset Committee means a *Community Asset Committee* established under section 65 of the *Act*.

Community Asset Committee Meeting means a meeting of a *Community Asset Committee*.

Community Engagement Policy means the Community Engagement Policy adopted by the Council under section 55 of the *Act*.

Confidential Information has the same meaning as in section 3(1) of the *Act*.

Council means the Warrnambool City Council.

Council Chambers means the place where a scheduled meeting of Council is advertised to be held.

Council Meeting *includes* Scheduled Council meeting *and* Additional Council Meeting as defined by section 61 of the Act*;*

Councillor means a *Councillor* of *Council*.

Councillor Code of Conduct means the code of conduct developed and adopted by *Council* under section 76C of the *Local Government Act 1989*.

Delegated Committee means a delegated committee established under section 63 of the Act.

Delegated Committee Meeting means a meeting of a *Delegated Committee*.

Deputy Chair means the:
(a) Councillor elected as Deputy Mayor under rule 6; or
(b) person appointed as the Deputy Chair of a *Delegated Committee;*
as the case requires.

Division means a formal count of those *Councillors* or members of a *Delegated Committee* who voted for or against, or did not vote in respect of, a motion and the recording of that count and the way each *Councillor* or member of the *Delegated Committee* voted in the minutes of the *Meeting*.

Hearings Council Meeting is a meeting of Council for the specific purpose of hearing submissions in accordance with section 223 of the *Local Government Act 1989*.

Informal Councillor Meeting means a meeting referred to in Chapter 6(1).

*"**Leave of absence**"* means formal leave requested and taken by a Councillor who is not available, or unable, to perform their Council duties for a specified period of time;

Mayor means the Mayor of *Council* or, in the *Mayor*'s absence, the *Deputy Mayor*.

Meeting means a *Scheduled Council Meeting*, an *Additional Council Meeting*, a *Hearings Council Meeting*, *Delegated Committee Meeting* and a *Community Asset Committee Meeting*, as the context requires.

Minister means the Victorian State Government Minister responsible for administering the *Act*.

Minutes means the record of proceedings of a *Meeting*.

Municipality means the municipal district of Council.

Notice of Motion means a notice setting out the text of a motion, which a *Councillor* proposes to move at a *Council Meeting*.

Officer means a member of *Council* staff.

Officer Report means a report prepared by a *Council Officer* for consideration by *Council*.

Operational Service Request Process means a request for action through Council's Customer Request System in use by the Council or request relating to the day to day management of Council operations as defined in Section 94A(1) of the Act as the functions of the Chief Executive Officer.

Point of Order means a point of order raised in accordance with rule 77.

Procedural Motion means a motion contained in the Table at Appendix 1 to *these Rules*.

Quorum at a Council Meeting or Delegated Committee Meeting means an Absolute Majority of Councillors or members of the Delegated Committee, as the case requires.

Rescission Motion means a *Notice of Motion* proposing the rescission of a resolution made by Council.

Resumption of Standing Orders means the resumption of the provisions of *these Rules* governing the conduct of *Meetings* to permit decisions to be made.

Senior Officer has the same meaning as in Section 3(1) of the *Local Government Act 1989*.

Significant Expenditure means one (1) percent or more of general rate income of the *Council*.

Suspension of Standing Orders means the suspension of the provisions of *these Rules* governing the conduct of *Meetings* to facilitate full discussion on a matter without formal constraints.

these Rules means these Governance Rules.

Urgent Business means a matter that has arisen since distribution of the Agenda for a Meeting and cannot safely or conveniently be deferred until the next Meeting.

"Visitor" means any person (other than a Councillor or an Officer) present at a Meeting;

Council Website means Council's website at www.warrnambool.vic.gov.au.

Written or In Writing includes duplicated, photocopied, photographed, printed and typed and extends to both hard copy and soft copy form.

Chapter 1 – Governance Framework

1. Context

These Rules should be read in the context of and in conjunction with:

the overarching governance principles specified in section 9(2) of the *Act*; and the following documents adopted or approved by *Council*:

- Councils Code of Conduct
- Councils Transparency Policy
- Councils Community Engagement Policy

2. Decision Making

In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:

(i) fairly, by giving consideration to all available information and making a decision which is ethical and impartial; and

(ii) on its merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations

Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).

Without limiting anything in paragraph (ii) of this sub-Rule:

(iii) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person has or persons have an opportunity to communicate their views and have their interests considered before the decision ismade;

(iv) if an *Officer Report* to be considered at a *Council Meeting* concerns subject-matter which will directly affect the rights of a person or persons, the *Officer Report* must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;

(v) if a report to be considered at a *Delegated Committee Meeting* concerns subject-matter which will directly affect the rights of a person or persons, the report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and

(vi) if a *Council Officer* proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the *Council Officer* must, when making that decision, ensure that they record that notice of the decision to be made was given to the person or persons and such person was or persons were provided with an opportunity to communicate their views and have their interests considered.

Chapter 2 – Meeting Procedure for Council Meetings

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PART A - INTRODUCTION

1. Purpose

The purpose of this Chapter is to:

(1) facilitate good government and provide a process for good decision making of *Council* on matters affecting the *Municipality* and *Community*;

(2) provide the procedures governing the conduct of *Meetings*;

(3) set expectations with respect to the behaviour of those participating in, or present at, *Meetings*;

(4) provide rules for the election of the *Mayor* and *Temporary Chair*.

PART B - ELECTION OF *MAYOR* AND TEMPORARY *CHAIRS*

2. Election of the *Mayor*

(1) The *Mayor* must be elected annually at the *Annual (Statutory) Meeting.*

(2) The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act* and *these Rules*.

(3) Subject to rule 3(3)(b), the *Chief Executive Officer* must determine the most appropriate time and date for the election of the *Mayor*, except that the election of the *Mayor* must be held:

(a) after the fourth Saturday in October but not later than 30 November in each year; or

(b) in any case, as soon as possible after the office of *Mayor* becomes vacant.

(4) Notwithstanding rule 3(1), *Council* may resolve to elect a *Mayor* for a term of 2 years. If *Council* resolves to elect the *Mayor* for a term of 2 years, the next election of the *Mayor* is 2 years after the last Saturday in October but not later than 30 November in the second year after the election.

(5) The order of business at the *Annual (Statutory) Meeting* is to be determined by the *Chief Executive Officer*.

(6) The *Councillor* elected to the position of *Mayor* may make a commencement speech for up to 10 minutes outlining their vision for their term as *Mayor*.

(7) The commencement speech must not address matters outside the powers of *Council*, be derogatory, or be prejudicial to any person or *Council*.

3. Method of Voting

The election of the *Mayor* must be carried out by a show of hands.

4. Procedure for Election of the *Mayor*

(1) The election of the *Mayor* will be conducted in accordance with the provisions of the *Act* and this rule 5.

(2) The *Chief Executive Officer* must open the *Annual (Statutory) Meeting* at which the *Mayor* is to be elected.

(3) Before nominations for the office of *Mayor* are invited by the *Chief Executive Officer*, the *Council* must resolve if the term of the *Mayor* is to be for one (1) year or two (2) years.

(4) Any nominations for the office of *Mayor* must be made verbally by *Councillors* present at the *Annual (Statutory) Meeting*.

(5) A nomination for *Mayor* does not require a seconder.

(6) If there is only one nomination, the *Councillor* nominated is deemed to be elected.

(7) If there is more than one nomination:

(a) each of the candidates shall be invited to speak for no more than three (3) minutes to their nomination in alphabetical order of their surnames and, where two or more such candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names;

(b) after each of the candidates has been given an opportunity to speak, a vote must be taken to elect one of the candidates nominated, where:

(i) a candidate receiving an *Absolute Majority* of the votes is declared elected;

(ii) if no candidate receives an *Absolute Majority* of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate (and, where more than one of them has the same fewest number of votes, the candidate to be eliminated is to be determined by lot);

(iii) a further vote will then be taken for the remaining candidates;

(iv) where one of the remaining candidates receives an Absolute Majority of the votes, he or she shall be declared elected;

(v) where none of the remaining candidates receives an Absolute Majority of the votes, the procedure described in rule 5(7)(b)(ii) is repeated;

(vi) this process shall continue until one of the candidates has received an *Absolute Majority* of the votes, or the final two candidates have an equal number of votes;

(vii) where one of the candidates has received an *Absolute Majority* of the votes, that candidate is declared elected; and

(viii) where the remaining candidates have an equal number of votes and one of them needing to be declared elected, the defeated candidate shall be determined by lot.

(8) The following provisions apply to the conduct of the lot:

(a) each candidate will draw one (1) lot;

(b) the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes and, where two or more such candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names;

(c) as many identical pieces of paper as there are candidates who received an equal number of votes must be placed in a receptacle. The word "Defeated" shall be *Written* on one (1) of the pieces of paper, and the candidate who draws the paper with the word "Defeated" *Written* on it must be declared the defeated candidate;

(d) if only one candidate remains, that candidate is deemed to be elected; and

(e) if more than one candidate remains, a further vote must be taken on the remaining candidates and the above process repeated if necessary, in which case that candidate will be declared duly elected.

(9) The *Chief Executive Officer* will declare the result of the election and the successful candidate.

5. Procedure for Election of the Deputy and Temporary *Chairs*

(1) At a *Meeting* to elect the *Mayor*, the *Council* may determine to elect a *Deputy Mayor*.

(2) The procedure used for the election of *Mayor* will be used to elect the *Deputy Mayor* or temporary *Chair* (in cases where the *Mayor* and *Deputy Mayor* are absent from a *Council Meeting*), provided that a reference to the *Mayor* is a reference to the *Deputy Mayor* or to the temporary *Chair*, as the case may be.

(3) The *Chief Executive Officer* or his/her delegate will conduct the election of the *Deputy Mayor* and temporary *Chair*.

PART C - *COUNCIL MEETING* PROCEDURES

DIVISION 1 – ROLE OF CHAIR

6. Mayor to take Chair

(1) The *Mayor* must take the *Chair* at all *Council Meetings* at which the *Mayor* is present.

(2) If the *Mayor* is not in attendance at a *Council Meeting*, the *Deputy Mayor* (if one has been elected) must take the *Chair*.

(3) If the *Mayor* and *Deputy Mayor* are not in attendance at a *Council Meeting*, the *Council* must elect one (1) of the *Councillors* as temporary *Chair*.

7. The *Chair*'s Duties and Discretions

In addition to the specific duties and discretions provided in *these Rules*:

(1) the *Chair* must not accept any motion, question or statement which the *Chair* determines is:

(a) is derogatory;

(b) defamatory;

(c) objectionable in language or nature;

(d) vague or unclear in intention;

(e) outside the powers of the *Council*; or

(f) irrelevant to the item of business on the *Agenda* and has not been admitted as *Urgent Business*, or purports to be an amendment but is not; and

(2) if the behaviour of a person is disruptive and interferes with the conduct of the business of the *Council*, the *Chair* must call that person to order.

Also see Division 14 – Conduct & Behaviour

DIVISION 2 – NOTICE OF MEETINGS & DELIVERY OF AGENDAS

8. Meetings Open to the Public

(1) The *Council* may hold:

(a) *Scheduled Council Meetings* at which the business of the *Council* may be transacted; and

(b) *Additional Council Meetings* at which the business specified in the notice calling the *Additional Council Meeting* may be transacted.

(2) All *Meetings* will be open to the public unless it is considered necessary to close the *Meeting* to the public in accordance with section 66(2) of the *Act*.

See rule 15 – Meetings Closed to the Public

(3) The *Council* may hold *Special meetings* to deal with the following:

(a) Adoption of the *Council* Plan and the Declaration of Rates and Charges;

(b) Adoption of the *Council*'s Audited Financial Report, Standard Statement and Performance Statement;

(c) Election of the *Mayor* and appointment of *Council* representatives;

(d) Presentation of the Annual Budget; and

(e) Any other matter.

9. Appointment of *Council* Representatives and Delegates

At a *Council Meeting* held as soon as practicable after the *Annual (Statutory) Meeting*, the *Council* must resolve to:

(1) appoint *Councillors* as members of, or representatives on, *Delegated Committees*; and

(2) appoint *Councillors* as delegates to external committees and organisations,

for the ensuing year.

10. Date and Times of Scheduled Council Meetings

(1) The *Council* will fix the dates, times and places of all *Scheduled Council Meetings* for the following 12 months at the first *Council Meeting* following the *Annual (Statutory) Meeting.*

(2) The dates, times and places of all *Scheduled Council Meetings* are to be made available to the public.

See Rule 21 – Notice of Meeting to the Public

11. Holding Additional Council Meetings or Hearings Council Meetings

An *Additional Council Meeting* or a *Hearings Council Meeting* will be held where:

(1) Written notice of the *Additional Council Meeting* or a *Hearings Council Meeting* is provided to the *Chief Executive Officer* by the *Mayor* or by three or more *Councillors,* at least 7 days prior to the proposed meeting to allow for appropriate advertising of the meeting; and

(2) the written notice specifies the:

(a) date, time and place for the *Additional Council Meeting* or the *Hearings Council Meeting;*

(b) business to be transacted at the *Additional Council Meeting* or the *Hearings Council Meeting;* and

(c) reason that the business to be transacted at the *Additional Council Meeting* cannot be left to be considered at the next *Scheduled Council Meeting*; or

(3) the *Chief Executive Officer* determines, in their absolute discretion, that an *Additional Council*

Meeting is necessary or desirable.

A *Hearings Council Meeting* will be held where:

(4) Council is required to hear submissions in accordance with section 223(b) of the Local Government Act 1989, or in accordance with the Community Engagement Policy.

(5) Council elects to hear submissions from the community on matters outlined in the notice of the *Hearings Council Meeting*.

(6) Any item that the Council elects to hear submissions for must be:

(a) a matter within the powers of the *Council*;

(b) a matter subject to a *Council* decision-making process which has commenced but is not yet complete;

(c) consistent and in accordance with any Act or its Regulations; and

(d) consistent with any Council or Operational Policy, Local Law or adopted Council Strategy or Plan.

(7) Any item that the Council elects to hear submissions for must not be:

(a) of an operational, minor or routine nature;

(b) be defamatory or objectionable in language or nature;

(c) be prejudicial to any person or *Council;*

(d) be identical or substantially similar to *a matter* that has been considered by the *Council* in the preceding six (6) months;

(8) Unless all Councillors unanimously agree by resolution to hear a matter that is not specified on in the resolution or notice of the *Hearings Council Meeting*, only the matters specified will be heard.

The following procedures will apply to a *Hearings Council Meeting*:

(9) Notice of desire to speak to the matters advertised in the *Hearings Council Meeting* notification must be submitted to Council prior to the deadline stated on that notice, or two (2) business days prior to the meeting, whichever comes first.

(10) In any case where written submissions are requested, these must be provided by the deadline specified in the public notice/advertisement and indicate whether the submitter wants to speak at a *Hearings Council Meeting*.

(11) Submitters will be allocated five (5) minutes to speak to matter and/or their submission.

(12) Councillors will be allowed to ask questions of speakers at the conclusion of their five minute presentation time.

(13) No decisions of the Council will be made on the matters addressed at the *Hearings Council Meeting*.

12. Meeting Locations

Scheduled Council Meetings will be held:

(1) in the *Council Chambers* or any building within the *Civic Centre Precinct* as determined by the *Chief Executive Officer*; or

(2) another location outside the *Civic Centre Precinct* by resolution of the *Council*.

13. Cancellation of Meeting

(1) The *Chief Executive Officer* may postpone or cancel a *Scheduled Council Meeting* if, in his or her opinion:

(a) the content of an *Agenda* is such that the *Scheduled Council Meeting* is unnecessary; or

(b) in the case of an emergency.

(2) Where the *Chief Executive Officer* postpones or cancels a *Scheduled Council Meeting*, he or she must give such notice to *Councillors* and the public as is practicable.

(3) The *Chief Executive Officer* must submit a *Written* report of the circumstances requiring the postponement or cancellation of a *Scheduled Council Meeting* to the next *Scheduled Council Meeting*.

14. Altering Meeting Dates, Time and Venue

(1) The *Council* may, by resolution, alter the day, time and/or place at which a *Scheduled Council Meeting* will be held, and must provide reasonable notice of the change to the public.

(2) In consideration of public interest in *Agenda* items or an emergency arising, the *Chief Executive Officer,* in consultation with the *Mayor,* may, without resolution of *Council,* alter the place at which an *Ordinary meeting* will be held, and must provide reasonable notice of the change to the public.

15. Notice of *Meetings* to the Public

(1) Public notice of all *Council Meetings* will be provided by the *Chief Executive Officer* in accordance with this rule 16.

(2) Public notice of *Scheduled Council Meetings* will be provided by:

(a) a schedule of all *Scheduled Council Meetings*, including the date, time and place for each *Scheduled Council Meeting*, as updated from time to time, being displayed on the *Council Website*; and

(b) the *Agenda* for a *Scheduled Council Meeting* being displayed on the *Council Website* no less than two (2) days before the Scheduled Council Meeting.

(3) Public notice of *Additional Council Meetings* will be provided by:

(a) notice of the date, time and place of the *Additional Council Meeting* being displayed on the *Council Website* as soon as practicable after the *Additional Council Meeting* is called under rule 12; and

(b) the *Agenda* for the *Additional Council Meeting* being displayed on the *Council Website* as far in advance of the *Additional Council Meeting* as possible.

(4) Despite the provisions of this rule 16, the *Chief Executive Officer* may determine to provide shorter public notice of an additional *Council Meeting* where he or she considers it necessary or desirable to do so, in his or her absolute discretion.

16. Notice of Meetings to Councillors

(1) The notice for a Council Meeting must state the date, time and place of the Council Meeting and the business to be dealt with, incorporating the Agenda for the Council Meeting, and must be delivered to each Councillor by email, to the Councillor's Council-provided email address at least forty-eight (48) hours before the Council Meeting, unless the Chief Executive Officer determines, in his or her absolute discretion, that a shorter time is necessary

(2) A notice of a *Council Meeting* will be served on a *Councillor* who has been granted *Leave of Absence* unless the *Councillor* has requested *In Writing* to the *Chief Executive Officer* to discontinue the giving of notice of any *Council Meeting* to be held during his or her absence.

DIVISION 3 – QUORUMS

17. Quorum

The *Quorum* for any *Council Meeting* is an *Absolute Majority*.

18. Inability to Obtain a *Quorum*

If a *Quorum* is not present within thirty (30) minutes of the time appointed for the commencement of any *Council Meeting* or adjournment, those *Councillors* present or, if there are no *Councillors* present, the *Chief Executive Officer* or, in his or her absence, a *Director*, may adjourn the *Council Meeting* for a period not exceeding seven (7) days from the date of the adjournment.

Also see Rule 27.

19. Inability to Maintain a *Quorum*

If during any *Council Meeting* or adjournment a *Quorum* is lost and cannot be regained within 30 minutes, those *Councillors* present or, if there are no *Councillors* present, the *Chief Executive Officer* or, in his or her absence, a *Senior Officer*, may adjourn the *Council Meeting* for a period not exceeding seven (7) days from the time of adjournment.

20. Inability to Maintain a *Quorum* due to Conflicts of Interest from *Councillor*s

If a *Quorum* cannot be gained or maintained at a *Council Meeting* or adjournment due to conflicts of interest among the *Councillors*, *Council* will consider whether the decision can be made by dealing with the matter in an alternative manner, in accordance with section 67 of the *Act*.

21. Call of the *Council*

(1) If a *Quorum* of *Councillors* cannot be formed and maintained due to the absence of *Councillors*, the *Chief Executive Officer* may require all *Councillors* to attend a *Call of the Council Meeting*.

(2) A *Call of the Council Meeting* must be treated as an *Additional Council Meeting*.

(3) If a call of the *Council* has been required, immediately after the opening of the meeting, the *Chief Executive Officer* must call the name of:

(a) the *Mayor*; and

(b) each *Councillor* in alphabetical order.

(4) Each person present must answer to his or her name, all excuses for absence must be considered and to each excuse the following question must be put to the vote:

"Is the excuse of Cr_____a reasonable excuse to the satisfaction of *Council*?"

DIVISION 4 – BUSINESS OF MEETINGS

22. Order of Business

(1) The order in which business is listed on the *Agenda* shall be determined by the *Chief Executive Officer* so as to facilitate and maintain open, efficient and effective processes of government.

(2) Subject to any changes made by the *Chief Executive Officer* in his or her absolute discretion, the default order of business is as follows:

(a) Welcome and Acknowledgement of Country;

(b) *Councillor* Apologies and *Leave of Absence* Applications;

(c) (On Notice) *Mayor*al Presentation

(d) (*On Notice*) Petitions and Joint Letters

(e) Public Question Time;

(f) Disclosure of Conflict of Interest in any item on the Agenda; (see chapter 5)

(g) Adoption and Confirmation of the *Minutes* of previous *Meetings*;

(h) *Officer Reports;*

(i) Reports from *Committees;*

(j) Informal meeting records; (Chapter 6 (1))

(k) *Mayor*al & *Chief Executive Officer Council* Activities – Summary Report

(l) (*On Notice*) Notices of Motion;

(m) General Business;

(n) Urgent Business.

23. Councillor Apologies and Leave of Absence Applications

(1) Apologies shall be read out by the *Chair* at the commencement of each *Meeting*.

(2) All requests for *Leave of Absence* shall be submitted to the *Chief Executive Officer in Writing* and approved by resolution of the *Council*.

(3) Section 35 of *the Act* states that a *Councillor* ceases to hold office if the *Councillor* is absent from *Council Meetings* for a period of four (4) consecutive months without leave being obtained from the *Council*.

24. *Mayor*al Presentations

From time to time, the *Mayor*, as the principle spokesperson for Council, may give a short presentation or make a statement relating to his or her civic and ceremonial duties or to issues of interest and/or importance to the *Council*, provided that the presentation is no longer than five (5) minutes.

25. Petitions and Joint Letters

(1) A petition or joint letter received by the *Council* or an individual *Councillor* must be lodged with the *Chief Executive Officer* at least five (5) days before *Council Meeting* at which it is to be considered to ensure sufficient time to include the petition or joint letter in the *Agenda*.

(2) A petition submitted to the *Council* must:

(a) be in legible and permanent writing;

(b) have the full name, address and signature of all individual signatories;

(c) not be defamatory, indecent, abusive or objectionable in language or content;

(d) not relate to matters beyond the powers of the *Council*;

(e) include the whole of the request of the petitioners or signatories on each page; and

(f) consist of single-sided pieces of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.

(3) Notwithstanding rule 25(2) (a), (b), (e) and (f), an electronic petition may be received by the Council or an individual Councillor and submitted to the next Council Meeting in accordance with rule 25(1) for Council's consideration.

(4) The *Chief Executive Officer* must arrange for petitions to be submitted to the next practicable Ordinary meeting following their receipt.

(5) Only the petitioner's request and the number of signatories will be included in the *Agenda* for the *Council Meeting* at which it will be considered.

(6) If a petition is addressed to an individual *Councillor*, and listed on the *Agenda*, that *Councillor* may read the petition out at the *Council Meeting* without speaking to it. Other petitions will be read by the *Chief Executive Officer* or his or her delegate.

(7) Unless rule 25(9) applies, the only motions that may be considered for any petitions are:

(a) that the petition be received;

(b) that the petition be referred to the *Chief Executive Officer* for consideration and response; or

(c) that the petition be referred to the *Chief Executive Officer* for an *Officer Report* to a future *Council Meeting*.

(8) If the petition relates to any item already on the *Agenda* for the *Council Meeting* at which the petition is submitted, the matter may be dealt with in conjunction with that *Agenda* item.

(9) If the petition relates to an operational matter, the *Council* must refer it to the *Chief Executive Officer* for consideration.

(10) If the petition relates to:

(a) a planning matter which is the subject of a public notification process under the *Planning and Environment Act 1987*; or

(b) a matter which is the subject of a public submission process under Section 223 of the *Local Government Act 1989* or a community engagement process under the *Community Engagement Policy*,

the petition will be treated as a joint submission in relation to the matter.

(11) A petition may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended contact person, the *Council* may reply to the first signatory who appears on the petition.

(12) Any petitions or joint letters that do not comply with *these Rules* will not be tabled at a *Council Meeting*.

26. Public Question Time

(1) Unless the *Council* resolves otherwise, there must be a public question time at every *Scheduled Council Meeting* to enable members of the public to submit questions to the *Council*.

(2) Rule 26(1) does not apply during any period when a *Scheduled Council Meeting* is closed to members of the public or during a *Caretaker Period*.

(3) Unless the *Chief Executive Officer* determines, in his or her absolute discretion, to permit a question to be submitted in a different way, all questions must be received *In Writing* on the prescribed form available on the *Council Website* and state the name and address of the person submitting the question.

(4) All questions must be received no later than 15 minutes ~~after~~ before the commencement of the *Scheduled Council Meeting* at which the question is to be asked.

(5) No person may submit more than two (2) questions to any one (1) *Scheduled Council Meeting*. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than two questions are received, only the first two questions will be considered. All parts of a question must be relevant to the same subject of enquiry.

(6) A question may be disallowed by the *Chair* if the *Chair* has determined that:

(a) the person directing the question, or their representative, is not present in the gallery;

(b) the question is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

(c) the question deals with a subject matter already answered;

(d) the question is aimed at embarrassing a *Councillor* or *Officer* or any other person; or

(e) the question relates to *Confidential Information*.

(7) The *Chair* or *Chief Executive Officer* or his or her delegate must read to the *Scheduled Council Meeting* the name of the person who has submitted a permitted question.

(8) The *Chief Executive Officer* or his or her delegate must read the text of the question and the *Chair* may then direct that the question to be answered by the *Chief Executive Officer* or a nominated *Officer*.

(9) All questions must be asked as succinctly as is possible and answers to questions should be as complete as is practical under the circumstances. Further questions or debate on the response shall not be allowed.

(10) Like questions may be grouped together and a single answer provided.

(11) The *Chair, Chief Executive Officer* or *Officer* to whom a question is directed may take a question on notice. If a question is taken on notice, a *Written* copy of the answer must be sent to the person who asked the question and to all *Councillor*s.

(12) The name of the questioner, the question and the response must be recorded in the *Minutes*, as an official record of the questions submitted to the *Scheduled Council Meeting*.

27. Changes to the Order of Business

Once the *Agenda* for a *Council Meeting* has been prepared and sent to *Councillors*, the order of business for the *Council Meeting* may only be altered by resolution of the *Council*. This includes a request for an item to be brought forward.

28. Presentation of Officer Reports

Officer Reports may be summarised for the purposes of verbal public presentation by the *Chief Executive Officer* or his/her delegate at the *Council Meeting* at which they are to be considered.

29. *General Business*

(1) If the *Agenda* for a *Scheduled Council Meeting* makes provision for *General Business*, business of a minor or routine nature may be admitted for the consideration of *Council* at the discretion of the *Chair*.

(2) The *Chair* must reject an item of *General Business* if it:

(a) is not of a minor or routine nature;
(b) substantially affect the levels of *Council* service;
(c) commits *Council* to *Expenditure* not included in the adopted budget;
(d) is intended to establish or amend *Council* Policy;
(e) commits *Council* to any contractual arrangement;
(f) requires the giving of prior notice;
(g) is defamatory or objectionable in language or nature;
(h) may be prejudicial to any person or *Council;*
(i) is identical or substantially similar to *a matter* that has been considered by the *Council* and lost in the preceding six (6) months;
(j) is outside the powers of the *Council*;
(k) is a matter subject to a *Council* decision-making process which has commenced but is not yet complete;
(l) is inconsistent with any Act or its Regulations; or
(m) is inconsistent with any Council or Operational Policy, Local Law or adopted Council Strategy or Plan.

(3) Councillors wishing to speak to *General Business* may speak for a maximum of two (2) minutes.

(4) Officers present at the meeting will be allowed to address or respond to any matters raised by Councillors during *General Business*.

30. *Urgent Business*

(1) Business which has not been listed on the *Agenda* for a *Council Meeting that is not of a minor or routine nature* can only be admitted as *Urgent Business* by resolution of the *Council*, and only then if it:

(a) relates to or arises out of a matter which has arisen since distribution of the *Agenda*; and

(b) cannot safely or conveniently be deferred until the next *Council Meeting*.

(2) Notwithstanding anything to the contrary in *these Rules*, a *Councillor* (with the agreement of the *Council Meeting*) may only submit or propose an item of *Urgent Business* if the:

(a) matter relates to business that does not:

(i) substantially affect the levels of *Council* service;

(ii) commit *Council* to *Significant Expenditure* not included in the adopted budget;

(iii) establish or amend *Council* Policy;

(iv) commit *Council* to any contractual arrangement; or

(v) require, pursuant to any other policy determined by *Council* from time to time, the giving of prior notice; and

(b) proposed motion(s) is *In Writing* and given to the *Chair* who must seek a resolution of approval from *Council Meeting*.

(3) A *Councillor* proposing that a matter be admitted as *Urgent Business* must lodge it *In Writing* with the *Chief Executive Officer* no later than 30 minutes prior to commencement of the *Council Meeting* at which it is to be considered.

(4) The *Chief Executive Officer* will advise the *Mayor* of any matter that the *Chief Executive Officer* determines appropriate for *Council* to consider admitting as *Urgent Business*.

DIVISION 5 - VOTING

31. Voting – How Determined

To determine a motion before a *Council Meeting*, the *Chair* will:

(1) first call for those in favour of the motion; and

(2) then those opposed to the motion,

and will then declare the result to the *Council Meeting*.

32. Casting Vote

In the event of a tied vote, the *Chair* must, unless *the Act* or this Local Law provides otherwise, exercise a casting vote.

33. Voting – By Show of Hands

Voting on any matter will be by show of hands.

34. Vote to be taken in Silence

Except that a *Councillor* may demand a *Division*, *Councillors* must remain seated in silence while a vote is being taken.

35. Motion to be Read Again

(1) The *Chair* may direct the *Chief Executive Officer* or his or her delegate or the mover of the motion to read the motion or amendment to the *Council Meeting* before the vote is taken.

(2) Before any matter is put to the vote, a *Councillor* may request the motion or amendment be read again.

36. Recount of Vote

The *Chair* may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

37. Declaration of Vote

(1) The *Chair* must declare the result of the vote as soon as it is taken.

(2) When declaring the vote, the *Chair* shall state the number of votes FOR and the number of votes

AGAINST the motion and the surname of each *Councillor* who voted FOR the motion, AGAINST the motion and DID NOT VOTE and whether the motion is carried or lost.

38. No discussion once Vote declared

Once a vote on a motion is taken no further discussion relating to the motion is allowed unless the discussion relates to:

(1) a *Rescission Motion* which a *Councillor* is proposing to lodge in respect of the motion voted on; or

(2) follows a resolution having been rescinded.

See Division 9 – Rescission Motions

39. Procedure for a Division

(1) The request by a *Councillor* for a *Division* must be made to the *Chair* either immediately prior to or immediately after the vote has been taken, but cannot be requested after the *Council* has moved to the next item of business on the *Agenda*.

(2) No *Councillor* is prevented from changing his or her original vote when voting on the *Division*.

(3) When a *Division* is called for, the *Chair* will:

(a) first ask each *Councillor* wishing to vote FOR the motion to raise a hand and, upon such request being made, each *Councillor* wishing to vote FOR the motion must raise his or her hand. The *Chair* will then state, and the *Chief Executive Officer* (or any person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and take the *Minutes* of such *Council Meeting*) must record in the *Minutes*, the names of those *Councillors* voting FOR the motion;

(b) then ask each *Councillor* wishing to vote AGAINST the motion to raise a hand and, upon such request being made, each *Councillor* wishing to vote AGAINST the motion must raise his or her hand. The *Chair* will then state, and the *Chief Executive Officer* (or any person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and take the *Minutes* of such *Council Meeting*) must record in the *Minutes*, the names of those *Councillors* voting AGAINST the motion; and

(c) the *Chief Executive Officer* (or any person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and take the *Minutes* of such *Council Meeting*) must record in the *Minutes* the names of those *Councillors* who DID NOT VOTE on the motion.

DIVISION 6 – MOTIONS AND DEBATE

40. Councillors may Propose Notices of Motion

Councillors may propose an issue is listed on the *Agenda* by lodging a *Notice of Motion* in accordance with the procedures outlined in this Division.

41. Notices of Motion

(1) A *Notice of Motion* must be *In Writing*, signed and dated by the *Councillor* and lodged with the *Chief Executive Officer* by 12 noon on the Wednesday before the next *Scheduled Councillor Briefing,* prior to the *Notice of Motion* being placed on the Agenda of the next available *Scheduled Council Meeting* to allow sufficient notice to each *Councillor* of the matters and inclusion in the *Agenda.*

(2) The *Chief Executive Officer* must reject any *Notice of Motion* which:

(a) is vague;

(b) is identical or substantially similar to a *Notice of Motion* or a *Rescission Motion* that has been considered by the *Council* and lost in the preceding six (6) months;

(c) is defamatory;

(d) may be prejudicial to any person or *Council*;

(e) is objectionable in language or nature;

(f) is outside the powers of the *Council*;

(g) is submitted during the *Caretaker Period*; or

(h) is a matter subject to a *Council* decision-making process which has commenced but is not yet complete.

(3) If the *Chief Executive Officer* rejects a *Notice of Motion* under rule 41(2), they will inform the *Councillor* who lodged the *Notice of Motion* of that rejection and the reasons for it. The *Councillor* will be provided with 24 hours to lodge a revised *Notice of Motion* provided that the *Council Meeting* at which the *Notice of Motion* is to be considered is more than 24 hours from the time of rejection.

(4) The *Chief Executive Officer* may reject and refer any *Notice of Motion* to the *Council's Operational Service Request Process* if it relates to a matter that he or she determines is more appropriately addressed that way.

(5) In addition to rule 41(2), and subject to rules 41(6) and (7), the *Chief Executive Officer* may require a *Councillor* who lodges a *Notice of Motion* to amend it to call for an *Officer Report* if the *Notice of Motion*:

(a) substantially affects the level of *Council* services;

(b) commits the Council to expenditure in excess of $5,000 that has not been included in the adopted budget;

(c) establishes or amends a *Council* policy; or

(d) commits the *Council* to any contractual arrangement.

(6) Where a *Notice of Motion* is likely to commit *Council* to *Significant Expenditure* not included in the adopted budget then the *Notice of Motion* must only call for referral to *Council* for its consideration as part of its future year's annual budget and public submission process.

(7) The *Chief Executive Officer* may determine that a *Notice of Motion* contains *Confidential Information* and ought to be treated as being confidential unless the *Council* resolves otherwise.

(8) The full text of any *Notice of Motion* accepted by the *Chief Executive Officer* must be included in the *Agenda*.

(9) The *Chief Executive Officer* must arrange for an *Officer Report* to be prepared and presented to the *Council* for the purposes of rule 41(5). Where practicable the *Officer Report* should be presented to the next *Scheduled Council Meeting*.

(10) The *Chief Executive Officer* must cause all *Notices of Motion* to be sequentially numbered, dated and entered in a register.

(11) Except by leave of the *Council*, each *Notice of Motion* before any *Council Meeting* must be considered in the order in which it was entered into the register under rule 41(10).

(12) If a *Councillor* who has lodged a *Notice of Motion* is absent from the *Council Meeting* at which the *Notice of Motion* is to be considered, or fails to move the *Notice of Motion* when called upon to do so by the *Chair*, any other *Councillor* may move the *Notice of Motion*.

(13) If a *Councillor* moving a *Notice of Motion* wishes to amend it, he or she may do so by seeking leave of the *Council* to amend the *Notice of Motion* prior to it being seconded.

(14) Another *Councillor* can put forward an amendment to a *Notice of Motion* for consideration, which must be dealt with in accordance with *these Rules*, except that a *Notice of Motion* to confirm a previous resolution of the *Council* cannot be amended.

(15) The *Chair*, having lodged a *Notice of Motion* in accordance with this rule 41, must vacate the *Chair* of if he or she intends to move the *Notice of Motion*, and the *Council* must appoint a temporary *Chair* for the consideration of the item.

(16) If a *Notice of Motion* is not moved at the *Council Meeting* at which it is listed, then it lapses.

42. *Chair*'s Duty

Any motion which:

(1) is defamatory;

(2) is objectionable in language or nature;

(3) is vague or unclear in intention;

(4) is outside the powers of the *Council*;

(5) is irrelevant to an item of business on the *Agenda* and has not been admitted as *Urgent Business*; or

(6) purports to be an amendment but is not,

must not be accepted by the *Chair*.

43. Introducing an Officer Report

Before an *Officer Report* is considered by the *Council* and any motion moved in relation to it, the *Chief Executive Officer* or his or her delegate may introduce the report by a short statement of not more than two (2) minutes.

Also see rule 29 – Presentation of Officer Reports

44. Procedure for Introducing a Motion or an Amendment

(1) The procedure for moving any motion or amendment is:

(a) the mover may briefly state the nature of the motion or amendment and then must move it without speaking to it;

(b) the motion or amendment must be seconded by a *Councillor* other than the mover. If the motion or amendment is not seconded, the motion or amendment will lapse for want of a seconder;

(c) if a motion or amendment is moved and seconded, the *Chair* must call for any *Councillor* questions and then ask whether the motion or amendment is opposed and whether any *Councillor* wishes to speak to the motion or amendment;

(d) if no *Councillor* indicates opposition or a desire to speak to the motion or amendment, the *Chair* may declare the motion or amendment carried without discussion;

(e) if a *Councillor* indicates opposition or a desire to speak to the motion or amendment, then the *Chair* must invite the mover to address the *Council Meeting*;

(f) after the mover has addressed the *Council Meeting*, the seconder may address the *Council Meeting*;

(g) after the seconder has addressed the *Council Meeting* (or after the mover has addressed the *Council Meeting* if the seconder does not wish to address the *Council Meeting*), the *Chair* must invite debate by calling on any *Councillor* who wishes to speak to the motion or amendment, providing an opportunity to alternate between those wishing to speak against the motion or amendment and those wishing to speak for it; and

(h) after the *Chair* has invited debate on the motion or amendment, and, in the case of a motion, offered the right of reply under rule 53, the *Chair* must put the motion or amendment to the vote.

(2) If the *Chair* wishes to speak to a motion or amendment, he or she may only do so once all other *Councillors* wishing to speak to it have done so, and just before closure of debate by the mover of the motion or amendment.

45. Right of Reply

(1) The mover of a motion which has not been amended may, once debate has been exhausted, exercise a right of reply to matters raised during the debate. (Time Limit – two (2) minutes)

(2) The mover of a motion loses his or her right of reply if an amendment to the motion is carried.

(3) The mover of an amendment to a motion does not have a right of reply.

(4) A *Councillor* exercising a right of reply must not introduce any new matter.

(5) After a right of reply has been taken, but subject to any *Councillor* exercising his or her right to ask any question concerning or arising out of the motion, the motion must be immediately put to the vote without any further discussion or debate.

46. Moving an Amendment

(1) Subject to rule 55(2), a motion which has been moved and seconded may be amended by leaving out or adding words. Any words must be relevant to the subject of the motion.

(2) A motion to confirm a previous resolution of the *Council* cannot be amended.

(3) An amendment cannot be the negative of, or substantially contrary to, the motion.

(4) Any *Councillor* moving an amendment will be allocated one (1) minute to explain the reasons for the amendment. The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or the substantive motion.

(5) No notice needs to be given of any amendment, however, if any *Councillor* intends to move an amendment, it must be done prior to the right of reply being exercised.

47. Agreed Alterations to a Motion or Amendment

(1) A motion having been moved and seconded may, with the consent of the mover and seconder, be amended by leaving out, inserting or adding words which must be relevant to the original motion or amendment and framed so as to complement it as an intelligible and consistent whole, provided that the amendment is made before the motion or amendment is voted on.

(2) With the leave of the *Chair*, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other *Councillor*. This does not necessitate the recording of an amendment into the *Minutes* of the *Council Meeting* as the alteration would then form part of the substantive motion.

48. Who May Propose an Amendment

An amendment may be proposed or seconded by any *Councillor*, other than the mover or seconder of the original motion.

49. Who May Debate an Amendment

A *Councillor* may address the *Council Meeting* once (1) on any amendment, whether or not they have spoken to the original motion, but their debate must be confined to the terms of the amendment.

50. How Many Amendments May be Proposed

(1) Any number of amendments may be proposed to a motion but only one (1) amendment may be accepted by the *Chair* at any one (1) time.

(2) No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

51. An Amendment once Carried

(1) If an amendment is carried, the motion as amended becomes the motion before the *Council Meeting*.

(2) The amended motion will then be dealt with in accordance with *these Rules*.

52. Foreshadowing a Motion

(1) At any time during debate, a *Councillor* may foreshadow a motion to inform the *Council* of his or her intention to move a motion at a later stage in the *Council Meeting*. This does not extend any special rights to the foreshadowed motion.

(2) A foreshowed motion may be prefaced with a statement that in the event a particular motion is resolved in a certain way a *Councillor* intends to move an additional motion.

(3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the *Meeting*.

(4) The *Chief Executive Officer* or his/her delegate is not expected to record a foreshadowed motion in the *Minutes* until the foreshadowed motion is formally moved.

53. Withdrawal of a Motion

Before any motion is put to the vote, it may be withdrawn by the mover with agreement of the seconder or by resolution of the *Council*.

54. Separation of Motions

Where a motion contains more than one (1) part a *Councillor* may request the *Chair* to put the vote in separate parts.

55. *Chair* may Separate or Allow Motions to be Moved in a Block

(1) The *Chair* may decide to put any motion to the vote in separate parts.

(2) The *Chair* may allow or request *Councillors* to move “like items” in a block.

56. Motions In Writing

(1) A *Councillor* wishing to move a motion other than a recommendation or alternate motion included in an *Officer Report* (detailed in the *Agenda*) must prepare the motion *In Writing* and either read it out to the *Council Meeting* or submit it to the *Chair*.

(2) The *Chair* may adjourn the *Council Meeting* while the motion is being *Written* or may request that the *Council* defer the matter until the motion has been *Written*, allowing the *Council Meeting* to proceed uninterrupted.

(3) The *Chair* may request the *Chief Executive Officer* or the person taking the *Minutes* of the *Council*

Meeting to read the motion or amendment to the *Council meeting* before the vote is taken.

57. Debate must be Relevant to the Motion

(1) Debate must always be relevant to the motion before the *Council Meeting* and, if not, the *Chair* will request the speaker to confine debate to the subject matter.

(2) If, after being told to confine debate to the motion before the *Council Meeting*, the speaker continues to debate irrelevant matters, the *Chair* may disallow the speaker any further comment in respect of the matter before the *Council Meeting*.

(3) A speaker to whom a direction has been given under rule 66(2) must comply with that direction.

DIVISION 7 – PROCEDURAL MOTIONS

58. Procedural Motions

(1) Unless otherwise prohibited, a *Procedural Motion* may be moved at any time and must be dealt with immediately by the *Chair*.

(2) *Procedural Motions* require a seconder.

(3) The *Chair* is unable to move or second a *Procedural Motion*.

(4) Notwithstanding any other provision in *these Rules*, *Procedural Motions* must be dealt with in accordance with the procedures set out in Appendix 1 to *these Rules*.

DIVISION 8 – SPEAKING TO THE MEETING

59. Rising when speaking

(1) Except in cases of sickness or infirmity, a *Councillor* must rise when speaking at a *Council Meeting*.

(2) The *Chair* may remain seated when speaking at a *Council Meeting*.

(3) It is unnecessary to rise when speaking at a *Delegated* or *Community Asset Committee Meeting*.

60. Speaking Times

(1) A *Councillor* must not speak longer than the times prescribed in this Local Law i.e.:

(a) the mover of a motion or amendment – five (5) minutes;

(b) the seconder of a motion or amendment – three (3) minutes;

(c) any other *Councillor* – three (3) minutes; and

(d) the mover of a motion exercising their right of reply – two (2) minutes.

(2) An extension of speaking time may be granted by the *Chair* ~~but only one (1) extension is permitted~~ for each *Councillor*. Any extension of speaking time must not exceed two (2) minutes. There is no limit to the number of extensions that can be requested, with discretion to grant any extension being that of the Chair's.

(3) A motion for an extension of speaking time must be proposed:

(a) immediately before the speaker commences debate;

(b) during the speaker's debate; or

(c) immediately after the speaker has concluded debate but before the next speaker has commenced.

(4) A motion for an extension of speaking time cannot be accepted by the *Chair* if another speaker has commenced his or her debate.

61. Interruptions, Interjections and Relevance

A *Councillor* must not be interrupted except by the *Chair* or upon a *Point of Order. All debate and discussion must be relevant to the item presented and interjections will not be allowed.*

See rule 70 - Point of Order

62. Priority of Address

In the case of competition for the right to speak, the *Chair* must decide the order in which *Councillors* will be heard.

63. *Councillor*s Not to Speak Twice to Same Motion or Amendment

Except that the mover of a motion (other than an amendment) has the right of reply and that any *Councillor* may take a *Point of Order*, a *Councillor* must not speak more than once to the same motion or amendment.

64. Right to Ask Questions

(1) A *Councillor* may, when no other *Councillor* is speaking, ask through the *Chair* any question concerning or arising out of the motion or amendment before the *Chair*.

(2) The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

DIVISION 9 - RESCISSION MOTIONS

65. Rescission Motion

(1) Motions to revoke, rescind or alter a previous resolution of the *Council* can only be made in the following ways:

(a) *Notice of Motion*; or

(b) recommendation contained in an *Officer Report*, included in the *Agenda*,

that a previous decision be altered or revoked.

(2) A *Notice of Motion* lodged by a *Councillor* and proposing a *Rescission Motion* must:

(a) be signed by the *Councillor* and dated;

(b) not relate to a resolution that has been acted on;

(c) not, in the opinion of the *Chief Executive Officer*, have the effect, if passed, of placing of the *Council* at significant legal, financial or other risk, including non-compliance with statutory obligations; and

(d) be delivered or sent electronically to the *Chief Executive Officer* setting out:

(i) the resolution to be rescinded; and

(ii) the *Council Meeting* at, and date on, which the resolution was made.

(3) A resolution will be deemed to have been acted on if:

(a) its content or substance has been formally communicated *In Writing* by the *Chief Executive Officer* or another *Officer* to a person whose interests are materially affected by it;

(b) a statutory process has been commenced; or

(c) work has been commenced in respect of if,

so as to vest enforceable rights in or obligations on the *Council* or any other person.

(4) The *Chief Executive Officer* or an appropriate *Officer* must defer implementing a resolution which:

(a) has not been acted on; and

(b) is the subject of a *Rescission Motion* which has been delivered or sent to the *Chief Executive Officer* in accordance with rule 65(2)(d),

unless deferring implementation of the resolution would, in the opinion of the *Chief Executive Officer*, have the effect of:

(c) depriving the resolution of its usefulness or efficacy; or

(d) placing the *Council* at significant legal, financial or other risk.

66. Rescission, If Lost

If a motion to rescind or alter a previous resolution is lost, an identical or similar motion may not be put before the *Council* for at least six (6) months from the date it was last lost, unless:

(1) the *Council* resolves that the *Rescission Motion* be re-listed at a future *Council Meeting*; or

(2) an *Officer Report* is included in an *Agenda* for a *Council Meeting.*

67. Rescission, If Not Moved

If a *Rescission Motion* is not moved at the *Council Meeting* at which it is listed, it lapses.

68. Rescission Motion May Be Moved By Any Councillor

A *Rescission Motion* listed on an *Agenda* may be moved by any *Councillor* present at the *Council Meeting* but may not be amended.

DIVISION 10 – POINTS OF ORDER

69. Points of Order

(1) A *Point of Order* may be raised on the grounds that a matter is:

(a) contrary to *these Rules*;

(b) an act of disorder or conduct in contravention of the *Councillor Code of Conduct*;

(c) defamatory;

(d) irrelevant to the matter before *Council*;

(e) outside the *Council*'s power; or

(f) frivolous, vexatious or constitutes improper conduct.

(2) A *Councillor* expressing a difference of opinion or contradicting a speaker is not grounds for raising a *Point of Order*.

70. Procedure for Point of Order

(1) The *Councillor* taking the *Point of Order* must nominate the ground under rule 69(1) relied upon to support the *Point of Order* being taken.

(2) If called to order, the *Councillor* who is speaking must stop and remain silent until the *Point of Order* is decided upon, unless otherwise directed by the *Chair*.

(3) The *Chair* may request a *Councillor* provide an explanation in respect to the *Point of Order* raised.

71. Chair to Decide Point of Order

(1) The *Chair* when ruling on a *Point of Order* must state the reason for the ruling.

(2) The *Chair* may adjourn the *Council Meeting* to consider a *Point of Order* but must otherwise rule upon it as soon as it is raised.

(3) All other matters before the *Council* are to be suspended until the *Point of Order* is decided.

72. Final Ruling on a *Point of Order*

(1) The decision of the *Chair* in respect of a *Point of Order* will not be open for discussion and will be final and conclusive unless the majority of *Councillors* present vote in favour of a motion of dissent.

(2) A motion of dissent on a *Point of Order* must state the provision, rule, practice or precedent to be substituted for the *Chair*'s ruling.

(3) A motion of dissent in relation to a *Point of Order* is not a motion of dissent in the *Chair* and the *Chair* must at all times remain in the *Chair* and he or she will maintain his or her right to a second vote.

(4) A motion of dissent on a *Point of Order* will take precedence over all other business and if carried must be acted on instead of the ruling given by the *Chair*.

73. Criticism of *Officer*s

The *Chief Executive Officer* may make a brief statement at a *Council Meeting* in respect of any public statement (whether made at a *Council Meeting* or not) which has been critical of or may adversely affect an *Officer*.

74. Ordering Withdrawal of Remark

(1) Whenever any *Councillor* at a *Council Meeting* makes use of any expression or remark that is disorderly or capable of being applied offensively to any other *Councillor* or *Officer*, the offending *Councillor* may be required by the *Chair* to withdraw the expression or remark and to make a satisfactory apology to the *Council Meeting*.

(2) The *Chair* may require a *Councillor* to withdraw any remark that is defamatory, indecent, abusive or offensive in language or substance.

(3) A *Councillor* required to withdraw a remark must do so immediately without qualification or explanation.

DIVISION 11 – SUSPENSION OF STANDING ORDERS

75. Suspension of Standing Orders for the Purpose of Discussion

(1) The provisions of *these Rules* may be suspended for a particular purpose by resolution of the *Council*.

(2) The *Suspension of Standing Orders* will be used to enable full discussion of any issues without the constraints of formal procedures. An appropriate motion would be "*That Standing Orders be suspended to enable discussion on_____".*

(3) Once the discussion has taken place and before any motion can be moved the *Resumption of Standing Orders* will be necessary. An appropriate motion would be "*That Standing Orders be resumed*".

(4) No motion may be accepted by the *Chair* or be lawfully dealt with during any *Suspension of Standing Orders*.

DIVISION 12 – MEETING ADJOURNMENTS

76. Adjourning the *Meeting*

(1) In addition to any procedures for adjourning a *Council Meeting* provided in *these Rules*, the *Council* may, from time to time, resolve to adjourn a *Council Meeting:*

(a) if the *Council Meeting* becomes disorderly and order cannot be restored;

(b) to allow for additional information to be presented to the *Council Meeting*; and

(c) in any other situation where adjournment is considered by the *Council* to be desirable.

(2) A *Council Meeting* cannot be adjourned for a period exceeding seven (7) days from the date of the adjournment.

(3) An appropriate motion would be: "*That the meeting be adjourned until_____".* (Time and date to be specified which does not exceed seven (7) days.)

(4) No discussion is allowed on any motion for adjournment of the *Council Meeting*, but if the motion is lost, the substantive matter before the *Council Meeting* must be disposed of before any subsequent motion for adjournment of the *Council Meeting* is moved.

77. Notice for Adjourned *Meeting*

(1) If a *Council Meeting* is adjourned, the *Chief Executive Officer* will ensure that the *Agenda* for the continuation of the adjourned *Council Meeting* is identical to the *Agenda* for the *Council Meeting* which was originally adjourned.

(2) Except where a *Council Meeting* is adjourned until later on the same day, the *Chief Executive Officer* must give all *Councillors Written* notice of a new date for the continuation of the adjourned *Council Meeting* and every reasonable attempt must be made to advise the public of the new *Council Meeting* date.

(3) Where it is not practical to provide *Written* notice to *Councillors* because time does not permit that to occur then, provided a reasonable attempt is made to contact each *Councillor*, contact by telephone, electronic form, or in person will be sufficient.

DIVISION 13– MINUTES & RECORDING OF MEETINGS

78. Keeping of *Minutes*

The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the *Council Meeting* and to take the *Minutes* of such *Council Meeting*) must keep *Minutes* of each *Council Meeting* and those *Minutes* must record:

(1) the date and time the *Council Meeting* was commenced, adjourned, resumed and concluded;

(2) the names of the *Councillors* and whether they are present, an apology, on *Leave of Absence* or other details as provided;

(3) the titles of the *Officers* in attendance;

(4) any disclosure of a conflict of interest made by a *Councillor*;

(5) arrival and departure times (including temporary departures) of *Councillors* during the course of the *Council Meeting*;

(6) each motion and amendment moved, including the mover and seconder of the motion or amendment;

(7) the outcome of every motion or amendment, whether it was put to the vote and the result to indicate whether the motion or amendment was carried, lost, withdrawn, lapsed, amended and the names of every *Councillor* and how they voted (either FOR or AGAINST or DID NOT VOTE);

(8) where a *Division* is called, the names of every *Councillor* and the way their vote was cast (either FOR or AGAINST or DID NOT VOTE);

(9) details of a failure to achieve a *Quorum* and any adjournment whether as a result of that or otherwise;

(10) the time and reason for any adjournment of the *Council Meeting* or *Suspension of Standing Orders*;

(11) closure of the *Council Meeting* to members of the public and the reason for such closure; and

(12) any other matter which the *Chief Executive Officer* deems should be recorded to clarify the intention of the *Council Meeting* or the reading of the *Minutes*.

79. Availability of *Minutes*

Advice that the *Minutes* are available must be provided to all *Councillors* no later than forty-eight (48) hours before the next *Scheduled Council Meeting*.

80. Confirmation of *Minutes*

At every *Council Meeting* the *Minutes* of the previous *Council Meeting(s)* must be dealt with as follows:

(1) when confirming the *Minutes* of a *Council Meeting*, the *Chair* shall ask *Councillors* "Are any changes required to the *Minutes*?";

(2) opposition can only be expressed on the basis that the record contained in the *Minutes* is incorrect (in line with rule 86) or inaccurate and the *Chair* must not allow discussion or motions on any issue other than an alleged omission from, or inaccuracy of, the *Minutes*;

(3) if a *Councillor* indicates opposition, he or she must specify the particular item or items in the *Minutes* concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record;

(4) if no *Councillor* indicates opposition, the *Chair* must, after seeking a mover and seconder, put the matter to the vote and declare the *Minutes* to be confirmed; and

(5) after the *Minutes* are confirmed, they must be signed by the *Chair* of the *Council Meeting* at which they were confirmed.

81. Deferral of Confirmation of *Minutes*

The *Council* may resolve to defer the confirmation of *Minutes* until later in the *Council Meeting* or until the next *Scheduled Council Meeting* as appropriate.

82. Recording of Council Meetings

(1) The *Chief Executive Officer* or their delegate shall record and, where feasible, livestream via Council's website on suitable equipment, all proceedings of *Council Meetings* except where the *Council Meeting* is closed to the public to consider *Confidential Information*.

(2) Recordings of *Council Meetings* will be retained and available for public for viewing or listening on the *Council Website* for a period of twelve (12) months from the date of the *Council Meeting*.

(3) *Visitors* are to be advised that the *Council Meeting* is being livestreamed and recorded and will be made available on the *Council Website*.

(4) *Visitors* will also be advised by appropriate venue signage that, while care is taken through recording and filming to maintain a person's privacy as an attendee in the *Council Chamber*, they may be recorded on audio and film.

(5) Media representatives may, with the consent of the *Council,* record any part of the *Council Meeting*. The consent of the *Council* must not be unreasonably withheld, and may be revoked any time during the course of the relevant *Council Meeting*. The Chair shall provide reasons why permission has been revoked.

DIVISION 14 – CONDUCT AND BEHAVIOUR

83. Conduct of *Councillor*s

During the course of any *Council Meeting*, *Councillors* must comply with the *Councillor Code of Conduct, a* copy of which is available on the *Council Website*, or can be obtained by contacting the *Chief Executive Officer's* office.

84. Conduct of *Visitors*

(1) *Visitors* must not interject or take part in the debate at a *Council Meeting*.

(2) *Visitors* must extend due courtesy and respect to the *Council* and the processes under which it operates and *Councillors* and *Officers* present at the *Council Meeting* and must take direction from the *Chair* whenever called on to do so.

(3) *Visitors* must not operate photographic audio or video recording equipment or any other recording device at any *Council Meeting* without first obtaining the consent of the *Council*.

85. *Chair* May Remove

(1) The *Chair* may order and cause the removal of any person including a *Councillor* who disrupts any *Council Meeting* or fails to comply with a direction.

(2) A person removed from a *Council Meeting* must leave the *Council Chamber* or move to a public area of the *Council Chamber* where they can no longer disrupt the *Council Meeting.*

86. Removal from the *Meeting*

If necessary, the *Chair* may ask the *Chief Executive Officer* or Victoria Police to remove from the *Council Meeting* any person who acts inconsistently with *these Rules* and whom the *Chair* has ordered to be removed from the *Council Meeting* under rule 94.

87. *Chair* may Adjourn Disorderly *Meeting*

If the *Chair* is of the opinion that disorder at the *Council* table or in the *Council Chamber* makes it desirable to adjourn a *Council Meeting*, the *Chair* may adjourn the *Council Meeting* to a later time on the same day, or to some later day prior to the next *Scheduled Council Meeting*, at a time and date and venue to be fixed.
See Division 12 – Meeting Adjournments

PART F – *COUNCILLOR* BRIEFINGS, DEPUTATIONS & PRESENTATIONS

88. Deputations and Presentations

(1) Members of the public may present deputations to the *Council* and these will usually be considered at an *Informal Meeting of Councillors*.

(2) A person who seeks, or persons who seek, to make a deputation or presentation to the *Council* shall make a *Written* request to do so to the *Chief Executive Officer*.

(3) The *Chief Executive Officer* shall determine which *Informal Meeting of Councillors* the request shall be referred to for consideration.

(4) Time limits may be set for speakers and *Councillors* may question the deputation on matters raised for the purpose of clarification.

PART G - MISCELLANEOUS

89. Procedure Not Provided in the Local Law

Where a situation has not been provided for in *these Rules*, the *Council* may determine the matter by resolution.

90. Policies and Guidelines

The *Council* may adopt any policies or guidelines from time to time for the purpose of exercising any discretions provided by *these Rules*.

Appendix 1 – Procedural Motions

Procedural Motions Table:

Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to "am/pm" and/or "date"	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking	Motion and amendments postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice.	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking; (c)When the matter is one in respect of which a call of the *Council* has been made.	Motion and any amendment postponed but may be resumed at any later *Meeting* if on the *Agenda*	Debate continues unaffected	Yes
3.The Closure	That the motion be now put.	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	During nominations for *Chair*	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any *Councillor* exercising his or her right to ask any question concerning or arising out of the motion.	Debate continues unaffected	No

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Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
4. Laying question on the table	That the question lie on the table	Any *Councillor* who has not moved or seconded the motion or otherwise spoken to the motion.	(a) During the election of a *Chair*; *(b)* During a *Meeting* which is a call of the *Council;* (c) When the motion would have the effect of causing *Council* to be in breach of a legislative requirement	Motion and amendment is not further discussed or voted on until: (a) the *Council* resolves to take the question form the table at the same *Meeting*; (b) the matter is placed on an *Agenda* and the *Council* resolves to take the question from the table.	Debate continues unaffected	No
5. Previous question	That the question be not now put	A *Councillor* who has spoken to the motion or any amendment of it.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking; (c) When the matter is one in respect of which a call of the *Council* has been made. (d) When an amendment is before the *Council*; or (e) When a motion would have the effect of causing the *Council* to be in breach of a legislative requirement.	(a) No vote or further discussion on the motion until it is placed on an *Agenda* for a later *Meeting*; (b) Proceed to next business.	Motion (as amended up to that time) put immediately without further amendment or debate.	Yes

Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
6. Proceeding to next business	That the *Meeting* proceed to the next business. Nb: This Motion (a) May not be amended; (b) May not be debated; and (c) Must be put to the vote as soon as seconded.	A *Councillor* who has spoken to the motion or any amendment of it.	(a) During the election of a *Chair*; (b) When another *Councillor* is speaking; (c)When the matter is one in respect of which a call of the *Council* has been	If carried in respect of: (a) An amendment, *Council* consider the motion without reference to the amendment *(b)* A motion – no vote or further discussion on the motion until it is placed on an *Agenda* for a later *Meeting.*	Debate continues unaffected	No
7. Alter the order of business	That the item listed as ## on the *Agenda* be considered before/after the item listed as item ##.	Any *Councillor* (including the *Mayor/Chair*)	During debate	Alters the order of business for the *Meeting*.	Items are considered in the order as listed in the *Agenda*.	No

Procedural Motion	Form	Mover/Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on a Motion
8. *Suspension of Standing Orders*	That Standing Orders be suspended to ##(*reason must be provided*)	Any *Councillor* (including the *Mayor/Chair*)	During any debate	The rules of the *Meeting* are temporarily suspended for the specific reason given in the motion.	*Meeting* continues unaffected.	No and no debate or decision on any matter. Resolution to resume Standing Orders is the only decision permissible.
9. Resumption of Standing Orders	That the Standing Orders be resumed.	Any *Councillor* (including the *Mayor/Chair*)	When Standing Orders have not been suspended.	The temporary suspension of the rules of the *Meeting* is removed.	The *Meeting* cannot continue.	No
10. Consideration of confidential matter(s)	That, in accordance with sections 89(2) and 77(2) of *the Act*, the *Meeting* be closed to members of the public for the consideration of item ## which has been designated confidential on the grounds it relates to ## (insert *grounds* **from *s.77(2)*)**	Any *Councillor*	N/A	The *Meeting* is closed to members of the public.	The *Meeting* continues to be open to the public.	Yes
11. Reopen the meeting.	**That the *Meeting* be reopened to members of the public.**	**Any *Councillor***	**N/A**	**The *Meeting* is reopened to members of the public.**	***Meeting* remains closed to members of the public.**	**No.**

Chapter 3 – Meeting Procedure for Delegated Committees

1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and any reference in Chapter 2 to:

a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;

a Councillor is to be read as a reference to a member of the *Delegated Committee*; and

the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.

2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

Council may; or

the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

Chapter 4 – Meeting Procedure for Community Asset Committees

1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

2. Meeting Procedure

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.

Chapter 5 – Disclosure of Conflicts of Interest

1. Introduction

The following Rules in this Chapter apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.*

2. Definition

In this Chapter:

"meeting conducted under the auspices of *Council*" means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a 'Councillor Briefing' or by some other name); and

a member of a *Delegated Committee* includes a Councillor.

3. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or

intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:

advising of the conflict of interest;

explaining the nature of the conflict of interest; and

detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

name of the other person;

nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

4. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which he or she:

* At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.

is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Delegated Committee* meeting immediately before the matter is considered; or

intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the Delegated Committee meeting commences a written notice:

advising of the conflict of interest;

explaining the nature of the conflict of interest; and

detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:

name of the other person;

nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which he or she:

is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Community Asset Committee* meeting immediately before the matter is considered; or

intends to present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:

advising of the conflict of interest;

explaining the nature of the conflict of interest; and

detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:

name of the other person;

nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

6. Disclosure at a Meeting Conducted Under the Auspices of Council

A Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which he or she is present must:

disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;

absent himself or herself from any discussion of the matter; and

as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.

7. Disclosure by Members of Council Staff Preparing Reports for Meetings

A member of Council staff who, in his or her capacity as a member of Council staff, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of a Report for the consideration of a:

Council meeting;

Delegated Committee meeting;

Community Asset Committee meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest.

The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

If the member of Council staff referred to in sub-Rule 7.1 is the *Chief Executive Officer* the written notice referred to in sub-Rule 7.1 must be given to the *Mayor*; and the obligation imposed by sub-Rule 7.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

8. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

If the member of Council staff referred to in sub-Rule 8.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

9. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

10. Retention of Written Notices

The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient *Council meeting*; and
- recorded in the minutes of that *Council meeting*.

3. Confidential Information

If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.

Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

Chapter 7 – Election Period Policy

WARRNAMBOOL
CITY COUNCIL

ELECTION PERIOD POLICY

DOCUMENT CONTROL

Document Title:	***Election Period Policy***
Policy Type:	***Council***
Responsible Branch:	***Executive Services***
Responsible Officer:	***Manager Governance***
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1.1 PURPOSE

During the period preceding a Council election the Council assumes a "caretaker role". This period is defined in the Act as the 'Election Period'.

The purpose of this Policy is to ensure that the business of local government in the City of Warrnambool continues throughout an Election Period in a responsible and transparent manner in accordance with statutory requirements and established "caretaker" conventions.

Councils Procedure and proceedings functions are set out in Part 3 Division 2 of the 2020 Local Government Act the caretaker provisions that Councils must take heed of are contained in section 69.

1.2 SCOPE

This policy applies to all Councillors and staff.

During an Election Period the business of the Council continues, and ordinary matters of administration still need to be addressed. This policy establishes a series of caretaker practices which aim to ensure that actions of the Council do not bind an incoming council and limit its freedom of action.

1.3 DEFINITIONS

Term	Definition/Meaning
Act	Local Government Act 2020
Election Period	The period that: Starts at the time that nominations close on nomination day; and Ends at 6pm on election day
Nomination Day	The last day on which nominations to be a candidate at a Council election may be received in accordance with the Act and the regulations
Publication	includes any means of publication, including letters and electronic information on the Internet
Public Consultation	A process that involves inviting individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and which includes discussion of that matter with the public
Council Resources	Includes the financial, human and material resources of Council and includes – offices, vehicles, staff, hospitality, services, property, equipment (phones, computers etc.) and stationery etc.

2. POLICY

2.1 POLICY STATEMENT

This policy commits the Council during an Election Period to:

- **not making any major decisions;**
- **not making decisions that significantly affect the municipality or unreasonably bind the incoming Council;**
- **ensuring that public resources, including staff resources, are not used for election**

campaign purposes, or in a way that may improperly influence the result of an election; and

- not publishing or distributing electoral matter, unless it is simply information about the election process.

This policy prescribes the actions and procedures the organisation, Councillors and staff will implement during an Election Period in observance of the statutory requirements and in the interests of good governance and a fair election generally.

2.2 POLICY POSITION

This policy applies during any Council Election Period and covers:

- Major decisions made by the Council;
- Scheduling consideration and announcement of major decisions;
- Use of the Council's resources including staff and materials published by Council;
- Access to information by Councillors and candidates;
- Council's online presence including social media;
- Communications and media services;
- Attendance and participation at Council organised activities and events;
- Public Consultation.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 Councillors

Councillors are bound by sec. 76D and 76E of the Local Government Act 1989 regarding misuse of position and improper direction and improper influence. A breach of sec. 76D attracts serious penalties including possible imprisonment.

During an Election Period, Councillors must not use Council resources for campaigning to increase advantage over other candidates or to influence voters.

2.3.2 Chief Executive Officer

The Chief Executive Officer will ensure, as far as practicable, that all Councillors and staff are informed of the application of this policy at least 30 days prior to the commencement of an Election Period and instructions are provided to staff on the implementation of the procedures detailed in this policy.

During an Election Period the Chief Executive Officer will be the official spokesperson for the Council in relation to all matters.

3. PROCEDURES

3.1 DECISION MAKING PROCESSES DURING AN ELECTION PERIOD

a) It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. The Council therefore commits to this principle in that it will make every endeavour to avoid making decisions that inappropriately bind the incoming Council. This includes a commitment to not making any "Major Decision" or "Significant Decisions" as specified in this policy.

c) **The Chief Executive Officer will ensure, as far as practicable, that matters of Council business requiring Major Decision or Significant Decision are scheduled for Council to enable resolution prior to the commencement of an Election Period or deferred where appropriate for determination by the incoming Council.**

d) **Scope exists for Council to hold a Council meeting but only in the most urgent or extraordinary circumstances or any statutory circumstances or any statutory processes that may arise. *Refer clause 3.1.3***

3.1.1 Major Decision

a) **A 'Major Decision means any decision relating to:**

- **(i)** **the employment or remuneration of a Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer;**
- **(ii)** **termination or the appointment of a Chief Executive Officer;**
- **(iii)** **committing the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; and**
- **(iv)** **enabling the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.**

b) **If Council considers that there are extraordinary circumstances where the community would be significantly disadvantaged by the Council not making a particular Major Decision, the Council will, by resolution, request an exemption from the Minister for Local Government.**

c) **The prohibitions on Major Decisions apply to Special Committees and a person acting under delegation.**

3.1.2 Significant Decisions

a) **Over and above the decisions specified as Major Decisions, the Council will avoid making other decisions during an Election Period that are of a significant nature and which would unnecessarily bind an incoming Council.**

b) **"Significant Decisions" include:**

- **(i)** **Irrevocable decisions that commit the Council to substantial expenditure or major actions; and**
- **(ii)** **Irrevocable decisions that will have a major impact on the municipality or the community.**

c) **The Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Therefore, where a delay in making a "Significant Decision" would result in significant detriment to the local community, or the broader community, the Council may make an exception to this procedure. In making an exception to this procedure, the Council**

will deal with the matter impartially, having regard to the long-term interests of the community and as transparently as possible.

d) **In the case of a decision that significantly affects the municipality or binds the incoming Council, which is not expressly prohibited, a number of factors will be considered, including:**

(i) **The urgency of the issue - could a decision be reasonably deferred until the next Council is in place;**
(ii) **The possibility of financial and/or legal repercussions if it is deferred;**
(iii) **Whether the decision is likely to be controversial; and**
(iv) **The best interests of Council.**

3.1.3 Council Meetings

Note: The Council will not hold an ordinary Council Meeting during an Election Period. This section only applies to reports for an unscheduled Council Meeting, if such a meeting is called.

In order to facilitate compliance with its commitment to ensuring appropriate decision-making during elections, Council adopts the following procedure:

a) **During an Election Period, the Chief Executive Officer will ensure that a "Caretaker Statement" is included in every report submitted to a Council meeting (if required) for a decision.**

b) **The "Caretaker Statement" will specify one of the following:**

(i) ***"The recommended decision is not a "Major Decision" or a "Significant Decision" within the meaning of this policy"; or***
(ii) ***"The recommended decision is not a "Major Decision". The recommended decision is a "Significant Decision" within the meaning of this policy, but an exception should be made for the following reasons [insert reasons for making an exemption]"; or***
(iii) ***"The recommended decision is to seek an exemption from the Minister because the matter requires a "Major Decision"; or***
(iv) ***"The recommended decision is a "Major Decision", but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date]".***

c) **During an Election Period, the Council will not make a decision on any matter or report that does not include one of these Caretaker Statements.**

3.1.4 Delegated Committees and Advisory Committees

The operation of all Delegated Committees and Advisory Committees will be suspended upon the commencement of an Election Period.

3.2 PUBLIC CONSULTATION DURING AN ELECTION PERIOD

a) **Public consultations are best to be avoided during an Election Period.**

b) **This clause does not apply to public consultation required under any statutory provisions, including the Planning and Environment Act 1987.**

c) **Consultations may be undertaken during an Election Period to facilitate the day-to-day business of Council, to ensure matters continue to be proactively managed. Consultations will avoid any express or implied links to a Council election.**

d) **Consultations under statutory provisions shall only proceed after express agreement by the Chief Executive Officer and then if it relates solely to the normal day-to-day business**

of Council.

3.3 COUNCIL PUBLICATIONS DURING AN ELECTION PERIOD

3.3.1 Certification of Council publications during an election period

a) **The Council will not publish material with public funds that may influence, or be seen to influence, voting in a Council election.**

b) **The Council will not:**

(i) **Print, publish or distribute; or**
(ii) **Cause, permit or authorise to be printed, published or distributed on behalf of the Council;**

any advertisement, handbill, pamphlet or notice during an election period unless it has been certified, in writing, by the Chief Executive Officer.

c) **This prohibition applies to all documents produced for the purpose of communicating with the community, including:**

(i) **Council newsletters**
(ii) **Advertisements and notices e.g. job advertisements, public notices of contracts etc.**
(iii) **Media releases**
(v) **Leaflets and brochures**
(vi) **Mailouts to multiple addresses**

d) **Council will avoid all publication activity during an Election Period except where essential for the conduct of Council operations. Where printing, publishing or distributing a document is deemed essential to Council business during an Election Period the Chief Executive Officer's certification is required. Publication includes electronic information and web-based productions.**

e) **The procedure for certifying publication is:**

Step	Procedure
1	During an Election Period all proposed publications that are normally sent to the Communications unit and/or other Council units for publication e.g. Organisational Development for job advertisements must be sent in the first instance to the Manager Governance
2	The Manager Governance is responsible for checking that no election material is present (other than factual election process information). *Refer clause 3.3.5*
3	Should the proposed publication contain electoral material, it will be returned to the author for correction and re-submission.
4	Should the proposed publication not contain electoral material, the Manager Governance will send the material to the Chief Executive Officer for certification, by advising: *"This material has been checked and does not contain any electoral or electoral related matter to the best of my knowledge. Can you please certify in writing that you authorise for this material to be printed, published or distributed?"*
5	If the proposed publication is approved by the Chief Executive Officer, he/she

	will certify this in writing: *"I certify that the attached material is suitable for printing, publishing or distributing on behalf of Warrnambool City Council"*
6	The Manager Governance is responsible for maintaining the record of certification of documents and advising relevant officers of the publication approval.

f) Councillors may publish campaign material on their own behalf, as long as the material does not originate from, or is authorised by, the Council or use Council logos.

3.3.2. Council's Online Facilities (includes Social Media)

a) The Council website is the main corporate site; there are separate websites for some activities including Warrnambool Art Gallery, Aquazone, Lighthouse Theatre, Surfside Holiday Park and Flagstaff Hill Maritime Village. The Council also has a number of social media sites including twitter feeds and Facebook pages.

b) Council auspiced social media must not be used for election campaigning.

c) At the start of an Election Period any online information on Council hosted sites about Councillors who are candidates will be restricted to their name and contact details.

d) Council agendas and minutes of meetings do not require certification if they are published in the usual way on the website.

e) Any references on Council's website to the election will only relate to the election process.

f) Any new material published on Council's website during an Election Period that may be considered an advertisement, handbill, pamphlet or notice must be subject to the certification process.

g) Any publication on social media sites such as, Facebook, twitter etc. which are auspiced by Council, will require certification by the Chief Executive Officer.

h) During an Election Period Facebook and twitter posts are to be kept to minimum, normal day- to-day activities only. No launches or announcement of any new projects, policy initiatives, or programs must be made. Where possible, the functions that permit comments and posts by the public on Council social media will be disabled during an Election Period and if so, the Council will provide an explanation via social media on this being necessitated in accordance with this Policy.

i) No new Council You Tube videos will be uploaded during an Election Period.

j) Council's Communications unit monitors the Council's corporate website, Facebook site and twitter feeds between the hours of 8.15am and 5.00pm on weekdays (excluding public holidays). During an Election Period monitoring will extend to after hours and weekends and will be undertaken by the Communication unit which will have the editing access to delete any material posted that makes reference to candidates or a Council election.

3.3.3 Council Publications

a) Any current Council publication which may be potentially affected by this policy will be reviewed by the Communication unit in consultation with the Manager Governance to

ensure that any circulated, displayed or otherwise publicly available material during an Election Period does not contain material that may be construed as "electoral matter".

b) **Council's City Assist unit undertake an audit of brochures and pamphlets in all Council's customer service centres and remove any which might contain electoral matter prior to an Election Period.**

c) **Any references to Councillors in Council publications printed, published or distributed during an Election Period must not include promotional text.**

d) **Emails that are part of the normal conduct of Council business should not require certification. However, emails with multiple addressees, used for broad communication with the community, will be subject to the certification process.**

e) **Mass mail outs or identical letters sent to a large number of people by or on behalf of Council must be subject to the certification process.**

f) **Council staff should not prepare Councillors' private mail or electoral correspondence and such material must not be printed on Council stationery or using Council equipment.**

g) **Councillors may use the title "Councillor" in their election material, as they continue to hold that position during an Election Period. To avoid confusion, Councillors shall ensure that any election publication using the title "Councillor" clearly indicates that it is their own material and does not represent Council.**

h) **Material printed or disseminated during an Election Period to publicise a function or event must be subject to the certification process.**

3.3.4 Council Annual Report

a) **Council is required to produce an Annual Report and this generally will coincide with an Election Period. This publication is not considered an 'advertisement, handbill, pamphlet or notice' and does not require certification.**

b) **The Annual Report must not include material that is electioneering or that publicises the attributes or achievements of individual Councillors.**

c) **A summary version of the Annual Report is regarded as a pamphlet and must be subject to the certification process.**

d) **Printed copies of the text version of the Annual Report will only be distributed upon request until the expiration of an Election Period.**

3.3.5 Electoral Material

Material is definitely an electoral matter if it:

- **Publicises the strength or weaknesses of a candidate;**
- **Advocates the policies of the Council or of a candidate;**
- **Responds to claims made by a candidate;**
- **Publicises the achievements of the elected Council;**
- **Publicises matters that have already been the subject of public debate;**
- **About matters that are known to be contentious in the community and likely to be the subject of election debate;**

- **Deals with Election Candidates statements;**
- **Refers to Councillors or candidates by name or by implicit reference.**

3.4 USE OF COUNCIL RESOURCES DURING AN ELECTION PERIOD

a) **Public resources must not be used in a manner that would influence the way people vote in elections. The Council commits to this principle in that it will ensure that Council resources are not used inappropriately during an Election Period. This includes a commitment to comply with the following procedures.**

b) **The Council will ensure that due propriety is observed in the use of all Council resources, and staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice is to be sought from the relevant Director.**

c) **Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during an Election Period. and shall not be used in connection with any electioneering activity.**

d) **No Council events, logos, letterheads, or other Warrnambool City Council branding can be used for, or linked in any way to, a candidate's election campaign.**

e) **The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.**

f) **Photos or images taken by or provided by the Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied.** ***Also refer to clause 3.7***

g) **No election material or active campaigning is to be conducted at Council sponsored events or to be displayed in any Council building.**

h) **Staff must not undertake an activity that may affect voting in the election or authorise, use or allocate a Council resource for any purpose that may influence voting in the election.**

i) **If staff that feel they are being placed in a compromising situation by a request from a Councillor they should refer the Councillor to the Chief Executive Officer for clarification.**

j) **Any staff member who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate shall advise the relevant Director before authorising, using or allocating the resource. The Director in consultation with the Chief Executive Officer will decide if the use of Council resources is appropriate or not.**

k) **Public events will only be organised and run if it is totally unavoidable to conduct such events during an Election Period and then only with the express permission of the Chief Executive Officer.**

l) **Speeches for Councillors will only be prepared by staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be**

circulated or available for publication.

m) **Neither the Council logo nor Council stationery will be used by Councillors in any way that relates to the election.**

n) **Equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.**

o) **Reimbursement of Councillor expenses incurred during an Election Period should only apply to costs incurred in the performance of normal Council duties, and not for campaigning and not for expenses that could be perceived as supporting or being in connection with a candidate's election campaign.**

p) **Where Councillors have Council funded services, such as mobile phones, land lines and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, then Councillors will either reimburse the Council or not make a Council claim that exceeds normal usage levels for usage of those services during an Election Period.**

q) **Councillors with their own private mobile phones may continue to seek reimbursement of telephone expenses incurred in undertaking Council business related calls. Councillors will be required to declare that those expenses were incurred in undertaking normal Council business.**

r) **During an Election Period, Councillors shall not participate in any regional and or interstate travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represent Council on a delegation or forum, the Council may by resolution approve such attendance. If consideration by the Council is impractical the Chief Executive Officer may determine the issue.**

3.5 ACCESSING COUNCIL INFORMATION DURING AN ELECTION PERIOD

a) **The Council recognises that all election candidates have rights to information from the Council administration and that it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles.**

b) **Neither Councillors nor candidates will receive information or advice from staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during an Election Period.**

c) **Information and briefing material prepared by staff for Councillors during an Election Period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities.**

d) **An Information Request Register will be maintained by the Manager Governance commencing on the opening of nominations. The Register will be a public document (available for inspection) that records all requests for information of a non-election nature by all candidates, and the responses given to those requests.**

e) **Responses to candidate's requests will only be issued through the Manager Governance. Staff in receipt of a candidate request must refer the request and any proposed response to the relevant Director and Manager Governance. Only information that can be reasonably accessed will be released.**

f) **Any Freedom of Information (FOI) application lodged during an Election Period will be dealt with where possible outside of an Election Period. (the FOI Act specifies a 45-day period in providing a response)**

3.6 ASSISTANCE TO CANDIDATES

a) **The Council affirms that all candidates standing for the Council election will be treated equally.**

b) **Any assistance and advice to be provided to candidates as part of the conduct of a Council election will be provided equally to all candidates.**

c) **All election related enquiries from candidates will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Manager Governance.**

3.7 COMMUNICATIONS AND MEDIA SERVICES DURING AN ELECTION PERIOD

a) **The Council's communication systems and media services will not be used in any way that might influence the outcome of a Council election.**

b) **During an Election Period, staff must not initiate any public statement that relates to an election issue. Public statements are not only formal press releases but also verbal comments at meetings, functions and events where attending as part of their Council role.**

c) **Council newsletters will not be printed by the Council during an Election Period.**

d) **Any edition(s) of Council's C2C published within two months prior to the commencement of an Election Period will only contain general information pertaining to the election process and will not contain any photograph of a Councillor or candidate, or any statement by a Councillor or candidate. Articles will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate.**

e) **In response to media inquiries the Chief Executive Officer, Directors or the Manager Communications will only provide a response and such information should relate only to current services and operations.**

f) **During an Election Period, the Council initiated communications shall be restricted to the communication of normal Council activities.**

g) **No media advice or assistance will be provided to Councillors in relation to election campaign matters.**

h) **No publicity will be provided that involves specific Councillors during an Election Period.**

i) **Councillors should not use their position as an elected representative or their access to staff and other Council resources or information in support of an election campaign. This includes photos or images provided by the Council for past Council activities.**

j) **Any requests from Councillors for media advice or assistance during an Election Period will be referred to the Chief Executive Officer.**

k) **Media releases will not mention or quote any Councillor(s) during an Election Period.**

l) **Contact with the local media will be restricted to the communication of normal Council activities and responding to questions not involving an election or possible election outcomes.**

m) **Publicity for Council events (if any during an Election Period) will be restricted to the communication of factual material and will not mention or quote any Councillor or candidate.**

n) **Councillor participation at Council sponsored events during an Election Period will not be used to gain attention in support of an election campaign.**

4. GOVERNANCE

4.1 Policy Owner

a) **The Manager Governance shall be responsible for monitoring the currency of this Policy.**

b) **Staff enquiries regarding the implementation of this policy should be directed to either Manager Governance or the relevant Director.**

c) **Councillor or candidate enquires should be directed to the Manager Governance or the Chief Executive Officer.**

4.2 Policy Review

This policy will be reviewed no later than six (6) months prior a Council General Election.

6.3. ACTIVITIES & INITIATIVES 2020-2021: OCTOBER - DECEMBER (QUARTER 2)

PURPOSE:

This report provides information on the progress in achieving the Activities and Initiatives (A&I's) set down for 2020-2021 as part of the Council Plan and Budget process. This report provides Council and the community with an update in the progress of actions across Councils' functional areas.

EXECUTIVE SUMMARY

This report reflects on the progress and achievements of a broad range of Activities and Initiatives set out in the Council Plan and Budget for the financial year 2020 –2021.

Council has been able to achieve the continuation of most of its services to the community despite the impacts of COVID-19 and has additionally altered its program focus where appropriate to respond to supporting the community through our program of works.

Council continues to deliver services that respond to the constraints by other levels of government to keep us safe. This has in many instances meant a rethink of how we provide our services. Council has adapted its service delivery methods and has continued to plan for a post COVID future for this community.

The A&I's underpin activities Council undertakes to work toward the vision of Warrnambool: A Cosmopolitan City by the Sea.

The 5 key objectives that support this Vision are:

1. Sustain, enhance and protect the natural environment.
2. Foster a healthy, welcoming city that is socially and culturally rich.
3. Maintain and improve the physical places and visual appeal of the city.
4. Develop a smarter economy with diverse and sustainable employment.
5. Practice good governance through openness and accountability while balancing aspirations with sound financial management.

MOVED: CR BEN BLAIN
SECONDED: CR ANGIE PASPALIARIS

That the Activities & Initiatives 2020-2021 October – December Quarter 2, be received.

CARRIED - 7:0

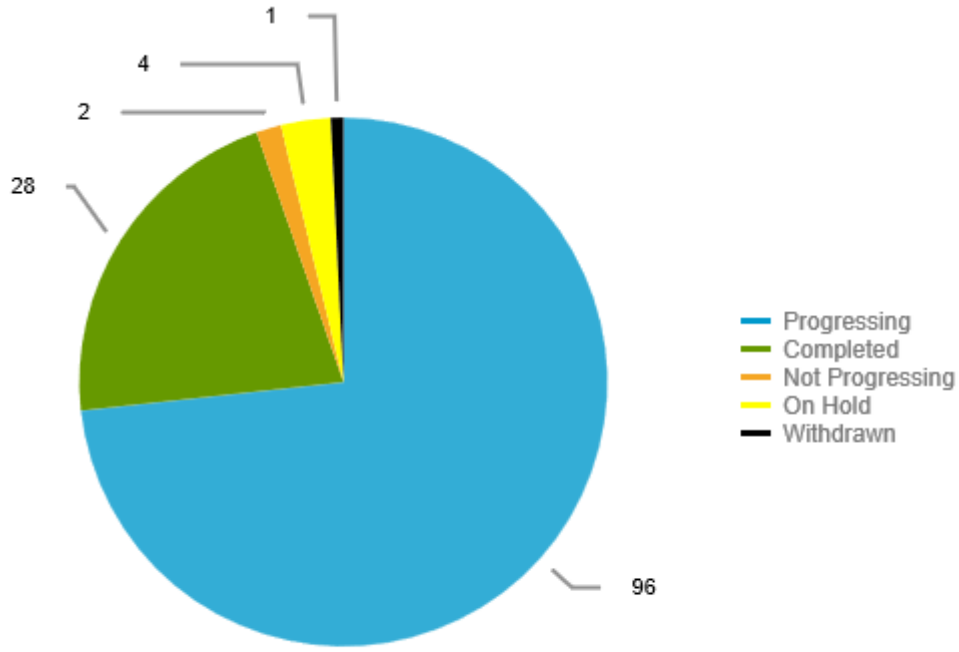
BACKGROUND

The 2017-2021 Council Plan (Revised 2020) is the principle planning and strategic document of the Council and details the Council strategic objectives for its community over a 4 year period.

Council is required to set down the A&I's on an annual basis that are to be funded and demonstrate how these actions will contribute to achieving the strategic objectives specified in the Council Plan and Budget.

2020-2021 ACTIVITIES AND INITIATIVES OVERVIEW

This report provides a snapshot as to the progress of the 2020-2021 A&I's.



ATTACHMENTS

1. Activities & Initiatives 2020-2021 - Q2 Report [**6.3.1** - 30 pages]

- Completed
- Progressing
- On Hold
- Not Progressing
- Not Updated
- Withdrawn

Report Generated: 17/02/2021

Warrnambool City Council Activities & Initiatives

Q2, 2020

1: Sustain, enhance and protect the natural environment.

1.1: Protect and enhance our waterways, coast and land.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.1.1	Complete a Domestic Wastewater Management Plan.	Coordinator Environmental Health	100%		Completed and adopted by Council.
1.1.2	Ensure all septic tanks meet EPA guidelines and requirements.	Coordinator Environmental Health	100%		All new septic meet requirements. Although this action is ongoing, existing systems are prioritised based upon risk in accordance with the Domestic Waste Water Management Plan.
1.1.3	Review recycling practices in the city and develop short and long-term options for recycling processing.	Manager City Amenity	70%		The 4th bin for glass only has been trialed and is due for full municipal rollout in the first half of 2021.
1.1.4	Ensure compliance with Local Laws relating to horses on Lady Bay.	Coordinator Local Laws Traffic Fire & Animal Control	100%		This action is ongoing. There are no outstanding compliance matters in relation to local laws.

1.2: Commit to being a carbon neutral organisation by 2040.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.2.1	Deliver street lighting energy efficiency replacement program.	Coordinator Natural Environment	90%		The installation of the LED Street Lights commenced on 4 January 2021 and its progressing as scheduled. Installation works are on track to be completed by the end of February 2021. Negotiations with VicRoads are underway for the replacement of the cost-shared Street Lights to LED.
1.2.2	Continue to reduce reliance on landfill by diverting organic material from waste streams.	Manager City Amenity	100%		Full FOGO rollout has been completed. In the first full year of operation 800 tonnes of food waste was diverted from landfill.

1.3: Assess our climate change preparedness.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.3.1	Review and implement findings of the climate change adaptation audit.	Coordinator Natural Environment	15%		The review of the climate change adaptation audit and implementation of recommendations is underway with planning for embedding and engagement with all areas of Councils operations.

Warrnambool City Council
Activities & Initiatives

Q2, 2020

1.4: Review options for managing waste.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
1.4.1	Investigate opportunities for waste to energy to reduce reliance on landfill.	Manager City Amenity	50%		Discussions are ongoing with providers. Council to be briefed February/March 2021.

Warrnambool City Council Activities & Initiatives

Q2, 2020

2: Foster a healthy, welcoming city that is socially and culturally rich.

2.1: Promote healthy lifestyles.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.1	Encourage social connection and promote active living in public spaces.	Travel Smart Officer	85%		Online Social connection via Warrnambool Connect, Warrnambool Walks, and Warrnambool Neighbourhood House. Supported online social connection during: Online events such as Mental Health Week (Oct) and 16 Days of Activism (Nov/Dec).
2.1.2	Increase understanding of priority health and wellbeing issues in the community.	Travel Smart Officer	95%		Investigating new data collection program (Populous Data) to assist with reporting on indicators for the Health and Wellbeing Plan. Snapshot data collected during a project with Dr Jody Fleming and the Warrnambool Youth Council was developed into a mental health check-list for Mental Health week which identified the impact COVID 19 had on the Warrnambool community's mental health.
2.1.3	Ensure premises operating under the Food Act and Public Health Act are inspected before a renewal of registration is granted.	Coordinator Environmental Health	90%		All class 1 food premises are completed. Due to COVID restrictions inspections were not undertaken in some instances. Most Class 2 premises have been inspected and will be completed this calendar year.
2.1.4	Provide communications support to promote Council services and facilities.	Manager Communications	50%		The Communications Unit helped promote the changes to Council services as pandemic restrictions eased. This included radio advertising for AquaZone and for the rollout of new recycling bins. The extension of free two-hour parking, new beach access points, new low energy street lighting and the summer holiday program were also promoted.
2.1.5	Implement Warrnambool - A Healthy City 2017-2021.	Travel Smart Officer	65%		Support Healthy Lifestyles: All WCC kindergartens and day care centres are members of Stephanie's Kitchen Garden. Over 2000 primary school aged students took part in Walk to School. Over 1200 women participated in This Girl Can online activities. Increase Participation, Connection, Equity, Access and Inclusion: 16 Days of Activism and Mental Health week promoted and provided information about family violence prevention and mental health and wellbeing, and promoted and provided connection to local and state services.

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.6	Ensure compliance with the Tobacco Act and MAV Tobacco Agreement.	Coordinator Environmental Health	50%		Inspections were put on hold due to COVID workloads and restrictions. Full compliance was achieved 2019. Inspections will resume upon advice from the State Government.

2.2: Increase participation, connection, equity, access and inclusion.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.1	Children with the highest needs within the community are identified and offered support through the Early Years Continuum.	Manager Children & Family Services	70%		Collaboration meeting actions, update of kinder enrolment policy and priority of access have all been completed to ensure those families with the highest priority points are receiving access to services.
2.2.2	Strengthen and further develop the central enrolment process for kindergartens which respond to policy direction emerging from the Early Years Reform.	Service Manager Early Years Learning and Development	50%		Review of the central enrolment process has begun with the engagement of a project officer to work through the 3 year old kindergarten project.
2.2.3	Foster relationships between early years services and culturally diverse families, to make sure our services are safe and responsive to their cultural needs.	Manager Children & Family Services	60%		Reconciliation plans are being developed with approval from Elders in the community to ensure services are meeting the needs of our Indigenous families.
2.2.4	Continue to develop a kiosk information centre for families to navigate children's services and activities within the community.	Service Manager Early Years Intervention & Support	20%		Relocated to CSC and have commenced analysis of the positioning and installation of kiosk. Starting to gather all information to be loaded onto the portal for customer/client usage.
2.2.5	Ensure that the Commonwealth Home Support program meets and maintains all quality service standards as established by the Commonwealth Government.	Service Manager Home Support	100%		The Service Manager has been monitoring Commonwealth regulatory requirements for CHSP providers during COVID-19 Pandemic by subscription to Department of Health email updates, DHHS Health Alerts and DHHS advice for Aged Care on the DHHS website. We attend fortnightly MAV Community Service Managers meetings at which a DOH representative provides updates and clarification in regard to regulatory requirements. When specific clarification is required direct contact is made with WCC DOH Grant Agreement Manager or DHHS Adviser, Agency Performance & System Support. The Service Manger maintains and monitors the Home Support Plan for Continuous Improvement which is based upon compliance with Aged Care Quality Standards (Quality Standards). The Home Support Service is audited by the Aged

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Care Quality and Safety Commission on a three yearly cycle to assess compliance with Quality Standards.
2.2.6	Partner with local agencies and organisations to address health and wellbeing priorities.	Travel Smart Officer	80%		Family violence prevention and promotion of equity: 16 Days of Activism had 4 local partners and was funded by MAV. Mental Health and Connection: Mental Health week was implemented by Warrnambool Youth Council and had 10 local partners.
2.2.7	Support the collection and sharing of consistent data and evidence to inform strategic and service planning.	Travel Smart Officer	50%		Community profile data being made available on the Council website. Ongoing snapshot data of the impact of COVID developed into a Mental Health checklist with the Community Planning and Youth Team. Updated data being collated ready to inform the next 4 year Strategic Community Plan, and other related plans due for development in 2021.
2.2.8	Encourage residents to be prepared for emergencies, increase awareness of local emergency alerts/warnings and share preparedness resources and information with residents.	Manager City Amenity	100%		Although this action is complete for 2020/21 through awareness campaigns, this is an ongoing process which Council plays a shared role in this area with other State Government agencies.
2.2.9	Embed child safety standards across the Early Years Learning and Development Unit.	Manager Children & Family Services	85%		Audit conducted across the organisation has identified that Children's and Family Services policy and procedures are meeting all requirements. Action plan arising from the audit has been developed and being implemented.
2.2.10	Ensure regional assessment targets are met and that quality processes are adhered to.	Manager Children & Family Services	50%		Staff have resumed full operation's post the disruption of COVID, and working in partnership with our key funding bodies to meet targets.
2.2.11	Implement Council's wellness, reablement and diversity plans.	Manager Organisation Development	30%		Gender diversity strategy has commenced drafting and actions associated with gender audit commencing. Health and wellbeing actions have been implemented in various units across council as a result of actions stemming from the cultural improvement and wellbeing program.
2.2.12	Continue to monitor and deliver agreed annual priorities of the State Government Early Childhood Reform Plan across all Early Years and Alliance networks.	Manager Children & Family Services	50%		Staff are participating in all meetings and implementing the reforms as required, providing feedback through surveys, and forums. Initiatives that were affected due to COVID are now recommencing.

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.13	Complete the principle pedestrian network plan to inform future investment in our pathways and support sustainable transport.	Manager Infrastructure Services	100%		PPN complete and will be incorporated into the sustainable transport strategy along with the Principal Bicycle Network (PBN).
2.2.14	Continue to implement Council's Disability Action Plan.	Manager, Capacity, Access & Inclusion	55%		The ongoing implementation of key actions in Council's Disability Action Plan 2017 - 2026 enables Warrnambool City Council to work towards fulfilling its community service responsibilities to people with a disability. Warrnambool City Council's Disability Action Plan is currently on schedule for all but two due actions. To date of the 43 actions contained in the plan: 30 implemented, 12 actions are on-going / outstanding and one is yet to progress due to no budget allocation at this stage. The Civic Building accessibility audit and any associated works is still outstanding. The disability work experience project, which supports People with a disability to gain work experience at Council that was on hold due to the current COVID-19 situation will recommence in February 2021 subject to CV19 conditions. The following key actions on outstanding actions have been undertaken: Ongoing engagement with stakeholders such as Great Ocean Road Regional Tourism and Parks Vic to encourage Warrnambool accommodation and service providers to invest in and promote accessible tourism facilities. 2020 presented many challenges for accommodation and service providers. With reduced bookings due to travel restrictions/bans and operational cost increases to meet COVID-safe required standards. The Flagstaff Hill redevelopment has procured a new 22 seat and two wheelchair shuttle that enables all-areas access to those with reduced mobility. Due to extended closures this asset had limited use in 2020. There has been no change to existing paths. Plans being developed for upgrade as part of the 2020/21 budget process. Accessible parking review: no works were completed during the quarter. Work on plans with design of three more accessible car parks us currently underway. These are the projects that will be delivered in the next 6 months after consultation with affected shops.
2.2.15	Establish a parenting program supporting the needs of fathers within the community.	Service Manager Early Years Intervention & Support	25%		This action has been affected by COVID1-19. Work now underway by MCH and PACS Coordinators gathering service user information on the need and potential format of Fathers Support Groups for 2021.

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.16	Maintain and enhance child immunisation rates (from 95 per cent coverage).	Coordinator Immunisation	100%		One year old 98.90% fully immunised. Two year old 97.75% fully immunised. Five year olds 97.89% fully immunised.
2.2.17	Develop a proposal for the development of fit-for-purpose immunisation facilities.	Coordinator Immunisation	5%		Awaiting further information regarding drawing of concept plans. Currently no funding available for construction.
2.2.18	To ensure the transition of Capacity, Access and Inclusion branch programs and services from the COVID-19 environment back to normal operations.	Manager, Capacity, Access & Inclusion	100%		All Capacity, Access and Inclusion branch programs and services are now operational. COVID Safe work plans remain in place. Group activities are operating at 75% capacity to ensure social distancing is maintained.

2.3: Increase community health and social connection.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.1	Complete the Age Friendly Communities Project.	Manager, Capacity, Access & Inclusion	100%		The Age Friendly Communities Project has been completed. This included a financial acquittal and a completion report to the Department of Health and Human Services. Warrnambool City Council's project received positive feedback from the Department.
2.3.2	Establish and deliver a Neighbourhood House program in the West Warrnambool Community	Manager, Capacity, Access & Inclusion	50%		The October to December quarter has provided some welcome relief in the Neighbourhood House sector. The lifting of some COVID-19 restrictions toward the end of the year enabled capacity for more face to face meetings and community connections. It also allowed for the planning for future events and activities, in particular the January School Holiday program. Demand for Food Share distribution continued to remain steady, with a noticeable increase for food relief closer to the Christmas period. A total of 70 hampers were delivered to vulnerable families and individuals over the three month period. The hampers assisted 33 adults and 21 children in October, 35 adults and 33 children in November and 49 adults and 46 children in December. In late November the South-West Neighbourhood House Network offered house coordinators funding to the value of $500 to provide vulnerable families with some extra Christmas cheer after a very long and difficult year. Six families received children's toy vouchers along with the amazingly generous Christmas hampers and donated gifts provided by Warrnambool and District Foodshare. Another fifteen families and individuals received Foodshare

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Christmas Hampers and five individual women received care and hygiene packs kindly donated to West Warrnambool Neighbourhood House by 'Share the Dignity'.
2.3.3	Early childhood services know how to respond and reduce harm related to childhood trauma.	Manager Children & Family Services	100%		Staff training has occurred online due to COVID. Staff are using the skills learnt to support families and children within services.
2.3.4	Provide increased services through the Enhanced Maternal and Child Health (MCH) Service to support children up to the age of three years.	Manager Children & Family Services	100%		Staff developed and delivered a tailored action plan to ensure services are maintained for the increased age group.
2.3.5	Work with the system provider to further improve functionality within the KidsXap system for Outside School Hours Care.	Service Manager Warrnambool Stadium	70%		Upgrade of the childcare management system has been released by Council's provider, KidsXap. The KidsXap 2.0 or Xap web based platform will provide parents/families access to service enrolments, bookings, accounts and communication around operations and activities within the Outside School Hours Care programs. The After School Care program moved to Xap on Monday the 5th of October (start of term 3) and the Vacation Care program moved to Xap from the 30th of November for enrolments into the summer 2020/21 school holiday program. Service staff continue to work with the system provider to realise efficiencies within system and continue to provide high quality customer service to OSHC families.
2.3.6	Analyse impact of childcare subsidy and other sector reforms on the Outside School Hours Care operating model.	Service Manager Warrnambool Stadium	65%		The Federal and State Governments have provided a range of childcare rescue packages to the childcare industry since March 2020. The stable base of customers/families who use Council's Outside School Hours Care programs, even during lock downs and school closures means that Council's OSHC programs benefit most from initiatives that support or supplement the standard operating model of childcare subsidy paid by the Federal Government and gap fees paid by parents/families. Government support initiatives since July have supplemented this standard operating model while the initial package activated in April suspended Childcare subsidy and fee collection in favour of 50% income payments (estimated from pre Pandemic trade) and job keeper (local government services were ineligible for job keeper).
2.3.7	Review and further develop operational procedures and resources for Emergency	Service Manager Warrnambool Stadium	70%		Facility stands ready to activate as Emergency Relief Centre during the 2020/21 fire season.

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
	Relief Centre Activation at Warrnambool Stadium.				
2.3.8	Establish Archie Graham as a key provider of health and wellbeing information, activities and opportunities for older adults and other community groups.	Manager, Capacity, Access & Inclusion	50%		Due to COVID-19 the Archie Graham Community Centre was closed until December 7 2020. During this period the Archie newsletter was the main communication method used with patrons. Staying safe and staying social in pairs or small groups were key messages. The Centres reception staff maintained regular contact by phone, with a number of patrons to monitor their health and well-being. Physical activity Although walking and cycling groups were suspended in July due to COVID restrictions, patrons were support to continue exercising in small groups. The Centre staff supported patrons to locate an exercise buddy so they could continue exercising in line with COVID restrictions at a mutual time. Around 20 people were matched in pairs or groups of 3. The centres group fitness instructor worked with the Carer Respite program to deliver home-based exercise programs to carers and care recipients. Strength training sessions were conducted on zoom and attracted 20 participants once a week for 9 weeks. A limited program of group fitness classes were offered for three weeks in December and the sessions were well received. Technology support Volunteers had weekly zoom meetings during October and November with volunteers running iPad skills sessions for patrons who previously used centre computers. Face-to-face tech support sessions: Patrons involved in zoom tech support returned to face-to-face sessions after the Centre opened on December 7. There has been a steady increase in demand for tech support with an average of 10 tech support sessions per week being conducted since the Centre reopened.
2.3.9	Continue to support and grow active volunteerism within the local community.	Manager, Capacity, Access & Inclusion	50%		Volunteer Connect continued to support and advise volunteer involving organisations across South West Victoria. During October- December, a particular focus was on how to safely return volunteers after program closures, and creating COVID-safe workplace environments. 62 volunteers were supported to seek volunteer opportunities in the local community and fill workforce gaps for volunteer involving organisations.

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					Two South West Volunteer Network meetings during the quarter provided a supportive platform for volunteer involving organisation to meet and share ideas. Volunteer Connect have planned and begun to implement new initiatives to support the culturally and linguistically diverse communities to engage in volunteering.
2.3.10	Increase connectedness and build health and wellbeing knowledge of local people via social media.	Manager, Capacity, Access & Inclusion	50%		Youth Council Covid-19 Mental Health Project Community Mental Health Check-In launched campaign materials on the Connect Warrnambool and W2040 Facebook pages and Warrnambool City Youth (SWAY) Facebook and Instagram pages during Mental Health Week October 2020, delivered in partnership with WCC Community Planning. This campaign included mental health promotion messaging and directed people to an online check-list of activities to support good mental health at the W2040 webpage. This CONNECT: Posts: 24; Reach: 29,320; Engage:1,358; W2040: Posts:9 ; Reach: 1,034; Engage: 42 SWAY: Posts: 9; Reach: 12214; Engage: 629. This campaign included a partnership with Headspace Warrnambool and Raglan Presents (local youth music producer) to deliver the Mind Sets DJ Live Streams on October 17. The livestreams included mental health promotion and mental health service messaging. This campaign had a total reach of 16,192; Lives stream views of 550. The Archie Graham Community Centre conducted strength training via zoom and attracted 20 participants once week for 9 weeks. Online exercise videos included strength training, gentle exercise, chair yoga and tai chi videos. Three Centre volunteers conducted Tech Support on ZOOM for patrons.

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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.1	Upgrade the gymnasium's strength equipment at AquaZone.	AquaZone Service Manager	100%		New Technogym strength equipment installed in June/July 2020.
2.4.2	Explore facility management software or web-based solution for Warrnambool Gymnastics Centre.	Service Manager Warrnambool Stadium	25%		Gymnastics Centre scheduled to reopen with modified program from 15 February following the facility closing due to flooding on Saturday 2 January.

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.3	Manage facilities and equipment to support domestic indoor sports competitions, tournaments and events at Warrnambool Stadium.	Service Manager Warrnambool Stadium	75%		The operations and management of facility provision to Sports User Groups at the Warrnambool Stadium has varied from normal since reopening on the 16th of November following a 2nd State Government directed closure (Aug to Nov). Social distancing controls, capacity restrictions, visitor registration and increased hygiene and cleaning protocols will continue to be applied to all activity at the Stadium during the Pandemic. Council's Stadium management will continue to work closely with all user groups and visitors to ensure the facility can safely provide as many active recreation opportunities to the community as possible.
2.4.4	Coordinate and administer casual and seasonal tenancy use, including fees and charges for use of Council's outdoor sports grounds.	Recreation Planner	60%		Continued monitoring of COVID-19 status with sports return. Summer tenants resumed training and competition in November 2020 (one month later than normal). Currently planning for winter season and supporting the relocation of the Warrnambool Football Club to an alternate venue for Reid Oval Redevelopment. Nestles Cricket Club sharing Jones Oval with East Warrnambool YCW Cricket Club.
2.4.5	Coordinate the implementation of IMS Reserves Manager program with all of Council's sports ground user groups to manage and administer club seasonal allocations, licence agreements and casual sports ground bookings.	Recreation Planner	60%		Continued monitoring of COVID-19 status. 2021 winter tenants usage currently being completed by Clubs. Casual hire approvals have been minimal. Indicative endorsement of proposed pricing model and Occupancy of Recreation Facilities policy. Club consultation to commence prior to refinement of policy and model for final Council endorsement.
2.4.6	Implement the Merrivale Recreation Reserve irrigation, electrical upgrade and lighting improvement project.	Manager Recreation & Culture	100%		Complete, on budget, and ahead of time.
2.4.7	Implement Stage 1 of the Lake Pertobe Master Plan.	Manager Infrastructure Services	55%		- Bridge 06 replacement: Complete - Wayfinding Signage: Complete - Pathways within the precinct: Western section complete now complete. Eastern section programmed for March 2021. - Playspace & Waterplay: Detailed Design being finalised for tender of construction. - McGennans Public Toilets: Design progressing - Maar Meeting Place (Pirtupp Trail): Concept designs completed confirmed with Eastern Maar.
2.4.8	Implement the AquaZone Operational Plan and make	AquaZone Service Manager	100%		This has required extensive variation from original planning. Our focus changed to returning services and managing in the current climate. This was achieved by allowing access at a member rate,

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
	improvements to drive increased visitation.				with memberships being reinstated as we became more secure in the continuance of business, along with the installation of new lease strength equipment in the Health Club. We have also had to adapt programs due to closures of spaces due to water damage. Swimming lessons resumed in T4 with an intensive holiday program offered booked at 90%, over 2 weeks.
2.4.9	Commence implementation of the Active Warrnambool Strategy.	Service Manager Recreation & Youth	25%		The Strategy was completed in 2019. It will be reviewed in line with the findings of the Sport and Recreation Facilities Asset Plan (underway) and the review of the Health and Wellbeing Plan.
2.4.10	Continue implementation of the Reid Oval Redevelopment Project.	Manager Recreation & Culture	60%		Ground works and construction have commenced. Staff continue to work with tenants regarding Club contribution. Overall the project is on target to complete on budget and on time.
2.4.11	Complete the upgrade to AquaZone's water treatment system.	AquaZone Service Manager	100%		Water treatment final sign off completed.

2.5: Encourage and support more lifelong learning.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.5.1	Review current kindergarten models in preparation of the governments introduction for funded programs for three-year olds in line with the State Government's early years reform.	Service Manager Early Years Learning and Development	50%		A project officer has been engaged to complete the project for three year old kindergarten reform in collaboration with the working group. Initial models for 2022 will be finalised by June 2021.
2.5.2	Deliver Youth Leadership programs that a range of young people can access.	Service Manager Community Support	60%		Youth Services worked with partners to transition school based programs from remote delivery to face-to-face delivery during October - November 2020. This transition was managed within government public health restrictions. Planning within COVID-safe guidelines to resume live music events for young people began in December 2020. Youth Council Covid-19 Mental Health Project Community Mental Health Check-In launched campaign materials on the Connect Warrnambool and W2040 Facebook pages and Warrnambool City Youth (SWAY) Facebook and Instagram pages during Mental Health Week October 2020, delivered in partnership with WCC Community Planning. This campaign included mental health promotion messaging and directed people to an online check-list of activities to support good mental health at the W2040 webpage. This

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					CONNECT: Posts: 24; Reach: 29,320; Engage:1,358; W2040: Posts:9 ; Reach: 1,034; Engage: 42 SWAY: Posts: 9; Reach: 12214; Engage: 629. This campaign included a partnership with Headspace Warrnambool and Raglan Presents (local youth music producer) to deliver the Mind Sets DJ Live Streams on October 17. The livestreams included mental health promotion and mental health service messaging. This campaign had a total reach of 16,192; Lives stream views of 550.
2.5.3	Continue implementation of the Library and Learning Centre project in conjunction with South West TAFE.	Manager Recreation & Culture	60%		Detailed design signed-off at PCG. Construction documentation has commenced. Pre-tender notification raised and EOIs assessed. Heritage permits now in place. Cost plan within 1% of budget. Way-finding and FFE schedules being finalised.
2.5.4	Continue to provide high quality early years programs within early years services that prepare children to develop to their full potential.	Service Manager Early Years Learning and Development	50%		All early years services have continued to operate with COVID19 safe plans in place. 6 early years services have undergone a compliance checks conducted by The Department of Education and Training (DET). 2 services are currently preparing to complete the Assessment and Rating process.
2.5.5	Continue to improve school readiness outcomes through the implementation of the DET School Readiness Funding.	Service Manager Early Years Learning and Development	50%		All 2020 School Readiness plans have been successfully completed. 2021 plans have been developed and approved by The Department of Education and Training (DET). Children's wellbeing and communication have been identified as priority areas based on regional and local data collected. Coaching for early year's staff to support children's wellbeing will be a strong focus of the 2021 plans.

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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.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.1.1	Consider the recommendations from the Cycling Reference Group and implement any actions adopted by Council.	Strategic Asset Management Engineer	0%		No recommendations yet put forward by CRG.

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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.2.1	Implement the key initiatives of the Open Space Strategy.	Coordinator City Strategy	80%		The South Merri Open Space Precinct Plan has been finalised and was adopted by Council in August 2020. Implementation of the plan is now being prioritised and funding opportunities sought. Master plans and landscape plans continue to be prepared and are informed by the Open Space Infrastructure guidelines. Council's Infrastructure Team is undertaking a Play Space Strategy, which is another direct recommendation of the Open Space Strategy. The majority of city-wide strategies are either in progress or complete (97%). 74% of precinct-based strategies are either in progress or completed. Implementation of the Open Space Strategy key initiatives is progressing on schedule.
3.2.2	Implement an Open Space Contributions Policy.	Coordinator City Strategy	85%		The Open Space Contributions Policy has been completed in draft form. The draft has been independently peer reviewed, and the recommendations of the peer review are under consideration with the likelihood of further work being required that will have future budget implications.

3.3: Build infrastructure that best meets current and future community needs.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.1	Complete a review of the City Centre Car Parking Strategy.	Manager City Amenity	100%		Reported to Council in December 2020.
3.3.2	Complete the Changing Places Facility Project.	Manager Infrastructure Services	100%		Project complete and facility open for use by the public.

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.3.3	Develop and expand off-street parking areas.	Manager Infrastructure Services	45%		Land behind Timor street still under Contract for purchase and future development as a carpark. Grace Avenue land swap being explored to create extra parking.
3.3.4	Develop and adopt a Playspace Strategy.	Manager Infrastructure Services	50%		No progress since last update. Draft strategy complete, progress held up due to staff turnover.
3.3.5	Prepare a strategy and funding model for a long-term tree replacement program.	Manager Infrastructure Services	55%		Has not progressed since last update. Draft has been prepared and under review. Stakeholder feedback yet to be collected.
3.3.6	Progressively plan and renew City Centre streetscapes.	Manager Infrastructure Services	50%		Design for Koroit Street is progressing. And due to be completed by May 2021. No plans to undertake construction as further works are not funded.
3.3.7	Upgrade of one public amenities building.	Coordinator Building Strategy & Services	55%		Planning for this project commenced in 2019/20. Concept and design work is currently in progress.
3.3.8	Develop significant & heritage tree renewal program.	Manager Infrastructure Services	25%		Significant Tree Policy has been developed and internal review underway to be reported to EMT. Following adoption, a renewal program will be developed for Council consideration to fund.

3.4: Maintain and enhance existing Council infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.4.1	Complete service level reviews for parks and gardens and roads and drainage services.	Coordinator Municipal Depot Operations	100%		Annual review of service levels was completed as part of the updated business plans. Review found that service levels were being complied with in the P&Gs areas.
3.4.2	Identify and regularly monitor condition of asset classes.	Coordinator Assets & Development	60%		Light poles and bridges are complete. RFQs for trees, drainage and buildings sent out shortly.
3.4.3	Update asset management plans for asset classes including drainage, roads, open space, IT, buildings and monuments.	Manager Infrastructure Services	30%		Roads and Artwork are all progressing. ICT has been put on hold while IT department completes their strategy. Delivery of the Waste AMP is being brought forward in its place.
3.4.4	Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the	Manager Infrastructure Services	65%		Wollaston bridge renewal complete. Cannon Hill cannons currently off site undergoing community renewal works.

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
	Portuguese monument and Wollaston Bridge.				

3.5: Advocate for better regional connections.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
3.5.1	Advocate for essential safety and road improvements on the Princes Highway West.	Manager Infrastructure Services	25%		New Director assessing current status in conjunction with broader alliance partners.
3.5.2	Seek funding for and deliver road safety projects.	Coordinator Infrastructure Management	70%		Council has made applications for the following TAC Infrastructure Grant for Gateway Road TAC VicRoads Road Safety Community Grant Programs Federal Blackspot Kepler Lava Roundabout
3.5.3	Advocate for improved passenger and freight rail services.	Director City Growth	50%		The $114 million Warrnambool Line Upgrade includes building a new crossing loop, signaling upgrades and 12 level crossing upgrades. In early July 2020 additional funding was announced by the Commonwealth Government for the Warrnambool Line Upgrade within the Regional Rail Revival Package to meet cost pressures. The upgrades will result in better reliability for passengers along the line and an additional weekday return service for passengers on the line. The 12 crossing upgrades between Waurn Ponds and Warrnambool have been completed and include boom gates, bells, lights and improved train detection technology. Construction on the major package of works, including the Boorcan crossing loop and signaling upgrades between Warrnambool and Waurn Ponds is underway and targeted for completion in late 2021. Train detection technology will be upgraded at more than 50 public level crossings, making them compatible with the VLocity trains being introduced and to improve safety for motorists and train passengers. Upgrades to the stabling at Warrnambool Station will allow VLocity services to start and finish at Warrnambool. On rail freight matters, the Victorian Government announced $4 million in June 2020 to extend the Mode Shift Incentive Scheme (MSIS) through to June 30, 2021. Council, as an active member of the Rail Freight Alliance, advocated for the extension of the MSIS in recognition of the important role the Warrnambool Intermodal Terminal plays to move freight by rail to Melbourne. Engagement occurring with the Geelong Fast Rail Project to align with advocacy efforts for more regular and reduced travel times.

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4: Develop a smarter economy with diverse and sustainable employment.

4.1: Grow the city's population through local economic growth.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.1	Deliver the Designated Area Migration Agreement (DAMA) representative role for the Great South Coast region and the Regional Certifying Body function on behalf of the Great South Coast.	Designated Area Migration Agreement Coordinator	60%		Year 1 Endorsed Numbers - 26/03/2019 - 26/03/2020 (62 positions / 15 occupations / 5 LGA's / 15 Businesses) Year 2 Endorsed Numbers as of 29/01/2021 (11 Positions / 3 occupations / 4 LGA's / 7 Businesses) Since COVID-19 began impacting the GSC DAMA Region we have still experienced demand for DAMA, but recognise with international borders closed this has slowed some businesses taking on DAMA due to recruitment efforts being impacted. Since early March 2020 we have still endorsed seven businesses with a further nine applications currently in progress across the automotive, meat processing, hospitality and agricultural sectors. DAMA Occupations List: At present we have 27 listed occupations and are waiting for approval for newly requested ones in aged care, child care and mariculture re which would take it to 37. The Department of Home Affairs will be assessing the entire list of occupations in 2021 and ongoing dialogue is occurring.
4.1.2	Develop and circulate economic data and analysis to business and industry.	Manager Economic Development	50%		The Economic Development team continues to use a number of sources (e.g. Spendmapp, Remplan, ABS data etc.) to monitor the economic performance of the City. Tourism data dashbord under development to include existing and additional data sources such as National Visitor Survey, International Visitor Survey, Australian Accommodation Monitor, Tourism Satellite Accounts, STAR Reports (STR Global's dSTAR Report - Hotel Intelligence Performance), Business Engagement Measures (e.g. percentage of businesses with an ABN in the City that participate in at least one Council business development activity), Changes in GRP, Number of New Business Registrations ÷ Total Business Registrations, grant funding secured, InSight (Regional Australia Institute's online interactive map of Regional Competitiveness), Business interactions (investment enquiries, assistance provided by Council, referrals to State or Federal Government Departments), Event Participation, Social Media Community and Engagement Growth, PRIME Reports (Provisional Regional Internal Migration Estimates from the ABS), Regional Data Sets from the ABS (Population and People, Economy and Industry, Income, Education

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					and Employment, Health and Disability, Land and Environment), Number of New Residential Building Approvals, Regional Population Change by LGA (ABS), Population Projections (Australian Centre for Population).
4.1.3	Deliver Social Housing Planning Project.	Coordinator City Strategy	100%		The Social Housing Planning Project is funded through the Victorian Government's Social Housing Investment Program. The project commenced in July 2019 with the procurement of a social housing consultant. The project has been informed by extensive stakeholder engagement, data collection and analysis which have identified issues and opportunities to facilitate an increase in social housing in Warrnambool. The project was completed in August 2020 with the final report endorsed by Council on 3 August 2020.
4.1.4	Provide executive support to implement the Great South Coast Food and Fibre Plan.	Director City Growth	50%		Achievements so far include : Identified the need for an industry 'image re-set' and delivered on a marketing and communication plan to achieve this; Successfully lobbied for change in water irrigation policy in the Great South Coast region, clearing the way for more efficient trading of the region's underground water licenses; Developed a Business Case for a Marketing and Promotions Executive and Matrix of Pathways to promote Food & Fibre careers in the region; Leadership and collaboration to support the introduction of an Agribusiness major at Deakin University's Business School; Funded a project with Leadership Great South Coast to identify gateways to the region at which to locate integrated food and fibre trail signage.; and Instigated and supported innovation events across the region. Recent advocacy efforts include wider coverage of 3 phase power and partnership funding bids to encourage renewable energy applications on dairy farms. A submission is under development to be submitted to Infrastructure Victoria outlining Food and Fibre advocacy priorities over the medium to long term.
4.1.5	Implement Warrnambool - China Strategy to build local business capacity and capability.	Director City Growth	20%		Engagement occurring with Asialink on 2021 program opportunities and existing 'alumni' businesses on impacts of border restrictions on export businesses.
4.1.6	Facilitate and promote business support initiatives to grow the local economy.	Manager Economic Development	50%		Economic Development's Business Support Services continue to support business under the auspices of the COVID-10 Business Support Plan. In partnership with Small Business Mentoring Services, the Economic Development team brought together a calendar of free one-on-one 45-minute Small Business Mentoring Sessions to eligible businesses which will be run in Q3. This covers all aspects of running a small business,

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					whether that be foundational concept, initial start-up questions, marketing and communications, business planning and/or general business advice. Since the release of the State Government's $87.5 million Outdoor Eating and Entertainment Package in Q2, councils across Victoria have been provided with more than $29 million in grants to set up outdoor dining areas, pocket parks and other infrastructure. Bolstering this is the announcement of a second round of grants to the value of $5 million. Up to $500,000 will be available to all metropolitan councils, regional cities and six Shires. Economic Development team in collaboration with Events & Promotions team will apply for funding to support additional events which centre on outdoor dining and entertainment targeted at driving incremental visitation and spend during May to September, being a low period for visitation.
4.1.7	Plan for the development and implementation of precinct structure plans.	Coordinator City Strategy	100%		Development of precinct structure plans is ongoing, with the future growth area east of Aberline Road currently being developed. The Minister for Planning has appointed the Victorian Planning Authority as the Planning Authority for the East Aberline Precinct Structure Plan (PSP). Further detailed technical studies are being commissioned to inform the future urban structure of the PSP and required developer contributions. The Allansford strategic framework plan is under way with the second round of community engagement scheduled to commence in coming months. The Eastern Activity Centre Structure Plan has been implemented via Planning Scheme Amendment C103, approved by the Minister for Planning and gazetted on July 9, 2020.

4.2: Encourage more sustainable local business.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.2.1	Continue to facilitate and implement place-making initiatives.	Director City Growth	40%		COVID-19 has impacted place making initiatives in the city due to the restrictions. Beers + Ideas will resume in early 2021, and the activation of laneways for outdoor dining will create further spaces throughout the City Centre where people can linger and enjoy the city. These laneways will enhance the amenity of the laneways through new seating and planter boxes. A survey is under development to engage with hospitality businesses to get their feedback and ideas on further place-making initiatives.

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.2.2	Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.	Director City Growth	50%		Engagement occurring with the Victorian Government regarding the proposed independent statutory authority to manage coastal Crown land and marine waters along the Great Ocean Road. Ongoing advice and support provided to a number of potential investors at preliminary planning stage across residential, industrial and visitor economy sectors.
4.2.3	Deliver a business case for a Business Incubator/Accelerator to support growth of existing companies or start-ups in our region.	Director City Growth	100%		Council has implemented a Business case and funding contribution towards the establishment of 'the Hive', a start-up space for new businesses located at South West TAFE.
4.2.4	Implementation of Development Plans and Developer Contributions Plans.	Coordinator City Development	50%		Development Plan applications and Development Plan amendments continue to be processed and determined by Council, being:- An amendment to the Hopkins Heights Development Plan 15 Dales Road (amended proposal) and 'Woodford Heights' currently being processed. Development contributions are being administered for North of the Merri and North Dennington growth areas. The planning department are also developing guidance notes for applicants on how to prepare a Development Plan.

4.3: Enhance the visitor experience.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.1	Deliver a population attraction campaign supported by a Victorian Government grant.	Coordinator Economic Development	100%		A population attraction campaign project that received a $30,000 grant from the State Government was completed earlier this year. This campaign targeted postcodes that have historically attracted inward population movement to our City and delivered through Social Media, in Cinema Campaigns in and outside of Warrnambool (over summer period) and through website development. A broader Warrnambool population attraction strategy is also currently under development which is looking at things such as: Policy context, population projections for the City and data on population trends; Findings from research into the influences, drivers, barriers and attractors of population to regional areas; Current Australian and International case studies of programs introduced to attract population to regional areas; and will

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					provide recommendations on levers and actions for population attraction in Warrnambool.
4.3.2	Produce and implement a Strategic Plan for the Holiday Parks (Surfside & Shipwreck Bay).	Director City Growth	25%		Priorities diverted to delivering a COVID-19 safe summer in both Surfside and Shipwreck Holiday Parks. First draft nearing completion.
4.3.3	Partner with Great Ocean Road Regional Tourism (GORRT) and other stakeholders to update and commence implementation of the Warrnambool Destination Action Plan.	Director City Growth	20%		Planning under way to update the Warrnambool Destination Action Plan. With the support of GORRT Warrnambool visitor economy stakeholders will be invited to participate in the review with the expectation that a broader base of Warrnambool's visitor economy will be engaged and lend support towards implementation of the updated Destination Action Plan.
4.3.4	Support the activities of the Great Ocean Road Regional Tourism Board.	Director City Growth	50%		Council launched $10,000 Accommodation Voucher competition to encourage domestic visitors to stay in Warrnambool over the March - June 2021 period. A total of 50 vouchers will be available. A fully subsidised marketing support package has been made available to all businesses within the Great Ocean Road region that benefit from visitors. Business listings on 3 official tourism websites is now free for 12 months (via ATDW). Stage 2 of the The Great Ocean Road Recovery Marketing campaign continues through February and March 2021 with print, tv, radio, digital advertising (social media marketing, search engine marketing, influencer families, blogs) and content partnerships. A 52 great weekends promotion to launch in March 2021 to drive visitation and dispersal from core Melbourne & regional Victorian audience. Activations will include content creation, instagram, facebook, digital advertising, blogs and itineraries, regional TV, regional newspaper, regional radio. Strategic plans for regional indigenous product, visitor servicing, signage and workforce planning all at advanced stages of development.
4.3.5	Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.	Director City Growth	45%		Over $700 million in private sector investment is in planning. Victorian and Commonwealth funding of $108 million has been secured for implementation of Stage 2 of the Shipwreck Coast Master Plan. $153 million for Great Ocean road maintenance. Parks Victoria has commenced Stage 1 works which will deliver new lookout structures at the Saddle and the Blowhole, Port Campbell National Park; a new pedestrian bridge over Port Campbell Creek in Port Campbell; better telecommunications; and a wi-fi and digital interpretation platform to enhance the experience for visitors. Further announcements regarding funding of the Shipwreck Coast Master Plan are expected as part of the

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Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					State Government budget 2020/21 budget announcements in November 2020.
4.3.6	Continue to implement actions of the 2018-2022 Events Strategy.	Service Manager, Events & Promotion	50%		Following relaxed restrictions of Covid19 event regulations, the role out of the "Public Events Framework" saw the implementation and training on Covid19 safe events, internally and with and event organisers. The Public Event Framework saw many events delivered in a COVID safe format, such as various car shows & shines, Warrnambool Triathlon series, Summer Foreshore Carnival, Christmas neon light trail and Council summer events program including Australia Day celebrations on the Civic Green. Summer event program delivery of the "Big Nature" themed event program. Events including Warrnambool Speedway series have supported by Council with COVID Safe event funding.

4.4: Advocate for and improve infrastructure including transport, services and digital infrastructure.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.4.1	Provide advocacy support material and report on advocacy outcomes.	Manager Communications	50%		Council helped promote crowd-funding for the Middle Island Maremma Project. COVID-19 restrictions meant the popular Meet the Maremma program could not be offered this summer. This created a budget shortfall that was covered by a GoFundMe campaign with funds raised to go towards training and care of the Maremma guardian dogs which help protect a colony of little penguins on Middle Island.
4.4.2	Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.	Director City Growth	50%		The Australian Government has added the Princes Highway from Colac to the South Australian border to the National Land Transport Network, recognising the critical importance of the key freight link to the Victorian and national economies. The Australian Government's $300 million 2019/20 budget commitment to the Princes Highway in Victoria includes the $60 million investment in upgrades between Warrnambool and Port Fairy.

4.5: Create stronger links between education providers, business and industry.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.5.1	Continue to partner on projects and initiatives with Deakin University	Manager Economic Development	30%		In accordance with the W2040 goal of becoming carbon-neutral and Australia's most sustainable city, collaboration continues with Deakin University

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
	Warrnambool and South West TAFE.				around turning the Hycel Technology Hub into an operational hydrogen Research, Testing, Manufacturing and Supply Chain facility and turning South West Victoria into a hub of hydrogen expertise. Collaboration also continues with South West TAFE around training the workforce needed to help realise Australia's green energy economic future. Council's efforts to support Deakin University and South West TAFE not only by lobbying for further State and Federal funding support for Hycel, but also in leading community engagement in the hydrogen space, are ongoing.
4.5.2	Deliver education and advisory services to business and industry to raise awareness of building regulation requirements.	Coordinator City Development	70%		Changes to the swimming pool regulations have been communicated to the community via Council's website, media and direct mail to affected residents. The information provided includes an overview of the swimming pool regulation changes and associated responsibilities. The 'Better Business Approvals' project initiated by Small Business Victoria has created efficiencies within Council by bringing together teams including planning and building, to assist small businesses navigate their way through the various permit requirements. The planning and building department are also speaking with many local businesses during this time (COVID-19) as they adapt to the various state-wide restrictions and look to facilitate outdoor dining.

Warrnambool City Council Activities & Initiatives

Q2, 2020

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 Councils decision-making through effective promotion, communication and engagement.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.1.1	Prepare for the 2020 Council elections.	Director Corporate Strategies	100%		Council worked extremely well to deliver on the 2020 Council election working with our delivery partner the Victoria Electoral Commission to deliver the election. Special conditions and time frames were implemented as a result of COVID-19 restrictions.
5.1.2	Review the approach to Council meeting procedures to improve the accessibility and transparency of meetings.	Director Corporate Strategies	95%		With the advent of a new Councillor cohort the Governance rules are being further reviewed to consider additional opportunities for greater transparency. The March meeting signals a return to meetings open to the public. Council will continue to live stream its meetings in recognition of providing alternate access to its Council meetings for the public.
5.1.3	Report on the extent and engagement with Council's communications measures.	Manager Communications	50%		Council in this quarter invited community feedback on a number of documents including the Draft CCTV Policy, Draft Community Engagement Policy, the Draft Street Tree Planting and Management Policy and the Nature Strip Policy. The results of engagement with these consultations is included in subsequent Council reports. In early 2021 a representative sample of Warrnambool residents is surveyed as part of the Victoria-wide Local Government Community Satisfaction survey with results made available later in the year. The survey includes questions relating to engagement with Council including methods of interaction and contact with Council.
5.1.4	Provide community engagement opportunities relating to Council projects as required and funded.	Travel Smart Officer	65%		Due to COVID-19 engagement has been largely online across a range of programs and initiatives that were adapted by staff to provide to maintain opportunities for engagement while maintaining safety for all during the pandemic. Council's community wide engagement for the next Strategic Community Plan, and Health and Wellbeing Plan is currently in development and due to roll out over the next 3 months.

Warrnambool City Council Activities & Initiatives

Q2, 2020

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

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.1	Identify and report on changes to Council operations, policies and procedures in line with the new Local Government Act.	Director Corporate Strategies	100%		Council has complied with all new 2020 Local Government act implementation actions within the statutory time frames.
5.2.2	Support reviews of Council's Governance Framework (systems and policies)	Director Corporate Strategies	100%		All governance policies applicable to the fulfilment of the new Local government act implementation have been completed as required for the 2020 -2021 phase of implementation.
5.2.3	Undertake human resource function process mapping exercise in order to identify opportunities to enhance current HR practices.	Manager Organisation Development	35%		Work continues regarding process mapping of the HR Functions.
5.2.4	Demonstrate efficiencies via enhanced business processes and the improved utilisation of IT resources.	Manager Financial Services	80%		A number of initiatives that will drive efficiencies are progressing, this includes the introduction of a rostering system that is currently being tested by a small group, the outcome will enable more efficient rostering of staff and time savings for the business areas and payroll. The migration of payroll to CiAnywhere is nearing completion and will allow additional functionality including the Business Process Automation (BPA) tools to increase the efficiency of the current processes.
5.2.5	Drive the evolution of the Health and Safety Management System to meet the requirements of the MAV Self-Insurance Scheme via improved return-to-work processes, OHS training calendar implementation and increased organisation engagement.	Health & Safety Project Officer	65%		The evolution of the Health and Safety Management Systems (HSMS) continues to occur in line with the requirements of the MAV Self Insurance Scheme. Key milestones associated with this process include: All non-conformances identified in the WorkSafe Audit of WCC's HSMS have been identified and are being addressed, The framework of how each non-conformance is to be remedied is detailed on a Remedial Action Plan (RAP) document that has been approved by Worksafe, The progress of actions identified in the RAP is being tracked through the Audit function of the Pulse database and reported upon quarterly, The development and implementation of a WCC Training Calendar which continues to progress, Refinement of Return-to-Work processes continues to track well with only three employees across the entire organisation (circa 700+ employees) currently on active Return-to-Work Plans.

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.6	Embed and align Warrnambool 2040 (W2040) goals within Council's strategic planning and reporting processes.	Travel Smart Officer	60%		W2040 current goals are embedded and aligned with Council's strategic planning and reporting processes. Planning is currently underway to commence development of the next 4 year Strategic Community Plan, and engagement program.
5.2.7	Develop a Municipal Early Years Strategy.	Manager Children & Family Services	0%		The action is unable to progress due to a lack of funding avenues.
5.2.8	Lead the delivery of the organisational structure review in order to remain a contemporary employer and provide the community best value service delivery	Manager Organisation Development	100%		Corporate Strategies realignment has been successfully completed.
5.2.9	Refresh the IT Strategy.	Manager Information Services	10%		There has been no further progress with the Shared Service hence no concrete progress with the strategy. Informal conversations about IT Strategy are about to commence.
5.2.10	Improve the resilience of IT Systems.	Manager Information Services	80%		Network switches have been replaced as the previous units were end of life. Data Centre equipment; servers, storage, backup and core switching have been replaced as the previous units were end of life. Planning is underway to replace the WAN radio link to the Liebig St water tower as it is reaching end of life. Planning is underway to replace 14 x wifi access points which are end of life. The access point controller will be moved to a cloud hosted service.
5.2.11	Participate in shared services project - TechnologyOne - with Moyne and Corangamite shires.	Director Corporate Strategies	40%		Notification has been received by local government Victoria that the final assessment of the project plan addendum has now been assessed by the State Government oversight panel. The partner Councils are now awaiting the process for the next phase of project implementation to be communicated. The project has been extensively delayed due to COVID-19 impacts on the office of Local Government and its response to changes in the machinery of government.
5.2.12	Partner with the community implement the W2040 Community Plan.	Travel Smart Officer	80%		W2040; OUR ENVIRONMENT- Zero Warrnambool- partnered with Better Buds to promote and educate about the impact of cotton buds on the local environment. W2040; OUR ENVIRONMENT- Natural Warrnambool- partnered with birdlife Australia to update the birds of Lake Pertobe brochure. W2040; OUR ECONOMY- Embrace digital

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					innovation- partnered with local organisations, businesses and individuals to promote local events and activities via online and digital medium. W2040; OUR PLACE- encourage and support sustainable transport: Partnership with Merrivale Community finalised Merrivale Drive Safe Travel in Local Streets project ready for implementation in 2021. W2040; OUR PEOPLE- Warrnambools people are healthy: Partnership with Let's Talk, South West Healthcare, Brophy, Warrnambool Youth Council, Raglan Presents for Mental Health Week. W2040; OUR PEOPLE- Warrnambool will be a safe and connected city: Partnership with Let's Talk, On the Low Down, South West Healthcare, Brophy, Warrnambool Youth Council, Womens Health Barwon South West, Emma House, Lighthouse Theatre, WEPS for 16 days of Activism.
5.2.13	Review and embed staff training, development and wellbeing programs in order to drive enhanced employee engagement and culture	Manager Organisation Development	60%		Implementation of the training calendar has commenced.
5.2.14	Implement workplace actions to educate and build capacity of Council staff regarding gender and diversity equity and family violence issues.	Manager Organisation Development	30%		Gender audit is underway and work has commenced on Gender Impact Assessments.
5.2.15	Improve record-keeping compliance by improving the use of Council's Electronic Content Management (ECM) system.	Manager Information Services	20%		The reports we have requested TechnologyOne write for us require a data source which has only recently become available. To access this data source we need to apply a software update. The software update will be applied during our next round of updates, currently scheduled for March 2021.
5.2.16	Undertake community engagement to inform a new Municipal Public Health and Wellbeing Plan 2021-2025.	Travel Smart Officer	30%		Planning is underway to undertake the next program of community consultation and engagement that will inform both the Council's Community Strategic Plan and the Health and Wellbeing Plan for the next four years.
5.2.17	Undertake community engagement to inform a new four-year Council Plan.	Manager Communications	20%		Preliminary work has begun on this engagement process which will provide a range of opportunities for people to have input into the four-year plan, which will be informed by the long-term community vision, Warrnambool 2040.

Warrnambool City Council Activities & Initiatives

Q2, 2020

5.3: Ensure financial sustainability through effective use of Councils resources and assets and prudent management of risk.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.3.1	Collaborate with other Councils to explore in-house risk services or contracted services that can be shared at a regional level to minimise costs and maximise the value for money for the community.	Director Corporate Strategies	10%		The program will be reviewed for suitability for progression in the 2021 - 2022 subject to resource availability. The current shared service program of works will continue in the information technology and business process space.
5.3.2	Ensure effective Business Continuity Planning (BCP) is in place.	Manager Organisation Development	70%		Reviews of BCP Plans are continuing.
5.3.3	Embed risk management within Council to influence key strategic and operational decision-making.	Manager Organisation Development	50%		Recent review and update of all Corporate risks has been undertaken.
5.3.4	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	Manager Financial Services	50%		A draft Budget has been completed and will be used as the basis for the future long term financial plan.
5.3.5	Coordinate, prepare and have adopted Councils Annual Budget.	Manager Financial Services	60%		A draft Budget has been completed and is being review by the Executive Management Team (EMT) before being presented to Council.
5.3.6	Review Council-owned property with consideration of rental agreements, property valuations and disposal of surplus land.	Governance, Property, Projects & Legal	25%		Development of a Sale and Acquisition of Land Policy is under development and a review of current practices is commencing.
5.3.7	Coordinate, prepare and have adopted Councils Strategic Resource Plan.	Manager Financial Services	50%		Preparation of the 4 year Budget (previously Strategic Resource Plan) is underway with reviews to be held with the Executive and Council in the coming months.

5.4: Deliver customer-focused, responsive services.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.1	Review Council's complaint handling processes in line the Local Government Act changes and Ombudsman's guidelines.	Director Corporate Strategies	0%		Action to commence after bedding down of Council induction program subject to resource availability.

Warrnambool City Council Activities & Initiatives

Q2, 2020

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.2	Enhance organisational awareness of Victoria's Child Safe Standards.	Director Corporate Strategies	40%		Program has been reviewed through and internal Audit. Child Safe Strategic Working Group key players have reconvened to as a response to the internal audit on adherence and organisational understanding of Child Safe Standards. The audit is being finalised and an action plan is being developed for implementation across the organisation to focus on compliance and improvement. Program of actions and improvements is being coordinated through Councils internal audit program implementation of recommendations, opportunities for improvement and outcomes will be monitored through this process.
5.4.3	Undertake a review of the Customer Service Strategy 2019-2020 to establish timeframes and responsibilities against the actions identified within the plan.	Customer Service Team Leader	25%		This action is progressing according to timeframes set out for each actions.
5.4.4	Conduct a review of community housing assets as they become vacant and undertake a broader review of Council's community housing program.	Manager City Amenity	75%		Council was briefed in December 2020. A further progress report will be submitted in February 2021.
5.4.5	Maintain and implement the Home Support Program continuous improvement plan and self-assessment tool.	Manager Financial Services	90%		Soft roll-out of the program has occurred with support in place to log and resolve issues.

5.5: Foster an encouraging and positive staff culture.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.5.1	Continue implementation of priority actions arising from the staff survey.	Manager Organisation Development	60%		Actions plans for each Directorate are continuing to be delivered.

6.4. PROPOSED EXTENSION TO THE CURRENT FREE TWO HOUR PARKING.

- ***Crs Arnott, Taylor & Paspaprliaris declared an interest in this item and left the meeting at 6.05pm.***

PURPOSE:

This report proposes an extension to the current two-hour (2P) free parking in Parkers, Crammond and Dickson and Ozone Car off street parks until 30th June 2021.

EXECUTIVE SUMMARY

- On December 7th 2020, Council resolved to extend the two-hour free parking until March 7th 2021 in response to the Covid 19 pandemic.
- With restrictions in place throughout Victoria due to the Covid 19 pandemic, and resultant financial impacts, it is considered appropriate to extend the current free parking arrangements until the end of the financial year.
- The cost of providing the free parking discussed in this report is approximately $5,000 per month.

MOVED: CR RICHARD ZIEGELER
SECONDED: CR BEN BLAIN

That Council resolves to extend the two hour (2P) free parking from 9am until 11am in the Parkers, Crammond and Dickson and Ozone Car Parks until 30 June 2021.

CARRIED - 4:0

BACKGROUND

On December 7th 2020, Council resolved to extend the two-hour free parking until 14 March 2021 in response to the Covid 19 pandemic.

ISSUES

With restrictions in place throughout Victoria due to the Covid 19 pandemic, and resultant financial impacts, it is considered appropriate to extend the current free parking arrangements until the end of the financial year.

FINANCIAL IMPACT

The cost of providing the free parking discussed in this report is approximately $5,000 per month.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

5 Practice good governance through openness and accountability while balancing aspirations with sound financial management
5.4 Deliver customer-focused, responsive service

TIMING

With immediate effect.

COMMUNITY IMPACT / CONSULTATION

No community consultation was undertaken.

LEGAL RISK / IMPACT

Risks are assessed as being financial and reputational. Council is responding to economic pressures caused by the Covid 19 pandemic.

OFFICERS' DECLARATION OF INTEREST

No conflicts of interest were declared.

CONCLUSION

In response to the ongoing Covid 19 pandemic, his report proposes an extension to the current two-hour (2P) free parking in Parkers, Crammond and Dickson and Ozone off street parks until 30 June 2021.

ATTACHMENTS

Nil

Crs. Arnott, Taylor and Paspaliaris returned to the meeting at 6.12pm.

6.5. CCTV SYSTEMS - POLICY ADOPTION POST PUBLIC CONSULTATION

PURPOSE:

To adopt overarching Policy to provide direction and guidance on Council's management and use of CCTV systems in public places and at Council facilities and matters associated with the implementation of the management arrangements.

EXECUTIVE SUMMARY

- The Council has primary responsibility for compliance, maintenance, management and security of Council owned and operated closed circuit television (CCTV) systems.
- The Auditor-General has reported that Councils should have clear policies to govern the installation, use and oversight of surveillance technologies.
- The policies should set minimum expectations for decisions about installing surveillance devices, privacy considerations, the collection, management and use of information, physical and data security, access, disclosure, storage, retention and disposal of surveillance information, governance and oversight arrangements, monitoring, evaluation and accountability.
- A review of the current Council documentation has been undertaken. Memorandums of Understanding (MOU), the Code of Practice and the Operating procedures are all in place.
- However, the documentation for the overarching Policy is a missing link.
- This report submits CCTV Policy for adoption following public consultation from 14 December 2020 to 22 January 2021.
- The Policy provides that a CCTV Steering Committee shall exercise an oversight function over compliance with this policy.
- Terms of Reference for the Committee were adopted at the Ordinary Meeting of Council on 7 December 2020.
- The Policy commits the Council to undertaking audits and evaluation of its CCTV systems.
- An Annual Reporting Framework, including Audit and Evaluation, was noted at the Ordinary Meeting of Council on 7 December 2020.

MOVED: CR OTHA AKOCH
SECONDED: CR ANGIE PASPALIARIS

That Council:

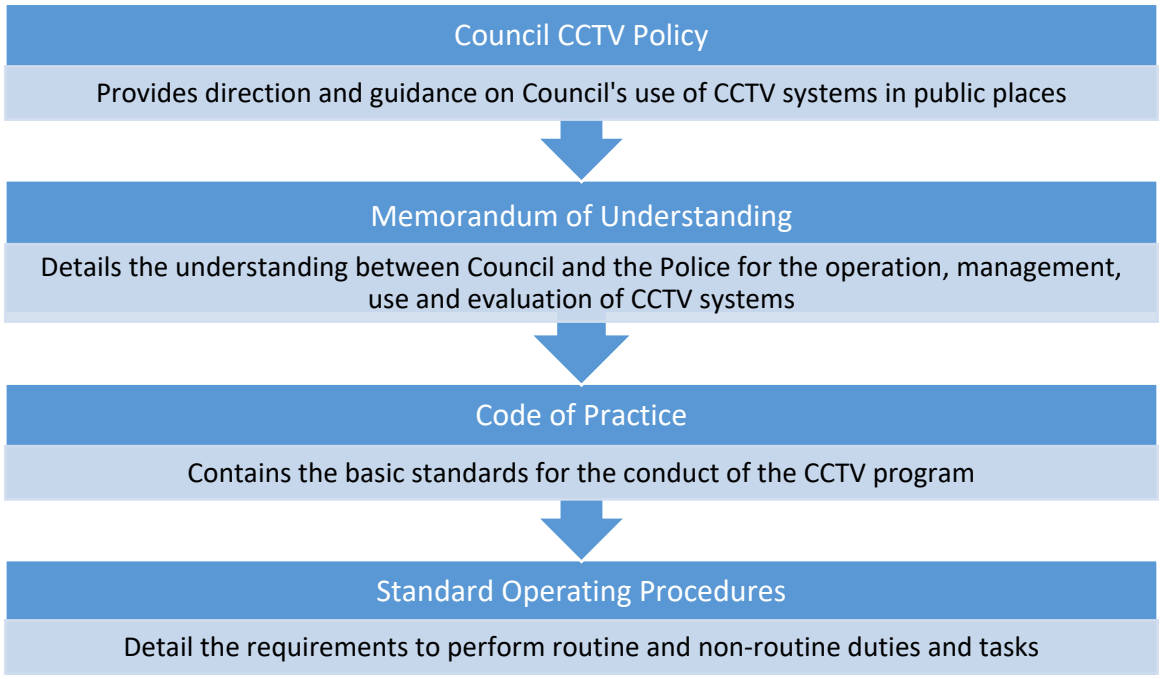
1. **Adopts the CCTV Policy following public consultation.**
2. **Notes the one submission received during public consultation from 14 December 2020 to 22 January 2021.**

CARRIED - 7:0

BACKGROUND

The Council has installed CCTV surveillance systems at several sites in public places in the City.

In principle, the authorisation and operation of CCTV systems is based around extensive documentation.



A review of the current Council documentation has been undertaken. Memorandums of Understanding (MOU), the Code of Practice and the Operating procedures are all in place.

However, the documentation for the overarching Policy is a missing link.

The MOU's commit the Council to having a CCTV Policy.

The Auditor-General undertook an audit of Security and Privacy of Surveillance Technologies in Public Places in 2018. It *outlines important considerations for all councils who manage CCTV* (further details on the audit are included below).

One of the considerations raised was that "*Councils should have clear policies to govern the installation, use and oversight of surveillance technologies*".

Clearly, there is a requirement for the Council to adopt a CCTV Policy.

Horsham Rural City Council was one of the councils included in the Auditor-General's audit. It developed a policy post the audit and this has been used as the basis for drafting the attached policy.

AUDITOR-GENERAL'S REPORT

Report on 'Security and Privacy of Surveillance Technologies in Public Places', September 2018.

This audit examined whether information collected by councils' CCTV surveillance activities in public places is secure and whether the privacy of individuals is protected. The audit assessed whether:

- the use of council surveillance devices in public places adheres to relevant privacy laws and appropriate use policies; and
- the information collected from councils' surveillance activities in public places is protected from unauthorised disclosure.

The councils (5) examined could not demonstrate that they are consistently meeting their commitments to the community to ensure the protection of private information collected through CCTV systems.

Issues arising from the report to consider in developing the policy included:

Sec.	Content	Requirement	Questions arising
2.2	Council policies & procedures	Councils should have clear policies to govern the installation, use and oversight of surveillance technologies. The policies should set minimum expectations for decisions about installing surveillance devices, privacy considerations, the collection, management and use of information, physical and data security, access, disclosure, storage, retention and disposal of surveillance information, governance and oversight arrangements, monitoring, evaluation and accountability.	Does the Council's CCTV policy address the key Information Privacy Principles relevant to surveillance activities?
2.3		CCTV policy needs to be supported by comprehensive operating and procedure manuals or instructions to guide the day-to-day management and use of surveillance systems.	Do the operating procedures reflect the requirements of the *Privacy and Data Protection Act 2014* and the policy?

The Report included a table listing Key Criteria for a Council Policy on CCTV surveillance.

The most common gaps in councils' CCTV policies related to:

- referencing organisational policies on information technology and security—this was surprising given that CCTV systems clearly involve the collection and storage of information and data using electronic equipment
- training requirements for staff and contractors involved in using CCTV systems
- assurance, review and evaluation processes.

POLICY CONTENT

The purpose of the Policy is to:

- ensure that the CCTV program operates fairly, within applicable legislation, only for the purposes for which it is established and with due regard to the privacy and human rights of individual members of the public and Council staff;
- provide a framework to inform and guide decision making on the implementation and installation of any CCTV system;
- assist Council to regulate the operation and management of Council-owned CCTV systems installed and operating in public places;
- ensure that the management of CCTV data inclusive of any footage, images, records or the observation of live feeds is appropriate in respect to the use, retention, security, privacy access, disclosure, storage and disposal of data;
- ensure there is appropriate and ongoing monitoring, evaluation and reporting systems and complaint handling processes; and
- ensure Council staff working with CCTV Systems undertake their duties in accordance with this Policy supplemented by Standard Operating Procedures.

The content of the draft policy has been checked for compliance with the criteria identified by the Auditor-General.

Criteria	Policy Check	Page
Policy covers both public safety and corporate CCTV	✓	
• purpose and objectives of CCTV surveillance	✓	4/5
• CCTV approval process	✓	6
• privacy considerations	✓	9
• signage	✓	7
• oversight arrangements	✓	9
• reference to council IT policies	✓	9
• training	✓	7
• inappropriate use	✓	9
• assurance and review mechanisms	✓	10
• evaluation of effectiveness	✓	9
• records management	✓	8

CCTV SYSTEMS STEERING COMMITTEE

A CCTV Steering Committee has been appointed to oversee the implementation of the CCTV systems, the ongoing management and evaluation.

The Committee will exercise an oversight function over compliance with the Policy.

The Policy provides that the Committee will be chaired by a Council representative and consist of representatives from Council staff and Victoria Police.

Roles and responsibilities for the Committee include:

- Overseeing the implementation of the CCTV systems and the ongoing management
- Evaluating the CCTV systems
- Reporting on the management of CCTV systems
- Ensuring adherence to the relevant MOU for each system, Council policies and the law
- Promoting public confidence in CCTV systems by ensuring its operations are transparent and subject to public scrutiny
- Making recommendations to improve the integrity of CCTV systems

Terms of Reference for the Committee are attached.

AUDIT AND EVALUATION

In addition to the drafting of the Policy document, a report has also been prepared on 'CCTV System Annual Reporting - including Audit and Evaluation'

The Dept. of Justice is requiring the Council to "*organise for an audit to be undertaken of the management of the CCTV system in Warrnambool City Council".*

The Dept. of Justice has also prepared a guide (refer to Attachment 4) to *assist local councils considering the implementation of CCTV systems to help address local safety issues.* Included in the guide is a section on evaluation. It outlines a range of elements suggested for inclusion in a *comprehensive evaluation framework*.

As a consequence of the documentation review, it is proposed that the evaluation will be in three parts:

- Achievement of Objectives
- Compliance with Good Governance
- Compliance with Operating Procedures

A copy of the Annual Reporting paper is attached, for information.

FINANCIAL IMPACT

The Policy is an overarching document and does not, per se, commit the Council to any financial considerations.

Decisions to install CCTV Systems are subject to separate reports.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

3 Maintain and improve the physical places and visual appeal of the City
3.4 Maintain and enhance existing Council infrastructure

4 Develop a smarter economy with diverse and sustainable employment
4.3 Enhance the visitor experience.

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

Routine.

COMMUNITY IMPACT / CONSULTATION

The Policy was advertised for public consultation from 14 December 2020 to 22 January 2021, in line with the Council's normal practice in this regard.

LEGAL RISK / IMPACT

Documentation on the use of CCTV Systems refers to the Council having a Policy in place. The Auditor-General has highlighted the need for such.

The Council would be failing in the overall management of these systems if it does not put an overarching Policy in place.

OFFICERS' DECLARATION OF INTEREST

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

CONCLUSION

That Council adopts the CCTV Policy following public consultation from 14 December 2020 to 22 January 2021.

ATTACHMENTS

1. Attachment 1 CCTV Policy [**6.5.1** - 10 pages]
2. Attachment 2 CCTV Steering Committee Terms of Reference [**6.5.2** - 3 pages]
3. Attachment 3 CCTV Reporting Audit Evaluation [**6.5.3** - 17 pages]
4. Request for additional CCTV Cameras at the Port of Warrnambool p [**6.5.4** - 2 pages]

WARRNAMBOOL
CITY COUNCIL

CLOSED CIRCUIT TV (CCTV) POLICY

DRAFT

DOCUMENT CONTROL

Document Title:	Closed Circuit TV (CCTV) Policy
Policy Type:	Council Policy
Responsible Branch:	City Amenity (City Infrastructure)
Responsible Officer:	Manager, City Amenity
Document Status:	Draft November 2020
Approved By:	Council
Adopted Date:	
Review Date:	

CCTV POLICY

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CCTV POLICY

1. INTRODUCTION

Purpose

The Council has primary responsibility for compliance, maintenance, management and security of Council owned and operated closed circuit television (CCTV) systems. Council must fulfil its responsibility to ensure that the rights of individuals to privacy are maintained at all times, by managing these systems in compliance with privacy requirements.

This policy provides direction and guidance on Council's management and use of CCTV systems in public places to enhance public safety and assist in the prevention of crime.

The purpose of the Policy is to:

- ensure that the CCTV program operates fairly, within applicable legislation, only for the purposes for which it is established and with due regard to the privacy and human rights of individual members of the public and Council staff;
- provide a framework to inform and guide decision making on the implementation and installation of any CCTV system;
- assist Council to regulate the operation and management of Council-owned CCTV systems installed and operating in public places;
- ensure that the management of CCTV data inclusive of any footage, images, records or the observation of live feeds is appropriate in respect to the use, retention, security, privacy access, disclosure, storage and disposal of data;
- ensure there is appropriate and ongoing monitoring, evaluation and reporting systems and complaint handling processes.

Scope

This Policy applies to Council owned CCTV systems installed, operated and monitored by Victoria Police in public places for the purposes of public and staff safety and asset protection.

Definitions and Terminology

Term	Meaning
CCTV	Closed Circuit Television
CCTV Camera	Any fixed or non-fixed cameras, including mobile camera
CCTV System	A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure.
CCTV Steering Committee	The committee established by Council to oversee the operation of CCTV systems.
City	Whole of the Warrnambool municipal area.
Code of Practice	Contains the basic standards in accordance with which the Council's CCTV Program will be conducted.
Council Audit & Risk Committee	The Council committee for the ongoing management of audit related matters. A function of the committee will be to uphold the integrity of Council's CCTV systems.

Term	Meaning
Data	Data from a CCTV Surveillance System including (but not limited to) records, film footage, recording, still images or live feeds
MOU	Memorandum of Understanding
Public Place	Any place to which the public has access. A public place relevant to Council can include, but is not limited to, public streets, public malls, shopping centres, Council car parks, open space parks or reserves, Council managed public buildings or areas.
Standard Operating Procedures	Detail the requirements to perform routine and non-routine duties and tasks.

References

Category	Document
Legislation	Freedom of Information Act 1982 Privacy Act 1988 (Cwlth) Privacy and Data Protection Act 2014 Public Records Act 1973 Surveillance Devices Act 1999 Surveillance Devices Regulations 2006
Standards, Guidelines & Reports	Guide to Developing CCTV for Public Safety in Victoria, Department of Justice, June 2018 Victorian Auditor General Office (VAGO) report *Security of Surveillance Technologies in Public Places*, September 2018. Public Records Office Victoria (PROV) advice and QSA Managing Closed Circuit Television Records Guideline
Council Related Policies & Procedures	MOUs between Council and Victoria Police for the operation of CCTV Cameras in the municipality CCTV Code of Practice CCTV Standard Operating Procedures Complaint Handling Policy

2. POLICY

Principles

The primary objective for installing CCTV is to discourage and detect unlawful behaviour in public places, resulting in enhanced safety and security for citizens and assets within the City.

Accordingly, CCTV systems will only be installed where there is an identified public safety or security need.

The Council CCTV systems will be operated and managed in accordance with the following principles:

- All aspects will be operated and managed with integrity and will be compliant with the relevant legislation, standards, codes and guidelines as outlined in this Policy and otherwise in force from

time to time
- All aspects will be operated and managed with due regard to the privacy and respect for the human rights of individual members of the public
- Monitoring and access to CCTV records/footage will be controlled and managed in accordance with the operating procedures of each system
- Each system will be monitored and periodically evaluated to ensure that the purposes and objectives of each system are being achieved.
- The public will be provided with clear and easily accessible information in relation to the operation of CCTV systems, including processes to request or to view CCTV records/footage.

Installation of CCTV System

The installation of CCTV cameras in public places will be determined through consultation between relevant stakeholders and the CCTV Steering Committee and be approved by the Council.

When making decisions on the development and implementation of CCTV systems, the Council will utilise and take into account all relevant material, including the Department of Justice's CCTV Guide.

Any decision to implement a new (or retain an existing) CCTV system will be based on the purpose of the system and an assessment of the effectiveness of the system in achieving its purpose. The relevant use must be specifically stated for each system and such use must be in accordance with the IPP 1: Collection [Information Privacy Principles from the *Privacy and Data Protection Act 2014* (Vic)].

In accordance with IPP 2, any use for a purpose other than the primary purpose must be precluded or limited to exceptional circumstances, as approved by the Chief Executive Officer and in accordance with the legislation.

Any CCTV system to be installed by the Council in a public place will based on its potential to achieve any or all of the following objectives:

- To reduce incidents of criminal activity
- To reduce levels of anti-social behaviour
- To assist Police in the detection of offenders suspected of criminal activity and anti-social behaviour.
- To enhance public safety – actual and perceived
- To reduce the cost & impact of crime on the community

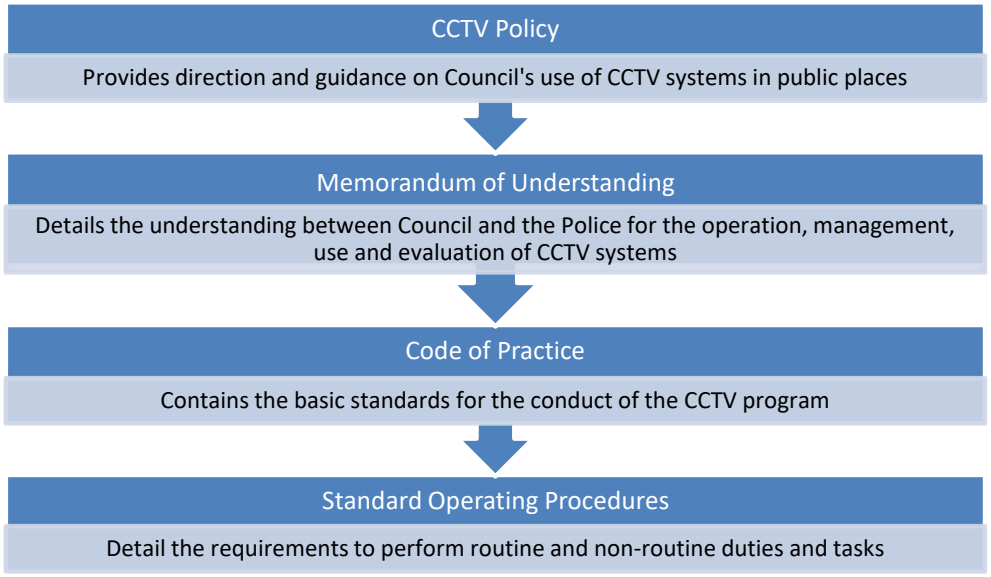
The Council will consult with relevant stakeholders prior to establishing a CCTV system. Victoria Police will be specifically consulted where the purpose of a CCTV system is to manage high crime locations and matters of public order or safety.

Documentation

In most cases, the Council's CCTV systems in public places will be owned, installed and maintained by Council. The responsibility for the operation and monitoring of the system will typically be by the Victoria Police, a private contracting company or a nominated member of Council staff.

The authorisation and operation of the CCTV system is based around extensive documentation.

CCTV POLICY



An MOU with Victoria Police is required if the CCTV system is streamed to a Police facility, that is, where any part of the CCTV system or equipment is on Victoria Police premises or where members of Victoria Police have direct access to view or download footage.

All MOUs and the CCTV Standard Operating Procedures will, ordinarily and subject to law, be confidential documents and will not be publicly available.

Operation & Maintenance

For each CCTV system, an operation and maintenance manual will detail the technical details of the system, including detailed design drawings, product specifications and warranty information. These will, ordinarily and subject to law, not be publicly available documents.

Training

When a new CCTV system is installed, the Council will provide the operators of the system with the required training and support to accompany the Standard Operating Procedures.

Signage

The Council will advise the community of the presence of a CCTV system by installing appropriate signage to indicate that they are in an area of a CCTV system where they may be observed or recorded. Signage will be placed so as to comply with relevant Australian Standards in force and will comply with the following requirements:

- Signs will be placed at each main access to the CCTV coverage area members of the public are reasonably entitled to use and be monitored

- Signs will be prepared so as to be easily understood by members of the public, including people who are from non-English speaking backgrounds. Signs will include a mix of worded text and symbols
- Signs will be clearly visible, distinctive and located in areas with good lighting, placed within normal eye range and large enough so that any text can be read easily
- Signs will identify Council as the owner of the system
- Signs will include details of who to contact for any queries about the system
- Signs will be checked periodically for damage and theft and replaced where required.

Data Collection

The collection of CCTV data including details of how the CCTV data is recorded, monitored and responded to by CCTV operators is to be documented for each system in the respective MOU or Standard Operating Procedures Manual.

For Council CCTV systems in general public areas, the CCTV footage on digital media will be retained for 30 days unless otherwise downloaded for legal reasons. Where footage has been provided to a third party (e.g. Victoria Police) it will be the third party's responsibility to retain the records/footage in accordance with the disposal authority that covers their agency's functional responsibilities.

The Council will ensure that its record keeping practices comply with the Public Records Office Standards for the management of public records, Public Records Office Specifications and the *Public Records Act* 1973 (Victoria). In general, surveillance camera footage is temporary and may be destroyed when any relevant administrative use has concluded.

Access to CCTV Records & Footage

Requests to access CCTV records/footage from the public or media will be managed according to the category of CCTV system.

Public Safety CCTV Systems - Victoria Police control access to and distribution of CCTV recordings

Images generated from the CCTV System will be stored at the Warrnambool Police Station and may be accessed by members of Victoria Police, in accordance with CCTV Policies and the Law.

Victoria Police is not under any obligation to continuously monitor the CCTV system. Victoria Police may monitor the CCTV system at any time for specific events or police operations.

Details of any images or recordings taken by Victoria Police members or provided to the public or media will be recorded in a register which will be located at Warrnambool Police Station.

If an application is made under the Freedom of Information (FOI) Act, then this will be processed through the normal FOI procedures.

Privacy

Council will balance the need for public safety against the right for privacy of members of the public.

Inappropriate Use & Complaints

Council staff who work with CCTV systems are to comply with the requirements of this Policy. Where a Council staff member is in breach of this Policy, there will be an internal review and appropriate action will be taken.

Public complaints in relation to any aspect of a CCTV system relating to Council must be made in writing to the Chief Executive Officer.

Chief Executive Officer
Warrnambool City Council
25 Liebig Street (PO Box 198),
Warrnambool, Vic, 3280

Correspondence should be clearly marked 'Confidential - CCTV Complaint'

Any member of the public who is dissatisfied with the outcome of their complaint to Council has the right to complain to the Victorian Ombudsman. Contact details are available at www.ombudsman.vic.gov.au or phone: (03) 9613 6222

Complaints that are made by members of the public to Council relating to the policies and procedures of Victoria Police or to members of Victoria Police may be referred to the:

- Officer in Charge, Warrnambool Police Station;
- Victoria Police Professional Standards Command; or
- Independent Broad-Based Anti-Corruption Commission.

3. GOVERNANCE

Review

This policy is to be reviewed, in consultation with the CCTV Steering Committee, no later than three years after the previous review/approval date.

Evaluation & Monitoring

The Council will undertake evaluation and regular reporting of the CCTV system against the CCTV Evaluation Framework.

The first evaluation of a new CCTV system will occur between 12 and 18 months following the full commissioning of the CCTV system.

The Council will establish a CCTV Steering Committee chaired by a Council representative and consisting of representatives from Council staff and Victoria Police. The primary responsibility of the CCTV Steering Committee is overseeing the implementation of the CCTV systems, the ongoing management and evaluation.

CCTV POLICY

Compliance Responsibility

The CCTV Steering Committee shall exercise an oversight function over compliance with this policy.

The Council will undertake regular audits of its CCTV systems and appropriate action plans will be formulated to address any deficiencies.

Roles & Responsibilities

Party	Roles & Responsibilities

CCTV Steering Committee	• Overseeing the implementation of the CCTV systems and the ongoing management
	• Evaluating the CCTV systems against
	  ○ Achievement of Objectives
	  ○ Compliance with Good Governance
	  ○ Compliance with Operating Procedures
	• Reporting on the management of CCTV systems
	• Ensuring adherence to the relevant MOU for each system, Council policies and the law
	• Promoting public confidence in CCTV systems by ensuring its operations are transparent and subject to public scrutiny
	• Making recommendations to improve the integrity of CCTV systems

Audit & Risk Committee	Annually review the use, operation and compliance with this policy and the CCTV Code of Practice.
Director City Infrastructure	Policy Owner. Overall responsibility for the effective and ethical management of equipment and for ensuring that recorded information is appropriately maintained by Council Authorised Users. Reviews and determines applications for access to recorded images held by Council.
Council	Responsible for the assessment and approval of CCTV Program equipment installation requests in and around Council managed public places.
Victoria Police Officer in Charge	Responsible for overseeing the effective and ethical management of CCTV equipment and recorded information operated or held by Victoria Police. Reviews and determines all applications for access from members of the public and Authorised Users to recorded information in Victoria Police possession. Nominates Authorised Users and Authorised Administrators. The only officer who can approve Authorised Administrators to download and extract footage from the public space CCTV network.

CCTV SYSTEMS STEERING COMMITTEE

TERMS OF REFERENCE

1. Establishment of Committee

The CCTV Systems Steering Committee ('the Committee'), is a formally appointed Advisory Committee of the Warrnambool City Council ('the Council') for the purposes of the Local Government Act 2020 ('the Act').

The membership of the Committee and the Terms of Reference will be approved by resolution of the Council.

2. Purpose of Committee

The Committee's role is to assist and advise the Council on matters including:

- Overseeing the implementation of the CCTV systems and the ongoing management
- Evaluating the CCTV systems against:
  - Achievement of Objectives
  - Compliance with Good Governance
  - Compliance with Operating Procedures
- Reporting on the management of CCTV systems
- Ensuring adherence to the relevant MOU for each system, Council policies and the law
- Promoting public confidence in CCTV systems by ensuring its operations are transparent and subject to public scrutiny
- Making recommendations to improve the integrity of CCTV systems

3. Authority and Compliance

The Committee is an advisory committee only and has no delegated decision making authority.

4. Membership

Composition
The Committee shall be composed of:

- One Councillor appointed by the Council
- Four (4) Council staff:
  - Director City Infrastructure
  - Manager City Amenity;
  - Coordinator Local Laws;
  - City Infrastructure Administration Officer; and
- Two persons nominated by Victoria Police
- Other representatives as required

Appointment of Chair
The Committee Chair will be the appointed Councillor.

Term of Appointment
Up to four years, in line with the term of the Council.

5. Support to the Committee

Administrative responsibility and support for the Committee is assigned to the Manager City Amenity, being the Responsible Officer. This function includes providing:

- information and any necessary training for members in relation to their responsibilities under the Terms of Reference;
- preparation of meeting agendas and minutes;
- advice in respect to matters before the Committee; and
- secretarial and logistical support to the Committee

6. Meeting Proceedings

Meeting Schedule
The Committee will meet at least two times a year, with authority to convene additional meetings as circumstances require.

Attendance at Meetings
Teleconference or over the internet (e.g. Zoom, Skype, FaceTime) attendance is acceptable

Meeting Agendas
The structure of the Committee Agenda and documents will be determined by the Responsible Officer.
Agenda items can be submitted by Members for consideration for inclusion by the Responsible Officer.
The Agenda must be distributed to members at least five working days prior to the meeting.

Quorum
A quorum of the Chair and at least one Council staff member and one Police nominee will be necessary to transact the business of the committee.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.
If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Conflict of Interest
If a Member has a conflict of interest relating to any item on a Meeting Agenda, the member must verbally disclose the type and nature of the interest immediately before consideration of the matter in question.

Minutes and Reporting
The Responsible Officer will ensure that minutes are taken for each Committee meeting.

The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.

Minutes of each meeting will be presented at the next Council meeting.

7. Records

All records pertaining to the Committee's function shall be kept by the Responsible Officer.

CCTV SYSTEM ANNUAL REPORTING – including AUDIT and EVALUATION

Background

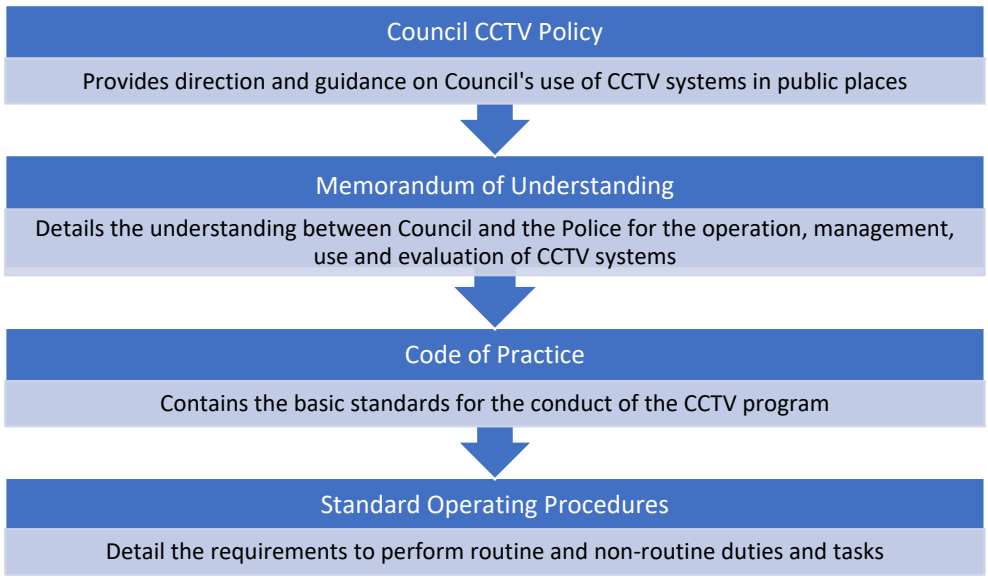
The Dept. of Justice is requiring the Council to *organise for an audit to be undertaken of the management of the CCTV system in Warrnambool City Council* (refer to Attachment 1).

The Dept refers to an audit of Security and Privacy of Surveillance Technologies in Public Places undertaken by the Auditor General's office (VAGO) in 2018 *that outlines important considerations for all councils who manage CCTV* (refer Attachment 2).

The Dept. has drawn attention to an MOU, between the Council and Police, that commits both parties to undertake an annual audit (Sec 23.2) and review (Sec 25) – references in the MOU for the Foreshore program.

- *Report on the management of the CCTV system and ensure adherence to this MOU and the agreed CCTV policies and the Law:*
- *Promote public confidence in the CCTV System by ensuring its operations are transparent and subject to public scrutiny: and*
- *Make recommendations to the Parties to improve the integrity of the CCTV System.*

The authorisation and operation of the CCTV system is based around extensive documentation.



A review of the current Council documentation has been undertaken (refer to Attachment 3). Unfortunately, the overarching Policy document is a missing link. A draft Policy has been prepared for submission to the Council.

The Standard Operating Procedures provide that the Safety Camera Network will be evaluated to establish whether the purposes of the system are being complied with and whether objectives are being achieved. The evaluation will incorporate such things as (*for example, but not limited to*):

- *an assessment of the impact upon crime*
- *an assessment of neighbouring areas without CCTV*

- *the views and opinions of the public*
- *the operation of the Standard Operating Procedures*
- *whether the purposes for which the system was established are still relevant.*

The Dept. of Justice has also prepared a guide (refer to Attachment 4) to *assist local councils considering the implementation of CCTV systems to help address local safety issues.* Included in the guide is a section on evaluation. It outlines a range of elements suggested for inclusion in a *comprehensive evaluation framework*.

Outline of Evaluation Framework

As a consequence of the documentation review, it is proposed that the evaluation be in three parts:

1. Achievement of Objectives
2. Compliance with Good Governance
3. Compliance with Operating Procedures

Objectives

There should be a common set of objectives for the overall CCTV program. The objectives included in the MOUs (Artillery Crescent & Foreshore) and Code of Practice have common themes, but with some varied wording.

Five (5) common themes (objectives) are listed below. The sub-sets under each are extracts from the above documents and basically support the 'common objective' summary.

- Reducing crime
    - Deter all criminal behaviour due to a fear of detection and prosecution
- Reducing anti-social behaviour
    - Hoon Behaviour
        - Prevention of hoon behaviour
    - Vandalism
    - Graffiti
        - Prevention of vandalism and graffiti
    - Anti-Social behaviour
    - Drug & Alcohol consumption
        - Prevention of drug and alcohol consumption
    - General property damage
- Assisting Police in the detection of offenders suspected of criminal activity and anti-social behaviour
    - Assist Victoria Police in the detection and prosecution of offenders.
    - Assist Police in the investigation of criminal offences with the availability of evidence
    - Improving Victoria Police's response to criminal and anti-social behaviour in the city.
    - Enable investigative avenue for crimes or offences that are committed and captured on CCTV cameras
    - Decrease the response time for Police to assist in the reduction of serious injury and of catching an offender while perpetrating;
- Enhancing public safety
    - Improving public perceptions of safety and confidence in public areas
    - Improve actual and perceived levels of safety within the Warrnambool City Council.
    - To improve the Warrnambool community's perception of safety, to increase the number of visitors enhancing natural surveillance.

- Improving the actual and perceived sense of safety for those who live, work and visit the municipality
- Provide a safe and secure environment for those who live, work and visit the Warrnambool
- Promote Community access and use of public spaces

- Reduce cost and impact of crime on the community

Good Governance Elements

Key elements that should be considered in the review:

- CCTV Policies
  - have clear policies to govern the installation, use and oversight of surveillance technologies
  - Does the policy address the key Information Privacy Principles relevant to surveillance activities?
- CCTV Procedures
  - Do the operating procedures reflect the requirements of the *Privacy and Data Protection Act 2014* and the policy?
- CCTV System Steering Committee
  - Is the CCTV Steering Committee active and fulfilling its function?
- CCTV Audit Committee
  - Is the CCTV Audit Committee active and fulfilling its function?

Operational Elements

Key elements that should be considered in the review:

- Camera Network
  - Ensure that the camera network is accountable and fully compliant with the relevant policies and Standard Operating Procedures.
  - Register to record any outages and maintenance requests or other technical difficulties encountered with the CCTV System
  - Respond to requests for CCTV System maintenance in a timely manner
- Data Collection and Information
  - Victoria Police to maintain an up-to-date log of data downloads from the CCTV system.
  - Does Victoria Police comprehensively document details of copied images and recordings at the local police station?
  - Is identifiable signage in place for all CCTV sites?
- Training
  - Regular training provided to all relevant Victoria Police members around the operation of the CCTV System
- Requests to Use or View Recorded Information
- Complaints
  - Complaints made by the public to Victoria Police regarding the general operation of the CCTV System will be referred to the Council.

Annual Report

An Annual Report is to be prepared, including the following components:

1. Executive Summary
2. Overview of the CCTV program and systems
    a. Documentation
    b. Camera Locations
    c. Roles and Responsibilities
3. **Evaluation Framework**
    a. Achievement of Objectives
    b. Compliance with Good Governance
    c. Compliance with Operating Procedures
4. Future of the Program
    Including items such as additional locations,
5. Overall Performance Summary

A draft of the **Evaluation Framework** is included in Attachment 5.

Steering Committee

The Annual Report, with the evaluation outcomes, would be presented to the CCTV System Steering Committee to receive/endorse so it can then be presented to the Council and the Dept. of Justice.

A draft Terms of Reference for the Committee will be prepared for submission to the Council.

ATTACHMENT 1 – DEPARTMENT of JUSTICE REQUEST

Email Sean Ling (Senior Manager, Grants Program & Engagement, Community Crime Prevention Unit) to Peter McArdle, 6 April 2020

"As discussed, could you please organise for an audit to be undertaken of the management of the CCTV system in Warrnambool City Council.

The audit of Security and Privacy of Surveillance Technologies in Public Places undertaken by the Auditor General's office (VAGO) in 2018 outlines important considerations for all councils who manage CCTV.

The audit found that even though governance policies were in place, none of the councils audited had adequately used their agreements with Victoria Police to ensure proper oversight and accountability for the use of public safety CCTV systems. This finding indicated the importance of ensuring governance documents are actively used and that commitments contained are implemented.

I have included a link to the VAGO website for further information.

It is really encouraging to hear that council regularly meets and has a strong working relationship with Victoria Police. Your MOU with police commits both parties to undertake an annual audit (Sec 23.2) and review (Sec 25) of the MOU and this is why we built it into the Funding Agreement for both the Public Safety Infrastructure Fund (PSIF) grants funded in 2017 and 2019. This audit and review process can help to strengthen council's relationship with police as well as ensuring that the system is being managed appropriately.

The evaluation reporting (Milestone 5) for the 2017 PSIF project should have outlined the findings of the annual audit, however I will approve the reporting submitted if you can confirm that an audit has been scheduled (including when it will occur and who will undertake it). The findings from this audit can then be used to support your reporting for the project funded in 2019.

Under their own policies, Victoria Police are to maintain an up-to-date log of data downloads from the CCTV system. This data can help council to demonstrate that police are actively using the system and justify the investment from council. The audit could also monitor whether the log is being maintained so that data can be made available to council.

I will await the information on the audit timing and approach to approve Milestone 5 for the 2017 project. If you would like to discuss this further, please don't hesitate to contact me."

ATTACHMENT 2 – AUDITOR-GENERALS REVIEW of CCTV in PUBLIC PLACES

Report on 'Security and Privacy of Surveillance Technologies in Public Places', Victorian Auditor-General, September 2018

This audit examined whether information collected by councils' CCTV surveillance activities in public places is secure and whether the privacy of individuals is protected. The audit assessed whether:

- the use of council surveillance devices in public places adheres to relevant privacy laws and appropriate use policies
- the information collected from councils' surveillance activities in public places is protected from unauthorised disclosure.

Conclusion

The councils we examined in this audit could not demonstrate that they are consistently meeting their commitments to the community to ensure the protection of private information collected through CCTV systems.

The audited councils advised that they have never found an incident of inappropriate use of surveillance systems or footage, and OVIC (Office of the Victorian Information Commissioner) advised that it has never received a complaint about such use. However, given the weaknesses that we identified in security and access controls, and the lack of review of how CCTV systems are being used, the absence of evidence of inappropriate use of council CCTV doesn't provide strong assurance that no such incidents have occurred.

Findings

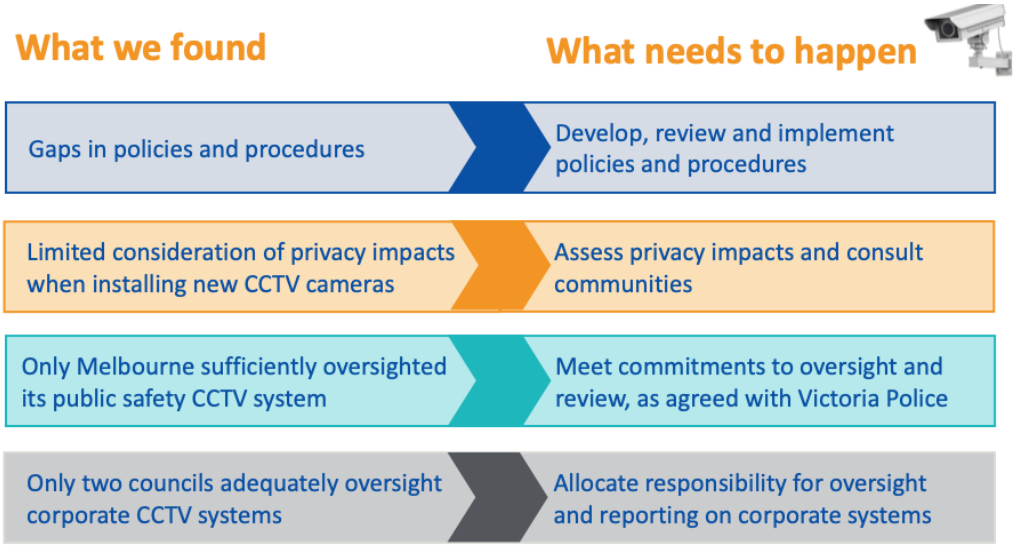
Four (4) of the five (5) councils audited had a policy to guide their management of CCTV systems. However, in most cases, these policies focus on public safety CCTV systems, and councils do not have robust, documented operating procedures to support the sound management of their corporate CCTV systems.

Regular reporting on key metrics for all corporate CCTV systems—such as the number of times council staff reviewed CCTV footage, saved or copied CCTV footage, and provided copies of footage to external parties—would make senior management aware of these surveillance activities, support a culture of appropriate use, and promote more active management.

Recommendations

1. review and update their CCTV policies to address the requirements of the *Privacy and Data Protection Act 2014* (see Section 2.2)
2. assess all CCTV systems installed prior to the approval of a CCTV policy to ensure they comply with the policy (see Section 2.2)
3. assess the privacy impacts of proposals to install new or additional CCTV surveillance devices in public places (see Section 2.3)
4. develop site-specific operating procedures for their corporate CCTV systems to reflect the requirements of the *Privacy and Data Protection Act 2014* and their policies (see Section 2.2)
5. allocate responsibility for overseeing the operation of CCTV systems to an appropriate senior manager and implement regular reporting on key aspects of CCTV system use (see Section 2.4)

6. include a periodic audit of CCTV system use and data security in their forward internal audit programs (see Section 2.7)
7. review and update the content and position of all signage in locations with corporate CCTV systems to reflect better practice (see Section 3.2)
8. review and address access control and data security weaknesses for corporate CCTV systems (see Section 3.3)
9. ensure regular audits and evaluations of public safety CCTV systems and hold the oversight committees for these systems to account for meeting their responsibilities under agreements with Victoria Police (see Sections 2.5 and 2.6).



Issues arising from Audit Report to consider in Evaluation

Sec.	Content	Requirement	Questions arising
2.2	Council policies & procedures	Councils should have clear policies to govern the installation, use and oversight of surveillance technologies. The policies should set minimum expectations for decisions about installing surveillance devices, privacy considerations, the collection, management and use of information, physical and data security, access, disclosure, storage, retention and disposal of surveillance information, governance and oversight arrangements, monitoring, evaluation and accountability.	Does the Council's CCTV policy address the key Information Privacy Principles relevant to surveillance activities?
2.3		CCTV policy needs to be supported by comprehensive operating and procedure manuals or instructions to guide the day-to-day management and use of surveillance systems.	Do the operating procedures reflect the requirements of the *Privacy and Data Protection Act 2014* and the policy?

Sec.	Content	Requirement	Questions arising
2.4	Managing Council CCTV systems	Councils have clear obligations to ensure that their use of CCTV and other surveillance devices complies with the law and respects the privacy of individuals. Need to allocate responsibility for overseeing the operation of CCTV systems to an appropriate senior manager and implement regular reporting on key aspects of CCTV system use	Who is responsible for the central oversight of the management of corporate CCTV systems? Is there regular management reporting on corporate CCTV systems?
2.5	Arrangements with Victoria Police	Councils have MoUs with Victoria Police to govern the operation and oversight of public safety CCTV systems Councils need to implement the agreement and meet their obligations to provide proper oversight and accountability for the use of their CCTV systems.	Are regular audits and evaluations of public safety CCTV systems undertaken?
2.6	Oversight of public safety CCTV systems	Number of ways councils can improve their oversight of public safety CCTV systems.	Is the CCTV Steering Committee active and fulfilling its function? Is the CCTV Audit Committee active and fulfilling its function?
		Councils need to exercise their right to obtain assurance about Victoria Police's appropriate use and management of the information provided by public safety CCTV systems.	Does Victoria Police comprehensively document details of copied images and recordings at the local police station?
2.7	Governance, assurance & accountability	Need to demonstrate that the audit committee or a specialist oversight committee regularly scrutinises the council's management and use of corporate CCTV systems	Is a periodic audit of CCTV system use and data security included in the forward internal audit program?
3.2	Data collection, information & signage	Compliance with Information Privacy Principle 1 - only collect personal information that is necessary and lawful, and to do so with as little intrusion as possible.	
		Signs in public places under CCTV surveillance should: • clearly state that the area is under surveillance and identify the organisation undertaking surveillance • be located before the CCTV surveillance starts	Is identifiable signage in place for all CCTV sites?
3.3	Data security	Need to apply physical security controls for their corporate CCTV systems' storage devices.	

ATTACHMENT 3 – COUNCIL DOCUMENTATION REVIEW

MOU (draft) for Operation of CCTV Cameras (Between Victoria Police and Council) – Artillery Crescent site

Background

- Victoria Police and the Council working together to improve safety and security, address crime and manage anti-social behaviour in the city
- The CCTV System will promote the utilisation of incident response, crime management, surveillance and other legitimate policing functions.

Objectives

- reducing crime;
- reducing anti-social behaviour;
- improving public perceptions of safety and confidence in public areas; and
- improving Victoria Police's response to criminal and anti-social behaviour in the city.
- To deter all criminal behaviour in Artillery Crescent due to a fear of detection and prosecution;
- To assist Police in the investigation of criminal offences with the availability of evidence;
- To decrease the response time for Police to assist in the reduction of serious injury and of catching an offender while perpetrating;
- To improve the Warrnambool community's perception of safety, to increase the number of visitors enhancing natural surveillance.

Governing Principles include:

- people are entitled to a reasonable expectation of privacy when in public places
- reasonable steps must be taken to protect information gathered through public place surveillance from misuse or inappropriate disclosure
- the Parties (Council and Police) will co-operate to achieve the highest standards applicable for the appropriate evaluation of the CCTV System and ensure:
    - the purpose of this MOU is fulfilled;
    - their joint objectives are achieved;
    - the governing principles above are respected; and
    - the public interest is protected.

Responsibilities

Council

- installing, maintaining, repairing and replacing all assets and infrastructure associated with the CCTV System
- exclusively licensing the use of the images, footage or recordings generated by, or captured on, the CCTV System to Victoria Police
- determining CCTV Camera locations
- responding to requests for CCTV System maintenance in a timely manner
- developing CCTV Policies in accordance with any applicable policy and procedural standards
- establishing and providing support to the CCTV Audit Committee and the CCTV Steering Committee
- undertaking regular and appropriate evaluation of the CCTV System

Police

- providing agreed data to the Council for the purposes of monitoring and evaluation and system probity

- providing regular training to all relevant Victoria Police members around the operation of the CCTV System
- reporting any CCTV System maintenance issues of which it becomes aware to the Council in a timely manner
- providing assistance to the Council in relation to the development of CCTV Policies

Monitoring

- Victoria Police members may monitor the images, footage or recordings generated by, or captured on, the CCTV System as part of its law enforcement functions or activities as well as for specific command and control use, targeting specific crime operations or for dealing with such situations … list of examples

Training

- the Officer in Charge, Warrnambool Police Station, will ensure that all Victoria Police members under his or her command receive training or instruction in the use and operation of the Hardware and Software prior to operating the CCTV System

Complaints

- Complaints made by the public to Victoria Police regarding the general operation of the CCTV System will be referred to the Council's Representative
- Complaints made by the public to the Council which relate specifically to Victoria Police policy or procedures or Victoria Police members may be referred to Victoria Police's Representative, Officer in Charge, Warrnambool Police Station, the Victoria Police Professional Standards Command or the Independent Broad-based Anti-corruption Commission.

Crime Trend Information

- Victoria Police's Representative will, within 20 Business Days (of a written request), facilitate the exchange of crime trend information and other relevant information to assist the Council to evaluate the effectiveness of the CCTV System within the Precinct.

Law Enforcement Data

- Victoria Police may release Law Enforcement Data to the Council under this MOU including for the purposes of monitoring, evaluating and determining the effectiveness and probity of the CCTV System within the Precinct.

Evaluation

- Council agrees to undertake appropriate evaluation of the CCTV System to ensure its objectives are being achieved.

Committees

- CCTV System Steering Committee
    - Consist of representatives from the Council, Victoria Police and other invited stakeholders as agreed.
    - Responsibilities include:
        - developing an agreed monitoring and evaluation framework to ensure system objectives as outlined in this MOU are being achieved
- CCTV Audit Committee
    - Report on the management of the CCTV System and ensure adherence to this MOU, the agreed CCTV Policies and applicable Law

MOU for Operation of CCTV Cameras (Between Victoria Police and Council) – Foreshore Site

Objectives

- Prevention of hoon behaviour
- Prevention of vandalism and graffiti
- Prevention of drug and alcohol consumption
- Reduction of anti-social behaviour
- Enhancement of public safety
- Identification of people suspected of anti-social behaviour through the use of the CCTV system
- Providing Victoria Police with further assistance in the detection and prosecution of offenders
- Reduction of the cost and impact of crime on the community
- Mutual assistance in the allocation and deployment of law enforcement resources
- Enable investigative avenue for crimes or offences that are committed and captured on CCTV cameras
- Improving the actual and perceived sense of safety for those who live, work and visit the municipality

WCC Code of Practice, March 2018

Contains the basic standards in accordance with which the Warrnambool City Council's CCTV Program will be conducted.

Objectives
Key objectives of the Warrnambool City Council's CCTV Program include:

- To assist in the prevention of:
    - Hoon Behaviour
    - Vandalism
    - Graffiti
    - Anti-Social behaviour
    - Drug & Alcohol consumption General property damage
- Improve actual and perceived levels of safety within the Warrnambool City Council.
- To assist Victoria Police in the detection and prosecution of offenders.
- Provide a safe and secure environment for those who live, work and visit the
- Warrnambool City Council.
- Promote Community access and use of public spaces.

Accountability
The Council and Victoria Police will report to a Committee (made up of representatives from Warrnambool City Council and Victoria Police) regularly. The committee will:

- Provide an overview of the CCTV Program;
- Report any divergence from the Code of Practice, Protocols and MOU's;
- Identify further improvements and recommend actions to safeguard the CCTV Program from misuse;
- Request an investigation be undertaken by any party involved in the CCTV Program to identify divergences from, or breaches to, the Code of Practice, Protocols or MOU's;
- Request steps are undertaken by any party involved in the CCTV Program to rectify divergences from, or breaches to, the Code of Practice, Protocols or MOU's.

Assessment of Program

Regular monitoring and evaluation of the CCTV Program will be undertaken to identify whether the purposes and objectives are being achieved.

8.1 The Warrnambool City Council and Victoria Police will regularly monitor and evaluate the CCTV Program to ensure that it is meeting with the purpose and the objectives of the Program.

8.2 The Committee will evaluate and review the performance of the program.

8.3 The Committee will report on, and make recommendations to rectify, any divergence from the purposes and objectives of the program.

8.4 The results of the review may be taken into account in the future functioning, management and operation of the CCTV Program.

Standard Operating Procedures

Procedures detail the requirements to perform routine and non-routine duties and tasks.

Accountability

Network Auditing and Reporting

An auditing process is required that ensures the camera network is accountable and fully compliant with the relevant policies and Standard Operating Procedures. The primary objective of an auditing process is to provide a mechanism of accountability and external review. An auditing process provides public reassurance that the camera network is operated transparently and ethically, and that self-regulatory codes and protocols are being observed.

To maintain the highest integrity and public confidence in the network, the Manager City Amenity shall provide regular reports to the Council.

Annual Report

A copy of the annual report will also be made available to anyone requesting it or downloaded from Council website.

Assessment

Evaluation

The Safety Camera Network will be evaluated to establish whether the purposes of the system are being complied with and whether objectives are being achieved. The evaluation will incorporate such things as (*for example, but not limited to*):

- *an assessment of the impact upon crime*
- *an assessment of neighbouring areas without CCTV*
- *the views and opinions of the public*
- *the operation of the Standard Operating Procedures*
- *whether the purposes for which the system was established are still relevant.*

It is proposed that the evaluation will at the regular meetings at least every 3 months with the WCC Manager City Amenity, Coordinator Local Laws and Warrnambool Police Officers. A council report will be completed every six months.

The evaluation will also need to explore whether there has been any displacement of crime from the Foreshore Precinct Target Area and ascertain whether the Project has had this effect. Council recognises that changes in recorded crime data may arise from a number of

different factors and may not be attributable solely to the introduction of CCTV. This will be particularly pertinent in the evaluation approach to CCTV where it is being implemented amongst a range of other crime prevention initiatives.

The results of the evaluation will be published.

ATTACHMENT 4 - GUIDE to DEVELOPING CCTV for PUBLIC SAFETY

Guide released by Dept. of Justice, June 2018

This Guide aims to assist local councils considering the implementation of CCTV systems to help address local safety issues.

Step 7 – Evaluate your CCTV system
Where a CCTV owner has entered into an MOU with Victoria Police in relation to a CCTV system, there is a requirement for the system to be regularly audited by the system owner for compliance with the relevant policies and legislation.

The steering committee is responsible for ensuring that a report outlining the performance and use of the system be prepared and submitted to the CCTV audit committee (which may consist of your organisation's existing audit committee).

A comprehensive evaluation framework of your CCTV system will incorporate the following elements:

Element	Evaluation Content
Objectives	Whether: • the system is producing evidence of crime reduction or crime detection • video footage is being used by police for operations, investigations or criminal prosecutions • the cost of this initiative has been justified or the outcomes could have been achieved via a less expensive solution (see step 3).
Community outcomes	Comparison of pre-trial and post-trial outcomes including: • results from public surveys measuring community confidence and perceptions of crime • crime statistics (changes in types of crime or displacement of crime) • the number of reported incidents • CCTV's contribution to other community crime prevention strategies • any impacts on vulnerable groups using the area under surveillance.
Public confidence in use	Consider: • the number of reports of crime made by the public • the number of requests for video data • the number of FOI applications • the number of complaints made by the public.
Project management	Consider: • the level of access to technical expertise • the sustainability and self-sufficiency of the project • the appointment of a suitable project manager, and effective communication/reporting to community safety committees • whether there was an appropriate level of engagement with police (compliance with MOU's and appropriate sharing of video data).
Density, camera coverage and positioning	Consider: • whether areas with higher density of camera coverage produce greater reduction in crime • whether the cameras were positioned in the best way to achieve the objectives.

Element	Evaluation Content
Technical characteristics	Consider: • whether the type of camera used and the way it was mounted influenced its effectiveness • whether the camera was able to cope with differing levels of lighting • the camera's capacity to transmit consistent images of high quality • the reliability of the system, including downtime due to malfunction or maintenance • whether the images were of suitable quality to allow identification of suspects and the use of images in court proceedings.
Operations and control room	Consider: • whether the level of monitoring was adequate • whether incidents in progress were detected during monitoring • whether the communication between stakeholders (public and police) and the operators was timely and effective • outcomes of an audit of data storage and compliance with Standard Operating Procedures, public Code of Conduct and relevant privacy legislation • the number of staff trained and the effectiveness of training.

CCTV owners should commit to making the results of evaluation public, even when they reveal ambivalent or negative outcomes. This serves to increase the integrity of the system and adds to the body of evidence about the effectiveness of CCTV as a crime prevention and community safety tool. Honest reflection on what worked well and what was less effective provides a solid basis for decision-making on the future of CCTV in your location.

ATTACHMENT 5 – DRAFT CCTV EVALUATION FRAMEWORK

ATTACHMENT 5 - CCTV EVALUATION FRAMEWORK – DRAFT REPORT 2019/2020

PART A – ACHIEVEMENT of OBJECTIVES

No.	Key Objective	Measures	Source	Responsibility	Response
1	Reducing Crime	Trend in crime statistics for camera locations.	Crime Statistics Agency data	Council – Local Laws Unit	
2	Reducing anti-social behaviour, including • Hoon Behaviour • Vandalism • Graffiti • Drug & alcohol consumption • General property damage	Trend in vehicle speed near camera locations.	Traffic counters (Council)	Council - Assets Unit	
		Reports on vandalism, graffiti & property damage – made by Council inspectors and external parties.	Reports/requests lodged in Council Customer Request System	Council – Coordinator Customer Service	
3	Assisting Police in detection of offenders suspected of criminal activity and anti-social behaviour.	Use of camera recordings and success rate in identifying offenders.	CCTV recordings	Police	
4	Enhancing public safety	Feedback from community on actual and perceived sense of safety and confidence in public areas.	Annual community survey	Council – Coordinator Local Laws	
5	Reducing cost & impact of crime on the community	Annual cost to Council in repairs and replacements resulting from criminal & anti-social behaviour.	Council cost ledgers	Council – Assets Unit	

1

PART B – COMPLIANCE with GOOD GOVERNANCE

No.	Key Component	Key Requirements	Source	Responsibility	Response
1	CCTV Policy	Up-to-date policy that governs the installation, use and oversight of surveillance technologies. Policy addresses the key Information Privacy Principles relevant to surveillance activities.	CCTV Policy	Council - Manager City Amenity	
2	CCTV Procedures	Up-to-date procedures that reflect the requirements of the *Privacy and Data Protection Act 2014* and the CCTV policy.	CCTV Procedure	Council – Manager City Amenity	
3	CCTV System Steering Committee	Committee that is active and fulfilling its function.	Steering Committee meeting minutes	CCTV Steering Committee	
4	Audit	Review the management of the CCTV System and ensure adherence to this MOU, the CCTV Policy and applicable Law.	Internal Audit program report	Council Audit & Risk Committee	
5	Program Review	Report on, and make recommendations to rectify, any divergence from the purposes and objectives of the program.	Steering Committee meeting minutes	CCTV Steering Committee	
		Review and recommend any changes/ improvements to CCTV program, including camera locations.	Steering Committee meeting minutes	CCTV Steering Committee	.

2

PART C - COMPLIANCE with OPERATING PROCEDURES

No.	Key Component	Key Requirements	Source	Responsibility	Response
1	Camera Network	Camera network is operated transparently and ethically, and that self-regulatory codes and protocols are being observed.	Internal Audit program report	Council Audit & Risk Committee	
		Camera network is operational and fully compliant with all relevant policies and Standard Operating Procedures	Monthly inspections conducted by Police.	Police	
		Outages and maintenance requests or other technical difficulties encountered with the CCTV System are properly recorded in a Register.	Fault Reporting Sheet	Police	
		Maintenance on the camera network in completed in a timely manner.	Quarterly Maintenance reports	Council - Manager, City Amenity	
		Only trained and authorised personnel will operate any of the equipment (or equipment associated with the CCTV system).	Training records	Police	
2	Data Collection & Use	An up-to-date log of data downloads from the CCTV system is maintained.	CCTV Log book	Police	
		Where Victoria Police determines that images or recordings generated from the CCTV System are no longer required it may destroy them in accordance with Victoria Police policy.	CCTV Log book	Police	
3	Community information	Signage identifying all sites under surveillance is in place and well maintained.	Half yearly inspections by Council	Council - Local Laws inspectors	

3

No.	Key Component	Key Requirements	Source	Responsibility	Response
4	Training	Regular training is provided to all relevant Police members around the operation of the CCTV System.	Training records	Police	
5	Public Requests for Camera Footage	Requests for camera network imagery support relating to non-criminal matters to be made through Freedom of Information process.	FOI Requests	Council - Manager City Amenity	
6	Complaints	Public complaints regarding the network must be referred to the Council in the first instance for investigation.	Council Customer Request System	Council – Coordinator Customer Service	

4

From [redacted]
Sent: Monday, 28 December 2020 8:57 AM
To: Glenn Reddick <greddick@warrnambool.vic.gov.au>
Subject: Cctv request

CAUTION: 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.

Hi Glen,
As part of the Have Your say program regarding feedback on the CCTV policy, I would like to make a request to have a new camera at the pier.
I am aware that the professional fishermen have made this request on numerous occasions without success.
During the summer months in particular, there is an increase in vandalism and bad behaviour, in this precinct.
Our dinghys moored at the pier are a constant target for swimmers and hoons.
Last weekend my own boat was targeted by vandals, it was damaged, seats smashed, gear stolen, and worse, deliberately sunk. (see attached photo).
I've previously reported such problems to police who have said if they had a link, they could act quickly to either intervene or identify the vandals and thieves.
Unfortunately there is a growing sense of entitlement from some young hoons, who see these boats as toys, and don't care that it affects our livelihoods .
Yours sincerely
[redacted]

6.6. STANLEY STREET - EDWARDS BRIDGE RENEWAL

PURPOSE:

For Council to confirm the concept design for the renewal of the Edwards Bridge, Stanley Street Warrnambool.

EXECUTIVE SUMMARY

- Edwards Bridge is an aging timber bridge, originally built in about 1895, that has reached the end of its serviceable life.
- Council was successful in obtaining up to $1.5 million in Federal Government grant funding for the new bridge. The grant requires a dollar-for-dollar contribution. Council has allocated the required $1.5 million matching funds from the annual road renewal program.
- To maintain access across the Merri River, the new bridge will provide for improved safety for pedestrians and cyclists, as well as ensure vehicle access is provided without restriction, i.e. the bridge will not be load limited.
- Up to four concept design options were developed and considered to meet the design requirements for a new bridge. The options were reviewed at a informal Council meeting in December 2020, and the two most viable options were presented to the community to seek feedback.
- The two options were functional, feasible and viable for the new bridge based on the preliminary cost estimates for the capital works ranging from $2.7M - $3M.
- Over a seven-week period, Council sought feedback from the community based on the two preferred options. At the close of the consultation period, Option B received 66.67% support and Option D received 33.33% support. Therefore, Option B is considered the preferred option based on the community consultation.
- To enable Council to meet the Australian Government Grant timeframes in delivering the project, it is important that a bridge concept is endorsed, with that option being in line with the majority support from the community.

MOVED: CR DEBBIE ARNOTT
SECONDED: CR MAX TAYLOR

That Council confirm the community preference of Option B and endorse the project proceeding to tender.

CARRIED - 7:0

BACKGROUND

In December 2020, Council considered four design options that all met the requirements for a new bridge across Merri River. The four options included -

- Option A: Single span architecturally significant bridge.
- Option B: Two span heritage themed bridge.
- Option C: Retention of the existing bridge and additional two span road bridge.
- Option D: Single span contemporary bridge.

A review of the options determined that of the four options, options B and D where the two that provided a transport solution within budget that met the functional requirements. It was confirmed two options would be presented to the community and seek their feedback. The two options presented to the community were:

- Option B - Two span new bridge in the existing alignment with traditional design theme reminiscent of the Hopkins River Bridge.
- Option D – Single span bridge with contemporary design theme that is unique to Edwards Bridge.

The community consultation period commenced on 17 December 2020 and closed on 5 February 2021. At the close of the consultation period, Council had received 73 responses to the online survey.

The survey summary, which is attached to this report, showed a clear majority of the respondents nominated Option B as the preferred option.

ISSUES

The current condition of the Edwards Bridge is poor, and access is currently limited to a 10 Tonne load limit. This, together with the substandard service for pedestrian and cyclist, has significant restriction for the serviceability of the Port of Warrnambool, access for residents, visitors and business owners to the harbour precinct and impacts on surety of access for emergency services.

By securing the Federal Government grant funding, Council can proceed with the replacement of this critical transport asset. The conditions of the grand funding require Council to proceed to construction within an ambitious timeframe which requires confirmation of the preferred option to be obtained to enable the project to progress through to design and delivery.

FINANCIAL IMPACT

A preliminary cost estimate for Option B shows the bridge can be constructed and delivered within the available budget of $3 million. Council has reprioritized the road renewal budget allocations across the 2020/21 and 2021/22 financial years to ensure sufficient budget is available to meet Council's financial obligations in line with the grant conditions.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

This project aligns with the Council Plan and assists in the delivery of the following objectives.

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.

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

TIMING

As per the requirements of the Federal Government grant, Council is required to commence the construction process within twelve months of signing the agreement. This requires the construction process no later than November 2021. The project is on track, subject to obtaining necessary statutory approvals, to meet this timeframe.

COMMUNITY IMPACT / CONSULTATION

Community feedback was sought on the preferred bridge design options over a seven-week consultation period. The consultation summary is attached to this report for information.

Ongoing, Council will provide project updates to ensure the community remain informed.

LEGAL RISK / IMPACT

The current key risk to the project relates to timeframes for confirming the preferred bridge option.

If this is delayed, this could impact on Council's ability to satisfy the requirements of the Federal Government grant conditions.

OFFICERS' DECLARATION OF INTEREST

No officer declares and interest in the delivery of this project.

CONCLUSION

Proceeding with Option B for the replacement of Edwards Bridge will provide a fit for purpose transport asset that will continue to deliver for the Warrnambool community for the next 100 years.

ATTACHMENTS

1. Community Survey - Have Your Say - Edwards Bridge Renewal [**6.6.1** - 19 pages]
2. SMEC Edwards Bridge Renewal D [**6.6.2** - 55 pages]

Edwards Bridge Renewal

Community Consultation Results

WARRNAMBOOL
CITY COUNCIL

Background

- Edwards Bridge provides important heavy vehicle access to the Port of Warrnambool and is also used by public buses, residents and visitors who use it to reach the foreshore and Lake Pertobe precincts.
- Edwards Bridge is of 'local significance' under the Warrnambool Planning Scheme but is not included on the Victorian Heritage Register (State level of significance).
- Council did consider retaining part of the bridge as a practical way to enjoy Warrnambool's history. However, the cost of maintaining two bridges at the same location, increased infrastructure within the river and constructability risks in converting the existing bridge, meant that this option was not viable

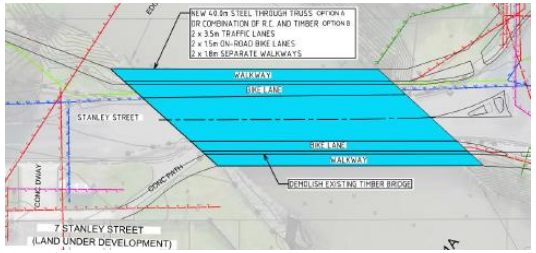
Question 1

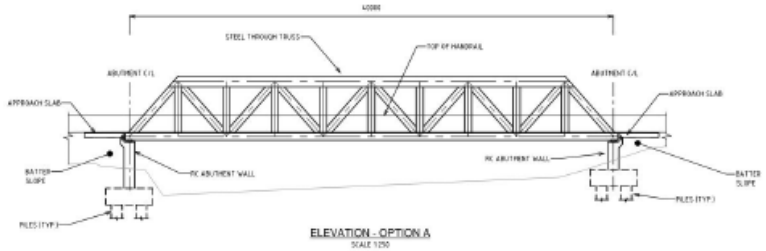
Which of the options do you prefer?

Options for Question 1

OPTION A– NOT VIABLE

- **Demolition** of the existing timber bridge and construction of a new structure that is a contemporary, innovative, creative on the same alignment with 80-100 years design life.
- The new contemporary structure could take the form of a steel through truss with a reinforced concrete deck supported by steel cross girders

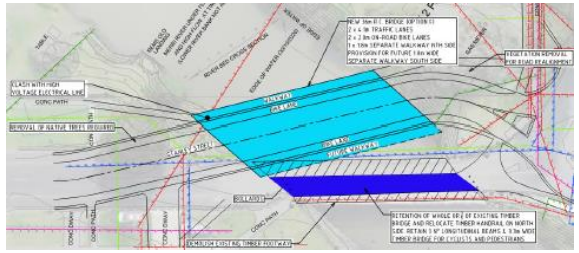


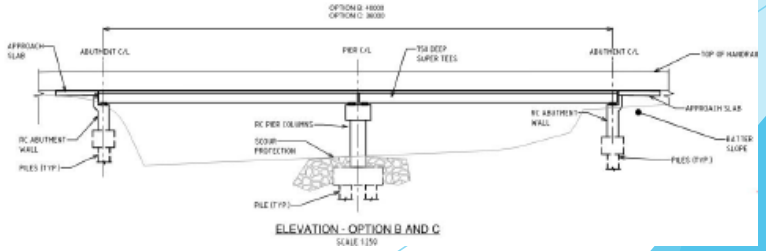


ELEVATION - OPTION A
SCALE 1:250

OPTION C – NOT VIABLE

- Includes adaptive re-use of part of the existing timber bridge in order to convert it into a pedestrian bridge.
- This option also includes a new bridge with a new road reserve alignment to the north of the original bridge.
- The new bridge would be a new 2-span road bridge



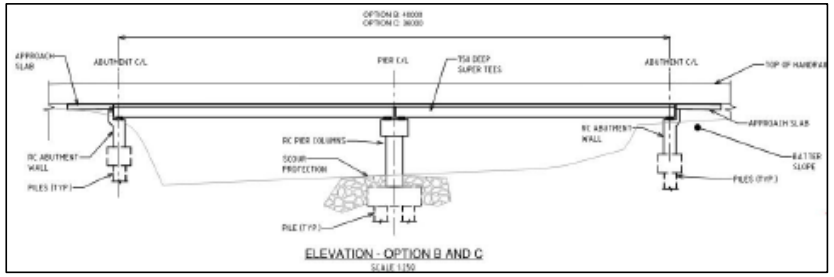


ELEVATION - OPTION B AND C
SCALE 1:250

Options for Question 1

OPTION B

- Demolition of the existing timber bridge and construction of a two-span bridge comprising timber walkways and reinforced concrete deck
- Replicate some heritage attributes of the existing bridge such as the form and colour of outer handrail system
- The new superstructure is proposed to include a reinforced concrete deck supported on precast Super-T girders
- This bridge would complement the appearance of the refurbished Hopkins River Bridge, which has a newer concrete structure for the road carriageway but has a timber walkway, railing and pier bracing

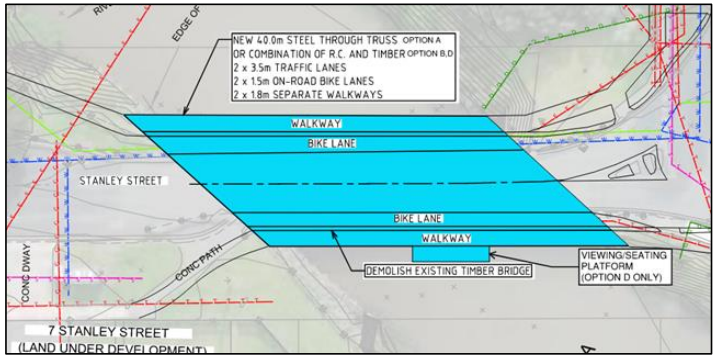


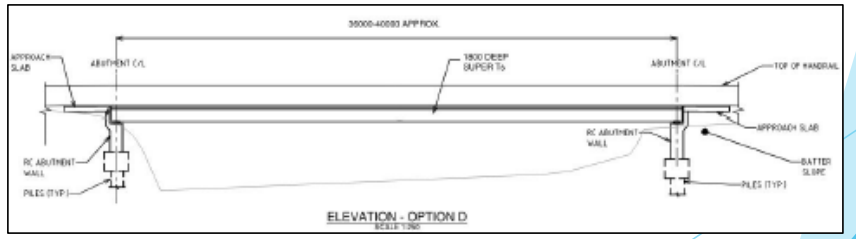
ELEVATION - OPTION B AND C

Options for Question 1

OPTION D

- Demolition of the existing timber bridge and reconstruction of a single-span reinforced concrete bridge with 100 years design life on the same alignment that may include contemporary elements such as a viewing platform or balustrade with a feature design
- The new superstructure is proposed to comprise of a reinforced concrete deck supported on precast Super-T girders.

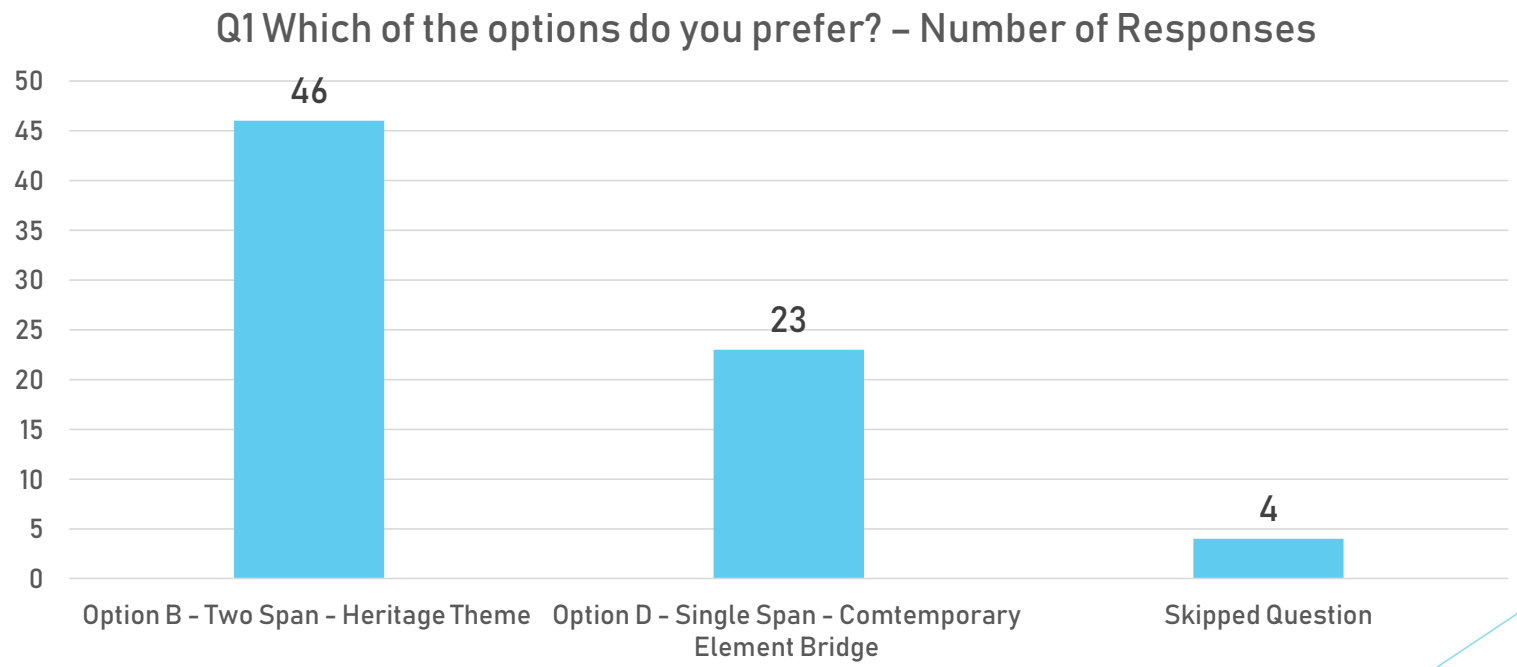




Cost Estimates

Cost item	Option A	Option B	Option C	Option D
1. Construction/Capital Costs (excludes contingency)	$4,123,000	$2,299,000	$2,742,320	$2,521,400
2. Construction/Capital Costs (Future)	$ -	$ -	$181,976	$ -
3. Ongoing Costs & Maintenance	$1,657,148	$855,115	$1,174,873	$855,115
Contingency (construction and ongoing 20%)	$1,156,030	$630,823	$819,834	$675,303
Total Whole-of-Life Cost + Contingency (20%)	$6,936,178	$3,784,939	$4,919,003	$4,051,819

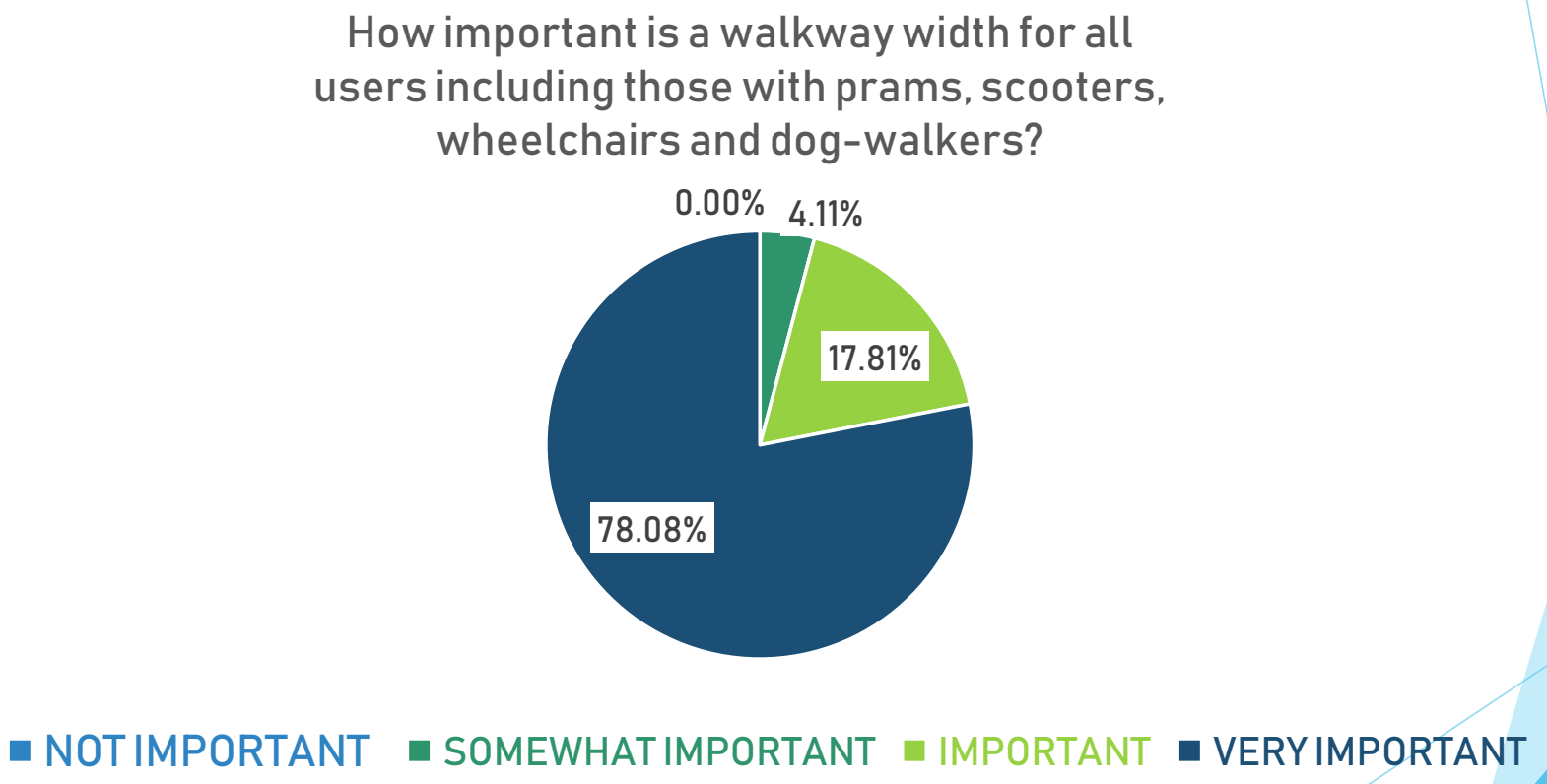
Results for Question 1



Question 2

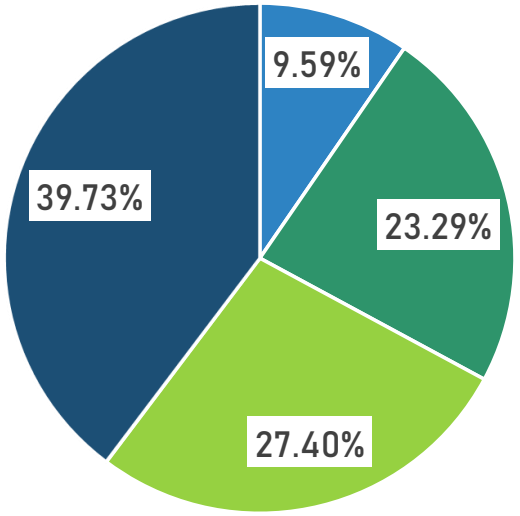
How important to you are particular features and functions of a new bridge?

Results of Question 2



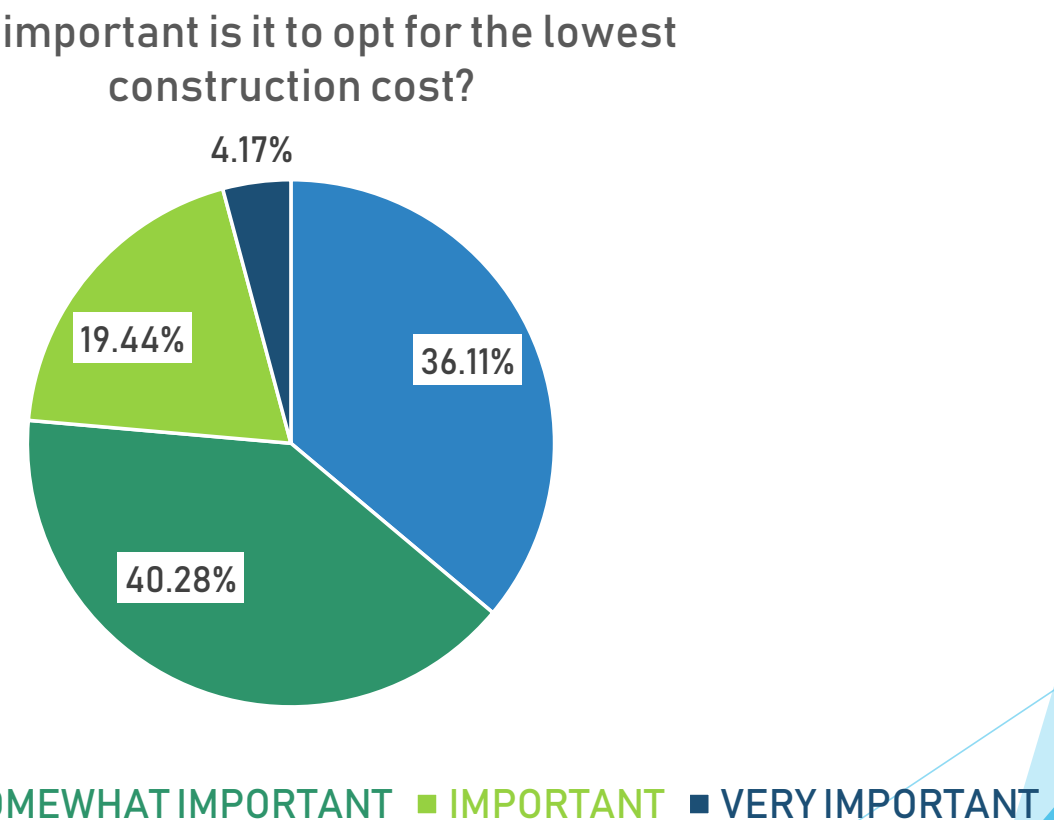
Results of Question 2

How important are dedicated cycling lanes?

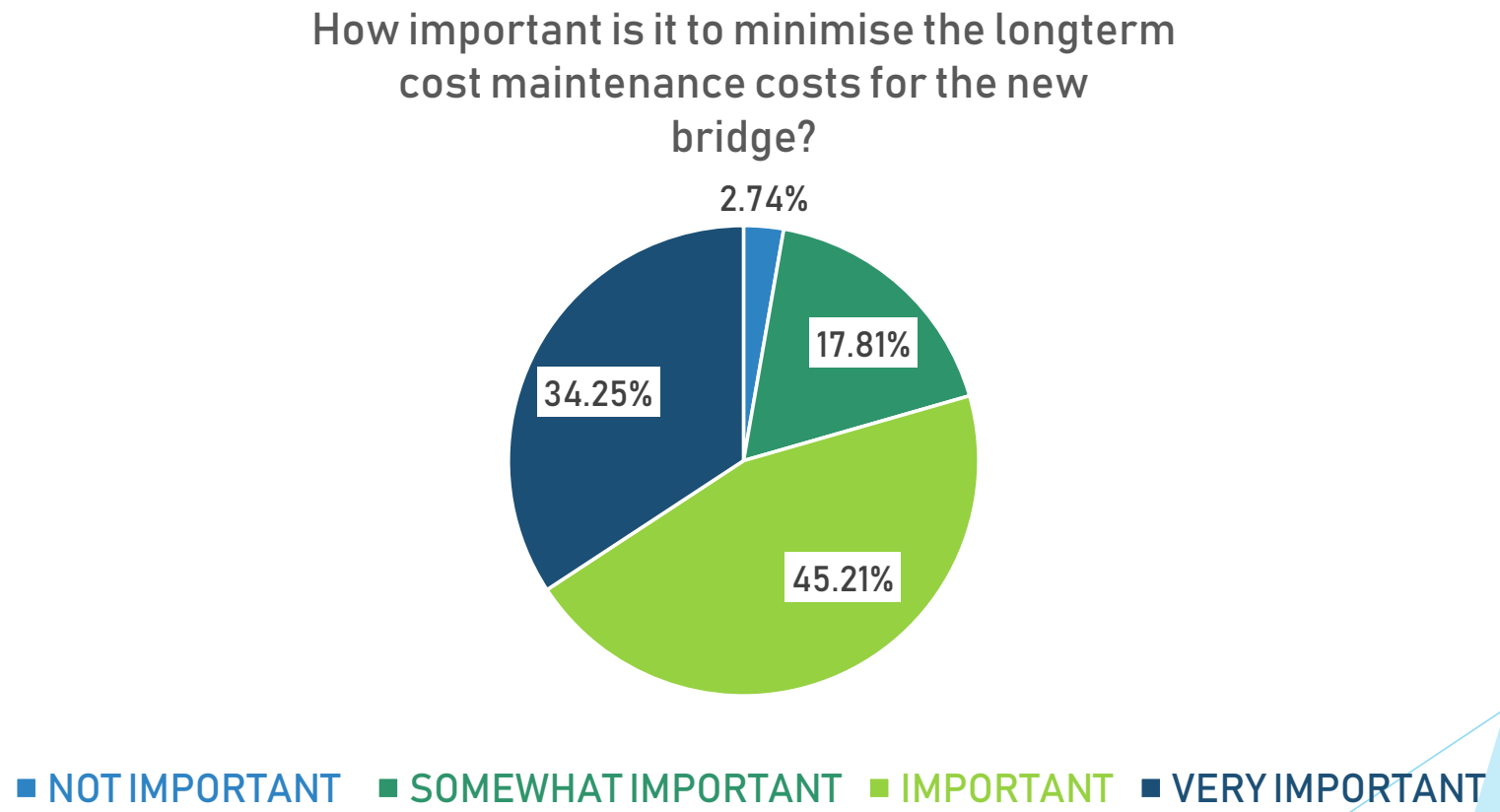


NOT IMPORTANT SOMEWHAT IMPORTANT IMPORTANT VERY IMPORTANT

Results of Question 2

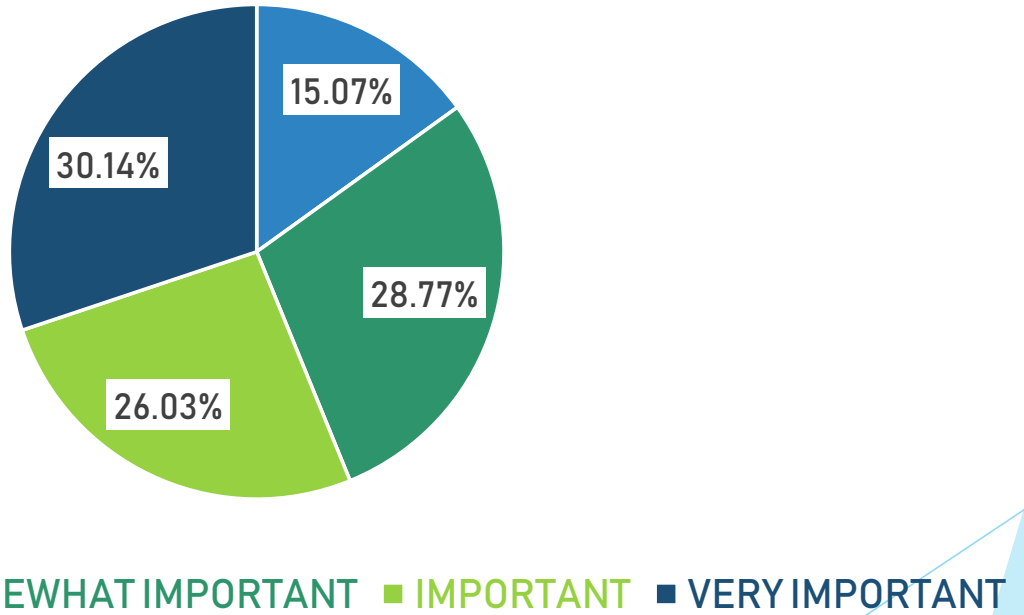


Results of Question 2



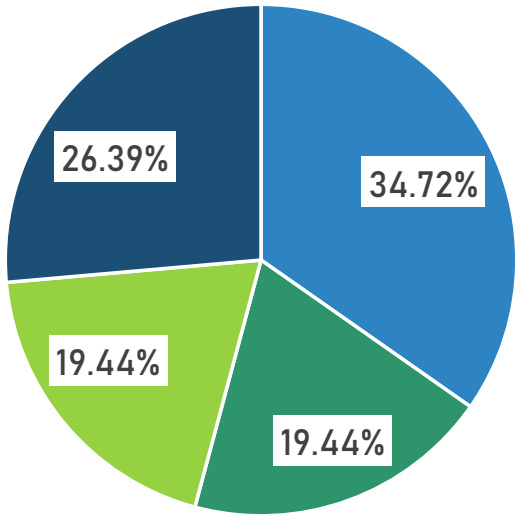
Results of Question 2

How important is it for the bridge to be constructed with recycled, recyclable and or low-carbon emission materials?



Results of Question 2

How important is it to include attributes of the original timber bridge within the design of the new bridge?



■ NOT IMPORTANT ■ SOMEWHAT IMPORTANT ■ IMPORTANT ■ VERY IMPORTANT

Question 3

Is there anything else the bridge should have?

Results of Question 3

Survey Response Number	Full Response	Theme
1	not block the view either side and keep walkers and riders separate and safe from cars	Safety
2	The design should be single span to avoid impacting flow of the river especially during flood periods and to allow free access for any boat traffic	Environmental Impact
3	My name is ******** & this Bridge is named after my family. I lived @ ****until i married. My Grandfather was one of the first commercial fishermen in W'bool. I'd be grateful if it had a story board regarding names but also an Aboriginal aspect as well. It must also have Wheelchair access, we have a photo of our 3 girls holding onto the Edwards Bridge sign from 8-9 years ago.	Heritage
6	Consideration of cyclists entering from Viaduct Roundabout- Need to ensure the roundabout follows the design of the city centre and only allows one car to enter the roundabout at a time	Design
7	As a south Warrnambool resident, minimal disruption in regards to access being restricted during construction is most important to our household.	Other
8	Keep the old bridge Stop destroying our heritage. Build a bridge next to it.	Heritage
9	Design features that make it stand out as an icon for the future and enhance the area...don't let it be boring	Design
12	The bridge design should have as little environmental impact on the landscape as possible.	Environmental Impact
13	No need to add anything more to this small bridge in my opinion. Keep it simple, do it's job, make sure it looks good for Warrnambool and it gets done within the budget you've set yourself. Good luck with the haters	Cost
14	Please make it unique - don't copy the Hopkins River Bridge. I like the idea of a viewing platform but wouldn't want to see it used for fishing (there are other designated areas for that activity). Please incorporate some of the current structure in the new build as respect to its history	Design
15	Pedestrian access on both sides. East & west.	Function
19	An interpretive board highlighting the history of the original bridge.	Design
23	Room on the viewing area for fishing so that it does not disrupt pedestrian traffic. Integrated pedestrian lighting at balustrade level -low voltage.	Function
24	Very important bridge to give access to the breakwater not just for safety if there needs ambulance or fire trucks. Also for when the construction starts on the breakwater wall and the new safer launching ramp.	Safety

Results of Question 3

25	the bridge approaches should be provided with some sort of vehicle speed reducing facility since it is a pedestrian access to and from significant tourist sites (Skate Park, BMX park, Thunder Point, breakwater, ..., and I think it would be desirable not to have vehicles 'thundering past' pedestrians.	Safety
27	Give the bridge a creative identity so, it tells the story of our time. The old bridge is boring. Make this one simple and beautiful. It'll be there for a while!	Design
28	Currently there is a roundabout from the bridge which is offset, meaning traffic, especially vehicles towing boats which turn right to go to the boat ramp, have to turn left then right, which is both unsafe and unnecessary. If there must be a roundabout (not my preference) it should NOT be offset.	Function
29	I support erecting a sign on one side of the bridge with a brief history and photos of original bridge, and its various iterations	Design
33	Old bridge is in terrible condition and well past it's used by date. Please give us a new bridge that is fun and has its own character. Thank you	Design
35	A walkway on both side of the bridge so you don't have to keep crossing the road	Function
36	I would like to see the bridge without the pillar in the middle as it is used for kayak activities by our school students and recreational users. Heritage aspects must be added as well as walkways each side of the road. i walk this way often and find crossing the road dangerous at times	Function
37	just build it	Other
38	The scoping document is incomplete. It did not identify that this section of the Merri River contains an ecological community protected under the Commonwealth EPBC Act - Assemblage of species associated with open-coast salt-wedge estuaries of western and central Victoria. Bridges are specifically mentioned in the EPBC conservation advice, specifically that they do not alter the flow or impede the movement of the community. This should have ruled out options A & C instantly - note, these options should not have progressed to a concept drawing, without discussion with the commonwealth. Notwithstanding, considering there are currently numerous piers in the water already which will have changed water flows that already exist, it appears the super T's (in option B) would be better as there are no piers in the water. Also note, vegetation removal is also discussed in the EPBC conservation advice. You may want to check that you can obtain the necessary EPBC approvals, should vegetation removal be required. Issues may arise at the construction stage - you will need to be very careful during construction, and have a robust Environmental Management Plan that is actually implemented. Please provide evidence that this matter has been checked in any Council reporting on this bridge community consultation process.	Environmental Impact
39	It is hard to know if Option B has walking and bike lanes on both sides of the bridge. You have not included a sketch drawing of the layout. I am hoping that there are walkways on each side of the bridge to prevent having to cross the road at the beginning and end of the journey.	Function
43	OPTION B SEEMS LIKE THE OBVIOUS CHOICE	Other
44	Higher priority to community use, walk, ride, fish and boats. Less priority on traffic movement should allow pedestrian right of way before vehicles	Function
46	Must have Walkways on either side	Design
47	Keep the name Edward's Bridge.	Heritage
48	must have a heavy weight limit to allow the use of heavy vehicles which carry boats and for the construction works required for the breakwater repair woks, limit set at what a tip truck loaded with boulders, or a low loader carrying a 20t boat for maintenance	Function

Results of Question 3

49	Low maintenance in the long term	Sustainability
50	A single span bridge would be better in times of flooding, where centre support could be damaged.	Design
54	Name plaque and history board	Heritage
57	I prefer the current colours of the existing bridge as it gives it significant focus in the surrounding area.	Design
59	Proposed viewing platform is a nice addition to the design and suitable for the location.	Design
61	Foot traffic availability during the construction period is essential	Function
67	I don't necessarily mind which option is selected but think it would be good to have physical separation between vehicles and pedestrians, similar to the Hopkins River Bridge. This would allow improved safety and support for some other recreational uses such as fishing or viewing area and support improved safety for young people on bikes. A dedication to the history of the former bridge by way of signage should be included and could be incorporated with indigeonous history.	Safety
68	Main thing is it will be safe for bikes and walkers and not impede water flow	Safety
71	New 'contemporary bridge' may be cheaper because you are going to the market with more flexibility in design. If you go with the 'heritage attributes' one, the costs will escalate - as it'll become a custom made and not readily buildable by a broader pool of contractors. Also, keep it interesting like Lake Pertobe, it's special.	Cost
73	The bridge should make me feel safe. The current bridge does not.	Safety

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Part A – Initial Scoping Phase and Suitability Assessment

Edwards Bridge Renewal – Concept Design

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Part A – Initial Scoping Phase and Suitability Assessment

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Executive Summary

SCOPE AND PROJECT BACKGROUND

The existing Edwards Bridge over Merri Creek in Warrnambool, Victoria, has come to the end of its service life where the option for major repair is not economically or practically feasible based on a whole-of-life comparison with a replacement bridge.

Warrnambool City Council is required to renew the linkage over the Merri River and replace the existing timber structure with a contemporary and compliant structure that embodies design elements celebrating the history of the Breakwater at the Port of Warrnambool as well as improved pedestrian and cycling pathways into South Warrnambool for current and future generations.

SMEC has been engaged by Warrnambool City Council to undertake an initial scoping study which comprises of an options assessment before a preferred option is selected and further developed for approval.

This initial scoping study comprised the following items:

- Review and summary of available information and previous investigations
- Overview of the proposed design options
- Whole-of-life cost assessment of the proposed design options
- Risks, Assumptions, Issues, Dependencies (RAID) assessment and Multi-Criteria Analysis (MCA) for the proposed design options
- Ranking of proposed options and commentary on additional considerations

PROPOSED DESIGN OPTIONS

Four (4) design options have been proposed for consideration. These options have been proposed and put forward by Council following a preliminary investigation into the renewal project undertaken by Council. It was determined following a review of the available inputs and consideration of the site constraints, that no additional option is practically feasible and worth exploring. The options under consideration include:

OPTION	OPTION DESCRIPTION
A	Demolition of the existing timber bridge and reconstruction of a new structure that is a contemporary, innovative, creative on the same alignment with 100 years design life.
B	Demolition of the existing timber bridge and reconstruction of a 2-span timber/reinforced concrete composite bridge with 100 years design life on the same alignment that replicates some of the elements of the existing bridge viewed from a distance such as the form and colour of outer handrail system. The new superstructure is proposed to comprise of a reinforced concrete deck supported on precast Super-T girders. This bridge would compliment the feel of the new Hopkins River Bridge whilst also incorporating the learnings from the bridge into the design of the new Edwards River Bridge.
C	Retaining whole or partial demolition on the south side of the existing timber bridge and conversion into a pedestrian bridge. In a new alignment to the north of the existing timber pedestrian bridge, construction of a new 2-span road bridge with a reinforced concrete structure with 100 years design life.
D	Demolition of the existing timber bridge and reconstruction of a single-span reinforced concrete bridge with 100 years design life on the same alignment that includes contemporary elements such as a viewing platform on the bridge. The new superstructure is proposed to comprise of a reinforced concrete deck supported on precast Super-T girders.

WHOLE-OF-LIFE COST STUDY

A whole-of-life cost study has been undertaken for the four proposed options with the results summarised below. These include 20% contingency, cost escalation and discounting of future costs.

Item	Option A	Option B	Option C	Option D
1. Construction/Capital Costs (Initial)	$ 4,123,000	$ 2,299,000	$ 2,742,320	$ 2,521,400
2. Construction/Capital Costs (Future)	$ -	$ -	$ 181,976	$ -
3. Ongoing Costs & Maintenance	$ 1,657,148	$ 855,115	$ 1,174,873	$ 855,115
Total Whole-of-Life Cost	**$ 5,780,148**	**$ 3,154,115**	**$ 4,099,169**	**$ 3,376,515**
Contingency (20%)	**$ 1,156,030**	**$ 630,823**	**$ 819,834**	**$ 675,303**
Total Whole-of-Life Cost + Contingency	**$ 6,936,178**	**$ 3,784,939**	**$ 4,919,003**	**$ 4,051,819**

COMMUNITY CONSULTATION

Item	Community Response
Preferred option	• Option B was found to be the most favourable option by respondents (~67%)
Importance of mixed-use walkway width	• A walkway which can accommodate prams, scooters, wheelchairs and dog-walkers was found to be very important by respondents (~78%)
Importance of dedicated cycling lanes	• Dedicated cycling lanes were found to be important or very important by ~67% of respondents and somewhat important by ~23%
Importance of lowest construction cost	• Opting for the lowest construction cost was found to be important or very important by ~24% of respondents and somewhat important by ~40%
Importance of minimising long-term maintenance costs for the new bridge	• Minimising long-term maintenance costs was found to be important or very important by ~79% of respondents and somewhat important by ~18%
Importance of using recycled and recyclable and/or low-carbon emission materials	• Using recycled and recyclable and/or low-carbon emission materials was found to be important or very important by ~56% of respondents and somewhat important by ~29%
Importance of including attributes of the original timber bridge within the design of the new bridge	• Including attributes of the original timber bridge within the design of the new bridge was found to be important or very important by ~46% of respondents and somewhat important by ~19%
Additional Feedback	Themes arising from additional community feedback included: • Improved accessibility (pedestrian access on both sides of the bridge) • Minimising environmental impacts • Minimising disruption during construction • Safety (adequate lighting and separation of vehicles and pedestrians) • Recognition of the history of the existing bridge (e.g. plaque)

REVIEW OF OPTIONS

With consideration of the whole-of-life cost study, RAID assessment, MCA and community consultation, it is viewed that Option B has the potential to provide a great outcome for the community for reasons outlined in the table below. However, Option D is also seen as a viable option as the contemporary nature of the structure is expected to produce a positive market response to an open tender D&C and appeal to an increased number of suppliers in the market.

Option	Ranking (1 = Most Favourable, 4 = Least Favourable)	Review of Option
A – New contemporary structure	**4**	• Expensive structure which may exceed the funding allocation • Minimal impact on the environment, existing services and surrounding landscape by retaining the current alignment • Steelwork will require the application of protective coatings • Design does not compromise the existing waterway • Shallower structural depth achievable and less bearings required for maintenance • Compliant to current Australian Standard requirements
B – New Structure replicating existing features	**1**	• Lowest whole-of-life cost • Minimal maintenance requirements • New reliable structure that can retain the aesthetics and character of the existing bridge • Minimal impact on the environment, existing services and surrounding landscape by retaining the current alignment • Design does not compromise the existing waterway • Compliant to current Australian Standard requirements • Favourable community response from the consultation phase
C - Refurbishment of existing + new structure	**3**	• Feasibility of the option requires further investigation regarding flooding due to constriction of the waterway and whether a compliant pedestrian bridge can be practically designed • High impact on the significant landscape and areas of environmental significance • Requires more realignment work at the approaches and diversion of services • Design compromises the existing waterway • The aesthetics and character of the existing bridge may be retained but the structure will require ongoing inspection and maintenance work which will be costly and cause major disruption to the community and the flow of pedestrians. • New alignment may not be the best long-term solution • Potential relocation of a high-voltage electrical line may lead to longer construction time • The bridge will have to be retrofitted in future when the existing bridge is eventually demolished which will cause major disruption in the area and will create a financial burden in future which could be put towards other initiatives in the area.
D – New Structure with contemporary elements	**2**	• Minimal maintenance requirements and functional structure • Flow underneath the bridge is unimpeded and avoids the potential for debris to accumulate around piers as they are eliminated from the design. • Minimal impact on the environment, existing services and surrounding landscape by retaining the current alignment. Construction of a pier in water is avoided. • Compliant to current Australian Standard requirements • Additional contemporary elements such as a viewing platform/rest area provides improved benefit and functionality to the community • A deeper superstructure will require regrading of the approaches

		• A single-span structure will require lifting of heavier and longer elements and a constructability study would have to be undertaken to confirm the adequacy of the option. • Consultation with the catchment management authority and additional hydraulic analysis is critical to confirm the feasibility of the design as the deeper superstructure could have a major impact on the surrounding areas under severe flood events.

ADDITIONAL CONSIDERATIONS

Additional items for consideration as the for the next phase include:

- Selection of preferred option
- Geotechnical site investigations
- Durability considerations for the design of the new bridge with consideration of the aggressive external environment
- Detailed services mapping and impact study
- Consultation with the relevant catchment management authority and additional hydraulic analysis specific to the site
- Environmental and ecological studies and approvals
- Constructability and demolition studies
- Obtaining the necessary permits and approvals
- Local heritage significance

RAID ASSESSMENT, MULTI-CRITERIA ANALYSIS

The findings from the RAID assessment and MCA is outlined in the table below.

ITEM	OPTION A – NEW CONTEMPORARY STRUCTURE	OPTION B – NEW STRUCTURE REPLICATING EXISTING FEATURES	OPTION C - EXISTING STRUCTURE REFURBISHMENT + NEW STRUCTURE	OPTION D - NEW STRUCTURE WITH CONTEMPORARY ELEMENTS
RAID Assessment				
Risks	• Aesthetics and character of the area is perceived as being compromised • The contemporary and innovative structure may not justify the higher capital cost of the bridge as there is a risk it will exceed the approved funding of $3m. • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works	• Aesthetics and character of the area is perceived as being compromised • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works	• Further hydraulic analysis may deem this option impractical • The converted bridge may require replacement in 10 – 20 years • After detailed engineering studies, it may be deemed that it is not possible to repurpose the bridge such that it is compliant with current standards without compromising the character and aesthetics of the bridge • Shortly after construction, a severe weather event (e.g. flood) may result in the repurposed bridge being unsafe and requiring replacement. • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works for the new bridge • Realignment may prove to be problematic for longer vehicles (e.g. buses and trucks) due to the tight curve near the roundabout	• Aesthetics and character of the area is perceived as being compromised • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works
Assumptions	• The proposed demolition of the existing bridge will be endorsed • The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays	• The proposed demolition of the existing bridge will be endorsed • The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays	• The partial demolition of the existing bridge will be endorsed • The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays	• The proposed demolition of the existing bridge will be endorsed • The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays • Assumes the deeper superstructure doesn't compromise the waterway under severe flood events
Issues	• Works in areas of environmental significance and significant landscape • Due to the environment of the bridge, the steel will require protection from corrosion and may require re-coating of the steelwork over the design life. • More complicated design and fabrication/construction process which is typically carried out by specialist fabricators will increase lead times • Truss structure may encourage climbing and additional elements such as anti-climb screens may need to be installed to discourage such behaviour • Transportation and erection of the steel truss structure requires careful planning given that the size of the structure can be significant	• Works in areas of environmental significance and significant landscape	• Works in areas of environmental significance and significant landscape • The existing bridge does not comply with current Australian Standards • The road requires realignment over the river and at the approaches. • This design is likely to require retrofitting via the replacement of the existing bridge in future and the existing bridge will require ongoing inspection and maintenance works. • Reduced public green spaces due to the road realignment • Longer design and construction periods may be required • Damage to existing timber bridge when constructing the new bridge	• Works in areas of environmental significance and significant landscape • The new superstructure depth is more than double the existing condition and may compromise the waterway under severe flood events. • The deep superstructure will require regrading of the approaches
Dependencies	• Feasibility of the option will depend on the cranage limitations in the area • Feasibility of the option will depend on the necessary approvals being obtained	• Feasibility of the option will depend on the necessary approvals being obtained	• Feasibility will depend on the outcome of a further flood study which may delay the delivery of the project and deem the hydraulic implications unacceptable. • Feasibility of the option will depend on the necessary approvals being obtained	• Feasibility of the option will depend on the necessary approvals being obtained • Feasibility of the option will depend on a constructability study being undertaken and additional hydraulic analysis to confirm the option is acceptable.
Multi-Criteria Analysis (MCA)				
Capital Cost	• High capital cost due to the design and construction of a contemporary, innovative and creative structure	• Economical capital cost	• Economical capital cost but the eventual cost of replacing the repurposed timber bridge with a new pedestrian bridge is only deferred to the future.	• Economical capital cost

ITEM	OPTION A – NEW CONTEMPORARY STRUCTURE	OPTION B – NEW STRUCTURE REPLICATING EXISTING FEATURES	OPTION C - EXISTING STRUCTURE REFURBISHMENT + NEW STRUCTURE	OPTION D - NEW STRUCTURE WITH CONTEMPORARY ELEMENTS
Maintenance & Whole-of-Life Costs	• Ongoing maintenance and inspection will be required as per VicRoads/DOT standard procedures. • Whole-of-life cost can be minimised through a simpler bridge design • Steel will require treatment and maintenance throughout the design life.	• Ongoing maintenance and inspection will be required as per VicRoads/DOT standard procedures.	• Ongoing maintenance and inspection of the new structure will be required as per VicRoads/DOT standard procedures. • Frequent maintenance and inspections will also be required on the existing bridge which is likely to require regular maintenance works.	• Ongoing maintenance and inspection will be required as per VicRoads/DOT standard procedures.
Construction Time/Disruption	• Use of standard construction techniques and prefabricated erection • Standard disruption time • The feasibility of the option could be limited by the lifting constraints on site.	• Use of standard construction techniques and precast construction • Standard disruption time	• Partial demolition of the existing bridge may require specialist contractors and cause longer downtime of the bridge. • Use of standard construction techniques and precast construction for the new road bridge	• Use of standard construction techniques and precast construction • Standard disruption time • The single-span beams will be longer and heavier than a multi-span structure and will require careful construction planning to ensure that lifting of precast elements is undertaken safely. • No piers are required to be constructed in the waterway
Heritage Preservation	• Aesthetics and character of the existing bridge is not retained but the contemporary structure provides a new fresh innovative and creative landmark for the area	• Characteristics of the existing bridge can be replicated to retain the character and aesthetics	• Aesthetics and character of existing bridge retained	• Aesthetics and character of the existing bridge is not retained but new contemporary elements provide additional benefit to the community.
Environmental Impact	• Improved waterway capacity • Minimal impact on the environment and landscape by retaining the same alignment	• Improved waterway capacity • Minimal impact on the environment and landscape by retaining the same alignment	• Vegetation removal will be required for the realignment • Waterway capacity compromised by having two structures • A new flood study will be required with the construction of the new road bridge and once again when the existing bridge is eventually demolished in future	• Minimal impact on the environment and landscape by retaining the same alignment • The need to construct new piers in the river is avoided, however, a deeper superstructure may compromise the waterway for more severe flood events.
Design Life	• 100 years	• 100 years	• 10 – 20 years residual life of the existing bridge which will eventually require the bridge to be demolished in future • 100 years for new structure	• 100 years
Services Impact	• Minimal impact on existing utilities and services	• Minimal impact on existing utilities and services	• Possible diversion of services at the bridge approaches to accommodate the road realignment	• Minimal impact on existing utilities and services
Local Benefit & Safety	• Increased load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Opportunity for community input in the design • New landmark structure	• Increased load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Opportunity for community input in the design	• Increase load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Aesthetics and character of existing bridge retained • Alignment of the new bridge is compromised by retaining the existing bridge • Realignment may prove to be problematic for longer vehicles (e.g. buses and trucks) due to the tight curve near the roundabout • The bridge will have to be retrofitted in future when the existing bridge is eventually demolished which will cause major disruption in the area and will create a financial burden in future which could be put towards other initiatives in the area.	• Increased load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Opportunity for community input in the design

IMPACT		
Negative	Neutral	Positive

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1 Introduction

1.1 Project Context

Edwards Bridge was likely to have been built in the mid-1890s as the original design drawings provided are dated 1894. It is the second eldest surviving bridge in Warrnambool. Edwards Bridge crosses the Merri River in Stanley Street near the intersection with Pertobe Road as a 5-span timber bridge, 37m long and 6.1m wide between kerbs with a timber walkway attached to the southern side at a later date.

To support the funding application, Council previously engaged David Morris Consulting to undertake the following works:

- Assess the condition of the structure
- Provide advice on the current load limit
- Provide an options report for rehabilitation works on the bridge or replacement.

The Consultant engaged by Council carried out a detailed "Level 3" condition assessment of the bridge and concluded that:

1. The bridge has reached the stage where an option for major repair is not economical, on whole of life costing comparison with a replacement bridge; and
2. An option for replacement of the road bridge should be implemented within 12 months.

Figure 1: Edwards Bridge: Site location (Image Source: www.metromap.com.au)

In August 2020, structural deterioration of some of the main longitudinal timber beams were identified and urgent works were undertaken for the deck cross beams to be propped with temporary steel beams placed adjacent to the outer main longitudinal beams for the full length of the bridge on each side of the structure. Additionally, a load limit of 15 tonnes was imposed on the bridge.

Council concluded that Edwards Bridge is very near the end of its useful life as a road bridge and the imposition of the 15tonnes load limit is not commensurate with the expectation of contemporary design and performance standards.

Edwards Bridge in South Warrnambool is considered to be in a prestigious location with a high volume of vehicle, foot and cycle traffic to Lake Pertobe Precinct, Warrnambool Skate Park, Lady Bay Promenade as well as the Breakwater and Port of Warrnambool. Council seeks the production concept designs of up to 3 options which will be reported to Council following public consultation for Council to determine preferred option for the Planning Permit application.

Council has a funding application with the Australian Government for the renewal of the critical road infrastructure at Edwards Bridge, Stanley Street Warrnambool for up to $3M due to the increase service levels for the Port of Warrnambool and Lake Pertobe Precinct as well as safety improvements for pedestrians and cyclists.

Currently selected vehicles are managed by Council under an individual permit system to use the Edwards Bridge under strict conditions whereby vehicles are escorted over the bridge at walking pace with wheel loads positioned to reduce stresses on individual structural members.

Through necessity, some heavy vehicles have access to the Port of Warrnambool via the alternative route along Pertobe Road. However, any high vehicles (eg. mobile crane, construction equipment or large boats) cannot use the Pertobe Road route because of the low hanging canopies of the Norfolk Island Pine trees. Moreover, the use of Pertobe Road for heavy vehicle access is not supported due to the clash of uses, safety concerns for children and families interfacing with heavy vehicles and; detraction from prestige and access into the Lake Pertobe Precinct

There are a couple of pertinent factors about the environment which can affect the design or performance of the offered solution including the bridge location, which is approximately 200m from where the Merri River meets the Southern Ocean. It is therefore in a highly aggressive coastal environment necessitating the use of appropriate materials.

Stanley Street is part of a town bus route with town buses having a maximum load capacity of 19 tonne as well as tourist buses frequenting the area. The average annual daily traffic (AADT) count is 2,309 vehicles/day with 6% commercial vehicles. However, in the January holiday period traffic volumes can reach 3,500 vehicles per day in Stanley Street.

The bridge is a 125-year-old timber bridge with a Heritage Overlay for local significance, therefore, is not currently listed on the Victorian Heritage Register. However, it is protected by the Planning Scheme and a Planning Permit will be required for the demolition or any significant change to the structure. For the Planning Permit, the application prepared by Council will also need to consider and respond to the Environmental Significance, Significance Landscape and Land Subject to Inundation Overlays.

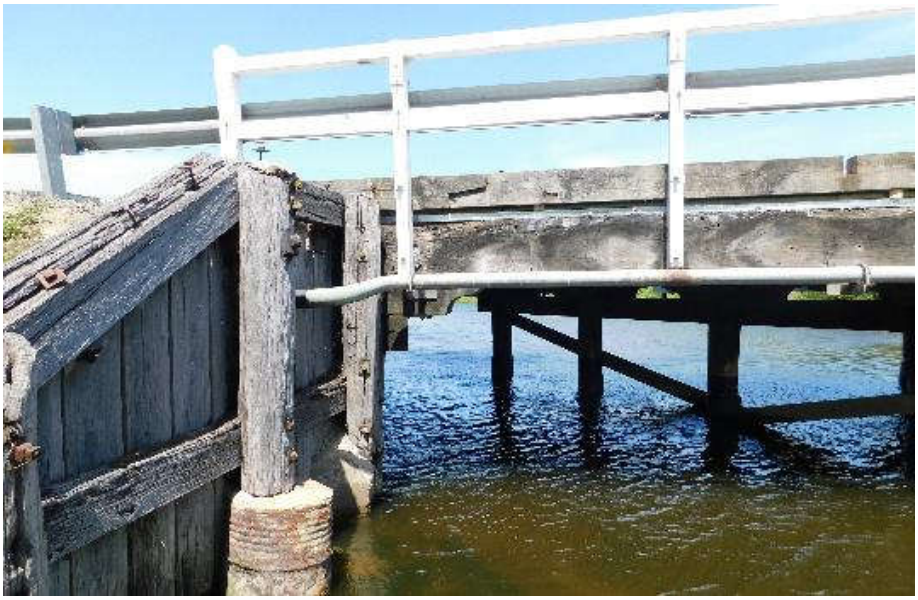


Figure 2: Existing timber structure

1.2 Scope of Works

1.2.1 Purpose

Due to end of service life, the renewal of Edwards Bridge, Stanley Street requires the new bridge to improve functionality for the safety of pedestrians and vehicles and continue to provide the vital link across Merri River.

Figure 3: Existing Edwards Bridge over Merri River

1.2.2 Objectives & Benefits

Warrnambool City Council is required to renew the linkage over the Merri River and replace the existing timber structure with a contemporary and compliant structure that embodies design elements celebrating the history of the Breakwater at the Port of Warrnambool as well as improved pedestrian and cycling pathways into South Warrnambool for current and future generations.

In the short term the outcome will provide:

- Improved safety for pedestrians using the bridge to promote healthy lifestyle choices for residents; guests at accommodation facilities; adjacent playground users and South Warrnambool Kinder pupils
- Path network on both north and south of the bridge which enables compliant access for a broader cross section of the community
- Improve visibility of cyclists on the bridge due to widening of the laneways and addition of a dedicated cyclist lane on the road which promotes sustainable transport options for the community.
- Increase the safety for heavy vehicles using the bridge due to increased load limit as well as safety improvements for vehicles crossing the bridge with contemporary barrier system. Aside, there will be a reduction in Council's administration for load limit permit system.

In the longer term the outcome will be:

- Responding to the growth corridor in South Warrnambool to obtain an alternate route to the City avoiding Pertobe Road during peak use.
- Ensuring the redevelopment of the Breakwater and operations of the Port of Warrnambool is not restricted due to current unworkable load limit for heavy vehicles
- Use of recyclable materials specification, embodied energy assessment, minimising waste, low carbon infrastructure, minimal environmental impact etc. for environmentally sustainable design principals.
- Emergency vehicles have unimpeded access to the Harbour area with an alternate route to the City and Port of Warrnambool avoiding Pertobe Road during peak use.
- Addresses vulnerability of the bridge to endure changes in climate through assessment of the design flood level of Merri River experienced at 1% AEP coupled with predicted sea-level changes in the design of the bridge deck level and material selection.
- Improved river health through reduction of spans for the new bridge increasing the flow of Merri River which will improve the health of birds and aquatic species in Warrnambool Wetlands

1.2.3 Key Project Parts

The delivery of the concept design for the Edwards Bridge Renewal project will be delivered in two parts:

- **Part A**: Initial Scoping Package for Suitability Assessment
- **Part B**: Concept Design Package for Planning and Approval

This report relates to the Part A phase of the project. Part A includes the following items:

- Overview of proposed design options
- Whole-of-life cost estimate of different design options
- RAID (Risks, Assumptions, Issues and Dependencies) assessment for the different design options

Part B of the project is expected to comprise of the following:

- Preferred option selected after consultation with relevant stakeholders and engagement with the community
- Further development of the concept design including:
    - High-level structural analysis and modelling
    - Development of engineering drawings (plan, typical cross-sections, elevations, longitudinal sections)
    - Consideration of the longitudinal and horizontal road alignment and tie-ins to the approaches
    - Revised whole-of-life cost estimates
    - 3D render showing the new structure

1.3 Assumptions and Qualifications

The concept design has been developed with the following assumptions and qualifications:

- The necessary approvals and permits will be obtained prior to any works commencing;
- Material quantities and cost estimates are high-level only and are based on past project experience and published references;
- The clearance underneath the existing bridge will be retained for the new bridge;

- Site survey will be undertaken by others and relevant information will be provided by Council; and
- Flood levels will be determined by others and relevant information will be provided by Council.

1.4 Reference Documents

The following reference documents have been supplied by Council:

- Indicative Design Options (supplied with RFQ documentation)
- Level 3 Bridge Inspection Report – Existing Timber Bridge (by David Morris Consulting)
- Heritage Citation Report – Grieve Gillet Anderson – Extract from Heritage Overlay
- Independent Heritage Impact Opinion - Trudy Rickard Architects - Heritage Overlay
- 2007 South Warrnambool Flood Study - GH CMA Council and Water Technology
- Advice from GH CMA on Flood Level with Design Input on Waterway Capacity
- Services and Survey
    a. Feature and Levels Plan (by Joseph Land Surveying Pty Ltd)
    b. Sewers and Water Mains Plan (by Wannon Water)
- 3D Site Survey Edwards Bridge Renewal

2 Previous Studies/Investigations

A review of the available reference documents and information supplied by Council has been undertaken with an overview shown in Table 1 below.

Table 1: Summary of previous studies/investigations

STUDY/INVESTIGATION	SUMMARY/FINDINGS
Indicative Design Options	Three indicative design options were proposed by Council following advice from the level 3 assessment undertaken by another consultant. These 3 design options include: 1. New road bridge comprising of a contemporary structure on the same alignment as the existing structure 2. New road bridge comprising of a concrete/timber on the same alignment as the existing structure 3. New road bridge comprising of a concrete structure on a new alignment with part of the existing bridge retained for pedestrian use
Level 3 Investigation by David Morris Consulting (see Appendix C)	This Level 3 Investigation was undertaken to investigate the condition and capacity of the existing bridge and explore options for repair, rehabilitation and replacement. The findings from the investigation include: • The load-carrying capacity of the existing bridge is 15t using an M18 axle configuration as per AS 5100.7-2004. • Deck cross beams were observed to be in an advanced state of decay in some locations requiring replacement if the bridge is retained. • External girders were found to be weathered, decayed and in need of replacement if the bridge is retained • Substructure piles were inspected and repaired by Elstone Diving in 2017 • Excessive deflection occurs in the deck cross beams on the north/south channel under the passage of a 20t truck • A load limit of 20t is currently imposed on the bridge, a 15t limit was recommended following the Level 3 Investigation and it was advised that permits for vehicles above 16t should not be granted. • Monthly safety inspections to check the condition of the existing deck, abutments and piers were recommended. • It was advised that emergency repairs be undertaken immediately on the bridge. Following the Level 3 Investigation, the following has been undertaken: • Load limit has been reduced to 15t • Emergency repairs that were advised have been undertaken
Planning Property Report (see Appendix D)	Information from the planning property report outlined that: • The area is an 'area of cultural heritage sensitivity' under the Aboriginal Heritage Regulations 2018. Under the Aboriginal Heritage Act 2006, a cultural heritage management plan may be required and require approval before planning permits, licenses and work authorities can be issued. • The bridge is not in a designated bushfire prone area • The areas around the bridge are of environmental significance and contain significant landscape
Heritage Citation Report (see Appendix E)	The Heritage Citation Report provided outlines that: • The bridge is of historical and aesthetic significance to the City of Warrnambool. • Elements of heritage value include the timber pylons, cross bracing, timber deck, timber handrail and timber abutments. It is noted that the bridge is not on the Victorian Heritage Register.

STUDY/INVESTIGATION	SUMMARY/FINDINGS
Independent Heritage Impact Opinion by Trudy Rickard Architects (see Appendix E)	An independent heritage impact opinion was prepared by Trudy Rickard Architects. With consideration of a practical and sustainable outcome, it was expressed that part of the bride should be retained for pedestrian use if practically feasible to provide for a solution that can retain some of the historic and aesthetic significance of the existing bridge.
South Warrnambool Flood Study by GH CMA Council and Water Technology (see Appendix F)	This report comprises of a flood study along the Merri River Floodplain downstream of the Princes Highway Bridge to the sea. It is expected that if the existing bridge is retained and a new constructer is built adjacent, that a flood study will have to be undertaken again to determine the impact on the waterway along Merri River and the neighbouring land.
Advice from GH CMA on Flood Level (see Appendix G)	It was advised by GH CMA that the 1% flood level including a 0.8m sea-level rise at this location is 1.87m AHD. It was advised to seek the advice of Water Technology as to the effect/impact of the surrounding properties should the renewal compromise the existing waterway capacity. It is expected that a new assessment will have to be undertaken if the existing structure is retained and a new structure added.
Services and Survey (see Appendix H)	A plan of services in the area was provided by Council as part of the reference documents. Services that are likely to be affected by the bridge renewal include: • Telecommunications services attached to the pedestrian walkway over Merri River • PVC water pipe under the parapet on the north side of the existing bridge • Gas main across Merri River immediately north of the existing bridge • A high voltage electrical line that runs under Merri River may be affected by the decision to retain part of the existing bridge and construct a new road bridge on a new alignment.

3 Bridge Concept Design

3.1 Concept Design Options

Part A of the concept design consists of exploring several options as outlined in the table below, for consideration in a suitability assessment from which feedback will be obtained to provide an informed decision regarding the direction taken for the next phase of works. Four (4) design options have been proposed for consideration. These options have been proposed and put forward by Council following a preliminary investigation into the renewal project undertaken by Council. It was determined following a review of the available inputs and consideration of the site constraints, that no additional option is practically feasible and worth exploring.

Table 2: Summary of design options

OPTION	OPTION DESCRIPTION
A	Demolition of the existing timber bridge and reconstruction of a new structure that is a contemporary, innovative, creative on the same alignment with 100 years design life.
B	Demolition of the existing timber bridge and reconstruction of a 2-span timber/reinforced concrete composite bridge with 100 years design life on the same alignment that replicates some of the elements of the existing bridge viewed from a distance such as the form and colour of outer handrail system. The new superstructure is proposed to comprise of a reinforced concrete deck supported on precast Super-T girders. This bridge would compliment the feel of the new Hopkins River Bridge whilst also incorporating the learnings from the bridge into the design of the new Edwards River Bridge.
C	Retaining whole or partial demolition on the south side of the existing timber bridge and conversion into a pedestrian bridge. In a new alignment to the north of the existing timber pedestrian bridge, construction of a new 2-span road bridge with a reinforced concrete structure with 100 years design life.
D	Demolition of the existing timber bridge and reconstruction of a single-span reinforced concrete bridge with 100 years design life on the same alignment that includes contemporary elements such as a viewing platform on the bridge. The new superstructure is proposed to comprise of a reinforced concrete deck supported on precast Super-T girders.

3.1.1 Functional Requirements

Functional requirements of the final solution include:

- 2 No. 3.5m wide traffic lanes;
- 2 No. 1.5m on-road cycling lanes/shoulders; and
- 2 No. 1.8m wide walkways separated from vehicles with a traffic barrier.

3.2 Option A – New Contemporary Structure

This option involves demolishing the existing timber bridge and constructing a new contemporary, innovative and creative structure on the same alignment. The new bridge may span over the entire river depending on site constraints and lifting limitations. The new bridge would be designed to achieve a design life of 80 – 100 years.

The new contemporary structure could take the form of a steel through truss with a reinforced concrete deck supported by steel cross girders. The through truss could be painted white to retain some of the character of Edwards Bridge and other similar bridges in the area (e.g. the white timber truss on Hopkins River Bridge).

The scope of works for this option includes but is not limited to:

- Demolition of the existing timber bridge
- Construction of new contemporary steel through truss structure
- Relocation of services from the existing bridge onto the new structure
- Upgrading the road approaches and re-grading the road as necessary to achieve the required soffit clearance
- Removal of existing wingwalls and instating batter slopes for stability
- Installation of a new traffic barrier between the roadway and pedestrian walkway with provision for a future walkway on the south side by having a wider roadway

Figures of Option A are shown below.

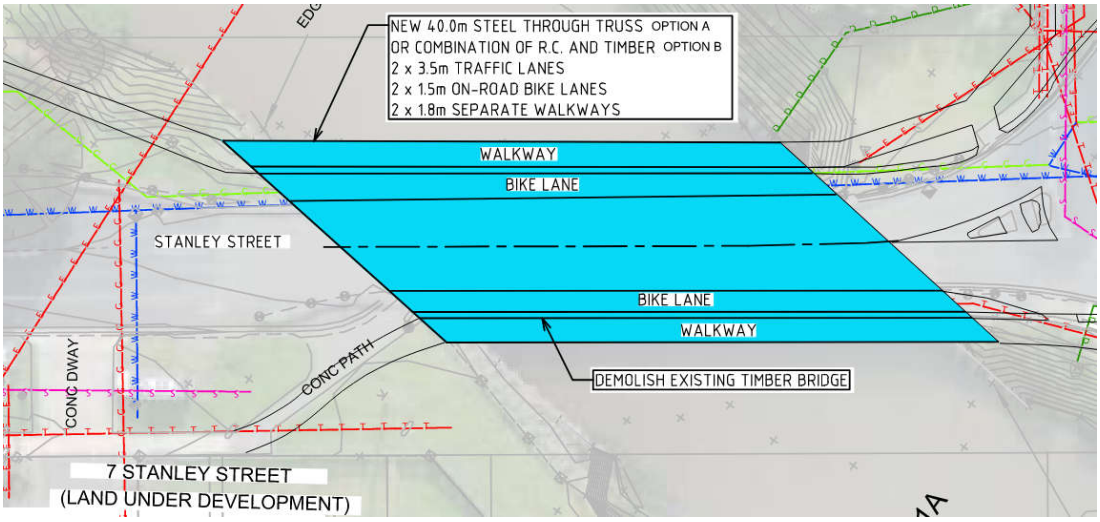


Figure 4: Edwards Bridge Renewal: Option A – Plan

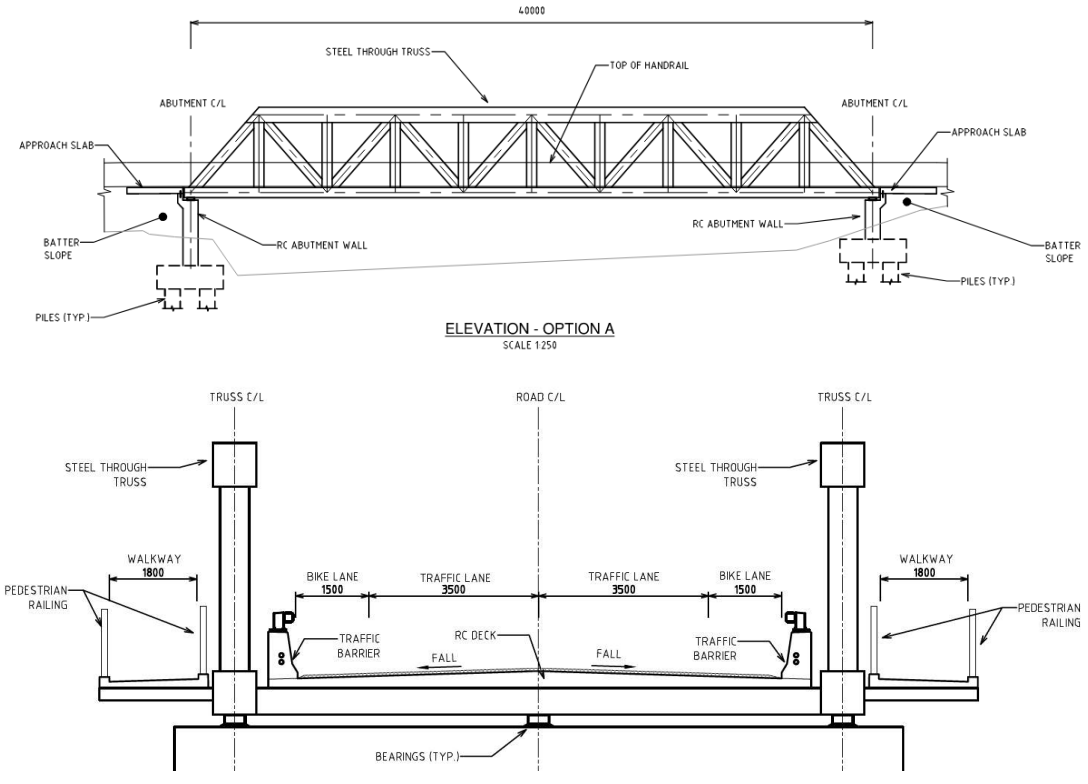


Figure 5: Edwards Bridge Renewal: Option A – Typical elevation and section

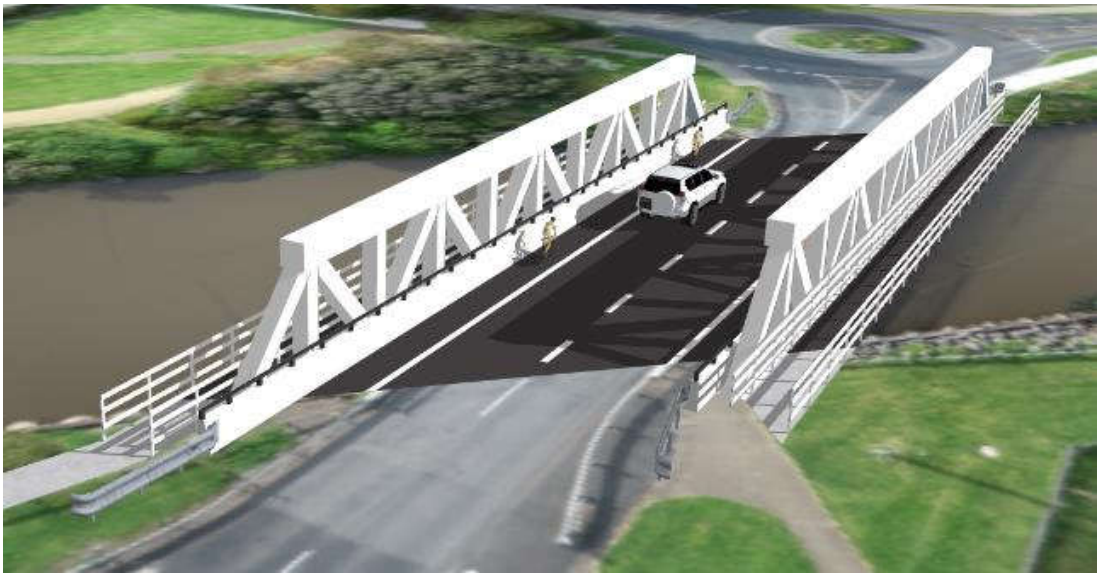


Figure 6: Edwards Bridge Renewal: Option A – Isometric view

3.2.1 Case Study – Steel Through Truss Road Bridges on Regional Rail Link (Victoria)

As part of the Regional Rail Link project in Melbourne, Victoria, two new innovative and contemporary road bridges were constructed near Footscray Station both of which comprise of a single span steel through truss. These bridges are a good example of a contemporary and innovative structure that can be designed where structural depth and span are limiting factors.

The bridge at Albert Street comprises of a Warren truss and the bridge at Nicholson Street comprises of a bowstring truss and showcase how the limiting factors to the design can be overcome to produce a landmark structure through contemporary structural design integrated with other elements such as lighting and the clever use of colours.

Figure 7: Albert Street Bridge in Footscray, Victoria (Source: Coolon LED Lighting)

Figure 8: Nicholson Street Bridge during construction in Footscray, Victoria (Source: Regional Rail Link)

3.2.2 Case Study – Landmark Bridge (Frankston, Victoria)

Landmark Bridge is a pedestrian bridge in Frankston's waterfront that spans over the mouth of Kananook Creek. Constructed in the early 2000s, the bridge comprises of a steel arch with hangers to support the reinforced concrete deck. Intended to be a landmark along the Frankston foreshore boardwalk, the bridge highlights the issues associated with a large steel structure in an aggressive environment. In 2018, the bridge underwent refurbishment to repair and prevent further corrosion of the steel arches and steel beams which cost in the range of $350 – $400k.

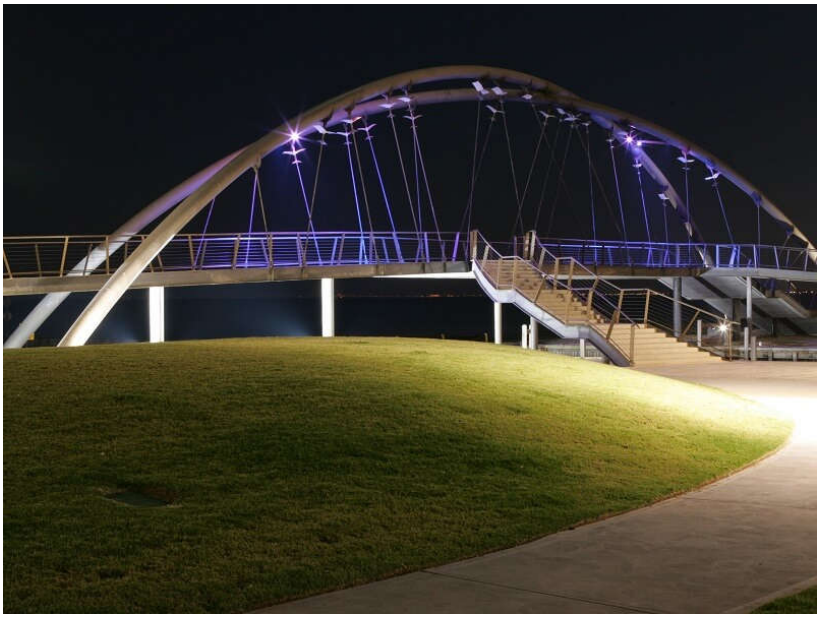


Figure 9: Landmark Bridge in Frankston, Victoria (Source: Discover Frankston)

3.3 Option B – New Structure Replicating Existing Features

This option involves demolishing the existing timber bridge and constructing a new 2-span reinforced concrete structure that replicates some of the features of the existing bridge and would complement the recently refurbished Hopkins River Bridge. This may include one or more of the following:

- Timber diagonal bracing on the new pier columns
- White-painted pedestrian railing
- White-painted traffic barrier
- Timber walkway cantilevered from the reinforced concrete superstructure to give the aesthetics of a timber bridge

The new superstructure would comprise of a 200mm thick reinforced concrete deck supported on 750mm deep precast Super-T girders. Some of the initiatives outlined in the Case Studies section could also be implemented into the design of the bridge. To ensure that the soffit of the new structure matches that of the existing structure, some re-grading of the road at the approaches will be required.

The scope of works for this option includes but is not limited to:

- Demolition of the existing timber bridge
- Construction of new 2-span reinforced concrete structure
- Relocation of services from the existing bridge onto the new structure
- Upgrading the road approaches and re-grading the road as necessary to achieve the required soffit clearance
- Removal of existing wingwalls and instating batter slopes for stability
- Installation of a new traffic barrier between the roadway and pedestrian walkway

Figures of Option B are shown below.

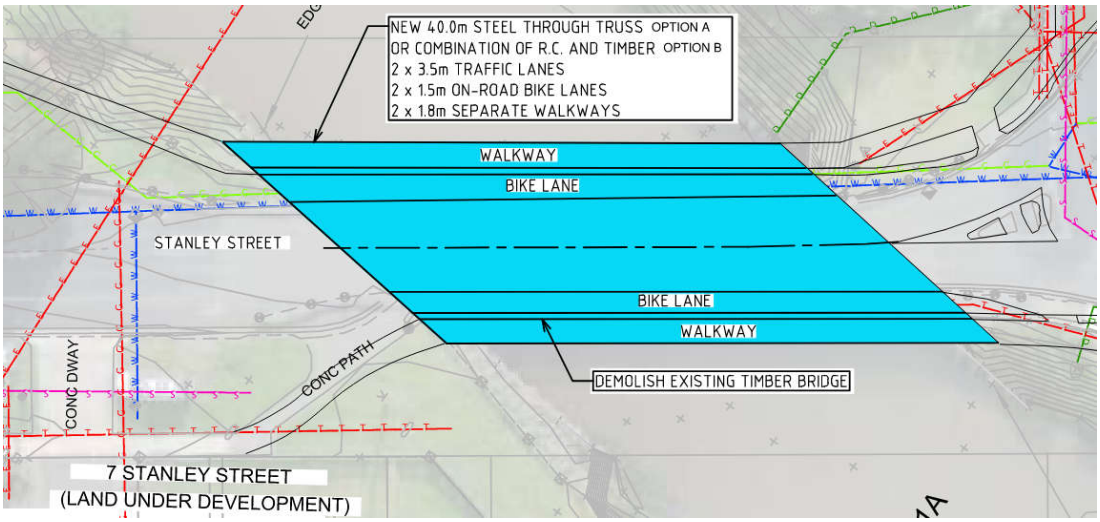


Figure 10: Edwards Bridge Renewal: Option B – Plan

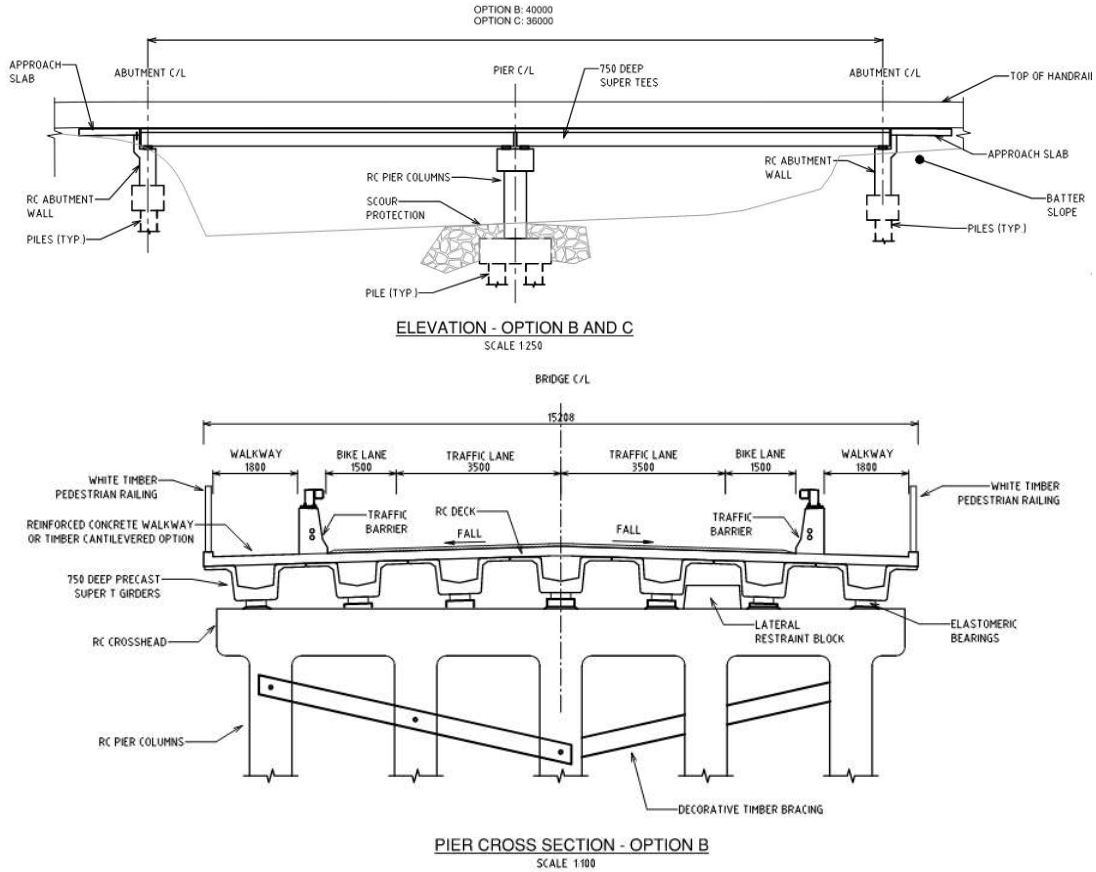


Figure 11: Edwards Bridge Renewal: Option B – Typical elevation and section

Figure 12: Edwards Bridge Renewal: Option B – Isometric view

3.3.1 Hopkins River Bridge (Warrnambool, Victoria)

Located over Hopkins River in Warrnambool, Victoria, the original Hopkins River Bridge was first operational in 1895 (see Figure 13) and was modified in 1985 before being demolished and replaced with a new bridge structure in 2020. Although the bridge was on the Victorian Heritage Register at the time it was demolished, careful consideration was given to the new design to retain the historical significance of the structure by replicating the aesthetics of the old structure (see Figure 14) but providing for a safer structure that can better accommodate the increased activity on the bridge and heavier vehicle loads. Elements of the bridge that were replicated included:

- The diagonal timber bracing on the new bridge piers
- The timber truss in the middle of the bridge
- The timber pedestrian railing and walkway

Timber elements from the existing bridge structure were also retained and repurposed for the use of a new jetty in Warrnambool as a way of preserving the history of the original structure in a new use that provides additional benefit to the community.

The Hopkins River Bridge is a great case study which highlights what can be done with a new bridge structure which showcases the aesthetics from the area.

The new Edwards Bridge develop on the learnings from the Hopkins River Bridge would make use of updates to the Australian Bridge Code in 2017 which includes more strict concrete cover requirements to account for climate change and carbonation over the bridge's design life.

Figure 13: Old bridge over the Hopkins River (Source: State Library Victoria)

Figure 14: New Hopkins River Bridge – replicated timber railing and pier bracing (taken November 2020)

Figure 15: New Hopkins River Bridge – timber footpath railing (taken November 2020)

3.4 Option C – Existing Structure Refurbishment and New Structure

This option involves the partial demolition of the existing timber bridge converting the structure into a pedestrian bridge with a new 2-span reinforced concrete structure to be constructed on a new alignment north of the existing bridge.

The new superstructure would comprise of a reinforced concrete deck supported on precast Super-T girders. Some of the initiatives outlined in the Case Studies section could also be implemented into the design of the bridge. The new alignment will require works to be undertaken at the approaches to allow for the realignment including additional service diversions, earthworks to build up the approaches and civil works.

The scope of works for this option includes but is not limited to:

- Detailed engineering investigation into whether the impacts due to the compromised waterway is acceptable
- Detailed engineering investigation into whether a compliant pedestrian bridge can be produced from the existing timber bridge
- Partial demolition of the existing timber bridge
- Construction of new 2-span reinforced concrete structure
- Relocation of services from the existing bridge onto the new structure
- Relocation of services impacted by the new alignment
- Earthworks to build up the new approaches
- Upgrading the road approaches and re-grading the road as necessary to achieve the required soffit clearance
- Removal of existing wingwalls and instating batter slopes for stability
- Installation of a new traffic barrier between the roadway and pedestrian walkway

Figures of Option C are shown below. The appearance of the new bridge proposed for Option C will be similar to that of Option C with the exception of the new structure being on a revised alignment.

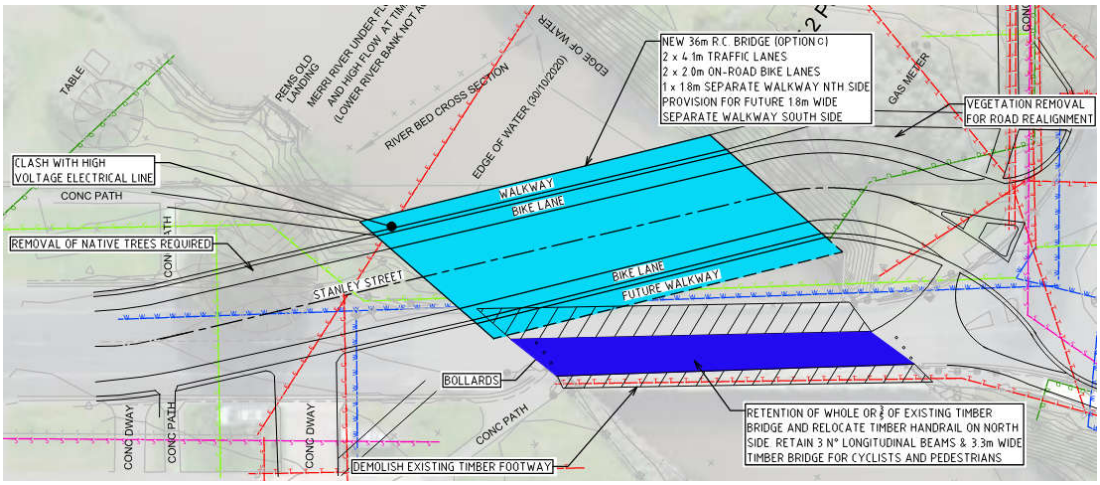
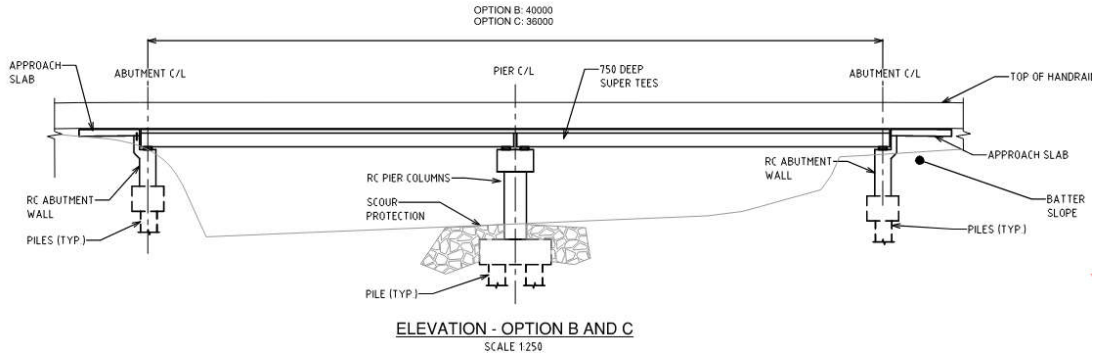


Figure 16: Edwards Bridge Renewal: Option C – Plan



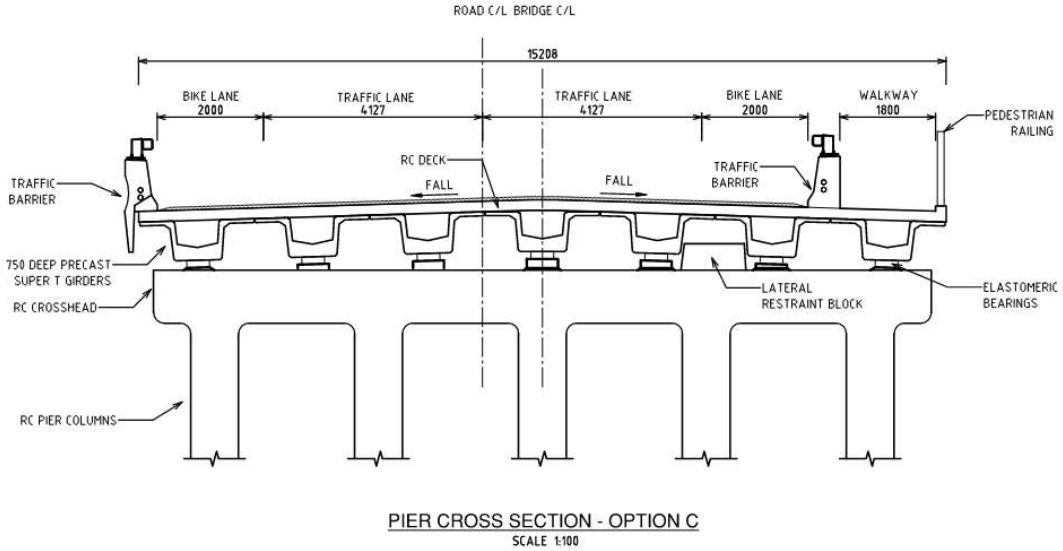


Figure 17: Edwards Bridge Renewal: Option C – Typical elevation and section

3.5 Option D – New Structure with Contemporary Elements

This option involves demolishing the existing timber bridge and constructing a new single-span reinforced concrete structure that provides a reliable and functional structure which also provides new contemporary elements to benefit the community such as seating and a viewing platform.

The new superstructure would comprise of a 200mm thick reinforced concrete deck supported on 1800mm deep precast Super-T girders. Some of the initiatives outlined in the Case Studies section could also be implemented into the design of the bridge. To ensure that the soffit of the new structure matches that of the existing structure, some re-grading of the road at the approaches will be required. A steel box girder option is not recommended due to the aggressive nature of the environment and ongoing maintenance that would be required over the bridge's design life and a steel option will result in higher capital cost.

The scope of works for this option includes but is not limited to:

- Demolition of the existing timber bridge
- Construction of new single-span reinforced concrete structure with viewing platforms/seating
- Relocation of services from the existing bridge onto the new structure
- Upgrading the road approaches and re-grading the road as necessary to achieve the required soffit clearance
- Removal of existing wingwalls and instating batter slopes for stability
- Installation of a new traffic barrier between the roadway and pedestrian walkway

The new structure would sit on the same alignment as the existing bridge (similar to Option A and B) and will eliminate the need for any piers in the waterway. A viewing platform/seating area that cantilevers out from the pedestrian path is an opportunity that can be incorporated into the design to improve the useability and functionality of the bridge for the wider community. This additional element on the bridge can serve as a resting spot for pedestrians and cyclists as well as a lookout over Merri River (refer to the figure below as an example).

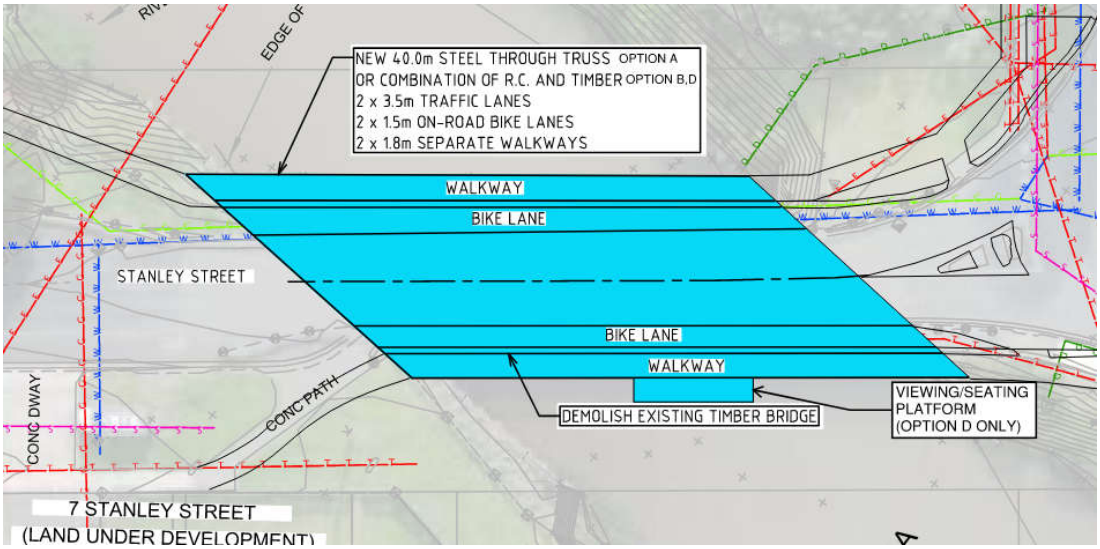


Figure 18: Edwards Bridge Renewal: Option D – Plan

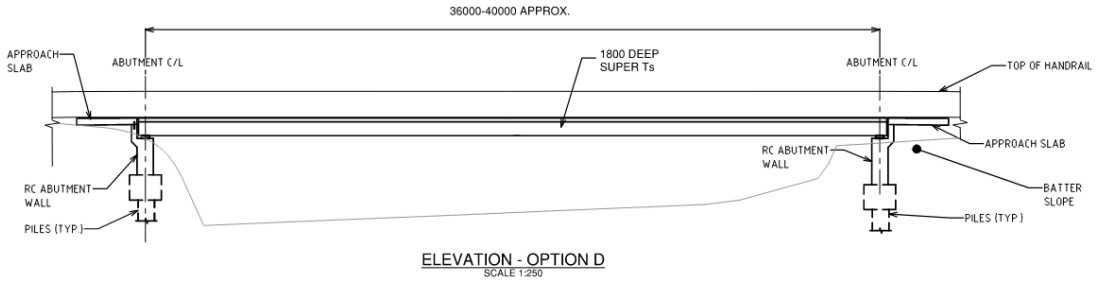


Figure 19: Edwards Bridge Renewal: Option D – Elevation

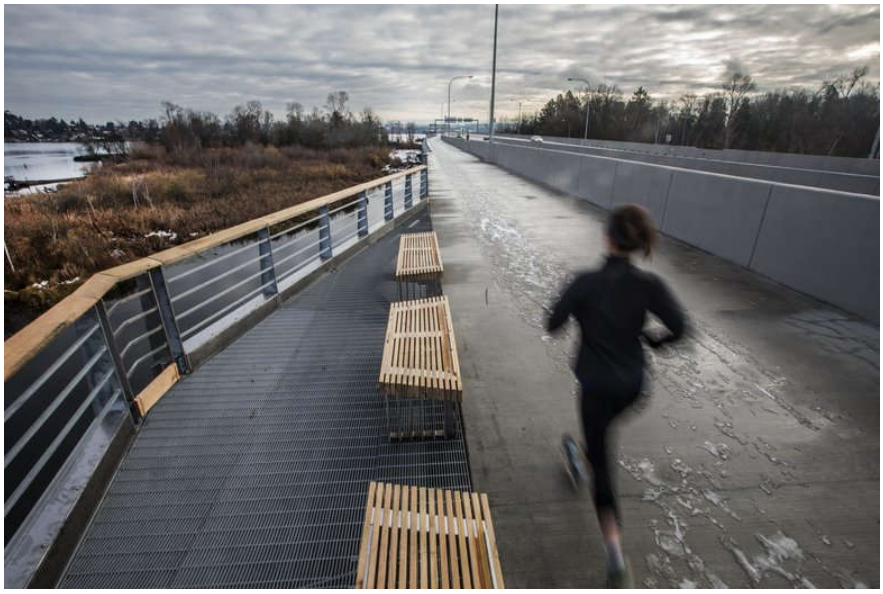


Figure 20: 520 Bridge in Seattle (Source: Seattle Times)

Figure 21: Edwards Bridge Renewal: Option D – Isometric view

3.6 Case Studies

Examples of initiatives carried out on other projects around Australia to improve the character and aesthetics of the bridges are detailed in the sections below. Consideration may be given to incorporate some of these initiatives into the design of the proposed options to improve the outcome of the design.

3.6.1 Reuse of Timber

If the direction is taken to demolish part or all of the existing bridge, opportunities exist to repurpose some of the structural elements to retain the memory and history of the bridge. Examples may include:

- Recycling the timber for landscaping in public lands surrounding the bridge (see Figure 22)
- Construction of a new viewing or fishing platform on the banks of the Merri River near Stanley Street (see Figure 23)

Figure 22: Reused timber railway sleepers (Source: AusTimber)

Figure 23: Possible location for new viewing or fishing platform (taken November 2020)

3.6.2 Ballarat Line Upgrade (Victoria)

As part of the Ballarat Line Upgrade, Warrnambool artists Fiona Clarke and Ken McKean were engaged to create a series of artworks for the new and upgraded stations. The design involves permanently incorporating the designs into the pavement of the station forecourts to recognise the Indigenous culture and history of the local areas. The initiative showcases how new infrastructure spaces can be better utilised to create a more wholesome experience for the community. Examples of the recently completed artwork at Rockbank Station are shown in Figure 24 and Figure 25 below.

Figure 24: New Rockbank Station forecourt and pedestrian overpass (Source: Rail Projects Victoria)

Figure 25: New Rockbank Station forecourt (Source: Rail Projects Victoria)

3.6.3 Community Integration

3.6.3.1 Chandler Highway Bridge (Melbourne, Victoria)

Completed in late 2019, the recently refurbished Chandler Highway Bridge in Melbourne, Victoria, included the construction of a new road bridge to accommodate the increased traffic demands in the area. As part of the upgrade, local and Wurundjeri artists were engaged to design and paint a new mural to showcase the cultural heritage significance of the area (see Figure 26). The opportunity provided the community with an opportunity to use the space to celebrate the significance of the area and allow local artists to showcase their talent.

Opportunities exist for artists in the Warrnambool area to make use of spaces on a new structure to pave the way for a structure that will serve as an icon in the city for the future.

Figure 26: New mural along the Chandler Highway Bridge underpass (Source: Major Road Projects Victoria)

3.6.3.2 Cowra Bridge (Cowra, New South Wales)

Situated beneath the Lachlan River in Cowra, New South Wales, Cowra Bridge is a good example of a structure where local artists were allowed to paint a mural on the bridge pylons to depict the history of the local area on a piece of structure that was previously very plain and heavily vandalised.

Figure 27: Mural painted by local artists on the Cowra Bridge pylons (Source: Visit Cowra)

3.6.3.3 Seaford Rd Rail Bridge (Melbourne, Victoria)

As part of the Level Crossing Removal program in Victoria, Australia, local artists were engaged to transform the area under the new Seaford Rail Bridge to connect the new piece of infrastructure with the cultural history of the local area. This included the use of the painted murals on the bridge piers (see Figure 28).

Figure 28: Mural painted by local artists on the Seaford Rd Rail Bridge (Source: LXRP)

3.7 Material Selection and Recommended Initiatives

Careful consideration concerning sustainability and climate change will be given to the selection of materials for the bridge renewal. Proposed initiatives are outlined in Table 3 below and further consideration will be taken to material selection when the final design option is chosen.

Table 3: Material selection – proposed sustainability and climate change initiatives

Material	Proposed Initiatives
Timber	• Timber from the existing bridge shall be retained and repurposed where practical. • Where practically feasible, new timber products used for permanent works shall be from re-used timber, post-consumer recycled timber or from the Forest Stewardship Council.
Steel	• Where practically feasible, reinforcing steel should be sourced from suppliers certified under Australian Certification Authority for Reinforcing Steels or a similar international association or organisation. • Where practically feasible, fabricated structural steelwork shall be sourced from a steel fabricator or contractor which is accredited to the Environmental Sustainability Charter of the Australian Steel Institute or a similar international association or organisation.
Reinforced Concrete	• Concrete mixes designs shall seek to minimise the content of Portland cement with the use of supplementary cementitious materials as appropriate. • Precast construction shall be encouraged to minimise materials wastage and impacts to the environment on-site. • Concrete covers shall be appropriate for the environment and applicable exposure classification of the bridge and account for increases in carbonation in the atmosphere due to climate change as appropriate.
Geopolymer Concrete	• The use of geopolymer concrete or ‘e-crete’ should be considered for non-structural applications such as edgings, footpaths, etc.

4 Whole-of-Life Cost Study

A whole-of-life cost study has been undertaken for the four (4) proposed options with the results summarised in Table 4. These costs are provisional only and are subject to variation as the options are investigated further and the designs for each are refined and further developed.

Table 4: Whole-of-life cost estimate summary

Item	Option A	Option B	Option C	Option D
1. Construction/Capital Costs (Initial)				
Whole-of-Life Cost	$ 4,123,000	$ 2,299,000	$ 2,742,320	$ 2,521,400
Contingency (20%)	$ 824,600	$ 459,800	$ 548,464	$ 504,280
Whole-of-Life Cost + Contingency	**$ 4,947,600**	**$ 2,758,800**	**$ 3,290,784**	**$ 3,025,680**
2. Construction/Capital Costs (Future)				
Whole-of-Life Cost	$ -	$ -	$ 181,976	$ -
Contingency (20%)	$ -	$ -	$ 36,395	$ -
Whole-of-Life Cost + Contingency	**$ -**	**$ -**	**$ 218,371**	**$ -**
3. Ongoing Costs & Maintenance				
Whole-of-Life Cost	$ 1,657,148	$ 855,115	$ 1,174,873	$ 855,115
Contingency (20%)	$ 331,430	$ 171,023	$ 234,975	$ 171,023
Whole-of-Life Cost + Contingency	**$ 1,988,578**	**$ 1,026,139**	**$ 1,409,848**	**$ 1,026,139**
Total Whole-of-Life Cost	**$ 5,780,148**	**$ 3,154,115**	**$ 4,099,169**	**$ 3,376,515**
Contingency (20%)	**$ 1,156,030**	**$ 630,823**	**$ 819,834**	**$ 675,303**
Total Whole-of-Life Cost + Contingency	**$ 6,936,178**	**$ 3,784,939**	**$ 4,919,003**	**$ 4,051,819**

Note: These cost estimates include cost escalation and discounting of future costs, refer to Appendix J for the assessment assumptions and a detailed breakdown of cost items.

5 Options Assessment: RAID Assessment and MCA

An options assessment for the alternative design options outlined earlier in this report is presented in Table 5 below.

Table 5: Edwards Bridge Renewal – RAID assessment and MCA

ITEM	OPTION A – NEW CONTEMPORARY STRUCTURE	OPTION B – NEW STRUCTURE REPLICATING EXISTING FEATURES	OPTION C - EXISTING STRUCTURE REFURBISHMENT + NEW STRUCTURE	OPTION D - NEW STRUCTURE WITH CONTEMPORARY ELEMENTS
RAID Assessment				
Risks	• Aesthetics and character of the area is perceived as being compromised • The contemporary and innovative structure may not justify the higher capital cost of the bridge as there is a risk it will exceed the approved funding of $3m. • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works	• Aesthetics and character of the area is perceived as being compromised • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works	• Further hydraulic analysis may deem this option impractical • The converted bridge may require replacement in 10 – 20 years • After detailed engineering studies, it may be deemed that it is not possible to repurpose the bridge such that it is compliant with current standards without compromising the character and aesthetics of the bridge • Shortly after construction, a severe weather event (e.g. flood) may result in the repurposed bridge being unsafe and requiring replacement. • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works for the new bridge • Realignment may prove to be problematic for longer vehicles (e.g. buses and trucks) due to the tight curve near the roundabout	• Aesthetics and character of the area is perceived as being compromised • Compliance with freeboard requirement (including climate change) may require higher approaches and therefore increased cost from additional civil works
Assumptions	• The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays	• The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays	• The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays	• The design appropriately addresses the Environmental Significance, Significant Landscape and Land Subject to Inundation Overlays • The deeper superstructure doesn't compromise the waterway under severe flood events
Issues	• Works in areas of environmental significance and significant landscape • Due to the environment of the bridge, the steel will require protection from corrosion and may require re-coating of the steelwork over the design life. • More complicated design and fabrication/construction process which is typically carried out by specialist fabricators will increase lead times • Truss structure may encourage climbing and additional elements such as anti-climb screens may need to be installed to discourage such behaviour • Transportation and erection of the steel truss structure requires careful planning given that the size of the structure can be significant	• Works in areas of environmental significance and significant landscape	• Works in areas of environmental significance and significant landscape • The existing bridge does not comply with current Australian Standards • The road requires realignment over the river and at the approaches. • This design is likely to require retrofitting via the replacement of the existing bridge in future and the existing bridge will require ongoing inspection and maintenance works. • Reduced public green spaces due to the road realignment • Longer design and construction periods may be required • Damage to existing timber bridge when constructing the new bridge	• Works in areas of environmental significance and significant landscape • The new superstructure depth is more than double the existing condition and may compromise the waterway under severe flood events. • The deep superstructure will require regrading of the approaches
Dependencies	• Feasibility of the option will depend on the cranage limitations in the area • Feasibility of the option will depend on the necessary approvals being obtained	• Feasibility of the option will depend on the necessary approvals being obtained	• Feasibility will depend on the outcome of a further flood study which may delay the delivery of the project and deem the hydraulic implications unacceptable. • Feasibility of the option will depend on the necessary approvals being obtained	• Feasibility of the option will depend on the necessary approvals being obtained • Feasibility of the option will depend on a constructability study being undertaken and additional hydraulic analysis to confirm the option is acceptable.
Multi-Criteria Analysis (MCA)				

ITEM	OPTION A – NEW CONTEMPORARY STRUCTURE	OPTION B – NEW STRUCTURE REPLICATING EXISTING FEATURES	OPTION C - EXISTING STRUCTURE REFURBISHMENT + NEW STRUCTURE	OPTION D - NEW STRUCTURE WITH CONTEMPORARY ELEMENTS
Capital Cost	• High capital cost due to the design and construction of a contemporary, innovative and creative structure	• Economical capital cost	• Economical capital cost but the eventual cost of replacing the repurposed timber bridge with a new pedestrian bridge is only deferred to the future.	• Economical capital cost
Maintenance & Whole-of-Life Costs	• Ongoing maintenance and inspection will be required as per VicRoads/DOT standard procedures. • Whole-of-life cost can be minimised through a simpler bridge design • Steel will require treatment and maintenance throughout the design life.	• Ongoing maintenance and inspection will be required as per VicRoads/DOT standard procedures.	• Ongoing maintenance and inspection of the new structure will be required as per VicRoads/DOT standard procedures. • Frequent maintenance and inspections will also be required on the existing bridge which is likely to require regular maintenance works.	• Ongoing maintenance and inspection will be required as per VicRoads/DOT standard procedures.
Construction Time/Disruption	• Use of standard construction techniques and prefabricated erection • Standard disruption time • The feasibility of the option could be limited by the lifting constraints on site.	• Use of standard construction techniques and precast construction • Standard disruption time	• Partial demolition of the existing bridge may require specialist contractors and cause longer downtime of the bridge. • Use of standard construction techniques and precast construction for the new road bridge	• Use of standard construction techniques and precast construction • Standard disruption time • The single-span beams will be longer and heavier than a multi-span structure and will require careful construction planning to ensure that lifting of precast elements is undertaken safely. • No piers are required to be constructed in the waterway
Heritage Preservation	• Aesthetics and character of the existing bridge is not retained but the contemporary structure provides a new fresh innovative and creative landmark for the area	• Characteristics of the existing bridge can be replicated to retain the character and aesthetics	• Aesthetics and character of existing bridge retained	• Aesthetics and character of the existing bridge is not retained but new contemporary elements provide additional benefit to the community.
Environmental Impact	• Improved waterway capacity • Minimal impact on the environment and landscape by retaining the same alignment	• Improved waterway capacity • Minimal impact on the environment and landscape by retaining the same alignment	• Vegetation removal will be required for the realignment • Waterway capacity compromised by having two structures • A new flood study will be required with the construction of the new road bridge and once again when the existing bridge is eventually demolished in future	• Minimal impact on the environment and landscape by retaining the same alignment • The need to construct new piers in the river is avoided, however, a deeper superstructure may compromise the waterway for more severe flood events.
Design Life	• 100 years	• 100 years	• 10 – 20 years residual life of the existing bridge which will eventually require the bridge to be demolished in future • 100 years for new structure	• 100 years
Services Impact	• Minimal impact on existing utilities and services	• Minimal impact on existing utilities and services	• Possible diversion of services at the bridge approaches to accommodate the road realignment	• Minimal impact on existing utilities and services
Local Benefit & Safety	• Increased load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Opportunity for community input in the design • New landmark structure	• Increased load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Opportunity for community input in the design	• Increase load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Aesthetics and character of existing bridge retained • Alignment of the new bridge is compromised by retaining the existing bridge • Realignment may prove to be problematic for longer vehicles (e.g. buses and trucks) due to the tight curve near the roundabout • The bridge will have to be retrofitted in future when the existing bridge is eventually demolished which will cause major disruption in the area and will create a financial burden in future which could be put towards other initiatives in the area.	• Increased load limit • Increased connectivity for pedestrians and improved safety for movements over Merri River with improved visibility and clearances • Opportunity for community input in the design

Table 6: MCA– impact guide

IMPACT		
Negative	Neutral	Positive

6 Community Consultation

Community consultation was undertaken by Warrnambool City Council in Early 2021 with the results provided in Appendix K.

The items covered throughout the community consultation phase and the outcomes are summarised in the table below.

Table 7: Community consultation results

Item	Community Response
Preferred option	• Option B was found to be the most favourable option by respondents (~67%)
Importance of mixed-use walkway width	• A walkway which can accommodate prams, scooters, wheelchairs and dog-walkers was found to be very important by respondents (~78%)
Importance of dedicated cycling lanes	• Dedicated cycling lanes were found to be important or very important by ~67% of respondents and somewhat important by ~23%
Importance of lowest construction cost	• Opting for the lowest construction cost was found to be important or very important by ~24% of respondents and somewhat important by ~40%
Importance of minimising long-term maintenance costs for the new bridge	• Minimising long-term maintenance costs was found to be important or very important by ~79% of respondents and somewhat important by ~18%
Importance of using recycled and recyclable and/or low-carbon emission materials	• Using recycled and recyclable and/or low-carbon emission materials was found to be important or very important by ~56% of respondents and somewhat important by ~29%
Importance of including attributes of the original timber bridge within the design of the new bridge	• Including attributes of the original timber bridge within the design of the new bridge was found to be important or very important by ~46% of respondents and somewhat important by ~19%
Additional Feedback	Themes arising from additional community feedback included: • Improved accessibility (pedestrian access on both sides of the bridge) • Minimising environmental impacts • Minimising disruption during construction • Safety (adequate lighting and separation of vehicles and pedestrians) • Recognition of the history of the existing bridge (e.g. plaque)

7 Review of Options

With consideration of the whole-of-life cost, RAID assessment, community consultation and Multi-Criteria Analysis of the different options proposed, it is recommended that Option B is pursued as the preferred option and that Option C is not pursued due to the uncertainty around the feasibility of the design, the risks associated with the option and the ongoing maintenance and inspection costs that are anticipated if the option is allowed to proceed. It is viewed that Option B has the potential to provide a great outcome for the community for reasons outlined in Table 8 below. It is believed that Option A is not feasible as there is a high risk that it will exceed Council's allocated funding for the renewal project. Option D is included in the comparison below as an alternative functional and low-cost option, however, it requires additional hydraulic analysis to confirm it is viable.

Table 8: Edwards Bridge Renewal – Option recommendations

Option	Ranking (1 = Most Favourable, 4 = Least Favourable)	Review of Option
A – New contemporary structure	**4**	• Expensive structure which may exceed the funding allocation • Minimal impact on the environment, existing services and surrounding landscape by retaining the current alignment • Steelwork will require the application of protective coatings • Design does not compromise the existing waterway • Shallower structural depth achievable and less bearings required for maintenance • Compliant to current Australian Standard requirements
B – New Structure replicating existing features	**1**	• Lowest whole-of-life cost • Minimal maintenance requirements • New reliable structure that can retain the aesthetics and character of the existing bridge • Minimal impact on the environment, existing services and surrounding landscape by retaining the current alignment • Design does not compromise the existing waterway • Compliant to current Australian Standard requirements • Favourable community response
C - Refurbishment of existing + new structure	**3**	• Feasibility of the option requires further investigation regarding flooding due to constriction of the waterway and whether a compliant pedestrian bridge can be practically designed • High impact on the significant landscape and areas of environmental significance • Requires more realignment work at the approaches and diversion of services • Design compromises the existing waterway • The aesthetics and character of the existing bridge may be retained but the structure will require ongoing inspection and maintenance work which will be costly and cause major disruption to the community and the flow of pedestrians. • New alignment may not be the best long-term solution • Potential relocation of a high-voltage electrical line may lead to longer construction time • The bridge will have to be retrofitted in future when the existing bridge is eventually demolished which will cause major disruption in the area and will create a financial burden in future which could be put towards other initiatives in the area.
D – New Structure with contemporary elements	**2**	• Minimal maintenance requirements and functional structure • Flow underneath the bridge is unimpeded and avoids the potential for debris to accumulate around piers as they are eliminated from the design. • Minimal impact on the environment, existing services and surrounding landscape by retaining the current alignment

		• Compliant to current Australian Standard requirements • Additional contemporary elements such as a viewing platform/rest area provides improved benefit and functionality to the community • A deeper superstructure will require regrading of the approaches • A single-span structure will require lifting of heavier and longer elements and a constructability study would have to be undertaken to confirm the adequacy of the option. • Consultation with the catchment management authority and additional hydraulic analysis is critical to confirm the feasibility of the design as the deeper superstructure could have a major impact on the surrounding areas under severe flood events.

8 Community Consultation and Additional Considerations

Following community consultation, it is anticipated that a preferred option will be selected by Warrnambool City Council before a concept design is further developed to obtain permits and planning approval. The items below will require consideration as the design is progressed and further developed.

8.1 Geotechnical Investigations

For a detailed design, a geotechnical investigation will need to be carried out due to the limited information available.

8.2 Durability and Climate Change

During the design of the preferred option, appropriate consideration will need to be taken to ensure that the bridge is designed appropriately for the aggressive environment.

8.3 Services Impacts

A plan showing services surrounding the site was provided by Council and prepared by a surveyor. From the provided information it is likely the services listed below will be affected by the works and asset owners will need to be notified.

- Telecommunications services attached to the pedestrian walkway over Merri River
- PVC water pipe under the parapet on the north side of the existing bridge
- Gas main across Merri River immediately north of the existing bridge

A high voltage electrical line that runs under Merri River may be affected by the decision to retain part of the existing bridge and construct a new road bridge on a new alignment.

SMEC also carried out a 'Dial Before You Dig' request to confirm the location of the services (see Appendix I), however, the exact position of services will need to be confirmed before any works are undertaken on site.

8.4 Catchment Management Authority

Consultation with the relevant catchment management authorities will be required to confirm the appropriateness of the design.

8.5 Environmental & Ecology Considerations

A study into the environmental and ecological impact of the proposed works may be required to adequately address the significance of the environment and landscape. This may include a landscape character impact assessment and an Environmental Impact Statement (EIS) and Environmental Management Plan (EMP).

Figure 29: Extract from the Planning Property Report: Environmental Significance (Source: DELWP Victoria)

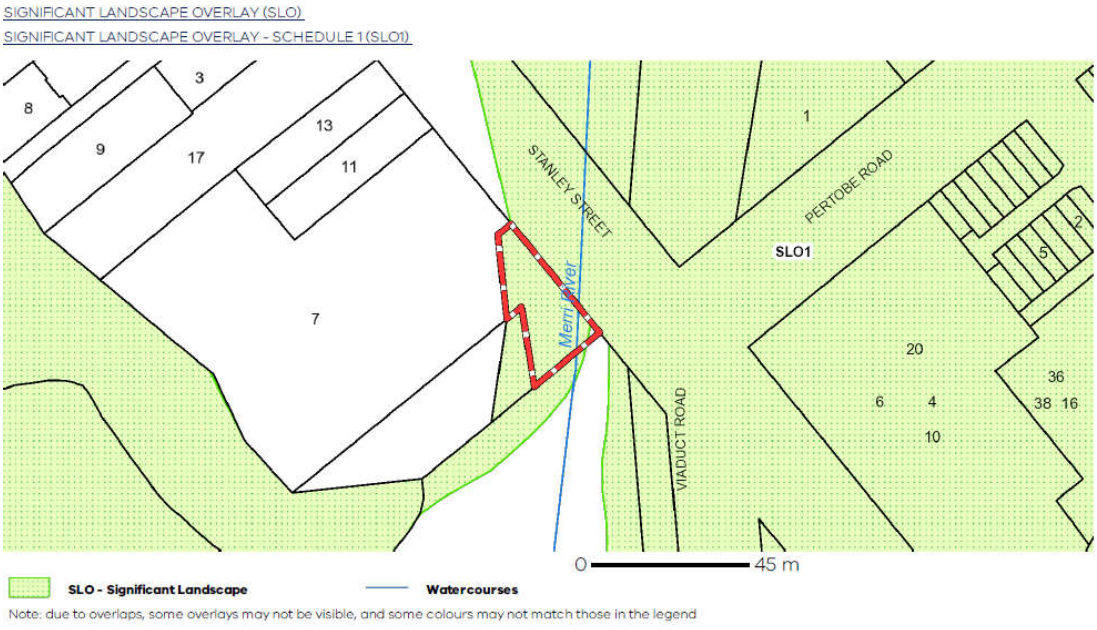


Figure 30: Extract from the Planning Property Report: Significant Landscape (Source: DELWP Victoria)

8.6 Constructability and Demolition

Works will be required over water and careful planning will be required to ensure that any demolition works are undertaken to minimise the environmental impact of the works, including noise and avoiding debris falling into the river. Site access and lifting studies will also be required at a later design phase. A constructability workshop may be considered with a constructability consultant may be considered to better understand the expected disruption from the demolition of the existing bridge and construction of the new structure in addition to the associated approach and ancillary works.

8.7 Heritage Overlay

A Heritage Citation Report has been prepared for Edwards Bridge in 2009 by a heritage advisor. The report indicated that the structure has a 'Local' significance level and included a recommendation for heritage protection. The report included a "Statement of Signification" providing the following assessment:

What is Significant?

Edwards Bridge is of historical and aesthetic significance to the City of Warrnambool, and has rarity value. The elements of heritage value include:

- Timber pylons, cross bracing, timber deck (under bitumen), timber handrail, timber abutments.

Later inappropriate repairs, service pipes to side of bridge are not of heritage value.

How is it Significant?

Edwards Bridge is of historical and aesthetic significance to the City of Warrnambool, and is of rarity value.

Why is it Significant?

Edwards Bridge is:

- of local historical significance, reflecting the expansion of residential and commercial areas within outlying areas of Warrnambool, allowing the efficient movement of people and goods between the town, harbour and outer residential areas. (Criterion A: Importance to the course or pattern of our cultural or natural history)
- of local aesthetic significance, representing a good example of a long span timber bridge, retaining a fair proportion of its original structural elements. (Criterion E: Importance in exhibiting particular aesthetic characteristics)
- of local rarity value, being one of few remaining timber bridges in the locality. (Criterion B: Possession of uncommon rare or endangered aspects of our cultural or natural history)

This information provided within the heritage citation report is to be used for guidance only and does not supersede official documents, particularly the planning scheme.

Council would need to engage a Heritage Architect/Advisor to guide Council through the Planning Permit and Approvals phase. This will be required to ensure that a desirable outcome is achieved given the local significance of the structure. This may also mitigate any risks that may arise from disruptions caused by heritage concerns when the design process is further developed and any major changes having a significant impact on the delivery of the project.

8.8 Planning Approval

The necessary planning approvals will need to be obtained prior to the works being packaged for tender.

8.9 Safety in Design Workshops

Safety in design workshops with key stakeholders should be undertaken throughout from the early design phases to ensure that identified risks are identified early and appropriately mitigated throughout the design and construction phases.

Appendix A Proposed Design Options

Appendix B Existing Bridge Drawings

Appendix C Level 3 Investigation Report – Existing Bridge

Appendix D Planning Property Report

Appendix E Heritage Citation Report and Impact Opinion

Appendix F South Warrnambool Flood Study

Appendix G Advice from GH CMA on Flood Level

Appendix H Services and Survey Information

Appendix I 'Dial Before You Dig' Request

Appendix J Whole-of-Life Costing

Appendix K Community Consultation Results

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6.7. ENDORSEMENT OF AUDITED MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMP) MUNICIPAL EMERGENCY MANAGEMENT PLAN 2021

PURPOSE

To provide Council with the audited Municipal Emergency Management Plan for endorsement.

EXECUTIVE SUMMARY

- In accordance with the *Emergency Management Act 1986* s.20 (1) Warrnambool City Council must prepare and maintain a Municipal Emergency Management Plan (MEMP).
- The MEMP is attached for information. **Refer attachments 1 to 6.**
- The MEMP is prepared by the Municipal Emergency Management Planning Committee (MEMPC) for consideration by Council.
- The MEMP was audited on 31 July 2020, consistent with Section 21A of the *Emergency Management Act 1986*.
- Council received a report from Victoria State Emergency Service (VicSES) on 7 August 2020 stating that the Warrnambool City Council MEMP has been assessed as complying with the guidelines issued by the Minister. **Refer attachments 7 and 8**.
- As there has been recent changes in personnel and Council representatives the plan has been updated to reflect those changes. Council is asked to endorse the audited MEMP as required. Subsequent changes such as changes in personnel will be updated from time to time.

MOVED: CR. RICHARD ZIEGELER
SECONDED: CR. ANGIE PASPALIARIS

That Council endorse the Warrnambool City Council Municipal Emergency Management Plan.

CARRIED - 7:0

BACKGROUND

In accordance with the *Emergency Management Act 1986* s.20 (1) Council must prepare and maintain a Municipal Emergency Management Plan (MEMP).

In order to meet the requirements of the audit the MEMP was updated. The new MEMP reflects best practice in emergency management.

As per Section 21A of the *Emergency Management Act 1986* the MEMP must be audited at least once every 3 years by the Victoria State Emergency Service

The audit of the MEMP was conducted on 31 July 2020 and was assessed as complying with the guidelines issued by the Minister.

Since Audit a number of staff and contact number changes have occurred both within the Council and other stakeholders. However, the Audited MEMP must be endorsed prior to any changes being made.

ISSUES

Failure to endorse the Warrnambool City Council Municipal Emergency Management Plan will put Council in breach of the s.21 (4) of the *Emergency Management Act 1986*.

CURRENT STATUS

The MEMP has passed audit and is submitted to Council for consideration and endorsement..

KEY CONSIDERATIONS

The MEMP has been prepared by Council and feedback has been sought from the member agencies of the Joint Warrnambool City Council and Moyne Shire Council Municipal Emergency Management Planning Committee (MEMPC).

FINANCIAL IMPACT

There is no financial impact for Council other than its commitment for emergency management staff to perform the roles and functions outlined in the MEMP after being formally requested by the Municipal Emergency Resource Coordinator or Incident Controller.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

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

There are no timing requirements however, the audit stated that the MEMP should be presented to Council for consideration as soon as practical, after receipt of the audit report.

COMMUNITY IMPACT / CONSULTATION

The MEMP was distributed for comment to all members of the Joint Warrnambool City Council and Moyne Shire Council Municipal Emergency Management Planning Committee. Membership includes: Country Fire Authority, Fire Rescue Victoria VicSES, Ambulance Victoria, Department of Land, Water and Planning, Wannon Water, Australian Red Cross, Victorian Council of Churches Emergency Ministry, Department of Economic Development, Jobs, Transport & Resources, Department of Health and Human Services, Parks Victoria, Regional Roads Victoria and Victoria Police.

LEGAL RISK/IMPACT

Not having a plan endorsed by Council, fails to meet the legislative Emergency Management requirements and Council will be subject asked to endorse the plan by all emergency management stakeholders and the State Government.

Not endorsing the plan that has been prepared by the Municipal Emergency Management Planning Committee (MEMPC) for consideration by Council and successfully passing audit without any notes of recommended improvements would not be consistent with Statewide practices for Councils.

OFFICERS' DECLARATION OF INTEREST

No conflicts of interest were declared.

CONCLUSION

This report seeks Council endorsement of the audited MEMP in accordance with prevailing legislation.

WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 1: Introduction

Version 3.1 – August 2017

Document Set ID: 10908461
Version: 1, Version Date: 29/10/2019

Document Control

Amendment History

AMENDMENT			EFFECTED	
NO	**DATE**	**PAGES AFFECTED**	**AUTHOR**	**RELEASE DATE**
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20th December 2016
V3	23/8/2016	Distribution list update – Ambulance Victoria	Sue Rondeau	
V3	25/11/2016	Distribution list update – Salvation Army	Sue Rondeau	
V3	6/3/2017	Contact List update - Powercorp	Sue Rondeau	
V3	9/5/2017	Review of entire document	Sue Rondeau	
V3	30/5/2017	Part 1:Wannon Water updated contact details	Sally Obst	1 July 2017
V3.1	23/8/2017	WCC EM contact details updated as per audit recommendation	Sue Rondeau	23 August 2017

Amendment Authorisations

NAME	POSITION	DATE

Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Bruce Anson		

Document Set ID: 10908461
Version: 1, Version Date: 29/10/2019

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Warrnambool City Council Emergency Contact Numbers	
For all emergencies call Triple Zero (000)	
Municipal Emergency Numbers	
MERO Justin Hinch	0481 037 711
DEPUTY MERO Rohan McKinnon	0409 795 267
MRM Vikki King	0466 778 070
DEPUTY MRM's Lisa McLeod Russell Lineham	0400 921 078 0427 052 319
MFPO Peter McArdle	0419 109 408
Non urgent requests to Council	1300 003 280

Document Set ID: 10908461
Version: 1, Version Date: 29/10/2019

FOREWORD

The Warrnambool City Council Municipal Emergency Management Plan (the "MEMPlan") has been developed pursuant to Section 20(4) of the *Emergency Management Act 1986*. The MEMPlan considers potential risks and looks at the prevention of, response to and recovery from emergencies within Warrnambool City. The MEMPlan also aims to increase community resilience to the impacts of emergencies.

The economic and social effects of emergencies including loss of life, destruction of property, and dislocation of communities are inevitable. They can have a wide range of effects and impacts on the human and physical environment, and can generate complex needs in dealing with them. History shows us that good planning for the use of resources in managing risk, responding to emergencies and helping affected communities and environments to recover can significantly lessen the harmful effects of those emergencies.

The MEMPlan is the result of the co-operative efforts of the Municipal Emergency Management Planning Committee with assistance from emergency services.

This MEMPlan should be read in conjunction with the Emergency Management Manual Victoria (EMMV) https://www.emv.vic.gov.au/policies/emmv

Disclaimer:
No reader should act on the basis of any matter contained in this publication without appreciating that it may be the subject of amendment or revocation from time to time without notice.

The Councillors of Warrnambool City Council expressly disclaim all and any liability (including liability in negligence) to any person or body in respect of anything and of the consequences of anything done by any such person or body in reliance, whether total or partial, upon the whole or any part of this publication.

1 INTRODUCTION

1.1 PURPOSE

The Warrnambool City Council Municipal Emergency Management Plan (MEMPlan) specifies the agreed arrangements for the prevention of, response to and recovery from emergencies within the Warrnambool City Council municipal area.

1.2 LEGISLATIVE CONTEXT

The MEMPlan is developed in accordance with the *Emergency Management Act 1986* and the *Emergency Management Act 2013* which provide the legislative basis for the management of emergencies in Victoria.

1.3 OBJECTIVES

The broad objectives of the MEMPlan is to:

- Identify hazards and determine risks that may impact upon the municipality.
- Implement measures to prevent or reduce the causes and/or effects of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Provide assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency.
- Assist communities affected by emergencies to achieve an effective level of functioning, and
- Complement other local, regional and state planning emergency arrangements.

1.4 MUNICIPAL COUNCIL ENDORSEMENT

The MEMPlan has been endorsed by the Warrnambool City Council pursuant to Section 21(4) of the *Emergency Management Act 1986.*

Warrnambool City Council understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986.*

The Plan was adopted by the Chief Executive, Warrnambool City Council, under delegation from Council.

1.5 ENDORSEMENT BY THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (MEMPC)

The MEMPlan has been endorsed by the Joint Warrnambool City Council and Moyne Shire Council Municipal Emergency Planning Committee (MEMPC) after consultation with member agencies and organisations.

Whilst Council is the administrator of the MEMPlan, it is acknowledged by the members of the MEMPC, that the MEMPlan covers the geographic area of the Warrnambool City Council and that all agencies have a role to play in the development of the MEMPlan.

The MEMPlan is administered by Council's Infrastructure and Community Development Directorate.

Address all enquiries to:

Director City Infrastructure
Warrnambool City Council
25 Liebig Street
WARRNAMBOOL VICTORIA 3280
Tel: 03 5559 4800

1.6 STATEMENT OF AUDIT

Pursuant to Section 21(A) of the *Emergency Management Act 1986* Warrnambool City Council will submit the MEMPlan for auditing once every 3 years to the Director of the Victoria State Emergency Service to assess whether the MEMPlan complies with the guidelines issued by the Co-ordinator in Chief.

The 'Certificate of Audit' dated 3 August 2017 is included in Appendix 1.

1.7 REFERENCE TO EMERGENCY MANAGEMENT MANUAL VICTORIA

The MEMPlan assumes that users of this document have access to, or good working knowledge of, the Emergency Management Manual Victoria (EMMV).

EMMV is available at https://www.emv.vic.gov.au/policies/emmv

1.8 PUBLIC ACCESSIBILITY

A public version of the MEMPlan can be accessed via the Warrnambool City Council website at:

https://www.warrnambool.vic.gov.au/emergency-planning

Emergency agency and organisations can access a full copy of the MEMPlan through the MEMPC representative for their organisation, or if they have access, through CrisisWorks, or by contacting the Municipal Emergency Resource Officer (MERO).

1.9 DISTRIBUTION

The MEMPlan is distributed to the following:

Primary Members:

Ambulance Victoria	
Emergency Management	ambulanceemergencymanagement@ambulance.vic.gov.au

Operations Support BSW			OperationsSupport.BSW@ambulance.vic.gov.au
South West Group Manager			SouthWest.groupmanager@ambulance.vic.gov.au
Warrnambool Team Manager			Warrnambool.teammanager@ambulance.vic.gov.au
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1.10 LEGAL DEPOSIT

The MEMPlan, in accordance with s. 49 of the Libraries Act 1988 will be provided to the State Library of Victoria within two months of every new or amended version.

The amended MEMplan will be emailed to: vgp@slv.vic.gov.au

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1.11 ACRONYMS

AMSA	Australian Maritime Safety Authority
ARCV	Australian Red Cross Victoria
AV	Ambulance Victoria
AVCG	Australian Volunteer Coast Guard
BOM	Bureau of Meteorology
CERA	Community Emergency Risk Assessment
CERM	Community Emergency Risk Management
CFA	Country Fire Authority
CMA	Catchment Management Authority
DEECD	Department of Education and Early Childhood Development
DELWP	Department of Land, Water and Planning
DHHS	Department of Health and Human Services
DIIRD	Department of Innovation, Industry and Regional Development
DoT	Department of Transport
DoJ	Department of Justice
DPC	Department of Premier and Cabinet
DSE	Department of Sustainability and Environment
DTF	Department of Treasury and Finance
DPCD	Department of Planning and Community Development
EMA	Emergency Management Australia
EMLO	Emergency Management Liaison Officer
EMT	Emergency Management Team
EPA	Environment Protection Authority
ERC	Emergency Response Coordinator
ERCC	Emergency Response Coordination Centre
ERDO	Emergency Response Development Officer
ESTA	Emergency Services Telecommunications Authority
GIS	Geospatial Information System
ICC	Incident Control Centre
IFMP	Integrated Fire Management Planning
IMS	Incident Management System
IMT	Incident Management Team
LSV	Life Saving Victoria
Marine EMT	Marine Emergency Management Team
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MFPO	Municipal Fire Prevention Officer
MRM	Municipal Recover Manager
MSV	Marine Safety Victoria
NDRRA	Natural Disaster Relief and Recovery Arrangements
NRIS	National Registration & Inquiry System
OESC	Office of the Emergency Services Commissioner

POC	Police Operations Centre (D24)
PV	Parks Victoria
Red Cross	Australian Red Cross
REMT	Regional Emergency Management Team
RERC	Regional Emergency Response Coordinator
RERCC	Regional Emergency Response Coordination Centre
RSPCA	Royal Society for Prevention of Cruelty to Animals
SCC	State Control Centre / State Crisis Centre
SEMT	State Emergency Management Team
SERCC	State Emergency Response Coordination Centre
SEWS	Standard Emergency Warning Signal
SHERP	State Health Emergency Response Plan
VCC	Victorian Council of Churches
VicPol	Victoria Police
VICSES	Victoria State Emergency Service
VWA	Victorian WorkCover Authority (WorkSafe)

1.12 GLOSSARY

This glossary defines or explains terms, which have a restricted or technical meaning in the context of the emergency management arrangements.

Where an entry is marked [Act], the definition is the same as or is similar to the meaning given in the *Emergency Management Act 1986*.

Within each entry, a word or phrase expressed in *italics* indicates a separate entry exists for that word.

Assembly Area
A designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre.

Command
The direction of human and material resources of an agency in the performance of that agency's roles and tasks.

Community Recovery Committee
A committee that may be convened after an emergency to provide a management forum for the recovery process in respect of an affected area or a specific community.

Community Development Officer
A person appointed to initiate and co-ordinate activities in an affected community to assist its development in recovering from an emergency.

Control
The overall direction of activities in an emergency response situation.

Control Agency

An agency nominated to control the response activities to a specified type of emergency.

Co-ordinate/Co-ordination

The bringing together of agencies and resources to ensure effective response to and recovery from emergencies primarily concerned with the systematic acquisition and application of required resources.

Co-ordinator in Chief

The Co-ordinator in Chief of Emergency Management, whose roles are (a) to ensure that adequate emergency management measures are taken by government agencies, and (b) co-ordinate the activities of government agencies carrying out their statutory functions, powers, duties and responsibilities in taking such measures. [Act] The Minister for Police and Emergency Services is the Co-ordinator in Chief.

Deputy Co-ordinator in Chief

The Deputy Co-ordinator in Chief of Emergency Management who is the Chief Commissioner of Police. [Act] (See also State Co-ordinator of Response)

Deputy State Co-ordinator

The Deputy State Co-ordinator of Emergency Response is the Deputy Commissioner (Operations) of Police.

Disaster

A term not in general usage within Victoria's arrangements, where it would be taken to mean the same as emergency. Under the Act, an emergency is termed a disaster only if a state of disaster has been declared.

Disaster Area

Means that part or those parts of Victoria in which a state of disaster is declared to exist. [Act]

Disaster, State of

The Premier can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the Co-ordinator in Chief, or delegate, to exercise extraordinary powers in directing and controlling agencies and resources for responding to it. [Act]

Disaster Victim Identification (DVI)

Procedures used to positively identify deceased victims of multiple-casualty emergencies.

Emergency

An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

(a) An earthquake, flood, wind-storm or other natural event; and
(b) A fire; and
(c) An explosion; and
(d) A road accident or any other accident; and
(e) A plague or an epidemic; and

(f) A warlike act, whether directed at Victoria or part of Victoria or at any other State or Territory of the Commonwealth; and
a hi-jack, siege or riot; and
A disruption to an essential service. [Act]

Emergency Activity

Emergency activity is usually referred to in connection with compensation arrangements for voluntary emergency workers, and is defined as:

(a) Performing a role or discharging a responsibility of an agency in accordance with the State Emergency Response Plan or State Emergency Recovery Plan; or
(b) Training or practising for an activity referred to above or being on active standby duty; or
(c) Travelling to or from the place where an activity referred to above has occurred or is to occur. [Act]
The definition can also apply to activities of emergency workers in general.

Emergency-affected Persons

People, other than emergency management personnel, who experience losses or injury or are affected by an emergency. Usually understood to exclude the deceased.

Emergency Area

An emergency area declared under s. 36A of the Act, being, in the opinion of the most senior police officer in attendance, on the advice of the control agency, an area from which it is necessary to exclude persons due to the size, nature or location of an emergency, so as to ensure public safety, security of evacuated premises, or the safety of, or prevention of obstruction, hindrance or interference to, persons engaging in *emergency activity*. [Act]

Emergency Co-ordination Centre

A centre operating at municipal level to co-ordinate and organise emergency provision of municipal and community resources.

Emergency Management

The organisation and management of resources for dealing with all aspects of emergencies. [Act] Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and co-ordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery.

Emergency Management Team

The team, which enables an incident controller's response strategy to be carried out by support agencies through their own commanders, and assists the emergency response co-ordinator in determining resource acquisition needs, and in ensuring a co-ordinated response to the emergency.

Emergency Operations Centre (EOC)

An operations centre established by a response agency for its command and/or control functions, e.g. Police Operations Centre (POC), Fire Control Centre (FCC).

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Emergency Recovery

Has the same meaning as recovery.

Emergency Relief

The provision of life support and essential needs to persons affected by, or responding to, an emergency.

Emergency Relief Centre

A building or place established to provide emergency relief for persons affected by, or responding to, an emergency.

Emergency Response

Has the same meaning as response.

Emergency Response Co-ordination Centre (ERCC)

A centre operating at State or Divisional level to co-ordinate resources and conduct response operations ancillary to the control agency.

Emergency Response Co-ordinator

A member of the Victoria Police appointed as state, divisional, municipal or field emergency response co-ordinator, whose role is to co-ordinate the response to an emergency.

Emergency Response Plan

A plan that sets out the roles and responsibilities of agencies in emergency response and the co-ordination arrangements which is to be utilised. [Act]

Emergency Services Liaison Officer (ESLO)

A liaison officer who represents an agency, and is empowered to commit or to arrange the commitment of resources of the agency in the response to or recovery from emergencies, and to provide a communication link with the agency.

Emergency Shelter

Group shelter provided for affected persons in a community hall or similar. It is part of emergency relief, and is different from temporary accommodation.

Emergency Supply

The provision of resources in emergencies to response agencies, by other than their internal resource acquisition systems.

Evacuation

The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Evacuation Centre

Emergency Relief Centres provide this function.

Fire Refuge

A community fire refuge is a building where people may seek shelter from the danger of wildfire. A building constructed or designated as a fire refuge should have consideration given to its vulnerability to wildfire, parking for users, availability of water, telephone and electric power, and location and accessibility in relation to its service area.

Incident Controller

The officer with overall responsibility for emergency response operations. The incident controller is normally appointed by the control agency, but can also be appointed by an emergency response co-ordinator in circumstances where ss. 16 or 16A of the Act apply.

Material Needs

Clothing, bedding and other personal requisites provided to emergency-affected persons.

Municipal Emergency Resources Officer (MERO)

A municipal appointee responsible to the municipal council for ensuring the co-ordination of municipal resources to be used in emergency response. [Act]

Municipal Recovery Manager (MRM)

A municipal appointee responsible to the municipal council for ensuring the co-ordination of municipal resources to be used in recovery.

National Emergency Management Committee

The Committee chaired by the Director General of Emergency Management Australia, comprising representatives of State and Territory peak emergency management committees, including the Victoria Emergency Management Council, which addresses emergency management policy issues at a national level.

National Emergency Operations Centre (NEOC)

A Centre established in Canberra by Emergency Management Australia to co-ordinate Commonwealth assistance to the States or elsewhere.

National Registration and Inquiry System (NRIS)

The Commonwealth/State arrangements for the recording details of evacuees and for handling inquiries about the location of registered persons.

Natural Disaster Relief Arrangements

The arrangements under which the Commonwealth Government assists the State Government to provide approved financial assistance to eligible persons and organisations following natural disasters.

Natural Disasters

Those emergencies defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: bush fires, cyclones, earthquakes, floods and storms including hail.

Post Emergency Assistance Measures

Financial and other assistance provided to emergency-affected persons, communities or organisations to assist their recovery from an emergency.

Prevention

The elimination or reduction of the incidence or severity of emergencies and the mitigation of their effects. [Act]

Primary Agency

The agency listed as having primary responsibility to provide and/or manage support tasks under response arrangements.

Recovery

The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning. [Act]

Recovery Agency

Means an agency having a role or responsibility under the State Emergency Recovery Plan or in the recovery arrangements.

Divisional Emergency Response Plan

The emergency response plan prepared and maintained for each emergency response region.

Regional Recovery Co-ordinator

The person appointed by the State Emergency Recovery Co-ordinator to carry out regional recovery planning and management functions.

Regional Recovery Plan

The emergency recovery plan prepared and maintained for each recovery region.

Resource Supplementation

The provision of resources in emergencies to response agencies by other than their internal resource acquisition systems.

Response

The combating of emergencies and the provision of rescue and immediate relief services. [Act]

Response Agency

An agency having a role or responsibility under the State Emergency Response Plan or the response arrangements. Response agencies can be control or support agencies for different emergencies.

Response Co-ordinator

See Emergency Response Co-ordinator

Staging Area

A location designated and used during emergency response for the assembly of control or support agency personnel prior to deployment.

State Co-ordinator of Response

The State Co-ordinator of Response is the Chief Commissioner of Police. [Act]

State of Disaster

See: Disaster, State of

State Recovery Co-ordinator

A Senior Officer of the Department of Human Services, (appointed by the Co-ordinator in Chief as the co-ordinating agency for recovery) appointed by the Department as State Recovery Co-ordinator. [Act]

Support Agency

An agency which provides essential services, personnel, or material to support or assist a control agency or affected persons.

Temporary Accommodation

Accommodation provided over an extended period of days, weeks or months, for individuals or families affected by an emergency. It is different from *emergency shelter*.

Volunteer Emergency Worker

A volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), a person acting with the authority of the chief executive, or an agency to which either the state emergency response or recovery plan applies. [Act]

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APPENDIX 1: AUDIT CERTIFICATE

Certificate of

Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Warrnambool City Council

Has been audited in accordance with the Guidelines issued by the Minister and has been assessed as

"Complying with the Guidelines"

Trevor White
Chief Officer, Operations

3 August 2017
Date

WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 2: Background

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Document Control

Amendment History

AMENDMENT			EFFECTED	
NO	**DATE**	**PAGES AFFECTED**	**AUTHOR**	**RELEASE DATE**
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 December 2016
V3	15/2/2017	Review of entire document	Sue Rondeau	9 May 2017
V3	23/5/2017	Added Sharp Airlines information, Port of Warrnambool usage	Rohan McKinnon	
V3	30/5/2017	Wannon Water updated major infrastructure	Catherine McLeod	1 July 2017

Amendment Authorisations

NAME	POSITION	DATE
Sue Rondeau	Coordinator Emergency Management	23 August 2017

Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Bruce Anson		

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2 BACKGROUND

2.1 CONTEXT

Warrnambool City Council is located on the south-west coast of Victoria, about 260 kilometres west of Melbourne and is the largest coastal city outside Port Phillip. Warrnambool City is bounded by Moyne Shire in the north, east and west, and the Southern Ocean in the south.

European settlement dates from 1847 when the first land sales were made, with land used mainly for grazing. Growth took place in the 1850s, with the town developing as an important coastal port. Expansion took place from the 1870s into the early 1890s, mainly in the south, spurred by the opening of the railway line from Melbourne. Some growth took place in the interwar period, with the population reaching about 7,700 in the 1920s.

Significant development occurred during the post-war years, with the population doubling from about 10,000 in 1945 to about 20,000 in 1974. During the 1970s and 1980s the population continued to grow, although at a slower rate. The population continued to gradually increase from the early 1990s, rising from about 26,000 in 1991 to nearly 32,000 in 2011.

The 2015 estimated resident population for Warrnambool City is 33,644, with a population density of 2.79 persons per hectare.

2.2 AREA DESCRIPTION

Warrnambool City Council includes the major centre of Warrnambool (residential, commercial and industrial land use) and the surrounding rural hinterland. Warrnambool is the main service centre for south-western Victoria, as well as being a popular retirement and tourist destination. The City encompasses a total land area of 120 square kilometres. Much of the rural area is used for agriculture, particularly dairy farming.

2.2.1 Map

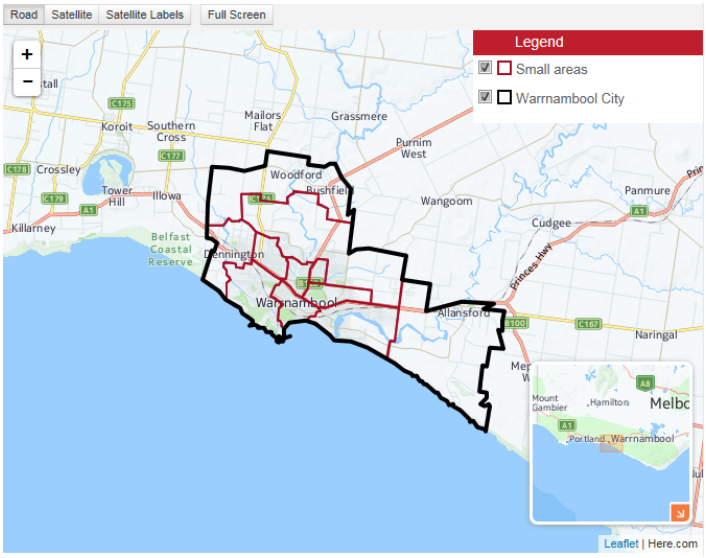

Figure 1: Map of Warrnambool City

2.2.2 Topography

The area consists of undulating coastal dunes to undulating agricultural land on the northern boundary.

Warrnambool City includes the suburbs and localities of Allansford (part), Bushfield (part), Dennington (part), Illowa (part), Warrnambool, Woodford (part) and Yangery (part).

2.2.3 Rivers

- Hopkins River,
- Merri River and its tributaries of Russell's Creek and the Yangery Creek

2.2.4 Land Use

Much of the rural area (approximately 60% of the City's land area) is used for agriculture, particularly dairy farming[1].

The majority of the City's population is concentrated in Warrnambool, Dennington, Allansford, Bushfield and Woodford.

Appendix 2: Map of Population Interface Areas

2.2.5 Indigenous Background

Council acknowledges the Gunditj-mara and the Kirrae Whurrong people as the original custodians of the lands in the Warrnambool area. Council also acknowledges the descendants of the ancestors of Aboriginal nations within the lands forming the Great South Coast and particularly the elders of the indigenous communities within both Warrnambool and this region.

2.2.6 Climate

The climate is moderate with an average summer temperature of 22°C and an average winter temperature of 14°C. The average annual rainfall is 690mm.

2.3 INFRASTRUCTURE

2.3.1 Major Infrastructure Assets

Located within Warrnambool City are the following major assets:

Facility	Address
AquaZone	Queens Rd, Warrnambool
Archie Graham Centre	118 Timor St, Warrnambool
Brierly Water Storage Dam	132 Moore St, Warrnambool
Bunnings Shopping Precinct	Cnr Raglan Pde and Horne Rd, Warrnambool
Civic Centre	25 Liebig St, Warrnambool
Deakin University	Princes Highway, Warrnambool
Dennington Shopping Precinct	Cnr Raglan Pde & Russell St, Dennington
Flagstaff Hill Maritime Village	89 Merri St, Warrnambool
Fonterra	Drummond St, Dennington

[1] Warrnambool City Wide Planning Strategy 2013

Gateway Plaza	154 Raglan Pde, Warrnambool
Homemaker Centre	Cnr Mahoneys Rd & Raglan Parade, Warrnambool
Lighthouse Theatre	185 Timor St, Warrnambool
Lyndoch – Aged Care	Hopkins Road, Warrnambool
Midfield Meats	McMeekin Rd, Warrnambool
Northpoint Shopping Centre	Hopkins Hwy (Mortlake Rd)
Port of Warrnambool & Breakwater	Viaduct Rd, Warrnambool
Rail freight terminal	Rooneys Rd, Warrnambool
Railway station	Merri St, Deakin, Allansford
Shipwreck Bay Holiday Park	Pertobe Rd, Warrnambool
South West Healthcare	Ryot St, Warrnambool
South West Institute of TAFE	24 Kepler St, Warrnambool
St John of God Hospital	136 Botanic Rd, Warrnambool
Sungold Stadium Premier Speedway	10275 Princes Highway, Allansford
Surf Side Holiday Park	Pertobe Rd, Warrnambool
Wannon Water - Water Treatment Plant	Grieve Street, Warrnambool
Warrnambool Water Reclamation Plant	55 Elliot Street, Warrnambool
Warrnambool Airport	16 Mailors-Flat Koroit Rd, Mailors Flat
Warrnambool Art Gallery	26 Liebig St, Warrnambool
Warrnambool Golf Course	Younger St, Warrnambool
Warrnambool Greyhound Track	Warrnambool Showgrounds, Koroit St, Warrnambool
Warrnambool Racecourse	2-64 Grafton Rd, Warrnambool
Warrnambool Sale Yards	71-99 Caramut Rd, Warrnambool
Warrnambool Stadium (ARC)	70 Caramut Rd, Warrnambool
Warrnambool Trotting Track	MacDonald Rd, Warrnambool
Waste Management Facilities	Koroit St

Table 1: Major Assets

2.3.2 Commerce

Warrnambool City's economy generates output of some $3 billion accounting for over 20% of the region's economic output from less than 1% of the land area.

The following sectors account for over two thirds of employees whose place of work is located within Warrnambool:

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

Warrnambool City is a popular and expanding tourism destination which draws around 700,000 visitors each year with the majority of visitors arriving over the summer period. Over 13,000 people are employed in the tourism industry and it is worth an estimated $188 million[2].

Being located at the end of the Great Ocean Road Warrnambool is viewed as a major hub for regional tourism with links to the Great Southern Touring Route allowing visitors to enter from Melbourne, Adelaide, the Grampians and the Goldfields region.

Tourism is vital to the local economy with over 205,000 people a year visiting the Warrnambool Information Centre located at the Flagstaff Hill Maritime Village Precinct. During summer months particularly from late December until Australia Day at the end of January numbers increase by at least 10,000 people per month. These numbers are influenced by a number of factors, for example a cooler summer will decrease tourism numbers and a lack of whales during whale season from May-September will have the same affect. However, a warm dry summer will drive visitation and an abundance of whales will bump up our winter numbers.

Events are popular in Warrnambool City with summer events attracting large crowds.

Key annual events include:

Summer	Lake Pertobe: Carnival rides, weekly markets and twilight movies
	Beach Fest
	WUNTA Lake Pertobe and Botanic gardens
	SurferFest
	Carols on the Merri
	Speedway Sprint cars and championships
	Sungold Field Days,
Autumn	South West Regatta,
	State Nippers Championships/Carnival
	May Racing Carnival
Winter	Fun 4 Kids

Table 2: Key annual events

2.3.3 Education

Warrnambool City has:

- 10 childcare centres,
- 11 kindergartens and pre-schools,
- 5 Government and 4 Independent primary schools,
- 2 Government and 3 Independent secondary schools
- 1 special school and
- 10 occasional care services.

A complete list of the child care centres, kindergartens and schools can be found in Part 6: Appendix 49.

Warrnambool City also has extensive after school care and vacation care programs.

[2] Remplan http://www.economicprofile.com.au/warrnambool/tourism/output

In the 2009 Victorian Bushfires Royal Commission's Interim Report, the Department of Education and Early Childhood Development conducted a review of all schools (government and non-government), kindergartens and child care facilities determined by the Department to be at high-risk of fire danger. These facilities have been placed on a Bushfire At-Risk Register and will be pre-emptively closed on days when a Code Red (catastrophic) fire danger warning is issued.

Woodford Primary School is a designated Bushfire at Risk school.

Warrnambool City also contains two large educational facilities that employ a significant number of people and generate a substantial amount of economic activity within the City. These institutions include the South West Institute of TAFE and Deakin University all of which have experienced considerable growth over recent years.

2.3.4 Transport Connections

2.3.4.1 Road

The main road network consists of the Princes Highway, running east and west from the City Centre and Hopkins Highway (Mortlake Road) running to the north.

Public Transport Victoria (PTV) via Warrnambool Bus Lines, provide a local bus service with 9 routes throughout Warrnambool.

Appendix 3: Local Bus Routes

2.3.4.2 Rail

Public Transport Victoria provides passenger coach and rail services from Warrnambool to Melbourne, Ballarat and Geelong.

Appendix 4: Regional Train and Coach Network

Freight trains also depart from the rail freight terminal and are managed by WestVic Freight.

2.3.4.3 Fly

The Warrnambool Aerodrome is a licensed aerodrome located approximately 10 kilometres by road from the City Centre and is controlled by the Warrnambool City Council.

The airport is home to Ambulance Victoria's Helicopter Emergency Medical Services (HEMS 4) and other leaseholders including Sharp Airlines. The airport averages approximately 40 aircraft movements daily with General Aviation Maintenance (Courier Service) and Ambulance Victoria fixed wing aircraft daily users.

Regular Sharp Airlines movements can be found here: http://www.sharpairlines.com/

2.3.4.4 Sea

Council manages the Port of Warrnambool on behalf of the Department of Transport. The Port of Warrnambool has 18 moorings, 2 jetties, breakwater , a boat ramp and cafe. Users of the Port include professional fisherman, amateur fishermen, general public, swimmers, tourists, and the yacht club. When the weather is favourable, there are high numbers using the boat ramp.

There are also a large number of horse trainers swimming their horses from the carpark from sunrise until 10:00am.

The Australian Volunteer Coast Guard launch their boats from the Port of Warrnambool.

2.3.5 Facilities and Services Infrastructure

The following facilities and service infrastructure exist in Warrnambool City:

- Water reclamation including sewer network, sewer pump stations and water reclamation plant
- Water treatment including storage, pumping, treatment and distribution
- Railway
- Telecommunications towers & exchanges
- Electricity sub-stations
- Natural Gas network
- 265km of urban Council Roads
- 79km of rural roads
- 271kmn of drainage pipes (excluding tunnels)
- 10,000 + pits

2.3.6 Health

South West Healthcare and St John of God Hospitals provide a comprehensive range of services within the City. There are numerous counselling support and self-help services aimed at particular illnesses and needs.

Epworth Healthcare manages the South West Regional Cancer Centre located on Ryot St opposite South West Healthcare.

The Council provides an extensive range of Environmental Health Services such as food hygiene, immunisation, hygiene standards, education and promotion and pest control.

A complete list of facilities can be found in Part 6: Appendix 49

2.4 DEMOGRAPHY AND COMMUNITY PROFILE[3]

2.4.1 Population

In 2012, the population of Warrnambool City was estimated to be 32,3681[4]. The population has increased from 29,1802[5] in 2001, to over 32,000 in an 11 year period (average 1.1% per annum growth rate). Current population is 33,644.

The City's population growth is expected to continue into the future with the population forecast to reach over 43,0003[6] by 2031 (estimated growth projection is 1.4% per annum). The Great South Coast Regional Growth Plan projects the population of Warrnambool City to reach 55,000 people by 2041.

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[3] ABS Census 2011

[4] profile.id.com.au/Warrnambool (ABS, ERP)

[5] profile.id.com.au/warrnambool/population-estimate

[6] *ABS Catalogue 3218.0 Regional Population Growth, Victoria in Future 2012*

Warrnambool City's average household size is currently 2.434[7] persons per household (this is projected to decrease to 2.345[8] persons per household by 2031). This household figure is slightly higher than the 2004 Land Use Strategy prediction that household sizes would be 2.2 persons per household. The Census usual resident population of Warrnambool City in 2011 was 32,028, living in 13,983 dwellings with an average household size of 2.43. The Warrnambool City's Estimated Resident Population (ERP) for 2015 is 33,644 with a population density of 2.79 persons per hectare.

2.4.2 Age Profile

Analysis of the service age groups of Warrnambool City in 2011 compared to Victoria shows that there was a higher proportion of people in the younger age groups (0 to 17 years) as well as a higher proportion of people in the older age groups (60+ years).

Overall, 24% of the population was aged between 0 and 17, and 21% were aged 60 years and over, compared with 22% and 19% respectively for Victoria.

The major differences between the age structure of Warrnambool City and Victoria were:

- A *larger* percentage of 'Secondary schoolers' (8.8% compared to 7.5%)
- A *larger* percentage of 'Seniors' (9.1% compared to 8.1%)
- A *smaller* percentage of 'Young workforce' (11.7% compared to 14.2%)
- A *smaller* percentage of 'Parents and homebuilders' (19.7% compared to 21.4%)

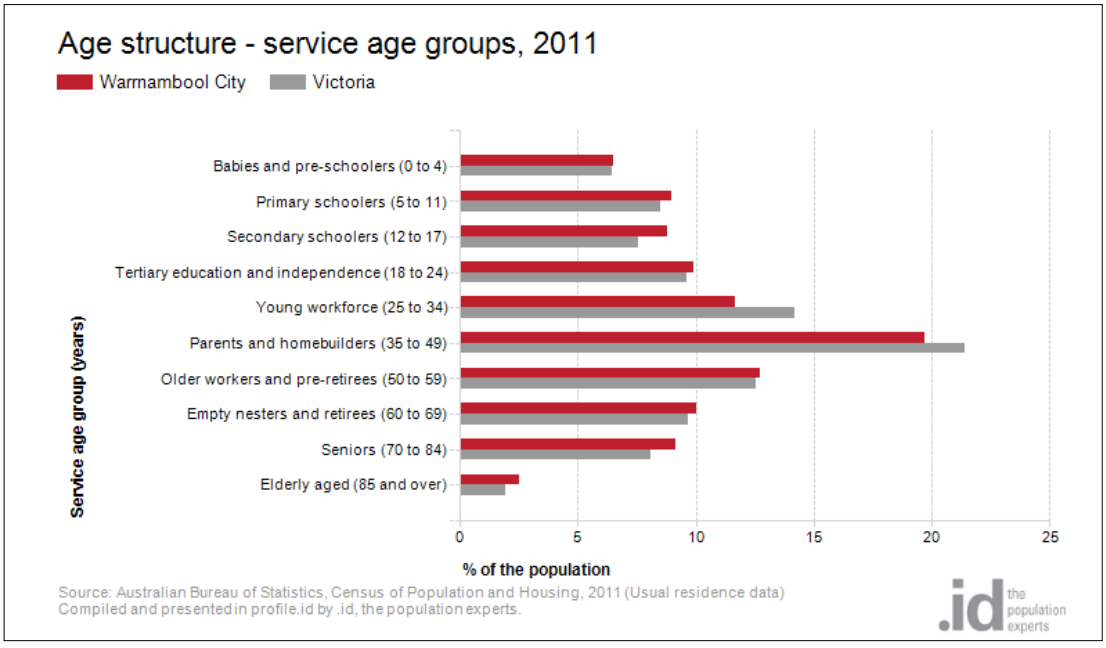

Figure 2: Age Structure – service age groups 2011

The largest changes in age structure in this area between 2006 and 2011 were in the age groups:

- Empty nesters and retirees (60 to 69) (+659 persons)
- Older workers and pre-retirees (50 to 59) (+353 persons)

[7] profile.id.com.au/warrnambool/population

[8] *Sykes, D (2012) Victoria in Future 2012,* Department of Planning and Community Development

- Primary schoolers (5 to 11) (-216 persons)
- Elderly aged (85 and over) (+207 persons)

2.4.3 Cultural Diversity

Analysis of the country of birth of the population in Warrnambool City in 2011 compared to Victoria shows that Warrnambool has a smaller proportion of people born overseas, as well as a smaller proportion of people from a non-English speaking background.

Overall, 6.9% of the population was born overseas and 2.9% were from a non-English speaking background, compared with 26.2% and 19.5% respectively for Victoria. Whilst the number of people from non-English speaking backgrounds is increasing, only 0.4% of the population or 144 people who speak another language report difficulty with speaking English.

2.4.4 Employment

15,125 people living in Warrnambool City are employed, of which 59% are working full time and 39% part time. 4.9% of the population were unemployed and looking for work.

It is worth noting that 2,606 people lived outside the municipality, but work in Warrnambool. More than 1,700 of these workers live in the Moyne Shire.

2.4.5 Level of Education

Analysis of the highest level of schooling attained by the population in Warrnambool City in 2011 compared to Victoria shows that there was a higher proportion of people who had left school at an early level (Year 10 or less) and a lower proportion of people who completed Year 12 or equivalent.

Overall, 35.8% of the population left school at Year 10 or below, and 37.5% went on to complete Year 12 or equivalent, compared with 29.2% and 49.8% respectively for Victoria.

2.4.6 Access to motor vehicle

Analysis of the car ownership of the households in Warrnambool City in 2011 compared to Victoria shows that 87% of the households owned at least one car, while 7% did not, compared with 85.5% and 8.3% respectively in Victoria.

It should be noted that in areas of central, east and west Warrnambool, approximately 1 in 5 households have no vehicle (see map below):

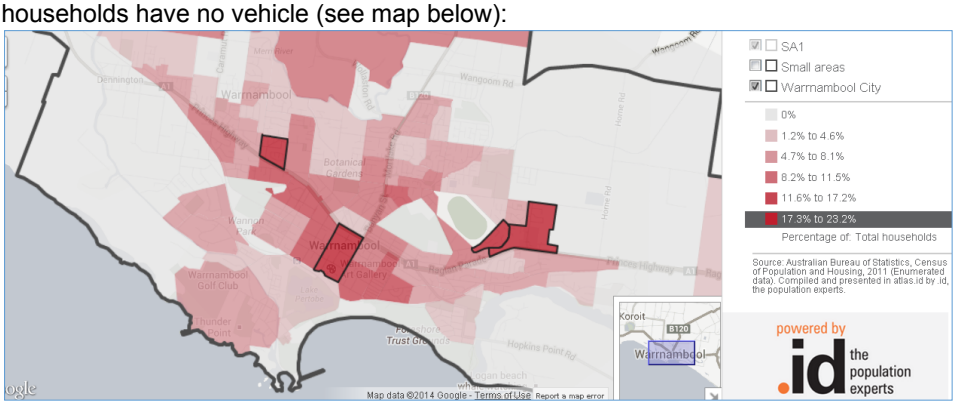

Figure 3: Population access to motor vehicles

2.4.7 Access to information via the internet

Analysis of the type of internet connection of households in Warrnambool City compared to Victoria shows that there was a higher proportion of households with either no internet connection or a dial up connection.

Overall 29.1% of households had no internet connection or a dial up connection, and 59.3% had broadband connectivity, compared with 28.8% and 60.9% respectively in Regional VIC.

2.4.8 Household type

Analysis of the household/family types in Warrnambool City in 2011 compared to Regional VIC shows that there was a similar proportion of couple families with child(ren) as well as a higher proportion of one-parent families. Overall, 27.1% of total families were couple families with child(ren), and 11.4% were one-parent families, compared with 26.9% and 10.5% respectively for Regional VIC.

There were a similar proportion of lone person households and a lower proportion of couples without children. Overall, the proportion of lone person households was 26.8% compared to 26.8% in Regional VIC while the proportion of couples without children was 25.2% compared to 27.8% in Regional VIC.

2.4.9 Dwelling type

In 2011, there were 11,150 separate houses in the area, 2,468 medium density dwellings, and 130 high density dwellings.

Analysis of the types of dwellings in Warrnambool City in 2011 shows that 80.0% of all dwellings were separate houses; 17.7% were medium density dwellings, and 0.9% were in high density dwellings, compared with 87.8%, 10.4%, and 0.3% in the Regional VIC respectively.

In 2011, a total of 90.0% of the dwellings in Warrnambool City were occupied on Census night, compared to 83.3% in Regional VIC. The proportion of unoccupied dwellings was 9.7%, which is smaller compared to that found in Regional VIC (16.3%).

2.4.10 Socioeconomic Profile

The Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-economic Disadvantage (IRSD) ranks areas according to their relative socio-economic disadvantage.

The index is derived from attributes that reflect disadvantage such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. When targeting services to disadvantaged communities, it is important to also look at these underlying characteristics as they can differ markedly between areas with similar SEIFA scores and shed light on the type of disadvantage being experienced.

The average score for areas across Australia is 1,000 and areas with a score below 1,000 are more disadvantaged than the national average. Those areas with a score above 1,000 are less disadvantaged.

In 2011, Warrnambool City scored 988.6 on the SEIFA index of disadvantage

2.5 NATURAL ENVIRONMENT

2.5.1 Plant species

A total of 98 indigenous and 105 introduced plant species are recorded from the Warrnambool Coast by the Biosis Research conducted in 2012[9], indicating a diverse coastal flora.

Six recorded species are listed as rare or threatened in Victoria and accordingly have state significance (DEPI 2005). Three of these were located during the present study, while the others are old records from the Warrnambool area without precise location details (DEPI Flora Information System):

Status in Victoria	Scientific name	Common name	Location
Vulnerable	Adriana quadripartita	Coast Bitter-bush	Occurs in Grannys Grave area
Rare	Austrofestuca littoralis	Coast Fescue 1900 and 1903 herbarium records	Warrnambool area (FIS)
Rare	Lachnagrostis robusta	Salt Blown-grass 1997 herbarium record	Warrnambool area (FIS)
Rare	Pultenaea canaliculata	Coast Bush-pea 1893 to 1904 herbarium records	Warrnambool area (FIS)
Rare	Zygophyllum billardierei	Coast Twin-leaf	Hopkins River (this study)
Poorly known	Stackhousia spathulata	Coast Stackhousia	Widespread and common on rocky coastline (this study)

Table 3: Plant species of state significance[10].

2.5.2 Open Space

Warrnambool City offers a large and well-used network of parks and reserves. There are 209 open spaces in Warrnambool totalling 1,025 hectares, or 8.8% of the municipality. A total of 465 hectares (113 sites) are available for recreation without restriction. The remainder of sites include restricted access sports reserves, and reserves primarily for conservation or drainage. Examples of restricted sports reserves include the Warrnambool Golf Course and Warrnambool Racecourse[11].

Appendix 5: Existing Open Space Network

2.5.2.1 Port Fairy to Warrnambool Rail Trail

The Port Fairy - Warrnambool Rail Trail links the historic townships of Port Fairy and Koroit with the regional city of Warrnambool. The trail covers 32 kilometres with trail heads at Port Fairy, Warrnambool and Koroit.

Appendix 6: Port Fairy to Warrnambool Rail Trail Map

[9] Warrnambool Coast Vegetation Management Plan 2012
[10] Warrnambool Coast Vegetation Management Plan 2012
[11] Warrnambool Open Space Strategy 2014

2.5.3 Coastline

Warrnambool City is the Committee of Management (CoM) established under the Crown Land (Reserves) Act 1978 to manage Warrnambool's coastline which stretches approximately 12.7 km from Levy's Point Coastal Reserve in the west, to Logans Beach in the east.

Warrnambool's coastal environment exists within close proximity to, or integrated within the urban environment and is arguably one of the city's most valuable assets, supporting a diverse range of environmental, cultural and recreational values and is arguably one of the city's most valuable assets, supporting a diverse range of environmental, cultural and recreational values.

Warrnambool's coastline supports an impressive range of environmental values and landscape features, with a concentration of natural values found in the western reaches of the coastline, known as the Wild Coast. Biosis Research recorded a total of 98 indigenous plant species from over fifteen Ecological Vegetation Classes within the area managed by Council[12] .

These areas of coastal vegetation provide important wildlife corridors and biological hotspots for vulnerable and threatened flora and fauna species. In addition, Warrnambool's coastline adjoins a number of ecologically important areas including the Southern Right Whale nursery off Logans Beach and Merri Marine Sanctuary.

Figure 4: Warrnambool's Coastline

Logans Beach is an area of particular environmental significance due to its visual beauty and ecological sensitivity. This is due particularly to its visiting population of Southern Right Whales who: give birth, and nurse their calves in the shallow, sheltered waters visit in numbers of between 4 and 21 individuals between May and October provide Victoria with the main site for land-based whale watching and one of only ten main calving areas identified for Southern Right Whales in Australia.

The mouth of the Hopkins River estuary is also a key feature of the Warrnambool's coastline where sand deposits at the estuary mouth form a barrier to the ocean; breached either

[12] Warrnambool Coastal Management Plan 2013

naturally or artificially by WCC in consultation with Glenelg Hopkins Catchment Management Authority (GHCMA). The semi-permanent sand bar on the eastern side of the river mouth and vegetation surrounding the river mouth provides important habitat for species including the Hooded Plover, which nest above the high tide mark. Unlike the eastern side of the Hopkins River mouth, the western side consists of the moderately high sandstone cliffs of Point Ritchie. Lady Bay is dominated by high wave action and strong undertow.

The fore dune surrounding Lady Bay supports a relatively large area of corridor habitat, containing numerous indigenous flora species from ecological vegetation classes including modified Coastal Dune Scrub and significant patches of Coastal Dune Grassland. This strip of vegetation provides an important wildlife corridor along the coastline. Warrnambool's coastline adjoins the Merri Marine Sanctuary which is of significant environmental value; situated at the mouth of the Merri River it is one of Victoria's few Marine Sanctuaries located in an urban environment. This site is managed by Parks Victoria in close consultation with the WCC and its health is closely linked to the management of the surrounding coastal environment. Middle Island, located within the mouth of the Merri River is particularly significant, providing nesting areas for Little Penguins, Little Pied Cormorants, Short-tailed Shearwaters and roosting areas for transient seabirds such as the Pacific Gull.

Middle Island's Little Penguin population was nearly decimated by fox predation with an estimated 600 individuals in 1999 reduced to less than 10 by 2005. Today the population is over 100 due to the Maremma Guardian Dogs project, which has resulted in the Little Penguin population being protected from foxes, improving habitat through revegetation and monitoring population numbers.

Merri River estuary and adjacent Brackish Wetlands also provided important habitat and feeding grounds for many native animal species, including some migratory birds. The coastline west of the Merri River estuary to the western boundary of the management area comprises a highly scenic and wild landscape. It is largely undeveloped and is characterised by its remote nature and is both visually and ecologically interesting.

The high wave energy and limited public access provide an ideal receiving environment and sustainable solution for the EPA regulated release to the ocean of reclaimed water from the Warrnambool Water Reclamation Plant (WRP) which occurs within the Warrnambool coastal Crown land. Appropriate management of the WRP provides a low total community cost outcome and would provide for predicted expansion of Warrnambool's population and commercial base.

The environmental value of the coastline between Pickering Point and the far western boundary exceed the eastern areas in terms of remnant native vegetation, due to the size of the area and condition of remnant vegetation present. Extensive communities of modified Coastal Dune Scrub and wetland vegetation associated with the prior course of the Merri River are supported within the western reaches of Warrnambool's coastline.

Appendix 7: Logans Beach Precinct Map
Appendix 8: Lady Bay West Precinct Map
Appendix 9: Lady Bay East Precinct Map
Appendix 10: South Warrnambool Crown Land Precinct
Appendix 11: Wild Coast Precinct
Appendix 12: Coast Walking Trails

As location information is particularly difficult for spaces with no addresses, emergency markers have been installed at the entrances and exits of all the beaches within Warrnambool City. Emergency markers look like street signs with white text on a green background. Each has a unique alphanumeric code made up of three letters and three

numbers. This code is linked to the Emergency Services Telecommunications Authority (ESTA). ESTA receives all the triple zero calls in Victoria and dispatches emergency services.

A complete list of the ESTA emergency markers is available here:
http://www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers

2.6 VULNERABLE PERSONS: COMMUNITY ORGANISATIONS AND FACILITIES

Vulnerable populations who are isolated due to their geographic location, socioeconomic situation, and/or their mental or physical state, adds another dimension of complexity to the development and implementation of prevention and preparedness activities.

Recommendation 3 from the 2009 Victorian Bushfires Royal Commission (VBRC), states that:

"The state establish mechanisms for helping municipal councils to undertake local planning that tailors bushfire safety options to the needs of individual communities. In doing this planning, councils should:

> *3.1 urgently develop for communities at risk of bushfire local plans that contain contingency options such as evacuation and shelter*
>
> *3.2 document in municipal emergency management plans and other relevant plans facilities where vulnerable people are likely to be situated – for example, aged care facilities, hospitals, schools and child care centres*
>
> *3.3 compile and maintain a list of vulnerable residents who need tailored advice of a recommendation to evacuate*
>
> *3.4 provide this list to local police and anyone else with pre-arranged responsibility for helping vulnerable residents evacuate."*

Consistent with Recommendation 3 and the *Vulnerable People in Emergencies Policy* (May 2015) Warrnambool City has:

- Developed a comprehensive list of facilities where vulnerable people may be located including aged care facilities, hospitals, schools and child care centres has been prepared and can be seen in Part 6: Appendix 49.
- Updated processes to identify vulnerable persons within the City and entering that information into the Vulnerable Persons Register (VPR). The VPR was developed, and operates at a local level, to securely track vulnerable individuals. It also provides a searchable database for Police during emergencies.

2.7 AREAS OF CULTURAL AND HERITAGE SENSITIVITY

Appendix 13 highlights the areas of heritage sensitivity within Warrnambool City. Areas of cultural heritage sensitivity are registered Aboriginal cultural heritage places, as well as landforms and land categories that are generally regarded as more likely to contain Aboriginal cultural heritage.

2.8 HISTORY OF EMERGENCIES

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Version: 1, Version Date: 29/10/2019

The table below provides details of the emergencies that have occurred within Warrnambool City:

Date	Incident	Outcome
Apr/Jul 1903	Earthquake	Property Damage, social effects
March 1946	Flood	Evacuations, Drowning in district
February 1983	Ash Wednesday Bushfires (Cudgee / Ballengeich)	50,000 Ha, 9 Deaths, 872 buildings
1995	High Seas Warrnambool	Flooding South Warrnambool
25 January 2005	Mass Drowning at Stingray Bay	5 Deaths
January 2011	Flooding of Merri River & Russells Creek	Flooding in Allansford
22 November 2012	Telstra Exchange Fire	Economic & Social effects
July 2014	Storm Surge	Merri River mouth flooding and damage to Viaduct Rd
September 2016	Flooding Merri & Hopkins River & Russells Creek	Roads closed

Table 4: History of Emergencies

This table will be further developed by the Municipal Emergency Management Planning Committee as information becomes available.

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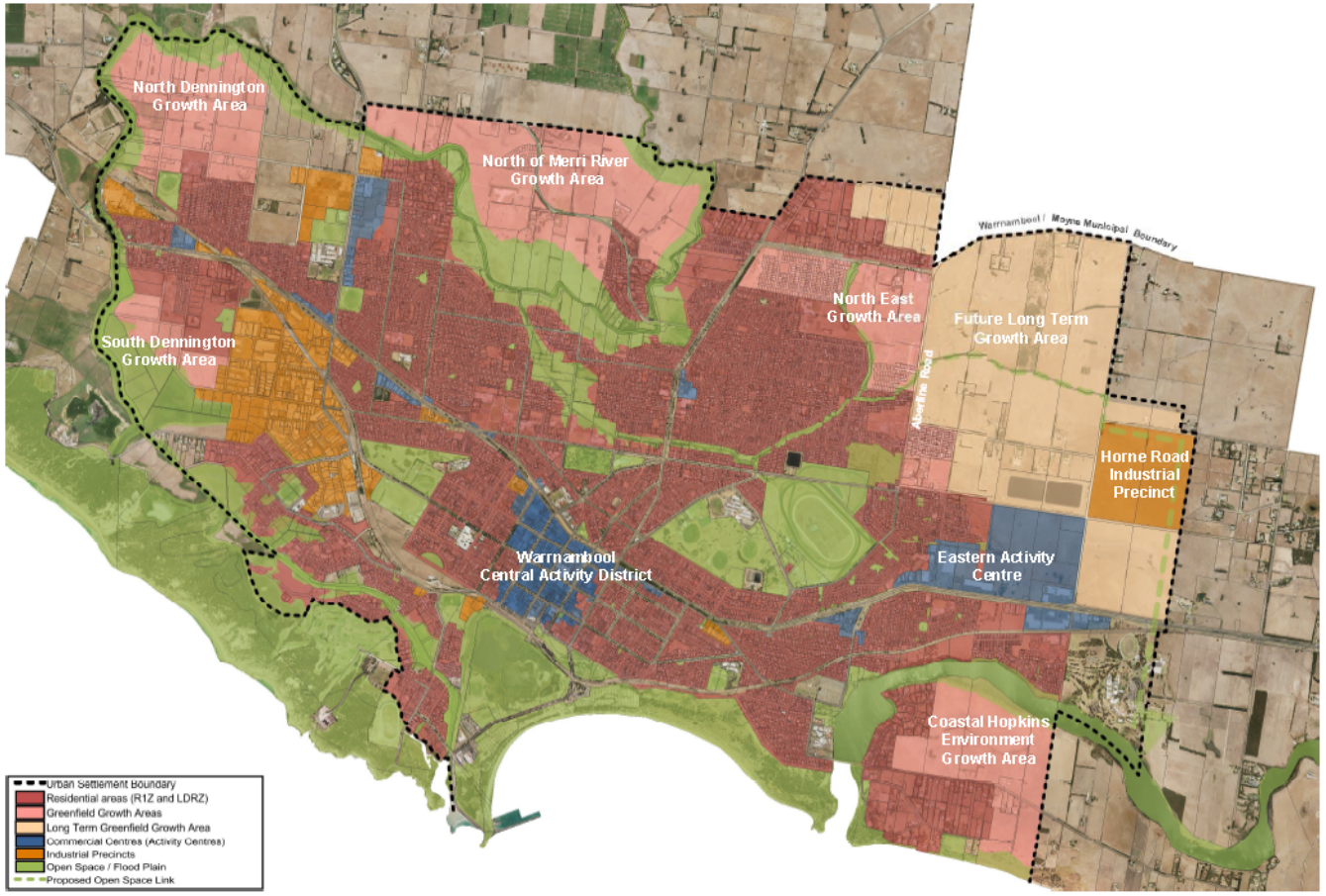
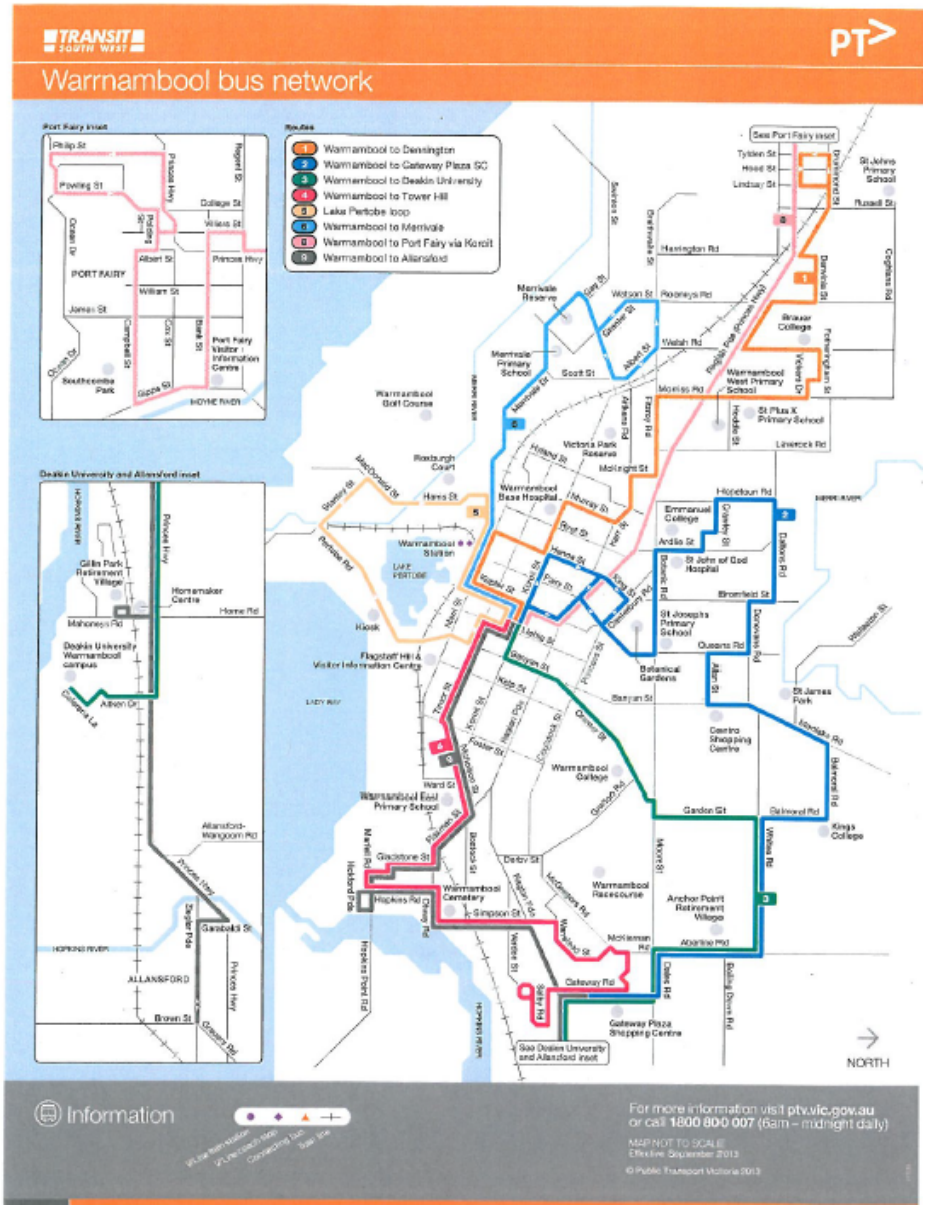
APPENDIX 2: POPULATION INTERFACE AREAS

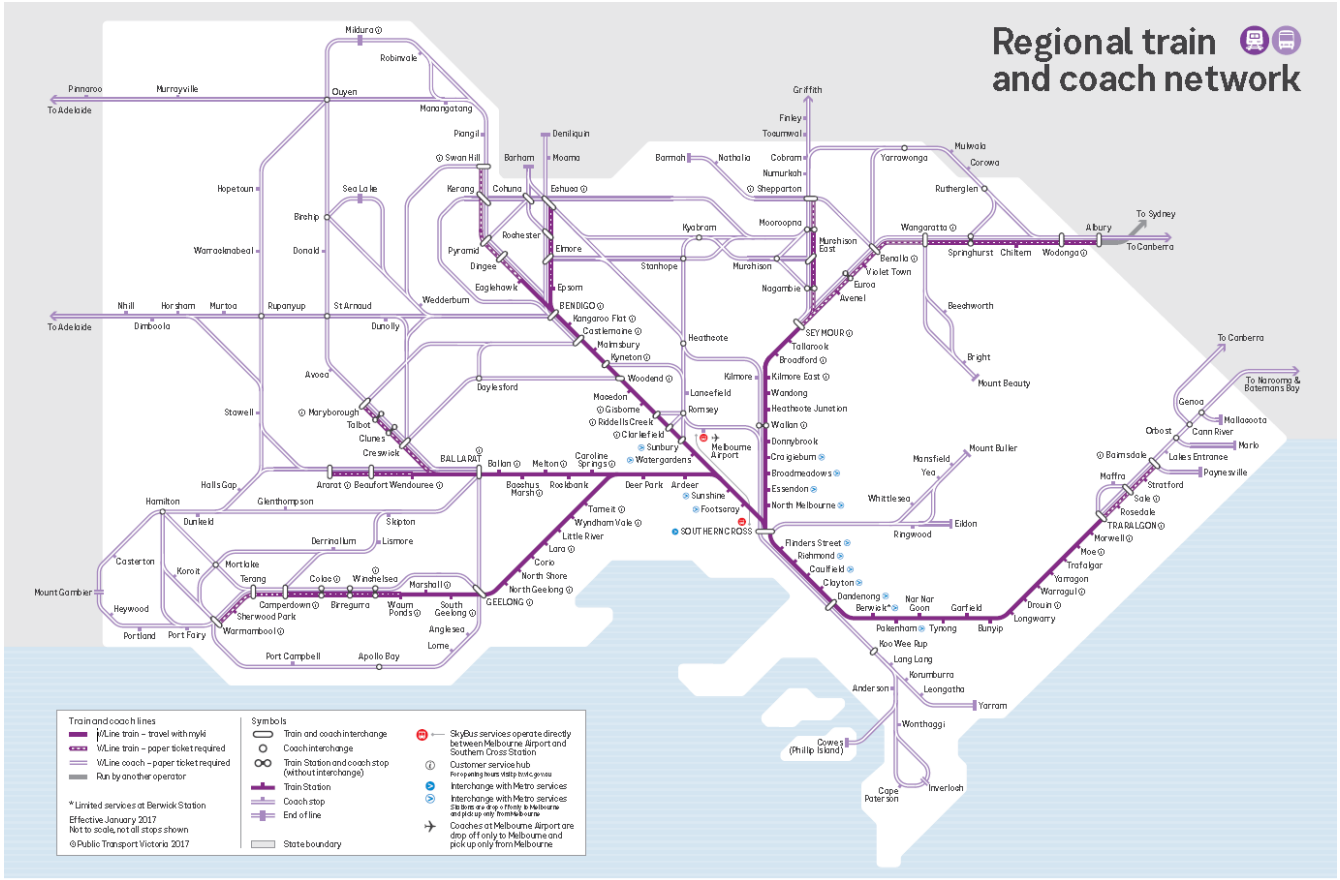


WARRNAMBOOL CITY-WIDE HOUSING STRATEGY 2013

APPENDIX 3: LOCAL BUS ROUTES



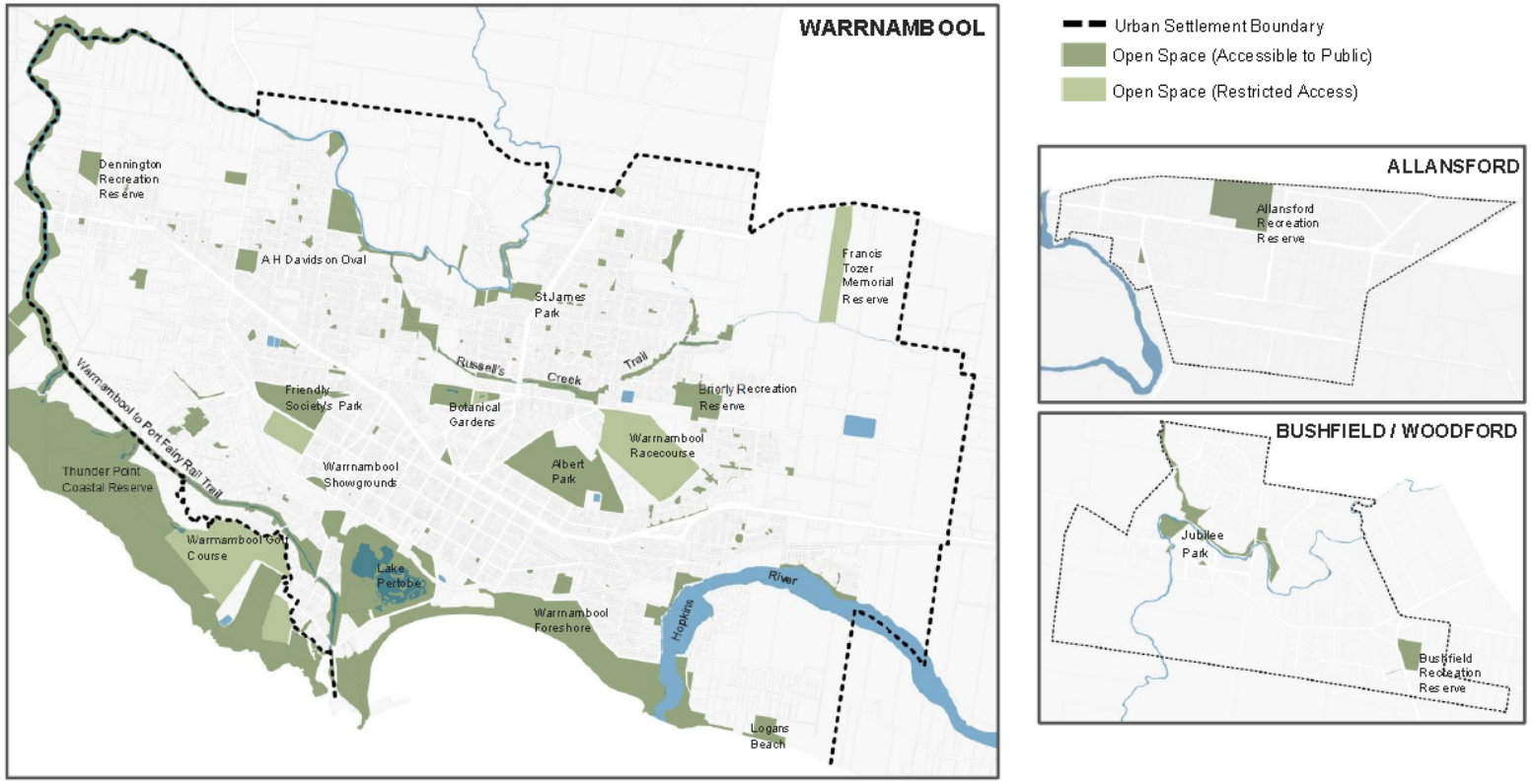
APPENDIX 4: REGIONAL TRAIN AND COACH NETWORK



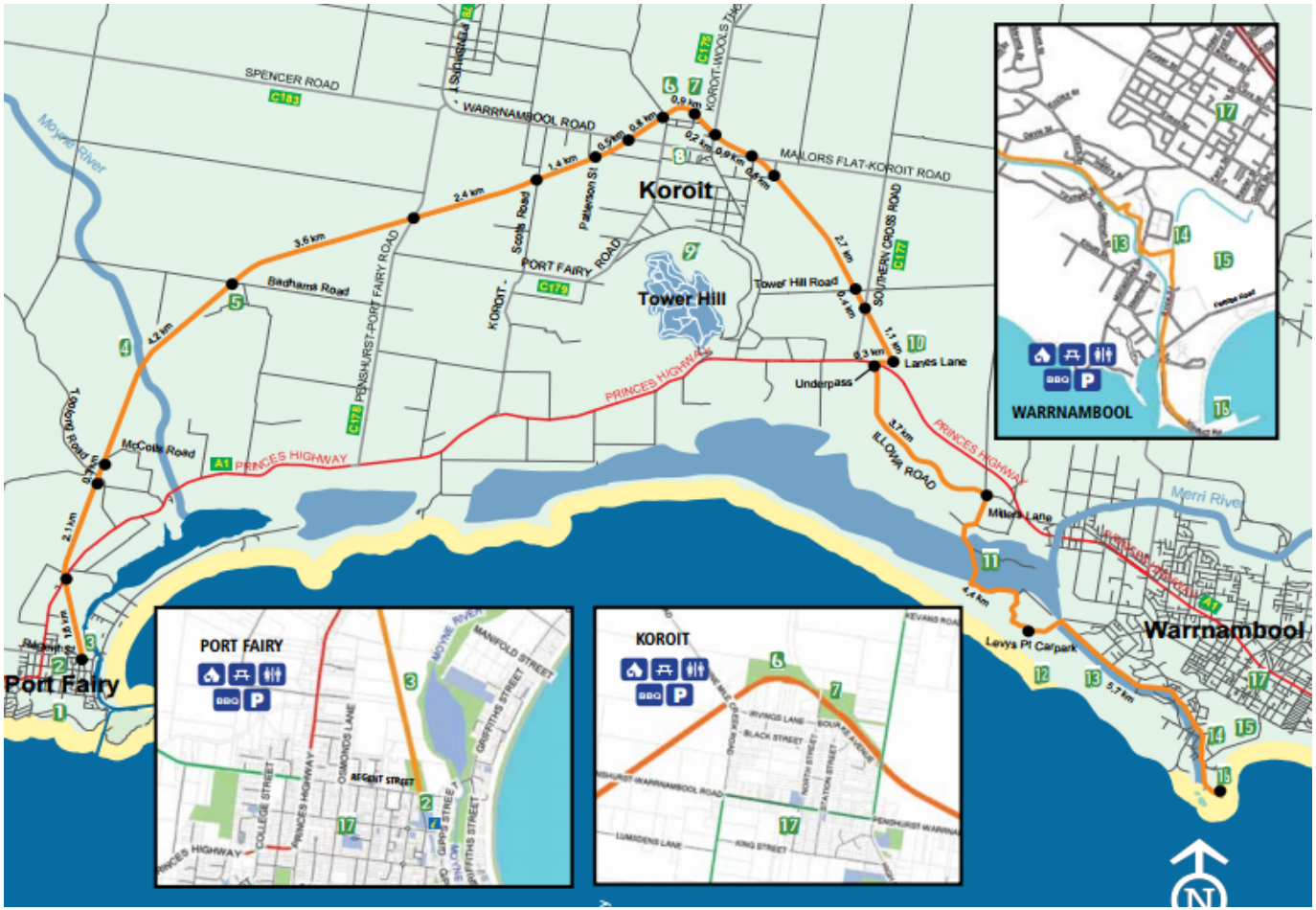
PTVH 2221/17. Authorised by Public Transport Victoria, 750 Collins Street, Docklands

For more public transport information visit ptv.vic.gov.au or call 1800 800 007.

APPENDIX 5: EXISTING OPEN SPACE NETWORK



APPENDIX 6: PORT FAIRY TO WARRNAMBOOL RAIL TRAIL



APPENDIX 7: LOGANS BEACH PRECINCT

APPENDIX 8: LADY BAY WEST PRECINCT

APPENDIX 9: LADY BAY EAST PRECINCT

APPENDIX 10: SOUTH WARRNAMBOOL CROWN LAND PRECINCT

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APPENDIX 11: WILD COAST PRECINCT

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APPENDIX 12: COAST WALKING TRAILS

APPENDIX 13: MAP OF CULTURAL HERITAGE AREAS WITHIN WARRNAMBOOL CITY

The areas highlighted green in the map below are areas of heritage sensitivity.

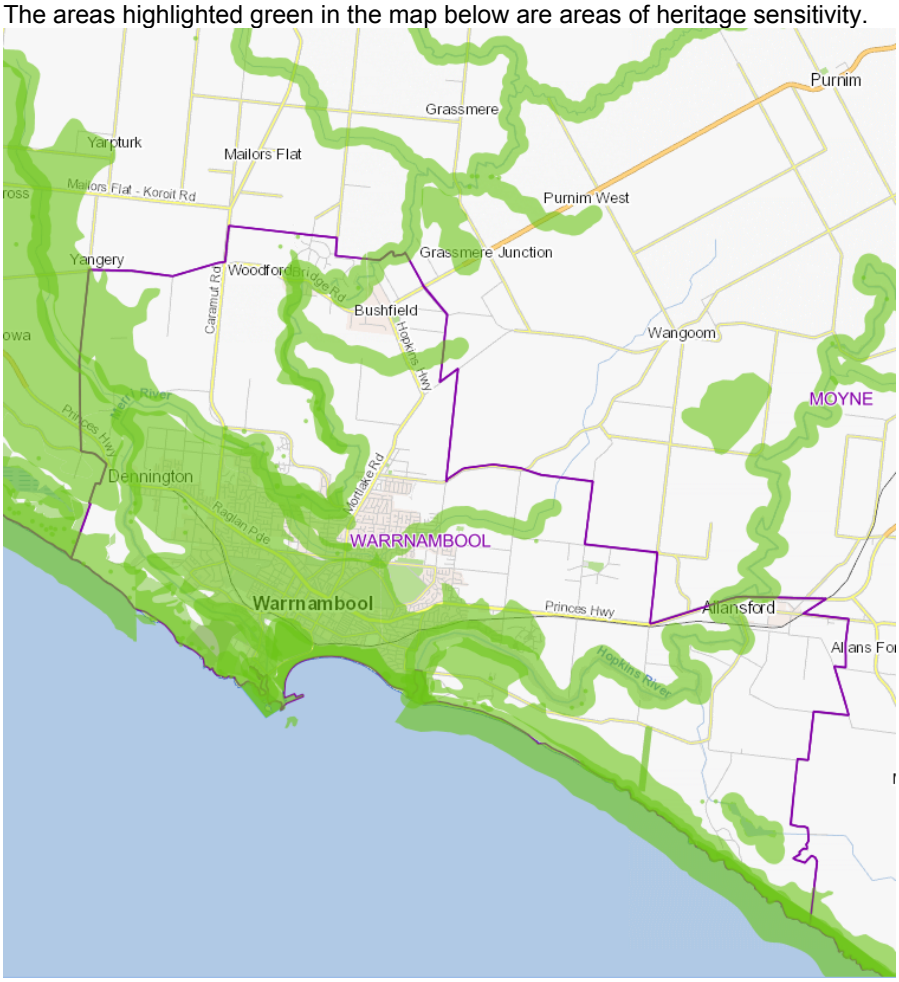

Figure XX: Map of cultural heritage areas within Warrnambool City (https://applications.vic.gov.au/apps/achris/public/public-registry/home)

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WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 3: Planning

Version 3.1 – August 2017

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Document Control

Amendment History

AMENDMENT			EFFECTED	
NO	**DATE**	**PAGES AFFECTED**	**AUTHOR**	**RELEASE DATE**
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 December 2016
V3	15/2/2017	Review of entire document	Sue Rondeau	9 May 2017
V3	30/5/2017	Wannon Water review	Sally Obst	1 July 2017
V3.1	22/8/2017	3.2.6 update EMLO role, 3.1.3.1 MEMPC Sub-Committee chart updated, updated exercise attendance, updated 3.1.3.1 Figure 6, MERO financial delegation as per Procurement Policy added as per audit recommendation,	Sue Rondeau	23 August 2017

Amendment Authorisations

NAME	POSITION	DATE
Sue Rondeau	Coordinator Emergency Management	23 August 2017

Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Bruce Anson		

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PLANNING ARRANGEMENTS

3.1 VICTORIA'S EMERGENCY MANAGEMENT FRAMEWORK

Victoria's emergency management framework is a multi agency approach which enables the exercise of roles and responsibilities, and the capacity to adapt to new or changed circumstances, within a systematic framework. Some elements of the structure are legislated, others have been established by agreement.

3.1.1 Emergency Management Act 1986

The purpose of the Act is to provide for the organisation of emergency management in Victoria.

The *Emergency Management Act 1986* describes its objectives as being: 'to ensure that [prevention, response and recovery] are organised within a structure which facilitates planning, preparedness, operational coordination and community participation' (s.4A).

The *Emergency Management Act 1986*, has been substantially amended by the *Emergency Management Act 2013*. The 1986 Act will be repealed upon future amendments to the 2013 Act. Currently the 1986 Act and 2013 Act are to be read and construed as one

3.1.2 Emergency Management Act 2013

The commencement of the *Emergency Management Act 2013* in July 2014 implemented many of the reforms from the *Victorian Emergency Management Reform White Paper.*

The purpose of the *2013 Act* is to:

- establish new governance arrangements for emergency management in Victoria;
- repeal the Fire Services Commissioner Act 2010; and
- consequentially amend emergency management legislation and certain other acts.

The 2013 Act established:

- Emergency Management Victoria
- The Emergency Management Commissioner
- The State Crisis and Resilience Council
- The Inspector-General for Emergency Management

3.1.2.1 Emergency Management Victoria

Emergency Management Victoria (EMV) leads emergency management in Victoria by maximising the ability of the emergency management sector to work together and to strengthen the capacity of communities to plan for, withstand, respond to and recover from emergencies.

EMV supports the Emergency Management Commissioner to lead and coordinate emergency preparedness, response and recovery across Victoria's emergency management sector in conjunction with communities, government, agencies and business. EMV is an integral part of the broader emergency management sector and shares responsibility with a range of agencies, organisations and departments for ensuring the system of emergency management in Victoria is sustainable, effective and community focussed.

Further information on EMV can be found here: https://www.emv.vic.gov.au/

3.1.2.2 Emergency Management Commissioner

The Emergency Management Commissioner (EMC) has overall responsibility for coordination before, during and after major emergencies including management of consequences of an emergency.

During an emergency, the EMC has an over-arching management role to ensure that the response is systematic and coordinated.

3.1.2.3 State Crisis and Resilience Council

The State Crisis and Resilience Council (SCRC) advises the Minister for Emergency Services in relation to whole of government policy and strategy for emergency management in Victoria and the implementation of that policy and strategy. (s.6)

The SCRC has developed a three-year rolling strategic action plan (approved by the Minister), which includes a work program for:

- Metropolitan Fire and Emergency Services Board (MFB)
- Country Fire Authority (CFA)
- Victoria State Emergency Services (VICSES)
- Secretary to the Department of Environment, Land, Water and Planning (DELWP)
- Emergency Services Telecommunications Authority (ESTA)

A copy of the Victorian Emergency Management Strategic Action Plan can be found here: https://www.emv.vic.gov.au/publications/victorian-emergency-management-strategic-action-plan-2015-2018-1

3.1.2.4 Emergency Management Manual Victoria (EMMV)

The Emergency Management Manual Victoria (EMMV) contains policy and planning documents for emergency management in Victoria, and provides details about the roles different organisations play in the emergency management arrangements.

EMV maintains the Manual, in collaboration with Victoria's emergency management agencies. The Role Statements (Part 7) and the Contact Directory (Part 10) are updated annually. Other parts of the Manual are updated as emergency management arrangements change.

The Emergency Management Manual Victoria can be found here: https://www.emv.vic.gov.au/policies/emmv

3.1.2.5 Inspector General for Emergency Management

The Inspector General of Emergency Management provides assurances to the Government and the community in relation to Victoria's emergency management arrangements and fosters continuous improvement of emergency management.

The figure below outlines Victoria's Emergency Management Planning and Operational Structure.

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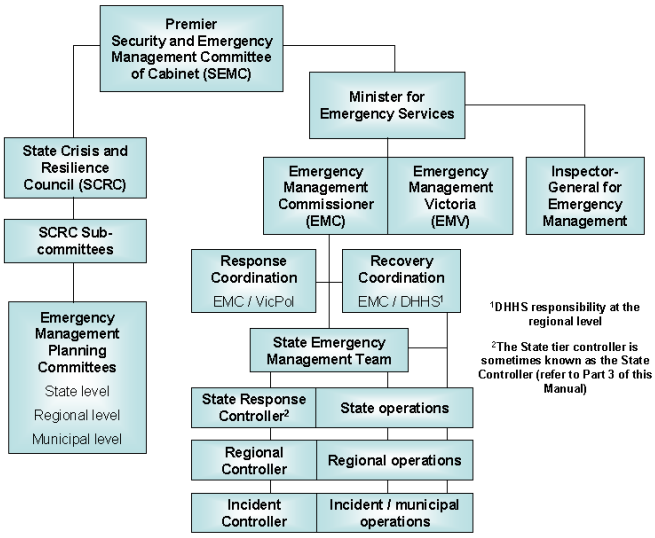

Figure 5: Victoria's Emergency Management Planning and Operational Structure.

3.1.3 Municipal Emergency Management Planning Committee (MEMPC)

In accordance with the Victoria Emergency Management Planning Structure, Emergency Management Planning Committees occur at the State, Regional and Municipal Level.

Warrnambool City Council and Moyne Shire have combined to develop a joint Municipal Emergency Management Planning Committee (MEMPC) pursuant to the *Emergency Management Act 1986, Sections 21 (3) & (4).*

The MEMPC enables appropriate planning, response and recovery activities and arrangements at local and regional levels, with sub-committees who are responsible for planning for emergencies including the provision of relief and recovery.

The role of the MEMPC is to:

- Develop, maintains and reviews the Municipal Emergency Management Plan (MEMPlan)
- Assist in analysing and evaluating emergency related risks
- Determine the need for a Municipal Fire Management Planning Committee in accordance with Part 6A, Emergency Management Manual Victoria (EMMV)
- Help produce risk treatment strategies; and
- Prepare risk specific response and recovery plans for the municipal district.

It is not the MEMPC's role to manage emergencies. This is the responsibility of the agencies and personnel identified under the response and recovery arrangements in the EMMV. The MEMPC is a planning committee and not merely a reporting committee.

Appendix 14: MEMPC Terms of Reference
Appendix 15: MEMPC Distribution List

3.1.3.1 MEMPC Sub-Committees

The MEMPC has five joint subcommittees:

1. Flood Emergency Planning
2. Risk
3. Exercise
4. Emergency Relief and Recovery
5. Fire Management Planning

The figure below outlines the Chair for each subcommittee along with membership:

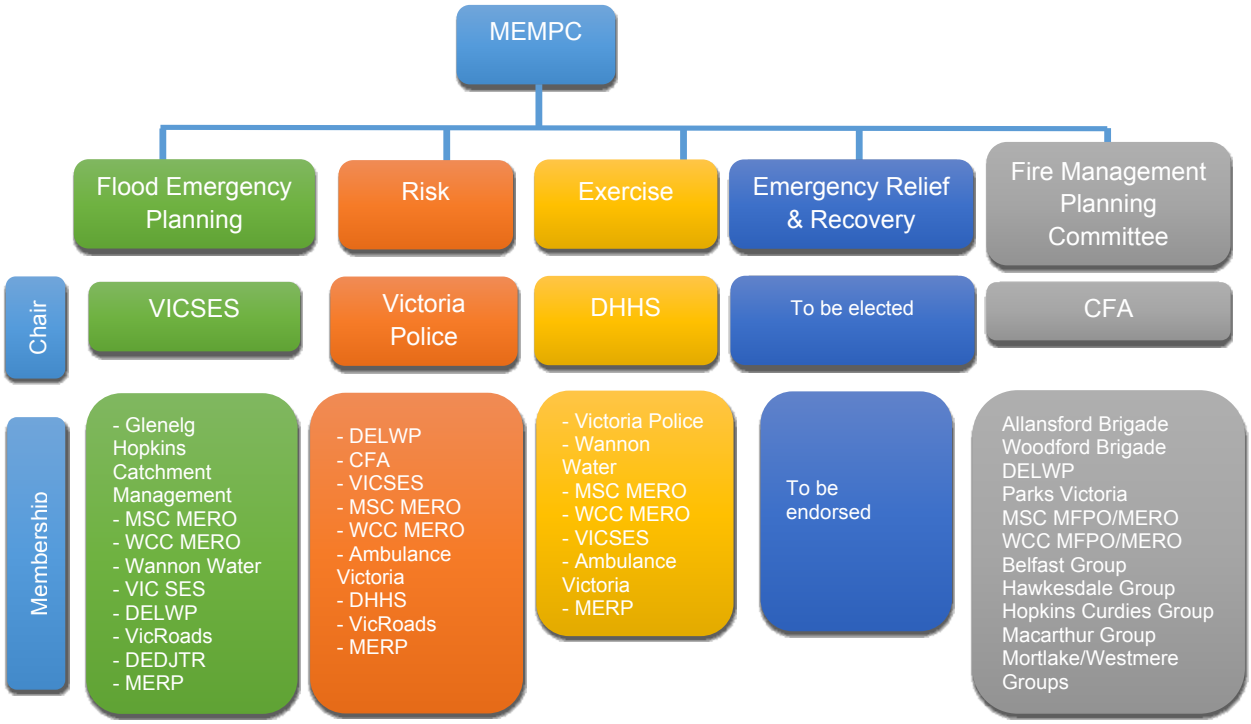

Figure 6: MEMPC Sub-Committees, Chair and Membership

3.1.3.2 Municipal Emergency Management Plan (MEMPlan)

The *Emergency Management Act 1986* provides legislative basis for the standing of the MEMPlan as a document that lies within the emergency management planning hierarchy in Victoria. Part 4 of the Act specifies the responsibilities of municipal councils in connection with emergency management. These responsibilities include the preparation and maintenance of municipal emergency management plans.

There are three sub-plans of the MEMP:

1. Municipal Fire Management Plan
2. Municipal Flood Emergency Plan
3. Municipal Pandemic Plan

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3.1.3.2.1 Testing the MEMPlan

Warrnambool City will conduct a desktop or hypothetical type exercise each year with a functional exercise being conducted every three years. At least every three years one of the exercises is to be conducted jointly with Moyne Shire.

The table below provides an overview of the exercises:

Exercise	Date	Agency	Participants
Emergency Relief Centre Exercise	November 2017	All agencies	
Airport (Functional Exercise)	12 September 2017	All agencies	
Pandemic Table Top Exercise	24 July 2017	All agencies	
GOR Exercise (Peterborough Sector)	21 June 2017		Sue Rondeau
	2016	Postponed until 2017 due to resourcing issues	
Tiburon (Table Top)	12 November 2015	Warrnambool City Council	Peter Robertson Justin Hinch Rohan McKinnon Peter McArdle Lisa McLeod Neil Holland
		DHHS	Catherine Darken Troy Finneran Terry Murrihy
		Moyne Shire Council	Cr. Jill Parker Mathew Deans Mitchell Rowe
		Parks Victoria	Ben Hammond
		VICSES	Raleigh Vandermost Peter Wall Stephen McDowell
		CFA	Hugh Worrall
		Victoria Police	Russell Tharle Gary Coombes
		Victoria Police – Water Police	Brett Colley Shane Franke
		Coastguard	Adrian Calderwood
		DELWP	Michael Harper
		VicRoads	Richard Curwell
		Victorian Council of Churches Emergency Ministries	Netta Hill Lynne Carter
		Wannon Water	Sally Obst

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Table 5: List of Past Exercises

3.1.3.2.2 Audit Requirements of the MEMPlan

Under Section 21 of the *Emergency Management Act 1986* each council must submit the MEMPlan for audit. The MEMPC is responsible for ensuring the MEMPlan complies with the guidelines.

Section 21A of the Emergency Management Act requires that the MEMPlan is audited every three years by the Chief Officer of the Victoria State Emergency Service.

An audit report is provided to council, indicating whether or not the MEMPlan complies with the guidelines and if there are opportunities to improve the MEMPlan or planning process.

3.1.3.2.3 Maintenance of the MEMPlan

The MEMPlan is developed by the Joint Warrnambool City Council and Moyne Shire Council Municipal Emergency Management Planning Committee (MEMPC), formed under the Authority of the Warrnambool City Council, pursuant to Section 20 Part 4 of the Emergency Management Act 1986.

The MEMPlan is administered by Council's Infrastructure and Community Development Directorate.

3.1.3.2.4 Frequency of Review of the MEMPlan

The MEMPlan is reviewed annually, or after an incident of significance which has utilised any part of this MEMPlan, an organisational change or any significant "new risk" identified in the municipality. All reviews ensure linkages with Councils broader emergency, risk management and community safety framework.

Annual reviews focus on continuous improvement, changes to previously identified hazards, newly identified hazards, processes, policies and the accuracy of contact details in the Emergency Contact Directory.

Reviews conducted when the MEMPlan has been used as a result of an emergency ensure that opportunities for improvement are identified and addressed. All updates are undertaken by Council's City Infrastructure and Community Development Directorates and tabled at MEMPC meetings. Organisations and departments delegated with responsibilities in the MEMPlan are requested to notify the MERO of any changes.

Amendments are produced and distributed by Warrnambool City using the distribution list contained in Part 1.

3.2 MUNICIPAL ROLES AND RESPONSIBILITIES

Council has developed an emergency management structure which outlines reporting lines and delegation.

Appendix 16: Councils Emergency Management Structure

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The following roles are key positions in Council's emergency management structure and brief descriptions have been provided for each position. For more detailed descriptions please consult the following documents:

- EMMV, Part 6 – Appendix 3 – Key Municipal Emergency Management Roles.
- EMMV Part 7 also provides a comprehensive list of all the roles and responsibilities of agencies in emergency management and

3.2.1 Municipal Emergency Response Coordinator (MERC)

In addition to its role as control or support agency in certain emergencies, Victoria Police has the responsibility under the *Emergency Management Act 1986* for emergency response coordination.

Municipal Emergency Response Coordinators are responsible for ensuring the coordination of the activities of agencies having roles or responsibilities in response to emergencies, with the exception of emergencies involving defence force vessels or aircraft.

The Officer in Charge at the Warrnambool Police Station, or their deputy is known as the Municipal Emergency Response Coordinator (MERC).

Any Control Agency requiring municipal support will request that support through the Municipal Emergency Response Coordinator who will pass on all requirements to the Municipal Emergency Resource Officer (MERO).

3.2.2 Municipal Emergency Manager (MEM)

To establish a more coordinated approach to emergency management processes and practices across the organisation, Council has delegated the responsibility of MEM to the Manager City Amenity. The MEM has responsibility for the overall emergency management functions across Council.

3.2.3 Municipal Emergency Resource Officer (MERO)

Council has appointed an officer to fulfil the function of Municipal Emergency Resource Officer (MERO) pursuant to Section 21(1) of the *Emergency Management Act 1986.*

The MERO is responsible for the co-ordination of municipal resources and contracted resources in responding to emergencies, and has full delegated powers via the CEO to deploy and manage council's resources during emergencies pursuant to *Section 21(2) of the Emergency Management Act 1986*.

The MERO will act in accordance with the Warrnambool City Council Procurement Policy regarding financial delegation.

3.2.4 Municipal Recovery Manager (MRM)

Council has delegated the function of MRM to a Director to ensure a responsive and coordinated approach to the delivery of emergency relief and recovery services and activities across the municipality. The MRM works closely with the MERO to consider the emergency relief and recovery needs of the local community – in consultation with response agencies.

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3.2.5 Municipal Fire Prevention Officer (MFPO)

Council has appointed an officer to fulfil the function of Municipal Fire Prevention Officer to comply with the *Country Fire Authority Act 1958*. The MFPO regularly reviews council's fire prevention planning in liaison with agencies.

3.2.6 Emergency Management Liaison Officer (EMLO)

Council currently has three trained Emergency Management Liaison Officers (EMLO). An EMLO is a person that acts as a go-between or link between two organisations to communicate and coordinate activities.

3.2.7 Mayor and Councillors

Mayors and Councillors do not have an operational role in emergency management. The key role of mayors and Councillors during an emergency is to:

- Advocate on behalf of and represent their constituents, and
- Facilitate communication between council and the community.

The Mayor and Councillors will comment on what Council is doing, but not on other areas of responsibility, such as the control agency or police.

Council's existing media policies and protocols should be observed during an emergency or incident. Particular attention should be paid to policies and protocols regarding interaction with the media, and how and when the spokesperson role is activated.

3.2.8 Emergency Management Coordination Group

The Emergency Management Coordination Group will convene when the scale of an emergency calls for a significant effort in organising and managing municipal functions or resources detailed in this Plan and or by the MERO. The team will consist of the following:

- Municipal Emergency Resource Officer (MERO);
- Municipal Emergency Manager (MEM);
- Municipal Recovery Manager (MRM);
- Manager Communications

The group works closely with the Municipal Emergency Response Coordinator (MERC).

3.3 MUNICIPAL MANAGEMENT FUNCTIONS

3.3.1 Municipal Operations Coordination Centre (MOCC)

In the event of a medium to large scale emergency, Council will activate the use of a Municipal Operation Coordination Centre (MOCC). The MOCC will be activated by the MERO.

The primary role of the MOCC is to coordinate the provision of Council's human and material resources used during an emergency.

The MOCC will be staffed by the MERO, MERO Support Officer, Manager Communications, MRM, MEM, MOC Manager/Crisisworks Coordinator and Crisisworks support staff.

In the event that the scale of an emergency requires the MOCC to be open for a protracted period of time, staff from other municipalities will be utilised via the MAV's Inter Council Resource Sharing Protocols and agreements with neighbouring municipalities. See Part 5 Appendix 25 for the Emergency Managing Sharing Protocol. Also refer to Part 5.3.4: Triggers to recognise capability.

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The Council MOCC is located at:

PRIMARY MOCC
Warrnambool Civic Centre
Committee Room 1, 25 Liebig Street
Warrnambool
Tel: 5559 4800

No secondary MOCC location has been determined.

3.3.2 Financial Considerations

Council is responsible for the costs of providing municipal resources (owned or under the direct control of council) including:

- Equipment such as heavy machinery (even where under existing contract from external suppliers)
- Personnel for response, relief and recovery activities
- Resources for relief and recovery activities

Financial accounting for Municipal resources utilised in emergencies must be authorised by the MERO or the MRM and shall be in accordance with the normal financial arrangements of Council and the *MAV Financial Management in Emergencies Protocol*. All expenditure is to be recorded and logged for cost recovery.

All expenses will be managed in Technology One.

To manage the allocation of funds Council has established a unique general ledger account for recording all costs associated with an emergency.

Council also issues credit cards to relevant officers with a realistic limit for use during emergency events.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities through The Victorian Natural Disaster Financial Assistance Program (NDFA) and/or Federal Natural Disaster Relief and Recovery Arrangements (NDRRA) both of which are accessed through the Victorian Department of Treasury and Finance.

The table below outlines eligible and ineligible events under NDFA/NDRRA:

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Eligible events	Ineligible events
• Bushfire • Earthquake • Flood • Storm (including hail) • Cyclone • Storm surge • Landslide • Tsunami • Meteorite strike • Tornado • Terrorism	• Drought • Frost • Heatwave • Epidemic • Events where human activity is a significant contributing cause (for example poor environmental planning, commercial development, personal intervention [other than arson], or accident)

Table 6: Eligible and ineligible emergency relief expenditure

3.3.3 Assets Register

In accordance with the *MAV Financial Management in Emergencies Protocol* Council maintains an up to date assets register.

3.3.4 Compensation

Under Section 27 of the Emergency Management Act 1986, compensation is payable if a volunteer emergency worker suffers personal injury (including death) or loss or damage to property belonging to the worker or in the worker's possession or control while engaged in emergency activity.

3.3.5 Business Continuity

In the event of an emergency the Management Executive Group (MEG) will support the Council in determining and implementing appropriate incident management strategies to enable critical business functions to remain operational. The MEG will be responsible for the management and restoration of business activities to normal levels of operation once an emergency event has concluded.

MEG consists of the Chief Executive, Director Community Development, Director City Infrastructure, Director City Growth and Director Corporate Strategies.

3.4 PUBLIC HEALTH

The Municipal Environmental Health Officer and Municipal Medical Officer of Health have been delegated the responsibility for public health matters.

The Public Health Emergency Management sub-plan describes local arrangements for public health emergency management and addresses the following risk areas:

- Food safety (including donated food);
- Safe and adequate water supply;
- Infectious disease control;
- Emergency shelter and accommodation;
- Waste collection and disposal;
- Wastewater management;
- Emergency toilets and ablution facilities;

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- Vermin and vector control;
- Disposal of dead stock and other animals;
- Pollution of water, land or air; and
- Other related matters.

3.5 MEDICAL

Ambulance Victoria will implement medical arrangements where people are injured or/and require medical assistance in consultation with hospitals within the municipality. Arrangements will be consistent with the State Emergency Response Plan (SHERP).

Medical response management at an emergency scene will be carried out by the Health Commander who is the highest ranked Ambulance Officer present.

The role of the Health Commander at the scene of an emergency is to:

- Arrange resources required;
- Provide triage (prioritise patients for treatment; and transplant)
- Co-ordinate transport of patients;
- Determine destination of patients.

3.6 EVACUATION & RELOCATION

In order to protect people from the risks of an emergency the incident controller in consultation with Victoria Police and available expert advice including the MERO and MRM, may recommend the evacuation of people from a specific locality such as an institution, a town or an area of the state. Evacuations will be conducted in accordance with the Evacuation Guidelines located in the EMMV, Part 8 – Appendixes and Glossary, Appendix 9.

Consideration will be given to the area which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend. However, in Victoria, evacuation is largely voluntary.

The MERO, MRM and EMLO will provide advice regarding the most suitable Emergency Relief Centre and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups).

On the basis of warnings or other information, members of the public may voluntarily choose to remove themselves from the potential area of the emergency and to relocate to a safer area.

3.7 STAGING AREAS

CFA will use the Warrnambool Fire Station as a local staging area for incidents requiring up to one strike team (4 to 5 appliances with a Field Command vehicle).

Anything larger than that or large scale ongoing operational requirement's CFA will use the Friendly Societies Park, Koroit St, Warrnambool.

3.8 COMMUNICATIONS

It is important to ensure that all communications are maintained at an optimum level during an emergency. The incident controller is responsible for issuing warnings and community information.

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It is appropriate for the mayor and councillors to comment on what their own council is doing, but not on other areas of responsibility, such as the control agency or police.

Council's existing media policies and protocols should be observed during an emergency or incident. Particular attention should be paid to policies and protocols regarding interaction with the media, and how and when the spokesperson role is activated.

Warrnambool City has a Media and Communications Policy and the Mayor and Councillor's are bound by the Councillor Code of Conduct.

3.8.1 Before

Council also has a role in community education and participates with agencies in the areas of:

- Annual fire awareness meetings with residents in fire prone areas
- Information to Home and Support Service clients about measures to take during heat-waves and power blackouts
- Food handling education and awareness raising among food services.
- Vaccination education program

3.8.2 During

Support and reiterate lead agency messages.

3.8.3 After

Community information and briefings are vital components that assist in the recovery of emergency affected individuals and communities. Community information sessions will be conducted as soon as is practicable after an emergency and during the relief and recovery phase.

Releasing information will be the responsibility of the Warrnambool City Council and the Department of Human Services.

Only the Chief Executive Officer, their delegate, the Mayor and/or the Manager Communications are authorised to speak with the press. Council will release a statement to the press immediately when facts are known.

All relief and recovery communications will be coordinated through the MRM who will be responsible for:

- the allocation of communication resources;
- all news releases to the media;
- all communications to employees;
- all communications to insurance companies; and
- all communications regarding recovery strategies.

3.8.4 Delivery methods

Communication from Warrnambool City will be delivered to the community via the following methods:

- Media outlets including The Warrnambool Standard
- Council website: www.warrnambool.vic.gov.au
- Council to Community – the official magazine of the Warrnambool City Council
- https://www.facebook.com/WarrnamboolCityCouncil/
- Twitter – Tweets by @WarrnamboolCity

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- Connect Warrnambool is a website that provides residents of Warrnambool with access to emergency planning tools along with emergency information.

  http://www.connectwarrnambool.com.au/emergency-information

The delivery methods will be proposed by the Manager Communications and approved by the Emergency Management Coordination Group.

3.8.5 Vulnerable or Non-English speaking Persons

Special consideration will be given to warning vulnerable, disabled and non-English speaking groups. In the case where information or communication is required with persons unable to speak English an interpreter service such as the Commonwealth Government Telephone Interpreter Service (131 450) may be able to assist.

All agency representatives dealing with an emergency will carry a language indicator card, which can be used to establish the language in question.

Appendix 17: Language Indicator Card

3.9 COMMUNITY

The responsibility for planning and preparing for emergencies rests with all Victorians.

Individual community members are responsible for learning the potential risks of their environment and for actively planning and preparing to respond to the risks of emergencies. This includes taking action to protect themselves, their families, vulnerable members of the community and their interests. By doing so, individuals and community build and strengthen their own resilience to emergencies.

All Victorians and particularly people who are likely to be highly vulnerable in an emergency are encouraged to develop personal emergency plans with their family and other support networks in order to improve their safety and wellbeing during emergencies.

Information about how to prepare for an emergency can be found here:
www.connectwarrnambool.com.au

3.10 LOCAL RESPONSE PLANS AND COMMUNITY INFORMATION GUIDES

One of the key recommendations from the interim report from the 2009 Victorian Bushfires Royal Commission (VBRC) was the development of Township Protection Plans (TPP's) for high risk communities across Victoria. These plans have "evolved to become a key source of information for the community and an important tool to emphasise the shared responsibilities and obligations between the community, the fire services and the municipalities", *(Implementing the Governments Response to the 2009 Victorian Bushfires Royal Commission, May 2011).*

These plans have now evolved further to become known as Community Information Guides (CIGs).

The Country Fire Authority has developed a Community Information Guide for the towns of Woodford and Bushfield.

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Woodford and Bushfield Community Information Guide can be found at Appendix 18.

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APPENDIX 14: MEMPC TERMS OF REFERENCE

MOYNE SHIRE and WARRNAMBOOL CITY
MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

Terms of Reference

Purpose

The purpose of the Moyne Shire Council and Warrnambool City Council joint Municipal Emergency Management Planning Committee (MEMPC) is to provide information and advice to assist with planning for potential emergencies in the municipal areas of Moyne Shire and Warrnambool City.

This Committee is formed pursuant to Sections 20 of the Emergency Management Act, 1986. In particular, Sections 21(3), (4) and (6) refer specifically to the Municipal Emergency Management Planning Committee.

Objectives

The Committee is to formulate emergency management plans for the respective Council's consideration in relation to the prevention of, response to and the recovery from emergencies within the Moyne Shire and Warrnambool City municipal areas.

Definitions

- **'Emergency**' is as defined in the Emergency Management Act 1986;
- '**Emergency Management'** means the organisation and management of resources for dealing with all aspects of emergencies;
- '**MEMPC**' means Municipal Emergency Management Planning Committee;
- '**MEMPlan**' means Municipal Emergency Management Plan;
- '**MEM**' means the Municipal Emergency Manager;
- '**MERC**' means the Municipal Emergency Response Coordinator, i.e. a member of Victoria Police (VicPol);
- '**MRM'** means Municipal Recovery Manager

– '**MERO**' means Municipal Emergency Resource Officer;
– '**VICSES**' means Victoria State Emergency Service; and

Membership

Membership of the joint Moyne Shire and Warrnambool City MEMPC will comprise of:

Primary Members – *Considered to be necessary to fulfil the Committee duties*

- 1 X Councillor from each Moyne & Warrnambool
- MERO from each Moyne & Warrnambool
- MRM from each Moyne & Warrnambool
- Victoria Police (MERC's)
- Ambulance Victoria
- CFA Operational Officer
- DEDJTR
- DELWP
- DHHS
- Parks Victoria
- Red Cross
- SES Regional Officer
- Vic Roads
- Wannon Water

Secondary Members – *Are able to participate in the Committee activities*

- Deputy MERO from each Moyne & Warrnambool
- Deputy MRM from each Moyne & Warrnambool
- MFPO from each Moyne & Warrnambool
- Coast Guard
- Moyne Health Services
- Salvation Army
- SES Unit Controller
- South West Healthcare
- Surf Life Saving Victoria
- Victorian Council of Churches Emergencies Ministry
- Worksafe
- Utility Companies

Representation

The agencies / organisations listed above will provide representation at the appropriate level to enable decisions and commitment to be made on behalf of their agencies / organisations. The priority group will be invited to attend all meetings with the secondary tier invited to attend as necessary to discuss relevant agenda items.

The Committee may appoint new members as required.

Other members may be co-opted by the Committee, especially for Working Groups.

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Structure

The Committee will provide direction and support to agencies / organisations within the MEMPC.

The Committee may convene Sub-Committees or Working Groups as required. The Committee will be chaired from within its membership.

Chair and Deputy Chair

The Committee will be chaired by a nominated Moyne Shire Council or Warrnambool City Council Councillor. If the Chair is unavailable, the position will be filled in following order of precedence.

- the alternative Councillor
- the MERO from the chairing municipality
- The alternative MERO

Each Council will chair for a period of 12 months. Administration of meetings will be supported by the staff of the Council nominated to chair.

Authority of the Committee

Section 21(4), of the Emergency Management Act 1986, states that "The function of a municipal emergency planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council." It shall:

- Assess and review hazards and risks facing the community;
- Produce the Municipal Emergency Management Plan for consideration by Council;
- Review and update the Plan annually, including review of risks, with responsibility to see that this task is undertaken delegated to the Municipal Emergency Resources Officer (MERO);
- Arrange regular tests/exercises of the Plan, or parts of the Plan, at least annually. This includes participation in other agency exercises.

Meeting Procedure

The Municipal Emergency Management Planning Committee will meet at least three times each year and following major emergencies involving the municipalities, or as required from time to time. Nominal months in which meetings are to be held are March, July and November. All meetings will be minuted and follow the Municipal Association of Victoria rules.

Committees and Working Parties

The Municipal Emergency Management Planning Committee (MEMPC) will determine the need to establish Sub-Committees / Working Groups in order to investigate and report back on specific issues that will assist the Municipal Emergency Management Planning Committee in meeting its obligations under the Emergency Management Act 1986.

The Municipal Emergency Management Planning Committee will determine the terms of reference and reporting timeframes for these committees and/or working groups. The membership of any committee/working group will consist of agencies / organisations represented on the Municipal Emergency Management Planning Committee and other

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representatives deemed necessary by the Municipal Emergency Management Planning Committee.

Appendix A outlines the MEMPC Sub Committee Structure

Quorum

A quorum at a meeting of the MEMPC must consist of the following representatives:
VicPol:

- 1 MERC (or Deputy)
- Warrnambool City Council: 1 MERO (or Deputy)
- Moyne Shire Council: 1 MERO (or Deputy)
- Agencies / Organisations: 1 representative from at least 3 different Primary Member Agencies

Total of 6 representatives

Voting

All recommendations proposed by the Committee will be voted on with the majority of votes to determine if the recommendation is carried or rescinded.

The Chair of the Committee will have the casting vote if there is a tied vote.

Reporting

Agencies / organisations will prepare and submit reports to the MEMPC.

The MEMPC Sub-Committees and Working Groups will report to the MEMPC.

MEMPC meeting minutes are to be circulated to both Primary Members, Secondary Members, the Regional Emergency Response Coordinator (RERC) and Regional Recovery Committee via email.

Administration

Administrative support to the Committee will be provided by the Chairing Council.

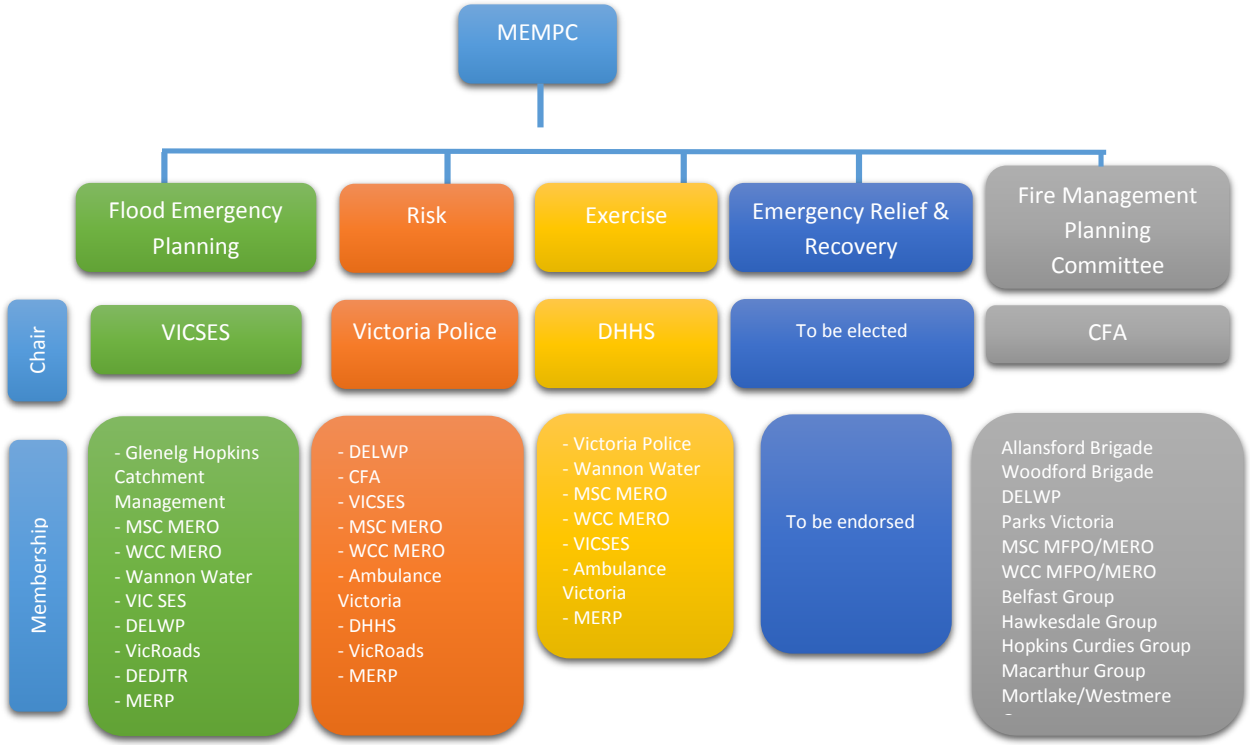
Legislative Matters

The functions of the Committee will satisfy the obligations for MEMPC specified in Part 4 of the Emergency Management Act 1986.

This Terms of Reference is valid for the Term of the Council and will be reviewed by the MEMPC.

Municipal Emergency Management Planning Committee	*Approval Date:*	*July 2016 meeting*
	Approved By:	*MEMPC Chair*
	Review Date:	*March 2017*
	Version No:	*05*

Appendix A: MEMPC Sub-Committee Structure



APPENDIX 15: MEMPC DISTRIBUTION LIST

Primary Members

Ambulance Victoria			
Emergency Management			ambulanceemergencymanagement@ambulance.vic.gov.au
Operations Support BSW			OperationsSupport.BSW@ambulance.vic.gov.au
South West Group Manager			SouthWest.groupmanager@ambulance.vic.gov.au
Warrnambool Team Manager			Warrnambool.teammanager@ambulance.vic.gov.au
Warrnambool SRU Team Manager			WarrnamboolSRU.teammanager@ambulance.vic.gov.au
			PortFairy.teammanager@ambulance.vic.gov.au;
			Mortlake.teammanager@ambulance.vic.gov.au
			SouthernGrampians.groupmanager@ambulance.vic.gov.au
Australian Red Cross			
Generic			stakeholders_vic_es@redcross.org.au
Morison	Glenn	Divisional Operations Officer	gmorison@redcross.org.au
Country Fire Authority			
Generic			om.d05@cfa.vic.gov.au
Bourke	Richard	Operations Manager District 5	R.Bourke@cfa.vic.gov.au
Marshall	Paul	Operations Officer District 5	P.Marshall@cfa.vic.gov.au
Department of Economic Development, Jobs, Transport & Resources			
Goudy	Alex	Rural Relief & Recovery Coordinator	alex.goudy@ecodev.vic.gov.au
Mowle	Ellie	Animal Health Officer	ellie.mowle@ecodev.vic.gov.au
Department of Environment, Land, Water & Planning			
Harper	Michael	District Manager – Far South West	michael.harper@delwp.vic.gov.au
Department of Health & Human Services			
Vandermost	Rayleigh	Emergency Management Coordinators	Rayleigh.vandermost@dhhs.vic.gov.au
Murrihy	Terry	Emergency Management Officer	terry.murrihy@dhhs.vic.gov.au
Moyne Shire Council			
Deans	Mathew	MEM & MERO & MFPO	mdeans@moyne.vic.gov.au
Parker	Jill	Councillor	jparker@moyne.vic.gov.au
McCane	Colin	Deputy MERO	cmckane@moyne.vic.gov.au;
Rondeau	Sue	MRM	srondeau@moyne.vic.gov.au
Cameron	Sarah	MERO Assistant	scameron@moyne.vic.gov.au;
Parks Victoria			
Livitsanis	Peter	Manager Regional Operations	peter.livitsanis@parks.vic.gov.au
SES			
Generic			mortlake@ses.vic.gov.au
McDowell	Stephen		portfairy@ses.vic.goc.au
Palmeri	Giorgio		warrnambool@ses.vic.gov.au
Smith	Ken		ken.smith@ses.vic.gov.au

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Vic Roads			
Curwell	Richard	South West Region – Emergency Management Coordinator	richard.curwell@roads.vic.gov.au
Victorian Council of Churches Emergencies Ministry			
Carter	Lynne	Area Coordinator for Warrnambool	phil.lynne@bigpond.com
Hill	Netta	Area Coordinator for Moyne Shire	nettahill44@gmail.com
Victoria Police			
Barbary	Tania		tania.barbary@police.vic.gov.au
Townsend-Booth	Deon		deon.townsend-booth@police.vic.gov.au;
Keogh	Shane		shane.keogh@police.vic.gov.au
Coombes	Gary	Inspector Local Area Commander	gary.coombes@police.vic.gov.au
Wannon Water			
McLeod	Catherine	Risk & Emergency Management Officer	Catherine.McLeod@wannonwater.com.au
Warrnambool City Council			
Herbert	Tony	Councillor	therbert@warrnambool.vic.gov.au
Hinch	Justin	MERO & MEM	jhinch@warrnambool.vic.gov.au
King	Vikki	MRM	vking@warrnambool.vic.gov.au
Lineham	Russell	Deputy MRM	rlineham@warrnambool.vic.gov.au
McArdle	Peter	MFPO	pmcardle@warrnambool.vic.gov.au
McLeod	Lisa	Deputy MRM	lmcleod@warrnambool.vic.gov.au
McKinnon	Rohan	Deputy MERO	rmckinnon@warrnambool.vic.gov.au

Secondary Members

The Salvation Army			
Emergency and Disaster Management Communications			emergencyservicesvictoria@aus.salvationarmy.org
			Corpsofficer.karratha@aus.salvationarmy.org
Holman	Eddy	Major	eddy.holman@aus.salvationarmy.org
Wood	Peter	Major	peter.wood@aus.salvationarmy.org
Calderwood	Adrian	Commander	adriancalderwood@gmail.com
Utility Companies			
McCarthy	Simon	Downer Tenix	Simon.MCCARTHY@downertenix.com
Scholten	Richard	Powercor, Regional Business Manager Southern	rscholten@powercor.com.au
Life Saving Victoria			
Noter	Rebel	Western Regional Officer	Reb.shaz@bigpond.com
Moyne Health Service			
Kelly	Jackie	Chief Executive Officer	jakelly@moynehealth.vic.gov.au
South West Healthcare			
Fraser	Craig	Acting Chief Executive Officer	cfraser@swh.net.au
WorkSafe			

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Likouresis	Nikos	Program Manager Operations & Emergency Management	Nikos_Likouresis@worksafe.vic.gov.au
VF16 Warrnambool Coast Guard			
Calderwood	Adrian	Commander	adriancalderwood@gmail.com
Tower – diverts to on call duty officer			

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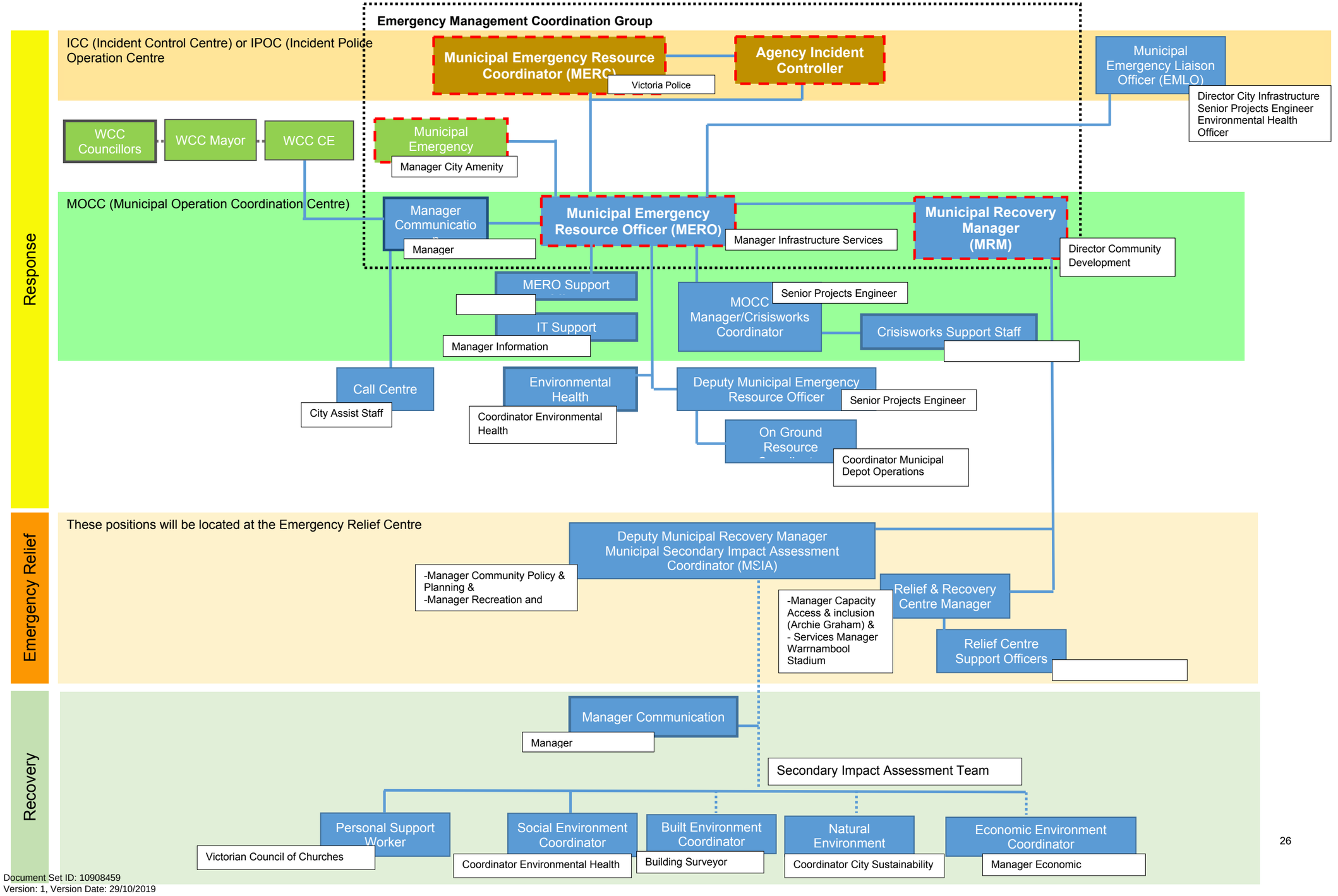
Appendix 16: WCC Emergency Management Structure



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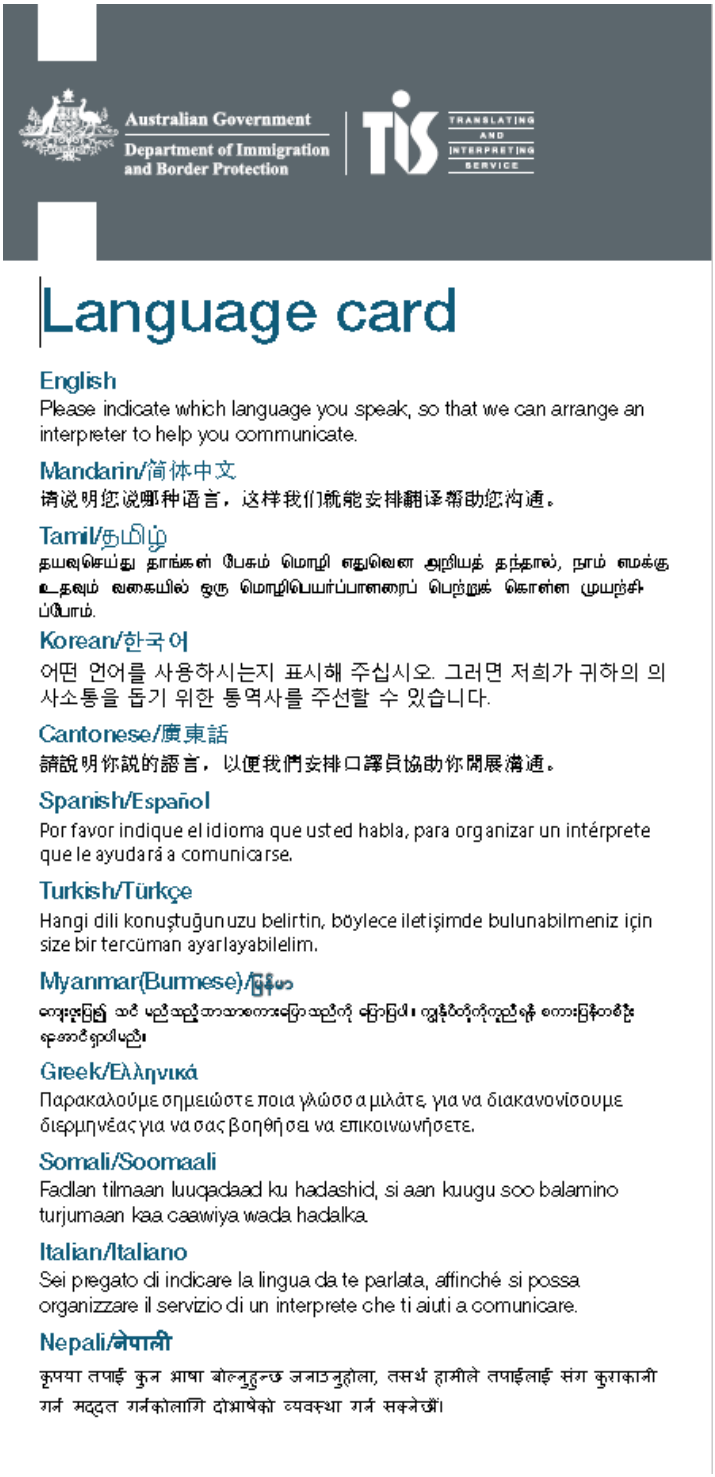
APPENDIX 17: LANGUAGE INDICATOR CARD



Australian Government
Department of Immigration and Border Protection

TIS TRANSLATING AND INTERPRETING SERVICE

Language card

English
Please indicate which language you speak, so that we can arrange an interpreter to help you communicate.

Mandarin/简体中文
请说明您说哪种语言，这样我们就能安排翻译帮助您沟通。

Tamil/தமிழ்
தயவுசெய்து தாங்கள் பேசும் மொழி எதுவென அறியத் தந்தால், நாம் எமக்கு உதவும் வகையில் ஒரு மொழிபெயர்ப்பாளரைப் பெற்றுக் கொள்ள முயற்சிப்போம்.

Korean/한국어
어떤 언어를 사용하시는지 표시해 주십시오. 그러면 저희가 귀하의 의사소통을 돕기 위한 통역사를 주선할 수 있습니다.

Cantonese/廣東話
請說明你說的語言，以便我們安排口譯員協助你開展溝通。

Spanish/Español
Por favor indique el idioma que usted habla, para organizar un intérprete que le ayudará a comunicarse.

Turkish/Türkçe
Hangi dili konuştuğunuzu belirtin, böylece iletişimde bulunabilmeniz için size bir tercüman ayarlayabilelim.

Myanmar(Burmese)/မြန်မာ
ကျေးဇူးပြု၍ သင် မည်သည့်ဘာသာစကားပြောသည်ကို ဖြေပြပါ၊ ကျွန်ုပ်တို့ကိုကူညီရန် စကားပြန်တစ်ဦး ရအောင်ရှာပါမည်။

Greek/Ελληνικά
Παρακαλούμε σημειώστε ποια γλώσσα μιλάτε, για να διακανονίσουμε διερμηνέας για να σας βοηθήσει να επικοινωνήσετε.

Somali/Soomaali
Fadlan tilmaan luuqadaad ku hadashid, si aan kuugu soo balamino turjumaan kaa caawiya wada hadalka.

Italian/Italiano
Sei pregato di indicare la lingua da te parlata, affinché si possa organizzare il servizio di un interprete che ti aiuti a comunicare.

Nepali/नेपाली
कृपया तपाई कुन भाषा बोल्नुहुन्छ जनाउनुहोला, तसर्थ हामीले तपाईलाई संग कुराकानी गर्न मद्दत गर्नकोलागि दोभाषेको व्यवस्था गर्न सक्नेछौं।

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Karen(Myanmar)/ကညီ

ဝဲလၢပၥိၣ်ခိၣ်လၢနုကတိၤကျိာ်ဒီးလဲာ်ခိၣ်ဒီးပတၢ်ဃုာ်နုပှၤကျိးထံတၢ်ဒီးတၢ်လၢကဃၢစၢၤပှၤအဂီၤဃီၤ.

Serbian/Српски

Молимо вас да назначите који језик говорите да бисмо могли да ангажујемо преводиоца који ће вам помоћи да комуницирате.

Russian/Русский

Укажите, на каком языке вы говорите, и мы предоставим вам переводчика.

Thai/ภาษาไทย

กรุณาแจ้งภาษาที่คุณใช้สนทนาเราสามารถจัดหาล่ามมาช่วยคุณในการสื่อสารได้

Khmer/ខ្មែរ

សូមប្បាក់ប្រាប់នូវភាសាណាមួយដែលលោកអ្នកនិយាយ

ធ្វើម្តេចអ្នកនៅទីនេះអាចប៉ាប់ឱ្យគេបកប្រែភាសាមួយរួច ដើម្បីជួយលោកអ្នកក្នុងការប្រាស្រ័យទាក់ទង។

Japanese/日本語

スムーズにコミュニケーションを取ることができるようにこちらで通訳を手配することができますので、どの言語を話すかをお知らせ下さい。

Bosnian/Bosanski

Molimo vas da navedete kojim jezikom govorite, tako da vam možemo ogranizirati prevodioca koji će vam pomoći u razgovoru.

Croatian/Hrvatski

Molimo navedite koji jezik govorite tako da možemo organizirati tumača koji će vam pomoć u komunicranju.

Macedonian/Македонски

Ве молиме назначете кој јазик го зборувате, за да можеме да ангажираме преведувач да ви помогне во комуницирањето.

Polish/Polski

Prosimy wskazać język, w którym rozmawiasz, abyśmy mogli zorganizować ustnego tłumacza do pomocy w porozumieniu się.

Tigrinya/ትግር

በጃኹም ኣይኑ ቋንቋ ከምትዛረቡ ግለጹ ኣም ክትዛራረቡ ኣንከለው ሓገዝ ንምርካብ ኣስተርጓሚ ክንዳልዉ ንኽእል ኢና።

Vietnamese/Việt ngữ

Xin cho biết quý vị nói ngôn ngữ nào để chúng tôi sắp xếp thông dịch viên giúp quý vị nói chuyện.

عربي/Arabic

يرجى الإشارة إلى اللغة التي تتكلمها وسنحاول الحصول على مترجم لمساعدتنا

فارسی/Farsi(Persian)

لطفا مشخص کنید چه زبان صحبت می کنید و ما سعی خواهیم کرد که یک مترجم شفاهی بگیریم که به ما کمک کند.

هزاره گی/Hazaragi

مهربانی کده نشون بئین که شُمو ده کدوم زبون حرفُ مُوگئین ومُو کوشش مُنیم تا یگون ترجمان ره بلدی کومک شُمو ده دست بیاریم

دری/Dari

لطفاً معلوم نمائید به چه زبانی صحبت می کنید و ما کوشش می کنیم برای کمک به شما ترجمان بگیریم.

پښتو/Pashtu/Pashto

مهرباني وکړئ خرګنده کړئ چې په کومه ژبه خبرې کوئ ، ترڅو موږ وکولای شو چې ژباړونکي یا ترجمان برتوبست وکړو چې تاسو سره په مغاهمې یا خبرو اترو کې مرسته وکړي.

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APPENDIX 18 WOODFORD BUSHFIELD COMMUNITY INFORMATION GUIDE

Making Victoria FireReady

In EMERGENCY dial 000 (TTY 106)

Do not call Triple Zero for information or advice. Calling Triple Zero unnecessarily may put others who are in a genuine emergency situation at risk.

Victorian Bushfire Information Line (VBIL): 1800 240 667

Emergency Contact Information

Tuning into your emergency broadcaster and CFA website on days of high fire danger ratings is the most reliable way of staying informed. Mains power may be unavailable, or fail, during fire and emergencies – keep a battery powered radio available.

Emergency Broadcasters: Sky News TV, ABC 1602 AM, ABC 774 AM, 3YB 882 AM, Coast FM 95.3 FM, 3Way FM

Road closures:	13 11 70 www.vicroads.vic.gov.au
National Park, State Forest and Park closures:	13 19 63 www.parkweb.vic.gov.au
School, early childhood services and bus route closures:	www.education.vic.gov.au
24 Hour Wildlife Emergency:	13 000 WILDLIFE or 1300 094 535
24 Hour NURSE-ON-CALL:	1300 60 60 24

Bushfire Information:

CFA website:	www.cfa.vic.gov.au
Follow CFA on Twitter:	www.twitter.com/cfa_updates
Join the CFA Facebook page:	www.facebook.com/cfavic
DEPI Website (Planned burning):	www.depi.vic.gov.au/burns

Further Information

Dept of Human Services:	www.dhs.vic.gov.au/emergency
Dept of Environment and Primary Industries:	13 61 86 www.depi.vic.gov.au
Weather:	www.bom.gov.au
CFA District Office:	(03) 5551 1500 **(non emergency calls only)**
Warrnambool City Council:	(03) 5559 4800 www.warrnambool.vic.gov.au
Fire Management Plan:	www.tinyurl.com/Warrnambool-FMP

Deaf, hearing impaired or speech impaired? **Contact the National Relay Service on 1800 555 677** if you use a **TTY, 1800 555 727** if you use Speak and Listen, and then ask for: **1800 240 667**

Community Information Guides are dynamic documents which are updated regularly, please visit www.cfa.vic.gov.au/guides to re-collect the most up to date version.

Woodford and Bushfield

Community Information Guide - Bushfire

Prepare · Act · Survive

Why Woodford and Bushfield are at risk of bushfire

Fire Authorities have assessed Woodford and Bushfield as having areas of EXTREME bushfire risk. Local residents and visitors should be prepared for fire and have a plan for when the Fire Danger Rating is SEVERE, EXTREME or CODE RED.

This community information guide includes a map containing key elements of Woodford and Bushfield's bushfire risk. At the time of publication, there are NO designated Neighbourhood Safer Places – Places of Last Resort at Woodford or Bushfield.

Important community bushfire safety information is provided to help you make informed decisions about how to survive a bushfire, whether you're a local resident or a visitor to the area. Planning and preparation can save lives in a bushfire. Use this community information guide to help you and your family to prepare.

PREPARE. ACT. SURVIVE.
FireReady Victoria

Prepare

It's important if you live, work and travel in this area, to plan what you will do if a bushfire threatens.

Understand your bushfire risk

- Woodford and Bushfield have been assessed as having areas of EXTREME bushfire risk in accordance with the Victorian Fire Risk Register.
- Learn about bushfire risk.
- Assess and prepare the capability of your property to withstand a bushfire.
- Bushfires move quickly uphill, so properties on hills or ridges will be at a greater risk.
- Be aware as it is impossible for emergency services to protect every individual home or property.
- Remember your usual travel routes may be limited or blocked - know your local roads.
- In extreme wind conditions, and without any occurrence of fire in the area, roads and tracks may become blocked by falling trees, preventing residents from leaving early.
- Know the daily Fire Danger Rating in the district where you live or travel **www.cfa.vic.gov.au**

Reduce your bushfire risk

- Homes with too much vegetation and other flammable materials close to them are difficult to protect from bushfires.
- Take advantage of rubbish removal and green waste disposal opportunities.
- Prepare your home and property against bushfire, burning embers and radiant heat.
- Even if your plan is to leave early, a well-prepared home has a greater chance of not being destroyed by bushfire.
- Assist your neighbours to reduce their bushfire risk as this may help make your property safer.
- **Develop and practise your Bushfire Survival Plan.**
- **You will also need to plan for your pets' safety.**
- You can attend or join:
  - A local Fire Ready Victoria meeting
  - A Bushfire Planning Workshop
  - A neighbourhood Community Fireguard Group
- **The Household Bushfire Self-Assessment Tool is available to help individuals assess the bushfire risk on their own property.**

You can download the CFA FireReady kit, containing the full Leaving Early Bushfire Survival Plan from **cfa.vic.gov.au**, or call **1800 240 667 (TTY 1800 122 969)**

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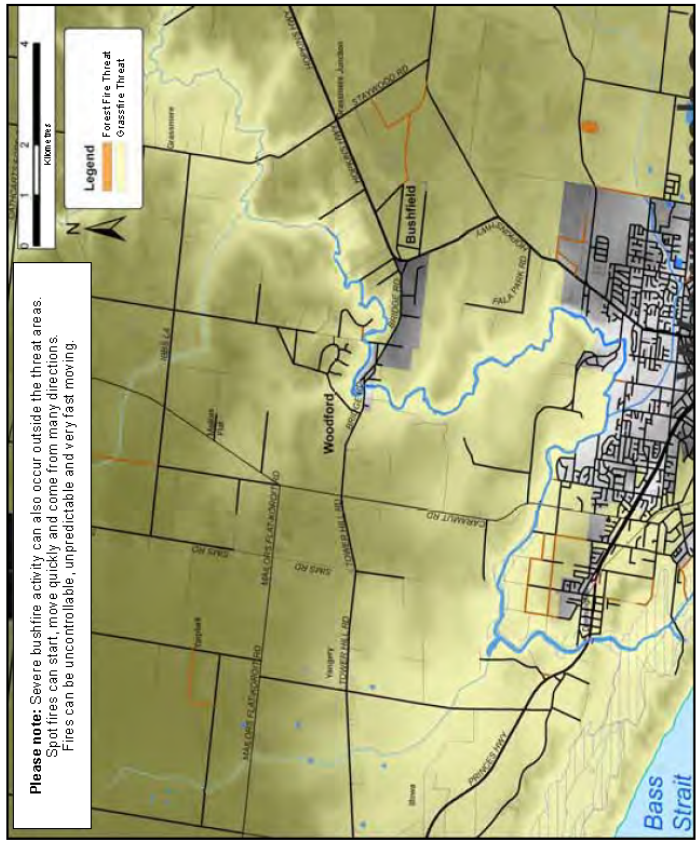
Woodford and Bushfield Bushfire Threat Map



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Prepare

FACT It is your responsibility to prepare yourself, your family and your home for the threat of bushfire. You need to act decisively in accordance with your **Bushfire Survival Plan** when bushfires threaten. Your survival depends on your preparations and the decisions you make.

Leave early

Leaving early is always the safest option.

Leaving early is more important when:

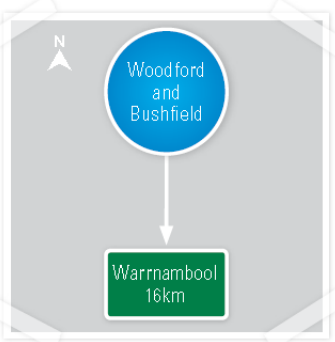
- The Fire Danger Rating is CODE RED. Homes aren't designed to withstand a bushfire during these conditions. Any fire that starts and takes hold will be so intense that you won't be safe to stay and defend your home – no matter how well prepared it is.
- There are children, elderly or disabled people in your home. People who are vulnerable due to age, health or any other reason, should always leave early.
- You have not prepared yourself or your property to give you and your home the best level of protection from a fire.
- Your house is not defendable. Some homes are not safe to defend because of their location or construction.

If you plan to leave, then you should leave well before a fire reaches your area and well before you are under threat. Follow the actions recommended for the Fire Danger Rating of the day (see pages 6 and 7). **Visit CFA website www.cfa.vic.gov.au**

Where will you go?

- Is it a safe choice? You may choose somewhere that suits your personal needs and circumstances, e.g. a family member's house in an urban area with a backyard for your pet, or shopping centre complex, or central business district of a large regional centre.
- If you don't have any other options, you may wish to consider the following township: **Warrnambool.**

If you - or someone you care for - will need help to prepare and leave early when there is high fire risk, obtain a Red Cross **Bushfire: Preparing to leave early guide** at **www.cfa.vic.gov.au** or request a copy by phoning the **Victorian Bushfire Information Line on 1800 240 667**



PREPARE. ACT. SURVIVE.

PREPARE. You must make important decisions before the fire season starts.

ACT. The higher the Fire Danger Rating, the more dangerous the conditions.

SURVIVE. Fires may threaten without warning, so you need to know what you will do to survive.

- Roads may become congested and may quickly become impassable, particularly during peak periods.
- Falling trees may block roads.
- Burning roadside vegetation will create radiant heat.

How you can stay in touch

- Bookmark the CFA incidents webpage (www.cfa.vic.gov.au/fires).
- Follow CFA on Twitter (www.twitter.com/cfa_updates).
- Join the CFA Facebook page (www.facebook.com/cfavic).
- Access the CFA mobile website at www.cfa.vic.gov.au/mobile
- Download the FireReady app if you have a smartphone or tablet Apple (App Store) and Android (Google play).
- Beware, cordless home phones will NOT work if the mains power supply is cut.
- Wireless communications, internet and landlines may vary between service providers.
- Mobile phone coverage in and around Woodford and Bushfield is generally poor, may not be accessible during times of emergency and may vary between service providers.
- There are no community-alerting sirens operating in this township.
- Sirens sounding nearby are a trigger for you to seek information, as they may indicate fire activity in your area. When you hear a siren, further information may be available via ABC local radio, commercial and designated community radio stations, and SKY News TV (see page 16).

A written fire plan may save your life - would you remember a plan that's just in your head if your surrounded by smoke, heat, flame and noise?

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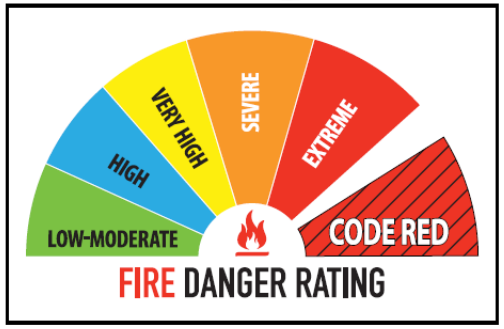
Act

Note your district's Fire Danger Rating daily as your trigger to act.



Woodford and Bushfield are in the South West Fire District

Triggers

Actions

	What does it mean?	What should I do?
CODE RED	These are the worst conditions for a bush or grass fire. Homes are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high risk bushfire areas.	Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see. Avoid forested areas, thick bush and long, dry grass. Know your trigger. Make a decision about: –when you will leave –where you will go –how you will get there –when you will return –what you will do if you cannot leave
EXTREME	Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and will come from many directions. Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety. You must be physically and mentally prepared to defend in these conditions.	Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bushfire, you are well prepared and you can actively defend your home if a fire starts. If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option. Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to **www.cfa.vic.gov.au** or call the Victorian Bushfire Information Line on 1800 240 667.
SEVERE	Expect hot, dry and possibly windy conditions. If a fire starts and takes hold, it may be uncontrollable. Well prepared homes that are actively defended can provide safety. You must be physically and mentally prepared to defend in these conditions.	Well prepared homes that are actively defended can provide safety – check your bushfire survival plan. If you are not prepared, leaving bushfire prone areas early in the day is your safest option. Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to **www.cfa.vic.gov.au** or call the Victorian Bushfire Information Line on 1800 240 667.
VERY HIGH HIGH LOW- MODERATE	If a fire starts, it can most likely be controlled in these conditions and homes can provide safety. Be aware of how fires can start and minimise the risk. Controlled burning of may occur in these conditions if it is safe – check to see if permits apply.	Check your bushfire survival plan. Monitor conditions. Action may be needed. Leave if necessary.

Act Planned Emergency Service Actions

What are Bushfire Warnings and Advice?

During a bushfire, warnings and advice are used to give you an indication of the level of threat from a fire. You'll find these on the CFA website at **www.cfa.vic.gov.au** and on radio and television.

There are three levels of bushfire warnings and advice plus a recommendation to evacuate.

ADVICE
- General information to keep you up-to-date with developments.

WATCH AND ACT
- A fire is approaching you.
- Conditions are changing and you need to start taking action now to protect your life and your family.

EMERGENCY WARNING
- You are in imminent danger and need to take action immediately.
- You will be impacted by fire.

For some fires, you may hear a warning message, such as a siren over your radio or television, or you may receive a text message or phone call.

Other fires may start so quickly that there will be no time for any warning at all.

Bushfire warnings and advice are not always given in the above order. As an example, the first alert you receive may be Watch and Act.

If you receive a bushfire alert, you must take it seriously. Failure to take action may result in death or injury to you or your family members.

Evacuation

You may be advised to evacuate by police or emergency services. In fast-moving situations, you may not always receive a warning or recommendation to evacuate. Stay informed, aware of local conditions and the Fire Danger Rating, so that you can plan ahead and make the right decision in a bushfire. Leaving early is always the safest option. Refer to 'Community Evacuation Information', available at **www.police.vic.gov.au**

Should a recommendation to evacuate be made, the following advice would apply:

- A fire is rapidly advancing.
- If advised, travel to the evacuation destination as advised by emergency services.
- Strictly follow all instructions and advice.

Fire Agencies
- Protecting life is the highest priority
- Issue advice and warnings via official channels (see page 16)
- Control and manage fire fighting activities
- Where safe to do so, protect:
  - Identified community assets
  - Property
  - The environment

Victoria Police
- Keep people safe and property secure
- Control traffic in bushfire areas
- Manage evacuations
- Register people who have evacuated

Woodford and Bushfield
- Residents and visitors, know your risk and act in accordance with the Fire Danger Rating triggers on pages 6 and 7
- Listen for warnings on your local radio station
- Check the CFA website for current updates

Warrnambool City Council
- Activate and support the Emergency Relief Centres when required
- Assist and support the Community to recover from the emergency
- Council conduct fire prevention clearing on selected properties

NOTE: On Code Red days, Council services may not be available

VicRoads
- Manage road closures on advice from police and fire agencies
- Undertake safety inspections of roads prior to re-opening
- Provide advice to communities about road closures

Department of Human Services
- Coordinate recovery activities for affected communities
- Coordinate interim accommodation after the emergency
- Coordinate emergency relief grants and material aid

Bushfire Survival Options

WHAT TO DO

Leave Early

- When the Fire Danger Rating is Code Red, leaving early is always the safest option
- Leave early destinations could include homes of families & friends who live outside the risk area, a nearby town or built up area

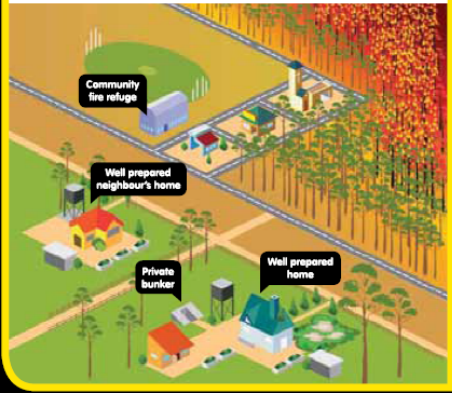
Always the safest option

Well Prepared

If leaving the high-risk area is no longer an option, there may be options close to where you are that could protect you. These include:

- A well prepared home (yours or your neighbours') that you can actively defend on Severe & Extreme Fire Danger Rating days only
- Private Bushfire Shelter (bunker) that meets current regulations
- Designated community fire refuge

Your safety is not guaranteed

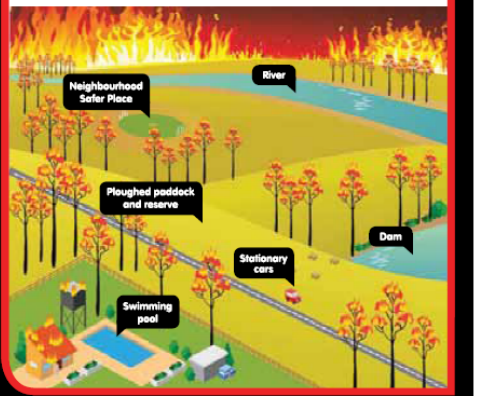


Last Resort

In situations where no other options are available to you, taking shelter in one of the below may protect from radiant heat:

- Neighbourhood Safer Place (place of last resort)
- Stationary car in a clear area
- Ploughed paddock or reserve
- Body of water (i.e. beach, swimming pool, dam, river, etc.)

High risk of trauma, injury or death



For more information on how to prepare your own Bushfire Survival Plan:
www.cfa.vic.gov.au or call the Victorian Bushfire Information Line 1800 240 667

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Survive

Fire may threaten without warning, so you need to know what to do to survive.

Community Fire Refuges

- A Community Fire Refuge is a place that is a building open to the public that can provide short-term shelter from immediate life-threatening effects of a bushfire event.
- There are no Community Fire Refuges located in Woodford or Bushfield.

Activate your bushfire survival plan early

- Remember, bushfires can happen when least expected. Planning and preparation are essential.
- A last-minute decision may cost you and your family your lives.
- **You may not receive an official warning about a bushfire.**
- Do NOT expect a fire truck at your property.
- Your safety and survival depend on what decisions you make.
- Protecting people will always be more important than property.
- Always tell someone what you are planning to do.
- Observe the weather, including the direction the wind is blowing.
- Watch what is happening around you and where the bushfire may be located.

Leaving late is DANGEROUS

- Travel on roads in this area during a fire is dangerous.
- You may be impacted by fire, and visibility may be poor due to smoke.
- The roads may be blocked due to falling trees, collisions or emergency vehicles.
- Usual travel routes may not be accessible.
- Don't assume you can turn back, as the road may have become blocked behind you.
- Lives are more likely to be lost when people make a last-minute decision to flee a bushfire.
- The risk of being overrun by bushfire is very real.
- People caught in the open are likely to face severe and often fatal levels of radiant heat.
- Leaving late is a DEADLY option.

There are no Neighbourhood Safer Places – Places of Last Resort in Woodford or Bushfield

It is important that you plan to leave early (see page 4). Assemble a relocation kit.

Your relocation kit

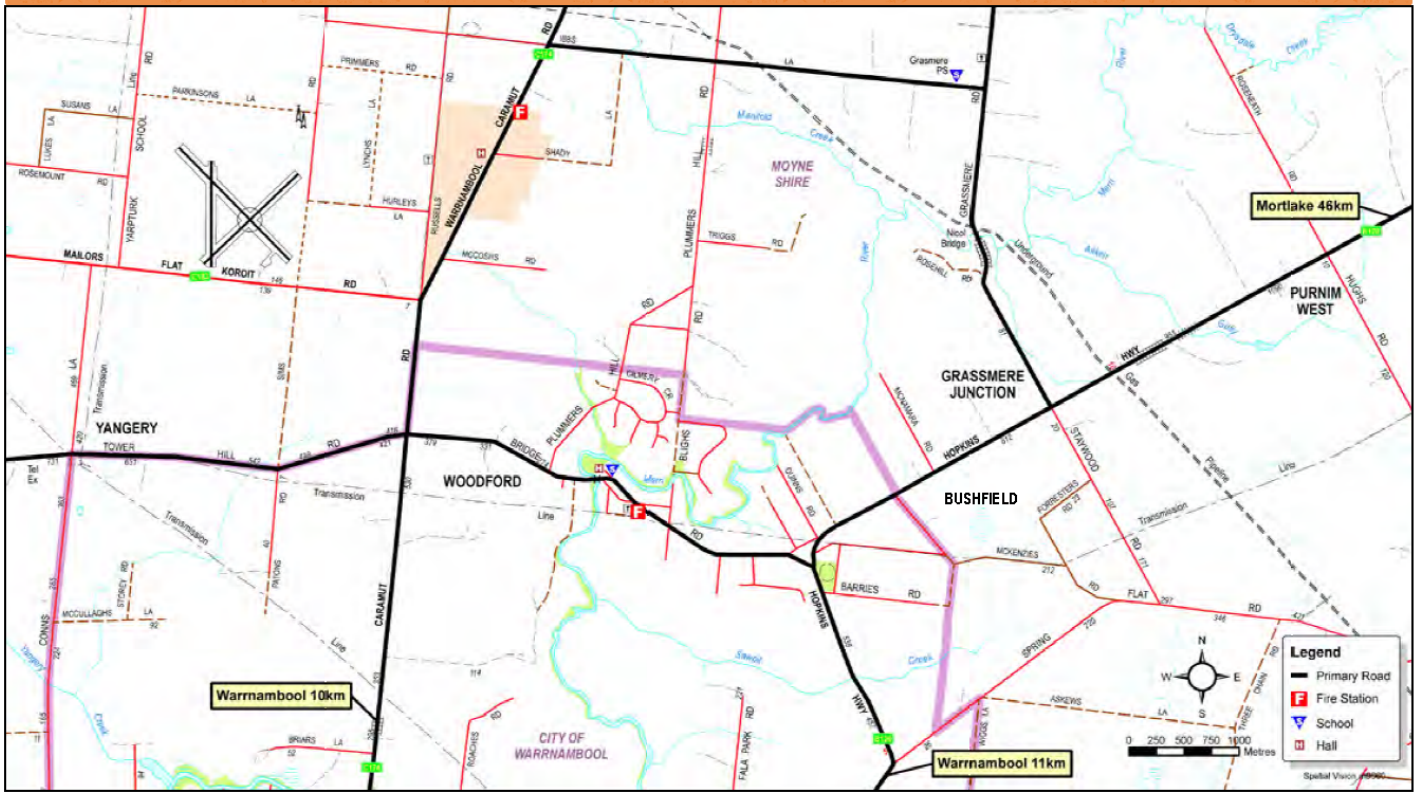
Have a relocation kit with essential items already prepared and make sure it is stored in an easily accessible place.

Some of the things that you might like to include in your kit are:

Relocation checklist

- Protective clothing made from natural fibres ☐
- Woollen blankets ☐
- Water and medications ☐
- Toiletries and sanitary supplies ☐
- Mobile phone and charger ☐
- Important documents ☐
- First aid kit ☐
- Cash, ATM/credit cards ☐
- Valuables and photos ☐
- Battery powered radio ☐

Woodford and Bushfield Community Map



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WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 4: Prevention/Mitigation Arrangements

Version 3.1 –August 2017

Document Set ID: 10908458
Version: 1, Version Date: 29/10/2019

Document Control

Amendment History

AMENDMENT			EFFECTED	
NO	**DATE**	**PAGES AFFECTED**	**AUTHOR**	**RELEASE DATE**
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 December 2016
V3	15/2/2017	Review of entire document	Sue Rondeau	9 May 2017
V3	30/5/2017	Wannon Water review	Sally Obst	1 July 2017
V3.1	22/8/2017	4.3.4 updated table	Sue Rondeau	23 August 2017

Amendment Authorisations

NAME	POSITION	DATE
Sue Rondeau	Coordinator Emergency Management	23 August 2017

Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Bruce Anson		

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4.2.1 Community Emergency Risk Assessment Process 2
4.2.2 Victorian Fire Risk Register (VFRR)....2
4.3 Mitigation Strategies 3
4.3.1 CERA Treatments 3
4.3.2 Key Plans, Initiatives and Partnerships 3
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PREVENTION/MITIGATION ARRANGEMENTS

Prevention is defined in section 4A (a) of the *Emergency Management Act 1986* as 'the elimination or reduction of the incidence or severity of emergencies and the mitigation of their effects'.

4.1 THE ROLE OF THE MUNICIPALITY

Council recognises it has a key role in prevention and mitigation activities to reduce the likelihood, or minimise the consequences, of emergencies that may occur in the area.

Council is bound by the Emergency Management Act 1986 & 2013 and the Emergency Management Manual Victoria but also has responsibilities within each of the following Acts:

- Local Government Act 1989
- Country Fire Authority Act 1958
- Victoria State Emergency Service Act 2005
- Water Act 1989 and Water Industry Act 1994
- Public Health and Wellbeing Act 2008
- Electricity Safety Act 1998 and Electricity (Electricity Line Clearance) Regulations 2010
- Planning and Environment Act 1987
- Building Act 1993

Council's enforcement and continued review of policies in land use, building codes and regulations, and urban planning, ensure that all measures possible are addressed to reduce the likelihood of and consequence of an emergency.

However, Council does not do this in isolation. Other key agencies include:

- Victoria State Emergency Service,
- Victoria Police,
- Country Fire Authority,
- Department of Economic Development, Jobs, Transport & Resource;
- Department of Environment, Land, Water & Planning;
- Department of Health & Human Services,
- Powercor,
- Red Cross
- Vic Roads
- Ambulance Victoria
- Moyne Health Services
- Department of Environment, Land, Water and Planning
- Parks Victoria
- Salvation Army
- Coast Guard
- South West Healthcare
- Life Saving Victoria
- Victorian Council of Churches
- Worksafe Victoria
- Utilities companies

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4.2 RISK MANAGEMENT

Emergency Risk Management is a process which aims to reduce risks within a community. This is achieved by identifying the risks that a community faces, assessing the vulnerability of the community to those risks and providing options to reduce or eliminate the risks.

Emergencies of some kind or another occur every day within Warrnambool City. The aim of emergency risk management is to promote public safety and reduce the impact of these emergencies.

4.2.1 Community Emergency Risk Assessment Process

In accordance with EMMV Part 6-4, MEMPC is tasked with the role of developing a list of priority risks. To achieve that, MEMPC uses the Community Emergency Risk Assessment (CERA) tool. The CERA tool provides a robust framework for a 'community of interest' to identify and prioritise those emergency risks that are likely to create most disruption to them. The assessment helps identify and describe hazards and assess impacts and consequences based upon the vulnerability or exposure of the community or its functions.

The process is subject to an annual review and will undergo a major review at least once every three years, between MEMPlan audits.

The table below outlines the 15 hazards that have been identified by MEMPC:

	Hazards
1	Bushfire – large, regional
2	Flood – Major
3	Extreme Temperatures – Heatwave
4	Storm
5	Storm Surge
6	RAIR – Road/Air/Industrial/Rail
7	Transport Incident – Marine
8	Utility Service Disruption
9	Marine Pollution
10	Hazardous Materials Release
11	Human Epidemic/Pandemic
12	Exotic Animal Disease
13	Food/Water Supply Contamination
14	Terrorism
15	Earthquake (structural collapse)

Table 7: Identified Hazards

4.2.2 Victorian Fire Risk Register (VFRR)

The Municipal Fire Management Planning Committee uses the Victorian Fire Risk Register - Bushfire (VFRR-B) to identify asset classes at risk from Bushfire.

There are four asset classes within the VFRR:

1. Human Settlement
2. Economic

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3. Environmental
4. Cultural Heritage

Formulas and data used within the tool determine a risk rating and register. The contents of this register inform the Municipal Fire Management Plan which is a sub plan of this Plan.

4.3 MITIGATION STRATEGIES

An outcome of the CERA process is to identify treatments/mitigation strategies that need to be fulfilled to reduce the impact of emergencies.

4.3.1 CERA Treatments

CERA Worksheets outlining treatments for each hazard are attached at Appendix 19.

4.3.2 Key Plans, Initiatives and Partnerships

Other forms of mitigation include:

Initiatives

- Community Information Guides (formally known as Township Protection Plans) (CFA)
- Emergency Exercises (Warrnambool City Council and all emergency agencies)
- Neighbourhood Safer Places (CFA/Warrnambool City Council)
- Installation of Emergency Markers along the coast (for current sign locations refer to Council's website (Warrnambool City Council /ESTA)
- Fire Operations Plan (DELWP)
- Evacuation Plans (Police)
- Blue Green Algae Plan (Wannon Water Authority)
- Warrnambool Regional Airport Emergency Management Plan
- Public Health & Wellbeing Plan (Warrnambool City Council)
- Pandemic Plan (Warrnambool City Council)
- School Emergency Management Plans (Schools) which includes bus routes
- Hospital Emergency Management Plans (Hospitals)
- Emergency Management Plans for Warrnambool City Council operated Caravan Parks
- Traffic and road management strategies
- Health inspections and surveillance
- Flood and drainage management systems
- Maintenance of fire access roads
- Identification and planning for individuals with special needs during emergencies
- Fire plug maintenance (Water Act 1989)
- Maintaining vegetation and clearance space around power lines (the Electricity Safety Act 1998)
- Port of Warrnambool Safety & Emergency Management Plan

Plans

- Warrnambool Airport Emergency Management Plan
- Port of Warrnambool Emergency Management Plan
- Public Health Emergency Management Sub Plan – Warrnambool – A Healthy City 2013-2017
- Emergency Management Plan for Surfside Holiday Park

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- Emergency Management Plan for the Shipwreck Bay Holiday Park
- Barwon-South Western Region Plan for Influenza Pandemic
- Warrnambool City Council Influenza Pandemic Response Plan
- Heatwave Plan
- Climate Change Action Plan
- Coastal Vegetation Management Plan
- Vegetation Management Plan
- Warrnambool Open Space Strategy 2014
- Road Safety Strategy
- City Wide Housing Strategy
- Warrnambool Coastal Management Plan

Regional Partnerships

- Regional Emergency Management Planning Committee
- Great Ocean Road Working Party – Sub Committee of Regional Emergency Management Planning
- South West Relief and Recovery Committee

4.3.3 Community Education

Emergency service agencies and Council produce a range of community education. Programs include:

- Immunisation programs (Warrnambool City Council)
- Crime and injury prevention programs and strategies (VicPol)
- Flood Safe (VICSES)
- Fire Ready Victoria (CFA)

4.3.4 CERA Heat Map

The heat map below displays each risk rating from Insignificant consequence with effective controls on the bottom left hand corner to catastrophic with ineffective controls on the top right hand corner .

The size of the bubble reflects the level of residual likelihood.

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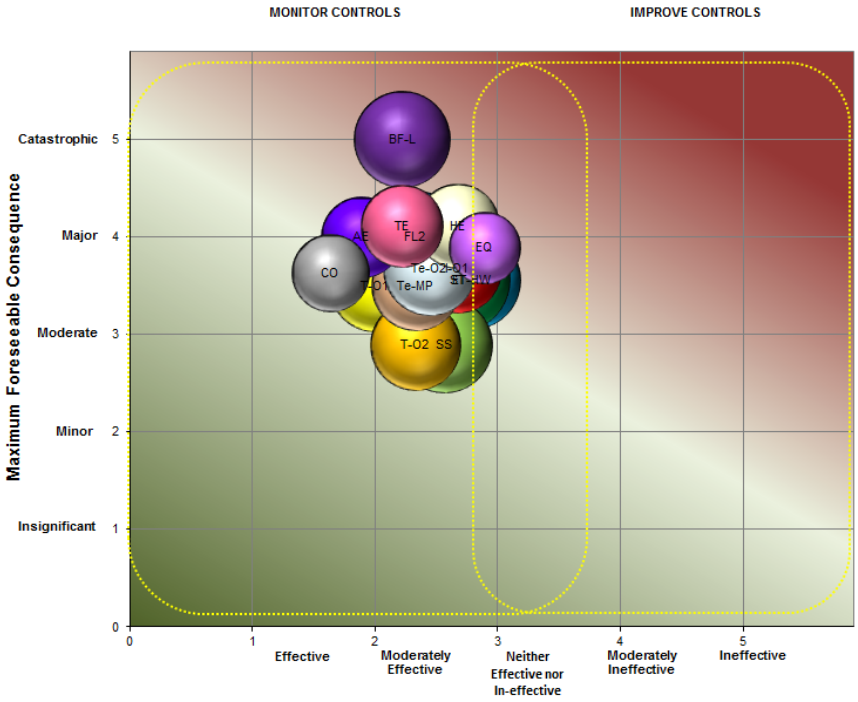
Municipal Government:	Warrnambool City Council
EM Region:	South West Region (Barwon South West)
Last Review:	25/05/2017

Community Emergency Risk Assessment (CERA) Heat Map



Warrnambool City Council			
25 May 2017			
Code	Risk	Ratings Confidence	Residual Risk Rating
BF-L	Bushfire - large, regional	Med	High
FL2	Flood - Major	Med	Medium
ET-HW	Extreme Temperatures - Heatwav	Med	Medium
ST	Storm	Med	High
SS	Storm Surge	Med	Medium
T-O1	RAIR - Road/Air/Inustrial/Rail	Med	Medium
T-O2	Transport Incident - Marine	Med	Medium
I-O1	Utility Service Disruption	Med	Medium
Te-MP	Marine Pollution	Med	Medium
Te-O2	Hazardous Material Release - (Tra	Med	High
HE	Human Epidemic / Pandemic	Med	Medium
AE	Exotic Animal Disease	Med	Medium
CO	Food / Water Supply Contaminatio	Med	Low
TE	Terrorism / Massacre	Med	Medium
EQ	Earthquake	Med	Medium
		Select	
		Select	
		Select	
		Select	
		Select	

Table 8: CERA Heat Map

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APPENDIX 19: CERA WORKSHEETS

Hazard	**Bushfire - large**
Agency	**CFA**
Risk Ref Nos	**01**

1. Hazard Description

Large scale bushfire, impacting a large area and / or threatening communities within the Warrnambool City Council, including human lives, homes and other buildings, public infrastructure, livestock and the local economy.

The details regarding Bushfire may have already undergone a risk analysis as part of the VFRR and IFMP undertaken within the Municipality / Region. This work does not need to be duplicated into the CERA document. Refer to Warrnambool City Council Municipal Fire Management Plan for more details.

2. Rationale for Hazard Description

Over the past 150 years there have been a number of major fires throughout the municipality, which have resulted in the loss of life and property. The most notably being Ash Wednesday in 1983. Bushfire seasons are generally restricted to the summer months

3. Causes and Contributing Factors

	Description of causes/contributing factors	Description of preventative, detective and response controls your agency currently has in place for this hazard	Owner (s)
1	Lightning Strikes	Strategic Fire Detection Activities (Fire Towers, Aerial). Aerial patrols after lightning weather events over high risk areas i.e. Otway's Fire Towers manned after lightning weather events. Ability to monitor lighting strikes by mapping programs.	CFA, DELWP
2	Deliberate human activity - arson, unattended campfire	Stop Bushfire Arson campaign. BELEO Local CIU detectives trained in Arson investigation. Operation Firesetter High visibility arson prevention campaign in bushfire prone areas. Bushfire Arson Strategy Action Group (BASAG). Fire Agency Liaison Officer embedded in Victoria Police Arson & Explosion Squad. Crimestoppers bushfire arson program. Juvenile Fire Awareness Intervention Program (JFAIP).	VicPol, CFA, DELWP, PV
3	High fuel loads	Strategic Fuel Reduction Programs. Planning overlays. Asset Protection Zones around townships. Vegetation removal.	DELWP, Council, MFMPC, VicRoads
4	Weather conditions - prolonged heat / strong winds	Strategic Fire Detection Activities (Fire Towers, Aerial).	CFA, DELWP, BOM
5	Machinery	Public awareness campaigns, warnings incorporated into messaging for Total Fire Bans, Fire Danger Ratings. Media releases issue based on weather conditions for farmers. Farm fire safety campaign.	CFA, DELWP
6	Electrical incidents - faulty or fallen power lines	Roadside vegetation management (VicRoads and Council). Vegetation management program, powerline inspection program. Timber crossarm replacement ongoing. Undergrounding/modification of powerlines.	Powercor, VicRoads, Council
7	Campfire	Community education programs / activities. Restrictions - Total Fire Ban, Fire Danger Period, Fire Danger Rating.	PV, DELWP, GORCC
8	Waste disposal (eg. cigarette butts, glass)	Safety messaging	EPA, VicRoads
9	Vehicle overheating / accident	Safety messaging in Total Fire Ban warnings	CFA,

					VicRoads
10	Escaped burn off (private property)		Council Burning Off Guidelines, Permit to Burn system (CFA / Council)		CFA, Council
4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)		Loss of life or serious injury, personal trauma, community cohesion.		VicPol
2	Property (Built)		Damage or loss of: private property; community infrastructure, utilities, roads, power supply.		CFA, Council
3	Economy (Economic)		Loss or damage to commerce / business, tourism, agriculture, power outage.		Council, DEDJTR, LGV
4	Environment (Natural)		Loss or damage to flora and fauna, parks, public land, waterway and land degradation and contamination		DELWP, CFA, Council, PV, Catchment Management Authority
5	Farmland (Agriculture)		Loss and damage to livestock, farmland, fencing.		DELWP, Land Owners
6	People (Social)	Children and students are located in facilities across the municipality. Due to their ages, numbers and difficulty in relocating them quickly away from a fast moving fire they can be particularly vulnerable.	Children, students and staff could face extreme impacts	All facilities are required to have an emergency management plan including a defined shelter in place. Facilities at highest risk are on the Bushfire At-Risk Register which will see these facilities pre-emptively close on designated Code Red days	Centre Managers, Principals and DET
7	Property (Built)	Raw water quality deterioration in reservoirs	Drinking water catchments – reduction in quality and/ or quantity of potable water availability - potentially for weeks/ months	Catchment-specific Fire Recovery Action Plans and contingency plans	Wannon Water
8	People	Aged Care Centres	Loss of life or serious injury, personal trauma,		Owner, DHHS

			community cohesion.			
	5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)					
1	Description of Opportunity			Cause Number	Impact Number	Owners	Due Date
2	Review MFMP to improve coordination and effectiveness of outcomes					MFMPC	
3	Development and incorporation of settlement protection plans into MFMP					MRMPC	
4	BMO and other fire planning overlays. BAL assessments					Council, Land owner	
5	Bushfire response					CFA, DELWP	
6	Arson – increased investigation, intelligence gathering and enforcement					VicPol	
7	Machinery modifications and maintenance program					CFA, DELWP	
8	Cross Tenure Burning Program - completion and implementation					CFA, DELWP, COUNCIL	
9	Fuel Reduction Programs - increasing, protocols					DELWP	
10	Community Education Programs / Activities - review and enhance					CFA, Council	
11	Fire Prevention Activities - ensure ongoing support and enhancement					CFA, COUNCIL	
12	Interaction with qualified CFA staff in relation to advice on; site mitigation works, suitable shelter in place, evacuation rotes and locations					Centre Managers, Principals, DET and CFA	
	6. Additional actions						
	7. Notes or comments						

Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Related links:

http://warnings.cfa.vic.gov.au/#map
http://www.depi.vic.gov.au/fire-and-emergencies/managing-risk-and-learning-about-managing-fire/bushfire-history
http://nremap-sc.nre.vic.gov.au/MapShare.v2/imf.jsp?site=fireplan
https://www.emknowledge.gov.au/
http://www.depi.vic.gov.au/fire-and-emergencies

http://www.ifmp.vic.gov.au/images/stories/document_archive/ifmp_framework.pdf

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Hazard	**Flood - Major**
Agency	**SES**
Risk Ref Nos	**02**

1. Hazard Description

Warrnambool City Council area has significant waterways and drainage areas that are flood prone. Flooding that can occur includes flash flooding, inundation of low lying areas and riverine flooding. Each type is found within the council area.

Flooding has historically caused damage to many townships and infrastructure in the area.

2. Rationale for Hazard Description

Over the past few years there have been many cases of riverine flooding within Warrnambool City Council, refer to flood history in the Municipal Flood Emergency Plan (MFEP)

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Atmospheric disturbances - Low pressure system (east coast lows)	Weather warnings / detection / forecasting - radar, observation, modelling	BOM
2	Atmospheric disturbances - Thunderstorms (including hail, wind, lightning, heavy rain)	Weather warnings / detection / forecasting - radar, observation, modelling. Community Education programs – StormSafe, FloodSafe.	BOM, VICSES
3	This risk subject to intensification due to climate change	Studies into Climate Change effects	Government
4	Topography - Vegetation, land use	Land use planning and vegetation management	Council
5	Blockages of drainage systems eg: build up of leaves / rubbish	Building regulations – building controls, planning regulations – enforcement, maintenance of systems. Public area maintenance - parks, gardens, trees, vegetation and public area management/maintenance. Drainage strategy / capacity standard / regulation.	Council
6	Difficulty in accessing inspection pit lids on private property, due to landscaping, development over underground infrastructure, or owners not being present to allow access.	Building regulations – building controls, planning regulations – enforcement, maintenance of systems	Council
7		Suitable ERCs to accommodate displaced people	Council
8		Annual asset maintenance plan for drainage system. Proactive drain cleaning program	Council
9		State Flood Emergency Plan	VICSES
10		Annual supply contract for additional support services in storm events	Council
11		Vulnerable Person Register	VicPol, Organisations, Council
12		Anti-erosion measures along all waterways	CCMA
13		Mitigation works along waterways, retarding basins, drainage works	Council

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)	Young, elderly and homeless	Loss of life or serious injury	Warnings and community education	VICSES

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2	Property (Built)	Railway lines in treed areas, main roads	Damage or loss of key infrastructure - utilities, telecommunications. Damage or loss of private property including buildings and vehicles.	Regulations, insurance, climate change plans, building regulations and controls, planning regulations, education (floodsafe, stormsafe).	
3	Economy (Economic)	Areas subject to wind and weather forces	Damage or loss of industry / business. Business continuity impact cleaning up the storm damage.	Insurance, Building regulations – building controls, planning regulations - enforcement, education	
4	Environment (Natural)	Significant reserves, bushland, creek and river reserves	Damage to environment	Public area maintenance - parks, gardens, trees, vegetation and public area management / maintenance. Maintenance of drainage hotspots in conjunction with CMA. Consideration of additional drainage basins in conjunction with CMA	
5	Farmland (Agriculture)	Farmland	Washing away of top soil or damage to cops / paddocks		
6	Potential Dam failure	Flood-induced dam failure	Additional downstream flooding, loss of water supply to certain communities.	Dam Safety Surveillance Program, Dam Safety Emergency Plan, contingency plans	
7	People (Social)	Children's services and schools may not be able to operate due to flood damage, staff unable to access facilities, etc.	With facilities closed many parents will be forced to stay home to look after their children and not be able to attend work. This may impact on business, industry and community services to operate effectively.		
8	People				

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

	Opportunity	Cause Number	Impact Number	Owners	Due Date
1	Community Education Programs / Activities - review and enhance eg Local Flood Guides Promotion of VICSES FloodSmart Emergency Toolkit			Council	
2	Review of Flood Response Plans Annual Review of: Flood Emergency Plan Flood Operations plan, Flood Weather Preparation Sheet, Plant & Equipment Plan Flood Warning Manual			Council, owners	
3	Review of possible re-introduction of 'Flood Wardens' within areas			BOM	
4	Community access to VICSES storm information via linkages on Council web site.			VICSES, Council	

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5	Add Storm Emergency Plan details to Flood Emergency Plan			VICSES	
6. Additional actions					
7. Notes or comments					

Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Additional existing treatments being Undertaken - Council enforcement of temporary and or damaged structures eg real estate signs.

Useful Web Sites

http://www.depi.vic.gov.au/water/Floods-and-floodplains
https://www.emknowledge.gov.au/
www.floodvictoria.vic.gov.au
http://www.depi.vic.gov.au/water/floods-and-floodplains/floodplain-management
http://www.ses.vic.gov.au/prepare/floodsafe
http://www.ses.vic.gov.au/prepare/em-planning/em-partners-resources/state-flood-emergency-plan

http://www.ses.vic.gov.au/prepare/em-planning/em-partners-resources/south-west-regional-flood-response-plan

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Hazard	Extreme Temperatures - Heatwave
Agency	VicPol
Risk Ref Nos	03

1. Hazard Description

Extreme Temperature Heatwave: There is a risk that a period of unusual and uncomfortable hot weather could impact on human health, community infrastructure (such as the power supply and public transport), and services. The Victorian Department of Health has a technical definition of a heatwave based on the minimum temperature threshold over a 24 hour period that is likely to impact on the health of a community, known as the heat health temperature threshold. The average temperature is calculated from the forecast daily maximum and the forecast overnight temperature, which is the daily minimum for the following day. The average temperature threshold for the Central Weather District is 30c. (Refer State Heat Plan 2014)

2. Rationale for Hazard Description

The events of the January 2009 heatwave in Victoria resulted in an estimated 374 excess deaths compared with the average rate in the same week over the previous five years, and serves as a reminder that the impact of heatwaves on human health is real and life threatening. Ambulance Victoria experienced a 2.8-fold increase in cardiac arrest cases during the January 2009 heatwave compared with the same period in previous year's Key findings of the chief health officer's report on the January 2009 Victorian heatwave. The report found there was:

• a 25 per cent increase in metropolitan Ambulance Victoria total emergency cases and a 46 per cent increase over the three hottest days
• a 34-fold increase in metropolitan Ambulance Victoria cases with direct heat-related conditions (61 per cent in those 75 years and older)
• a 12 per cent overall increase in emergency department presentations, with a greater proportion of acutely ill patients, and a 37 per cent increase in those aged 75 years and over
• an eightfold increase in direct heat-related emergency department presentations (46 per cent in those aged 75 years and older
• an almost threefold increase in patients dead on arrival (69 per cent aged 75 years and older) at emergency departments
• 374 excess deaths over what would be expected: a 62 per cent increase in total all cause mortality. As a consequence of climate change the event is occurring with increasing frequency and will probably occur again regularly.

2012-2013 8 heatwave alerts plans were activated.

3. Causes and Contributing Factors

	Description of causes/contributing factors	Description of preventative, detective and response controls your agency currently has in place for this hazard	Owner (s)
1	Atmospheric conditions - This risk subject to intensification due to climate change	Weather detection / forecasting - radar, observation, modelling	BOM
2	Topography - Vegetation, land use	Community Education programs (community engagement)	DHHS, Council
3	Pre-existing illness, illness, preschool children and adults over 65 years of age. (cardiovascular, psychiatric illness, cognitive impairment, neurological disorders, respiratory disease, cancer, diabetes, obesity, pregnancy)	Statewide messaging is activated and Heat Heath alerts distributed in advance of a heat event to council, government departments, health services and funded agencies who deliver services to people who may be impacted. Organisations activate their heatwave plan for local communications and monitoring clients at risk. e.g HACC Services information sheets.	BOM, DHHS, Council
4	Age (under 4 or over 65 years)	Building regulations / construction	Owners
5	Urban planning – environment (heat sink affect)	Heatwave planning – identification an promotion of heatwave friendly locations	DHHS, Council
6	People exercising or working outdoors on hot days	Staying healthy in the heat communication resources in a range of formats translated into community languages and Worksafe occupational health policies for outdoor workers in	DHHS, Council

			hot weather.		
7	Failing to keep cool; not running air conditioners due to cost impact		Encourage appropriate behaviour such as reducing excessive clothing, using cooling devices at home.		DHHS, Council
8	Not drinking plenty of water; dehydration		Policy for working on hot days (OHS policy)		DHHS, Council
9	Activity levels inappropriate to climatic conditions; failing to stay out of the sun		Plan for staff shortages, for example, if there is a Code Red Day		DHHS, Council
10	Individuals on medication/substances that may affect the way their body reacts to heat		Active monitoring of Meals on Wheels clients		Council
11			Health of animals- services an advice		Council
12			State and local heatwave plans		DHHS, Council
13			VicPol coordinate response in accordance with 2014-15 BSW regional Interim risk and consequence plan for bushfire, heatwave and flood. Surge capacity for AV and health service managed in accordance with the SHERP.		VicPol, DHHS, Utilities, PTV
4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)	Elderly and young	Loss of life or serious illness	Education, warnings	DHHS, Council, All
2	Public Transport – Buses	All external lines and vehicles	Damage or loss of key infrastructure – public health services, buckled tracks and loss of services	Local Heat wave plans and strategies including provision of pre-identified cool locations	DHHS, Council, All
3	Power Utilities / Water	All infrastructure	Disruption to services – i.e transport, power (brown outs and blackouts due to excessive demand)	Surge Capacity, Brownouts, prioritisation of delivery	Utilities, State Government
4	Hospitals, Ambulances and Medical Facilities	All	Increase in demand on health systems due to increase in health conditions require treatment eg Heat cramps, Heat exhaustion and Heat stroke. Pressure on Ambulance services; increased burden on Health and medical services.	Medical facilities – surge capability. Community engagement material on managing food safety and discarding unsafe or unsuitable food after a power outage.	DHHS, Council, All
5	Business, Council,	Food handling	Outbreak of gastroenteritis	Surge planning,	All

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	Emergency Services	businesses	due to poor food handling and storage following a power disruption.		
6	Property (Built)		Lack of capacity to deliver services - Business Continuity.		
7	People (Social)	Children are listed as one of the vulnerable groups in relation to heat stress	Children's services and schools have developed procedures for declared Heat Health days	DET will forward on all Heat Health Alerts to children's services and schools to ensure they are aware of these conditions and can implement their processes including altering programs as required.	Centre Managers
8					

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

1					Due Date
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6. Additional actions

7. Notes or comments

Other Actions including: Weather detection / forecasting - radar, observation, modelling Community Education programs (community engagement) Warnings and information – Heat Heath alert / – Extreme Heat warnings e.g HACC Services information sheets Building regulations / construction. Heatwave planning – identification and promotion of heatwave friendly locations Staying healthy in the heat communication resources in a range of formats translated into community languages. Encourage appropriate behaviour such as reducing excessive clothing, using cooling devices at home Policy for working on hot days (OHS policy) Plan for staff shortages, for example, if there is a Code Red Day Active monitoring of Meals on Wheels clients.

KEY WEBSITES:

http://docs.health.vic.gov.au/docs/doc/18BA71008326BA63CA257A360018513D/$FILE/planning-guide.pdf
http://www.health.vic.gov.au/environment/heatwaves.htm
http://www.health.vic.gov.au/environment/heatwaves-plan.htm
http://www.health.vic.gov.au/environment/heatwaves-planning.htm

http://docs.health.vic.gov.au/docs/doc/Heatwave-Planning-Guide:-Development-of-heatwave-plans-in-local-councils-in-Victoria http://www.bom.gov.au/weather-services/about/heatwave-forecast.shtml http://environmentvictoria.org.au/heatwaves Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

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Hazard	Storm
Agency	04
Risk Ref Nos	SES

1. Hazard Description

Storms in this context may include wind storms, dust storms, tornados, hail storms and severe thunderstorms including hail storms and heavy rain leading to flash flooding. A severe storm event such as high winds, hail, torrential rain, lightning, etc. could cause traffic congestion, resident displacement, damage to infrastructure, disruption to service delivery and potential casualties. Recent events have impacted large segments of the municipality and taken significant time to reinstate.

Storm damage has the potential to cause inconvenience through obstructions to transport (both major road network and public transport networks) in major traffic congestion, injuries and increase in road accidents. The temporary loss of services may result in the displacement of some members of the community through damage to premises. Typically, the damage will be in the form of fallen trees or tree branches and damage to residential /commercial roof structures and infrastructure. Additionally flash flooding, power failure, communication overload / failure, electrical wires down etc. are also potential risks the community may be exposed to.

2. Rationale for Hazard Description

Warrnambool City Council would expect 1 - 2 large storm events (over 20 Requests for Assistance (RFA)'s for the SES and typically 20 plus for the council) per year generally in the months spanning Aug to Mar - increasing since 1990's. Between July 2009 and September 2014 there were approximately 335 RFA's for Storm / Flood / Tree Down / Building Damage for VICSES. There is a strong likelihood of reoccurrence associated with climate change.

3. Causes and Contributing Factors

	Description of causes/contributing factors	Description of preventative, detective and response controls your agency currently has in place for this hazard	Owner (s)
1	Atmospheric disturbances - Low pressure system (east coast lows)	Weather warnings / detection / forecasting - radar, observation, modelling	BOM, VICSES
2	Atmospheric disturbances - Thunderstorms (including hail, wind, lightning, heavy rain)	Community Education programs – StormSafe, FloodSafe	VICSES, COUNCIL
3	This risk subject to intensification due to climate change	Public area maintenance - parks, gardens, trees, vegetation and public area management / maintenance	COUNCIL, PV
4	Topography - Vegetation, land use	Land use planning and vegetation management	COUNCIL, STATE GOVT
5	Blockages of drainage systems eg: build up of leaves / rubbish	Building regulations – building controls, planning regulations - enforcement	Council
6	Extensive tree cover and undulating / hilly areas	Drainage strategy / capacity standard / regulation	Council
7	Conservation type areas with larger native trees	Permits and registration for public events. Hazard tree identification and treatment.	COUNCIL, LAND MANAGERS
8	Large number of homes with established large trees and street trees planted post-WW2	Flood Emergency Plan with Storm info incorporated into	COUNCIL, VICSES
9	Difficulty in accessing inspection pit lids on private property, due to landscaping, development over underground infrastructure, or owners not being present to allow access.	Anti erosion measures along all waterways	COUNCIL, PV, DELWP
		Suitable ERCs to accommodate displaced people	COUNCIL
		Annual asset maintenance plan for drainage system	COUNCIL
		Proactive drain cleaning program	COUNCIL

			Annual supply contract for additional support services in storm events		COUNCIL
10			Vulnerable Person Register		VICPOL, COUNCIL
4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)	All with greater impact on young, elderly and homeless.	Loss of life or serious injury	Warnings and community education	
2	Property (Built)	Railway line in treed areas, main roads.	Damage or loss of key infrastructure - roads, rails, public buildings, utilities. Damage or loss of private properties.	Regulations, insurance, drainage strategy/capacity standard / regulation, building regulations	
3	Economy (Economic)		Damage or loss of industry/ business, Business continuity plans.	Insurance, Building regulations – building controls, planning regulations - enforcement, education.	
4	Environment (Natural)	Significant reserves, bushland, creek and river reserves.	Damage to environment	Public area maintenance - parks, gardens, trees, vegetation and public area management/maintenance. Climate change plans.	
5				Maintenance of drainage hotspots	
5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)					
1	Investigate tighter rules re temporary structures eg Marquees and signs.			Council	Due Date
2	Review large trees in reserves and significant trees on boundary lines and do not plant close to property boundary.			Council	
3	Push notification to community for severe weather events			Council	
4	Community access to VICSES storm information via linkages on Council web site.			Council, VICSES	
5	Add Storm Emergency Plan details to Flood Emergency Plan			Council, VICSES	
6. Additional actions					
7. Notes or comments					

Additional existing treatments being Undertaken. Council enforcement of temporary and or damaged structures eg real estate signs.

Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Related links:

http://www.bom.gov.au/
https://www.emknowledge.gov.au/
http://www.ses.vic.gov.au/prepare/em-planning/state-plans
http://www.ses.vic.gov.au/prepare/stormsafe

http://www.ses.vic.gov.au/prepare/em-planning/em-partners-resources/state-storm-emergency-plan

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Hazard	**Storm Surge**
Agency	**SES**
Risk Ref Nos	**05**

1. Hazard Description

Storm surge - Rise above the normal water level along a shore.

2. Rationale for Hazard Description

There have been several storm surge events over the last few years and with the weather changing there is the possibility of more. The more notable occurrence is at the Warrnambool breakwater area and along parts of the foreshore areas which experienced erosion and damage.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Strong onshore winds	Warnings	BOM, VICSES
2	Reduced atmospheric pressure	Weather detection / forecasting	BOM
3	Intense low pressure systems in non tropical areas	Building regulations / planning regulations	Council, Govt
4	Tropical cyclones	Agricultural management	
5	Earthquakes, landslides, volcanic eruptions, meteorite impact resulting in sudden movement of the ocean causing waves.	Land use planning. Joint Tsunami Warning Centre	COUINCIL, GOVT, BOM
6		Asset protection - barriers etc	Council
7		State Tsunami Plan	VICSES

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)	All with greater impact on young, elderly and homeless	Loss of life or serious injury	Warnings and community education	VICSES, BOM
2	Property (Built)	Railway line in treed areas, main roads	Damage or loss of key infrastructure - roads, rails, public buildings, utilities. Damage or loss of private properties.	Regulations, insurance, drainage strategy / capacity standard / regulation, building regulations.	All
3	Economy (Economic)	Areas subject to wind and weather forces.	Damage or loss of industry/ business, tourist attractions	Insurance, Building regulations – building controls, planning regulations - enforcement, education. Business continuity plans.	
4	Environment (Natural)	Significant reserves, bushland, creek and river reserves	Damage to environment	Public area maintenance - parks, gardens, trees, vegetation and public area management/maintenance. Climate change plans.	

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

1					Due Date
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6. Additional actions		
7. Notes or comments		

Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Related links:

https://www.emknowledge.gov.au
http://www.ses.vic.gov.au/prepare/em-planning/state-plans
http://www.ses.vic.gov.au/prepare/stormsafe
http://www.ses.vic.gov.au/prepare/tsunamisafe

http://www.ses.vic.gov.au/prepare/em-planning/em-partners-resources/state-tsunami-emergency-plan

Hazard	**RAIR (Road/Air/Industrial/Rail)**
Agency	**SES**
Risk Ref Nos	**06**

1. Hazard Description

RAIR is defined as an accidnet involving one or more of the following: Road, Air, Industrial and Rail.

These events could occur together (EG. Car & train) or as a single event.

2. Rationale for Hazard Description

Within the Warrnambool City Council area there are major roads and connecter roads, the VLine Melbourne to Warrnambool railway, the Warrnambool Airport and numerous industrial areas where incidents may and have occurred in the past.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Driver / Pilot / Human error	Traffic focussed police and cross agency operations; disruption and detection activity	
2	Weather factors (ie wet road surface) contributing	Corrective maintenance of engineering issues; Remove risks to road users	
3	Age and infirmity issues	Education campaigns; Educate pedestrians/drivers re risks and dangers related to certain activities (linkage to State Road Safety Strategy)	
4	Engineering issues (ie road surfaces / camber)	Signage	
5	Excessive speed	Engineering controls limiting usage of certain roadways; Controls driver behaviour	
6	Drug / Alcohol affected	Traffic Management Unit (design and construction of council roads)	
7	Mechanical / Maintenance / Design defects / failures	Community Safety Road Safety committee / Council Road Safety Strategy; to educate local road users to influence driver behaviours	
8	Runway incursions	Emergency Plans - Airport / Rail	
	Structural failure	Multi-agency Exercises	
	Environment or environmental conditions	Control Centres managing / monitoring train, aircraft movements	
	Chemical reaction	Signage	
	Highway-Rail Grade Crossing Accidents	Level crossing maintenance	
	Unusual Operational Situations	Signal / signage maintenance	
9	Signal / Communication failure	Security of rail infrastructure (including stations and yards)	
10	Track / structure failure		

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)		Death and serious injury requiring hospitalisation / rehabilitation	After hours service	
2	Property (Built)		Financial - loss of property / wages due to injuries / cost of medical care / rehabilitation	Road Management plan	
3	Economy (Economic)		Financial impact to business	Community Information	

4	Environment (Natural)		Damage or destruction to environment /industry / business / public or private infrastructure		
			Damage or loss of utilities - power, water, gas, telecommunications		
			Disruption to transport - Traffic congestion / delays / loss of services / blocked or inaccessible roads, rail, airports, industry		
			Significant impact on air, land, water or groundwater ecosystems and/or cultural heritage area. Air contamination and/or pollution"		
			Severe disruption to community wellbeing over the wide area or for more than 24; Public transport not operable or transport infrastructure damage		
			Emotional distress / Psychological impact to family, friends and the community		

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

1	Investigation of signal installation / upgrades at level crossings				Due Date
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6. Additional actions		
7. Notes or comments		
Useful Websites: TAC Crash Database: http://www.tacsafety.com.au/jsp/statistics/overview.do?areaID=12 Victorian Traffic Accident Statistics: http://www.vic.gov.au/transport-vehicles/transport-safety-a/traffic-accident-statistics-a.html ABS: Accidents, Injuries and Fatalities http://www.abs.gov.au/ausstats/abs@.nsf/2f762f95845417aeca25706c00834efa/45D87006541A9B6FCA2573D20010BEF4?opendocument Australian National Crash In-depth Study http://www.monash.edu.au/muarc/projects/ancis.html RoadSafe Victoria: http://www.roadsafe.org.au/index.php?option=com_content&view=article&id=88&Itemid=193 Road safety programs undertaken by local government http://www.monash.edu.au/muarc/reports/muarc163.html VicRoads Community Safety Programs http://www.vicroads.vic.gov.au/Home/SafetyAndRules/AboutRoadSafety/StrategyAndPrograms/CommunityRoadSafetyPrograms.htm VICROADS: Strategy & programs http://www.vicroads.vic.gov.au/Home/Moreinfoandservices/RoadManagementAndDesign/StrategyAndPrograms/		

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Hazard			**Transport Incident - Marine**		
Agency			**VicPol**		
Risk Ref Nos			**07**		
8. Hazard Description					
VICPOL / Coast Guard may assist with detail					
9. Rationale for Hazard Description					
10. Causes and Contributing Factors					
	Description of causes/contributing factors		**Description of preventative, detective and response controls your agency currently has in place for this hazard**		**Owner (s)**
1	Accident with the vessel		Port Emergency Plans		
2	Deliberate act to damage / destroy the vessel		Maritime education and training		
3	Vessel malfunction - power loss		Regular emergency exercises		
4	Significant weather event		Navigational Aids		
5	Treacherous seas				
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11. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	Commercial Fishing Vessels	Passengers with limited language	Loss of Life/ Injury	Emergency Exercises	
2		Large numbers of people involved	Loss or damage of vessel	Emergency plans	
3	Marine infrastructure		Economic loss through the loss or damage to ship		
4			Tourism industry losses due to the incident		
12. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)					
1					Due Date
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13. Additional actions					
14. Notes or comments					
Useful Web Sites: https://www.atsb.gov.au/marine/ http://www.ppsp.com.au/default.aspx http://www.portofmelbourne.com/ http://oceans1.customer.netspace.net.au/portphillip-wrecks.html					

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Hazard	**Utility Service Disruption**
Agency	**Department of State Development Business Innovation (Energy Sector)**
Risk Ref Nos	**8**

1. Hazard Description

Extended period (12 hours) of disruption to services such as gas, electricity, water or telecommunications may impact the community in the areas of health and business viability, cause community displacement and cause personal hardship. Vulnerable groups may be more susceptible to the impacts. Potential displacement of residents, public health concerns particularly those who require services such as dialysis, could cause injuries and potential fatalities. Loss of services would potentially have major impact on business and industry causing loss of income. Potential for hospitalisation of vulnerable members of community.

2. Rationale for Hazard Description

Longford gas outage; **Awaiting further statistical info from Utility companies.

Water and Wastewater systems are prone to failure on an almost daily basis. The vast majority of these failures have limited consequence and are generally of a short-term nature (less than 1 day to restore).

Extended outages of water and sewerage services will generally be related to regional issues of extended power outage, fires, terrorism.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Loss of utilities due to a distribution network failure	Businesses are encouraged to have business continuity arrangements in place	Utilities
2	Industrial action affecting utility supplier	Community Education to reduce consumption	Utilities
3	Utility infrastructure failure (various reasons)	Network maintenance, investment and repairs	Utilities
4	Accident	Infrastructure security	Utilities
5	Drought affecting water and electricity supply	Monitoring of consumption	Utilities
6	Deliberate disruption	Infrastructure redundancy	Utilities
7	Scarcity of fuel	Vulnerable Persons Register	VicPol, Council
8	Adverse weather / fire	Suitable ERC and facility plans developed to accommodate displaced persons	Council
9		MAV Resource Sharing program	Council
10		Provision of resources and assistance, equipment etc via MECC	Council
11	Other regional hazard - extended power outage, fire, terrorism	Internal emergency response procedures, contingency and resilience plans, emergency power generators and prioritised use.	Water Authority

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)	All	Inconvenience for households (ie for cooking or hot water services)	Load Shedding,	Utilities
2	People (Social)	All	Public health issues – food safety, sanitation	Community information and warnings	Council, DHHS
3	People (Social)	Lower socio economic	Economic loss	Govt loans / grants	DHHS
4	People (Social)	Lower socio	Loss of key services (eg	BCP, Relief centres	Council,

		economic	public health services, transport)		DHHS
5	Economy (Economic)	All- particularly smaller businesses.	Disruption to industrial processes	Insurance	Businesses
6	Economy (Economic)		Loss of services to business (long term)	Alternate energy sources- eg standby generators	
7	People (Social)	Schools and children's services reliant on electricity to run water pumps for toilet flushing are particularly vulnerable as they are not able to operate if the disruption lasts for an extended time.	Facilities would need to close unless alternative power source is available with parents forced to stay home to look after their children and not be able to attend work. This may impact on business, industry and community services to operate effectively.	Notification of short term outages assist facilities to manage these situations.	Power distributors
8					

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

				Owner	Due Date
	More data from the utility companies			Utility Companies	
	Promotion of Solar (alternate) power systems			Government	
	Opportunity to strengthen building standards			State/Govt, Council	

6. Additional actions

7. Notes or comments

Limited historical data. Input from Utility to be sourced if possible. Power or results. AER Reliability Targets for 2013.

#Average minutes disconnected per year (SAIDI). Unplanned 22.4 minutes

Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Related links:

www.barwon water.vic.gov.au
www.powercor.com.au

www.aemo.com.au

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Hazard			**Marine Pollution**		
Agency			**Department of Transport Planning Local Infrastructure**		
Risk Ref Nos			**09**		
1. Hazard Description					
The release of liquid petroleum hydrocarbon into the environment, especially marine areas, due to human activity. Marine pollution emergency risks range in scale from small spills of a few hundred litres to very large spills of thousands of tonnes. The response will be proportionate to the event but it is worth noting that in significant spills local government will be a key participant at incident level due to associated community impacts and resource requirements.					
2. Rationale for Hazard Description					
In 2013, the Port of Melbourne Corporation reported that there were 542 shipping arrivals to Geelong and 526 departures. Of these 223 were 'bulk liquid' transport vessels. There is a potential with the amount of ship movements around Warrnambool harbour and along the coastline with bulk tankers and ships that product may make its way to the coastline or in the harbour area					
3. Causes and Contributing Factors					
	Description of causes/contributing factors		**Description of preventative, detective and response controls your agency currently has in place for this hazard**		**Owner (s)**
1	Extreme sea or weather conditions		Ship radar		
2	Collisions (ship to ship), (ship to pier), (ship & navigational marker)		On board GPS, radar, Boat / ship regulations		
3	Damaged Hull		More modern ship hulls are double skin. Planning spill response		
4	Fires and explosions		On board fire suppression equipment & training		
5	Groundings		On board GPS, radar		
6	Loading / discharging		WoVG training programs (marine pollution specific)		
7	Equipment failures		Contingency Plans, marine pollution legislation		
8	Regulatory failures		Strategically placed marine pollution assets		
	Discharge of hydrocarbons from vessel due to grounding or collision		Community Education programs to create awareness of marine pollution		
	Shore-based facilities (e.g. industry) or diffuse land-based sources (e.g. drains) discharged into the marine environment.		Sub plans – Wildlife response plan / coastal risk analysis (determination of sensitivities)		
4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	Environment (Natural)		Damage or destruction to environment	Oil spill response plan	DEDJTR
2	Economy (Economic)		Damage or loss of industry/ business		
3	Economy (Economic)		Disruption or loss of productivity		
4	Economy (Economic)		Economic impact on tourism		
5	People (Social)		Emotional distress		

			/Psychological impact to family, friends and the community		
6	People (Social)		Loss of life or serious illness		
7	People (Social)		Loss or damage to community confidence		
8	People (Social)		Loss of life or injury		
9	Environment (Natural)		Hypothermia in birds by reducing or destroying the insulation and waterproofing properties of their feathers.		
10	Environment (Natural)		Birds become easy prey as their feathers being covered in oil make them less able to fly away.		
11	Environment (Natural)		Reduced water quality		

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

1	Have a representative from DEDJTR speak about the Marine Oil Spill Plan at a MEMPC Meeting				Due Date
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6. Additional actions

7. Notes or comments

Marine pollution oil spills in Victorian coastal waters up to three nautical miles.

Useful websites:

http://www.dtpli.vic.gov.au/transport/emergency-management-for-transport-operators/marine-pollution
http://www.dtpli.vic.gov.au/transport/emergency-management-for-transport-operators/marine-pollution/victorian-plan-for-maritime-environmental-emergencies

http://files.dtpli.em.vic.gov.au/VicPlan/MP-VicPlan.pdf

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Hazard	**Hazardous Materials Release (Transport / Facility)**
Agency	**CFA**
Risk Ref Nos	**10**

1. Hazard Description

A Hazardous substance is a substance as listed on the national Hazardous Substances Information System and the concentration of the substance or its ingredients equals or exceeds the listed concentration cut-off levels that has the potential to harm people's health. These substances can be solids, liquids or gases, which often are in the form of fumes, dusts, mists and vapors.

2. Rationale for Hazard Description

Release of hazardous materials e.g. Chemical, Biological, Radiological (CBR) including the transportation of these materials could cause significant risk to life, damage to the environment and / or infrastructure. These incidents may often result in explosions or fires. MHFs must be licensed to operate within the State of Victoria. The operator must conduct safety assessments of potential incidents & hazards. MHFs have to demonstrate their operational safety through a Safety Case developed specifically for their unique operations and situation. The Safety Case sets out the adequacy of the site's safety management system by specifying prevention measures as well as strategies for reducing the effects of a major incident if one does occur The relevant emergency services should be consulted on emergency plan preparation, and the local municipal council should be consulted on actions required for the safety of local community members in the event of a major incident. Product is transferred from ship to wharf pipeline, via product hose or loading arm. Possible marine polution with leaks from hoses, valves, pipelines.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Transportation Accident	Planning Scheme controls to ensure activities occur in appropriate zones.	Council
2	Operator error at facility	Planning, Environmental, Workplace Regulation enforcement	Worksafe, EPA
3	Equipment failure at manufacturing / storage facilities	Maintenance & inspection programs by operator and / or WorkSafe. Product monitoring and safety systems	Owner
4	Deliberate Act	CCTV equipment monitoring & other security measures Vulnerable Persons Register Operator Safety Case	Operator, VicPol, Council
5	Connecting / disconnecting ship to wharf line hoses - leak from connection.	Procedures. Pumping ceased and all valves closed during connection / disconnection. Wharf bunded under pipe manifolds.	Terminals
6	Discharging product - leak under pressure	Connections nitrogen pressure tested prior to product flow to check for leaks. Hoses inspected each use and pressure tested annually. Wharf lines pressure tested	Terminals
7	Cleaning out wharf lines	Wharf lines blown through to tanks with nitrogen. Lines empty prior to being disconnected from product at each end, when pigging	Terminals
8			

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)	Immediate and nearby	Possible loss of life or injury. Increase in demand on health services. Displacement of people. Personal trauma. Persistent and widespread effect of toxic materials extending	Emergency service response framework. Support services. Regulations. Suitable ERCs in place in case of evacuations.	CFA, DHHS, Council

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			over a couple of months.		
2	Property (Built)		Damage and / or disruption to infrastructure and utilities.	Monitoring, Emergency Response.	EPA / CFA
3	Economy (Economic)		Disruption to at least one industry sector. Loss of essential service	Economic Grants, Insurance	Owners
4	Environment (Natural)		Possible significant impact on air, land, water or groundwater ecosystems and / or cultural heritage area.	Strict emissions controls	EPA
5					EPA
6	Farmland (Agricultural)		Possible impact on air, land, water or groundwater ecosystems and / or cultural heritage area.	Strict emissions controls	EPA
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5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

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6. Additional actions

7. Notes or comments

Useful websites:

http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/Safety+and+Prevention/Health+And+Safety+Topics/Hazardous+Substances/D_Hazardous+substances http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/Safety+and+Prevention/Health+And+Safety+Topics/Material+Safety+Data+Sheets/

http://www.epa.vic.gov.au/waste/hazardous_waste.asp http://www.chemclear.com.au/category.php?id=18

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Hazard	**Human Epidemic / Pandemic**
Agency	**DH**
Risk Ref Nos	**11**

1. Hazard Description

There is a risk that a major outbreak of infectious disease can cause serious harm and illness to affected persons, anxiety to the families and disrupt workplaces. These diseases can be transmitted via person-to-person such as influenza and colds as well as vaccine-preventable diseases e.g. meningitis and chicken pox which can result in an epidemic or worldwide pandemic outbreak. Influenza is the most likely virus to cause a pandemic and the cause of the most recent pandemics. Another risk of a major outbreak is food poisoning as a result of poor food safety practices, usually from a point source, which could also be further transmitted by affected persons. These issues could adversely affect local business, community service, agencies service provision and institutional provision.

2. Rationale for Hazard Description

An influenza pandemic occurs when a new viral strain appears to which there is little or no immunity in the population. This is then readily transferred between humans, to produce infection in a high proportion of those exposed. New viral strains are associated with high morbidity, excess mortality and social and economic disruption. There were three pandemics in the 20th century: 1918 (Spanish Influenza caused 40–50 million deaths), 1957 (Asian Influenza caused 1 million deaths) and 1968 (Hong Kong Influenza caused 1 million deaths). In 2003, the World Health Organization (WHO) reported an outbreak of H5N1, a highly pathogenic avian influenza (bird flu), affecting a number of countries. The H5N1 virus has not yet been known to transmit effectively between humans. The WHO has warned that the world could be facing the next influenza pandemic, should the H5N1 virus mutate and be efficiently transmitted between humans. In late April 2009, the World Health Organization (WHO) announced the emergence of a novel influenza A virus. This particular H1N1 strain had not circulated previously in humans. The virus was contagious, spreading easily from person-to-person and from one country to another. Globally, the 2009 influenza pandemic was considered to be of moderate severity with the overwhelming majority of patients experiencing mild symptoms and making a rapid and full recovery. Influenza is a notifiable disease.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Cross species transmission of a new virus strain	Council Influenza pandemic plan in development.	DHHS, Council
2	Air travel to endemic areas / break out areas	Screening at risk individuals and education programs – practice safe hygiene and follow public health official directions during outbreak. Coordinated media messaging provided to council, health services and agencies by DHHS. Multi-lingual.	DHHS, Council
3	Aerosol spread or direct contact	Treatment of high risk groups with antivirals.	DHHS, Council
4	Lack of personal hygiene	Manage the impacts of the disease in the community, with voluntary quarantine of house hold contacts. Enact existing environmental health protocols for management of gastroenteritis outbreaks in consultation with DHHS.	DHHS, Council
5	Lack of immunisation within the community	Immunisation Programs	DHHS, Council
6	Poor food safety	Council EHO's- monitoring and education roles	DHHS, Council
7		Inspection programs - food safety, accommodation standards, and personal care and body art industry.	DHHS, Council
8		Victoria Human Influenza Pandemic Plan.	DHHS

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)		Mass fatalities: significant morbidity and mortality.	Anti Virals, Medical intervention, Quarantine restrictions; in the home and at borders	DHHS, Council
2	People (Social)		Illness or injury; life threatening and / or cause	Quarantine restrictions; in the home and at borders	DHHS, Council

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			life-long impairment.		
3	People (Social)		Social isolation	Provision of information to affected communities and individuals regarding, cross infection, prevention and management of infection	DHHS, Council
4	People (Social)			MEMP sub plans - Influenza Pandemic Plan	DHHS, Council
5	People (Social)				MEMP
6	Economy (Economic)		Economic impact: loss of productivity; economic disruption, reputation of municipality.	BCP - Business Continuity Planning	Businesses
7	Property (Built)		Essential service failure or disruption	BCP - Business Continuity Planning	Council
8	Health Services		The provision of services may be effected, both increase in demand on some services, and reduced community group-related services.	SHERP	State Govt
	Environment (Natural)		Health and Medical facilities overwhelmed; ability of health and emergency systems to respond effectively is put under extreme pressure by the rapid increase of illness.	SHERP	State Govt
	People (Social)	The impact of a pandemic on children's services and schools may be to reduce staff numbers or require the closure these facilities to prevent the possible spread of infection.	With facilities closed many parents will be forced to stay home to look after their children and not be able to attend work. This may impact on business, industry and community services to operate effectively.	Children's services and schools have hygiene plans in place. A pandemic will be managed by DET centrally and will liaise with the State Control Centre and State Emergency Management Team.	Centre Managers

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

1	Regular review of the Influenza Pandemic Plan				Due Date
2	Regular review of MEMP and sub-plans				
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6. Additional actions		
7. Notes or comments		

Pandemic Plans has been developed. Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Related links:

http://health.vic.gov.au/
http://docs.health.vic.gov.au/docs/doc/Victorian-health-management-plan-for-pandemic-influenza--October-2014

http://health.vic.gov.au/sherp/index.htm

Hazard	**Exotic Animal Disease**
Agency	**DH**
Risk Ref Nos	**12**

1. Hazard Description

An emergency animal disease can occur in the municipality at any time of year. They are most often caused by failure of biosecurity measures or introduction from wild animals. Under the right environmental conditions, an emergency animal disease has the potential to impact large numbers of properties and livestock and last weeks or months.

Diseases that affect cattle, sheep and goats may be caused by: • Infections from bacteria, viruses or fungi • Parasite infestations • Nutritional deficiencies, excesses or imbalances • Metabolic disorders

2. Rationale for Hazard Description

Whilst no emergency disease outbreaks have previously occurred in livestock in the Warrnambool City Council area, the risk still remains high given the large volume of agriculture in this municipality and the saleyards. Impacts include loss of international markets which may require agriculture activity to cease; damage to reputation; media attention; economic losses to individuals and regions; health and wellbeing issues for affected people; social problems; imposition of product and transport movement restrictions; litigation issues; method of destruction and disposal may cause further environmental impacts eg. burning stock, mass burial sites.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Disease outbreaks - exotic, endemic, major other disease	Inspections of facilities and site to ensure compliance with state and federal regulations	
2	Poor hygiene controls in agriculture production areas	Quarantine and biosecurity measures	
3	People breaching biosecurity measures	Education & community awareness	
4	Industry not understanding risks associated with disease	Imposition of vaccination programs	
5	Financial pressures forcing businesses to take short cuts	Destruction of stock	
6	Deliberate act	Animal welfare controls	
7	Change in climate	National tracing systems of livestock	
8	Animals not being vaccinated	Veterinary inspections - significant disease investigations	
	Imported from overseas - visitors, foodstuffs	Several disease surveillance programs	
	Wild animals and birds contaminating feed and water supplies	Disease surveillance database	
	Wild animals and birds causing direct introduction to animals	National and state exercises	
	Periurban landholders	Scenario-based training	
		Warrnambool City Council Municipal Animal Welfare Plan	

4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)

1	Economy		Loss of stock	Report to a local vet or by contacting the Emergency Animal Disease Watch Hotline	
2	Economy		Reduced productivity rates	Promptly treating or depopulating any animals suffering from disease	
3	Economy		Loss or destruction of business	Identification of burial sites	
4	Economy		Economic downturn within local area	Quarantine plan of local area	
5	Economy		Impact on tourism (eg Hendra virus impact on racing - Melton Harness racing industry, Melbourne Cup)	Community Warnings and information	
6	People		Psychosocial impacts on individuals/families	Response and recovery plans	
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5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

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6. Additional actions

7. Notes or comments

Helpful Websites http://www.dpi.vic.gov.au/agriculture/pests-diseases-and-weeds/animal-diseases/notifiable-diseases2

Hazard	**Food / Water Supply Contamination**
Agency	**DH**
Risk Ref Nos	**13**

1. Hazard Description

Presence in food and water of harmful chemicals and microorganisms which can cause consumer illness. Examples could be cryptosporidium in water supply, intentional food contamination (extortion), salmonella poisoning.

2. Rationale for Hazard Description

There have been a number of food related contamination events within the local area, some have been isolated and some have been more widespread.

3. Causes and Contributing Factors

	Description of causes/contributing factors	**Description of preventative, detective and response controls your agency currently has in place for this hazard**	**Owner (s)**
1	Pathogens	MOUs / Cross Municipality Agreements	
2	Chemicals / chemical discharge	Business Continuity Planning	
3	Bad food / water handling	Emergency Kits	
4	Potable water contamination	Externally-certified Water Quality Risk Management Plan, water quality testing and response procedures.	
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4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1

	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)		Loss of life, increase in illness		
2	Environment (Natural)		Damage or destruction to environment		
3	Economy (Economic)		Damage or loss of agriculture		
4	Economy (Economic)		Damage or loss of industry / business		
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5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)					
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6. Additional actions					
7. Notes or comments					
Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term. Related links: www.barwonwater.vic.gov.au http://www.goodfood.com.au/good-food/food-news/when-food-goes-wrong-20140301-33s1h.html http://www.health.vic.gov.au/foodsafety/ http://www.health.vic.gov.au/water/index.htm					

Hazard			**Terrorism**		
Agency			**VicPol**		
Risk Ref Nos			**14**		
1. Hazard Description					
Warrnambool City Council is host to thousands of visitors per year though its extensive foreshore, summer activities and events. Any mass gathering of people provides the opportunity for terror related activities to occur and are essentially non preventable to a certain extent.					
2. Rationale for Hazard Description					
Whilst the Warrnambool City Council has not been directly exposed to any terror related incident, the Commonwealth Government has a National Terrorism Threat Advisory System which is sitting at Probable in May 2017.					
3. Causes and Contributing Factors					
	Description of causes/contributing factors		**Description of preventative, detective and response controls your agency currently has in place for this hazard**		**Owner (s)**
1	Revenge		Counter Terrorism Intelligence Gathering, Planning and Coordination		
2	Mental Disorders		Emergency Management Plans including specific local community and facilities		
3	Racism		Emergency Management Plans for major events and mass gatherings		
4	Extremist beliefs		Protection of Assets		
5	Religious value conflicts		Review of security systems and protocols		
6					
7					
8					
4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	Community Members	Target or indirect exposure	Mass loss of life and injury	Emergency Response Framework	
2	Residences, Businesses and Infrastructure	Target or indirect exposure	Displacement; short term	Municipal Emergency Management Plan	
3	Health Services Business and Industry Demand for utilities	Target or indirect exposure and service provision	Psychological impact and emotional distress	State Health Emergency Response Plan	
4	Council Services	Target or indirect exposure and service provision	Disruption to Businesses and Industry	Emergency Response Plans	
5	Transport Network	Target or indirect	Disruption to transport		

		exposure			
6			Increased demand for health services and/or disruption		
7			Increased demand for council services and/or disruption		
8					

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)				
1				Due Date
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

6. Additional actions		
7. Notes or comments		

Useful Websites:

https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/National-Terrorism-Threat-Advisory-System.aspx

Hazard			**Earthquake**		
Agency			**SES**		
Risk Ref Nos			**15**		
1. Hazard Description					
Shaking and vertical and / or horizontal vibration at the surface of the Earth caused by underground movement along a fault plane or by volcanic activity. It is generally accepted that an earthquake greater than 4 is the trigger point for significant damage					
2. Rationale for Hazard Description					
Australia sits on a Tectonic Plate, however there are many fault lines within the Barwon South West Region. There have been approximately 8 earthquakes since 1900 within the Warrnambool City Council area area or just offshore in Bass Strait. On the 6th April 1903 an earthquake occurred and again on the 15th July 1903 an earthquake of magnitude 5.3 occurred in the Warrnambool area which caused some building damage.					
3. Causes and Contributing Factors					
	Description of causes/contributing factors		**Description of preventative, detective and response controls your agency currently has in place for this hazard**		**Owner (s)**
1	Rocks break and move as a result of stresses caused by tectonic plate movements		Earthquake monitoring		VICSES
2	Volcanic activity		Community education programs – QuakeSafe		VICSES
3	Melting of ice sheets – less pressure on underlying rocks		Building Regulation / planning		Council/State Govt
4			Public warning announcements		VICSES
5			Dam assessments / strengthening		Owners, DELWP
6			Retrofit legacy assets, specific vulnerable / critical structures for review		Owners, DELWP
7			Exercise and planning		VICSES
8			Emergency planning individual / household		VICSES
			Emergency planning industrial / commercial		VICSES
			State Earthquake Plan		VICSES
4. Impacts and existing mitigation controls (to be completed by the CERA Committee)1					
	Who or What	Vulnerability and/or Exposure	Likely Impact	Existing Impact Mitigation Controls	Owner(s)
1	People (Social)		Loss of life or injury. Disruption to essential services – health services, schools		
2	Property (Built)		Damage or loss of infrastructure, utilities, private property.		
3	Economy (Economic)		Loss of business/industrial output		
4	Environment (Natural)				

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5	Farmland (Agricultural)				
6	Other Emergency Response		Results in landslides, avalanches, fires, tsunamis, floods	Restrict Access / Evacuation planning	
7	People		May lead to disease and lack of basic necessities (food, water)	Restrict Access / Evacuation planning	
8	Water supply reservoirs	Seismic induced failure of dam walls	Downstream flooding, potential life-risk, long term water availability impact in some catchments	Dam design in accordance with National guidelines, Dam Safety Emergency Plans and Dam Safety Surveillance program	

5. Improvement opportunities linked to causes and impacts (to be completed by the CERA Committee)

1	Development of a Regional Earthquake Plan		VICSES		Due Date
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

6. Additional actions

7. Notes or comments

Other considerations include: Community cohesion and support, personal trauma, food, shelter and clothing. Loss of neighbours' support, loss of community's communication venues and opportunities, loss of community cohesion, loss of recreational opportunities and resources. Loss of personal resilience and quality of life in the short, medium or long term. Loss of physical wellbeing in the short term.

Related links:

http://www.ses.vic.gov.au/prepare/quakesafe

http://www.ga.gov.au/earthquakes//

http://www.disasters.ema.gov.au/Browse/Categories.aspx

http://www.ga.gov.au/earthquakes/searchQuake.do;jsessionid=471F404DD6FCEB8C72F4AC0DD566CBC3?isNewSearch=false&paging=true&region=4&regionSelect=select&northLat=-38.16&westLon=143.78&eastLon=144.39&southLat=-38.71&magnitudeMin=0.0&magnitudeMax=9.9&startDate=01%2F01%2F1900&startTime=00%3A00&endDate=03%2F05%2F2015&endTime=23%3A59&depthMin=0&depthMax=1000&quakeType=1&sortAttributeName=utcdate&sortType=desc&rowsPerPage=25&displayMap=1&search=Search

http://www.ses.vic.gov.au/prepare/em-planning/em-partners-resources/state-earthquake-emergency-plan

WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 5: Response Arrangements

Version 3.1 – August 2017

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Amendment History

AMENDMENT			EFFECTED	
NO	**DATE**	**PAGES AFFECTED**	**AUTHOR**	**RELEASE DATE**
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 December 2016
V3	15/2/2017	Review of entire document	Sue Rondeau	9 May 2017
V3	30/5/2017	Wannon Water review	Sally Obst	1 July 2017
V3.1	22/8/2017	5.11 add Places of Last Resort to Neighbourhood Safer Places, added date to contact list as per audit recommendation	Sue Rondeau	23 August 2017

Amendment Authorisations

NAME	POSITION	DATE
Sue Rondeau	Coordinator Emergency Management	23 August 2017

Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Bruce Anson		

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RESPONSE ARRANGEMENTS

Emergency response provides the mechanism for the build-up of appropriate resources to cope with emergencies throughout the State and necessitating deployment of resources to counter the effects of or threat from emergency. It also provides for requests for physical assistance from the Commonwealth when State resources have been exhausted.

Emergency relief and recovery activities should be integrated with emergency response activities and commence as soon as the effect and consequences of the emergency are anticipated.

MEMPC supports the set of emergency management priorities that underpin and guide all decisions made during emergencies in Victoria. The priorities focus on the primacy of life and the issuing of community warnings and information, in order to assist people to make informed decisions about their safety.

The priorities are;

- Protection and preservation of life is paramount. This includes:
  - Safety of emergency response personnel and
  - Safety of community members including vulnerable community members and visitors/tourists
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety
- Protection of critical infrastructure and community assets that support community resilience
- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment[1]

These priorities apply to the response to an emergency, regardless of the size of the emergency, and regardless of how many agencies are involved in the response.

5.1 RESPONSE MANAGEMENT ARRANGEMENTS

Emergency response management is based on the functions or coordination, control, command, consequence management and communications. Broadly:

- Coordination is the bringing together or agencies and resources to ensure effective response to and recovery from emergencies
- Control is the overall direction of response activities in an emergency, operating horizontally across agencies
- Command is the internal direction of personnel and resources, operating vertically within an agency

Additionally, in order to meet the objectives of emergency management in Victoria, those performing the control, command and coordination functions need to ensure:

- The consequences of the emergency are managed and
- There is communication that meets the information needs of communities, stakeholders and government

[1] Emergency Management Manual Victoria Part 3: State Emergency Response Plan p3-3

The following diagram conceptually depicts the relationship between the control, command and coordination functions during an emergency response.

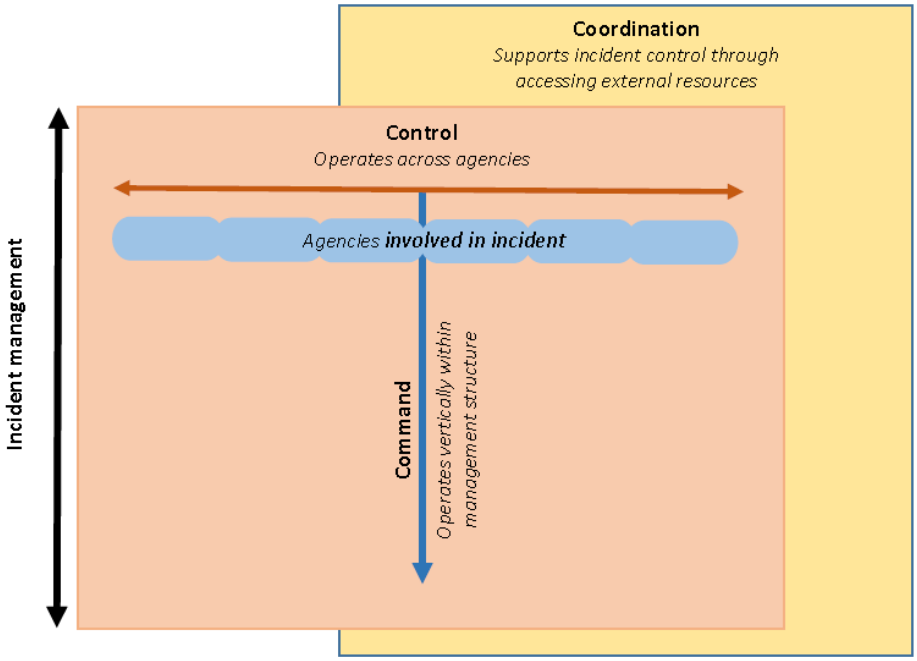

Figure 7: Conceptual depiction of the relationship between control, command and coordination in emergency response.

5.1.1 Coordination

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

Response Coordination

Emergency response coordinators bring together agencies and resources to support the response to emergencies. Broadly their functions are to ensure:

- Effective control arrangements have been established and are maintained to manage the response to emergencies
- Effective information sharing
- The necessary resources are accessed to support the response to emergencies

Recovery coordination

Emergency recover coordinators/managers bring together agencies and resources to support the provision of relief and recovery from emergencies.

5.1.2 Control

Control is the overall direction of response activities in an emergency, operating horizontally across agencies. In Victoria, authority for control is established in the SERP (State Emergency Response Plan) supported by roles and responsibilities as outlined in EMMV Part 7 – Emergency Agency Roles.

Controllers are responsible for leading all agencies responding to the emergency. Specific arrangements apply to the appointment of controllers for Class 1 and Class 2 emergencies and for fires other than for a major fire.

5.1.3 Command

Command is the internal direction of personnel and resources, operating vertically within an agency. Each agency has a 'chain of command', which is the agency's organisational hierarchy that identifies the link between each individual and their supervisor.

Each agency responding to an emergency must identify the commanders responsible for supervising agency personnel and the agency chain of command. Commanders escalate agency issues and provide direction on agency issues through the agency chain of command.

Where there is an agreed inter-agency arrangement, a functional commander may supervise personnel and resources from more than one agency.

5.1.4 Consequence Management

The Emergency Management Commissioner is responsible for consequence management for major emergencies. Consequence management involves the coordination of the activities of agencies with a role in delivering services to the community, with the aim of minimising the adverse consequences of emergencies on the community.

5.1.5 Communications

Communications relates to communicating to the public, reporting to government and communicating with stakeholder agencies during emergencies.

Information on communicating to the public is detailed in the Section 5 of the SERP.

5.1.6 A Team Approach

The people and agencies with roles and responsibilities for responding to emergencies work together in teams at the state, regional and local levels to ensure a collaborative and coordinated whole of government approach to the management of emergencies.

5.2 RESPONSIBILITIES

5.2.1 Control Agencies

The EMMV Part 7 – Agency Emergency Management Roles nominates a control agency for the response to each form of emergency. The control agency is the agency primarily responsible for responding to the specific form of emergency.

5.2.2 Support Agencies

The EMMV Part 7 – Agency Emergency Management Roles nominates key support agencies for the response to each emergency. However, all agencies may be support agencies during major emergencies.

5.2.3 Municipal Responsibilities

Council accepts responsibility for the management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies that may occur within the municipal boundaries.

In the response phase responsibilities includes management of:

- The provision of emergency relief to affected persons
- The provision of municipal resources to control and relief agencies during response and recovery
- The provision of facilities for emergency services' staging areas
- Clearance of blocked drains and local roads, including tree removal
- Recovery coordination within the municipality, in consultation with the Department of Health and Human Services.

Council's Emergency Management Structure can be found in Part 3 Appendix 16.

5.2.4 Administration

During an emergency, Council will receive many requests for resources and support. Most of these requests will come via the MERO, but some will be received at other locations depending on the emergency.

All requests will be documented and brought to the attention of the MERO to ensure that the deployment of resources and requests are actioned in a timely and appropriate manner.

Administration staff are responsible for coordinating and implementing administrative support for the MERO and MRM.

5.3 EMERGENCY ACTIVATION

Early notification of any emergency situation to Council is essential to enable it to implement its own emergency response arrangements. This is especially important when there is a likelihood that the event could escalate or be protracted.

In the event of an emergency, the MERC will determine the extent of resources and support required for successfully managing the emergency.

5.3.1 Scalability of emergency coordination

The following levels of emergency coordination illustrate the components that might be activated in the varying scale of emergencies; they also aim to create a more appropriate response determined by the scale. The activation of each level is dependent upon the scale of the emergency and is determined by the Municipal Emergency Management Coordination Group (MERC, MERO, MEM, Manager Communications and MRM)

5.3.1.1 Small Scale emergency (less than 24 hour impact)

A level one incident is considered a small scale emergency that can be resolved through the use of local or initial response resources. The MOCC may not be formally activated; however, the MERC and MERO will remain in close communication at all times.

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Consequently, the MERC and MERO will undertake the planning and logistics functions concurrently and may use Crisisworks to capture data related to the emergency. They will also monitor the emergency and its impact on the area, the community and other elements/variables that may require a higher level of activation.

5.3.1.2 Medium scale emergency (more than 24 hours)

A level two incident is considered a medium scale emergency and is more complex in size, resources or risk. Crisisworks will be used to record all actions and responses and a MOCC may be activated. The emergency may potentially require forward planning to address response issues, and for recovery during the response phase.

5.3.1.3 Large scale emergency (multiple days impacted)

A level three incident is considered a large scale emergency and is characterized by the levels of complexity that require the activation and establishment of all MOCC functions plus Emergency Relief Centre/s and an Emergency Call Centre. This level of emergency will require forward planning as the emergency continues, and will specifically require recovery planning during the early stages of the response phase of the emergency. Crisisworks will be used to record all actions and responses.

The Municipal Emergency Management Coordination Group will determine if an Emergency Call Centre is required and will take appropriate action to establish with the Coordinator Customer Service.

5.3.2 Activation Procedure

There are four levels of activation. These are:

1. **Alert / Notification**
   Some of the activities that should be considered are:
   - Notifying key personnel that an emergency might require additional personnel
   - Maintain situational awareness of conditions and events
   - Establish flow of information between agencies

   Any incident is considered a small scale emergency if it can be resolved through the use of local or initial response resources. The MOCC might not be activated however the members of the Emergency Management Coordination Group (EMCG) should be in close communication at all times. The EMCG will monitor the emergency's impact on the area, the community and other elements/variables that might lead to a higher level of activation.

2. **Standby**
   Staff with a role in emergency management will be placed on standby in the event of:
   - A 'severe' fire danger warning
   - Warning from the Control Agency eg; flooding or severe storm warning
   - Report of a bushfire with potential to spread
   - Direction from the MERC and/or MERO

3. **Activation**
   Due to the emergency there may be no time to place staff on standby and staff may be activated immediately to perform their emergency management roles. Activation will come from the MERO and/or MRM.

   Hot Start
   A hot start is when resources are activated prior to an emergency.

All MOCC functions are established and staff with emergency management will be required in attendance in the event of:

- A 'code red' fire danger warning
- Warning from the Control Agency

4. **Stand down**
After consultation with the Control Agency and any other relevant agency, and the MERC is satisfied that the response to the emergency has been completed, agencies will be advised to 'Stand Down'.

Standby, activation and stand down guidelines can be found in Appendix 20.

5.3.3 Phases for activation for a bushfire

Fire Danger rating	Fire Danger Index	Phases of Activation	Staff availability
Code Red	100+	Activated	MERO, MEM, MRM, EMLO, Manager Communications, ERC & MOCC staff and support staff
Extreme	75-100	Standby	MERO, MEM, MRM, EMLO, ERC & MOCC Staff and support staff
Severe	50-75	Alert	MERO, MRM, ERC staff
Very High	25-50	Normal	MERO & MRM
High	12-25	Normal	MERO & MRM
Low – Moderate	0-12	Normal	MERO & MRM

5.3.4 Triggers to recognise capability

Warrnambool City Council has identified the following triggers to escalate from local to regional tiers:

- Forward shifts cannot be filled
- Basic water and electricity will not be restored for an extended period of time
- Road and/transport networks will remain adversely affected for an extended period of time
- Consequences of the emergency are complex and/or have state wide impacts
- Unable to address a complex need in the community; i.e. cultural needs, vulnerable people, demand for temporary accommodation
- Number of people presenting at the Emergency Relief Centre is exceeding capacity
- Impacted community is dispersed across multiple councils

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5.3.5 Escalation to other municipalities or State

When triggers are reached, the Emergency Management Coordination Group will request the MERC to request additional resources from neighbouring municipalities. If they are unavailable, the MERC will request resources from the State.

5.3.6 Debriefing Arrangements

A debrief will take place as soon as practicable after an emergency. The MERC will convene the meeting and all agencies that participated will be invited to participate with a view to assessing the adequacy of the MEMP and to recommend any changes. These meetings will be chaired by the Chairperson of the MEMPC or the lead agency.

It may also be appropriate to conduct a separate recovery debrief to address recovery issues. This should be convened and chaired by the MRM.

5.4 MUNICIPAL OPERATION COORDINATION CENTRE (MOCC)

The Municipal Operation Coordination Centre (MOCC) will be activated by the MERO.

Appendix 21: MOCC Operating procedures
Appendix 22: Response contact directory

5.4.1 Crisisworks

Council use the cloud based program called Crisisworks to assist in the management of emergency response. Crisisworks is used to track requests and activities relating to the incident, as well as recording and tracking impact assessment data to assist in the recovery phase of the incident.

Crisisworks is used as a multi-agency platform to manage the emergency from a municipal level.

5.5 EMERGENCY MANAGEMENT LIAISON OFFICER (EMLO) RESPONSIBILITIES

Consistent with *Emergency Management Team Arrangements*[2] when two or more agencies are involved in an emergency, the Incident Controller, Regional Controller or Emergency Management Commission is responsible for forming an Emergency Management Team. Local government will be requested to provide an EMLO to participate in the EMT.

The EMLO will represent Council in the incident control centre and will be deployed as per section 5.3.2 and 5.3.3 above.

5.6 COUNCIL PLANT AND EQUIPMENT

The 1986 Act s.20 (2a) requires that the MEMP identify municipal resources and s.20 (2b) specify how they are to be used in emergency prevention, response and recovery.

The MERO will coordinate the plant and equipment held by Council at Appendix 23. However, Warrnambool City Council Plant and Equipment Operators who have not

[2] Emergency Management Team Arrangements – for all emergencies (Dec 2014), Emergency Management Commissioner, EMV

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completed Maintain Safety on a Fire Ground **will not** have permission to enter a designated fire emergency area[3]

Warrnambool City Council Plant and Equipment Operators will work within the EBA terms and conditions.

The provision of municipal resources to response agencies beyond the EBA terms and conditions may be charged to the response agency[4].

The MERO **will not** coordinate or be responsible for contractor plant and equipment attached at Appendix 24.

5.7 SUPPLEMENTARY EMERGENCY RESPONSE RESOURCES

A supplementary emergency response resource is a resource that is required by a response agency (usually an emergency service, including the control agency) for emergency response operations that is neither owned nor effectively controlled by that agency[5].

Supplementary resources include, but are not limited to:

- personnel – (e.g. agency support and industry technicians)
- equipment – (e.g. plant, vehicles)
- services – (e.g. telephone lines, expert technical advice).

An agency should exhaust all resources owned or directly within their control prior to requesting assistance from elsewhere. Once exhausted, supplementary resources will be allocated as per the figure below.

As per Part 8 Appendix 1 of the EMMV, when a control agency requests services and supplies (for example, catering) on behalf of a number of supporting agencies, the control agency will be responsible for costs incurred.

Figure 12 below outlines the process to request supplementary supplies:

3 EMMV, Declaration of Emergency Area Section 3.15.1.1

[4] Sourcing supplementary emergency response resources from municipal councils, Practice Note, Emergency Management Victoria pg 4

[5] Sourcing Supplementary Emergency Response Resources for Municipal Councils, Practice Note, Emergency Management Victoria

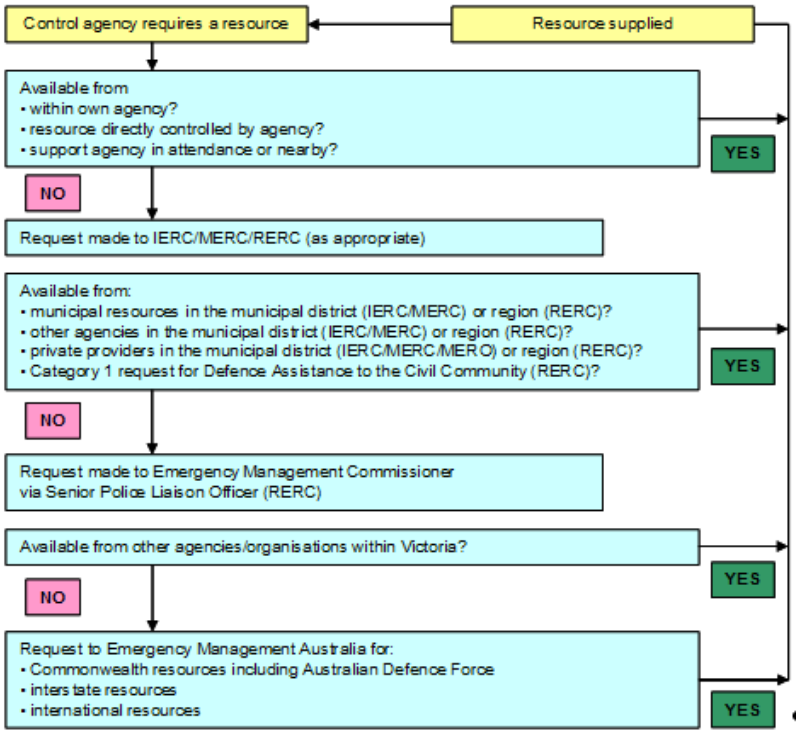

Figure 8: Supplementary response resource process flow chart[6]

5.7.1 Planning for Cross Boundary Events

Warrnambool City Council is a signature to the Protocol for Inter-council Emergency Management Resource Sharing Protocol.

The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

This protocol applies to requests for human resources, equipment and/or facilities in relation to response or recovery activities associated with an emergency. Duties undertaken by councils staff seconded to another councils for assisting with response and recovery operations should be within the scope of councils' emergency management responsibilities as set out in Part 6 of the EMMV.

Resources can be requested at any time during an emergency including recovery stages. Requests for assistance may be initiated by the MERO. Such requests may be verbal or in writing, however, verbal requests must be confirmed in writing as soon as practicable and in most cases will be logged at the Municipal Operation Coordination Centre (MOCC). Requests for assistance should include the following information:

- A description of the emergency for which assistance is needed

[6] Sourcing supplementary emergency response resources from municipal councils, Practice Note, Emergency Management Victoria, 3

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- The number and type of personnel, equipment and/or facilities (resources) required
- An estimate of time as to how long the resources will be required; and
- The location and time for the staging of the resources and a point of contact at that location

Requests for resources should be logged at the MOCC.

The protocol can be found here http://www.mav.asn.au/policy-services/emergency-management/Pages/resource-sharing-protocol.aspx

Appendix 25: Emergency Management Resource Sharing Protocol

5.8 WARNINGS & INFORMATION

Emergency Warnings and information assist the community to make informed decisions about their safety.

PREVENTION (Before Emergencies)
Any information released to the public on behalf of the Warrnambool City Council will be to educate and assist the community to prepare for emergencies.

RESPONSE
It is the responsibility of the Control Agency to issue warnings to the potentially affected community, and other agencies. The Council may have, or be asked to assist in the dissemination of this information. During response, Warnings and the release of other public information should be authorised by the Incident Controller prior to dissemination.

RECOVERY
Releasing information will be the responsibility of the Warrnambool City Council in the first instance this may be done in consultation with the Department of Health and Human Services. Any information released must be approved by the MRM or CEO/Senior Management. Liaison must take place so duplication and confusion does not occur.

5.8.1 Emergency Broadcasters

The Victorian Government has formal arrangements for the broadcast of emergency warnings and information to the community.

Victoria has Memorandum of Understandings with a number of broadcasters and Emergency Management Victoria is the administrator of Victoria's emergency broadcasting policy on behalf of the emergency services, including the CFA, Department of Environment, Land, Water and Planning and the Victoria State Emergency Services (VICSES).

During emergencies, Victoria's emergency broadcasters will broadcast information, including updates and community alerts, which will help the public to make decisions based on the advice of the emergency services.

If necessary, emergency warnings will interrupt normal programming on the radio and television station.

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Emergency broadcasters include ABC Local Radio and commercial radio stations across Victoria and SkyNews television.

Three key radio stations for this area include:

- Port Fairy ABC Local 1602 AM
- Warrnambool ABC Local 1602 AM
- Warrnambool Coast 95.3 FM
- Warrnambool 3YB 882 AM

5.8.2 Official Emergency Services Websites

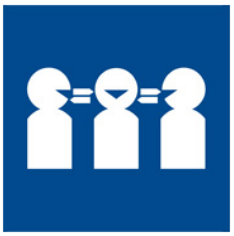
www.emergency.vic.gov.au is a single all-emergencies website for Victorians. It is Victoria's primary website for incident information and warnings. It provides a single source of information and advice to help people prepare for, respond to and recover from fire and flood.

VicEmergency has a real-time Google Map display with incidents across Victoria including fires, floods, storms, power outages, hazardous material incidents and traffic incidents. **http://emergency.vic.gov.au**

5.8.3 Social Media

- Emergency Twitter Feeds
  - Victoria Police twitter.com/VictoriaPolice
  - SES news twitter.com/vicsesnews
  - SES warnings twitter.com/vicseswarnings
  - CFA updates twitter.com/CFA_Updates

- Emergency Facebook Pages
  - SES page facebook.com/vicses
  - CFA page facebook.com/cfavic
  - Victoria Police page facebook.com/victoriapolice



5.8.4 Culturally and Linguistically Diverse (CALD)

Special considerations need to be given to warning disabled and CALD (Culturally and Linguistically Diverse) groups. In the case where information or communication is required with persons unable to speak English an interpreter service such as the Telephone Interpreter Service may be able to assist:

- Immediate phone interpreting (24 hours, every day of the year) **Phone: 131 450**
- ATIS Voice phone interpreting (24 hours, every day of the year) **Phone 1800 131 450**

5.9 TRAFFIC MANAGEMENT

Public movement in and around an emergency scene may need restricting to either protect the public or the emergency scene.

The incident controller is responsible for developing, implementing and monitoring a traffic management plan, which may include establishing traffic management points to restrict

access. Victoria Police coordinates the implementation of the plan in accordance with EMMV Part 3, 5.2.4.

The MERO will provide advice and the On Ground Resource Coordinator should be notified.

5.10 SINGLE INCIDENT EMERGENCY ASSISTANCE

A single incident emergency is defined as an event that has occurred on a small scale, where individuals or families may have had their home or possessions severely damaged or destroyed, through an incident such as a house fire, localised flood, storm, burst pipes or vandalism.

The Municipal Recovery Manager can assist affected people by contacting/referring to the following agencies:

Australian Red Cross Victoria	**Emergency Assistance** Red Cross help with immediate needs to assist affected people for the first few days following an incident to their principal residence. The service is designed to assist for the immediate term only until insurance and other services may be contacted and made available. This service is available 24 hours a day. There is a budgetary limit that can be spent per person. Where possible it is recommended for affected people to stay with friends and relatives; this provides emotional support much needed at a traumatic time.
	Services provided include: • Accommodation (2-3 nights motel accommodation) • Clothing – new essential items per household member • Toiletries and groceries • Emotional support and assistance contacting other organisations when required.
Victorian Council of Churches Emergencies Ministry	**Personal Support** • Provide personal support and pastoral services at emergency recovery centres • Support outreach activities with trained outreach and visitation workers • Provide personal support and other information to people and communities affected by emergencies
DHHS	**Personal Hardship Grants** Emergency grants provide assistance to meet immediate basic needs and are available for single household incidents as well as emergencies. See DHHS Website for more details.
Salvation Army	**Community Support Services** Emergency relief, material aid, advocacy, referral and support to people in personal and financial crisis.
Centrelink	**Crisis Payment** may be available to assist those in severe financial hardship who have been forced to leave

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	their home and establish a new one because of an extreme circumstance (domestic violence or their house burning down). Contact Centrelink for more information.

5.11 NEIGHBOURHOOD SAFER PLACES – PLACES OF LAST RESORT

Neighbourhood Safer Places – Places of Last Resort (NSP-PLR) are municipal council designated buildings or spaces within the community that may afford some protection from radiant heat, the biggest killer during bushfire.

They are a place of last resort in bushfire emergencies only. They are a last resort shelter that may assist people when there is imminent threat of bushfire and they have no plan, or their planned options are not possible.

They are not locations to relocate to when leaving early. On days when there is advice to leave early people should relocate well away to an area of lower risk either the night before or early in the morning.

The degree of safety afforded by Neighbourhood Safer Places will depend on a number of factors, including the intensity of the bushfire.

There are 8 NSP-PLR's that have been assessed by CFA within the Warrnambool City Council municipal area.

	Location	Address
1	Albert Park - Walter Oval Car Park	Coulstock Street Entry (opposite Foster Street) Warrnambool 3280.
2	Lake Pertobe Adventure Playground Car Park	Pertobe Road (Opposite Warrnambool Surf Life Saving Club) Warrnambool 3280.
3	Albert Park - Football Club Car Park	Cramer Street Warrnambool 3280.
4	Merrivale Recreation Reserve Car Park	Cnr Merrivale Drive & Landmann Street (entry off Merrivale Drv) Warrnambool 3280.
5	EJ King Reserve Car Park	Simpson Street (between Otway Road and Bostock Street) Warrnambool 3280.
6	Davidson Oval Car Park	Cnr Caramut Road & Fairfax Avenue (entry off Caramut Road) Warrnambool 3280.
7	Albert Park - Reid Oval (sealed road at southern edge)	Coulstock Street Entry (between Japan St & Foster St) Warrnambool 3280.
8	Albert Park - Mack Oval Car Park	Grafton Road Warrnambool 3280.

Table 9: Neighbourhood Safer Places – Places of Last Resort

A map of the Neighbourhood Safer Places – Places of Last Resort is attached at Appendix 26 or can be accessed here http://www.saferplaces.cfa.vic.gov.au/cfa/search/default.htm

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5.12 FIRE REFUGES

There are no designated fire refuges in the foot print of Warrnambool City Council.

5.13 EMERGENCY CALL CENTRE

The Emergency Call Centre may be established to enable Council to assess the impact of an emergency and then respond, in consultation with emergency services, to the needs of affected persons and communities.

The Call Centre enables the following activities to be undertaken:

- Management of requests for assistance from the public which may be directed to the appropriate authority or service;
- Collection of emergency impact data;
- Collation and dissemination of relief information to impacted people; and
- Management of offers for support with relief needs.

The Emergency Management Coordination Group will determine whether to set up a call centre.

5.14 INTEGRATION OF RECOVERY

Council is responsible for relief and recovery management at the municipal level.

The Incident Controller, DHHS, MERC, MERO and MRM will start planning for the transition to recovery as soon as possible following the initial impact of an emergency.

The Emergency Management Coordination Team should be involved in these discussions to ensure all agencies have a shared and consistent understanding of the planning, timing and expectations for the transition to recovery.

Council is responsible for managing emergency relief centres during emergency response and they may need to continue providing these services under recovery management arrangements after other response activities have finished.

A number of considerations impact the timing of the transition of coordination from response to recovery. These include:

- The nature of the emergency and whether a recurring threat is likely
- The extent of the impact on the communities, as this may determine the length of the transition period
- The level of loss/damage and the extent to which this has been validated
- The extent to which the community needs emergency relief
- The resources required for the activation of recovery arrangements

The emergency response coordinator is responsible for advising all agencies involved in the emergency of the time of termination of the emergency response phase. Following the termination, the effects of the emergency may continue with the recovery activities often continuing for some time[7].

[7] EMMV Part 3, 4.6

Although the termination of the response phase implies the cessation of the responsibilities of emergency response coordinators, both they and the emergency response agencies may continue to operate in recovery through a previously agreed role.

5.14.1 Termination of Response Activities and Handover of Goods / Facilities

When response activities are nearing completion, the MERC, in conjunction with the Control Agency, will call together relevant relief and recovery agencies including the MERO and the MRM, to consult with, and agree upon, the timing and process of the response stand down.

In some circumstances, it may be appropriate for certain facilities and goods obtained under the emergency response arrangements, to be utilised in recovery activities. In these situations there would be an actual hand over to the MRM of such facilities and goods. This hand over will occur only after agreement has been reached between response and recovery managers.

If the emergency is of significant size which has resulted in DHHS being actively involved, then the Municipal/Regional Coordinator will consult with the MERO, MRM and Recovery Manager from DHHS to agree on the timing and process of response stand down.

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APPENDIX 20: WARRNAMBOOL CITY COUNCIL EMERGENCY RESOURCES ACTIVATION AND PROCEDURE GUIDELINES

TRIGGERS FOR ACTIVATION

ALERT/NOTIFY

Municipal Emergency Resource Officer (MERO)

Task	Time	Comments
Contact the following people:		
MEM		
MRM		
Manager Communications		

STANDBY

Municipal Emergency Resource Officer (MERO)

Task	Time	Comments
Contact the following people:		
MEM		
Deputy MERO		
MRM		
MERO Support Officer		
Manager Communications		
MOCC Manager		
Conduct a briefing with the above people		
Direct MOCC Manager to Standby MOCC		
Prepare a roster in the event of activation		
Do you need an Emergency Relief Centre?		
Do you need EHO's?		

Deputy MERO

Upon direction from the MERO:

Task	Time	Comments
Brief On Ground Resource Coordinator		
Brief Crisisworks Support Staff		
Brief Manager Information Services – re setting up the MOCC		

Manager Communications

Upon direction from the MERO:

Task	Time	Comments
Keep Council and CEO informed of the emergency		
Advise Council that MOCC is on standby		
Brief the City Assist staff of the emergency and provide them with information that can be provided to the community.		
Brief Communications Officer		
Brief Website Designer/Multimedia Producer		

MERO Support Officer

Upon direction from the MERO:

Task	Time	Comments
Reschedule MERO's meetings		
Attend the MERO's briefing via phone		
Log into Crisisworks and monitor		

Municipal Recovery Manager (MRM)

Upon direction from the MERO:

Task	Time	Comments
Contact the following and put on standby:		
Deputy MRM		
Relief Centre Manager Brief the Emergency Relief Centre Manager of the situation by phone. This briefing includes information on: the emergency (type, location, scale/severity, any other factors impacting on emergency relief arrangements), potential numbers of affected persons and any other relevant information known at the time.		
Notifying the Emergency Relief Centre Manager to put the Emergency Relief Centre Volunteer Teams on standby		
Attend the MERO's briefing		

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Do you need an ERC? Talk with MERO. Which one? Arc or Archie Graham?		
Contact ERC Managers and put on standby		

Deputy Recovery Manager (MSIA Coordinator)

Task	Time	Comments
Contact the following and put on standby, if required:		
Social Environment Coordinator		
Built Environment Coordinator		
Natural Environment Coordinator		
Economic Environment Coordinator		

Municipal Relief Centre Manager

Upon direction from the MERO:

Task	Time	Comments
Contact the Relief Centre Support Officers and put on standby		

ACTIVATION

Notification from MERC or control agency – activation within 30mins

Municipal Emergency Resource Officer (MERO)

Task	Time	Comments
Notify the Manager Communications of activation		
Activate MOCC		
Email all staff advising that an emergency response has been activated		
Provide assistance to VicRoads regarding the closure or clearing of roads		
Activate resources such as plant and equipment to predetermined marshalling areas (See 5.3.5 for further information re supplementary supply)		
Activate Municipal Emergency Coordination Group. This Group		

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consists of the MERO, Manager Communications and MRM.		
Activate EMLO to ICC		
Activate Emergency Relief Centre in consultation with MERC & MRM		
Ensure that the opening and location of ERC is communicated to the communities impacted by the emergency		
When safe to do so activate deploy personnel/equipment as requested		
List all resources deployed		
Produce briefings on a regular basis for relevant authorities and bodies		
Maintain records of financial commitments made by council in response to the emergency, or on behalf of requesting agencies		
Liaise with MERC regarding the transition into recovery		

Manager Communications

Upon direction from the MERO:

Task	Time	Comments
Notify the CEO of activation		
Notify City Assist of the emergency		
Notify the Communications Officer, Website Designer/Multimedia Producer		
Prepare information for facebook/twitter/ that supports what the control agency has advised the community		

Deputy MERO

Upon direction from the MERO:

Task	Time	Comments
Activate On Ground Resource Coordinator Are roads blocked? Are drains blocked? Have fallen trees blocked roads?		
Activate Crisisworks Support Staff to enter data into system		
Active Manager Information Services to set up MOCC		

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MERO Support Officer

Upon direction from the MERO:

Task	Time	Comments
When MOCC is activated reschedule all meetings on behalf of key Municipal Emergency Management Coordination Group staff		
Attend the MERO's briefing		
Provide support to MERO		
Enter data into Crisisworks as per instructions from MERO		

MOCC Manager

Upon direction from the MERO:

Task	Time	Comments
Establish the MOCC for activation according to the MOCC layout floor plan (as per Appendix XX: SOP MOCC Initial Set Up)		
Post '**MOCC IN OPERATION APPROVED ACCESS ONLY'** signage on all entry and exit doors of the MOCC		
Register personnel arriving/departing the MOCC		
Ensure information is gathered and handled in accordance with SOP (01) MOCC Message Request and Handling System		
Ensure only authorised personnel enter. Those who are unauthorised (media, staff without MOCC roles) should not be within a MOCC		
Ensure the generator is ready for use		
Ensure all staff at the MOCC operate in accordance with OHS and Workplace Agreement guidelines in relation to shift times		
Ensure staff have breaks to maintain operational effectiveness		
Ensure catering arrangements are in place		
Updating the whiteboard & Crisisworks		
Attend the MERO's briefing.		

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Municipal Recovery Manager (MRM)

Upon direction from the MERO:

Task	Time	Comments
Activate the Deputy MRM		
Activate the Relief Centre Manager		
Attend the MOCC		
Attend MERO's briefing		
Ensure that the nominated Emergency Relief Centre is opened within a timely manner		
Notify DTF that a relief centre has been opened		
Ensure the opening and location of the Emergency Relief Centre is communicated to the communities impacted by the emergency in a timely manner in conjunction with the Municipal Emergency Response Coordinator and the Municipal Emergency Resource Officer		
Ensure full records are maintained of all communications, including deployment		
Maintain records of financial commitments made by Council in response to the emergency, or on behalf of requesting agencies in relation to the emergency		
Request Victoria Police deliver the emergency registration kit to the ERC		
Ensure the effective resourcing and management of the Emergency Relief Centres		
Produce briefings on a regular basis to the Municipal Emergency Coordination Group		
Notify Australian Red Cross (Victoria) of Emergency Relief Centre Activation for registration and catering teams and Victorian Council of Churches for community support services and St Johns/ Australian Red Cross for First Aid (Appendix XX)		
Liaise with Municipal Emergency Coordination Group regarding the transition from emergency relief to recovery.		
Develop the Community Recovery Committee		

Deputy Municipal Recovery Manager / MSIA Coordinator

Task	Time	Comments
Attend MERO briefing		
Deploy coordinators when advised safe by the ICC		
Document when deployed and location – maintain records		
Schedule regular reporting times for teams to report back into MOCC. Document in Crisisworks		

Municipal Emergency Relief Centre Manager

Upon direction from the MERO:

Task	Time	Comments
Attend at the nominated relief centre. Follow SOP Operating an Emergency Relief Centre		
Activate Relief Centre Support Staff		
Take or organise the ERC kit to the ERC		
Regularly brief the MRM		
Allocate tasks to the Relief Centre Support Officers		
Notify the MRM as soon as the ERC is established		
Support other agencies such as Red Cross in their roles		
Manager the ERC		
Assign roles and responsibilities to deputy emergency relief centre managers and other staff as outlined in Section 2. Ensure all municipal council staff fulfilling key emergency relief centre roles are suitably identified with tabards. Other municipal council staff should wear their municipal council ID badges		
Assign a staff member to set up an information and communication exchange area with whiteboards and noticeboards. Ensure information is current and updated regularly		
Contact MOCC if additional resources are required		
Regularly update the MRM of the ERC situation		
Monitor Relief Centre Support Staff and ensure breaks are regularly taken		
Brief ERC staff at the beginning		

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of each shift		
Hold debriefs at the conclusion of each shift		
Ensure staff are keeping a log recording all ERC activities and requests		
Ensure the maintenance of staff and volunteer attendance sheets		
Liaise with Environmental Health Officer for monitoring on-site hygiene and food safety requirements.		

Emergency Liaison Officer

Upon direction from the MERO:

Task	Time	Comments
Attend briefings at ICC		
Provide regular reports to MERO via phone: Are roads blocked? Do alternative routes need to be planned?		
Obtain information regarding initial impact assessments and pass to MERO		
Update Crisisworks		

Health Officer

Upon direction from the MERO:

Task	Time	Comments
Attend briefings MECC		
Provide advice, if required, to MERO about:		
Water (purity & quantities)		
Waste collection and disposal		
Sanitation		
Accommodation		
Disposal of dead stock and animals		
Water, land or air pollution		
Dissemination of information on public health issues		
Development of Public Health Notices		

On Ground Resource Officer

Upon direction from the MERO:

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Task	Time	Comments
Attend at predetermined resource marshalling area		
Provide regular reports to MERO		
Maintain list of resources in and out of marshalling area		

Chief Executive

Upon direction from the MERO:

Task	Time	Comments
Notify the Mayor and Councillors		
Contact and meet with Directors		
Ensure support is provided to the MERO		
Liaise with the Mayor and Councillors		

Corporate Directors and Managers

Upon direction from the MERO:

Task	Time	Comments
Ensure that divisional resources are made available to the MERO		
Ensure core business activities and services are maintained		
Ensure Council operational staff are given regular status reports		
Ensure welfare and rostering of staff who are maintaining core business activities and services		

STAND DOWN

When the control agency and emergency response coordinator are satisfied that the response to the emergency has been completed, a number of actions are required to complete the emergency response activities.

Municipal Emergency Resource Officer (MERO)

Upon direction from the MERC:

Task	Time	Comments
Notify the follow people to Stand Down		
MEM		
MERC		
Deputy MERO		

MRM		
MFPO		
MERO Support Officer		
CE		
Manager Communications		
MOCC Manager		
Health Officer		
Emergency Liaison Officer		
On ground resource coordinator		
Ensure that all Emergency Record Log Books and MOCC Message / Request books remain in the MOCC		
Update Crisisworks		
Email all staff advising that the emergency is over		
Arrange for a debriefing of all staff who participated in the emergency		

MOCC Manager

Upon direction from the MERO:

Task	Time	Comments
Pack up all MOCC equipment and place in the MOCC cupboard		
Remove signage from all entry and exit doors of the MOCC		
Conduct audit of all MOCC kits		
Arrange for the replacement of missing items		

MERO Support Officer

Upon direction from the MERO:

Task	Time	Comments
Assist the MERO in ensuring that all Emergency Record Log Books and MOCC Message / Request books remain the MOCC		
Update Crisisworks		

Municipal Recovery Manager

Upon direction from the MERO:

Task	Time	Comments

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Ensure all documentation relevant to the MOCC remains in the MOCC		
Stand down Emergency Relief Centres		
Arrange for all staff / personnel who attended an Emergency Relief Centre to participate in a debrief		
If transitioning into long term recovery see tasks in Section 6.13 below		

Municipal Emergency Manager (MEM)

Upon direction from the MERO that the MECC has been stood down, issue an email to all staff informing them that the MOCC is no longer in operation.

RECOVERY

Relief and recovery begin when an emergency occurs and many response, relief and recovery activities are undertaken concurrently.

Municipal Recovery Manager

Upon direction from the MERO:

Task	Time	Comments
Activate the Community Recovery Committee		
Coordinate the 5 recovery environment officers		
Coordinate municipal and community resources for community support, relief and recovery		
Liaise with the MERC & MERO on the best use of council resources		
Liaise with relevant external partners in emergency management		
Establish and coordinate recovery centre		
Liaise, consult and negotiate with recovery agencies on behalf of affected communities		
Assist with the collating and evaluation of information gathered in the post-impact assessments (Appendix 29)		

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Provide advice and assistance with the development of a recovery plan – plan identifies agreed priorities (use Disaster Recovery Toolkit Part 4)		
Activate a Community Recovery (Operations) Committee, if required		
Participate in Community Recovery Committees		
Liaise with DHHS		
Establish a public information and coordination centre at the council offices or a location more appropriate to the affected area/s		

APPENDIX 21: MUNICIPAL OPERATION COORDINATION CENTRE - STANDARD OPERATING PROCEDURES

Objective

To ensure the efficient set up of the Municipal Operation Coordination Centre

Location

Committee Room 1
Warrnambool Civic Centre
25 Liebig Street
Warrnambool VIC 3280

Role of MOCC

The MOCC is not the control centre for emergency response but the focus for organising any support that may be needed. It is from the MOCC that relevant personnel coordinate and organise emergency provision of council and community resources within the municipal district, or by agreement, to a neighbouring district.

The MOCC also:

- monitors all operational activities for recording, debriefing and planning purposes;
- operates during larger response operations; and
- operates for the relief and early recovery activities in which council's roles require coordination.

Activation of MOCC

The MOCC can be activated at the request of the Municipal Emergency Response Coordinator and/or Municipal Emergency Resource Officer.

Activation Procedure

- Access building to be used as MOCC
- If needed, clear area to be used (should be done by office staff)
- Call in appropriate staff
- Set up tables and chairs
- Provide necessary stationery
- Establish and test MOC communications
- Install visual display boards and maps

Staffing of MOCC

Staffing of the MOCC should be made up of the following:

- MERO
- MRM
- Manager Communication
- MERO Support Officer

- MOCC Manager/Crisisworks Coordinator
- Crisisworks Support Staff
- IT Technical Support

Others as required or co-opted

Communications

All communications in and out of the MOCC must be logged on Crisisworks and actioned accordingly. This applies to all radio, telephone, and other messages. In some cases this may only require logging and filing.

Media

Civic Centre Foyer will be used as a media liaison area for briefings.

APPENDIX 22: CONTACT DIRECTORY (CURRENT AS OF 1 AUGUST 2017)

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Local Government Authorities							
Borough of Queenscliffe		Email: MECC@queenscliffe.vic.gov.au Phone: 5258 1377 Address: 50 Learmonth St, Queenscliffe, 322					
Hansen	Stuart	Deputy Municipal Emergency Resource Officer	✓		5258 1377	0447 211 669	stuart.hansen@queenscliffe.vic.gov.au
Jenner	Lenny	Deputy Municipal Recovery Manager (MRM)	✓		5258 1377	0408 138 110	lenny.jenner@queenscliffe.vic.gov.au
Josipovic	Phil	Municipal Emergency Resource Officer	✓		5258 1377	0416 047 863	phil.josipovic@queenscliffe.vic.gov.au
Stevenson	Lynne	Municipal Recovery Manager (MRM)	✓		5258 1377	0419 566 869	lynne.stevenson@queenscliffe.vic.gov.au
City of Greater Geelong		Email: MECC@geelongcity.vic.gov.au Phone: 5272 5272 Address: 30 Gheringhap St, Geelong 322					
Coles	Liz	Deputy Municipal Recovery Manager	✓		5272 4748	0417510650	lcoles@geelongcity.vic.gov.au
Garde	Kevin	Coordinator Emergency Management & MERO (Primary Contact)	✓		5272 4533	0418 360 748	kgarde@geelongcity.vic.gov.au
Notting	Vaughn	Deputy Municipal Emergency Resource Officer (MERO)	✓		5272 4344	0428721588	vnotting@geelongcity.vic.gov.au
Stevens	Robyn	Municipal Recovery Manager (MRM)	✓		5272 5022	0419 113 333	rstevens@geelongcity.vic.gov.au
Wager	Jane	Deputy Municipal Recovery Manager (MRM)	✓		5272 4763	0408 139 097	jwager@geelongcity.vic.gov.au
Colac Otway Shire		Email: emergency@colacotway.vic.gov.au Phone: 5232 9400 Address: 2-6 Rae Street, Colac 325					
24/7 EM Contact		24/7 Emergency Management (Primary Contact)	✓		5232 9579	0427 357 850	emergency@colacotway.vic.gov.au
Anderson	Stewart	Municipal Emergency Resource Officer (MERO)	✓		5232 9414	0427 542 653	stewart.anderson@colacotway.vic.gov.au
Fletcher	Greg	Municipal Recovery Manager (MRM)	✓		5232 9440	0417 342 428	greg.fletcher@colacotway.vic.gov.au
Howland	Simon	Emergency Management Coordinator	✓		5232 9490	0407 841 325	simon.howland@colacotway.vic.gov.au
Corangamite Shire		Email: MECC@corangamite.vic.gov.au Phone: 5593 7100 Address: 181 Manifold St, Camperdown 326					
		Municipal Emergency Resource Officer		✓			mero@corangamite.vic.gov.au
		Municipal Recovery Manager		✓			mrm@corangamite.vic.gov.au
Bond	Lyall	Municipal Recovery Manager (MRM) & MERO		✓		0419 377 854	lyall.bond@corangamite.vic.gov.au
Dawson	Matthew	Deputy Municipal Recovery Manager		✓	5593 7100	0428 311 926	matthew.dawson@corangmaite.vic.gov.au
Love	Brooke	Deputy MERO		✓	5593 7163	0409 976 204	brooke.love@corangamite.vic.gov.au
Mitchem	Kim	Deputy MRM		✓	5593 7179	0411 437 156	kim.mitchem@corangamite.vic.gov.au
Whitehand	Sharna	Emergency Management Officer / Deputy MRM & MERO		✓	5593 7206	0418 331 479	sharna.whitehand@corangamite.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Glenelg Shire			Email: mero-team@glenelg.vic.gov.au Phone: 1300 453 635 Address: 71 Cliff St Portland 330				
		24/7 On-Call Municipal Emergency Resource Officer (MERO) (Primary Contact)		✓		0409 684 043	MERO@glenelg.vic.gov.au
		24/7 On-Call Municipal Recovery Manager (MRM)		✓		0400 695 915	MRM@glenelg.vic.gov.au
Deam	Anne	Aged & Disability Services Manager / Municipal Recovery Manager (MRM) (takes on role from mid Feb 2015)		✓	5522 2267	0418 460 700	adeam@glenelg.vic.gov.au
McMahon	Lynne	Emergency, Risk, & OHS Manager and MERO (Primary Contact)		✓	5522 2253	0429 868 952	lmcmahon@glenelg.vic.gov.au
Golden Plains Shire			Email: MECC@gplains.vic.gov.au Phone: 5220 7111 Address: 2 Pope Street, Bannockburn3331				
Anders	Greg	Municipal Emergency Resource Officer (MERO) (Primary Contact)	✓			0411 398 771	ganders@gplains.vic.gov.au
Chivers	Braeden	Emergency Management Officer	✓		5220 7111		braeden.chivers@gplains.vic.gov.au
Evans	Jill	Municipal Recovery Manager (MRM)	✓			0427 633 255	jevans@gplains.vic.gov.au
Fraser	Terry	Deputy Municipal Recovery Manager (MRM)	✓		5220 7153	0407 550 611	tfraser@gplains.vic.gov.au
Stanley	Kim	Emergency Management Officer – Relief and Recovery			5220 7162	0408 516 189	kim.stanley@gplains.vic.gov.au
White	Louisa	Deputy Municipal Recovery Manager (MRM)	✓			0439 365 362	lwhite@gplains.vic.gov.au
Moyne Shire			Email: MECC@moyne.vic.gov.au Phone: 1300 656 564 Address: Princes St, Port Fairy 328				
Deans	Mathew	Municipal Emergency Resource Officer (MERO)		✓	5568 0569	0428 000 355	mdeans@moyne.vic.gov.au
Deans	Mathew	Municipal Emergency Manager		✓	5568 0569	0428 000 355	mdeans@moyne.vic.gov.au
Lyons	John	Deputy Municipal Emergency Resource Officer (MERO)		✓		0428 669 119	jlyons@moyne.vic.gov.au
Rondeau	Sue	Municipal Recovery Manager (MRM)		✓		0411 869 146	srondeau@moyne.vic.gov.au
Southern Grampians Shire			Email: MECC@sthgrampians.vic.gov.au Phone: 5573 0444 Address: 111 Brown St, Hamilton 330				
		24/7 Municipal Emergency Resource Officer (MERO) this number will divert to on call duty MERO		✓	5573 0206		
		24/7 Municipal Recovery Manager (MRM) this number will divert to on call duty MRM		✓	TBC		
Huggins	Chris	Emergency Management Officer		✓	5573 0272	0457 413 294	chuggins@sthgrampians.vic.gov.au
McFarlane	Nola	Municipal Recovery Manager (MRM)		✓	5573 0422	0417 109 457	nmcfarlane@sthgrampians.vic.gov.au
Moloney	David	Municipal Resource Officer (MERO) (also Director Shire Infrastructure)		✓	5573 0259	0439 800 129	DMoloney@sthgrampians.vic.gov.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Surf Coast Shire			Email: MECC@surfcoast.vic.gov.au Phone: 5261 0600 Address: 1 Merrijig Drive, Torquay 3228				
		24/7 On-Call Municipal Emergency Resource Officer (MERO) This number is for calls only, no texts	✓			0417 139 977	mero@surfcoast.vic.gov.au
Barnett	Zoe	Deputy Municipal Recovery Manager (Deputy-MRM)	✓		5261 0642	0429 361 579	zbarnett@surfcoast.vic.gov.au
Frost	Rowena	Deputy Municipal Recovery Manager (Deputy-MRM)	✓		5261 0815	0438 570 339	rfrost@surfcoast.vic.gov.au
Lee	Adam	Deputy Municipal Emergency Resource Officer (Deputy-MERO)	✓		5261 0622	0400 664 603	alee@surfcoast.vic.gov.au
Mackenzie	Rowan	Municipal Emergency Manager (MEM)	✓		5261 0553	0427 836 579	rmackenzie@surfcoast.vic.gov.au
Morris	Virginia	Municipal Emergency Resource Officer (MERO) / Coordinator Community Emergency Management (Primary Contact)	✓		5261 0511	0437 931 017	vmorris@surfcoast.vic.gov.au
Williams	Kerrie	Deputy Emergency Management Resource Officer (Deputy-MERO)	✓		5261 0551	0427 584 817	kwilliams@surfcoast.vic.gov.au
Warrnambool City Council				Email: MECC@warrnambool.vic.gov.au Phone: 5559 4800 Address: 25 Liebig St (Civic Centre) Warrnambool 3280			
		After Hours Emergency Duty Officer		✓		0417 145 781	
Hinch	Justin	Municipal Emergency Resource Officer (MERO)		✓	5559 4832	0481 037 711	jhinch@warrnambool.vic.gov.au
Hinch	Justin	Municipal Emergency Manager (MEM)		✓	5559 4832	0481 037 711	jhinch@warrnambool.vic.gov.au
King	Vikki	Municipal Recovery Manager (MRM)		✓	5559 4922	0466 778 070	vking@warrnambool.vic.gov.au
Lineham	Russell	Deputy Municipal Recovery Manager (MRM)		✓	5559 4869	0427 052 319	rlineham@warrnambool.vic.gov.au
McKinnon	Rohan	Deputy Municipal Emergency Resource Officer (MERO)		✓	5559 4857	0409 795 267	rmckinnon@warrnambool.vic.gov.au
McLeod	Lisa	Deputy Municipal Recovery Manager (MRM)		✓	5559 4959	0400 921 078	lmcleod@warrnambool.vic.gov.au
Reddick	Glenn	Manager Emergency Management (MEM)		✓	5559 4851	0481 437 585	greddick@warrnambool.vic.gov.au
Rondeau	Sue	Coordinator Emergency Management		✓	5559 4477	0411 869 146	srondeau@warrnambool.vic.gov.au

Response & Recovery Agencies

Administration, Control Centres & Committees for BSWR

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Committee		BSW REMTEC Chair - Ian Carlton	✓	✓	9256 9350	0400 512 115	ian.carlton@ses.vic.gov.au
Committee		BSW REMTEC Secretariat Matt Ponsford (AV)	✓	✓	5246-4664	0475 982 876	OperationsSupport.BSW@ambulance.vic.gov.au
Committee		BSW REMEC Chair - Ian Carlton (SES)	✓	✓	9256-9350	0400-512-115	ian.carlton@ses.vic.gov.au
Committee		BSW REMPC Secretariat - Ted Lis (EMV)	✓	✓	9452 4632	0419 315 794	edward.lis@emv.vic.gov.au
Committee		BSW REMPC Co-Chair Brenda Bagally (VicPol)	✓	✓	5223 7812	0437 072 482	brenda.bagally@police.vic.gov.au
Committee		BSW REMPC Co-Chair Colleen Wilson (DHHS)	✓	✓	9275-7577	0418-367-354	colleen.wilson@dhhs.vic.gov.au.au
Committee		BSW RMF Secretariat TBC	✓	✓			
Committee		SWR MEMEG Chair Virginia Morris (SCS)	✓	✓	5261 0511	0437 931 017	vmorris@surfcoast.vic.gov.au
Committee		BSWR EM Contact List. Meeting, Training & Exercise Calendar Coordinator Terry Murrihy (DHS)	✓	✓	5226 4629	0419 389 372	terry.murrihy@dhhs.vic.gov.au
ICC - Casterton		(DEPI) - 147 Bahgallah Road, Casterton 3311		✓	5554 2301		
ICC - Colac		(DEPI) - 83-85 Gellibrand Street Colac 3250	✓	✓	5233 5565		
ICC - Geelong		(SES) 90-94 Furner Ave, Bell Park 3215	✓	✓	9256 7399		
ICC - Hamilton		(CFA) - 915 Mt Napier Road Hamilton 3300		✓	03 5551 4700 03 5551 4700		
ICC - Heywood		(DEPI) - 12 Murray St, Heywood 3304	✓	✓	5527 0444		
ICC - Warrnambool		(CFA) - Cnr Raglan Pde (Princes Hwy) & Walsh Rd Warrnambool 3280	✓	✓	5559 2500		
IPOC - Warrnambool		Western Police Region Division 2 Warrnambool - Warrnambool Police Station, 214 Koroit Street, Warrnambool		✓	5560 1253	5560 1111	Police Station Switch board 5560 1333
IPOC - Waurn Ponds		Western Police Region Division 1 (IPOC) 13-39 Rossack Drive, Waurn Ponds	✓		5247 3586		Police Station Switch Board 5247 3500
RCC - BSWR		(CFA) 61 Separation Street North Geelong	✓	✓	5221 6667		
SCC - State Control Centre		8 Nicholson Street, East Melbourne 3002			9032 3600		

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Ambulance Victoria							
		24/7 AV BSW HEALTH COMMAND (Primary Contact)	✓	✓	5229 8890 Diverts to Health Command		groupmanagers.barwonsouthwest@ambulance.vic.gov.au
DeWit	Anthony	Manager Air Operations				0428 346 724	anthony.dewit@ambulance.vic.gov.au
Erwin	Duncan	Acting / Group Manager - Barwon (COGG, Q/Cliffe & part of Surf Coast Shire not Anglesea or Lorne) (Secondary Contact)	✓		5246 4650	0475 948 874	barwon.groupmanager@ambulance.vic.gov.au
Jennings	Paul	Acting / Clinical Manager - BSW	✓	✓		0419 704 285	paul.jennings@ambulance.vic.gov.au
Oxford	Tony	Group Manager - Southern Grampians (Sth Gramps / Glenelg Shire / Warrnambool & part of Moyne - Port Fairy) (Secondary Contact)		✓	5246 4650	0419 819 602	SouthernGrampians.groupmanager@ambulance.vic.gov.au
Peyton	Jerome	Acting / Group Manager - South West (Colac Otway, Corangamite, parts of Moyne - Mortlake, & parts of Surf Coast - Anglesea & Lorne (Secondary Contact)	✓	✓	5246 4650	0419 525 258	southwest.groupmanager@ambulance.vic.gov.au
Sandy	Bernie	Operations Planning & Support Officer	✓	✓	5246 4664	0475 982 876	operationssupport.bsw@ambulance.vic.gov.au
Thomson	Simon	Regional Director – Barwon South West	✓	✓	5246 4650	0417 395 292	simon.thomson@ambulance.vic.gov.au
Anglicare Victoria							
Ryan	Geoff	Community Development Manager	✓	✓	5331 1183	0418 628 077	Geoff.ryan@anglicarevic.org.au
Australian Red Cross (ARC)						Phone: For All General Enquiries, EM Activations & Single EM Incidents Call 24/7 1800 232 969	
		24/7 State-Wide number to activate Red Cross for Emergency Assistance (also Primary Contact)	✓	✓		1800 232 969	stakeholders_vic_es@redcross.org.au
Anderson	Elaine	Divisional Operations Officer for Inner Barwon Division (City of Greater Geelong, Borough of Queenscliffe, Surf Coast & Colac Otway Shire's)	✓			0429 402 639	elanderson@redcross.org.au
Cumming	Gail	Regional Relationship Manager (BSW & Grampians)	✓	✓	8346 8383	0466 515 496	gcumming@redcross.org.au
Morison	Glenn	Divisional Operations Officer (volunteer) Outer BSW (covering the Southern Grampians, Moyne, Corangamite, Glenelg and Warrnambool	✓	✓		0409 117 346	gmorison@redcross.org.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Barwon Water							Phone: 1300 656 007
		24hrs Emergency & Faults	✓		1300 656 007		
Dunbar	Matthew	Manager Risk and Compliance | Corporate Governance	✓		5226 2407	0400 879 432	mdunbar@barwonwater.vic.gov.au
Taylor	David	Emergency Risk Management Advisor, Risk & Resilience (primary contact)	✓		5226 2502	0409 549 006	David.Taylor@barwonwater.vic.gov.au
Bethany Community Support							
Patton	Fiona	Manager - Victims Assistance & Family Violence Services	✓		5245 2821		fpatton@bethany.org.au
Beyond Blue – The National Depression Initiative							
Burns	Bella	Project Manager Disaster Response Initiative			9810 6175	0458 282 844	Bella.burns@beyondblue.org.au
Brophy Family & Youth Services Inc							
Isbel	Ruth	Client Services Manager		✓	5561 8888	0407 344 960	risbel@brophy.org.au
Centacare (Victims of Crime & Personal Support Service)							
Davis	Deanna	General Manager Family and Community Services	✓	✓		0419 510 697	Deanna.davis@centacareballarat.org.au
Hughes	Sue	General Manager Family and Community Services			5337 8926	0419 419 913	sue.hughes@centacareballarat.org.au
CFA - District 4							Email: om.d04@cfa.vic.gov.au Address: 38 Henty Street, Casterton
		Generic email – CFA District 4		✓			om.d04@cfa.vic.gov.au
Novotny	Peter	Operations Manager - District 4		✓	03 5554 2309	0418 311 947	p.novotny@cfa.vic.gov.au
Walter	Glenda	CFA Coordinator, Learning & Development CFA Districts 4 & 5		✓	5551 1552	0438 025 301	g.walter@cfa.vic.gov.au
CFA - District 5							Email: om.d05@cfa.vic.gov.au Phone: (03) 5551 1500 Address: 92-94 Coleraine Road, Hamilton 3300
		Generic email – CFA District 5		✓			om.d05@cfa.vic.gov.au
Bourke	Richard	Operations Manager District 5		✓	5551 1500	0418 960 996	R.Bourke@cfa.vic.gov.au
Marshall	Paul	Officer In Charge Warrnambool Fire Station		✓	5561 5700	0429 351 547	p.marshall@cfa.vic.gov.au
CFA - District 6							Email: Om.d06@cfa.vic.gov.au Phone: 1800 198 299 Address: 115 Bromfield Street, Colac.
		Generic email – CFA District 6	✓				Om.d06@cfa.vic.gov.au
Manson	Dean	Acting Operations Manager - CFA District 6		✓	03 5232 5602	0447 587 797	d.manson@cfa.vic.gov.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
CFA - District 7					Email: om.d07@cfa.vic.gov.au Phone: 1800 007 499 Address: 61 - 63 Separation Street, North Geelong		
		Generic email – CFA District 7	✓				om.d07@cfa.vic.gov.au
McGuinness	Mick	Operations Manager - District 7	✓		5240 2700	0419 314 868	m.mcguinness@cfa.vic.gov.au
CFA Barwon South West Region RCC					Address: 61 Separation Street North Geelong		
		Generic email - CFA Barwon South West Region	✓	✓			rccbsw.all@rcc.vic.gov.au
Allen	Matt	Intelligence Unit RCC	✓				m.allen@cfa.vic.gov.au
Baker	Peter	Acting Operations Manager / Regional Commander (Primary Contact)	✓	✓	5240 2739	0419 519 136	p.baker@cfa.vic.gov.au
Linke	Sharon	Lead, Learning & Development Learning & Development,	✓	✓	5551 1551	0438 348 676	s.linke@cfa.vic.gov.au
Luke	Rohan	Assistant Chief Officer South West (Primary Contact)	✓	✓	5240 2701	0408 503 163 (Satellite 0147182665)	r.luke@cfa.vic.gov.au
Seymour (formerly Polley)	Joanne	Regional Operations Coordinator	✓	✓	03 5240 2757	0419 328 169	J.Polley@cfa.vic.gov.au
Zorn	Beth	Regional Support Officer to Acting Assistant Chief Officer (Rohan Luke)	✓	✓	5240 2733		b.zorn@cfa.vic.gov.au
CMA - Corangamite Catchment Management Authority							
Taylor	Dr Geoff	Floodplain Statutory Manager (Primary Contact)	✓	✓	5224 9405	0417 605 244	geoff.taylor@ccma.vic.gov.au
CMA - Glenelg Hopkins Catch Management Authority							
		General email address Glenelg Hopkins Catch Management team		✓			planning@ghcma.vic.gov.au
Homer	Steven	Floodplain & Works Manager		✓	5551 3361	0487 674 196	s.homer@ghcma.vic.gov.au
Coast Guard - Warrnambool							
		Coast Guard Tower		✓	5561 2625 diverts to duty officer.		
Calderwood	Adrian	Commander Warrnambool Coast Guard		✓		0400 961 488	adriancalderwood@gmail.com

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Department of Economic Dev, Jobs, Transport & Resources (Tourism)							
		Regional Agency Commander (Primary Contact)	✓	✓	5561 9929		
Clough	Angela	Regional Leader South West		✓	5336 6618	0417 207 529	angela.clough@ecodev.vic.gov.au
Cotter	Ralph	Rural Relief & Recovery Coordinator Geelong	✓		5226 4833	0419 506 761	ralph.cotter@ecodev.vic.gov.au
Erler	Kerri	Manager Economic Delopment	✓	✓	5215 6015	0439 371 057	Kerri.erler@rdv.vic.gov.au
Fahy	Linda	Regional Animal Biosecurity Manager	✓	✓	5336 6629	0419 559 661	linda.fahy@ecodev.vic.gov.au
Goudy	Alex	Rural Relief & Recovery Coordinator - Warrnambool (Secondary Contact)		✓	5561 9935	0428 577 212	alex.goudy@ecodev.vic.gov.au
Patterson	Banjo	Program Manager Natural Disasters & Emergencies		✓	5573 0730	0428 170 726	banjo.patterson@ecodev.vic.gov.au
South West Livestock		24hr National Assist Hotline - Truck Rollover (Heavy Vehicles Carrying Livestock) & Emergency Stock Injuries Requiring Vet Assistance	✓	✓		136186	
Toplis	Dr Stuart	Manager Industry Sustainability (State Contact)	✓	✓	9653 9810	0412 541 460	stuart.toplis@tourism.vic.gov.au
Department of Education and Training (DET)							
Cox	Andrea	Manager of Operations and Emergency Management / school bus cancellation contact person (Primary Contact)	✓	✓	5337 8429	0407 861 841	cox.andrea.aj@edumail.vic.gov.au
Donald	Sharyn	Regional Director - South Western Victoria Region	✓	✓		0477 387 343	sharyn.donald@edumail.vic.gov.au
Fitzgerald	Michael	Area Director Western District				0429 039 670	fitzgerald.michael.c@edumail.vic.gov.au
Pilkington	Jasmin	Project Manager	✓	✓		0475 828 347	pilkington.jasmin.l@edumail.vic.gov.au
Salt	Catriona	Area Director Barwon	✓			0439 581 189	salt.catriona.m@edumail.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Department of Environment, Land, Water and Planning							Phone: 5226 4878
	24 hour contact	DELWP Regional Agency Commander (Primary Contact)	✓	✓	5222 4535		rccbsw.rcmdr.depi@rcc.vic.gov.au
Borg	Jason	Regional Manager Community Programs	✓	✓	5226 4537	TBC	jason.borg@delwp.vic.gov.au
Dess	Trevor	Regional Manager, Fire and EM Preparedness	✓	✓	TBC	0428 695 052	trevor.dess@delwp.vic.gov.au
Harper	Michael	District Manager, Far South West - out of the office until 31/July, Sheree Mirtschin will be District Manager in my absence, Mob 0488673524 or sheree.mirtschin@delwp.vic.gov.au	✓		5527 0488	0429 397 721	michael.harper@delwp.vic.gov.au
James	Barry	Learning and Development Manager Emergency Management	✓	✓	5226 4073	0477 341371	barry.r.james@delwp.vic.gov.au
Lawson	Peter	Regional Manager Environment and Natural Resources (Primary Contact)		✓	5226 4401	0419 875 840	peter.lawson@delwp.vic.gov.au
Mahoney	Brad	Project Leader – Emergency Management	✓	✓	5222 4535	0417 336 214	brad.mahoney@delwp.vic.gov.au
Martin	Hamish	Landscape Evaluator, Barwon South West	✓	✓	5226 4775	0428 855 317	hamish.martin@delwp.vic.gov.au
Morrow	Andrew	Assistant Chief Fire Officer, Barwon South West	✓	✓	5226 4694	0419 589 793	andrew.morrow@delwp.vic.gov.au
Pellicano	Steve	Regional Manager, Forest & Fire Operations, BSW	✓	✓	5226 4659	0400 897 246	steve.pellicano@delwp.vic.gov.au
Rourke	David	District Manager Otway	✓		5233 5562	0429 935 914	david.rourke@delwp.vic.gov.au
Van Winden	Aaron	Regional Fuel Management Coordinator	✓	✓	5226 4002	0439 328 724	aaron.vandinden@delwp.vic.gov.au
Vaughan	Helen	Regional Director Barwon South West Region	✓	✓	52264528	0427 509 082	helen.vaughan@delwp.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Department of Health & Human Services (DHHS)							
		Warrnambool Office Shop 2, 109 Lava St		✓	5561 9444		bsw.receptionwarrnambool@dhhs.vic.gov.au
		Hamilton Office, 50 Thompson St		✓	5551 3299		bsw.receptionhamilton@dhhs.vic.gov.au
		Geelong Office, Cnr Lt Malop & Fenwick St's	✓		5226 4540		bsw.receptiongeelong@dhhs.vic.gov.au
		Portland Office, 16 Julia St		✓	5523 9999		bsw.receptionportland@dhhs.vic.gov.au
	24hr EM On Call Duty Officer	Grampians Region			1800 238 414		grampians.eoc@dhhs.vic.gov.au
	24hr EM On Call Duty Officer	Northern and Western Metropolitan EM Region	✓		1800 765 149		northandwest.eoc@dhhs.vic.gov.au
	24hr EM On Call Duty Officer	Barwon South West Region	✓	✓	1800 238 183 (New On Call #)		barwon.eoc@dhhs.vic.gov.au
	Satellite Telephone	Barwon South West Region	✓	✓		0424 217 972	
	Satellite Telephone	Barwon South West Region	✓	✓		0424 217 970	
	Satellite Telephone	Barwon South West Region	✓	✓		0424 217 971	
Armstrong	Frank	Emergency Management Coordinator - West Metro Area				0412 262 501	Frank.Armstrong@dhhs.vic.gov.au
Chamberlain	Matthew	Principal Consultant, Emergency Management, West Division	✓	✓	5226-4967	0428-330-755	Matthew.Chamberlain@dhhs.vic.gov.au
Coward	Sara	Manager, Emergency Management - West Division / Regional Recovery Manager (Secondary Contact)	✓	✓		0401-713-486	Sara.Coward@dhhs.vic.gov.au
Dedman	Rodney	Senior Public Health Project Officer	✓	✓	5226-4578	0417-103-806	Rodney.Dedman@dhhs.vic.gov.au
Dow	Lesley	Project Officer (EM Portfolio)	✓	✓	5226 4747	0408 035 768	Lesley.Dow@dhhs.vic.gov.au
Jenkins	Tony	Manager, Colanda Residential Services	✓		5232 9201	0409168275	tony.jenkins@dhhs.vic.gov.au
Kelly	Monica	Director West Division Health / Health Coordinator	✓	✓	9275 7587	0410 039 853	monica.t.kelly@dhhs.vic.gov.au
Lake	Peter	Deputy Regional Recovery Coordinator (Area Director - Wimmera South West Area) Warrnambool		✓		0413 614 427	Peter.Lake@dhhs.vic.gov.au
Lee	Mark	Manager West Metro Health Integration and Partnerships	✓	✓	9275-7253	0400-123-419	Mark.Lee@dhhs.vic.gov.au
Meesen	Paul	Field Services Officer - Social Housing and NDIS Reform Group	✓		5226 3837	0418 369 756	Paul.Meesen@dhhs.vic.gov.au
Murrihy	Terry	Emergency Management Officer (Covering Barwon South West Region)	✓	✓	5226 4629	0419 389 372	terry.murrihy@dhhs.vic.gov.au
Reid	Leesa	Emergency Management Coordinator - Central Highlands (Grampians Region)			03-5333-6069	0490-187-133	Leesa.Reid@dhhs.vic.gov.au

Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Sacco	Natalie	Emergency Management Coordinator - West Metro Area				0427-654-275	Natalie.Sacco@dhhs.vic.gov.au
Szczur	Shannon	Manager Tenancy and Property		✓	5561 9461	0417 580 730	Shannon.Szczur@dhhs.vic.gov.au
Tepper	David	Emergency Management Coordinator (Covering Southern Grampians. Glenelg, Horsham, West Wimmera, Yarriambiack, Hindmarsh and Northern Grampians Municipalities)		✓	5381 9762	0408 747 112	david.m.tepper@dhhs.vic.gov.au
Vandermost	Rayleigh	Acting Emergency Management Coordinator (Barwon South West Region)	✓	✓	5226 4930		rayleigh.vandermost@dhhs.vic.gov.au
Waddington	Stephen	Manager Regulation, Public Health and Emergency Management	✓	✓	5333 6093	0419 449 785	stephen.waddington@dhhs.vic.gov.au
Webb	Marcia	Manager Health Integration and Partnerships BSW)	✓	✓	5226-4608	0417-114-729	Marcia.Webb@dhhs.vic.gov.au
Williams	Pam	Deputy Regional Recovery Coordinator (Area Director - Barwon Area) Geelong	✓		03-5226-4897	0438-525-731	Pam.Williams@dhhs.vic.gov.au
Wilson	Colleen	Director, Corporate Services	✓	✓	5333 6001	0418-367-354	Colleen.Wilson@dhhs.vic.gov.au
Department of Human Services (Federal) Formally Centrelink							
Arnott	Tara	Manager Portland		✓	5522 4030	0414 843 518	tara.arnott@humanservices.gov.au v.au
Graham	Melissa	Senior Social Worker		✓	52248315		melissa.graham@humanservices.gov.au
Hickey	Peter	Service Centre Manager – Warrnambool		✓	5559 5030	0448 324 512	peter.hickey@humanservices.gov.au
Johnstone	Kerrin	Service Centre Manager - Geelong (Primary Contact)	✓			0400 531 778	Kerrin.johnstone@humanservices.gov.au
Trewhella	Colleen	Manager at Colac		✓	5231 7350	0414 969 794	colleen.trewhella@humanservices.gov.au
Department of Justice - Correctional Centre - Marngoneet							
		Duty Supervisor (Primary Contact) 24/7	✓		5282 0805		
Harper	Wayne	General Manager - Karreenga Prison & Marngoneet Correctional Centre (Primary Contact)	✓			0408 559 681	wayne.harper@justice.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Department of Justice & Regulation (DJR)							
Barnes	Leanne	Regional Director Barwon South West Region (Primary DJR contact)	✓	✓	5215 8585	0408 654 165	leanne.barnes@justice.vic.gov.au
Bethune	Bill	Dept of Justice (DJR secondary contact)	✓	✓	5226 4444	0419 513 073	william.bethune@justice.vic.gov.au
Brooker	Kristy	Acting Senior Project Officer (Primary Contact)	✓		5215 8501	0436 010 615	Kristy.Brooker@justice.vic.gov.au
Herbert	Kimberley	Performance and Planning Strategic Advisor (secondary contact)	✓		5215 8501	TBC	Kimberley.Herbert@justice.vic.gov.au
Ryan	Brett	General Manager - Barwon Prison (Primary Contact)	✓			0419 999 213	brett.j.ryan@justice.vic.gov.au
Department of Treasury and Finance							
Kennedy	Donna	Re advice on whether the costs incurred to repair/replace essential public assets are eligible for reimbursement under the NDRRA	✓	✓	9651 0344		
Wyatt	Jillian	Re advice on whether the costs incurred to repair/replace essential public assets are eligible for reimbursement under the NDRRA	✓	✓	9561 2327		
Disaster Legal Help Victoria							
		legal service organisations who provide free information and support for Victorians affected by disasters	✓	✓		1800 113 432	
Emergency Management Victoria (EMV)							
Ten Hoopen	Rebekah (Bek)	Senior Project Officer - Great Ocean Road	✓	✓		0437 478 193	Rebekah.TenHoopen@emv.vic.gov.au
Lis	Edward (Ted)	Regional Emergency Management Planning Support Officer - BSW & Grampians Regions	✓	✓	9452 4632	0419 315 794 or 0437 187 957	edward.lis@emv.vic.gov.au
Sudholz	Kaylene	Regional Emergency Management Planning Facilitator - BSW & Grampians Regions	✓	✓	9452 4633	0437 885 382	kaylene.sudholz@emv.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Environmental Protection Authority (EPA)							
		Regional Emergency Response Officer (Primary Contact Incidents & Emergency Call outs 24/7)	✓	✓	8483 8036	0407 236 250	
Fahnle	Cathrine	Senior Environment Protection Officer and Regional Emergency Response Officer, South West Region	✓	✓	5226 4825	0427 264 555	Cathrine.fahnle@epa.vic.gov.au
Fitzegerald	Michael .	Regional Emergency Response Officer	✓	✓		0428 392 193	Michael.Fitzgerald@epa.vic.gov.au
Francis	Carolyn	Regional Manager, South West Region (Primary Contact REMT Meetings etc)	✓	✓	5226 4555	0467 789 722	carolyn.francis@epa.vic.gov.au
Vawdrey	Peter	Regional Emergency Response Officer (Secondary Contact)	✓	✓			Peter.Vawdrey@epa.vic.gov.au
Gas - Downer Utilities							
McCarthy	Simon	Senior Technical Officer / 24/7 Emergency Contact - Warrnambool / Colac / Portland / Hamilton		✓		0409 253 336	simon.mccarthy@downertenix.com (email bounces back)
Hope Bereavement Care / SIDS and Kids Vic							Phone: 1800 240 400
		Sids and Kids Vic – 24 hour telephone support	✓	✓	1800 240 400		
Paech	Tracey	Grief Counsellor		✓	5226 7269	0438 418 579	hope@bereavement.org.au
Insurance Council of Australia (ICA)							Phone: 1300 444 557
		Insurance Information Hotline	✓	✓	1300 444 557		
Hollis	Brian		✓	✓	02 9253 5131		
Jindara							
McMillan	Jocelyn		✓		5221 6044		jocelyn.mcmillan@diversitat.org.au

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Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Life Saving Victoria							Phone: 13 78 73
	VACANT	Otway Life Saving Operations Officer - Wye River - Apollo Bay	✓			TBC	TBC
Hodder	Tony	Bellarine Life Saving Operations - Queenscliff to Bancoora (inc Geelong)	✓			0419 546 347	hodder@wehi.edu.au
Lunny	Paul	Surfcoast Life Saving Operations Officer - Torquay to Lorne	✓			0401 711 790	paul_lunny54@hotmail.com
Noter	Rebel	Western Life Saving Operations Officer - Port Campbell to Portland		✓	5562 9606	0410 010 886	reb.shaz@bigpond.com
Ponsford	Matt	Assistant Bellarine Life Saving Operations Officer - Queenscliff to Bancoora (inc Geelong)	✓			0419 525 258	mattpon@bigpond.net.au
Sutas	Peter	Assistant Surf Coast Life Saving Operations Officer - Torquay to Lorne	✓			0418 317 854	petersutas@yahoo.com.au
Lifeline							
Christopher	Julie	Centre Operations Manager - Geelong	✓		5222 2255	0413 455 871	julie@geelonglifeline.org.au
Ericson	Meredith	CEO - South West Area (Warrnambool)		✓	5561 3758	0407 554 269	meredith@lifelineswv.org.au
Lions							
Oberlander	Max	Disaster Chairman Barwon Region	✓	✓	5523 3011	0459 233 011	maxo@vic.australis.com.au
Media							
		The Geelong/Bellarine Independent	✓				editorial@geelongindependent.com.au
		K-Rock	✓		5223 1955		reception@krock.com.au
		Bay FM Geelong	✓		5229 2939		bayfm@bayfm.com.au
		Bellarine Surfcoast Times	✓		5264 8412		
		Portland Observer		✓	5522 3000		
		The Bellarine Echo	✓				news@theecho.com.au
		Hamilton Spectator		✓	5572 1011		
		WIN News Western Victoria		✓	55611666		
		3YB Radio Warrnambool		✓	5564 3888		
		The Ocean Grove Voice	✓				news@oceangrovevoice.com
		Warrnambool Standard		✓	5563 1800		editor@thestandard.net.au
		3HA Radio Hamilton		✓	5571 9981		

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Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Parks Victoria							
		On Call Ranger In Charge	✓	✓	13 19 63		
Anstee	Michelle	Area Chief Ranger - East Otways	✓		5220 2200	0408 532 250	manstee@parks.vic.gov.au
Antonysen	Dale	District Manager West Coast	✓		5220 2001	0417 125 957	dale.antonysen@parks.vic.gov.au
Braithwaite	Alan	Ranger In Charge - Fire & Emergency - South West District		✓	8427 3563	0408 050 119	alan.braithwaite@parks.vic.gov.au
Ledden	Aaron	Ranger In Charge - Fire and Emergency - West Coast District		✓	8427 3596	0408 321 284	aaron.ledden@parks.vic.gov.au
Lewis	Sally	Regional Director	✓	✓	8427 2019	0400 191 916	sally.lewis@parks.vic.gov.au
Livitsanis	Peter	Manager Regional Operations	✓	✓	5336 6830	0409 791 052	peter.livitsanis@parks.vic.gov.au
Mathieson	Gavan	District Manager South West		✓	8427 3794	0427 031 264	gavan.mathieson@parks.vic.gov.au
Smith	Michael	Area Chief Ranger - Shipwreck Coast		✓	5558 6333	0447 381 449	michael.d.smith@parks.vic.gov.au
Tumney	Don	Area Chief Ranger - Glenelg		✓	8427 3501	0409 142 942	dtumney@parks.vic.gov.au
Urguhart	Mark	Regional Fire & Emergency Coordinator	✓	✓	8427 3615	0409 005 763	murquhart@parks.vic.gov.au
Willsher	Stuart	Ranger Team Leader Bellarine	✓		5254 5015	0419 397 334	stuart.willsher@parks.vic.gov.au
Port of Geelong							
		24hr Marine Duty Controller (Primary Contact)	✓		5247 0300		m.controllers@patrick.com.au
Port of Portland							
Shennan	David	Harbour Master (Primary Contact)		✓		0439 209 120	dshennan@portofportland.com.au
Powercor							Phone: 1300 653 598 24/7 Emergency Services ONLY
		24/7 Faults & Emergency Services number; (to enquire & report items)	✓	✓	132 412		
		General Enquiries	✓	✓	132 206		
Hastie	Ian	Field Operations Manager Southern (based at North Geelong) Primary Contact	✓	✓	5240 7719	0497 540 089	ihastie@powercor.com.au
Hogarty	Janet	Customer Advocacy & Case Manager	✓	✓	9683 2095	0401 037 853	jhogarty@powercor.com.au
Rees	Nick	Regional Business Manager Southern (Primary Contact) Nick's last day with CitiPower & Powercor is 24th Feb 2017	✓	✓	5563 2534	0408 655 011	nirees@powercor.com.au
Private Hospital - Geelong Private Hospital (Cnr Bellarine & Ryrie)							
Haigh	Janine	Chief Executive Officer (CEO)	✓		5226 1600		janine.haigh@healthscope.com.au
Private Hospital - St John of God Geelong, (80 Myers Street)							
Roberts	Stephen	Chief Executive Officer (CEO)	✓		5226 8800		stephen.roberts@sjog.org.au

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Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Private Hospital - St John of God Warrnambool (136 Botanic Road)							
Matheson	Trevor	Chief Executive Officer		✓	5564 0601		trevor.matheson@sjog.org.au
Private Hospital - The Geelong Clinic (98 Townsend Road, St Albans P							
Haigh	Janine	Chief Executive Officer (CEO)	✓		5240 0700		janine.haigh@healthscope.com.au
Public Health - FEMO's Field Emergency Management Officers							
Baker	Tim	FEMO - Field Emergency Management Officer		✓		0400 902 758	tim.baker@deakin.edu.au
Bartley	Bruce	Deputy FEMO - Field Emergency Medical Officer	✓			0408 381 230	bruceb@barwonhealth.org.au
Epstein	Joseph	Executive Manager – FEMO Program	✓	✓		0418 177 415	Joseph.Epstein@svhm.org.au
Fawcett	Rod	FEMO Field Emergency Medical Officer	✓		4215 3239	0417 850 297	rodney@barwonhealth.org.au
Ford	Dale	FEMO - Field Emergency Management Officer		✓	5572 2422	0419 003 585	dale_ford@bigpond.com
Gault	Andrew	FEMO - Field Emergency Management Officer		✓			surfcello@gmail.com
Public Health Ser - Balmoral Bush Nursing Centre							
Hutchins	Lisa	Centre Manager		✓	5570 1353		lhutchins@swarh.vic.gov.au
Public Health Ser - Barwon Health							
		All Hours Contact – Ask for Emergency Response Controller (rotating roster)	✓		4215 0000		
Cuddihy	Lucy	Executive Director	✓		4215 1067	0407 546 885	lucy.cuddihy@barwonhealth.org.au
Ferguson	Sue	OHS Manager	✓		4215 0812		
Muncaster	Perry	Director Human Resources	✓		4215 1072	0419 885 792	perrym@barwonhealth.org.au
Tamblyn	James	Director Workforce Safety, Barwon Health	✓		4215 0524	0414 067 256 |	James.Tamblyn@barwonhealth.org.au
Tamblyn	James	Director Workforce Safety	✓		4215 0524	0466 419 075	James.Tamblyn@barwonhealth.org.au
Verhoeven	Maarten	Occupational Health & Safety Officer , Emergency Management Coordinator	✓		4215 0811	0403 606 707	MAARTEN@BarwonHealth.org.au
Public Health Ser - Bellarine Community Health							
		24 hour on call maintenance team	✓		5251 4661	0408 531 086	
Fendyk	John	Chief Executive Officer	✓		5258 0835	0407 422 155	ceo@bch.org.au
McAlister	Michael	Executive Manager Business Development	✓			0488 328 384	michael.mcalister@bch.org.au
Public Health Ser - Casterton Memorial Hospital							
Stephens	Owen	Chief Executive Officer		✓	5554 2555	0409 281 566	owen.stephens@cmh.org.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Public Health Ser - Colac Area Health							
Clinical Coordinator		24/7 Response Clinical Coordinator	✓		5232 5222	0407 538 598	CCo-ordinators@cah.vic.gov.au
Iles	Geoff	Chief Executive Officer	✓		5232 5123	0418 503 892	ceo@cah.vic.gov.au
Nelson	Trevor	Support Services Manager	✓		5232 5298	0417 344 735	TNelson@cah.vic.gov.au
Public Health Ser - Dartmoor & Dis Bush Nursing Centre							
Godfrey-Smith	Pam	Centre Manager		✓	5528 1381		pgs.dartmoor@swarh.vic.gov.au
Public Health Ser - Hesse Rural Health							
Birkett	Peter	Chief Executive Officer	✓		5267 1200	0408 113 241	pbirkett.hesse@swarh.vic.gov.au
Public Health Ser - Heywood Rural Health							
Kelly	Jacqui	Chief Executive Officer		✓	5527 0516	0409 506 846	jkelly.hrh@swarh.vic.gov.au
Public Health Ser - Lorne Community Hospital							
Gillan	Kate	Chief Executive Officer	✓		5289 4310	0417 670 718	kgillan.lorne@swarh.vic.gov.au
Public Health Ser - Moyne Health Service							
Lee	David	Chief Executive Officer		✓	5568 0176	0408 593 388	dlee@moynehealth.vic.gov.au
Public Health Ser - Otway Health							
Cerasa	Debra	Chief Executive Officer	✓		5237 8500	0419 014 590	dcerasa@swarh.vic.gov.au
Public Health Ser - Portland District Health							
Giles	Christine	Chief Executive Officer		✓	5521 0305	0429 047 769	cgiles.pdh@swarh.vic.gov.au
Public Health Ser - South West Healthcare							
Krygger	John	Chief Executive Officer		✓	5563 1666	0407 340 021	jkrygger@swh.net.au
Roberts	Trevor	Safety & Security Manager		✓		0448 590 768	troberts@swh.net.au
Public Health Ser - Terang & Mortlake Health Service							
Ogden	Julia	Chief Executive Officer (CEO) commences 19th Jan 2015		✓	5592 0222	0428 996 263	
Public Health Ser - Timboon & District Health Service							
Sheehan	Gerry	Chief Executive Officer		✓	5558 6079	0427 848 011	gsheehan@swarh.vic.gov.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Public Health Ser - Western District Health Service							
Fitzgerald	Rohan	Chief Executive Officer		✓	5551 8215	0408 055 706	rohan.fitzgerald@wdhs.net
Public Transport Victoria (also see DTPLI)							Email: cero@ptv.vic.gov.au
Duty Officer - Emergency & Non-Emergency contact number		24 / 7 PTV Incident Response Team (Primary Contact Number)	✓	✓	9027 4241		cero@ptv.vic.gov.au
Eccles	Sally	Incident Response Officer	✓	✓	9027 4805	0456 942 877	sally.eccles@ptv.vic.gov.au
Edwards	Marnie	Incident Response Manager	✓	✓	8392 5665	0421 050 779	marnie.edwards@ptv.vic.gov.au
Road Trauma Support Services Victoria							Phone: 1300 367 797
		Toll free helpline			1300 367 797		info@rtssv.org.au
Cameron	Deon	Regional Coordinator - Barwon South West Area		✓		0409 707 841	deonj.cameron@outlook.com
Saxby	Genevieve	Regional Coordinator - Barwon South West	✓	✓	1300 367 797	0488 352 855	barwonsw@rtssv.org.au
Rural Financial Counselling Service Victoria - Wimmera South West (R							
Morrison	Anthea	Rural Financial Counselling Administration	✓		1300 735 578	0418 353 500	anthea.morrison@wswrcs.com.au
Thorne	Vince	Rural Financial Counsellor		✓	5592 2096	0429 406 761	vince.thorne@wswrcs.com.au
Searoad Ferries							
McDonald	Matt	Chief Executive Officer	✓		5258 3244	0400 384 700	MMcDonald@searoad.com.au
Southern Rural Water							
		Emergency (after business hours telephone number) follow prompts to connect with appropriate duty officer for your area.	✓	✓	1300 139 510		
Duty Officer		After Hours Duty Officer - South Western Victoria -	✓	✓		0417 589 183	
SP Ausnet							
Emergency Contact		(Primary Contact)	✓	✓	8626 1451		
Specialist Bereavement Counselling Service							Phone: 1300 664 786
		Bereavement Information and Referral Service (Victoria) business hours only	✓	✓		1300 664 786	
Roberts	Greg		✓		5226 7745	0447 710 139	g.roberts@grief.org.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
St John Ambulance Services			Email: emergency.management@stjohnvic.com.au Phone: Duty Officer Pager: 1300 853 515 "Ask for duty officer"				
Merrett	Trevor	Regional Officer, Operations Support	✓	✓	8588 8588	0427 520 148	tmerrett@stjohnvic.com.au
Murray	Christopher	Divisional EM Officer	✓			0405 567 788	barwon.operations@stjohnvic.com.au
Stone	Robyn	Divisional Superintendent - Barwon Regional	✓	✓		0412 650 405	barwon@stjohnvic.com.au
St Vincent de Paul							
Earnshaw	Brian	Disaster Liaison Officer - South West		✓	5562 4461	0457 440 709	bdhearnshaw@bigpond.com
Vanjek	Glenis	Regional EM Officer - Geelong	✓	✓	5282 3404	0425 746 219	glenisljv@gmail.com
State Emergency Service (SES)			Email: swem@ses.vic.gov.au Phone: 9256 9350 Address: Regional Office, 90 Furner Ave Bell Park				
		VICSES South-West Office GEELONG	✓		9256 9350		
		VICSES South-West Office HAMILTON		✓	9256 9600		
		Duty Officer Pager (ask for South West Duty Officer	✓	✓		1800 899 927	
Carlton	Ian	Operations Officer Emergency Management – Geelong	✓		9256 9350	0400 512 115	ian.carlton@ses.vic.gov.au
Cooksley	Michael	Manager Regional Operations - Emergency Management	✓	✓	9256 9352	0400 898 262	michael.cooksley@ses.vic.gov.au
Drayton	Alistair	Assistant Chief Officer – Regional Manager South West Region (commences 1st May)	✓	✓	9256 9360	TBC	Alistair.Drayton@ses.vic.gov.au
Murton	Andrew	Manager Regional Operations Readiness	✓	✓		0477 391 263	andrew.murton@ses.vic.gov.au
Smith	Ken	Operations Officer Emergency Management – Hamilton		✓	9256 9614	0417 509 017	ken.smith@ses.vic.gov.au
Telstra							
Cropley	Shaun	Team Manager Field Services, Geelong, Colac and Apollo	✓		5224 6031	0419 514 974	shaun.cropley@team.telstra.com
Scott	Terry						
TBC	TBC	Area General Manager, South West Victoria Telstra Country Wide		✓	5338 6041		
Tinker	Steve	Manager Telstra Country Wide	✓	✓	5224 6044	0428 538 695	stephen.tinker@team.telstra.com

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
The Salvation Army							
		Emergency and Disaster Management Communications ONLY and not for general communication	✓	✓			emergencyservicesvictoria@aus.salvationarmy.org
Boughton (Captain)	David	Portland Area		✓	5523 3749		david.boughton@aus.salvationarmy.org
Holman (Major)	Eddy	Divisional Social Programme Secretary - Western Victoria (Primary Contact)	✓	✓	5337 1300	0407 330 880	eddy.holman@aus.salvationarmy.org
Jones (Captain)	Lyn	Divisional Social Program Secretary, Barwon South-West Region	✓	✓	9520 0353	0490 032 024	lynette.jones@aus.salvationarmy.org
White	Darren	Director Emergency Services, Western Victoria Division	✓	✓		0428 342 640	darren.white@aus.salvationarmy.org
Tourism - Great Ocean Road Regional Tourism Ltd							
Price	Liz	General Manager	✓	✓	5561 7894	0448 385 176	liz@gort.com.au
Tourism - Tourism Victoria (now comes under DEDJTR)							
		Please refer to DEDJTR					
Uniting Care							
O'Neil	Rob	Linkage Outreach Worker	✓		5278 8492		rob.oneil@ucg.unitingcare.org.au
V/Line							
Buckley	Rhett	General Manager - Security & Resilience	✓	✓	9619 5177	0447 521 725	rhett.buckley@vline.com.au
Gibson	Peter	Regional Manager Western & South Western	✓	✓	5337 8564	0417 329 373	peter.gibson@vline.com.au
Naylor	Dave	Area Services Manager, South West Region (Primary Contact)	✓	✓	5226 6508	0438 548 780	david.naylor@vline.com.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
VCC Emergencies Ministry							Email: emergencies@vcc.org.au Phone: 9654 1736
		State wide number to activate Victorian Council of Churches			9654 1736		emergencies@vcc.org.au
Ashley-Coop	Lovella	Area Coordinator - Colac Otway Shire	✓		5233 8471		lovella.ashley@gmail.com
Bennett	John	Area Coordinator - Borough of Queenscliff & City of Greater Geelong	✓		5282 6322	0404 191 574	jpbenn@hotmail.com
Carter	Lynne	Area Coordinator for Warrnambool		✓		0402 717 647	phil.lynne@bigpond.com
Gardner	Bob	Area Coordinator - Corangamite Shire		✓		0429 330 151	dittagunya@bigpond.com
Hill	Netta	Area Coordinator Moyne Shire Council		✓		0402 439 662	nettahill44@gmail.com
Hill	Netta	Regional Coordinator Barwon South West (outer Region) Warrnambool, Moyne, Glenelg and Southern Grampians Shire's		✓		0402 439 662	nettahill44@gmail.com
Hill	Netta	Acting Area Coordinator Southern Grampians Shire		✓		0402 439 662	nettahill44@gmail.com
Lineker	Brian	Area Coordinator of Glenelg		✓		0418 527 498	lineker28@bigpond.com
Messer	Marianne	Area Coordinator Surf Coast (Primary contact for the Surf Coast Area)	✓			0421 112 324	marianne.messer@deakin.edu.au
Murphy	Edmund	State Operations Manager / Regional Coordinator Barwon South West (Inner)	✓	✓	9650 4511	0418 691 490	edmund.murphy@vcc.org.au
Stuart	Stuart	State Coordinator VCC Emergencies Ministry	✓	✓	9650 4511	0477 012 561	stuart.stuart@vcc.org.au
Vic Roads							
		After Hours - Regional On Call Officer (All Other Numbers Are Secondary Contacts After Hours)	✓	✓		0419 824 363	
Bull	Tony	Deputy REMO - Warrnambool (Primary Contact Business Hours)		✓	5561 9206	0417 104 976	tony.bull@roads.vic.gov.au
Curwell	Richard	Emergency Management Coordinator / Regional Emergency Management Officer (REMO) (Primary contact business hours) & Municipal contact for Natural Disaster Claims	✓	✓	5225 2518	0429 017 730	richard.curwell@roads.vic.gov.au
Gionis	George	Deputy REMO - Geelong (Secondary Contact)	✓		5225 2510	0418 327 608	george.gionis@roads.vic.gov.au
Koliba	Mark	Regional Director South Western	✓	✓	5225 2506	0407 543 417	mark.koliba@roads.vic.gov.au
McFadden	Mark	Deputy REMO - Warrnambool (Secondary Contact)		✓	5561 9217	0407 052 758	mark.mcfadden@roads.vic.gov.au

Surname	First Name	Job Title	Area Covered Barwon	Area Covered SW	Office	Mobile	Email Address
Victoria Police - Western Police Region - Emergency Management							
		Senior Police Liaison Officer (SPLO) After Hours Contact for all external agencies	✓	✓		0419 776 972	
Bagally	Brenda	Acting / Regional Emergency Management Inspector (REMI) - Barwon South West (whilst Geoff Colsell is on secondment)	✓	✓		0437 072 482	brenda.bagally@police.vic.gov.au
Cheney	Neil	Inspector Grampians / Regional Emergency Response Coordinator (RERC) Divisions 3 & 4			5428 2500	0427 146 945	neil.cheney@police.vic.gov.au
Colsell	Geoff	Inspector Barwon South West / Regional Emergency Response Coordinator (RERC) Divisions 1 & 2 (on secondment to Melbourne) Brenda Bagally acting REMI	✓	✓	5223 7812	0417 550 752	geoffrey.colsell@police.vic.gov.au
Howard	Nigel	Superintendent Western - Regional Emergency Management Superintendent (REMS) Emergency Response Coordinator - Western Region	✓	✓	5223 7806	0407 565 154 (Satellite 0420 911 112)	nigel.howard@police.vic.gov.au
Renton	Colin	Inspector Loddon Mallee / Regional Emergency Response Coordinator (RERC) Divisions 5 & 6			5448 1458	0429 192 133	colin.renton@police.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Victoria Police - Western Police Region Division 1 Geelong							
	IPOC	Incident Police Operations Centre (IPOC) Waurn Ponds Police Station, Rossack Drive Waurn Ponds	✓		5247 3500 5247 3586 5247 3587 5247 3588 5247 3589	52473590 52473591 52473592 52473593 52473594	
Banks	Graham	Inspector Local Area Commander (CoGG & BoQ)	✓		5225 3148	0408 508 138	graham.banks@police.vic.gov.au
Ferrara	Angelo	Station Commander Waurn Ponds Station	✓		5247 3500	0409 143 695	angelo.ferrara@police.vic.gov.au
Gillard	Craig	Superintendent - Divisional Commander	✓			0438 009 739	craig.gillard@police.vic.gov.au
Harman	Brett	Inspector Western Division 1, Tasking & Coordination Manager	✓		5225 3232	0448 802 833	brett.harman@police.vic.gov.au
Madigan	Shane	MERC Borough of Queenscliffe - Station Commander Bellarine Police Station	✓		5256 2698	0477 700 206	shane.madigan@police.vic.gov.au
Seel	Peter	Inspector Local Area Commander (Surf Coast & Colac Otway's Shire's)	✓		5225 3236 / 5225 0050	0437 691 111	peter.seel@police.vic.gov.au
Slingsby	Kenneth	MERC Colac Otway Shire - Station Commander Colac Police Station	✓		5230 0000	0419 527 991	kenneth.slingsby@police.vic.gov.au
Ubergang	Nick	MERC City of Greater Geelong - Station Commander Geelong Police Station	✓		5225 3227	0428 919 556	Nicholas.ubergang@police.vic.gov.au
Walker	Anthony	MERC Surf Coast Shire - Station Commander Torquay Police Station	✓		5264 3400	0414 181 466	anthony.walker@police.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Victoria Police - Western Police Region Division 2 Warrnambool							
	IPOC Warrnambool	Warrnambool - Incident Police Operations Centre (IPOC) Warrnambool Police Station 214 Koroit Street, Warrnambool		✓	5560 1253	5560 1111	Police Station Switch board 5560 1333
Caldow	Bill	MERC Corangamite Shire - Station Commander Camperdown Police Station		✓	5593 1000	0476 821 475	william.caldow@police.vic.gov.au
Coombes	Gary	Inspector Local Area Commander (Corangamite & Moyne Shire's and Warrnambool City Council)		✓	5560 1198	0400 036 481	gary.coombes@police.vic.gov.au
Finnegan	Nick	Inspector Local Area Commander (Glenelg & Southern Grampians Shire's) - Division 2 Emergency Management Officer		✓	5551 9100	0407 568 358	nicholas.finnegan@police.vic.gov.au
Greaney	Peter	Superintendent Divisional Commander		✓	5560 1188	0419 302 821	peter.greaney@police.vic.gov.au
Kelly	Gerard	MERC Southern Grampians Shire - Station Commander Hamilton		✓	5551 9100	0467 761 841	gerard.kelly@police.vic.gov.au
Keogh	Shane	MERC Warrnambool City Council - Station Commander Warrnambool Police Station		✓	5560 1333	0467 762 785	shane.keogh@police.vic.gov.au
Marshall	Paul	Inspector Division 2 Operations Support		✓	5560 1230	0437 080 465	paul.marshall@police.vic.gov.au
Phelan	Paul	MERC Glenelg Shire - Station Commander Portland Police Station		✓	5522 1500	0400 803 163	paul.phelan@police.vic.gov.au
Townsend-	Deon	MERC Moyne Shire - Station Commander Sub Charge Warrnambool		✓	5560 1333	0407 503 622	deon.townsend-booth@police.vic.gov.au
Victorian Farmers Federation (VFF)							
McKenzie	Tim	Regional Manager	✓	✓			tmckenzie@vff.org.au
Viva Energy Australia (Formerly Shell Australia)							
		Security – Geelong Refinery 24 hrs, Ask for Shift Controller	✓		5273 8250		
Volunteering Geelong							
Doherty	Jason	Manager	✓		5221 1377	0430104075	manager@volunteeringgeelong.org.au
Volunteering Great South Coast							
Northeast	Bernadette	Coordinator & Municipal Emergency Relief & Recovery Planning		✓	5559 4920	0409 417 908	bnortheast@warrnambool.vic.gov.au

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Surname	First Name	Job Title	Area Covered Barwon	SW	Office	Mobile	Email Address
Wannon Water							
Duty Officer		After Hours Duty Officer		✓		1300 926 666	
Mcleod	Catherine	Risk & Emergency Management Officer (acting in Sally Obst position whilst Sally is on matt leave)		✓	5565 6667	0400 994 578	catherine.mcleod@wannonwater.com.au
Obst	Sally	Risk & Emergency Management Officer (on maternity leave until April/May 2018)		✓	5565 6667	0400 994 578	sally.obst@wannonwater.com.au
Van Rooy	Sarah	Manager Risk & Resilience		✓	5565 6682	0417 337 618	sarah.vanrooy@wannonwater.com.au
Worksafe Victoria							
Likouresis	Nikos	Program Manager Operations & Emergency Management (Primary Contact)	✓	✓	9641 1831	0401 140 710	Nikos_Likouresis@worksafe.vic.gov.au

APPENDIX 23: COUNCIL OWNED PLANT

Asset Number	*Asset Description*	Fleet Asset - FA	Rego	*Driver*
1004366	A1 Roadline Marker & Trailer	0000394	ZIZ261 & V09710	
	Air Blowers and Leaf Suckers			
0000118	Air Compressor Michelin 10hp			
0000119	Air Compressor Michelin 10hp			
0000035	Aitchison Transfer Roller TR300	0000248		
1003612	Alroh Wicket Mower	0000372		
0000170	Atom Edger Mitsubishi TLE33			
1001500	Austchip 9 Woodchipper	0000060	R52552	
0000098	Back Pack Blower - Maruyama Demmubl			
1000615	Backhoe / Loader - Caterpillar - 432E	0000037	WUY229	
1000617	Backhoe / Loader - JCB 3CX Site Master	0000038	YRL174	
0000210	Backpack Blower			
0000006	Bartco Message Board	0000233	V60469	
0000007	Bartco Message Board	0000234	V60470	
0000121	Bartco Message Board	0000632		
1002561	Bartco Message Board (1)	0000313	V03651	
1002562	Bartco Message Board (2)	0000314	V03652	
0000053	Blower	0000262		
0000054	Blower	0000263		
0000055	Blower	0000264		
0000065	Blower	0000271		
0000066	Blower	0000272		
0000067	Blower - Backpack	0000273		
1004558	Blower - Backpack - Stihl BR600	0000423		
1004517	Blower - Backpack (Stihl BR600)	0000411		
1005910	Blower - Stihl - BG85	0000540		
1005911	Blower - Stihl - BG85	0000541		
1004508	Blower - Stihl - BG85	0000404		
1004509	Blower - Stihl - BG85	0000405		
1004510	Blower - Stihl - BG85	0000406		
1004541	Blower - Stihl - BG85	0000415		
1004542	Blower - Stihl - BG85	0000416		
1004555	Blower - Stihl - BG85	0000420		
1004885	Blower - Stihl - BG85	0000452		
1004514	Blower - Stihl - BG86C	0000410		
1004525	Blower - Stihl - BR600 (Backpack)	0000413		
1004502	Blower - Stihl (BG85)	0000400		
1004507	Blower - Stihl (BG85)	0000403		
1004501	Blower - Stihl Back Pack (BR600)	0000399		
1005912	Blower - Stihl BG 86C	0000542		

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
0000014	Blower - Stihl BG86C	0000237		
1004556	Blower - Stihl BG86C	0000421		
1004559	Blower - Stihl BG86C	0000424		
0000161	Blower - Stihl SH86C			
0000073	Blower (Costing Purposes Only)	0000571		
0000095	Blower Back Pack			
0000166	Blower P&G			
1003565	Bluebird Comber	0000358		
1003604	Bluebird Lawn Comber	0000364		
0000004	Boat Quintrex 390EX	0000564	PG719	
1000650	Bobcat Skid Steer Loader (S185)	0000279	SUJ030	
0000148	Bobcat Steer Loader - Saleyards 1HB9OD	0000650		
1000651	Bobcat Stump Grinder	0000280		
1004845	Boom Crane - ML130D-2 ERS	0000448		
	Brush Cutter			
0000003	Brush Cutter - Shindaiwa	0000204		
0000061	Brushcutter	0000267		
0000062	Brushcutter	0000268		
0000063	Brushcutter	0000269		
1005507	Brushcutter - Kawasaki	0000489		
1005508	Brushcutter - Kawasaki	0000490		
1005530	Brushcutter - Kawasaki	0000502		
1005700	Brushcutter - Kawasaki	0000506		
1005701	Brushcutter - Kawasaki	0000507		
1005540	Brushcutter - Kawasaki - HAO26F	0000503		
1005740	Brushcutter - Kawasaki - HAO26F	0000508		
1005680	Brushcutter - Kawasaki - KBL26A	0000505		
1005501	Brushcutter - Kawasaki - KBL27A	0000486		
1005502	Brushcutter - Kawasaki - KBL27A	0000487		
1005505	Brushcutter - Kawasaki - KBL27A	0000183		
0000143	Brushcutter - Surfside			
0000196	Brushcutter - Bushranger			
0000044	Brushcutter - Enviro	0000256		
0000043	Brushcutter - Home Mtce	0000255		
0000191	Brushcutter Husqvarna			
0000165	Brushcutter - Husqvarna			
0000199	Brushcutter - Husqvarna			
1005517	Brushcutter - Husqvarna 327LS	0000498		
1005518	Brushcutter - Husqvarna 327LS	0000499		
1005519	Brushcutter - Husqvarna 327LS	0000500		
0000017	Brushcutter - Husqvarna 524L	0000240		
0000018	Brushcutter - Husqvarna 524L	0000241		
0000026	Brushcutter - Husqvarna 524L	0000243		

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
0000092	Brushcutter - Husqvarna 525			
1005782	Brushcutter - Kawasaki	0000509		
1005785	Brushcutter - Kawasaki	0000510		
1005790	Brushcutter - Kawasaki	0000511		
1005796	Brushcutter - Kawasaki - 27cc S/Shaft	0000516		
1005793	Brushcutter - Kawasaki - KBL27A	0000514		
1005794	Brushcutter - Kawasaki - KBL27A	0000515		
1005512	Brushcutter - Tanaka TBC290	0000493		
1005513	Brushcutter - Tanaka TBC290	0000494		
1005515	Brushcutter - Tanaka TBC290	0000496		
1005516	Brushcutter - Tanaka TBC290	0000497		
0000064	Brushcutter 2	0000270		
0000096	Brushcutter Husqvarna 525 LST			
0000164	Brushcutters - Husqvarna			
0000186	Brushcutters - Husqvarna			
0000077	Brushcutters (Costing Purposes Only)	0000565		
0000142	Burcher Street Sweeper 1GC3ZV	0000642		
1001511	CCTV System (Drainage Cleaner 1510)	0000300		
0000045	Chain Saw	0000257		
0000060	Chain Saw	0000266		
0000072	Chain Saw	0000274		
0000094	Chain Saw			
1005888	Chain Saw - Farmboss MS311 20	0000534		
	Chain Saws and Pole Saws			
1005843	Chainsaw - Husqvarna 395XP	0000528		
1005837	Chainsaw - Stihl	0000525		
1005875	Chainsaw - Stihl - 025	0000531		
1005820	Chainsaw - Stihl - MS230	0000518		
1005831	Chainsaw - Stihl - MS260	0000522		
1005823	Chainsaw - Stihl - MS361Z	0000519		
1005842	Chainsaw - Stihl MS170 14 Bar	0000527		
1005845	Chainsaw - Stihl MS180	0000530		
1004920	Circular Saw - Startrite	0000454		
1000680	Clarke 753 Bobcat	0000284		
0000203	Clipper ILube Demo Saw			
1003513	Club Car Golf Cart (with Van Box)	0000349		
1003512	Club Car Golf Cart (White)	0000348		
1005887	Combi Tool - Pole Saw	0000533		
0000107	Commodore VF Wagon	0000596	1DX7UB	Peter Abbott
1004611	Compressor - 2.5hp Portable	0000430		
1003205	Compressor - Compair Hydrovane	0000340		
1003040	Compressor - Electric Diaphram	0000335		
1004613	Compressor - McMillan CP20	0000432		

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
1003280	Compressor - Peerless	0000343		
1004610	Compressor - Peerless	0000429		
1003220	Compressor - Peerless - Ultimate 3 Phase	0000342		
0000151	Compressor - Saleyards			
1004612	Compressor - SP11-40	0000431		
1004371	Concrete Grinder (Diamond Way)	0000396		
1004535	Concrete Saw - Canterford	0000180		
1003560	Cricket Wicket Mower - Alroh	0000355		
1004715	Cutoff Saw - Ryobi	0000438		
1006116	CutQuick Saw - Stihl TS800 16	0000562		
0000110	Demo Saw			
1006100	Demo Saw - Husqvarna - K750	0000560		
0000052	Demo Saw & Trolley	0000261		
1004806	Demolition Hammer - Electric	0000445		
0000023	Depot Fuel Card	0000201		
0000115	Depot Pressure Washer	0000629		
1003890	Deutscher Mower & Sulky (H660)	0000384		
1000750	Dynapac Roller (CSV142)	0000211		
1003786	Edger - Gyral Tractor Mount	0000380		
0000036	Edger - Home Mtce	0000249		
0000037	Edger - Home Mtce	0000250		
0000038	Edger - Home Mtce	0000251		
0000039	Edger - Home Mtce	0000252		
1006050	Edger - Kawasaki - HE130A	0000556		
1006010	Edger - Kawasaki HE130 A	0000555		
	Edgers			
0000205	Edgers - Surfside			
0000078	Edgers (Costing Purposes Only)	0000567		
1000102	F4K's 2013	0000002	2013 F	
1000103	F4K's 2013	0000003	2013 F	
1000104	F4K's 2013	0000004	2013 F	
0000034	Farm Tech Aervator GH2400	0000247		
1000105	Flagstaff Hill Maintenance Fuel Card	0000005	Fuel F	
1003613	Flail Mulcher/Mower	0000373		
0000029	Fleet Management General Fuel Card	0000221	Fuel W	
1000117	Fleet Management General Fuel Card	0000017	Various	
1000118	Fleet Management General Fuel Card	0000018	Various	
1004375	Flextool Concrete Grinder	0000397		
1002820	Flextool Pump	0000333		
1002821	Flextool Submersible Pump	0000334		
0000027	Flip Screen WL130	0000244		
1000603	Footpath Sweeper - Johnston CN100B	0000170	XZD753	
0000206	Footpath Sweeper - Tennant Green Machine			

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1000604	Footpath Sweeper - Tennant Green Machine	0000036	ZSN757	
0000204	Ford Escape 1IX9YQ	0000705	1IX9YQ	Julie Glass
1002133	Ford Focus Trend Hatch	0000081	YNH286	Leanne McDowell
0000050	Ford G6 Falcon	0000229	1BN3TJ	Shaun Miller
0000108	Ford G6E-T	0000602	1DS3IQ	Peter Utri
0000157	Ford Kuga 1HF1UN	0000661	1HF1UN	Ebony Grieves
0000156	Ford Kuga 1HF1UO	0000659	1HF1UO	April Kelly
0000180	Ford Kuga 1HS2DP	0000675	1HS2DP	Sharyn Trewin
0000183	Ford Kuga 1HS2DW	0000680	1HS2DW	Leanne McDowall
0000140	Ford Kuga SUV 1GA8OV	0000639	1GA8OV	Robert Page
0000021	Ford Mondeo Hatch	0000199	YDS158	Mayor
0000124	Ford Mondeo Trend Wagon	0000615	1CF8NH	Russell Lineham
0000123	Ford Mondeo Trend Wagon - 1CF8NG	0000605	1CF8NG	Peter Newell
0000152	Ford Ranger 1HF1UI - Gary Shawyer	0000653	1HF1UI	Gary Shawyer
0000086	Ford Ranger DC	0000575	1CL1QG	Rohan McKinnon
0000178	Ford Ranger DC 1HJ2DM	0000673	1HS2DH	Ray Smith
0000126	Ford Ranger DC 4X4	0000607	1EB6ZB	Don Allen
0000197	Ford Ranger DC Tray 1IX9YJ	0000696	1IX9YJ	
0000097	Ford Ranger DC Ute	0000583	1DK6NZ	Mark Mirtschin
1002164	Ford Ranger DC Ute	0000107	ZFT136	Shane Stenhouse
1002168	Ford Ranger DC Ute	0000110	ZIH238	Peter Reid
0000144	Ford Ranger DC Ute 1GW1QL - R Stone	0000643	1GW1QL	Richard Stone
0000188	Ford Ranger DC Ute 1IH6NZ	0000686	1IH6NZ	
0000198	Ford Ranger DC Ute 1IX9YN	0000703	1IX9YN	John Sheely
0000025	Fuel Rebate	0000203		
0000056	Fun 4 Kids 1	0000230		
0000057	Fun 4 Kids 2	0000231		
0000058	Fun 4 Kids 3	0000232		
1003110	Furphy (820 Litres)	0000337	E14143	
1004530	Generator - Dunlite - 5KVA	0000414		
1004855	Generator - Dunlite - 5 KVA	0000449		
1004570	Generator - Dunlite - 7 KVA	0000427		
0000013	Generator - Honda EU20i	0000236		
1004620	Generator Dunlite - 2.5 KVA	0000433		
1000150	Generator FG Wilson #P550E	0000275		
1004621	Generator/Welder - Gen Tech 546571	0000434		
0000113	Gold Acre 400L Tray Mount Spray			
1003516	Golf Cart - Club Turf 2	0000352		
0000208	Golf Cart 1			
0000209	Golf Cart 2			

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
1003785	Gyral Kerb Edger	0000379		
0000046	Hedge Trimmer	0000258		
0000047	Hedge Trimmer	0000259		
	Hedge Trimmer			
1005909	Hedge Trimmer - Tanaka	0000539		
1005827	Hedge Trimmer - Tanaka - THT210	0000520		
1005915	Hedge Trimmer - Tanaka - THT210B	0000543		
1005935	Hedge Trimmer - Tanaka - THT210B	0000550		
1005945	Hedge Trimmer - Tanaka - THT210B	0000552		
1005907	Hedge Trimmer - Tanaka - THT2520SA	0000537		
1005917	Hedge Trimmer - Tanaka THT 2520	0000179		
1005926	Hedge Trimmer - Tanaka THT210SB	0000548		
1005929	Hedge Trimmer - Tanaka THT210SB	0000549		
1005921	Hedge Trimmer - Tanaka THT-210SB	0000178		
1005922	Hedge Trimmer - Tanaka THT-210SB	0000546		
1005828	Hedge Trimmer - Tanaka THT2520	0000521		
1005918	Hedge Trimmer - Tanaka THT2520	0000544		
1005919	Hedge Trimmer - Tanaka THT2520	0000545		
1005908	Hedge Trimmer - Tanaka THT2520SA	0000538		
0000076	Hedge Trimmer (Costing Purposes Only)	0000568		
1005904	Hedge Trimmer Pole - Stihl - HL90K	0000536		
0000153	Hedge Trimmer Tanaka - Home Mtce			
0000154	Hedge Trimmer Tanaka - Home Mtce			
0000048	Hedger Trimmer	0000260		
0000182	Hino 300 Series Tipper Truck	0000694	1IR4QD	
1001334	Hino 500 & Flocon	0000051	ZFK921	
1001333	Hino 500 Series 1024 Long Tilt Slide Tipper	0000050	YEZ346	
0000179	Hino Chipper Truck 1IF6EV	0000677	1IF6EV	
1004870	Hoist & Trolley 2 ton	0000450		
1004400	Hoist (Bendpak 2 Post Mower Lift)	0000398		
0000084	Holden Calais	0000573	1CI6ZX	Andrew Paton
0000159	Holden Captiva - Peter Keen	0000666	1HJ7UQ	
0000158	Holden Captiva 1HJ7SP	0000657	1HJ7SP	Ian Fitzgibbon
0000192	Holden Captiva 7 AWD 1IU9TR	0000688	1IU9TR	
0000184	Holden Colorado Duel Cab Ute 1FA6JL	0000684	1FA6JL	Darren Barber
0000155	Holden Colorardo 1HJ7SL	0000655	1HJ7SL	Justin Hinch
0000181	Holden Colorardo7 - 1HW9GJ	0000678	1HW9GJ	David Harrington
0000136	Holden Cruise - 1FQ6OQ	0000635	1FQ6OQ	Darren Dumesny
1002185	Holden VF Calais V	0000173	ZVI717	Mayor - Kylie Gaston
0000028	Home Maintenance Fuel Account	0000220	Casual H	
0000102	Home Maintenance Fuel Account	0000585		
0000145	Home Maintenance Fuel Account	0000645	O'KEEFE H	

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0000202	Home Maintenance Fuel Account	0000700		
1000114	Home Maintenance Fuel Account	0000014	MCMILLAN B	
0000051	Home Maintenance Fuel Card	0000225		
1000108	Home Maintenance Fuel Card	0000008	HARRIS B	
1000113	Home Maintenance Fuel Card	0000013	BRYCE Ian	
1000119	Home Maintenance Fuel Card	0000019	WOODWARD D	
1003810	Howard Mower (3 Point Linkage)	0000381		
1003765	Howard Mower (Mulchmaster)	0000377		
1003609	Howard Stealth 3 Linkage Mower	0000369		
0000137	Husqvarna Brush Cutter - Home Maint			
0000103	Hyundai Genesis	0000592	1EB5QM	Bruce Anson
0000175	Hyundai I20 - L2P		1GF6GO	L2P
1002182	Hyundai i35 Wagon	0000121	ZSU767	Kevin Ryan
1000351	Hyundai Wheel Loader	0000031	ZRI153	
1003515	Industrial Road Broom - Sewell - B150	0000351		
0000160	Isuzu D Max 1HH9XK	0000665	1HH9XK	Barry Warren
1002184	Isuzu D-Max 4x2 Tray	0000213	ZTX935	Paul McNamara
1002181	Isuzu D-Max 4x4 Ute	0000120	ZTO500	Peter McArdle
0000105	Isuzu Dmax DC	0000594	1EB9NQ	Glendon Dickinson
0000114	Isuzu DMax Utility 4	0000610	1EJ3UX	
1001332	Isuzu FRR 500	0000049	XTO179	
1001331	Isuzu FRR 500 Medium Tipper Truck	0000048	WMS368	
1001201	Isuzu FVZ 1400 Tipper Truck	0000045	WOM939	
1001202	Isuzu FVZ 1400 Tipper Truck	0000046	WOM940	
0000189	Isuzu Giga 455 Water Cart Truck	0000695	1IQ9XW	
1001203	Isuzu Giga Tipper Truck	0000047	YEK781	
1001426	Isuzu NPR400 Tipping Truck (Rear Mounted Crane)	0000056	XGP047	
1001427	Isuzu NPR400 Tipping Truck (Rear Mounted Crane)	0000057	XGP044	
1000400	Isuzu Rubbish Compactor (NPR400)	0000032	XJI768	
1001400	Isuzu Short Tray Truck (NNR 200)	0000169	WMS363	
1001420	Isuzu Tip Truck (NPR 400)	0000054	UOY813	
1001425	Isuzu Tip Truck (NPR 400)	0000055	WMX134	
1004805	Jack Hammer - Hitachi	0000444		
1001004	Jacobsen Rotary Mower (HR5111)	0000296		
1001008	Jacobsen Rotary Mower (R311)	0000297		
1001055	John Deere Tractor (5425)	0000044	UMP999	
1004520	Kanga 4ft x 2ft Carryall	0000412		
0000146	Kia Sorento 1GY8EA	0000646	1GY8EA	Tina McLeod
1000250	Komatsu Motor Grader (GD655-3)	0000030	WHO418	

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
1000663	Kubota Front End Loader & Grass Catcher (B3030)	0000282	YAW017	
1003610	Kubota Ride-on Mower (2380)	0000370		
1003611	Kubota Ride-on Mower (2380)	0000371		
0000031	Kubota RTV	0000246	1AB2ER	
1003514	Kubota RTV	0000350		
1001065	Kubota Tractor (B2320)	0000184	WWB390	
0000111	Kubota Tractor Mowers	0000623		
0000112	Kubota Tractor Mowers	0000624		
1000101	L2P Program	0000001	(3) Y	
1000112	L2P Program Fuel Card	0000012	L2P Y	
1000115	L2P Program Fuel Card	0000015	PROGRAM Y	
0000129	Lathe - Hafco			
0000042	Leaf Blower - Home Help	0000254		
	Line Marking equipment			
1005072	Linemarker - Proline Fountainline V4	0000459		
1005061	Linemarker - Trueline	0000456		
1005065	Linemarker - Trueline - WM3	0000457		
1005070	Linemarker - Trueline - WM3	0000458		
0000079	Linemarkers (Costing Purposes Only)	0000569		
0000033	Massey Ferguson Tractor	0000224		
1001080	Massey Ferguson Tractor (135) - Allansford	0000299		
1001045	Massey Ferguson Tractor (5435 2wd Cab)	0000043	UCP866	
0000135	Mazda CX5	0000633	1FQ1JT	Vikki King
1000710	McDonald Footpath Roller (Historical)	0000286		
1000870	Mentay Wicket Roller - Allansford	0000294		
1000880	Mentay Wicket Roller - Brierly	0000295		
1000860	Mentay Wicket Roller - Davidson Oval	0000293		
1000810	Mentay Wicket Roller - Dennington	0000288		
1000830	Mentay Wicket Roller - Jones Oval	0000290		
1000850	Mentay Wicket Roller - Merrivale S/H	0000292		
1000820	Mentay Wicket Roller - Reid Oval S/H	0000289		
1000840	Mentay Wicket Roller - Walter Oval	0000291		
1004565	MIG Welder Cig 350	0000426		
0000207	Mikasa Compating Plate			
1001607	Missing Vehicle - UOZ365	0000067	UOZ364	
1002064	Missing Vehicle - WMK503;;Sold 26/6/13	0000074	WMK502	
0000194	Mitsubishi Fuso Rosa Bus (fitted with a wheel chair lift and electric step and hand rails) seats 22	0000690	1IN9UJ	Howard Pritchard
1002201	Mitsubishi Fuso Rosa Bus (seats 24)	0000123	YRY236	
0000125	Mitsubishi Tray	0000617	1EX8PS	
1005481	Mower - Allpower Supa Swift	0000485		
1003590	Mower - Deutscher - 10.5hp Self Propelled	0000361		
0000016	Mower - Fieldquip Delta 360	0000239		

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1005215	Mower - Flymo - L47	0000479		
1003600	Mower - Howard Flail	0000363		
1003570	Mower - Masport - Olympic 600 Reel	0000359		
1005111	Mower - Rover	0000464		
1005112	Mower - Rover	0000465		
1005101	Mower - Rover - Pro Cut 50	0000462		
1005055	Mower - Rover (Supa-Ute)	0000455		
1005121	Mower - Rover Briggs	0000467		
1005123	Mower - Rover Briggs	0000469		
1005124	Mower - Rover Briggs	0000470		
1005127	Mower - Rover Briggs	0000471		
1005119	Mower - Rover Briggs & Stratton	0000466		
1005450	Mower - Rover Briggs (S/Hand)	0000483		
1005110	Mower - Rover Briggs Utility	0000463		
1005185	Mower - Rover Pro Cut - Intek 55	0000473		
1005188	Mower - Rover Pro Cut 50	0000476		
1005189	Mower - Rover Pro Cut 50	0000477		
1005186	Mower - Rover Pro Cut 50 M&C	0000474		
1005435	Mower - Rover Supercut - Intek 50998	0000482		
1005085	Mower - Rover Suzuki	0000460		
1005100	Mower - Rover Suzuki	0000461		
1005195	Mower - Rover Suzuki	0000478		
1005425	Mower - Rover Suzuki (2nd Hand)	0000481		
1005480	Mower - Rover Suzuki - 2 Stroke	0000484		
1003561	Mower - Wicket - Alroh 54DGCR	0000356		
1003562	Mower - Wicket - Alroh Model 54DGCR	0000357		
1003555	Mower Cylinder - Alroh	0000354		
1003595	Mower Cylinder - Alroh	0000362		
0000131	Mower- Rover ProCut - Home Help			
0000104	Nissan Altima	0000593	1EB9MR	John Finnerty
0000133	Nissan Micra L2P - ZCP861	0000625	ZCP861	L2P
0000147	Nissan Navara NP300 1GY8KR	0000651	1GY8KR	Terry Malone
1002179	Nissan Pulsar ST Sedan	0000119	ZTO490	Sandra Love
0000134	Nissan X- Trail	0000630	1FP5LR	Glenn Reddick
0000122	Nissan X-Trail	0000608	1EV2RL	Kirsty Miller
0000130	Nissan X-Trail	0000619	1FE5KK	Darren Barber
0000185	Nissan X-Trail (Leased) 1GY8NH	0000682	1GY8NH	Rod Sanderson
0000128	Outfromt Mower Iseki SF370	0000622		
0000127	Outfront Mower Iseki SF370	0000621		
1000109	P&G Foreshore Fuel Card	0000009	HARTRICK P	
1000110	P&G General Fuel Card	0000010	Hirst P	

Asset	Asset Description	Fleet Asset	Rego	Driver

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Number		- FA		
1000111	P&G General Fuel Card	0000011	Hocking G	
1000107	P&G Maintenance Fuel Card	0000007	Hanks C	
0000040	Parks & Gardens Fuel Card	0000223		
1004625	Pipelaser - Topcon - TP-L2A	0000435		
1003342	Plate Compactor - Mikasa - MVC-88GH	0000345		
1005885	Pole Saw - Stihl - HT75	0000532		
1005889	Pole Saw - Stihl HT101	0000535		
0000075	Pole Saw/Chain Saw (Costing)	0000566		
1005832	Polesaw - Stihl - HT75	0000523		
0000171	Polesaw - Stihl HT131			
1002775	Portable Disabled Toilet (Chem-Loo)	0000331	T94375	
0000195	Post Driver			
0000174	Pressure Cleaner 2700 PSI			
1004512	Pressure Washer - Gerni Poseidon 5-67	0000408		
1004650	Pressure Washer - Karcher - HA18634	0000436		
0000041	Pressure Washer - Street Cleaning	0000253		
0000090	Push Mower - Rover Pro-cut			
0000091	Push Mower - Rover Pro-Cut			
0000088	Push Mower - Supa Swift	0000577		
0000074	Push Mower (Costing Purposes Only)	0000570		
0000211	Push Mower 1			
0000212	Push Mower 2			
0000213	Push Mower 3			
0000214	Push Mower 4			
	Push Mowers			
1004875	Rake - Kuhn - GA300	0000451		
1001041	Ransome Mower (3520 5Gang)	0000298		
0000020	Rapid Spray Slip on Fire Unit	0000242		
1000116	Roads Maintenance Fuel Card	0000016	Shawyer G	
1000616	Rock Breaker - Caterpillar - H65DSA	0000278		
1004504	Rotary Hoe - Honda	0000401		
1003776	Rotary Tiller Mitsubishi (MMR66)	0000378		
0000176	Rover Pro-Cut 50 Kohler			
0000080	Rover Pro-cut 50 Mower			
0000089	Rubbish Compactor	0000582		
1003735	Ryan Sod Cutter	0000376		
0000022	Saleyards Fuel Card	0000200		
1003825	Scott Bonnar Cylinder Mower	0000382		
1004340	Scott Bonnar Soil Aerator	0000390		
0000008	SECA Drainage Camera System	0000235		
1001510	Seca High Pressure Drainage Cleaner	0000212	S52501	
0000173	Sifting Bucket 1200mm			
1004841	Silvan Linkage Sprayer 400 Ltr	0000447		
1004795	Silvan Super Spreader	0000441		

Asset	Asset Description	Fleet Asset	Rego	Driver

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Number		- FA		
1003585	Slasher - Berends - EP150	0000360		
1003605	Slasher - Berends - TA 100	0000365		
1004670	Split Drum Roller	0000437	N31449	
1004780	Sprayer - Port Fynspray	0000439		
0000138	Stihl Blower - Home Maint			
1005838	Stihl Polesaw (HT75)	0000526		
0000177	Subaru Forester 1HS9WC Leased	0000671	1HS9WC	Benjamin Storey
0000087	Subaru Forester Wagon	0000576	1CT9KP	Anne Maree Neal
0000002	Subaru Impreza Hatch	0000210	ZSH321	Lauren Schneider
0000085	Subaru Outback 2.0 Diesel	0000574	1CG8II	Scott Cavanagh
1004801	Super Spreader - Sitrex 3PL	0000443		
1004800	Super Spreader (Hand) - Shindaiwa - RS75	0000442		
0000024	Surfside Fuel Card	0000202		
1000106	Surfside Maintenance Fuel Card	0000006	Fuel F	
1003341	Tamping Rammer - Mikasa	0000344		
0000187	Tandem Trailer 9' x 6'			
0000093	Template - Light Fleet 6 Cylinder Large			
1001007	Toro Groundmaster 5910 16 Rotary Mower	0000040	ZAU753	
1000720	Towed Combination Roller	0000287	N44180	
0000106	Toyota Camry	0000598	1DX8SE	Paul Cugley
0000139	Toyota Camry 1FV7QH	0000637	1FV7QH	Terry O'Sullivan
0000193	Toyota Camry Altise 1IU7QN	0000692	1IU7QN	Maree Wyse
1002186	Toyota Camry Hybrid	0000175	ZVO578	Neil Ballard
0000149	Toyota Camry Sedan 1GW2YA	0000648	1GW2YA	Fran Fogarty
0000049	Toyota Corolla Hatch	0000228	1BF5DT	Jennifer Katsaros
1000671	Toyota Forklift (628FD25)	0000283	WJS657	
0000163	Toyota Hiace Van - Eng Survey	0000668	1HQ6YB	Lyndon Attrill
0000162	Toyota Hiace Van - Local Laws	0000663	1HJ2GR	Ross Burke
1001610	Toyota Hilux (Auto) Tipper	0000069	ZGO370	
0000009	Toyota Hilux Extra Cab 4x2	0000215	1AC2VK	Wayne Bellman
1001609	Toyota Hilux Tipper	0000171	YIS754	
1001611	Toyota Hilux Tipper	0000070	ZLJ036	
1001614	Toyota Hilux Tipper	0000174	ZUN119	
1001612	Toyota Hilux Tipper (Manual)	0000071	ZMN144	
0000099	Toyota Hilux Tray	0000586	1DP6IH	Parks & Gardens
0000100	Toyota Hilux Tray	0000587	1DP6IG	

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
0000101	Toyota Hilux Tray	0000588	1DP6II	
0000116	Toyota Hilux Tray	0000611	1ER2NP	Mick Ryan
1001613	Toyota Hilux Ute	0000072	ZPK408	
1001608	Toyota Hilux Workmate	0000068	XTR184	
1001602	Toyota Land Cruiser Troop Carrier (LC78)	0000063	UGU083	
0000001	Toyota RAV-4 Diesel	0000209	ZWF401	Lisa McLeod
0000012	Toyota RAV-4 GXL-2WD	0000218	1AC2VT	David McMahon
1001017	Tractor - Deutz Agrofarm 420 TTV	0000042	XZA985	
1001016	Tractor - John Deer 5085M	0000041	XBU986	
1002595	Trailer	0000319	Q33836	
1002605	Trailer	0000320	D91034	
1002770	Trailer - 6ft X 4ft Galvinised	0000330	E94274	
1002575	Trailer - (Tilt) for Outfront Mower	0000317	R39486	
1002510	Trailer - 14ft X 6ft X 6ft Gal Tilt Tandem	0000307	Q44122	
1002690	Trailer - 4ft x 3ft	0000327		
1002665	Trailer - 5ft x 3ft Plo8328	0000323		
1002710	Trailer - 6ft X 4ft (Pipe Trailer)	0000328	C08305	
1002555	Trailer - 6ft X 4ft with Frame	0000311	F86763	
1002585	Trailer - 6ft X 4ft with Frame	0000318	F86764	
1002570	Trailer - 6x8 Tandem	0000316	R33879	
1004125	Trailer - Dunbier (Whaleboat)	0000388	S76053	
1002675	Trailer - Ecorfcycle Tandem	0000326	Q45584	
1002503	Trailer - Flood Pump Galvanized	0000305	V05444	
1002502	Trailer - Flood Pump Trailer	0000304	U89581	
1002671	Trailer - Galvanized	0000325	U73062	
1002715	Trailer - Home Made (C Carr)	0000329	Q64533	
1004145	Trailer - Mackay Whaleboat	0000389	U87086	
1002520	Trailer - Mainsteel Tilt Transport	0000309	S10067	
1002500	Trailer - Plant Transport	0000302	S48659	
1002780	Trailer - Push Bike Transport	0000332	V39219	
1004115	Trailer - Quintrex Dunbier	0000387	Q61628	
1003170	Trailer - RA Steel 720 Ltr Fuel Tank	0000339	P72794	
1002501	Trailer - Saturn Gal 6x4	0000303	T05306	
1002560	Trailer - Speed Detector	0000312		
1002610	Trailer - Tilt	0000321	P59683	
1002565	Trailer - Tully	0000315	Q55068	
1002505	Trailer - Tully 6ft x 4ft	0000306	E72928	
1002535	Trailer - Tully 7ft X 4ft	0000310	P96988	
1002670	Trailer - Tully Tipping	0000324	A27472	
1002620	Trailer - Tully Tradesman	0000322	P93659	
0000150	Trailer 8x5 Box - AGC			
0000030	Traymate Tow Along Boom Spray	0000245		
1004605	Vacuum Cleaner - Stihl - SE100	0000428		

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Asset Number	Asset Description	Fleet Asset - FA	Rego	Driver
1004511	Vacuum Cleaner - Stihl - SE121	0000407		
0000172	Ventrac Mower	0000670		
1003380	Vibro Plate - Mikasa - MVC-88GH	0000346		
0000109	VW Caddy Van (Library Van)	0000604	1EK7AA	Library
0000201	VW Passat Sedan 1ID3AG	0000701	1ID3AG	Kylie Gaston
0000200	VW Passat Wagon 1ID3AF	0000698	1ID3AF	Scott Cavanagh
0000190	Water Tank - Part of Asset 189			
1004100	Yamaha Outboard Boat Motor (15 hp)	0000385		

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APPENDIX 24: CONTRACTORS PLANT

Plant	Contact	Capacity
Backhoes		
Cowland	0438 633 219	
McKinnon Quarries & Civil	5562 3985	
Rodger Constructions	5565 4444	
Watson	0409 174 159	
Water Tankers		
Bartlett		Council Tank
Rentsch		20,000l
McKinnon Quarries & Civil	5562 3985	12,000l
McKinnon Quarries & Civil	5562 3985	20,000l
Rodger Constructions	5565 4444	11,000l
Mibus (Portland)	5523 6888	30,000l
Molan	5593 3127	20,000l
Graders		
Davidson	5569 2356	Cat 120
Mibus (Portland)	5523 6888	Cat 12H
Davidson 12H	5569 2356	Cat 12H
Molans (Camperdown)	5593 3127	Volvo GD720
Rodger Constructions	5565 4444	Cat 12H
McKinnon Quarries & Civil	5562 3985	Cat 12 H
Truck Hire		
Bartlett		4x2-PM only
Cowland	0438 633 219	6x4 Rigid-12t
Rentsch		20 cu.m. Semi
McKinnon Quarries & Civil	5562 3985	6x4 Rigid-12t
Molan	5593 3127	6x4 Rigid-12t
Cowland	0438 633 219	Tr and Pig-24t
Rodger Constructions	5565 4444	6x4 Rigid-12t
Davidson	5569 2356	Truck and Dog-30t
Mibus (Portland)	5523 6888	Semi-22 cu.m.
Watson	0409 174 159	6x4 Rigid-12t
Rodger Constructions	5565 4444	Semi-18 cu.m.
Watson	0409 174 159	Truck and Dog-30t
Molan	5593 3127	Truck and Dog-30t
McKinnon Quarries & Civil	5562 3985	Truck and Dog-30t
Excavators 8-15t		
John Keast	0417 380 322	8 tonne
McKinnon Quarries & Civil	5562 3985	8 tonne
Cavan Constructions	5562 8258	8 tonne
P.F. Dingo	5568 5238	13 tonne
Rodger Constructions	5565 4444	14 tonne
Excavators 20-25t		
Mibus (Portland)	5523 6888	20 tonne
Davidson	5569 2356	25 tonne
Cowland	0438 633 219	20 tonne
McKinnon Quarries & Civil	5562 3985	20 tonne
McLeod, Panmure	0422 350 980	20 tonne

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Rodger Constructions	5565 4444	20 tonne
John Keast	0417 380 322	20 tonne
Watson	0409 174 159	20 tonne
Excavators 30 tonne		
Mibus (Portland)	5523 6888	30 tonne
Molan	5593 3127	30 tonne
Rodger Constructions	5565 4444	30 tonne
Watson Contractors	0409 174 159	30 tonne
McKinnon Quarries & Civil	5562 3985	30 tonne

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APPENDIX 25: EMERGENCY MANAGEMENT RESOURCE SHARING PROTOCOL

March 20th 2013

Ros Handley
Emergency Management Project Officer
Municipal Association Victoria
GPO Box 4326

Dear Ros,

Re: Protocol for Inter-Council Emergency Management Resource Sharing

The Warrnambool City Council confirms its commitment to this protocol.

The purpose of this protocol is to provide an agreed position between councils for the provision of inter-council assistance for response and recovery activities during an emergency. This protocol details the process for initiating requests for resources from another council and identifies associated operational and administrative requirements.

The application of this protocol is expected to enhance the capability of councils to provide the best possible outcomes for emergency management and to support the step up arrangements as detailed in the Emergency Management Manual Victoria (EMMV).

The co-ordination of responding agencies involves the systematic acquisition and application of resources (personnel, equipment and facilities) in accordance with the requirements of the emergency. This protocol will facilitate appropriate timely mustering of resources ready to discharge municipal functions.

Signed

Bruce Anson
Chief Executive

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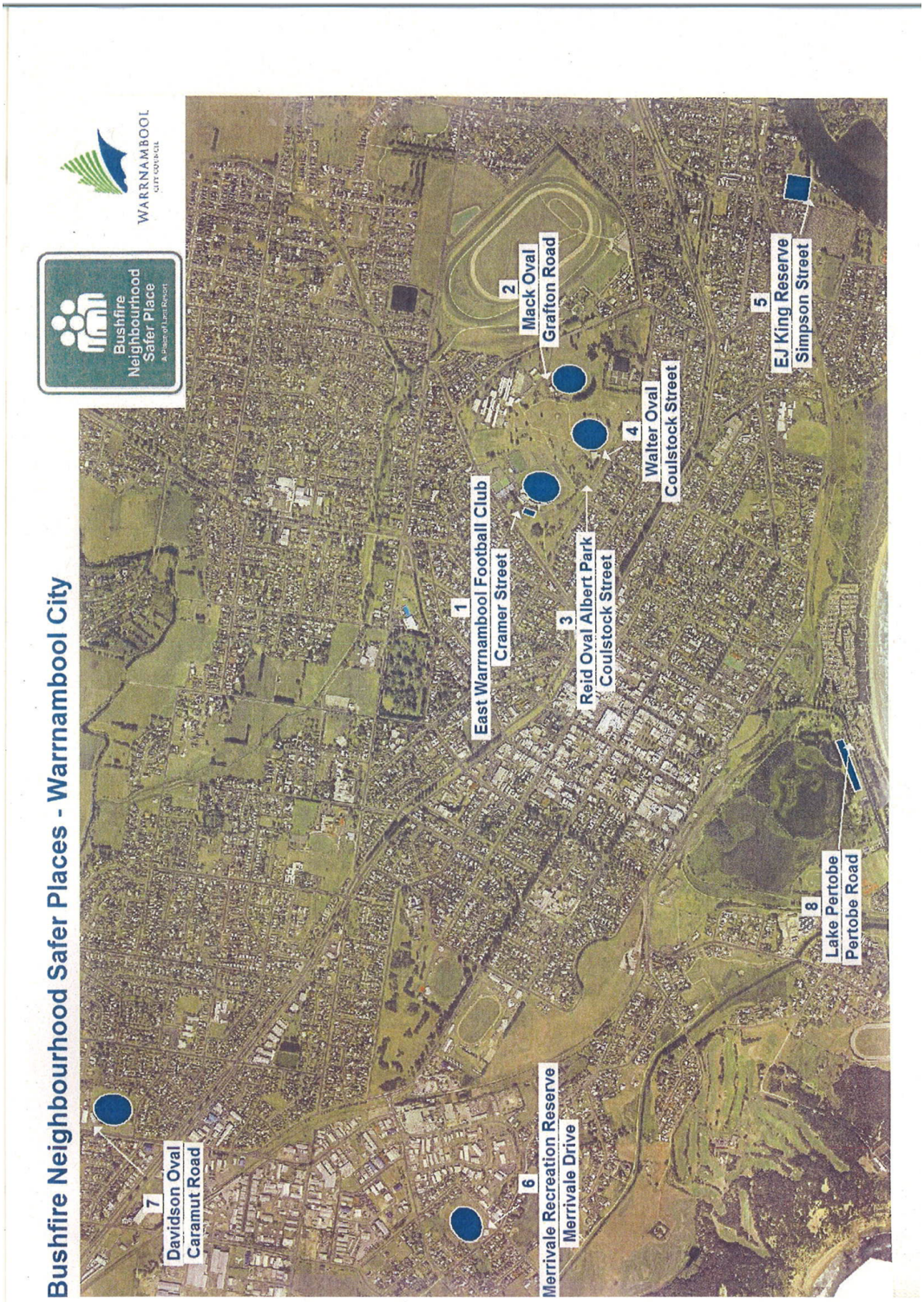
APPENDIX 26: NEIGHBOURHOOD SAFER PLACES



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WARRNAMBOOL
CITY COUNCIL

Municipal Emergency Management Plan

Part 6: Emergency Relief & Recovery Plan

Version 3.1 – August 2017

Document Set ID: 10908450
Version: 1, Version Date: 29/10/2019

Document Control

Amendment History

AMENDMENT			EFFECTED	
NO	**DATE**	**PAGES AFFECTED**	**AUTHOR**	**RELEASE DATE**
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 December 2016
V3	15/2/2017	Review of entire document	Sue Rondeau	9 May 2017
V3	30/5/2017	Wannon Water review	Sally Obst	1 July 2017
V3.1	22/8/2017	6.3 definition updated as per audit recommendation	Sue Rondeau	23 August 2017

Amendment Authorisations

NAME	POSITION	DATE
Sue Rondeau	Coordinator Emergency Management	23 August 2017

Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Bruce Anson		

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EMERGENCY RELIEF AND RECOVERY ARRANGEMENTS

6.1 PURPOSE

The Warrnambool City Council Relief and Recovery Plan (the Plan) specifies the arrangements for the coordinated planning and management of emergency relief and recovery across Warrnambool City.

6.2 SCOPE

The Plan:

- Describes the principles for relief and recovery from any emergency in Warrnambool City
- Clarifies who is accountable and responsible for relief and recovery coordination
- Describes the functions of relief and recovery
- Specifies the roles and responsibilities of agencies in relief and recovery
- Outlines the arrangements for escalating relief and recovery coordination

6.3 DEFINITIONS

Emergency Relief is defined in the State Emergency Relief and Recovery Plan as 'the provision of essential needs to individuals, families and communities in the immediate aftermath of an emergency'.

Recovery is defined in the *Emergency Management Act 2013* as 'the assisting of persons and communities affected by emergencies to achieve an effective level of functioning'.

Both relief and recovery begin when an emergency occurs and many response, relief and recovery activities are undertaken concurrently. Typically relief is provided during and in the immediate aftermath of an emergency. Recovery is generally a longer term process for affected individuals and communities.

6.4 LEGAL OBLIGATIONS

The Plan has been prepared in accordance with the *Emergency Management Act 1986* and the *Emergency Management Act 2013* (http://www.legislation.vic.gov.au/) which set out legislated emergency management roles and responsibilities.

Victoria's main emergency management arrangements are further outlined in the emergency Management Manual Victoria (EMMV) (http://www.emv.vic.gov.au/policies/emmv/)

The State Emergency and Relief and Recovery Plan (part 4 of the Emergency Management Manual Victoria) specifies the arrangements for delivering emergency relief and recovery services and support in Victoria. Emergency Management Victoria (EMV), on behalf of the Emergency Management Commissioner, is the agency responsible for relief and recovery coordination at the state level, supported by the Australian Red Cross (Red Cross). EMV provide strategic leadership and coordination of the work of the relief and recovery sector.

This plan should be read in conjunction with the:

- Barwon South West Emergency Relief and Recovery Plan
- Emergency Relief Handbook

6.5 OPERATIONAL GOVERNANCE

The figure below outlines the operational governance structure within the three tiers of government: local, regional and state.

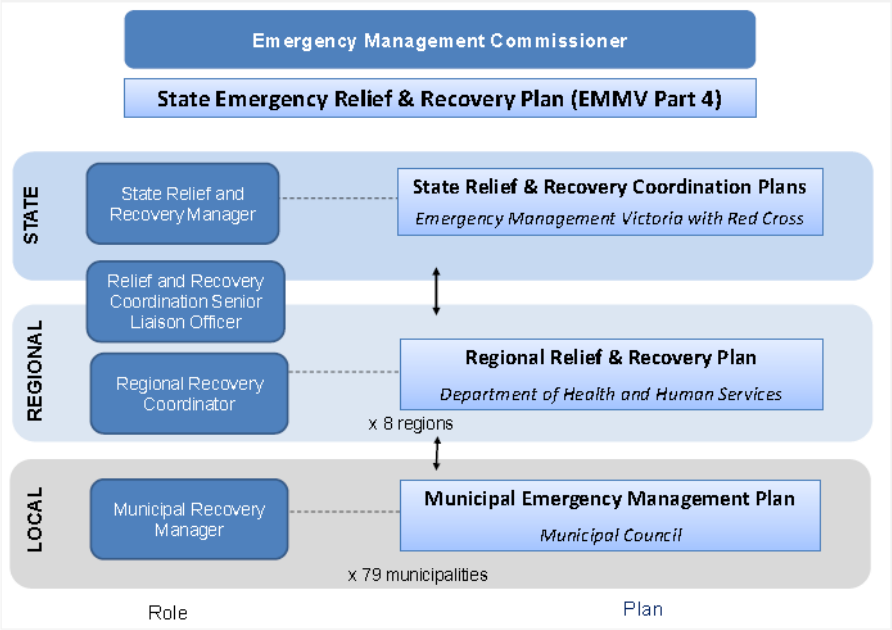

Figure 9: Three levels of relief and recovery coordination in Victoria

Responsibilities of each tier can be found in EMMV Part 4.

6.5.1 The Role of State Government

6.5.1.1 Emergency Management Commissioner

Under the Emergency Management Act 2013, the Emergency Management Commissioner is responsible for the "coordination of the activities or organisations, including agencies, having roles or responsibilities under the state emergency recovery plan in relation to recovery from all agencies".

6.5.1.2 State relief and recovery coordination roles

Emergency Management Victoria (EMV), on behalf of the Emergency Management Commissioner, is the agency responsible for the relief and recovery coordination at the state level, supported by Australian Red Cross (Red Cross).

6.5.1.3 Regional relief and recovery coordination roles

The Department of Health and Human Services (DHHS) is responsible for coordinating relief and recovery at the regional level supported by Red Cross.

6.5.2 The Role of Council

In accordance with *EMMV Part 7 – Emergency Management Agency Roles*, Warrnambool City Council is the lead agency at the local level for the following relief and recovery activities:

- Arranging emergency shelter and accommodation for displaced households
- Providing personal support and counselling referral
- Housing of displaced lost/stray companion animals. Warrnambool City Council will work with the Victorian Farmers Federation, RSPCA and Australian Veterinary Association where required
- Secondary impact assessments – gathering and processing of information
- Surveying and making determination regarding occupancy of damaged buildings
- Forming, leadership and supporting Municipal/Community Recovery Committees
- Providing and staffing recovery/information centres
- Providing and managing community development services and activities
- Coordinating clean-up activities including the disposal of dead animals (domestic, native and feral)
- Overseeing and inspecting building/redevelopment
- Undertaking the assessment, restoration, clearing and rehabilitation of public buildings and assets (e.g. roads, bridges, sporting facilities, public amenities) where the municipal council is the manager of that building or asset

Warrnambool City Council will support the following agencies in their respective responsibilities to deliver relief and recovery activities:

- EMV for coordination of public information and communication in relation to emergency management for major emergencies
- DEDJTR for:
    - Implementing approved actions and projects to assist economic recovery
    - Encouraging and bringing forward the resumption of local trade and economic activity
    - Monitoring broad economic impacts and consequences
- Victorian building Authority for providing building maintenance and safety information to affected persons and residents
- DELWP and CFA for coordinating local volunteer efforts for damage to private fending after emergencies, as referred by DEDJTR
- DELWP, PV, VicRoads for undertaking erosion control on public land

6.6 MANAGEMENT STRUCTURE

The role of Municipal Recovery Manager (MRM) is delegated to the Director Community Development. The Deputy MRMs are the Manager Recreation and Culture and the Manager Community Policy and Planning. In consultation with response agencies and the MERO they consider the relief and recovery needs of the local community.

Council's Emergency Management Structure can be found in Part 3, Appendix 16.

The responsibilities of agencies coordinating relief and recovery are available in EMMV Part 7 – *Emergency Management Agency Roles.*

6.6.1 Triggers to recognise capability

Warrnambool City Council has identified the following triggers to recognise capability:

- Forward shifts cannot be filled
- Basic water and electricity will not be restored for an extended period of time
- Road and/transport networks will remain adversely affected for an extended period of time
- Consequences of the emergency are complex and/or have state wide impacts
- Unable to address a complex need in the community; i.e. cultural needs, vulnerable people, demand for temporary accommodation
- Number of people presenting at the Emergency Relief Centre is exceeding capacity
- Impacted community is dispersed across multiple councils

6.6.2 Escalation from local to regional to state

When triggers are reached, the Emergency Management Coordination Group will request the Regional Recovery Coordinator (DHHS) undertake coordination of emergency relief or recovery at the regional level. Where this occurs, the Department of Health & Human Services (supported by Red Cross for relief) assumes responsibility for the coordination of relief and recovery across the region[1].

6.6.3 Financial Arrangements

The MRM is responsible for managing emergency relief and recovery finances in accordance with the MAV's *Council Guide to the Financial Management of Emergencies* and internal policies.

- Where the emergency arises as a result of a natural disaster, Victoria's Department of Treasury and Finance (DTF) can, depending on the scale and the impact provide Natural Disaster Financial Assistance to help ease the financial burden experienced by the affected councils. Further details can be found at: http://www.dtf.vic.gov.au/Victorias-Economy/Natural-disaster-financial-assistance

- DTF, the Department of Premier and Cabinet (DPC) and Emergency Management Victoria (EMV) will coordinate a request to the Australian Government to approve funding under the Natural Disaster Relief and Recovery Arrangements, to share the cost of significant emergencies.

6.7 EMERGENCY RELIEF

Internationally, the provision of emergency relief is guided by the *Sphere handbook: humanitarian charter and minimum standards in humanitarian response* (www.sphereproject.org). The guiding principles for people affected by an emergency are the:

- right to life with dignity
- right to receive humanitarian assistance
- right to protection and security.

Emergency relief can be provided in a variety of locations including at or near the site of an emergency, to communities that become isolated or cut off by an emergency or in an established relief setting, such as an emergency relief centre.

6.7.1 Relief Principles

The principles for the coordination and delivery of relief in Victoria are:

- emergency-affected communities receive essential support to meet their basic and immediate needs
- relief assistance is delivered in a timely manner, in response to emergencies
- relief promotes community safety, and minimises further physical and psychological harm
- relief and response agencies communicate clear, relevant, timely and tailored information and advice to communities about relief services, through multiple appropriate channels
- relief services recognise community diversity
- relief is adaptive, based on continuing assessment of needs
- relief supports community responsibility and resilience
- relief is well coordinated, with clearly defined roles and responsibilities
- relief services are integrated into emergency management arrangements

[1] Barwon South West: Emergency relief and recovery plan 2016

6.7.2 Relief Coordination Responsibilities

The following table outlines relief coordination responsibilities:

Functional Area	Activities	Incident/Local Lead	Support Agencies
Emergency Shelter (DHHS)	Arrange emergency shelter and accommodation for displaced households	Municipal Council	DHHS
Food and Water (Red Cross)	At regional and state levels, Red Cross Coordinates food and water including support from agencies, and provides support at the local level when requested	Red Cross	Salvation Army Foodbank Victoria
Reconnecting family and friends (VicPol & Red Cross)	Operate Register.Find.Reunite in relief centres, enquiry centres or online, to reconnect people with family, friends and their community	VicPol	Red Cross
Disbursement of material aid (non food items) (Salvation Army)	Provide essential material aid (non food items) to emergency affected persons including clothing, bedding and other personal requisites	Salvation Army	
Emergency Financial Assistance (DHHS)	Administer relief payments through the personal hardship assistance program to help individuals meet their basic needs.	DHHS	Australian Government Department of Human Services
Animal Welfare	DEDJTR is the primary agency for animal welfare (other than wildlife) support services DELWP is the primary agency to respond to wildlife welfare Municipal councils are responsible for housing of displaced and lost/stray companion animals	DEDJTR DELWP Municipal Council	Municipal Council VFF RSPCA Australian Veterinary Association
Drinking Water for households (DELWP)	Provide drinking water to households	Water Authorities	DELWP Municipal Councils DHHS
Food and Grocery supply	DEDJTR will support food and grocery supply logistics	DEDJTR	

logistics continuity (DEDJTR)	continuity planning and operations with the major food distribution operators		
Health and Medical assistance and first aid	Provide pre hospital care to people affected by emergencies Establish field primary care clinics Provide other health and medical relief assistance measures	Ambulance Victoria	St John Ambulance DHHS
Community Information (Control Agency)	Provide relief and recovery information to assist communities to make informed decisions about their safety	Control Agency	
Psychosocial support (DHHS)	Personal support in relief and recovery centres and through community outreach	Municipal Councils	Red Cross VCC EM

Table 10: Relief Coordination Responsibilities

6.7.3 Relief Activation

Incident controllers determine the need to activate relief services, with advice from the emergency management team.

6.7.4 Emergency Relief Centres

Council has two primary relief centres. An emergency relief centre will be opened in a location that best suits the community that has been affected by an emergency. The decision on which emergency relief centre to open will be made in conjunction with the control agency's Incident Controller and the MERC.

Warrnambool (Arc) Stadium
Caramut Rd
Warrnambool

Ph: 5559 4555

Appendix 27: ARC Stadium Emergency Relief Centre Amenities
Appendix 28: ARC Stadium Map

Archie Graham Community Centre
118 Timor St
Warrnambool

Ph: 5559 4920

Appendix 29: Archie Graham Community Centre Amenities
Appendix 30: Archie Graham Community Centre Map

The MRM will advise the Department of Treasury and Finance as soon as possible after a relief centre has been opened.

6.7.4.1 Emergency Relief Centre Planning for Children and Young People

Council supports the Department of Health and Human Services, Emergency Management Planning for Children and Young People and will ensure the following is available at each relief centre:

Infants:
- support for breastfeeding mothers
- supplies for bottle-fed babies
- appropriate solid food for babies.
- appropriately sized nappies and baby-change supplies (Gribble and Berry 2011).
- sleeping requirements for babies will be considered.

Pre schoolers and primary-school children
- include a play area with age-appropriate toys, activities and supervision

Families with young children
- The physical location of families with young children in relief centres will be taken into account with close proximity to bathrooms and lighting at night, to ensure the safest environment for young children.

Adolescents
- An area to be with peers, age-appropriate activities and access to technology.2

CALD Communities
- Consideration will be given to cultural, lifestyle and religious factors including the availability of prayer spaces

In addition to the above requirements Appendix 31: Relief Centre Kit outlines additional equipment that ensures the smooth running of an emergency relief centre.

6.7.5 Animal Welfare

Council understands the significant role animals play in the lives of its residents. The Bushfires Royal Commission recognised the bonds people form with animals and the significant impact these bonds can have on people's decision making, and ultimately their safety during emergencies. The Commission noted in its findings:

"There was also a small number of cases in which people died after refusing to leave without their pets and animals or delaying their departure for too long because of concern for their animals."

Council supports the findings of the Royal Commission and the Victorian Emergency Animal Welfare Plan and will:
- Make provisions for animals presenting at emergency relief centres
- Refer animals with special needs, or that are unable to be supported by the relief centre, to appropriate shelters or containment facilities
- Provide advice regarding potential sites for donated fodder distribution
- Confine displaced animals, including those presenting at an emergency relief centre
- Communicate municipal animal welfare contacts and arrangements to relevant stakeholders
- Coordinate clean-up activities, including the disposal or dead animals (companion, livestock, wildlife and feral)
- Provide a point of contact for other agencies and organisations in relation to animal welfare needs or issues

[2] Emergency Management Planning for Children and Young People, Health & Human Services Emergency Management, Victorian Government Department of Human Services, Melbourne, Australia, April 2013

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The following processes are in place to manage animals at the relief centres:

Appendix 32: Conditions attached to housing animals at an emergency animal shelter
Appendix 33: Register of animals received
Appendix 34: Managing small and large animals at the emergency relief centre
Appendix 35: Managing stray animals at the ERC workflow
Appendix 36: Animals in Emergencies Contact Directory

6.7.6 Managing Donations

Experience has shown that it is necessary to communicate early and clearly to the public about whether donated goods and services will be accepted. Council may communicate:

- Donations are not required at this time, we are working with affected communities to identify and better understand their needs.
- Donate money rather than goods because it puts money back into the affected communities which stimulates a quicker recovery for the local community
- Donating unsolicited goods is not helpful because it diverts resources
- The public can help by organising fundraising activities, instead of donating unsolicited goods

Suggested wording:
Council has been inundated with generous and unsolicited offers of second-hand items. While these offers are generous and made with the best intentions, Warrnambool City Council is not able to accept material donations at present. Material donations can be made directly to the Salvation Army.

Anyone wanting to help can either register as a prospective volunteer or make a cash donation to relief efforts supporting XXX.

Prospective volunteers can register with the Victorian Government emergency volunteering portal
http://www.volunteer.vic.gov.au/information-for-volunteers/volunteering-in-an-emergency

6.7.7 Volunteers

Volunteers are likely to play a significant role in any recovery operation, particularly after large scale, highly publicised emergencies. There are likely to be two types of volunteer - those who are affiliated with a specific organisation such as service clubs, community agencies and other non-government organisations, and those members of the public who offer their services after the event has occurred.

Those volunteers who are affiliated with an organisation will be directed by that organisation and are likely to have specific skills to undertake previously assigned roles. Examples of this are the many volunteers with agencies such as the Red Cross and Salvation Army, involved in such activities as catering and registration, who are trained for their allocated task.

Volunteers from the general public who offer assistance on an ad hoc basis immediately after an emergency has occurred can also be of great benefit to the recovery process, but require more careful management.

DHHS is responsible for capturing and providing offers of spontaneous emergency volunteers to municipal councils.

Volunteering Victoria supports DHHS in this activity. Volunteering Victoria, in partnership with Red Cross, has trained a number of Managers of Spontaneous Volunteers to be deployed to manage offers of support.

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Key messages from Council could include:

- Offers of assistance are appreciated, however trained emergency services personnel are responding to the emergency
- We ask that people stay away from the emergency affected areas, and allow emergency services personnel to perform the tasks in which they have been trained
- If there is a need for additional volunteers, it will be communicated through the media.
- Prospective volunteers can register with the Victorian Government emergency volunteering portal www.emergency.volunteer.vic.gov.au

6.7.8 Communicating during an emergency

The incident controller is responsible for issuing warnings and community information.

The mayor and councillors will comment on what Council is doing, but not on other areas of responsibility, such as the control agency or police.

Council's existing media policies and protocols should be observed during an emergency or incident. Particular attention should be paid to policies and protocols regarding interaction with the media, and how and when the spokesperson role is activated.

An emergency usually generates a number of possible effects on those involved including shock, high arousal, narrowing of focus, disbelief and confusion about what has happened or is currently happening and can impact on a person's ability to take in information, think about it and remember it.

Overcoming these barriers
When people are experiencing any of the effects as mentioned above face to face communication is the most effective. Remember these key points:

- Only provide or send necessary, relevant information
- Keep information consistent, accurate, short and sharp
- Use clear language and uncomplicated sentences
- Use positive or value-neutral language wherever possible, e.g. survivor or affected person rather than victim
- Do not give too much new or complicated information if the person is not able to take it all in
- Provide information in various formats, including printed material that people can read later
- Repeat information frequently

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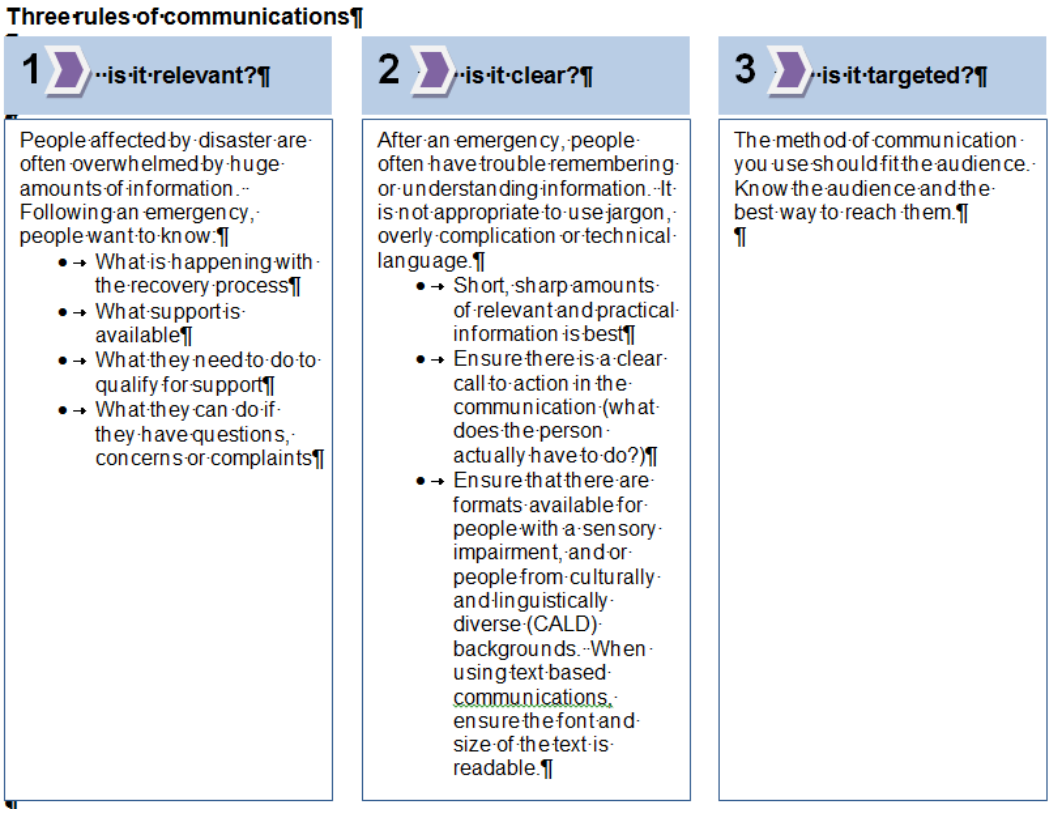

6.7.9 Vulnerable Persons Register

Consistent with Recommendation 3 of the 2009 Victorian Bushfires Royal Commission and the *Vulnerable People in Emergencies Policy* (May 2015) Warrnambool City has:

- Developed a comprehensive list of facilities where vulnerable people may be located including aged care facilities, hospitals, schools and child care centres has been prepared and can be seen in Part 6: Appendix 49.
- Updated processes to identify vulnerable persons within the City and enters that information into the Vulnerable Persons Register (VPR). The VPR was developed, and operates at a local level to securely track vulnerable individuals. It also provides a searchable database for Police during emergencies.

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6.8 RECOVERY

Recovery from emergencies is a developmental process of assisting individuals and communities affected by emergencies to achieve an effective level of functioning.

6.8.1 Recovery Principles

The nationally recognised disaster recovery principles that are fundamental for successful recovery involve:

- Understanding the context
- Focusing on the consequences of the emergency
- Recognising complexity
- Being community focussed
- Using community led approaches
- Ensuring coordination of all activities
- Employing effective communication
- Acknowledging and building capacity

6.8.2 Recovery Activation

Recovery should begin at the first available opportunity, and continue beyond when relief ceases. The Incident Controller, the Municipal Emergency Response Coordinator, the Municipal Emergency Resource Officer and the Municipal Recovery Manager should start planning for the transition to recovery as soon as possible following the initial impact of an emergency.

Council has developed an emergency resource activation guide and is in Part 5 Response Arrangements Appendix 20.

6.8.3 Organisation of recovery assistance

Recovery assistance is organised by environments, functional areas and activities.

6.8.4 Recovery Environments

The four recovery interrelated environments provide a framework within which recovery can be planned, reported, monitored and evaluated. They do not however have a single agency responsible for their coordination.

The four environments are:

1. **Social environment** – The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing
2. **Built environment** – The built environment considers the impacts that an event may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing
3. **Economic environment** – The economic environment considers the direct and indirect impacts that an event may have on business, primary producers and the broader economy
4. **Natural environment** – The natural environment considers the impact that an event may have on a health and functioning environment, which underpins the economy and society. Components of the natural environment include, air and water quality; land degradation and contamination; plant and wildlife damage/loss; national parks, cultural and heritage sites

6.8.5 Recovery Functional Areas and Activities

Functional areas describe a community need and bring together a number of related recovery activities. There are fourteen functional areas across the four environments. The figure below outlines how the functional areas and activities link with the four environments.

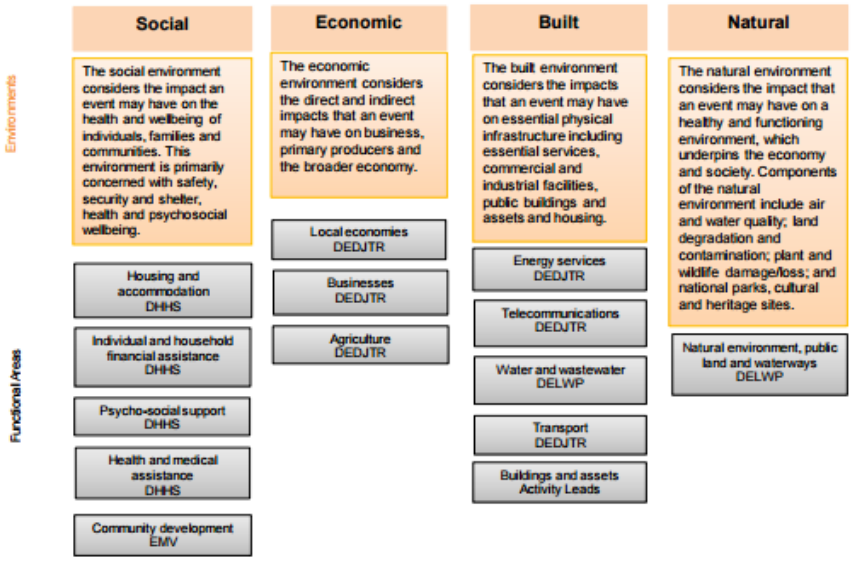

Figure 10: State recovery environments and functional areas

6.8.5.1 Social Recovery Environment

The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing. The following figure outlines the responsibilities with regards to functional areas and activities:

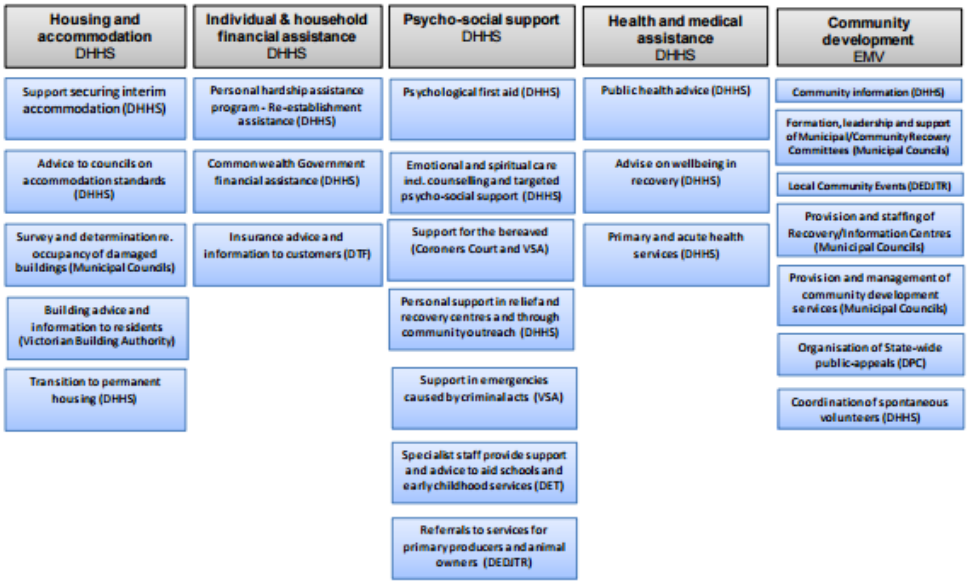

Figure 11: State social environments and functional areas

Council will

- Survey and make a determination regarding the occupancy of damaged buildings and secondary impact assessment
- Lead communication information (including community briefings and meetings).

- Promote a single point of contact for residents to obtain information about the support, services and assistance that could be available
- Establish and lead a municipal/community recovery committee as soon as possible. Warrnambool City will consult with the community about the nature and type of committee they require – this will be a community led activity
- Provide and staff a recovery/information centre which will provide a single point of entry for affected persons for an 'all agency, all stakeholders' integrated recovery process
- Engage community members in the development and delivery of shared community activities.
- In consultation with other service providers are responsible for considering how to best engage with vulnerable groups which can include the bereaved; isolated households; those you are physically inured or impaired; parents with young children; and culturally and linguistically diverse communities
- Will work with individuals and communities to develop appropriate recovery programs that recognise and respond effectively to gender differences, noting that men and women respond to emergencies differently

6.8.5.1.1 Community Recovery Committee

The purpose of the Community Recovery Committees is to ensure and foster community management of recovery after an event. These committees comprise representatives of government, private and voluntary agencies, community leaders and other representative members of an affected community. If an emergency affects different parts of the City, community recovery committees for each of the affected areas may need to be set up. In these instances, a central community recovery committee may also be necessary to provide an overall forum for advice, consultation and coordination.

Council's role in this process is to sponsor and facilitate the meetings. The Municipal Recovery Manager (MRM) is responsible for the establishment of community recovery committees as soon as possible after the emergency, involving local community representatives where possible.

Appendix 37 details the Community Recovery Committee Terms of Reference.

6.8.5.1.2 Municipal Secondary Impact Assessments (SIA)

It is essential that assessments of the extent of the damage and disruption to the community occur as soon as possible and continue through to the recovery phase.

There are three stages of impact assessment:

1. ***Initial Impact Assessment*** is a high level assessment conducted as soon as possible after the impact of the emergency and is managed by controllers during the response phase of an emergency.
2. ***Secondary Impact Assessment*** (SIA) is the subsequent assessment of the impact of the emergency on the social, economic, built and natural environments and can occur whilst the response phase is in place, however, fieldwork is conducted when it is safe enough for personnel to enter the affected area[3].
3. ***Post emergency needs assessment*** is a longer term, more thorough estimate of the effects and consequences of the emergency on the health and wellbeing of the community, property, the economy and environment. This is also managed by Council and occurs during the Recovery phase.

A detailed assessment of the damage to the affected area is essential so that Council can:

- determine what needs to occur to ensure safety to life and property
- identify what relief and recovery requirements are needed

[3] Municipal Secondary Impact Assessment Guidelines 2015

- provide advice to relevant Government Departments, agencies and the community
- effectively commence their recovery operation.

Strategies for recovery are developed from the Secondary Impact Assessment report and then implemented by the range of available agencies within the local government boundary and/or region.

Role of Council

Council is the lead in gathering information as part of the secondary impact assessment, pursuant to EMMV *Part 7: Emergency Management Agency Roles*.

The EMLO in the incident control centre can pass information of the initial impact assessments to the MERO and/or MRM to assist in planning for deployment of staff to gather further information.

Activation

There are several trigger points for a Municipal SIA operation (they should commence within four weeks of an emergency) and include:

- Damage to a private residence or business (single incident or multiple)
- Damage to council infrastructure or assets

The MERO will liaise with the MRM as to the most appropriate response and with the EMLO regarding information on the safety of the area.

It should be noted that initial data collection for MSIA might be undertaken before the MRM receives the Initial Impact Assessment from the Incident Controller. However, field work will not be undertaken until the Incident Controller has declared the affected site to be safe for personnel to enter.

Reporting

There will be a steady demand for MSIA reports from numerous organisations so the reports need to be accurate and detailed as possible. Council will record this impact assessment data using Crisisworks.

Working with the MRM, the MSIA Coordinator will prepare and present the impact assessment report for the Emergency Management Coordination Group.

The DHHS Regional representative for the LGA will be able to request reports from the MRM and act as a conduit for these reports to be made available at Regional and State level.

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Command Structure

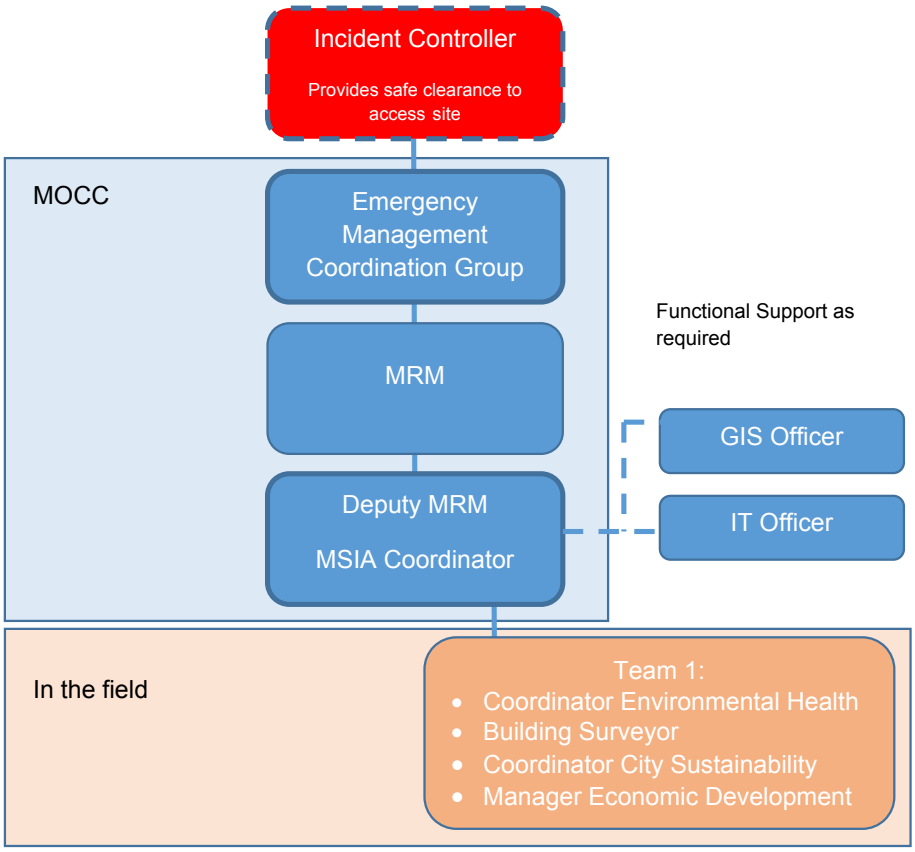

Figure 12: MSIA Command Structure

Roles

MRM
Oversee the operations of MSIA (MSIA activities can still be activated without a full MECC opened). The MRM communicates with the MSIA Coordinator on the operational status, escalations, resource requirements, and issue resolution and information coordination.

MSIA Coordinator
This Council role primarily manages MSIA staff and the data gathering/management of the operation. The MSIA Coordinator is responsible for staff briefing, allocation of tasks, debriefs and their welfare. Regular reports are provided to the MRM.

This Council MSIA Coordinator role is responsible for the deployment of all staff into the field ensuring appropriate deployment procedures are followed.

Responsibilities of the MSIA Coordinator include;
- Appointing a deputy (if required)
- Building a team that will gather and manage MSIA data
- Monitor and review internal and external arrangements.
- Activate the teams when required.

GIS Officer
This Council Officer develops maps for the MSIA planning team when required.

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Environmental Health Officer
This Council officer is responsible for the identification and assessment of health hazards on properties impacted by an emergency.

Building Surveyor
A Council officer responsible for the assessment of hazards in structures which have been impacted by an emergency.

Economic Assessor
Council officers who will conduct assessments on private and businesses which have been impacted by an emergency.

Personal Support Worker
Trained Municipal personal support and/or agency personal support staff, when required, will accompany Municipal MSIA Assessors (council staff member) during their visits to impacted properties. The personal support agencies maybe from Victorian Council of Churches or Australian Red Cross. The role of the agency support will also be to highlight to the assessor if the affected person may require further referral

The following documents provide guidance when activating MSIA officers:
Appendix 38: MSIA Deployment Kit Checklist
Appendix 39: MSIA Prompts and Scripting
Appendix 40: MSIA Tips
Appendix 41: MSIA Calling Cards
Appendix 42: MSIA Resident Information Sheets
Appendix 43: MSIA Deployment Register
Appendix 44: MSIA Property Assessment
Appendix 45: MSIA Environmental Health Assessment
Appendix 46: MSIA Information Data Sheet
Appendix 47: SMEACS Briefing Template

6.8.5.2 Economic Recovery Environment
The economic environment considers the direct and indirect impacts that an event may have on business, primary procedures and the broader community.

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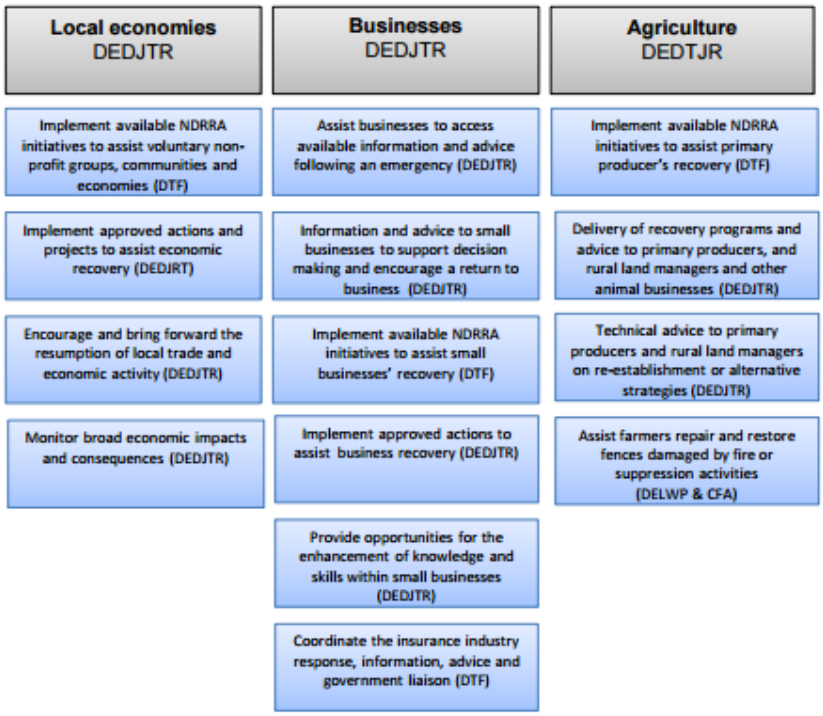

Figure 13: Economic recovery environment functional areas and activities

Council will:

- Manage and deliver local economic recovery activities with support from DEDJTR. Activities may include; development and implementation of projects that support local and regional economy recovery priorities (the use of local business in recovery activities, buy-local initiatives, events that attract visitation)

6.8.5.3 Built Recovery Environment

The built recovery environment considers the impact that an event may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.

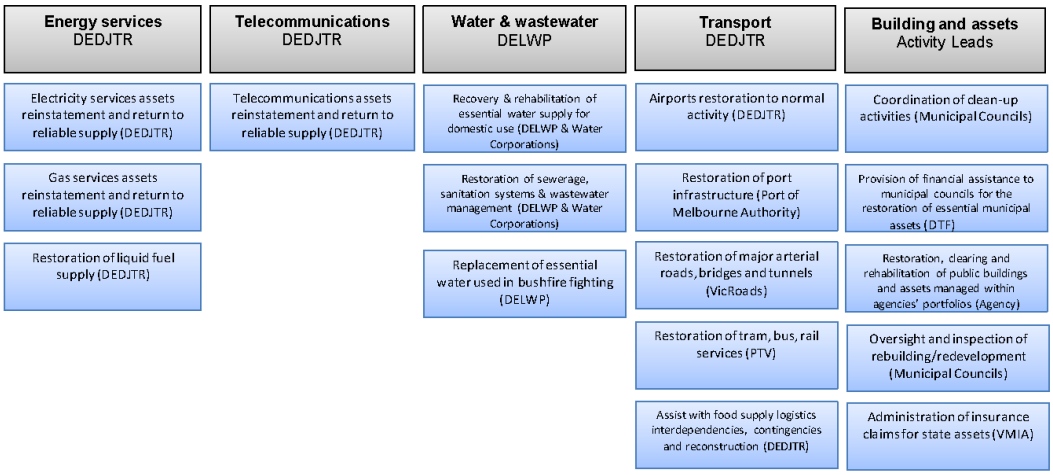

Figure 14: Built recovery environment functional areas and activities

Council will:

- Undertake the assessment, restoration, clearing and rehabilitation of assets within the Warrnambool City portfolio
- Warrnambool City Environment Health Officers's can assist with identifying the suitability of occupancy of properties serviced by septic systems
- Oversee and inspect rebuilding/redevelopment

6.8.5.4 Natural Recovery Environment

The natural environment considers the impact that an event may have on a healthy and functioning environment, which underpins the economy and society.

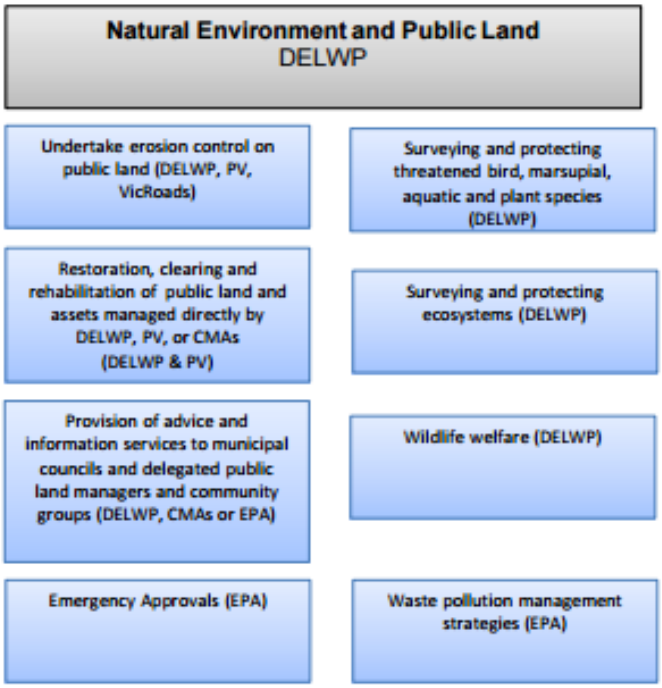

Figure 15: Natural Recovery environment functional areas and activities

Warrnambool City will:

- Support DELWP, Parks Victoria and VicRoads with regards to erosion control on public land

Appendix 48 outlines recovery services.

6.8.6 Business Continuity

Consideration will be given to how normal council business will be maintained during an emergency recovery operation, particularly when recovery service demands on staff impact their ability to undertake normal duties. (Refer to Warrnambool City Council Business Continuity Plan for more detail). Expectation for normal services to be undertaken as well as the recovery tasks can lead to work overload and staff burn-out.

Consideration will be given to business continuity arrangements in the following areas:

- Staff backfilling (either from agencies or other LGAs);
- Agreements with other LGAs to support this strategy;

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- Multi-skilling of staff to undertake other council staff duties in their absence;
- Identification of which Council internal roles can be reduced or postponed; and
- Support requirements for staff who are involved in a recovery operation (including Critical Incident Stress Management procedures)
- Escalation to the state for assistance

Staff who are involved with the recovery operation may be stressed and fatigued and should be informed of the process to access Council's Employee Assistance Program (EAP) which offers support to staff by providing confidential counselling and guidance.

Council is committed to ensuring, as far as reasonably practicable, both the physical and emotional wellbeing of its staff is supported, even in the event of an emergency when council services may be inundated, the welfare of staff is paramount.

6.8.7 Communication

Effective information management is a key element of emergency recovery. Large scale emergencies usually have a high media profile with extensive public and political interest. In addition, the need for adequate information to be provided to affected communities and individuals is critical.

During the response phase, the release of information is the responsibility of the Control Agency (usually Victoria Police) in conjunction with the Municipal Emergency Response Coordinator (MERC).

During the Recovery phase, the MRM is responsible for coordinating the communication of recovery activities to the affected community in consultation with other key recovery and response agencies.

In order to empower individuals and communities to participate in their own recovery, it is important to ensure that regular and accurate information is provided regarding the cause and effects of the emergency, the type and availability of recovery services and any other information. Regular updates will:

- Be made available in relevant languages and formats to accommodate people with language difficulties, visual and hearing impairments and mobility problems
- Include a range of mechanisms including: local newsletters, press releases, electronic / social media, public meetings or forums
- Be made available to both paid staff and volunteer workers (structured and informal depending on circumstances and environments)
- Be provided early to a range of sources
- Be provided in accordance with negotiated systems and protocols
- Include regular and scheduled media briefings to suit the publishing and broadcasting timetables of the media
- Be made only by authorised persons.

6.8.7.1 Delivery Methods

Communication from Warrnambool City Council will be delivered to the community via the following methods:

- Media outlets including The Warrnambool Standard
- Council website: www.warrnambool.vic.gov.au
- Council to Community – the official magazine of the Warrnambool City Council
- https://www.facebook.com/WarrnamboolCityCouncil/
- Twitter – Tweets by @WarrnamboolCity
- Connect Warrnambool is a website that provides residents of Warrnambool with access to emergency planning tools along with emergency information.

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http://www.connectwarrnambool.com.au/emergency-information

The delivery methods will be proposed by the Manager Communications and approved by the Emergency Management Coordination Group.

6.8.8 Records Management

Warrnambool City utilizes CrisisWorks, a web-based software application to record activities and resource allocation during an emergency.

Record keeping systems to record and monitor all council expenditure are to be established at the outset of any incident by the MRM and the MERO in consultation with the Finance Manager.

Account codes will assist with reimbursement claims where relevant at the conclusion of the event.

All staff in relief and recovery will keep a logbook record.

6.8.9 Visits to the affected areas

Media, politicians and executive management from a range of agencies are likely to request visits to the affected areas. The MRM will need to consider the following issues in conjunction with the Control Agency and the MERC:

- Provision of effective briefings to include accurate and up to date information about estimated losses, assistance programs and financial assistance packages
- Pre-visit briefing to ensure visitor is well informed of the necessary information prior to their arrival, including details about current state of the community, including the various emotions and existing sensitivities
- Visitors need to have a clear understanding of emergency management arrangements and protocols
- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. The effects of inaccurate information or ill-founded information may reinforce the impact of the event on an emergency affected community
- Where an emergency affects more than one community or geographic area, care should be taken to ensure communities are treated equitably and visits are arranged accordingly

6.8.10 Withdrawal and Evaluation

One of the last significant tasks to be undertaken in any recovery management process is that of the withdrawal of recovery services. The decision to withdraw should be undertaken in consultation with DHHS, the CRC and other relevant stakeholders.

While the emphasis of any recovery program should be on community involvement and self-management the cessation of formalised support services from outside agencies will nevertheless be a critical time in the affected community's recovery. Experience has shown that a gradual handover of responsibilities to local agencies and support services is most effective.

It may also be timely for some sort of commemorative event to symbolise the end of the recovery program and the renewal of the community. This may include such events as tree planting ceremonies, street theatre, church services and a range of other activities, which involve the entire community and give a positive focus to the end of the recovery program.

An evaluation of recovery activities and programs following emergency events is essential to maximise lessons learned and identify where improvements can be made. Evaluation may take the form of a formal debrief of operations, or may involve workshops, seminars or applied research

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into particular areas of activity The MRM should ensure that DHHS and the MEMPC are advised of the outcomes of the evaluation.

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APPENDIX 27: ARC STADIUM – EMERGENCY RELIEF CENTRE

Address	Caramut Rd, Warrnambool
Phone	5559 4555
Capacity	
Netball Stadium (1700m2 approx)	400 overnight
Highball Courts (1785m2)	
Show Court (779m2)	
Toilets and change rooms	
Netball toilets / Change rooms	3 showers, 6 basins, 7 toilets & 2 urinals.
Stadium toilets	8 basins, 9 toilets & 1 large urinal.
Stadium toilets / Change rooms	4 showers, 4 basins & 6 toilets.
Stadium disabled toilets and showers x 2	2 showers, 2 basins & 2 toilets.
Carpark	200
Access	Disability access
Commercial Kitchen	Bain-marie, 2 microwave ovens, gas hotplate, deep fryer, upright fridge, chest freezer, jaffle maker, sink, urn, pie warmer, cutlery for 20 & crockery for 30
Netball kiosk	Bain-marie, microwave oven, small deep fryer, 2 fridges, chest freezer, sink, 2 urns, pie warmer, cutlery for 10 & utensils
Stadium Kiosk	Microwave oven, Large 3 door fridges, small bench top fridge, small ice cream chest freezer, sink, urns, pie warmer, coffee/hot choc machine & sink.
Heating	16 wall mounted electric heaters
Bedding/blankets/pillows	Speedee Laundry 55626028 (Leigh Slatery): Can supply 400+ sheets, 400+ slips/pillow cases and 200 towels. Manager may be able to source additional linen from Melbourne within a day. Stock can diminish over summer/May races.
Chairs and tables	55 purple chairs, 85 white chairs and 16 trestle tables
Office space, private rooms, white boards and notice boards	Flat screen T.V, stereo, lounge chairs for 25.

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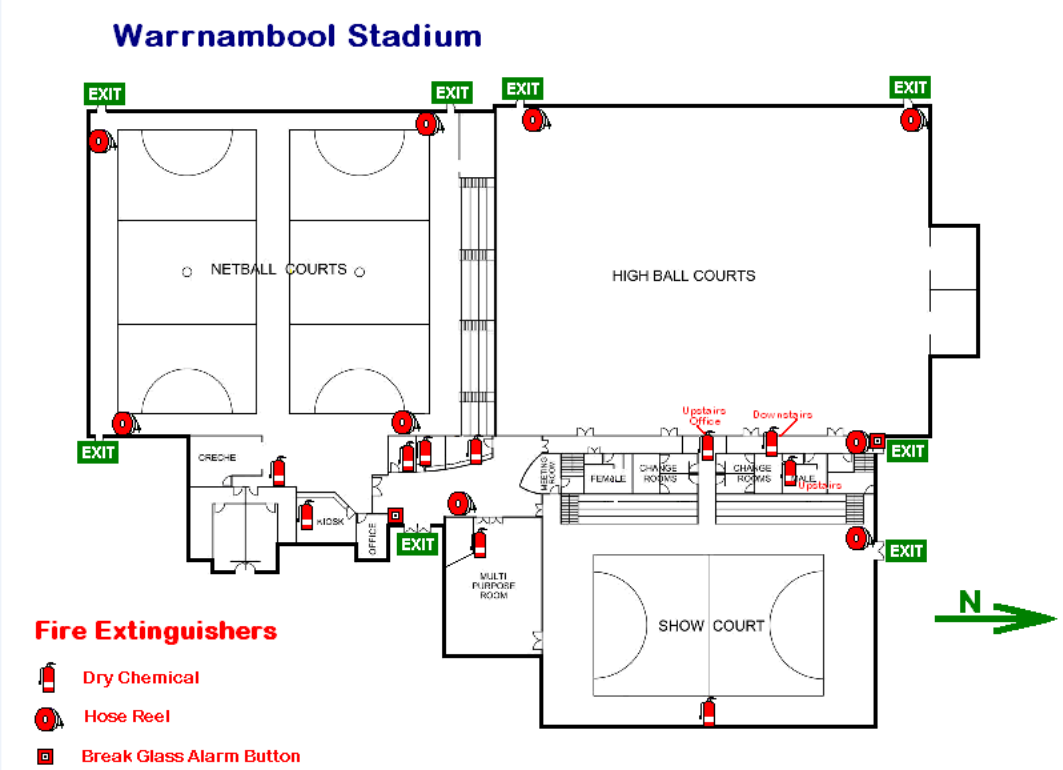
APPENDIX 28: ARC STADIUM MAP



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APPENDIX 29: ARCHIE GRAHAM COMMUNITY CENTRE – EMERGENCY RELIEF CENTRE AMENITIES

Address	118 Timor Street, Warrnambool
Phone	5559 4920
Capacity	100
Toilets and change rooms	
Showers	2
Carpark	30
Access	Disability access
Commercial Kitchen	
Heating	
Bedding/blankets/pillows	
Chairs and tables	
Office space, private rooms, white boards and notice boards	

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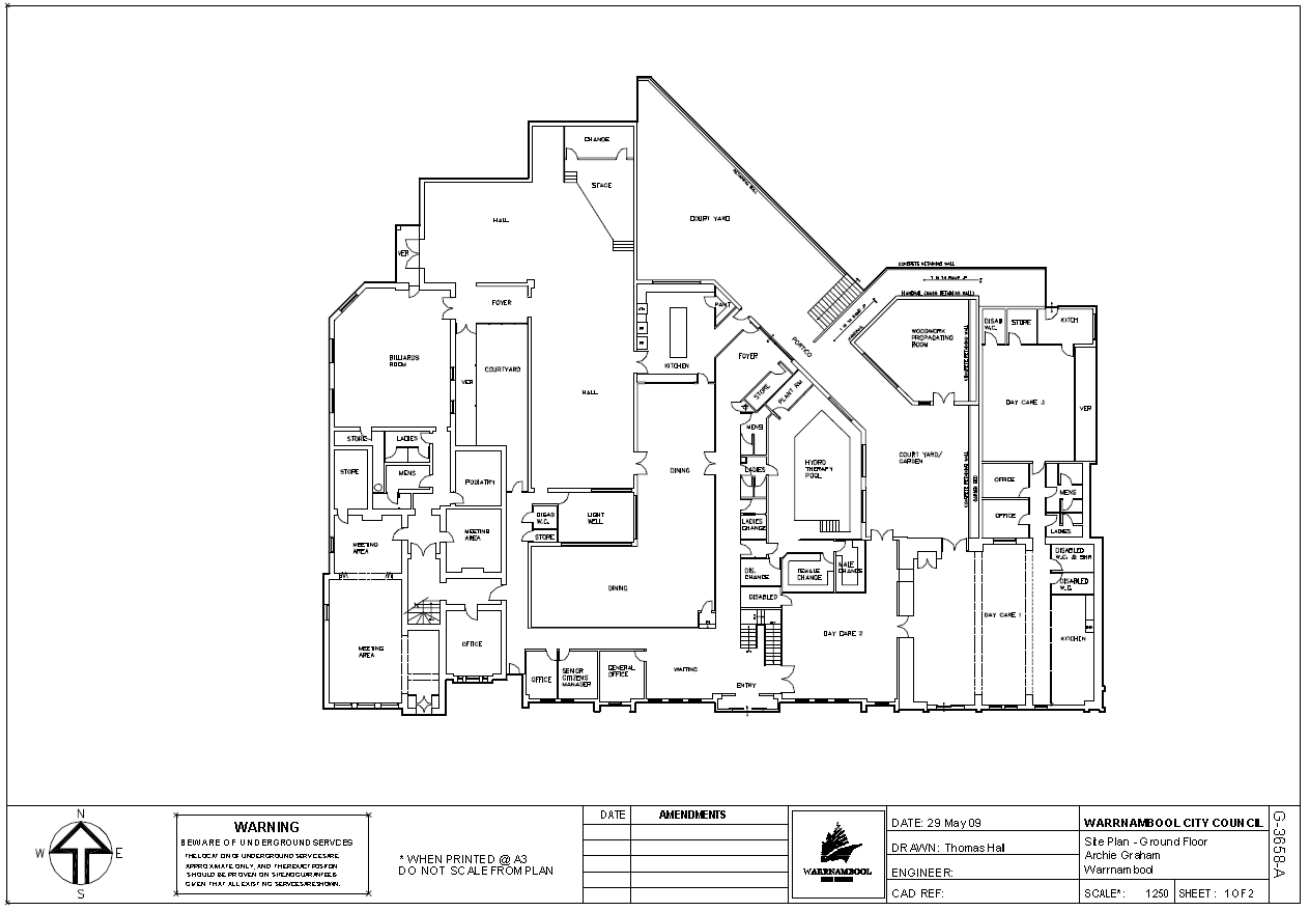
APPENDIX 30: ARCHIE GRAHAM COMMUNITY CENTRE MAP



APPENDIX 31: EMERGENCY RELIEF CENTRE KIT

The Emergency Relief Centre kit is to be taken to the ERC. Contents are to provide initial resources for attendees of the centre until further assistance can be supplied.

Category	Item	Quantity	Location
Documents	Any relevant information pamphlets to be handed out		
	Personal Information Form (Red Cross)		
Signs	Emergency relief centre (exterior large sign or banner)		
	Car parking		
	Entry/Exit Access ramp		
	No standing		
	Information/Inquiries		
	Key services board (to indicate the services offered)		
	Toilets: Male, Female,		
	Baby change		
	Showers		
	Eating area		
	First aid		
	No smoking and smoking areas		
	Arrows for direction: left, right, up, down		
	Telephone Private area		
	Staff only		
	No animals		
	Prayer room		
	Find your language wall chart (refer to: www.healthtranslations.vic.gov.au)		
Reception Area	Welcome notes available in English and the municipality's most commonly spoken languages		
Stationery	Blu-tack		
	Bulldog clips		
	Sticky tape roll and dispenser;		
	masking tape		
	Clipboards		
	Document trays		
	Drawing pins		
	Hole punches		
	Manila Folders		
	Name tag holders and lanyards		
	Paper (A4) and writing pads		
	Pens (red/blue/black), highlighters and pencils		
	Post-it notes		
	Scissors		
	Stapler and staples		
	Sticky labels		
	String		
	A4 ring binders		
	Whiteboard markers and eraser		
Communication / Electronic	Clock		
	Universal phone charger		

equipment		Batteries of varying sizes and types		
		Extension cord (extension lead – five metres)		
		Flashing light (mini strobe light – yellow)		
		Megaphone		
		Power board (six outlet)		
		Radio (tuned to emergency station ABC Radio AM)		
		Satellite phone (only in the event of no mobile phone reception)		
		Tabards (identification bibs)		
		Torches		
		Whistles		
Suggested equipment for local government staff use only		Disinfectant		
		Disposable gloves		
		First aid kit (including saline)		
		Fire blanket		
		Hand wash		
		Insect repellent		
		Large black bin liners		
		Medium white bin liners		
		Matches		
		Paper towels		
		Plastic cups, plates and cutlery		
		Rope		
		Sunscreen		
		Tea towels		
		Tissues		
		Toilet paper		
		Water bottles		
		Washing powder		
		Wet wipes		
		Sanitary pads		
		Tampons		
		Buckets		
		Face washers		
		Mop		
		Tissues		
Food Supplies		Basic staple food items with extensive shelf life, for initial requirements only until catering is onsite		
		UHT Milk		
		Tea Bags		
		Instant Coffee		
		Muesli Bars		
		Jelly Beans		
		Bottled Water		
		Sugar		
		Biscuits		
Furniture		Chairs		On site
		Privacy screens		
		Noticeboards		
		Tables		On site
		Whiteboards		On site
Technology		Computers		
		Fax machines (for Register.Find.Reunite. use)		
		Photocopier		

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	Printers (networked)		
	Portable radio (with back-up battery)		
	Telephones (preferably landlines)		
	Television		
	Generator (if not already installed in the building)		
Catering	Kettle		On site
	Microwave oven		On site
	Refrigeration		On site
	Toaster		On site
	Urn		On site
	Teaspoons		
	Straws		
Toilets	Sufficient number of toilets / portable toilets, including accessible toilets		On site
Washing Provisions	Sufficient showers / washing facilities / portable showers, including accessible showers		On site
Baby Equipment	Baby bottle		
	Wipes		
	Nappy bags		
	Baby bottles		
	Baby food/formula		
	Dummies		
	Nappies – small / medium / large		
Sleeping Provisions	Blankets		

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APPENDIX 32: CONDITIONS ATTACHED TO HOUSING ANIMALS AT AN EMERGENCY RELEIF CENTRE

WARRNAMBOOL
CITY COUNCIL

Conditions attached to housing animals at an emergency relief centre

It is a condition

- all animals are held at the owner's risk
- owners are required to feed the animals
- water will be provided for the animals
- housing is only short term. Animals that remain at the shelter after three days may be processed as unowned animals
- animals must be confined or on a leash at all times
- animals with special needs will need to be managed by the owner to ensure they do not cause harm or discomfort to other animals or people
- animals must not be moved from their designated crate/pen without notification to the person in charge of the animal shelter.

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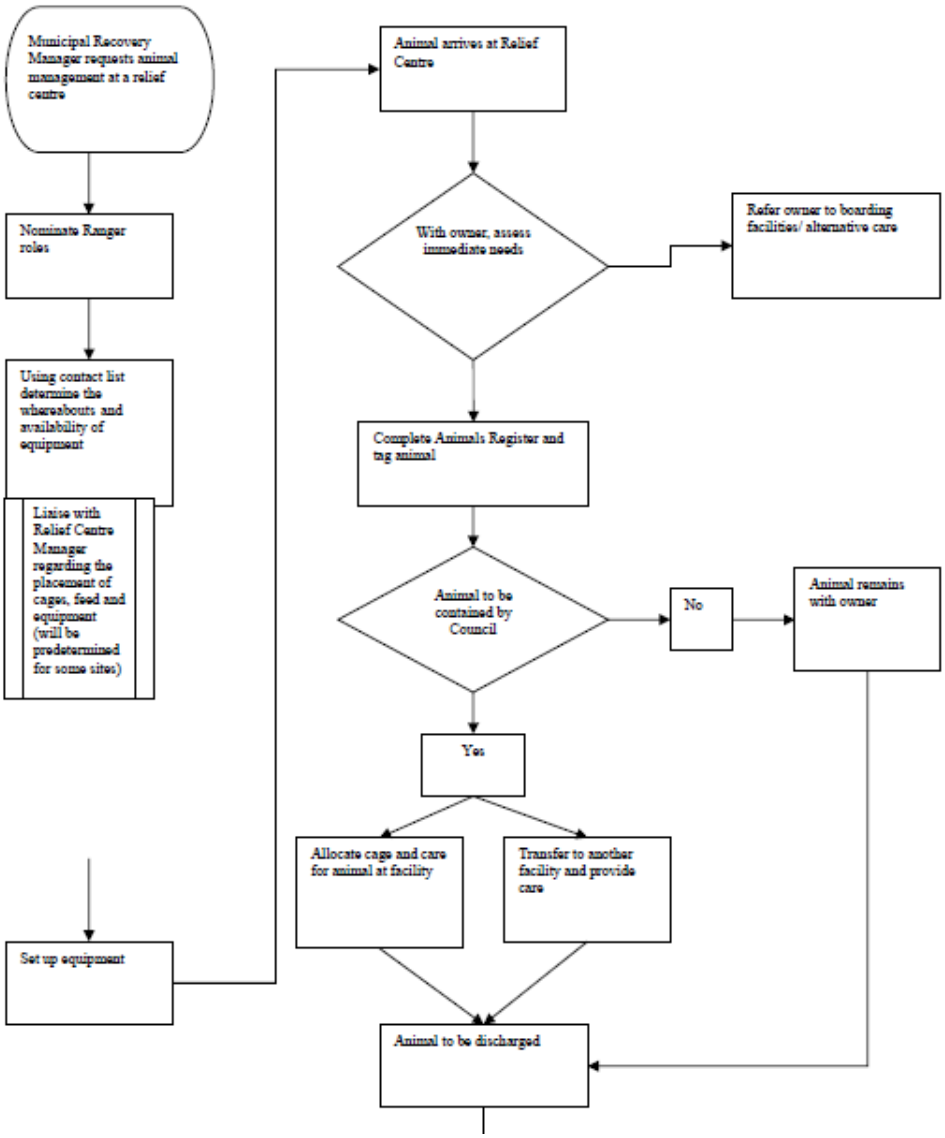
APPENDIX 33: REGISTER OF ANIMALS RECEIVED

Date & time received	Name of Person presenting the animal	Owned Unowned	Alive or Dead	Animal Type	Sex	Identifying marks	Photo #	Microchip #	ID No	Release Date & Time	Released to whom	Officer Name

APPENDIX 34: MANAGING SMALL AND LARGE ANIMALS AT AN ERC WORKFLOW



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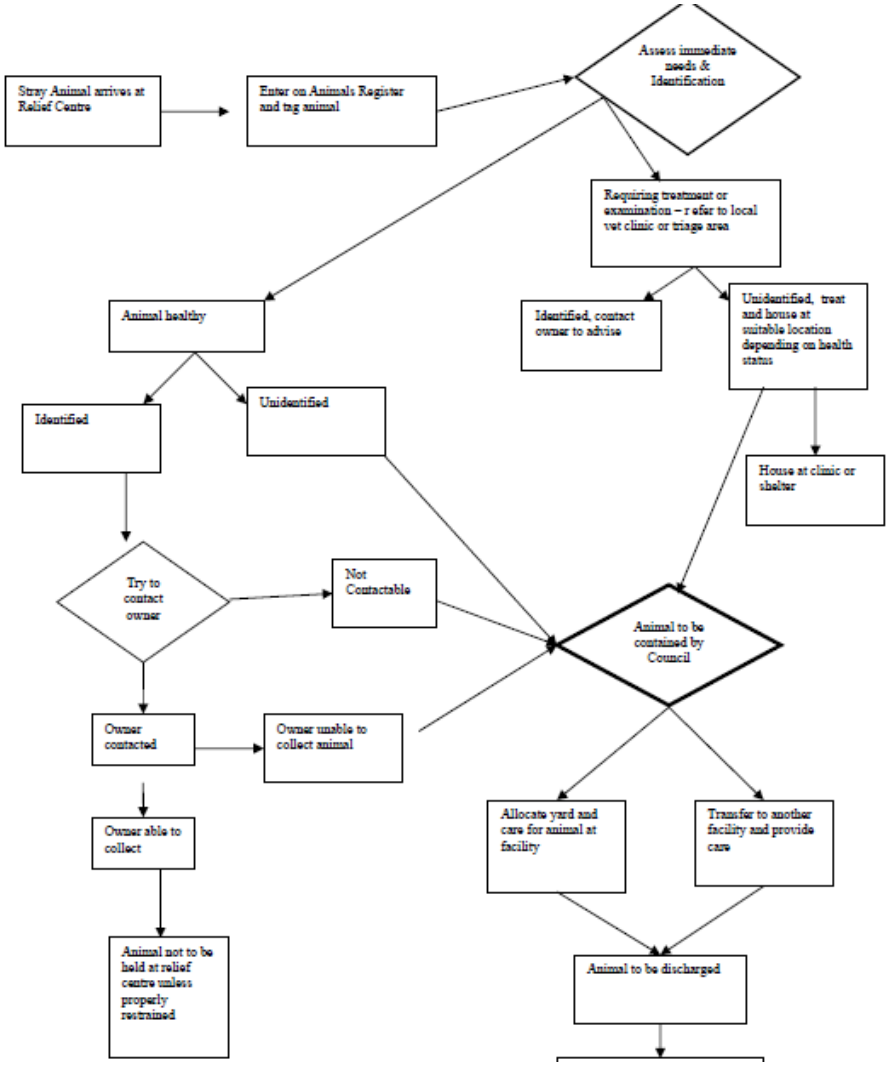
APPENDIX 35: MANAGING STRAY ANIMALS AT AN ERC WORKFLOW



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APPENDIX 36: CONTACT DIRECTORY – ANIMALS IN EMERGENCIES

Organisations that may be able to provide assistance during an emergency

Organisation	Phone Number	Web site
Department of Economic Development, Jobs, Transport and Resources	136 186	www.economicdevelopment.vic.gov.au
Department of Environment, Land, Water and Planning	136 186	www.delwp.vic.gov.au
Department of Human Services	1300 650 172	www.dhs.vic.gov.au
Australasian Animal Record	1800 025 461	www.aar.org.au
Australian Veterinary Association	03 9600 2930	www.ava.org.au
Cat Protection Society of Victoria	03 9434 7155	www.catprotection.com.au
Central Animal records	1800 333 202	www.car.com.au
Dog obedience clubs	www.dogsvictoria.org.au	
Dogs Victoria	03 9788 2500	www.dogsvictoria.org.au
Donkey Shelter Inc	9436 1713	
Feline Control Council	03 9720 8811	www.hotkey.net.au/fccvic
Ferret Rescue	0428 553 609	www.vicferrets.org.au
Governing Council of Cat Fancy	03 9752 4217	www.cats.org.au
Help for Wildlife	0417 380 687	
Local councils	www.mav.asn.au	
Lort Smith Animal Hospital	03 9328 3021	www.lortsmith.com
Melbourne Water	13 17 22	www.melbournewater.com.au
National pet register	1300 734 738	www.petregister.com.au
Petcare Information and Advisory Service	www.petnet.com.au	
Petsafe	02 9476 5631	www.petsafe.com.au
Project Hope Horse Welfare Australia Inc	1300 881 606	www.phhwv.org.au
Red Cross	03 8327 7700	www.redcross.org.au
RSPCA (Victoria)	03 9224 2222	www.rspcavic.org
The Lost Dogs' Home	03 9329 2755	www.dogshome.com
VicRoads	13 1 1 71	www.vicroads.vic.gov.au
Victorian Animal Aid Trust	03 9275 5608	www.vaat.org.au
Victorian Bushfire Information Line	1800 240 667	
Victorian Farmers Federation	1300 882 833	www.vff.org.au
Wildlife Victoria	13000 94535	www.wildlifevictoria.org.au
Zoos Victoria	03 9285 9300	www.zoo.org.au

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APPENDIX 37: COMMUNITY RECOVERY COMMITTEE TERMS OF REFERENCE

Purpose
The purpose of the Community Recovery Committee is to provide a committee led by the community in planning their recovery.

Objectives
Community recovery committees help individuals and communities achieve an effective level of functioning. They can:

- monitor the progress of the recovery process in the community;
- identify community needs and resource requirements and make recommendations to recovery agencies, council and recovery managers;
- liaise, consult and negotiate on behalf of the community with recovery agencies, government departments and the council;
- liaise with the Department of Health and Human Services as the recovery coordination agency through the designated regional director or delegate; and
- undertake specific recovery activities as required.

Establishment
The Municipal Recovery Manager has the responsibility to ensure the establishment of community recovery committees as soon as possible after the emergency.

Where possible, existing local community representative committees should be used.

Membership – membership of community recovery committees will depend on the needs of the affected areas and should include:

- The Municipal Recovery Manager
- Community development personnel
- Councillors
- Community groups
- Affected persons
- Business and Tourism Associations
- Government agencies
- Non-government agencies
- Service clubs and community organisations

Where there is capacity to assist with recovery services, involvement should also come from local community agencies and private businesses.

Meeting Procedure
The CRC will meet at least every month or as required.

All meetings will be minuted with the minutes forwarded to MEMPC.

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APPENDIX 38: MSIA DEPLOYMENT KIT CHECKLIST

CONTENTS	ITEM	DETAILS
EQUIPMENT		
	Carry packs for assessors	1 - fluoro coloured per person
	CFA Spatial map books	1
	Vic Roads Map Books	1 Per Team
	Safety/barrier tape	2 rolls
	A1 Shire map	1 - MECC planning
	Tabards - Fluoro with reflective tabs	8 X Council name/logo "Impact Assessor"
	Mobile data collection device (Tablet/IPad/IPhone/Android)	Variety of options - Internet and GPS enabled
	Mobile phone & charger	Assessors should have a council owned mobile
	First aid kit- include rubber gloves	1 Per Team Leader
	Insulated cooler pack	For food temperature control
DOCUMENTATION		
	Deployment Policy- Only applicable if council have this policy	1 Copy per staff
	Deployment Checklist for contents	Include any expiry dates
	Municipal MSIA manual	
	Log Book for recording of OH&S and staffing issues outside of the data collection process	1 per Team Leader
	Data collection forms	
	Recovery information leaflets (Calling Cards)	Some generic/some incident specific
	Contact numbers	LGA specific - provide template?
	MSIA for briefing & debriefing	Part of the manual
	Information Pack to give to people impacted by the disaster	Each Council should have a copy of the information sheet with local numbers and general help lines example in appendix
PERSONAL ITEMS	Safety clothing	Refer to council PPE requirements
	Sunscreen and insect repellent	Issued prior to departure?
	Wet Ones	" "
	Tissues	" "
	Hand sanitation gel	" "
CONSUMABLES	Lunch	**Provided on the day**
	Bottled water	**Provided on the day**
STORAGE	Large container/s	All this equipment needs to be in a sealed container

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APPENDIX 39: MSIA PROMPTS AND SCRIPTING

1. Check that it is safe to enter the property
2. If the property has locked gates or do not enter signs, leave a package with information at the gate/letterbox
3. Get out of the weather if it is uncomfortable
4. Find somewhere comfortable to speak to the person if the conversation looks like it is going to be longer than a minute or two
5. If entering the property:
    - , explain who you are,
    - where you're from,
    - what you are doing and
    - if it is a reasonable time for you to visit – if not, leave the information and ask if it is ok for a council officer to contact them at a later date
6. If you feel unsafe – do not enter the property and make sure you have a safe passage and know where your exits are
7. You may encounter the following:
    - Very distressed residents
    - Dead animals including stock and native wildlife
    - Injured animals
    - Extreme property damage
    - Rodents, snakes etc
8. It is very important to get phone numbers, forwarding addresses so residents are able to be contacted as a follow up
9. Ask if there is anything else they need that you might be able to help with

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Personal Support

1. Listen

2. Let the person talk if they need to

3. Be aware, people may want to vent about things that occurred during and after the fire – do not make any excuses or promises – write down their comments and let them know this will be followed up.

4. Be consistent and clear with any information – do not give longwinded answers

5. Leave the information leaflets

6. Ask about family members – children, teenagers, elderly that may have been affected

7. Ask about accommodation if they are unable to stay on the property

8. Refer to counselling services (if appropriate)

9. Leave contact numbers of the Recovery Team

10. Let person know about grants/financial assistance and how to access

11. Let person know about tip passes

12. Ask about insurance

Environmental Health Officers

1. What septic system they have in place

2. Where their drinking water (potable) and general water tanks are located

3. Was any water used in the fire fighting effort?

4. Is it OK to check water/septic system

5. Explain to the resident in regards to the 'first flush' and disconnection of guttering pipes to tanks.

6. Go through the recommended cleaning of the tanks

7. Explain that water can be delivered once tanks are cleaned (if contaminated) – Council do not clean tanks – insurance or the landholder responsible for this

8. Give residents the copy of the flyer from the Department of Health

9. If English is a second language, document this so an interpreter can explain what to do over the phone

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City Laws/Animal Management Officers/DEWLP

Ask resident:

1. Stock – type and whether this has been accounted for

2. Fodder – does the person have enough feed for their stock – ask if it is OK to refer them on

3. Burial or disposal of stock – do they need assistance with this

4. Lost pets – E.g. dogs, cats – refer to council pounds

5. Fencing – is their adequate fencing for stock on the property

6. DEWLP would have assisted in this area with their assessments, so this would be a further follow up for council

Arborist

1. Check the safety of trees in driveways, around buildings and the house

2. Do not check trees that are not threatening safety. E.g. paddocks and on fence lines away from main structures.

3. Let the resident know the status of the trees – whether they are safe or not – refer back to council for immediate attention if unsafe

4. Engineering/Building inspectors/Technical Services/Assets Officers

5. Damage to houses

6. Damage to outbuildings/other structures

7. Fencing damage if not asked by city laws

8. Check if there is a risk of asbestos on the site

9. Estimation of debris removal including vehicles

Other

- People may ask about:
- Community meetings – TBA – council will be in contact about these
- How the incident started – we do not have this information as yet

Some tips for starting conversations with upset people:
"Hi, what are you working on there?"

"It looks like you've been working on ..."

"Hello, my name is ..... and I am from.....

"How are you today?" Listen to the answer!

"I am here to conduct an assessment of damage to your property, stock, fences, water tanks etc.

"My colleague here is going to take some notes while I talk to you"

"Do you mind if I look around your property to take notes of things which have been damaged? Or can you show me around?

"Is it OK if I take some photographs?"

"Here is some information containing contact numbers which you might find useful"

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APPENDIX 40: MSIA TIPS

1. Fill in address and whatever details you can in the car before you get to the front door

2. There will be some data that won't be able to be completed until back at the recovery centre – it will be the role of MSIA coordinator to add missing data back at the office

3. Using common sense e.g. call 000 if you find a deceased person, take photo if you can't access property, make note if too unsafe to access, take note of HazMat signs

4. Need an understanding of what referral services are available for what issue – information to hand out to residents

5. Think about allocating roles in your group – assign a talker, a scribe and others can observe, usually you wouldn't have such a large group

6. IPad will be hard to use in the sun so get in the shade if you can

7. Managing people suffering symptoms of stress and trauma

8. Working with the same partner gives you an opportunity to develop rapport and a good system

9. Switch to pen and paper if you need

10. Think about the person you are speaking to and whether you need to focus on them rather than the assessment in the first instance – is now a good time?

11. Have a note pad with you to take notes if there is a problem with Crisisworks or IPad

12. Ensure you have Water and snacks

13. Do you know what assessment has already taken place – e.g? Impact Assessment

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APPENDIX 41: MSIA CALLING CARDS

Warrnambool City Council Recovery Team

Date: **Time:**

Our municipal assessment team called to see you today and is sorry to have missed you.

Warrnambool City Council Recovery can offer information and support to you if you have been affected by the recent incident. Please contact or visit our Recovery Team to discuss how we may assist.

Insert phone number

WARRNAMBOOL CITY COUNCIL

Warrnambool City Council Recovery Team

Date: **Time:**

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Warrnambool City Council Recovery can offer information and support to you if you have been affected by the recent incident. Please contact or visit our Recovery Team to discuss how we may assist.

Insert phone number

WARRNAMBOOL CITY COUNCIL

APPENDIX 42: MSIA RESIDENT INFORMATION SHEETS

Emergency Assistance

WARRNAMBOOL CITY COUNCIL

Dear Resident

We have dropped in to visit you and we have missed you. If you of your family have been affected by the recent incident and you need assistance and support there are a number of services available listed on this letter that could assist you.

IN A EMERGENCY DIAL TRIPLE ZERO (OOO) For Police, Fire & Ambulance	
Power Outages	
Powercor	13 24 12
Water Supply	
Wannon Water	1300 926 666
Gas	
AusNet Services	136 707
Hazards on designated highways (Caramut Rd, Mortlake Rd & Raglan Parade)	
VicRoads	131 170
Flood, storm, tsunami and earthquake emergency	
Victorian State Emergency Service	132 500
Injured Wildlife	
Department Environment, Land, Water & Planning	136 186
Emergency Departments	
Southwest Health Care Emergency Department – Ryot St	

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Support available in times of emergency

Warrnambool City Council provides a variety of services to residents affected by emergencies. This guide outlines support Council provides and services that are not provided.

Trees:
Council will:

- Assess, maintain and remove dangerous trees on roadsides, public land and reserves
- Assess trees that are posing a threat to people and buildings
- Assist in the removal of dangerous trees

Council will **not** assist with:

- The assessment or removal of trees that are away from the above mentioned areas; e.g. trees which are located in paddocks or away from structures.

Water:
Council will:

- Assess water quality for tanks and storage units
- Replenish essential water supplies up to 10,000 litres
- Provide referrals for when water has been taken for fire fighting and request water replacement under the Victorian government Essential Water Replacement Scheme within three months of water being taken.

Council will **not** assist with:

- Cleaning tanks
- Refilling pools
- Replacement of pumps/generators

Septic Tanks:
Council will:

- Assess septic tanks initially and complete follow up assessments 3 months later
- Waiver fees for permits for new septics if the old one was damaged in the emergency if this is appropriate

Council will **not** assist with:

- Replacement costs of septic tanks

Debris and rubbish removal:
Council will:

- Provide free tip/landfill passes to affected properties
- Assist with debris removal where insurance has not covered this service
- Hard rubbish collection where there are special needs
- Replacement of damaged bins

Council rates:

- Defer rate payment for affected properties
- Re-evaluate properties where assets have been lost

Support available in times of emergency

WARRNAMBOOL CITY COUNCIL

Financial Assistance:

Council will:

- Refer residents to the appropriate authorities for financial assistance and provision of grants.
- Salvation Army – material aid

Council will **not**:

- Provide financial assistance or grants to residents

Land Management:

Council will:

- Offer advice around weed identification and management
- Assist with advice around re-vegetation of native areas
- Visit properties that have been affected by fire/flood to assist regeneration

Council will **not** assist with:

- Replace lost plants including fruit trees, non-indigenous species etc

Support for businesses

Council will:

- Give advice and provide information to local businesses in relation to economic recovery

Links:
www.business.vic.gov.au
http://www.tourism.vic.gov.au/component/content/article/17-business-tools-and-support/433-crisis-resources.html

Personal and psychological support:

Council will:

- Link affected residents to counselling services
- Organise committee meetings
- Coordinate Community Recovery Committees

Council will **not**:

- Provide counselling services
- Provide a case management role

Lifeline	13 11 14
Beyond Blue	1300 22 4636
Mens Line	1300 78 9978
Kids Help Line	1800 55 1800
Nurse on Call	1300 60 6024

For more information:
For the latest information please visit:
www.warrnambool.vic.gov.au

or phone
1300 003 280 (local call)
or
(03) 5559 4800

APPENDIX 43: MSIA DEPLOYMENT REGISTER

Incident Name:……..

MSIA Deployment Officer:……...

Name	MSIA Role	Deploy Location	Date	Time out	Time in

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APPENDIX 44: MSIA PROPERTY ASSESSMENT

New Property Assessment

General

Address*

This should be automatically populated from previous data entry

Owners Family name

Owners Given name

Location Site Visited*

- ◯ Visited
- ◯ Not Visited
- ◯ No Visit Required

Mobile Phone

Fixed Phone

Site Assessibility*

- ◯ Assessible
- ◯ Inassessible
- ◯ Unknown

Owner email

Hazard Assessment required*

- ◯ Yes
- ◯ No
- ◯ N/A

Property Type*

◯ Commercial/Industrial ◯ Residential ◯ Farming ◯ Government ◯ Community ◯ Other

Summary

Photo(s) of property

Non structural photos only (if using hard copy template take photo with phone and upload later)

Insurance Details

Affected Structure

Structure Type* select one

- ○ Primary Residence
- ○ Flats/Units
- ○ Caravans
- ○ Shops/Factories
- ○ Governement
- ○ Community Centres
- ○ Fencing
- ○ Sheds
- ○ Tank
- ○ Dairy
- ○ Irrigation Pumps
- ○ Machinery

Other_____

Enter the name of Units damaged or lost*

Damage Level* Please select

- ○ Habitable/Functioning
- ○ Inaccessible/Non-Functioning
- ○ Partially Destroyed
- ○ Totally Destroyed
- ○ Unknown

Description

Photo of strucuture (only complete if using template electrocinally)

Status*

- ○ Damaged
- ○ Under Review
- ○ Recovered

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APPENDIX 45: MSIA ENVIRONMENTAL HEALTH ASSESSMENT

General

Is the Property assesible for inspection*
○ Yes ○ No ○ Unknown

Location- Property

This will be auto populated

Utilities

Details and durationof disruption(s)

Water available?* ○ Yes ○ No ○ Unknown
Telephone functional?* ○ Yes ○ No ○ Unknown
Electricity fucntional?* ○ Yes ○ No ○ Unknown
Gas available?* ○ Yes ○ No ○ Unknown

Property Damange

Is there extensive flood damage?*
○ Yes ○ No ○ Unknown

Have the Outbuildings been damanged?*
○ Yes ○ No ○ Unknown

Has the dewelling been damaged?*
○ Yes ○ No ○ Unkown

Waste Water

Are the septric and effleunt lines operational?*
○ Yes ○ No ○ Unknown

What type of waste water system and irrigation is used?*
○ Primary ○ Secondary ○ Split System ○ Ags ○ Irrigation ○ Offsite ○ Trenches ○ subsurface

Is the sewer operational?*
○ Yes ○ No ○ Unkown

Is the Septic System operational?*
○ Yes ○ No ○ Unkown

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Is there an operational toilet onsite?*

○ Yes ○ No ○ Unkown

Water Supply

Are tank or surace waters used for stock or crop irrigation?*

○ Yes ○ No ○ Unkown

Is water testing required?*

○ Yes ○ No ○ Unkown

Is there an operational portable water supply to the property?*

○ Yes ○ No ○ Unkown

Clean Up & Removal

Is there a requirement for removal of food from refrisherators/frezzers?

○ Yes ○ No ○ Unkown

Is there a requirement for removal of perishable materials?*

○ Yes ○ No ○ Unkown

I there a requirement for removal of dead stock/domestic animals/wildlife?*

○ Yes ○ No ○ Unkown

Temporary Onsite Accommodation

Sanitary contractors required?*

○ Yes ○ No ○ Unkown

Is temporary onsite accommodation required?*

○ Yes ○ No ○ Unkown

Additional Information

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APPENDIX 46: MSIA INFORMATION DATA SHEET

Agency / Team ID: _____ Date/Time: / / @ : Event Type: ☐ Fire ☐ Flood ☐ Earthquake ☐ HazMat ☐ Storm

ICC Location: _____ IIA Sector:

GPS Co-ord/s. : _____ Imagery: ☐ None ☐ Photo ☐ Video

Street No. or Range: _____ Street / Road Name:

Suburb / Town: _____ Local Govt. Area:

Hazards

☐ Animal (dangerous) ☐ Asbestos ☐ Gas cylinder damaged ☐ Gas release ☐ HazMat release

☐ Power 'live' exposed ☐ Sewer release ☐ Structural collapse ☐ Tree (dangerous) ☐

Preservation of Life *(provide quantity)*

Unattended injured or deceased persons must be reported directly to the ICC via the sector commander as a top priority.

Occupied: ☐ Yes ☐ No Adults No.: ____ Children No: ____ Requiring Relief: ____ Resilient in Situ:

Deceased: ____ Injured: ____ ☐ Behavioural issue/s ☐ Animal companions ☐

Residential Property

☐ House ☐ Mobile Unit/Caravan ☐ Flats/Apartments ☐ Hotel/Motel ☐

Impact Status

☐ Not Damaged ☐ Damaged/Habitable ☐ Damaged/Not Habitable ☐ Destroyed ☐ Inaccessible

Assets Supporting Individual Livelihoods & Economic Production

☐ Office ☐ Retail ☐ Factory/Manufacture ☐ Warehouse/Storage ☐ Shed (feed)

☐ Shed (machinery) ☐ _____

Impact Status

☐ Not Damaged ☐ Damaged/Functional ☐ Damaged/Non Functional ☐ Destroyed ☐ Inaccessible

Community Assets

☐ Aged Care/Accom. ☐ Child Care ☐ Education (all) ☐ ESO Station ☐ Evacuation Centre

☐ Food Supply/Supermarket ☐ Fuel Supply/Stations ☐ Hospital/Clinic ☐ Place of Worship ☐ Public Assembly

☐ Airport Terminal ☐ Railway Station ☐ _____

Impact Status

☐ Not Damaged ☐ Damaged/Functional ☐ Damaged/Non Functional ☐ Destroyed ☐ Inaccessible

Essential Infrastructure

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☐ Gas plant	☐ Power distribution	☐ Water catchment	☐ Bridge (railway)	☐ Bridge (roadway)
☐ Airfield	☐ Railway	☐ Road (VicRoads)	☐ Road (Council)	☐

Impact Status

☐ Damaged/Functional	☐ Damaged/Non Functional	☐ Blocked	☐ Closed	☐ Inaccessible

Livestock / Animal Welfare

☐ Cattle	☐ Horses	☐ Sheep	☐ _____	

Impact Status

☐ Deceased: ____	☐ Injured: ____	☐ Uncontained: ____	☐ Contained: ____	☐ Vet Required

Comments

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APPENDIX 47: SMEACS BRIEFING TEMPLATE

Incident Name:	**Date:**	**Time:** AM / PM
Current Weather Forecast Temp:	**Fire Danger Index** Code Red Extreme Severe Very High High Low-moderate **Current river height**	
Briefing Officer Name:		
Who was briefed?		

Wherever, possible use dot points to summarise

SITUATION – Describe what is happening What is the overall situation? What is at risk? What is the physical environment? What dangers and/or problems exist?
MISSION – Describe what needs to be achieved What is the overall mission? What are the objectives? Who or what is saveable?
EXECUTION – Describe how you want things done What are the tactics? How will the tasks be executed?
ADMINISTRATION – Describe how it will be supported What logistical support is required? Logistical support includes personnel, equipment and supplies, food, water, facilities. What is the timing for the various logistics? What resources are immediately available? What resources will become available and when? Where are the resources?
COMMUNICATIONS – Describe how it will be coordinated Who is in overall control of site? What is the chain of command for the site? What are the channels of communication? Confirm tasks with participants.
SAFETY – Outline any procedures or risks What are the aspects of the site that need raising regarding safe working procedures? Where is First Aid located?
QUESTIONS – Offer opportunities for team questions and clarification Open forum for two way conversations in a timely manner.

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APPENDIX 48: RECOVERY SERVICES

Recovery Service	Coordinator /Team Leader	Service Providers	Comments / Additional Information
Accommodation *Assist in the provision of emergency / temporary accommodation.*	Active Ageing & Inclusion Service Manager	WCC/ MRM	Refer to Accommodation Register
		Red Cross	For single incident - primary residence only: shopping for supplies, etc.
		Salvation Army	
Aged and Disability Support • *Plan for and coordinate the recovery process for aged and disabled people in the municipality* • *Identification of other vulnerable groups*	HACC Service Manager	Aged and Disability Care providers	
		DHHS	Liaise with agencies re: possible additional support required
		Residential care operators	
Animal Welfare Coordination • *Assist / destroy injured animals/wildlife* • *Coordinate emergency feed supplies* • *Identify holding areas for pets, etc.* • *Provide cages / leads etc. for animals and relief / recovery centres* • *Round up escaped animals*	Coordinator Local Laws	Animal Welfare Officers	Removal / disposal of animals
		Environment Health Officers	
		DELWP	
		Agricultural	Assist DELWP
		RSPCA	Removal / disposal of animals
Catering *Provide food services as required for response, field & emergency management staff (& attendees at Emergency Relief Centres)*	Red Cross	Salvation Army	Catering
		Other agencies as required	
Children's Services • *Plan for and coordinate the recovery process for children and young people up to 18 years* • *Provide child care to relief / recovery centres*	Service Manager Early Years Learning and Development Youth Development Planner	Family Services	
		Family Day Care Providers	
		Maternal Child Health nurses	
		Childcare Centres	
		Preschools	
		Outside School Hours Care providers	

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Recovery Service	Coordinator / Team Leader	Service Providers	Comments / Additional Information
Communication *Coordinate and provide accurate information to the public and media.*	Manager Communications	• Mayor / CEO	
		• Police	
		• Local Media	
		• Media liaison / Community engagement staff with other organisations	
		• DHHS	Community Engagement
Community Development • *Coordinate and provide community events and activities that will assist community's recovery from the impacts of an emergency* • *Employment of a Community Development Officer (CDO) may be a key part of this recovery service*	Manager, Community Planning & Policy / Events & Promotions Service Manager	• DHHS	Funding for Community Development Officer
		• Municipal Recovery Manager (MRM)	Planning for and Managing CDO
		• Local Traders Association	
		• Commerce Warrnambool	
		• Community group Representatives	
Counselling / Personal Support • *Coordinate the provision of personal support and counselling services during and after an emergency* • *Case management of affected members of the community will be the preferred approach* *Outreach services will be coordinated from this service area*	Service Manager, Early Years Intervention and Support	• WCC	Personal support and referral services
		• Victorian Council of Churches (VCC)	Personal support and outreach services
		• Local churches (e.g. Uniting Anglican, Catholic etc)	All religious denominations in various locations of COB for personal support
		• St Vincents Mental Health	Personal support
		• Salvation Army	Personal support
		• Lifeline SWV	Personal support, case management, outreach services
		• VCC Emergencies Ministry	Personal support

Recovery Service	Coordinator / Team Leader	Service Providers	Comments / Additional Information
Donations Coordination • *Coordinate the collection and distribution of donated goods, services and money.* • *It is recommended an external agency be recruited to manage this services area.*	Red Cross	• Red Cross	
		• Volunteering Warrnambool	Role in monitoring activities and on recovery committee
Financial Assistance • *Coordinate the distribution of financial aid to individuals and communities.* • *A range of financial grants and subsidies will be offered by various agencies requiring coordination*	Manager Financial Services	• DHHS	Grant Processing
		• Centrelink	Financial grants
		• Salvation Army	Financial grants
		• Red Cross	Food vouchers
		• Financial Counsellors	Financial counselling
		• Insurance Council of Victoria	Financial advice
		• Business Development Vic.	Business financial planning
Material Aid *Coordinate distribution of material aid to affected members of the community.*	Coordinator Volunteers @Warrnambool	• Service Clubs	
		• St Vincent de Paul	
		• Salvation Army	
Recovery Centre Management *Coordinate the provision of recovery services e.g. insurance, personal support, financial assistance etc.*	Municipal Recovery Manager – Director Community Development		
		• DHHS	Recovery support, information and coordination
		• Salvation Army	
		• VCC Emergencies Ministry	Personal support providers

Recovery Service	Coordinator / Team Leader	Service Providers	Comments / Additional Information
Relief Centre Management • *Coordinate staff relief and recovery centres as established by the MERO and MRM and liaise with other Service Coordinators* • *Regular maintenance of the centre register and support resources is part of the coordinator's role*	Manager Recreation and Culture	• Identified centre managers and deputies	
		• SES	Relief centre support: escalation to include other municipalities
		• DHHS	Recovery centre support: Information and coordination
		• Red Cross	Registration/catering/first aid
		• Vic Police	Security, queries regarding registration
		• Camcare	Personal support services
Volunteer Coordination • *Recruit, support, coordinate the work of volunteers.* • *Assist the recovery service areas through provision of volunteers as required.*	Coordinator Volunteers @ Warrnambool	• Service Clubs	
		• Red Cross	
		• WCC Volunteer Resource Centre - Volunteering Warrnambool	
Economic Development • *Coordinate and initiate economic development activities to assist recovery of local businesses.* • *Organise employment of Business Development Officer*	Manager Economic Development	• Business Development Officers	Economic development assistance
		• Environmental Health Officers	Business development assistance
		• Centrelink	Financial assistance
		• Service Clubs (local)	Business planning support
			Marketing

Recovery Service	Coordinator / Team Leader	Service Providers	Comments / Additional Information
Clean Up / Equipment Provision *Plan for and coordinate the cleanup process, including the provision of temporary resources as required e.g. toilets, earthmoving equipment, furniture, generators etc.*	Manager Infrastructure Services	• MERO	Coordinate equipment, tip sites, contractors etc.
		• Environmental Health Officer (EHO)	
		• Arborists	Tree clean up
		• Local contractors (e.g. earthmovers)	
		• Service Clubs	
		• Hire Business	
Infrastructure (including fencing) • *Rebuild and restore community infrastructure/utilities.* • *Coordinate the reconstruction of damaged boundary fencing.*	Manager Infrastructure Services	• MERO	Coordinate restoration of roads , bridge, public infrastructure
		• Powercorp	Restore power and gas
		• Wannon Water	Restore water supply to properties, repair water supply infrastructure
		• Telstra	Restore phone connections to properties
		• Dept. of Environment, Land, Water and Planning	Fence line cleanup/restoration, community engagement
		• Glenelg Hopkins Catchment Management Authority	Protect catchment areas/assets
Transport *Assist in transport provision after an event so that those affected can access relief centres, recovery services, shopping etc.*	Service Manager Active Ageing & Inclusion	• MERO	Coordinate transport of people, water fuel and other resources
		• Community transport buses	
		• Taxis (13 cabs)	
		• Connect U and other Volunteer transport services	
		• Charter Coaches	
		• Public transport providers	

Recovery Service	Coordinator / Team Leader	Service Providers	Comments / Additional Information
Environment *Assess, advise on and repair damage after an event, including tree safety/assessment, replanting/revegetation, erosion prevention and control*	Manager Infrastructure Services	• Department of Environment, Land, Water and Planning(DELWP)	Restoration of public lands and national parks
		• Catchment Management Authority	
		• EPA	
		• Wannon Water	Manage local water supply issues
		• Environmental Health Officers	
Environmental Health *Assess, advise on and minimise the public health e.g. safe water supply, food safety/disposal, septic systems, safe disposal of waste, provision of temporary toilets/facilities etc.*	Coordinator Environmental Health	• Dept. of Health and Human Services (regional EHOs)	Public health warnings, advice and information
		• Environmental Health Officers	Public health warnings, advice and information e.g. disposal of hazardous materials
		• EPA	
		• Warrnambool Building Surveyor	
		• Warrnambool Economic Development Dept.	

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APPENDIX 49: VULNERABLE PEOPLE / FACILITIES LIST

EMERGENCY MANAGEMENT PLAN

Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Aged Care and Allied Services							
Alveston House	Francis Foundation Inc.	5562 5198		78 Banyan Street	Warrnambool		9am- 5pm Monday - Friday
Anchor Point Retirement Village		5559 8277	21+	55 Aberline Road	Warrnambool	Julie Waldock	9am- 5pm Monday - Friday
Cedar Creek Lifestyle	Village Life Ltd	5561 0188	48 independent living units	37 Caroville Drive	Warrnambool	Michael and Jenny McLean	24 Hours
Christ Church Close	Heatherlie Homes	5561 5565	11 independent living units	68 Henna Street	Warrnambool	Lyn Burns Kathy Snell	Office hours Monday – Friday
Gillin Park Retirement Village		5561 2977	85 independent living units (+ 44 proposed units)	45 Mahoneys Road	Warrnambool	0419 393 248	Office hours 9am - 5pm
Heatherlie Homes		5561 5565	78 independent living units	103-111 Koroit Street	Warrnambool	Lyn Burns Kathy Snell	Office hours Monday – Friday
Lyndoch Living		5561 9300	85 nursing home 113 hostel	10 Hopkins Road	Warrnambool	0449 256 528	Office Hours 8.30am – 5pm Facility opened 24 Hours
Mercy Place		5564 2800	65	16 Hopetoun Road	Warrnambool	Sheryl Nicolson	24 hours

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Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Opal Warrnambool - nursing home		5562 3343	45	170 Raglan Parade	Warrnambool	0408 655 227	Office Hours 9am – 5pm Monday to Friday Facility opened 24 hours
Opal Gillin Park - hostel		5559 0600	45	62-76 Huntingfield Drive	Warrnambool	0408 655 227	Office hours 9am - 5pm Monday – Friday Facility opened 24 hours
Themar Heights		5562 0334	40	65 Koroit Street	Warrnambool	0408 523 190	24 Hours
Hospitals							
South West Healthcare		5564 4114 5563 1666		Ryot Street	Warrnambool	Front Office	24 Hours
St John of God		5564 0600	75 bed hospital	136 Botanic Road	Warrnambool	Front Office	24 Hours
Senior Citizens Centres							
Archie Graham Community Centre		5599 4920 5559 4994 5559 4800		118-120 Timor Street	Warrnambool		8.15am – 5pm
Childcare Services							
Goodstart Early Learning Centre	Goodstart Early Learning Ltd (Cannon Hill QLD 4170)	1800 222 543 5561 0827	75	135 Harrington Road	Dennington	0438 583 236	6.30am-6.30pm

Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Goodstart Early Learning Centre	Goodstart Early Learning Ltd (Cannon Hill QLD 4170)	5561 5322	80	121 Whites Road	Warrnambool	0411 483 546	6.30am-6.30pm
Children's Services Centre		5559 4747		Swan Reserve	Warrnambool		
Florence Collins Childcare Centre		5559 4640	103	27-47 Kepler Street	Warrnambool	0434 689 610	7.30am-6pm
Honeypot Childcare Centre		5561 5095 Rebecca 0438 577 155	40	76 Bostock Street	Warrnambool	Georgia – 0439 615 095	7am-6pm
Kardinia Childcare and Kindergarten		5215 3960	126	20 Tylden Street	Dennington	0477 770 508	6.30am-6.30pm
Koala Childcare and Early Learning Centre		5562 1289	103	174-178 Lava Street	Warrnambool	0406 998 646	Monday to Friday 6:30 am – 6:30 pm
Matron Swinton Childcare Centre		5559 4650	35	Lipook Court	Warrnambool	0434 689 601	8am-6pm
North Edge Child Care		03 4504 2180	103	11 Wangoom Road	Warrnambool	0488 659 212	Monday to Friday 7:30 am – 6:00 pm

Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Sherwood Park Childcare Centre		5561 3067	35	Deakin University	Warrnambool	0434 690 269	8am-6pm
Warrnambool Uniting Church Childcare Centre		5561 3929		115 Koroit Street	Warrnambool		
Kindergartens							
Allansford Kindergarten		5565 1427 0478 317 064	33	82 Ziegler Parade Allansford	Allansford	Mary Chenoweth or Rebecca Harvey	
Beamish Street Kindergarten		5559 4530 0478 317 065	28	23 Beamish Street	Warrnambool	Jackie Selway or Brenda Smith	
Central Kindergarten Warrnambool		5559 4560 0478 317 066	60	2 Manifold Street	Warrnambool	Sally Quantrelle	
City Kindergarten	Children's Services Centre	5559 4747	28	Swan Reserve			
Dennington Kindergarten		5562 5753 0478 317 067	30	12 – 16 The Esplanade	Dennington	Annette Doyle	
East Warrnambool Kindergarten		5559 4570 0478 170 068 0478 317 069	71	20A Lava Street	Warrnambool	Maryanne Mills or Carolyn Blackmore	

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Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Kings College Pre-School		5562 0147	28	44 Balmoral Road	Warrnambool		
Lions Hopkins Pre School		5559 4580 0478 317 073		31 Gladstone Street	Warrnambool	Simone Duynhoven or Kara Thomson	
Mahogany Kindergarten	West W'bool Primary School		19				
South Warrnambool Kindergarten		5559 4520	60	24 Stanley Street	Warrnambool	0478 317 074	
Warrnambool 3 year old Kindergarten		5562 2925		10 Panorama Avenue	Warrnambool		
Primary Schools							
Allansford & District Primary School		5565 1382		Frank Street	Allansford	0438 116 798	
Merrivale Primary School		5562 7172		158 Merrivale Drive	Warrnambool	0429 386 749	
Our Lady Help of Christians		5562 5559		Selby Road	Warrnambool		
St Pius X Parish Primary		5562 2506		88 Morris Road	Warrnambool		
St John's Primary School		5562 5362		263 Russell Street	Dennington	0427 052 232	
St Joseph's Primary School		5561 1343		70 Botanic Road	Warrnambool	0408 527 728	

Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Warrnambool East Primary School		5562 4100		Ward Street	Warrnambool		
Warrnambool Primary School		5561 5955		3-31 Jamieson Street	Warrnambool	0408 563 275	
Warrnambool West Primary School		5562 0065		32 Hoddle Street	Warrnambool	0412 120 639	
Woodford Primary School		5562 7632		8 Victoria Street	Woodford	0437 100 560	
Outside School Hours Care (at New Life Christian Church)		5559 4550		41 Bromfield Street	Warrnambool		
Secondary Schools							
Brauer College		5560 3888		Caramut Road	Warrnambool	0427 216 839	
Emmanuel College		5560 0888		Senior: 42 Canterbury Road Junior: 37 Ardlie Street	Warrnambool	0400 448 550	
Kings College		5562 0147		44-52 Balmoral Road	Warrnambool	0427 200 198	
Warrnambool College		5564 4444		Grafton Road	Warrnambool	0431 151 054	
Warrnambool Special Development School		5561 1711		101 Hyland Street	Warrnambool	0418 176 038	

Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Caravan Parks							
Discovery Holiday Park		5561 1514		25 Pertobe Road	Warrnambool	0457 610 115	
Figtree Caravan Park		5561 1223		33 Lava Street	Warrnambool	0407 504 153	
Hopkins River Caravan Park		5565 1327		125 Jubilee Park Road	Allansford	0400 258 534	
Shipwreck Bay Holiday Park		5559 4720		50 Pertobe Road	Warrnambool	0481 033 802	
Surfside Holiday Park		5559 4700		1/120 Pertobe Road	Warrnambool	0481 033 802	
Warrnambool Holiday Park		5562 5031		50-52 Verdon Street	Warrnambool	0438 507 271	
Warrnambool Holiday Village		5562 3376		81 Henna Street	Warrnambool	0438 341 668	
Other							
Bethany	Level 1 Bayside Plaza 24-36 Fairy St Warrnambool	1300 510 439 5278 8122		Various		Robert Delalande	
Karingal	166A Koroit St Warrnambool	5564 9200		25 Membery Way	Warrnambool	5561 4775	
MI Fellowship	505 Raglan Parade Warrnambool	5560 3000			Warrnambool		
Multiple Sclerosis Ltd	54 Railway Rd Blackburn	0438 033 917		Various		Rhonda Cooper	

Warrnambool City Council							
Agency Name	**Agency Location**	**Agency 24 hr Contact Number**	**Number of Vulnerable People**	**Description / Location of Vulnerable People**	**Town**	**Contact Person**	**Opening Hours**
Southern Way Direct Care Services Inc.	181 Fairy St Warrnambool	5564 3444	5 5 3 4	Kerr Street Loyola Avenue Merri Street Peter Street	Warrnambool	0439 039 783	
Villa Maria	802 Armstrong St Ballarat	1300 650 615 (24 Hr)		Various			
Vision Australia	124 Koroit St Warrnambool	5560 2300 1300 84 74 66		Various		Anne Johnson or Marg Thorne	

Certificate of
Audit

THIS IS TO CERTIFY THAT THE
MUNICIPAL EMERGENCY MANAGEMENT PLAN OF

Warrnambool City Council

Has been audited in accordance with the Guidelines issued by the Minister and on 31 July 2020 has been assessed as

"Complying with the Guidelines"

Kate White

Director Community Resilience & Communications. Delegation on behalf of the Chief Officer, Operations

07 August 2020

Date

File Ref: *SES/20/213*
Letter Code: *CD/20/57503*
Date: *07 August 2020*

Ms Vikki King
Acting Chief Executive Officer
Warrnambool City Council
PO Box 198
Warrnambool VIC 3280

Dear Ms King,

MUNICIPAL EMERGENCY MANAGEMENT PLAN AUDIT REPORT

I am pleased to enclose a report on the audit of your Council's emergency management plan, prepared in accordance with the requirements of the *Emergency Management Act 1986*. The Government's intention with this audit process is to encourage councils' preparation of high quality plans.

As a result of the audit, your Municipal Emergency Management Plan (MEMP) has been assessed as complying with the guidelines issued by the Minister. It is pleasing that your Council has accepted the challenge of continuing to enhance your emergency management plan.

Furthermore, I would like to commend your emergency management staff for their time given in developing your plan and for participating in the audit process. Their effort is reflected in the high standard of your plan, supporting systems and feedback received from the audit panel members.

The Victoria State Emergency Service is dedicated to offering ongoing assistance to your Council in facilitation of planning processes and advice on the changing nature of emergency management practices. I trust you will continue to support the efforts of Municipal Emergency Management Planning Committee to improving community safety by committing appropriate resources to this important ongoing task.

Please note that, in accordance with Section 21A(3) of the *Emergency Management Act 1986*, within three months, your Council is required to acknowledge the enclosed audit report and provide an undertaking to address any issues identified within. This needs to be a written response addressed to me as Chief Officer, Operations of the Victoria State Emergency Service.

Yours sincerely

Kate White
Director, Community Resilience & Communications
Delegation on behalf of the Chief Officer, Operations

Enc Audit Report

Victoria State Emergency Service
Victorian Head Office
168 Sturt Street, Southbank, Victoria 3006

Telephone: (03) 9256 9000
Email: vicses@ses.vic.gov.au | **ses.vic.gov.au**

MUNICIPAL EMERGENCY MANAGEMENT PLAN AUDIT REPORT

The Municipal Emergency Management Plan (MEMP) for the Warrnambool City Council has been audited in accordance with the guidelines issued by the Minister and on 31 July 2020 has been assessed as:

"Complies with the Guidelines"

In accordance with Section 21A(1) of the *Emergency Management Act 1986* the Warrnambool City Council MEMP is required to be audited again within 3 years from the audit certificate date.

As part of this audit report, please find attached a copy of the audit tool completed during the audit process.

While the Warrnambool City Council MEMP has been assessed as adequately complying, there will always be minor changes in terminology and contact details detected in such an audit. The audit tool also contains recommendations made by the audit panel on opportunities for improvement/ enhancement for consideration and/or inclusion into your plan.

To assist your Municipal Emergency Management Planning Committee (MEMPC) in the further enhancement of the planning process, a copy of this report has been provided to the MEMPC. The staff of the Victoria State Emergency Service South West Regional Headquarters will assist in the facilitation of the recommendations made within this report.

Kate White
Director, Community Resilience & Communications
Delegation on behalf of the Chief Officer, Operations

07 August 2020

Victoria State Emergency Service
Victorian Head Office
168 Sturt Street, Southbank, Victoria 3006

Telephone: (03) 9256 9000
Email: vicses@ses.vic.gov.au | **ses.vic.gov.au**

6.8. PETITION - FOR REMOVAL OF SEAWEED ON LADY BAY BEACH

PURPOSE:

Petition for the removal of seaweed on Lady Bay beach.

EXECUTIVE SUMMARY

- A petition has been received with 250 signatures asking Council to remove seaweed that has washed up on the Lady Bay beach adjacent to the Warrnambool Boat Ramp and the Pavilion Building.
- In accordance with Local Law L.1 Governance the petition is to be received, and referred to the Chief Executive for consideration and response.

MOVED: CR MAX TAYLOR
SECONDED: CR DEBBIE ARNOTT

1. **That in accordance with Local Law L1 Governance, the petition is received and the petition be referred to the Chief Executive for a report to a future Council meeting.**

2. **That a report be presented at a future Council Informal meeting outlining options for clearing the area in front of the Pavilion, including costs, environmental impacts and challenges.**

CARRIED - 7:0

BACKGROUND

Council has received a petition 250 signatures asking Council to remove seaweed that has washed up on the Lady Bay beach adjacent to the Warrnambool Boat Ramp and the Pavilion Building. - **refer Attachment 1.**

Council's current level of service does not include clearing of the area directly in front of the Pavilion due to the difficult environmental conditions in this location, the absence of a dune face adjacent to the area, to a to place the seaweed and specialised machinery required to complete the works.

ISSUES

In forming a response, consideration will be given to what actions if any will be taken and when.

There are a number of challenges with seaweed removal in front of the Pavilion. There has been significant depositing of seaweed in this location at least as long as the breakwater has been in place. The area accumulates seaweed consistently and in large quantities depending on the tide and current conditions. Over many years this has led to significant organic material rotting down through the sand layer, resulting in very soft and boggy geotechnical conditions. Previous efforts to clear the area with Council's loader (similar to activities on the rest of the beach) have been unsuccessful with the loader becoming bogged.

The area can be cleared by hiring an excavator to load into trucks capable of travelling along the beach. There then needs to be space further down the beach against the dunes for the trucks to unload the material, this is not always available depending on tides and other seaweed deposits already cleared. This is a costly and slow exercise with potential impacts on beach users where the trucks need to cart. It is also complex and time consuming in comparison to the programmed Council loader movements to clear seaweed on the other areas of beach.

Previous operations of this nature have also found that removing the top layer of fresh seaweed exposes the rotting layers mixed with sand below, resulting in a more powerful and pungent smell being released. The seaweed can also re-deposit in the area in large quantities in a matter of days with the right ocean conditions.

FINANCIAL IMPACT

Council will assess the financial impact once a direction is provided regarding a desired course of action.

A further assessment on the impact to the immediate environment when determining how to treat the problem, will then enable an accurate forecast of the financial impact to be provided.

LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

5 Practice good governance through openness and accountability while balancing aspirations with sound financial management
5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk
5.5 Foster an encouraging and positive staff culture

TIMING

Routine.

COMMUNITY IMPACT/CONSULTATION

The Chief Executive will arrange for contact to be made with the petition organiser, to inform them of the Council process in relation to petitions and subsequent recommendations or resultant actions.

LEGAL RISK/IMPACT

The risks associated with heavy equipment movements in the suggested area of the beach are significant and Council will be required to hire specialised equipment to complete any removal, should this be the direction provided. Council’s permit does not it to remove seaweed from the beach so space will need to be identified to track and place the identified seaweed further down Lady bay.

OFFICERS’ DECLARATION OF INTEREST

There were no officer declarations of interest made.

CONCLUSION

The report be received.

ATTACHMENTS

1. Petition for Better Beach Access by Users [**6.8.1** - 13 pages]

PETITION FOR BETTER BEACH ACCESS BY USERS

WCC is routinely sending workers and machinery down to Lady Bay to remove seaweed, but is only removing it from Worm bay to the front of the Lifesavers.

The massive buildup of seaweed in front of Pavilion is ignored (apart from driving over the top of it). Large holes on the seaward side are causing people and animals to fall repeatedly.

User groups including, Diners, walkers, bay swimmers and horse industry request that if all seaweed in this area can't be removed, at least **two access paths** about 5 metres wide be maintained, so that users entering/exiting can safely do so.

These paths ideally would be opposite the two ramps down onto the beach.

By maintaining two paths, the channels would allow natural water flow, which possibly will keep a clear access(helping nature along).

The undersigned request WCC to urgently address this problem.

NAME	USER GROUP	COMMENT
Neville Dawes	Fisher	Shit Facilities
Steve Tippett	Local / Fisher	Health & Safety Issue, Poor Disabled access
[illegible]	DINER	SMELLS !!!
Jeanette Jammer	PAVILLION / BEACH	UNSIGHTLY, HEALTH ISSUE & SMELLY PROBLEM.
PETER GARDNER	BEACH	GOT TO BE A HEALTH
Susan Trasgear	Swim / Beach	Smell very off for visitors too much to swim through.
Michelle O'Connor	Swim / Beach	Dangerous under foot.
Guy Pickering	SWIM / BEACH	SMELLY AND DANGEROUS
Sue Pickering	Swim Beach	Smells badly + unsafe
Chris Saunders	Swim Beach	Smelly!
JENNIFER CONNOLLY	SWIM BEACH	UNSIGHTLY + SMELLY

NAME	USER GROUP	COMMENT
KATRINA LAMB	swimming	Danger - Refalling over
MARK JANSZ	SWIM	DANGER.
JON WATSON	PAVILION	TOURISM PRECINCT
A. Hardiman	Swim	Danger.
Robbie Beard	SWIM	Danger
Lee Parrotte	Beach user	Dangerous for all
Therese Kennedy	walker - Swimmer	Dangerous.
Denbi Lamb	walker	Danger
Jayson Lamb	walker Swimmer	Dangerous / eye sore / stinks
Darren Sun	Swimmer	disability access
Karoline + Neil Holland	Swimmers	Holes!
A Papworth	Swimmers	Poor Vision.
Paul Foley	Swimming	Assist Dis-abled Swimmer Dangerous
Kevin Lyons	Swimming	Tourism, danger, smell,
Tanya Suggett	Swimming	Holes, difficult to access water, assist less abled.
Lisa Logan	Swimming	Please clean up or beach
Sandra Skilbeck	Swim	Dangerous water entry conditions
Karl Dwyer	Swim	Dangerous
Andy McCombe	swim	Unwelcoming / Uneven drops
Rodney Brooks	Pavillion	Unsightly & dangerous.
MARK Jones	PAVILLION	SMELLY & UNSIGHTLY
Trev Bonney	Pavillion	its tourist dissapointing
Hafey McRobert.	Pavillion	feet dangerous.

NAME	USER GROUP	COMMENT
Shane Jackson	Lindsey Smith Racing	Potholes.
BONNIE KINGSLEY	LINDSEY SMITH RACING	"
Brendan Eccles	"	"
Cian Moody	"	"
Tristan Hoekstra	"	Seaweed + potholes
ALISON BONJER	Walker	Remove Seaweed @ Pavillion
Tyson Morgan	Swimmer	unsafe
Geoff Wills	Trainer	unsafe
JON DOWNING	WALKER	unsafe
Hanna O'Keeffe	walker	unsafe
Bev Howlett	Visitor	stinks
Hayden Howlett	Visitor	A disgrace for tourists
KARIN GREENE	WALKER	UNSAFE
PETER	MURPHY	LOOKS BAD / UNSAFE.
WES ALLEN	WALKER	UNSAFE + SMELLS.
Peter O'Sullivan	Swimmer	Very ordinary showpiece to town
Lyn Kuriger	Walker	Disgrace! Not a good look
Jon Karigo	Walker	Do you really want tourists
Aneeta Snow	Swimmer	smells
Brian McLaren	Swimmer	smell
Louise Bryant	Swimmer	Unsafe
GARY BRYANT	SWIMMER	UNSAFE / UNSIGHTLY
Louise Ryan.	" "	Unsafe
Leon Ryan	" "	unsafe / few falls.

NAME	USER GROUP	COMMENT
K O'Keefe	WRC	Dangerous
Leah Page	Wilde Racing	Dangerous
Georgia White	Wilde Racing	Unsafe
Jordyn Billings	Wilde Racing	Unsafe
Skye Billings	WCC	Hazard
Chloe Conham	Wilde Racing	unsafe
BERNIE GARNER	PUBLIC	V/UNSAFE
D.O.J PRICE	PUBLIC	[illegible]
Heather Price	Public	[illegible]
[illegible]	Public	
Margt Bal	Public.	
Carmen Griffith	Melb	
Steve McConnell	public	Too Dangerous
DAMIEN RYAN	PUBLIC	Please fix
JANE BAKER	HORSE	
Rhonda Mitchell	horse/swimmer	Too many holes for horses & swimmers
Rebekah Nevett	horse	very unsafe
Alice McConchie	Public	unsafe.
TIM DAWSON	Public	unsafe.
[illegible]	PUBLIC	NYCK GUNNER
BRAD McCOSH	Public	unsafe
Kay Bates	Public	K Bates
Jeremy Bates	" "	[illegible]

NAME	USER GROUP	COMMENT
MARLENE WATT	PUBLIC	POTHOLES UNSAFE
CHRIS WATT	PUBLIC	POTHOLES HOLES.
KEVIN RYAN	PUBLIC	
BILL PEGG	PUBLIC	UNSAFE
Maureen Crichton	"	unsafe & a hassad.
Pat McKimmie	"	unsafe
Marie Smith	"	Loubs Bad.
Maureen McDonald	"	
Kevin HARNEY	PUBLIC	Kevin Harney.
Ray King	PUBLIC	[illegible]
Pam Atchison	PUBLIC	[illegible]
DAVID GUESON	"	UNSAFE
KIERAN HEFFERNAN	" "	" "
Gary Walsh	—	" "
BEN LINDE	PUBLIC	POTHOLES & UNSAFE [illegible]
Peter Cook	"	"
BRIAN DAVIS	"	
[illegible]	Trainer	Pot. Holes and unsafe
Adam Chambers	Trainer	Unsafe beach access
Brenton O'Rourke	Surfer	Unsafe, Poor Image
Chris Keilar	Public	Unsafe.
Shan Wornecke	swimmer/holes.	unsafe
SAM LEWIS	PUBLIC	UNSAFE

NAME	USER GROUP	COMMENT
Stuart McRobert	Pavillion	Disgraceful appearance + odour
Lyn Brown	Pavilion	Seaweed disgrace
Ian Brown	Mazers	" "
Aimee Grinter	Pavilion/local	Seaweed to be cleaned - yuk!
Craig Britten	Visitor (Horsham)	Seaweed is poor image for new visitors!
Anthony Condon		need's it.
Scarlett Hill	local, swimmer, Beach goer, worker @ Pav.	The seaweed is really smelly!
Casey Anderson	Swimmer	Smelly, looks bad
Jane Hooke	Visitor	Smells
Jane Wyss	Visitor	Smelly.
Allison Harrison	local	Clear seaweed - previously improved.
LUKE HULL	VISITOR	CLEAN SEAWEED
Jaimee Jeavons	Visitor.	Seaweed build up evident
PAUL BLAIN.	Resident.	Should remove for summer.
Bob chambers	visitor	smells bad
MARK O'SULLIVAN	SWIMMER BEACH WALKER.	
Stacy Grimshaw	Local	eye Sore.
REG & ANN	ARARAT	0409525702
Heather Timpson	W'Bool	Not Pretty.
John Trigg	W'Bool	WORTH THE SPEND.
NOLA K	"	V. G.
RICHARD & ELIZABETH	W'BOOL	
Sue & Collins	Langwarrin	Smelly
Erin Boxtel	Visitor	smelly, sore, clean seaweed

Cont'd

NAME	USER GROUP	COMMENT
TANYA CLARK	WALKER	
Robert Bennon	Biker	
ATREYU DE LAM	VISITOR	
Jason Hall	visitor	
Naticia Varley	fisherman	The smell of the seaweed disturbs my fishing.
Nathalie Davis	walker	
Tony Robinson	walker	
Rosie Sullivan	visitor	
Heathe Goddard	W/Bool	
Kelly McDonough	W/bool	
Liz Place	walker.	
Mary-Ellen Evans	walker	
Ash McLachlan	walker.	
BILL IMERYA	TOURIST	
Alex Batzaxis	tourist	
Andrew Twynstra	Tourist.	
John Daykin	Geelong.	
Cara Johns	local.	
Cheryl Liddy	VISITOR	
Paul Campbell	Walker.	
Nina Bulcone	[illegible]	
Fitz Kayen	visitor	It is a very nice spot to sum with younger lands & smell
Josh Bowman	Local	
ASH ANDERSON	LOCAL	It smells when dining @ cafe.

NAME	USER GROUP	COMMENT
Paul Cleverdon.	Tourist	Seaweed needs to be removed.
Melissa Shirrell	tourist	
Steven Shaw	local	The seaweed is unappealing.
Mel Ryan	Tourist	seaweed STINKS!
Peter Asimakidis	Tourist	Seaweed looks bad in photos.
Joel Bassa	Tourist	Looks like vomit
CARMEL O'KEEFE	LOCAL	LOOKS SHOCKING DURING ~~0458614~~ TOURIST SEASON.
Alistair Cooke	Tourist	Cl- Flagstaff Hill.
Sue Sambell	local	
Camille Sargeant	local	
Izzy GASHI	TOURIST	
Jasy P.	Tourist.	SEAWEED IS BEAUTIFUL + NATURAL
Norma Kehrel	Geelong	Clean it up.
Les Dwyer	Lubool	2 paths is a good idea because it preserves the natural order. As opposed to removing completely.
Margaret	Horsham	
[illegible]	B'Rote	Please.
Caitlin	local.	Really needs to be considered + beautify are a eye sore - smelly and can't walk
Heather Frayman	Tourist	Needs to be more user friendly
Michelle Trigg Forks	Swimmer	No Dis-allot access
Joe Rugg	swimmer	giddy mate.
Andrew Gleeson	local.	
Charlotte Irons	local	needs to be a consideration for our town.
M. SARGEANT	LOCAL	

A. NORTHEAST. LOCAL.

NAME	USER GROUP	COMMENT
Jana Petersen	Visitor.	unsightly / stinks.
Ayla McDonald	Visitor.	Smells/looks Bad
CLAYTON MCDONALD	VISITOR	SAFETY ISSUE, NO EMERGENCY ACCESS. COUNCIL LOADER DRIVES STRAIGHT OVER IT ALL.
AILSA PARTRIDGE	Pavillion walker	Allow people to recycle for garden. unsightly. Stinking & Dangerous.
"	"	
Laurie Partridge	Pavillion Diner	Unsightly + dangerous for Summer
John Good.	VISITOR	SMELLY & DANGEROUS- UNSAFE.

NAME	USER GROUP	COMMENT
Jess Baillie	Swimmer	Needs to be cleaved.
Scarlett Hill	Swimmer, walker, lover of Beach!!	She's a bit smelly !!
Ashlee Twaddle	swimmer	gotta clean it :(
Bella Pronnitz	swimmer	smelly, needs a clean
Stella Bridgewater	Swimmer/walker	smelly, look bad :-
Phoebe Thornton	Beach lover	Seaweed doesnit look nice
Naticia Varley	Swimmer	Smells nasty !!
Casey Anderson	Walker	smelly
Rudi mccall	Surfer	Discusting Please clean!!
Arthur Watson	Beach Bum	Looks Ugly
Sienna Crabtmor	Walker	Annoying to walk on
JOSHUA O'DOWD	WALKER	NEEDS TO BE CLEANED
Kim Brauer	Swimmer/walk.	flies + smell is unappealing
NIGEL KOL	CYCLING	Unattractive + smell.
Shane Wilson	CYCLING	The view is repulsive + smelly
Richard Adams	Cycling	terrible look
Serafina Pronnitz	walker	smells, looks terrible
Chantal	walker.	look terrible + is smelly !!!
Jade	walker	Smelly & not nice to look at
Lewys	Beach enthusiast	It is gross
Maree	Walker	smells.
Anne	✓	Smells Revolting
Marcia	✓	Looks Terrible

NAME	USER GROUP	COMMENT
ANNA HARRIS	Paramedic	KEEP OUR BEST ASSET! CLEAN. IT'S DISGUSTING.
Rob Fairweather	Paramedic	Access to beach, keep it clean - Smells no good
Melissa Castledine	Paramedic	Difficult access to potential patients in water or on beach/also boating
John Holland	Paramedic	Clean it up, beautiful beach covered with an issue
Troy Neal	Paramedic	Just do it please.
Andy Fuller	LECTURER	GREAT IDEA.
Thomas Gardner	~~PAVILION~~	
Diane Gardner		
Michael King	Pavillion cafe/BB	M King
KATH MAGUIRE	PAVILLION	GREAT IDEA. NEEDS TO HAPPEN.
Zoë Stevens	Pavilion	excellent idea!
Karen Wilde	Pavilion	Please attend to this.
Jacqui Beard	Runner	Clean up! /Smells!
Marnie Rowe	Walker & Pavilion Cafe	NEEDS TO BE CLEANED UP
Anna Dillon	Walker	ACCESS POINT ONLY
Olivia Morgan	Swimmer	Hazardous to get into water!
Leanne Graham	Swimmer	Ugly
Debra O'Keeffe	Walker/Swimmer	Stinks/Looks terrible
Theresa Bent	Walker	looks terrible.
Anne Maree McDonald	WALKER?	Ugly
Andrea Tulau	Pavillion	Ugly.
Karin McRobert	Pavilion diner	Stinks + unsanitary

NAME	USER GROUP	COMMENT
P Davis	S7 Club	
Steve Moore	S.7 CLUB	
LARRY MCCARTHY	S7 CLUB	USE SEAWEED IN COMPOST
BRIAN McLaren	OCEAN SWIMMER	
Jenny Dowie	Ocean Swimmer	The seaweed is an safety hazard
John Hunt	" "	it stinks, its ugly its dangerous.
Denys Dodd	Ocean Swimmers,	
Sue Raymond	Public.	Walker — Needs to be cleaned
Louise McDonall	Horses	Unsafe
CATHERINE MCDONALL	SWIMMER	UNSAFE
MARIA MOLONEY	SWIMMER/RUNNER	UNSAFE
Julie McDowall	Swimmer	Unsafe
Joy M'Loughlan	Tourist (Ararat)	Unsightly and smelly!
Angela McDowall	Horse Trainer	Unsafe + untidy.
Theresa M°Dowall	Horse trainer	unsafe & untidy.
Ann Hirst	Walker	Smells, untidy, unsafe
Tom Fox	Fisher man	unsafe, smells
Remy Hirst	Walker	OHS Hazard, smells
madison hirst	walker.	unattractive for new tourists
BILL WHITEHEAD	OWNER	DANGEROUS
JOHN. MACTIER	OWNER	UN-SAFE FOR HORSES & WORKERS
SAM PORTER	TOURIST	UNSIGHTLY & SMELLY

6.9. ZERO NET CARBON DEVELOPMENT OPPORTUNITIES & FEASIBILITY REPORT

PURPOSE:

This report provides an overview of the Zero Net Carbon Development Opportunities and Feasibility Report for the future growth area East of Aberline Road and outlines the next steps.

EXECUTIVE SUMMARY

- The East of Aberline growth area is located approximately 4 kilometres north east from the Warrnambool city centre and covers approximately 360 hectares of land. It has the potential to deliver 4,000 dwellings for the region.
- The Zero Net Carbon Development Opportunities and Feasibility Report has evaluated the potential low carbon opportunities to inform the development of the Structure Plan.
- Engagement and consultation with landowners, government agencies and other stakeholders was conducted in September 2020. Feedback received was incorporated within the opportunities and mechanisms identified in the report.
- The Precinct Structure Planning (PSP) process is currently underway for the East of Aberline growth area, and the findings of this report will be used to inform the development of the PSP. The Victorian Planning Authority (VPA) are the Planning Authority for the PSP, and it is recommended that a copy of this report be released to the VPA for implementation within the PSP.

MOVED: CR ANGIE PASPALIARIS
SECONDED: CR DEBBIE ARNOTT

That Council endorse the release of the Zero Net Carbon Development Opportunities and Feasibility Report for the East of Aberline Growth area to the Victorian Planning Authority to inform development of, and for implementation within, the Precinct Structure Plan.

CARRIED - 7:0

BACKGROUND

The East of Aberline growth area is located approximately 4 kilometres north east from the Warrnambool City Centre, the East of Aberline (EoA) site covers an area of 360 hectares and has the potential to deliver 4,000 dwellings for the region. This area is likely to contain a mix of uses, such as residential, community and employment uses, subject to detailed Structure Planning.

Goal 10 of Warrnambool's W2040 Community Plan provides for the following goal:-

- **Warrnambool will pave the way for a Zero Net Carbon Housing Development.**

Green Warrnambool sets out Council's environment and sustainability strategy to 2040 and was adopted by Council in 2018. Green Warrnambool has set the goal for Warrnambool becoming the most environmentally sustainable regional city in Australia and includes a target of zero net greenhouse gas emissions by 2040. Green Warrnambool is a high-level, overarching strategic document that guides a suite of new and existing strategic plans and actions.

Green Warrnambool underpins a number of opportunities in which the EoA Precinct Structure Plan can assist in achieving the goals of Green Warrnambool including:

Zero Warrnambool
By 2040:

- The City of Warrnambool will have Zero net greenhouse gas emissions
- Warrnambool's energy is sourced from renewables
- 100% Homes and business use renewable energy for their energy needs
- Warrnambool community's main forms of transport are to walk, cycle or use solar powered vehicles
- Warrnambool has low emission public transport options

Adaptable Warrnambool
By 2040:

- ESD principles used for all new developments and upgrade
- All new infrastructure is designed for the changed and changing climate
- Zero Carbon Neighbourhood
- There are several 'climate resilient' playgrounds in Warrnambool

Wise Warrnambool
By 2040:

- Zero recoverable waste to landfill
- No litter and air pollution by EPA standards
- No wastewater or waterway pollution

Naturally Warrnambool
By 2040:

- Over 330,000 plants planted and maintained
- Increased flora and fauna biodiversity
- Ensure protection and maintenance of existing established vegetation

Blue Warrnambool
By 2040:

- Water Sensitive Urban Design principles are used in all infrastructure and open space developments and upgrades
- New developments incorporate roof water harvesting infrastructure
- No stormwater enters our waterways and coasts without treatment
- The Index of Stream Condition is Good to Excellent
- Warrnambool's use of potable water is 20% less than 2019 levels

Green Warrnambool
By 2040:

- Warrnambool urban areas will have 30% vegetation canopy cover
- Over 50% of fresh produce consumed in Warrnambool is sourced locally, from backyards, community gardens, farmers markets and local businesses

Council engaged HIP V. Hype Sustainability to undertake analysis into low carbon and climate resilient responses that are able to inform the EoA Precinct Structure Plan. The Structure Plan will establish a land use planning and development framework that is able to be used by Council, the community, landowners and developers to guide future development within the growth area. Undertaking the low carbon review as part of the structure planning will ensure that sustainability is a core driver for the future planning of the precinct.

ISSUES

Council's Sustainability Unit and the Strategic Planning team worked collaboratively with the Victorian Planning Authority (VPA) and HIP V. Hype Sustainability in the development of the **Zero Net Carbon Development and Feasibility Report, refer to attachment 1.3.1.**

The report recommends low carbon opportunities and implementation pathways for the following areas:

- Site Layout and Liveability
- Streets and Public Realm
- Energy
- Ecology
- Integrated Water Management
- Urban Heat
- Circular Economy

These areas have been compared to a “business as usual” scenario in order to evaluate the economic and carbon impact that these recommendations might have. The opportunities and mechanisms identified in the report are optional at this stage, they show all the possible scenarios. The purpose is to highlight opportunities for low carbon and climate resilience and a number of mechanisms which can be used to drive those opportunities though the Precinct Structure Plan.

FINANCIAL IMPACT

The cost associated with this project are accommodated within the City Strategy and Development budget.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

1 Sustain, enhance and protect the natural environment
1.1 Protect and enhance our waterways, coast and land
1.2 Commit to being a carbon neutral organisation by 2040.
1.3 Assess our climate change preparedness
1.4 Review options for managing waste
1.5 Educate and partner with the community on Council's sustainability initiatives

2 Foster a healthy welcoming City that is socially and culturally rich
2.1 Promote healthy lifestyles
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.

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
4.2 Encourage more sustainable local business.
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
5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement
5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk
5.4 Deliver customer-focused, responsive service

TIMING

Routine.

COMMUNITY IMPACT / CONSULTATION

Engagement and consultation with landowners and stakeholders was held in September 2020. Landowners and stakeholders had the opportunity to provide input into the recommended mechanisms and opportunities.

The consultation was delivered via Zoom due to COVID - 19 restrictions.

LEGAL RISK / IMPACT

The project will demonstrate Council's commitment towards Carbon neutrality goals. The precinct has the opportunity to be a demonstration project and also an early adopter of a more sustainable development which minimises its ecological footprint.

OFFICERS' DECLARATION OF INTEREST

None.

CONCLUSION

The development of the Zero Net Carbon Development Opportunities and Feasibility Report is the first step in the development of the EoA growth area as a low carbon precinct. The findings in the report will inform the development of the Structure Plan for the area which will ensure low carbon practices are implemented within the development.

ATTACHMENTS

1. Zero Net Carbon Development Eo A Final Report [**6.9.1** - 82 pages]

FINAL REPORT

X

WARRNAMBOOL CITY COUNCIL

ZERO NET CARBON DEVELOPMENT OPPORTUNITIES & FEASIBILITY REPORT

WHO WE ARE

HIP V. HYPE Sustainability provides advice that is commercially grounded, yet ambitious. We pursue exceptional outcomes that are socially, economically and environmentally sustainable and enable action across government, institutions and organisations.

We seek to partner with those who are willing to think strategically to achieve better. We lead, collaborate and support others to deliver impact and build Better Cities and Regions, Better Buildings, and Better Businesses.

REV	DATE	DETAILS	NAME/ POSITION	SIGNATURE
1.0	18.05.20	Report 2 (draft)	Gavin Ashley, Lead	
2.0	22.07.20	Report 2	Gavin Ashley, Lead	
3.0	11.12.20	Final Report	Gavin Ashley, Lead	

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DISCLAIMER

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Introduction

HIP V. HYPE Sustainability was engaged by the Warrnambool City Council (WCC) to undertake analysis into low carbon and climate resilient responses that can inform the East of Aberline Precinct Structure Plan.

This report has been developed through research, analysis and targeted engagement. The objective of this report is to highlight and analyse opportunities that are relevant to the location and scale and identify an implementation pathway for these in the Precinct Structure Plan.

Undertaking this review now as part of Precinct Structure Plan development will ensure that sustainability is a core driver for the future planning of the precinct.

ABOUT EAST OF ABERLINE

Located approximately 4 kilometres north east from Warrnambool, the East of Aberline (EoA) site covers an area of 360 hectares and has the potential to deliver 4,000 dwellings for the region.

The site is bounded by pastoral and grazing land to the north and east beyond Wangoom and Horne road, and residential development to the south east of the site along Aberline and Boiling Down road.

While EoA is largely cleared, the presence of ecological assets such as Tozer Reserve, and Russell Creek dissect the site and provide opportunities to integrated biodiversity conservation with residential development to create a climate resilient community.

PURPOSE OF THIS DOCUMENT

This report represents the first stage of the project. It highlights relevant technical and policy context and stakeholder perspectives.

The purpose is to highlight opportunities for low carbon and climate resilience and a number of mechanisms which can be used to drive those opportunities. This project has adopted the category headings in the Sustainable Subdivisions Framework for the analysis - consistent with work recently led by HIP V. HYPE for a range of local governments including Warrnambool. The analysis however does cover both land development and built form opportunities.

The Sustainable Subdivisions Framework (SSF) sets out a series of sustainable built environment opportunities which can be influenced through the development planning and subdivision planning processes. Sustainable subdivisions can be facilitated through a number of planning stages including Precinct Structure Plans, Development Plans, and through provisions already contained within the Planning Scheme. The Framework responds specifically to the subdivision stage, but recognises precinct structure planning as a foundation of good subdivisions and the building level opportunities if mechanisms such as Design Guidelines are adopted to control them.

IMAGE: TOZER RESERVE AND RUSSELL CREEK ARE PROPOSED TO INTERSECT TO FORM A CENTRAL ZIBE FOR BIODIVERSITY AND OPEN SPACE (SOURCE: SPIIRE)

The seven Framework categories include:

_ Site Layout and Liveability
_ Streets and Public Realm
_ Energy
_ Ecology
_ Integrated Water Management (IWM)
_ Urban Heat
_ Circular Economy (Materials and Waste)

These opportunity areas are core to developing a climate responsive precinct and pursued because of their importance to planning at this scale and in this location.

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Low Carbon Focus

The primary focus of this work is to highlight opportunities for developing a low carbon precinct, consistent with Green Warrnambool - a key local strategy for WCC.

Support for this action is found in the Victorian Government's commitment under the Climate Change Act 2017 to reduce greenhouse gas emissions for Victoria to zero net emissions by 2050, which requires immediate action to reduce carbon emissions in the built environment.

There is strong support in State policy for embedding sustainability into new Precincts. East of Aberline will be a demonstration project in low carbon precincts for the WCC and has the support of the VPA. The intention is that East of Aberline is a regional exemplar, for others to follow. There is a clear distinction between the opportunity set presented with a Greenfield development from existing suburbs.

To undertake this work, an emissions scope was developed to provide a technical basis for the comparison of low carbon strategies with 'Business as Usual'.

EMISSION SCOPE

To help differentiate between different emissions sources, emissions may be classified into the following scopes:

- Scope 1 emissions include all direct greenhouse gas emissions from sources that are within the precinct's geographic boundary. These could be emissions from fuel use, refrigerants and electricity generation taking place on-site in the precinct
- Scope 2 emissions include offsite emissions from purchased electricity, heat, cooling and steam (i.e. energy produced outside the geographic boundary of the precinct but consumed within the precinct)
- Scope 3 emissions include all indirect emissions that occur as a result of the activities of the precinct, but occur from sources outside the precinct's geographic boundary

An inventory boundary identifies the geographic area, time period, GHG gases and emission sources covered by a GHG inventory.

The boundary is designed to provide an understanding of where the precinct emissions are coming from and where action can be taken to reduce or influence change. In the context of this project, the physical boundary is defined by the East of Aberline site plan opposite (dotted blue line).

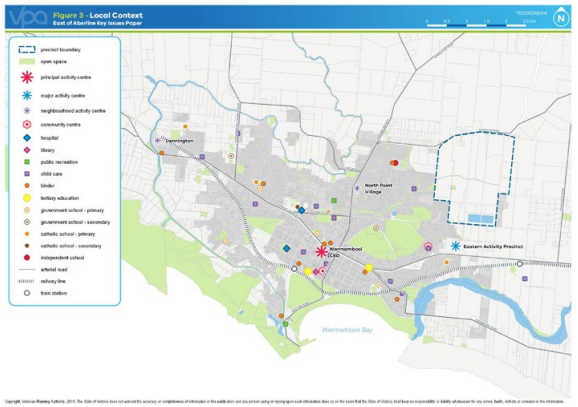

IMAGE: PHYSICAL BOUNDARY OF EAST OF ABERLINE PRECINCT (SOURCE: VPA)

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Low Carbon Focus

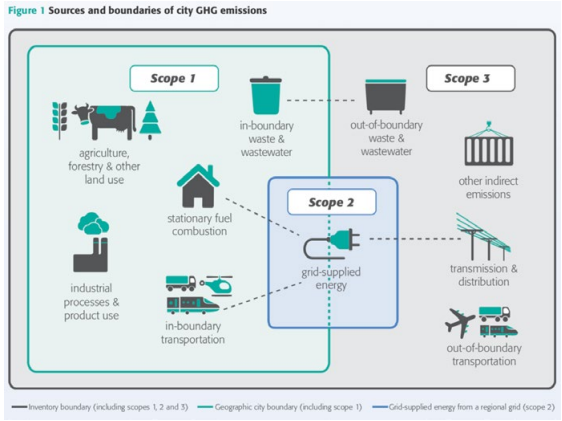


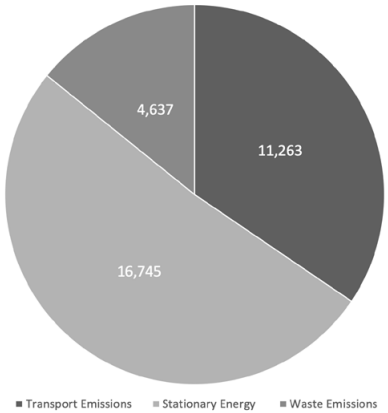
IMAGE: A BREAKDOWN OF THE SOURCES AND BOUNDARIES OF GHG EMISSIONS FOR A PRECINCT OR CITY (SOURCE: GREENHOUSE GAS PROTOCOL) THE GREENHOUSE GAS PROTOCOL (GHGP) PROVIDES ACCOUNTING AND REPORTING STANDARDS, SECTOR GUIDANCE, CALCULATION TOOLS, AND TRAININGS FOR BUSINESS AND GOVERNMENT. IT ESTABLISHES A COMPREHENSIVE, GLOBAL, STANDARDIZED FRAMEWORK FOR MEASURING AND MANAGING EMISSIONS FROM PRIVATE AND PUBLIC SECTOR OPERATIONS, VALUE CHAINS, PRODUCTS, CITIES, AND POLICIES.

EMISSION SCOPE

The emission scope for the East of Aberline precinct will include the following sources. The majority of these are Scope 1 and 2 emissions, however the waste category includes some Scope 3 emissions. Conversations with Wannon Water indicate a potential for on-site 'pre-treatment' of waste water. Whilst this has not been examined within this scope, subject to further discussions this can formally be included within the emissions boundary. The key driver to decisions on what Scope 3 components are included is relevance - asking the question as to what it is within the power of key stakeholders to influence within the geographic boundary of the Precinct Structure Plan.

1. Stationary Energy
   + Residential buildings
   + Commercial and institutional buildings
   + Community infrastructure (e.g. street lighting)
2. Transportation
   + On-road
3. Waste
   + Solid waste disposal

The pie chart below represents the breakdown of emissions sources in a BAU scenario in 2040. Each 'wedge' includes the emissions sources outlined, noting that the emissions profile does not include all Scope 3 emissions.



In order to understand performance against any targets set monitoring and evaluation would be critical to ensure that modelled outcomes reflect those on the ground

The PSP should ensure funding is set aside for a review every five years, with opportunity to modify planning controls if there is a gap between real world performance and that modelled through this piece of work.

This five-year evaluation would:

_ Look at forecast assumptions informing this work against actual outcomes
_ Acknowledge changing technology
_ Collect real data on household and other stationary energy consumption
_ Collect data on transport and waste (combination of audits and survey information)
_ Undertake emissions accounts for the East of Aberline precinct
_ Apply a trajectory to the results to understand whether the 2040 zero / low carbon scenario is likely to be successful with current settings

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Opportunity Areas & Delivery Mechanisms

The opportunity areas identified form a robust criteria for targeting best practice and delivering a climate responsive community.

These are defined opposite with reference to the Sustainable Subdivisions Framework noted earlier, but are equally applicable to other ratings tools and frameworks.

A range of delivery mechanisms have been identified which can tangibly impact the opportunity areas. These mechanism types are also highlighted opposite.

OPPORTUNITY AREAS

Site Layout & Liveability

The overall layout of the site will determine the level of connection residents have to local amenity. This entails: the location of community infrastructure, lot diversity, street permeability, integration of natural assets, and opportunities for active commuting and way-finding.

Streets & Public Realm

This opportunity area focuses on street level and public realm amenity: street diversity, extent and quality of pedestrian network, permeable street blocks, street canopy, visible landscape features and rest nodes and crime prevention through environmental design (CPTED).

Energy

Opportunities to reduce operational carbon (at the subdivision phase) include: Improved efficiency of street lighting, lot orientation, procurement of stationary energy from guaranteed renewable sources, and provision of solar PV and battery infrastructure.

Ecology

Development is expected to retain and enhance ecological quality through: projected canopy cover, landscaped parking areas, biodiversity retention and protection, indigenous or climate resilient vegetation, mitigate habitat fragmentation, and waterway conservation.

Integrated Water Management

Creating synergies with the water cycle to reduce the consumption of potable water, provide water security and reduce run-off into local waterways - maintaining consistent flows and ecosystem health. Strategies focus on: Stormwater harvesting and reuse (and treatment), water efficiency, flood management and water sensitive urban design (WSUD).

Urban Heat

Reducing the Urban Heat Island (UHI) effect associated with development entails: access to shelter in public spaces (including canopy cover), irrigated open spaces, and surface treatments which limit solar absorbency.

Circular Economy (Waste & Materials)

Reducing the resources used (in construction and operation), and improving the retention of value through a materials life-cycle through: reducing embodied carbon in materials, increasing recycled content (i.e. in road-base), locally sourcing, use of durable materials, environmental certifications (i.e. FSC timber), and organics collection and processing.

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Opportunity Areas & Delivery Mechanisms

DELIVERY MECHANISMS

There are a range of mechanisms which need to be employed to achieve a climate responsive precinct. A combination of these mechanism types will be required rather than any mechanism type on its own. The effectiveness of these mechanisms will depend on the nature of the opportunity area or category being pursued.

The range of mechanisms that the project will consider as part of the East of Aberline project include:

PSP Element

Precinct infrastructure which supports a desired outcome (e.g. energy efficient street lighting infrastructure) will typically require early upfront investment, with the understanding that the benefits will accrue over time. The investment could be made via the Development Contributions Plan (DCP) or Infrastructure Contributions Plan (ICP).

Some PSP elements do not carry a cost, but rely on a specific location to deliver a climate responsive outcome. For example, location of smaller lots near services.

Planning controls

Planning controls on development require or prohibit certain outcomes. They can link to and support other types of mechanisms or stand on their own (e.g. thermal efficiency standard or mandated connection to roofwater harvesting scheme). There may be potential implicit costs for developers in meeting the planning control requirements, which can result in financial savings for residents.

A key overarching mechanism could be a planning requirement in the Precinct Structure Plan that references the Sustainable Subdivisions Framework as a planning tool for assessing individual subdivision applications.

Additionally, Design Guidelines are proposed as recommended tool for mandating dwelling scale outcomes that drive significant emission reductions. Design Guidelines are usually registered on title through a Section 173 agreement. It is recommended that the PSP require the development of Design Guidelines and that Council or the VPA develop these to draft level on the basis of this report in order to create consistency across the precinct. This will require further coordination, however will ensure a unified vision and ‘buy-in’ from the developer group. Further consideration on compliance with the Design Guidelines will be required to ensure that review of dwelling documentation against Design Guidelines is resourced and robust.

Finance, governance and operational models

Non-planning mechanisms can include finance, governance and operational models as well as mandatory and voluntary mechanisms (ongoing performance measurement, operational incentive) that support the desired outcome. This mechanism type also supports process improvements for the PSP process.

Operational investments

Operational investments can be put in place by State or Local government but could be developer funded (e.g. new residents organic waste program). They typically require ongoing funding. An example is a program investment such as waste behaviour change.

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Desktop Review

A desktop review of relevant documents which specifically relate to the East of Aberline precinct was undertaken. The table opposite summarises the document and its relevance to this work. Technical or policy information which is drawn from these documents is embedded within each opportunity area.

DOCUMENT	DESCRIPTION	RELEVANCE TO EOA
Terramatrix (2018) Bushfire Development Report for the East of Aberline Precinct Structure Plan Warrnambool - December 2018	The Bushfire Development Report assesses EOA from the perspective of bushfire risk - Identifying the entire site as a 'Bushfire Prone Area' (BPA), and the presence of a Bushfire Management Overlay (BMO) within the site. The report identifies bushfire protection measures required for development to achieve a (low) Bushfire Attack Level of 12.5 (BAL-12.5).	The identified bushfire protection measures include: building setbacks, materiality, vegetation provision (and classification based on intensity), and use of roads and pedestrian corridors as a buffer between development and areas of high bushfire risk. These have potential impacts for site layout and liveability, streets and public realm and ecology. In addition, designing for reduction of bushfire risk can have an impact on thermal performance (energy).
Ecology & Heritage Partners (2018) [Draft Report] Aberline to Horne Growth Corridor, Warrnambool, Victoria: Aboriginal and Historical Heritage Assessment - March 2018	This report summarises the results of the Aboriginal and Historical Heritage Assessment (AHHA) conducted for the EOA site. The assessment includes both a detailed desktop review of relevant literature and previous studies, in addition to a detailed field study of the site itself.	The Aboriginal and Historical Assessment revealed that while there are no significant cultural or historical assets present on the site, tasks associated with widening, or developing adjacent to Russell Creek will likely trigger the requirement for a Cultural Heritage Management Plan. This has potential impact for site layout and liveability and ecology.
Ecology & Heritage Partners (2018) [Final Report] Flora and Fauna Assessment: Aberline to Horne Growth Corridor - January 2018	The Flora & Fauna Report presents a summary of the ecological values present on site - and is based on a detailed desktop review and field surveys of accessible land within the study area (from September 2017). The main objective of the report is to: Map and describe natural assets, identify issues and opportunities, and determine further ecological studies for corridor planning.	The Flora and Fauna Assessment sets the foundation for conservation through locating and classifying ecological assets on site. This has potential impact for site layout and liveability, ecology and integrated water management.
Landtech Consulting (2019) Growling Grass Frog Study: Aberline to Horne Road - Future Urban Growth Area - January 2019	This study summarises the findings from targeted surveys of the Growling Grass Frog - 'Litoria raniformis' - undertaken during November to December 2018. The aim of the surveys was to determine if the Growling Grass Frog was present or is likely to be present in the habitats within or adjacent to the proposed urban growth area.	Despite presenting a negative survey result (i.e. no Growling Grass Frog present on site), the report provides a great summary of potential habitats within the site, and future rehabilitation to restore species numbers. This has potential impact for site layout and liveability and ecology.
Spiire (2018) Aberline to Horne Growth Corridor: Infrastructure / Servicing Assessment - February 2018	The Infrastructure Servicing Assessment outlines the servicing requirements for EOA, identifying the location of existing services infrastructure periphery to the site, and provides commentary on how to extend these utilities into the development. These include: sewerage reticulation, potable water supply, roof water harvesting, electricity supply, gas reticulation, and telecommunications.	The Infrastructure Servicing Assessment provides a snapshot for the viability, and potential stages for development by locating existing service infrastructure and its capacity. Identifying capacity shortfalls enables further design and planning of these systems to create resilience. This has potential impact for all opportunity areas.

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Desktop Review

DOCUMENT	DESCRIPTION	RELEVANCE TO EOA
Spiire (2018) Aberline to Horne Growth Corridor Landscape Strategy - September 2018	The Landscape Strategy provides guidance for appropriate development that protects and reinforces scenic amenity, natural values and landscape character within the precinct including: identifying areas for conservation, identifying key views to be retained, identify landscape features and vegetation to be retained, location of pedestrian infrastructure and open space and recommendations regarding their interface with Tozer Reserve and Russell Creek.	The Landscape Strategy synthesises the results from the Flora and Fauna Assessment alongside open space considerations to propose the integration of conservation reserves Tozer and Russell), pocket parks, sport ovals, public open spaces, and pedestrian networks. These have potential impacts for site layout and liveability, streets and public realm, integrated water management and ecology.
WCC & VPA (2019) East of Aberline PSP: Landowner Consultation - April 2019	The Landowner Consultation presentation from the 9th April 2019 provides an overview of the VPA's role in regional subdivision delivery, details the EOA site, key issues and opportunities, alignment with local policy and the need for climate responsive planning.	The presentation includes content from the Key Issues Paper, alongside content regarding climate responsive planning and development and an economic analysis and ROI of a net zero dwelling.
Wannon Water (2019) Start With Water: IWM investigations to inform options for the East of Aberline Precinct Structure Plan - February 2019	This brief presentation back from Wannon Water identifies 5 primary options available to deliver an integrated water solution for EOA. For each option; costs, benefits, benchmarks and assumptions (to achieve delivery) are provided.	This presentation from Wannon Water has introduced 5 primary options for Integrated Water Management, of which will now be investigated in the [pending] Integrated Water Management and Drainage Plan.
WCC & VPA (2019) East of Aberline Precinct Structure Plan: Key Issues Paper - February 2019	The Issues Paper provides context for EOA in terms of demographics and relevant policies and details the sites opportunities and constraints against elements such as: bushfire risk, biodiversity and infrastructure and services - while also presenting the draft principles and outcomes that will underpin the developments success.	The Key Issues Paper largely summarises the content from each of the above consultant reports alongside relevant policy context, local demographics and a draft set of vision and principles for the development.
Austral (2019) Land Capability Assessment for the Aberline to Horne Growth Corridor	The report is a high level, desktop land capability assessment (LCA) for the Aberline to Horne Rd Growth Corridor - to identify the likelihood of potential contamination in the area of relevance to future uses.	Twenty-one locations with a high or medium likelihood of potential contamination were identified in the growth corridor, primarily stockyards with relatively small spatial extents. Other land uses of concern include machinery fabrication and an associated stormwater pond, an informal vehicle wrecking/scrap yard and areas where substantial fill has been deposited. While the majority of these uses were away from waterways, the relatively shallow water table means that there is a likelihood of any contaminants having interacted with groundwater. The report recommends that where sites of high and medium potential for contamination exist, these should be further investigated to assess their suitability for future permitted land uses.

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Preliminary Stakeholder Engagement

Engagement with local stakeholders was undertaken with relevance to specific opportunities within the East of Aberline precinct. The table opposite summarises the key stakeholders, their roles and the relevance to this work. Information which is drawn from these stakeholder conversations is embedded within each opportunity area.

ORGANISATION	CONTACT	ROLE	RELEVANCE TO EOA
Wannon Water	Murray Dancey Brad Clingin	Carbon Neutrality Program Manager Project Manager	Wannon Water is the responsible authority for sewer reticulation and potable water supply within the growth area and has been involved in planning for the East of Aberline site since its inception. They are the key stakeholder in relation to integrated water management.
Barwon South West Resource Recovery Group (BSWRRG)	Belinda Bennett	Manager, Government Relations and Engagement	BSWRRG works with 9 councils within the Barwon South West area to find innovative ways to reduce waste and increase recycling opportunities through communications with council Waste Officers and local government forums. BSWRRG has been consulted in relation to circular economy (waste and materials).
Victoria Planning Authority (VPA)	Jeff Tait Peter Murrell	Senior Strategic Planner Sustainability and Liveability Officer	The Victorian Planning Authority (VPA) is assisting Warrnambool City Council in the preparation of the East of Aberline Precinct Structure Plan to guide development. They have a key role in developing the Precinct Structure Plan and were consulted to understand State priorities, staging and status of other technical inputs.
Powercor	Chris McCallum	Network Planner	PowerCor are the local Distribution Network Service Provider (DNSP) for electricity. They will be the key stakeholder in relation to the energy opportunity area. Discussions with the network planning team indicated no obvious barriers to the ambition for low carbon. The discussion highlighted some potential need for export limitation of solar if penetration levels are high or battery uptake is low. The Wannon Water site was highlighted as an ideal location to connect to the 66kV line.
Sustainability Victoria (SV)	Inge Sarunic Andrea Pape	Senior Project Lead, Zero Net Carbon Homes Strategic Coordinator, Barwon South West	Sustainability Victoria's 'Zero Carbon Homes Pilot Program' has enabled a number of volume builders to offer sustainable, net zero dwellings alongside more traditional residential products. While the program is currently criteria-based, there is a tool being developed by SV that would enable a 'whole of house' assessment including energy associated with fixed appliances. The program could potentially be leveraged as a pathway for zero carbon homes within the precinct.

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Benchmarking success

There are a number of rating tools available to support East of Aberline's objectives and realise planned outcomes. The table on the following pages highlights potential rating tools and their applicability to the PSP area.

It is not an exhaustive list and performance standards such as Living Building Challenge may be applicable for individual buildings rather than whole precincts.

RATINGS TOOLS AND FRAMEWORK ANALYSIS

A number of tools and frameworks were analysed in detail in relation to their ability to meet the following criteria:

+ Applicability to the East of Aberline context and ambition
+ Ability to deliver strong carbon reduction
+ Flexibility to different building typologies and development settings
+ Coverage of broad spectrum of sustainability criteria (such as urban heat reduction, indoor environment quality etc.)
+ Planning precedence and industry recognition
+ Technical robustness

The table on the following pages outlines the results of the analysis across the following tools:

+ Green Star (Communities and Green Star for Homes)
+ Sustainable Subdivisions Framework
+ One Planet Living
+ Built Environment Sustainability Scorecard (BESS)
+ EnviroDevelopment

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Ratings Tools and Frameworks Analysis

RATINGS TOOL AND FRAMEWORKS ANALYSIS

	DESCRIPTION	APPLICABILITY TO EAST OF ABERLINE	CARBON REDUCTION POTENTIAL	FLEXIBILITY	BREADTH OF SUSTAINABILITY OBJECTIVES COVERED	PRECEDENTS/MARKET RECOGNITION	TECHNICAL ROBUSTNESS
GreenStar	Green Star – Communities is Australia's leading tool for assessing planning, design and construction of large-scale development projects at a precinct, neighbourhood and/or community scale. In addition, a new Green Star for Homes rating system assesses individual dwelling performance The ratings systems are currently being significantly updated through the Future Focus program.	The tool is highly applicable to a precinct-scale development, with best results achieved through use of a combination of both Green Star -Communities and individual building rating tool. Alignment with the Green Star categories and target could assist in embedding sustainable change and will support achievement of many of the sustainability mechanisms. The new Green Star for Homes may offer a potential compliance pathway for building related performance. The number of landowners and the lack of Government owned land add complexity to any pursuit of a communities rating.	All credits implicitly work towards carbon reduction (e.g. Waste Management; GHG strategy; Sustainable Transport), however the current tool(s) do not have embedded carbon targets. Under Green Star Future Focus the tools are being updated in 2020 to embed carbon targets and a requirement for a 100% renewable energy supply. The GBCA Carbon Positive Roadmap discussion paper outlines this trajectory. The Roadmap establishes steps required for commercial, residential, institutional and government buildings and fit outs to decarbonise.	All tools can be used together under one banner, rather than having to use several different tools and different organisations, however the mos. High level of support available from GBCA and ability to tailor tool to different contexts. Ratings 'evolve' over time which means a 5-star building in 2030 delivers greater environmental performance than in 2020. This allows planning controls which mandate a star rating to be 'future proofed'.	Holistic, integrated approach with ability to achieve best practice standards for environmental, economic and social sustainability in both community and building design. The East of Aberline precinct is almost exclusively residential, rather than a self-sufficient community. The new Green Star for Homes tool covers the majority of opportunity areas in this analysis, however the BESS tool may be better recognised in the Victorian market.	23 Green Star - Communities projects currently registered with the GBCA with over 2000 projects certified in Australia under various GBCA rating systems. The Alkimos Beach residential project in Perth is an example. Aligned to the Property Council of Australia and well supported by industry but not as well recognised in regional markets such as Warrnambool.	Green Star has a robust governance process, which oversees maintenance and updates aligned with best practice, including technical reference groups and strong collaboration with industry in Australia. The tool is aligned with the World Green Building Council.

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Ratings Tools and Frameworks Analysis

	DESCRIPTION	APPLICABILITY TO EAST OF ABERLINE	CARBON REDUCTION POTENTIAL	FLEXIBILITY	BREADTH OF SUSTAINABILITY OBJECTIVES COVERED	PRECEDENTS/MARKET RECOGNITION	TECHNICAL ROBUSTNESS
Sustainable Subdivision Framework	The Sustainable Subdivisions Framework is a newly developed planning assessment framework aimed at assessing and incorporating sustainability into the subdivision application phase of land development.	Warrnambool City Council was one of a number of regional local governments involved in the framework's development. As such, the East of Aberline project offers an exceptional opportunity to use the framework to influence the design and delivery of highly sustainable greenfield subdivision development. The categories within the Sustainable Subdivisions Framework have been used to communicate the opportunities areas in this report.	While all of the categories aim to influence and deliver a more sustainable urban environment (with downstream emission reduction potential), the energy category in particular aims to integrate renewable energy generation with energy efficiencies to deliver zero emission residential development that is also climate resilient.	The framework was developed alongside collateral material to assist regional planners in identifying and assessing sustainability within subdivision design - however, at such an early stage in the land development process it can also be used to influence design.	The framework is aligned to the existing buildings based 'SDAPP' framework and covers: + Site Layout & Liveability + Streets + Energy + Ecology + IWM + Urban Heat, and + Circular Economy (Materials & Waste) The intention is that the land opportunities are complemented by building scale measures at the next development stage.	The framework was developed in collaboration with 16 regional Victorian councils, CASBE and the VPA.	The Sustainable Subdivisions Framework is underpinned by a technical evaluation of the most impactful opportunities. The trial of the framework commencing September 2020. This 18-month trial includes technical evaluation to further the investment already made.
One Planet Living	Globally relevant framework with over $30bn of projects registered. Not a rating tool, instead covers ten mandatory Action Plan categories / principles including social and economic sustainability. Predicated on the desire for buildings and precincts to be developed and operated using only their fair share of the earth's resources.	The unique combination of categories in the OPL Framework promote deep and holistic sustainability outcomes in design and operation. It is suitable for smaller-scale subdivisions, but given lack of absolute metrics may be most useful to complement another rating or verification system such as GreenStar.	Zero carbon energy principle is main focus in terms of emissions reduction, with overall focus being the creation of "thriving regional economies that enable people to live happy, healthy lives within the natural limits of the planet, leaving space for wild-life and wilderness"	Highly flexible and adaptable to a range of project scales, however based on principles rather than scores creating uncertainty for use in any planning control. The Framework may struggle to deal with the complexity of a 20-year timeframe and approximately 15 landowners.	Globally leading framework in terms of breadth of sustainability categories covered, integrating building and construction with life-style choices, public health, transit options, etc. Reasonable alignment with opportunities, although would require alignment with several other disciplines including economics and social considerations.	19 live One Planet Communities around the world, including White Gum Valley in Fremantle, WA. Relatively unknown in developments of this type, especially when applied to multiple landowners in regional areas.	Strong international technical foundations through BioRegional in the UK. Limited technical resourcing in Australia creates uncertainty for use in planning controls in the local context.

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Ratings Tools and Frameworks Analysis

	DESCRIPTION	APPLICABILITY TO EAST OF ABERLINE	CARBON REDUCTION POTENTIAL	FLEXIBILITY	BREADTH OF SUSTAINABILITY OBJECTIVES COVERED	PRECEDENTS/MARKET RECOGNITION	TECHNICAL ROBUSTNESS
BESS	Victorian based planning tool integrating with local government sustainable planning policies to assess performance of buildings through the planning process.	Tool relates to buildings rather than precincts, so while demonstrated to be effective at a development scale would not meet the broader community-scale and public realm requirements of the East of Aberline PSP. Could be effective in benchmarking building design compliance with Design Guidelines.	Contributes to carbon reduction, through energy, waste and transport categories, however there are no explicit targets or benchmarks for carbon reduction.	Dynamic and flexible tool with effort made to be "location" and size neutral. Minimum scores required in mandatory categories, with overall 50% score required to pass. Flexible in that points can accrue across different areas of strength; however minimum pass marks are required in some categories.	Scorecard covers environmental sustainability only (not social and economic), and only at building scale. The tool has limited depth in relation to ecology and urban heat and some circular economy aspects.	Used in more than 20 Victorian councils to assess individual developments. It is the recommended tool under SDAPP. It has strong recognition in Victoria.	Technical reference panel guides the process of major updates to the tool. Tool has strong technical foundations, however does not have the level of resourcing of Green Star as reliant on subscription from a limited number of Victorian local governments.
Enviro-development	UDIA-led (Urban Development Institute of Australia) national rating and branding tool providing independent verification of a project's sustainability performance. Aimed at giving future purchasers point of comparison data. Score based on number of individual elements achieved.	Traditionally, EnviroDevelopment has focused on certification of greenfield communities. It is focused on objectives and lacks a strong verification process however may be appropriate for the East of Aberline context depending on appetite/ interest from development partners. Most likely to be effective when developer led in relation to one or more parcels rather than whole of development.	Would likely contribute indirectly to carbon reduction, however does not have explicit targets or benchmarks. Category performance would not necessarily lead to strong carbon reduction.	Accreditation is available for individual categories which provides flexibility, but undermines the need for a comprehensive approach and can encourage trade-offs.	Focused on certification of greenfield communities with 'leaves' available for meeting performance benchmarks in six categories. Most environmental criteria are covered, however an absence of management and indoor environmental quality.	High level of industry recognition, particularly for masterplanned new suburbs in outer growth areas.	Supported technically by significant industry support in application to greenfield developments. Technical robustness is undermined by a lack of quantifiable metrics and clear standards.

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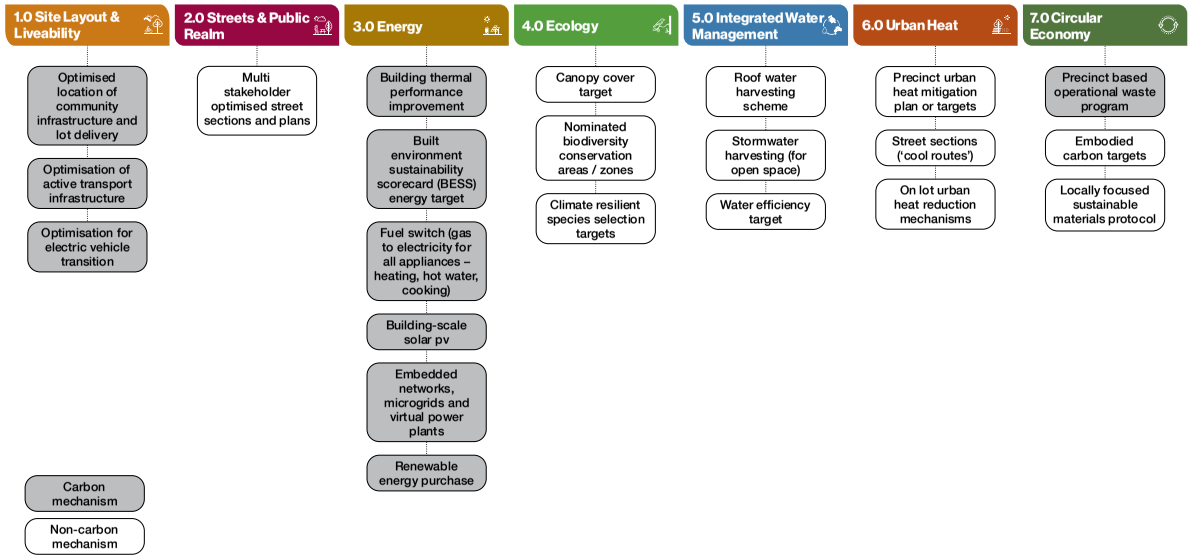
Mechanism overview

This section of the report outlines the mechanisms explored to deliver on the objectives for the East of Aberline precinct. The graphic on the right outlines the relationship of the mechanism to the specific carbon impact for the precinct, noting that all two of the circular economy mechanisms contribute to embodied rather than operational carbon reduction and therefore are not reflected in the carbon modelling for the precinct.

These mechanisms are discussed in turn on the following pages.



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Site Layout & Liveability

The policy, technical and stakeholder context for site layout and liveability is outlined opposite.

In addition to ensuring appropriate lot orientation to maximise solar access, the Precinct Structure Plan will need to consider appropriate locations for a potential retail convenience centre and the likely provision of a primary school which can be accessible to residents without a private vehicle. It will make sense for any increases in residential density to locate in the western portion of the site where access to town and other destinations such as North Point Village is improved.

While not directly linked with carbon reduction - the principles of Healthy Active by Design (HAbD) should also be considered in the formation of the PSP. HAbD calls for a thoughtful approach to the delivery of public open space, community facilities and movement networks to facilitate healthy environmental and behavioural changes.

LOCAL POLICY CONTEXT

Both Warrnambool 2040 and Green Warrnambool promote the retention and integration of established vegetation and prioritise investment in public transport, walking and cycling. Goal 7 focuses on 'encouraging and prioritising sustainable transport'. In particular, by 2026:

- All daily destinations (work, school, shopping, recreation, health services) are accessible within 15 minutes using active/sustainable travel modes.
- Principle Pedestrian and Principle Cycling Network Plans (including off road trails) have been developed and recommendations are being implemented to improve sustainable transport infrastructure.
- More residential properties are within 400m of public transport than in 2017.
- The proportion of residents walking, cycling or taking public transport to school and work has significantly increased (doubled) since 2017.
- Warrnambool has developed a plan to provide for autonomous electric vehicles (AEVs).

The role of this work will be to promote these outcomes through the analysis and demonstrate the carbon reduction impact. Green Warrnambool recognises the regional dependence on private vehicles and emphasises the fuel switching that needs to occur towards electric vehicles in order to get to zero.

Clause 21.06-2 Sustainable Development from the Warrnambool Planning Scheme sets out key objectives and strategies which are consistent with the drive for East of Aberline to be a Victorian exemplar for sustainable development, including a 'compact' and 'sustainable urban form' to reduce car dependency and appropriate solar orientation.

TECHNICAL CONTEXT

The Bushfire Development Report identifies that while much of the site is low risk, development abutting the BMO (within 150m either side of Tozer Reserve) will have to employ setbacks between 19m to 41m from classified vegetation, impacting site layout.

The Flora & Fauna Assessment identifies similar setbacks for biodiversity concerns, with implications on the built form abutting identified nature reserves (Tozer and Russell). It also suggests the siting of infrastructure within areas already disturbed or support existing infrastructure to reduce ground disturbance.

The Landscape Strategy identifies the potential co-location of both local and district open space reserves near Russell Creek, providing open space within 400m of 94% of residents.

The Land Capability Assessment identified a number of locations with medium or high potential for contamination. Further investigation of these sites will drive any remediation required and any restriction of land uses at particular locations.

The Landowner Consultation identifies the need for a range of housing typologies to serve a diverse population range, in addition to a community infrastructure yet to be located (i.e. Primary School, Community Centre). The Landowner Consultation further suggests the location of shared paths along Tozer Reserve and Russell Creek as an opportunity to increase active commuting - and proposes the inclusion of a bus route through the site.

The Key Issues Paper articulates the request from the Glenelg Hopkins Catchment Management Authority (GHCMA) to provide a 30m buffer on either side of Russell Creek, measured from the top of the banks to mitigate flood risk, the location of roads and footpaths separate from this buffer.

The Key Issues Paper articulates Council's support for a neighbourhood design that limits car activity by providing strong bicycling and pedestrian linkages and integration with Public Transport where possible.

There is currently no technical integrated transport plan or report for the site (this is pending). This project can help inform the brief for this technical work to support the ambition for less reliance on private vehicles and increased utilisation of low emissions vehicles for those vehicle trips that remain.

STAKEHOLDER CONTEXT

Wannon water highlighted the potential for reduction in the size of stormwater retarding basins if a roofwater harvesting scheme was implemented.

No transport stakeholders were interviewed during this first stage of the work, however their involvement will be critical to detailed integrated transport planning. Issues such as lot diversity will be tested through the proposed Pathways Workshop in June.

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Site Layout & Liveability

Three mechanisms which are relevant to the precinct structure planning stage and can be used to drive climate responsive outcomes including carbon reduction have been highlighted for further investigation through this work.

The following pages outline analysis of these mechanisms.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Optimised location of community infrastructure and lot diversity	PSP element and Planning Control	_ Reduction in length of trips (reducing transport related carbon emissions) _ Reduction in vehicle trips per day (transport related carbon emissions)
Optimisation of active transport infrastructure	PSP element	_ Reduction in vehicle trips per day (transport related carbon emissions)
Electric vehicle transition	Planning control	_ Reduction in carbon emissions associated with vehicle trips (in particular as carbon intensity of grid declines or if charging is via renewable sources of electricity)

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SITE LAYOUT AND LIVABILITY: Community infrastructure and lot diversity

MECHANISM DESCRIPTION

The optimised location of community infrastructure and lot diversity is a critical factor in enabling achievement of site layout objectives. The Precinct Structure Plan will need to consider appropriate locations for a potential retail convenience centre and the provision of a primary school which can be accessible to residents without a private vehicle. Given there is not proposed to be a vehicle crossing of Russell Creek, location of the primary school on the Creek with active transport over is critical.

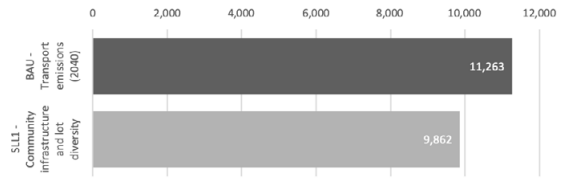
The PSP will need to consider appropriate locations and provision of a diversity of lot sizes. There is value in providing larger 'superlots' capable of denser housing typologies close where community services and infrastructure are concentrated. This creates a greater population closer to services and promotes a walkable neighbourhood.

Mechanism type

_ PSP Element - Service provision and location (note markup of proposed urban structure)
_ PSP Element - Nomination of higher density locations (note markup of proposed urban structure)
_ Planning control: - each landowner to demonstrate at least 5% of lots less than 250sqm / dwelling size of 150sqm or less (targets to be tested at workshop)

Carbon Impact

_ Reduction in length of trips (reducing transport related carbon emissions)
_ Reduction in vehicle trips per day (transport related carbon emissions)
_ Combined impact is demonstrated below in relation to transport



COST IMPLICATIONS

_ The costs are relatively intangible and borne by different parties
_ P-6 School would be delivered by Dept of Education (VSBA)
_ Community Centre would be an owned and operated Council facility (funded through the Infrastructure Plan)
_ Holding costs may accrue to landholders to 'preserve' super-lots for future medium density closer to services

KEY BENEFITS

Social

_ Improved walkability encouraging physical activity
_ Lot diversity increases ability to "age in place" and cater for a wider range of household types, increasing social diversity

Environmental

_ Reduced emissions from private vehicle trips by car due to ability to access community infrastructure by active transport means and shorter private vehicle trips
_ Achieve a more compact sustainable urban area reduced pressure on housing supply in productive rural areas
_ Integration of infrastructure with Tozer Reserve and Russell Creek will increase accessibility for many while providing desirable recreational space

Economic

_ Appropriate siting and increased density around retail convenience and community facilities will improve its economic viability and chance of success
_ Smaller lots meeting affordability/student/aged care housing need

BARRIERS/CONSTRAINTS

Political

_ Lack of co-ordination in delivery due to varying ownership of land
_ Desire by developers to progress development on own timeframe
_ Potential for pressure to subdivide lots from developers if don't see a ready market for denser housing typologies

Financial

_ Lack of viability of retail centre and/or primary school in early stages of development
_ Costs of holding larger lots while local housing market matures to support higher density housing choices
_ Market resistance and cost to develop smaller lots (compared to business as usual)
_ 'Off the shelf' housing products may not fit on smaller lots

Social

_ Potential resistance to denser housing typologies/preference for single detached dwellings
_ Scale and location to Warrnambool CBD may promote car-use, combined with existing car-culture

CRITICAL SUCCESS FACTORS

_ Reservation of larger lots must be made at PSP stage in order to realise this opportunity, despite the potential for delay in market appetite for denser housing typologies
_ Clear designation of lot diversity and location of higher densities in plan
_ Identification of appropriate support for landholders to bank land for higher density, such as through Council leading market testing for smaller lot product for smaller households
_ Co-location of convenience retail, education and community facilities so they can support each others offering
_ Given there is a single proposed vehicle crossing of Russell Creek it is critical that there is multiple walking or bike path crossings of the creek to enable active transport access
_ Ideally, the benckmarks set in the Sustainable Subdivisions Framework is met (a target of 95% of lots to be within a maximum safe walking distance to key local destinations - 2km to retail convenience, open space 400m)
_ Planning and identification of key nodes, hubs and linkages throughout the site - and connections to key external assets such as the coast
_ A clear narrative on the need for density in appropriate locations to ensure that East of Aberline delivers for all household structures, not just family households

Dohertys Creek p-9 college in Melbourne's west (Source: Britex)

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SITE LAYOUT & LIVEABILITY: Optimisation of Active Transport Infrastructure

MECHANISM DESCRIPTION

This mechanism supports Goal 7 of Green Warnambool focusing on 'encouraging and prioritising sustainable transport' through a range of mechanisms including ensuring daily destinations are within 15 minutes of home using active transport; developing and implementing pedestrian and cycling network plans, and locating homes within 400m of public transport.

Of critical importance is linking active transport within the precinct to the existing Russell Creek path, creating an uninterupted (relatively flat) 5km journey to the CBD from the centre of the East of Aberline precinct. To be effective this alignment along Russell Creek will need to be supported with north-south connections from the northern precinct and southern precinct (as well as each side of Tozer Reserve as it is not proposed to be bisected by a crossing).

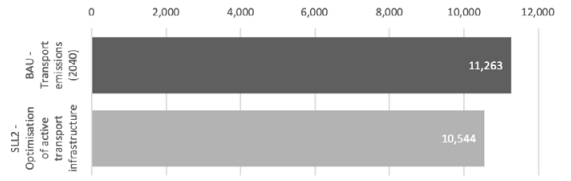
This mechanisms has strong alignment with the HAbD principles which highlight how the built environment can make it easier for Australians to be more active. HAbD can be used as an additional guide for the location and design of an integrated pedestrian network.

Mechanism type

_ PSP Element - Nomination of additional active transport provision (note markup of proposed urban structure)

Carbon Impact

_ Reduction in vehicle trips per day (transport related carbon emissions)
_ Carbon impact is provided below, based on a 5% increase in mode share due to improved infrastructure provision



COST IMPLICATIONS

_ Active transport shared paths and on-road funded through infrastructure plan
_ A shared use path (2.4m) is delivered at a cost of $250,000 per km
_ Every active transport trip reduces the cost of personal vehicle travel - a 5km trip at ATO rates cost a driver approximately $3.50

KEY BENEFITS

Social

_ Health benefits of increased active transport (walking/cycling)
_ Ability to integrate pedestrian network with a defined community hub

Environmental

_ Reduction in carbon related to private transport
_ Improved air quality
_ Ability to combine conservation of Tozer/Russell with open space recreation

Economic

_ Potential higher land value/marketability of development due to positive amenity outcomes (noise and pollution reduction, reduced congestion) from reduction of traffic across the precinct

BARRIERS/CONSTRAINTS

Political

_ Demonstrating community benefit
_ Land allocation

Financial

_ Up front cost of provision

Technical

_ Tozer Reserve and Russell Creek bisect the site, requiring a crossing
_ Planned activity centre within the precinct may not contain enough services, leading to external trips

Social

_ Behaviour change within the community around active commuting may be difficult to influence

Cycling and parking at local Primary Schools (Source: DPTI SA)

CRITICAL SUCCESS FACTORS

_ Consideration of siting of services and lay out of residential areas for support active transport must be made in a coordinated way in order to maximise opportunity
_ Alignment required with VicRoads and local government (particularly transport) in relation to delivery of public realm infrastructure such as cycling lanes and pedestrian areas
_ New active transport infrastructure must link with existing township cycling and pedestrian network, as well as proposed off road paths and eco trails. The WCC Sustainable Transport Strategy 2010-2020 will need to be updated to incorporate the East of Aberline development
_ Costs need to be fully reflected in Infrastructure Cost Plan
_ To promote uptake active transport links need to connect regionally, in particular with the established link to the CBD, noting existing infrastructure may need to be upgraded to ensure a safe, integrated network to external amenity
_ Street design needs to reduce friction with private vehicles and other road users
_ The application of Healthy Active by Design (HAbD) principles

Yarra Trail is an high quality shared path (Source: RACV)

CASE STUDY REFERENCE POINT

The Perth to Midlands Principal Shared Path project provides an example of increasing cycling numbers through the provision of dedicated infrastructure.

The project, which began in 2003 has delivered a total of 17 kilometres of dedicated pedestrian and cycling infrastructure, including bike parking, co-located bike shops and rest areas. Data published in 2008 indicated that the initial 4 kilometre section from Perth to Maylands, had resulted in an additional 708 cyclists per weekday (206,500 extra cycling trips per year), which increased as the route was extended, with a cost-benefit ratio of 3.3:1.

The benefits of cycling are quantified in terms of the negative costs associated with driving a vehicle that are avoided, such as operating costs, congestion, parking, road trauma (wear and tear), climate change and pollution, as well as the health and fitness benefits associated with physical activity.

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SITE LAYOUT & LIVEABILITY: Optimisation for electric vehicle transition

MECHANISM DESCRIPTION

This mechanism supports Goal 7 of Warnambool 2040 to 'encouraging and prioritising sustainable transport'. It involves accelarating the uptake of electric vehicles through planning controls / Design Guidelines, nominally the provision for EV infrastructure at the dwelling-scale (either as a functional charging point, or wiring for future EV capabilities). This is one of the key barriers to electric vehicle uptake, and could be further supported through measures taken at local destinations to preference electric vehicle charging over ICE vehicles.

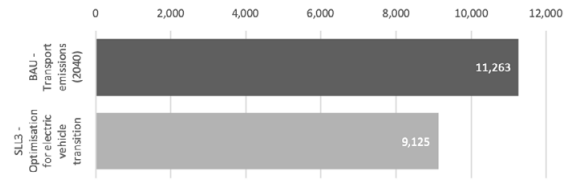
Acknowledging the transition away from Internal Combustion Engines (ICE) and providing fundamental infrastructure to support the uptake of Electric Vehicles (EV) is critical to creating a future-proofed, low carbon community and meeting he Victorian Government's commitment under the Climate Change Act 2017 to reduce greenhouse gas emissions for Victoria to zero net emissions by 2050.

Mechanism type

_ Planning control - Implemented through Design Guidelines - All dwellings would require pre-wiring to support a 32 A Mode 3 EVSE. Actual chargers would be purchased at the same time as their first electric car purchase.

Impact

_ Reduction in carbon emissions associated with vehicle trips (in particular as carbon intensity of grid declines or if charging is via renewable sources of electricity)
_ Carbon impact is provided below, based on an accelarated take up of electric vehicles



COST IMPLICATIONS

_ Likely to be monetary benefits to owners of EVs as total cost of ownership lower than traditional vehicles by 2025
_ Cost implication of mechanism to owners restricted to pre-wiring of garage (<$800) for a single phase 32 A Mode 3 EVSE

KEY BENEFITS

Social

_ Removes barriers/incentivises uptake of electric vehicles
_ Lower noise impact and reduced air pollution will have positive health benefits across the precinct

Environmental

_ Reduction in emissions relating to private transport (a trip by an EV reduces emissions by 60% compared to a petrol vehicle in 2030, and by 80% in 2050 and by 100% if the electricity is renewably sourced)
_ EV batteries can make better use of solar PV if there is low daytime usage

Economic

_ More cost effective to make provision for EV infrastructure requirements in the design and development of buildings, rather than as a retrofit
_ Running transport on electricity enables zero-emissions transport when paired with renewable energy, decreasing the need to continually offset in the precinct
_ May be benefit in neighbourhood recharge locations for visitors and external users

BARRIERS/CONSTRAINTS

Political

_ Mandating EV charging infrastructure has not previously been implemented in regional Victoria

Financial

_ Upfront cost of installation of EV infrastructure before widescale use/take up of EVs must be justified
_ By extention upfront cost of EV vehicles are declining but still high

Social

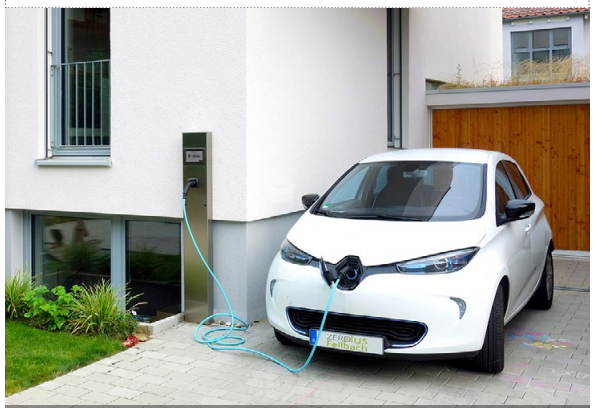
_ Potential unwillingness to use EVs in regional areas due to issues/ perception of travel distance constraints

Technical

_ Lack of supportive regional charging infrastructure may limit uptake
_ Potential capacity issues of surrounding network without renewable generation onsite

CRITICAL SUCCESS FACTORS

_ If consideration is not given to EV requirements at design stage, it be more expensive to retrofit in some cases
_ The National Select Committee on Electric Vehicles highlighted in their recommendations the need to coordinate with infrastructure across the city to gain the greatest uptake
_ Regional public charging infrastructure is required along key long-distance routes (Warnambool-Melbourne; Warnambool-Portland) to make EVs a viable choice for residents
_ Public education to overcome 'range anxiety' will also be critical
_ Warnambool City Council has a lead role to play in implementation of the standard
_ Powercor to be engaged to understand the impacts of provision of electric vehicle charging on capacity of building scale electricity connection – with a view to developing a transparent, fair method for evaluating electrical connection requirements and costs and ensuring this process includes consideration of control / orchestration technologies that can reduce this cost
_ Development of guidelines to clearly outline requirements for developers / builders, given that this is 'new ground' in planning policy


EV charging at home (Source: EVSE)

CASE STUDY REFERENCE POINT

The Design Guidelines at Cape Paterson (The Cape) mandates this pre-wiring to encourage EV uptake. According to Developer Brendan Condon, this has only slightly impacted the cost of new builds: "a couple of hundred dollars" only.

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Streets & Public Realm

The policy, technical and stakeholder context for Streets and Public Realm is outlined opposite.

The Precinct Structure Plan will consider street treatments which support climate resilience. A key outcome will be street sections which can simultaneously cater for underground service delivery whilst supporting urban greening, active transport and water management outcomes on the surface. An additional benefit of a well-designed streetscape is crime prevention (CPTED) which facilitates natural surveillance, activity support, regular vegetation maintenance and territorial reinforcement (clear delineation between public and private land).

The site has obvious natural assets (such as Russell Creek and Tozer Reserve) which can be built on to deliver a high-quality public realm.

LOCAL POLICY CONTEXT

An 'Immediate Action' for council within Green Warrnambool is the development of a bicycle network with strategic corridors - suggesting the support and future integration of a bicycle network between Warrnambool and the EOA site (and will need to integrate with the design of residential streets).

Green Warrnambool also supports the development and implementation of an integrated strategy to deliver adaptive building and open/green space design, noting it 'is key to incorporate vegetation in streets, parks, sporting grounds, gardens, river and creek embankments.' WCC is a signatory to the Infrastructure Design Manual (IDM) and Sustainable Infrastructure Guidelines (SIG) which includes guidance on delivering more sustainable streetscapes. WCC has also committed to trail the Sustainable Subdivisions Framework (SSF) which will further underpin the delivery of an integrated public realm.

The role of this work will be to support the development of streets that meet a variety of needs with a key focus on climate adaptation, community resilience and active transport.

TECHNICAL CONTEXT

The Bushfire Development Report suggests that where development encroaches both Tozer or Russell - mitigating fire risk would be the priority, and may result in mandated building setbacks, roads and footpaths used to create separation to reserves and highly managed vegetation (to achieve 'declassification'). Streetscape design in these locations will need to respond to fire risk.

The Landscape Strategy proposed a number of pocket parks across the site, which are integrated with larger biodiversity assets (such as Tozer and Russell) through a network of off-road shared paths.

The Infrastructure Servicing Assessment details a range of potential internal road typologies however requires further study to determine projected traffic volumes, the function of particular streets (i.e. barrier to BMO/nature reserve, pedestrian route etc.), and logical service locations. In particular detailed consideration will need to be given to how active transport is facilitated in street sections and how the streets can maximise canopy vegetation, biodiversity and water sensitive urban design.

The Growth Corridor Strategy suggests that there is to be no vehicular crossings over Russell Creek, and those periphery roads to Tozer and Russell to act as neighbourhood defining boulevards, designed and of a size to support larger tree species. In addition, where a park is adjacent a drainage reserve (i.e. wetland or retardation basin) the two will be designed holistically.

STAKEHOLDER CONTEXT

The Victorian Planning Authority, has identified some misalignment between their standards and those of the Infrastructure Design Manual, and indicated a willingness to work with WCC to develop effective street cross-sections to deliver services and public realm amenity simultaneously.

There is also a pending integrated transport study to be conducted, which will inform these discussions between the VPA and WCC. Due to the multiple outcomes that streets need to deliver in residential subdivision this will be a key focus area for the PSP and one which would benefit from a highly collaborative stakeholder led approach.

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Streets & Public Realm

There are a range of mechanisms which could be relevant to delivering climate responsive outcomes within the streets and public realm. The landscape strategy has already laid a firm foundation for the open space network, so the critical focus for this work is in guiding the development of street typologies which can simultaneously support the needs of a range of services alongside active transport, urban greening and integrated water management. A multi stakeholder approach has been investigated as the primary mechanism for delivery - which will help deliver on the Sustainable Subdivisions Framework (SSF) (of which WCC has signed up to trial).

The following page outlines analysis of this mechanism.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Multi stakeholder optimised street sections and plans (as per Sustainable Subdivisions Framework)	Finance, Governance or Operational model	_ Marginal reduction in vehicle trips per day (higher amenity streetscape promoting 'an inviting walk')

IMAGE: EOA AIMS TO DELIVER HOUSING WITH A HIGHLY PERMEABLE, VEGETATED STREET NETWORK (SOURCE: THE NATURE CONSERVANCY)

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STREETS & PUBLIC REALM: Multi stakeholder optimised street sections and plans

MECHANISM DESCRIPTION

The critical focus for this work is in guiding the development of street typologies which can simultaneously support the needs of a range of services alongside active transport, urban greening and integrated water management. A multi-stakeholder approach is being tested as the primary mechanism for delivery.

The VPA has established street sections and Warrnambool has established street sections as part of its adoption of the Infrastructure Design Guide (IDG).

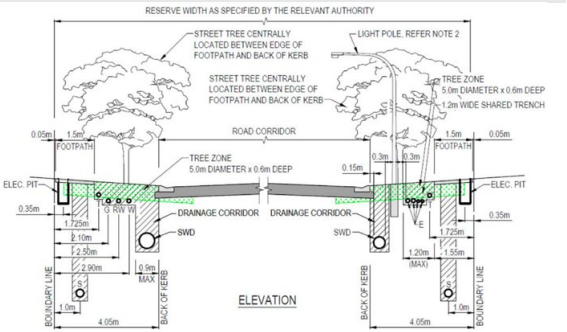
A PSP typically sets up a street sections for a heirarchy of streets. This mechanism proposes to bring the group of stakeholders with an interest in streets to optimise street sections and plans for residential streets and higher order roads.

Mechanism type

Finance, Governance or Operational model - Process commitment in development of PSP (outcomes would be reflected in PSP and applications for subdivision would need to be in accordance with adopted street sections and plans).

Impact

Marginal reduction in vehicle trips per day (higher amenity streetscape promoting 'an inviting walk')



The complexity of services and vegetation (Source: Spiire)

COST IMPLICATIONS

- There are no obvious cost implications resulting from the process
- There is the potential for increased costs of vegetation planting and maintenance, bicycle lane provision and WSUD - however this would be agreed through the process proposed

KEY BENEFITS

Social

- A multi-stakeholder approach can build social capital for future projects
- Crime Prevention Through Environmental Design (CPTED) such as natural surveillance, activity support and regular maintenance supported through a multi-stakeholder approach
- Recreation, aesthetic value and contribution to place
- Health and wellbeing benefit (from improved active transport)
- Reduced exposure to extreme heat

Environmental

- Stormwater quality improvement through enabling WSUD in streets
- Better vegetation health (quality)
- Improved biodiversity outcomes

Economic

- Amenity improvement of streets leads to value uptick
- Protection of surfaces (potential longer life of hard landscaping)
- Development of efficiencies between stakeholders (through collaboration)

BARRIERS/CONSTRAINTS

Political

- Potential perception of loss of control in decision making
- Roles and responsibilities for investment and relationship to Infrastructure Contributions Plan
- Streetscapes in particular are strongly contested

Financial

- The upfront and ongoing investment required for blue / green infrastructure to be established and its health maintained

Technical

- Competition within road reserves means street trees need to be carefully planned (and means that technical stakeholders may need to compromise on established methods of servicing for example)
- Some design responses may challenge the IDM

CRITICAL SUCCESS FACTORS

- Buy in for stakeholders is critical - there must be buy in to this design exploration and a commitment to be bound by the outcomes that come from it
- Organisations need direction to be flexible, to give ground where impacts to their role in the streetscape are minor and to find solutions where conflicts arise
- Prioritising function e.g. WSUD and traffic calming and require optimised street sections as standard in PSP
- Broad representation from stakeholders underground service providers, Distributed Network Service Providers (DNSP), Council (multiple reps), VPA, developers, road users (vehicle owners, cyclist and pedestrian groups)
- Council's commitment to the Sustainable Subdivision Framework (SSF) and flexibility around IDM

A render of the Napier Street upgrade, which has relocated services and planted additional trees in the median strip to (Source: Bendigo Advertiser)

CASE STUDY REFERENCE POINT

A recent report by Spiire highlights the issues with decreasing lot frontages and the spatial conflict between service infrastructure and vegetation provision within the streetscape.

The Napier Street project being delivered by VicRoads in Bendigo has seen this conflict minimised by relocating electrical assets underneath paved footpaths to ensure adequate space for tree plantings and eventual canopy cover. The project highlights the importance of a multi-stakeholder approach in developing street typologies, both in terms of development and usability.

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Energy

The policy, technical and stakeholder context for Energy is outlined opposite.

The Precinct Structure Plan will consider energy servicing in detail. At an infrastructure level, electricity network planning to support a high level of distributed energy resources and a significantly reduced role for gas will be critical. The PSP will also need to consider the ability to exert influence over the design of dwellings to ensure thermal efficiency and to promote energy generation and storage on site.

LOCAL POLICY CONTEXT

Both Warrnambool 2040 and Green Warrnambool provide strong policy support for the project, identifying EOA as an obvious opportunity for delivering zero carbon housing development consistent with Council ambitions. This includes explicit outcomes being sought by 2026 as outlined below:

- Warrnambool will pave the way for a Zero Net Carbon Housing Development.
- Warrnambool will source 20% of its citywide energy from renewable resources.
- Warrnambool will have at least 1 micro-grid set up and operating

As the key area of residential growth, East of Aberline will be critical to meeting this ambition. Clause 21.06-2 again supports sustainable development, identifying passive design as a key strategy to reduce greenhouse gas emissions.

TECHNICAL CONTEXT

The Bushfire Development Report identifies the site as a 'Bushfire prone Area' (BPA) with a BAL-12.5 (Bushfire Attack Level) construction standard. There may be synergies between BAL requirements and thermal performance in terms of materiality (i.e. glazing) that can be pursued.

The Infrastructure Servicing Assessment includes advice from Powercor indicating that surrounding High Voltage feeder cables are nearing capacity and require upgrade to service the entire precinct. There is an opportunity to reduce the cost of electricity infrastructure provision by shifting to locally produced renewable energy (i.e. rooftop solar and battery). Ausnet Services have advised the existing gas infrastructure is capable to supply the initial stages, however this work will explore options for reducing or removing gas supply.

The Landscape Strategy suggests N-S street orientation be incorporated to protect a number of existing view-lines within the site. This creates E-W lot orientations with greater solar access on the longer northern facade - increasing thermal performance (and solar PV access).

The Key Issues Paper puts forward a number of strategies under 'A low carbon community' that will push the development to net zero, including: trialling micro-grid technology and community owned renewable energy generation, a gas-free community, addressing embodied carbon of materials, energy efficient dwellings (8-10 stars), battery storage and the procurement of green power.

STAKEHOLDER CONTEXT

The south east corner of the lot abutting Dales Road contains two open-air raw-water storage ponds that have been identified as a potential location for a floating solar system, with the energy sold locally. The original high-level investigation envisaged a limited number of industrial customers, which would have been administratively less complex than a large number of residential customers. This opportunity could be a potential pathway for one of the delivery mechanisms highlighted on p. 13.

Discussions with the VPA suggested that the approach to energy outlined in the 2018 Infrastructure Servicing Report may need to be revised to better reflect a climate ready and gas-free community.

Sustainability Victoria's 'Zero Carbon Homes Pilot Program' provides a potential pathway for delivering zero carbon homes within the precinct. Currently the program is in its infancy with three volume builders, but could be leveraged to demonstrate the benefits (e.g. through display homes etc.).

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Energy

There are a range of mechanisms which could be relevant to driving significant reduction in stationary energy related carbon emissions. These focus on the four areas of opportunity including; using less energy, fuel switching to renewable energy sources, generating electricity on site (household or precinct level) and procuring renewables from off-site generation. The delivery mechanisms opposite will be explored in this work.

The following pages outline analysis of these mechanisms.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Building thermal performance improvement	Planning control	_ Reduction in stationary energy consumption for heating and cooling (at dwelling scale) leading to lower carbon emissions
Built Environment Sustainability Scorecard (BESS) energy target	Planning control	_ Reduction in stationary energy consumption overall (at dwelling scale)
Fuel switch (gas to electricity for all appliances – heating, hot water, cooking)	PSP element	_ Reduction in carbon associated with stationary energy consumption, based on declining carbon intensity of the electricity network
Building scale Solar PV	Planning control	_ Reduction in carbon associated with stationary energy consumption
Embedded Network, Microgrids and Virtual Power Plants	Finance, Governance and Operational models (various)	_ The carbon benefit remains relative to the aggregated capacity of solar PV within the precinct
Renewable energy purchase	Finance, governance and operational model	_ Reduction in carbon associated with residual energy supply (following energy efficiency and on-site generation)

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ENERGY: Building thermal performance improvement

MECHANISM DESCRIPTION

Buildings with better thermal performance will consume less energy - reducing operational energy costs while improving energy security for residents.

This mechanism includes the introduction of thermal performance targets for buildings through the PSP through Design Guidelines. The standard NatHERS target of 6 stars, increases to 8 stars under this mechanism.

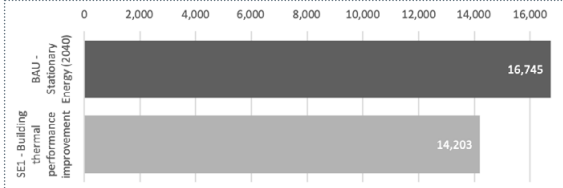
Improvements may include: orientation to maximise solar exposure, material / colour specifications, building fabric and insulation improvements and glazing.

Mechanism type

Planning control - A minimum NatHERS standard of one star above (Mandated through Design Guidelines)

Carbon Impact

- Reduction in stationary energy consumption for heating and cooling (at dwelling scale) leading to lower carbon emissions
- Carbon impact is provided below, based on an ultimate 50% reduction in the heating and cooling demand for all dwellings in the precinct



COST IMPLICATIONS

- Costs for improved energy performance are borne by the developer / builder initially but incorporated into the purchase cost. Generally speaking there will be a minor increase in the development cost, which is almost always offset by lower operational costs, often within a short payback. Sources indicate a potential increase in cost of $8,100 for an additional NatHERS stars
- The operational cost benefit of this investment is approximately $400 per year (this does not include comfort and health benefit)
- A split incentive exists where the resident receives the benefit, hence the need for planning controls to drive the outcome

KEY BENEFITS

Social

- Creation of more liveable environments by improving the indoor air quality for all buildings
- Passive design principles for balanced thermal comfort can lead to an improvement in health outcomes of tenants

Environmental

- Reduces the carbon emissions associated with energy consumption in dwellings, supporting state and local emissions reduction targets
- Meet environmental objectives faster through precinct wide application
- Improved climate resilience to extreme heat

Economic

- Reduced heating and cooling bills for households and businesses (lower life-cycle costs)
- Could potentially reduce the additional network infrastructure required to service a growing precinct
- Improved building values
- Reduced pressure on energy grid during heat events

BARRIERS/CONSTRAINTS

Political

- State wide ESD policies are under development and could potentially duplicate place based controls for improved energy performance

Financial

- There is an increase in build cost relating to the building fabric

Social

- Optimum performance reliant on a degree of behaviour change by tenant
- Potential lack of long-term thinking from purchasers to demand improved building products

Technical

- Integration of thermal efficient best practice with building designs
- Engagement and support of volume builders to deliver, and exceed BCA minimum requirements

CRITICAL SUCCESS FACTORS

- Alignment with other planning mechanisms can improve sustainability performance overall.
- Thermal efficiency measures should be integrated as early as possible into the design process of the new precinct to ensure optimisation for orientation.
- Whilst lot orientation is emphasised in planning policies and rating tools, attention to energy efficiency at the lot level beyond this is limited and education may be required.
- Developers in meeting the requirements of any on-lot development controls
- Planning authority to participate in decision making for on-lot control
- Local government to administer any planning controls through their role as the statutory authority
- Demonstration to provide engagement and education - opportunity for collaboration with volume builder to develop improved housing
- Community buildings to take the lead in 'best practice' and deliver substantial ESD benefits - and potentially aligned with a tool such as Green Star to illustrate

A 10-star house at Cape Patterson Eco-Village (Source: The Cape)

CASE STUDY REFERENCE POINT

A 12-month study conducted by RMIT university and RENEW has revealed that dwellings within the Cape Patterson Eco-village were able to reduce their consumption of grid electricity by 88 percent. The study revealed the average home within The Cape was consuming an average of 5.2kWh/day without gas, and were operationally carbon positive, reducing C02 production of more than 8 tonnes per annum when compared to the average Victorian home. The houses and estate generate between three to four times the energy as they use, and are able to export that back into the grid for surrounding suburbs to consume.

By employing off the shelf technologies and passive design, homes within The Cape exceeded 8-star NatHERS were able to reduce their annual energy bills to <$500 compared to $2,500+ within conventional housing estates.

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ENERGY: Built Environment Sustainability Scorecard (BESS) energy target

MECHANISM DESCRIPTION

The energy category within BESS awards points for passive design and energy efficient services and appliances that deliver energy savings above a benchmark building.

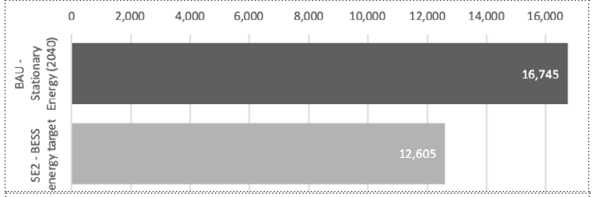
For councils that have a Local ESD Policy in place, BESS has become one of the primary tools for documenting and assessing sustainable built form. There is potential to use this tool at the dwelling scale to increase dwelling energy efficiency. A benchmark of 67% in the energy category is assumed and whilst flexible, would generally include improvement to hot water and appliance efficiency in addition to the thermal performance improvement.

Mechanism type

Planning control - A minimum BESS score of 67%, representing an approximate 25% reduction in carbon for stationary energy without solar included in calculation (implemented through Design Guidelines)

Impact

_ Reduction in stationary energy consumption overall (at dwelling scale)
_ Carbon impact is provided below, based on a reduction in heating and cooling demand and an increase in the efficiency of key appliances at the dwelling level



COST IMPLICATIONS

_ Costs for improved energy performance are borne by the developer initially but incorporated into the purchase cost. Generally speaking there will be a minor increase in the development cost, which is almost always offset by lower operational costs, often within a short payback. Sources indicate a potential increase in cost of $4,120 compared with a standard dwelling
_ The operational benefit of this investment is approximately $700 per year in 2040

KEY BENEFITS

Social

_ Efficient appliances and awareness of ratings can have a positive impact on tenant energy consumption behaviour
_ Adoption of BESS standard supports building scale climate resilience and has simple communication value
_ Improved climate resilience to extreme heat

Environmental

_ Reduces the carbon emissions associated with energy consumption in dwellings, supporting state and local emissions reduction targets
_ BESS can be used to drive other building scale improvements unrelated to carbon ie there is potential to also use BESS to drive water efficiency targets for example
_ Meet environmental objectives faster through precinct wide application

Economic

_ Reduced heating and cooling bills for households and businesses (lower life-cycle costs)
_ Could potentially reduce the additional network infrastructure required to service a growing precinct
_ Improved building value

BARRIERS/CONSTRAINTS

Political

_ State wide ESD policies are under development and could potentially duplicate place based controls for improved energy performance

Financial

_ Can marginally increase the build cost

Social

_ Optimum performance reliant on positive energy behaviour change by tenant

Technical

_ Integration of thermal efficient best practice with building designs

CRITICAL SUCCESS FACTORS

_ A solid mechanism in Design Guidelines or similar (and their governance) that locks in meeting the requirements of any on-lot development controls
_ Building owners in maintaining operation of assets to deliver benefits associated with improved energy performance and generation
_ Local government to administer any planning controls through their role as the statutory authority or in partnership with developers through a funded 'Design Review Panel'
_ A suite of 'pre-approved' home designs which require consideration only of thermal performance (related to orientation)
_ A clear narrative to purchasers about the benefits in relation to the slightly additional cost
_ Use of display suite to showcase and allow the community understand the potential cost savings associated with energy efficiency

Efficient AC systems do more with less (Source: Daikin)

AIR CONDITIONING EFFICIENCY

_ COP and EER indicate the energy efficiency of air conditioning units for heating and cooling respectively. An air conditioner that generates 4.1kW of heating using 1kW of energy has an COP of 4.1, and similarly for cooling and EER. Units with a higher COP/ EER rating are therefore more efficient and should be prioritised.

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ENERGY: Fuel switch (gas to electricity for all appliances – heating, hot water, cooking)

MECHANISM DESCRIPTION

The provision of gas locks in fossil fuels that contribute to climate change, and requires expensive and path dependant infrastructure to deliver to customers. The Victorian Government's commitment under the Climate Change Act 2017 to reduce greenhouse gas emissions for Victoria to zero net emissions by 2050 requires a phase out of gas.

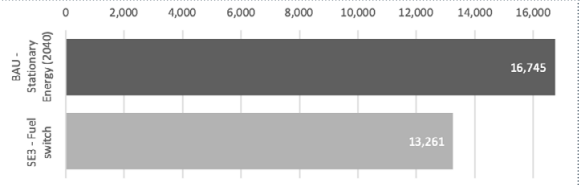
Improvements in technology have enabled all-electric alternatives to gas applications such as heating, hot water and cooking. This mechanism involves a confirmation that gas will not be supplied to the precinct. A low carbon precinct is dependent on removal of gas supply i.e, is required to meet precinct, municipal and State ambitions for GHG emissions reduction.

Mechanism type

PSP element - The PSP mandates no connection to gas.

Impact

_ Reduction in carbon associated with stationary energy consumption, based on declining carbon intensity of the electricity network
_ Carbon impact is provided below, based on a reduction in heating and cooling demand and a replacement of key appliances at the dwelling level with electric alternatives



COST IMPLICATIONS

_ Any higher / lower cost for change out of appliances are borne by the developer initially but incorporated into the purchase cost. Sources indicate a potential increase in cost of $1,870 compared with a standard dwelling, including avoided infrastructure costs of $1,000 (highly conservative)
_ The operational benefit of this investment is approximately $750 per year in 2040 (comprising approx $500 in operational savings and $250 in avoided gas supply charge)
_ It is critical that gas is not supplied (rather than just not used), in order that the once off, avoided gas infrastructure and the avoided supply charge per resident ($260 per year) are saved

KEY BENEFITS

Social

_ No-gas precincts require less "behaviour change" from residents in reducing energy demand from carbon-based sources

Environmental

_ Reduces the carbon emissions associated with energy consumption
_ Electricity can be matched with solar generation on site or locally, gas cannot
_ Avoided double up of embodied carbon of space conditioning appliances (under a gas scenario, a separate heater and air con is required)
_ More space in the road reserve for other infrastructure (i.e. WSUD and vegetation)

Economic

_ Gas prices are forecast to rise, whereas renewable electricity prices are forecast to continue to remain constant or fall
_ Avoided costs of installing new utility (i.e. gas) only to eventually retrofit with inevitable phase-out of gas to meet state-wide emissions reductions targets
_ Provides industry with the certainty to invest and innovate
_ Reduce need to purchase offsets to achieve net zero carbon
_ Avoiding gas supply saves residents a $260 + supply charge annually
_ Avoided future cost of transitioning gas infrastructure to meet State zero net emissions 2050 target
_ Avoided the risk of stranded gas assets

BARRIERS/CONSTRAINTS

Political

_ Potential for pressure from developers and/or future residents for gas as still considered usual practice (perception of higher cost of electricity for heating)

Social

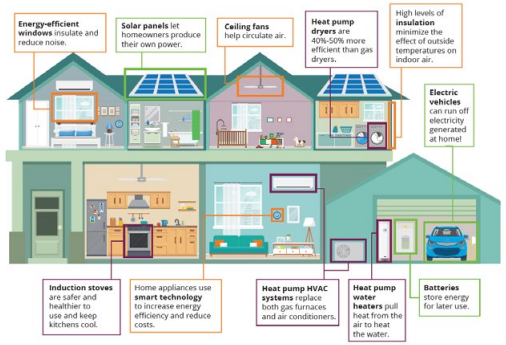
_ Potential expectation of gas as a choice in the energy mix

Technical

_ Risk that technology progress may make decarbonised gas a viable option in the future (e.g. hydrogen fuel)
_ No specific built form controls within current planning schemes mandating all-electric buildings
_ Referral to local gas supply authority under Clause 66.01, creates uncertainty over whether gas suppliers can mandate connection

CRITICAL SUCCESS FACTORS

_ The PSP provides 100% certainty on no provision of gas to the precinct
_ Clear business case from the purchaser and developer perspective
_ A clear narrative to purchasers about the economic and other benefits of all-electric
_ Collaboration with volume builders to create all-electric housing product (standard, cost-effective appliance packages)
_ Confirmation from PowerCor about any impact on the sizing of electricity infrastructure (the key difference noted is initial stakeholder conversations is additional sub-stations and a large low voltage cable size, however these costs are not borne by the developer or residential customer)
_ Building State government support for all-electric suburbs



Components of an all-electric home (Source: RTO Insider)

CASE STUDY REFERENCE POINT

In a first for the ACT, the state government has put forward a Territory Plan waiver for Ginninderry that allows stage 1 of the development - 350 dwellings - to be constructed without the inclusion of gas-mains infrastructure, ensuring all-electric (and potential fossil-fuel free) houses.

The trial allows a reasonable time frame to gather data and feedback to ensure consumer needs and grid security requirements are met. However due to the increasing supply and affordability of renewable energy sources, the ACT Governments commitment to achieving net zero emissions by 2050 and the sustainable focus of the Belconnon Structure Plan, Ginninderry estate is not intending to provide gas supply to homes and is looking to amend the current Estate Development Code to continue this gas-free model.

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ENERGY: Building-scale Solar PV

MECHANISM DESCRIPTION

The provision of renewable energy generation at the dwelling scale is critical in pursuing zero net emissions for stationary energy. At the building-scale, dwellings use significant roof space for solar PV to offset electricity consumption behind the meter (where the full retail cost of electricity can be avoided).

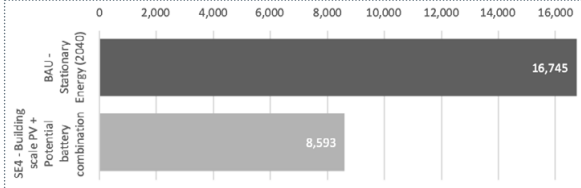
The size of any household battery system would be dependent on network capacity to support export of solar during peak production times, with initial discussions with Powercor indicating that some export limitation may be required for larger systems.

Mechanism type

Planning control - A minimum provision of solar PV generation per dwelling (Mandated through Design Guidelines). This minimum provision would be resolved on the basis of other energy mechanisms adopted.

Impact

- Reduction in carbon associated with stationary energy consumption.
- The mechanism offsets the electricity consumption only, so subject to adoption of an 'electric only' precinct the impact of this mechanism can increase through mandating larger solar PV systems (modelled system size is 3.5kW - assumes gas)
- Carbon impact is provided below



COST IMPLICATIONS

- The cost of solar PV (and potentially storage) is borne by the developer initially but incorporated into the purchase cost. Sources indicate an increase in cost of $3,500 based on a 3.5kW system (allowing for some further decline in solar PV costs)
- The operational benefit of this investment is approximately $950 per year in 2040
- It gas is not supplied and energy efficiency mechanisms are also adopted, then the system size would be increased (higher capital costs), but the operation benefit would also be increased

KEY BENEFITS

Social

- Solar PV at the household scale is a proven, commercially mature technology

Environmental

- Reduces the carbon emissions associated with energy consumption, the larger the system size the greater the environmental benefit (noting best outcome when this is combined with an all electric home

Economic

- Standalone solar PV systems tend to have a payback period of under 7 years in the vast majority of residential applications (this changes in response to the amount of self consumption)
- No transmission losses when energy is self consumed
- Job creation for local renewable energy companies
- Availability of government grants, and developer incentives to subsidise costs
- Potential economies of scale for the whole precinct adopting a similar system
- Decreasing technology costs (for panels and batteries)
- Increased trade within the South West region for renewables

BARRIERS/CONSTRAINTS

Political

- Mandating renewable energy may be opposed by some developers / residents

Financial

- There is an increase in capital cost of the dwelling

Technical

- PowerCor noted that solar generation may have to be 'export limited' meaning that a cap of say 2kW can be exported
- Unless coupled with an electric only home, the benefit is somewhat limited by the retention of gas
- Challenge to ensure all dwellings are orientated to maximise solar exposure (and avoid future canopy coverage)

CRITICAL SUCCESS FACTORS

- Most effective in reducing carbon emissions if dwellings are all electric
- Finance options available could limit the upfront cost e.g. Warrnambool could adopt residential environmental upgrade agreements
- Management of network through periods of high generation (and therefore export)
- A clear narrative to purchasers about the benefits of solar PV, including examples of building-scale solar and how it can reduce costs over certain timeframes (i.e. within life of a mortgage)
- Managing any conflict with trees (shading)

Residential Rooftop Solar (Source: Clean Energy Ideas)

CASE STUDY REFERENCE POINT

Denman Prospect, a new ACT suburb on the outskirts of Canberra has mandated a minimum 3kw rooftop solar system for every new home build, including 24 public housing dwellings located within stage 1.

This has been mandated through Development Guidelines, and promises to generate 4,146kWh annually and reduce GHG emissions by 3.7 tonnes per house.

While integrated on-site batteries are not mandatory, a partnership with Harvey Norman Commercial Division has been developed to offer residents upgrade packages to install a battery to match their rooftop PV system. The battery package comes with a web-based energy monitoring platform and promises to reduce household energy bills by up to 80 percent.

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ENERGY: Embedded Networks, Microgrids and Virtual Power Plants

MECHANISM DESCRIPTION

Whilst different, embedded networks, microgrids and virtual power plants have similar goals, ie to improve reliability, resiliency and economy for the end user and improve efficiency of electricity distribution. The idea is that the energy is generated, stored and distributed within the entity as much as possible.

Embedded networks aggregate the energy usage of individuals within the 'network' (i.e. precinct) to act as a collective to potentially procure cheaper wholesale power prices and share electricity 'behind the meter'.

A micro-grid is a miniature model of a complete grid system where you have a form of electricity generation, storage, distribution and consumption, all within clearly specified electrical boundaries.

Virtual power plants (VPP's) rely less on a physical location and use software to control and optimise a network of generation and demand side storage. Battery storage can be added to traditional energy generation methods such as solar panels.

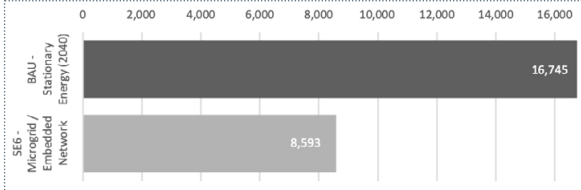
In a greenfield context, these initiatives would require several years of planning, multi-stakeholder collaboration and commercial investment.

Mechanism type

Finance, Governance and Operational models (various)

Carbon impact

The key point is that the carbon benefit remains relative to the aggregated capacity of solar PV within the precinct, the main benefit is reducing any export and other objectives around reliability, resilience and financial benefit.



COST IMPLICATIONS

_ The cost of these mechanisms are dependent on third party feasibility
_ Business models are structured so capital investment is recouped through a return in operation
_ Participation in a micro-grid or VPP is dependent on purchase of a battery, which whilst declining in cost are still $7,500 for 7kWh system and $10,000 for a 10kWh system

KEY BENEFITS

Social

_ Potential improved resilience of local energy system
_ Increase customers' visibility of their energy use

Environmental

_ Reduces the carbon emissions associated with energy consumption

Economic

_ Lower energy prices
_ Increase grid stability
_ Protection during an outage for microgrid participants

BARRIERS/CONSTRAINTS

Political

_ The (perhaps perceived) technical complexity of the approach may limit uptake for opt in
_ All of these options rely on a multi-stakeholder approach, which adds governance complexity.

Financial

_ VPP's and Microgrids require investments at the household scale

Social

_ Customers (residents) need to understand the value

Technical

_ These options require customers to be able to opt out, adding complexity and reducing certainty for commercial investors
_ PowerCor has indicated that they would be unlikely to own precinct batteries in the short term

CRITICAL SUCCESS FACTORS

_ Ultimately a PSP cannot impose a micro-grid or embedded network on a parcel of land
_ A strong business case would need to be developed to engage land owners / developers to become participants in an embedded network or microgrid
_ There is still policy uncertainty at State Government level which increases risk for developers and third party owners / operators of embedded networks
_ Micro-grids require the strong participation of PowerCor, which could not confirm support and would require several years in planning / feasibility

Rooftop solar on houses in Yackandandah (Source: Mondo)

CASE STUDY REFERENCE POINT

Totally Renewable Yakandandah (TRY), which is a volunteer run community group, has teamed up with Mondo Power in order to achieve 100% renewable energy by 2020.

With support from Indigo Shire Council and State government funding, a number of renewable energy projects have been realised. The first of which saw 550kW of rooftop solar PV installed across 106 dwellings, and 110kWh of battery storage - forming one of Australia's first mini grids, integrated with UBI systems that enabled real-time feedback. Additional funding has allowed an additional 33 houses (and 12 UBI systems) to get involved with subsidies for 8 batteries and 7 hot water heat pumps.

As of early 2019 the project had generated over 1GWh of renewable energy, equating to more than $160,000 in local energy cost savings.

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ENERGY: Renewable energy purchase

MECHANISM DESCRIPTION

For developments that are aiming for zero net emissions, following the increase in thermal performance (and potential renewable generation and storage), any residual energy needs could be procured through renewable sources such as 'GreenPower' (a government program that enables households and businesses to displace their electricity usage with certified renewable energy).

At precinct scale, this would require a facilitated power purchase agreement (PPA) to enable the purchase of renewable energy from a specific remote renewable energy generator for an agreed price for an agreed length of time, with the idea that this could then be 'white labelled' and marketed to residents (noting retail contestability would need to be maintained).

Mechanism type

Finance, governance and operational model - This could be noted as an outcome sought through the PSP, but would need to be separately delivered (brokered and promoted).

Carbon impact

- Reduction in carbon associated with residual energy supply (following energy efficiency and on-site generation)
- The benefit is however scaleable and relies on voluntary uptake. Current broad community uptake is low. The potential impact is scalable

112 MW Karadoc Solar Farm in Victoria (Source: PV Magazine Australia)

COST IMPLICATIONS

- The retail cost premium for traditional 'GreenPower' renewable energy purchase is approximately 4c kWh. This rate fluctuates and cannot be forecast with accuracy for 2040.
- A facilitated PPA through a retail partnership may be able to offer customers a lower marginal rate on top of a traditional black power price

KEY BENEFITS

Social

- Promotes equality of access to renewables
- Ability to access renewable energy without residents/business having to either develop a project themselves or have appropriate space for installing renewable energy infrastructure on their property

Environmental

- This measure has the largest ability to reduce residual electricity emissions in the precinct and remove the reliance on the grid decarbonising to achieve emissions reductions

Economic

- Promotes investment in fossil fuel free electricity investment
- Enables support for new renewable energy projects
- Enables participants to at least partially lock-in long term price certainty while also receiving a retail electricity supply service
- Provides price certainty to both parties to the agreement and creates market demand for renewable energy

BARRIERS/CONSTRAINTS

Political

- Legislative challenges to "lock in" contracts and "embedded networks"

Financial

- Large Generator Certificates (LGC) prices are expected to continue to fall and the energy market is inherently difficult to predict

Social

- Lack of market acceptance of a shared electricity product

Technical

- Developing a model with flexibility for a range of different customer types is challenging and administratively time consuming for the lead
- Coordination of multiple authorities to ensure equitable and safe outcomes

CRITICAL SUCCESS FACTORS

- Demonstrating benefit to voluntary purchasers will be critical - white labelling (East of Aberline Power)
- Linkages with VPP's or in precinct solar generation (e.g. mid scale solar farm) can improve communication value (please note Precinct Solar opportunity highlighted)
- High levels of building scale solar and on-site storage will be effective in limiting the residual electricity that needs to be procured (an extra 4c kWh on 3kWh a day is better than an extra 4c kWh on 16kWh per day

MREP2.0 used renewable wind energy (Source: Energetics)

CASE STUDY REFERENCE POINT

The City of Melbourne has facilitated a commercial power purchase agreement (PPA) for a number of large businesses within the city, in the second instalment of the Melbourne Renewable Energy Project (MREP2.0).

The project uses a supply-linked PPA to secure 110 GWh of renewable electricity per year to the purchasing group, over 10 years. The renewable energy will be used to power 14 shopping centres, nine office buildings, seven educational campuses, and four manufacturing facilities across greater Melbourne.

In addition to reducing emissions and supporting the development of renewable energy generation, the project provides members with greater electricity and environmental budget certainty as 40% of the costs of electricity, and Large-scale Generation Certificate prices for 100% of consumption, are fixed until 2030.

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Ecology

The policy, technical and stakeholder context for Ecology is outlined opposite.

The Precinct Structure Plan will have a key role in ensuring biodiversity assets are conserved, with a focus on Tozer Reserve and Russell Creek.

This work will focus on the integration points between ecology and carbon reduction and climate resilience.

LOCAL POLICY CONTEXT

Both Green Warrnambool and Warrnambool 2040 communicate the need the increase community knowledge around biodiversity to create 'buy-in' regarding conservation. Tozer Reserve, which is specifically identified in Green Warrnambool as 'at risk' from urban development provides opportunity to do both while underpinning the ecological value of the precinct.

A number of objectives and strategies in Clause 21.05-2 are specific to Russell Creek and highlight the 'environmental values of Russell Creek could be enhanced both in terms of the riparian vegetation, in stream rehabilitation and improved stormwater quality.'

TECHNICAL CONTEXT

The Bushfire Development Report suggests that the location and interface of biodiversity conservation areas will have to adhere to, or 'take advantage' of vegetation classifications to ensure adequate setbacks for bushfire risk.

The Aboriginal and Historical Heritage Assessment of the site indicates that the retention (of existing vegetation), and integration with new vegetation is not hindered by cultural significance.

The Flora and Fauna Report identifies Tozer Reserve and Russell Creek as the primary conservation areas, suggesting the development of design and siting requirements for development (including recommended plant species for local biodiversity) While the Growling Grass Frog Study returned a negative survey results (i.e. no frogs identified on site), there were a number of existing water features that lend themselves to restoration to support the return of the Growling Grass Frog - and provide opportunities for restricted recreation and environmental education.

The Landscape Strategy suggests the widening and rehabilitation of Russell Creek (including re-vegetation of native species) will be required to improve the amenity and environmental health of the waterway, which may increase the overall width of the reserve and associated development interface.

The Key issues paper and Landowner Consultation further support the conservation of Tozer Reserve due to the presence of the Grassy Eucalypt Woodland (8ha), and Russell Creek - stressing the importance of 'blue-green' infrastructure to provide ecological services while supporting active transport and integrated water management.

STAKEHOLDER CONTEXT

Discussions with Wannon Water reiterated the risk 'Open Stream Syndrome' - the ecological degradation of waterways used to drain urban land. Reducing this risk involves slowing down the flow of water. Stormwater retarding basins adjacent to Russell Creek will obviously be a key component of this strategy, but this can also be partly achieved through the roof water harvesting program (reducing runoff into Russell Creek). Stakeholders are keen to avoid 'urban stream syndrome' where urban waterways are degraded through development pressure.

Consultations between the VPA and landowners had revealed general support for ecologically-led development. Protection of Tozer Reserve and Russell Creek are core to meeting that goal.

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Ecology

There are a range of mechanisms that can assist in the preservation and enhancing ecology through the development of the East of Aberline precinct.

Protection of Tozer Reserve and Russell Creek are foundational and are assumed to be embedded in the design of the precinct. Mechanisms explored focus on ecology enhancement through a canopy cover target, ensuring resilience of species to hotter temperatures and reduced rainfall as well as ensuring the connection of other sustainability initiatives to deliver multiple benefits.

The following pages outline analysis of these mechanisms.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Canopy cover target	Planning Control	_ Minor carbon reduction related to reduced air conditioning for homes and carbon sequestration, but major benefit is adaptation and amenity related
Nominated biodiversity conservation areas / zones	PSP Element	_ Benefits beyond carbon reduction
Climate resilient species selection targets	Planning Control	_ Major benefit is climate adaptation and ecology

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ECOLOGY: Canopy cover target

MECHANISM DESCRIPTION

This mechanism proposes a tree canopy cover target be put in place for the public realm. Green infrastructure can deliver a range of benefits (ecosystem services) including biodiversity and urban heat mitigation. By setting a target for canopy cover, land developers can retain flexibility as to how canopy cover is delivered.

An extended hand over period is proposed to improve establishment and maintain tree health.

Mechanism type

Planning control - The planning control would require that subdivision plans / landscape plans provided through subdivision applications meet a minimum modelled canopy cover % (e.g 25%) within a defined period (e.g. within 25 years).

Carbon impact

Minor carbon reduction related to reduced air conditioning for homes and carbon sequestration, but major benefit is adaptation and amenity related.

Vegetation mitigates urban heat in outer suburbs (Source: Domain)

COST IMPLICATIONS

- The capital investment is made by the developer through the subdivision process
- Green infrastructure programs can be staged over time and are already a part of subdivision development
- A higher maintenance cost for Council through increase tree maintenance following handover is offset by delivery of range of ecosystem services

KEY BENEFITS

Social

- Improved connection to nature
- Recreation, aesthetic value and contribution to place
- Health and well-being benefit of increased open space in dense centres
- Reduced exposure to extreme heat, increased privacy and noise buffering

Environmental

- Canopy trees reduce stormwater runoff and filter air/water
- Carbon benefits through sequestration and through reduced use of air conditioning during summer
- Improved ecological outcomes such as biodiversity links for koalas, local birds and Growling Grass Frog

Economic

- Increased value of homes
- Reduction of summer cooling loads (lower energy bills)
- Protection of surfaces (potential longer life of hard landscaping)

CRITICAL SUCCESS FACTORS

- Clear parameters around canopy targets and methodology for deriving requirements for individual development parcels (absences of parks may put more pressure on streets or vice versa)
- Targets need to be devised with specific outcomes in mind (i.e. urban heat reduction, cool routes, stormwater management)
- WCC is best placed to deliver maintenance programs, but would require expanded teams
- Partnerships with water authorities are critical in establishing opportunities for passive irrigation and alternative water supply
- An agreed palette of suitable local species which have potential for reasonably quick growth and broad canopy cover, and integration with existing (locally native) vegetation
- Other owners of infrastructure in road reserves need to be involved in order to align objectives to provide 'complete streets'

CASE STUDY REFERENCE POINT

Brimbank City Council, through it's Urban Forest Strategy 2016 - 2046 has created a pathway for increasing canopy cover in the City from 6.2% to an ambitious 30% over 30 years.

The strategy builds on the 'Greening the West' initiative, and provides a strategic framework for supporting urban greening.

BARRIERS/CONSTRAINTS

Political

- Roles and responsibilities for investment
- Streetscapes in particular are strongly contested for other infrastructure, making increased greening challenging - selection criteria may include 'tree root impact' to mitigate

Financial

- The upfront and ongoing investment required for canopy to be established and its health maintained
- Developers may push back due to reduced lot yield and additional involvement required

Social

- Not everyone is supportive for a range of reasons and considered communication around benefits for businesses and residents needs to be provided

Technical

- The species of trees that will best survive and thrive in the future may differ from those previously been planted
- Underlying soil profiles may require improvement (potential contaminants in some areas of land)
- A target alone doesn't consider optimised location - competition within road reserves means street trees need to be carefully planned (improved regulation to meet the objectives of a range of stakeholders would improve this)

Shading thermal mass elements such as brick helps reduce the urban realm (Source: CoM)

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ECOLOGY: Nominated biodiversity conservation areas / zones

MECHANISM DESCRIPTION

This opportunity includes the development and enhancement of key biodiversity conversation areas or zones through the East of Aberline Precinct. The Precinct Structure Plan will have a key role in ensuring biodiversity assets are conserved, with a focus on Tozer Reserve and Russell Creek.

The Flora and Fauna Report identifies Tozer Reserve and Russell Creek as the primary conservation areas, suggesting the development of design and siting requirements for development (including recommended plant species for local biodiversity). While the Growling Grass Frog Study returned a negative survey results (i.e. no frogs identified on site), there were a number of existing water features that lend themselves to restoration to support the return of the Growling Grass Frog.

Enhancement of biodiversity conservation zones supports a range of benefits including improved amenity, biodiversity and stormwater quality. This aligns with other opportunities such as increasing canopy cover, WSUD projects and programs as well as stormwater harvesting

Mechanism type

PSP Element - Designation of Tozer Reserve and Russell Creek as open space or public use and appropriate buffering to ensure protection. A further operational (program) investment in distilling environmental custodianship in new residents is proposed.

Volunteers plant many thousands of seedlings every year in Warrnambool and district (Source: Warrnambool Coast Care Landscare)

COST IMPLICATIONS

- The cost implications relate primarily to the opportunity cost of not being able to develop the land, however the community benefit far outweighs this lost in developable area
- Management costs may increase for Tozer Reserve due to the urban interface, currently managed by the Tozer Reserve Commitee of Management

KEY BENEFITS

Social

- Increase community knowledge and awareness of biodiversity values - including integration with Primary School and environmental curriculum
- Increase membership and involvement of Landcare groups in the area
- Potential community ownerships and management of Tozer Reserve, or 'friends of Tozer Reserve' initiative
- Core recreational realm inspires community engagement and sense of place - with key opportunity around Primary School and wildlife links

Environmental

- Achieve improved waterway health
- Protect, enhance and rehabilitate biodiversity
- Targets for peripheral dwellings such as native 'bee corridors'
- This aligns with other opportunities such as increasing canopy cover, WSUD projects and programs as well as stormwater harvesting

Economic

- Value uplift and investment catalyst through investment in place
- Provides a natural system framework to underpin regional planning
- Provides multiple benefits from single opportunity (conservation, recreation, urban heat mitigation etc.)

CRITICAL SUCCESS FACTORS

- Clear designation of Tozer Reserve for conservation purposes
- Resolved operational governance for Tozer Reserve and the Russell Creek buffer
- Appropriate zoning of Tozer Reserve and Russell Creek to reflect ecological significance
- Environmental program investments to ensure new residents understand environmental values and can help ensure conservation / protection of habitats
- Signage and other communication to improve awareness and educate residents

BARRIERS/CONSTRAINTS

Political

- Demonstrating community benefit from conservation areas
- Multi-stakeholder processes with potentially complex governance

Financial

- Management and complexity of financial contributions from a range of parties

Technical

- The Bushfire Development Report suggests that the location and interface of biodiversity conservation areas will have to adhere to, or 'take advantage' of vegetation classifications to ensure adequate setbacks for bushfire risk
- Ongoing maintenance requirements to maintain ecology value, aesthetics and bushfire safety
- Limited planning provisions to recognise the ecological significance due to current zoning (largely identified as 'Farming Zone')
- Challenge to protect native vegetation during development and construction

Ginninderry's conservation zone (Source: Ginninderry)

CASE STUDY REFERENCE POINT

The Ginninderry precinct just outside of Canberra (on the ACT/NSW boarder) has retained 596 of the 1,600 hectare site as a conservation corridor.

The size of the corridor and location of boundaries were determined through scientific studies, and aim to protect the endangered Pink-Tailed Worm Lizard habitat, conserve Yellow Box Red Gum Grassy woodland and to preserve the natural beauty of the landscape.

In addition to protection of endangered species and ecological communities, the corridor has additional benefits as an asset for nature based recreation, and education for the broader Belconnen community.

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ECOLOGY: Climate resilient species selection targets

MECHANISM DESCRIPTION

Many native and indigenous plant species are consider climate resilience due to their ability to withstand dry and hot conditions - which are expected to increase with climate change, however some species have a more limited range of conditions and may not fare well in hotter and slightly drier conditions.

Setting lot or precinct-scale targets in relation to plant species selection is critical in reducing potable water consumption for irrigation, and community resilience.

Additional benefits for biodiversity can be achieved if plant species are locally indigenous and facilitate rehabilitation where ecosystems have been previously fragmented by development.

Mechanism type

_ Planning Control - Requirement for subdivision application (public land) which requires % (e.g. 70%) of non-productive (food) plants specified to accord with an approved climate resilience list
_ Secondary mechanism for private land where the same list guides landscaping at the lot level (through Design Guidelines mechanism) - this may be restricted to front yard plantings only

Warrnambool enjoys a variety of ecosystems and native plant species (Source: Waterfront Living)

COST IMPLICATIONS

_ No cost implications on capital investment beyond the initial investment in the development of a suitable local species list
_ Theoretically climate resilient species should require less water for establishment and less ongoing care due to high levels of adaptation to local conditions (reducing operations and maintenance costs)

KEY BENEFITS

Social

_ Development of awareness about climate resilient species

Environmental

_ Reduction in potable water consumption in private and public open space
_ Additional biodiversity benefits is plant species are locally indigenous
_ Facilitation of rehabilitation of the local ecosystem

Economic

_ Increased resilience improves likelihood of plantings surviving extreme conditions and therefore avoiding replacement costs
_ Vegetated areas typically attract price premiums
_ Decreased irrigation costs
_ Potential collaborations and incentives with local nurseries to offer discounts (particularly for private, on-lot plantings)

BARRIERS/CONSTRAINTS

Financial

_ Investment required to establish a suitable local species list

Social

_ Resistance to constraining plantings to climate resilient species
_ Community may lack understanding of the benefits of 'restricting' selection to climate resilient species

Technical

_ Available evidence on resilience of local plants in hotter and slightly drier conditions
_ Bush Fire control risk associated with new plantings

CRITICAL SUCCESS FACTORS

_ Choice of plants and design of gardens important in demonstrating the aesthetic values of climate resilient and locally native species
_ Potential to incorporate species selection into display suite to showcase benefits (and aesthetic values)
_ Council in setting and monitoring the targets/standards, ensuring that compliance is maintained beyond the initial landscaping
_ Education of lot owners - a compelling narrative as to why to plant in accordance with the species list
_ Suitable investment in the development of a suitable climate resilient species list that provide context around selection (to educate residents)

The Australian plant Society provides great advice for Warrnambool, and is supported by Council (Source: Victorian Native Seed)

CASE STUDY REFERENCE POINT

The City of Melbourne along with the University of Melbourne has undertaken research to identify the vulnerability of the urban forest to climate change.

The report, titled 'Future Urban Forest', identifies that of the 375 species currently planted in Melbourne, 48% of the species (and 35% of currently planted trees) were found to be moderately or extremely vulnerable to a mean average increase of 0.8 degrees by 2040 - and even more so with an increase of 3 degrees.

The research helps identify drought and heat tolerant species that can be incorporated into the urban forest (as older European trees reach the end of their life span) to ensure a diverse and resilient urban forest is maintained in the future.

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Integrated Water Management

The policy, technical and stakeholder context for integrated water management is outlined opposite.

The Precinct Structure Plan will have a key role in reducing potable water use, managing flooding and boosting the health of vegetation within the streets and public realm.

In anticipation of a detailed integrated water management plan and drainage strategy (currently in development), this work will focus on primarily on governance and integration of IWM opportunities.

LOCAL POLICY CONTEXT

A number of 'Immediate actions' for council presented in Green Warrnambool support an Integrated Water approach for EOA include: develop a 'Blue-Green' City Plan to guide IWM and WSUD in development and support neighbourhood-scale solutions for stormwater and treatment reuse. Water conservation is further supported in local policy, with clause 21.06-2 identifying WSUD principles and stormwater management through constructed wetlands as key strategies.

The PSP for East of Aberline presents a key opportunity for delivering a truly integrated approach, in particular with localised opportunities for reuse of roof water and other surfaces.

TECHNICAL CONTEXT

The Bushfire Development Report highlights the potential for re-vegetation of existing water features (i.e. Wetlands, and drainage areas) to increase bushfire risk, and may have implications regarding their design and integration with open space.

Both the Aboriginal and Historical Heritage Assessment and Flora and Fauna Report articulate that any future development within the EOA site should adopt the principles of Water Sensitive Urban Design (WSUD) with an integrated approach to stormwater and flood management that meets the objectives for hydraulic capacity, flood management and water cycle management.

The Flora and Fauna Report further recommends that drainage infrastructure such as wetlands should be strategically located to integrate with natural assets such as Russell Creek. The Landscape Strategy supports this view and sets up obvious opportunities to link stormwater harvesting with the proposed location of active open space.

The Infrastructure Servicing Report highlights advice from Wannon Water that there is limited capacity to service the entire site from a mains water perspective, and the early identification and planning of a number of detention tanks will be essential to ensuring the network is not at risk of overloading. Roof water harvesting has been identified as a strategy to explore further in the IWM and drainage strategy currently out for tender by the VPA.

The Landowner Consultation supports integration with and expansion of the existing Wannon Water roof rainwater harvesting scheme which has the potential to significantly reduce the size and cost of the wetlands required and reduces the increase in runoff into Russell Creek. It also describes climate responsive neighbourhoods as those that deliver ecological benefits for local waterways, reduce potable water consumption and reduce flood risk while increasing vegetation.

STAKEHOLDER CONTEXT

Wannon Water is supportive of extending their roof water harvesting scheme to the precinct. The concept involves harvesting roof water directly to water storage, significantly boosting local supplies and reducing pumping costs and environmental impacts of sourcing in the Otways. Wannon Water are also supportive of exploring stormwater harvesting solutions which link to irrigation needs within the precinct.

Additionally, Wannon Water is interested in exploring innovative wastewater treatment (refer Aquarevo case study as an example).

The VPA indicated the delivery of a comprehensive IWM and Drainage strategy by December 2020.

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Integrated Water Management

There are a range of mechanisms can assist in delivering a truly integrated approach to water management.

The mechanisms highlighted focus on two major infrastructure opportunities and the potential for target setting to guide on-lot and public realm potable water reduction.

The following pages outline analysis of these mechanisms.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Roof water harvesting scheme	PSP element	_ Major benefit is in water supply resilience and stormwater management (however carbon benefit in reduced pumping energy requirements)
Stormwater harvesting (for streets and open space)	PSP element	_ Major benefit is water supply resilience and ecology
Water efficiency target	Planning control	_ Major benefit is in water supply resilience (however minor carbon benefit in reduced pumping energy requirements)

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IWM: Roof water harvesting scheme

MECHANISM DESCRIPTION

In this opportunity, rooftops within the East of Aberline precinct are viewed collectively as a new drinking water catchment.

Stormwater from rooftops is collected and transferred to local raw water storage ponds (or tanks) before being processed at a water treatment plant before being reticulated back to the households as an alternative drinking water supply.

This opportunity is specific to the local conditions where water storages are located proximate to the development area. The ability to augment potable water supplies means the cost and carbon emissions associated with water supply from the Otways can be avoided. The opportunity is being investigated in detail through the IWM planning process.

Mechanism type

PSP element - Direct investment associated with innovative governance model. A control (implemented through Design Guidelines) would be required for compliance.

Carbon impact

Major benefit is in water supply resilience and stormwater management (however carbon benefit in reduced pumping energy requirements)

Rainwater storage in Fitzroy Gardens, Melbourne (Source: CoM)

COST IMPLICATIONS

- An investment is required both on lot and in to pay for the additional underground infrastructure to distribute roofwater harvested to water storages
- There is potential to recoup investment through a suite of mechanisms, e.g. through co-contributions, waiver of some aspects of water supply connection / supply / usage charges

KEY BENEFITS

Social

- Avoids households needing to install and manage own rainwater collection system

Environmental

- Reduced take from the Gellibrand River (~5% of annual requirements)
- Reduction in peak and flash flows to Russells Creek, reduced pollutant load
- Reduced carbon associated with pumping
- Infrastructure and stormwater quality improvements

Economic

- Wannon water highlighted the potential for reduction in the size of stormwater retarding basins if a roofwater harvesting scheme was implemented (this means less loss of development area for stormwater retention and reduced capital cost of excavation)

Technical

- Decentralised tanks can be located on individual lots to allow for private use

BARRIERS/CONSTRAINTS

Political

- The scheme is challenging to communicate to non-technical audiences

Financial

- The scheme comes with an infrastructure supply cost, which is currently in subject to further development
- Landowners don't receive any reduction in water supply costs

Technical

- The scheme requires a separate pipe network (both within and outside lot boundary)
- Buffer tanks required due to limited trunk main capacity
- No obvious technical issues as scheme has been trialled successfully in adjacent development

CRITICAL SUCCESS FACTORS

- The business case and distribution of costs and benefits establishing a benefit or only minor financial loss to residents and developers - currently developers / purchasers outlay additional costs of infrastructure but are not distributed the benefit via lower water costs
- Clear governance arrangements that ensure maintenance of assets on private land
- Council support for the extension of the scheme
- A clear outline of the benefit of potential reduction in stormwater retention sizes
- Conclusive support from the IWM Planning going on currently with this work
- Inclusion as an infrastructure requirement in subdivisions

Slimline tanks offer benefits with minimal spatial requirements (Source: Kingspan)

CASE STUDY REFERENCE POINT

The Warrnambool Roof Water Harvesting Initiative is a leading example of integrated water management. The project essentially creates a new water catchment by capturing water from roofs that would otherwise be 'lost' as stormwater runoff.

Beginning in 2011 with 250 lots across two subdivisions, the program has now grown to include industrial sheds at the Gateway Business Park, and is capable of connecting another 580 dwellings due to a recent 500-metre extension of the main pipeline.

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IWM : Stormwater harvesting (for open space)

MECHANISM DESCRIPTION

This opportunity involves harvesting stormwater for reuse for non-potable purposes. Stormwater is usually harvested from the drainage network.

Stormwater is retained in below-ground or above-ground storages and then treated to the level required by the end user. Treatment can be via mechanical means or through natural system filtration e.g. wetlands. In this case the proposed stormwater retention basins on Russell Creek would be used as sources for open space irrigation. A similar project has just received funding locally for Albert Park.

The stormwater once treated can be made available to local open space or other non-potable end uses. The owner of the scheme (Wannon Water, Local Government or third party) can charge users for the supplied water to contribute to the operation of the scheme. As the scheme also provides stormwater quality benefits, an offset mechanism can also be used to part fund the capital cost. The opportunity is being investigated in detail through the IWM planning process.

Mechanism type

PSP element - Direct investment associated with potential finance model for recouping investment through a usage charge for the harvested stormwater

Stony Creek is currently undergoing revitalisation to restore it to it's natural (vegetated) state (Source: Melbourne Water)

COST IMPLICATIONS

- Capital investment required for stormwater harvesting infrastructure, including pumps, treatment (filtration / cleaning) and storage (these costs are being investigated through IWM planning)
- Return on these investments through water customers including Council as the owner of active open space (potential for others)

KEY BENEFITS

Social

- Supports greening outcomes to improve local amenity
- Demonstrates leadership for individual action
- Potential to help mitigate urban heat
- Can be incorporated into community planning and open space provision further connecting residents to their natural surroundings

Environmental

- Reduce flood risk and improved waterway health through reduced stormwater volumes to waterways
- Integrated into other streetscape WSUD initiatives such as permeable surfaces and additional vegetation
- Reduce use of potable water resources through supply
- Can reduce urban heat island through open space irrigation
- Improve health of open space and biodiversity

Economic

- Can reduce flood risk leading to potential reduction in costs
- Potentially reduces the cost of potable water supply
- Well irrigated green parks and open spaces are a catalyst for private investment and land value improvement

BARRIERS/CONSTRAINTS

Political

- Ownership and maintenance of assets

Financial

- Equitable distribution of costs and benefits of stormwater harvesting

Technical

- Yield issues including balancing flows available during low rainfall periods when demand is high
- Space allocation
- Local contamination may increase the technical challenges of earthworks
- Linking location for stormwater harvesting with significant local demand for non-potable water
- Ensuring synergies between other mechanisms such as roof water harvesting scheme

CRITICAL SUCCESS FACTORS

- Ensuring the location and scale of open space responds to existing drainage channels - in this case initial locations of active open space (a major water user) seem very well located to Russell Creek and associated stormwater retention basins
- Appropriate environmental management of run-off into Russell Creek to ensure quantity and quality
- Willing customer for water (Warrnambool Council as manager of active open space)
- Support of Wannon Water (the likely owner / operator of the stormwater harvesting assets) to identify flooding and climate scenarios and allocate planning controls appropriately
- The business case and distribution of costs and benefits establishing mutual benefit

Stormwater Harvesting in Darling Street (Source: Greening the West)

CASE STUDY REFERENCE POINT

The Darling Street Stormwater Harvesting project in East Melbourne is an innovative approach that facilitates irrigation for a handful of neighbouring parks and tree medians.

The system harvests stormwater from two nearby existing drains, which flow through a Gross Pollutant Trap (GPT) and a sedimentation chamber before being stored in underground tanks. Pumps can then be used to convey the collected stormwater into the above-ground biofiltration systems for treatment. The treated stormwater is finally stored in a holding tank ready for irrigation use.

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IWM: Water efficiency target

MECHANISM DESCRIPTION

This opportunity includes the adoption of water efficiency targets for buildings and key infrastructure either through planning controls or operational targets.

Reducing the need for water across the precinct could be effective in delivering greater water allocation to areas that may be unable to be serviced by a recycled water supply.

Targets could be attached to planning and development, enforced through specification of water efficient infrastructure as part of builds or through monitoring and operational commitments (e.g. reductions in supply / usage charges if targets are met).

Mechanism type

Planning control - Implemented through Design Guidelines which would specify benchmark for WELS fitings, minimum tank size requirements (TBD following resolution of roofwater harvesting) and low water garden.

Carbon impact

Major benefit is in water supply resilience (however minor carbon benefit in reduced pumping energy requirements)

Drought tolerant landscaping with a river rock swale and resilient plant species (Source: Abben Art)

COST IMPLICATIONS

_ Higher WELS fittings have negligible differential cost
_ An household 2000 ltr rainwater tank (plumbed to toilets) installed is approximately $1700 installed
_ A low water garden is no more expensive
_ Water savings are accrued but these are marginal due to the very low cost of water

KEY BENEFITS

Social

_ Awareness raising for water as a scarce resource
_ Strongly aligned to the drier climate in the west

Environmental

_ Reduced pressure on potable water resources
_ Potential minor reductions in carbon (pumping and hot water heating reductions)
_ Greater climate resilience
_ Reduced wastewater
_ Slightly reduced carbon emissions (from hot water heating and pumping)

Economic

_ Lower water use lowers costs for consumers
_ Increased resilience to State water restrictions
_ Locks in long-term reduced potable water supply requirements, reducing pressure on regional water supplies
_ Reduces costs of supply side solutions (reduced capacity required)

BARRIERS/CONSTRAINTS

Political

_ Resistance from developers and/or market

Financial

_ Potential premium on water efficient infrastructure
_ Currently no incentives (financial or otherwise) for consumers to use these premium products

Social

_ Hard to enforce targets in practice - operational controls are required

Technical

_ Potential contested water (roofwater harvesting scheme would be restricted to tank overflow)
_ Potentially contrary to urban heat mitigation objectives (irrigation required for landscaping etc.)

CRITICAL SUCCESS FACTORS

_ Certainty. Water efficiency targets may have the potential to reduce the size of water supply infrastructure (e.g. stormwater harvesting) however the targets would need to be locked in with certainty.
_ Co-operation of Wannon Water and willingness to administer scheme (if an operational rather than houehold target) .
_ Review process against Design Guidelines
_ Partnership with volume builders about on-site provision of water infrastructure
_ Potential for community facilities to champion best practice in terms of water efficiency targets

5-star WELS washing machines such as the model pictured use as little as 57 litres of water per cycle (Bosch)

CASE STUDY REFERENCE POINT

The Aquarevo development in Lindhurst, Victoria, a project between South East Water and Villawood is aiming to reduce household potable water consumption by 70%.

A number of innovations have been proposed to achieve this, including: rainwater supply for hot water use, local class A recycled water for non-potable uses, smart 'talk-tank' technology that enables rainwater tanks to receive weather forecasts, and a network of vegetated wetlands which further reduce pollutant loads in stormwater.

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Urban Heat

The policy and technical context for urban heat is outlined opposite.

The Precinct Structure Plan will have a role in managing urban heat in a number of ways, but the role of water in the landscape and canopy cover in streets and private land are most critical.

LOCAL POLICY CONTEXT

Both Warrnambool 2040 and Green Warrnambool commit to an immediate action to pilot a 'Green Streets' initiative to use vegetation to cool the urban environment, with the 2040 goal of a 30% canopy coverage across the municipality.

The East of Aberline precinct offers a critical opportunity to redefine regional residential streets to reduce urban heat and provide a ready local exemplar of the target being met.

TECHNICAL CONTEXT

The Bushfire Development Report introduces the concept of vegetation classification based on its potential fire risk, which may have implications for canopy coverage and vegetation provision along those interfaces adjacent the BMO (150m either side of Tozer Reserve). There is therefore a need to meet the objectives of bushfire protection in a way that does not lead to urban heat hotspots in these locations. These locations may require additional maintenance or careful design to reduce their risk classification.

The Key Issues Paper highlights the need for Warrnamabool to be resilient to extreme weather events, including heat waves - and mentions the use of canopy cover to mitigate urban heat, and foster climate change responsiveness.

IMAGE: URBAN HEAT CAN BE REDUCED THROUGH THE USE OF LIGHT COLOURED MATERIALS WITH LOW RATES OF SOLAR ABSORPTION, THE PROVISION OF VEGETATION AND THE USE OF PERMEABLE SURFACES (SOURCE: AUSTIN MAYNARD ARCHITECTS)

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Urban Heat

There are a range of mechanisms can assist in reducing urban heat in residential subdivision.

The mechanisms highlighted include the development of a precinct wide plan for managing urban heat as well as exploring the role of pedestrian priority streets to maintain higher standard of amenity during extreme heat. The exploration will also include opportunities for on lot urban heat reduction.

The following pages outline analysis of these mechanisms.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Precinct Urban Heat Mitigation Plan and target	PSP element and Planning control	_ Major benefit is adaptation, health and amenity related
Multi stakeholder optimised street sections ('cool routes') linked with Streets and Public realm section and PPN	PSP element with Operational investment	_ Reduction in vehicle trips per day (additional adaptation, ecology and amenity benefit)
On lot urban heat reduction mechanisms	Planning control	_ Major benefit is adaptation, health and amenity related

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URBAN HEAT: Precinct Urban Heat Mitigation Plan or Targets

MECHANISM DESCRIPTION

Mitigating the Urban Heat Island effect across a precinct requires multiple interventions in terms of landscape design, integrated water management and materiality. Responsibility may be spread across various stakeholders.

An Urban Heat Mitigation Plan consolidates and prioritises these interventions, articulating targets (and responsibilities) around public shelter, canopy cover and materiality (i.e. high SRI roofing). There is a specific policy direction to reduce the UHI effect included in both state and local policy. Urban heat can be mitigated through a number of strategies on private and public land. If an urban heat mitigation plan cannot be funded in this PSP, then prescriptive targets can be implemented at a subdivision application stage.

Mechanism type

PSP Element - Either a PSP process is funded for an Urban Heat Mitigation Plan which delivers site specific responses OR

Planning control - Put in place for each subdivision application (or masterplan area) a proportion of public realm surfaces which constitute either tree canopy at 15 years, other physical shade structure, shrubs or ground covers, irrigated open space, water bodies or hard landscape meeting an Solar Reflectance Index of 50 or greater.

Permeable pavement reduces heat gain of thermal mass elements (Source: Premier Pavers)

COST IMPLICATIONS

- Cost implications vary according to which cooling measures are adopted
- Generally speaking, materials with a high solar reflectance are equal or only marginally more expensive
- Shrubs and ground cover require greater capital investment than turf, but lower maintenance

KEY BENEFITS

Social

- Effective strategies to lower urban heat can lower incidence of heat-related illness and heat stress
- Support the delivery of more comfortable, social street environments

Environmental

- Aggregated impact of building scale responses are effective alongside public realm strategies to reduce urban heat
- Lower rates of heat stress will improve local ecological performance (plants and animals)
- Depending on the type of response other environmental impacts such as improved stormwater management and air purification are expected
- Provides additional support for additional mechanisms such as canopy cover, stormwater harvesting (as there are overlaps in outcomes)

Economic

- Reduction in total economic cost to community of heat waves
- Reduced cooling costs in summer

BARRIERS/CONSTRAINTS

Political

- To be effective, an Urban Heat Mitigation Plan would require coordination across agencies
- Landowners may resist some of the requirements

Financial

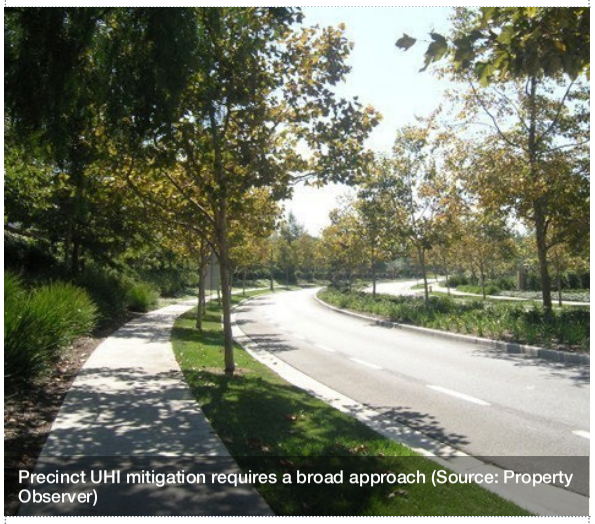
- Potential for slightly increased development costs through use of more advanced materials selection

Technical

- Flexible benchmarks will assist in delivering on targets in a manner reflective of site constraints
- Further guidance on what constitutes an increase in solar reflectance will need to be developed to guide developer responses

CRITICAL SUCCESS FACTORS

- A clear delineation in the East of Aberline PSP of the specific role of public realm and building based measures in reducing urban heat (see next page)
- Flexibility in approaches - consistent with global best practice, as well as local precedents which seek to identify appropriate tools which then allow individual developments to achieve a set benchmark in a way which is best suited to the particular site context and other characteristics
- Multi-stakeholder participation in Urban Heat Mitigation Plan
- Clear definition of targets and responsibilities in the Urban Heat Mitigation Plan or PSP



Precinct UHI mitigation requires a broad approach (Source: Property Observer)

CASE STUDY REFERENCE POINT

Urban renewal precincts such as Fishermans Bend have articulated the challenges associated with intensified development and urban heat, and the need to become 'climate adept'.

The Fishermans Bend Vision and Sustainability Goals includes objectives such as '4.1: reduce the urban heat island effect', and '4.2: Embed green infrastructure into the design of public spaces and buildings, to reduce heat, capture storm water and provide biodiversity'. With a 2050 target that 'the urban heat island effect is reduced so that Fishermans bend will be no hotter than inner Melbourne', supporting a community that is resilient to the shocks and stresses of climate change.

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URBAN HEAT: Street sections ('cool routes')

MECHANISM DESCRIPTION

A 'cool route' is essentially a streetscape designed to create a cooler micro-climate for pedestrians through the use of shade, vegetation and materiality (i.e. lighter coloured paving).

It is critical that cool routes (and all pedestrian infrastructure) service multiple stakeholders through accessible design and are well integrated and articulated within the broader Principal Pedestrian Priority Network.

State Planning Policy, Clause 15.02-1 (Reduce the urban heat island effect by greening urban areas, buildings, transport corridors and open spaces with vegetation), explicitly acknowledges the importance of green infrastructure to any climate change response.

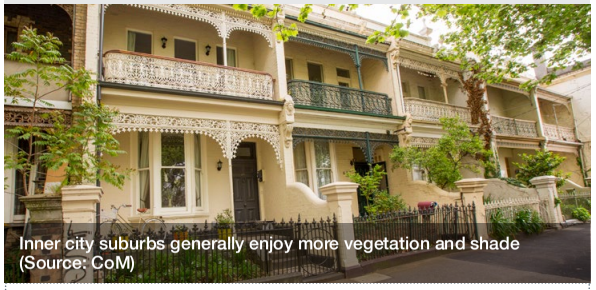
Mechanism type

PSP element - Cool routes are identified in the Transport Plan. The PSP is specific about the role of cool routes, their relationship with the PPPN and how they are defined in the East of Aberline context. A target would be set for higher canopy cover levels, frequency of street furniture and prescriptive guidance around hardscaping materials.

Operational investment - Designation of these routes are supported by wayfinding and potentially by online mapping tools.

Carbon impact

Minor (unquantified) reduction in vehicle trips per day (primarily adaptation, ecology and amenity benefit).



Inner city suburbs generally enjoy more vegetation and shade (Source: CoM)

COST IMPLICATIONS

- Minor additional investment in street furniture / tree planting / surface treatments
- Operational investment in communications
- Operational benefit to residents from improved pedestrian amenity (offsetting car use)

KEY BENEFITS

Social

- Effective strategies to lower urban heat can lower incidence of heat-related illness and heat stress
- Increased likelihood of use of active transport options (walking, cycling) during hot weather
- Green infrastructure provides cultural ecosystem services including place value and social cohesion, accessibility to nature and recreation value
- Integration potential with rest-nodes and pocket parks to support a variety of pedestrian users and social interaction
- Ecologically diverse areas more conducive to mental health and well-being (i.e. Biophilia)

Environmental

- Green cover provides a range of ecosystem services including stormwater runoff mitigation, urban heat reduction, habitat for biodiversity

Economic

- "Greener" living and working environments have been shown to lower stress levels, improve productivity and have positive amenity impacts that translate into higher property prices
- Integrate with convenience centre to support pedestrian access during all weather conditions

BARRIERS/CONSTRAINTS

Political

- Potential conflicts with contested streetscape for other requirements (cross overs etc.)

Financial

- Some additional capital cost of infrastructure to support cool routes

Social

- Communication of investment / priority status of streets to increase adoption of routes for walking

Technical

- Promenade designs using singular trees may be susceptible to future shocks and stressors of climate change - need to ensure variety

CRITICAL SUCCESS FACTORS

- Responding to site context and integration of local indigenous species will ensure a cool route that performs both ecological and aesthetic functions.
- Subdivision applications must require of a Landscape Plan to the satisfaction of the responsible authority to ensure ongoing viability of mechanisms supporting 'cool routes'
- WCC will needs to set standard in PSP and ensure routes are aligned with broader objectives around connection to other services such as schools
- Potential conflicts with other needs in streets will need to be successfully managed
- Must be coordinated with active transport planning to deliver greatest outcome

'Cool routes' incorporate shade to support multiple users (Source: Weekend Notes)

CASE STUDY REFERENCE POINT

The Shadeways project in Bendigo highlights new approaches to understanding and designing green infrastructure within the public realm.

The project aims to essentially identify and support the creation of 'cool routes' through a prototype route mapping tool that uses a range of data inputs including, satellite images, census demographics, sky level factor and Google street images (and more) to assess the heat vulnerability and thermal discomfort associated with various urban pathways.

The output allows greater certainty for public investment into streetscape improvements in terms of vegetation and urban heat mitigation.

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URBAN HEAT: On lot urban heat reduction mechanisms

MECHANISM DESCRIPTION

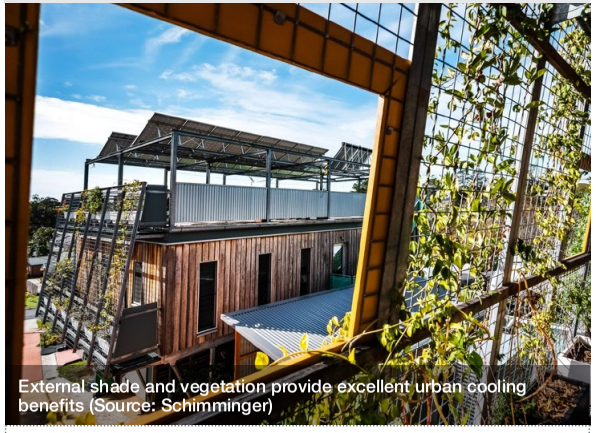
Reducing urban heat at the dwelling-scale involves setting targets parameters for built form which promote vegetation on private land, as well as surface treatments which absorb less solar energy.

The benefit is gained when the ratio of green space to built form is higher, hardscaping is minimised and surfaces such as roofs are lighter coloured colourbond (rather than dark coloured concrete tiles).

All of these measures could be effectively controlled through Design Guidelines, with the potential adoption of the Melbourne Green Factor tool for assessment of on-site green infrastructure.

Mechanism type

Planning control - Implemented through Design Guidelines which mandates a proportion of private lot surfaces which constitute either tree canopy (at 15 years), other physical shade structure, shrubs or ground covers, irrigated open space, water bodies or hard landscape or roofs meeting a Solar Reflectance Index of 50 or greater. Design Guidelines could be extended to mandate some adaptation measures such as external shading. A secondary mechanism (also a Design Guideline) may be required to manage built form as a percentage of the lot.



External shade and vegetation provide excellent urban cooling benefits (Source: Schimminger)

COST IMPLICATIONS

_ Some of the measures proposed by Design Guidelines may add cost (shade structures etc.) however these will be more than offset is home sized is managed effectively

KEY BENEFITS

Social

_ Reduction in heat stress on hot days

Environmental

_ Reduction in energy demand during heat events
_ Increase in on-lot vegetation provides a range of ecosystem services including stormwater runoff mitigation, urban heat reduction and habitat for biodiversity
_ Potential for mandated front setbacks for dwellings supports vegetated public realm delivering multiple benefits

Economic

_ Reduced cooling costs to household
_ Likely to have a degree of developer support, as consultation on the Sustainable Subdivisions Framework revealed that landscaping seen as a top ESD measure to add commercial value
_ "Greener" living and working environments have been shown to lower stress levels, improve productivity and have positive amenity impacts that translate into higher property prices

BARRIERS/CONSTRAINTS

Political

_ Imposing requirements regarding on-lot measures may be met with resistance by private land owners

Financial

_ Ongoing cost to lot-owner of maintaining vegetation, shade structures and/or water bodies

Social

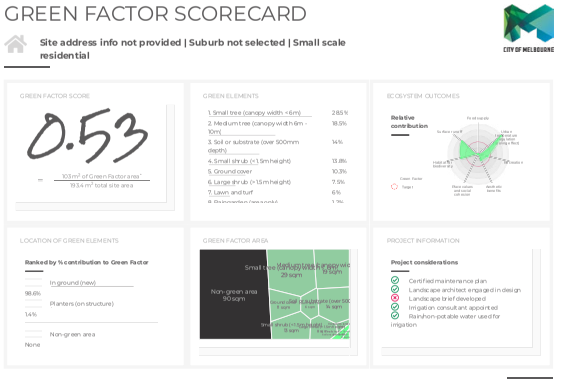
_ Requirement to educate incoming residents on importance of maintaining on lot heat measures
_ Challenges current convention of high site coverage for dwellings

Technical

_ Further guidance on what constitutes an increase in solar reflectance will need to be developed to guide developer responses

CRITICAL SUCCESS FACTORS

_ Success of measures will be dependant on lot owner meeting targets and maintaining measures that reduce heat (including planting and tending trees until maturity, installing shade sales, maintaining a reflective roof, etc.)
_ The proposed Design Guideline measures will be more effective and deliver significant other benefits (such as carbon reduction) if home size can be reduced - this creates more garden space on the same size lot, makes canopy trees easier to site and gives greater balance to any hardscaped versus softscaped areas
_ Design Guidelines will need to clearly articulate private lot surfaces which can contribute to the proposed target
_ A clear narrative for home builders and dwelling owners will be required to communicate benefits
_ Road reserve widths and dwelling setbacks need to be prescribed together to support urban heat mitigation



An example of the green factor score for a BAU single residential project in Melbourne (Source: CoM)

CASE STUDY REFERENCE POINT

The City of Melbourne has recently launched a Green Infrastructure tool that is able to measure the quality and quantity of vegetation prevision at the planning permit stage to ensure new developments are in line with municipal urban cooling and canopy cover targets.

The tool generates a 'green factor' score and takes into account the scale, accessibility, ecosystem services, aesthetics and biodiversity quality of vegetation provision.

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Circular Economy (Waste & Materials)

The policy, technical and stakeholder context for circular economy is outlined opposite.

The Precinct Structure Plan can guide progress towards a circular economy in a number of ways, including 'closing the loop' on household level waste practices and ensuring that the materials that are used in creating the community are low impact.

LOCAL POLICY CONTEXT

Both Warrnambool 2040 and Green Warrnambool list the introduction of kerbside FOGO, investing in local recycling markets, investigating centralised systems and supporting local circular economy initiatives as immediate council actions. There is a significant opportunity to integrate (for example) a community garden and repair shed into broader community infrastructure provision.

As a signatory of the Infrastructure Design Manual (IDM), Warrnambool can support the development of infrastructure with a longer usable life, with lower carbon through its application. Warrnambool City Council are encouraging the use of the Sustainable Infrastructure Guidelines (related to the IDM) which advocates for the use of recycled, locally procured materials in the delivery of infrastructure projects.

Although a full analysis has not been completed due to the focus on local policy in this review, the freshly minted Recycling Victoria strategy presents potential opportunities for funding and program alignment.

TECHNICAL CONTEXT

The Key Issues Paper identifies a number of opportunities regarding waste and materials such as: the recovery and reuse of construction materials, recycled content in road base, increasing recycling waste streams and the promotion of community gardens and FOGO.

STAKEHOLDER CONTEXT

Wannon Water has also indicated interest in investigating organic solutions for on-lot processing of wastewater. This will both facilitate more efficient water re-use, while potentially delivering broader emissions reductions associated with reducing the transportation and mechanical filtration of stormwater.

BSWRRG's primary focus has been to work with councils to create campaign resources and education opportunities, however is supportive of a number of precinct-scale interventions to facilitate more efficient waste management.

Creating local opportunities for reuse of organics and other waste were identified as key priorities and the opportunity to support new residents in establishing good waste behaviour was identified as a program opportunity. Creating local recycling markets was also identified, however relies on volume of which can be a challenge in regional areas.

BSWRRG has identified the expansion of the current 3-bin kerbside collection, to 4, which requires space for storing the bins in addition to adequate access to collect (via four trucks). The alternative entails centralising the final waste stream and having a drop-off service.

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Circular Economy (Waste & Materials)

There are a range of mechanisms can assist in accelerating the circular economy for East of Aberline.

The mechanisms highlighted focus primarily on maximising the impact of existing investments and the use of materials have lower embodied carbon, reducing the immediate impact of construction.

The following pages outline analysis of these mechanisms.

MECHANISM / OPPORTUNITY	MECHANISM TYPE	CARBON IMPACT
Precinct based operational waste program	Operational investment	_ Reduced carbon associated with waste management through increased use of existing FOGO collection and improved diversion of paper and cardboard from landfill
Embodied carbon targets	PSP element	_ Reduction in carbon associated with embodied energy of materials
Locally focused Sustainable Materials Protocol	Operational investment and Planning control	_ The major benefit is embodied rather than operational carbon

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CIRCULAR ECONOMY: Precinct based operational waste program

MECHANISM DESCRIPTION

Keeping FOGO out of landfill helps improve soils on local farms and increases carbon capture, generates significantly less methane and results in significant cost savings for council. Recycling, also results in significant carbon savings.

An effective waste management system however relies on residents understanding how to use the service correctly, to keep contamination rates low and diversion rates high. In Victoria the average contamination rates of recycling services are 6.5%.

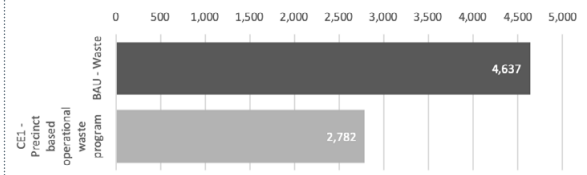
This proposed mechanism would deliver a behaviour change and education program to support residents to build their knowledge and establish good waste management practices as they move into their newly built home.

Mechanism type

Operational investment - In staffing, travel and other supporting resources (i.e. a FOGO starter kit, caddy, bin liners, signage/ stickers etc.).

Carbon impact

Reduced carbon associated with waste management through increased use of existing FOGO collection and improved diversion of paper and cardboard from landfill.



COST IMPLICATIONS

_ $150 per household ($30K per year)
_ Opportunity to leverage existing investment in waste education
_ It is possible that this additional operational investment in improving diversion rates with new residents could result in a net economic benefit.

KEY BENEFITS

Social

_ Community and household pride in doing the right thing
_ Contributing to making good quality compost locally
_ Key opportunity for new residents to engage with Council and neighbours
_ Waste as a starting point for engagement on broader environmental and climate issues (and education)

Environmental

_ Increased household waste diversion
_ Improved soils on local farms and increased carbon capture
_ Reduction in carbon/methane from landfill

Economic

_ Cost savings for council with improved rates of diversion
_ Extend the life of landfill
_ Creates value from organic waste (to be incorporated into local food production)
_ Potential digester could be used to generate energy (and consume sewage solids)

CRITICAL SUCCESS FACTORS

_ Effective waste management system in place ensuring a good user experience
_ Provision of physical infrastructure to support the behaviour change
_ Well designed, evidence based behaviour change model
_ Long term commitment to the program
_ Consistent messaging
_ Prioritising behaviours that require changing and the strategies to do so.
_ Building community ownership and pride of the solutions

Providing multiple waste streams and supporting infrastructure is critical to support (Source: The Conversation)

BARRIERS/CONSTRAINTS

Political

_ Lack of perceived value in improving diversion rates and reducing contamination

Financial

_ Requires additional operational investment

Social

_ Perceptions of the difficulty of recycling or separating waste streams and the 'yuk' factor, including smell from organic waste

A circular economy requires behaviour change (HV.H)

CASE STUDY REFERENCE POINT

In 2015, the City of Wodonga and Indigo Shire Council introduced a 3-bin kerbside collection service. In the lead-up to the launch of the new service, the councils received funding from Sustainability Victoria to roll out a behaviour change and education program using community-based social marketing (CBSM).

The program utilised a budget of $10.40 per household over two and a half years to deliver a range of interventions including: physical infrastructure (like kitchen caddies, bin liners), prompts (magnet reminders), staff training for all customer serviced staff, printed collateral (an introductory pack with fact sheets, stickers etc), community engagement events and education and local advertising.

Waste diversion increased by 36 per cent and contamination in the organics bin fell to below 1 per cent. Investment in the behaviour change program paid back within one year thanks to reduced waste disposal costs.

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CIRCULAR ECONOMY: Embodied Carbon Targets

MECHANISM DESCRIPTION

During the construction phase a significant amount of GHG emissions are 'released' due to the extraction, processing and transportation of materials.

In order to reduce the impact of development a number of measures can be taken. This is important as the impact is felt immediately on climate, whereas operational emissions contribute over time.

The best strategies target the materials that are used in the greatest quantities and have the highest carbon intensity (embodied CO2-e by volume, area or weight). For residential development (low density) this is road base, concrete, asphalt and steel.

Mechanism type

The mechanism would combine a PSP element (prescribed PSP element) and a subdivision requirement which requires applicants to demonstrate compliance with the following targets:

_ % reduction in embodied carbon in bitumen compared to the reference case - Australian Standard (30%)
_ % reduction in embodied carbon in cement compared to the reference case - Australian Standard (25%)
_ % reduction in embodied carbon in pipes compared to the reference case - Australian Standard (20%)
_ % reduction in embodied carbon in aggregates compared to the reference case - Australian Standard (10%)

Carbon impact

Reduction in carbon associated with embodied energy of materials.

This is from the reduced quantity of virgin materials (extraction, processing and transportation), and subsequent increase in locally procured, post-consumer content (i.e. recycled glass in road base), in addition to increased use of natural materials with (positive) carbon impacts.

COST IMPLICATIONS

_ Costs associated with sourcing adequate recycled content as markets for such materials are in their infancy and lack scales of economy
_ Costs of specialised labour and/or reduced productivity associated with new/hybrid materials and building methods
_ Reporting and carbon accounting (i.e. Life Cycle Assessment consultancy fees)

KEY BENEFITS

Social

_ Demonstrates potential for circular economy of waste products
_ Potential to incorporate more natural materials into urban environments
_ Creates a point of difference within the community that supports sustainable behaviour

Environmental

_ Reduces the carbon emissions associated with the building materials and practices involved in the development of the new precinct
_ Explore natural alternatives to 'hard infrastructure' (particularly drainage and treatment systems)

Economic

_ Creates value for waste products, supporting transformation of waste management and circular economy
_ Opportunities for local industry to fulfil emerging needs given the appropriate support

BARRIERS/CONSTRAINTS

Political

_ Perceived technical complexity and risk
_ Emerging materials and techniques may lack engineering support due uncertainty

Financial

_ Added costs of materials, expertise/knowledge and time to work through new processes

Social

_ Concerns around durability and safety or certain recycled components

Technical

_ Higher levels of uncertainty around installation, durability and maintenance
_ Sourcing appropriate materials locally may be difficult

CRITICAL SUCCESS FACTORS

_ The availability of recycled materials (especially within a regional context)
_ Overcoming technical uncertainty through knowledge sharing and employing a 'learning laboratory' mindset (i.e. not being afraid to fail)
_ Increasing number of examples and Business Cases that support such approaches
_ Warrnambool is a signatory to the Infrastructure Design Manual and Sustainable Infrastructure Guidelines which supports Material Recycling & Reuse
_ Consideration for piloting, rather than strict adherence to targets in early years of development

Use of PlastiPhalt in Geelong (Source: Geelong Australia)

CASE STUDY REFERENCE POINT

The City of Geelong has joined a growing list of Victorian councils by using 'PlastiPhalt', a product by Fulton Hogan that incorporates recycled plastic into the asphalt mixture, which also contains 20% Recycled Asphalt Pavement (RAP).

1,100 metres of road surface contained an equivalent of 3,500 kilograms of plastic that would otherwise go to landfill. The thoroughly tested product is free from micro-plastics, and while installation cost is approximately 10% higher than standard asphalt, tests indicate that the product is more durable and resistant to potholes.

PlastiPhalt can itself be reused as RAP in future road surfaces, and can reduce emissions by up to 30% due to its warm-mix application.

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CIRCULAR ECONOMY: Locally Focused Sustainable Materials Protocol

MECHANISM DESCRIPTION

This opportunity includes the development of a Locally Focused Sustainable Materials Protocol to drive a transition to a local sustainable and circular economy. Development of the protocol would involve selection of a panel of vetted local suppliers meeting local and sustainable sourcing criteria.

Mechanism type

Operational investment - The mechanism would require a Governance model to develop the materials protocol and identify local suppliers (within 50 kms), with facilitation through a PSP element to support adoption by developers.

Planning control - Subdivision applications would be required to articulate a % of materials (by volume or weight) to be procured through local suppliers.

Such targets would require detailed analysis of the local manufacturing and production capacity to gauge supply, with targets (i.e. demand) generated to ensure a synergy between local production and development needs.

Carbon impact

The major benefit is embodied rather than operational carbon, as local materials include higher levels of recycled content, in addition to reduced 'carbon miles' or transport associated with delivery to site. There would also be a significant benefit for the local economy.

The success of such an approach will depend on local manufacturing capacity (Source: Sustainability Victoria)

COST IMPLICATIONS

- Costs associated with the development of the governance model
- Costs (potentially) to support local manufactures to 'flex up' through additional staff training or equipment/plant upgrades
- Costs of local specialised labour and/or reduced productivity associated with smaller, less centralised manufacturing and distribution outputs

KEY BENEFITS

Social

- Increased awareness of design and the construction industry
- Product stewardship and Increased awareness of waste creation and disposal
- Sense of local 'ownership' and contribution

Environmental

- Reduced embodied carbon and 'carbon miles' (i.e. transportation) in production processes by prioritising local suppliers
- Less scarce resources are wasted, with processes created to ensure higher levels of recycling and reuse

Economic

- Improves climate resilience through deployment of materials which are durable in an Australian climate
- Local innovation opportunity with potential for new models for production, design and waste management (i.e. improve technology and design to increase value capture)
- Potential industry alignment with local trades training, local suppliers consumption, distribution and logistics (supporting the development of a circular economy plan)

BARRIERS/CONSTRAINTS

Political

- Requires incentives or planning controls to support development over time
- Will require buy-in across the wider community and from home builders who have established supply chains

Financial

- Complex distribution of costs and benefits
- Without financial supports (in the form of grants) local manufacturing may be slow to increase production capacity

Social

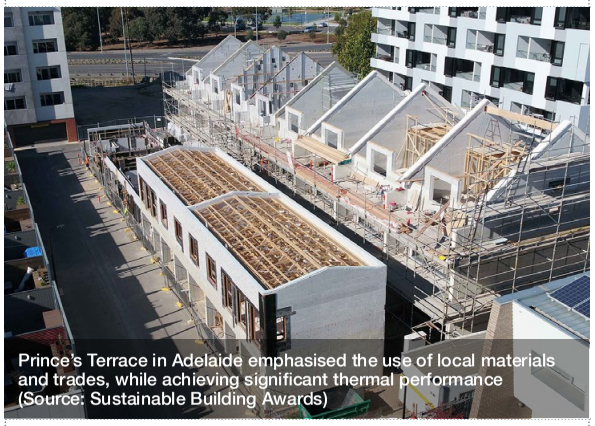
- Education and supply chain management shifts are often slow
- A circular economy requires close cooperation and connection between sectors and supply chains

Technical

- Multiple dependencies as part of a complex system
- Addressing technology gaps in cost efficient processing
- Scaling from pilot technologies to commercial scale

CRITICAL SUCCESS FACTORS

- Warrnambool is a signatory to the Infrastructure Design Manual, which supports Material Recycling & Reuse and the Sustainable Infrastructure Guidelines
- WCC can act as a leader in local procurement of their own infrastructure development projects to highlight transition
- WCC can support success through education and engaging with local stakeholders about options to progress
- Businesses and developers can bring forward ideas and highlight potential obstacles that could be met in the transition progress
- The availability of materials in a regional context (both virgin and recycled) to ensure production maximised local resources
- Consideration for piloting, rather than strict adherence to targets in early years of development



Prince's Terrace in Adelaide emphasised the use of local materials and trades, while achieving significant thermal performance (Source: Sustainable Building Awards)

CASE STUDY REFERENCE POINT

The Prince's Terraces in Adelaide was the first residential GBCA 6-star Green Star Design and As-Built project in Australia (in 2015), and emphasised the use and benefits of locally procured materials.

Construction of the 12 dwellings included locally produced materials including: concrete with blast furnace slag, granite, 100-year-old salvaged bricks, Zego foam block work, pavers and fabricated iron balustrades.

In addition to exceptional operational performance (average 7.2-star NatHERS), the project's use of local materials and trades supported the creation of local jobs and reduced carbon emissions associated with construction by 50% compared to a traditional build, with increased costs of approximately 6%.

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Future Opportunities

Through the analysis above, two other opportunities were raised, however not analysed in detail because of a question over initial feasibility or their relationship to the PSP.

These 'future opportunities' are addressed opposite.

PRECINCT SOLAR

Throughout the project, the opportunity of 'precinct solar' was been tested and discussed - however ultimately not recommended within the suite of actions to deliver a low carbon precinct.

When the intention is that land be rezoned for residential purposes, the future value of the land becomes higher than its potential value to a ground mounted solar array (farm). In any financial assessment of highest and best use, the value of the land is too high to justify setting aside as a dedicated solar array - it makes more sense to retain the yield for residential development. Where solar PV can be a viable use of the land is where zoning does not support a more intensive use (farmland) or when there are land capability reasons (such as on an old rubbish tip) which means the land is unsuitable for higher uses.

The only potentially suitable site using this criteria is the use of the Dales Road water reservoir's for a floating solar array. This was discussed in detail with Wannon Water who are exploring this option in more detail, however the decision to pursue the project falls outside of the scope of the EoA PSP Consideration.

This opportunity then remains a possibility, however will require additional research to understand feasibility and its direct relationship to the East of Aberline Precinct. There is potential for solar generation from a future solar array on the site to be 'sold' to residents via a retailer and for WCC to be a future partner. A watching brief on this opportunity for deeper carbon reduction should be maintained.

HYDROGEN

Another opportunity that arose during this project was the inclusion of hydrogen into the precincts future focus - and a potential alignment between East of Aberline and the Warrnambool Hydrogen Transition Centre, established by Deakin University.

The 'HyceL @ Warrnambool' project has recently received $2m in Federal Government Funding and aims to create 200 full-time jobs once established. Research and testing at the centre will cover hydrogen fuel-cells, electric vehicles, and gas distribution - with a focus on reducing the impact of freight trucking.

Despite no direct alignment between EoA and HyceL, the opportunity could be monitored throughout development of EoA to identify further opportunities.

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Implementation Plan

Following the desktop review and initial stakeholder engagement phases, the mechanisms were presented at both landowner, and key stakeholder workshops to test and refine their applicability for inclusion within the PSP.

The following implementation plan identifies the suite of mechanisms that were supported through the consultation process.

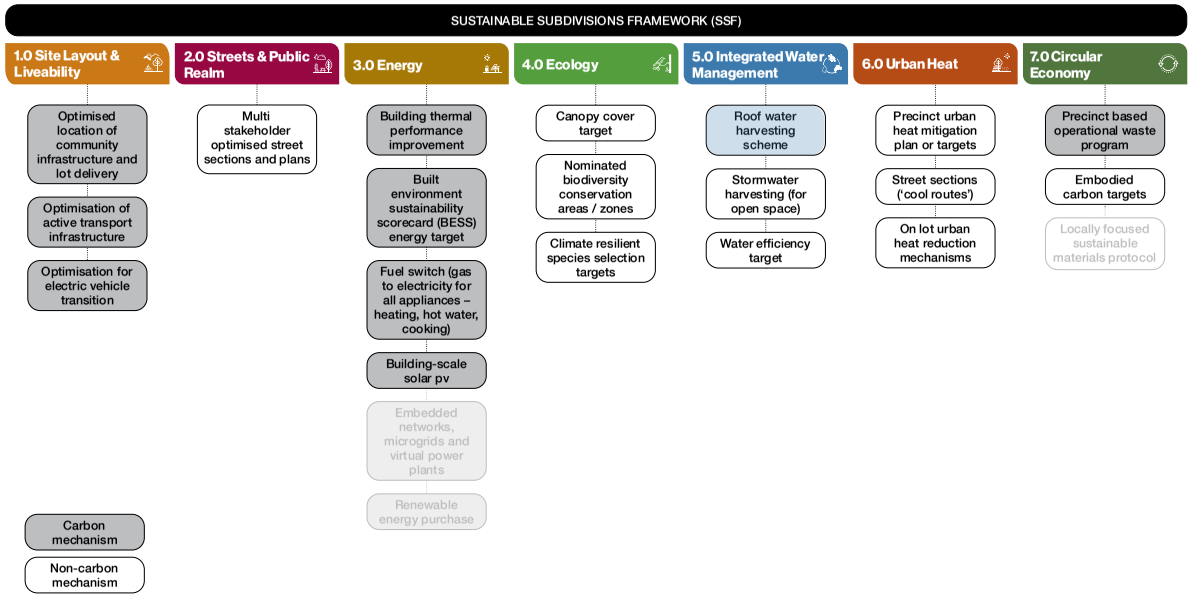
'Carbon' mechanisms, when combined provide a pathway towards delivery of a net-zero precinct - with their carbon impact measured against the BAU baseline discussed earlier.* 'Non-carbon' mechanisms are those that aim to embed climate resilience into the community and future proof the precinct.

The graphic to the right highlights the alignment with the Sustainable Subdivisions Framework - which is reiterated throughout the implementation plan for reference.

'Greyed out' mechanisms are those which were analysed in detail above, but which following consultation, were not recommended as part of the final strategy. One IWM mechanism is dependent on further investigation by other consultant teams. We have noted this in light blue.

*Note that whilst embodied carbon targets (circular economy) are carbon related, they do not contribute to the operational carbon 'footprint' of the development so have not been highlighted in the graphic.

EOA ZERO NET OPPORTUNITIES OVERVIEW



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Implementation Plan

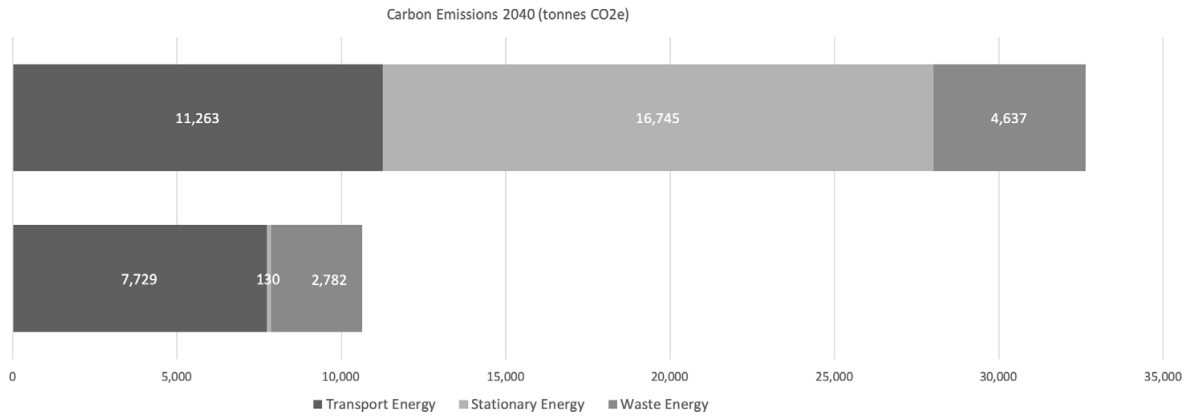
CARBON MECHANISMS

The mechanisms highlighted in dark grey on the previous page are recommended as part of the preferred carbon scenario for East of Aberline.

As discussed above, in isolation each of the recommended mechanisms have calculated reduction in carbon emissions against the BAU baseline. While some of these reductions may initially appear low, when combined and delivered together as a suite of mechanisms, the precinct can achieve zero-net emissions for electricity and establish itself as an exemplar for regional residential greenfield development.

These mechanisms when aggregated and delivered in combination can result in approximately 67% reduction in operational carbon in 2040, as outlined in the bar chart below.

This future carbon scenario refers to the full precinct being built out in 2040. The predominant remaining emissions stem primarily from transport emissions, but as the carbon intensity of the electricity network further declines and the transition to electric vehicles is completed post 2040, this sector will continue to decline. The residual waste emissions may need to be offset, depending on the success of behaviour change programs tackling organic waste in particular.



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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
Optimised location of community infrastructure and lot delivery Planning mechanism (PSP element and requirement)	The location of community infrastructure and lot diversity (i.e. 'superlots' for increased housing density) to ensure greater population is closer to services and promote a walkable neighbourhood.	_ The PSP to include a **Housing Plan** - demonstrating the location of densities, with a focus on higher densities in the north -western quadrant, abutting open space and community or retail facilities and lower densities abutting the rural interface _ The PSP to include a **Housing Table** - which responds to the **Housing Plan** and outlines the intended housing yield, mix of lot sizes and densities and sets targets which need to be achieved in individual land parcels (indicatively at least 7% of the land to achieve greater than 20 dwellings per NDHA) _ The PSP meets the targets for location of community infrastructure outlined for Site Layout and Liveability in the Sustainable Subdivisions Framework. _ The PSP to include a **Community Facilities Plan** which includes: + At least one public primary school + Locates primary schools this as close as practical to a pedestrian crossing point of Russell Creek + Co-locates education with the convenience retail + Provides for a community centre / which is co-located with education and convenience retail + Locates all community facilities on a priority pedestrian route and highly accessible with active transport	Victorian Planning Authority (VPA)	_ Warrnambool City Council (WCC) _ Landowners	Immediately, through the resolution of the Precinct Structure Plan
Optimisation of active transport infrastructure Planning mechanism (PSP element)	'Encouraging and prioritising sustainable transport' through a range of mechanisms including ensuring daily destinations are within 15 minutes of home using active transport; developing and implementing pedestrian and cycling network plans, and locating homes within 400m of public transport.	_ The PSP to include an **Active Transport Plan** which: + Includes an east-west link along Russell Creek with a seamless, safe connection to Warrnambool CBD + Provides for no fewer than three dedicated on or off-road cycling connections north of Russell Creek to this east-west transport link (including over creek connections as if required) + Provides for no fewer than three dedicated on or off-road cycling connections south of Russell Creek to this east-west transport link (including over creek connections as if required) + Provides seamless integration with education and other community facilities + Integrates with street sections and plans to provide for cycling connections on road (reducing friction) with private vehicles and other road users + Designates priority pedestrian routes and for those priority pedestrian routes which link to education and other community facilities to be 'cool routes' _ PSP requirements ensure footpaths on both sides of street _ PSP requirements consistent with the targets outlined in the Sustainable Subdivision Framework.	VPA	_ WCC _ Landowners _ VicRoads _ Victoria Walks	Immediately, through the resolution of the Precinct Structure Plan

Carbon mechanism | Non-carbon mechanism

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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
Optimisation for electric vehicle transition Planning mechanism (PSP requirement)	Accelerating the uptake of electric vehicles through planning controls / Design Guidelines, nominally the provision for EV infrastructure at the dwelling-scale (either as a functional charging point, or wiring for future EV capabilities).	_ PSP requirement requiring Design Guidelines to be developed to the satisfaction of the Responsible Authority _ Design guidelines to include requirement that dwellings would require pre-wiring to support a 32 A Mode 3 EVSE _ See detailed pathway for Design Guidelines p.61 _ See summary of all-electric home p. 62	WCC (see p. 61)	_ VPA _ Developers / Landowner	As outlined p. 61
Multi-stakeholder optimised street sections and plans Non-planning Governance Model	The critical focus for this work is in guiding the development of street typologies which can simultaneously support the needs of a range of services alongside active transport, urban greening and integrated water management. A multi-stakeholder approach is being tested as the primary mechanism for delivery.	_ Agreement sought from stakeholders to take part in EoA street Enquiry by Design (EbD) and be bound by consensus outcomes _ 1-day EbD to explore and resolve: + Objectives for high amenity streets (being guided by objectives in the Sustainable Subdivisions Framework) + Standard street sections and indicative street plans for EoA + Decision making criteria for alternatives _ Outcomes documented for agreement by stakeholders, with targeted meetings to resolve specific issues _ Establishment of a governance body (e.g. committee) representative of stakeholders to review and approve alternatives (governance mechanism) _ PSP objectives to reflect resolved objectives for high amenity streets _ PSP requirements developed to respond to process outcomes _ PSP Street Sections developed to respond to process outcomes _ PSP 'Indicative' Plans developed to respond to process outcomes (note this as a non-standard requirement of a PSP process) _ PSP Service Placement Guidelines to reflect process outcomes _ PSP requirement on subdivision that information at application stage be provided that is consistent with process outcomes and the Sustainable Subdivisions Framework information requirements	VPA	_ WCC _ Developers / Landowners _ Wannon Water _ Powercor _ Local Government Infrastructure Design Association (IDM governance) _ DELWP (Biodiversity / Urban Greening) _ Bicycle Victoria (or other agreed cyclist representative)	Agreement to participate and be bound by outcomes end November 2020 Enquiry by Design by end Feb 2021 Outcomes reflected in Precinct Structure Plan (timing TBD) Governance mechanism established for review and approval of street alternatives

Carbon mechanism | Non-carbon mechanism

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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
Building thermal performance improvement Planning mechanism (PSP requirement)	Introduction of thermal performance targets for buildings through the PSP through Design Guidelines. The mechanism recommends a NatHERS target of 1 star above the NCC standard, reducing heating and cooling energy by at least 28%.	_ PSP requirement requiring Design Guidelines to be developed to the satisfaction of the Responsible Authority _ Design guidelines to include requirements that all residential dwellings have a minimum NatHERS standard of one star above the applicable National Construction Code standard* _ See detailed pathway for Design Guidelines p.61 _ See summary of all-electric home p. 62 * Note that this has been modified from the 8-star target outlined earlier in the report to allow for increased flexibility until the mooted NCC update in 2022.	WCC (see p. 61)	_ VPA _ Developers / Landowner	As outlined p. 61
Built environment sustainability scorecard (BESS) energy target Planning mechanism (PSP requirement)	The energy category within BESS awards points for passive design and energy efficient services and appliances that deliver energy savings above a benchmark building. This benchmark improvement would include the building thermal performance energy category which would generally include improvements to hot water and appliance efficiency.	_ PSP requirement requiring Design Guidelines to be developed to the satisfaction of the Responsible Authority _ Design guidelines to include requirements that all residential dwellings achieve a minimum BESS score of 67% (without including solar PV in scoring) in the energy category (or demonstrate equivalent performance using another built environment rating tool) _ See detailed pathway for Design Guidelines p.61 _ See summary of all-electric home p. 62 * Note that this has been modified from the original 75% target through further consultation and model refinement	WCC (see p. 61)	_ VPA _ Developers / Landowner	As outlined p. 61
Fuel switch (Gas to electricity for all appliances - heating, hot water and cooking) Planning mechanism (PSP element)	This mechanism involves a confirmation that gas will not be supplied to the precinct. A low carbon precinct is dependent on removal of gas supply and is required to meet precinct, municipal and State ambitions for GHG emissions reduction.	_ PSP utilities requirement which excludes gas mains infrastructure within the precinct _ PSP **Utilities Plan** which provides for an extension of the electricity network, but not the gas network _ Design guidelines to preclude gas hot water and heating appliances _ See detailed pathway for Design Guidelines p.61 _ See summary of all-electric home p. 62	VPA	_ Powercor _ WCC _ Developer / Landowners	Immediately, through the resolution of the Precinct Structure Plan

Carbon mechanism | Non-carbon mechanism

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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
Building-scale solar PV Planning mechanism (PSP requirement)	The provision of renewable energy generation at the dwelling scale is critical in pursuing zero net emissions for stationary energy. At the building-scale, dwellings use significant roof space for solar PV to offset electricity consumption behind the meter (where the full retail cost of electricity can be avoided).	_ PSP requirement requiring Design Guidelines to be developed to the satisfaction of the Responsible Authority _ Design guidelines to include requirements that all dwellings include the following solar PV provision at a minimum: + 3kWp for all dwellings under 120sqm + 4kWp for all dwellings greater than 120sqm but less than 150sqm + 5kWp for all dwellings greater than 150sqm _ See detailed pathway for Design Guidelines p.61	WCC (see p. 61)	_ VPA _ Developers / Landowner	As outlined p. 61
Canopy cover target Planning mechanism (PSP element and requirement)	This mechanism proposes a tree canopy cover target be put in place for the public realm. Green infrastructure can deliver a range of benefits (ecosystem services) including biodiversity and urban heat mitigation. By setting a target for canopy cover, land developers can retain flexibility as to how canopy cover is delivered.	_ **A PSP Public Realm Plan** to be incorporated into the PSP to illustrate and quantify canopy tree coverage, assuming typical tree species for the PSP area at maturity and during the summer months _ **Public Realm Plan** to demonstrate 30% or greater canopy cover (excluding areas dedicated to biodiversity or native vegetation conservation) _ **Street sections** to demonstrate the role of streets in delivering this 30% canopy cover target (noting increased requirements for 'cool routes' _ A PSP requirement to require subdivision applications (through landscape plans) demonstrate consistency with the canopy cover target, and how the health of canopy is assisted through passive irrigation and robust maintenance plans	VPA	_ WCC	Immediately, through the resolution of the Precinct Structure Plan
Nominated biodiversity conservation areas/ zones Planning mechanism (PSP element)	This opportunity includes the development and enhancement of key biodiversity conversation areas or zones through the East of Aberline Precinct. Enhancement of biodiversity conservation zones supports a range of benefits including improved amenity, biodiversity and stormwater quality. This aligns with other opportunities such as increasing canopy cover, WSUD projects and programs as well as stormwater harvesting.	_ **A PSP Public Realm Plan** to be incorporated into the PSP which designates: + Tozer Reserve as a conservation reserve with appropriate zoning (and buffers if required to ensure no conflict between bushfire regulations and conservation outcomes) + Russell Creek as a waterway and drainage reserve (incorporating 30m buffer) with appropriate zoning _ Confirmation of investment in an operational program in distilling environmental custodianship of Tozer Reserve in new residents	VPA for Public Realm Plan Lead to be confirmed for Tozer Reserve conservation program	_ Tozer Reserve Committee of Management to implement Tozer Reserve Program	PSP Public Realm Plan immediately, through the resolution of the Precinct Structure Plan Funds committed to Tozer Reserve conservation program through PSP - program triggered by first subdivision permit within 100m of reserve

Carbon mechanism | Non-carbon mechanism

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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
Climate resilient species selection targets Planning mechanism (PSP requirement)	Setting lot or precinct-scale targets in relation to plant species selection is critical in reducing potable water consumption for irrigation, and community resilience. Additional benefits for biodiversity can be achieved if plant species are locally indigenous and facilitate rehabilitation where ecosystems have been previously fragmented by development.	_ A PSP requirement to require subdivision applications (through landscape plans) demonstrate at least 60% consistency with the proposed climate resilient species list _ Climate resilient species list to be developed ahead of first subdivision application (note that this would have potential wider application than EoA and potentially wider than Warrnambool)	VPA for PSP requirement WCC for Climate resilient species list	_ Landowners / Developers _ Local environmental groups	Immediately, through the resolution of the Precinct Structure Plan
Roof water harvesting scheme Planning mechanism (PSP element) Operational model	In this opportunity, rooftops within the East of Aberline precinct are viewed collectively as a new drinking water catchment. Stormwater from rooftops is collected and transferred to local raw water storage ponds (or tanks) before being processed at a water treatment plant before being reticulated back to the households as an alternative drinking water supply.	_ This mechanism is supported by the analysis from an environmental perspective _ Before further consideration for inclusion in PSP, a cost benefit analysis (CBA) is recommended to outline costs and benefits to key stakeholders (Wannon Water, developer, resident, broader community) _ CBA to be driven by Wannon Water, and consider the outcomes of the IWM planning (underway)	Wannon Water	_ VPA _ WCC	Immediately, through the resolution of the Precinct Structure Plan
Stormwater harvesting (for open space) Planning mechanism (PSP element)	This opportunity involves harvesting stormwater for reuse for non-potable purposes. Stormwater is usually harvested from the drainage network. The opportunity is being investigated in detail through the IWM planning process.	_ This mechanism is supported by the analysis from an environmental perspective _ Inclusion in PSP to be driven by analysis as part of the IWM planning (underway)	WCC or Wannon Water (depending on ownership of land and decision-making)	_ VPA	Immediately, through the resolution of the Precinct Structure Plan

Carbon mechanism | Non-carbon mechanism

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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
Water efficiency target Planning mechanism (PSP requirement)	This opportunity includes the adoption of water efficiency targets for buildings and key infrastructure either through planning controls or operational targets. Targets could be attached to planning and development, enforced through specification of water efficient infrastructure as part of builds or through monitoring and operational commitments (e.g. reductions in supply / usage charges if targets are met).	_ PSP requirement requiring Design Guidelines to be developed to the satisfaction of the Responsible Authority _ Design guidelines to include requirements that all residential dwellings include water efficient fittings (WELS ratings within one star of best available) and dwellings over 150sqm include a 2000Ltr or greater water tank plumbed to toilets and irrigation* _ See detailed pathway for Design Guidelines p.61 * Note that this design guideline recommendation is subject to change following resolution of the precinct IWM Planning	WCC (see p. 61)	_ VPA _ Developers / Landowner	As outlined p. 61
Precinct urban heat mitigation plan or targets Planning mechanism (PSP requirement)	An Urban Heat Mitigation Plan consolidates and prioritises various 'cooling' interventions, articulating targets (and responsibilities) around; landscape design & public shelter, canopy cover and materiality (i.e. high SRI roofing).	_ Precinct level Urban Heat Mitigation Plan not pursued for EoA _ PSP requirement for subdivision application that at least 70% of public realm surfaces constitute either tree canopy at 25 years, other physical shade structure, shrubs or ground covers, irrigated open space, water bodies or hard landscape meeting a Solar Reflectance Index of 50 or greater.	VPA	_ WCC	Immediately, through the resolution of the Precinct Structure Plan
Street sections ('Cool Routes') Planning mechanism (PSP element)	This mechanisms involves the delivery of 'cool routes', which are essentially streetscapes designed to create cooler micro-climates for pedestrians through the use of shade, vegetation and materiality (i.e. lighter coloured paving). It is critical that cool routes (and all pedestrian infrastructure) service multiple stakeholders through accessible design and are well integrated and articulated within the broader Principal Pedestrian Priority Network.	_ The PSP to include an **Active Transport Plan** which: _ Identifies cool routes aligned to the priority pedestrian network _ Identifies a street sections and plan for 'cool routes' which deliver: + A 35% canopy cover target + At least 85% of public realm surfaces constitute either tree canopy at 25 years, other physical shade structure, shrubs or ground covers, irrigated open space, water bodies or hard landscape meeting an Solar Reflectance Index of 50 or greater	VPA	_ WCC	Immediately, through the resolution of the Precinct Structure Plan (targets to be further tested through multi-stakeholder EbD)

Carbon mechanism | Non-carbon mechanism

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Implementation Plan

MECHANISM	DESCRIPTION	IMPLEMENTATION	DELIVERY LEAD	SUPPORTING STAKEHOLDERS	TIMELINE
On-lot urban heat reduction mechanisms Planning mechanism (PSP requirement)	Reducing urban heat at the dwelling-scale involves setting targets and parameters for built form which promote vegetation on private land, as well as surface treatments which absorb less solar energy. This could be effectively controlled through Design Guidelines, with the potential adoption of the Melbourne Green Factor tool for assessment of on-site green infrastructure.	_ PSP requirement requiring Design Guidelines to be developed to the satisfaction of the Responsible Authority _ Design guidelines to include requirements that all residential lots achieve at least 85% of horizontal surfaces of either tree canopy at 15 years, other physical shade structure, shrubs or ground covers, irrigated open space, water bodies, hard landscape or roofs meeting a Solar Reflectance Index of 50 or greater _ See detailed pathway for Design Guidelines p.61	WCC (see p. 61)	_ VPA _ Developers / Landowner	As outlined p. 61
Precinct-based operational waste program Non-planning operational investment	This mechanism would deliver a behaviour change and education program to support residents to build their knowledge and establish good waste management practices as they move into their newly built home.	_ Development of program, including organic waste kit and procurement and partnerships	WCC	_ Sustainability Victoria	Confirmation of status of program in ICP.
Embodied carbon targets Planning mechanism (PSP requirement)	During the construction phase a significant amount of GHG emissions are 'released' due to the extraction, processing and transportation of materials. The best strategies target the materials that are used in the greatest quantities and have the highest carbon intensity (embodied CO2-e by volume, area or weight). For residential development (low density) this is road base, concrete, asphalt and steel.	_ PSP requirement to be included that civil construction prior to 2025 demonstrates: + A trial of a range of approaches which reduce embodied carbon with agreed monitoring and evaluation with SV, WCC and other stakeholders as relevant + Consistency with the Sustainable Infrastructure Guidelines + Subdivision applications comply with the information requirements of the Sustainable Subdivision Framework (Circular Economy category) _ PSP requirement to be included that civil construction after 2025 demonstrates compliance with the Sustainable Subdivision Framework targets (Circular Economy category)	Sustainability Victoria	_ VPA _ WCC _ Landowners / Developers _ Service authorities	Immediately, through the resolution of the Precinct Structure Plan (targets to be further tested through trial of the Sustainable Subdivisions Framework)

Carbon mechanism | Non-carbon mechanism

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Implementation Enablers

In order to assist with the implementation of the preferred carbon scenario and ensuring that EoA becomes a climate resilient precinct, several enablers have been identified which help deliver multiple mechanisms at the same time.

ON-LOT PROVISIONS

In order to drive outcomes related to future private residential land the use of Design Guidelines or a similar mechanism will be a critical enabler in delivering the intended outcome for the precinct. This is primarily because the stationary energy use in the precinct is almost exclusively driven by the residential energy use. Controlling the built form, and specifying energy efficient appliances and energy generation is the key strategy for reducing stationary energy emissions.

Design guidelines can specify built-form, materiality, colour pallets, energy and water technology and infrastructure (i.e. solar and rainwater tanks). Design Guidelines are effective in these areas and will also assist in delivering climate resilience and transport related outcomes.

Three options are presented with commentary on their relevant merits.

Option 1 - includes the development of Design Guidelines by Council in accordance with this report. In this option, a PSP requirement would mean that residential land would conform to the Guidelines. They would then be required to be registered on title by way of a permit condition. This option puts full carriage of the Design Guidelines in Council's control and creates the potential for them to be applied to other areas of residential subdivision. The risk is that developers see this as a constraint on flexibility or potential inconsistency with Design Guidelines they have plans to impose on their own land.

Option 2 - includes the development of standards only by Council in accordance with this report, but the responsibility of developing Design Guidelines to rest with the developer of the land as part of the subdivision planning process. In this option, a PSP requirement would mean that residential land would conform to the standards, but developers would have the benefit of being able to incorporate, adapt standards for higher performance and include different standards or requirements (for example colour palettes, landscape palettes etc). This has the benefit of flexibility for the developer, but potentially creates confusion with variation across the precinct.

Option 3 - includes the development of a Design and Development Overlay or similar planning instrument as part of the PSP implementation. The DDO or similar could be drafted in such a way as to require a permit only when the standards (drawn from this report) are proposed to be varied. This has advantages, in that Design Guidelines are only applied to land where developers want to impose other on lot guidance, but the administration burden to Council statutory planners is restricted to a limited number of incidences where purchasers want to vary the standards imposed through the planning instrument.

These options will be further considered through the resolution of the Precinct Structure Plan.

In terms of implementation, if Design Guidelines are adopted, developers / landowners would generally appoint a local architect to ensure compliance that house designs comply with the Design Guidelines. Under this model, WCC would undertake occasional pro-active and re-active checks, to ensure that built outcomes are in accordance with approved building plans and with Design Guidelines.

BUILT ENVIRONMENT ASSESSMENT TOOLS

The use of a built-environment assessment tool, such as Green Star Communities had been discussed throughout this project however ultimately has not been recommended. This is due to the variety and number of separate landowners within the precinct and the challenges with creating alignment between each subdivision proposal and the overall goal.

The BESS tool is recommended to work in combination with Design Guidelines to 'pre-approve' home designs. The intention would be:

- That the tool is used to benchmark performance of a particular house design (meeting the required mark of 67%)
- Further assessments of that design would not be required subject to a NatHERS assessment demonstrating at least an equivalent NatHERS rating as that of the pre-approved design

Alternative tools such as Green Star for Homes, Sustainability Victoria's Zero Net Carbon Home tool or the Whole of House approach / tool currently in development by the Federal Government to inform the NCC could potentially form equivalents to the BESS tool, but would need to be approved as alternative pathways following further review of their assumptions (when available).

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Implementation Enablers

WARRNAMBOOL HAS THE OPPORTUNITY TO DELIVER ITS HOUSING NEEDS WHILE PROVIDING AN EXEMPLAR FOR RESIDENTIAL GREENFIELD DEVELOPMENT (SOURCE: ABC NEWS)

ALL-ELECTRIC HOME DEMONSTRATION

In order to educate, build awareness and create value for purchasers in EoA, demonstrating highly comfortable and efficient all electric homes will be critical.

A strategy to build demonstration dwellings early in the precinct's evolution will assist in driving this purchaser appreciation for these zero carbon homes. The intention would be to partner with builders to deliver examples of homes that are fully compliant with the Design Guidelines.

A suitable funding / partner approach to the demonstration homes is recommended to be developed with key stakeholders through the PSP process.

REFERENCE THE SUSTAINABLE SUBDIVISIONS FRAMEWORK

The outcomes sought for East of Aberline could be further strengthened through reference in the PSP to require subdivisions to comply with the Sustainable Subdivisions Framework.

This would allow the Sustainable Subdivisions Framework to have statutory weight in the assessment of subdivisions applications and allow for the ongoing reinforced of the objectives and targets recommended in this report.

SUSTAINABLE INFRASTRUCTURE GUIDELINES AS AN IMPLEMENTATION TOOL FOR CIRCULAR ECONOMY

As a signatory to the Sustainable Infrastructure Guidelines (SIG) - an 'opt in' appendix to the Infrastructure Design Manual (IDM) - Warrnambool City Council has indicated their support for trialling alternative approaches to infrastructure design and construction.

The SIG can enable the outcomes sought for the 'Circular Economy' category, providing a method for determining options and calculating the associated embodied carbon benefit.

MONITORING AND EVALUATION

As part of the evolution of the precinct it will be critical to monitor the effectiveness of strategies outlined in this report.

We recommend that a review of progress towards the low carbon and climate resilient goals be undertaken within the first five years and include:

- A carbon investigation for the precinct, with the intention to understand whether the strategies have been effective and the precinct is tracking towards the low carbon goal for 2040 (including transport, energy and waste surveys etc)
- An evaluation of the first stages of subdivision to understand whether streets are being delivered in accordance with the street sections and plans in the PSP and that other climate targets and initiatives are proceeding as planned
- An evaluation of the first stages of subdivision to understand whether on-lot compliance with Design Guidelines has been achieved
- Changes in State and Federal Government policies or programs (operating environment) and evaluation of advocacy priorities
- Review of available research, technology and other information (in particular the maturing of key solutions)

The outcome of the overall review will determine whether changes to planning mechanisms, programs or operational / governance models may need to be made to ensure the long-term trajectory of the precinct is in line with stated goals.

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Appendix A: Case Studies

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Ginninderry - Canberra, ACT/NSW

Ginninderry is a collaborative project between the ACT Government and Riverview Developments, that aims to deliver 11,500 sustainable dwellings, $120m of community infrastructure and a 577 hectare conservation corridor on a 1,600 hectare site located on the ACT/ NSW boarder.

KEY PROJECT STATS[1,4]

Location

Ginninderry (on the ACT/NSW border)

Site Area

1,600 Ha

Development Type

Residential + community infrastructure

Year

2013

Status

Ongoing

Sustainability Accreditation

6-star Green Star for Communities

Key Stakeholders

_ ACT Government / Suburban Land Agency
_ Riverview Developments Pty Ltd (on behalf of Corkhill Brothers Pty Ltd)
_ Evoenergy

IMAGE: 'THE LINK' (PICTURED) IS A MULTI-PURPOSE COMMUNITY AND INFORMATION FACILITY, CONSTRUCTED LARGELY FROM RECYCLED MATERIALS WITH A 30 KW ROOFTOP PV SYSTEM

ESD INITIATIVES

Zero Carbon

As a 6-star Green Star community, Ginninderry is committed to reducing household energy use (GHG intensity reduced 85-100%). An Energy Snapshot and Roadmap report for the site identified dwellings in Stage 1 would be designed with the following:

_ A minimum energy efficiency rating (EER) of 6 stars
_ All-electric dwellings (Stage 1 at least)
_ 4-star reverse cycle heating and cooling
_ Electric heat pump HWS
_ Rooftop solar PV system (according to house size); and
_ Home energy management systems (allow integration into future micro-grid, or distributed renewable solutions)

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Ginninderry - Canberra, ACT/NSW

IMAGE: AN AERIAL VIEW OF THE GINNINDERRY SITE IN 2019 (SOURCE: GINNINDERRY PROJECT TEAM)

Sustainable Water

Bounded by the Murrumbidgee River and the Ginninderry Creek, the precinct has been designed with a number of 'best practice' water sensitive urban design responses, including:

_ A network of bioretention swales, wetlands and basins capable of capturing, filtering, storing and recycling water on-site before discharge back into local waterways
_ Reaching or exceeding regional water quality targets
_ Using captured stormwater for landscape irrigation
_ Increasing rainwater tank requirements for residential blocks to decrease potable water consumption at the household level.

Sustainable Transport

Houses are to be located within walking distance of a bus stop to be able to access broader commercial amenities located in West Belconnen (and beyond), with an extensive pedestrian and cycling network provided throughout the precinct to create linkages to key infrastructure.

Ecology and Biodiversity

More than a third of the land at Ginninderry is being set aside as a Conservation Corridor.

The Corridor will total 577 hectares and will include the land adjacent to the Murrumbidgee River and Ginninderry Creek. The size and boundaries of the Corridor were determined scientifically to protect the endangered Pink-Tailed Worm Lizard habitat, conserve Yellow Box Red Gum Grassy woodland and to preserve the natural beauty of the landscape.

DELIVERY MECHANISMS

Planning

For the development to occur, the land on both sides of the border needed to be rezoned.

The land within the ACT required a variation to the Territory Plan, an amendment to the National Capital Plan and an amendment to the Yass Valley Local Environment Plan. In addition an approval under the Commonwealth's Environment Protection and Biodiversity Conservation Act was also required for the entire site, which was obtained in 2017.

For the NSW component - which isn't staged for development until 2033 - a Gateway Determination issued by the NSW Minister for Planning has found the proposal has merit, with a final decision to be made later this year.

Governance & Finance

A Joint Venture (JV) between the ACT Government and Riverview Developments Pty Ltd (On behalf of Corkhill Brothers Pty Ltd) was agreed upon to combine the potential of land and extend the development across into NSW - with a 60:40 ratio of ownership agreed between the two parties.[2]

While the NSW component isn't scheduled to begin until 2033, the JV identifies that in the event of a rezoning failure (of the NSW land), the rights would be held by the ACT, and the project would continue entirely within the ACT (still with the 60:40 ratio).

Such an agreement not only provides a sound financial basis for agreeing to a joint venture but also provides considerable incentive for Riverview when seeking agreement with the NSW Government to have the land in NSW rezoned.

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Ginninderry - Canberra, ACT/NSW

IMAGE: THE GINNINDERRY MASTERPLAN (SOURCE: GINNINDERRY PROJECT TEAM)

CRITICAL SUCCESS FACTORS

Joint Venture

The JV agreement between ACT's Suburban Land Agency and the NSW developer, Riverview Developments Pty Ltd enabled project costs and risks to be distributed across both parties, and will be in place until the development is complete (30-40 years)[2].

Borderless Masterplan

The site was masterplanned as 'borderless' to ensure essential services and infrastructure aligned despite the state boundary (note: the NSW component of the site is cut-off from NSW by the surrounding river and is only accessible from the ACT side)

Stakeholder Engagement[5]

From 2008 extensive stakeholder engagement has been conducted to ensure alignment, stakeholders included:

_ **ACT Planning and Land Authority**
_ **Chief Ministers Department**
_ **Territory and Municipal Services (TAMS) including ACT Parks and Conservation**
_ ACT Department of Environment, Climate Change, Energy and Water
_ ACT Department of Housing and Community Services

Community Engagement[5]

Since 2011, extensive engagement with the community, and various community groups has been conducted, with the following strategies used to communicate with the community:

_ Market testing for electric only dwellings
_ Project Office opened in 2014 to showcase large-scale 3D model and site information
_ Community Information and Feedback sessions in Kippax
_ Publication of 5 project newsletters, distributed to approximately 10,000 households/stakeholders
_ Project website, and
_ Social media

In addition to appointing a Community Liason Officer and hosting community events, a 'people & place' group (PPG) was established in 2013 to test and refine project ideas. Members of the PPG included:

_ Belconnen Community Council
_ Ginninderra Catchment Group
_ Ginninderra Falls Association
_ Kippax Uniting Care
_ Strathnairn Arts Association
_ ACT Shelter
_ ACT Council of Social Services

RELEVANCE TO EAST OF ABERLINE

_ **Biodiversity Conservation:** Similar to the Tozer Memorial Reserve expected to be retained for biodiversity conservation at Aberline, Ginninderry has also retained an area for biodiversity (577 Ha).
_ **Natural approach to water:** Both sites feature natural environmental and hydrological features that promote opportunities to create integrated water management systems to reduce overall potable water use.
_ **Stage 1 Gas-Free:** A Territory Plan waiver was announced for Ginninderry that allowed stage 1 to be constructed without the inclusion of gas-mains infrastructure, ensuring all-electric (and potential fossil-fuel free) houses - the program is the first in the ACT. Despite the proximity of Ausnet's gas infrastructure around the periphery of Aberline, going all-electric offers significant cost savings at the dwelling level and in infrastructure provision as well as a benefit for carbon reduction..
_ **Embodied Carbon:** 'The Link' Which is Ginninderry's community-centre, was constructed using recycled and reused materials to reduce embodied carbon. Similar objectives are embedded in the planning for East of Aberline, and may be facilitated through application of a combination of Sustainable Infrastructure Guidelines, Design Guidelines and Life Cycle Assessments.

References
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3. Riverview and LDA (2014) West Belconnen Urban Design Report
4. Ginninderry (2017) Ginninderry Project Vision [factsheet]
5. Riverview and LDA (2015) A History of Community Consultation and Engagement for the West Belconnen/Parkwood Project: From Inception to Marketing.

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The Cape Eco-Village - Cape Paterson, VIC

Located approximately 140 kilometres South East of Melbourne, and overlooking the spectacular Bunurong Coast and Bass Strait, 'The Cape' Eco-Village at Cape Paterson champions environmentally sustainable design and community living.

The Cape, and the homes within it, have already won 17 design, architecture and sustainability awards.

KEY PROJECT STATS[1]

Location

Cape Paterson, Victoria

Site Area

40.5 Ha (approx.)

230 home sites

Development Type

Residential + community infrastructure

Year

2003 (land purchased, 6+ year rezoning process)

Status

Ongoing

Sustainability Accreditation

No specific accreditation

Key Stakeholders

_ Small Giants
_ Australian Ecosystems
_ TS Constructions
_ The Sociable Weaver
_ Martin Builders

IMAGE: EACH DWELLING AT THE CAPE IS EQUIPPED WITH MINIMUM 2.5KW ROOFTOP SOLAR PV SYSTEM (SOURCE: LIVINGATTHECAPE.COM)

ESD INITIATIVES[1]

Energy Efficiency

The Cape has teamed up with a number of local designers and builders to offer 10 contemporary housing designs with a minimum NatHERS ratings of 7.5-stars, including one design which is Victoria's first 10-star house!

Energy efficiency is achieved through:

_ Site orientation and solar access
_ Various shading treatments
_ High efficiency glazing
_ Insulation
_ Natural ventilation

In addition each dwelling equipped with a minimum 2.5kW solar rooftop system and energy efficient appliances specified throughout.

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The Cape Eco-Village - Cape Paterson, VIC

IMAGE: THE CAPE ECO-VILLAGE MASTERPLAN AS CURRENTLY DEVELOPED (SOURCE: LIVEATTHECAPE.COM)

Design guidelines have been provided for residents who wish to alter their pre-approved design, or construct their own sustainable dwelling.

Sustainable Water

Each house will feature at least 10,000 litres of rainwater storage for garden irrigation and to assist with toilet flushing. This helps create year-round water security, with excess stormwater redirected through a series of collections ponds before permeating into the groundwater and natural wetlands.

The site will also feature a 5000 m^2 community garden supported by a 230,000 litre rainwater tank for landscape irrigation.

Ecology and Biodiversity

The site has been designed to co-exist with the coastal headland, surrounding wetlands and Banksia Woodland habitats keeping approximately half of the site area for open space.

The project has committed to restoring and maintaining the adjacent Cape Patterson Coastal reserve.

DELIVERY MECHANISMS

Planning Panel and Ministerial Approval[2]

The Cape Paterson Eco-Village was subject to a lengthy land-use rezoning process (6+ years) in which the proposal was referred to an expert panel, and denied - despite its sustainability criteria.

As a result, Bass Coast Shire Council thought it inappropriate to go against the advice of the panel, instead finalising their coastal strategy (with a town boundary for Cape Paterson) and referred the proposal to the Victorian Planning Minister - who approved the development.

Amendment C119 to rezone the land to the western edge of Cape Paterson for the Eco-Village was gazetted in mid-2011 essential rezoning it from Farming Zone (FZ) to Comprehensive Development Zone, and adjusting some of the overlays applicable.

Governance & Finance[2]

For the development phase, financial backing was secured through ethical investment company Small Giants, who had previously helped deliver 'The Commons' in inner Melbourne.

CRITICAL SUCCESS FACTORS

Sustainability Experience

The developer, Australian Ecosystems, is an experienced Victorian-based Environmental Landscape company known for designing and constructing wetland systems for residential subdivisions.

Public Intellectual Property

The developers collaborated with some of Australia's most sustainable designers and architects to offer (initially) 10 house designs that were then peer-reviewed by energy efficiency experts (in collaboration with Sustainability Victoria) and made publicly available (over 40,000 downloads). Residents are encouraged to pick and choose elements, with the 'rules' being: Minimum 7.5-star rating, <200 m^2, no gas connection, a mandatory 2.5kW solar PV system and a 10,000-litre rainwater tank.[2]

Design Guidelines

Beyond the housing design provided, general design guidelines for the precinct are provided, and include: North orientation, double-glazed windows, slab and reverse insulated brick walls with timber composite cladding (for thermal mass), with a combination of natural and operable shading treatments.

Household Savings

The Zero Carbon Study Peer Review claimed that compared to a new 6-star house on a 25-year mortgage, a house at Cape Paterson could save buyers between 2.5-5.5 years, with cumulative savings on mortgage and energy bills potentially exceeding $3000,000 under a high future price scenario (of traditional electricity)[3].

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The Cape Eco-Village - Cape Paterson, VIC

IMAGE: VICTORIA'S FIRST 10-STAR HOUSE AT THE CAPE ECO-VILLAGE (SOURCE: LIVEATTHECAPE.COM)

RELEVANCE TO EAST OF ABERLINE

_ **Regional/Coastal Location:** Both sites share regional locations along the Victorian coast, offering alternative residential locations to larger urban or regional centres such as Melbourne or Geelong.

_ **Gas-Free Suburb:** 'The Cape' provides yet another example of a successful 'all-electric' development. Gas mains represent a redundant and path-dependant technology that 'locks in' fossil fuel use and high energy prices for years to come.

_ **Certification-free:** Unlike some of the other exemplars within this review, Cape Paterson Eco-Village did not prescribe to, or attain sustainability certification - and provides an example where a strong vision that supports best practice can be achieved without formal certification (which may be challenging at East of Aberline with such a large number of landowners).

References
1. The Cape (n.d) The Cape: A Sustainable Way to Live (brochure)
2. ABC News [online] (2011) Victory for Controversial Village < https://www.abc.net.au/local/stories/2011/05/11/3213823.htm>
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Salt - Torquay, VIC

Salt is a residential community located on the edge of the coastal township of Torquay, approximately 100 kilometres south-west of Melbourne. Salt is the first community precinct in regional Australia to be recognised as a One Planet Community[1].

The project promises to deliver a diverse range of housing typologies including; villas, town-houses and units - all with universal access, a minimum 7.5-star NatHERS rating, zero carbon energy (no gas), EV infrastructure and a 10,000 litre rainwater tank[2].

KEY PROJECT STATS[1]

Location

Torquay, VIC

Site Area

5.4 Ha

81 dwellings

Development Type

Residential

Year

2018

Status

Ongoing

Sustainability Accreditation

Bioregional One Planet Living (OPL) Framework

Key Stakeholders

_ Barwon Water
_ James Deans & Associates (Design Consultant)

IMAGE: SALT IS WITHIN WALKING DISTANCE TO SCHOOLS, CAFES, FARMERS MARKETS AND CO-WORKING SPACES WITHIN TORQUAY (SOURCE:SALT-TORQUAY.COM.AU)

ESD INITIATIVES

Zero Carbon Energy

SALT has committed to target of 100% renewable electricity by 2025, and zero net emissions by 2030. To achieve this, building design guidelines have been provided that specify:

_ High thermal efficiency (of building fabric)
_ EV charge points
_ Energy efficient appliances,
_ Energy monitoring systems
_ All-electric dwellings (i.e. no gas connections), and
_ A minimum 2.5Kw rooftop solar PV system and a $5,000 rebate on battery storage per household provided by Barwon Water[2].

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Salt - Torquay, VIC

IMAGE: VARIOUS DWELLING TYPOLOGIES ARE PROVIDED (TOWNHOUSE PICTURED), WITH LOTS RANGING FROM 300-830 M² (SOURCE:SALTHOMESTORQUAY.COM.AU)

In addition to the dwelling-scale initiatives, a 250kW solar array capable of generating 370,000 kWh of energy a year is to be located adjacent the site[4]. The array will be used to power Barwon Water's Torquay operations, with additional energy feeding back into the grid - and has been designed to allow a future mirco-grid to distribute renewable energy to the homes at SALT[4] (capacity to meeting 93% of the estates energy needs)[2].

Sustainable Water

SALT has set potable water targets of 120L (of potable water) per person, facilitating this with a 10,000 litre rainwater tank for each dwelling, and mitigating flood risk through streetscape design that includes raingardens and retarding basins (i.e. Water Sensitive Urban Design)[2].

Sustainable Transport

Due to the regional location there are naturally minimal connections with broader public transportation networks, however the following strategies have been articulated:

- Site layout and location based on the 20-minute neighbourhood principles to encourage walking and cycling
- 32Amp EV chargers mandatory for each dwelling
- A community sustainability coordinator who will be tasked with promoting car and rise sharing alternatives, and raising awareness for ecological impacts of travel

Materials and Waste

Low embodied carbon materials, and recycled products are preferenced, and specified in the design guidelines, with a commitment to educate builders and owners on the alternatives [to traditional building materials].

Private waste management requirements are to be use to maximise the mass of construction waste diverted from landfill, with operational waste

DELIVERY MECHANISM

Governance & Finance

The key governance mechanism is preserving the future ability to link the 250kW solar array to the development and share energy through a local micro-grid. Barwon Water's ownership and long term interest in the site is a crucial factor.

CRITICAL SUCCESS FACTORS

One Planet Living Action Plan

Bioregionals One Planet Living framework certifies an action plan of sustainability initiatives to report against annually - creating greater certainty over building and operational phases.

The action plan is accessible to the public and communicates the full suite of initiatives planned for SALT.

Building Design Guidelines

The Building Design Guidelines take a lot of the content from the OPL action plan that is applicable at the building-scale and communicates it in the context of designing and constructing a home within SALT. The guidelines cover elements such as: orientation, setbacks, dwelling size, landscaping, glazing, thermal mass, and universal access among others[3]. They also the planning approval process for SALT, construction requirements and a number of application forms and check-lists to ensure potential residents are well equipped to enter the SALT community.

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Salt - Torquay, VIC

IMAGE: THE STREETSCAPE MASTERPLAN FOR SALT DETAILING HIGH-LEVEL VEGETATION AND TREATMENT STRATEGIES (SOURCE: HUMAN HABITATS)

RELEVANCE TO EAST OF ABERLINE

_ **Zero Carbon Energy:** SALT has set targets around zero carbon, articulating them (via the OPL action plan), and developing design and precinct guidelines that will help deliver - providing a great example for East of Aberline to set firm goals around zero carbon energy.

_ **Solar PV and microgrid connection:** The development sets up future potential for a large solar array to integrate with residential development on the adjacent site. This has synergies with the fact that Wannon Water has two raw water storage ponds within the precinct boundary at East of Aberline which have previously been mooted for 'floating solar'.

_ **Embodied Carbon:** The OPL action plan and Building Design Guidelines highlight the preference for recycled, and low embodied carbon materials such as: Recycled fly-ash (content) concrete, Timber framed windows, recycled masonry materials, and use of laminated structural beams. The design guidelines in particular provide inspiration for East of Aberline to ensure low embodied carbon materials are prioritised.

_ **Flood Mitigation:** Flood mitigation has been identified as a potential issue for East of Aberline, with Russells Creek dissecting the site. SALT has addressed flood risk through the provision of rainwater tanks and the design of streetscapes to includes swales and stormwater retention.

References

1. Bioregional (2019) Salt Torquay - A One Planet Community < https://www.bioregional.com/bioregional-australia/bioregional-australia-our-work/salt-torquay>
2. Barwon Water (2018) Salt Torquay - One Planet Action Plan: August 2018
3. SALT (2018) Building Design Guidelines: Medium Denstiy Unit and Townhouse Sites - October 2018
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Aquarevo - Lyndhurst, VIC

Aquarevo by South East Water and Villawood Properties - located approximately 60 kilometres south east of Melbourne - aims to reduce potable water consumption by 70% and save residents up to 60% on their energy bills[1].

Constructed on the site of the former South East Water wastewater treatment plant, the development aims to tackle water consumption at every scale, installing rainwater tanks that can talk to each other, reconstructing an on-site wastewater treatment plant for resident use, and creating a series of natural wetland systems across the site[5].

KEY PROJECT STATS

Location

Lyndhurst, (Greater Melbourne) VIC

Site Area

42 Ha

460 homes

Development Type

Residential + community infrastructure

Year

2013

Status

Ongoing

Sustainability Accreditation

EnviroDevelopment (Ecosystems, Waste, Energy, Materials, Water, Community)

Key Stakeholders

_ Villawood Properties
_ South East Water
_ Oliver Hume

IMAGE: AQUAREVO EMBRACES WATER AT ALL SCALES FROM THE DWELLING (ONEBOX)TO WETLANDS (SOURCE: ENERGY MATTERS)

ESD INITIATIVES

Zero Carbon

Dwellings within stages 1-4 will be equipped with a minimum 2.5kW solar PV system (3kW for stage 5), with a bonus battery offer currently available for residents to install a 5kWh Sonnen battery[3,4].

Sustainable Water

Aquarevo homes will be supplied with 3 types of water[3]:

+ Drinking Water: Potable water (hot and cold) supplied throughout metropolitan Melbourne for all drinking and food preparation needs.
+ Class A Recycled Water: Waste water from Aquarevo homes is held in a small pod unit until the a trigger level is hit sending it to an on-site water recycling plant via a pressurised sewer network. Wastewater is returned as (cold) Class A water for use in gardens, toilets and

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Aquarevo - Lyndhurst, VIC

IMAGE: THE AQUAREVO MASTER-PLAN HIGHLIGHTS ITS GREEN-BLUE SPINE (SOURCE: VILLAWOOD PROPERTIES)

washing machines.

+ Rainwater: Captured on roof before being screened, filtered and treated -using a high-tech hot water system, supplied back into the house and non-drinking water for bath, showers and laundry.

For each dwelling, this system is managed by a 'Onebox Controller' unit, a device created by South East Water that not only gives them visibility over the system, but enables residents to view and track near-real time data regarding water and energy use.

Flood Mitigation - TalkTank[6]

Expanding upon this already impressive integrated water system, small sensors have been installed in all rainwater tanks and connected to the dwelling's OneBox, which enables all the rainwater tanks across the development (almost 1 million litres combined), connecting to online weather forecasts and communicating with each other reduce peak flows and mitigate flood risk. They are estimated to reduce stormwater runoff by 25% across the estate.

DELIVERY MECHANISM

State Government Alignment

The development was positioned as a valuable opportunity for South East Water to demonstrate innovation, partnering with Villawood Properties and stimulating new knowledge through the design process and pursuing best practice concepts and technologies[5].

Business Case

South West Water believed there was more value in partnering to develop the land that selling it outright, putting forward a business case to the board in which the costs of the experimental water infrastructure could be covered due to ownership of the land, and broader commercial opportunities. South East Water then set up a subsidiary company 'iota Services', to demonstrate and promote these technologies for use in developments beyond Aquarevo[5].

CRITICAL SUCCESS FACTORS

Strategic Partnership

South East Water released an expression of interest to the market to secure a development partner, with 15 responses, finally coming to an arrangement with Villawood Properties[5].

The partnership enables shared risks and costs, with each partner able to focus on their area of expertise (land development, and water systems).

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Aquarevo - Lyndhurst, VIC

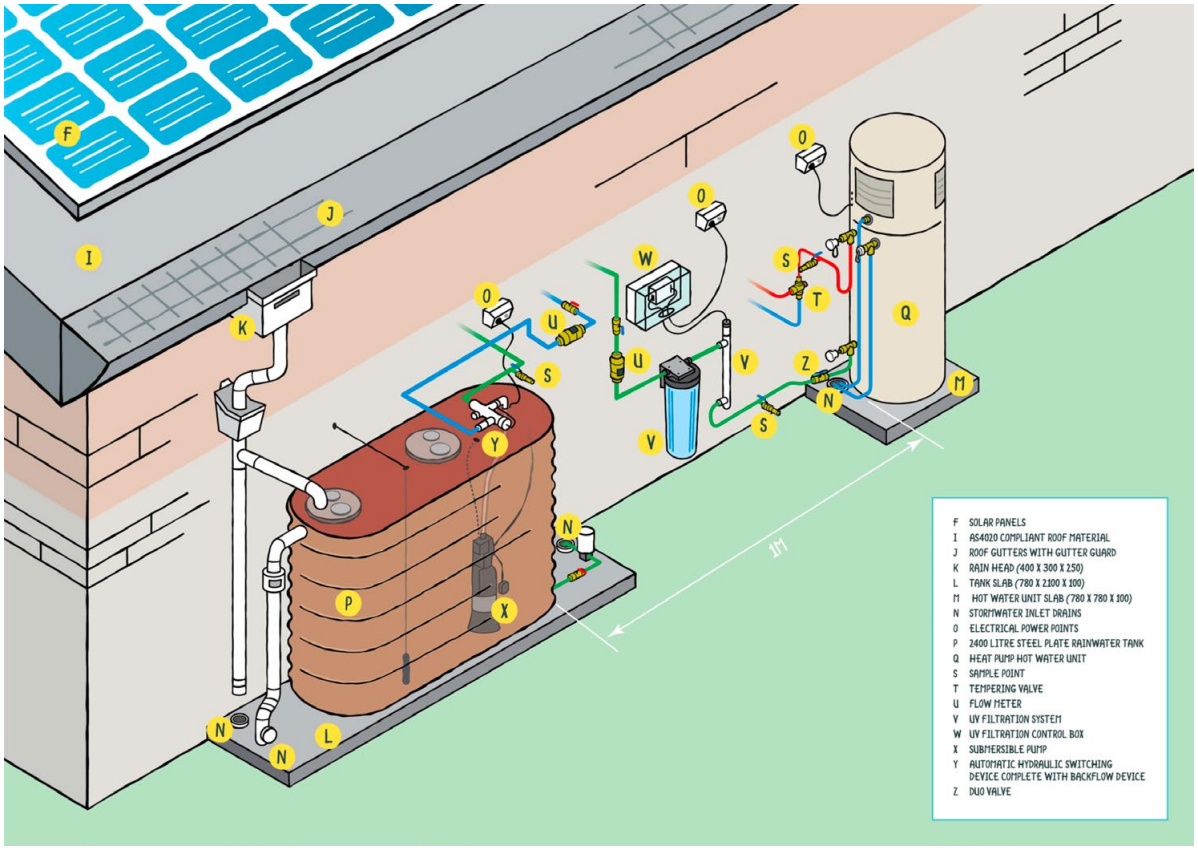

IMAGE: SOME OF THE WATER AND ENERGY SYSTEMS PROPOSED AT AQUAREVO (SOURCE: VILLAWOOD PROPERTIES & SOUTH EAST WATER)

RELEVANCE TO EAST OF ABERLINE

_ **Integrated water management governance:** The complex water arrangements at Aquarevo provide options as to how governance for a roof water harvesting system may proceed for the land and how complexity in ongoing operation can be managed where there are a large number of stakeholders

_ **Partnerships**: The project demonstrates the strong value of close partnerships with Water Authorities to deliver integrated systems with mutual benefit.

_ **Wastewater treatment on site:** Wannon Water have highlighted an intention to explore options for treatment of wastewater on site - Aquarevo provides an example of how this could be achieved using the innovative Organic Food Chain Reactor process

References

1. Villawood Properties (2020) Aquarevo - Sustainability < https://villawoodproperties.com.au/community/aquarevo/about/sustainability/>
2. South East Water (2020) Aquarevo: A new way of living < https://southeastwater.com.au/CurrentProjects/Projects/Pages/Aquarevo.aspx>
3. Villawood Properties & South East Water (2019) Aquarevo Lyndhurst - Design Guidelines - September 2019
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5. CRC for Water Sensitive Cities (2017) Aquarevo: A smart model for residential water management
6. Iota (2019) TalkTalk: Anticipate. Act. Protect.

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Alkimos - Perth, WA

The Alkimos development which is located 40 kilometres north of Perth comprises of 4 integrated precincts that aim to create a sustainable community for 57,000 residents.

Energy smart home packages, community-scale energy storage, and sustainable design guidelines articulate a new norm for a large residential development - achieving UDIA EnviroDevelopment and 6-star Green Star for Communities certification in the process.

KEY PROJECT STATS[1]

Location

Alkimos Beach, Perth (North Coast), WA

Site Area

710 Ha

Development Type

2x Residential precincts, 2x Mixed-use precincts

Year

2013

Status

Ongoing

Sustainability Accreditation

6-star Green Star for Communities: and

UDIA EnviroDevelopment certification

Key Stakeholders

_ Development WA
_ Lendlease
_ LandCorp
_ Metronet
_ Synergy
_ Australian Renewable Energy Agency (ARENA)

IMAGE: AN ARTISTS IMPRESSION LOOKING WEST ACROSS THE SITE TOWARDS THE COAST (SOURCE: LANDSCAPE AUSTRALIA)

ESD INITIATIVES[1,2,3]

Energy Smart Home Package

All dwellings at Alkimos Beach are equipped with a $4,150 Energy Smart Home Package, with residents provided with eco-coaching, which together promise to save up to 50% of household energy bills. The package includes rebates towards:

_ 1.5kW solar PV system
_ Gas or electric boosted solar HWS, or heat pump
_ Energy efficient AC system
_ Energy monitoring device

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Alkimos Beach - Perth, WA

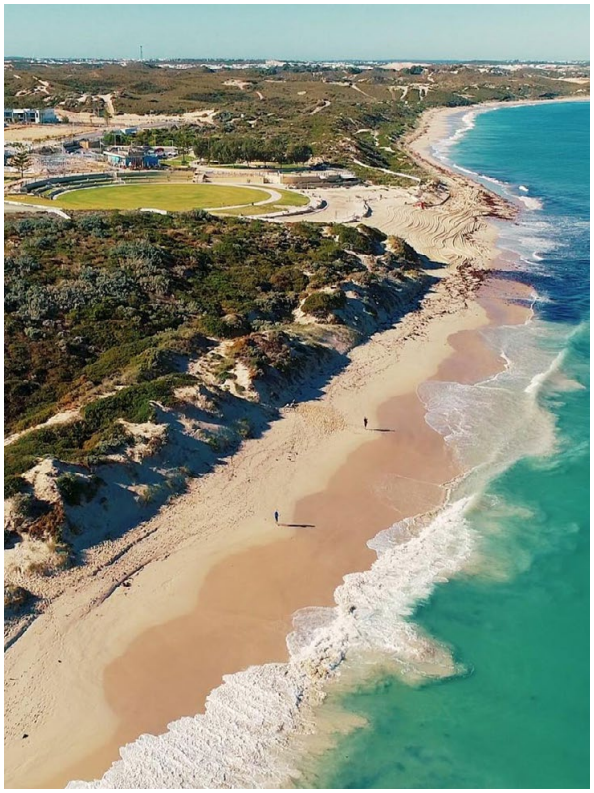

IMAGE: ALKIMOS BEACH HAS COLLABORATED WITH SURF LIFESAVING WESTERN AUSTRALIA (SLSWA) TO BECOME AUSTRALIA'S FIRST 'BEACHSAFE' COMMUNITY, WITH A FREE RANGE OF PROGRAMS FOR RESIDENTS (SOURCE: LEND LEASE)

Community-Scale Energy Storage

Alkimos Beach, in partnership with ARENA and WA's largest energy generator and retailer, Synergy, has embarked on a 4-year trial for a community energy storage system.

The 1.1MWh community battery helps residents generate solar credits to offset part or all of the energy they use in off-peak times (4pm - midnight), with any residual power not used paid back to residents at the end of their billing cycle.

Sustainable Water

The urban water cycle will be managed as a single interconnected system at Alkimos Beach. The strategy encompasses and recognise the connection of the site's potable water supply, groundwater, stormwater, wastewater, wetlands and coastal waters.

While there is no mention of mandatory rainwater storage for dwellings, the design guidelines provided outline water-efficient tapware and drought resilient vegetation as the primary water-saving strategies.

Sustainable Transport

Currently the metro line ends at nearby Butler station, with plans for MetroNet to extend this line through to Yanchep with a station planned for Alkimos Central (opening 2022), the 212 Ha mixed-use component of the development which promises to deliver a range of retail, commercial, civic, cultural, and recreational facilities for Alkimos residents.

'The Gateway' shopping mall situated within this precinct is to provide a 200kW rooftop solar PV system with an embedded network and sub-metering, with a minimum of 2x Tesla and 2x Universal EV chargers on site.

In addition, Josh Byrne & Associates (JBA) are currently undertaking a market analysis and forecasting study for the feasibility of Electric Vehicle infrastructure throughout Alkimos.

A integrated network of cycling and pedestrian routes have been planned for the site, meandering through the conservation area and foreshore corridor, allowing access for residents to the pristine coastal environment.

Ecology and Biodiversity

A complimentary 'Front Landscaping Package' is provided for all dwellings. While there are a variety of designs available, the below criteria must be met:

+ 20% site area permeable
+ At least 85% plants to be indigenous to WA and drought-resistant
+ Each detached dwelling has 1 mature tree to help establish tree-lined streets
+ Natural turf is limited to 80% of planted area, with synthetic turf to be 100% recycled and used for maximum 50% of area

Urban Heat Island (UHI) Reduction[1]

More than half of the site has been retained as green space, with light coloured roofing specified within the design guidelines to reduce the urban heat.

DELIVERY MECHANISM [1,4]

Principles and Objectives

The Alkimos development has been designed with a number of principles and objectives in mind that have driven sustainability outcomes throughout the process, including:

_ Lendlease project priciples and objectives
_ Green Building Council Australia 5 Green Star Principles
_ Community Development Plan Framework Outcomes (devised by Lendlease and LandCorp)

Planning

Planning integrates three main mechanisms:

_ **Alkimos Eglinton District Structure Plan (DSP)**: Is a flexible framework provided to guide development in the area
_ **Alkimos Vista Local Structure Plan (LSP)**: This details the planned community infrastructure for the Alkimos Vista Precicnt,
_ **Alkimos City Centre Activity Centre Structure Plan:** This outlines the design and planning considerations for Alkimos Central, and includes the Environmental Sustainability Strategy (ESS).

CRITICAL SUCCESS FACTORS

Residential Design Guidelines

Design Guidelines are provided which outline 'Smart Home Considerations' to ensure all homes are constructed with orientation, solar access, natural ventilation and shading that increases the dwellings thermal performance.

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Alkimos Beach - Perth, WA

IMAGE: THE ALKIMOS PRECINCT MASTERPLAN (SOURCE: PERTH LANDFINDER)

Stakeholder Alignment

A strong vision with stakeholder buy-in was critical so that developer partner Lendlease, state development agency Landcorp and research partners ARENA were all aligned in their objectives in particular for the

Landscape as a core design driver

The coastal landscape was a strong driver within the design, meaning a highly site responsive site layout and stronger community support through the preservation of environmental value.

RELEVANCE TO EAST OF ABERLINE

- **Mandatory Solar PV:** All dwellings in Alkimos are equipped with a mandatory 'sustainability' package which includes a solar PV system. Bundling initiatives together this way into the house package ensures broader take up and acceptability by residents who may not otherwise procure such items.
- **Community-scale Energy Storage:** The energy storage trial at Alkimos Beach will use a Community Energy Scale Device (CESD) - a shipping container with all the communication equipment, electrical switchgear, control system, batteries and inverter. Similar options could be considered at East of Aberline.
- **Land Parcels/Precincts:** While Alkimos is twice the land area as Aberline, it was sectioned and staged in a manner that has created various precincts - particularly so with the activity centre integrated with the proposed Alkimos metro station. This sub-precinct approach is applicable to East of Aberline, given the three quite separated nodes of residential development (separated by Tozer Reserve and Russell Creek.

References

1. Lendlease (2020) Alkimos Beach: Living Here: Sustainability < https://communities.lendlease.com/western-australia/alkimos-beach/living-in-alkimos-beach/sustainability/
2. Lendlease & Landcorp (2017) Alkimos beach Residential Design Guidelines
3. GHD (2006) Report for Alkimos Eglinton District Structure Plan: Sustainability Strategy 2006
4. Landcorp (2018) Alkimos City Centre: Activity Centre Plan, August 2018

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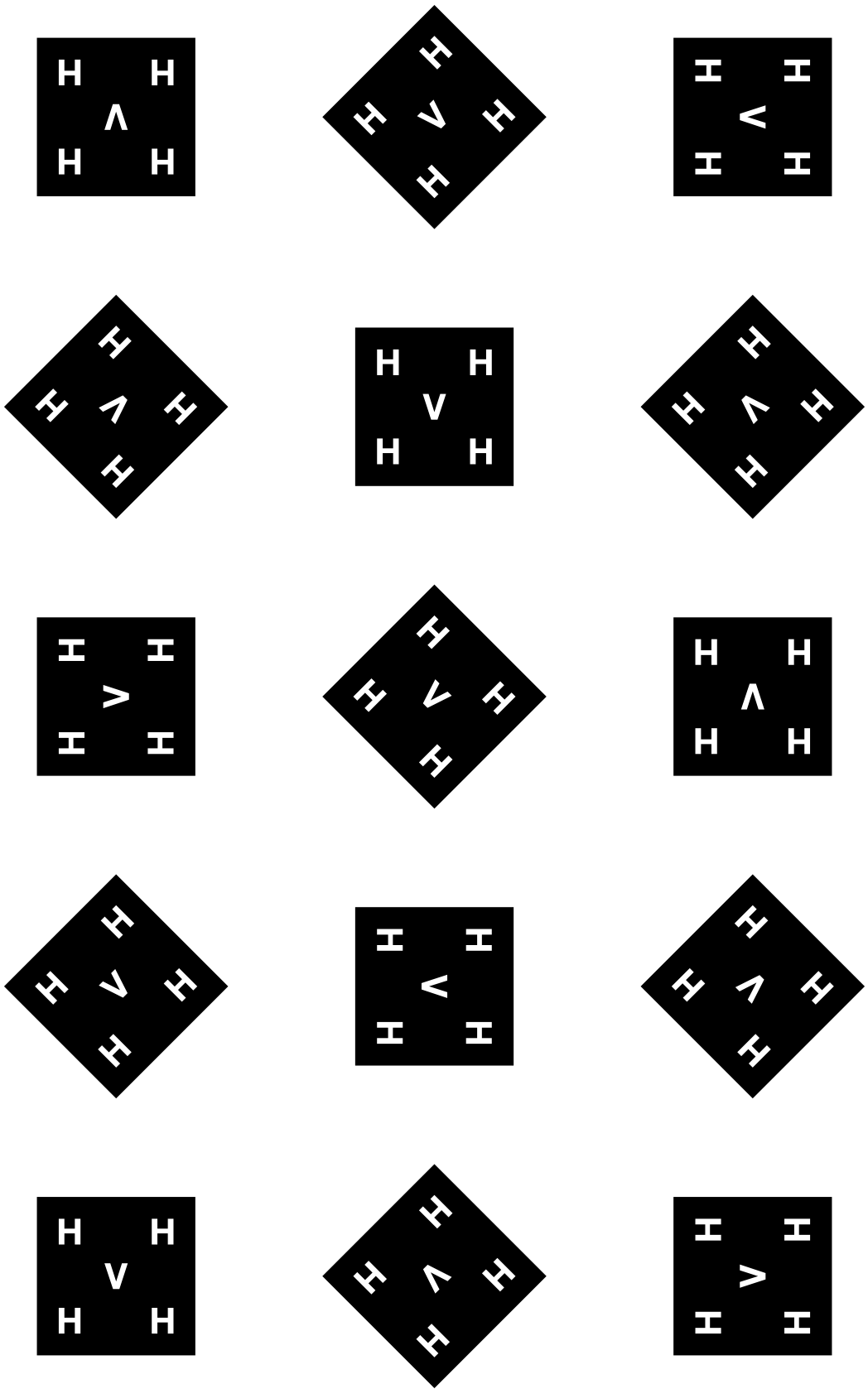
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HIP V. HYPE SUSTAINABILITY

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WE RESPECTFULLY ACKNOWLEDGE THAT EVERY PROJECT ENABLED OR ASSISTED BY HIP V. HYPE IN AUSTRALIA EXISTS ON TRADITIONAL ABORIGINAL LANDS WHICH HAVE BEEN SUSTAINED FOR THOUSANDS OF YEARS.

WE HONOUR THEIR ONGOING CONNECTION TO THESE LANDS, AND SEEK TO RESPECTFULLY ACKNOWLEDGE THE TRADITIONAL CUSTODIANS IN OUR WORK.

6.10. WILD COAST LANDSCAPE MASTER PLAN

PURPOSE:

This report outlines the draft Wild Coast Landscape Master Plan and recommends that it is released for community consultation.

EXECUTIVE SUMMARY

- The draft Wild Coast Landscape Master Plan provides recommendations for the future protection of environmental and cultural values of the Wild Coast precinct, whilst retaining the precinct's role as a recreation destination.
- A public survey was undertaken in June/July 2020 and the responses have informed the development of the draft plan.
- The draft plan has been developed in collaboration with Council staff, DELWP, Parks Victoria and Eastern Maar Aboriginal Corporation and is ready to be released for public comment.
- The community, interested parties and adjoining land holders will have the opportunity to provide comment on the draft plan, this feedback will inform the final Wild Coast Landscape Master Plan.
- Development of the plan has been funded by the Department of Environment Land Water and Planning (DELWP).

MOVED: CR DEBBIE ARNOTT
SECONDED: CR RICHARD ZIEGELER

That Council approve the release of the draft Wild Coast Landscape Master Plan for community consultation.

CARRIED - 7:0

BACKGROUND

Warrnambool City Council is the Committee of Management under the Crown Land (Reserves) Act 1978, for Warrnambool's coastline. The Wild Coast precinct is part of the coastal crown land located on the western edge of Warrnambool. It encompasses crown land from the municipal boundary to the western boundary of the Warrnambool Golf Club.

The Wild Coast precinct forms part of the broader area known as the Belfast Coastal Reserve. The precinct contains significant tangible and intangible cultural heritage, along with a rich array of flora and fauna which is important habitat for a numerous rare and threatened species. A range of recreational activities such as walking, cycling, fishing, horse riding, surfing, photography and conservation activities are undertaken in the area.

There a number of Council endorsed plans that cover the Wild Coast precinct such as the Warrnambool Coastal Management Plan 2013 and the Warrnambool Coast Vegetation Management Plan 2012 that recommend actions and strategies to help protect the biodiversity, landscape features and cultural heritage of the precinct. The Belfast Coastal Reserve Management Plan 2018 also applies to this area.

Council was successful in securing a grant from the Department of Environment Land Water & Planning (DEWLP) to develop a Landscape Master Plan to address risks and issues relating to beach access at Levys Point and Spookys Beach. The aim of the Master Plan is to provide a landscape approach to access to the coastline within the precinct. It will also assist in mitigating risks to the environment and cultural heritage within the area associated with illegal uses, improve safety for users and provide educational opportunities for the area.

The development of the Wild Coast Landscape Master Plan aligns with the following strategies:

- **Warnambool 2040**
  - Warrnambool will be Australia's most sustainable city

- **Green Warrnambool**
  - Adaptable Warrnambool: We will adapt to the impacts of climate change
  - Naturally Warrnambool: We enjoy, love, respect and care for the natural environment
  - Blue Warrnambool: Water is for life, we will care for and regenerate our waterways, our coast and marine environment
  - Green Warrnambool: We will become a city in nature

- **Warrnambool Coastal Management Plan**
  - Sets the vision of 'an environment where the natural and cultural values of Warrnambool's unique coastline are protected and enhanced and the opportunities to access and enjoy the coastline are achieved in a sustainable way'.
  - The Coastal Management Plan identifies management objectives and divides the coastline into five precincts for identification of key values and key management issues.
  - The Wild Coast Precinct is the western section of the Warrnambool Coastal Reserve and contains environmental and cultural values and presents a range of key management issues relating to public risk and access.

ISSUES

The **Wild Coast Landscape Master Plan Background Report has been prepared. Refer to Attachment 1.7.1.**

The project team have undertaken meetings with internal Council staff, Eastern Maar Aboriginal Corporation, DELWP, Aboriginal Victoria and Parks Victoria.

Council sought community feedback in the form of an online survey, for the preparation of the Wild Coast Landscape Master Plan in June/July 2020. The survey asked participants how they currently use the precinct, what they value in the precinct, what concerns they have about the precinct and what they would like to see addressed in the Landscape Master Plan. **Refer to Attachment 1.7.2 Consultation Analysis.**

Over 100 responses to the survey, six written submissions from individuals, community groups, organisations and volunteers with an interest in the area were also received. The principles, objectives and recommendations of the plan are based upon the insights and suggestions from the consultation conducted as well as the findings from site visits, site analysis, previous studies and plans.

The draft plan is in three parts: background, precinct context and community consultation outcomes; analysis and opportunities; and vision, principles, objectives and recommendations.

Refer to Attachment 1.7.3 Draft Wild Coast Landscape Master Plan.

Six place principles have been developed along with 12 key objectives to achieve the vision for the precinct to create a space that conserves and protects its environmental and cultural values, increases its biodiversity, references the important connection to Country for Eastern Maar and Gunditj Mirring Peoples and helps to maintain the area as a recreation and tourism destination for residents and visitors.

The key recommendations include:

- definition of beach access entrances and tracks
- installation of bollards to prevent off-road vehicle access
- weed management and revegetation
- sealing of Levys Point carpark
- installation of a viewing platform
- improvement of fire marshalling area along with entrance
- identification, directional, interpretive and information signage.

FINANCIAL IMPACT

The preparation of the Wild Coast Landscape Plan has been funded by DELWP. The amount of funding was $20,000. The development and preparation of the plan was also supported by Council's Sustainability and Natural Enviroment team.

Implementation of the plan will be accommodated within Council budget and funding opportunities as they become available.

LEGISLATION / POLICY / COUNCIL PLAN CONTEXT

1 Sustain, enhance and protect the natural environment
1.1 Protect and enhance our waterways, coast and land
1.3 Assess our climate change preparedness

2 Foster a healthy welcoming City that is socially and culturally rich
2.1 Promote healthy lifestyles
2.2 Increase participation, connection, equity, access and inclusion
2.6 Engage a broader range of people in cultural activities.
2.7 Actively acknowledge local Aboriginal culture.

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
3.3 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
4.3 Enhance the visitor experience.

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
5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness
5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk

TIMING

It is anticipated that the draft Wild Coast Landscape Master Plan will be released for public comment in March 2021.

Following the period for public comment, submissions in response to the draft Landscape Master Plan will be assessed and any necessary amendments will be made to the plan. The revised Landscape Master Plan will be presented to a future Council meeting.

COMMUNITY IMPACT / CONSULTATION

Community consultation for the development of the Landscape Master Plan has been undertaken through a two staged approach.

The first stage comprised an online survey to establish how the community use and value the precinct along with concerns for the precinct and what should be addressed within the plan. The feedback received has influenced the vision of the draft plan. Council's Environment and Planning Advisory Committee provided early input into the plan.

The release of the draft Landscape Master Plan for community consultation is the second and stage in the consultation process.

The plan will be released on Councils Your Say website and notification will be included in the newspaper and social media. Adjoining landholders and key stakeholder groups will be notified of the release of the draft plan and community consultation 'drop in' sessions will be undertaken.

LEGAL RISK / IMPACT

A risk audit undertaken by Council in 2015 identified several management issues, along with competing and conflicting uses within the Coastal Reserve. Consideration of the range of potential risks in addition to impacts on cultural heritage and environmental degradation informed the risk rating for the area to be extreme. The Wild Coast Precinct Master Plan has been developed to assist in mitigating these risks.

OFFICERS' DECLARATION OF INTEREST

None.

CONCLUSION

The draft Wild Coast Landscape Master Plan provides recommendations that will help ensure beneficial long term ecological and cultural outcomes are achieved, whilst retaining the precinct's role as a recreation destination.

It is proposed that the draft Wild Coast Landscape Master Plan will be released for public comment to provide the opportunity for the community and interested parties to make submissions and provide feedback on the plan.

ATTACHMENTS

1. Wild Coast Landscape MP Background Report [**6.10.1** - 69 pages]
2. Wild Coast Landscape Consultation Anaylsis [**6.10.2** - 38 pages]
3. Wild Coast Landscape MP draft [**6.10.3** - 49 pages]

WARRNAMBOOL
CITY COUNCIL

Wild Coast Landscape Master Plan Background Report

DRAFT - JUNE 2020

1 March 2021
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1359
Attachment 6.10.1
Warrnambool City Council
Minutes for Scheduled Council Meeting

DOCUMENT CONTROL

Document Name	Wild Coast Landscape Master Plan Background Report
Department	City Strategy and Development
Version	1.0
Version Date	8 June 2020

DOCUMENT HISTORY

	Version	Date	Prepared by:	Checked by:
Initial Draft	1.0	8 June 2020	EM	
Second Draft				
Final Draft				

PREPARED BY:

WARRNAMBOOL CITY COUNCIL

Blom design

ACKNOWLEDGEMENTS

Council acknowledges the Eastern Maar Nation as the original custodians of the lands of this general area. Council also acknowledges the descendants of the ancestors of Aboriginal nations within the lands forming the Great South Coast and particularly the elders of the indigenous communities within both Warrnambool and this region.

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DEFINITIONS

TERM	DEFINITION
Ecological Vegetation Class	*'Ecological Vegetation Classes (EVC) are the standard unit for classifying vegetation types in Victoria. EVCs are described through a combination of floristics, lifeforms and ecological characteristics, and through an inferred fidelity to particular environmental attributes. Each EVC includes a collection of floristic communities (i.e. lower level in the classification) that occur across a biogeographic range, and although differing in species, have similar habitat and ecological processes operating* (DELWP, 2020[3])*.'*
Foreshore	The shoreline within the area defined in the Wild Coast Precinct Study Area that lies between the average high tide mark and the average low tide mark.
Revegetation	The improvement of the habitat value of existing remnant/native vegetation. This may occur through actions such as weed control, grazing exclusion, or reintroduction of missing vegetation elements. (WCC, 2015)

ACRONYMS

AV	Aboriginal Victoria
BMO	Bushfire Management Overlay
CoM	Committee of Management
DELWP	Department Environment, Land, Water and Planning
ESO1	Environmental Significance Overlay Schedule 1 – Coastal Environs
EVC	Ecological Vegetation Class
EVCs	Ecological Vegetation Classes
FO	Floodway Overlay
FZ	Farming Zone
PCRZ	Public Conservation and Resource Zone
RAP	Registered Aboriginal Party
SCO1	Specific Controls Overlay Schedule 1 – Racehorse Training on Levy's Beach, December 2018
SLO1	Significant Landscape Overlay – Schedule 1 – Coastal Hinterland Landscape Area
WCC	Warrnambool City Council
The Precinct	Wild Coast Precinct, Warrnambool (subject area)

1. EXECUTIVE SUMMARY

In future, significant changes are likely to place additional pressure on Warrnambool's coastline. These pressures include growth in residential population as new growth areas are developed, increased tourism to Warrnambool as the Victorian population increases and more people travel to the region and climate change. The impacts of climate change are expected to bring a warmer year-round climate, more frequent storm surges with increased wave height as well as sea level rises. These forecast changes will cause significant impact on the coastline and it is important that careful planning occurs now to help identify, protect and enhance the existing environmental and cultural heritage values of the coast from damaging impacts.

Warrnambool City Council have been active in the development of strategies, plans and policies to help ensure the protection of the Warrnambool coastal and marine environment. In recent years, plans such as the *Warrnambool Coastal Management Plan 2013, Green Warrnambool 2018* and *draft Warrnambool Coast Vegetation Action Plan 2019 have been* developed by Warrnambool City Council, as well as the inclusion of policies and strategies in the Warrnambool Planning Scheme to help ensure the protection of the coastal environs for future generations.

The State Government of Victoria has also prepared a number of coastal plans and policies targeted at management of coastal and marine environments, including the *Marine and Coastal Policy 2020*. Parks Victoria also completed the *Belfast Coastal Reserve Management Plan in 2018*.

The Belfast Coastal Reserve Management Plan 2018, the *Warrnambool Coastal Management Plan 2013* and the *Draft Warrnambool Coast Vegetation Action Plan 2019* all cover the area known as the Wild Coast, which is a section of coastline located at the western edge of Warrnambool City. These plans recommend management strategies and actions to help protect the significant biodiversity, landscape features and cultural heritage that exist on in the Wild Coast.

The Wild Coast Precinct Landscape Master Plan project, which has been initiated by Warrnambool City Council, will expand on the findings and recommendations of these policies and strategies to provide a master plan with detailed landscape recommendations to help implement actions for the protection and enhancement of the Wild Coast.

The purpose of this background report is to summarise the findings and recommendations from the numerous plans, policies and strategies and identify the key issues, risks and opportunities to be considered and addressed through the Landscape Master Plan.

2. INTRODUCTION

The Wild Coast Landscape Master Plan applies to the Crown Land areas known as Levy's Point Coastal Reserve and part of Thunder Point Coastal Reserve. The precinct stretches approximately 3 kilometres and is approximately 200 hectares in area. The precinct extends from the western-most edge of the Warrnambool City Council boundary, where it adjoins Moyne Shire Council near the Spookys Beach access, to the western edge of the Warrnambool Golf Club. Please refer to Study Area on Map 1 (page 8).

The preparation of a Landscape Master Plan for this section of coastline will form an essential action in supporting and improving the environmental, social, and cultural values of the precinct.

The purpose of the Master Plan is to provide an overall plan for the precinct, which reflects the needs and desires of the stakeholders and community and ensures good ecological and cultural outcomes for the Wild Coast Precinct.

Warrnambool City Council is the Committee of Management (CoM), established under the *Crown Land (Reserves) Act 1978,* who are responsible for managing most of the Wild Coast stretch of coastline. There are also pockets of land towards the eastern end of the Precinct which are managed by Department Environment, Land, Water and Planning (DELWP).

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MAP 1: THE STUDY AREA

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3. PLANNING CONTEXT

The Wild Coast Precinct is recognised as having significant cultural heritage and environmental values. This is acknowledged by Aboriginal Victoria, the State Government of Victoria and Warrnambool City Council.

The cultural and environmental significance of the Precinct is reflected in the planning provisions in the Warrnambool Planning Scheme and mapping provided by Aboriginal Victoria. A copy of the maps showing zones, overlays and cultural heritage sensitivity are provided at Appendix 1.

The Landscape Master Plan for the Precinct will need to ensure recommendations align with the requirements, objectives and strategies of these planning requirements.

CULTURAL HERITAGE SENSITIVITY

Areas of cultural heritage sensitivity are defined in the *Aboriginal Heritage Regulations 2018* and relate to landforms and soil types where Aboriginal places are more likely to be located. The cultural sensitivity areas are identified on maps available from the Aboriginal Victoria's Aboriginal Cultural Heritage Register and Information System (ACHRIS). The map at Appendix 1, shows the entire precinct as an area of cultural heritage sensitivity. There are also particular sites of cultural heritage which have been mapped within the Precinct. (AV, 2020)

In a planning context, any land use and development activities likely to cause harm to Aboriginal cultural heritage must have a management plan prepared and approved before the development or activity can be carried out (AV, 2020).

ZONES

Most of the Wild Coast Precinct is zoned Public Conservation and Resource Zone (PCRZ) with farming zone at the edges. The Public Conservation and Resource Zone (Clause 36.03) seeks to:

- *protect and conserve the natural environment and natural processes for their historic, scientific, landscape, habitat or cultural values.*
- *provide facilities which assist in public education and interpretation of the natural environment with minimal degradation of the natural environment or natural processes.*
- *provide appropriate resource based uses.*

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OVERLAYS

There are five overlays which apply to the Wild Coast Precinct. They include the following:

42.01 ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 1 – COASTAL ENVIRONS

This overlay applies to coastal environs in Warrnambool with environmental significance. It contains a number of environmental objectives to be achieved for the site, including protection of natural and cultural values, preventing and minimising coastal erosion, maintaining remnant vegetation, minimising the spread of weeds and encouraging planting of locally indigenous species.

42.03 SIGNIFICANT LANDSCAPE OVERLAY – SCHEDULE 1 – COASTAL HINTERLAND LANDSCAPE AREA

This overlay applies to coastal hinterland areas recognised for their significant landscapes. It contains a number of landscape objectives to be achieved, including protecting the scenic qualities of the coast hinterland, recognizing important views and maintaining and enhancing these views.

44.03 FLOODWAY OVERLAY

This overlay seeks to ensure that waterways, major floodpaths, drainage depressions and high hazard areas are identified, protect water quality and waterways as natural resources and ensure development minimizes flood damage, maintains the free passage and temporary storage of floodwater and is compatible with flood hazard.

44.06 BUSHFIRE MANAGEMENT OVERLAY

The purpose of this overlay to ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire. Other purposes of this overlay relate to development, and in particular buildings.

45.12 SPECIFIC CONTROLS OVERLAY SCHEDULE 1 – RACEHORSE TRAINING ON LEVY'S BEACH, DECEMBER 2018

The purpose of this overlay is to apply specific controls designed to achieve a particular land use and development outcome in extraordinary circumstances. In the Wild Coast Precinct this overlay applies to Racehorse Training on Levy's Beach, 2018. This incorporated document is provided at Appendix 1.

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4. PLANS AND POLICY REVIEW

The Wild Coast Landscape Master Plan will be informed by consultation with community and key stakeholders. It will also be informed by the various policies, strategies and plans that have been prepared that are relevant to coastal planning and specifically the Wild Coast Precinct. A full list of relevant legislation, policies and plans is provided at Appendix 2.

This review provides a summary of the relevant policies and studies that have a direct impact on the Wild Coast Precinct and future landscape master planning for the area. This section of the report provides a summary of the following plans and policy:

VICTORIAN STATE PLANS AND POLICY

- *State Planning Policy, Warrnambool Planning Scheme*
- *Marine and Coastal Policy, Victorian State Government 2020*
- *Victorian Coastal Strategy 2014*
- *Victoria's Coast and Marine Environments Under Projected Climate Change: Impacts, research and priorities (Victoria State Government 2018)*
- *Interim Siting and Design Guidelines for Structures on the Victorian Coast, 2019*
- *Protecting Victoria's Environment-Biodiversity 2037*

LOCAL PLANS AND POLICY

- *Local Planning Policy, Warrnambool Planning Scheme*
- *Warrnambool City Council Plan 2017-2021*
- *Warrnambool Coastal Management Plan, Warrnambool City Council 2013*
- *Belfast Coastal Reserve Management Plan, Parks Victoria 2018*
- *Warrnambool Coast Vegetation Management Plan 2011, Biosis Research Pty Ltd.*
- *Warrnambool 2040, Community Plan*
- *Green Warrnambool, Warrnambool City Council 2018*
- *Warrnambool Open Space Strategy, Warrnambool City Council 2014*
- *Draft Warrnambool Coast Vegetation Action Plan, Warrnambool City Council 2019*

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4.1 VICTORIAN STATE PLANNING POLICY

The Planning Policy Framework (PPF) guides land use and planning across the state and includes a range of objectives and strategies relating to management of coastal land and protection of biodiversity and cultural heritage. The following excerpts from the PPF are particularly relevant:

11 SETTLEMENT

Planning is to anticipate and respond to the needs of existing and future communities, contributing towards health, wellbeing and safety, diversity of choice, adaptation in response to changing technology, economic viability, a high standard of urban design and amenity, energy efficiency, prevention of pollution to land, water and air, protection of environmentally sensitive areas and natural resources, accessibility and land use and transport integration.

11.03-4S COASTAL SETTLEMENT

Objective: To plan for sustainable coastal development

Applicable strategies: Protect areas between settlements for non-urban use and avoid development on ridgelines, primary coastal dune systems and low lying coastal areas.

12 ENVIRONMENTAL AND LANDSCAPE VALUES

Planning should help to protect the health of ecological systems and the biodiversity they support and conserve areas with identified environmental and landscape values.

12.01-1S PROTECTION OF BIODIVERSITY

Objective: To assist the protection and conservation of Victoria's biodiversity

Applicable strategies: Strategically plan for the protection and conservation of Victoria's important areas of biodiversity, considering cumulative impacts of land use and development, fragmentation of habitat and the spread of pest plants, animals and pathogens into natural ecosystems.

Consider impacts of any change in land use or development that may affect the biodiversity value of sites utilized by species listed under the Japan-Australia Migratory Birds Agreement (JAMBA), the China-Australia Migratory Birds Agreement (CAMBA) or the Republic of Korea-Australia Migratory Bird Agreement (ROKAMBA).

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12.02-1S PROTECTION OF COASTAL AREAS

Objective: To recognise the value of coastal areas to the community, conserve and enhance coastal areas and ensure sustainable use of natural coastal resources.

Applicable strategies: Coordinate land use and planning with the requirements of the *Coastal Management Act 1995 to:*

- Provide clear direction for the future sustainable use of the coast, including the marine environment, for recreation, conservation, tourism, commerce and similar uses inappropriate areas.
- Protect and maintain areas of environmental significance
- Identify suitable areas and opportunities for improved facilities
- Apply the hierarchy of principles for coastal planning and management:
    - Principle 1: Ensure the protection of significant environmental and cultural values.
    - Principle 2: Undertake integrated planning and provide clear direction for the future.
    - Principle 3: Ensure the sustainable use of natural coastal resources
    - Principle 4: Ensure development on the coast is located in existing modified and resilient environments where the demand for development is evident and any impacts can be managed sustainably.
- Avoid disturbance of coastal acid sulfate soils.
- Protect cultural heritage places, including Aboriginal places, archaeological sites and historic shipwrecks.

12.02-2S COASTAL CROWN LAND

Objective: To achieve coastal crown land development that provides an environmental, social and economic balance.

Applicable strategies: Maintaining safe and equitable public access which improves public benefit, protecting local environmental and social values and minimizing impact on the coast by locating within a defined activity or recreation node.

13 ENVIRONMENTAL RISKS AND AMENITY

Planning should strengthen the resilience and safety of communities by adopting best practice environmental management and risk management approaches, avoid or minimise natural and human-made environmental hazards and environmental degradation and prepare for and respond to the impacts of climate change.

13.01-1S NATURAL HAZARDS AND CLIMATE CHANGE

Objective: To minimise the impacts of natural hazards and adapt to the impacts of climate change through risk-based planning.

Applicable strategies: Consider the risks associated with climate change in planning and management decision making processes and site and design development to minimise risk to life, property, the natural environment and community infrastructure from natural hazards.

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13.01-2S COASTAL INUNDATION AND EROSION

Objective: To plan for and manage the potential coastal impacts of climate change.

Applicable strategies: Plan for sea level rise of at least 0.8 metres by 2100 and allow for the combined effects of tides, storm surges, coastal processes and local conditions such as topography and geology when assessing risks and coastal impacts associated with climate change. Avoid development in identified coastal hazard areas susceptible to inundation (both river and coastal), erosion, landslip/landslide, acid sulfate soils, bushfire and geotechnical risk.

13.02-1S BUSHFIRE PLANNING

Objective: To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Applicable strategies: prioritising the protection of human life over all other policy considerations, directing population growth and development to low risk locations and considering the bushfire risk in decision making at all stages of the planning process.

13.03-1S FLOODPLAIN MANAGEMENT

Objective: To protect life, property and community infrastructure from flood hazard, protect the natural flood capacity of rivers, streams and floodways, protect the flood storage function of floodplains and waterways and protect floodplain areas of environmental significance or of importance to river health.

Applicable strategies: Identifying land affected by flooding, avoid intensifying the impact of flooding. Consider state and local catchment strategies and policy.

13.04-2S EROSION AND LANDSLIP

Objective: To protect areas prone to erosion, landslip or other land degradation processes.

Applicable strategies: identify areas subject to erosion or instability in planning schemes, prevent inappropriate development in unstable areas and promote revegetation retention, planting and rehabilitation in areas prone to erosion.

15.03-2S ABORIGINAL CULTURAL HERITAGE

Objective: To ensure the protection and conservation of places of Aboriginal cultural heritage significance.

Applicable strategies:

- Identify, assess and document places of Aboriginal cultural heritage significance, in consultation with relevant Registered Aboriginal Parties, as a basis for their inclusion in the planning scheme.
- Provide for the protection and conservation of pre-contact and post-contact Aboriginal cultural heritage places.
- Ensure that permit approvals align with the recommendations of any relevant Cultural Heritage Management Plan approved under the *Aboriginal Heritage Act 2006.*

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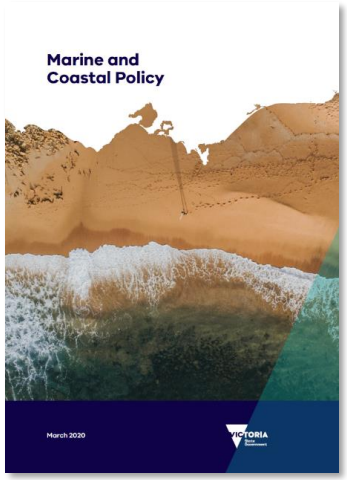
4.2 MARINE AND COASTAL POLICY, VICTORIAN STATE GOVERNMENT 2020

The Marine and Coastal Policy sets out policies for planning and managing the marine and coastal environment. The Policy is a long-term approach for the next 10-15 years.

The policy applies to land 5 kilometres inland from high water mark and 3 nautical miles from the high water mark.

This policy *'guides planning and management of the marine and coastal environment so that ecosystems, communities, industries and built assets are resilient in the face of future change, including from natural hazards, climate change, population growth, or a combination of these factors* (DELWP, 2020).'

Figure 1: Warrnambool Coastal Management Plan 2013 Cover



The Policy contains directions on the following matters:

- Traditional Owners' rights, aspirations and knowledge
- Ecosystems and habitats
- Natural features and landscapes
- Cultural values and heritage sites
- Value of marine and coastal Crown land
- Managing coastal hazard risk
- Emergency response and preparedness
- Coastal settlements
- Marine and coastal industries
- Recreation and tourism
- Buildings, structures and access
- Stewardship and collaborative management
- Funding for sustainable management of marine and coastal Crown land
- Marine Spatial Planning Framework

The policy seeks to address a number of issues facing marine and coastal environments. One of these issues is threats to marine and coastal health, such as projected population growth and visitor numbers. This is particularly pertinent to Warrnambool where the expansion of the residential growth areas will see a likely increase in resident population and increase in the number of visitors to coastal sites, such as the

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Wild Coast Precinct. Some of the risks to the Wild Coast precinct, such as habitat loss, degradation of cultural heritage, introduction of invasive and pest species and erosion of dunes, will be at greater risk in the future as the population increases. It is important that these issues are addressed now to avoid additional pressure and loss of these values in the future.

The policy also describes the decision pathway which shows how the objectives and guiding principles of the *Marine and Coastal Act 2018*, should be used in decision making, as shown in Figure 2. This Policy and the planning and decision pathway will be used to guide the approach to consultation, planning and decision making in developing the Wild Coast Landscape Master Plan.

Figure 2: Planning and decision pathway

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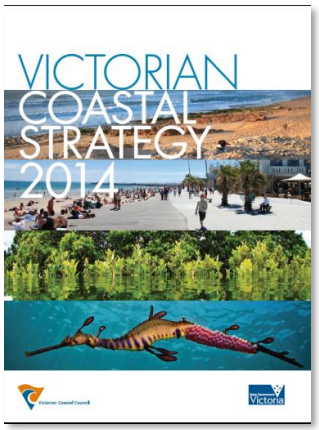
4.3 VICTORIAN COASTAL STRATEGY 2014

The Victorian Coastal Strategy focuses on five significant themes: *1. Managing population growth, 2. Adapting to a changing climate, 3. Managing coastal land and infrastructure, 4. Valuing the natural environment, and 5. Integrating marine planning.*

The purpose of the Strategy is to provide guidance for agencies and decision makers for coastal, marine and estuarine environments, provide a framework for the development of Plans for coastal Crown Land and engage the community to continue to value the coast and marine environments and to participate in its planning and management.

There are many parts of the Strategy which are applicable in the development of a Landscape Master Plan for the Wild Coast Precinct. Two of the most relevant sections of the Strategy detail policy related to on-shore environment and heritage. These policies are detailed in this section.

Figure 3: Victorian Coastal Strategy 2014 Cover



HERITAGE POLICY APPLICABLE TO THE DEVELOPMENT OF THE WILD COAST LANDSCAPE MASTER PLAN:

1. *Aboriginal and historic heritage places and landscapes are identified, protected and managed to reflect their heritage values*
2. *Traditional knowledge is integrated into coastal planning and management in partnership with Traditional Owners (particularly through the use of Regional Coastal Plans, Coastal Management Plans and management agreements over coastal Crown land)*
3. *Coastal Crown land parks and reserves are managed in consultation with Traditional Owners*
4. *The values of Aboriginal and historic heritage places on the coast, including built heritage, landscapes, and archaeology, including maritime heritage assets, are maintained and interpreted*
5. *Where heritage places are no longer required for their original purpose, encourage adaptive re-use that maintains their values and character and enhances their contribution to community activities, coastal tourism and sense of place*
6. *Decision-making considers Aboriginal and other heritage values of coastal and marine environments*

ON-SHORE ENVIRONMENT POLICY APPLICABLE TO THE DEVELOPMENT OF THE WILD COAST LANDSCAPE MASTER PLAN:

1. *The ecosystem goods and services provided by onshore environments are protected when assessing development proposals for the coast and hinterland and in decision-making about adaptation to a changing climate*
2. *The ecological integrity of onshore coastal environments is protected and improved*
3. *Fragmentation of the natural coastal environment is reduced and the connectivity of habitat corridors improved across coastal Crown and private land and between coastal and inland vegetation*
4. *Land owners, both private and public, are encouraged to re-vegetate and landscape their coastal land using species indigenous to the area and to control environmental weeds and pests, including inappropriate animals, on their land*
5. *Coastal ecosystems are considered in fuel reduction burning*
6. *The removal of indigenous coastal vegetation on coastal Crown land is avoided and coastal managers will only use indigenous local plants in revegetation works*
7. *Education and enforcement programs address illegal activities including foreshore vegetation removal and vandalism, illegal access and encroachment of private property and gardens onto coastal Crown land, and illegal dumping*
8. *Use and development on coastal Crown land is designed and located to minimise loss of habitat and biodiversity, encourage restoration and connectivity and enable onshore environments to adapt to a changing climate*
9. *Land managers actively identify and reduce the spread of invasive species by using best practices*
10. *Onshore coastal environments are supported to adapt to the impacts of a changing climate and population growth*
11. *Coastal planners and land managers work with private landowners to identify coastal areas of priority as they relate to biodiversity and natural values for protection and enhancement*
12. *In addition to highly protected areas, a well-managed, comprehensive, adequate and representative system of other coastal parks and reserves is maintained*

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4.4 VICTORIA'S COAST AND MARINE ENVIRONMENTS UNDER PROJECTED CLIMATE CHANGE: IMPACTS, RESEARCH AND PRIORITIES, 2018

This report discusses some of the impacts of climate change on Victoria's coast. They include:

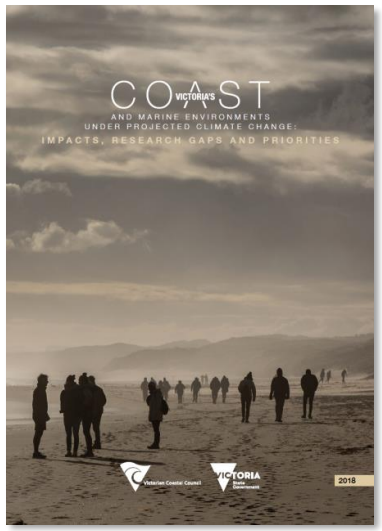
- Physical and chemical impacts, such as sea-level rise, wave and wind changes, more frequent and extreme storms and rainfall changes, with less rainfall in winter and spring and more frequent and more intense downpours, nitrogen cycle changes and ocean acidification.
- Biological impacts, including biological changes due to ocean acidification, species and habitat changes, declining number of shorebirds, changes to marine ecosystems.

The report acknowledges gaps in current knowledge about climate change and the potential impacts it is likely to have on biological systems. The report also acknowledges that there needs to be improved understanding of what the likely climate change impacts will be in coastal regions. The report identifies three priorities for improving knowledge. They include:

1. Understanding the effects of increased climatic variability.
2. Understanding the importance of links between catchments, estuaries and broader coastal waters for maintaining marine ecosystem health.
3. Understanding the cumulative ecological consequences of coastal development to meet human needs.

'With climate change affecting storm frequency and intensity, understanding how beaches respond to large events is critical in predicting habitat change. In Victoria the changing vegetation ecology on the dunes greatly impacts this dune response but is largely unknown (Victoria State Government, 2018. p. 16).'

Figure 4: Victoria's Coast and Marine Environments Under Projected Climate Change: Impacts Research and Priorities 2018 Cover

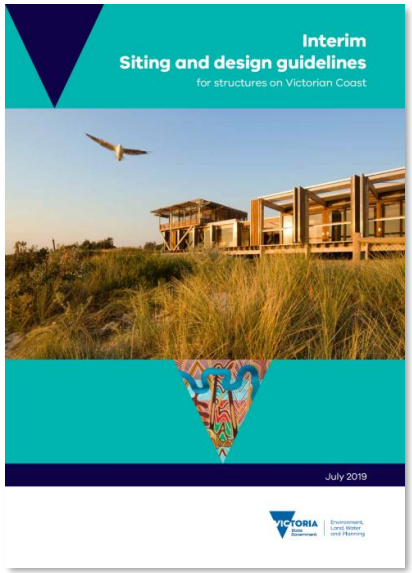


4.5 INTERIM SITING AND DESIGN GUIDELINES FOR STRUCTURES ON THE VICTORIAN COAST 2019

These guidelines apply to planning and management of marine and coastal environments.

The guidelines apply to use and development on Crown land, including structures such as toilet facilities, shared trails, boardwalks and stairs, car parking and public lookouts.

Figure 5: Interim Siting and Design Guidelines for Structures on the Victorian Coast 2019



The guidelines require that the design of buildings and structures responds to site-specific environmental, social and cultural conditions. There are 15 fundamental elements, detailed in the Guidelines, to be considered:

1. Aboriginal cultural heritage
2. Coastal processes
3. Geology
4. Morphology
5. Hydrology
6. Vegetation and ecology
7. Climatic conditions
8. Views
9. Public Open Space
10. Local character and sense of place
11. Heritage
12. Public access
13. Increased function and adaptability
14. Sustainability
15. Materials and finished

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4.6 PROTECTING VICTORIA'S ENVIRONMENT - BIODIVERSITY 2037, 2017

Protecting Victoria's Environment – Biodiversity 2037 is the Victorian Government's plan to stop the decline of biodiversity and achieve an overall improvement. The vision is 'Victoria's biodiversity is healthy, valued and actively cared for.'

2037 targets include:

- *No vulnerable or near-threatened species will have become endangered.*
- *All critically endangered and endangered species will have at least one option available for being conserved ex situ or re-established in the wild (where feasible under climate change) should they need it.*
- *We achieve a net gain of the overall extent and condition of habitats across terrestrial, waterway and marine environments.*

Chapter topics include:

- A vision for biodiversity in a time of climate change
- A healthy environment for healthy Victorians
- Linking society and economy to the environment
- Investment
- Biodiversity response planning
- Working with Traditional Owners and Aboriginal Victorians
- Better protection and management of biodiversity
- Government leadership

There are a list of 20 priorities included in the plan as follows:

1. *Deliver cost-effective results utilising decision support tools in biodiversity planning processes to help achieve and measure against the targets.*
2. *Increase the collection of targeted data for evidence-based decision making and make all data more accessible.*
3. *Raise the awareness of all Victorians about the importance of the state's natural environment.*
4. *Increase opportunities for all Victorian's to have daily connections with nature.*
5. *Increase opportunities for all Victorians to act to protect biodiversity.*
6. *Embed consideration of natural capital into decision making across the whole of government, and support industries to do the same.*
7. *Help to create more liveable and climate-adapted communities.*
8. *Better care for and showcase Victoria's environmental assets as world-class natural and cultural tourism-attractions.*

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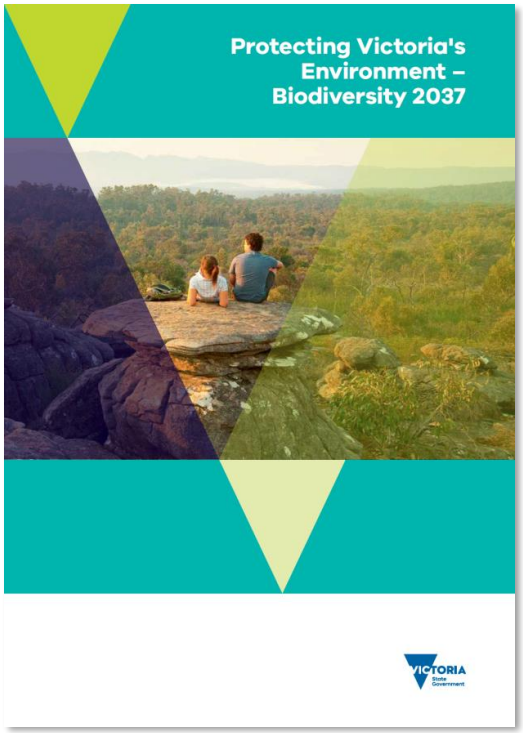
9. *Establish sustained funding for biodiversity.*
10. *Leverage non-government investment in biodiversity.*
11. *Increase incentives and explore market opportunities for private landholders to conserve biodiversity.*
12. *Adopt a collaborative biodiversity response planning approach to drive accountability and measurable improvement.*
13. *Support and enable community groups, Traditional Owners, non-government organisations and sections of government to participate in biodiversity response planning.*
14. *Engage with Traditional Owners and Aboriginal Victorians to include Aboriginal values and traditional ecological knowledge in biodiversity planning and management.*
15. *Support Aboriginal access to biodiversity for economic development.*
16. *Build capacity to increase Aboriginal participation in biodiversity management.*
17. *Deliver excellence in management of all land and waters.*
18. *Maintain and enhance a world-class system of protected areas.*
19. *Adopt a whole-of-government approach to implementing the Plan.*
20. *Establish a transparent evaluation process to report on progress towards delivering the Plan.*

The plan also details initiatives to deliver each priority and where appropriate lists who will be responsible for undertaking it.

Figure 6: Protecting Victoria's Environment – Biodiversity 2037



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4.7 LOCAL PLANNING POLICY - WARRNAMBOOL

The Local Planning Policy Framework (LPPF) guides land use and planning in Warrnambool and includes a range of objectives and strategies relating to management of coastal land, the Wild Coast Precinct and protection of biodiversity and cultural heritage. The following excerpts from the LPPF are particularly relevant:

21.02-2 KEY ISSUES

- Environmental values – The introduction of pest plants and animals have the potential to impact on biodiversity.

21.02-4 STRATEGIC DIRECTIONS

- Open space network – The coastline supports an impressive range of environmental values. Areas of vegetation provide important wildlife habitat and corridors for vulnerable and threatened flora and fauna species.
- Environment and landscape values – Areas of coastal vegetation provide important wildlife habitat and corridors for vulnerable and threatened flora and fauna species.
- Climate change – The results of climate change, such as storm surge, inundation through sea level rise and temperature increase pose significant threats to Warrnambool's coastline. Planning needs to take account of the risks associated with possible sea level rise.

21.02-3 OPEN SPACE

Objective 1: To develop an open space network that protects a range of natural and cultural environments and contributes positively to biodiversity and water quality.

21.03-1 BIODIVERSITY

Key issues:

- Recognising, protecting and enhancing biodiversity conservation areas.
- Managing urban and rural pressures on coastal areas, waterway and sensitive ecosystems.

Objective: To recognise, protect and enhance the natural environment and habitats.

Applicable strategies: recognising, protecting and enhancing sites of significance and improving natural habitats on public land.

21.03-2 NATIVE VEGETATION MANAGEMENT

Key issues:

- The decline and fragmentation of native vegetation is a key issue in the municipality and a contributing factor towards many other land and water degradation issues.

Objective: To ensure development recognises, protects and enhances native vegetation values.

Applicable strategies: protecting remnant vegetation and contain the spread of noxious and pest weeds.

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21.03-3 COASTAL AREAS

Key issues:

- Warrnambool's coastal reserves provide important wildlife habitat and corridors for vulnerable and threatened flora and fauna species.

Applicable objectives:

- To ensure that the use of and access to the coastal environment is sustainable.
- To enhance and expand the tourism industry, while protecting the environmental, landscape and cultural values of the municipality and the lifestyle of its residents.

Applicable strategies and guidelines:

Support tourism and community access to the coast, without compromising the natural environment.

Consider the recommendations of the Warrnambool Coastal Management Plan (2013) when making decisions for use and development on coastal Crown Land.

21.03-4 SIGNIFICANT ENVIRONMENTS AND LANDSCAPES

Applicable objectives:

- To protect the natural, cultural and visual values of significant natural environments.
- To retain and enhance coastal landscapes of high scenic value.

Applicable Strategies:

- Prevent the degradation of scenic landscapes along the coast, river valleys and inland ridge lines.

21.04-1 CLIMATE CHANGE IMPACTS

Key issues:

- Adapting to the impacts of a changing climate
- Managing the impacts of acid sulfate soils

Applicable objectives:

- To plan for and manage the potential coastal impacts associated with sea level rise and climate change.

21.04-2 FLOODPLAINS

Key issues:

- The protection of floodplains from inappropriate development
- The protection of life, property and community infrastructure from flood events

Applicable objectives:

- To ensure that land use and development is directed to locations and carried out in ways that minimizes its vulnerability to the threat of flood.

21.04-3 SOIL DEGRADATION

Key issues:

- Ensuring the ongoing protection of land susceptible to landslip.

Applicable objective:

- To ensure that use and development has regard to the potential for landslip

Applicable strategies:

- Ensure new buildings and works do not increase the risk of landslip on the land or surrounding land in areas where landslip risks have been identified.
- Avoid vegetation removal in areas susceptible to landslip

21.04-5 BUSHFIRE

Key issues:

- Identify and manage bushfire risk.

Applicable objective:

- To ensure that land use and development is directed to locations and carried out in ways that minimise its vulnerability to the threat of fire.

Applicable strategies:

Minimise the vulnerability of people and property to bushfire and improve fire prevention and hazard management.

21.06-3 HERITAGE

Key issues:

- Protecting and enhancing heritage places.

Applicable objective:

- To identify, conserve and enhance items, places and areas of natural, built, cultural and indigenous heritage.

Applicable strategies:

- Identify, protect and enhance Warrnambool's heritage including individual buildings, heritage precincts, landscapes, trees and other items of cultural heritage significance.

21.10-4 INFRASTRUCTURE PLANNING, DESIGN AND CONSTRUCTION

Objective:

- To provide clear and consistent guidelines for the planning, design and construction of infrastructure.

Applicable strategies:

- Encourage a consistent approach to the design and construction of infrastructure across the municipality.
- Encourage new subdivision and development that has regard to the objectives and requirements of the IDM or an approved Precinct Structure Plan.

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4.8 WARRNAMBOOL CITY COUNCIL PLAN 2017-2021 (2019 REVISION)

The Council Plan sets Warrnambool's Vision as 'A Cosmopolitan City by the Sea'. The Plan sets the strategic direction for the City of 4 years. The objectives of the Plan are to:

- *Sustain and enhance the natural environment*
- *Foster a healthy city that is socially and culturally rich*
- *Maintain and improve the physical fabric of the city*
- *Develop a modern economy with diverse and sustainable employment*

Strategies relevant to the Master Plan include:

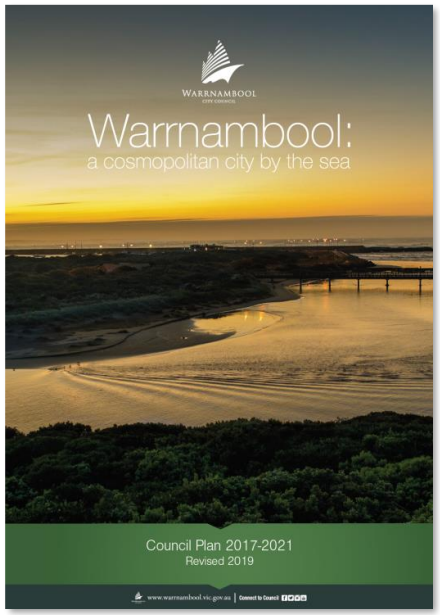
1.1 *Protect and enhance our waterways, coast and land.*

1.5 Educate and partner with the community on Council's sustainability initiatives.

2.7 Actively acknowledge local Aboriginal culture.

3.4 Maintain and enhance existing Council infrastructure.

Figure 7: Warrnambool City Council Plan 2017-2021 Cover



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4.9 WARRNAMBOOL COASTAL MANAGEMENT PLAN, WARRNAMBOOL CITY COUNCIL 2013

The Warrnambool Coastal Management Plan (WCMP) was prepared by URS Australia Pty Ltd and Warrnambool City Council. The Plan guides the future use, development and management of Warrnambool's coastline.

The WCMP identified environmental, cultural and recreational values along the coastline and identified key management issues.

The vision for the WCMP is

> *'An environment where the natural and cultural values of Warrnambool's unique coastline are protected and enhanced and opportunities to access and enjoy the coastline are achieved in a sustainable way'.*

A number of objectives are detailed in the plan to achieve this vision and manage the precincts in the future.

The WCMP identified five management precincts along the Warrnambool Coastline. The westernmost precinct being the 'Wild Coast Precinct', as identified in Figure 8.

Figure 8: Warrnambool Coastal Management Plan 2013 Cover

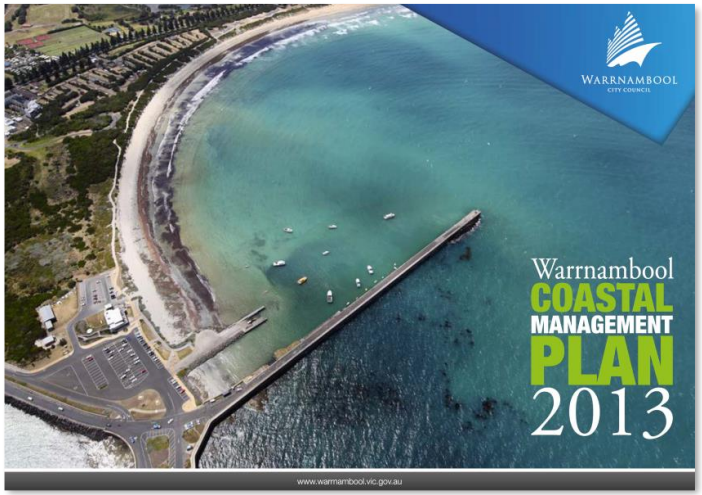


Figure 9: Wild Coast Precinct Boundary (WCC, 2013)

KEY VALUES IDENTIFIED FOR THE WILD COAST PRECINCT:

- *Wild and scenic landscape*
- *Minimal development*
- *Supports extensive area of relatively intact coastal vegetation, predominantly modified Coastal Dune Scrub (EVC 160)*
- *Passive and nature based recreational opportunities, including walking, nature observation and bike riding*
- *Wildlife corridor and biological hotspot*
- *Adjacent to the Lower Merri River Wetlands; listed on the Directory of Nationally Important Wetlands*
- *Diverse birdlife population, including threatened and endangered species*
- *Places of Aboriginal cultural heritage values*

(WCC, 2013)

KEY MANAGEMENT ISSUES IDENTIFIED FOR THE WILD COAST PRECINCT:

- *Conservation management of native flora and fauna*
- *Pest plant and animal management*
- *Unauthorised vehicle, motorbike and pedestrian access*
- *Dune instability*
- *Rubbish dumping and littering*
- *Competing and conflicting uses*
- *Unauthorised domestic and commercial animals access*
- *Fire management*
- *Existing licence agreements and work authorities*
- *Threats to environmental values from outside the management area*

(WCC, 2013)

4.10 BELFAST COASTAL RESERVE MANAGEMENT PLAN, PARKS VICTORIA 2018

The Belfast Coastal Reserve Management Plan was prepared by Parks Victoria in 2018. The Belfast Coastal Reserve subject area covers a stretch of coastline extending 20 kilometres from Belfast Lough on the West side of the Port Fairy Golf Club to the western edge of the Warrnambool Golf Club. The Belfast Coastal Reserve Management Plan includes the entire area defined as the Wild Coast Precinct. Appendix 3 shows the area covered by the management plan.

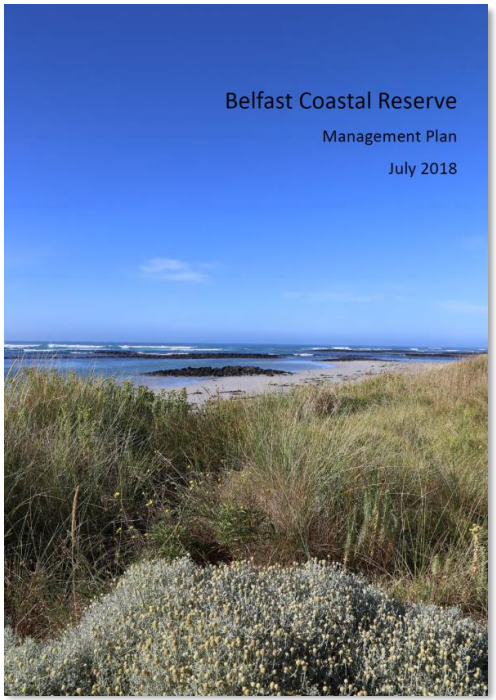
This Management Plan focuses on protecting and enhancing the cultural and natural values of the Belfast Coastal Reserve, whilst allowing for recreation and other compatible uses.

Goals and strategies detailed in the Management Plan (under themed headings) which apply to Wild Coast Precinct landscape master planning are summarised in a table at Appendix 4.

The Belfast Coast Reserve Management Plan includes a range of other goals and strategies, but only the ones relevant to this project have been summarised in Appendix 4.

The Belfast Coast Reserve Management Plan also provides further detail as to who is responsible for each strategy and the anticipated delivery partners. For further information please refer to this Management Plan.

Figure 10: Belfast Coastal Reserve Management Plan Cover



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KEY FEATURES AND FINDINGS RELEVANT TO THE WILD COAST PRECINCT, INCLUDE:

- The Precinct is a place with strong cultural heritage connections for the Traditional Owners of the land.
- Cultural heritage is represented by connections, names of local places, coastal middens, stone artefacts and other features.
- The Precinct is home to many bird species, including vulnerable fauna such as the Hooded Plover.
- Activities of people, dogs and horses have the potential to detrimentally impact on environmental and cultural features. Controls are required to minimise this impact, including keeping dogs on leash throughout the Precinct.
- Illegal vehicle access, including four-wheel drives and motorbikes, presents safety issues for visitors and can have detrimental impacts on environmental and cultural features.
- Speeding vehicles pose a safety risk. Poorly designed or maintained roads and carparks can worsen these hazards.
- Dune erosion should be minimised by actively rehabilitating dunes through supplementary planting.
- Weeds need to be managed appropriately to reduce detrimental impacts on indigenous fauna and flora.
- There are multiple land managers and stakeholders, who will need to collaborate to effectively manage the coastal reserve.

THE TOP COMMUNITY CONCERNS AND INTERESTS FOR THE BELFAST COASTAL RESERVE MANAGEMENT PLAN TO ADDRESS WERE:

- *Horse activity, including recreational horse riding, commercial horse trail riding and racehorse training*
- *Environmental impacts such as erosion*
- *Impacts to Aboriginal cultural heritage sites*
- *Illegal off---road vehicles (four---wheel drives and motorbikes)*
- *Dogs (on---leash/off---leash/dog exclusion)*
- *Shorebird protection (Hooded Plovers and other species)*
- *Lack of existing regulations to enable enforcement*
- *Need for resources to implement the plan*
- *Strong partnerships with local Traditional Owner groups, neighbouring land owners, community and volunteer groups*
- *Monitoring and evaluation to support future management.*

(Parks Victoria, 2018, p. 4)

4.11 WARRNAMBOOL COAST VEGETATION MANAGEMENT PLAN 2012, BIOSIS RESEARCH PTY LTD.

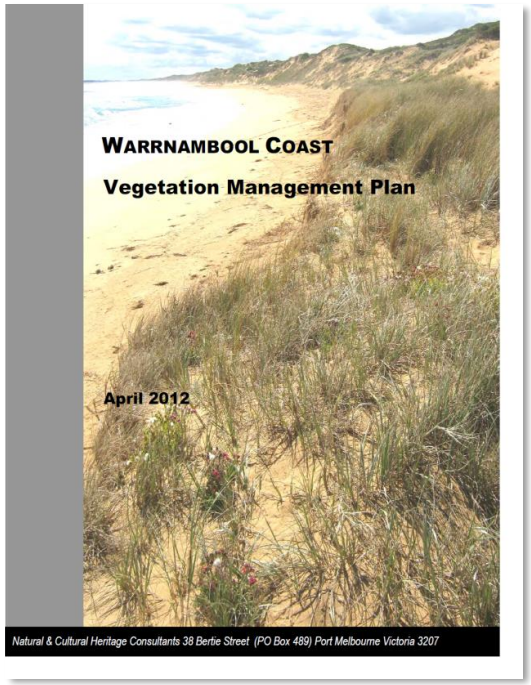
The Warrnambool Coast Vegetation Management Plan was prepared by Biosis to inform the Warrnambool Coastal Management Plan. The area of the study extended much further than the Wild Coast Precinct, as it covered the full length of coastline included in the Coastal Management Plan.

Key findings of the vegetation management plan included:

- A diverse range of flora exists.
- A total of 98 indigenous and 105 introduced plant species were recorded with a total of fifteen ecological vegetation classes (EVCs) recorded. (Recorded in overall study area, not just Wild Coast Precinct). Most of the precinct is classified as Coastal Dune Scrub (EVC 160).
- Management issues noted in the study, included vegetation restoration, revegetation, rare species management, weed control, access and fencing, signage, pest animal management, horse riding, illegal vehicle access, fire management, public safety and planning and review.
- The plan provided a 10 year management schedule, including revegetation with indicative costings.

Further discussion about the ecology of the Precinct will be included in the Landscape Master Plan, with reference to the findings of this Vegetation Management Plan.

Figure 11: Warrnambool Coast Vegetation Management Plan 2011 Cover



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4.12 WARRNAMBOOL 2040, COMMUNITY PLAN, JUNE 2019

Warrnambool 2040 (W2040) is a community plan for Warrnambool.

There are a number of 'people', 'place' and 'environment' goals which relate to public land. These goals (grouped by theme) include:

OUR PEOPLE

- *Warrnambool acknowledges respects and celebrates the diverse cultures, beliefs and history which makes up our community.*
- *Warrnambool's community acknowledges local Aboriginal history and respects and celebrates Aboriginal culture.*

Figure 12: W2040 Our Plan – Our Future 2019 Cover

- *Warrnambool is a great place to walk and cycle, with a compact, attractive and safe built environment.*
- *The road network safely accommodates all users and footpaths and shared paths along all waterways and the coast, provide off road options for active transport users.*
- *Warrnambool is memorable for its unique places, public art and sense of identity.*

OUR ENVIRONMENT

- *We will be innovative and bold, working collaboratively on smart solutions.*
- *We will be prepared, adept and resilient in the face of climate change challenges.*
- *Our infrastructure and open space will be designed effectively and our community will have the knowledge to mitigate climate change impacts and thrive in a changing climate.*
- *Warrnambool will restore maintain and enhance its natural environment drawing on the best scientific and Traditional Owner knowledge.*
- *We will build our knowledge, skills and involvement in protecting biodiversity, waterways and the coast for the benefit of current and future generations of people, flora and fauna.*
- *We will reduce the impacts of pest plants and animals and decrease damaging land uses and practices.*
- *We will care for and regenerate our waterways our coast and marine environment and support a natural water cycle.*

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4.13 GREEN WARRNAMBOOL, WARRNAMBOOL CITY COUNCIL 2018

Green Warrnambool is a strategic plan prepared by Council which reflects the environmental aspirations set out in Warrnambool 2040.

The vision for Green Warrnambool is *'Warrnambool will be the most environmentally sustainable regional city in Australia'.*

This strategy identifies actions that Council and the community can do to achieve the vision and improve environmental sustainability. It includes six goals, under the headings Zero Warrnambool, Adaptable Warrnambool, Wise Warrnambool, Natural Warrnambool, Blue Warrnambool and Green Warrnambool.

Figure 13: Green Warrnambool 2018 Cover

GOALS INCLUDE:

- Ensuring that infrastructure and open spaces mitigate the impacts of a warmer climate, decreased rainfall and increased severe weather events particularly in high risk areas such as on our coast and waterways
- All new development, renewal and upgrade works to consider the IDM Sustainable Infrastructure Guidelines (or its successor documents) by 2026
- 40% Reduction in plastic waste on our beaches by 2026. The Warrnambool Pollution Solution Plan and information program has been rolled out
- Plan 120,000 plants by 2026 and over 330,000 plants by 2040
- Increase flora and fauna biodiversity
- No new pest or weed species established
- No further extinctions of indigenous flora or fauna species
- Ensure protection and maintenance of existing established vegetation
- Traditional Owner Partnership in management of key cultural assets
- Implementation of Cultural Landscapes and Heritage Strategy
- Traditional owners oversee management of significant sites
- Research important stories associated with the region and identify the landscapes that best express these stories

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4.14 WARRNAMBOOL OPEN SPACE STRATEGY, WARRNAMBOOL CITY COUNCIL 2014

The Warrnambool Open Space Strategy provides an overarching framework for open space planning and management to the year 2026.

The overarching vision for open space in Warrnambool is:

'Warrnambool will have a high quality, diverse, accessible open space network that reflects community needs and enhances social connection, environmental protection and economic benefit.'

The Wild Coast subject site falls into two precincts in the Open Space Strategy. The eastern portion of the Wild Coast is included in the Warrnambool (South/Merrivale) precinct and the western portion of the Wild Coast is included in the Dennington Precinct.

This Strategy refers to the Warrnambool Coastal Management Plan to provide direction on how the coastal Crown Land, which includes the Wild Coast, should be managed for its environmental and recreation values in this precinct.

GOALS INCLUDE:

- *A planning scheme that acknowledges and contributes to the strategic priorities presented in this Strategy.*
- *A diversity of parks that everyone can access close to home*
- *A well-connected network of open spaces across the Municipality*
- *A network that protects a range of natural and cultural environments and contributes positively to biodiversity and water quality*
- *A more environmentally sustainable open space Network*
- *A management system that makes efficient use of available resources whilst maintaining quality of provision*
- *An open space network that meets the needs of current and future residents and visitors*
- *An increase in participation and use of open space*
- *Strong partnerships between Council and other stakeholders in delivering the recommendations outlined in the Open Space Strategy*

Figure 14: Open Space Strategy 2014 Cover

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4.15 DRAFT WARRNAMBOOL COAST VEGETATION ACTION PLAN, WARRNAMBOOL CITY COUNCIL 2019

The draft Vegetation Action Plan includes the Wild Coast Precinct into Management Zone 1. It is grouped with Management Zone 2, the South West Crown Land which includes the golf course. The recommendations apply to both management zones.

KEY FINDINGS:

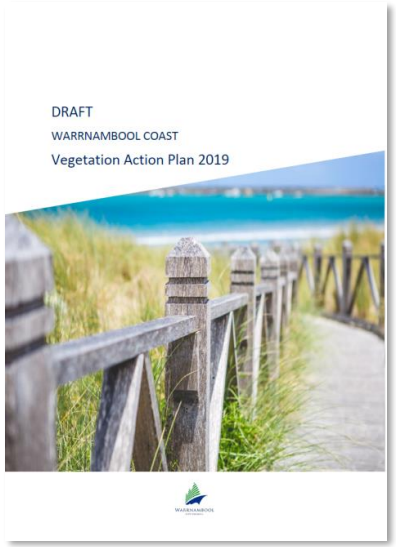
- The Wild Coast Precinct contains a variety of Ecological Vegetation Classes.
- There are some more intact and less disturbed areas of vegetation than other coastal areas in Warrnambool.
- This precinct has lower visitation than other zones identified in the Action Plan.
- There is high vegetation diversity and there is a population of rare Coast Ballart (*Exocarpus syrticola*) exists near Levy's Beach.
- The Wild Coast Precinct forms a wildlife corridor.

ISSUES:

- Due to its isolation, there is a lack of knowledge of the ecological values of this area.
- Weeds such as Sweet Pittosporum (*Pittosporum undulatum*) and Bridal Creeper (*Aparagus asparagoides*) and resourcing of vegetation management are all issues.
- Other management issues include: dumping of green waste at Levy's Point, illegal access and use of inappropriate track materials.

The Action Plan also contains a list of strategic directions and an action list to address the issues. These actions will be taken into consideration for the Master Plan.

Figure 15: Open Space Strategy 2014 Cover



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4.16 KEY ISSUES AND OPPORTUNITIES REVEALED THROUGH POLICY, PLAN & STRATEGY REVIEW

ISSUES & RISKS

Cultural heritage and environmental values of the Precinct are at risk from a range of sources (ie. visitors, natural and marine processes, climate change impacts, pest plants and animals, etc). Key issues and risks include:

- Presence and introduction of weed species,, some of which may have been brought in on vehicles and illegal dumping of green waste.
- Illegal activities and some incompatible land uses occurring.
- Increase in visitor numbers (either due to tourism increase, population increase or greater interest in heritage and ecology of Precinct) may create additional pressure on the Precinct and pose additional threat to its environmental and cultural heritage values.
- Damage to infrastructure is more likely due to isolated nature of Precinct.
- Safety risk to visitors from vehicles.
- Ageing and inappropriate infrastructure exists in the precinct, ie. road materials.
- Natural and marine processes, such as storms and storm surges, can impact on the integrity of heritage sites and also contribute to dune erosion.
- Climate change impacts such as rising sea levels and increased frequency and severity of storms are a threat.
- Limited knowledge of the effects climate change will have on the Wild Coast.

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OPPORTUNITIES

There are many opportunities to protect cultural and environmental values of the Precinct. They include:

- Better protection of cultural heritage sites. The means by which this can be achieved will be discussed with the Traditional Owners.
- Coastal dune stability can be improved through vegetation and installation of physical barriers, preventing vehicle/pedestrian access.
- Maintaining a good variety in local indigenous plant species can be enhanced through improved weed management and revegetation.
- Infrastructure upgrades to reduce safety risks to visitors and avoid negative impacts on existing features.
- Stop/reduce illegal activity to avoid harm to environmental and cultural features, ie. fencing/gates/signage.
- The precinct forms part of a greater wildlife corridor and provides important habitat for a range of fauna species, including a threatened bird species. Better protection of their habitat may be achieved through education, signage and compliance, ie. dogs on leash.
- Monitoring and continuing to plan for the impacts of climate change on the Wild Coast
- Implement climate change mitigation measures to help protect the precinct's values for future generations to enjoy.
- Application of adaptive management to inform approaches and changes to management of the Precinct over time.
- Partnership opportunities for integrated management of the reserve between stakeholders, Council and the Traditional Owners. This will help to improve outcomes for the Precinct in the short and long-term.

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Appendix 1: Planning Maps and Documents

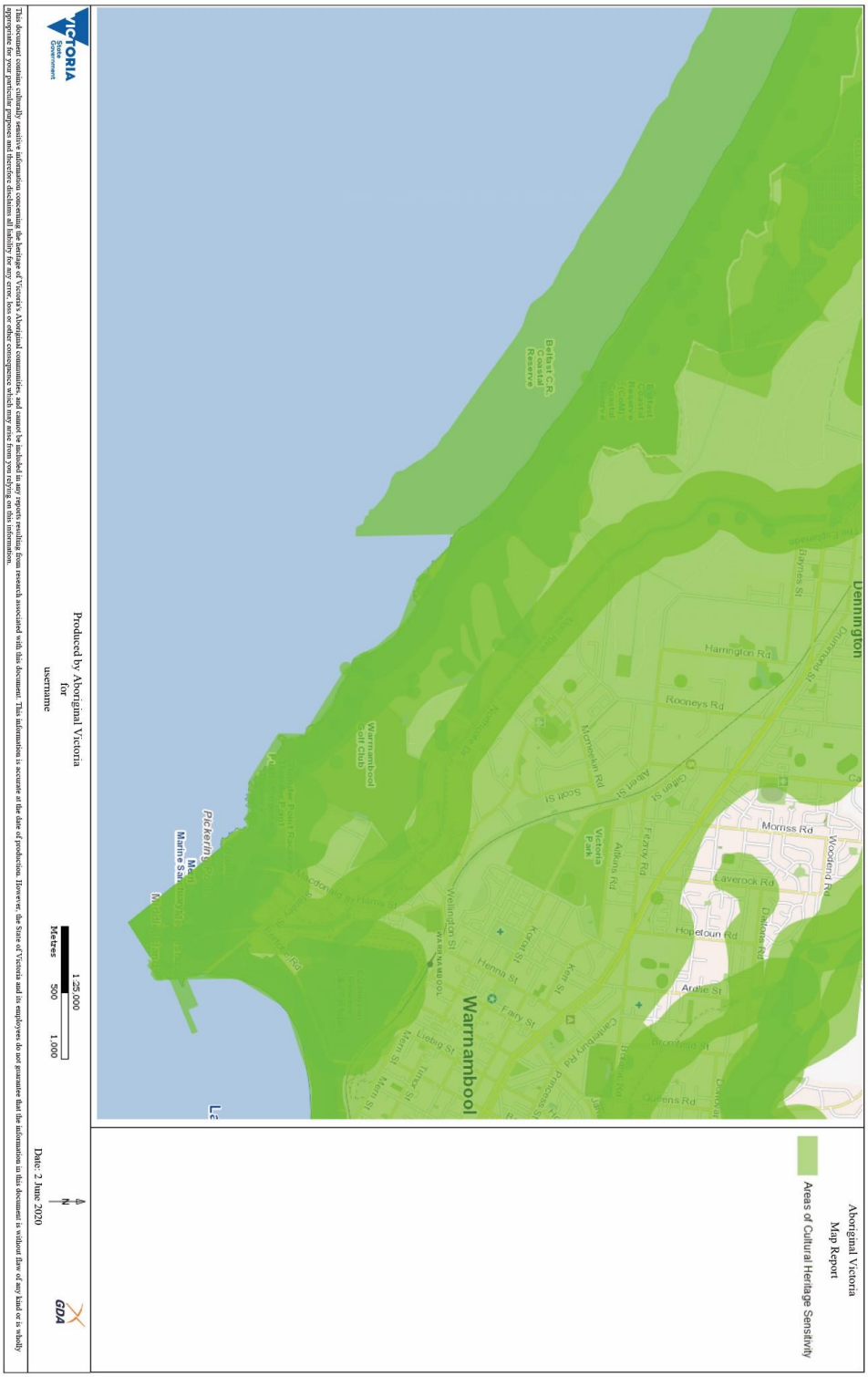
Appendix 1a) Cultural heritage sensitivity map

Appendix 1b) Zones map

Appendix 1c) Overlays maps

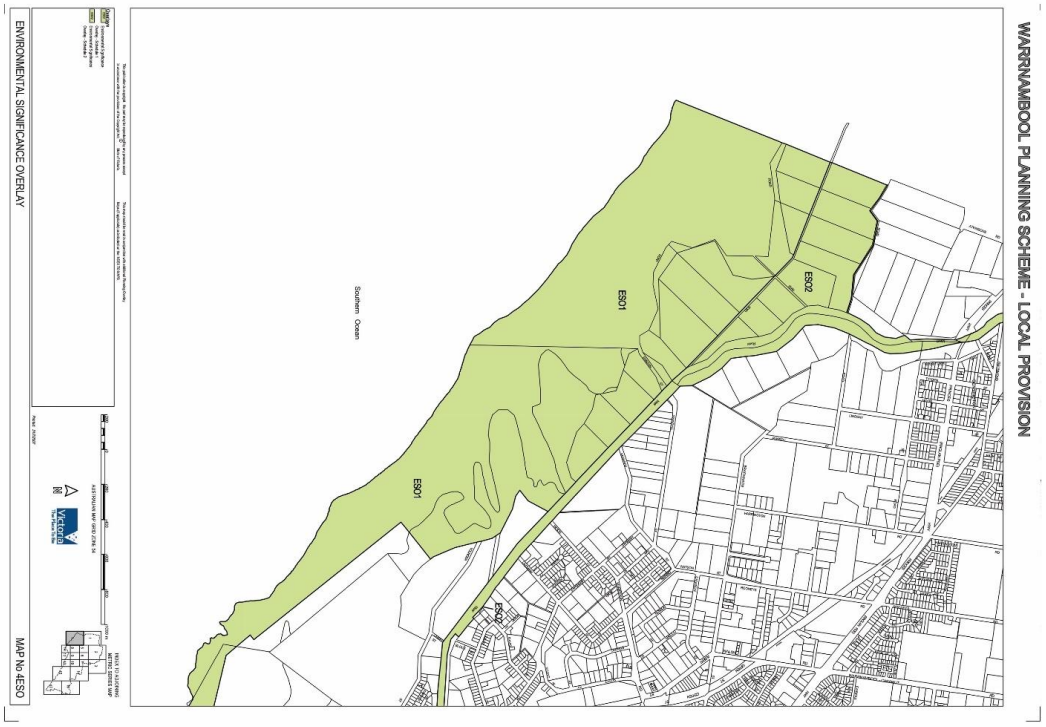
Appendix 1d) Incorporated document – Racehorse training on Levy's Beach, December 2018

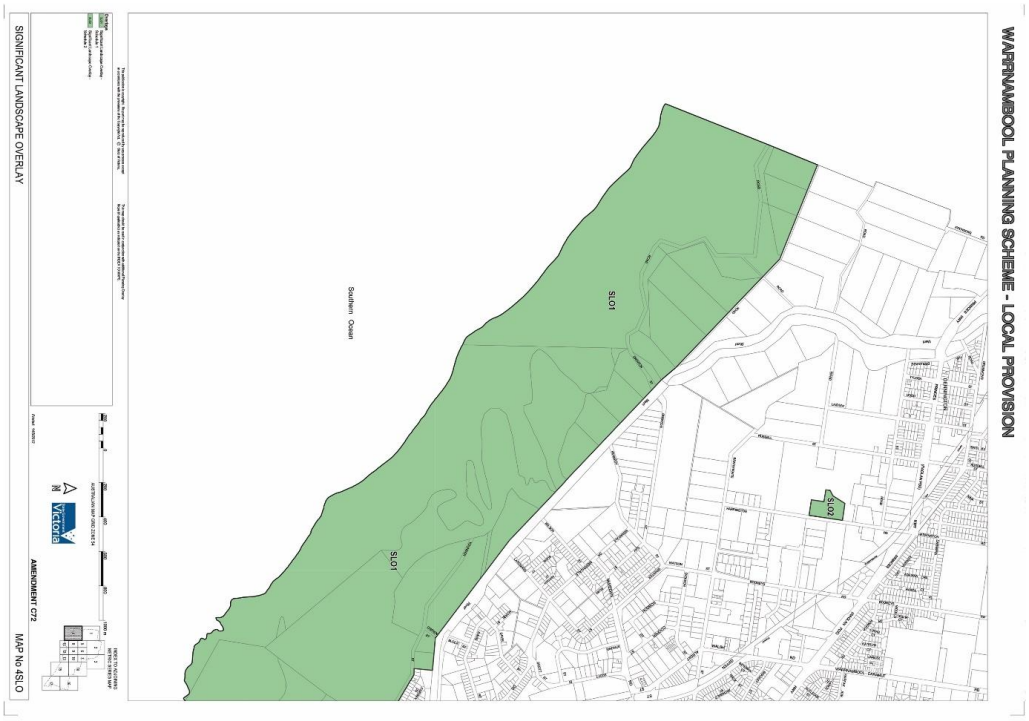
Appendix 1a) Cultural heritage sensitivity map

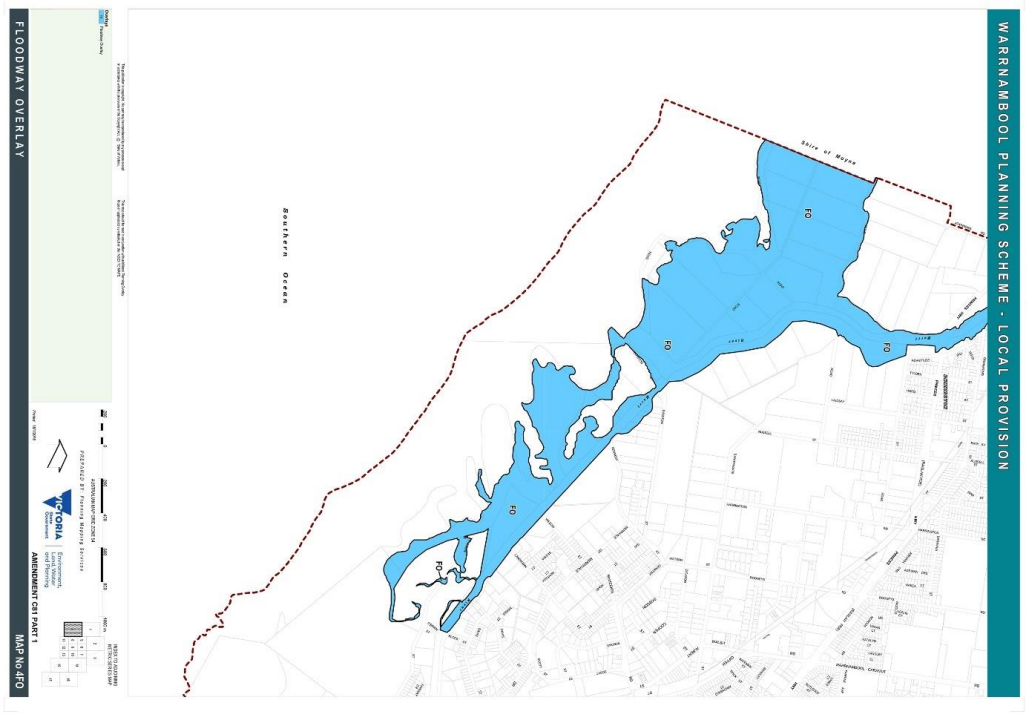


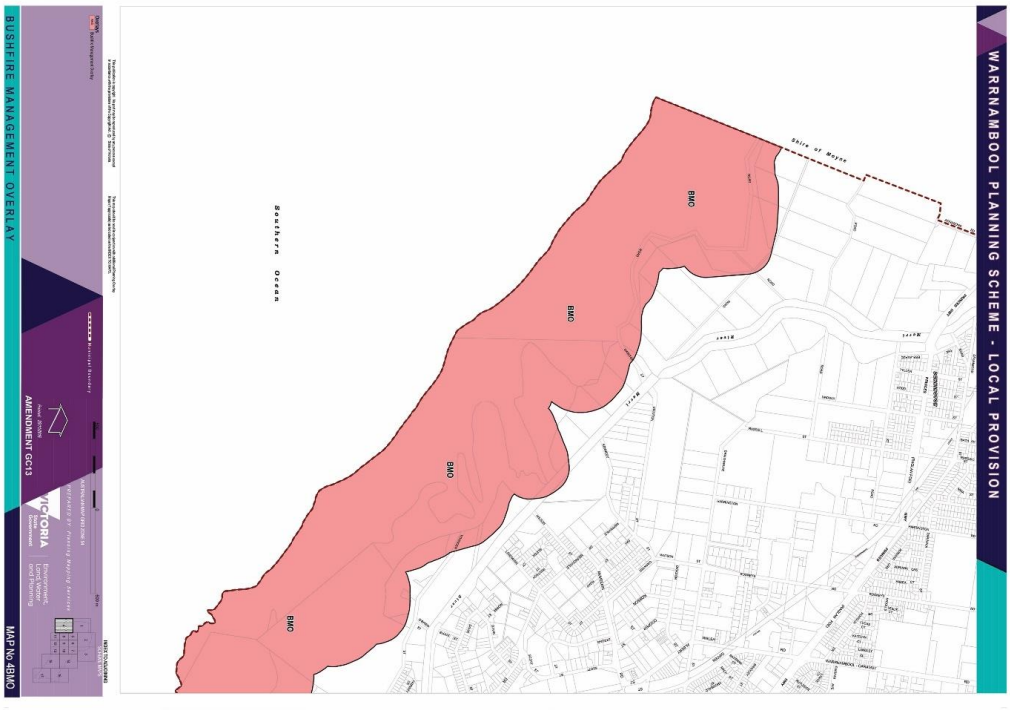
Appendix 1b) Zones map

Appendix 1c) Overlay maps




WARRNAMBOOL PLANNING SCHEME - LOCAL PROVISION
SLO1
SLO1
SLO2
Southern Ocean
SIGNIFICANT LANDSCAPE OVERLAY
AMENDMENT C72
MAP No 4SLO


WARRNAMBOOL PLANNING SCHEME - LOCAL PROVISION
Shire of Moyne
Southern Ocean
FO
FO
FO
FO
FO
FLOODWAY OVERLAY
AMENDMENT C91 PART 1
MAP No 4FO


WARRNAMBOOL PLANNING SCHEME - LOCAL PROVISION
BMO
Southern Ocean
BUSHFIRE MANAGEMENT OVERLAY
AMENDMENT GC13
MAP No 4BMO

WARRNAMBOOL PLANNING SCHEME - LOCAL PROVISION
MOYNE SHIRE
SCO1
SPECIFIC CONTROLS OVERLAY
MAP No 4SCO

Appendix 1d) Incorporated document – Racehorse training on Levy's Beach, December 2018

Warrnambool Planning Scheme

Racehorse Training on Levys Beach
December 2018

Incorporated Document

Incorporated document pursuant to Section 6(2)(j) of the *Planning and Environment Act 1987*

1.0 INTRODUCTION

This document is an Incorporated Document in the Schedule to Clause 45.12 and the Schedule to Clause 72.04 of the Warrnambool Planning Scheme (the Scheme).

Despite any provision to the contrary in the Scheme, pursuant to Clause 45.12 of the Scheme the land identified in this Incorporated Document may be used and developed in accordance with the specific controls contained in this document. In the event of any inconsistency between the specific controls contained in this document and any provision of the Scheme, the specific controls contained in this document will prevail.

2.0 ADDRESS OF THE LAND

Belfast Coastal Reserve (Levys Beach), Warrnambool (the land).

Refer to Map 1 for further detail of the land and the designated Activity Areas (comprising Activity Area A and Activity Area B) for racehorse training.

3.0 PURPOSE

To facilitate the use and development of the land for the purpose of racehorse training.

4.0 THIS DOCUMENT ALLOWS:

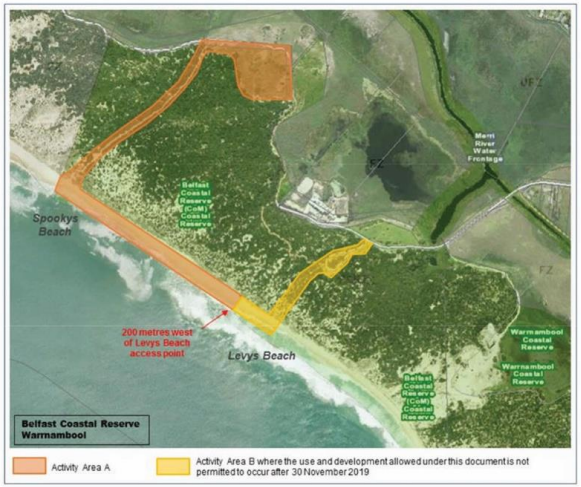
Use and development of land within the designated Activity Areas of the Belfast Coastal Reserve for racehorse training in accordance with applicable licences and approvals granted, as required, under the *Crown Land (Reserves) Act* 1978, *Land Act* 1958 and *Marine and Coastal Act* 2018, including but not limited to:

- The parking of vehicles, including trucks and horse floats in car parking areas and the use of trails for horse access to beaches and sand dunes;
- The marshalling of horses in car parking areas;
- The infrastructure required for the training of racehorses and the management of this activity, including signage, sign posts, beach markers, fencing, trails and parking spaces for horse floats, trucks and vehicles;
- The training of horses;
- Buildings and works for any of the above.

5.0 THE FOLLOWING CONDITIONS APPLY TO THIS DOCUMENT:

1. The use and development must not commence until all applicable licences or approvals, as required, have been granted under the *Crown Land (Reserves) Act* 1978, *Land Act* 1958 and *Marine and Coastal Act* 2018.
2. The use and development must be in accordance with the applicable licences or approvals, as required, that have been granted under the *Crown Land (Reserves) Act* 1978, *Land Act* 1958 and *Marine and Coastal Act* 2018.
3. If a Cultural Heritage Management Plan is required under the *Aboriginal Heritage Act 2006* for any development of the land, that development cannot commence under this Incorporated Document until the Cultural Heritage Management Plan is prepared and is approved.
4. The use and development allowed under this document is not permitted to occur in Activity Area B after 30 November 2019.

MAP 1 – COMMERCIAL RACEHORSE TRAINING ACTIVITY AREAS



End of Document

Appendix 2: List of Applicable Legislation, Regulations, Policies, Plans and Strategies

LEGISLATION AND REGULATIONS

- *Crown Land (Reserves) Act 1978*
- *Crown Land (Reserves) (Belfast Coastal Reserve) Regulations 2017*
- *Aboriginal Heritage Act 2006*
- *Traditional Owners Settlement Act 2010*
- *Native Title Act 1993* (Cwlth)
- *Aboriginal Heritage Regulations 2018*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Flora and Fauna Guarantee Act 1988*
- *Wildlife Act 1975*
- *Marine and Coastal Act 2018*
- *Climate Change Act 2017*
- *Planning and Environment Act 1987*
- *Catchment and Land Protection Act 1994*
- *Coastal Management Act 1995*

POLICIES AND AGREEMENTS

- *The Environment Conservation Council's (ECC) Marine Coastal and Estuarine Investigation 2000*
- *The Land Conservation Council (LCC) Corangamite Area Final Recommendations 1978*
- *Bilateral migratory bird agreements (JAMBA, CAMBA, ROKAMBA)*

VICTORIAN STATE PLANS AND STRATEGIES

- *Planning Policy Framework, Warrnambool Planning Scheme*
- *Marine and Coastal Policy, Victorian State Government 2020*
- *Victorian Coastal Strategy 2014*
- *Victoria's Coast and Marine Environments Under Projected Climate Change: Impacts, research and priorities (Victoria State Government 2018)*
- *Interim Siting and Design Guidelines for Structures on the Victorian Coast, 2019*
- *Protecting Victoria's Environment-Biodiversity 2037, 2017*

LOCAL PLANS AND STRATEGIES

- *Local Planning Policy Framework, Warrnambool Planning Scheme*
- *Warrnambool Coastal Management Plan, Warrnambool City Council 2013*
- *The Warrnambool Open Space Strategy, Warrnambool City Council 2014*
- *Belfast Coastal Reserve Management Plan, Parks Victoria 2018*
- *Green Warrnambool, Warrnambool City Council 2018*
- *Warrnambool 2040, Community Plan 2019*
- *Warrnambool City Council Plan 2017-2021*
- *Warrnambool Coast Vegetation Management Plan 2012, Biosis Research Pty Ltd.*
- *Draft Warrnambool Coast Vegetation Action Plan, Warrnambool City Council 2019*

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Appendix 3: Belfast Coastal Reserve Management Plan – Planning area and land tenure map (Parks Victoria 2018)

Appendix 4 - Goals and Strategies relevant to the Wild Coast study area and Landscape Master Plan project

CULTURAL LANDSCAPE AND LIVING HERITAGE (SECTION 4, pp.15-28)		
4.1 GEOLOGICAL FEATURES		
Goal	**Strategies**	**Priority Level**
Geological features and functioning dune systems are maintained and protected from avoidable damage.	Work with users and other community members to reduce impacts from both authorised and illegal access on the fragile coastal dune systems.	*Immediate*
	Recognise, respect and interpret the significance of the Reserve's cultural landscape and the dynamic nature of the scenic coastline and dune system.	*Medium*
	Ensure the impacts from large scale events such as storm surge, flood and bushfire are appropriately mitigated.	*As required*
4.2 CULTURAL LANDSCAPE		
Goal	**Strategies**	**Priority Level**
The cultural landscape of Belfast Coastal Reserve is recognised and landscape features and values, including Traditional Owner and local community connections, are recognised, respected, protected and celebrated.	Encourage a collaborative approach between Land Managers, Traditional Owners, Heritage Victoria and Aboriginal Victoria (with other partners as appropriate) to research and understand the outstanding cultural landscape of the Reserve.	*Medium*
	Seek to recognise Belfast Coastal Reserve as a cultural landscape on the Victorian Aboriginal Heritage Register and increase appreciation of the extent, diversity and richness of the tangible and intangible Aboriginal cultural heritage associated with the Reserve.	*Medium*
	In partnership with Eastern Maar investigate renaming Belfast Coastal Reserve, key features and locations to reflect Traditional Owners' connections in accordance with the guidelines for Geographic Names standard process.	*Medium*

4.3 ABORIGINAL AND COLONIAL SETTLEMENT HISTORY

Goals	Strategies	Priority Level
Historic heritage and connections are recognised and understanding of heritage values and places is enhanced.	Enhance historic heritage visitor and tourism experiences with visitor information and the interpretation of key stories and themes. Recognise the importance of documents, materials and collections held elsewhere as part of Belfast Coastal Reserve's cultural heritage and significance, and their potential role in interpretation.	*Medium*
Contemporary Traditional Owner and local community connections are recognised as an integral part of heritage management.	Involve the local community and Traditional Owners with interpreting the area's historic heritage, encourage participation as tour guides, and record the community's knowledge of heritage values, stories and connections.	*Medium*
	Promote and protect heritage values of shipwrecks that may be buried beneath the sand and water of the Reserve and exposed by tides or rough weather.	*Longer Term*

4.4 MANAGING ABORIGINAL CULTURAL HERITAGE WITH TRADITIONAL OWNERS

Goal	Strategies	Priority Level
Partnerships with Traditional Owners protects and conserves Aboriginal features, places and objects of cultural significance.	Undertake a targeted assessment of the informal track network to identify impacts to Aboriginal sites and prioritise management interventions for protection and conservation works.	*Immediate*
	Build capacity for the conservation of Aboriginal cultural heritage, site protection and restoration.	*Medium*
	Progressively identify, document, map and record all known cultural features to contemporary standards and add newly identified sites to the Victorian Aboriginal Heritage Register.	*Medium*
	Undertake additional archaeological research, such as dating site occupation, and partner with universities to support the development of cultural heritage research.	*Medium*
	Work with adjoining property owners to support their participation in the recording and management of cultural heritage places and values. Share resources and provide advice and practical skills to landowners to help them manage significant cultural features.	*Longer-term*
	Prepare any required CHMPs to address the relevant management and authorised activities.	*As required*
	Establish an Aboriginal Cultural Heritage Land Management Agreement for the ongoing management of Aboriginal cultural heritage at Belfast Coastal Reserve.	*As required*

4.5 CULTURAL TRADITIONS AND ACTIVITIES

Goal	Strategies	Priority Level
Eastern Maar cultural traditions and knowledge is practiced and shared at the Reserve.	In partnership with Eastern Maar, define how cultural traditions and practices relevant to the cultural heritage of the Reserve will be revived or continued and facilitate cultural renewal.	*Medium*

HEALTHY COUNTRY (SECTION 5, pp.29-45)

5.1 MANAGING COASTAL ECOSYSTEMS – HABITAT PROTECTION

Goal	Strategies	Priority Level
The condition of Coastal Dune Scrub and Swamp Scrub/Aquatic Herbland Mosaic communities and wetlands is maintained and enhanced to support dependent flora and fauna species.	Facilitate the active rehabilitation of eroded dunes and wetland fringes via supplementary planting of site - indigenous species in areas where further disturbance could affect natural or cultural values.	*Immediate*
	Undertake invasive weed management through: Prioritising treatment of new and emerging weed species infestations e.g. Sicilian Sea---lavender; Staged control of priority woody invasive weeds e.g. reduce Coast Wattle; target Marram Grass and Sea Spurge removal on foredunes adjacent to Hooded Plover breeding territories.*	*Immediate*

Strategies	Priority Level
Reduce the impacts of fragmentation in dunes, foredunes and wetlands and prevent erosion by: • closing illegal vehicle access points • closing and rehabilitating informal tracks • ensuring the management of existing assets and planning for asset and access upgrades considers potential fragmentation and erosion impacts • promoting and educating visitors on the benefits of using designated pathways and the impacts of forming undefined tracks, trampling vegetation • establishing visible markers so people returning from the beach can identify dune access tracks.	*Immediate*
Monitor and report on sand/soil loss and movement, and changes in vegetation structure and composition at Hoon Hill and Levy's Beach, from commercial horse training (see section 8.1).	*Immediate*
Monitor and reduce the impact of browsing animals (e.g. rabbits) on priority habitat areas, including Orange-bellied Parrot habitat.	*Medium*
Facilitate natural regeneration by protecting remnant vegetation from access through the installation of fencing.	*Medium*
Identify opportunities to connect the Reserve to other high-quality habitat in the area, enabling native animals to move through the landscape.	*Longer-term*

5.1 MANAGING COASTAL ECOSYSTEMS – SIGNIFICANT FAUNA		
Goal	Strategies	Priority Level
The impact of predation is reduced to maintain and increase native fauna populations.	Maintain targeted fox control programs within the Reserve and cross-tenure programs to minimise predation on vulnerable species e.g. shorebird and waterbird breeding sites.	*Immediate*
	Undertake regular migratory shorebird, beach-nesting bird counts, breeding success observations, and regular predator population monitoring. Use monitoring results to evaluate trends in predation and fauna populations.	*Immediate*
	Support implementation of Orange-bellied Parrot and other relevant recovery plans.	*Immediate*
The impact of visitors and uses at key locations is reduced to allow for an increase in the extent and richness of vulnerable fauna, and the occupation of most of their potential habitat.	Protect Hooded Plover nests* and chicks from trampling through the erection of temporary fencing and signage around individual breeding sites across the Reserve (following best practice protocols).	*Immediate*
	Reduce disturbance to vulnerable fauna including migratory birds, Hooded Plovers and Orange-bellied Parrot, and their habitat by implementing park zoning and access regulations.	*Immediate*
	Undertake targeted Hooded Plover nest monitoring to understand breeding success and the range of specific threats at sites. Use monitoring results to inform/adapt management of visitor activity and use.	*Immediate*
	Inform beach users of the presence of beach-nesting birds through permanent and temporary signage at beach access points.	*Medium*

5.2 MANAGING MARINE ECOSYSTEMS		
Goal	Strategies	Priority Level
The diversity and productivity of the marine habitats is maintained and impacts from new pests and other threats are reduced.	Apply protocols for preventing, detecting, reporting and responding to marine emergencies in state coastal waters, including marine pest incursions, pollution, diseases, and marine entanglement.	*Immediate*
	Encourage users of the Reserve to integrate the identification of marine pests into their activities and to report any sightings e.g. anglers, contractors.	*Medium*
	Support an integrated, catchment based approach to improve water quality and reduce both aquatic and marine pest plants and animals, including marine and aquatic mapping, monitoring and research activities to inform management decisions e.g. Estuary Watch	*Medium*
	Establish a volunteer intertidal reef habitat monitoring program (subject to strict guidelines minimising disturbance to shorebirds and seabirds).	*Longer-term*

5.3 WATER MANAGEMENT		
Goal	Strategies	Priority Level
Water levels in the Lower Merri are managed to maintain resilience and aquatic values in the wetlands and estuary.	Maintain, in a state as close to natural as possible, the opening and closing process for Rutledges Cutting, ensuring risks to natural, cultural, social and economic values are appropriately mitigated.	*Immediate*

5.4 FIRE MANAGEMENT		
Goal	Strategies	Priority Level
*The risk of bushfire into and from the Reserve is minimised and ecologically appropriate fire regimes are maintained to enhance Reserve ecosystems.***	Maintain appropriate emergency management plans and access to the Reserve.	*Immediate*
	Use fire management techniques that prioritise the protection of environmental and cultural values (such as slashing and minimising wetland exposure to fire retardants), and tolerable fire intervals of fire sensitive vegetation to inform the frequency of planned burns.	*Medium*
	Work with Eastern Maar Traditional Owners to investigate integrating traditional burning with planned burning for ecological objectives.	*Medium*
5.5 CLIMATE CHANGE		
Goal	Strategies	Priority Level
Management activities build resilience of coastal systems, ecosystems, species and dependent species to climate change risks and minimise impacts on Reserve facilities.	Use climate science and modelling to inform adaptive management, ensuring effective responses to emerging threats such as erosion risk to dunes (sympathetic to the needs of shorebird species), access and facilities; the movement of weed species; and sea water incursion of freshwater wetlands.	*Immediate*
	Collaborate on coastal erosion monitoring activities and share results to inform management decisions e.g. Port Fairy beach erosion monitoring.	*Medium*
	Monitor climate change impacts on habitat e.g. inland migration of vegetation communities with increased sea levels and storm surge, informing adaptive management to improve shorebird nesting.	*Medium*

*Note 1: Hooded Plovers are found in various locations along the Wild Coast Precinct coastline, as are Red-Capped Plovers and large flocks of migratory shorebirds (Parks Victoria, p.46). A breeding site for the Hooded Plover was located between Spookys and Levy's Beach between 2014 and 2017 (Parks Victoria, p. 38).

**Note 2: The risk of fire within the Belfast Coastal Reserve is considered to be low. (Parks Victoria, p 41)

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RECREATION AND USE (SECTION 6, pp.46-72)

6.2 RECREATIONAL ACTIVITIES

Goal	Strategies	Priority Level
Opportunities for a range of recreational visitor activities are provided with minimal impacts on natural values, cultural values and other users.	Motor vehicle and motorbike use Provide vehicle and walking access to visitor sites and beaches as on Map 3 (Appendix 5); revegetate unauthorised tracks. Provide signage and speed limits on shared-use roads to encourage appropriate driving behaviour. Control illegal vehicle access to dunes and wetlands using bollards, gates and barrier fencing with clear signage at illegal vehicle access points.	*Immediate*
	Dog walking / exercising Provide dog walking access in accordance with report recommendations (refer to Appendix 7). Monitor and review dog walking impacts and compliance and consider further restrictions if required. Provide information to identify dog walking opportunities including signage to communicate dog regulations. Promote alternative off-leash areas outside the Reserve for exercising of dogs. Investigate a dog walking loop between the Killarney Recreation Reserve and Golfies.	*Immediate*
	Recreational horse riding Provide recreational horse-riding access in accordance with the Management Plan and as shown at Appendix 6. Monitor and review horse riding impacts and compliance and consider further restrictions if required. Provide information to identify horse riding opportunities including signage to communicate horse regulations. Implement a permit system for group recreational horse riders, providing detailed conditions of use.	*Immediate*
	Manage visitor activities in accordance with the Management Plan (p. 54).	*Immediate*
	Liaise with Victorian Hang Gliding and Paragliding Association to identify and designate launch sites.	*Immediate*

6.3 ACCESS AND VISITOR FACILITIES

Goal	Strategies	Priority Level
A range of access and infrastructure is provided and maintained to support passive recreation, emergency response and management of the Reserve while minimising the environmental and cultural impacts of visitation. Tracks are closed or access modified where they do not support this goal. Generally, the undeveloped character of the Reserve is maintained.	Provide vehicle and walking access to visitor sites and beaches as shown on Map 3. Monitor the condition of the access network and where possible mitigate damage to values or to the asset. Close and rehabilitate informal tracks that are not required for management, have limited recreational value or are having an adverse impact on cultural or natural values.	*Immediate*
	Prioritise maintenance and renewal of facilities through detailed site planning which considers coastal hazard information, visitor use patterns, and the management of environmental and cultural impacts.	*Immediate*
	Maintain walking tracks to be distinct but without major modification to the ground, unless required for visitor safety or to protect values e.g. boardwalk. Close and rehabilitate informal tracks that are not required for management, have limited recreational value or are having an adverse impact on cultural or natural values.	*Medium*
	Collaborate with partner agencies to collect traffic count data and prepare a traffic management plan for the Reserve.	*Medium*
	Consult with community and Traditional Owners to assign names to unnamed roads and tracks in the Reserve and update maps accordingly.	*Longer-term*

6.4 SITE STRATEGIES – LEVY'S BEACH ACCESS (P. 62)***

Goals	Strategies	Priority Level
Levy's beach access will be a key site for active recreation providing for a variety of uses.	License horse training at Levy's Beach, ensuring equity of access and appropriate risk management under licence. Monitor compliance and periodically review conditions of use.	*Immediate*
	Ensure commercial horse training and associated site interventions and management controls at Levy's Beach and Hoon Hill are undertaken in accordance with an approved CHMP and monitored.	*Immediate*
	Upgrade or provide new carparking and access to ensure capacity for horse trucks/ floats and the loading and unloading of horses, and a safe separation of parking and beach access for other visitors.	*Medium*
	Rationalise beach access tracks over dunes, providing separate access for horses from other visitors, and closing off surplus or unsustainable tracks and undertaking revegetation.	*Medium*

6.5 AUTHORISED USES***

Goal	Strategies	Priority Level
Authorised uses of the Reserve are managed to minimise the effect on values and visitors	Authorised uses of the Reserve are managed to minimise the effect on values and visitors.	*Immediate*
	Permit small scale local trainers who have historically used the Reserve to train horses under licence at Rutledges Cutting and Killarney Beach in accordance with conditions and provisions in the Management Plan and as shown at Appendix 6.	*Immediate*
	Permit commercial scale horse training under licence at Levy's beach and Hoon Hill in accordance with conditions and provisions in the Management Plan and as shown at Appendix 6.	*Immediate*

Strategies	Priority Level
Licence conditions for racehorse trainers and tour operators to include comprehensive protections for cultural values, natural values and other beach users. Revoke licence for continual levels of non-compliance.	*Immediate*
Do not permit commercial seaweed harvesting or collection.	*Immediate*
Review the access tracks used by licensees to improve and maintain visitor experience while providing a sustainable access network.	*Medium*
Review beach nesting bird monitoring results to inform licence conditions e.g. Hooded Plover (as an indicator species) fledgling success and nest failure rates.	*Medium*
Investigate opportunities, in consultation with the operator, to phase out use of the sand quarry and close off vehicle tracks.	*Medium*
Close areas of the beach to horse training and commercial riding groups when Hooded Plover nests extend onto narrow sections of beach used for training, or when climatic conditions or tidal conditions make access unsuitable.	*As required*
Continue to permit commercial fishing in accordance with commercial fishing licenses, and maintain the netting exclusion zone off Killarney Boat ramp.	*As required*

6.6 RISKS AND SAFETY***		
Goal	Strategies	Priority Level
Promote visitor safety and awareness of safety issues and risks associated with access and use of the Reserve	Ensure the general public is informed when and where racehorse training could be taking place at the Reserve e.g. clear signage at locations designated as beaches to permit training.	*Immediate*
	Implement increased compliance programs and run targeted enforcement to address illegal activities impacting on values and/or visitor safety.	*Immediate*
	Work with user groups to encourage and promote safe practices relating to visitor safety e.g. compliance with activity or licence provisions, adventure activity standards and/or codes of practice.	*Medium*
	Ensure a strategic and integrated approach to safety signage to provide visitors clear and consistent messages on safety risks so they may enjoy a safe visit. Provide both pre---visit and on---site information to increase visitors' awareness of potential risks and promote safe behaviour.	*Medium*
	Develop an emergency management plan for the Reserve that is integrated within the district and municipal emergency management plans, providing procedures for responding to a range of emergency situations, including protocols for marine emergencies in state coastal waters.	*Medium*
	Ensure unique emergency location codes are displayed at major access areas to the Reserve or alternatively that site/location naming is formalised and site names are incorporated in VicMap data.	*As required*
	Ensure facilities are maintained and 'fit for use' and that any new assets comply with Australian standards, Industry standards and building codes and regulations. Upgrade, replace or withdraw from public use those that do not.	*As required*

***Note 3: The Belfast Coastal Reserve Management Plan was finalised in July 2018. In late 2018, decisions were made by Council and advice given from the Minister for Planning, to allow racehorse training on the beach. A decision was made by Council, as the Committee of Management, on 18 October 2018, to permit the resumption of racehorse training at Levy's Point Beach. There are a number of laws, orders and legal requirements that must be met for this to occur.

6.7 INFORMATION, INTERPRETATION AND EDUCATION

Goal	Strategies	Priority Level
Visitors appreciate, understand and care for the values of the Belfast Coastal Reserve.	Review existing signage at key visitor sites and access points to improve visitor orientation and interpretation. Remove old, duplicated and damaged signs. Replace with durable signs that are well--researched and location specific. Ensure public information helps promote safety to visitors and values.	*Immediate*
	Develop a consistent approach between Parks Victoria and local government to interpretation programs and activities which: increase appreciation and understanding of the Reserve's natural and cultural heritage; encourage others to assist in their delivery; and increase awareness of the roles of agencies and volunteer groups in managing the Reserve.	*Medium*
	In consultation with Traditional Owners, develop an Interpretation and Sign Plan that includes Belfast Coastal Reserve and encourages the appreciation of Aboriginal Cultural Heritage and Country; educates users of the Reserve on regulations and their obligations to cultural heritage; encourages reconciliation; and educates local Aboriginal children on their history.	*Medium*
	Support citizen science programs and increased active use of the Reserve by educational institutions to develop knowledge on the area and inform the education and interpretation program.	*Medium*
	Develop and implement a Learning in Nature program that provides community members with meaningful ways to connect with the Belfast Coastal Reserve, including contributing to its protection.	*Medium*

6.8 TOURISM PARTNERSHIPS, MARKETING AND PROMOTION

Goal	Strategies	Priority Level
Tourism experiences focusing on nature and cultural heritage are supported to generate opportunities for economic and social benefits to communities, including Traditional Owners.	Support the development of tourism planning strategy with Traditional Owners.	*Immediate*
	Continue to work with tourist information providers and regional tourism stakeholders to promote the values of the Belfast Coastal Reserve to visitors, including its unique avifauna.	*Medium*
	Provide for tour operator licences in the Reserve that utilise the range of available activities, subject to the protection of native flora, native fauna, built assets, natural features and cultural heritage places.	*As required*

MANAGING IN PARTNERSHIP (SECTION 7, pp.73-78)

7.1 COORDINATED MANAGEMENT

Goal	Strategies	Priority Level
Coordinated management of the Reserve enables efficiencies in program delivery and is supported by consistent land status and regulations.	Reserve all lands within the planning area under the Crown Land Reserves Act 1978 for the protection of the coastline or public purposes.	*Immediate*
	Formalise and update the management arrangements and Planning Zones (under the local government planning scheme) as appropriate.	
	Close relevant unused road reserves and formally establish as part of the Belfast Coastal Reserve.	
	Establish regulations under the Crown Land Reserves Act 1978 in accordance with the Management Plan for Belfast Coastal Reserve.	*Immediate*
	Pursue a collaborative working relationship between Parks Victoria, DELWP, Moyne Shire Council and Warrnambool City Council through improved and sustained communication, consultation and cooperation. Apply an integrated approach to land and marine management	*Immediate*
	Develop a business case to resource the implementation of the Management Plan for Belfast Coastal Reserve.	*Immediate*
	Collaborate with local government and landholders to coordinate programs, such as fox control, find realistic solutions on shared issues, such as litter management, and improve cross-tenure management and habitat connectivity.	*Medium*
	Undertake a 5-year review of implementation of the plan – with reporting against high priority strategies provided by responsible agencies.	*Medium*
	Undertake a 10-year review of implementation of the plan – with reporting against all strategies provided by responsible and partner agencies.	*Longer-term*
	Explore opportunities for consolidation of land management arrangements as they arise.	*As required*

7.2 MANAGING WITH TRADITIONAL OWNERS

Goal	Strategies	Priority Level
Traditional Owners caring for their Country is an integral part of the Reserve's management	Facilitate knowledge sharing and cooperation between Traditional Owner communities.	*Immediate*
	Provide opportunities for Traditional Owners and land managers to share knowledge and work collaboratively.	*Immediate*
	Identify and apply traditional ecological and cultural knowledge to support sustainable management practices e.g. to enhance environmental management, education about natural values and associated cultural benefits.	*Medium*
	Partner with Traditional Owners to enrich the cultural experience and support the growth of local businesses, such as NRM contract services, tourism operations and community enterprises.	*Medium*

7.3 WORKING WITH COMMUNITY

Goals	Strategies	Priority Level
Community skills, knowledge and assistance provide stewardship and help in managing the Reserve.	Work with volunteer groups to promote their work, encourage safe work practices and share ecosystem restoration skills.	*Immediate*
	Work with BirdLife Australia to: source volunteers and coordinate volunteer training within the Reserve for monitoring and protection of Hooded Plover habitat/breeding sites; collect and analyse data to assess management effectiveness; and generate training information for user groups on how to ensure minimal impact on shorebirds.	*Immediate*
	Support opportunities to extend and diversify volunteering to increase community connections, and promote health and wellbeing of people and Country, including programs on neighbouring private land which help to augment and buffer the park e.g. Basalt to Bay Landcare Network and Warrnambool Coastcare Landcare Network.	*Medium*
	Promote use of the Reserve in community engagement days, cross-cultural training days, and volunteer events such as National Tree Day and Clean Up Australia Day.	*As required*

RESEARCH AND MONITORING (SECTION 8, pp.79-82)

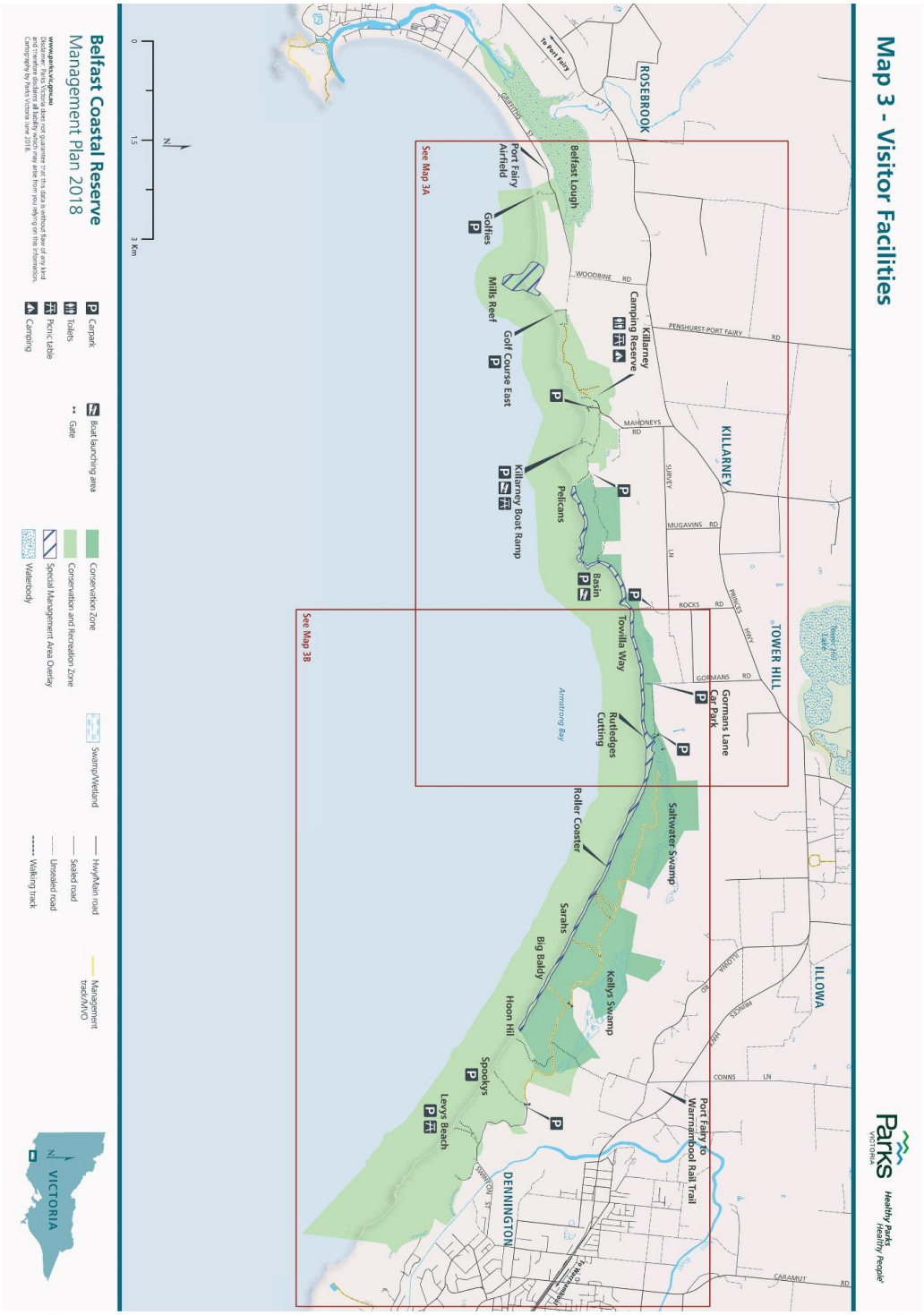
8.1 RESEARCH AND MONITORING

Goal	Strategies	Priority Level
Monitoring, evaluation and research improves management decisions and techniques through enhanced ecological, cultural and visitor use knowledge.	Work with Traditional Owners to research and document Aboriginal cultural values and apply traditional ecological knowledge and land management practices.	*Immediate*
	Develop monitoring criteria for cultural values and assets, informed by working with Traditional Owners and other stakeholders.	*Immediate*
	Work with research partners to facilitate research and monitoring of key ecological values aligned with management objectives.	*Immediate*
	Develop monitoring criteria for key ecological measures, informed by conservation planning and State of the Parks.	*Immediate*
	Work with other agencies, including local councils and BirdLife Australia, to monitor and identify impacts of dog walking, recreational horse riding and horse training activities on protected species, such as Hooded Plovers, in the Reserve.	*Immediate*
	Develop and implement an independent monitoring plan, subject to approval by relevant land managers, to establish baseline data prior to implementing site interventions or commencing commercial racehorse training, and to direct ongoing monitoring and reporting on the following at Hoon Hill and Levy's Beach: • Dune sand/soil loss and movement • Vegetation structure and composition on dunes • The protection of cultural heritage (in accordance with an approved CHMP) • Effectiveness of changes to carparks.	*Immediate*

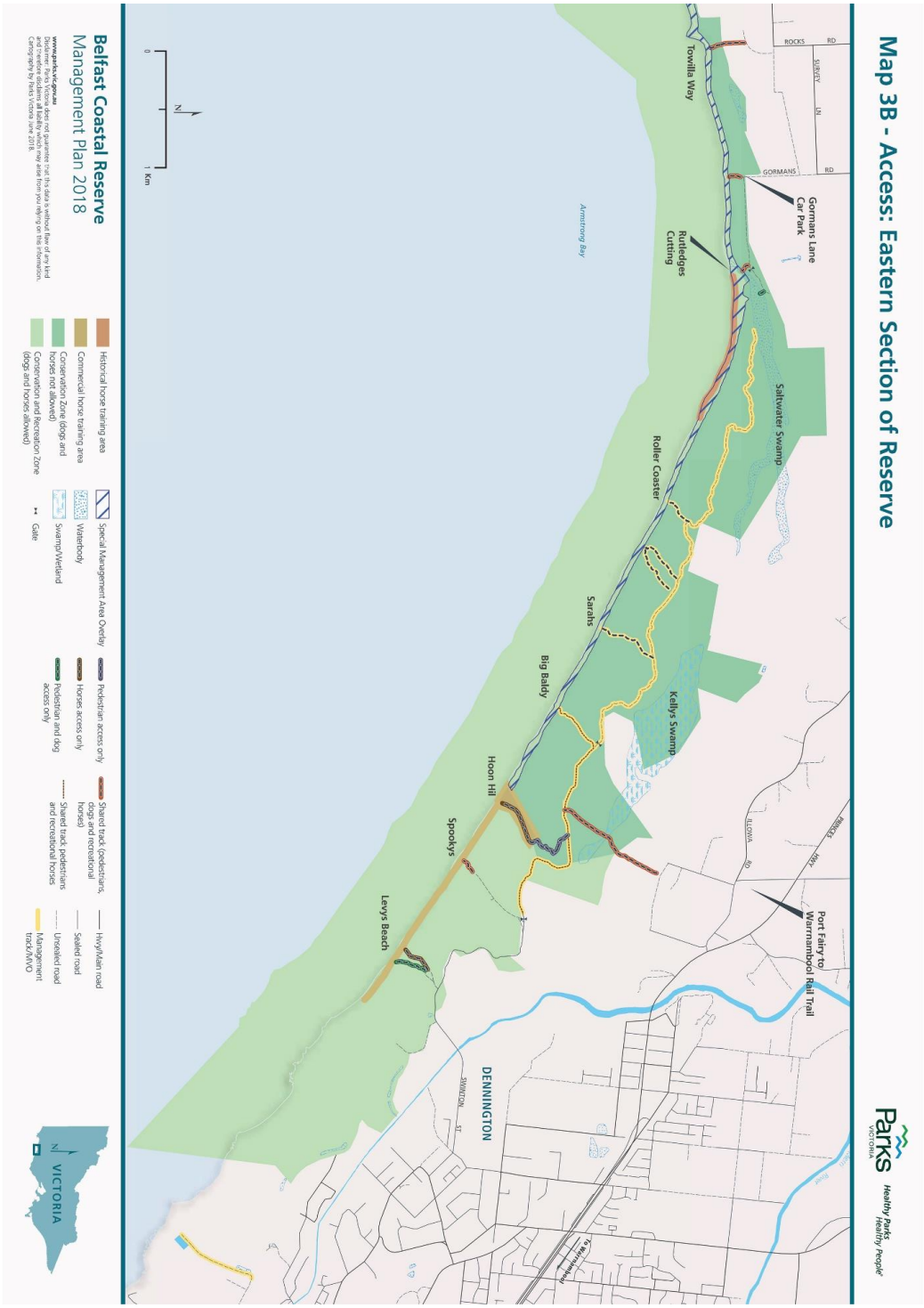
Strategies	Priority Level
Monitor compliance with regulations pertaining to dog walking, specifically impacts on fauna and as detailed in Table 6.1.	*Immediate*
Monitor compliance with regulations pertaining to recreational horse riding, specifically impacts on flora/fauna and as detailed in the Management Plan.	*Immediate*
Monitor compliance with regulations pertaining to licensed horse tours, historical horse training and commercial racehorse training, specifically impacts on flora/fauna and as detailed in the Management Plan.	*Immediate*
Within two years of implementing the plan, or as required, compile evidence based reports from monitoring of: • Dog walking compliance • Horse riding compliance • Hooded Plover breeding success • Impacts on resident and migratory birds and their habitat • Visitor conflicts or impacts • Environmental and cultural impacts at Hoon Hill and Levy's Beach. Reports will direct management actions, permissible activities, associated provisions and/or management zone boundaries in accordance with assessment outcomes.	*Immediate*
Within two years of implementing the plan, or as required, undertake a review of commercial and historical horse training, and the licensing provisions in Tables 6.4, 6.5 and 6.6, based on monitoring and evidence based reports. Subject to outcomes of the review, changes may include further licence restrictions or prohibiting the activity.	*Immediate*
Monitor the effectiveness of recommended changes to carparks in the Reserve, specifically with respect to horse floats and their impact on other Reserve visitors.	*Medium*
Support and encourage citizen science research and monitoring to fill key knowledge gaps and inform management decisions.	*Medium*
Facilitate research to increase knowledge and understanding of visitor use, satisfaction and impact.	*Medium*

Strategies	Priority Level
Medium	Collaborate on monitoring of priority ecological assets (dune vegetation, wetlands, shorebirds and water birds) and threats to these.
Medium	Use knowledge gained from research to refine management practices e.g. investigations into the effectiveness of invasive species control programs and techniques.
Medium	Support research into the impacts of climate change on coastal areas and mitigation measures that could be applied in the Reserve.

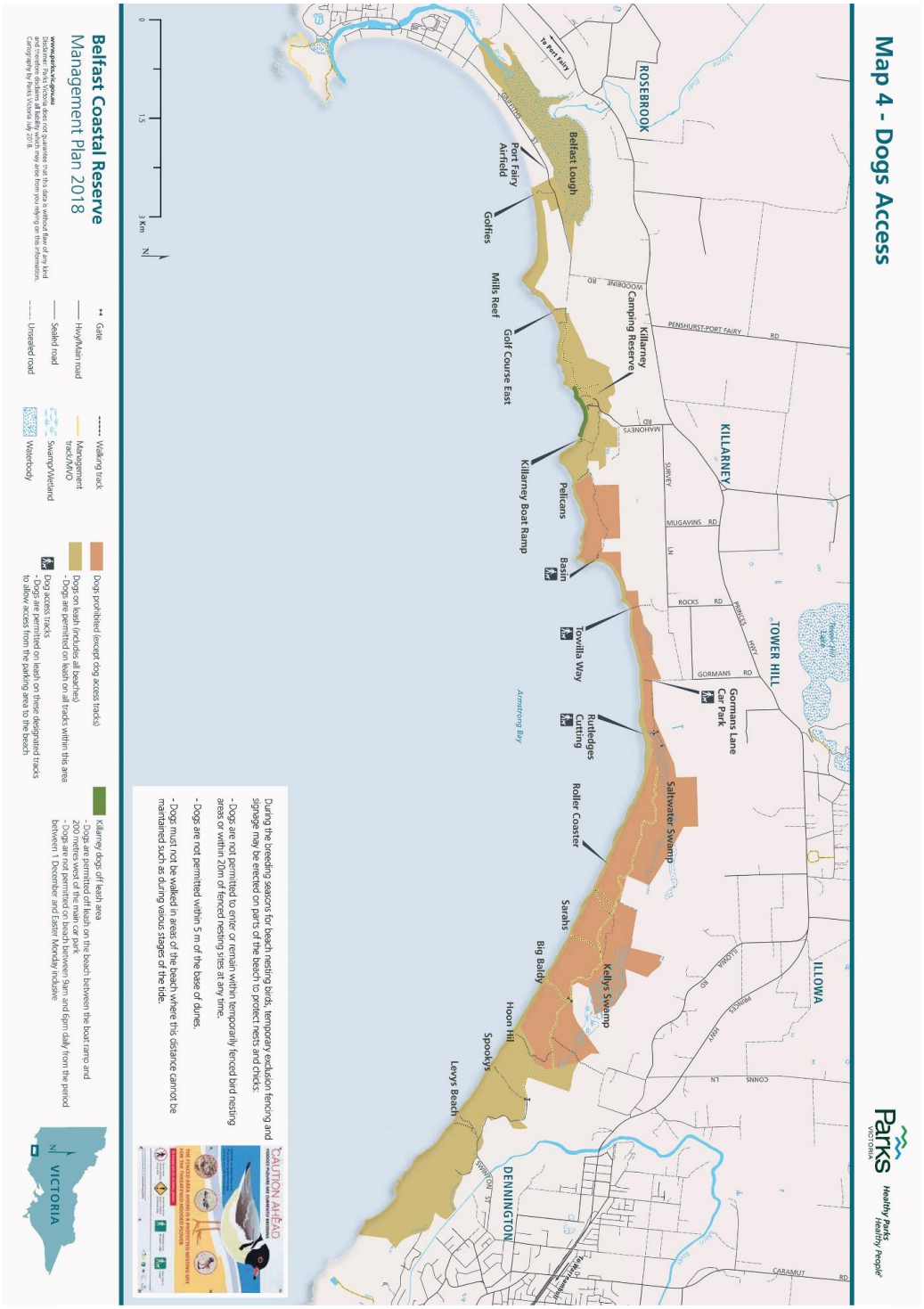
Appendix 5: Belfast Coastal Reserve Management Plan – Visitor Facilities (Parks Victoria 2018)



Appendix 6: Belfast Coastal Reserve Management Plan – Access Eastern Section of Reserve (Parks Victoria 2018)



Appendix 7: Belfast Coastal Reserve Management Plan – Dog Access (Parks Victoria 2018)



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DOCUMENT CONTROL

Document Name	Wild Coast Landscape Master Plan Consultation Summary and Initial Analysis
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Council acknowledges the Eastern Maar Nation as the original custodians of the lands of this general area. Council also acknowledges the descendants of the ancestors of Aboriginal nations within the lands forming the Great South Coast and particularly the elders of the indigenous communities within both Warrnambool and this region.

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1. COMMUNITY CONSULTATION SUMMARY

Round 1 consultation was undertaken in June/July 2020 to gain an understanding of people's views towards the Precinct. An online survey was carried out to reach the broader community.

A number of community groups, stakeholders and adjacent landowners were directly contacted inviting them to participate and provide comment on the Wild Coast Precinct.

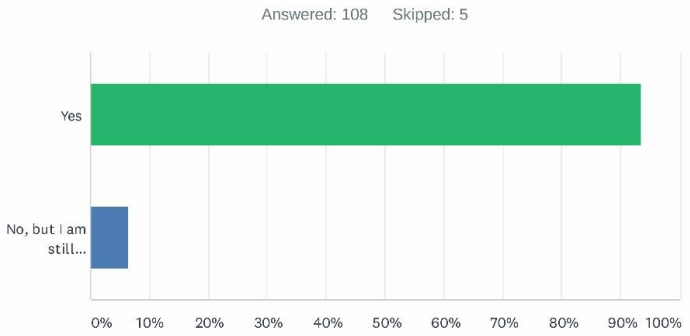
A large number of people completed the online survey, with a total of 113 responses. There were also two written submissions from individuals and written submissions from four local community groups/organisations with an interest in the area.

COMMUNITY CONSULTATION OUTCOMES (FROM ONLINE SURVEY)

QUESTION 1: Do you visit the Wild Coast precinct?

A large percentage of respondents (93.52%) visit the precinct, but a few people who don't visit felt it was important to have a say.

Figure 1

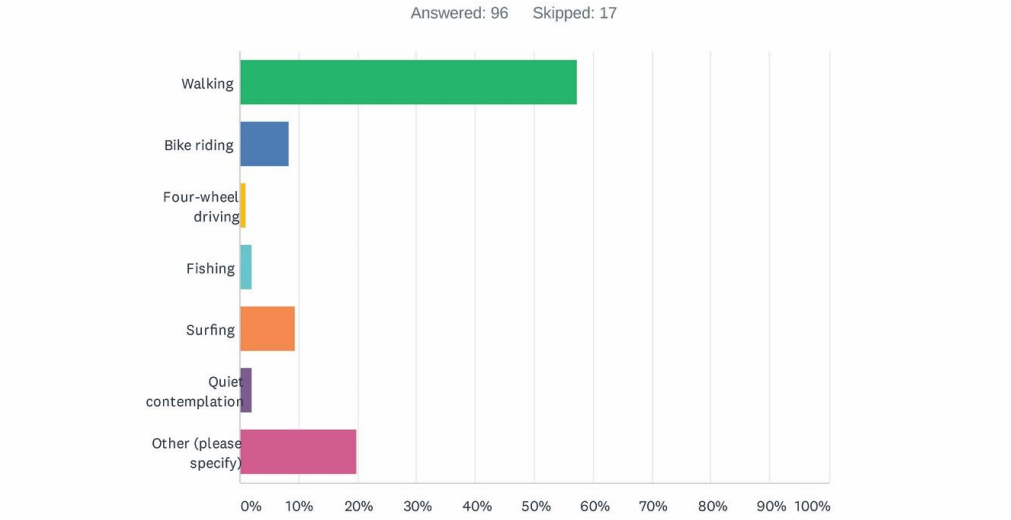


ANSWER CHOICES	RESPONSES	
Yes	93.52%	101
No, but I am still interested in having a say about this important part of Warrnambool	6.48%	7
TOTAL		108

QUESTION 2: What activities do you do there?

The most popular activity in the precinct is walking (57.29%), followed by surfing (9.38%) and bike riding (8.33%). Other activities included contemplation or observing wildlife, birdwatching, fishing and four-wheel driving.

Figure 2

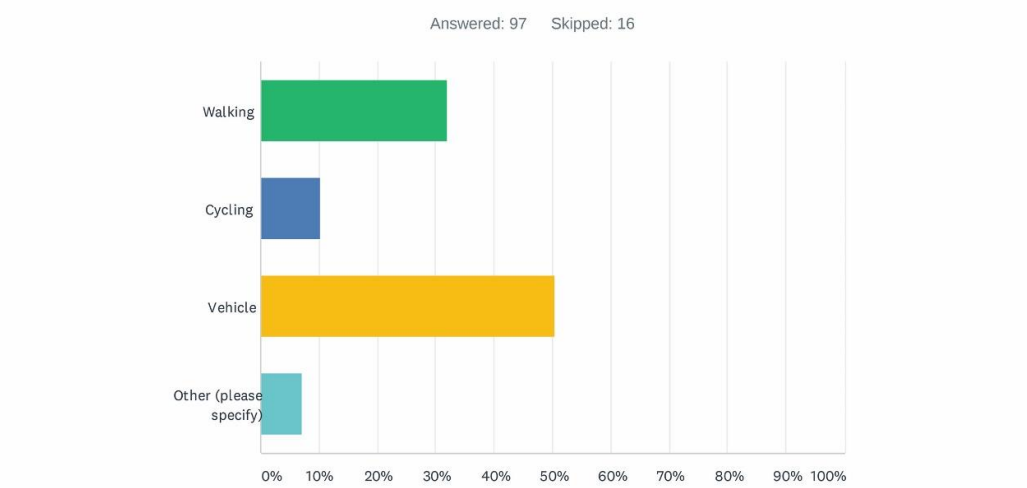


ANSWER CHOICES	RESPONSES	
Walking	57.29%	55
Bike riding	8.33%	8
Four-wheel driving	1.04%	1
Fishing	2.08%	2
Surfing	9.38%	9
Quiet contemplation	2.08%	2
Other (please specify)	19.79%	19
TOTAL		96

QUESTION 3: How do you get to and from the precinct?

The most common way of accessing the precinct is by vehicle (50.52%), followed by walking (31.96%) and bike riding (10.31%). 'Other' responses were from people who access the precinct using multiple forms of transport, not just one, such as walking and vehicle.

Figure 3

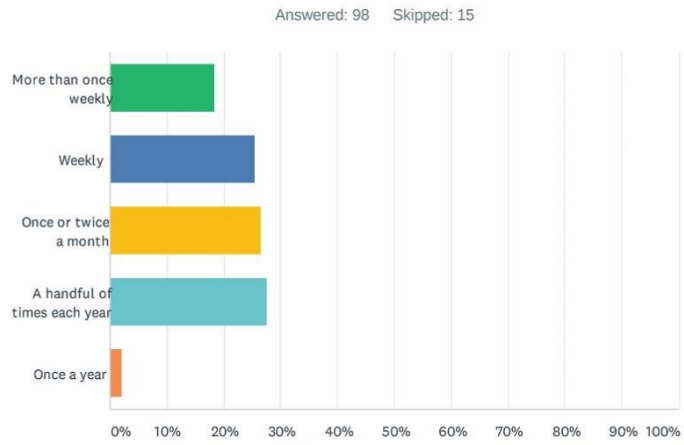


ANSWER CHOICES	RESPONSES	
Walking	31.96%	31
Cycling	10.31%	10
Vehicle	50.52%	49
Other (please specify)	7.22%	7
TOTAL		97

QUESTION 4: How often do you visit the Wild Coast precinct?

There were a variety of responses to frequency of visits, with 27.55% visiting a handful of times each year, 26.53% visiting once or twice a month, 25.51% visiting weekly, 18.37% visiting more than once a week and 2.04% visiting once a year.

Figure 4



ANSWER CHOICES	RESPONSES	
More than once weekly	18.37%	18
Weekly	25.51%	25
Once or twice a month	26.53%	26
A handful of times each year	27.55%	27
Once a year	2.04%	2
TOTAL		98

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QUESTION 5: Do you have any concerns about safety at the Wild Coast precinct? If you do, can you describe them?

Of the 113 responses, 13 respondents (11.5%) had no safety concerns and 54 respondents (47.8%) listed specific safety concerns. The remaining 46 respondents (50.7%) did not provide an answer to this question. Some people had more than one concern.

There were a range of comments relating to personal safety as well as safety for the environmental and cultural values of the Precinct.

Safety concerns (ranked from most mentioned to least):

- **Horse training/riding** (28 responses) – comments related mostly to public safety concerns for walkers and other visitors. Some mentioned impact on environment and cultural values, smell and sight of horse manure introduction of weeds and horse hooves causing erosion.
- **Off road four wheel driving and motor bikes** – comments related to incompatibility with pedestrian/cycling, damage to natural environment and dunes by motor bike riders. (18 responses)
- **Illegal activities**, including people not sticking to set tracks, anti-social behaviour and placement of dangerous objects in sand. (6 responses)
- **Rubbish dumping** (5 responses)
- **Destruction of natural environment**, including dunes, nearby waterways and its wildlife. (5 responses)
- **Pollution from sewerage treatment plant**/sewage into the outfall near Shelly Beach and rock pools. (5 responses)
- **Unwanted dog access or unrestrained dogs** (5 responses)
- **Hooning/speeding vehicles/reckless driving**, including poor separation between vehicles and cyclists and people running their dogs beside their cars. (4 responses)
- **Isolation.** ie. Don't feel comfortable walking alone (4 responses)
- **Verbal abuse** from horse riders and motor bike riders (3 responses)
- **Snakes** (2 responses)
- **Multiple tracks being created** due to no scenic track at Shelley Beach, and causing damage to vegetation. (2 responses)
- **Poor sight lines** due to vegetation (2 responses)
- **Damage to indigenous lands and aboriginal cultural heritage** (2 responses)
- **Abandonment of stolen vehicles** (1 response)
- **Marine rubbish washing up** (1 response)
- **Tracks are not well-defined and difficult to negotiate** (1 response)
- **The impact of city sprawl** (1 response)
- **Not easily accessible** (1 response)
- **Lack of suitable fencing**. Safety threat to exposed middens (1 response)
- **Risk of violence from intoxicated people** (1 response)
- **Fire risk from vegetation**, specifically Coastal Wattle (1 response)
- **Vermin**, such as foxes, rabbits, feral cats (1 response)
- **Dune erosion/collapse** (1 response)
- **Bacteria and disease from animal faeces**, horses and dogs (1 response)

Other comments, not specifically related to safety, included:

- This site should be home to the Great Wild Coast Walk after the Great Ocean Road Walk and before the Great South West Walk.
- Don't want people/visitors to be locked out of area (2 responses)
- Area should be conserved with lots of activities stopped (1 response)
- Weeds taking over, including coastal wattle (2 responses).

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QUESTION 6: What do you like about the Wild Coast precinct?

There was a wide array of reasons why people like the Wild Coast, they include (ranked from most mentioned to least):

- **Natural environment**, including variety, the views, the sounds, close to the original landscape of the region, picturesque, natural beauty, pristine, unspoilt, rugged, wild, openness, natural, freedom, biodiversity (40 responses)
- **Birdlife**, including rare species (15 response)
- **Beach and coastline**, including rocky landscape, cliffs, sand dunes and seascape (14 responses)
- **Wildlife** (11 responses)
- **Native vegetation** including coastal scrub and other flora (11 response)
- **Remoteness/isolated** (8 responses)
- **Peace and quiet**, a place to unwind. Tranquil. (7 responses)
- **Walking trails** and coastal walk at low tide (7 response)
- **Undeveloped** and lack of commercial activity (6 responses)
- **Proximity to town** and close the city centre (5 responses)
- **Lack of people** (5 responses)
- **Cultural heritage values** (3 responses)
- **Accessible** (3 responses)
- **Marine Life** (2 responses)
- **Fishing** (2 responses)
- **Cleanliness and fresh air** (2 responses)
- **Good surf** (1 response)
- **Proximity to other trails** (1 response)
- **Good dog walking** (1 response)
- **Hoon hill track** (1 response)
- **Photography site** (1 response)
- **Fun** (1 response)
- **A place for four-wheel driving** (1 response)
- **Cool things you can find** (1 response)

'It has been place of solitude and contemplation for my whole life. Its wild winds, dynamic high energy coastline, towering dunes and recovering flora and fauna are one of the wonders of the region. It's quite unique and remarkable that it's only 10 - 15 minutes from the City centre of Warrnambool.' Resident just outside Warrnambool

'The areas are magnificent, unique and to be admired, but in a more careful and respectful way. This area once damaged significantly, will be gone forever. There is significant cultural heritage to be protected and managed very carefully, as well as amazing and varied wildlife which require this area to be appropriately protected from damage and ruin. This area has the potential to be one of Warrnambool's greatest draw-cards for careful and extremely well managed eco tourism.' Warrnambool Resident

'It is a very good walking area, particularly if you are in training for a bushwalk. It has a real sense of remoteness. The sea and landscapes are magnificent, along with the wildlife.' Warrnambool Resident

'As part of the local Aboriginal community we have our connections to Country with this area and need to continue to be able to carry out our care and customs on this part of Country. This part of Country is significant with our stories, significant sites and connections.' Survey Respondent

Figure 5 - 'Wordle' of frequent words used in response to 'what do you like about the Wild Coast Precinct?'

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QUESTION 7: Are there any issues you would like to see addressed by this landscape master plan?

There was a wide range of reasons why people like the Wild Coast, they include (listed in themes – please note single responses do not have number listed after them):

ACCESS

- A ban on commercial horse training activities on beach and dune areas (14 responses)
- No motorcycles; no 4x4s or any other vehicles off designated roads (4 responses).
- Designated four-wheel drive (4WD) and access points so that people are not travelling over sensitive dune systems (3 responses).
- Better regulation and enforcement regarding horses and vehicles (3 responses).
- Over-use of areas by off-track hikers and bikers and vehicles --- causing degradation and erosion (2 responses).
- Off-road vehicles (2 responses).
- Defined access ways to protect dune system. Track needs an upgrade, to define it (2 responses).
- Improve quality of rail trail for cycling (2 responses).
- Passive recreation only. No horses or motor vehicles including motorcycles.
- The issue of horse access and horse commercial training on the beaches.
- No horse riding.
- Resolution of horse training.
- Horses need to be kept to defined access tracks and off the fragile upper beach and dune system.
- Tightly controlled and permitted recreational horse riding.
- Ban horse training in such large numbers and definitely no refurbished space for horse floats - this is a significant area for our local indigenous tribes.
- Dangerous hooning drivers and too many unlicensed motorbikes and ATVs. The road is shared by walkers, bikes etc. Can't promote a walking/cyclist path and allow vehicles on it. (2 responses)
- A new scenic route connecting end of thunder point coastal walking track, through to Shelley Beach and back through dunes and boardwalk over wetlands into Mervue Estate and connecting Port Fairy-Warrnambool walking track. This will prevent multiple tracks being created by persons and allow surrounding shrubs to recover while giving another extension of viewing platforms and walking tracks including further running tracks, bike rides, scenic walks and dog walking routes. Will create a second loop from Thunderpoint/ Breakwater track to give people a much better visualisation of this area while keeping area free of further damage.
- A track connecting from the Shelley Beach track to the rail trail, going through the new Mervue Estate. This will create a great walking track loop and will prevent people from creating their own tracks in the sand dunes effecting the vegetation. It will be fine safer for families and dogs as there are snakes in the area and it is very difficult to walk past Shelly Beach. Prevent vehicles from entering. Allow rail trail for bikes and pedestrians only.
- Separate cyclists from vehicles.
- The WCC could enact the 2013 Coastal Management Plan and eliminate all off road car and motor bike activity that is ruining the dunes vegetation. Bollards need to be installed at Spookies car park (just behind the dunes) to stop off-road access. Signage needs to be installed clearly stating no access allowed and penalties, then this needs to be policed by the WCC. The same needs to happen at other off road tracks leading of the major access tracks.
- Please maintain vehicle access to remote beach access at Spookys and Big Baldy*.

- Cycling access and paths should be improved. Open wider paths and control bush around these paths.
- Training of horse races is inconsistent with the fundamental values of the coastal reserve's existence, as is recreational use which involves vehicles like 4WDs and motorbikes threatening the fragile dune systems and the habitats of the unique flora and fauna.
- Lack of formalised pedestrian access for Merrivale residents to beaches from the west side of golf course to Levys. Footbridge at Block St and Mervue Estate has opened up this corridor to people and it is only a matter of time before long-existing makeshift tracks are used more regularly. One of these tracks is at the south western most hole at the golf course and directly opposite Wilson St in Merrivale. It would be lovely to have boundaries (eg fencing) along these walkways.
- Ban activities which involve the use of motorised vehicles and horses and bicycles in areas of dune and beach, to prevent any ongoing damage to the areas.
- Pedestrian walk way areas must be well designed and carefully monitored to avoid damage to the environment.
- Beach access must prevent access by motorized vehicles.
- Minimise boardwalks and tracks - only where completely necessary for beach access.
- Enforce ban on four wheel driving and motorbike riding and closed off entrances.
- Pedestrian access.
- No more access points to the beach that will increase vehicular invasion.
- Big open and clear specific fire break tracks that allow all activities access. This will help keep people to specific areas and give opportunities to conservation groups to drive in endemic species of vegetation for plantings/improvements
- Clearly defined walking tracks,
- Ecosystem/Habitat/Environmental damage - stop all horse/vehicle and bike access beyond carparks.

BIODIVERSITY, WILDLIFE & VEGETATION

- Wildlife safety issues need to be addressed. People disturbing nesting sites.
- Protection of the bird life in this area, including beach nesting birds (2 responses)
- Protection of wildlife.
- Control of feral animals (foxes and cats)
- Weed management. Prominence of introduced plant species (3 responses).
- More planting and more protection of existing planting. Revegetate to reduce dune erosion (2 responses).
- Conservation of native vegetation above all else.
- A revegetation plan, support for Coastcare/Landcare and other groups who are working to protect and restore our coastal values.
- Surveying of plants and animals that do exist here.
- Landscape degradation from unsuitable activities.
- Native vegetation rehabilitation program to improve quality and quantity of native ground cover and associated erosion control.

CAR PARKING

- Car parking areas must be small, well designed, and not used by inappropriate vehicles such as horse floats, large buses. Appropriate penalties for illegal use must be provided appropriately (by regular monitoring of the area by the appropriate authorities.
- Better car parking.

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CULTURAL HERITAGE

- Protection of cultural heritage. Consultation with traditional owners is essential. Local indigenous groups should be highly involved and be heard for their vision for their lands. Their recommendations should be respected and acted upon accordingly to their wishes. There is a deep and rich history. (8 responses)
- It should highlight the importance of the site to First Nations People.
- To make sure that traditional owners have a say and would be involved in the development so that we all can share our pride.
- The local indigenous community and community representative groups (coast care and wildlife interested groups should be encouraged and supported by WCC, Parks Victoria and DELWP to assist in the ongoing management and monitoring of the area.

DOGS

- Dog-owners with dogs off-leash and who don't take the poo away.
- Dogs running around at will, harassing wildlife.
- Dogs to be kept on lead to protect endangered shorebirds (including hooded plovers) (2 responses)
- Dog walking restricted to certain zones always on leash.

FACILITIES

- Public Toilets (bush/pit) - needed in main car park.

LAND USES

- The rendering plant should be moved on to more suitable site (2 responses).
- Preserve natural wilderness rather than for industrial purposes.
- There is potential for further real estate encroachment near Swinton street bridge. This will bring further potential pollution and degradation of the nearby wild life precinct.
- Development for housing also needs to be avoided to protect the wetlands.
- The rendering plant being visible when people arrive at the area does not make a very good first impression.
- Change the planning zone back to Public Conservation and Resource Zone*
- Stop mining of sand dunes.*
- No commercial land use. Not compatible with natural environment.
- Get rid of the meat processing plant (smells).
- No further development down there, the existing knackery and McKinnons lime/sand extraction works are okay.
- Protection from development.

POLLUTION & RUBBISH

- Wannon Water Sewerage Treatment Plant risks/pollution from the sewerage outlet (8 responses)*.
- Rubbish (around the Thunder Point and Levy's carpark and car wrecks from dunes (3 responses).
- Illegal dumping of rubbish (2 responses).
- Continue to monitor any adverse effects such as plastic pollution by regular environmental surveys.
- Pollution, including plastic (2 responses)
- Penalties for dumping household rubbish.
- Reducing plastics, ropes and other jetsam & flotsam from ships and fishing boats.
- Rubbish/plastics removed from beaches - this is a major problem and some volunteers remove up to 25 kgs a day.

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TOURISM

- Tourism - increased numbers and unknown impact. Many tourists pay no attention to signage or risks, preferring to take photos on undermined cliffs and swim in high danger areas.
- With careful and sensitive planning, it could be a great tourist attraction.

GENERAL

- More protection (2 responses)
- Environmental protection.
- Protection of the dunes, nearby waterways and its wildlife.
- An education strategy to increase our community's eco-literacy about our coastal zone and human impacts,
- Not sure why another master plan is required? The recommendations are all there and have been for considerable time.
- All illegal and anti-social activities need to be managed.
- Don't touch it.
- Just get it done and conserve this natural environment.
- Preservation of plants, wild life, views and midden as well as coastal photography.
- All the outcomes of the Belfast Coast Management plan with the exception of the focus on allowing horse industry on our beaches and dunes.
- Protect the dunes and the area in general.
- The indiscriminate use of the area by mechanical, horse, dog and public impact that degrades the area.
- Fox baiting program to be advised and bait stations to be well hidden but clearly marked to stop accidental dog poisoning.
- Keeping this area pristine for future generations.
- Police banned activities.
- Regular presence, education and enforcement by dedicated rangers.
- Support for volunteer groups who monitor shorebirds and collect plastics pollution; feral and introduced animal (foxes, cats) control; policing of activities like cuttlebone and bait collection; control of Marram Grass and planting Hairy Spinifex.
- Extended area east to the breakwater. A city boasting the Merri Marine Sanctuary, with it's penguin colony, its wallaby and echidna, 36+ species of wetland and ocean birds and other fauna inhabiting the coastal dunes covered in exceptional coastal flora so close to their CBD is morally obliged to protect and sensitively promote the asset.
- Tides/Erosion - high tides causing washout of dune areas.
- People who do not clean up their animals faeces/ poo.
- Would like to see a comprehensive plan for the cultural and environmental protection of the area, accompanied by a strategic revegetation initiative.
- It would be good to see the 'Abattoir' (rendering plant) relocated and the site repurposed as a cultural and environmental centre. It could be an excellent facility for coastal & wetland habitat science, maybe as an adjunct to Deakin University. It could also serve as a cultural interpretation centre for the local coastal Aboriginal people and their deep and rich history.
- This area of coast must be monitored on a daily basis to ensure that illegal and dangerous activities are appropriately prevented and if need, penalised.

*NOTES:

- The Wannon Water Sewerage Treatment Plant is outside the boundary of the Wild Coast Precinct Landscape Master Plan and is not in the scope of this project.
- The Wild Coast Precinct is zoned Public Conservation and Resource Zone.
- There is a current sand mining lease.
- Big Baldy is not within the Precinct.

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QUESTION 8: What opportunities do you see for the future of the precinct?

There was a wide variety of opportunities mentioned for the Precinct, they include (listed in themes – please note single responses do not have number listed after them):

ACCESS

- Well-marked and maintained tracks to encourage more people to 'respectfully' explore our coastline, its plants and animals.
- More walking tracks.
- For Council to follow the Green Warrnambool plan, vegetation plan etc. and not permit commercial horse racing on the beach because it will directly impact on the environmental and cultural values.
- A small increase in the number of planned access points to the beach.
- Better walking track connecting to rail trail will be great for walkers and riders in the area. There are so many people that visit Shelley Beach and would be nice to continue a nice track that is safe for all.
- Fence it off to vehicles and dirt bikes. Let it become a safe walking track.
- Upgraded walking tracks with interp signs
- Defined car parks
- Limited access for those out to do harm - be it off road, dumping rubbish etc.
- Looped walking track
- Develop more opportunities for people to walk, cycle and ride {horses}
- Limited access, with beach walking permitted.
- Bike and walking tracks
- Multi-use trail connecting Stingray Bay to Killarney, avoiding highway and Koroit township.
- Access for a wider group of users, including walkers, dog walkers, nature enthusiasts, families (eg picnics at Merrivale beaches just like the old days) and surfers

BIODIVERSITY, WILDLIFE & VEGETATION

- Preserve coastal vegetation (2 responses)
- Environmental conservation
- Increased habitat and biodiversity for indigenous species
- A focus on restoration of the damage that has been allowed to occur. Healing the damaged landscape, value of ecology over economy.
- A haven for our flora and fauna
- Restore the degraded dunes with local plants, control feral pests and see native animals and birds return.
- Collect ecological data for the precinct to determine what needs protecting and enhancing.
- Minimise environmental impact and re-introduce native vegetation to renew the site.

CULTURAL HERITAGE

- A Cultural Heritage Awareness site.
- Opportunity to provide a respectful indigenous history of the district over past thousands of years.
- A special place to learn about the cultural heritage of this area
- Any development should not occur without consultation with the Gunditjmara community.
- Promote the indigenous cultural values of the Wild Coast
- Potential for greater awareness and education of cultural heritage sites (in consultation with traditional indigenous owners).
- Seating circles built at the edge of the precinct. For visitors to listen to Traditional Owners tell Dreamtime stories.
- Engage with the local Aboriginal community and work collaboratively. This will sustain acknowledgement and progress in a respectful manner to ensure our ongoing connections with the Traditional Owners' cultural landscape.

- Joint management with Traditional Owners
- Opportunity for more Cultural tours and engagement with Traditional Custodians.

EDUCATION

- Environmental education.
- Educate the public about the fauna (and flora) of the area, especially the Hooded Plovers and the migratory sea-birds.
- Provide in-depth but low-key information on the cultural history of the area including putting it in the context of the wider Warrnambool sites such as Thunder Point, Moyjil, and others.
- More information boards about the native flora and fauna of the area.
- Provide information about the history of how the area was used by the Traditional Owners.
- Community education and involvement in indigenous, coastal, birdlife and coastcare groups.

LAND USE

- No commercial activity (2 responses).
- None. Leave it as is. No development (2 responses)
- No rampant development.
- No development of café/food stores nearby.
- Guaranteed as a nature reserve.
- Certainly no more commercial development beyond golf course.
- The Midfields Rendering Plant's planned decommissioning provides a great opportunity to restore this area to its natural values and improve the bike trail experience
- To keep it natural away from human-made damage.
- A natural area – don't wreck it by over development or over management.
- An opportunity to protect the coast from over-development. Lady Bay is already developed and serves the community well.

POLLUTION & RUBBISH

- Enhance and improve upon the landscape and cultural values through cleaning up.

RECREATION & EXPERIENCE

- Mental health and well-being benefits of having a pristine resource so close to our urban centre (2 responses)
- Opportunity to improve walk between Great Ocean Walk and Great South West Walk.
- An extension of the great South West Walk, opened to Port Fairy.
- People coming to the area to recharge and be in nature.
- Perhaps low-key picnic areas behind the dunes in several areas where reserve themes guide a set of information on a particular aspect and these point the way to other picnic areas and their themes, BUT keeping the love of and immersion in the natural environment paramount.
- The mahogany walking trail could be reinvigorated with interpretive signage and education about area/wildlife/flora.
- A place to get away from the pressures of city life but still close to home.
- A wild undeveloped area for low impact recreation for people to walk, fish, surf, contemplate for a connection to nature, bird watch, etc (2 responses)
- Recreational Hub. Open the space up with clear significant tracks that can support the numerous recreational pursuits whilst keeping them to specific areas. The Otway Fly is a great example of supporting access to a significant area whilst protecting those around it.

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TOURISM

- Nature based tourism. That treads lightly on the planet, ie. beach walking and bird watching (5 responses)
- Tourism for people who appreciate & respect coastline
- Better/sensitive interpretation/promotion of the area
- See that the area could be further enhanced for nature and cultural tourism. Education, tours, research and innovation, walking, bird watching etc.
- Conservation of cultural sites, conservation of threatened and endangered species, quiet recreation - e.g. surfing, fishing, regulated horse-riding, bird-watching, promoting these aspects for tourism.
- Better opportunity for tourism once rendering plant has relocated (due to amenity issues)
- Environmental tourism (economic future) with the Mahogany Trail.

GENERAL

- Coastal sanctuary/park (3 responses)
- Develop comprehensive management plan in cooperation with other land managers and community groups, prioritizing natural heritage values.
- Leave in its natural state and preserve the natural environment (5 responses)
- Protect from vandalism
- Preserve the coastal environment
- Keep it wild
- Retain for future generations and prevent damage from over use.
- The precinct is currently accessible via paths, and provides a beautiful coastline with a different experience and has a completely different feeling to Lady Bay.
- We need to ensure that people can continue to enjoy this area in a sustainable way.
- The formation of a friend of group with a variety of interest for sport, nature and photography to assist in management.
- Fire hazard. This needs to managed in a very careful way. No hot burn.
- Safeguard natural spaces
- Local group may be more capable of maintaining area than Warrnambool City Council
- I would like to see this area included in the Belfast Coastal Reserve Management Plan, so it can be monitored by Parks Victoria.*

*NOTES:

- The Precinct is within the Belfast Coastal Reserve Management Plan and the recommendations of this Plan apply. However, the Precinct is currently managed by Warrnambool City Council.

Other comments, not specifically related to the Precinct:

- Better recognition for significant wetland values on adjoining coastal wetlands - Kelly' (wetlands are outside Precinct boundary)

'...A place where there is a real opportunity to restore the degraded dunes with local plants, control feral pests and see native animals and birds return. A showcase of turning around by a community from ignorance to caring.' (Survey respondent)

'These days it is more important than ever to safeguard our natural spaces - we should enhance the reserve in this regard. We should also promote the indigenous cultural values of the Wild Coast. These are important values to me and many if my friends.' (Warrnambool Resident)

'Such a wild and naturally beautiful and cultural landscape, so close to the city centre, is a remarkable asset for a city and region that relies on tourism. This could be yet another gem for locals and visitors in the area. A viewing platform at Levy's and cultural tours, conducted by EMAC, in partnership with Parks Vic are just a few opportunities that would create real employment opportunities and help the local community re-evaluate the importance of a place they may have learnt to take for granted.' (Resident near Warrnambool)

QUESTION 9: Are you aware of the cultural heritage of the precinct? (Please tell us what you know)

There were a total of 54 responses from people who are aware of the significant cultural heritage. Of these 54 responses, the mention of shell middens had the most responses. Some people that responded with a 'yes' didn't provide any more information. There were also those who said they didn't know much would like to know more. Many were aware that the precinct is significant to the Traditional Owners, but were unsure of the significance.

Yes (54 responses)

No (8 responses)

Partly/Only Vaguely (5 responses)

People's knowledge of cultural heritage related to:

- Significant site of importance.
- Stone tools.
- Shell middens along coastline.
- Deep connection.
- Eastern Maar country.
- Important to the Traditional Owners.
- All forms of cultural activities.
- Tragic massacres.
- Have listened and read of early aboriginal places in our area.
- Local indigenous people have a deep connection.
- Should be mapped and protected; all significant areas should be protected.
- Sacred places.
- Telling stories of significance (guided walking tours).
- Intangible relevance.
- Peek Whurrung Dune Country.
- Significant very early sites of domestic settlement along the coast for which we should be proud to acknowledge.
- Use of area by Gunditjmara People for thousands of years.
- Fires and cooking.
- Traditional owners lived and fished there.
- Traditional owners must be consulted prior to any development responses.
- Cultural significance of the area should be honoured with additional information at the precinct (such as information boards).
- Large areas yet to be carefully examined for cultural relics.
- Local indigenous people need support to systematically examine lands in the precinct.
- Significant cultural values, including burials grounds.
- Concerns over damage to the area from horse training activities in recent years.
- Special significance for the Eastern Maar people.
- Numerous Dreaming stories.
- Cultural heritage needs to be protected and respectfully publicised.
- Importance to Peek Whurrong and Kirrae Whurrong Peoples.
- Tool fabrication sites.
- Tread lightly and respect important aboriginal values.

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'I know that the generations of traditional owners of the land have habituated here and there are many highly significant and sensitive historical cultural sites in this reserve.' Warrnambool Resident

'It is absolutely covered in cultural heritage that is being damaged daily by uncontrolled anti-social behaviours. It's a disgrace and disrespectful.' Warrnambool Resident

'This is where indigenous people used to live and find food. Their ancestors are buried in this place and these places relate to their important cultural and historical stories.' Warrnambool Resident

'I'm aware of the connection to country our Indigenous community have. The presence of middens, burial grounds and stories relating to this wild space. Cultural heritage is everywhere but in this landscape it has been relatively undisturbed compared to our urban areas.' Warrnambool Resident

'Am aware that this area is of great cultural importance to indigenous Australians which has been deepened by recent research that indicates a much longer association than previously acknowledged. This will also be important to the broader history of Australia.' Warrnambool Resident

QUESTION 10: Are you aware of the natural landscape of the precinct and the flora and fauna found there?

There were a total of 72 responses from people who are aware of the significance of the natural landscape. Two respondents said they did not have good knowledge of the natural landscape. There were 70 responses which listed many natural landscape features of the Precinct. They included:

- Large variety of bird species recorded in the area, including several endangered migratory birds.
- This landscape supports two of the areas most threatened species both the Orange Bellied Parrot and Hooded Plover. It's home to a swathe of beach nesting birds, Harriers, Magpie Geese, Falcons, Wedge Tail Eagles, Australasian Bittern, Red-capped Plover, Sooty and Pied Oystercatchers; etc
- Have had training in monitoring the Hooded Plovers and can also identify the other beach-nesting-birds. Some knowledge of other shore birds.
- Protecting the breeding areas of the Hooded Plover close to the high water mark. There are other native fauna that rely on this vital natural resource.
- Introduced plants exist. Eradication of non-native species should be programmed.
- Foxes, feral cats and rabbits are problematic and other introduced species are a problem. Cats and foxes causes catastrophic impact on native species.
- Fox baiting programs kill more natural fauna than foxes.
- Coastcare/Landcare recorded the White Footed Dunnart and that there needs to be further surveys of the flora and fauna that exists in this area. There are Swamp Wallabies, Echidnas, Bandicoots, Tiger Snakes, Copperhead Snakes, Red-bellied Black Snakes, Blue Tongue Lizards, Ring-tailed Possums, Frogs, Owls and Bats, Mourning Skink (*Lissolepis coventryi*), including endangered species. Southern Right Whales come close.
- Dunes and wetlands are fragile and environmentally significant. There are species to be found that are rare or under threat from human activity.
- Diverse plants. The site is largely coastal dune scrub, however a number of introduced species such as Sea Spurge and Marram Grass are prominent.
- Coastal wattle is an issue.
- The flora is also important broadly because it gives the sand dunes structure and aids their maintenance. This is essential to protect the coastline from erosion by the working of the ocean.
- Aware of the sensitivity of the sand dunes to harmful activities.
- Am a member of organisations monitoring flora and fauna on the coast.
- There are significant native plants in which we can relate to in traditional uses such as medicinal and food purposes.
- Some remnant native vegetation of high value e.g. Coast Ballart *(Exocarpos syrticola)*
- Have ticked off the 36 species of wetland and ocean birds on Parks Victoria's birds of the South coast of Australia; and more.
- Incorporate/engage people through activities that develop appreciation for this area, utilise the increased numbers to help target re-establishment works and spread a far more unified message of sustainable practice supporting all community factors.
- Would like to learn more.
- Levy's Beach is a unique surf fishing venue for Australian Salmon.
- Ancient sand dunes
- There was also the 'Kelly Swamp and Saltwater Swamp Proposed Management Plan - September 1993' prepared by George Appleby.

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QUESTION 11: What do you see as the main risk to the environmental and cultural landscape of the precinct?

Risks to environmental and cultural landscape (ranked from most mentioned to least):

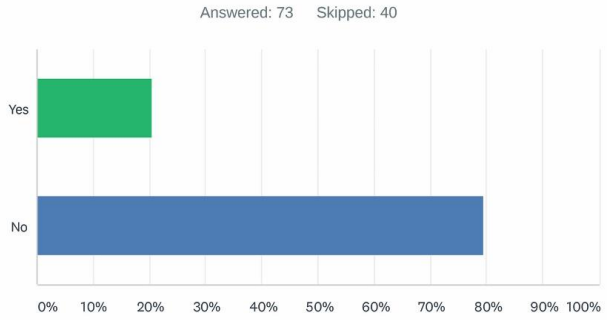
- **Off-road vehicles (4WDs and motorbikes)**, destroying dunes and swamp (15 responses)
- **Horses -** commercial horse training (12 responses), horse riding (12 responses) and commercial horse riding (1 response)
- **Development**, such as urban/commercial (12 responses)
- **Poor/inadequate management**, including concern for lack of management plan/strategy (10 responses)
- **Human activity**, including thoughtless and disrespectful activities (6 responses)
- **Inadequate regulation and/or enforcement of laws** ie. vehicles, authorized horse trails, rubbish, dogs on-lead, etc (6 responses)
- **Over-use** (4 responses)
- **Invasive plant species** (ie. threat to Correa reflexa, and Coast Bitter Bush) (4 responses)
- **Sewerage from nearby treatment plant** (4 responses)
- **Climate change** due to rising sea levels and inundation of culturally significant sites, threat to fragile ecosystems (4 responses)
- **Overdevelopment** (3 responses)
- **Feral/pest animals** (3 responses)
- **Pollution** (ie. ocean outfall, along the Merri River and wetlands) (3 responses)
- **Destruction of the natural habitat** (2 responses)
- **Uncontrolled dogs** (2 responses)
- **Unauthorised access** (2 responses)
- **Lack of education** (regarding respect for nature and protection of cultural landscape, overuse by those who don't understand their environmental impact) (2 responses)
- **Multiple tracks/undefined tracks** causing degradation (2 responses)
- **Lack of developed facilities**, such as walking trails, boardwalks, fencing, signage, bench seats, to assist with preservation (2 responses)
- **Unlimited and unmonitored access** by humans, racehorses, horses and motorised vehicles
- **Development that makes the area more accessible to people**
- **Pollution from offshore drilling for oil and gas**
- **Unnecessary activities**
- **Vehicle access** (including noise) (2 responses)
- **Erosion of the sand dunes**
- **Human ignorance**
- **Fire hazard not being managed properly**
- **Degradation from nearby residential and industrial activity**
- **Decisions by council, state govt and private landowners** to disregard the environmental and cultural landscape and its values
- **Unwise decisions regarding tourism**
- **Erosion**
- **Destruction of vegetation**
- **Inappropriate use that conflicts with conservation and cultural values** (such as horses and vehicle access)
- **The rendering plant**
- **Council**
- **Illegal dumping of rubbish**
- **Intrusion of profit motivated individuals/bodies**
- **Vandals**

- **Providing too much access in too many places** would open the area up to too many people, erosion, weeds, etc.
- **Political interference**
- **Culture of abuse and neglect**
- **Plans that achieve nothing**
- **Inappropriate redevelopment of the rendering plant site**
- **Locking the area up for nobody to access, illegal activities/people will still break rules**
- **Disturbance by any access other than walking** on authorised tracks
- **Impact of sea erosion**
- **Overemphasis on developing recreational activities and tourist potential.**
- **Humans not valuing, understanding or appreciating the environmental and cultural values of the area**

QUESTION 12: Is the visitor information provided at the precinct adequate?

There were 73 responses (64.6%). Of these 73 respondents, 58 stated that the visitor information provided at the precinct is inadequate.

Figure 5



ANSWER CHOICES	RESPONSES	
Yes	20.55%	15
No	79.45%	58
TOTAL		73

QUESTION 13: How could the information be improved?

Suggested improvements for information, included:

- More information about the significance of the natural and cultural wonders of the area and more advice on what people can do to protect this unique and vulnerable place for the future, ie. protection of middens (11 responses).
- More information signage (4 responses).
- More signs placed around the area to increase awareness of how unique the area is and how important it is to the local indigenous people. Explanation to visitors about the cultural sensitivity of the area and education about indigenous culture (3 responses).
- More regulation signage and penalty deterrent information (2 responses).
- Better signage or printed information available at Visitors Centre or on Council and other websites. Could be in the form of a brochure available from the visitor centre and/or by sturdy signs along the walks. (2 responses)
- More information about different types of flora and fauna and more emphasis on plant and species identification and threatened species Labelling of plant groups and role in the ecosystems. More information about species. (5 responses)
- More interpretive signage (2 responses)
- Better acknowledgement of Tradition Custodians of the areas and relationship to cultural landscapes from the Information Centre, including pamphlets.
- Site ID signs.
- More information, more visible, more history, more engaging.
- Directional signs off the main road ie: Morris Rd/Raglan Parade.
- An emergency pole giving a reference location at the end of the track from the Levy's Point car park would be a useful piece of information.
- Information on any citizen science projects being run and results from those studies.
- A couple more signs at corners where paths diverge.
- I think the information about local birds at both Thunder Point and Levy's is useful, as are warnings regarding strong current etc. Additional signage regarding proper disposal of rubbish.
- Signage could include several languages.
- Signs for the rail trail.
- From the Merri to Pickering point there are cultural signs and descriptions and signs saying no dogs etc, but don't recall there being much information at Thunder Point at all and dogs are walked there too.
- Organised tours by administrating bodies to further educate locals and visitors about the fragility and preciousness of such ecosystems.
- Map of the area with 'you are here'.
- Griffith Island is an example of how it could be improved. Information on the life there and on the cultural aspects should be brought to the fore.
- More interactive electronic mediums.
- Not sure, haven't been lately but in the past has been adequate for locals but needs more disseminating for visitors outside the city
- Guided tours with indigenous rangers and guides.
- An engaging cultural and environmental display sharing the unique attributes, a way finding map to paths and roads and significant sites.
- Viewing platforms with info regarding significant species along the coast and wetlands.
- With a good map and detailed information about the "wild coast". True descriptions to keep expectations real.
- Signage at main access points/entrance
- Marker posts needed to define walk access track to and from the beach, this will help keep people on defined tracks.

- More information boards in the car parks (suggestion for undercover sign)
- Improved maintenance of signs.
- Signs shouldn't be intrusive - maybe just one set at main vehicle point of egress - Levy's car park.
- Two-fold brochures; better interpretation boards maintained in good condition; installation of rotundas, shelters or equivalent to house interpretation boards.
- Needs more narrative that links people to the area.
- The area should be one of Warrnambool's premier destinations to enjoy nature while also protecting it. So get some money and do it properly, including interpretation.
- Ask them to pickup plastics while there, and provide a dumping point and reporting method for that. Try to get locals and visitors involved in caring for the area.
- More information / warnings about health dangers of interacting with partially treated sewage and fishing in the sewage mixing zone.
- A cultural and environmental interpretation centre at the site of the old Abbatoirs (rendering plant) would provide a local and tourist activity node, as well as additional employment.
- Greater visibility of signage at entrance and throughout the area.
- Explain contents and significance of environment, with positive language, rather than 'what you can't do'.

Other comments, not specifically related to information, included:

- Friends of rail trail group to be supported to generate greater community buy-in for initiatives the protect the environment.

*NOTES:

- The Wannon Water Sewerage Treatment Plant is outside the boundary of the Wild Coast Precinct Landscape Master Plan and is not in the scope of this project.

'Much improved forms of information regarding the significance and importance of these beautiful beaches. Penalty deterrent information with improved contact information and fine details. Detailed wildlife and vegetation information boards, explaining why this area must be protected and respected.' Warrnambool Resident

'Greater visibility of signage at the entrance and throughout the area. Also explanation to visitors about the cultural sensitivity of the area and education about indigenous culture.' Warrnambool Resident

'The information that sits at the information centre of Warrnambool holds no acknowledgement of Traditional custodians of the areas our voice. There is no direct information coming from the Information Centre for Traditional Custodians and relationship to our Cultural Landscapes here. The Aboriginal community has not been acknowledged on this platform. To improve this there needs to be pamphlets on local Aboriginal Organisations, people and places for visitors to explore what the local Aboriginal Cultural aspects and connections to Country actually are and why this area is so significant to us.' Survey Respondent

'Educative gateways leading down pathways that explain the contents and significance of the environment without preaching what you can't do. Maybe all the don't do this messages are getting people's backs up and an adverse effect takes place. Certainly that's the indication I get when I approach someone I feel needs to know their actions are impacting the environment.' Warrnambool Resident

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QUESTION 14: Do you have any other comments that would help with the preparation of the Landscape Master Plan?

Additional comments included:

- Before finalising the plan please send copies to organisations such as Birdlife Australia.
- Local author has offered to provide photos that could be used on signage or in a brochure.
- Primary priority of any plan must be the interests of the environment with its flora and fauna, and the cultural values of the area, and the conservation and improvement of their qualities.
- Any development/ improvement of the area should be done in direct consultation with traditional owners and aim to preserve the current 'wildness' of the area.
- Include commercial horse training on the beach as an issue.
- Everyone should all be able to share and look after the area.
- There have already been substantial efforts at local consultation, feedback etc. pertaining principally to nearby commercial race horse training and beach usage. Do we need more of the same?
- Concern that feedback will not be regarded or implemented. (2 responses)
- Query about out of date Landscape Master Plan for this area.
- How will the progress of implementing plan recommendations be monitored and reported on?
- If there is to be protection for this sensitive environment there needs to be more compliance with dog walkers plus the banning of horses.
- Difficult emergency access to the sand dunes (fire trucks/ambulance).
- Would have liked wetlands included in Precinct.
- Better control of dogs on beaches.
- Wannon Water – ensure non-polluting and best-practice sewerage treatment.
- Put a gate in.
- Lack of enforcement means that good work done in the Precinct, ie. protecting bird habitat, is destroyed.
- Joint response required for enforcement.
- Respect, promote and enhance conservation and cultural values. (3 responses)
- No commercial activity.
- Don't lock the people out.
- Involve historic and cultural groups as well as user groups.
- Great potential for this area to form part of an extended coastal park between Warrnambool and Port Fairy.
- A bike rack that people can lock their bicycles to while they walk in the area would be a great addition.
- The views of a good mix of community representatives are required.
- Consult the surfers and fishermen who use it regularly.
- Keep it in its natural state. Leave as is and protect it. (3 responses)
- Keep survey respondents in the loop.
- Think of future generations - once it is spoilt it is gone forever.
- Revegetate, including trees.
- Random access to vehicles should be denied to other than the local landowners and management people.
- Retain access for Rundells riding to this area. They contribute to economy, and provide one of the few activities where riders can see what all parts of this area offer, both through bush and beach.
- Commercial usage of the wild coast and the horse-racing industry should be removed.
- Ongoing weed management.

- The Landscape Master Plan must mean something and be a valuable protocol for how our community best plans to protect, monitor and respect this area for thousands of years to come, and importantly, will prevent any ongoing damage to these areas.
- WCC should implement the 2013 Coastal Management Plan which and ensure commercial activities like race horse training are forever banned.
- Seek advice from the Traditional Owners regarding management of this land, or hand management over to the Traditional Owners.
- Increase the scope of the study area as the wetland system and coastal feature east and west will influence how the site (current) should be managed.
- Ensure that community consultation and response is paramount in development of any plan.
- Coordination with other land managers, resource managers and adjacent land owners is essential.
- Education by story seems to be an effective way of opening up people's eyes to an idea. Managing authorities have to inform of the good and unpalatable, such as dog exclusion and excrement along the coastal paths.
- Keep it simple. Do nothing. People who love the area will fund it.
- Try to look at it from a First Nations point of view.
- Request that community consultation is longer than two week period.
- Provide recreation, the community needs access.
- Ban commercial horse training (2 responses)
- The natural environment should be the no 1 consideration.
- Limit vehicle access to car parks at Levys and Spookys,
- Rehabilitate damaged and other area devoid of vegetation.
- Make clear and well defined walking tracks so people can access the beach to surf and fish.
- Patrol the area and fine people for doing the wrong thing
- Keep it looking neat and tidy to discourage people from doing the wrong thing and encourage people to visit.
- Why is another plan required? Can't Council take action on previous plans. Tell us what has been missing from all the former plans. (3 responses)*
- Consultation should be more broadly advertised.
- Opportunity for a number of levels of government to come together and create a positive and forward thinking outcome for Warrnambool and District. (WCC, DELWP, ParksVic, EMAC, Landcare, GHCMA, Vic Government, Fed. Government).
- This area should be managed as a major asset for the City of Warrnambool, and give the resources and protection to thrive and improve its value to the community.

*NOTES:

- The Wannon Water Sewerage Treatment Plant is outside the boundary of the Wild Coast Precinct Landscape Master Plan and is not in the scope of this project.
- There have been strategic plans prepared for the coast, such as the Belfast Coastal Reserve Management Plan and the Warrnambool Coastal Management Plan 2013. These were high level management plans which included goals and strategies for the coast. The aim of this Master Plan is to identify very specific actions that can be undertaken to achieve the outcomes sought by the community and the goals of previous management plans. Specific actions may include landscape elements such as signage improvements, car park upgrades, safety improvements, revegetation suggestions and measures to protect the significant cultural heritage and natural environment of the Precinct.

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QUESTION 15: Please tell us a little about you

A high percentage of online submissions provided their contact details.

Figure 6

Answered: 58 Skipped: 55

ANSWER CHOICES	RESPONSES	
Name	91.38%	53
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
Post code	100.00%	58
Country	0.00%	0
Email Address	86.21%	50
Phone Number	0.00%	0

INDIVIDUAL WRITTEN SUBMISSION OUTCOMES

Summary of Written Submission 1:

Request to extend walking track from Thunder Point from its finish point at Shelly Beach through to Levy's Beach with another access track that comes up from the recently finished Mervue estate. People are already creating their own shrubs and sand tracks throughout the whole coastal area, which is damaging further native shrubs and plants. It would be better to define it.

A track connecting from the cross bridge at the Mervue estate would allow a whole loop from the Warrnambool-port fairy trail, back around to Thunder Point and onto the breakwater. Include information sign for Shelly Beach and further information panels along the way.

This additional track would allow running groups to host the Koroit to Warrnambool surf to surf runs.

Summary of Written Submission 2:

There are increasing impacts on hooded plover & shorebird breeding. Including, uncontrolled dog activity and lack of controls over human access and activities including horse and vehicle damage.

There is extensive dune and landscape damage by 4WD activity.

Race horses on the beach and in the dunes is extremely damaging, both environmentally and socially.

There are sections of remnant vegetation, including several quite rare species. There is ongoing significant damage sustained to the dune system from sand removal.

Summary of Written Submission 3:

Management Issues:

- Controlling public access to minimise damage to vegetation and culturally significant sites. In recent years co-operation with trail bike riders has seen some order restored to previously uncontrolled creation of new paths.
- Cross bedding in the dunes can create dangerously thin ledges at cliff edges. These represent a significant public risk.
- Control of foxes and feral cats which predate vulnerable species.
- Infestation of weeds – particularly around Thunder Point and Pickering Point (Aloe species particularly)

Good management outcomes:

- The wire fenced walkways between Thunder Point and Shelly beach and east to the breakwater area are excellent. They are well positioned to give great coastal vistas yet keep people away from sensitive/dangerous areas.
- Removing commercial racehorse training from the area.

Mahogany Shipwreck

- The Levy's Point area has been identified as the site of one of three clusters of Mahogany Shipwreck sightings (Snoekstra R. Bulletin of the Australasian Institute for Maritime Archaeology (2015), 39: 115–125). Future investigations of the area are likely in an effort to locate the wreck.

Natural Environment:

- Rare Coast Ballart (*Exocarpus syrticola*) exists in the dunes. The plant was rated as of State Significance. There are a number of regionally significant plant species.

- Research into the geology of the dunes has identified numerous examples of trackways left by animals walking over them while they were still unconsolidated.
- Hooded plovers and red capped plovers nest on the beaches and migratory shorebirds visit over the warmer months. These birds are vulnerable to disturbance by people, dogs, foxes and horses.

Main risks/concerns regarding the Precinct:

- Uncontrolled public access (including by dog walkers, trail bikes, equestrians)
- Weed invasion
- Predation of native animals (including birds) by foxes and domestic pets – the latter risk increasing as residential development increases in areas bordering the reserve
- Its relatively undeveloped state ("the wild coast") makes it a valuable natural environment. Encroachment into it will reduce its environmental assets/values
- I have identified threats and risks above. Development should have the lightest possible touch.

Opportunities for the Precinct:

- Recognition of its importance as a natural area on the city's western edge. Development of a Management Plan to provide direction for resourcing protection of the area.

COMMUNITY GROUP/ORGANISATION SUBMISSION OUTCOMES

Not yet summarised – please refer to attached letters

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2. INITIAL ANALYSIS OF THE PRECINCT

The Wild Coast Precinct contains many important environmental and cultural heritage features. This is reflected in the previously completed management plans applying to the area and planning policy framework applying to the site. The Wild Coast Landscape Master Plan Background Report – June 2020, highlighted many of the significant features of the Precinct.

The Precinct is zoned Public Conservation and Resource Zone. There are a number of planning policies and environmental planning overlays, such as the Bushfire Management Overlay, Significant Landscape Overlay, Flood Overlay and Environmental Significance Overlay – Coastal Environs applying to this site. The objectives and planning permit requirements contained in these policies and overlays help to ensure the important environmental features of the Precinct are protected.

The entire Precinct is also recognised as having cultural heritage significance, with the entire site identified within a cultural heritage sensitivity area. This includes known sites of cultural heritage significance. In order to protect cultural heritage, any land use and development activities likely to cause harm to Aboriginal cultural heritage must have a management plan prepared and approved before the development or activity can be carried out.

The community consultation feedback and site visits revealed key site features and issues. A summary of the existing features and values of the Precinct are detailed on page 33, and an overview of the access and land uses on/near the subject site is provided in Appendix 1. Site photographs, including aerial photographs are provided in Appendices 2 and 3.

Note: This analysis section will be expanded and moved into the Master Plan document to contain a more detailed site analysis, including more information on natural environment, cultural heritage, access and movement, land uses and signage and wayfinding.

SUMMARY OF KEY FEATURES AND VALUES

- The site has a unique, beautiful and 'wild' environment and is home to a wide variety of flora and fauna, including rare and threatened species.
- The precinct is significant as a cultural landscape, with important connections to Country for the Traditional Owners.
- There is no information letting visitors know that the Precinct is of great importance to the Traditional Owners and has significant stories, ceremonial sites, sacred places, food gathering, cooking sites and intangible cultural heritage going beyond physical elements.
- The Precinct is popular for a variety of recreational activities, including walking, bike riding, horse riding, fishing and surfing.
- The existing rendering plant poses amenity issues, both sight and smells. The alternative rail trail route that detours away from the rendering plant is not ideal for cyclists due to the slope.
- The site is relatively close to Warrnambool, within 4kms of the city centre, which is close enough for people to access by foot or bike, but has minimal development, making it a peaceful quiet place for people to visit.
- There is limited signage throughout the Precinct.
- There are many informal walking, horse riding and vehicle tracks that been created throughout the precinct, including in the dunes. These unauthorised tracks pose significant risks to cultural heritage and flora and fauna.
- In a number of locations in the Precinct, access to tracks is shared by cyclists, pedestrians, motorbikes, horses and vehicles. This can pose safety risks, particularly for pedestrians and cyclists.
- Some areas of dune have sparse vegetation coverage, making them prone to erosion.
- The Precinct is subject to significant coastal winds, which cause significant sand shifts within and along the edge of the dune system.
- Local flora and fauna is highly valued by the community and there are a number of community members and groups who are involved in monitoring programs and protection measures.
- Feral animals and weed species pose significant threats to native fauna and flora and biodiversity.
- There are few fire breaks, which could potentially increase the impact of a bushfire if it was to occur in the Precinct.
- The Precinct is valued as a pristine, clean environment, but there are concerns about beach pollution, particularly from rubbish thrown overboard and wreckages of ships/cargos as well as from the nearby sewerage outfall.
- Some visitors choose to walk their dogs off-leash. The Precinct is a dogs on-leash area. Community members may know and choose to ignore this, or may not realise. There is minimal signage highlighting this, with only one sign at Levys Beach car park.
- The authorized tracks from Spookys and Levys Car Park to the beach are undefined in some sections making it unlcear to visitors what route they should take. This poses a risk to sand dune stability, cultural heritage and flora and fauna.

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3. IMPLICATIONS FOR THE LANDSCAPE MASTER PLAN

KEY OPPORTUNITIES REVEALED THROUGH COMMUNITY CONSULTATION & SITE ANALYSIS

OPPORTUNITIES

- Protection of natural environment and cultural heritage should be a priority, with low-impact recreation activities supported and promoted.
- Better protection of cultural heritage sites. Prevent harm and increase education around cultural significance of site.
- Better protection of the natural environment. Preventing harm, appropriate weed management and revegetation.
- Improve coastal dune stability through revegetation and minimising detrimental impacts of access on multiple tracks. This will include fencing.
- Clearly delineate authorised tracks through the use of maps, signs and fencing/marker posts. Clearly mark 'no access' for unauthorised areas.
- Clearly delineate the edge of the sand quarry, which has a current lease arrangement, and revegetate areas of dune with sparse vegetation coverage up to the edge of this mining boundary.
- Investigate whether it is appropriate to have one additional authorised track accessing Shelly Beach to create a 'loop trail'. Need to look at whether an informal track already exists in this location and potential impacts on cultural heritage and vegetation.
- Minimise safety risk to visitors by prioritising and improving the rail trail. This may include surface improvements, additional signage providing clear directions and better maps.
- Stop/reduce illegal activity through improved regulations and enforcement.
- Encourage/investigate opportunities for further studies to look at environmental and cultural significance of the area.
- Upgrade signage at Levys Reserve car park entrance, Levys Reserve car park (including information about tracks, dog on-lead information, beach access, cultural heritage and natural environment, emergency information).
- Enforce dogs on-leash and provide more information about why dogs on-leash is important.
- Develop principles and objectives for the Wild Coast Precinct to inform the Master Plan. Topics should include 'access and journeys', 'cultural heritage', 'environment' and 'recreation and visitor experience'. These topics were discussed in many of the community submissions.
- Continue pest species eradication program. Investigate how it could be improved.
- Apply adaptive management processes, ie. in relation to bushfire fire management and revegetation, in consultation with the Traditional Owners.
- Warrnambool City Council to work closely with Parks Victoria, DELWP and Eastern Maar Aboriginal Corporation to discuss future management options, shared management arrangements/agreements and clarification of the role of each organisation. Opportunity for 'friends of' and other community groups in continuing revegetation and habitat protection projects and species monitoring.
- Consider need for emergency access and fire breaks.
- Promote education opportunities, in relation to cultural heritage and the natural environment.
- Add more following discussion with the steering committee.

4. APPENDICES

Appendix 1: Map 1 – Site Analysis (Access and Land Use)

Appendix 2: Figure 1: Aerial Photographs

Appendix 3: Figure 2: Site Photographs

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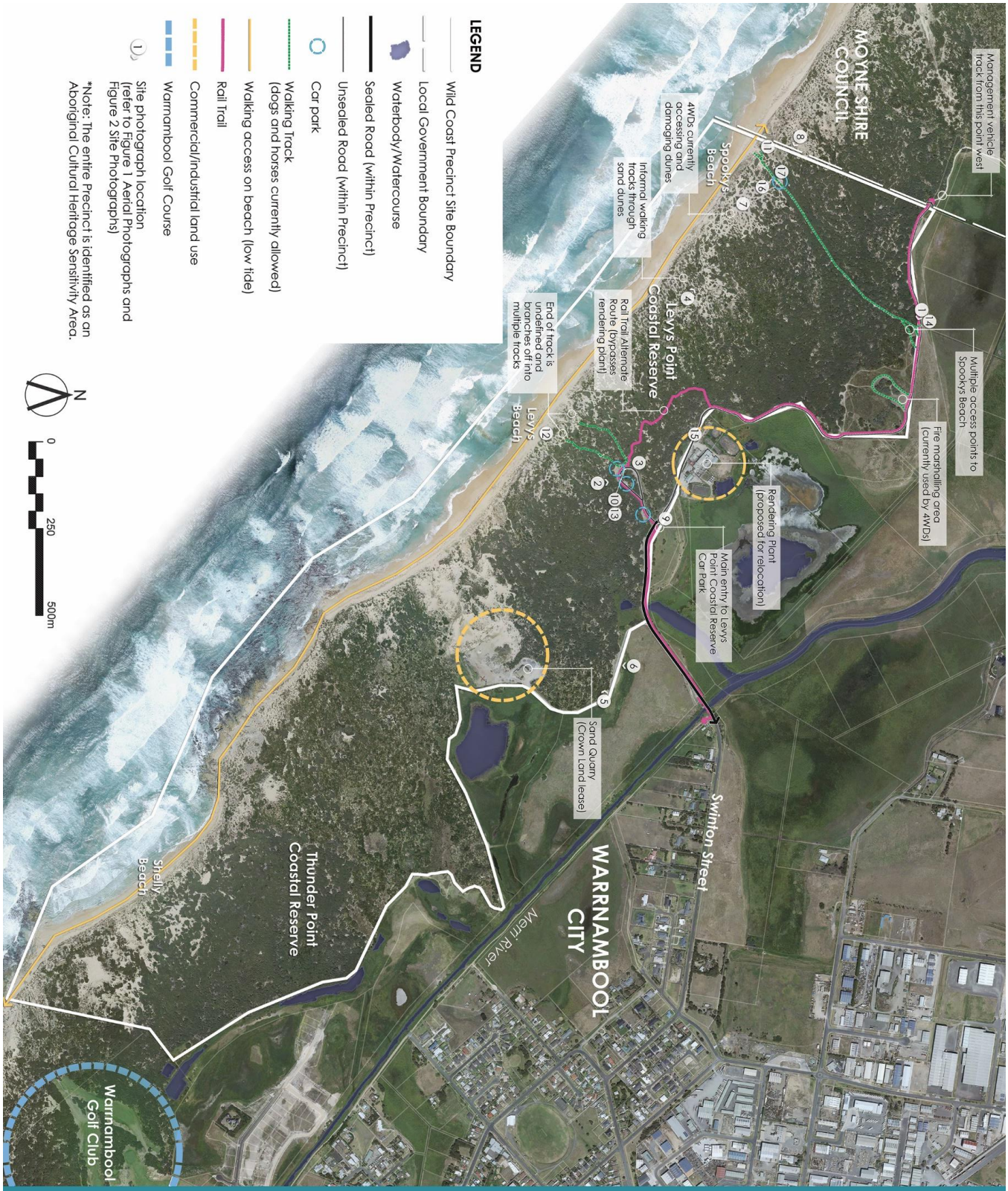
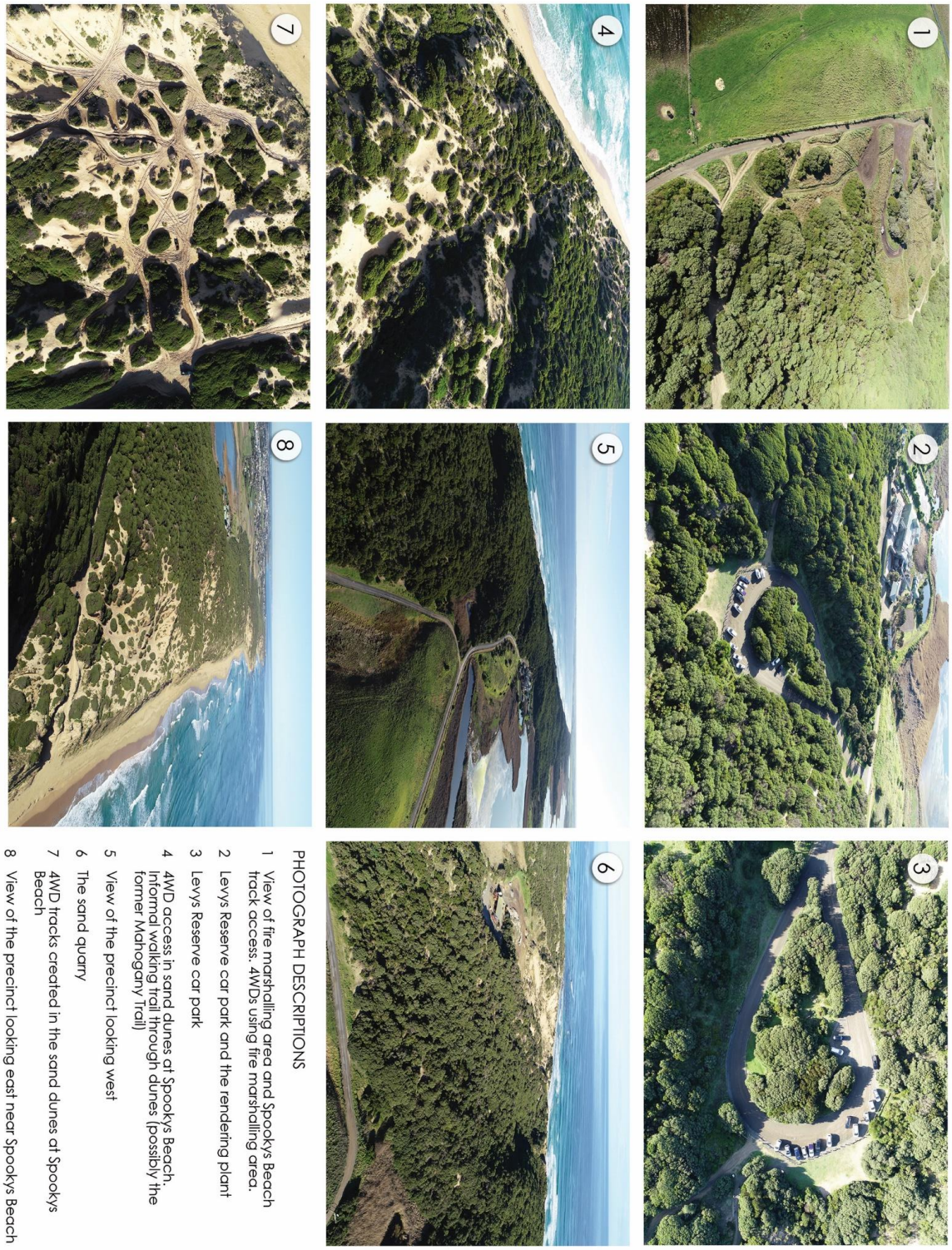


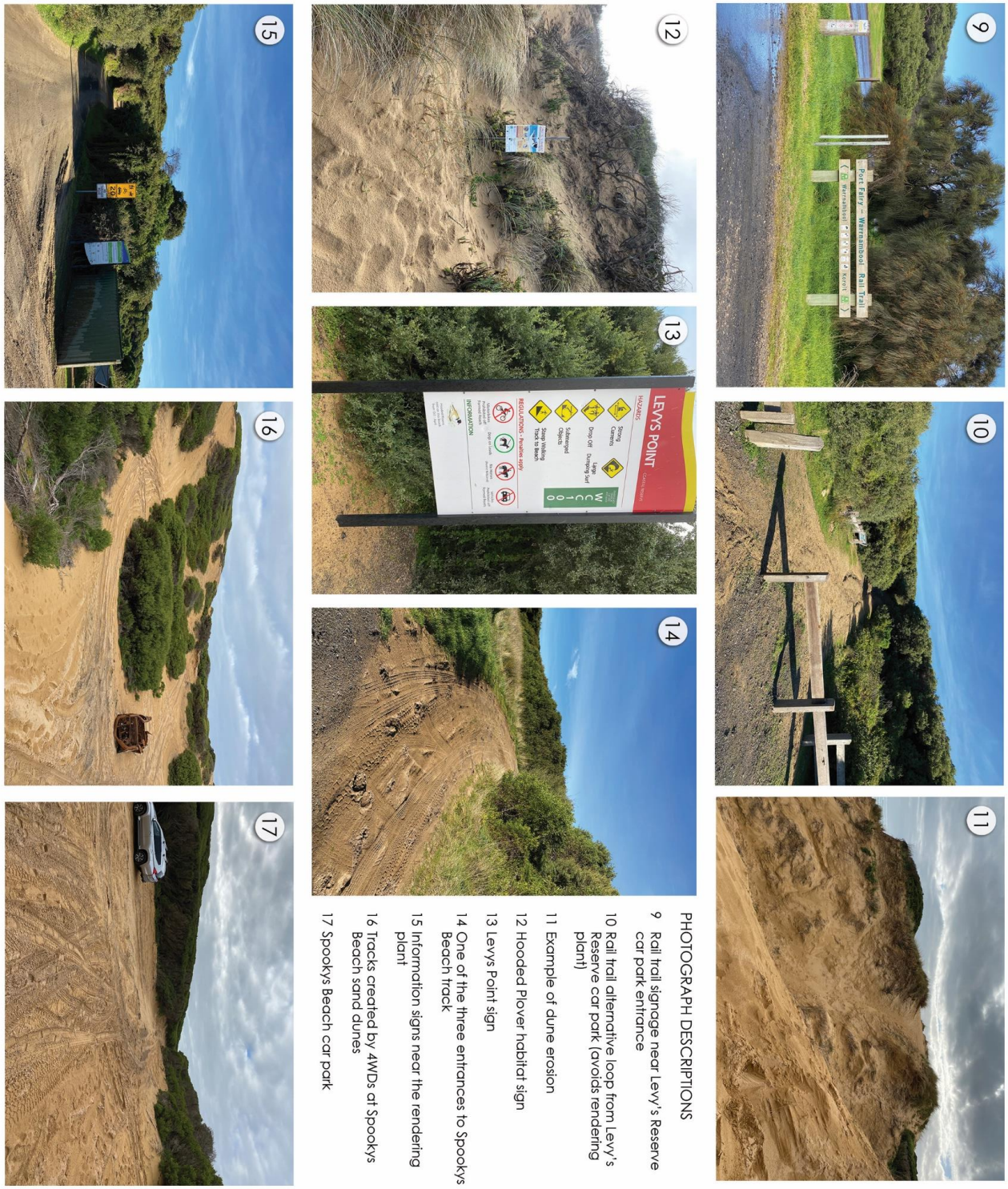
MAP 1: SITE ANALYSIS (ACCESS AND LAND USE)



PHOTOGRAPH DESCRIPTIONS

1 View of fire marshalling area and Spookys Beach track access. 4WDs using fire marshalling area.
2 Levys Reserve car park and the rendering plant
3 Levys Reserve car park
4 4WD access in sand dunes at Spookys Beach. Informal walking trail through dunes (possibly the former Mahogany Trail)
5 View of the precinct looking west
6 The sand quarry
7 4WD tracks created in the sand dunes at Spookys Beach
8 View of the precinct looking east near Spookys Beach

FIGURE 1: AERIAL PHOTOGRAPHS



PHOTOGRAPH DESCRIPTIONS

9 Rail trail signage near Levy's Reserve car park entrance

10 Rail trail alternative loop from Levy's Reserve car park (avoids rendering plant)

11 Example of dune erosion

12 Hooded Plover habitat sign

13 Levys Point sign

14 One of the three entrances to Spookys Beach track

15 Information signs near the rendering plant

16 Tracks created by 4WDs at Spookys Beach sand dunes

17 Spookys Beach car park

FIGURE 2: SITE PHOTOGRAPHS

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CITY COUNCIL
Wild Coast Landscape Master Plan
DRAFT - AUGUST 2020

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PLAN 3 - Levys Point Car Park and Levys Beach (Master Plan enlargement)
PLAN 4 - Spookys Beach Car Park and Access (Master Plan enlargement)

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ACKNOWLEDGEMENTS

Council acknowledges the Eastern Maar Nation and Gunditj Mirring as the original custodians of the lands of this general area. Council also acknowledges the descendants of the ancestors of Aboriginal nations within the lands forming the Great South Coast and particularly the elders of the indigenous communities within both Warrnambool and this region.

Warrnambool City Council is honoured to have an important custodian role in partnership with Eastern Maar and Gunditjmara communities in looking after Country. Warrnambool City Council is proud of our Maar and Gunditjmara heritage and story. We acknowledge these Traditional Owners and celebrate their rich, diverse and ongoing contribution to us all.

Thank you to all community members who provided feedback through the community survey. A number of groups and individuals have contributed to the information contained in this document, including staff of Warrnambool City Council, Department of Environment, Land, Water and Planning (DELWP), Eastern Maar Corporation, Parks Victoria and various community organisations.

ACRONYMS

BMO	Bushfire Management Overlay
CoM	Committee of Management
CHMP	Cultural Heritage Management Plan
DELWP	Department of Environment Land Water and Planning
EMAC	Eastern Maar Aboriginal Corporation
ESO	Environmental Significance Overlay
EVC	Ecological Vegetation Class
FO	Floodway Overlay
FZ	Farming Zone
GMTOAC	Gunditj Mirring Traditional Owners Aboriginal Corporation
PCRZ	Public Conservation and Resource Zone
RAP	Registered Aboriginal Party
SCO	Specific Controls Overlay
SLO	Significant Landscape Overlay
WCC	Warmambool City Council
WCMP	Warmambool Coastal Management Plan

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Would Mayor like to include a message?

Invite Eastern Maar and Gunditj Mirring to provide Welcome Message.

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1. EXECUTIVE SUMMARY

The Wild Coast Precinct is a unique place of beauty. The Precinct is culturally significant and ecologically interesting and it forms part of a broader area known as the Belfast Coastal Reserve.

This area has been home to the Traditional Owners for thousands of years and their connection to Country remains unbroken. This connection can be seen across the landscape in the form of shell middens and stone artefacts. There are also important ceremonial places throughout the Precinct. Local Dreaming stories reference this strong connection to Country by the Gunditj Mirring and Eastern Maar Peoples.

The Precinct is home to a rich array of flora and fauna and provides important habitat for a number of rare and threatened species with regional, State and international significance. The Precinct provides habitat for the vulnerable Hooded Plover (*Thinornis rubricollis)* and is home to significant vegetation, including Coast Ballart *(Exocarpus syrticola),* which is of State significance.

The Precinct also provides a range of recreational activities for local Warrnambool residents and visitors, including walking, cycling, fishing, horse riding, surfing, photography and conservation activities such as bird and wildlife watching. The Precinct is also a special and quiet place of contemplation for many.

In future, significant changes are likely to place additional pressure on Warrnambool's coastline, including the Wild Coast. These pressures include growth in residential population as new growth areas are developed, increased tourism to Warrnambool as the Victorian population increases and more people travel to the region and climate change. The impacts of climate change are expected to bring a warmer year-round climate, more frequent storm surges with increased wave height as well as sea level rises. These forecast changes will cause significant impact on the coastline, including its fragile dune system, and it is important that careful planning occurs now to help identify, protect and enhance the existing environmental and cultural heritage values of the coast from the potentially damaging impacts of visitors and climate change. It is important that visitors and residents can enjoy and contribute to the protection of this special place.

This Master Plan expands on previous studies which have identified the need to protect the cultural and environmental values of the Precinct and ensure recreation, tourism and land uses are carried out in a respectful manner to prevent damage.

1.1 THE STUDY AREA

The Wild Coast Precinct is located at the western edge of Warrnambool. The Precinct stretches approximately 3 kilometres in length along the coast and is approximately 230 hectares in area. The Wild Coast Landscape Master Plan applies to the Crown Land areas known as Levys Point Coastal Reserve and part of Thunder Point Coastal Reserve. The Precinct extends from the western edge of the Warrnambool City Council boundary, near the Spookys Beach access track, to the western edge of the Warrnambool Golf Club.

The Precinct is within 3 kilometres of Warrnambool's central business district (CBD). The Levys Point Car Park is approximately 4 kilometres walking distance from Warrnambool's CBD. The Precinct is accessible by vehicle from Swinton Street. The Port Fairy - Warrnambool Rail Trail provides convenient access for pedestrians and cyclists. The Precinct is also accessible to pedestrians from Shelly Beach, Levys Beach and Spookys Beach.

1.2 THE ROLE AND PURPOSE OF A MASTER PLAN

Master Plans are often prepared to guide future development of an area. In this instance, one of the key drivers is protection and enhancement of the significant biodiversity, landscape features and cultural heritage of the Wild Coast. Therefore, this Master Plan recommends against any intrusive development and instead provides suggestions for the future protection of the Wild Coast Precinct, including revegetation works and minor infrastructure.

The principles, objectives and recommendations of the Master Plan are based on findings from site visits and site analysis, findings of previous studies and plans and insights and suggestions from the community and stakeholders.

The implementation of the Master Plan will help to ensure beneficial long-term ecological and cultural outcomes can be achieved, whilst retaining the Precinct's role as a recreation destination. The Plan will serve as a guide for Warrnambool City Council, the Department of Land Water and Planning, as well as other organisations, corporations and volunteers who have input or are involved in its management, including Eastern Maar Aboriginal Corporation, who are also the Registered Aboriginal Party (RAP) for this area.

The recommendations of the Master Plan are intended to provide guidance for the Precinct over a 13 year timeframe, which coincides with the anticipated completion of the Belfast Coastal Reserve Management Plan which is a 15-year plan that was prepared in 2018.

1.3 MASTER PLAN OVERVIEW

The vision for the Wild Coast Precinct is to create a space that conserves and protects its environmental and cultural values, increases its biodiversity, references the important connection to Country for the Eastern Maar and Gunditj Mirring Peoples and helps to keep the area as a recreation and tourism destination for residents and visitors.

The principles, objectives and recommendations of the Master Plan are based on findings from site visits and site analysis, findings of previous studies and plans and insights and suggestions from the community and stakeholders.

1.4 PLACE PRINCIPLES

A. *Celebrate and respect culture and connection to Country*
B. *Embrace and conserve nature*
C. *Enrich biodiversity values*
D. *Enjoy and promote recreation*
E. *Create a unique visitor experience*
F. *Improve safety for visitors*

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1.5 OBJECTIVES

OBJECTIVE 1: *Acknowledge and respect cultural heritage and connection to Country for the Eastern Maar and Gunditj Mirring Peoples. Conserve and protect these values through careful landscaping measures.* ***(Principles A and E)***

OBJECTIVE 2: *Enhance and restore native habitat for biodiversity, through revegetation, weed reduction measures and improved protection of habitat.* ***(Principles B and C)***

OBJECTIVE 3: *Ensure new structures, built works, landscaping and signage are designed and constructed in a sensitive way that is respectful to cultural heritage and environmental values, including habitat and native vegetation.* ***(Principles A, B and E)***

OBJECTIVE 4: *Recognise the role of the Precinct in providing for recreation opportunities, including walking, bird and nature observation, cycling, horse riding, fishing and surfing.* ***(Principle D)***

OBJECTIVE 5: *Respect nature, acknowledging the risks associated with flood function, bushfire, climate change, sand shifts and dune erosion. Engage climate change mitigation and adaptation measures.* ***(All Principles)***

OBJECTIVE 6: *Improve the safety of visitors, particularly walkers and cyclists.* ***(Principle F)***

OBJECTIVE 7: *Enhance visitor's experience of the Precinct, through infrastructure improvements and improved wayfinding and information signage.* ***(Principles E and F)***

OBJECTIVE 8: *Clearly define authorised access trails and tracks and formalise car parking to help prevent visitors from going off-track and causing damage to vegetation, bird and wildlife habitat, sand dunes and cultural heritage sites.* ***(Principles A, B and C)***

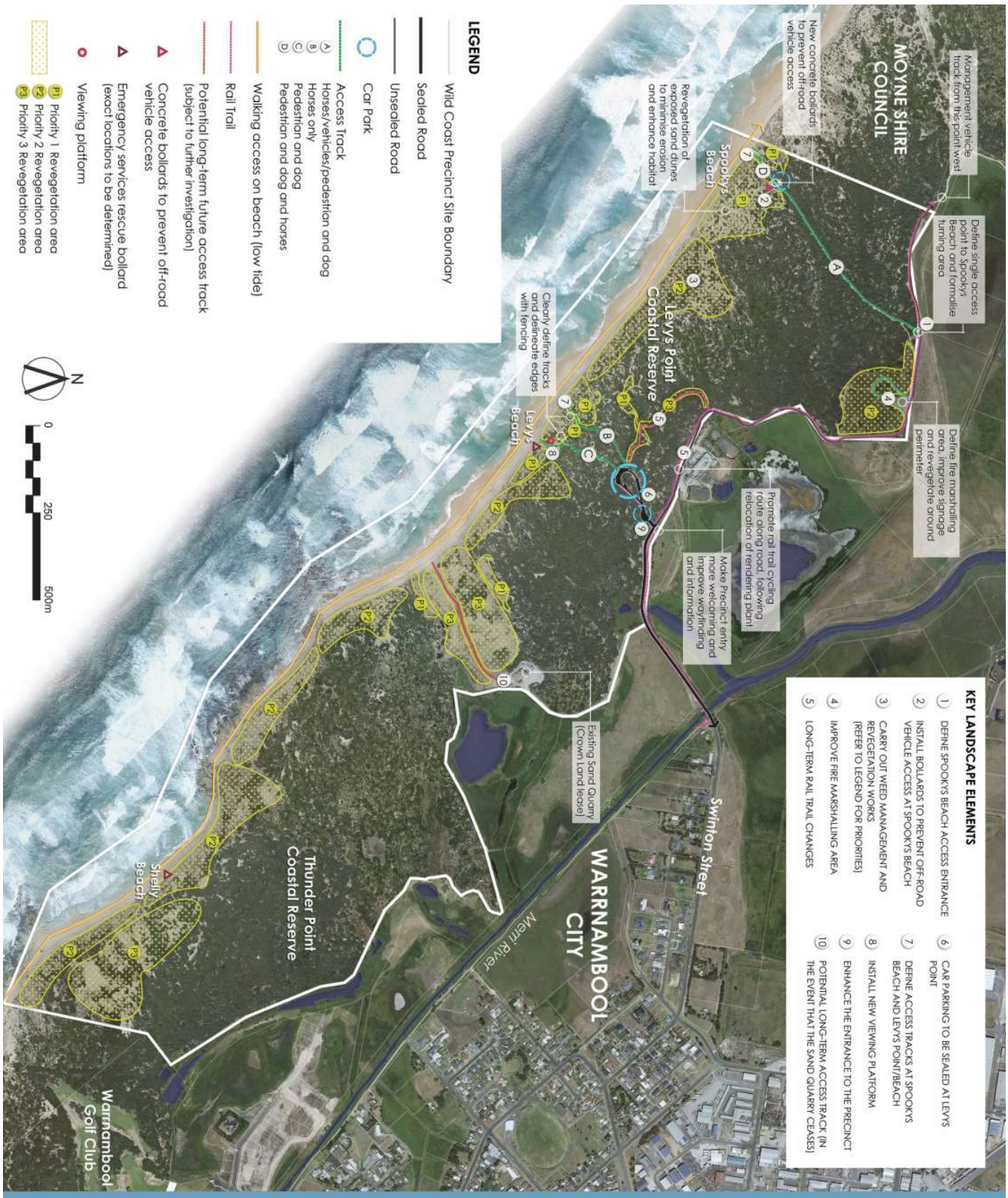
OBJECTIVE 9: *Recognise the role of cultural heritage and the natural environment as a driver of tourism and encourage visitation to the Precinct in the form of sustainable tourism.* ***(Principles A, B and E)***

OBJECTIVE 10: *Provide opportunities for education and interpretation. Share information with visitors about the tangible and intangible cultural heritage and connection of the Eastern Maar and Gunditj Mirring Peoples to this area and the significant environmental values of the Precinct.* ***(Principles A and E)***

OBJECTIVE 11: *Encourage and enforce rules and regulations, and discourage the use of the Precinct as a destination for off-road vehicles and motorbikes.* ***(Principles A, B and F)***

OBJECTIVE 12: *Work in collaboration and support partnerships with local groups and individuals, volunteers, government organisations, Gunditj Mirring and Eastern Maar Peoples to see the plan implemented.* ***(All Principles)***

Key recommendations to achieve the objectives are detailed at Section 7.



PLAN 1: WILD COAST PRECINCT LANDSCAPE MASTER PLAN

Part 1: Background, Precinct Context and Community Consultation Outcomes

Wild Coast Landscape Master Plan

2. INTRODUCTION

The Wild Coast Precinct is a unique place of beauty. The Precinct is culturally significant and ecologically interesting and it forms part of a broader area known as the Belfast Coastal Reserve.

This area has been home to the Traditional Owners for thousands of years and their connection to Country remains unbroken. This connection can be seen across the landscape in the form of middens and stone artefacts. There are also important ceremonial places throughout the Precinct. Local Dreaming stories reference this strong connection to Country by the Eastern Maar and Gunditj Mirring Peoples.

The Precinct is home to a rich array of flora and fauna and provides important habitat for a number of rare and threatened species with regional, State and international significance. The Precinct provides habitat for the vulnerable Hooded Plover (*Thinornis rubricollis)* and is home to significant vegetation, including Coast Ballart *(Exocarpus syrticola),* which is of State significance.

The Precinct also provides a range of recreational activities for local Warrnambool residents and visitors, including walking, cycling, fishing, horse riding, surfing, photography and conservation activities such as bird and wildlife watching. The Precinct is also a special and quiet place of contemplation for many people.

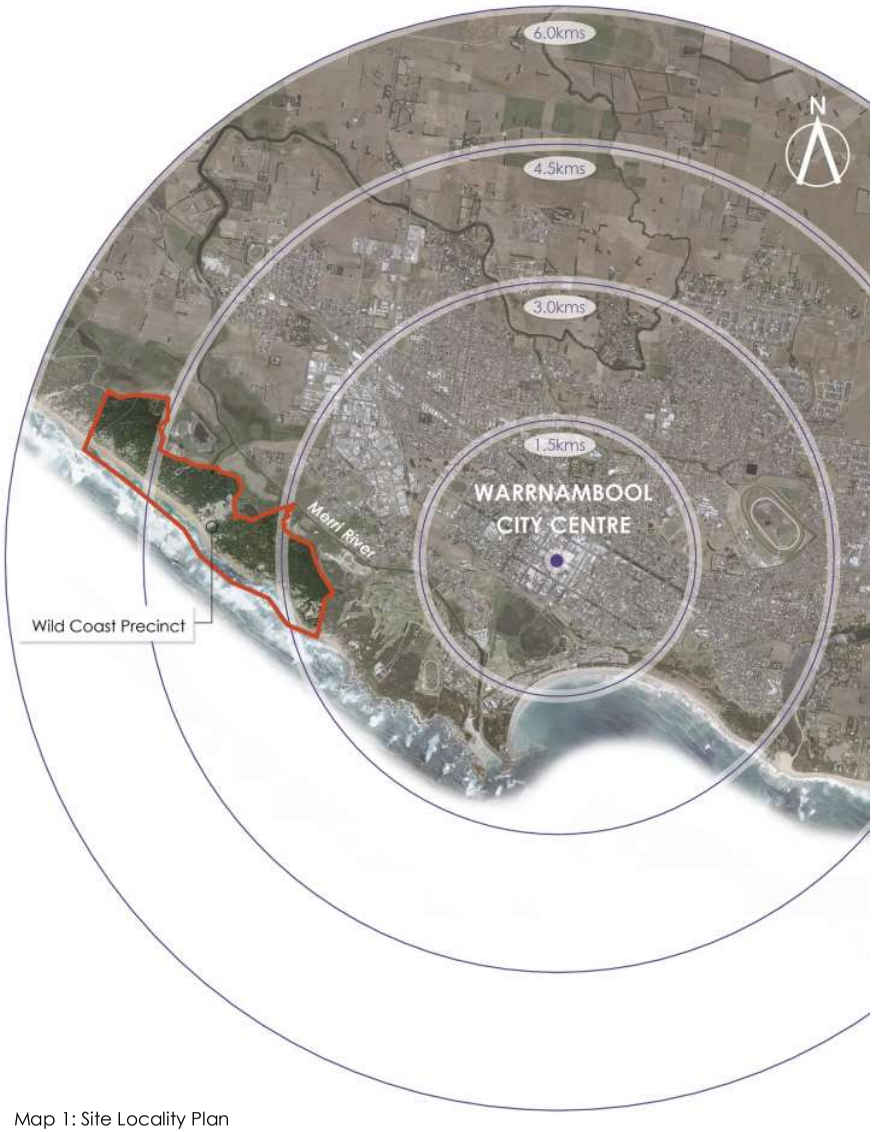
In future, significant changes are likely to place additional pressure on Warrnambool's coastline, including the Wild Coast. These pressures include growth in residential population as new growth areas are developed, increased tourism to Warrnambool as the Victorian population increases and more people travel to the region and climate change. The impacts of climate change are expected to bring a warmer year-round climate, more frequent storm surges with increased wave height as well as sea level rises. These forecast changes will cause significant impact on the coastline, including its fragile dune system, and it is important that careful planning occurs now to help identify, protect and enhance the existing environmental and cultural heritage values of the coast from the potentially damaging impacts of visitors and climate change. It is important that visitors and residents can enjoy and contribute to the protection of this special place.

This Master Plan expands on previous studies which have identified the need to protect the cultural and environmental values of the Precinct and ensure recreation, tourism and land uses are carried out in a respectful manner to prevent damaging this special place.

2.1 THE STUDY AREA

The Wild Coast Precinct is located at the western edge of Warrnambool. The Precinct stretches approximately 3 kilometres in length along the coast and is approximately 230 hectares in area. The Wild Coast Landscape Master Plan applies to the Crown Land areas known as Levys Point Coastal Reserve and part of Thunder Point Coastal Reserve. The Precinct extends from the western edge of the Warrnambool City Council boundary, near the Spookys Beach access track, to the western edge of the Warrnambool Golf Club. Please refer to Site Locality Plan (Map 1) and The Study Area (Map 2).

The Precinct is within 3 kilometres of Warrnambool's central business district (CBD). The Levys Point Car Park is approximately 4 kilometres walking distance from Warrnambool's CBD. The Precinct is accessible by vehicle from Swinton Street. The Port Fairy - Warrnambool Rail Trail provides convenient access for pedestrians and cyclists. The Precinct is also accessible to pedestrians from Shelly Beach, Levys Beach and Spookys Beach.



Map 1: Site Locality Plan

MAP 2: THE STUDY AREA

2.2 MANAGEMENT ARRANGEMENTS

Warrnambool City Council is the Committee of Management (CoM), established under the *Crown Land (Reserves) Act 1978,* who are responsible for managing most of the Wild Coast stretch of coastline. There are some pockets of land within the Precinct near the golf course which are managed by Department Environment, Land, Water and Planning (DELWP). There are opportunities for local groups, organisations and Traditional Owners to become more involved in the management of the Precinct in the future.

2.3 THE ROLE AND PURPOSE OF A MASTER PLAN

Master Plans are often prepared to guide future development of an area. In this instance, one of the key drivers is protection and enhancement of the significant biodiversity, landscape features and cultural heritage of the Wild Coast. Therefore, this Master Plan recommends against any intrusive development and instead provides suggestions for the future protection of the Wild Coast Precinct, including revegetation works and minor infrastructure.

The principles, objectives and recommendations of the Master Plan are based on findings from site visits and site analysis, findings of previous studies and plans and insights and suggestions from the community and stakeholders.

The implementation of the Master Plan will help to ensure beneficial long-term ecological and cultural outcomes can be achieved, whilst retaining the Precinct's role as a recreation destination. The Plan will serve as a guide for Warrnambool City Council, the Department of Land Water and Planning, as well as other organisations, corporations and volunteers who have input or are involved in its management, including Eastern Maar Aboriginal Corporation, who are also the Registered Aboriginal Party (RAP) for this area.

The recommendations of the Master Plan are intended to provide guidance for the Precinct over a 13 year timeframe, which coincides with the anticipated completion of the Belfast Coastal Reserve Management Plan which is a 15-year plan that was prepared in 2018.

2.4 PROJECT APPROACH

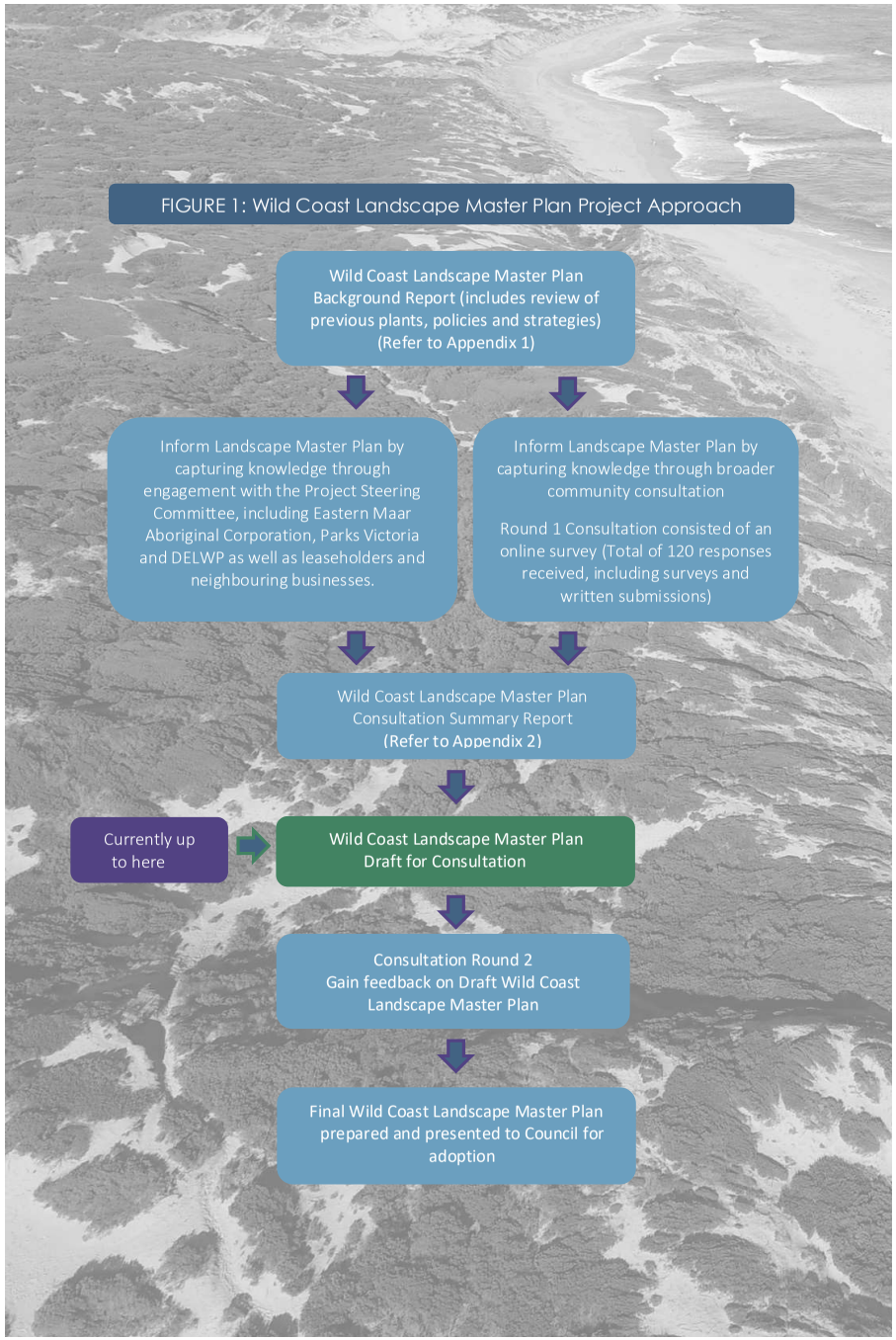
The Landscape Master Plan has been developed with consideration of the objectives and recommendations of a number of adopted plans and strategies, including the *Belfast Coastal Reserve Management Plan 2018* and the *Warrnambool Coastal Management Plan 2013*. The Master Plan recommendations also respond to the findings of site visits and the information gathered from the community, local organisations and other stakeholders during Round 1 consultation in June/July 2020.

The Wild Coast Landscape Master Plan Background Report (Appendix 1), details how these relevant plans and policies relate to future planning for the Precinct. Section 3 also provides a summary of the background and strategic framework which inform this Master Plan.

Council sought community feedback during consultation on the Wild Coast Landscape Master Plan in June/July 2020. The survey asked residents how they currently use the Precinct, what they value in the Precinct, what concerns they have about the Precinct and matters they would like to see addressed in the Landscape Master Plan. The Wild Coast Landscape Master Plan Consultation Summary Report (Appendix 2) provides a summary of the feedback received during Round 1 consultation. A brief summary of the consultation findings are also provided at Section 4.

The project team conducted site visits in June and July 2020. An overview of the site analysis from these visits, and findings from previous studies, is provided at Section 5.

Figure 1 shows the stages in the development of the Wild Coast Landscape Master Plan.



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3. BACKGROUND

3.2 STRATEGIC PLANNING FRAMEWORK

The Wild Coast Precinct is recognised as having significant cultural heritage and environmental values. These values are acknowledged by Aboriginal Victoria, the State Government of Victoria and Warrnambool City Council, and are reflected in regulations and planning policy.

CULTURAL HERITAGE SENSITIVITY

Areas of cultural heritage sensitivity are defined in the *Aboriginal Heritage Regulations 2018* and relate to landforms and soil types where Aboriginal places are more likely to be located. The cultural sensitivity areas are identified on maps available from the Aboriginal Victoria's Aboriginal Cultural Heritage Register and Information System (ACHRIS). The entire Precinct is defined as an area of cultural heritage sensitivity. There are also sites of cultural heritage which have been mapped within the Precinct. (AV, 2020)

In a planning context, any land use and development activities likely to cause harm to Aboriginal cultural heritage must have a management plan prepared and approved before the development or activity can be carried out (AV, 2020).

PLANNING ZONES AND OVERLAYS

The Precinct is zoned Public Conservation and Resource Zone (PCRZ) with farming zone at the edges. The Precinct is affected by the following overlays (as shown on Maps 3-8):

- 42.01 Environmental Significance Overlay Schedule 1 – Coastal Environs
- 42.03 Significant Landscape Overlay – Schedule 1 – Coastal Hinterland Landscape Area
- 44.03 Floodway Overlay
- 44.06 Bushfire Management Overlay
- 45.12 Specific Controls Overlay Schedule 1 – Racehorse Training on Levys Beach, December 2018

The Wild Coast Landscape Master Plan is informed by these existing planning zones and overlays and the various approved policies, strategies and plans that are relevant to coastal planning and specifically the Wild Coast Precinct.

SPECIFIC CONTROLS OVERLAY – HORSE TRAINING

The Minister for Planning amended the Warrnambool Planning Scheme in December 2018, which introduced specific controls and an incorporated document to provide for the use of part of the Belfast Coastal Reserve for horse training.

At this point in time, the commencement of horse training has not occurred, however, this Landscape Plan endeavours to provide guidance and direction on how to mitigate potential detrimental impacts on the landscape from various uses, including, but not limited to horse training and four wheel driving.

It is recognised that there is significant concern from the community in relation to the impact that horse training can potentially have on erosion, flora and fauna habitat, cultural heritage and amenity. However, the scope of this plan is unable to change the planning controls.

LOCAL STRATEGIC PLANS

Two of the most relevant strategic plans relating to the Wild Coast Precinct are the Warrnambool Coastal Management Plan (WCMP) (WCC, 2013) and the Belfast Coastal Reserve Management Plan (Parks Victoria 2018). These plans identified key values for the Wild Coast Precinct, including protection of cultural values and conservation of native flora and fauna, as well as management issues such as illegal activities and competing and conflicting uses.

The vision for the WCMP is:

> *'An environment where the natural and cultural values of Warrnambool's unique coastline are protected and enhanced and opportunities to access and enjoy the coastline are achieved in a sustainable way'.*

The community feedback received in Round 1 of the Community Consultation for the Wild Coast Landscape Master Plan reiterated key values and the community concerns and interests for this Precinct, as previously detailed in these two strategic documents.

The Wild Coast Landscape Master Plan Background Report at Appendix 1, provides a summary of the relevant zones, overlays, policies and strategic plans that have a direct impact on the Wild Coast Precinct. Figure 2 provides a summary of the approved plans and policy relevant to the landscape master planning for the area. Maps 3-8 show the zone and overlays applying to the Precinct.

Figure 2: Plans and policies applicable to the Wild Coast

VICTORIAN STATE PLANS AND POLICY

- *State Planning Policy, Warrnambool Planning Scheme*
- *Marine and Coastal Policy, Victorian State Government 2020*
- *Victorian Coastal Strategy 2014*
- *Victoria's Coast and Marine Environments Under Projected Climate Change: Impacts, research and priorities (Victoria State Government 2018)*
- *Interim Siting and Design Guidelines for Structures on the Victorian Coast, 2019*
- *Protecting Victoria's Environment-Biodiversity 2037*

LOCAL PLANS AND POLICY

- *Local Planning Policy, Warrnambool Planning Scheme*
- *Warrnambool City Council Plan 2017-2021*
- *Warrnambool Coastal Management Plan, Warrnambool City Council 2013*
- *Belfast Coastal Reserve Management Plan, Parks Victoria 2018*
- *Warrnambool Coast Vegetation Management Plan 2012, Biosis Research Pty Ltd.*
- *Warrnambool 2040, Community Plan*
- *Green Warrnambool, Warrnambool City Council 2018*
- *Warrnambool Open Space Strategy, Warrnambool City Council 2014*

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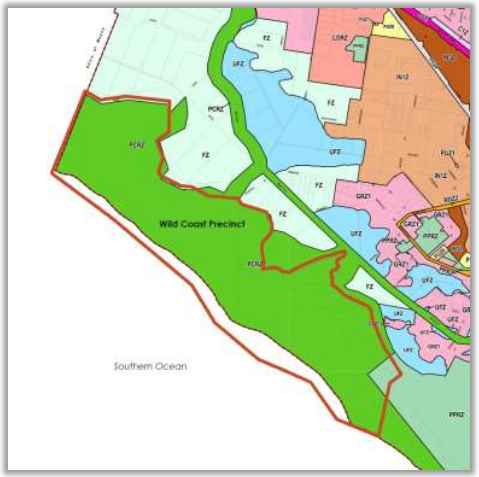
Map 3: Zoning



Map 4: Environmental Significance Overlay

Map 5: Significant Landscape Overlay

Map 6: Floodway Overlay

Map 7: Bushfire Management Overlay

Map 8: Specific Controls Overlay

Source: Base maps sourced from Planning Schemes Online

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4. ROUND 1 CONSULTATION OUTCOMES

4.1 CONSULTATION SUMMARY

Council sought community feedback during consultation on the Wild Coast Landscape Master Plan in June/July 2020. An online survey asked residents how they currently use the Precinct, what they value in the Precinct (see Figure 3), what concerns they have about the Precinct and matters they would like to see addressed in the Landscape Master Plan. A number of community groups, stakeholders and adjacent landowners were directly contacted inviting them to participate and provide comment on the Wild Coast Precinct.

There was a strong response. The online survey received 113 responses. There were written submissions from two individuals and four community groups, organisations and volunteers with an interest in the area. The project team also had meetings with key stakeholders, including Eastern Maar Aboriginal Corporation, Department of Environment, Land, Water and Planning (DELWP), Aboriginal Victoria, Parks Victoria and internal Council Staff.

Figure 3 - 'Wordle' of frequently used words in response to 'what do you like about the Wild Coast Precinct?'

ACTIVITIES

The most popular activity in the Precinct is walking (57.29%), followed by surfing (9.38%) and bike riding (8.33%). Other activities included contemplation or observing wildlife, birdwatching, fishing and four-wheel driving.

ACCESS

The most common way of accessing the Precinct is by vehicle (50.52%), followed by walking (31.96%) and bike riding (10.31%). 'Other' responses were from people who access the Precinct using multiple forms of transport, not just one, such as walking and vehicle.

VISITATION

There were a variety of responses to frequency of visits, with 27.55% visiting a handful of times each year, 26.53% visiting once or twice a month, 25.51% visiting weekly, 18.37% visiting more than once a week and 2.04% visiting once a year.

SAFETY CONCERNS

Of the 113 responses, 13 respondents (11.5%) had no safety concerns and 54 respondents (47.8%) listed specific safety concerns. The remaining 46 respondents (50.7%) did not provide an answer to this question. Some people had more than one concern. There were a range of comments relating to personal safety as well as safety for the environmental and cultural values of the Precinct.

A summary of features and values, risks and threats and opportunities are detailed at Figure 5. Further details of the consultation outcomes are provided in the Wild Coast Landscape Master Plan Consultation Summary Report (Appendix 2).

Figure 4: Quotes from local residents

'The areas are magnificent, unique and to be admired, but in a more careful and respectful way. This area once damaged significantly, will be gone forever. There is significant cultural heritage to be protected and managed very carefully, as well as amazing and varied wildlife which require this area to be appropriately protected from damage and ruin. This area has the potential to be one of Warrnambool's greatest draw-cards for careful and extremely well managed eco tourism.' Warrnambool Resident

'The areas are magnificent, unique and to be admired, but in a more careful and respectful way. This area once damaged significantly, will be gone forever. There is significant cultural heritage to be protected and managed very carefully, as well as amazing and varied wildlife which require this area to be appropriately protected from damage and ruin. This area has the potential to be one of Warrnambool's greatest draw-cards for careful and extremely well managed eco tourism.' Warrnambool Resident

'It has been place of solitude and contemplation for my whole life. Its wild winds, dynamic high energy coastline, towering dunes and recovering flora and fauna are one of the wonders of the region. It's quite unique and remarkable that it's only 10 - 15 minutes from the City centre of Warrnambool.' Resident just outside Warrnambool

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Figure 5 – Key features, values, risks, threats and opportunities for the Precinct identified during Round 1 Consultation

EXISTING FEATURES AND VALUES

- The site has a unique, beautiful and 'wild' environment.
- Home to a wide variety of flora and fauna, including rare and threatened species.
- Significant as a cultural landscape, with important connections to Country for the Traditional Owners.
- Popular for a variety of recreational activities, including walking, bike riding, horse riding, fishing, photography and surfing.
- Close to Warrnambool, within 4kms of the city centre, which is close enough for people to access by foot or bike, but has minimal development, making it a peaceful quiet place for people to visit.
- Local flora and fauna is highly valued by the community and there are a number of community members, groups who are involved in monitoring programs and protection measures on a voluntary basis.

RISKS, THREATS & ISSUES

- Feral animals and weed species pose significant threats to native fauna and flora and biodiversity.
- There are few fire breaks.
- There is limited signage.
- Shared access to some tracks, by cyclists, pedestrians, motorbikes, horses and vehicles, can pose safety risks, particularly for pedestrians and cyclists.
- The existing rendering plant poses amenity issues, both sight and smells.
- The alternative rail trail route that detours away from the rendering plant is not ideal for cyclists due to the slope.
- Some areas of dune have sparse vegetation coverage, making them prone to erosion.
- There are strong coastal winds, which cause significant sand shifts within and along the edge of the dune system. This can present erosion and safety risks.
- There are many informal walking, horse riding and vehicle tracks that been created, including in the dunes. These unauthorised tracks pose significant risks to cultural heritage and flora and fauna.
- Beach pollution is a threat to the pristine environment. There are concerns about rubbish thrown overboard and wreckages of ships and cargos as well as from the nearby wastewater outfall.
- Some visitors choose to walk their dogs off-lead. The Precinct is a dogs on-lead area. Community members may know and choose to ignore this, or may not realise this. There is minimal signage alerting dog owners that it is a dogs on-lead area, with only one sign at Levys Beach car park.

RISKS, THREATS & ISSUES (CONTINUED)

- The authorised tracks from Spookys and Levys Car Park to the beach are not clearly marked in some sections making it difficult for visitors to work out what route they should take.
- Undefined tracks pose a risk to sand dune stability, cultural heritage and flora and fauna, when visitors move off the authorised tracks.
- There are a number of unauthorised and illegal activities taking place in the Precinct, including off-road four-wheel driving, off-road motorbike riding, access to unauthorised areas, rubbish dumping and anti-social behaviour.

OPPORTUNITIES FOR IMPROVEMENTS

- Protection of natural environment and cultural heritage should be a priority, with low-impact recreation activities supported and promoted.
- Better protection of cultural heritage sites. Prevent harm and increase education around cultural significance of site.
- Better protection of the natural environment. Preventing harm, appropriate weed management and revegetation.
- Stop/reduce illegal activity through improved regulations and enforcement.
- Provide more information to let visitors know that the Precinct is of great importance to the Traditional Owners and has significant stories, ceremonial sites, sacred places, food gathering, cooking sites and intangible cultural heritage going beyond physical elements.
- Revegetation throughout the Precinct.
- Investigate whether additional authorised track/s accessing the beach to the east of Levys Point car park should be provided.
- Improve the rail trail, including surface improvements and signage.
- Stop/reduce illegal activity, including off-road four-wheel driving, through improved regulations and enforcement, including dogs on-lead.
- Minimise the harm that horse riding has on the natural environment and cultural heritage.
- Signage upgrades.
- Improve pest species eradication program.
- Opportunity for shared management arrangements/agreements, including the Traditional Owners.
- Consider need for emergency access and fire breaks.
- Promote education opportunities, in relation to cultural heritage and the natural environment.

Part 2: Analysis and Opportunities

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5. PRECINCT ANALYSIS

5.1 ACCESS & JOURNEYS

The eastern edge of the Wild Coast Precinct is less than 3 kilometres walking distance to the Warrnambool City Centre. The Precinct is accessible by foot, bicycle and vehicle. Swinton Street provides vehicle access to the Precinct from Warrnambool.

The Port Fairy to Warrnambool Rail Trail is a 37.5km trail located between the Warrnambool Breakwater, Koroit and Port Fairy (Rail Trail 2016). The trail provides convenient access for pedestrians and cyclists to the Precinct. The rail trail runs along the northern edge of the Precinct, and deviates into the Precinct at Levys Point car park where it runs through a section of sand dune for a distance of approximately 400 metres. Much of the rail trail is off-road, but there are some sections at the Wild Coast Precinct, which are shared on-road with vehicles.

The Precinct is also accessible by pedestrians from Shelly Beach, Levys Beach and Spookys Beach during low tide. Map 9 shows access to and from the Precinct and authorised access tracks and trails within the Precinct.

There is an opportunity to better define the existing authorised access tracks through the dunes and make improvements to the existing rail trail, including surface improvements and additional signage to clarify the location of these authorised tracks and trails.

5.2 INFRASTRUCTURE

There is minimal infrastructure within the Precinct. There are a small number of wayfinding and information signs scattered through the Precinct, there is a gravel car parking area at Levys Point (Figure 6) and one picnic table at the car park. The constructed road ends at the entry to Levys Point car park and most of the tracks and trail are informal, with sand/gravel surface.

There is minimal fencing, with some along road edges and around the perimeter of the Levys Point car park. Council will soon be installing new barriers at the Spookys Beach car park to help deter off-road vehicles from entering the sand dunes.

5.3 GEOLOGY

In a site visit report, Professor John Sherwood (2019, p. 1) stated that:

> "*The area forms part of a dune system which has been growing steadily westwards over the last 5000 or so years. This growth has steadily diverted the course of the Merri River, forming the extensive swamplands to the dune's north. In places fossil soils are exposed in the dune, these are typically a thin grey immature soil reflecting their relatively young age (1000 years or so).*' Calcarenite dunes, which are formed from a type of limestone, are located within the Precinct"

In email correspondence dated 2 July 2020, Professor John Sherwood noted that:

> *"Research into the geology of the dunes has identified numerous examples of trackways left by animals walking over them while they were still unconsolidated. This work is currently being prepared for publication. The age of the dunes has been established by Optically Stimulated Luminescence and Thermoluminescence techniques as 80 – 90, 000 years. At Shelly Beach ash from the Tower Hill eruption 35,000 years ago is beautifully exposed at the beach."*

Professor John Sherwood (2020) also noted that '*Cross bedding in the dunes can create dangerously thin ledges at cliff edges. These represent a significant public risk.*' This is potentially a risk along the foreshore and at track edges, particularly in locations where the sand is exposed with minimal stabilisation being provided by vegetation.

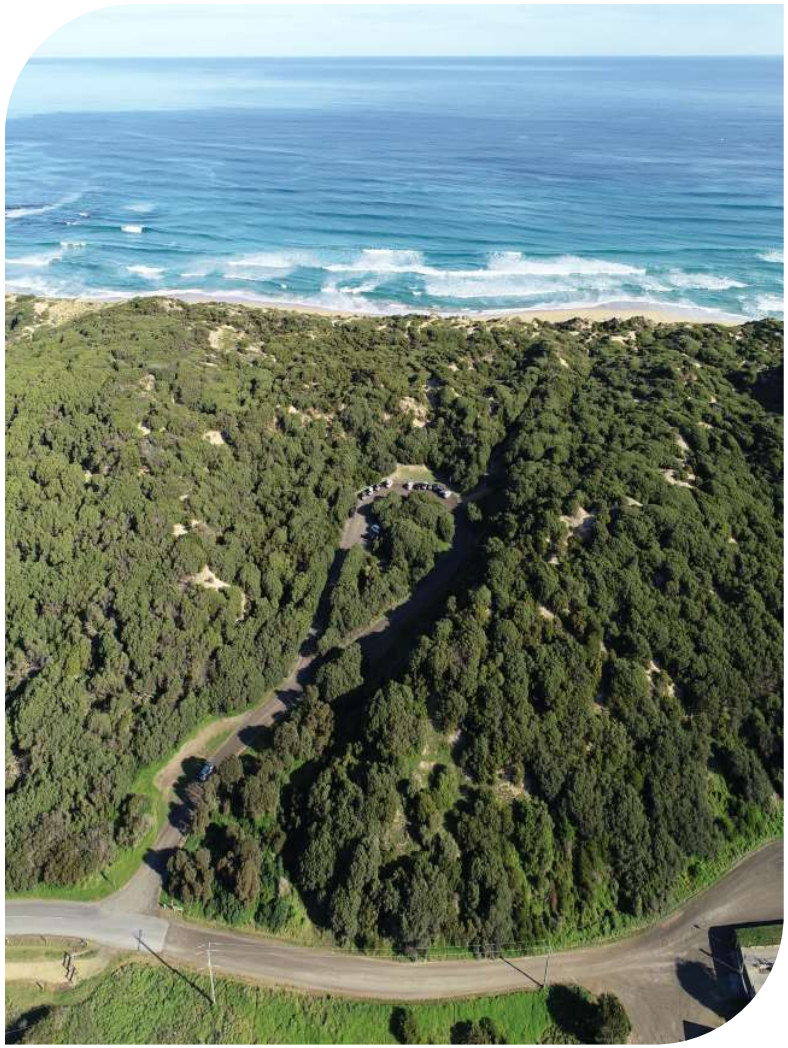

Figure 6: Levys Point Car Park

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5.4 LAND USE

EXISTING LAND USES

Majority of the Precinct is utilised for public conservation. The Precinct plays an important role in protecting and conserving the natural environment, as well as providing limited facilities for the public to utilise.

The Precinct also provides a resource-based use, in the form of a sand mining quarry, which is a permitted use within the Public Conservation and Resource Zone. The sand mining quarry is located at the eastern end of the Precinct, between Levys Beach and Shelly Beach. This is the location of a 'sand blowout' where there was originally a connection from the Merri River to the sea. There is an opportunity to better define the edge of the sand mining quarry activities and ensure dune stabilization measures are employed up to its boundary, to prevent any further erosion east and west of the 'blowout' from occurring.

Other land uses which exist at the edges of the Precinct, but not within the Precinct itself, include the meat rendering plant, Warrnambool Golf Course, water treatment facility and residential development. Owners of the meat rendering plant have plans to relocate the facility and there is a current planning permit approved for the use and development of a new site in an industrial area away from the Precinct. This relocation will provide a positive outcome for the Precinct, as the current smells and sights of the rendering plant are sometimes unpleasant for recreation users and visitors, particularly from the neighbouring Port Fairy – Warrnambool Rail Trail.

There is residential development extending west of Warrnambool in Dennington, which is located within 350m walking distance of the Precinct. Neighbouring residential development can provide some positive benefits to the Precinct, including greater use and surveillance, but can also create additional risks, such as escaped pets, particularly cats entering the Precinct and predating on native fauna, as well as the risk of weed seed spread from residential gardens.

The Warrnambool Golf Course and water treatment plant are located outside the Precinct, between its eastern edge and the township. The community consultation feedback included concerns about the quality of water entering the ocean from the Wannon Waste Water Treatment Plant. This treatment plant is due to undergo an upgrade in the near future. This Plant is outside the boundary of the Wild Coast Precinct Landscape Master Plan and is not within the scope of this project.

Use of the Precinct for recreation is popular and this is described further at Section 5.4.

Map 9 and Figures 5 and 6 show land uses within and around the edge of the Precinct.

5.5 TOURISM AND VISITOR EXPERIENCE

RECREATION

Recreational use of the Precinct is popular. Residents and visitors are involved in recreation activities including cycling, walking, photography, surfing, fishing and horse riding. Horse riding is permitted in specific locations between Levys and Spookys Beach. Unfortunately there some illegal recreational uses occurring within the Precinct, including off-road four-wheel driving and motorbike riding, which are causing damage to the coastal dune system and threatening cultural heritage. The 'hot spots' for illegal off-road driving/riding are near the fire marshalling area and to the east of the Spookys Beach car park. There are opportunities throughout the Precinct to ensure approved recreational activities can continue to occur in the Precinct in a respectful manner. There is also an opportunity to discourage illegal activities and prevent further damage to flora, fauna and cultural heritage from occurring.

The Wild Coast subject site falls into two Precincts in the *Open Space Strategy 2014* (WCC, 2014). The eastern portion of the Wild Coast is included in the Warrnambool (South/Merrivale) Precinct and the western portion of the Wild Coast is included in the Dennington Precinct. The Wild Coast fulfils an important recreation role in providing a place that protects a range of natural and cultural values, it provides opportunities for a wide array of passive and active recreation activities and it contributes positively to biodiversity. However, there is an opportunity to ensure the Precinct is enhanced to meet the needs of current and future residents and visitors, as visitor numbers are expected to rise in the future with increased residential development occurring in Warrnambool and a likely increase in tourism numbers.

WAYFINDING AND INFORMATION

There is very little information in the Precinct in the form of signage/wayfinding. There is also limited signage to direct emergency services vehicles. Round 1 consultation posed the questions 'Is the visitor information provided at the Precinct adequate?'. Of the 73 responses the question 58 (79.5%) said 'no'.

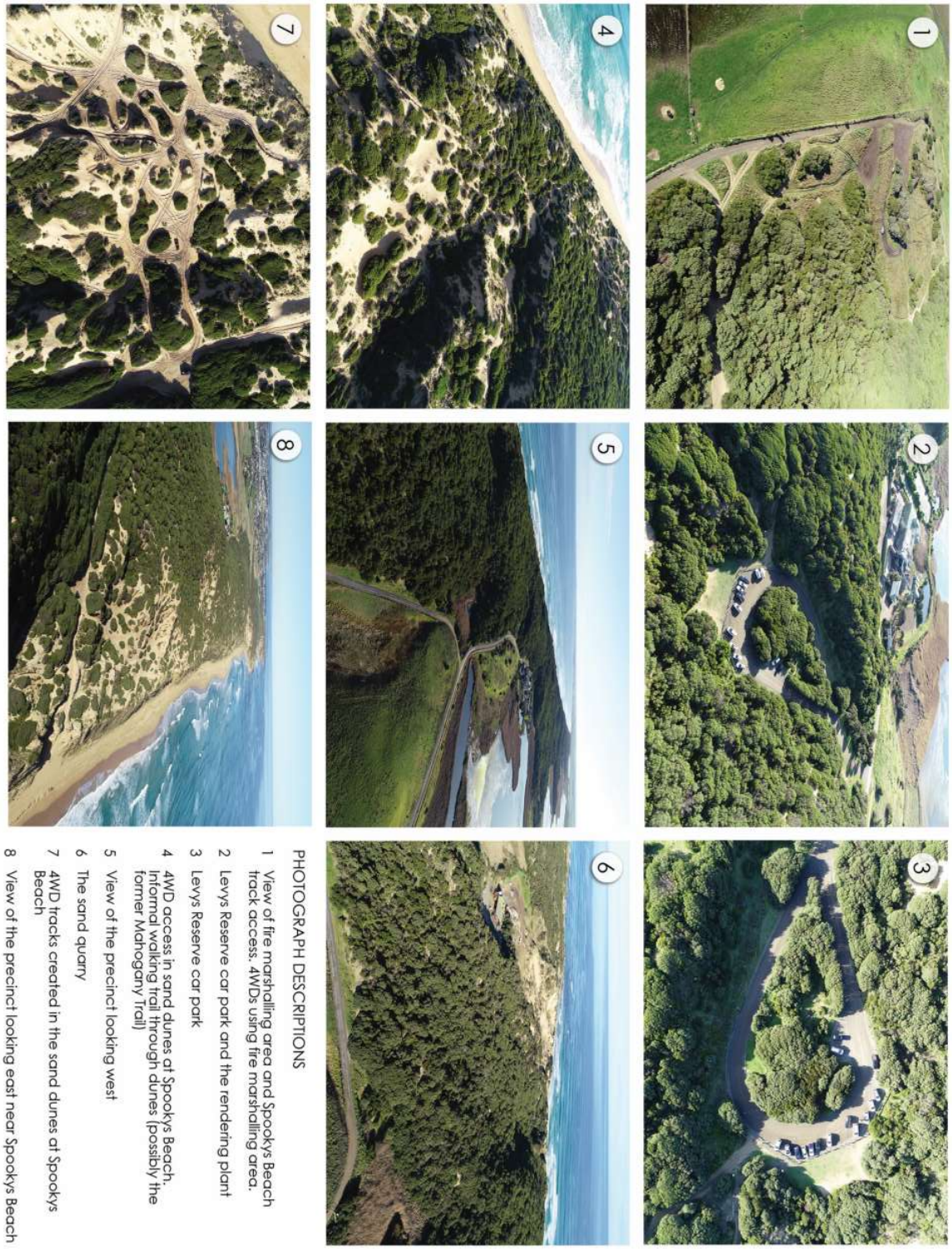
There are opportunities to improve all forms of signage in the Precinct, including information about cultural heritage and environmental features and make track and trail routes easier to locate and navigate.

TOURISM

There is great opportunity to promote the Precinct as a place of important cultural and environmental significance, creating a stronger link between tourism and the conservation objectives for the Precinct. This opportunity should extend to broader information, including tourism information centres and online resources, including the Port-Fairy to Rail Trail website.

There were a number of suggestions from the community that organised tours and education will play an important role in the appreciation and protection of the Precinct in the future.

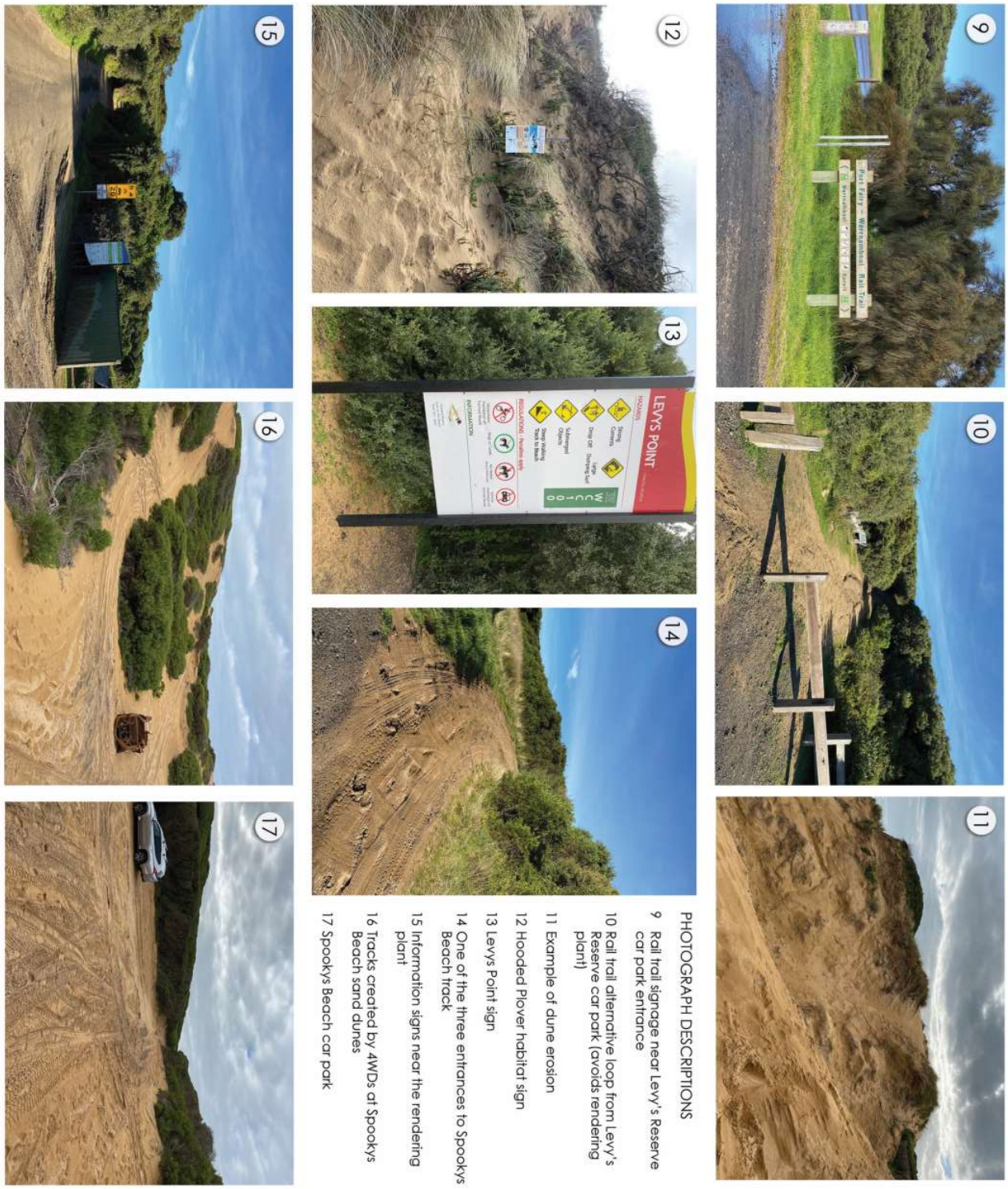
MAP 9: SITE ANALYSIS (ACCESS AND LAND USE)



PHOTOGRAPH DESCRIPTIONS

1 View of fire marshalling area and Spookys Beach track access. 4WDs using fire marshalling area.
2 Levys Reserve car park and the rendering plant
3 Levys Reserve car park
4 4WD access in sand dunes at Spookys Beach. Informal walking trail through dunes (possibly the former Mahogany Trail)
5 View of the precinct looking west
6 The sand quarry
7 4WD tracks created in the sand dunes at Spookys Beach
8 View of the precinct looking east near Spookys Beach

FIGURE 5: AERIAL PHOTOGRAPHS



PHOTOGRAPH DESCRIPTIONS

9 Rail trail signage near Levy's Reserve car park entrance

10 Rail trail alternative loop from Levy's Reserve car park (avoids rendering plant)

11 Example of dune erosion

12 Hooded Plover habitat sign

13 Levys Point sign

14 One of the three entrances to Spookys Beach track

15 Information signs near the rendering plant

16 Tracks created by 4WDs at Spookys Beach sand dunes

17 Spookys Beach car park

FIGURE 6: SITE PHOTOGRAPHS

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5.6 CULTURAL HERITAGE

This area has been home to the Traditional Owners for thousands of years and their connection to Country remains unbroken. This connection can be seen across the landscape in the form of shell middens and stone artifacts. There are also important ceremonial places throughout the Precinct and local Dreaming stories reference this strong connection to Country for the Eastern Maar and Gunditj Mirring Peoples.

Many activities within the Precinct pose a significant risk to cultural values. The Master Plan provides the chance to ensure activities within the Precinct are undertaken in a respectful manner and protect these values for future generations.

The Master Plan provides an opportunity for the Gunditj Mirring and Eastern Maar Peoples to express their connection to Country and for the broader community to understand the cultural significance of this special place. At present the naming of places, roads and beaches within the Precinct are of European origin. There is an opportunity for Maar and Gunditjmara language to be used in the renaming of places in the Precinct.

All land within the Precinct is identified within the Cultural Heritage Sensitivity mapping area (ACHRIS, 2019), as shown on Map 10. Any future development of land considered to be a high impact activity and likely to have a significant impact on any Aboriginal cultural heritage will require the preparation and approval of a Cultural Heritage Management Plan (CHMP).

5.1 EUROPEAN HISTORY

According to Snoekstra (2015, p. 115) the Armstrong Bay area, extending from Port Fairy to Pickering Point in Warrnambool, has been identified as the site of Mahogany Shipwreck sightings. *'The Mahogany Ship is historically significant as one of Victoria's oldest recorded shipwrecks, and for the mystery and legend that has made it one of Victoria's and Australia's maritime mysteries* (Snoekstra, 2015, p. 115).'

The strongest evidence of the existence of the Mahogany Shipwreck is from eyewitness accounts. There have been a number of artifacts located along this stretch of coastline, including pots, a jug and an amphora, which are believed by many to be from the Mahogany Ship (Snoekstra, 2015, p. 115). If future investigations are undertaken in an effort to locate the wreck/items from the wreck, these investigations have to be undertaken with the appropriate permits from relevant authorities, including research permits and consent to disturb coastal land.

There is an old trail through the sand dunes near Levys Beach which was referred to as the Mahogany Trail. However, access to this trail is closed and it is not an authorised trail. The trail was closed due to the significant risk it presented to cultural heritage artifacts, which were known to be located along the trail. (Parks Victoria, 2018)

Figure 7: Quotes from local residents

'As part of the local Aboriginal community we have our connections to Country with this area and need to continue to be able to carry out our care and customs on this part of Country. This part of Country is significant with our stories, significant sites and connections.' Survey Respondent

'...A place where there is a real opportunity to restore the degraded dunes with local plants, control feral pests and see native animals and birds return. A showcase of turning around by a community from ignorance to caring.' (Survey respondent)

'These days it is more important than ever to safeguard our natural spaces - we should enhance the reserve in this regard. We should also promote the indigenous cultural values of the Wild Coast. These are important values to me and many of my friends.' (Warrnambool Resident)

'It is absolutely covered in cultural heritage that is being damaged daily by uncontrolled anti-social behaviours. It's a disgrace and disrespectful.' Warrnambool Resident

'I'm aware of the connection to country our Indigenous community have. The presence of middens, burial grounds and stories relating to this wild space. Cultural heritage is everywhere but in this landscape it has been relatively undisturbed compared to our urban areas.' Warrnambool Resident

'Am aware that this area is of great cultural importance to indigenous Australians which has been deepened by recent research that indicates a much longer association than previously acknowledged. This will also be important to the broader history of Australia.' Warrnambool Resident

'Such a wild and naturally beautiful and cultural landscape, so close to the city centre, is a remarkable asset for a city and region that relies on tourism. This could be yet another gem for locals and visitors in the area. A viewing platform at Levys and cultural tours, conducted by EMAC, in partnership with Parks Vic are just a few opportunities that would create real employment opportunities and help the local community re-evaluate the importance of a place they may have learnt to take for granted.' (Resident near Warrnambool)

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5.2 ENVIRONMENT AND BIODIVERSITY

Check VBA. Need to obtain copy of Biosis 1993 Flora and Fauna Report. List species in EPBC Act, Victorian FFG Act or DELWP Advisory Lists

FLOODING

The wetlands and the Merri River immediately north of the subject site are prone to regular inundation, as shown on Map 6. This inundation extends into a few locations along the northern perimeter of the Precinct and inundation can affect the road extending from the end of Swinton Street, which provides the main vehicle access to the Precinct.

BUSHFIRE

According to the Belfast Coastal Reserve Management Plan (Parks Victoria, 2018, p. 55) 'The risk of fire within the Reserve is considered to be low. The Belfast Coastal Reserve is identified in the Strategic Bushfire Management Plan South Western (DELWP 2015) as a Land Management Zone, defined as an area where fuel is managed to reduce residual risk, improve ecosystem resilience, and for other purposes (such as to regenerate forests and protect water catchments). Planned burning may be used for risk reduction purposes within the Reserve but is most likely to be considered for specific ecological objectives. The vegetation of most of the Reserve is relatively resilient to fire frequencies between 5---20 years and does not need fire for regeneration.'

There is an existing fire marshalling area at the western end of the Precinct. This fire marshalling area provides a turning area for larger emergency services vehicles, including fire trucks. However, damage from four-wheel drive vehicles makes this turning area unusable on a regular basis. Council regularly grade this turning area to make it usable, but continued damage from four-wheel drive vehicles is an ongoing issue.

FAUNA

The Coastal Dune Scrub, particularly the higher quality scrub, is habitat for a range of species including:

- White-footed Dunnart (*Sminthopsis leucopus*) – Vulnerable (*Flora and Fauna Guarantee Act* 1988)
- Swamp Rat (*Rattus lutreolus*)
- Bush Rat (*Rattus fuscipes*)
- Agile Antechinus (*Antechinus agilis*)
- Swamp Wallaby *(Wallabia bicolor)*
- Short-beaked Echidna *(Tachyglossus aculeatus)*
- Comb-eared Skink *(Ctenotus sp.)*
- Blotched Blue-Tongue Lizard *(Tiliqua nigrolutea)*

(Landtech 2018, p. 10)

There are also a number of microbat, reptile and amphibian species in the area. Many of the small mammals are sensitive to habitat modification and predation and their presence is a good indicator of the functioning of the ecosystem. (Landtech 2018, p. 10)

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BIRDLIFE

The Precinct is home to a rich array of birdlife. The Precinct contains important habitat for a number of rare and threatened species with regional, State, national and international significance.

According to Birdlife Australia, in written correspondence dated 10 July 2020, the Belfast Coast is home to significant populations of EPBC-listed migratory shorebirds, *'... including Sanderling (internationally significant site), Sharp-tailed Sandpiper (internationally significant site), Double-banded Plover (nationally significant site) and Ruddy Turnstone (nationally significant site).'*

The critically endangered Orange-bellied Parrot (*Neophema chrysogaster*), which migrates between the Australian mainland and Tasmania, has been found in the Belfast Coastal Reserve, immediately west of the Wild Coast Precinct (Parks Victoria, 2018). Whilst they have not been recorded in the Wild Coast Precinct It is possible their habitat may extend into this area.

The endangered Australasian Bittern (*Botaurus poiciloptilus*) is also found in the nearby wetlands and may occupy areas of the Precinct. (Parks Victoria, 2018)

The area is home to nesting resident shorebirds, including the Red-capped Plover *(Charadrius ruicapillus),* Pied Oystercatcher *(Haematopus longirostris)* and Hooded Plover (*Thinornis rubricollis)* which is listed as vulnerable in Victoria.

Many of these bird species who nest on the shoreline are highly vulnerable to disturbance, including people, dogs, horses, vehicles, predators such as cats and foxes and weed infestation. Off-lead dogs have been known to chase adults and chicks, crush nests and eggs, eat eggs and kill the chicks who are particularly vulnerable before they have learnt to fly. (Maguire et al. 2014, p. 61)

Maguire et al. (2014, p.85) stated:

> *"A threat profile developed for 28 parks and reserves found that a higher frequency of off-leash dog use corresponded with the poorest breeding success* [for Hooded Plovers] *and that the location of poor breeding overlapped more closely with off-leash dogs than any other threat."*

Another threat to the Hooded Plovers is the presence of weed species, including Marram Grass and Sea Spurge, which are comment in the Precinct. Hooded Plovers have been found to avoid Marram Grass vegetated dunes. Maguire et al. (2014, pp. 59-60) noted that*:*

> *"Weeds, such as Marram Grass (Ammophila arenaria; deliberately introduced from Europe for dune stabilization purposes), Sea Spurge (Euphorbia paralias; originating from Europe and presumably introduced in shipping ballast water), and Sea Wheat-grass (Thinopyrum junceiforme; native to Europe and deliberately introduced for dune stabilization purposes), have been identified as key species that change the structure of beach and foredune habitats (Cousens et al. 2013). These structural changes in turn alter the resources available (foraging, nesting etc) to Hooded Plovers, leading to either direct impacts (increased predation, mortality or abandonment of beaches) to more indirect impacts such as reduced breeding success in sub-optimal habitat."*

Birdlife Australia's coastal bird team, along with partners such as the Friends of the Hooded Plover Far West Victoria, carry out monitoring programs on the beach-nesting birds and migratory shorebirds and are involved in the protection of Hooded Plover Nests, including the use of temporary signage and fencing during nesting periods. (Birdlife Australia, 2020)

Add image of bird – seek permission for use of image

NATIVE VEGETATION

According to the State Government's modelled data (DELWP, 2020), the most prominent ecological vegetation class (EVCs) likely to have been present prior to the 1750s was Coastal Dune Scrub (EVC 160). A recent field visit by Beacon Ecological (2020), confirmed this finding. Beacon Ecological (2020) categorised the Coastal Dune Scrub into four types/zones to reflect the quality of the vegetation. Coastal Dune Scrub 1 (CDS1) and 3 (CDS3) are located within the Precinct. CDS1 is described as the *'Best quality Coastal Dune Scrub. Moderate level of species diversity, low (5-25%) weed cover, some recruitment and good litter cover* (Beacon Ecological, 2020)', whereas CDS3 is '*Modified Coastal Dune Scrub. Dominated by dense scrub, particularly Coast Tea-tree with high litter cover and little light reaching the soil, which has reduced species diversity* (Beacon Ecological, 2020).'

Beacon Ecological (2020) also found that the Precinct contains two other habitat zones '*with affinities to Coastal Dune Scrub (EVC 160)'.* The habitat zones being Tall Marsh (EVC 821) and Estuarine Flats Grassland (EVC 914). Map 10 shows the locations of the habitat zones surveyed by Beacon Ecological in 2020. Appendix 3 provides a more detailed description of each EVC along with a photograph of the typical vegetation cover for these EVCs. (Beacon Ecological 2020)

The Precinct is home to significant vegetation, including Coast Ballart *(Exocarpus syrticola),* which is of State significance and Coast Stackhousia (*Stackhousia spathulata)*, which is 'poorly known'. (Beacon Ecological 2020)

Beacon Ecological have provided a description of Coastal Dune Scrub, Tall Marsh and Estuarine Flats Grassland, as provided at Figures 8 and 9.

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Figure 8: Coastal Dune Scrub description (Beacon Ecological, 2020)

Coastal Dune Scrub **EVC Number:** 160

Coastal Dune Scrub occupies the secondary dunes along ocean and bay beaches and lake shores. Closed scrub to three metres tall with occasional emergent trees on siliceous and calcareous sands that are subject to high levels of saltspray and continuous disturbance from onshore winds (DELWP 2020b).

Habitat Zone CDS1

Within the study area this vegetation type is dominated variously by Coast Beard-heath *Leucopogon parviflorus*, Coast Tea-tree *Leptospermum laevigatum* and Coast Wattle *Acacia longifolia* subsp. *sophorae* (Plate 1). Additional native groundcover species include Karkalla *Carpobrotus rossii*, Old Mans-beard *Clematis microphylla,* Thyme Rice-flower *Pimelea serpyllifolia,* Cushion Bush *Leucophyta brownii,* Bush Knobby Club-sedge *Ficinia nodosa*, Coast Sword-sedge *Lepidosperma gladiatum*, Coast Tussock-grass Poa poiformis, Seaberry Saltbush *Rhagodia candolleana* and Bower Spinach *Tetragonia implexicoma*. This vegetation type also supports isolated occurrences of the state significant Coast Ballart *Exocarpos syrticola* (listed as rare, DEPI 2014) and Coast Stackhousia *Stackhousia spathulata* (listed as poorly known, DEPI 2014).

Introduced species cover is generally low and includes isolated African Boxthorn *Lycium ferocissimum* and Mirror Bush *Coprosma repens* with a moderate cover of Marram Grass *Ammophila arenaria* and Sea Spurge *Euphorbia paralias* on foredunes.

Plate 1. Relatively intact Coastal Dune Scrub within the study ar

Habitat Zone CDS3

Habitat Zone CDS2 is generally dominated by a dense thicket of Coast Tea-tree with scattered Coast Beard Heath and Coast Wattle. Understorey diversity is generally low due to overshading and large amounts of leaf litter and restricted to scattered native groundcover species similar to those described in Habitat Zone CDS1, typically on path edges.

Introduced species is generally low (less than 5%) and restricted to isolated African Boxthorn and Panic Veldt-grass *Ehrharta erecta.*

Plate 2. Coastal Dune Scrub forming dense thickets of predominantly Coast Tea-tree within the study area.

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Figure 9: Tall Marsh and Estuarine Flats Grassland description (Beacon Ecological, 2020)

Tall Marsh **EVC Number:** 821

Tall Marsh generally occurs *on Quaternary sedimentary geology of mainly estuarine sands, soils are peaty, silty clays, and average annual rainfall is approximately 600 millimetres. Requires shallow water (to one metre deep) and low current-scour, and can only tolerate very low levels of salinity. Closed to open grassland/sedgeland to three metres tall, dominated by Common Reed and Cumbungi. Small aquatic and semiaquatic species occur amongst the reeds, however they are generally not visible during inundation* (DELWP 2020b).

Within the study area Tall Marsh is generally dominated by Narrow-leaf Cumbungi *Typha domingensis* or Common Reed *Phragmites australis* with scattered River Club-sedge *Schoenoplectus tabernaemontani,* Austral Brooklime *Gratiola peruviana,* Angled Lobelia *Lobelia anceps,* Australian Gipsywort *Lycopus australis* and Greater Bindweed *Calystegia sepium* (Plate 3). Introduced species are generally absent.

Plate 3. Tall Marsh vegetation within the study area.

Estuarine Flats Grassland **EVC Number:** 914

Estuarine Flats Grasslands *are described as closed to open grassland to 1.5 metres tall with occasional shrubs occurring on estuarine flats often associated with current or old beach berms or sand sheets that are occasionally inundated by high tides. Occupies areas on marginally higher ground inland from Coastal Saltmarsh* (DELWP 202b).

Within he study area this vegetation type comprises the native species Coast Tussock-grass *Poa poiformis* and Knobby Club sedge (Plate 5). Introduced species provide a moderate cover and includes Buffalo Grass *Stenotaphrum secundatum*, Spear Thistle *Cirsium vulgare,* Hemlock *Conium maculatum* and African Boxthorn.

Plate 4. Estuarine Flats Grassland within the study area.

REFERENCES

DELWP 2020a. *Nature Kit.* Department of Environment, Land, Water and Planning website. www.delwp.vic.gov.au

DELWP 2020b. *Ecological Vegetation Class Benchmarks*. Department of Environment, Land, Water and Planning website. www.delwp.vic.gov.au.

MAP 10: SITE ANALYSIS (FLORA, FAUNA AND CULTURAL HERITAGE)

Wild Coast Landscape Master Plan

Part 3: Vision, Principles, Objectives and Recommendations

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6. VISION, PRINCIPLES AND OBJECTIVES

6.1 VISION

The vision for the Wild Coast Precinct is to create a space that conserves and protects its environmental and cultural values, increases its biodiversity, references the important connection to Country for the Eastern Maar and Gunditj Mirring Peoples and helps to keep the area as a recreation and tourism destination for residents and visitors.

The principles, objectives and recommendations of the Master Plan are based on findings from site visits and site analysis, findings of previous studies and plans and insights and suggestions from the community and stakeholders.

6.2 PLACE PRINCIPLES

Six place principles have been developed to reflect the important characteristics and features of the Precinct. They are:

A. *Celebrate and respect culture and connection to Country*
B. *Embrace and conserve nature*
C. *Enrich biodiversity values*
D. *Enjoy and promote recreation*
E. *Create a unique visitor experience*
F. *Improve safety for visitors*

6.3 OBJECTIVES

Key objectives have been developed to align with the place principles and guide the future direction of the Precinct. The 12 objectives are:

OBJECTIVE 1
Acknowledge and respect cultural heritage and connection to Country for the Eastern Maar and Gunditj Mirring Peoples. Conserve and protect these values through careful landscaping measures. ***(Principles A and E)***

OBJECTIVE 2
Enhance and restore native habitat for biodiversity, through revegetation, weed reduction measures and improved protection of habitat. ***(Principles B and C)***

OBJECTIVE 3
Ensure new structures, built works, landscaping and signage are designed and constructed in a sensitive way that is respectful to cultural heritage and environmental values, including habitat and native vegetation. ***(Principles A, B and E)***

OBJECTIVE 4
Recognise the role of the Precinct in providing for recreation opportunities, including walking, bird and nature observation, cycling, horse riding, fishing and surfing. ***(Principle D)***

OBJECTIVE 5
Respect nature, acknowledging the risks associated with flood function, bushfire, climate change, sand shifts and dune erosion. Engage climate change mitigation and adaptation measures. ***(All Principles)***

OBJECTIVE 6
Improve the safety of visitors, particularly walkers and cyclists. ***(Principle F)***

OBJECTIVE 7
Enhance visitor's experience of the Precinct, through infrastructure improvements and improved wayfinding and information signage. ***(Principles E and F)***

OBJECTIVE 8
Clearly define authorised access trails and tracks and formalise car parking to help prevent visitors from going off-track and causing damage to vegetation, bird and wildlife habitat, sand dunes and cultural heritage sites. ***(Principles A, B and C)***

OBJECTIVE 9
Recognise the role of cultural heritage and the natural environment as a driver of tourism and encourage visitation to the Precinct in the form of sustainable tourism. ***(Principles A, B and E)***

OBJECTIVE 10
Provide opportunities for education and interpretation. Share information with visitors about the tangible and intangible cultural heritage and connection of the Eastern Maar and Gunditj Mirring Peoples to this area and the significant environmental values of the Precinct. ***(Principles A and E)***

OBJECTIVE 11
Encourage and enforce rules and regulations, and discourage the use of the Precinct as a destination for off-road vehicles and motorbikes. ***(Principles A, B and F)***

OBJECTIVE 12
Work in collaboration and support partnerships with local groups and individuals, volunteers, government organisations and Gunditj Mirring and Eastern Maar Peoples to see the plan implemented. ***(All Principles)***

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7. RECOMMENDATIONS

The Landscape Master Plan recommendations seek to achieve the 12 key objectives. The design recommendations discussed below are illustrated in an overall Landscape Master Plan, refer to Plans 1-4. It should be noted that some recommendations will help to achieve more than one objective.

7.1 ACKNOWLEDGE AND RESPECT CULTURAL HERITAGE

OBJECTIVE 1: Acknowledge and respect cultural heritage and connection to Country for the Eastern Maar and Gunditj Mirring Peoples. Conserve and protect these values through careful landscaping measures.

The Eastern Maar and Gunditj Mirring are the traditional custodians of the lands in the Precinct. There is a strong connection of the Eastern Maar and Gunditj Mirring to this coastline. The following opportunities have been identified for the Precinct:

a) Protect and conserve cultural heritage by minimising unauthorised access within the Precinct.

b) Foster respect for cultural heritage by providing visitors with information about cultural values of the Precinct and occupation of the site by Eastern Maar and Gunditj Mirring Peoples. Where appropriate, incorporate references through infrastructure, art/sculpture and/or cultural landscaping work at entry points to the Precinct and beaches.

c) The Precinct has places that are currently named with references to European history, events and people providing no clues as to the cultural significance of this site to Eastern Maar and Gunditj Mirring Peoples. There is an opportunity to rename some places using Maar and Gunditjmara languages.

d) Works to improve the Wild Coast Precinct will involve ongoing collaboration with Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to ensure works are sensitive to the cultural values of the area.

e) There is potential for the Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to be more involved in the management of the Precinct, including, but not limited to, revegetation works and fire hazard risk management, to ensure landscaping practices respect cultural heritage and connection to Country.

The following actions will be required to ensure conservation and protection of cultural values:

f) Ensure that any work undertaken in the Precinct, including revegetation activities, fencing, signage and construction activities, do not result in detrimental impacts to cultural heritage sites, including known and unknown sites.

g) Any future development of land considered to be a high impact activity and likely to have a significant impact on any Aboriginal cultural heritage will require the preparation and approval of a Cultural Heritage Management Plan (CHMP) by the local Registered Aboriginal Party.

h) Engage a suitably qualified heritage advisor to prepare a desktop cultural heritage assessment, to review existing data in relation to known places within the study area, determine likely locations for unknown heritage sites, the extent and probable levels of significance and provide recommendations for the preparation of Cultural Heritage Management Plans specific to the recommended works within the Precinct.

i) Contractors and volunteers will need to be advised on the cultural significance of the site and cultural heritage sensitivity. Contractors and volunteers will need to be given instructions about what to do in the event that they uncover or come across a significant site, so as to avoid damaging it. They will also need to be provided with details of any approved Cultural Heritage Management Plan, so that works can be completed in accordance with the Plan.

j) Council in partnership with Traditional Owners, should *'develop a Cultural Landscapes and Heritage Strategy which integrates and reflects Traditional Owner knowledge and land management practices.'* This was a recommendation of the Green Warrnambool plan (2018, p. 21)

7.2 ENHANCE AND RESTORE NATIVE HABITAT

OBJECTIVE 2: Enhance and restore native habitat for biodiversity, through revegetation, weed reduction measures and improved protection of habitat.

The Wild Coast Precinct supports a range of flora and fauna, including a number of rare, threatened and vulnerable species. The following opportunities have been identified to help improve habitat and biodiversity in the Precinct:

a) Minimise unauthorised access to dunes and firemarshalling area to help prevent further habitat damage and promote natural regeneration.

b) Carry out revegetation works in the Coastal Dune Scrub zone. Priorities for revegetation should focus on areas of sand dune which have sparse vegetation cover and are more susceptible to erosion as well as areas which have been previously utilised for unauthorised access. Fencing will be required at the edges of some revegetation locations. The revegetation area priorities are identified on Plan 1.

c) Select local indigenous vegetation from the Coastal Dune Scrub Ecological Vegetation Class (EVC 160) to increase plant biodiversity and enhance habitat for a variety of fauna species.

d) Continue weed and pest species eradication programs. Investigate how they can be improved in the future. Monitoring will be required.

e) Inform local residents of ways in which they can help to prevent spread of weed species within the Precinct.

f) Inform local residents of the importance of responsible pet ownership, including:
   - keeping dogs on-lead when visiting the Precinct, to avoid damage or death to fauna, bird eggs and vegetation.
   - ensuring pet cats are kept indoors as much as possible, particularly at night; and
   - highlighting the benefits of having cats desexed so as to minimise the number of unwanted kittens being dumped.

g) Ensure weed management and revegetation works along the foreshore near the base of the dunes are carried out in consultation with BirdLife Australia, whose volunteers play an important role in bird habitat protection, including Hooded Plover nesting habitat. It is important that habitat is maintained and enhanced in these areas in a way which promotes nesting and feeding, including careful species selection and placement of plants.

h) The Coastal Dune Scrub vegetation provides an almost continuous biodiversity corridor along the coastline. There is an opportunity to revegetate the edges of the sand mining quarry to reduce the gap in the biodiversity corridor. This is a long-term goal which would only be able to occur if the sand quarry ceased operations.

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7.3 PROVIDE SENSITIVE INFRASTRUCTURE AND LANDSCAPING

OBJECTIVE 3: Ensure new structures, built works, landscaping and signage are designed and constructed in a sensitive way that is respectful to cultural heritage and environmental values, including habitat and native vegetation.

There are opportunities to incorporate sensitively designed works and landscaping into planning for the Precinct, including:

a) Ensure landscaping works are designed and situated to be low intervention, ie post/pier not concrete slab and permeable fences which allow sand movement and habitat movement to occur.

b) Utilise natural materials, where possible.

7.4 PROVIDE FOR RECREATION

OBJECTIVE 4: Recognise the role of the Precinct in providing for recreation opportunities, including walking, bird and nature observation, cycling, horse riding, fishing and surfing.

The focus of the Wild Coast Precinct will be on experiencing the natural environment and encouraging informal recreation and opportunities for residents and visitors to have access to nature. Opportunities include:

a) Protection of natural environment and cultural heritage should be a priority, with low-impact recreation activities supported and promoted.

b) Encourage people to utlise the Precinct for recreation purposes, but ensure clear advice is provided on the importance of staying on the authorised tracks.

7.5 RESPECT NATURE

OBJECTIVE 5: Respect nature, acknowledging the risks associated with flood function, bushfire, climate change, sand shifts and dune erosion. Engage climate change mitigation and adaptation measures.

In the Southern Slopes (Victoria West), including Warrnambool, climate change projections include increasing average temperatures, more hot days and warm spells, generally less rainfall in the cool season and increased intensity of extreme rainfall events, increased storm surges, mean sea level will continue to rise and it is likely there will be a harsher fire-weather climate (CSIRO, 2016). These climatic changes and associated alterations to meteorological cycles may result in changes in plant communities and habitats for native fauna and encourage invasive weed species. The risks associated with climate change should be mitigated through careful planning and plant selection. Mitigation measures will include:

a) Selecting local indigenous plants suited to the local environment will ensure habitat for native fauna exists in the future.

b) Ensuring a good diversity of plant species are planted in revegetation areas which will tolerate the forecast weather changes. Revegetation along the foreshore will help to minimise the coastal erosion of the sand dunes caused by storm surges and extreme weather events.

c) Considering the need for emergency access in response to emergencies and natural disasters.

d) Selecting surfaces and finishes of constructed works to be weather resilient and designed with anticipated sea level changes in mind.

e) Monitoring weed control methods and adapting weed control programs as weed species and distribution changes arise.

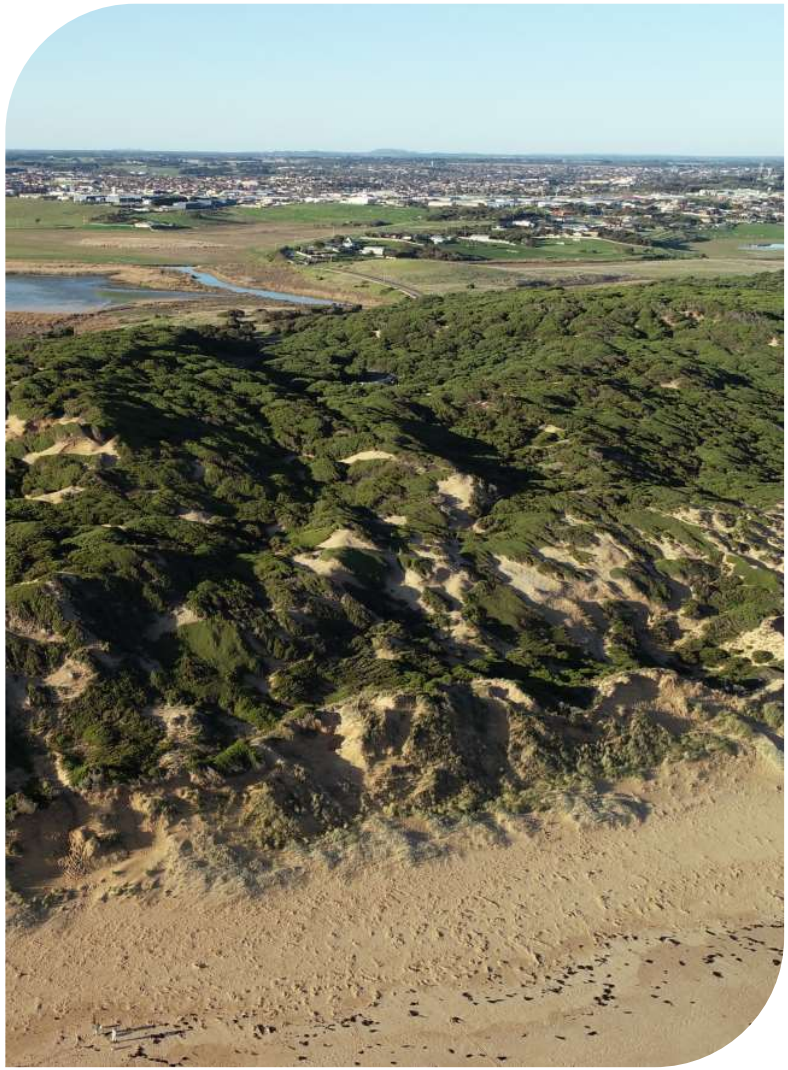

Figure 10: Typical Coastal Dune Scrub Vegetation in the Wild Coast Precinct

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7.6 IMPROVE SAFETY FOR PEDESTRIANS AND CYCLISTS

OBJECTIVE 6: Improve the safety of visitors, particularly walkers and cyclists.

a) Minimise safety risk to visitors by prioritising and improving the Port Fairy–Warrnambool Rail Trail. This should include surface improvements, including fixing pot holes and improving drainage. Clear information and directional signage for trail and road users should also be provided, to reduce confusion and promote safety.

b) The existing rail trail deviates into the Levys Point car park and through a section of sand dunes. This is poorly marked and the track through the dunes is not ideal for cyclists due to its slope and surface. It is also difficult to access and maintain to an acceptable level. It is proposed that once the rendering plant relocates, the rail trail should continue along the road, instead of deviating through the dune system. The section of trail through the dunes does not lead to the beach and could be revegetated or allowed to regenerate.

7.7 ENHANCE VISITOR'S EXPERIENCE

OBJECTIVE 7: Enhance visitor's experience of the Precinct, through infrastructure improvements and improved wayfinding and information signage.

There is minimal signage throughout the Precinct. There is an opportunity to provide colourful and inviting signage to convey important messages, such as:

a) Provide signage at the entrance to the Precinct near the Swinton Street bridge crossing the Merri River. This signage could include a welcome message to the Precinct and provide a safety message to indicate that the roads are shared by walkers, cyclists and vehicles.

b) Upgrade signage at Levys Point car park entrance and Levys Point car park and provide new signage at Spookys Beach track entrance and Spookys Beach car park to include maps showing authorised tracks, distance measurements to the beach, dog on-lead regulations, beach access and safety and 'take your rubbish home with you' messages.

c) Provide interpretive information about cultural heritage and the natural environment, including important habitat areas, at Levys Beach and Spookys Beach.

d) Provide clear directions for Port Fairy-Warrnambool Rail Trail users at regular intervals throughout the Precinct, with distance markers and directional signage to provide improved wayfinding.

e) Provide new signage at Spookys Beach turn-off indicating that the track is a shared track and is suitable for walkers, horse riding and four wheel drive vehicles. Distance markers should also be provided to let visitors know what distance it is to the beach.

f) Signs for emergency service vehicles to be provided at Levys Point turn-off and car park, Spookys Beach turn-off and car park and the fire marshalling area.

g) Provide a new reflective space in the form of a raised platform to take in views of the Precinct, beautiful coastline and biodiversity. This could be positioned adjacent to the authorised walking track between Levys Point car park and Levys Beach. The detailed design and location of this viewing area should be determined in consultation with the Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to ensure it is located in a place that is respectful to cultural heritage and is designed to celebrate cultural heritage, not harm it. This reflective space could also provide a good location for education opportunities and a space for the Traditional Owners to share stories about the cultural values and connection to Country.

A Signage Master Plan is provided at Plan 2 and a concept image of the raised platform is provided at Figure 11.

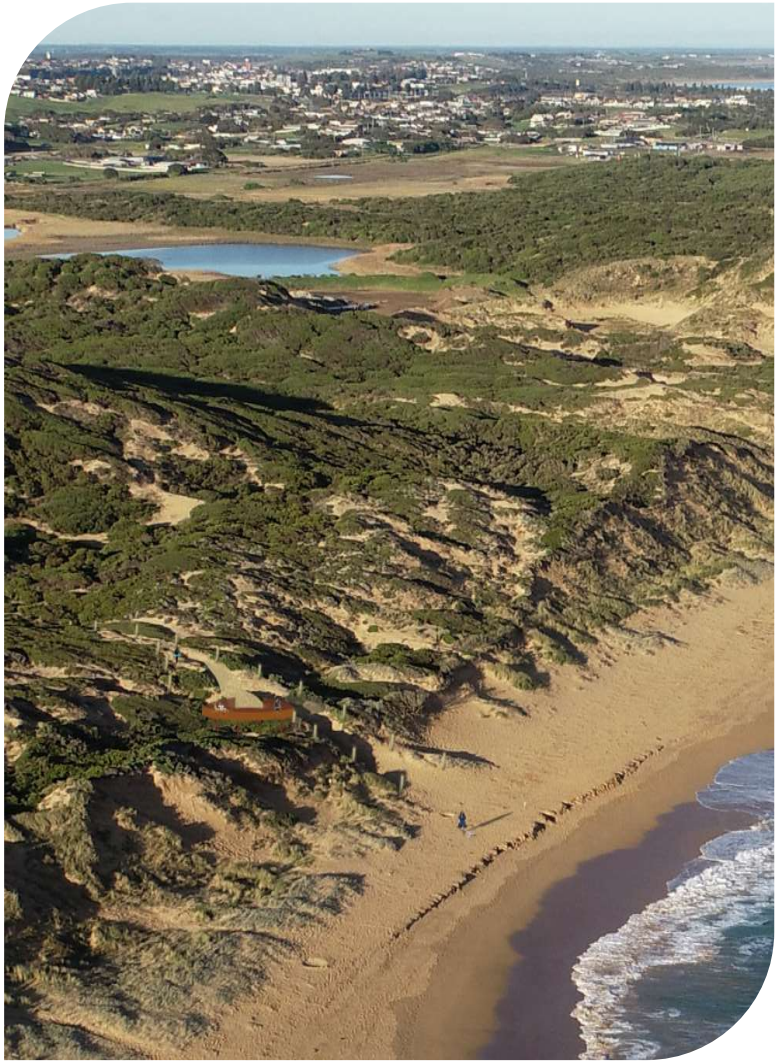

Figure 11: Potential site for new platform at Levys Beach (indicative concept)

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7.8 DEFINE ACCESS TRAILS AND TRACKS

OBJECTIVE 8: Clearly define authorised access trails and tracks and formalise car parking to help prevent visitors from going off-track and causing damage to vegetation, bird and wildlife habitat, sand dunes and cultural heritage sites.

One of the biggest risks identified in the Precinct is the poorly defined access trails and tracks and presence of numerous unauthorised tracks. There are many opportunities to improve this situation and generally improve overall access, including:

a) Clearly delineate authorised tracks through the use of maps, signs and fencing/marker posts. Clearly mark 'no access' for unauthorised areas.

b) Minimise the harm that horse riding has on the natural environment and cultural heritage through clearer signage, better delineation of authorised tracks and improved enforcement.

c) Install concrete bollards at Spookys Beach car park (in progress) to deter vehicles from going off-road and causing damage in the sand dune area to the east of the car park.

d) In the event that the sand quarry ceases operations, investigate the potential for one additional authorised track to be created through the dunes system. This additional track would be accessed by the existing road that provides access to the quarry. This is a site which already has significant disturbance, therefore a new track is less likely to have any significant impacts on cultural heritage or vegetation. The potential impact of the new track would need to be assessed prior to its design and construction.**

**Note: Some community members made suggestions during Round 1 consultation that additional authorised access tracks should be provided within the Precinct. Reasons for this request included providing better connectivity for residents, improvements to emergency service access routes and possible fire hazard reduction. Following consideration of advantages and disadvantages of creating new tracks, one additional access track has been identified in the Precinct at the site of the sand quarry. No other access points have been identified. Reasons for not including additional access tracks in the Master Plan include:

- A new access track between Levys Beach and Shelly Beach is likely to benefit a small number of residents in the nearby residential estate in Dennington and not the broader community of Warrnambool. The majority of residents visiting the Precinct currently access the site from Swinton Street or from the beach east of the Golf Course.
- The creation of new tracks is expensive. They require survey, CHMP, vegetation removal and offset, fencing, signage and maintenance. There is a cost benefit to the community by utilising available funding to upgrade and improve the existing authorised tracks rather than creating new ones.
- The bushfire risk of the Precinct is considered low and the Belfast Coastal Reserve Management Plan did not identify the need for any additional tracks. (Parks Victoria 2018)
- There would be a significant loss of native vegetation required to create a new track. This would also add to fragmentation of the Coastal Dune Scrub.
- The are of land between Levys Beach and Shelly Beach where the proposed access tracks were requested have poor passive surveillance, which doesn't promote pedestrian safety.
- Additional resources would also be required to ensure new tracks aren't being used illegally, ie. by motorbikes.

7.9 PROMOTE SUSTAINABLE TOURISM RECOGNISING CULTURAL HERITAGE AND NATURAL ENVIRONMENT

OBJECTIVE 9: Recognise the role of cultural heritage and the natural environment as a driver of tourism and encourage visitation to the Precinct in the form of sustainable tourism.

There is great opportunity to:

a) Promote the Precinct as a place of important cultural and environmental significance, creating a stronger link between tourism and the conservation objectives for the Precinct. This opportunity should extend to broader information, including tourism information centres and online resources, including the Port-Fairy-Warrnambool Rail Trail website.

b) Promote the Precinct as an ideal location for organised tours and education. Education will play an important role in the appreciation and protection of the Precinct in the future (refer to 7.10).

7.10 PROVIDE OPPORTUNITIES FOR EDUCATION AND INTERPRETATION

OBJECTIVE 10: Provide opportunities for education and interpretation. Share information with visitors about the tangible and intangible cultural heritage and connection of the Eastern Maar and Gunditj Mirring Peoples to this area and the significant environmental values of the Precinct.

a) Increase education around cultural significance of site. There is an opportunity to let visitors know that the Precinct is of great importance to the Traditional Owners and has significant stories, ceremonial sites, sacred places, evidence of food gathering, cooking sites and intangible cultural heritage going beyond physical elements.

b) Increase education around natural environmental values of the site, such as threatened and endangered species. Incorporate environmental education such as information about Hooded Plover, Australasian Bittern and migratory shorebirds and the importance of staying away from habitat areas. Education will help visitors to gain a better appreciation of the local habitat and biodiversity corridors. Signage should also mention the importance of keeping dogs on leads at all times for the protection of local fauna, including Hooded Plover habitat areas.

c) Incorporate interpretive signage/features which provide information and/or reminders and links to the cultural heritage and natural environment features of the Precinct. Refer to Plan 2 for suggested locations.

d) Encourage/investigate opportunities for further studies to look at environmental and cultural significance of the area.

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7.11 ENFORCE RULES AND REGULATIONS

OBJECTIVE 11: Encourage and enforce rules and regulations, and discourage the use of the Precinct as a destination for off-road vehicles and motorbikes.

Whilst the Precinct is valued for its remoteness, this remoteness also means that it is a place where illegal activities are more likely to occur. Visitation to the Precinct is likely to increase in the future due to forecast residential growth and tourism, and this is likely to have a positive impact in reducing illegal activities through increased passive surveillance of the area. In the short-term, the following measures can be implemented:

a) Stop/reduce illegal activity through improved regulations and enforcement, including issuing of fines to those conducting illegal activities as a deterrent to others.
b) Enforce dogs on-lead and provide more information about why dogs on-lead is important.
c) Install CCTV cameras (in progress) to discourage illegal activities such as off-road four-wheel driving and illegal rubbish dumping.
d) Warrnambool City Council to work closely with Parks Victoria and Victoria Police to ensure monitoring and enforcement is undertaken on a regular basis.
e) Cleary define who is the responsible authority for each enforcement matter.

7.12 WORK IN COLLABORATION WITH PARTNERS TO IMPLEMENT THE PLAN

OBJECTIVE 12: Work in collaboration and support partnerships with local groups and individuals, volunteers, government organisations and Gunditj Mirring and Eastern Maar Peoples to see the plan implemented.

a) Applying adaptive management processes, ie. in relation to bushfire management and revegetation, in consultation with the Traditional Owners. These processes will continue to develop and become more refined as they become more utilised throughout the region.
b) Warrnambool City Council to work closely with Parks Victoria, DELWP, Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to discuss future management options, shared management arrangements/agreements and clarification of the role of each organisation.
c) Land managers to support 'friends of' groups, other community groups and volunteers in continuing revegetation works, habitat protection projects and species monitoring.

Figure 12: Example of sign used to notify visitors of Hooded Plover habitat (Source: Parks Vic. 2018, p.116)

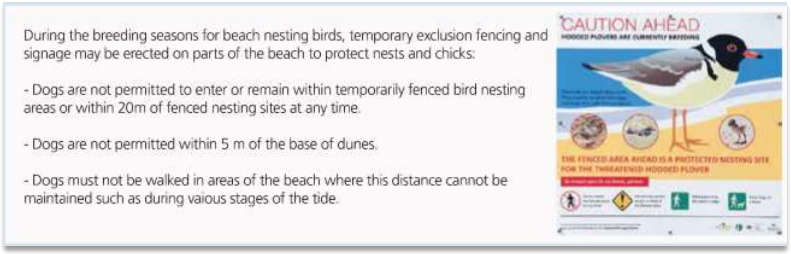
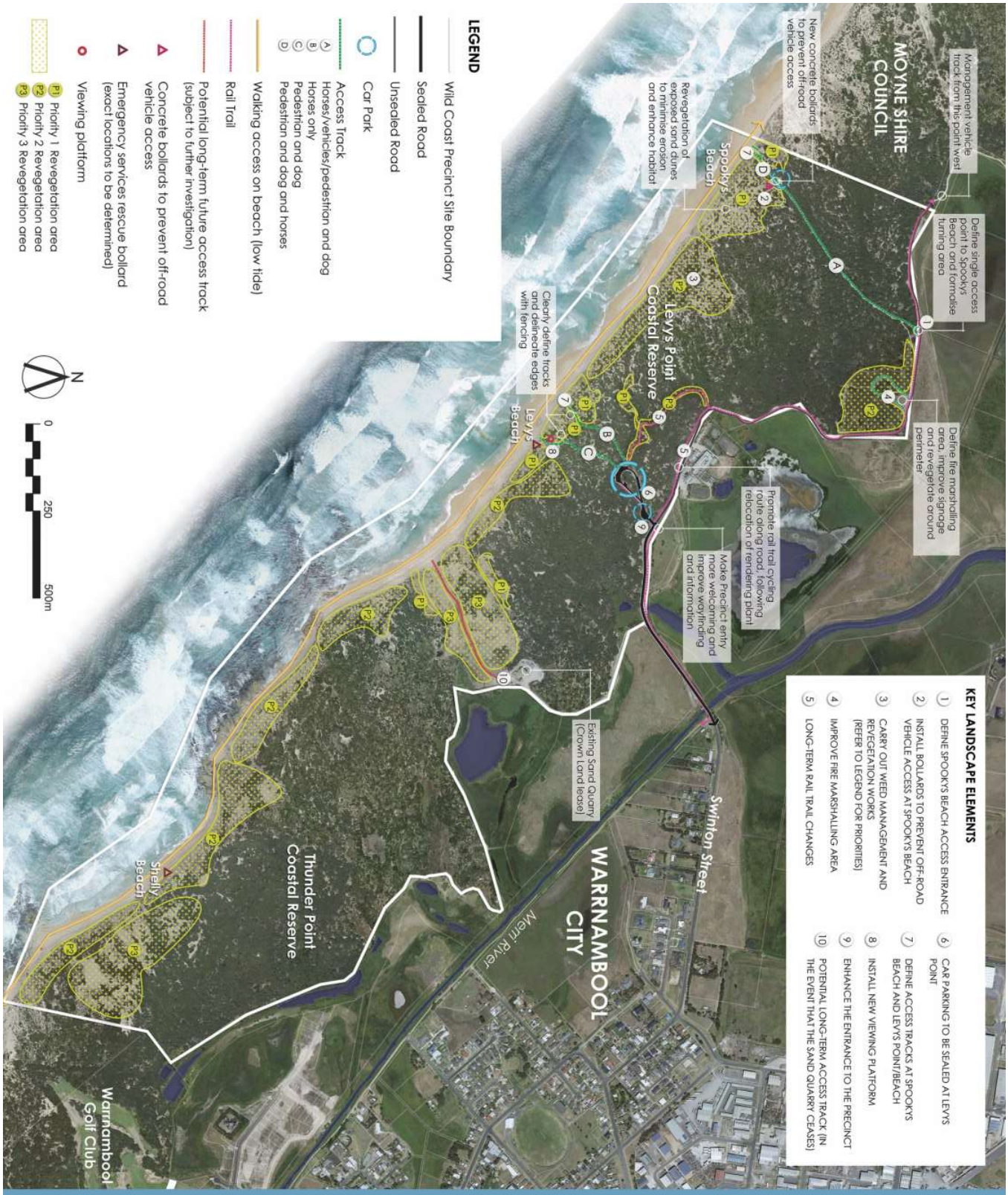
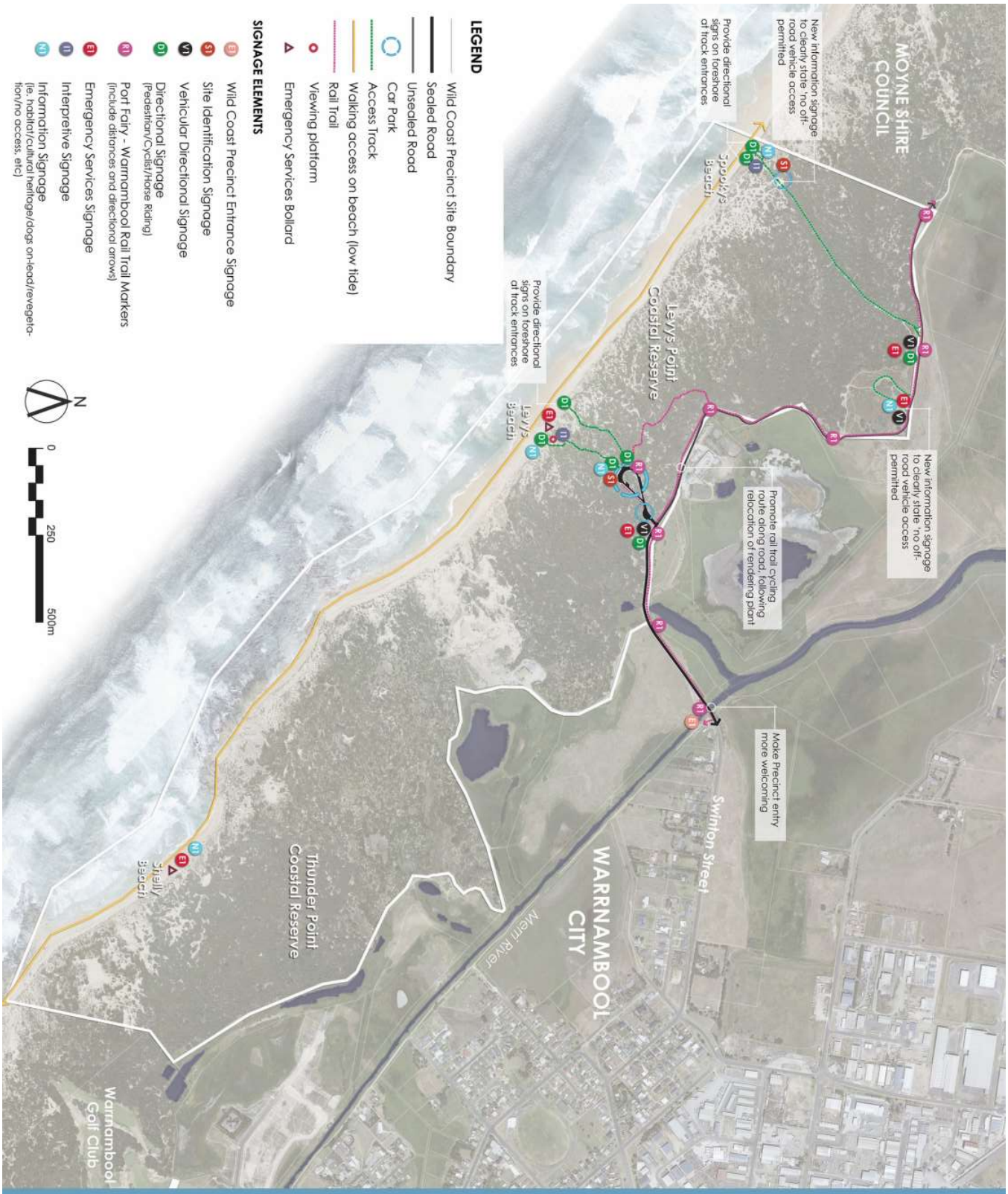


Figure 13: Temporary sign for Hooded Plover habitat area



PLAN 1: WILD COAST PRECINCT LANDSCAPE MASTER PLAN



PLAN 2: WILD COAST PRECINCT SIGNAGE MASTER PLAN

Insert Plan 3: Levys Beach Enlargement – showing parking layout, signage, fencing, etc

Insert Plan 4: Spookys Beach Enlargement – show car parking, bollards, fencing and signage

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8. IMPLEMENTATION PLAN

Priority Key: Immediate - Commence within 1 year, Short-term - 1-4 years, Medium, 5-8 years, Long-term - 8 years+, As required

1. ACKNOWLEDGE AND RESPECT CULTURAL HERITAGE

OBJECTIVE 1: Acknowledge and respect cultural heritage and connection to Country for the Eastern Maar and Gunditj Mirring Peoples. Conserve and protect these values through careful landscaping measures.

	Recommendations	Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Provide visitors with information about cultural values of the Precinct and occupation of the site by Eastern Maar and Gunditj Mirring Peoples. Incorporate references through infrastructure, art/sculpture and/or cultural landscaping work at entry points to the Precinct and beaches.		*Land Managers*	EMAC and GMTOAC	*Need to go through and cross check document for all items*	*Medium*
b)	Investigate renaming places/roads within the Precinct using Maar and Gunditjmara languages.	Renaming to be in accordance with the guidelines for Geographic Names standard process	*Land Managers*	*EMAC, GMTOAC, Community Groups*	*Section 4.2 Cultural Landscape*	*Medium*
c)	Works to improve the Wild Coast Precinct will involve ongoing collaboration with Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to ensure works are sensitive to the cultural values of the area.	Work with EMAC, GMTOAC and Community Groups during the detailed design phase of recommended works.	*Land Managers*	*EMAC, GMTOAC, Community Groups*		*As required*
d)	There is potential for the Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to be more involved in the management of the Precinct, including, but not limited to, revegetation works and fire hazard risk management, to ensure landscaping practices respect cultural heritage and connection to Country.		*Land Managers*	*EMAC, GMTOAC*		*Medium-Long Term*
e)	Ensure that any work undertaken in the Precinct, including revegetation activities, fencing, signage and construction activities, do not result in detrimental impacts to cultural heritage sites, including known and unknown sites.		*Land Managers*	*EMAC, GMTOAC, Aboriginal Victoria, Registered Aboriginal Party*		*Immediate*
f)	Any future development of land considered to be a high impact activity and likely to have a significant impact on any Aboriginal cultural heritage will require the preparation and approval of a Cultural Heritage Management Plan (CHMP) by the local Registered Aboriginal Party.		*Land Managers*	*Aboriginal Victoria, Registered Aboriginal Party*	*4.4 Managing Aboriginal cultural heritage with Traditional Owners*	*As required*
g)	Engage a suitably qualified heritage advisor to prepare a desktop cultural heritage assessment, to review existing data in relation to known places within the study area, determine likely locations for unknown heritage sites, the extent and probable levels of significance and provide recommendations for the preparation of Cultural Heritage Management Plans specific to the recommended works within the Precinct.		*Land Managers*	*EMAC, GMTOAC, Aboriginal Victoria*		*Immediate*
h)	Contractors and volunteers will need to be advised on the cultural significance of the site and cultural heritage sensitivity. Contractors and volunteers will need to be given instructions about what to do in the event that they uncover or come across a significant site, so as to avoid damaging it. They will also need to be provided with details of any approved Cultural Heritage Management Plan, so that works can be completed in accordance with the Plan.		*Land Managers*	*EMAC, GMTOAC*		*As required*
I)	Council in partnership with Traditional Owners, should develop a Cultural Landscapes and Heritage Strategy which integrates and reflects Traditional Owner knowledge and land management practices.	This was a recommendation of the Green Warrnambool Plan 2018	*Land Managers*	*EMAC, GMTOAC, Aboriginal Victoria,*		*Short-term*

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2. ENHANCE AND RESTORE NATIVE HABITAT

OBJECTIVE 2: Enhance and restore native habitat for biodiversity, through revegetation, weed reduction measures and improved protection of habitat.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Minimise unauthorised access to dunes and firemarshalling area to help prevent further habitat damage and promote natural regeneration.	Discuss design of fire marshalling area with Warrnambool Fire Brigade	*Land Managers*	*Warrnambool Fire Brigade*		*Immediate*
b)	Carry out revegetation works in the Coastal Dune Scrub zone. Priorities for revegetation should focus on areas of sand dune which have sparse vegetation cover and are more susceptible to erosion as well as areas which have been previously utilised for unauthorised access. Refer to Landscape Master Plan (Plan 1) for priority areas.	Works to commence in the short-term, but will be a long-term project with revegetation works staged over a number of years. Fencing will be required at the edges of some revegetation locations.	*Land Managers*	*EMAC, GMTOAC, Volunteers and Community Organisations, Owner of Sand Mining Quarry*		*Short-term*
c)	Select local indigenous vegetation from the Coastal Dune Scrub Ecological Vegetation Class (EVC 160) to increase plant biodiversity and enhance habitat for a variety of fauna species.		*Land Managers*	*Volunteers and Community Organisations*		*As required*
d)	Continue weed and pest species eradication programs. Investigate how they can be improved in the future. Monitoring will be required.		*Land Managers*	*Volunteers and Community Organisations*		*Immediate*
e)	Inform local residents of ways in which they can help to prevent spread of weed species within the Precinct.		*Land Managers*			*Immediate*
f)	Inform local residents of the importance of responsible pet ownership, including: • keeping dogs on-lead when visiting the Precinct, to avoid damage or death to fauna, bird eggs and vegetation. • ensuring pet cats are kept indoors as much as possible, particularly at night; and • highlighting the benefits of having cats desexed so as to minimise the number of unwanted kittens being dumped.		*Land Managers*	*BirdLife Australia*		*Immediate*
g)	Ensure weed management and revegetation works along the foreshore near the base of the dunes are carried out in consultation with BirdLife Australia, whose volunteers play an important role in bird habitat protection, including Hooded Plover nesting habitat.	It is important that habitat is maintained and enhanced in these areas in a way which promotes nesting and feeding, including careful species selection and placement of plants.	*Land Managers*	*Volunteers and Community Organisations, including BirdLife Australia*		*Short-term*
h)	The Coastal Dune Scrub vegetation provides an almost continuous biodiversity corridor along the coastline. There is an opportunity to revegetate the edges of the sand mining quarry to reduce the gap in the biodiversity corridor.	This is a long-term goal which would only be able to occur if the sand quarry ceased operations.	*Land Managers*	*Owner of Sand Mining Quarry*		*Long-term or as required*

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3. PROVIDE SENSITIVE INFRASTRUCTURE AND LANDSCAPING

OBJECTIVE 3: Ensure new structures, built works, landscaping and signage are designed and constructed in a sensitive way that is respectful to cultural heritage and environmental values, including habitat and native vegetation.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Ensure landscaping works are designed and situated to be low intervention, ie post/pier not concrete slab and permeable fences which allow sand movement and habitat movement to occur.		*Land Managers*			*As required*
b)	Utilise natural materials, where possible.		*Land Managers*			*As required*

4. PROVIDE FOR RECREATION

OBJECTIVE 4: Recognise the role of the Precinct in providing for recreation opportunities, including walking, bird and nature observation, cycling, horse riding, fishing and surfing.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Protection of natural environment and cultural heritage should be a priority, with low-impact recreation activities supported and promoted.		*Land Managers*	*EMAC, GMTOAC*		*Immediate*
b)	Encourage people to utlise the Precinct for recreation purposes, but ensure clear advice is provided on the importance of staying on the authorised tracks.		*Land Managers*			*Short-term*

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5. RESPECT NATURE

OBJECTIVE 5: Respect nature, acknowledging the risks associated with flood function, bushfire, climate change, sand shifts and dune erosion. Engage climate change mitigation and adaptation measures.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Selecting local indigenous plants suited to the local environment will ensure habitat for native fauna exists in the future.		*Land Managers*			*As required*
b)	Ensuring a good diversity of plant species are planted in revegetation areas which will tolerate the forecast weather changes. Revegetation along the foreshore will help to minimise the coastal erosion of the sand dunes caused by storm surges and extreme weather events.		*Land Managers*			*As required*
c)	Considering the need for emergency access in response to emergencies and natural disasters.	Work with emergency service authorities to determine best locations for in-ground bollards on beach.	*Land Managers*	*Emergency Service Authorities*		*Immediate*
d)	Selecting surfaces and finishes of constructed works to be weather resilient and designed with anticipated sea level changes in mind.		*Land Managers*			*As required*
e)	Monitoring weed control methods and adapting weed control programs as weed species and distribution changes arise.		*Land Managers*			*As required*

6. IMPROVE SAFETY FOR PEDSTRIANS AND CYCLISTS

OBJECTIVE 6: Improve the safety of visitors, particularly walkers and cyclists.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Minimise safety risk to visitors by prioritising and improving the Port Fairy–Warrnambool Rail Trail. This should include surface improvements, including fixing pot holes and improving drainage. Clear information and directional signage for trail and road users should also be provided, to reduce confusion and promote safety.		*Land Managers*	*Moyne Shire, Port-Fairy to Warrnambool Rail Trail Group*		*Short-term*
b)	The existing rail trail deviates into the Levys Point car park and through a section of sand dunes. This is poorly marked and the track through the dunes is not ideal for cyclists due to its slope and surface. It is also difficult to access and maintain to an acceptable level. It is proposed that once the rendering plant relocates, the rail trail should continue along the road, instead of deviating through the dune system. The section of trail through the dunes does not lead to the beach and could be revegetated or allowed to regenerate.	This recommendation is dependent on timing of rendering plant relocation.	*Land Managers*			*As required*

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7. ENHANCE VISITOR'S EXPERIENCE

OBJECTIVE 7: Enhance visitor's experience of the Precinct, through infrastructure improvements and improved wayfinding and information signage.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Provide signage at the entrance to the Precinct near the Swinton Street bridge crossing the Merri River. This signage could include a welcome message to the Precinct and provide a safety message to indicate that the roads are shared by walkers, cyclists and vehicles.		*Land Managers*	*EMAC, GMTOAC*	*Section*	*Immediate*
b)	Upgrade signage at Levys Point car park entrance and Levys Point car park and provide new signage at Spookys Beach track entrance and Spookys Beach car park to include maps showing authorised tracks, distance measurements to the beach, dog on-lead regulations, beach access and safety and 'take your rubbish home with you' messages.		*Land Managers*	*Surf Lifesaving Victoria, Emergency Service Authorities,*		*Short-term*
c)	Provide interpretive information about cultural heritage and the natural environment, including important habitat areas, at Levys Beach and Spookys Beach.		*Land Managers*	*EMAC, GMTOAC*		*Short-term*
d)	Provide clear directions for Port Fairy-Warrnambool Rail Trail users at regular intervals throughout the Precinct, with distance markers and directional signage to provide improved wayfinding.		*Land Managers*			*Short-term*
e)	Provide new signage at Spookys Beach turn-off indicating that the track is a shared track and is suitable for walkers, horse riding and four wheel drive vehicles. Distance markers should also be provided to let visitors know what distance it is to the beach.		*Land Managers*			*Short-term*
f)	Signs for emergency service vehicles to be provided at Levys Point turn-off and car park, Spookys Beach turn-off and car park and the fire marshalling area.		*Land Managers*			*Short-term*
g)	Provide a new reflective space in the form of a raised platform to take in views of the Precinct, beautiful coastline and biodiversity. This could be positioned adjacent to the authorised walking track between Levys Point car park and Levys Beach. The detailed design and location of this viewing area should be determined in consultation with the Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to ensure it is located in a place that is respectful to cultural heritage and is designed to celebrate cultural heritage, not harm it. This reflective space could also provide a good location for education opportunities and a space for the Traditional Owners to share stories about the cultural values and connection to Country.		*Land Managers*	*EMAC, GMTOAC*		*Medium*

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8. DEFINE ACCESS TRAILS AND TRACKS

OBJECTIVE 8: Clearly define authorised access trails and tracks and formalise car parking to help prevent visitors from going off-track and causing damage to vegetation, bird and wildlife habitat, sand dunes and cultural heritage sites.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Clearly delineate authorised tracks through the use of maps, signs and fencing/marker posts. Clearly mark 'no access' for unauthorised areas.	Fences similar to that between Thunder Point and Shelly Beach.	*Land Managers*			*Immediate*
b)	Minimise the harm that horse riding has on the natural environment and cultural heritage through clearer signage, better delineation of authorised tracks and improved enforcement.		*Land Managers*			*Immediate*
c)	Install concrete bollards at Spookys Beach car park (in progress) to deter vehicles from going off-road and causing damage in the sand dune area to the east of the car park.		*Land Managers*			*Immediate*
d)	In the event that the sand quarry ceases operations, investigate the potential for one additional authorised track to be created through the dunes system. This additional track would be accessed by the existing road that provides access to the quarry. This is a site which already has significant disturbance, therefore a new track is less likely to have any significant impacts on cultural heritage or vegetation. The potential impact of the new track would need to be assessed prior to its design and construction.		*Land Managers*			*Long-term or as required*

9. PROMOTE SUSTAINABLE TOURISM RECOGNISING CULTURAL HERITAGE AND NATURAL ENVIRONMENT

OBJECTIVE 9: Recognise the role of cultural heritage and the natural environment as a driver of tourism and encourage visitation to the Precinct in the form of sustainable tourism.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Promote the Precinct as a place of important cultural and environmental significance, creating a stronger link between tourism and the conservation objectives for the Precinct. This opportunity should extend to broader information, including tourism information centres and online resources, including the Port-Fairy-Warrnambool Rail Trail website.		*Land Managers*	*EMAC, GMTOAC*		*Medium*
b)	Promote the Precinct as an ideal location for organised tours and education. Education will play an important role in the appreciation and protection of the Precinct in the future (refer to 7.10).		*Land Managers*	*EMAC, GMTOAC, BirdLife Australia*		*Medium*

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10. PROVIDE OPPORTUNITIES FOR EDUCATION AND INTERPRETATION

OBJECTIVE 10: Provide opportunities for education and interpretation. Share information with visitors about the tangible and intangible cultural heritage and connection of the Eastern Maar and Gunditj Mirring Peoples to this area and the significant environmental values of the Precinct.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Increase education around cultural significance of site. There is an opportunity to let visitors know that the Precinct is of great importance to the Traditional Owners and has significant stories, ceremonial sites, sacred places, evidence of food gathering, cooking sites and intangible cultural heritage going beyond physical elements.		*Land Managers*	*EMAC, GMTOAC*		*Short-term*
b)	Increase education around natural environmental values of the site, such as threatened and endangered species. Incorporate environmental education such as information about Hooded Plover, Australasian Bittern and migratory shorebirds and the importance of staying away from habitat areas. Education will help visitors to gain a better appreciation of the local habitat and biodiversity corridors. Signage should also mention the importance of keeping dogs on leads at all times for the protection of local fauna, including Hooded Plover habitat areas.		*Land Managers*			*Short-term*
c)	Incorporate interpretive signage/features which provide information and/or reminders and links to the cultural heritage and natural environment features of the Precinct. Refer to Plan 2 for suggested locations.		*Land Managers*	*EMAC, GMTOAC*		*Short-term*
d)	Encourage/investigate opportunities for further studies to look at environmental and cultural significance of the area.		*Land Managers*	*EMAC, GMTOAC, Local Groups and Organisations, Universities, Schools*		*Immediate*

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11. ENFORCE RULES AND REGULATIONS

OBJECTIVE 11: Encourage and enforce rules and regulations, and discourage the use of the Precinct as a destination for off-road vehicles and motorbikes.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Stop/reduce illegal activity through improved regulations and enforcement, including issuing of fines to those conducting illegal activities as a deterrent to others.		*Land Managers*	*Victoria Police, Parks Victoria, DELWP, Aboriginal Victoria*		*Immediate*
b)	Enforce dogs on-lead and provide more information about why dogs on-lead is important.		*Land Managers*			*Immediate*
c)	Install CCTV cameras (in progress) to discourage illegal activities such as off-road four-wheel driving and illegal rubbish dumping.		*Land Managers*			*Immediate*
d)	Warrnambool City Council to work closely with Parks Victoria and Victoria Police to ensure monitoring and enforcement is undertaken on a regular basis.		*Land Managers*	*Victoria Police, Parks Victoria, DELWP, Aboriginal Victoria*		*Immediate*
e)	Cleary define who is the responsible authority for each enforcement matter.		*Land Managers*	*Victoria Police, Parks Victoria, DELWP, Aboriginal Victoria*		*Immediate*

12. WORK IN COLLABORATION WITH PARTNERS TO IMPLEMENT THE PLAN

OBJECTIVE 12: Work in collaboration and support partnerships with local groups and individuals, volunteers, government organisations and Gunditj Mirring and Eastern Maar Peoples to see the plan implemented.

Recommendations		Comments/Additional Information	Responsibility	Delivery Partners	Link to Belfast Coastal Reserve Management Plan	Priority
a)	Applying adaptive management processes, ie. in relation to bushfire management and revegetation, in consultation with the Traditional Owners. These processes will continue to develop and become more refined as they become more utilised throughout the region.		*Land Managers*	*EMAC, GMTOAC*		*Medium*
b)	Warrnambool City Council to work closely with Parks Victoria, DELWP, Eastern Maar Aboriginal Corporation and Gunditj Mirring Traditional Owner Aboriginal Corporation to discuss future management options, shared management arrangements/agreements and clarification of the role of each organisation.		*Land Managers*	*EMAC, GMTOAC*		*Short-term*
c)	Land managers to support 'friends of' groups, other community groups and volunteers in continuing revegetation works, habitat protection projects and species monitoring.		*Land Managers*	*Volunteers and Community Organisations, including BirdLife Australia, Schools*		*Short-term*

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Additional Notes:

Implementation plan needs to include discussion if enforcement and immediate actions to stop illegal activities fail.

Stages and cost-benefit analysis to keeping road open.

1. Cost benefit analysis, including social, environmental and economic benefits of maintaining vehicle access to Spookys Beach.
2. Staged and adaptive management approach? For example:

a) Short-term actions (Council and Police): Year 1 - improved enforcement, media releases, concrete blocks at Spookys Beach to prevent access to sand dunes and CCTV.
b) Medium-term: Years 2-3 reducing area accessible to recreational vehicles, ie. through signage, fencing and revegetation at Fire Marshalling area, plus continued enforcement and media releases.
c) Long-term: Year 4 – If no success from short and medium-term actions, look at further restrictions to vehicle access within Precinct?

Monitoring program required.

Note: There are a number of permits and approval processes required prior to commencement of works on site.

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Warrnambool 2040 - Community Plan 2019, Accessed online 5 June 2020, http://w2040.com.au/

Wild Coast Landscape Master Plan

Part 4: Appendices

Appendix 1: Background Report

Appendix 2: Consultation Summary

6.11. COUNCILLOR REPRESENTATION ON PROJECT CONTROL GROUPS AND BOARDS

PURPOSE:

This report considers Council representation on the Reid Oval Project Control Group, the Warrnambool Learning and Library Hub and the Corangamite Regional Library Corporation for the 2020-2021 Council year.

EXECUTIVE SUMMARY

To appoint Council representatives to the following Council Project Control Groups and the Boards for 2020-2021 including:

- Reid Oval Project Control Group - Terms of Reference refer **Attachment 1**.
- Warrnambool Learning and Library Hub Project Control Group - Terms of Reference refer **Attachment 2**.
- Corangamite Regional Library Corporation Board.

MOVED: CR BEN BLAIN
SECONDED: CR ANGIE PASPALIARIS

1. **The Council appoints and delegates Cr Debbie Arnott to the Reid Oval Project Control Group.**

2. **The Council appoints and delegates Cr Vicki Jellie to the Warrnambool Learning and Library Hub.**

3. **The Council appoints and delegates Cr Debbie Arnott to the Corangamite Regional Library Corporation.**

CARRIED - 7:0

BACKGROUND

Councillor representation is required on the Control Group of these major projects to ensure that the best interests of Council and Community are represented and to aid in the consistent communication back to Councillors.

Reid Oval PCG

The objectives of the Reid Oval PCG are to:

- effectively provide strategic direction to the Project Working Group (PWG) in the resolution of important issues during the scoping and design phases of the project.
- ensure the key stakeholders have the opportunity to be involved in the design of any proposed facilities/amenities within the Reid Oval Sports Precinct and its proposed functions.
- provide a forum for discussion and feedback on issues relating to the planning, provision and development of the Reid Oval Redevelopment Project and future facilities.
- ensure the project is delivered on budget and within acceptable quality, time and risk parameters, using the ‘report by exception’ guiding project management principles.
- inform, update and consult with Council.

As the Project is now in the construction phase the PCG would only meet on an as needs basis and generally only if a significant project exception occurs.

Warrnambool Learning and Library Hub PCG

The objectives of the Library PCG are:

- overseeing the Project Program, which shall include timeframes for the delivery of the Project Milestones;
- directing and overseeing the planning, design, construction and commissioning of the Works in accordance with the Works Program and Works Budget, with all final decisions to be made by DET (in relation to the agreements where it is the principal but at all times subject to the overarching obligation of collaboration and working together, provided that in relation to matters discussed by the PCG, DET has first raised its objection at the relevant PCG meeting;
- managing Project risks in the best interest of the Project;

The Library PCG meets every 2 months on a Wednesday at midday for 1 hour until the construction phase commences.

Corangamite Regional Library Board

Councillor representation on the Corangamite Regional Library Corporation Board is a statutory requirement of the joint arrangement. The Corangamite Regional Library Board comprises one Councillor and one senior officer from each partner Council. The current Chair is Cr Ruth Gstrein from Corangamite Shire Council.

Meetings are generally bi-monthly and are generally held online or at Terang. The primary role over the next few months will be to support a smooth transition out of the CRLC with as little cost to Council as possible. This role will only be required until 30 June 2021.

ISSUES

The appointment of a Council representative will aid in the consistent communication within the groups and back to Councillors.

FINANCIAL IMPACT

Nil

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

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
5.4 Deliver customer-focused, responsive service

TIMING

To be implemented as from adoption at Council meeting.

COMMUNITY IMPACT / CONSULTATION

N.A.

LEGAL RISK / IMPACT

Nil

ATTACHMENTS

1. 190925 Reid Oval PCG Terms of Reference FINAL [**6.11.1** - 2 pages]
2. PCG Termsof Reference FINAL Library Learning Hub 20190901 [**6.11.2** - 11 pages]

TERMS OF REFERENCE

Reid Oval Redevelopment Project Control Group	Document No:	10889374
	Approval Date:	23 September 2019
	Approved By:	Cr Sue Cassidy
	Review Date:	
Project Manager: Paula Gardiner	Expiry Date:	30 June 2022
	Version No:	1.1
Project Sponsor: Director Community Development		

1. SUMMARY

The purpose of the Project Control Group (PCG) is to oversee and facilitate the redevelopment of Reid Oval Sports Precinct.

2. OBJECTIVES

2.1 To effectively provide strategic direction to the Project Working Group (PWG) in the resolution of important issues during the scoping and design phases of the project

2.2 To ensure the key stakeholders have the opportunity to be involved in the design of any proposed facilities/amenities within the Reid Oval Sports Precinct and its proposed functions.

2.3 To provide a forum for discussion and feedback on issues relating to the planning, provision and development of the Reid Oval Redevelopment Project and future facilities.

2.4 To ensure the project is delivered on budget and within acceptable quality, time and risk parameters, using the 'report by exception' guiding project management principles.

2.5 To inform, update and consult with Council.

3. DEFINITIONS

"Council" means the Warrnambool City Council (WCC).

"PCG" means Project Control Group

"PWG" means Project Working Group

"PRG" means Project Reference Group

4. TERMS OF REFERENCE

4.1 Input to the Project Control Group

The PCG will consider matters and issues referred to it by PRG(s), PWG, Council, stakeholders or the community and may seek input from other key bodies where applicable.

4.2 Output from the Project Control Group

The PCG will make recommendations and provide advice on the direction or preferred method of progression in relation to design development, quality, cost, risk and program.

4.3 Representatives

4.3.1 The PCG will comprise:

- Councillor Sue Cassidy (Chairperson)
- Erika Gee-Kot (SRV)
- Evan Wilkinson (SRV)
- Seona Taylor (RDV)
- TCV Representative
- Adam Renfrey (CV)
- Peter Schneider (CEO)
- Vikki King (DCD)
- Scott Cavanagh (DCI)
- John Finnerty (MSR)
- Ben Storey (MPF) (Construction Phase)
- Paula Gardiner (PM)
- Melanie Starr (Secretariat)

4.3.2. PWG members and consultants will be invited to attend meetings on an as needs basis.

4.4 Meeting Frequency

4.4.1 The PCG will initially meet every 6 weeks until the design documentation project stage.

4.4.2 The PCG may suspend or alter the meeting frequency at its discretions.

4.4.3 The PCG would only meet during the construction phase on an as needs basis and generally only if a significant project exception occurs.

4.5 Administration

4.5.1 The PCG will operate in a professional manner, including the issuing of agendas with adequate lead time, the keeping and distribution of accurate minutes and the development of key recommendations.

4.5.2 Record keeping and minute taking shall be the responsibility of the Reid Oval Project Officer.

5. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below

Record	Retention/Disposal Responsibility	Retention Period	Location
Meeting Minutes, key actions and decisions, progress reports, file notes, project submissions, requests for information.	Corporate Records	7 years	File number

6. ATTACHMENTS

Nil

Project Control Group
Terms of Reference
Warrnambool Learning & Library Hub Project

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1 Introduction

The Learning and Library Hub is the outcome of a new partnership between South West TAFE and Warrnambool City Council. The Joint Library and Learning Hub will be located in the heart of the SWTAFE precinct, and will provide contemporary Library services and facilities for current and future generations of Library members and SWTAFE students. The Learning and Library Hub will be operated and maintained by WCC,as part of a new Service Level Agreement with SWTAFE.

The project involves South West TAFE (**SWTAFE**), Warrnambool City Council (**WCC)**, and the Department of Education and Training (**DET**) working together to design and develop the Learning and Library Hub, which will combine SWTAFE and WCC's current library services. The Learning and Library Hub will support the collection, technology and programming requirements suitable for a contemporary public library, and provide modern learning spaces inclusive of Science, Technology, Engineering and Maths, as well as interactive community spaces to cater for meetings, exhibition, study, play and digital media.

This will involve Victorian State Government funding from DET of **$16.3,** Warrnambool City Council contributing **$2.75 million**, with South West TAFE contributing **$830,000** in land value. An additional **$370,000** is to be realised through philanthropic and other sources of funding. Warrnambool City Council will be provided access rights to land on the SW TAFE site for the duration of the agreement. The ongoing library operation will be provided by WCC and part funded by SW TAFE in accordance with the Project Documents. The capital project delivery will be managed by DET on behalf of SWTAFE and WCC.

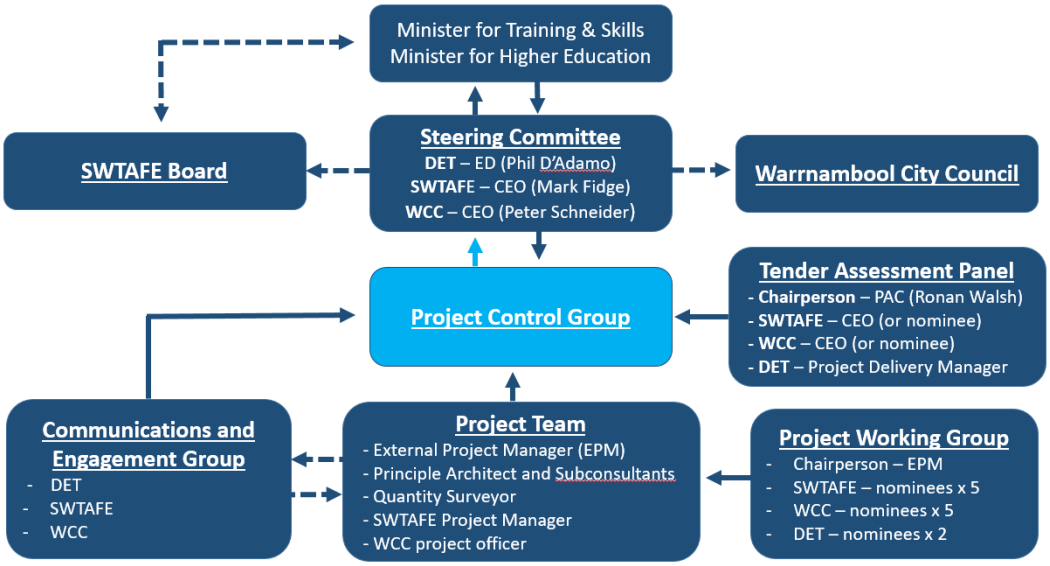
2 Scope

The Project Control Group is responsible for the development and management of the Project's governance, planning, design and delivery of the construction works from inception to practical completion and commissioning, through to the end of the Defect Liability Period under the Construction Contract.

The Project Control Group communicates with and seeks endorsement from, SWTAFE, WCC and DET to facilitate the successful completion of the new Learning and Library Hub Project (the Project). Accordingly, establishment of the PCG has been approved through the SWTAFE Board and WCC Council

The Project Control Group will also be a point for escalation for any issues unable to be resolved or considered necessary to escalate by the Project Team and Communications & Engagement Team.

2.1 Governance



3 Roles and responsibilities

The Project Control Group is responsible for:

- overseeing the Project Program, which shall include timeframes for the delivery of the Project Milestones;
- directing and overseeing the planning, design, construction and commissioning of the Works, including any additional civic spaces (if included in the Project design), in accordance with the Works Program and Works Budget, with all final decisions to be made by DET (in relation to the agreements where it is the principal but at all times subject to the overarching obligation of collaboration and working together, provided that in relation to matters discussed by the PCG, DET has first raised its objection at the relevant PCG meeting;
- providing input on the Works Program;
- managing Project risks in the best interest of the Project;
- providing the manner in which surplus funds from the Works Budget are to be used for the benefit of the Project;
- developing a Probity Plan for all procurement activity;
- developing and ensuring successful execution of Project Documents;
- developing the Principal's Project Requirements, to ensure that they can:
  - deliver the combined WCC's and SWTAFE's current library services;

- support collection technology and programming requirements suitable for a contemporary public library;
- provide modern learning spaces inclusive of Science, Technology, Engineering and Maths;
- provide interactive community spaces to cater for exhibition, meetings, study, play and digital media; and

- making sure the project/program has considered project/program quality assurance and probity aspects, and
- advising on or resolving issues and acting as a decision maker on issues arising during the Works that could impact on its successful execution.
- Providing an outcomes summary from the PCG meetings to the Steering Committee in a timely manner

The respective organisations have agreed the composition of the Project Control Group and will select replacements for members who discontinue membership. Membership should be based on individuals' specialist knowledge, their ability to represent stakeholders' interests, and to help resolve issues the project/program may face.

Membership comprises of people who can objectively assess whether or not a project/program is progressing successfully. Project Team members, including the Project Manager, cannot be members, although it is common for the Project Manager or Project Team members to attend meetings to present information and answer questions. Similarly, external vendors/suppliers should not be members of the Project Control Group.

3.1 Project Control Group Chair

The Project Control Group Chair is an Independent Chairperson, Russell Worland. If the Chair is unable to attend a meeting, the Project Control Group members will reach a consensus on selecting a suitable member to act as a deputy in the Chair's absence. If the Chair for any reasons chooses to discontinue their position, the PCG shall elect by reaching a consensus a replacement chairperson.

The responsibilities of the Project Control Group Chair are to:

- agree meeting agendas and chair Project Control Group meetings;
- agree the frequency and timing of meetings;
- agenda items deemed necessary by the chair or by consensus by the PCG members, for the successful delivery of the project;
- Agree the content of the meeting minutes and ensure these are circulated to PCG members

3.2 Project Control Group Members

The role of individual Project Control Group members is to:

- represent their respective organisations to ensure that the project achieves the objectives outlined under 1.0.

Table 1: Project Control Group Members

Organisation	Representative	Title	Role
Independent	Russell Worland	Independent Chairperson	Chair
South West TAFE	Mark Fidge	CEO	Member
South West TAFE	Steven Waterhouse	Board Member	Member
South West TAFE	Shannyn Carter	Executive Manager, Corporate Services	Member
Warrnambool City Council	Peter Schneider	CEO	Member
Warrnambool City Council	Kylie Gaston	Councillor	Member
Warrnambool City Council	Vikki King	Director, Community Development	Member
Department of Education and Training	Don Burns	Manager TAFE and Tertiary Education Infrastructure	Member
Department of Education and Training	Danny Palladino	Project Delivery Manager, TAFE and Tertiary Education Infrastructure	Member
Geelong Regional Libraries	Patti Manolis	CEO	Member
South West TAFE	Emily Smith	Project Manager (SWTAFE)	Secretariat/ attendee
Warrnambool City Council	John Finnerty	Acting Manager, Recreation and Culture	Attendee

4 Administrative arrangements

This section outlines the Project Control Group decision-making process, frequency of meetings, requirements for agendas, minutes and papers requiring decisions, and rules for proxies.

4.1 Quorum

50% of the Project Control Group membership or their proxies are required to be in attendance for decision-making purposes.

and a minimum number of all three stakeholders.

4.2 Decision-making process

The Project Control Group will commit to working to achieve consensus by which to make project decisions. If the Project Control Group cannot come to an agreement, the decision will be escalated to the Steering Committee

Out-of-session decisions will be deemed acceptable by agreement. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

It has been agreed that 48 hours (business days) will be the timeframe that PCG members will have to respond with comment on draft documents.

4.3 Change Control

A change in the project scope, quality, schedule or budget will trigger the following actions by the project's Project Control Group:

The Project Control Group will review and approve Project changes or work to reach a consensus on a suitable control or alternative action in response to the change.

The Project Control Group Chair shall notify the Steering Committee to the change, and escalate any issues to the Steering Committee where they are not able to reach a consensus.

4.4 Proxies

Members of the Project Control Group can send proxies to meetings. Proxies are entitled to participate in discussion and are allowed a role in decision-making.

Project Control Group members will inform the Secretariat as soon as possible if they intend to send a proxy to a meeting – no less than two business days before the scheduled meeting.

4.5 Meetings

4.5.1 Frequency

The Project Control Group will meet once per month (or more often, by exception, when key decisions or approvals are required). Unless otherwise agreed, meetings will be limited to ninety minutes.

This Project Control Group meetings shall take place on the second Wednesday of each month unless otherwise agreed.

4.5.2 Agendas, minutes and reporting

A package will be emailed to members three business days before each Steering Committee meeting. This will include:

- the date, venue and agenda for the upcoming meeting
- the minutes of the previous meeting
- a progress report for the project/program
- papers requiring decisions

- any other documents/information to be considered at the meeting.

4.5.3 Reporting between meetings

Reporting between meetings is to be provided to the Project Control Group as requested on an ad hoc basis.

4.5.4 Reporting to the Project Control Group

The Project Team, Communications & Engagement Team and Project Working Group will provide reports to the Project Control Group secretariat a minimum of 5 days before each scheduled meeting.

The Project Manager will complete a monthly Project Status Report, which will be made available to all Project Control Group members, attendees and observers.

4.5.5 Secretariat

SWTAFE provides secretariat services for the Learning and Library Hub Project Control Group meetings;

- ensuring meeting records and minutes are properly recorded and distributed in a timely manner;
- circulating agendas and packages five business days, and at a minimum three business days before the meeting;
- circulating draft minutes to members within five business days after a meeting;
- scheduling meetings and arranging facilities; and
- performing other duties, as delegated by the members.

5 Document information

Document details

Criteria	Details
Document title:	Project Control Group Terms of Reference
Document owner:	South West TAFE

Version control

This document is based on PME Steering Committee Terms of Reference template.

Version	Date	Description	Author
V0.1	20/08/19	First draft	Emily Smith
V0.2	23/08/19	Second draft to include WCC comments and minor amendments	Emily Smith
V0.3	26/08/19	Third draft to include additional WCC comments and amendments provided by the Chair	Emily Smith
V0.4	01/09/19	Updated PCG membership – change to SWTAFE Executive Corporate Services	Emily Smith

Document approval

This document requires the following approval:

Name	Title	Organisation	Date approved
Don Burns	Manager	DET	28/08/2019
Mark Fidge	COE	SWTAFE	28/08/2019
Vikki King	Director Community Development	WCC	28/08/2019

Audience

The audience for this document is any Group, Member or individual as referred in the Project Governance Document.

This purpose of this document is to define the roles and responsibilities of the Project Control Group, to ensure the Project operates efficiently, with accountability and is transparent in its actions and decision-making.

Reference material

Acronyms	Description
DET	Department of Education and Training
SWTAFE	South West TAFE
WCC	Warrnambool City Council
PCG	Project Control Group

Terms	Description
Additional Civic Spaces	means any civic spaces agreed to as part of the Project, the area in which such spaces may be created is indicated in the attached plan at Schedule 1
Project	means the realisation of the Works, together with the operation and maintenance of the Learning and Library Hub
Project Documents	- Construction Contract; - Construction Licence; - Early Works Contract; - IT Services Agreement; - Library Services Agreement; - Licence; - Memorandum of Understanding; - Project Delivery Agreement; and - any other document reasonably required for the realisation of the Project.
Project Manager	means the project manager appointed by the Parties to manage the delivery of the Project.
Project Program	means a program for the delivery of the Project developed and updated by the PCG.
Principle's Project Requirements	means the project requirements developed by the PCG, which the Builder will be required to comply with under the Construction Contract.
Project Team	means the project consultant group described in clause 2.1
Steering Committee	means the steering committee described in clause 2.1
Works Budget	means a budget of $19.05 million (plus up to $370,000 to be contributed by WCC and SW TAFE depending on whether or the extent to which they are able to achieve the WCC Contribution) for the performance of the Works.

Terms	Description
Works Program	Works Program means the program for the performance of the Works developed by the Builder under the Construction Contract, with input from DET and the PCG.

6.12. SPORTS GROUND SUMMER TENANCY FEE

PURPOSE:

The report requests Council endorsement of a recommendation in regards to fees and charges for Council's summer sports ground tenants for the 2020/21 season.

MOVED: CR DEBBIE ARNOTT
SECONDED: CR ANGIE PASPALIARIS

That Council issue invoices for the 2020/21 summer tenancy fee for the use of the sports ground and associated infrastructure.

CARRIED - 4:3

Crs. Arnott, Paspaliaris, Taylor & Akoch voting for the motion.

Crs. Blain, Jellie & Ziegeler voting against the motion.

BACKGROUND

Forty-five sport and recreation organisations who occupy and utilise fifteen Council owned or managed sports grounds for recreation and sports training and competition ceased operations during COVID-19 lockdown.

As part of Council's COVID response, fifteen winter user groups were not charged their tenancy fee for the 2020 season (football, netball, soccer, hockey, pony club and dog training). Clubs were severely impacted with no access or ability to operate during the lockdown, with competitions eventually being cancelled. The financial cost to Council was $74,360.

During the time that the 2020/21 budget was being prepared there was still significant disruption due to the COVID-19 pandemic and it was uncertain whether there would be a resumption of summer sports. As a result the 2020/21 schedule of fees and charges for sports grounds were adopted without the inclusion of seasonal tenancy revenue.

With restrictions easing, summer sport was able to resume training and competition. Whilst the competition resumed later than normal (November), clubs were able to access and use facilities for training as usual. The Warrnambool & District Cricket Association advised a late start to the season was required in order to implement the strict COVID protocols set by the State Government and Cricket Victoria as well as providing time for clubs to be match ready.

In August 2020, Council provided indicative endorsement of the proposed pricing model and policy for occupancy of recreation facilities. Club consultation and refinement of the Policy and Pricing Model is to be reported back to Council for endorsement prior to implementation in July 2021.

Charges for 2020/2021 summer season are as per the 2019/20 Fees and Charges Schedule.

FINANCIAL IMPACT

As tenancy fees are not budgeted for, revenue will be additional income for 2020/21.

The following summer user groups to be charged the following tenancy fee, noting that Nestles Cricket Club and East Warrnambool YCW Cricket Club will evenly share Jones Oval fee (relocating from Reid Oval during the redevelopment period).

User Group	Reserve	Fee (pre GST)
Dennington Cricket Club	Dennington Oval	$4,033
Brierly Christ Church Cricket Club	Brierly Reserve	$4,033
East Warrnambool YCW Cricket Club (shared)	Jones Oval	$2,017
Merrivale Cricket Club	Merrivale Oval & Harris St	$6,050
Nestles Cricket Club (shared)	Jones Oval	$2,017
Russell's Creek Cricket Club	Jetty Flat & Mack Oval	$6,050
Woodford Cricket Club	Bushfield Reserve	$4,033
Wesley CBC Cricket Club	Walter Oval	$4,033
West Warrnambool Cricket Club	Davidson Oval	$4,033
	Total	**$36,299**

LEGISLATION/POLICY/COUNCIL PLAN CONTEXT

2 Foster a healthy welcoming City that is socially and culturally rich
2.4 Encourage and support participation in sport, recreation and physical activity.

TIMING

Due to the resumption of competition and timeframe for the pricing model and policy, it is recommended that invoices for the occupancy and use of sports grounds be forwarded to cricket clubs in early March.

COMMUNITY IMPACT/CONSULTATION

Summer tenants are expecting a fee to be invoiced for their tenancy of sports grounds. An email will accompany the invoice, detailing why invoices were held until March.

ATTACHMENTS

Nil

6.13. 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 8 February 2021 - refer **Attachment 1.**
2. Tuesday 9 February 2021 - refer **Attachment 2**.
3. Monday 22 February 2021 - refer **Attachment 3.**
4. Tuesday 23 February 2021 - refer **Attachment 4.**

ATTACHMENTS

1. Assembly of Councillors Record 8 February 2021 [**6.13.1** - 1 page]
2. Assembly of Councillors Record 9 February 2021 [**6.13.2** - 1 page]
3. Assembly of Councillors Record 22 February 2021 [**6.13.3** - 2 pages]
4. Assembly of Councillors Record 23 February 2021 [**6.13.4** - 1 page]

MOVED: CR BEN BLAIN
SECONDED: CR RICHARD ZIEGELER

That the record of the Informal Meetings of Council held on 8, 9, 22 and 23 February 2021 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:	8 February 2021	
Time Meeting Commenced:	9.00am	
Councillors in Attendance:	Cr. V. Jellie AM, Mayor Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler	
Council Officers in Attendance:	Vikki King, Acting Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure David Harrington, Manager Financial Services Nick Higgins, Manager Communications Julie Anderson, Manager, Governance Property & Projects Ashish Sitoula, Manager Strategic Community Planning & Policy Bree Ryan, General Counsel, Strategy & Procurement	
Other persons present:	John Stevens, Dench McClean Carlson P/L Deborah Prentice, RMCG	
Apologies	Nil	
Matters Considered:	• Council Plan Workshop	
Other Matters Considered		
Councillor Conflicts of interest Disclosures:		
Councillor's Name	**Type of Interest**	**Item**
Meeting close time:	4.00pm	
Record Completed by:	Peter Utri Director Corporate Strategies	

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)	
Date of Meeting:	9 February 2021	
Time Meeting Commenced:	9.00am	
Councillors in Attendance:	Cr. V. Jellie AM, Mayor Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler	
Council Officers in Attendance:	Vikki King, Acting Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure David Harrington, Manager Financial Services Nick Higgins, Manager Communications Ashish Sitoula, Manager Strategic Community Planning & Policy Bree Ryan, General Counsel, Strategy & Procurement	
Other persons present:	John Stevens, Dench McClean Carlson P/L Deborah Prentice, RMCG	
Apologies	Nil	
Matters Considered:	• Council Plan Workshop	
Other Matters Considered		
Councillor Conflicts of interest Disclosures:		
Councillor's Name	**Type of Interest**	**Item**
Meeting close time:	4.00pm	
Record Completed by:	Peter Utri Director Corporate Strategies	

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	22 February 2021
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. V. Jellie AM, Mayor Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris Cr. R. Ziegeler
Council Officers in Attendance:	Vikki King, Acting Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure Glenn Reddick, Manger Local Laws & Amenity Julie Anderson, Manager Governance, Property & Projects Lauren Schneider, Coordinator Natural Environment Paul Cugley, Coordinator Infrastructure Management Nicole Wood, Travel Smart Officer Ali Kemp, Manager Recreation & Culture Richard Stone, Manager Capacity Access & Inclusion David Harrington Manager Financial Services Peter McCardle Coordinator Local Laws Helen Sheedy Coordinator of Economic Development and Business Support
Other persons present:	Ben Rossiter, CEO, Victoria Walks Maggie Laurie, DHHS - Via zoom Erin Marslen, Blom Design
Apologies	Cr. M. Taylor
Matters Considered:	• Wild Coast Landscape Master Plan • CBD Parking Incentives - Options • CCTV Systems - Policy Adoption Post Public Consultation • Stanley Street - Edwards Bridge Renewal • Endorsement of audited Municipal Emergency Management Plan • Petition - For Removal of Seaweed on Lady Bay Beach • Draft Governance Rules - Community Consultation • CEO Employment Matters Advisory Committee Chair • Councillor Allowance Review • Activities & Initiatives 2020-2021: October - December (Quarter 2) • Zero Net Carbon Development Opportunities & Feasibility Report - • Councillor representation on Project Control Groups and Boards • Regional Assessment Service • Sports Ground Summer Tenancy Fee • Monthly Financial Report - January 2021 • Dog Access in Warrnambool

	• Councils Governance Responsibility under the Aged Care Standards • Mayoral Diary Update	
Other Matters Considered	• Consideration of contact to EPA re noise complaint in Lava Street • Request of review of parking machine tickets to be more environmentally friendly • Promotion of electronic rates notifications to overcome increasing delays in Australia Post delivery times of notices • Request for a response on the removal of a copse eucalypts on the Russell's creek trail • Request for information campaign to improve dog owner behaviour in CBD including consideration of greater enforcement	
Councillor Conflicts of interest Disclosures:		
Councillor's Name	**Type of Interest** Cr. A. Paspaliaris Direct interest Left 5:07pm returned 5:34pm Cr. D. Arnott Direct interest Left 5:07pm returned 5:34pm	**Item** • CBD parking costs • CBD parking costs
Meeting close time:	7.50pm	
Record Completed by:	Peter Utri Director Corporate Strategies	

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)	
Date of Meeting:	23 February 2021	
Time Meeting Commenced:	4.05pm	
Councillors in Attendance:	Cr. V. Jellie AM, Mayor Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris Cr. R. Ziegeler Cr. M. Taylor	
Council Officers in Attendance:	Julie Anderson, Manager Governance, Property & Projects	
Other persons present:	Nick Kelly, McArthur	
Apologies	Cr. O. Akoch	
Matters Considered:	• CEO candidates shortlist	
Other Matters Considered	Declarations of conflicts of interest.	
Councillor Conflicts of interest Disclosures:		
Councillor's Name	**Type of Interest**	**Item**
Meeting close time:	5.02pm	
Record Completed by:	Julie Anderson Manager Governance, Property, & Projects	

6.14. 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
30 January 2021	Warrnambool	Mayor - Attended the Transport SAFETY Victoria FloatSafe life jacket clinic.
4 February 2021	Warrnambool	Mayor - Attended Emmanuel College whole of school Assembly.
17 February 2021	Warrnambool	Mayor - Attended online meeting with Great South Coast Mayors.
18 February 2021	Warrnambool	Mayor & Acting Chief Executive Officer - Attended online meeting of Regional Cities Victoria group.

MOVED: CR MAX TAYLOR
SECONDED: CR RICHARD ZIEGELER

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

CARRIED - 7:0

7. PUBLIC QUESTION TIME

7.1 QUESTION FROM TAMMY GOOD, WARRNAMBOOL

"1. Would WCC consider using a purpose manufactured seaweed rake as used worldwide, rather than the current heavy loader which removes massive amounts of sand off the beach as well s seaweed?

2. Could the seaweed in front of the Pavilion restaurant be removed completely with the same seaweed rake and tipper? Perhaps seaweed could be mulched and used as per City of Kingston seaweed removal plan?"

RESPONSE
As per Item 6.8 recommendation 2 - "that a report be presented at a future Council Informal meeting outlining options for cleaning the area in front of the Pavilion, including costs, environmental impacts and challenges."

7.2 QUESTION FROM WILLY BENTER, ALLANSFORD

"Re: Allansford Strategic Framework Plan 2020 - Will the Council hold community meeting with the Allansford residents and local community groups to discuss the final draft before it goes to Council for adoption?"

RESPONSE
The Director City Growth advised that information would be distributed in the next fortnight.

8. CLOSED SECTION

The meeting adjourned at 6.42pm and resumed at 6.46pm.

MOVED: CR. DEBBIE ARNOTT
SECONDED: CR. RICHARD ZIEGELER

That Council, pursuant to section 66 and 66(2)(a) of the *Local Government Act 2020,* close the meeting to members of the public to resolve on matters pertaining to items that deal with information that is confidential in accordance with section 3(1) of the Act, as follows:

8.1 Minutes of In-Camera Meeting held on 7 December 2020 - confidential in accordance with section 3(1)(h) pertaining to confidential meeting information.

8.2 CEO Employment Matters Advisory Committee Chair - confidential in accordance with section 3(1)(f) pertaining to personal information, being information if released would result in unreasonable disclosure of information about any person or their personal affairs.

CARRIED - 7:0

The below extract is provided from the Council resolution for Item 8.2 in the confidential minutes and is now made public as resolved.

MOVED: CR. BEN BLAIN
SECONDED: CR. ANGIE PASPALIARIS

That Council appoint Anne Farquhar to the position of Independent Chair of Warrnambool City Council's CEO Employment Matters Advisory Committee for a period of four (4) years commencing from the date of this resolution.

CARRIED - 7:0

CLOSE

There being no further items of business the meeting closed at 6.46pm.

CHAIRMAN

I certify that these minutes were confimred at a subsequent meeting of Council.

CR. VICKI JELLIE AM
MAYOR