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WARRNAMBOOL
CITY COUNCIL

WARRNAMBOOL CITY COUNCIL **ANNUAL REPORT** **2020-2021**

REPORT OF OPERATIONS THE YEAR IN REVIEW



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INTRODUCTION

This annual report includes a report of operations, financial and performance reports for the 2020-2021 year.

Warrnambool City Council is committed to transparent reporting and accountability to the community and the Annual Report 2020-2021 is the primary means of advising the Warrnambool community about council's operations and performance during the financial year.

The annual report content follows the model provided by Local Government Victoria.

SNAPSHOT OF COUNCIL

Demographic profile

The municipality of Warrnambool covers 120sqkm in Victoria's South West.

It includes the city of Warrnambool and townships of Allansford, Bushfield and Woodford.

It has annual population growth of about one per cent, a population of 35,500 and is the most populous city in the South West.

Warrnambool is the major regional centre for health care, education, professional services and sport and culture.

Warrnambool's economy generates an annual output of \$4.678 billion accounting for over 25 per cent of the Great South Coast region's economic output from less than one per cent of the land area.

There are 16,653 jobs in Warrnambool and the following six 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.

The construction industry makes the greatest contribution to economic output in the region, which at \$582.5 million accounts for 12.82 per cent of total output.

Warrnambool is a popular and expanding tourism destination. Property and business services, government administration and construction are also key growth sectors.



GUIDING OUR ACTIONS

Council activities are guided by key strategic documents. These include the four-year Council Plan, developed by Councillors and adopted within six months of a Local Government election. The Council Plan, which is revised annually, also acknowledges the goals of the long-term community plan, Warrnambool 2040 (W2040).

Council, in partnership with the community, developed W2040 over 2017 and 2018. A long-term community plan, or vision, is now a requirement under the new Local Government Act 2020. The Council Plan aligns with the goals of W2040.

The icons beside the Council Plan objectives and the W2040 visions below will appear throughout this report to provide readers with an insight into the strategic origins of Council's actions and initiatives.

Note: the following vision and strategic objectives apply for the 2020-2021 reporting period but have since changed with the adoption of the 2021-2025 Council Plan.

OUR VISION

A cosmopolitan city by the sea.

Our strategic objectives



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.

Warrnambool 2040 – the long term community vision

W2040 has four broad objectives, these are:



People. Warrnambool will be a city where all people thrive.



Economy. Warrnambool will be Australia's most resilient and thriving regional economy.



Place. Warrnambool will be Australia's most liveable regional city.



Environment. Warrnambool will be Australia's most sustainable city.



ORGANISATIONAL VALUES

We value:

Accountability

We will be responsible and take ownership of our actions and decisions by being ethical, honest and transparent.

Collaboration

We will foster effective relationships through engagement, communication and co-operation, supporting decisions and outcomes for the benefit of all.

Respect

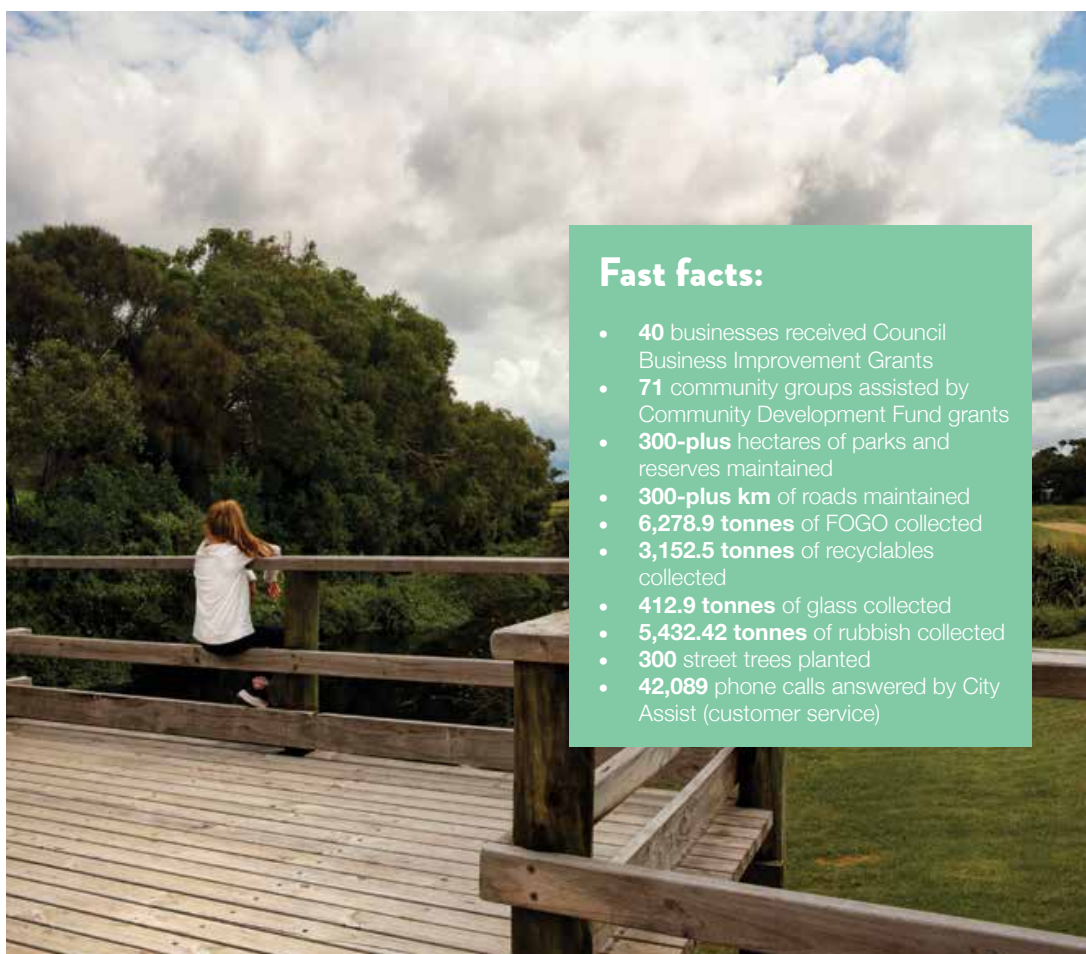
We will treat everyone with dignity, fairness and empathy, providing others with the opportunity to share views and to be heard.

Progressiveness

We will evolve and grow by encouraging development, change and continuous improvement in all that we do.

Wellbeing

We will commit to providing a safe and healthy workplace that promotes staff engagement, performance and achievement, allowing all employees to flourish for the benefit of themselves and the organisation.



Fast facts:

- **40** businesses received Council Business Improvement Grants
- **71** community groups assisted by Community Development Fund grants
- **300-plus** hectares of parks and reserves maintained
- **300-plus km** of roads maintained
- **6,278.9 tonnes** of FOGO collected
- **3,152.5 tonnes** of recyclables collected
- **412.9 tonnes** of glass collected
- **5,432.42 tonnes** of rubbish collected
- **300** street trees planted
- **42,089** phone calls answered by City Assist (customer service)



WARRNAMBOOL
CITY COUNCIL

REPORT OF
OPERATIONS
2020-2021
THE YEAR IN REVIEW



A MESSAGE FROM THE MAYOR

This Annual Report details Warrnambool City Council's efforts towards achieving the strategic objectives outlined in the 2017-2021 Council Plan. This is the first annual report presented by this Council following the Victorian Local Government election held in October 2020.

The role of council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

In providing good governance the Council must follow the following principles:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

- the municipal community is to be engaged in strategic planning and strategic decision making;
- innovation and continuous improvement is to be pursued;
- collaboration with other Councils and Governments and statutory bodies is to be sought;
- the ongoing financial viability of the Council is to be ensured;
- regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- the transparency of Council decisions, actions and information is to be ensured.

This Council report covers the financial year to June 30, 2021 and includes reporting on the strategic objectives of the Council Plan 2017-2021, now replaced with a new four-year Council Plan covering 2021-2025.

During 2020-2021, COVID-19 had a significant impact on our community. Council was also profoundly affected with a number of our services having to close or operate under tight restrictions. These included AquaZone, the Lighthouse Theatre, Warrnambool Stadium, the Visitor Information Centre, Flagstaff Hill Maritime Village, the Archie Graham Community Centre and the Warrnambool Art Gallery.

Closures meant that a number of casual staff were without work and unfortunately financial support such as JobKeeper payments were not made available to Council workers.

A number of Council's services were defined as essential and were permitted to continue at pre-pandemic levels. These included our Home Support Services. At the height of the lockdown in 2020 and with a great deal of uncertainty around the transmissibility of COVID-19, Council staff were still providing domestic care in people's homes and helping with everyday tasks including showering, dressing, eating and grocery shopping.





Our Child and Family Service programs also continued to provide essential services throughout the continued COVID19 pandemic.

Maternal Child Health supported an increase of 50 first time mothers compared to last year along with 1924 Key Age assessments, 150 Hours of First parent groups, 231 hours of additional consultations to support families with additional child health needs and 963 hours of MCH flexible capacity activities.

Parenting and Children Services programs continued to provides support to families with complex needs with over 5900 hours of support provided through case management, parent education, parenting assistance and supported playgroups.

Kindergarten, Early Learning Centres and Family Day Care continued to provide high quality Education and care for children with over 657 children participating in regular sessions and formal education and care.

While COVID-19 took its toll, changing the way we live, over time our community – including our business community – demonstrated resilience and innovation.

Many of Warrnambool's businesses adapted quickly to the changing conditions. As we emerged from the long lockdown in 2020 our employment numbers made an encouraging recovery.

As a centre that provides health, education, retail and professional services to the region Warrnambool has been able to weather the pandemic reasonably well.

However we are mindful that they describe a big picture perspective of the city's economy and there

will be a number of businesses who have done it really tough over the past year.

We know the accommodation and food services sector was harder hit than most.

By contrast the construction sector was extremely busy with a record number of dwellings built in city over the financial year.

But overall the future looks bright for our city and the experiences of the past year show how resilient our residents and businesses are.

Highlights

Advocacy and engagement

Over 2020-2021 a number of items identified in Council's Advocacy Strategy 2019-2023 were provided with funding.

These included Stage 2 of the Warrnambool Base Hospital redevelopment, the Princes Highway West upgrade, the Warrnambool railway line upgrade, the hydrogen energy research centre at Deakin University and a new boat ramp at the Port of Warrnambool.

While these were not all projects managed or "owned" by Council we had a role to play in showing that these were important to our community and deserving of support by the State and/or Commonwealth governments.

Council will continue to seek support to deliver actions outlined in the Port of Warrnambool Master Plan

Thank you

Despite the impact of pandemic lockdowns and disruptions Council has delivered on wide ranging commitments to the community. I would like to thank our councillors for their commitment to Warrnambool City Council and their ongoing efforts on behalf of residents. I also thank businesses, members of community groups and council officers for all having contributed to improving the liveability and amenity of our great city.

Cr Vicki Jellie
Mayor
Warrnambool City Council



A MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

On behalf of Warrnambool City Council it is a great pleasure to present council's Annual Report for the year 2020-2021.

The Chief Executive Officer is responsible for:

- supporting the Mayor and the Councillors in the performance of their roles; and
- ensuring the effective and efficient management of the day to day operations of the Council.
- ensuring that the decisions of the Council are implemented without undue delay;
- ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
- supporting the Mayor in the performance of the Mayor's role as Mayor;
- setting the agenda for Council meetings after consulting the Mayor;
- when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;
- carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.

This was a challenging year for Council as the impact of the pandemic continued into the 2020-2021 financial year.

Encouragingly however, Warrnambool's economy continued show resilience as the pandemic took hold of the national economy.

While Australia's unemployment rate had dropped to 5.5 per cent in April 2021, recent figures for Warrnambool showed unemployment at just 3.3 per cent.

In March 2020 the total jobs number in Warrnambool was estimated at 16,653.

In May last year during the prolonged phase of restrictions the number of jobs dipped to an estimated 16,101.

However it began to recover from there and in March this year the total jobs in Warrnambool numbered 16,651.

Consumer spending in Warrnambool over the 2019-2020 was \$720 million, over 2020-2021 the figure had grown to \$798 million.

Warrnambool's population continues to show steady growth of about one per cent each year and this contributes to residential building activity and construction jobs.

While a number of regional Victorian cities are growing at a faster rate – Geelong, Ballarat and Bendigo – our city is growing at a manageable rate.

The number of new dwellings built in Warrnambool over 2019-2020 was 204, of which 198 were defined as houses, over 2020-2021 year there were

407 new homes, of which 322 were houses.

The remaining 85 were other residential buildings including townhouses, flats, units or apartments. This growing housing diversity is responding to demands within Warrnambool for different types of homes including smaller, more affordable housing.

Organisational performance

At the end of June 2021, council's financial position remains sound with more than \$640 million of community assets under council's stewardship.

Operating expenditure for 2020-2021 was tightly controlled and council's underlying operating income was 9% higher and expenditure was 2% lower respectively than the Annual Budget adopted in June 2020.

Asset management remains a key focus of Council with \$13.9 million being spent on renewing and upgrading our assets.

Highlights for 2020-2021 include the ongoing rollout of our four-bin waste management system which will continue to build on the volume of material diverted from landfill. Progress on the \$10.7 million Reid Oval upgrade and on the new \$20.25 million Learning and Library Hub, a shared project with the South West Institute of TAFE, were other highlights which, when complete, will deliver greatly improved sporting, recreational and learning outcomes for the community.

Thank you

In what was a really challenging year for all communities across Victoria, I would like to take the opportunity to acknowledge Councillors, the local community and all Warrnambool City Council staff who have contributed to delivering our council's vision and council plan.

Peter B. Schneider
Chief Executive Officer

Note: Over the 2020-2021 financial year Peter Schneider served as Chief Executive Officer until July 13, 2020 and then from June 16, 2020. Vikki King served as Acting Chief Executive Officer from July 13, 2020, to May 24, 2021. Gary Gaffney served as Acting Chief Executive Officer from May 24 to June 15, 2021, prior to Peter Schneider returning to the CEO position



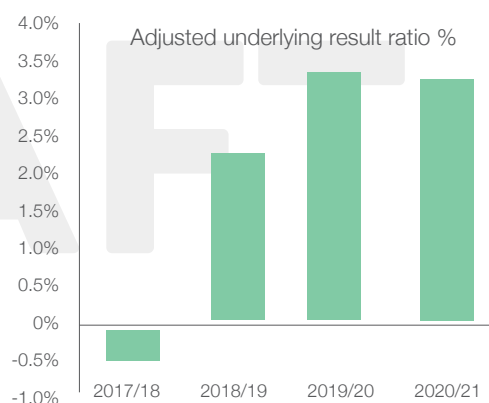


FINANCIAL SUMMARY

Operating position

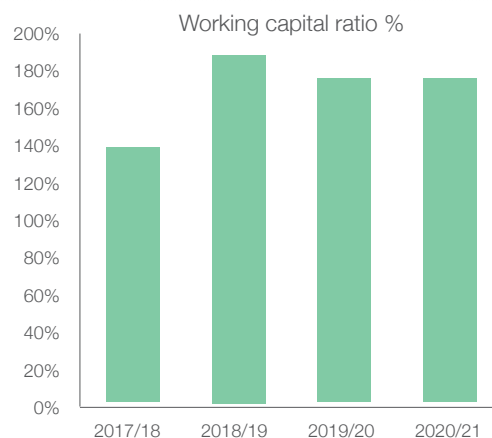
Council achieved an accounting surplus of \$12.53 million in 2020-21 which is in line with the surplus from the prior year.

The COVID19 restrictions have had a substantial impact on the income of Council with a number of facilities required to close, Council has managed to offset the majority of this impact through reducing controllable expenses and standing down staff where appropriate. The adjusted underlying surplus of council, after removing non-recurrent capital grants, non-monetary capital contributions, profit/loss on sale of equipment and major expensed capital works, is a surplus of \$2.40 million (\$2.50m in 2019/20). Sustaining an adjusted underlying surplus is a critical financial strategy that provides capacity to renew the \$640 million of community assets under council's control.



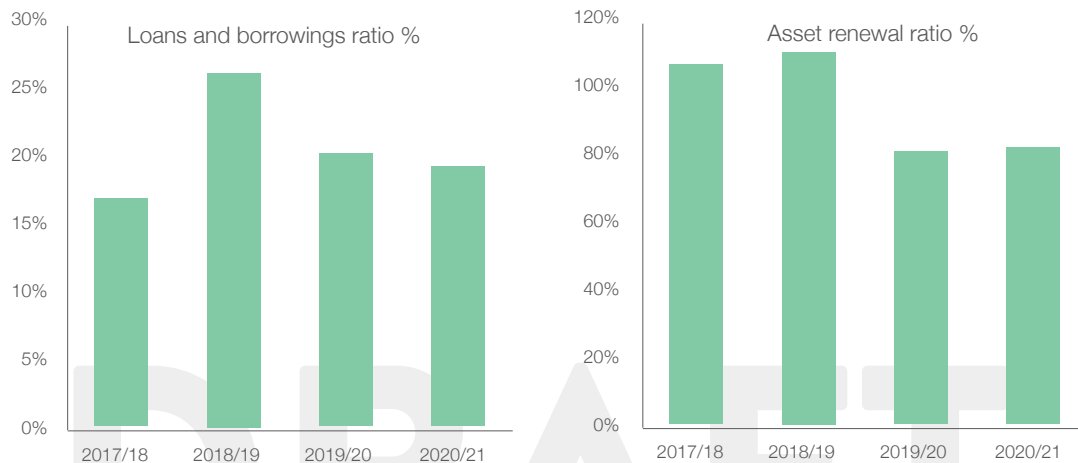
Liquidity

The working capital ratio has remained consistent with prior years at 159.5% (158.7% in 2019/20). This is above Council's long term average and is mainly due to a number of government grants received in advance for provision of service or project delivery that will occur in the 2021/22 financial year. The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 159.5% is an indicator of satisfactory financial position and within the expected target band of 100% to 200%.



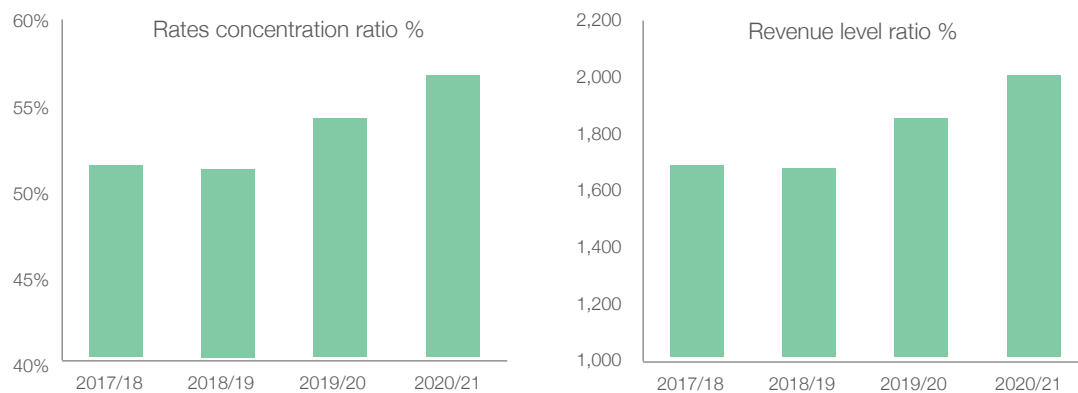
Obligations

Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. To help bridge the current infrastructure gap, council invested \$9.98 million in asset renewal works during the 2020-2021 financial year which was consistent with the 2019/20 investment. Council's asset renewal ratio which is measured by comparing asset renewal expenditure to depreciation was 82.5% which again was consistent with 2019/20 (80.5%). At the end of the 2020-21 year council's debt ratio which is measured by comparing interest-bearing loans and borrowings to rate revenue was 19.5% which is just below the expected target band of 20%-60%. Council borrowed \$1.4m for the Smart Street Lighting upgrade in 2020/21 and repaid debt of \$1.53m. Council is guided by the borrowing strategy and the long term financial plan as to when it is appropriate to borrow new funds.



Stability and efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Council's rates concentration which compares rate revenue to adjusted underlying revenue was 56.6% for the 2020-21 year which is within the expected target band of 40%-60% but an increase on prior years due to the reduction in revenue as a result of the COVID19 restrictions. Council's average rate per residential assessment of \$2,081 has increased on prior years driven by the 2.0% rate cap increase and a decrease in waste management fees of \$11 due to the introduction of FOGO and subsequent reduction in costs to landfill.



DESCRIPTION OF OPERATIONS

Warrnambool City Council provides a diverse range of services which include: the building and maintenance of municipal roads, footpaths, cycling paths and public amenities; waste management; tourism and economic development; Meals on Wheels, respite care, recreation services including provision and maintenance of sporting facilities; planning; a live performance theatre, aquatic centre and art gallery.

Council's vision, strategic objectives and strategies to further improve services and facilities are described in the Council Plan 2017-2021, the 2020-2021 Council budget and the annual report.

The delivery of services, facilities, support and advocacy to achieve the Strategic Objectives is measured by a set of service performance indicators and measures.

Council also has a wide range of responsibilities under Victorian and Australian legislation.

Economic factors

Council's capacity to generate income and offset the cost of services was impacted by COVID-safe measures in 2020 and 2021. Closures or restrictions affected access to AquaZone, the Lighthouse Theatre, holiday parks, the stadium, Flagstaff Hill Maritime Village and

Major capital works

In the second half of 2020 work began on the redevelopment of Reid Oval. The Reid Oval Redevelopment is a \$10.7 million project funded by the Victorian Government (via Sport and Recreation Victoria and Regional Development Victoria), the Warrnambool City Council (via the Victorian Government's Community Sports Infrastructure Loans Scheme), the AFL (via the Australian Football Facilities Fund) and Cricket Victoria (via the Australian Cricket Infrastructure Fund).

Population: estimated at 35,500, up from 33,649 on Census night 2016.

Rateable properties: 17,256

Pathways: 328km total length

Sealed roads: 300km

Unsealed roads: 34km

Council drains: 267km

Drainage pits: 11,000

Three major stormwater tunnels along Japan, Simpson and Fairy streets.

Council assets Council owns/manages 350 buildings including:

- Lighthouse Theatre,
- AquaZone,
- Warrnambool Stadium,
- Warrnambool Art Gallery,
- Warrnambool Civic Centre,
- Archie Graham Community Centre,
- Proudfoots and numerous recreational facilities,
- Public toilets,
- Council houses,
- Offices
- Parks and gardens Council is responsible for managing 400ha of open space including 250 parks, gardens, playgrounds and sportsgrounds, foreshore and reserves.
- Warrnambool Regional Airport The 152ha airport supports emergency services including Victoria Police, a fixed wing ambulance and CFA. It records 30 to 35 aircraft movements a day.
- School crossings Warrnambool has 32 school crossings used by about 5,000 children who are supervised by a team of about 40 crossing supervisors





2020-2021 HIGHLIGHTS COUNCIL'S COVID-19 RESPONSE

Community Activation and Social Isolation (CASI)

The Victorian Government's funded new Community Activation and Social Isolation (CASI) positions across the state in response to COVID pandemic.

The initiative aimed to help people who were experiencing loneliness or had lost their regular networks due to the coronavirus (COVID-19) pandemic. The CASI worker 'linked' help seekers to practical, emotional and social supports within the community via a COVID hotline or by referral.

2884 New help seekers (not exist clients, patrons or participation of community development programs)

94 help seekers were connected to practical support

395 help seekers were connected to emotional support

6836 help seekers connected to social activities

495 connected to food or material relief

45 connected community services

West Warrnambool Neighbourhood House Food

Pre COVID-19, the West Warrnambool Neighbourhood House supported an average of two families per week through the provision of FoodShare food relief hampers.

COVID-19 pandemic lockdown, increased the demand for food relief as many welfare and community service agencies closed their doors across Warrnambool and the South West Victoria region. Leaving the most vulnerable in the community with little or no support. WWNH in partnership with Lifeline Direct and Warrnambool Foodshare to develop a Food Relief Outreach Strategy, identifying vulnerable populations and communities.

Food Relief and Wellbeing check

55 households received food hampers

174 people including children received food hamper

19 of those participants identified as pensioners, 91



as ATSI and 36 as having a disability.

The WWNH continues to provide food relief to 7 regular clients, 3 of whom identify as age and disability pensioners and do not have access to personal transport. An average of 12 families continue to contact WWNH for food relief on a monthly or quarterly basis.

1000 Postcards outlining the essential support services available during the pandemic were delivered to areas of West Warrnambool where access to Internet was less likely. Individuals used the information on the postcard to make contact with the House Coordinator to ask for assistance.

Archie Graham Community Programs

The Archie Graham Community Centre is an important place for social connection for many people in our community particularly older people, lockdown have impacted the programs and the patrons significant.

In response to COVID lockdowns, the Community Programs and Reception staff adapted to become a call centre from patrons who were vulnerable due to isolation and requires various levels assistance to cope with the impacts on health and wellbeing. Newsletters were distributed by email and post providing information about staying well during the lockdown and how to access support. Welfare checks by phone continued during successive lockdowns. As of 2021, staff switched to notifying patrons of lockdown and re-opening via whatsapp which is a bulk text sent via email.

Unable to offer the many group fitness classes that run at daily at Archie, staff provide patrons with group fitness videos and handouts of exercise programs for people who wanted access to these resources. In addition, twice weekly general exercise sessions were held online on ZOOM with these classes provide much need social connection. Group fitness instructors also visited homes of patrons who were frail and isolated providing one on one exercise and a chance to socialise for those who were largely house-bound. The resources continue to be available online and continued to be accessed.

The walking and cycling groups have continued on most days of the week as restrictions allowed.

When restrictions limited exercise outdoors to be with one other person – volunteers assisted people to organise themselves into pairs to continue their regular walks and rides along with the all-important social connection. These groups have proved to be very successful during lockdowns.

Archie opened its doors as an informal space allowing those in need the opportunity to enjoy a warm safe space. These informal visits often result in a much needed social connection and when appropriate a referral to a local community support service.

The various social activities and Senior Citizen's Club activities were provided in smaller groups when restrictions allowed. This provided participants with a sense of belonging, and an opportunity to build closer relationships with others with whom they have a shared interest.

The demand for 1:1 Tech support provided by volunteers has been steady, with most people wanting assistance with their smartphone or table device to assist them be connected in a world where access to technology has become essential.

The Archie Graham Community Centre continues to be innovative in its responsive to the needs of all community members during the challenges of COVID and lockdowns.

Home Support Services during COVID-19

As an essential service our domestic assistance (housework) and personal care services continued as normal during pandemic lockdowns.

Management monitored government advice in regard to maintaining the safety of both staff and clients and ensured that Community Support Workers were supplied with necessary personal protective equipment, training and support to deliver services in a COVID safe manner.

Clients had the option to suspend services if they were concerned about the risk of infection, Home Support maintained a list of suspended clients and made phone contact on at least a monthly basis, more frequently for those clients whose welfare we were concerned about. At the height of the pandemic approximately 100 clients elected to suspend their services.





Resilient Council Volunteers

Councils Meals on Wheels service continued to operate during lockdown with demand for the service increasing on average by 30%. Pre lockdown 314 meals were delivered per week with this figure jumping to 456 per week during lockdown. With volunteers unable to participate during lockdown period, Council employees were redeployed from Aquazone, Flagstaff Hill and the Lighthouse Theatre to deliver meals and provide a much needed friendly face to some of the most vulnerable in our community. Staff and clients adapted quickly to the changes made meals transportation and delivered in accordance with COVID safe regulations.

The group social support and group respite programs could not operate as normal during lockdown and staff demonstrated creativity in providing support to this group of clients who largely consisted of the most isolated and vulnerable members of the community.

The 'call club', weekly telephone conferencing meeting, activity packs delivered to clients at their home, Zoom meetings, In-home exercise (both Zoom and in person), cooking competitions, one on one visits by staff and essential shopping were just some of the innovative responses to keep our clients connected and involved.

Across all program areas staff were able to quickly adapt to the changing regulatory environment so that we could ensure services were delivered in the least restrictive but safest manner at all times.

Volunteers are integral to many services available to community through Warrnambool City Council, and our volunteers have shown incredible resilience and adaptation over the past year.

Volunteers are a vital aspect of the following program areas – Lighthouse Theatre, Visitor Information Centre, Flagstaff Hill, Warrnambool Art Gallery, Meals on Wheels, Archie Graham Community Centre, West Warrnambool Neighbourhood House, Social Support, Family and Children's Services, Youth Services, Gardens for Wildlife, ConnectU and Aquazone. Many of these services rely on volunteers to operate.

Council volunteers have shown their resilience in the face of change with many Council volunteer programs on hold at various times throughout the past year. Volunteers have had to adapt to covid-safe practices and changes in programming, and have often championed these changes in workplaces.

Volunteers continue to play an essential role at Warrnambool City Council and we acknowledge their valuable impact on our community.

Acknowledgement - Essential Workers Community Support Workers

Coronavirus (COVID-19) is impacting the lives of essential workers, requiring them to adopt a “new PPE norm” in an effort to provide service to our most vulnerable allowing them to remain living independently and safely during the pandemic.

The WCC and the wider community would like to express our gratitude to you for your continuous efforts during this pandemic.

Work for Victoria Initiative

The Working for Victoria initiative was part of the Victorian Government’s \$1.7 billion Economic Survival Package.

The Working for Victoria Fund was designed to connect workers with new opportunities that will help our community and contribute to Victoria’s ability to respond to the pandemic.

WCC was successful in secured funding for 4 Full Time Project Workers over a period of 6 months. These roles respond to specific local community needs that emerged due to the pandemic. They aim to build social connections opportunities through arts led community development activities and strengthen outreach services to vulnerable residents and families.

Businesses sign on for BIG support

More than 40 Warrnambool businesses shared in close to \$100,000 through Council’s Business Initiative Grant (BIG) program.

The grants were part of Council’s Business Support Plan to help local business affected by the COVID-19 pandemic.

In the spirit of the Get Around Warrnambool campaign, the grants focus on business growth, collaboration, entrepreneurship and developing new business strategies on a dollar for dollar basis.

Projects funded through the BIG program ranged from developing an improved online presence to implementing precooked meal services and enhancing business processes.

A stipulation of the grants was that local suppliers had to be used where possible, in order to ensure the money stays local, creating a flow on effect for other local businesses.

The timing of the grants was ideal for Fiona and Craig Hanks, who bought purified water operation Coastal Pure Water in March this year.

“We bought the business – which perfectly complemented our existing Cobden-based ice and Sungold dairy distribution business – then COVID-19 hit,” Fiona said.


“To get through the pandemic we knew we needed to improve efficiency and become a COVID-safe operation.

“That meant improving our software systems so that we could offer our customers a convenient and quick no-contact delivery and invoicing service. “We’re using Warrnambool business Welcome Computers for the software update and this fits in with our own ethos which is to ensure that all the products we sell – dairy, water, ice – are sourced within the South West.”





Support for business and community in Budget



In July 262 two-hour car park spaces in the Warrnambool city centre were offered free before 11am each weekday as part of Council's response to the COVID-19 pandemic.

Council's 2020-2021 Budget included an allocation of \$1.95 million to help the community and businesses recover from the impacts of COVID-19.

Rates increased by just 2 per cent rather than the 4.5 per cent allowed for by the Essential Services Commission positive waste initiatives allowed Council to reduce the waste management charge which meant that on the average property the increase in the overall rates and charges was about 1.2 per cent.

Waste management fees were cut by 2.79 per cent or \$11 per property to \$379.09

This budget saw the average residential rate bill increase to \$2,053 from \$2,029 in 2019-20, which is \$24 for the year.

The COVID-19 support package comprised:

- Community and Business Support and Stimulus Fund - \$450,000
- Small Infrastructure Fund 2020/21 - \$891,000
- Economic development unit - \$545,000
- Community development grants - \$65,000

GSC mayors call for action on Midfield - August

In August 2020 Great South Coast Mayors called on the Victorian Government to ease restrictions at one of the region's major employers, the Midfield Group.

Midfield operates an abattoir in Warrnambool that employs about 900 people and has been proactive in keeping its operation free from COVID-19.

The Victorian Government currently requires all Victorian abattoirs – including those in regional Victoria - to operate below capacity with staff numbers limited to 67 per cent of their daily peak and daily total workforce capacity.
Warrnambool Mayor and Chair of the Great South

Coast Group Cr Tony Herbert said the company had been forced to close as a result of the COVID-19 restrictions – despite Midfield and Warrnambool not considered a COVID-19 "hot spot".

Cr Herbert said operating at a reduced capacity had the potential to have a detrimental effect on the region's economy.

Help for health and fitness businesses

Council teamed up with 12 local health and fitness businesses to host the city's first virtual fitness festival in August.

FitFest offered free workout videos posted online covering a wide range of training types including yoga, boxing, meditation, martial arts, cardio and more.

Gyms and exercise spaces were closed for lengthy periods over 2020 forcing many businesses to find innovative ways to connect with their members and help them to keep exercising at home.

\$141,000 in fees waived for businesses

Council waived registration fees for more than 400 Warrnambool beauty, accommodation and food businesses.

This saved businesses \$141,000 over the 2020-2021 financial year.

This was another business support measure offered by Council in line with its COVID-19 Business Support Plan.

Surfside holiday plans for summer 2020-2021

Guest numbers over summer at Council's holiday parks were limited in 2020-2021 as a result of COVID-19 regulations.

To ensure a fair allocation of sites Council ran a ballot.

In September 2020 Council had advised visitors with summer bookings that it was unlikely the parks

would operate at full capacity.

In Warrnambool over December-January Council usually has about 3,500 people accommodated along foreshore parks.

To ensure social distance compliance, particularly around the use of shared amenity blocks, guest numbers were reduced.

Grant funding used to transform laneways

Permanent bench seating, synthetic turf and raised garden beds with edible plants were added to key Warrnambool laneways in early 2021 to make them more inviting places to spend time.

Liebig Lane, Timor Walk and Little Liebig, all of which branch off from the Ozone carpark, benefited from the \$50,000 upgrade which will also included the addition of bollards with power points to assist with events and other activations.

Council was the recipient of a grant to cover the cost of the project via the Victorian Government's Outdoor Eating and Entertainment Fund.

The city's laneways have transformed by street art over the past decade and the upgrades were another step in making them more attractive and inviting.

Bang for buck - fireworks funding used for new off-peak events

Money from Warrnambool's cancelled New Year's Eve fireworks display was redirected to help fund new community events and aid recovery of the local economy from the impact of COVID-19.

The funding was made available through "Activate Warrnambool" grants, with organisers of small to medium events able to apply for up to \$5000 while large festivals and events could apply for up to \$10,000.

The \$77,000 program is part of Council's COVID-19 support program, and includes the \$22,000 originally earmarked for the city's 2020/2021 New Year's Eve fireworks display.

Funded events

Warrnambool Storytelling Festival	June / July
Men's Mateship Retreat by Grab Life By The Balls	August
Winter Concert Series by Raglan Presents	June / July
Warrnambool School of Art - Creative Weekend Escapes	Year long
4 Wide Unwired Music Festival	August
Warrnambool Show Grounds Committee - Warrnambool Rodeo	December
Find Your Voice Choir presents From All Angles	August
Physipole State Competition	November
Moyjil to Merri Dirty 30 Trail Run	October
Brophy Family & Youth Services presents - Warrnambool Youth Fest	June / July
Speakeasy Event Series	September / October
The F Project - The Fabric of Life Festival	November

\$10,000 in travel vouchers to help Warrnambool tourism

Fifty lucky winners were able to plan a holiday in Warrnambool after winning a \$200 accommodation voucher, offered as part of a competition organised by Council to support local accommodation providers and the wider tourism sector - industries among the hardest hit by the COVID-19 pandemic.

The competition attracted more than 1800 entries from across Australia, with entrants asked to explain in 25 words or less why they want to wake up in Warrnambool.

The competition meant that prize money went directly to Warrnambool accommodation venues with an expectation that many of pay for accommodation in addition to the \$200 prize to extend their holiday and make the most of a stay in Warrnambool.

GENERAL HIGHLIGHTS

Better fishing

New seats, rod holders and steps were added to fishing pontoons at Jubilee Park, Allansford, Mahoneys Road and Lyndoch in Warrnambool.

The improvements were funded by a \$12,000 grant from the Victorian Fisheries Authority. The manufacture and installation of this fishing infrastructure was done by Warrnambool-based company Niflex Engineering.



Online guidance for Council election candidates

Prospective Council election candidates are encouraged to participate in online information sessions offered by Warrnambool City Council in partnership with the Municipal Association of Victoria.

The free sessions offered through the Municipal Association of Victoria (MAV) covered:

- the role and purpose of local government;
- the new Local Government Act 2020;
- introduction to your council and information on the municipal area;
- roles, responsibilities and expectations of a councillor;
- the experience of being a councillor; and,
- The electoral process and campaigning including key dates and information provided by the Victorian Electoral Commission.



Interactive map to help gather pedestrian network suggestions

Council began work on its consultation ahead of developing a Principal

Pedestrian Network.

This included the development of an interactive map where people could place markers to indicate existing issues, ideas for improvement or places they think are working well for walkers or cyclists. The Warrnambool 2040 plan outlines a vision where as many people as possible walk or cycle to work or school and the Principal Pedestrian Network is a part of achieving this vision.



Junior Warrnibalds swamped with entries

The 2020 Junior Warrnibald Portrait Competition attracted a record 585 entries.

The Junior Warrnibald Prize 2020 is a portrait competition, just like The Warrnibald Prize, but for artists aged 18 and under. The Warrnambool Art Gallery and WDEA Works invited young artists to submit a portrait of anyone in their lives who they admire, along with a written description of why they had chosen their subject.

The Junior Warrnibald aims to foster the talents of young artists, with the winners of each category exhibited with the Warrnibald Prize Exhibition, opening to the public on the 25th July.

In addition to the winners of each category, a special prize is also awarded to one artist whose work displays outstanding creativity. This winner will be given the opportunity to work with a local graphic designer to create a children's mascot for WAG.



Statuesque palms to line northern entry

An avenue of Canary Island Date Palms has been planted along Mortlake Road to create a sense of arrival at the north of the city.

A total of 24 palms were planted along Mortlake

Road from Wangoom Road to Balmoral Road, with most of the trees planted in the wide reserve on the eastern side of Mortlake Road.

Each palm costs \$1680 which includes delivery and planting.

Over winter Council conducts its annual street tree planting program, which in 2020 involved planting more than 300 trees along nature strips and other public spaces in Warrnambool.



Work to extend life of Edwards Bridge

Work to install large steel supporting beams under the decking of Edwards Bridge was carried out over July and August, 2020..

This work was to extend the life of Edwards Bridge, also known as the Stanley Street Bridge, ahead of a final decision on a long-term solution to a crossing of Merri River at the foreshore precinct.

The work was being carried out by local bridge builder Leon Van Kempen with the structural steel is supplied by Warrnambool-based, RA Steel.



A plan for those needing a place to call home

A social housing report overseen by Warrnambool City Council revealed an unmet demand for 1,430 “social housing” homes.

Social housing is short and long-term, low cost rental housing that is owned and run by government or not-for-profit agencies.

The Social Housing Project, funded by the Department of Health and Human Services, also found that by 2036 the demand for social housing is projected to be 2,812 homes, almost four times the existing number of social housing dwellings.

The project was assisted with input from agencies involved in helping homeless people including the Salvation Army, Brophy, Aboriginal Victoria, the Department of Health and Human Services (DHHS) and the Barwon South West Homelessness Network.

Council is a provider of social housing (13 homes) however the main provider in Warrnambool is the DHHS.



Progress on Princes Highway upgrade

The Princes Highway West was elevated to the National Land Transport Network in August, highlighting the road’s importance and strengthening its case for a fully funded upgrade.

The Commonwealth Government committed \$60 million to upgrade the stretch of highway between Warrnambool and Port Fairy and a further \$80 million to improve roads for timber industry traffic in the far South West.

Council continues to seek matching funding from the Victorian Government to create a safer Princes Highway.





Dairy giant on board with city wayfinding

New wayfinding signs for pedestrians and cyclists were installed strategically along key walking and cycling routes across the city, including the foreshore and around Lake Pertobe.

Eight of the signs provide directions while the remaining signs feature maps that align with major landmarks so viewers can quickly orientate themselves.

Saputo Dairy Australia (SDA) helped to cover the cost of the signage, with sponsorship of \$25,000 provided through its Legacy Program.



Wild Warrnambool Bioquest II

Council offered a second Wild Warrnambool Bioquest in 2020-2021.

Bioquest is a citizen scientist game in which players photograph and document native plants and animals in and around Warrnambool.

Points are scored for uploading and identifying

different species and participants can compete against other players.

Warrnambool City Council collaborated with nature mapping game, QuestaGame to deliver the Wild Warrnambool Bioquest.

During the 2019 Wild Warrnambool Bioquest the most spotted animal was the superb fairy wren followed by the black swan and the red wattlebird.

The bioquest raises awareness and appreciation of Australian wildlife and contribute to a broader understanding of Australia's wildlife.

It helps fulfil a Green Warrnambool Plan objective which contains a community action that seeks to "collaborate and assist collecting data and participation in monitoring Warrnambool's flora, fauna & landscapes."

Players can also choose to share their information with national and global biodiversity databases for scientific research including the Atlas of Living Australia, a free online atlas hosted by the CSIRO.



Welcoming Business program

Council's Welcoming Business Program works with businesses to make it as easy as possible for everyone to use their services and ultimately, attract, serve and retain more customers.

About one in five people living in Warrnambool has some form of disability.

This number is even higher when you consider people with temporary disabilities or other special



access requirements, such as parents with prams. A Welcoming Business is a business that is committed to ensuring safe and easy access for everyone, including older people and people with disabilities and is endorsed by Warrnambool City Council's Welcoming Businesses Program.

Endorsed Welcoming Businesses satisfy a set of minimum standards relating to physical access, communication and customer service.

They are given a sticker to display in their window to help make them easily identifiable to potential customers.

Brown's Depot Bakery owner Nick Brown said that as a business owner, failing to make your business accessible for everyone could not only cost you a single sale, but that person's regular business too. "Especially as a small business you have to cater for everybody. You can't afford to turn anyone away, especially during these times," he said.

"It's about getting people in the door, providing a good service, and getting them to come back." He said that while physical infrastructure such as an entrance ramp, low counters, open floor space and an accessible toilet played a big part, the attitude of staff was also important.

"I think Brown's is especially known for the staff and the customer service and we're certainly accommodating for whoever comes in," he said.

"All our staff work hard not to exclude anyone. It just comes down to customer service. You just try and give all customers good service, whatever they need."



Changing Places facility opens at Lake Pertobe

Warrnambool's first "Changing Places" facility opened in September, 2020, providing a bathroom facility to better cater for people with a range of additional needs.

The facility is located at Lake Pertobe and includes an adult-sized change table, a ceiling hoist, a peninsular toilet, a privacy screen as well as more open floor space than a traditional accessible toilet.

Due to its location near the beach, the Warrnambool

Changing Places facility also has a shower and an extra-wide door to allow for beach wheelchair access.

The \$286,420 facility was funded by the Victorian Government and the Warrnambool City Council.



Approval for Mortlake Road housing plan

The Victorian Government fast-tracked approval for a housing development along Mortlake Road.

The proposal for 69 to 75 Mortlake Road includes the construction of 68 mixed dwellings, a medical centre, food and drink premises, a takeaway premises and an access road.

The residential component of the development offers more affordable and smaller housing types, directly targeted at a growing market demand created by demographic changes towards smaller households.

A number of environmental principles are embedded throughout the proposal including northern orientation of open space and principal living areas, as well as a plan to incorporate solar electricity generation and storage on site, and six-star energy rated buildings.

The plans include 93 car parking spaces along with bicycle parking spaces.

The buildings will be a mix of single, double and triple storey with the triple story buildings in the centre of the development.

The original proposal included plans for 93 dwellings but this was reduced following feedback from residents and Council.

The Building Victoria's Recovery Taskforce includes a fast track planning process that has been used across Victoria to expedite appropriate development as part of the economic recovery response to COVID-19.

Under the Planning and Environment Act 1987 the Planning Minister can prepare, adopt and approve amendments to the Warrnambool Planning Scheme with exemption from notice.



Record funding benefits 71 community groups

Warrnambool City Council allocated a record \$255,428 through its 2020-2021 Community Development Fund (CDF) round.

This was distributed to 71 eligible clubs and local organisations for projects which contribute to the liveability of the city in categories which include sport and recreation, arts and culture, environment and sustainability and festivals and events.

Council changed funding guidelines to acknowledge the impact of COVID-19.

This included removing the requirement for contributions from clubs, allocating an additional \$125,000 into the CDF and allowing clubs and groups to apply for a grant of up to \$5,000, up from \$3,000.

The table below includes the CDF grant recipients and their projects.

APPLICANT	FUNDING CATEGORY	PROJECT TITLE	CDF ALLOCATED AMOUNT
Warrnambool and District Artist's Society	Culture and Arts	Warrnambool and District Artist's Society Website and Promotional Flyer upgrade	\$2,599
Warrnambool Community Garden	Culture and Arts	Uncovering a Hidden Gem	\$5,000
Merrivale Community Association	Culture and Arts	Sustainable Scarecrow Trail	\$2,000
Warrnambool City Band	Culture and Arts	Communal Brass Instruments	\$5,000
Warrnambool Triton Woodworkers	Culture and Arts	Purchase of CNC Wood Engraving machine with accessories	\$4,685
Warrnambool Symphony Orchestra	Culture and Arts	Remediation of poor acoustics to improve rehearsals.	\$5,000
Warrnambool Theatre Company	Culture and Arts	Shelving and racking	\$3,636
Warrnambool Camera Club	Culture and Arts	Lighting for Workshops	\$4,716
Beach Patrol 3280 -3284	Environment and Sustainability	Beach Patrol 3280-3284	\$4,937
Deakin University Student Association	Environment and Sustainability	DUSA Community Bike Share Program	\$5,000
South West Cloth Nappy Library	Environment and Sustainability	100 Families Using Cloth Nappies	\$4,990
Russells Creek Landcare	Environment and Sustainability	Russells Creek Revegetation Project.	\$3,190
Warrnambool Weed Warriors	Environment and Sustainability	Italian Buckthorn Removal and Replacement	\$1,955
Warrnambool Coastcare Landcare Network	Environment and Sustainability	Wellington on Merri South Revegetation	\$3,438
Friends of Victoria Park	Environment and Sustainability	Maintenance of Revegetation at Victoria Park	\$193
Tozer Reserve	Environment and Sustainability	Protecting Tozer Reserve	\$1,850

Woodford Nature Group	Environment and Sustainability	Merri River Habitat Enhancement	\$4,116
Making A Difference (MAD) for the Merri	Environment and Sustainability	Maximising the Merri	\$1,670
Warrnambool - Unpackaged Food Cooperative	Environment and Sustainability	Installation of custom built weighing and serving station	\$5,000
Warrnambool Toy Library Incorporated	Environment and Sustainability	Building a covid-safe collection	\$3,000
Warrnambool Men's Shed	Environment and Sustainability	New Warrnambool Men's Shed	\$5,000
Warrnambool & District Historical Society	Environment and Sustainability	Harness the Sun	\$3,000
Warrnambool Gift Committee	Festivals & Events	Warrnambool Gift	\$2,710
No.12 South West District Rifle Association	Festivals & Events	Summer by the Sea Festival	\$1,000
South West Sport	Festivals & Events	2020 South West Games	\$3,300
Dennington Community Association	Festivals & Events	Carols by the Merri	\$1,500
Warrnambool Greyhound Racing Club	Festivals & Events	Warrnambool Seaside Festival	\$2,400
Warrnambool Citizens Road Race Committee	Festivals & Events	Melbourne to Warrnambool Cycling Festival Community Ride	\$500
Warrnambool Tri Club	Festivals & Events	Warrnambool Foreshore Triathlon	\$2,376
Warrnambool Lawn Tennis Club	Festivals & Events	Warrnambool Lawn Open 2020	\$5,000
Warrnambool and District Easter Arts Festival	Festivals & Events	Warrnambool and District Easter Arts Festival	\$3,000
Warrnambool and District Community Hospice	Festivals & Events	The Hospice Dandelion Project	\$4,300
Warrnambool Student Wellbeing Association	Festivals & Events	Big Life Boost	\$500
RSL Active Warrnambool	Festivals & Events	RSL Active Warrnambool Summer Series	\$1,350
Warrnambool Surf Life Saving Club	Sport and Recreation	Disabled Access / Disabled Toilet design development documentation	\$5,000
Dennington Football Netball Club	Sport and Recreation	Lights at the Dennington Netball Courts	\$4,983
Old Collegians Football Netball Club	Sport and Recreation	Strategic Development Plan	\$5,000
Lake Gilliear Small Bore Rifle Club	Sport and Recreation	Access for All - Lighting the Way	\$4,731
Warrnambool Golf Club	Sport and Recreation	Golf Course Master Plan	\$5,000
Brierly Christ Church Cricket Club	Sport and Recreation	Purchase of Ipad for cricket scoring	\$779

Port Fairy to Warrnambool Rail Trail Committee of Management	Sport and Recreation	Counting the users	\$1,614
North Warrnambool Rifle Club	Sport and Recreation	Shot marker Electronic Target Purchase	\$5,000
Warrnambool Masters Swimming Club	Sport and Recreation	Club T Shirt on Offer to returning and new Members	\$2,000
Warrnambool Volleyball Association	Sport and Recreation	Participation pathways for Juniors	\$1,200
South C Dragons Women's Dragon Boat Team Warrnambool	Sport and Recreation	Promoting connectedness and new membership drive	\$947
Warrnambool Gun Club	Sport and Recreation	Seaside Classic Seaside Trap	\$5,000
Merrivale Cricket Club	Sport and Recreation	Purchase of New Equipment (Ezicover and Full Pitch Covers)	\$5,000
Allansford Cricket Club	Sport and Recreation	New outdoor cricket net training facility	\$5,000
East Warrnambool Y C W Cricket Club	Sport and Recreation	Club equipment	\$1,754
Warrnambool Bridge Club	Sport and Recreation	Purchase of Card Dealing Machine	\$4,870
Nestles Rowing Club	Sport and Recreation	Turning the Tap On	\$5,000
Archers of Warrnambool	Sport and Recreation	Save our Club	\$4,856
Russell's Creek Cricket Club	Sport and Recreation	iPad Purchase	\$1,710
Warrnambool Small Bore Rifle Club	Sport and Recreation	Purchase and installation of electronic target	\$5,000
Anglicare Warrnambool	Sport and Recreation	Building big by playing fair	\$4,483
South Rovers Football Netball Club	Sport and Recreation	Essential Replacement / Upgrade of Kitchen Cooking Equipment	\$5,000
Warrnambool City Croquet Club	Sport and Recreation	Pathway to Clubhouse	\$3,820
Athletics South West Vic	Sport and Recreation	Athletics South West Coaching & Training Equipment	\$2,780
Russells Creek Club	Sport and Recreation	Multimedia Projector Installation for Function Room	\$5,000
Warrnambool Swimming Club	Sport and Recreation	Sunsmart Program	\$1,000
City of Warrnambool Rowing Club	Sport and Recreation	Inclusion and development	\$5,000
Warrnambool Action Squash Club	Sport and Recreation	Squash It!	\$5,000
Warrnambool Yacht Club	Sport and Recreation	Training boat repair and upgrade	\$4,893
Warrnambool & District Historical Vehicle Club	Sport and Recreation	Ready For Community	\$4,600
Warrnambool Springers Gymnastics	Sport and Recreation	Essential equipment to elevate OH&S issues	\$5,000
Warrnambool Calisthenics Club	Sport and Recreation	Costume Upgrades	\$5,000

Warrnambool St Ayles Skiff Community Rowing Club	Sport and Recreation	Skiffs on the River	\$4,513
Warrnambool Rifle Club	Sport and Recreation	50M Safety Range Lighting	\$2,191
Nestles Cricket Club	Sport and Recreation	Replacement of Bowling Machine	\$4,793
North Warrnambool Eagles Football Netball Club	Sport and Recreation	Protective Goal Netting- South end of Bushfield Oval	\$5,000
Warrnambool Wolves Football Club	Sport and Recreation	Wolves Portable Senior Goals	\$5,000
TOTALS			\$255,428



Reid Oval redevelopment tender awarded

Warrnambool-based firm Fairbrother was awarded the construction contract for the Reid Oval Redevelopment.

Council voted unanimously at its September 7 meeting to accept Fairbrother's \$7,377,949 (excluding GST) tender submission.

The construction phase included:

- The redevelopment of the field of play oval, with improved surface, turf, irrigation, drainage, six turf wickets, goal posts, new interchange benches and boundary fencing.
- Provision of oval lighting to 200lux lighting level, with infrastructure provided to enable upgrade to 300 lux lighting.
- Replacement of existing change room pavilion with new change rooms, social areas, office

facilities and associated supporting areas for use during sporting games and community needs.

- Installation of terraced seating in front of new two-storey pavilion.
- Replacement of existing cricket practice nets with new four lane cricket net compound that can operate as a multipurpose facility.
- Redevelopment of the existing training field (old hockey pitch) with irrigation, surface drainage, and lighting improvement to 50 lux lighting level.
- Associated landscaping and external works.

Following the appointment of project designers in September 2019 who worked with clubs and other stakeholders, the Reid Oval plans were finalised in July 2020.

The redevelopment is scheduled to be completed in May 2022.



Upscaled fish cleaning facilities at the Port

New and improved fish cleaning tables were built at the Port of Warrnambool.

The \$180,000 project, funded by Warrnambool City Council (\$50,000), the Victorian Fisheries Authority (\$80,000) and Department of Transport (\$50,000), replaced existing tables situated near the boat ramp. The new tables are bigger, under cover, have running water and lighting.

They are situated away from the boat ramp to ease traffic congestion and are available for use around-the-clock for land-based fishers and boat users."

New fish cleaning facilities were identified in the Port of Warrnambool Master Plan as a high priority item. The new facilities were designed by Warrnambool-based Holmes McLeod Consulting Engineers and constructed by head contractor Abtech Plumbing & Excavation.



Scholarship to explore indigenous knowledge

Warrnambool Art Gallery and Deakin University announced the recipient of a fully funded PhD scholarship that will explore South West Victorian Aboriginal art and culture.



The successful applicant is Melissa Alexander, a Torres Strait Islander woman and recent Deakin University graduate (Bachelor of Arts, Honours, Professional and Creative Writing, June 2020).

The scholarship provides an opportunity to explore the history, expertise and cultural knowledge of the Aboriginal people of South West Victoria through the Aboriginal and Torres Strait Islander Collection at WAG.

The scholarship offers a wide range of potential research topics including Maar Nation architecture and infrastructure, natural history and ecology, language arts and storytelling, movement arts, Maar Nation music, and Maar Nation health systems.

Ms Alexander will produce an epic poem to reflect the role of the WAG collection in the community as individual pieces of history and culture that placemark the missing voices of Aboriginal and Torres Strait Islander Australians in the mainstream identity of our country.

"It is an unusual and exciting proposition."

Ms Alexander said she was excited by the opportunity to further develop her academic skills, bringing Indigenous culture to the forefront of the modern Australian narrative in order to create a sustainable future.

"The WAG collection offers us an incredible opportunity to connect to the tangible memories of our past," she said.

"Being able to study this in detail opens new avenues of inquiry that encourages our community to evolve outdated representations of our history, identity and values as Aussies.

"The national, historical and cultural significance of the collection also prompt us to ask pertinent questions - not least of which is - what is missing from this collection? It is bittersweet that what we have preserved so carefully, is just the tip of the iceberg of what we have lost. This fact serves to amplify the value of WAG's collection and how it may influence our future."

Ms Alexander said an epic poem was defined by scope and narrative and usually told a linear story that "takes place in the past, which is where I hope my poem will begin."

The fully funded PhD research scholarship, worth \$84,000 over 3 years, is based at the WAG and supported by Deakin University and Lyndoch Living.



14km of Council roads ready to be resealed

Council's annual road resealing program began in November 23 with 14km of roads included in the three-week work schedule.

The \$570,000 program saw resealing undertaken at 64 sites throughout the municipality.

Road resealing involves spraying the road surface with a layer of bitumen before rolling a layer of stones into the surface, a process that extends the life of the road by up to 15 years.

Road resealing is an important part of Council's maintenance program because it seals cracks in the road and helps to prevent water from seeping into the lower layers.

Potholes can form when water makes its way through the top layer of bitumen and disrupts the lower layers of road base, creating a weak spot that eventually collapses.

Resealing is a preventative measure to extend the life of our existing roads and help to avoid more expensive repair work in the future.

The works were completed by Inroads, which won a joint tender to reseal roads in the Warrnambool and Corangamite municipalities.

It was the sixth year Council had partnered with the Corangamite Shire to offer the resealing contract for both municipalities under a single tender.

This creates an economy of scale, saving both Council's money in the process.



16 Days of Activism

As part of 16 Days of Activism Against Gender-based Violence, Warrnambool East Primary School students decorated mirrors to be displayed in shopfronts throughout the Warrnambool city centre.

People were asked to upload a "mirror selfie" to social media with their own personal message about the impact adult behaviour has on children, or a message about kindness more generally.

Keynote speaker and founder of preventative mental health organisation On the Low Down David Pearce said many people had spent more time with their kids in 2020 than before, amplifying the effect of the behaviours they are modelling.

"There's been some great things, like parents baking bread with their kids. Things they wouldn't usually do or do as often as they have," he said.

"That being the case, the pressure COVID places on people has been really concentrated in the family environment.

"So with this increased level of intimacy, we have an opportunity to model some really good behaviour for our children."

Other activities that formed part of 16 Days of Activism from November 25 until December 10 included a talk by author and journalist Jane Gilmore on December 3, a t-shirt display at the Lighthouse Theatre and the painting of traffic signal boxes by Brophy Family and Youth Services.

16 Days of Activism Against Gender-based Violence in Warrnambool is a partnership between the Warrnambool City Council, South West Health Care, Warrnambool East Primary School, Brophy Family and Youth Services, Emma House and the Western Region Alcohol and Drug Centre (WRAD).



Exploring the wonder of wetlands at the WAG

The Warrnambool Art Gallery transformed its Family Learning Centre into a vibrant wetlands where children could explore and play with wonderful oversized creatures, created by local artist Megan Nicolson.

In Soggy Homes: The Wonder of Wetlands, Nicolson wanted to create a unique world, a wonderland that gave visitors the feeling of actually being in the wetlands. She has paired her work with a soundscape made from recordings by the Nature Glenelg Trust, an organisation that works with government and farmers to restore wetlands in South West Victoria and South Australia.

Much of Nicolson's work was based on

environmental themes, and this exhibition in particular was inspired by her childhood growing up around Budj Bim National Park and South West Victoria, which she has heard referred to as the “South West Kakadu”.

Her art practice has evolved from painting to textiles, so she could balance family life and she enjoys the relationship between the art of craft and environmental issues. She said to address them is a slow practice that takes time and there are wonderful parallels between the ideas of taking time to mend, mending the fabric of humanity and existing with children.



Switching to smarter lighting

Council completed another major stage its Street Lighting Project which included the replacement of 916 LED street lights.

This contributes not only to Council's transition to a zero carbon future but also cuts energy costs with expected savings to be about \$146,000 per year.



New recycling bins for all households

In November Council began to replace ageing household recycling bins.

The new yellow-lidded bins will be the same size as the old bins – 240 litres – and will still be collected fortnightly.

The new bins are made from 30 per cent recycled material and each bin was issued with a specially designed clip to help keep their lids closed on windy nights, reducing instances of loose material being scattered along the street and into the stormwater system.

The upgrading recycling bins was another step in Council's kerbside collection overhaul, with dedicated glass-only bins rolled out to all households in early 2021 following a successful trial involving more than 3000 properties.

The sorting of waste at household level helps stop material from being sent to landfill.

In 2020-2021 thousands of tonnes of material was diverted from landfill via FOGO (food organics, garden organics), recycling and glass collections.

Collection stream	Tonnage
FOGO	6278.9
Recycle	3152.5
Glass	412.9
Waste	5432.42



Christmas with a neon glow

Council added 16 neon sculptures to its permanent collection of Christmas decorations.

The lights were custom-made by artist Carla O'Brien, who worked with Council on the popular Solstice Searching event in June that saw neons hidden at popular locations throughout Warrnambool.

The city's new sculptures were unveiled as part of “A Very Liebig Christmas” and remained in place until after Christmas.

They were installed in and around Liebig Street with another two installations at Cannon Hill.

The artworks injected fun and excitement into the city while providing a COVID-safe activity for families.

Carla O'Brien is a visual artist whose neon artworks have been showcased at the White Night festivals in Melbourne and Ballarat as well as the Burning Man Festival in the United States.





New and improved beach access at Lady Bay

Council replaced two important beach access points at Lady Bay ahead of the summer holiday season.

Beach goers once again have easy access to the beach at McGennan Car Park and from Surfside Holiday Park.

The new staircases are more robust than the older timber structures they replaced.

The design and construction anticipates the consequences of climate change including the likelihood of more intense storm and tidal activity that damaged the previous structures.

They are comprised of more durable materials including stainless steel and have deep-driven piles which are a response to the harsh, dynamic coastal conditions experienced at Lady Bay.

Council engaged the design services from Warrnambool's PM Design Group and site information from Joseph Land Surveyors.

The components of the new access points were manufactured by Queensland-based Wagners CFT Manufacturing while the assembly and installation was carried out by Melbourne-based CopeAg in collaboration with GreenCon and Tasweld from Warrnambool.

The cost of the McGennan Car Park beach access was \$160,000.

The cost of the Surfside Holiday Park access was \$90,000.

Project funding came from a Department of Environment, Land, Water and Planning's Coastal Public Access & Risk program (\$150,000) and from and Council's Capital Works Program (\$100,000).



Engaging on engagement

In December Council sought public feedback on its Draft Community Engagement Policy.

Under the Local Government Act 2020 all Victorian councils are required to have a Community Engagement Policy.

Council's existing Community Engagement Policy was revised to address requirements of the new Act. The new Community Engagement Policy was adopted at the Council meeting held in February 2021.



Recognition for a Warrnambool quiet achiever

Former primary school teacher and long-time Warrnambool volunteer Rosemary Isaac was honoured with the 2021 Warrnambool Citizen of the Year award.

Ms Isaac has been involved in a range of community organisations over several years including the Warrnambool Primary School, Warrnambool Family History Group, Warrnambool & District Historical Society, Cheese World Museum and the South West Branch of the Embroiders Guild of Victoria.

Ms Isaac said that she was "very surprised, but very grateful" upon hearing the news.

"There are some very illustrious people who have won before me," she said.

"Most of my work is done in teams, so it's not just

me, but I hope this might bring a bit of notice to all of the groups."

2020 was a challenging year, with Rosemary only able to carry out research at home, significantly reducing the time she was able to spend with her fellow volunteers.

"It was only the cemetery that kept going using Zoom. Everything else closed off," she said.

"You could still do things at home. You can go and get something and bring it home and do some work, so the work hasn't stopped.

"There weren't those interactions anymore. It was very individualised where normally it's quite a collective thing.

"I've been retired for 19 years and volunteering is a good way to make links and meet people. I've got lasting friendships out of it."

Ms Isaac will be recognised alongside other award recipients at Warrnambool's official Australia Day event, to be held on the Civic Green from 10.30am on January 26. The ceremony, which will feature a performance by local musicians the Gablou Duo (Gabby Steel and Lou Ryan) will also be livestreamed on the Warrnambool City Council Facebook page.



Australia Day Awards – the details

Warrnambool Citizen of the Year – Rosemary Isaac

Warrnambool Young Citizen of the Year - Andrew Pritchard, who served as a Warrnambool Youth Councillor for four years, has been an advocate for mental health and the environment, a carer and a participant in ANZAC Day services.

Local Achiever Award - Friends of Warrnambool Botanic Gardens, which recognises their work to create the Nature-Based Play Space at the gardens.

The new play space is the product of more than 3,000 volunteer hours and was the popular choice during the Victorian Government's Pick my Project initiative from 2018, receiving \$198,000 in funding.

Community Event of the Year - the Warrnambool bushfire appeal, Coast Aid, which brought together local music acts and vendors, children's games and activities to raise funds for those affected by the 2019-2020 bushfires. A total of \$16,500 was raised.



More than \$1 million of road and footpath works

Council's Annual Footpath Renewal and Major Road Rehabilitation programs began February 1 with seven roads and intersections and 35 footpaths throughout the city set to be upgraded.

Just over \$1 million has been allocated in Council's budget to complete the works.

The \$495,000 cost of the Footpath Renewal Program has carried over from funds allocated in the 2019/2020 budget for asset renewal via the Rate Cap Variation, where the Warrnambool City Council was one of only two municipalities granted permission by the Essential Services Commission to lift rates above the state-imposed cap in 2019.

\$474,000 has been budgeted for the Major Road Rehabilitation Program while \$98,000 has been allocated via the Small Infrastructure Fund for a new footpath on Rooneys Road to better link Dennington with West Warrnambool and Brauer College.

Road works included:

- Banyan Street – Lava Street to Raglan Parade
- Moore Street – Kiama Avenue Intersection
- Whites Road – Wares Road, Sharpe Avenue Intersection
- Swinton Street – Kennedy Street Due West
- Mahoneys Road – Huntingfield Drive Intersection
- Rosemary Court – Veronica Court to Bowl

Approximately 2km of footpaths were renewed including:

- Mahoneys Road (right footpath) – Huntingfield Drive to Dobson Wary
- Timor Street (left footpath) – Hart Street to Hider Street
- Kelp Street (left footpath) – Merri Street to Timor Street

- Lava St East (right footpath) – Lyndoch Avenue to Flaxman Street



Developing a new Council Plan

In March Council began engaging with the community to help in the development of a new Council Plan for 2021-2025.

In addition to surveys a number of Warrnambool residents to participate in one of two deliberative engagement workshops. Development of the Council Plan was guided by the objectives established in the long-term community plan, Warrnambool 2040 (www.w2040.com.au). The Council Plan 2021-2025 was formally adopted by Council in June 2021.



Changes to library structure to add value

Council began a process to take over management of the Warrnambool Library in as the next step in the transition to the new Learning and Library Hub to be situated on the South West TAFE campus.

This saw the library leave the Corangamite Regional Library Corporation.

Access to all existing library services was retained for Warrnambool members and more of the library collection has become available to borrow because the collection will be consolidated in Warrnambool rather than dispersed across the region.

Other improvements included a new, dedicated website and an extended range of lifestyle, literacy and learning programs for children and adults. When the new \$20.25 million library is opened in 2022 the community will have access to a modern indoor-outdoor café, public computers, children's area, youth space, exhibition and display areas, places to study, meeting rooms, and a games and digital media zone." The new Library and Learning Hub includes adaptive

re-use of existing South West TAFE buildings and with the addition of a new three-storey building to create an overall floor space of 2400sqm compared to the existing public library space of 605sqm. These changes are aligned with the community aspiration in the long-term community plan, Warrnambool 2040.



Livestreaming of Council meetings ongoing

COVID-19 restrictions on gatherings meant that Councils were required to move to livestreaming of Council meetings.

The livestreaming of meetings has continued for most Councils regardless of restrictions with a number of residents taking up the option to view Council deliberations from the convenience of home.



New roof improves saleyard operation

The new roof at the South-West Victorian Livestock Exchange has improved conditions for stock, staff, agents and clients.

The \$969,581 roof was completed recently as part of a joint project between Council and the Victorian Government.

The saleyards contribute about \$34 million to the town's economy each year and play an important role as a social hub for the local farming community. Best practice approach for contemporary saleyards is to have a roof over pens and soft organic flooring.

The large roof area also allowed for the capture of a large volume of stormwater into tanks which have a combined storage of more than 400,000 litres..

The water is able to be used on-site and will have a positive financial and environmental outcome. Council contributed \$540,000 towards the project with \$429,581 provided by the Victorian Government.

The 3,600sqm roof, finished on time and on budget, was built by local firm, Bolden Constructions.



Recycled glass shines in road works

The equivalent of 300,000 glass bottles have been used in the Warrnambool City Council's latest road works.

Council's Annual Road Rehabilitation Program saw 60 tonnes of recycled glass used as aggregate in the foam bitumen, the primer seal and the asphalt overlay.

The foam bitumen and asphalt overlay also used 10 per cent recycled asphalt product.

Additionally, the asphalt layer of the road surfaces worked on was salvaged to be re-used by Council on future roads and footpath projects.

Council successfully trialled kerbside glass collections at 3,300 properties in early 2020 before committing to introduce the glass-only bins to all households.



Warrnambool Community Garden goes solar

The South West's first community energy project was officially switched on at Warrnambool Community Garden in March.

The 6.6kW photovoltaic installation on the roof of the garden's Hub building came about through a partnership between the South West Community Energy (SWCE), the Community Garden and Warrnambool City Council.

"Power from the solar system will be used to reduce electricity costs and carbon emissions from the Garden's activities - including their exciting new quarry redevelopment," SWCE representative Murray Dancey said.

Council contributed \$3,000 to the \$8,000 project through its Community Development Fund.

The Community Garden will repay SWCE over eight years after which all the savings go directly to the Garden.

Warrnambool Community Garden committee member Geoff Rollinson said the Garden members had identified that the quarry redevelopment, which will include a sound stage, would require additional energy.

The project aligns with the long-term community vision, Warrnambool 2040, which has a goal of having zero net greenhouse gas emissions by 2040.



Subsidised kinder for three-year-olds on the way

Council began preparing for the arrival of a funded kindergarten program for three-year-olds.

From 2022 the Victorian Government will subsidise a kindergarten program for all three-year-old children in Victoria.

"This is a great step forward in the lifelong learning journey," Warrnambool Mayor Vicki Jellie said.

"While some kinders have been offering a fee-based program for three-year-olds, we are now offering for the first time a subsidised year of play-based learning, led by a teacher, added to Victorian children's education.

"We know how critical early childhood learning is to outcomes later in life so to have the extra year embedded in the kindergarten system and available to every three-year-old is wonderful."

The Victorian Government is driving the staged rollout of the three-year-old kindergarten program which began in 2020 with a small number of municipalities.

The program was expanded this year and in 2022 a three-year-old kindergarten program will be available across all Victorian municipalities, including Warrnambool.

This means that in 2022 all three-year-old children in Victoria will have access to five hours in a kindergarten program led by a teacher. This will increase to 15 hours per week by 2029.

In June 2021 Council will start taking enrolments for five hours of funded three-year-old kinder for the 2022 year across its kindergarten facilities.



Fourth bin for glass collection rolled out

In April 2021 Council began the rollout of glass collection (purple-lidded) bins to all Warrnambool households.

This will complete the four-bin waste management system six years ahead of the Victorian Government deadline.

The separation of waste streams helps keep recyclable material from entering landfill.

Glass breaking and sticking to other items, especially cardboard and paper, is one of the top contamination issues facing the recycling industry. Keeping glass separate means a valuable resource can be recycled and kept out of landfill.

Along with the bins for glass, Council rolled out larger 140-litre rubbish (red-lidded) bins, which are collected fortnightly.



Helping regional agrifood businesses grow

Eleven business from the Great South Coast signed up for the 90-day AgriFood Evolution program to give them the tools they need to scale up their existing business.

AgriFood Evolution has been successfully delivered across Australia over the past four years by industry experts Beanstalk and the Federal Government's Food Innovation Australia Limited.

Funding from Food Innovation Australia Limited, the Warrnambool City, Moyne, Corangamite, Southern Grampians and Glenelg Shire Councils helped bring AgriFood Evolution to the region to make more than \$15,000 worth of mentoring and training available for just \$100 per business.

The Great South Coast is Victoria's largest food and fibre region, producing more than \$2 billion in agricultural output each year.



Let's talk about future WAG ...

The Warrnambool Art Gallery began a conversation with the community about how the gallery will look and function in

the future.

Currently the WAG can display only a small percentage of its permanent collection at any one time.

The WAG is also custodian of a growing collection of Aboriginal artefacts and art work which needs to be shared more widely and appropriately.

The feedback from the community is informing a business case that we will guide strategic direction of the WAG.



Merrivale Drive to be made safer for everyone

Merrivale Drive was made safer for residents including school children and cyclists through a \$373,000 project funded by the Victorian Government's Safe Travel in Local Streets program.

Enhancements to Merrivale Drive include a raised pedestrian crossing at Merrivale Primary School, pedestrian refuges, coloured cycling lanes and a number of traffic calming measures.

The improvements arose from conversations with the Merrivale community about what could be done to enhance safety for all road and footpath users along Merrivale Drive.

Bicycle lanes were painted on the road surface where Merrivale Drive intersects with Wilson Street, McCullagh Court, Landmann Street, Scott Street, David Street, Duirs Street and Harris Street.

Green Cycle lanes were also added at the McMeekin Road and Granter Street intersection and the McMeekin Road and Gay Street intersection.

Other intersections were modified to direct motorists in a way that will enhance their east and west view of Merrivale Drive.

Slip lanes were removed creating safer road crossings for pedestrians and safer conditions for residents along Merrivale Drive.



Timor Street facades to receive a facelift

Warrnambool City Council and Powercor joined forces to help property owners restore first floor building facades along Timor Street.

Powercor made temporary changes to the city's power network to facilitate safe restoration and painting works on the buildings, many of which date from the 19th century.

A Powercor crew installed a series of network changes to transfer power supply from high voltage cables outside Timor Street's shop fronts, to the surrounding low-voltage network.

Council contributed \$40,000 towards the cost of the power diversion.

This allowed businesses to keep the lights on and painters to access the buildings and restore them to their former glory.

Painters and other maintenance workers had been unable to access the upper floor of buildings in Timor Street due to the close proximity of high voltage powerlines and strict "No-Go Zones" set by Energy Safe Victoria.

No-Go Zones are minimum distances that contractors and equipment must keep from power infrastructure, which includes cranes, excavators, concrete pumpers, scissor lifts and scaffolding.





A sound investment at the Lighthouse Theatre

From an audio perspective, every seat became the best seat in the house at the Lighthouse Theatre thanks to a major sound upgrade.

A new \$250,000 sound system has replaced a 39-year-old set-up installed as part of the original Warrnambool Performing Arts Centre.

The Lighthouse now has same style of sound system as some of the largest venues across Australia and the world, including the Sydney Opera House and many major Broadway and West End venues.

The system can perform thousands of micro-adjustments per second to ensure everyone is receiving the same volume, tone and clarity, regardless of whether it's a spoken word performer or a full-blown orchestra.

The new system is designed and manufactured by world-leading speaker manufacturer d&b audiotechnik and features a fully processed line array, four large 18" subwoofers above the proscenium and all the required infill speakers.

New digital processing technology intelligently ensures that regardless of the style or type of event, every seat in the theatre has the same acoustic experience while a new Allen & Heath dLive mixing console means the theatre is capable of hosting the biggest acts.



Finding unsafe public places

Council joined 19 other Victorian municipalities in a project to gather

perceptions about public safety for women and gender-diverse people.

YourGround is an interactive map where people can anonymously drop a pin, tell a story or share an experience while out for leisure, sport, exercise or play.

Statistics show that movement and access is restricted for women and gender-diverse people due to fear, violence and harassment.

While 80 per cent of Australian men report feeling safe while walking alone at night, a 2019 Community Council for Australia report notes that only 50 per cent of women say the same.

With the implementation of Victoria's Gender Equality Act 2020, creating inclusive spaces for women and gender-diverse people is a priority state-wide.

YourGround was created by Monash University's XYX Lab and digital consultancy CrowdSpot.



Baiting program expands in fight against foxes

Council expanded its fox baiting program to help better protect native wildlife, including the Little Penguin Colony on Middle Island.

In addition to Council-managed land west of the Warrnambool Sewage Treatment Plant, bait was laid in areas of Lake Pertobe, Pickering Point and behind the skate park.

Baited areas were closed to dogs and other pets (including dogs on leads), during and up to four weeks after the fox baiting program.

To identify fox "hotspots" specially trained Border Collies mapped fox activity with the data used to help determine the distribution of bait. This approach was aimed at stopping foxes before they reached Stringray Bay, with the highly effective Maremma dogs forming the last line of defence.





Storm damage forces closure of Breakwater

The Warrnambool Breakwater and boat ramp were temporarily closed to the public after the historic structure was damaged during rough weather in April.

Hand rails, kick rails, concrete capping and sections of the Breakwater wall were damaged by pounding waves, wind and rain.

All staircases to the top walkway were closed off with some sections of the stainless steel kick rail hanging loose.

Council assessed the damage before having discussions with the Department of Transport about the condition of the Breakwater and what repairs would be needed.



Council investigates roundabout effectiveness

Council began an investigation into pedestrian and vehicle traffic flow in Warrnambool's city centre in April.

Warrnambool residents and visitors to the city were asked about their experiences driving and walking in the city centre.

Council was particularly interested in how the pedestrian priority roundabouts were performing. The investigation will also consider traffic engineering data including average vehicle speeds, traffic

numbers, accident data and so on.

Several years ago extensive community consultation was undertaken before the city centre renewal which helped inform the streetscape design guidelines. A key theme of the guidelines was for the provision of "universal design principles that allow equitable use and access for all members of the community."

The results of the investigation will be presented to the Council in 2021-2022.



Key roundabout upgraded

The roundabout at the intersection of Banyan Street, Merri Street and Pertobe Road was upgraded to make it safer for motorists, cyclists and pedestrians.

The project was funded through the Federal Government's Blackspot Program and the Warrnambool City Council.

The roundabout was enlarged, raised humps and pedestrian refuges were installed at all crossing points with the aim of slowing traffic to make the intersection safer to use for everyone.



The WAG expands its digital library

Work continued to preserve Warrnambool Art Gallery's collection of paintings and works on paper in high definition digital form.

The WAG was one of several galleries in Victoria invited to participate in Creative Victoria's Regional Digitisation Roadshow (RDR): a project designed to create digital records of Victoria's key public collections.

Using a state-of-the-art WideTek36 scanner, the WAG's two-dimensional art collection was methodically scanned and included in a library of digital images.

The next stage included photographing three-dimensional objects and larger paintings.

The digital files provide greater access to the WAG's collection through reproduction, images for education, research and online applications.

Digital images will be added to the WAG's website with key works represented on Creative Victoria's Victorian Collections website at victoriancollections.net.au

The project has been supported as part of Creative Victoria's Regional Digitisation Roadshow, The State of Victoria as represented by the Department of Jobs, Precincts and Regions.



A message of welcome from Warrnambool Elder

In May, Aboriginal Elder Uncle Robbie Lowe Senior presented Warrnambool Mayor Vicki Jellie with a message stick to welcome visitors to the Civic Centre.

The gift to Warrnambool coincided with National Sorry Day and ahead of events marking National Reconciliation Week.

The timber message stick was made by Uncle Robbie over four weeks and contains the message:

"Ngatanwarr, welcome to the Maar Nation", which is surrounded by intricate etchings.

"It's a message of reconciliation," Uncle Robbie said. "The shape of the message stick is the nation, the notches at the side are the six tribes.

"Four circles depict significant Aboriginal sites at the racecourse, Moyjil, Picnic Point and Levy's Point-The Cutting."

The border of the message stick depicts sand dunes.

Message sticks have great significance in Aboriginal culture and were used as a way of communicating across tribes and regions and to help manage large gatherings.

Cr Jellie accepted the message stick on behalf of the Council and said it would be displayed prominently at the entrance to the Civic Centre.

"I would like to thank Uncle Robbie for this gift to the people of Warrnambool," Cr Jellie said.

"This is a very important symbol.

"It's a warm welcome to all and a great reminder to everyone that we live in Maar Nation traditional land.

"On National Sorry Day I would like to acknowledge that Aboriginal people have had to endure terrible treatment and discrimination over a long period of time.

"This message stick is an enormously generous gesture of goodwill.

"And as a Council we need to ensure that our decision-making is done with a goal to build reconciliation between indigenous and non-indigenous Australians."



Council signs on to VECO, Australia's largest ever emissions reduction project by local government

Warrnambool City Council joined 45 other Victorian Councils in signing on to VECO, the Victorian Energy Collaboration, the largest ever emissions reduction project by local government in Australia.

VECO, led by Darebin City Council in Melbourne's north, will provide 45 per cent of all Victorian Councils' electricity requirements with 100 per cent renewables, reducing greenhouse emissions by 260,000 tonnes of CO₂-e every year.

Provided by Red Energy, the 240GWh of clean power is equivalent to powering 48,000 homes with renewables or removing the emissions from 90,000 cars every year.

Initiated by and facilitated with the Victorian Greenhouse Alliances, VECO recognises the benefits of renewable energy for the environment and the economy.

The ground-breaking project will reduce each of the Council's current energy bills and reduce electricity prices by using clean renewable energy generated right here in Victoria.

By joining the project, Council will power 40 per cent of its total energy use with 100 per cent renewables. The renewable power will be allocated to facilities and infrastructure including streetlights, the Civic Centre, the Warrnambool Stadium and a large section of Surfside Holiday Park.

VECO is expected to save Council up to 35 per cent on electricity bills for those Council sites, which will equate to about \$80,000 in the first year based on 2019-2020 energy prices. The lower prices obtained through VECO are locked in for the next three years.

Moving to renewable energy was a step the community called for during the development of the Warrnambool 2040 plan.

The move to renewable energy complements other Council initiatives aimed at reducing our overall energy consumption, such as the street light changeover to highly efficient LEDs.

Red Energy will provide 240 GWh of electricity per year to the 46 councils in the VECO purchasing group over a period of 9.5 years, beginning 1 July 2021.

Owned by Snowy Hydro, Red Energy is a 100 per cent Australian owned and operated energy retailer based in Melbourne.

The renewable energy will be provided by two wind farms in Victoria – Dundonnell wind farm near Mortlake, which started exporting power to the grid in March 2020, and Murra Warra II wind farm near Horsham, which commenced construction September 2020 and will be fully operational by June 2022.



Grant funding for 12 new Warrnambool events

The Warrnambool City Council has provided \$68,800 in funding to 12 brand-new events to enliven the city during the off-peak season.

Part of the funding for the Activate Warrnambool grants came from money set aside for the cancelled New Year's Eve fireworks display.

Warrnambool Mayor Vicki Jellie said that the aim of the Activate Warrnambool grants was to diversify the city's events calendar and provide more experiences outside of the summer months.

"I'd like to congratulate all of the grant recipients for putting their hands up and playing their part in creating a vibrant city," she said.

"There's more to do in Warrnambool in winter than just wait for the whales.

"Many businesses are still recovering from 2020, and while a busy summer certainly helped, we need to continue to create new opportunities," she said.

"Having exciting things to do for locals is important too, and an exciting events calendar plays a big role in the liveability of any city."

The Moyjil to Merri Trail Run was one of the dozen events to secure Activate Warrnambool grant funding, with Race Director Dave McIntyre saying that without the grant, the event wouldn't be possible.

"In this environment, a new event is a big risk, but with a bit of backing you can plan with some confidence," he said.

"We'll have 10km, 20km and 30km events. We might even have a 5km, we're still finalising all of the planning.

"It will be good for casual runners looking for a race to build towards as well as more serious runners to test themselves."

Funded events:

Warrnambool Storytelling Festival	June / July
Men's Mateship Retreat by Grab Life By The Balls	August
Winter Concert Series by Raglan Presents	June / July
Warrnambool School of Art - Creative Weekend Escapes	Year long
4 Wide Unwired Music Festival	August
Warrnambool Show Grounds Committee - Warrnambool Rodeo	December
Find Your Voice Choir presents From All Angles	August
Physipole State Competition	November
Moyjil to Merri Dirty 30 Trail Run	October
Brophy Family & Youth Services presents - Warrnambool Youth Fest	June / July
Speakeasy Event Series	September / October
The F Project - The Fabric of Life Festival	November



Archibald finalist makes his mark at the WAG

Warrnambool artist Matthew Clark became a finalist in this year's Archibald Prize, the prestigious portraiture prize administered by the Art Gallery of New South Wales.

Matthew's acrylic work on canvas, Del Kathryn Barton is a good listener, was one of 52 finalists in the Archibalds.

At the same time Matthew was also preparing for an exhibition of his work at the Warrnambool Art Gallery (WAG).

The exhibition, which officially opened on June 19 was titled Wallabies Gambit Club and combined two of his great loves: wallabies and chess.

Matthew said he was drawn to painting wallabies while observing a joey that had just emerged from its mother's pouch.

"It was sniffing the washing line, no other wallabies sniffed the washing line because they know it is not eatable," Matthew said.

"This was probably the youngest wallaby I had ever seen. My passion for wallabies grew and grew. I perceived them to have strong personalities and individual characteristics. This flowed into paintings and sculptures.

"I began playing chess at school when I was 11. It was the only thing at school I succeeded at. Now I play online and at Warrnambool Chess Club and sometimes I play in tournaments in Melbourne and once in Canberra."

Another component of the exhibition was a striking mural painted by Matthew on the main façade of the WAG.



New rubbish bins to complete four-bin system

Over May and June Warrnambool households received a larger rubbish bin, with collections changing from weekly to fortnightly.

This bin completed the municipality's transition to a four-bin system, with the changes aimed at diverting material from landfill and directing waste into recycling streams or re-use where possible.

By introducing a larger rubbish bin, but collecting it fortnightly, Council kept the number of fortnightly 'bin lifts' at four, which helps contain costs down while creating a better system to manage waste."

Kerbside collection information

2020-21

Rubbish: 80L – weekly
Recyclables: 240L – fortnightly
FOGO : 240L – fortnightly
Bin lifts: 104
Total volume over a year: 16,640 L/household

2021-22

Rubbish: 140L – fortnightly
Recyclables: 240L – fortnightly
FOGO: 240L – fortnightly
Glass: 80L – fortnightly
Bin lifts: 104
Total volume over a year: 18,200 L/household



The lights are in at Reid Oval

The Reid Oval Redevelopment reached another milestone with the installation of new light towers.

Four 30m towers were craned in and assembled on site before being erected on May 12 and 13.

The lighting at Warrnambool's premier sporting facility will be rated at 300 lux, which means that the venue can host night football and cricket matches.

Along with making competitive night games possible, the upgrade will greatly improve the safety and comfort of players, officials and spectators.

The LED lights provide more even coverage of light across the ground and glare is minimised due to the height of the poles.

The lights can be dimmed during training sessions when 300 lux is not required, saving on energy costs.

The Reid Oval Redevelopment is a \$10.7 million project funded by the Victorian Government (via Sport and Recreation Victoria and Regional Development Victoria), the Warrnambool City Council (via the Victorian Government's Community Sports Infrastructure Loans Scheme), the AFL (via the Australian Football Facilities Fund) and Cricket Victoria (via the Australian Cricket Infrastructure Fund).



Doggie play equipment to be added to park

A run in the Community Dog Park became more adventurous with the addition of dog play equipment.

The play equipment includes several timber items built by Warrnambool Men's Shed members and a large concrete culvert.

A number of pieces of locally sourced bluestone will also be added which will help protect the wooden equipment and double up as informal seats.

The new additions have been driven by the efforts of the Dog Park Community Working Group while the Men's Shed provided in-kind labour and the concrete for the project was donated by Rapid Mix.

Council was able to repurpose some materials that had been stockpiled at the Council Depot.

The cost of the play equipment was under \$5000. The dog park was opened in 2019 and includes a FOGO bin, drinking fountain, dog bowl and tap. In April 2020 the dog park was doubled in size to 4000sqm – about an acre.



Surge in satisfaction with Council performance

Warrnambool City Council has improved across all seven core measures in the annual Local Government Community Satisfaction Survey.

Most Victorian Councils participate in the survey, which is co-ordinated by the Department of Jobs, Precincts and Regions and involves asking

residents about their perceptions of how a council is performing.

The index score for overall Council direction shifted dramatically from 32 in 2020 up to 59 this year while the score for overall performance also saw a marked improvement from 42 to 55.

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

Overall, the survey covered 28 service areas, including the seven core measures and a new measure added to the survey this year, which was value for money.

Council improved its score in 25 of the 27 measures and in the value for money measure scored 54, which was on par with the Victorian average and one point below the regional average.

The table below shows Council's highest performing service areas.

Service area	2021	2020	Regional average
Appearance of public areas	76	71	75
Recreational facilities	71	65	74
Waste management	71	66	69
Customer service	71	63	
Emergency and disaster management	70	67	72

Council's lowest performing areas are listed in the

table below.

Service area	2021	2020	Regional average
Community decisions	49	38	54
Consultation and engagement	50	42	54
Parking facilities	51	38	55
Informing the community	52	45	59
Lobbying	53	43	56

Declan keen to grow a career in gardening

After spending the past four weeks doing work experience at the Warrnambool Botanic Gardens, Merri River College student Declan Baulch was keen to find part-time work in the gardening industry.

Declan, 16, was one of four students to undertake work experience at the Warrnambool City Council as part of the Municipal Association of Victoria (MAV) Disability Work Experience Project, with Merri River School VCAL Teacher Ken Radley saying that the program has been transformative for the young people involved.

"Our school is extremely grateful for the opportunity to have our students undertake work experience," he said.

"On the back of securing his place at the Botanic Gardens and meeting the team, Declan has told his mum that he'd like to look for a part-time job. "I believe the fact that he is doing work experience has increased his self-esteem and willingness to try new things."

And after almost completing his month of work at the gardens, Declan said he couldn't be happier. "I like every single bit. (I've been) planting trees, watering, blowing leaves," he said.

"Everyone was really nice."

Warrnambool was one of 12 councils chosen to participate in the MAV Disability Work Experience Project.



Warrnambool City Council Team Leader Trees and Botanics John Sheely said along with providing valuable experience for young people, the program allows Council look at new ways to help people with disability show their capabilities and strengths. "Declan has shown a great interest, and he's enthusiastic about the work," he said.

"It's a really good program that allows us to refine our work and reflect on what we do, allowing us to question why we do things and break tasks into steps.

"It's been great having Declan along. He's been part of the team and really accepted that challenge well."



What's good about your 'hood?

Council commissioned a study into liveability in Warrnambool, the Liveability Census, in partnership with research group, Place Score.

Council will use the information collected through the survey to get a better understanding of the neighbourhoods across Warrnambool and to help ensure that efforts and resources are directed where they are most needed.

The project is funded in part by the Australian Department of Industry, Science, Energy and Resources, and State and Local Governments across Australia. It is Australia's largest research and engagement project revealing trends, values and performance data regarding liveability.



Penguin protector Eudy passes away

Warrnambool's longest serving penguin protecting maremma dog, Eudy, passed away in at the age of 12 in May.

Eudy and her sister, Tula, were the first Maremma guardian dogs specifically trained to protect the now world-famous Little Penguin colony on Middle Island.

Eudy's final shift on the island was over the 2019-2020 summer, with plans for her to join her sister in retirement.

She first began protecting the island in the 2010/2011 season, and had spent time guarding the local penguin colony every year since.

Middle Island Penguin Project Coordinator Dr Trish Corbett said that without Eudy and Tula, there might not be a penguin colony on Middle Island for current guardian dogs to protect.

"Eudy and her sister Tula have been the heart and soul of the project," she said.

"They are the true heroes.

"She did an amazing job protecting the island with Tula and was always fantastic when we brought new pups for her to mentor.

"It was always lovely to see how excited she was to get back to her island after a break. She had a beautiful smile and it always shone brightest when she was there."





WARRNAMBOOL
CITY COUNCIL

REPORT OF
OPERATIONS
2020-2021
OUR COUNCIL



CITY PROFILE

The Warrnambool municipality is 120sqkm in size and situated in the Great South Coast region of Victoria, 263km south-west of Melbourne.

It contains the coastal city of Warrnambool and the towns of Allansford, Bushfield and Woodford. Warrnambool has a growing population and over recent years has attracted people seeking a seachange and those from the region who are seeking professional and educational opportunities.

Stunning Lady Bay provides a focal point and major attraction for residents and visitors and in winter and spring the bay is home to southern right whales and their calves.

Warrnambool serves as a centre for a regional population of about 120,000 people. It contains a TAFE college, a Deakin University campus including a School of Medicine and a base hospital which is part of South West Healthcare. The major employment sectors are health care and social assistance, retail, manufacturing, education and training, accommodation and food services, professional services and construction.

Warrnambool has a moderate climate with an average maximum summer temperature of about 24°C, while the average winter maximum is about 14°C.

The Great South Coast region features major visitor attractions including the 12 Apostles, Tower Hill and Budj Bim National Park.

Along with the natural attractions visitors are drawn to events including the speedway car racing, the May Racing Carnival and surf life saving events. The region also features some of Australia's most fertile agricultural land much of which is dedicated to dairy and beef production. Major dairy manufacturers and a large meat processor are situated in and around Warrnambool providing a major source of employment.

Council offices

Civic Centre
25 Liebig Street, Warrnambool

Telephone: 03 5559 4800
Email: contact@warrnambool.vic.gov.au
Website: www.warrnambool.vic.gov.au
Postal address: P.O. Box 198, Warrnambool,
Victoria 3280

COUNCILLORS

The council was elected to provide leadership for the good governance of the municipal district and the local community. In 2020 the Warrnambool community elected a new council for a four-year term. The municipality does not have wards with the seven councillors the elected representatives of all residents and ratepayers across the municipality. They are responsible for setting the strategic direction for the municipality, policy development, identifying service standards and monitoring performance across the organisation.

The Councillors are:



1 Mayor - Vicki Jellie
Elected October 24, 2020
Email - vjellie@warrnambool.vic.gov.au

2 Deputy Mayor - Richard Ziegeler
Elected October 24, 2020
Email - rziegeler@warrnambool.vic.gov.au

3 Otha Akoch
Elected October 24, 2020
Email - oakoch@warrnambool.vic.gov.au

4 Debbie Arnott
Elected October 24, 2020
Email - darnott@warrnambool.vic.gov.au

5 Ben Blain
Elected October 24, 2020
Email - bblain@warrnambool.vic.gov.au

6 Angie Paspaliaris
Elected October 24, 2020
Email - apaspaliaris@warrnambool.vic.gov.au

7 Max Taylor
Elected October 24, 2020
Email - mtaylor@warrnambool.vic.gov.au

OUR PEOPLE

Organisational structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with the strategic directions of the council plan. Four Directors and the CEO form the Executive Management Team (EMT) and lead the organisation. Details of the CEO and senior officers reporting directly to the CEO are set out below.

Chief Executive Officer (CEO)

Peter Schneider

Senior officers reporting directly to the CEO

Director City Growth

Andrew Paton

Areas of responsibility:

- Economic development and investment
- City Strategy and Development
- Visitor Services

Director Community Development

Richard Stone (acting)

Areas of responsibility:

- Community Planning and Policy
- Recreation and Culture
- Capacity, Access and Inclusion
- Children's and Family Services

Director Corporate Strategies

Peter Utri

Areas of responsibility:

- Financial Services
- Information Services
- Organisational Development
- South-West Victorian Livestock Exchange
- General Counsel, Strategy and Procurement

Director City Infrastructure

David Leahy

Areas of responsibility:

- Infrastructure Services
- City Amenity
- Facilities and Projects

A chart setting out the organisational structure of the council is shown below



Council staff

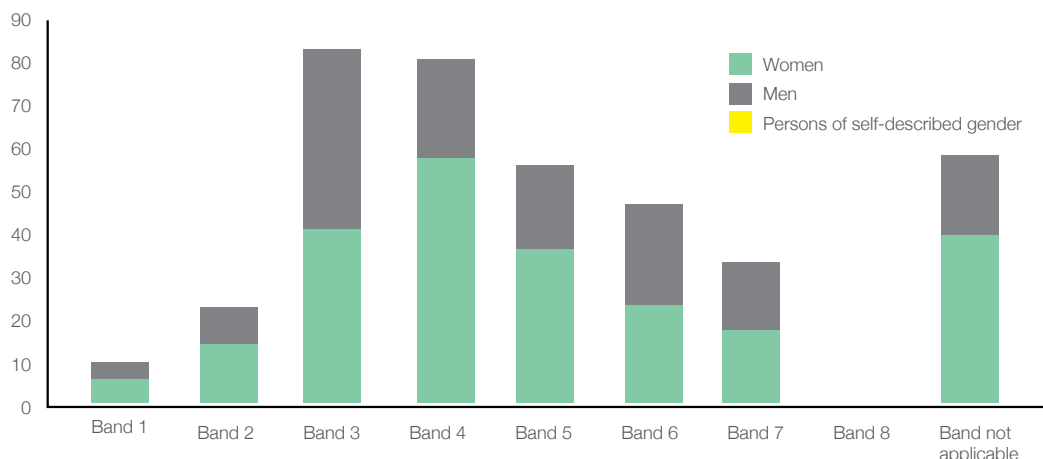
A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender is set out below.

Employee type/ gender	Executive	Corporate Strategies	Community Develop- ment	City Infra- structure	City Growth	Total
Permanent FT – M	1.00	18.00	12.00	79.00	18.00	128.00
Permanent FT – W	2.00	13.00	49.00	12.00	14.00	90.00
Permanent FT – X	0.00	0.00	0.00	0.00	0.00	0.00
Permanent PT – M	0.00	1.70	7.90	9.00	1.70	20.30
Permanent PT – W	0.00	16.50	85.30	11.20	11.60	124.60
Permanent PT – X	0.00	0.00	0.00	0.00	0.00	0.00
Casual – M	0.00	0.90	4.40	0.90	0.20	6.40
Casual - W	0.00	1.00	12.20	0.80	1.70	15.70
Casual – X	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.00	51.10	170.80	112.90	47.20	385.00

Legend: FT-Full time PT-Part time W-Women M-Men X- persons of self-described gender



Employment	Women	Men	Persons of self-described gender	Total
Band 1	5.40	3.60	0.00	9.00
Band 2	13.10	8.90	0.00	22.00
Band 3	40.40	42.00	0.00	82.40
Band 4	57.50	23.10	0.00	80.60
Band 5	35.60	19.60	0.00	55.20
Band 6	22.70	23.20	0.00	45.90
Band 7	16.50	16.00	0.00	32.50
Band 8	0.00	0.00	0.00	0.00
Band not applicable	39.10	18.30	0.00	57.40
Total	230.30	154.70	0.00	385.00



Equal employment opportunity program

Council aims to achieve and maintain a non-discriminatory and harassment-free workplace, having regard to relevant legislation, and to provide equity of access to promotion, training and development.

Specific mechanisms, including human resources policies, will continue to be developed in consultation with employees in order to meet these objectives. Council will seek to provide equity of access to training and career paths development and will ensure compliance with equal opportunity legislation.

From September 2020 through to April 2021, Warrnambool City Council delivered 21 x face to face workshops to provide staff across the organisation with information and training around "Respectful Behaviours".

A leaders program was initially held with a focus on self-resolution strategies and conversational techniques for responding to concerns and allegations of inappropriate conduct, with 19 Senior Leaders and 37 Service Managers and Coordinators attending.

Further sessions were held for staff across the organisation with the objective being that they would be able to identify their critical role in contributing to an inclusive and respectful culture, 355 staff from across the organisation attended these sessions. The workshops assisted staff to develop a clear understanding and familiarity with existing WCC policies and the legislative obligations relating to the prevention of bullying, harassment and discrimination.

Enterprise Bargaining Agreement

Warrnambool City Council's Enterprise Agreement no.8 was approved by Fair Work Australia with an operative date of 7 April 2020 for a period until 30 June 2022.

Council will commence negotiating for the next Enterprise Agreement towards the end of 2021. Through good faith bargaining Council will continue to commit to having terms and conditions that provide certainty around remuneration, allowances and penalty rates whilst having a level of flexibility that promotes a healthy work-life balance.

Professional Development

As part of Warrnambool City Council's commitment to staff learning and development, employees are offered a variety of learning methodologies, including facilitated workshops, study assistance, self-paced courses and a corporate online learning platform. Council employees were afforded the opportunity to undertake 40 different types of professional development throughout the 2020-2021 financial year. These opportunities included compliance training, undergraduate and postgraduate studies, and technical and soft skills.

Preventing violence against women

Council through the development of the "GSC Strategy to Prevent Violence against Women and Children" have committed to delivering a program of clear action against Family Violence and which includes the development and implementation of workforce policies focused on the promotion of equality and non-violence, and workplace support available to staff experiencing family violence.



WARRNAMBOOL
CITY COUNCIL

REPORT OF OPERATIONS **2020-2021** **OUR PERFORMANCE**

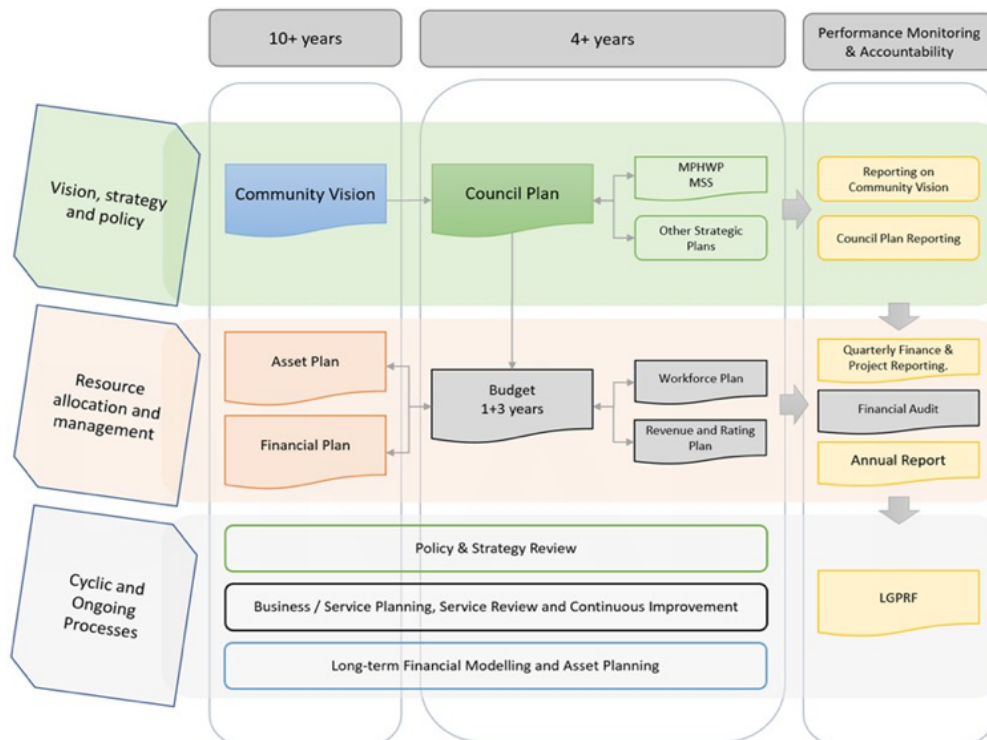
The planning and accountability framework has been redefined to include the long-term community vision.

The Local Government Act (1989) and its successor, the Local Government Act (2020) require Council to prepare the following documents:

- A long-term community vision (2020 Act);
- A four-year council plan with the six months after each general election or by June 30, whichever is later;

- A strategic resource plan for a period of at least four years which is included in the council plan (1989 Act);
- A budget for each financial year; and
- An annual report in respect of each financial year.

The planning and accountability framework is depicted below:



Source: Department of Jobs, Precincts and Regions





STRATEGIC DIRECTION

Council activities are guided by key strategic documents.

These include the four-year Council Plan, developed by Councillors and adopted within six months of a Local Government election. The Council Plan, which is revised annually, also acknowledges the goals of the long-term community plan, Warrnambool 2040 (W2040).

Council, in partnership with the community, developed W2040 over 2017 and 2018. A long-term community plan, or vision, is now a requirement under the new Local Government Act 2020.

The Council Plan aligns with the goals of W2040. The icons beside the Council Plan objectives and the W2040 visions below will appear throughout this report to provide readers with an insight into the strategic origins of Council's actions and initiatives.

Warrnambool 2040

The long-term community plan W2040 has four key visions, these are:

1. People. Warrnambool will be a city where all people thrive.
2. Economy. Warrnambool will be Australia's most resilient and thriving regional economy.
3. Place. Warrnambool will be Australia's most liveable regional city.
4. Environment. Warrnambool will be Australia's most sustainable city

1. Sustain, enhance and protect the natural environment.

We will protect our waterways, coast and land; prepare for climate change; investigate options to minimise our waste and look to derive positive outcomes from eco-business.

2. Foster a healthy, welcoming city that is socially and culturally rich.

We will seek to have more people feeling healthy and well; have more people learning; have more people culturally involved; have more people connected and participating; we will be resilient in emergencies and be a healthy and safe place to live and study.

3. Maintain and improve the physical places and visual appeal of the city.

We will have more of our city connected; we will be a vibrant city; our infrastructure will be fit-for-purpose; we will provide greater amenity and ease of movement and we will be proud of what we already have.

4. Develop a smarter economy with diverse and sustainable employment.

We will grow our population; we will have a more

Council Plan

The council plan 2017-21 includes strategic objectives, strategies for achieving these for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan.

The following are the five strategic objectives as detailed in the council plan.

sustainable local economy; we will have a more beneficial visitor economy and we will have more modern infrastructure.

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

Council will provide strong advocacy for the community and region. It will practice transparent decision-making while delivering services efficiently and effectively.

- indicators in the council plan
- Progress in relation to the major initiatives identified in the budget
- Services funded in the budget and the persons or sections of the community who are provided those services
- Results against the prescribed service performance indicators and measures.

Key to table documenting progress in relation to strategic indicators

Performance

Council's performance for the 2020-2021 year has been reported against each strategic objective to demonstrate how council is performing in achieving the 2017-2021 council plan.

Performance has been measured as follows:

- Results achieved in relation to the strategic

- Completed
- Progressing
- On Hold
- Not Progressing
- Not Completed
- Withdrawn



1: SUSTAIN, ENHANCE AND PROTECT THE NATURAL ENVIRONMENT.

Major initiatives – completed rollout of the four-bin system to reduce waste entering landfill. The kerbside collection now includes general rubbish, FOGO (food organics, garden organics), recyclables and glass.

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	100%	●	Full glass bin rollout now complete. Ongoing monitoring is required to minimise contamination.
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	100%	●	The Street Lighting Project has been completed with the replacement of 916 LED street lights which will not only save carbon emissions in the transition to a zero carbon future but also save money with expected savings to be approximately \$146,000 per year.
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	100%	●	Climate change adaptation and mitigation implementation is under way with planning for embedding and engagement with all areas of Council operations. The review of the Municipal Health & Wellbeing Plan provides the opportunity to embed climate change considerations within the revised plan. Green Futures Now is a collaborative project between the Youth Development Planner and the Sustainability & Environment team, and is engaging young people on climate change and what is being done within the local community to address climate change.

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	100%	●	Discussions with waste to energy business are continuing with Council briefed on progress.



WASTE COLLECTION					
Service Performance Indicators	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Satisfaction					
Kerbside bin collection requests [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	151.48	162.81	215.87	207.27	
Service standard					
Kerbside collection bins missed [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	3.87	4.49	7.03	10.43	Increase may be due to four-bin rollout, confusion around changing collection schedules, and logistics of changing over to fortnightly landfill.
Service cost					
Cost of kerbside garbage bin collection service [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$109.29	\$111.26	\$86.17	\$87.43	
Service cost					
Cost of kerbside recyclables collection service [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$29.25	\$59.15	\$61.03	\$52.49	With the implementation of the four-bin system, the diversion from recycling (particularly to the glass bin) has decreased the cost of the recycling service in 2020-2021.
Waste diversion					
Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	37.73%	47.78%	64.30%	64.44%	Council has implemented a four-bin system and this has had a significant impact in the waste being diverted from landfill into the other three classes(recyclable, FOGO and glass).







2: FOSTER A HEALTHY, WELCOMING CITY THAT IS SOCIALLY AND CULTURALLY RICH.

Major initiatives -

1. Council transitioned out of the Corangamite Regional Library Corporation in order to directly manage the Warrnambool Library.
2. Redevelopment of Reid Oval into a premier regional sportsground able to host high level AFL and cricket matches. More accessible, inclusive changerooms in new pavilion.






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.	Manager Community Policy & Planning	100%		Several activities are under way as part of the Social Connections project which is funded by the Victorian Government's Community Activation and Social Isolation program. The South of Merri Open Space Precinct Plan and the North of Merri Open Space Precinct Plans have been developed, both of which will improve connectivity between the open spaces.
2.1.2	Increase understanding of priority health and wellbeing issues in the community.	Manager Community Policy & Planning	100%		The Populus data sets were presented to Council and are available on the Council website. Five workshops were organised in partnership with South West Primary Care Partnership as part of the development of the new Health and Wellbeing Plan with participation of over 70 stakeholders. Council has partnered with Place Score to conduct the liveability census for Warrnambool. The survey was launched on 21 June and will close on 1 August. An online portal will be ready by 19 August with all the results from the survey. This survey data will be useful in placemaking, precinct development and future infrastructure planning.
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	100%		All food premises are inspected for compliance before renewal is issued. Although this action is completed, it is an ongoing process beyond the reporting year.
2.1.4	Provide communications support to promote Council services and facilities.	Manager Communications	100%		The Communications Unit assisted with the promotion of MudBool and kinder enrolments including the introduction of the subsidised kinder program for three-year-olds.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.1.5	Implement Warrnambool - A Healthy City 2017-2021.	Manager Community Policy & Planning	100%	●	A detailed review of the Warrnambool - A Healthy City 2017-2021 was completed in December 2020 in collaboration with the South West Primary Care Partnership and a report was submitted to Council. Activities and events are ongoing to implement the key health and wellbeing priority actions. Work is also underway to develop the new Municipal Health and Wellbeing Plan 2021-25.
2.1.6	Ensure compliance with the Tobacco Act and MAV Tobacco Agreement.	Coordinator Environmental Health	100%	●	On 25 February 2021 Council provided the requested reporting to the MAV. The MAV have advised that Council's may resume the Tobacco Agreement in April school holidays which Council has already scheduled.






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	100%	●	The leadership team within the Children's and Family Services Team have established and embedded practices within the early years team to ensure collaboration is everyday practice across the services ensuring children with the highest needs are identified, supported and receive services as early as possible to ensure families are able to progress and develop, this happens through the Early Years Continuum provided by WCC services to ensure all families do not slip through the gaps and have the same opportunities to reach their full potential.
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	100%	●	The Kindergarten Central Enrolment process has been updated to incorporate the 3 Year old kindergarten policy and procedure.
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	100%	●	Early Years services have completed culture safe awareness training, staff in kindergarten are completing reconciliation plans in conjunction with indigenous elders, indigenous language continues to be delivered within services. Maternal Child Health works closely in partnership with Gunditjmarra Cooperative delivering the Aboriginal maternal Child Health Project.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
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	30%		Continuing to develop the content for the kiosk. COVID-19 pandemic has restricted access to use of foyers so may need to consider an alternative design.
2.2.5	Ensure that the Commonwealth Home Support program meets and maintains all quality service standards as established by the Commonwealth Government.	Manager, Capacity, Access & Inclusion	100%		<p>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.</p> <p>The Service Manager 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 Care Quality and Safety Commission on a three yearly cycle to assess compliance with Quality Standards.</p>
2.2.6	Partner with local agencies and organisations to address health and wellbeing priorities.	Manager Community Policy & Planning	100%		Five workshops were organised with a diverse range of 70 stakeholders around the thematic areas of the new health and wellbeing plan. The thematic areas are: climate change and the community, physical health, social and emotional wellbeing, reducing harm from alcohol and other drugs, and, prevention of family violence. The new health and wellbeing plan will be submitted to Council for endorsement in September.
2.2.7	Support the collection and sharing of consistent data and evidence to inform strategic and service planning.	Manager Community Policy & Planning	100%		Council's community profile data is regularly updated on Council's website and made available to the public. Over the quarter, data relating to different locations in the municipality were disaggregated and shared with Councillors, Council officers and the public during the new Council Plan development workshops. Council will continue to update and share relevant data with the public through the website and other strategic documents.
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.

REPORT OF OPERATIONS OUR PERFORMANCE


Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.9	Embed child safety standards across the Early Years Learning and Development Unit.	Manager Children & Family Services	100%	●	Staff across all areas of early years have completed extensive training around child safety and child safe standards. Different mediums of learning have been used to ensure all learning styles are catered for. Policies have been audited externally and have been identified as Audit conducted across the organisation has identified that Children's and Family Services policy and procedures are meeting the requirements. Feedback from audit identified and actioned.
2.2.10	Ensure regional assessment targets are met and that quality processes are adhered to.	Manager Children & Family Services	100%	●	Targets were adjusted to take into account the impact of COVID-19. Staff adapted the service to meet community needs in line with COVID measures and delivered services at the highest standard. Services remained open through all COVID lockdowns.
2.2.11	Implement Council's wellness, rehabilitation and diversity plans.	Manager Organisation Development	100%	●	Work has resulted in the formation of a Gender Equity Action Committee to oversee gender and diversity actions of Council in line with the requirement of the Gender equality Act 2020.
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	100%	●	All current reform priorities have been met, staff have completed MARAM training in the stage 1 roll out, stage 2 rolling out over the next half of the year. Services within stage 1 of the Victorian Government Information Sharing scheme also complete. 3 year old kindergarten is on track for roll out in 2022 for 5 hours and will continue to roll out further over the coming years.
2.2.13	Complete the principle pedestrian network plan to inform future investment in our pathways and support sustainable transport.	Manager Infrastructure Services	100%	●	Principle Pedestrian Network is complete and will be incorporated into the sustainable transport strategy along with the Principal Bicycle Network (PBN).

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.2.14	Continue to implement Council's Disability Action Plan.	Service Manager Community Support	100%		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. Upgrade of the Archie Graham Community Centre reception space is nearing completion, with the area being set up to meet accessibility requirements for patrons based upon recommendations from a Disability Access Audit of the facility. The MAV Disability Work Experience project has been progressing over the past three months, with the MAV final evaluation to take place in the next quarter. The project has centred around supporting people with a disability to gain work experience with a range of Council services. Merri River School students are gaining valuable employment skills in settings including the Botanical Gardens, Children's Services, Building Maintenance, Youth Services and Aquazone. Youth Services are currently undertaking a range of community arts projects which involves direct engagement with students with disability as part of a public art showcase. The construction of wide pathways in the Lake Pertobe precinct as part of the Lake Pertobe Masterplan is allowing for increased access to outdoor recreation in this popular location for people with mobility restrictions.
2.2.15	Establish a parenting program supporting the needs of fathers within the community.	Service Manager Early Years Intervention & Support	75%		Groups have been not able to occur in non-essential services. No further planning has occurred due to this uncertainty.
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	100%		Premises have been located and a lease entered into for a bespoke immunisation clinic.
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	100%	●	<ul style="list-style-type: none"> Food share support continues for vulnerable individuals and families. High demand from consumers seeking support for Power Saving Bonus, this service coordinated by the Neighbourhood House is available through both the Archie Graham community Centre and the WWNH Playgroup, book club, art/craft activities, garden groups continue to be facilitated weekly Opportunities for community members to engage and participate in social and commemorative events, namely Harmony Week, Neighbourhood House Week, Volunteer Week and National Sorry Day. School Holiday program is in full swing with a large range of activities on offer A post COVID needs assessment has commenced to ensure future programming meets the needs of the community. The Advisory Group held its first meeting for the year and welcomed four new community members. This group meeting quarterly. A draft Strategic Plan has been developed and awaiting endorsement. A scoping exercise has been undertaken to explore options for an alternate facility. A standalone facility will increase community accessibility and create an opportunity for increase in the number and variety of programs offered at the centre.
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-19. 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 an increased level of services are maintained for children up to three years of age.
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	100%	●	Council's outside school hours administration team have fully implemented the current version of our Xap childcare management system. Feedback from local families using the service/system has been positive.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.3.6	Analyse impact of childcare subsidy and other sector reforms on the Outside School Hours Care operating model.	Service Manager Warrnambool Stadium	100%	●	The single childcare subsidy model and continued Federal Government financial support for families using childcare services has had a positive impact on Council's Outside School Hours Care services. Retention and new enrolments have been strong over the past 12 months despite the impacts of COVID. The financial performance of the programs has exceeded expectations this year, helped in part by additional State and Federal COVID support funding.
2.3.7	Review and further develop operational procedures and resources for Emergency Relief Centre Activation at Warrnambool Stadium.	Service Manager Warrnambool Stadium	100%	●	The improved systems, resource stocks and operational documentation for activation of the Warrnambool Stadium will need to be reviewed as part of Council's ongoing Emergency preparation and planning.
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.	Service Manager Community Support	100%	●	Archie Graham Community Centre has recommenced provision of onsite services under a COVID-Safe Plan, with older adults and community groups re-engaging with health and wellbeing information and activities, with attendances nearing pre-pandemic rates. The Archie Newsletter continues to be a key source of information for centre patrons. With the support of additional staff funded through a Working For Victoria grant, Archie has been able to complete additional outreach to socially isolated and vulnerable cohorts, in order to reconnect them with services. This has included the re-establishment of the Archie Cafe run by a team of volunteers two days per week, along with the recommencement of a range of Senior Citizens group activities.
2.3.9	Continue to support and grow active volunteerism within the local community.	Manager, Capacity, Access & Inclusion	100%	●	<p>Volunteering Connect has undergone significant change over the last three months.</p> <p>Volunteer Connect to date has been funded by the Department of Social Services through the Volunteer Management activity (VMA), and part funded by Warrnambool City Council to support internal volunteering. On 30 June 2021, all current funding agreements under the Volunteer Management Activity (VMA) will cease. The Commonwealth Government will now provide funding to the state and territory peak bodies - for us that is Volunteering Victoria. The new VMA will have a renewed focus on:</p> <ul style="list-style-type: none"> • Online services to build the capacity of Volunteer Involving Organisations (VIOs); and • Breaking down barriers to volunteering for identified priority groups - people with a disability, first nations, and newly arrived migrants (under 5 years). <p>Transitional funding is available to support Volunteer Connect move to the new VMA with a focus of building VIO capacity to move online, and to break down barriers to volunteering for identified priority groups. Volunteer Connect will continue to support internal volunteering at Warrnambool City Council with our 12 volunteer program areas.</p> <p>From an internal perspective, volunteering at Warrnambool City Council was severely disrupted by COVID with a large drop in volunteer numbers during 2020 and now experiencing a slow return of volunteers for some program areas.</p>

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
					This reduction in activity has provided an ideal opportunity to reassess our volunteer services and turn our attention to developing a Volunteer Strategy. Developing a volunteer strategy provides a framework to build a solid and sustainable volunteering culture at WCC.
2.3.10	Increase connectedness and build health and wellbeing knowledge of local people via social media.	Manager, Capacity, Access & Inclusion	100%		<p>Social media posts to council's Facebook pages have included information about the following Community Support activities and events:</p> <ul style="list-style-type: none"> West Warrnambool Neighbourhood House <ul style="list-style-type: none"> School holiday activities - Resin Art, Boxercise & Karate, and Red Cross Pillow Case Project Neighbourhood House Week activities during May Playgroup Activities National Sorry Day - purple flower display at the Lighthouse Theatre with contribution of thousands of flowers from schools, community groups and individuals Youth - Youth Showcase, Green Futures Now!, Youth Awards, Mental Health Check In, South West Emerging Leaders, Rainbow Day, FReeZA 'Bool Busking, Youth Council Disability Work Experience for Merri River School students Volunteer - Cross Cultural Leaders Training, national Volunteer Week Archie Graham Community Centre - lighting up purple to shine a light on Elder Abuse

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%		With a review required for the facility operating system at the Warrnambool Stadium, opportunities may become available to incorporate these systems into the Gymnastics Centre.
2.4.3	Manage facilities and equipment to support domestic indoor sports competitions, tournaments and events at Warrnambool Stadium.	Service Manager Warrnambool Stadium	100%		Even after 3 weeks of shutdown and restricted capacity in June, the Stadium users are enthusiastic about scheduling sports and events at the Stadium into the next 12 months. Council's Stadium team continues to implement renewal and maintenance programs to maintain high quality facilities for the use of sports association and visitors.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
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	100%	●	Continued monitoring of COVID-19 status with sports return, especially for winter tenants.
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	100%	●	IMS Reserves Manager to be continually utilised at Council's sports ground allocations, casual use and licence agreements.
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 schedule.
2.4.7	Implement Stage 1 of the Lake Pertobe Master Plan.	Manager Infrastructure Services	85%	●	Tender awarded for construction contract, program of works to complete major items prior to Christmas 2021. Major tower piece likely to be installed when supplied in early 2022.
2.4.8	Implement the Aqua-Zone Operational Plan and make improvements to drive increased visitation.	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, 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 two weeks.
2.4.9	Commence implementation of the Active Warrnambool Strategy.	Service Manager Recreation & Youth	25%	●	The Strategy will be reviewed in line with the findings of the Sport and Recreation Facilities Asset Plan (under way) and the review of the Health and Wellbeing Plan.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.4.10	Continue implementation of the Reid Oval Redevelopment Project.	Director City Infrastructure	100%	●	Oval surface works complete, oval lights have been commissioned and works on the pavilion building are progressing. On target to have site ready by September 2021.
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	100%	●	Kindergarten models have been developed for 2022, 3 year old and 4 year old kindergarten. Enrolments opened 21 June 2021.
2.5.2	Deliver Youth Leadership programs that a range of young people can access.	Youth Development Planner	100%	●	<ul style="list-style-type: none"> - Warrnambool FReeZA Crew: >50 young people connected through monthly Open Music Sessions & Facebook Group; Bool Busking; Music Web Mentors; warrnambool & Moyne Youth Showcase; and planning for All- Ages Tour for Oct 2021. - Multicultural Leadership Group: 23 CALD Warrnambool College Students from Culturally weekly leadership and personal development program. - South West Emerging Leaders: 8 Year 11 students from Warrnambool and Moyne participating. - Warrnambool Youth Council: 10 Youth Councillors Fortnightly Youth Council meetings during school terms; Coordinating Youth Awards; participating in MHWP consultation; developing youth mental health promotion campaign. - Warrnambool & Moyne Youth Awards. 40 nominations for Warrnambool people aged 12 - 25 Warrnambool (25 for Moyne); Delivered by Youth Council -Green Futures Now: 6 people aged 13 - 23 Environmental Leadership Program. Collaboration with WCC Natural Environment and supported by DELWP Climate Adaptation Strategy Grant. - Community Arts Development Officers supporting delivery of a range of projects to engage young people and activate public spaces including Youth Showcase Up in Lights Gallery: 8 young visual artists public artwork in Timor walk Laneway; >65 secondary students involved in tile making workshops; - Victoria Park Orienteering Art Trail: engaging 15 Merri River School & WAVE School students.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
2.5.3	Continue implementation of the Library and Learning Centre project in conjunction with South West TAFE.	Director City Infrastructure	100%	●	Construction contractor commenced on-site 28 June 2021. Car parks to be modified in Gilles Street to enable accessible drop-off area with South West TAFE campus. Philanthropic funds provided, minor demolition works commenced and asbestos removal completed.
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	100%	●	Matron Swinton Child Care, Florence Collins Children's Services Complex, South Kindergarten and Central Kindergarten have all successfully completed the assessment and rating process against the National Quality Standards.
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	100%	●	School Readiness Funding has been successfully delivered across all kindergarten programs.



Service Performance Indicators	Results	Results	Results	Results	
Service / indicator / measure	2018	2019	2020	2021	Comments
Aquatic Facilities					
Service standard					
Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	1.00	2.00	3.00	4.00	Change in regulatory requirements now requiring more regular testing
Utilisation					
Utilisation of aquatic facilities					
[Number of visits to aquatic facilities / Municipal population]	6.94	6.85	4.37	3.65	Closures due to COVID19 restrictions during the year have impacted visitation numbers and consumer confidence. Membership numbers have been between 30% to 50% of the pre-COVID-19 levels which directly translates to a reduction in visitation numbers.
Service cost					
Cost of aquatic facilities					
[Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	New in 2020	New in 2020	\$3.87	\$4.53	COVID closures during the year especially those in May-June impacted visitation numbers and consumer confidence when actually open. Membership numbers have been between 30% -50% or pre-COVID-19 levels which reduces the income generated while many of the costs to run the facility are fixed. Note: From 2020, this measure replaced two previous measures: 'Cost of indoor aquatic facilities' and 'Cost of outdoor aquatic facilities', see retired measures. .
Animal Management					
Timeliness					
Time taken to action animal management requests [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1.00	1.00	1.00	1.00	
Service standard					
Animals reclaimed					
[Number of animals reclaimed / Number of animals collected] x100	80.54%	84.24%	19.16%	20.92%	Council returns the majority of animals directly to their owners in preference to impounding them. Animals that are impounded are those for which it has been more difficult to find the owners. Many impounded animals are rehomed rather than reclaimed.
Animals rehomed					
[Number of animals rehomed / Number of animals collected] x100	New in 2020	New in 2020	64.57%	71.73%	Note: New measure for 2019-20 financial year.
Service cost					
Cost of animal management service per population					
[Direct cost of the animal management service / Population]	New in 2020	New in 2020	\$16.12	\$17.32	Note: This measure is replacing previous 'Cost of animal management service' which was based on cost per number of registered animals, see retired measures.

Service / indicator / measure	2018	2019	2020	2021	Comments
Health and safety Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	New in 2020	0.00%	0.00%	During 2020-2021 Council did not initiate any animal management prosecutions as there were no incidents that warranted a prosecution. Note: This measure is replacing previous 'Animal management prosecutions' which was a measure of number, not proportion, see retired measures.
Food Safety Timeliness Time taken to action food complaints [Number of days between receipt and first response action for all food complaints / Number of food complaints]	1.00	1.00	1.00	0.05	
Service standard Food safety assessments [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	99.28%	99.64%	94.26%	53.27%	Due to COVID19 restrictions, Council was unable to conduct inspections to all premises. Class 1 and 2 businesses were prioritised, however a significant number of clubs and community groups were not operating due to the restrictions.
Service cost Cost of food safety service	\$378.90	\$323.35	\$281.93	\$289.76	Savings in staffing costs during 2020-2021 with the departure of the Environmental Health Coordinator and difficulty in sourcing qualified staff to perform the role.
Critical and major non-compliance outcome notifications (Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises) x 100	100%	84.21%	100%	47.22%	Council aims for 100%. The staffing shortage and pandemic (which resulted in many shops closing and re-opening) were factors. A number of premises had been inspected in the final months of 2019-2020 which are scheduled to be inspected in 2021-2022.
Libraries Utilisation Physical library collection usage [Number of physical library collection item loans / Number of physical library collection items]	4.72	4.49	3.44	3.07	Library loans were considerably down on the previous year due to extended periods of closure with the COVID19 restrictions. Note: From 2019-20, this indicator measures the performance of physical library items as a subset of the wider library collection.
Resource standard Recently purchased library collection [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	68.40%	69.03%	66.40%	77.01%	Corangamite Regional Library Corporation deleted an increased number of items over 5 years old in line with its collection management policy and therefore a higher % of items are under 5 years old.

Service / indicator / measure	2018	2019	2020	2021	Comments
Participation Active library borrowers in municipality [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	14.37%	13.77%	13.87%	12.36%	New library memberships were considerably down on the previous year due to extended periods of closure with the COVID19 restrictions.
Service cost Cost of library service per population [Direct cost of the library service / Population]	New in 2020	New in 2020	\$21.62	\$22.67	Note: This measure is replacing the previous 'Cost of library service' indicator which measured based on number of visits, see retired measures.
Libraries Utilisation Physical library collection usage [Number of physical library collection item loans / Number of physical library collection items]	4.72	4.49	3.44	3.07	Note: From 2019-20, this indicator measures the performance of physical library items as a subset of the wider library collection.
Resource standard Recently purchased library collection [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	68.40%	69.03%	66.40%	25.84%	
Participation Active library borrowers in municipality [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	14.37%	13.77%	13.87%	7.12%	
Service cost Cost of library service per population [Direct cost of the library service / Population]	New in 2020	New in 2020	\$21.62	\$25.36	Note: This measure is replacing the previous 'Cost of library service' indicator which measured based on number of visits, see retired measures.
Maternal and Child Health (MCH) Service standard Infant enrolments in the MCH service [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	95.64%	99.74%	100.00%	100.00%	
Service cost Cost of the MCH service [Cost of the MCH service / Hours worked by MCH nurses]	\$95.57	\$75.13	\$78.44	\$81.30	
Participation Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	73.63%	76.99%	77.68%	82.25%	
Participation Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	61.33%	73.24%	80.00%	86.81%	

Satisfaction

Participation in 4-week Key Age and Stage visit

[Number of 4-week key age and stage visits / Number of birth notifications received] x100

New in 2020 New in 2020 98.62% 96.10%

Maternal and Child Health (MCH)					
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Objective No. 2 Budget v Actual

Activity	Description	Net Cost
		Actual
		Budget
		Variance
		\$'000
Community Support Services	Government funded programs aimed at improving community participation, rural access programs and facilitation of migration to the South West and volunteer programs.	37
		40
		3
Aged Services	This area provides a range of services including meals on wheels, personal care, respite, home maintenance, home care, adult day care and senior citizens programs.	442
		335
		(107)
Family Services	This service provides family orientated support services including pre-schools, maternal & child health, child care, counselling & support, youth services, immunisation, family day care.	589
		1,711
		1,122
Art and Culture	Provision of high-quality venues where people can see, present and explore the arts, ideas and events provided at the Warrnambool Art Gallery and Light House Theatre.	1,043
		883
		(160)
Library Services	Provision of quality library and information services to the community.	929
		1,001
		72
Recreation	Provision of sport, recreation and cultural facilities, service and programs in response to identified community need and to provide information and advice to clubs and organisations involved in these areas.	424
		503
		79
Leisure Centres	The Arc and Aquazone provide premier indoor community leisure facilities in South West Victoria, providing equitable and affordable access to a wide range of aquatic and fitness activities.	1,228
		1,243
		15
Health Services	Administration of legislative requirements pertaining to public health, immunisation and food premises.	89
		118
		29
Festivals and Events Group	Delivers a range of promotions, festivals and events along with attracting events to the city to deliver economic benefits.	987
		1,007
		20



3: MAINTAIN AND IMPROVE THE PHYSICAL PLACES AND VISUAL APPEAL OF THE CITY.

Major initiatives - A number of key asset management plans were developed and/or adopted.

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	100%		Minutes of each Cycling Reference Group meeting are provided to Council for information.

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	100%		<p>The Warrnambool Open Space Strategy is six and a half years into its implementation and is progressing on schedule. A detailed progress report was recently presented to Council (7 June) to highlight achievements to date. Some of the recommendations more recently completed include:</p> <ul style="list-style-type: none"> a Wayfinding Sign Design Package for the Foreshore, City Centre, and Russell's Creek (with several signs now installed), investigation of open space opportunities through the Allansford Strategic Framework Plan, acquisition of new open space adjoining the Merri and Hopkins Rivers, completion of all recommendations from the Jubilee Park Master Plan at Woodford, completion of the South of Merri Open Space Precinct Plan. An implementation plan is currently underway for the South of Merri Precinct. 100% of City-wide recommendations have commenced or are complete, and 78% of precinct-based recommendations are complete or underway.
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.
3.3.3	Develop and expand off-street parking areas.	Manager Infrastructure Services	100%		Land behind Timor Street is still under contract with an extra piece also being acquired to enable optimal access.
3.3.4	Develop and adopt a Playspace Strategy.	Manager Infrastructure Services	50%		The Playspace Strategy is still under review with delays due to priority placed on Asset Management Plans.
3.3.5	Prepare a strategy and funding model for a long-term tree replacement program.	Manager Infrastructure Services	100%		Funding requirement outlined in the Tree Asset Management Plan which is currently out for public consultation.
3.3.6	Progressively plan and renew City Centre streetscapes.	Manager Infrastructure Services	100%		Final design for Koroit Street being finalised by consultant. No renewal works in the CBD currently planned.
3.3.7	Upgrade of one public amenities building.	Coordinator Building Strategy & Services	60%		Approval for location is being sought prior to finalisation of design.
3.3.8	Develop significant & heritage tree renewal program.	Manager Infrastructure Services	100%		Built into the Tree Asset Management Plan currently out for public consultation.

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	100%		20/21 condition assessment program now completed.
3.4.3	Update asset management plans for asset classes including drainage, roads, open space, IT, buildings and monuments.	Manager Infrastructure Services	100%		Drainage Asset Plan endorsed by Council in December 2020. Building Asset Management Plan endorsed by Council in February 2021. Open Space Asset Management Plan endorsed by Council in February 2021. Tree Asset Management Plan draft endorsed by Council for public consultation. Roads Asset Management Plan draft endorsed by Council for public consultation.

3.4.4	Investigate funding opportunities to renew heritage assets such as Cannon Hill armaments, the Portuguese monument and Wollaston Bridge.	Manager Infrastructure Services	100%	●	One Cannon Hill Howitzer has been renewed and returned to Cannon Hill thanks to volunteer labour.
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3.5: Advocate for better regional connections.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
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3.5.1	Advocate for essential safety and road improvements on the Princes Highway West.	Manager Infrastructure Services	100%	●	Funding committed from State and Federal governments. Some works commenced East of Warrnambool, sections highlighted between Warrnambool and Port Fairy. Advocacy and publicity work now to be undertaken by Great South Coast group.
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3.5.2	Seek funding for and deliver road safety projects.	Coordinator Infrastructure Management	100%	●	Council has made applications for the following programs: <ul style="list-style-type: none"> TAC Infrastructure Grant for Gateway Road TAC VicRoads Road Safety Community Grant Programs Federal Blackspot Kepler Lava Roundabout
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3.5.3	Advocate for improved passenger and freight rail services.	Director City Growth	100%	●	The \$114 million Warrnambool Line Upgrade includes building a new crossing loop, signalling 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 Warrnambool 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 signalling upgrades between Warrnambool and Warrnambool is under way 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, continues to advocate for the extension of the MSIS beyond June 2021 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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Service Performance Indicators Service / indicator / measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Roads					
Satisfaction of use					
Sealed local road requests [Number of sealed local road re-requests / Kilometres of sealed local roads] x100	56.56	67.89	58.50	60.19	
Condition Sealed local roads maintained to condition standards [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	96.40%	96.48%	96.80%	96.05%	
Service cost					
Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$155.90	\$91.05	\$97.30	\$98.78	
Service Cost Cost of sealed local road re-sealing [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$7.65	\$8.18	\$6.65	\$6.85	
Satisfaction Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	53.00	58.00	48.00	59.00	There was significant dissatisfaction with Council resulted in negative media reporting in 2019-2020 which resulted in abnormally low ratings for that year. Our satisfaction levels have returned to be more consistent with historical levels.

Objective No. 3 Budget v Actual

Activity		Net Cost
		Actual
		Budget
		Variance
		\$'000
Asset Maintenance	This service prepares long term maintenance management programs for Council's property assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These include buildings, pavilions, roads, footpaths and tracks and drainage.	1,552
		1,919
		367
Infrastructure Services	This service prepares and conducts capital works and maintenance planning for Council's main civil infrastructure assets in an integrated and prioritised manner in order to optimise their strategic value and service potential. These include roads, laneways, car parks, foot/bike paths, drains and bridges.	3,139
		3,463
		324
Regulatory Services	Local laws enforcement including parking fees and fines, public safety, animal management and traffic control.	(371)
		(12)
		359

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4: DEVELOP A SMARTER ECONOMY WITH DIVERSE AND SUSTAINABLE EMPLOYMENT.

Major initiatives - Development and adoption of the Social Housing Planning Project and the ongoing development of the East Aberline Precinct Structure Plan.

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	100%	●	In the second year of the DAMA program Council endorsed 9 businesses and 86 positions across four local government areas. Since COVID-19 began impacting the GSC DAMA Region in early March 2020 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. Three withdrew applications shortly after COVID-19 began impacting. Food and fibre industry (dairy and meat), transport and car dealerships were the industries endorsed. There is a time lag in the DAMA process to be approved for the five year labour agreement. The endorsement of a business by the GSC DAMA is the first step, the department then approves the business for their labour agreement before the recruitment process occurs. At present the department indicates the approval process is 75 to 90 days, if the business has provided all necessary documentation. DAMA Occupations List: At present the GSC DAMA has 27 listed occupations and are awaiting approval for newly requested ones in aged care, child care and aquaculture which would take the total occupations listing to 37.

REPORT OF OPERATIONS OUR PERFORMANCE

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.2	Develop and circulate economic data and analysis to business and industry.	Manager Economic Development	100%	●	The Economic Development and Tourism teams continue to use multivariate data sources (e.g. Spend-mapp, Remplan, Business Engagement Measures, Changes in GRP, Number of New Business Registrations ÷ Total Business Registrations, Grant Funding secured, 482 Visas issued (DAMA), Event Participation, Social Media Community and Engagement Growth, PRIME Reports (Provisional Regional Internal Migration Estimates) and Regional Data Sets from the ABS (Population and People, Economy and Industry, Income, Education and Employment, Health and Disability, Land and Environment), Number of New Residential Building Approvals, Regional Population Change by LGA (ABS) and Population Projections (Australian Centre for Population) to monitor the City's economic performance. The Tourism data dashboard continues to progress and includes visitation through the Visitor Information Centre, Day and Night Attendance at Flagstaff Hill, as well as National Visitor Survey (NVS), International Visitor Survey (IVS), Australian Accommodation Monitor and Tourism Satellite Accounts from Tourism Research Australia (TRA) and Bureau of Infrastructure and Transport Research Economics (BITRE). In conjunction with Visit Victoria GORRT have been assessing VisScope which brings together TRA, ABS, BITRE, BDO Parki (Binder Dijker Otte's real-time data tool for Holiday Parks), STAR Reports (STR Global's dSTAR Hotel Intelligence Performance where already subscribed) and AirDNA (data analytics for AirBNB properties).
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 3rd August 2020. The project underpinned recent funding of \$25mil from the Big Housing Build dedicated to Warrnambool.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.4	Provide executive support to implement the Great South Coast Food and Fibre Plan.	Director City Growth	100%	●	Council assisted the Great South Food and Fibre Group to transition to a not-for-profit incorporated entity. Achievements through 2020/21 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.

4.1.5	Implement Warrnambool - China Strategy to build local business capacity and capability.	Manager Economic Development	100%	●
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Engagement with Asialink reverted predominantly to video conferencing during Q4 owing to the COVID19 Lockdown. The Connecting With Asia program (Brunei, Cambodia, Hong Kong SAR, India, Indonesia, Japan, South Korea, Laos, Malaysia, Myanmar, Philippines, Singapore, Taiwan, Thailand and Vietnam, as well as China) commenced in Q4 with participation of 20+ businesses across the region. The Program, whose core focus is on Tourism Readiness and enabling Tourism Operators to provide visitors from North East Asia, South East Asia and South Asia with authentic Australian experiences delivered with cultural awareness, runs until the end of Q1 FY22.

REPORT OF OPERATIONS OUR PERFORMANCE

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.1.6	Facilitate and promote business support initiatives to grow the local economy.	Manager Economic Development	100%	●	Economic Development and Investment Unit's Business Support Services continued to support business under the auspices of the COVID-19 Business Support Plan throughout Q4, including the Business Costs Assistance Program Round Two (designed to assist SMEs in eligible sectors impacted by the May and June COVID-19 restrictions, including restaurants, event suppliers, accommodation providers, non-essential retailers and other impacted sectors); the Licensed Hospitality Venue Fund (designed to support venues registered to serve food and alcohol, including bars, restaurants, pubs, clubs, hotels, cafés and reception centres impacted by the May and June restrictions); and the Events Support Package (designed to help the event industry, including large event operators and suppliers, event promoters, producers and other businesses that deliver live performance events that had events and work cancelled due to the May and June restrictions). The Economic Development and Investment Unit facilitated the Agribusiness Evolution Program in partnership with Food Innovation Australia Limited (FIAL) and Beanstalk in launching a pilot innovation program designed for leading Warrnambool and Great South Coast Agri-food businesses to develop regional capability in entrepreneurship training. The Program launched in Q4 and the cohort comprises 14 businesses across the region. Having identified that Agribusiness is a one of the key long-term growth sectors with significant opportunity to develop and promote Warrnambool as a regional centre of excellence for food production, the Unit has continued to work closely to support key initiatives such as the Great South Coast Food and Fibre Plan and the Western Victorian Dairy Strategy.
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 has been endorsed. 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	100%	●	While COVID-19 has adversely impacted placemaking events across the City, a number of initiatives have been implemented through the 2020/21 year. Many Warrnambool businesses have accessed State government support for infrastructure upgrades to encourage outdoor dining and activation opportunities. Council has facilitated many of these proposals through the planning permit process. Infrastructure upgrades have also been made to a number of our City's laneways creating further spaces where people can meet and enhanced amenity to encourage walking connections across the City.
4.2.2	Support the development of new tourism and economic development proposals, including Crown Land proposals where appropriate.	Director City Growth	100%	●	Council continues to be engaged with the Great Ocean Road Parks and Coast Authority (GORPCA) which is a newly established independent statutory authority to manage Coastal Crown Land and marine waters along the Great Ocean Road.. Planning permit activity continues to strong for both residential and commercial activity. Planning at advanced stage to commission a City Wide Land Use Strategy which will be a blueprint for land use activity across the municipality over the next 20 years.
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	100%	●	Development Plan applications and Development Plan amendments continue to be processed and determined by Council, being: <ul style="list-style-type: none"> • North of the Merri (Oakwood Riverside)- referred and to go on exhibition. • 15 Dales Road- to go on exhibition. • 119 Bridge Road- exhibited and submissions received. Assessment to complete and recommendation to put to Council.

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 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).	Manager Economic Development	100%	●	First Draft of the Strategic Plan is complete in line with 2020/21 target. The Holiday Parks Strategy will be finalised in 2021/22 and will align to Objectives in the Council Plan 2021 - 2025 and include specific priorities such as Landscape gardening (native flora planting, privacy, flexible use of space etc.); uniform brand-alignment across both Surfside and Shipwreck Bay with a consistent look-and-feel across all In-Park signage, Guest Documentation and Marketing Collateral; Signage improvements; Fencing laundry and maintenance area including upgrades to Surfside Workshop; New Cabin Stock (2BR and possibly some 3BR to replace Mariners Cabins; Improvements to Entrance/ Front Of House / Back Of House office area and signage improvements; Enhanced Security (including more CCTV); Power upgrades (or replacements) to Mains and Sub-Mains Distribution Boards; and Development of a wider plan to significantly improve pedestrian and bicycle access from Flagstaff Hill to Surfside Holiday Park (and vice-versa) to improve safety and accessibility between both venues, day and night.
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	100%	●	Funding secured and planning commenced for Warrnambool Destination Action Plan but industry engagement component of the strategy delayed due to COVID-19 restrictions and associated disruptions.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.4	Support the activities of the Great Ocean Road Regional Tourism Board.	Director City Growth	100%	□	The latest lockdowns have continued to challenge our Visitor Economy businesses, especially those businesses trying to support staff in a post Job Keeper environment. GORRT has built a new campaign to target Melbourne and regional Victoria which will launch in the coming weeks. Activations will include content creation, instagram, facebook, digital advertising, blogs and itineraries, regional newspaper, and regional radio. All businesses that have an active listing with GORRT will benefit from this campaign. Listing on website(s) and visitvictoria.com remains free and it is free to add events and/or latest retail offer / deal. With support from the Great Ocean Road Regional Tourism Board, Warrnambool will host the Visitor Information Services (VIS) Summit to be held in Warrnambool over 3 days in September 2021. The Summit will explore how VIS staff can support market recovery through collaborative promotion, connection with community and business, and new ways to connect with visitors and their changing needs. Itineraries for the 2021 VIS Summit Study Tours will explore the Warrnambool and Port Fairy tourism landscape. These tours are a key component of the event and have been curated to showcase our host region Warrnambool and spread product knowledge throughout Victoria.
4.3.5	Support and advocate for the implementation of initiatives in the Shipwreck Coast Master Plan.	Director City Growth	100%	□	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.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.3.6	Continue to implement actions of the 2018-2022 Events Strategy.	Service Manager, Events & Promotion	100%	●	<p>Winter events program partially delivered including Namaste Outside and MudBool. Both very successful well attended free events. Solstice Searching and Solstice Search Party were postponed to September due to COVID restrictions.</p> <p>New "What's on in Warrnambool" event calendar launched in collaboration with the communications team and rec and culture team. This will benefit locals, event organisers and businesses in knowing what is on in Warrnambool and promoting their events.</p> <p>Activate Warrnambool funding round delivered funding to 11 new events to take place between May and November 2021 to the total amount of \$77,000. \$35,000 of funding was recently secured from the State Government Regional Recovery Fund. Following community consultation, the grant will fund workshops and keynote speakers at an event (name TBC) at The Lighthouse Theatre on Tuesday 16 November 2021. The event aims to assist event organisers and small business owners, to help them with COVID-19 recovery strategies including but not limited to, COVID safe management, marketing strategies, sponsorship and grant applications, event and business transformation into the online space.</p> <p>The project is expected to result in the following outcomes:</p> <ul style="list-style-type: none"> Increased number of community events taking place in Warrnambool to assist in economic recovery post Covid19 restrictions. Community groups and organisations will have been supported in delivering COVID safe events with confidence and in line with Public Events Framework. Improve grant writing knowledge, skills and confidence to successfully apply for a range of grant programs for events and small businesses. Build sales and marketing skills with user groups and community event organisers. Educate businesses and event organisers in digital transformation and strategy to futureproof their business and event.

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	100%	□	<p>Projects in the current Advocacy Strategy have all received complete or partial funding including Stage 2 of the Warrnambool Base Hospital redevelopment; the Princes Highway West upgrade; Warrnambool railway line upgrade; upgrades at the Port of Warrnambool and funding for the hydrogen research and development facility at Deakin University.</p>

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
4.4.2	Participate in regional leadership groups and alliances to advocate for improved transport, services and digital infrastructure.	Director City Growth	100%	●	Council is a member of the Princes Highway Action Alliance. The Alliance, comprising the municipalities of Warrnambool, Moyne, Corangamite and Colac-Otway, is lobbying State and Federal governments to improve the quality and safety of the Princes Highway between Colac and the South Australian border. 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 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 Warrnambool and South West TAFE.	Manager Economic Development	100%	●	<p>Council continues to collaborate with Deakin University in operationalising the Hycel Technology Hub (HTH) into a Research, Testing, Manufacturing & Supply Chain facility, in alignment with the W2040 goal of not only becoming carbon-neutral and being recognised as Australia's most environmentally sustainable city, but also in playing a pivotal role in South West Victoria becoming a national hub of hydrogen expertise. During Q4 it was announced that the Hycel Technology Hub had been awarded \$7 million investment funding from the Australian Government's Strategic University Reform Fund (SURF) and \$9 million from the Victorian Government, which will boost capability and progress the HTH even further towards becoming Australia's first commercial-grade hydrogen fuel cell manufacturing and prototyping operation. This significant funding is proof-positive that Council's commitment to the partnership with Deakin University in the sustainable technologies and applied innovation space, has been very well placed. Throughout Q4, Deakin University continued to be a key partner with Council and AsiaLink Business on the Connecting With Asia program. After 419 days since TEDx Warrnambool had to first be postponed due to COVID-19 restrictions, the TEDx Warrnambool Being Here event sponsored by Council in collaboration with Deakin University went ahead in the last week of Q4 at Emmanuel College and was live-streamed at Deakin University. Late in Q4, Council commenced support for Deakin University in organising International Students Celebrate Success in Warrnambool, a function to be held in early Q1 of FY22 at Lighthouse Theatre as part of Deakin's Community Engagement Project. Collaboration also continues around training the workforce needed to help realise Australia's green energy economic future, with Council, Deakin University, South West TAFE and Great South Coast working together to support the development of education, training and safety standards pathways.</p>

4.5.2	Deliver education and advisory services to business and industry to raise awareness of building regulation requirements.	Coordinator City Development	100%		Council's Heritage Advisory Service has now resumed - in person - since the COVID-19 restrictions have eased. The service has been busy, with appointment times being filled and a six week regular diary is being maintained.
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Service Performance Indicators Service / indicator / measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Statutory Planning					
Timeliness					
Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]	38.00	37.00	35.00	28.00	Council processed a record number of applications on the back of strong development demand during the 2020-2021 financial year which has led to a decrease in the number of days taken to approve application.
Service standard					
Planning applications decided within required time frames [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	93.95%	93.20%	91.97%	100.00%	
Service cost					
Cost of statutory planning service [Direct cost of the statutory planning service / Number of planning applications received]	\$2,077.01	\$1,928.14	\$1,806.07	\$1,399.64	Council processed a record number of applications during the 2020-2021 financial year (a 25% increase on the prior year) and was able to do so with the same staffing levels as previous years. Council is reviewing the staffing structure as to whether this is a sustainable model.
Decision making					
Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.00%	50.00%	0.00%	50.00%	During the 2020-2021 financial year, two decisions were determined by VCAT with Council being successful in one of these cases.





Objective No. 4 Budget v Actual

Activity	Description	Net Cost
		Actual
		Budget
		Variance
		\$'000
Statutory Building Services	This service provides statutory building services to the Council community including processing of building permits.	79
		200
		121
City Strategy & Development	This service prepares and processes amendments to the Council Planning Scheme. This service processes statutory planning applications, provides advice and makes decisions about development proposals which require a planning permit, as well as representing Council at the Victorian Civil and Administrative Tribunal where necessary. It monitors the Council's Planning Scheme, prepares major policy documents and processes amendments to the Council Planning Scheme.	883
		1,175
		292
Warrnambool Livestock Exchange	Provides a regional livestock marketing centre that meets the needs of the stock agents, buyers and producers.	(210)
		(288)
		(78)
Holiday Parks	Provides affordable holiday accommodation that is modern, clean and well maintained in a family orientation atmosphere.	(119)
		358
		477
Flagstaff Hill Maritime Village & Visitor Information Centre	A City and Regional tourism hub open 364 days of the year that includes a Visitor Information Centre and Flagstaff Hill Maritime Village which tells the maritime history of the region during the day and a 'Shipwrecked' Sound and Light Laser show in the evening.	676
		836
		160
Economic Development	Includes the industry and business support, research and statistical analysis and project development which underpin economic development.	695
		784
		89
Warrnambool Airport	This service provides a regional Airport that meets the needs of users and operates as a viable commercial enterprise to the benefit of the region.	148
		207
		59
Port of Warrnambool	Council manages the Cities port facility on behalf of the State Government.	17
		3
		(14)

5: PRACTICE GOOD GOVERNANCE THROUGH OPENNESS AND ACCOUNTABILITY WHILE BALANCING ASPIRATIONS WITH SOUND FINANCIAL MANAGEMENT.









Major initiatives - Development and adoption of new Governance Rules, Council Plan, Budget and the establishment of a Gender Equity Action Committee.

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 delivered, in partnership with the Victoria Electoral Commission, the 2020 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.	Governance, Property, Projects & Legal	100%		Amended Governance Rules have been adopted and are now in force.
5.1.3	Report on the extent and engagement with Council's communications measures.	Manager Communications	100%		Council has continued to consult with and seek feedback from the community about key plans and initiatives. Most recently this has included the Australian Liveability Census, the Revegetation Policy and the Municipal Road Management Plan. Council has also joined 19 other Victorian municipalities to gather perceptions about public safety for women and gender-diverse people.
5.1.4	Provide community engagement opportunities relating to Council projects as required and funded.	Manager Community Policy & Planning	100%		Significant community engagement activities have occurred over the quarter. The 2021 Australian Liveability Census is underway. The revenue and rating plan, the long term financial plan, the Council Plan 2021-25, pedestrian and vehicle movement in the city, kinder for three-year-olds, were some of the major online consultations. A neighbourhood consultation was also organised for residents who would be impacted by the renewal of the Edwards Bridge.

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	100%	●	The opportunities identified for HR process enhancement have been completed: HR Intranet Page - (inclusive of Controlled documents Rationalisation of HR Policy & Procedure End to end recruitment process Electronic Request to Recruit form HR Team Structure & responsibility
5.2.4	Demonstrate efficiencies via enhanced business processes and the improved utilisation of IT resources.	Manager Financial Services	100%	●	A number of initiatives that will drive efficiencies have been implemented in 2020/21 including the migration of payroll to Technology One's new platform CiAnywhere which will enable additional functionality through the Business Process Automation (BPA) tool to drive further efficiencies. Through BPA, a number of online forms have been created with audited workflows to replace manual paper forms. A new rostering system is progressing and 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.
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	100%	●	The Health & Safety Management System has been revised and implemented so that it now meets all requirements of the MAV Self Insurance Scheme, which is now defunct. The OHS Training Calendar has been developed and is being implemented systematically through each business unit.

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.	Manager Community Policy & Planning	100%		Warrnambool 2040 has been adopted as the Vision document by Council as legislated by the Local Government Act 2020. The 2026 success measures have been included in the new Council Plan 2021-25 and the Municipal Health and Wellbeing Plan which is under development.
5.2.7	Develop a Municipal Early Years Strategy.	Manager Children & Family Services	0%		The action was unable to progress due to lack of funding to support development of the plan.
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	50%		Project delayed with other COVID priorities. Process now being accelerated. Exchange on heads of agreement on cost sharing for strategy completed. Request for Quotation documentation completed and out to market in August.
5.2.10	Improve the resilience of IT Systems.	Manager Information Services	100%		Deployment of Wi-Fi upgrade complete. Immunisation centre works scheduled for July 2021. Radio link from Harrington Road water tower to Beamish St kinder is being upgraded to 60Ghz to improve throughput and resilience. Takeover of Library IT is progressing well, but not complete as of 28/6/2021.
5.2.11	Participate in shared services project - TechnologyOne - with Moyne and Corangamite shires.	Director Corporate Strategies	100%		Project has recommenced in earnest with the restart of the procurement process for a shared enterprise system provider. The appointment of a probity advisor is being advertised and Councils are undertaking a shared ICT strategy exercise to underpin the project and establish common strategic outcomes. Further funding of the project has been released by Local Government Victoria for the next stage of the Project.
5.2.12	Partner with the community implement the W2040 Community Plan.	Manager Community Policy & Planning	100%		Series of community engagement events were organised between February and March 2021 to seek community feedback and guidance on the new Council Plan development. The new Council Plan seeks to realise the vision laid out by the Warrnambool 2040 Plan.
5.2.13	Review and embed staff training, development and wellbeing programs in order to drive enhanced employee engagement and culture	Manager Organisation Development	100%		Following the completion of the staff training needs analysis, organisational training needs have been formulated into an annual calendar. Delivery of the annual training requirement is ongoing in line with the corporate calendar.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.2.14	Implement workplace actions to educate and build capacity of Council staff regarding gender equity and family violence issues.	Manager Organisation Development	100%	●	All planned activity relating to gender equity for the 2020-21 year has been completed, including the establishment of the Gender Equity Action Committee. Council has participated in the People Matter Survey which incorporates the required questions to meet our obligations under the Gender Equity Act.
5.2.15	Improve record-keeping compliance by improving the use of Council's Electronic Content Management (ECM) system.	Manager Information Services	100%	●	Development of performance reports is nearing completion. Performance reports will enable Records staff, Managers and Directors to follow up staff not fulfilling the record keeping responsibilities.
5.2.16	Undertake community engagement to inform a new Municipal Public Health and Wellbeing Plan 2021-2025.	Manager Community Policy & Planning	100%	●	Five workshops were organised with over 70 participants from different organisation to develop the Municipal Public Health and Wellbeing Plan 2021-2025. The plan will be presented to the community for feedback in September.
5.2.17	Undertake community engagement to inform a new four-year Council Plan.	General Counsel, Strategy & Procurement	100%	●	Council Plan was adopted on 28 June 2021 following the completion of community engagement and consideration of comments provided.

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	100%	●	The Council wide BCP plan has been reviewed and updated. Departmental BCP's have been workshopped and reviewed.

5.3.3	Embed risk management within Council to influence key strategic and operational decision-making.	Manager Organisation Development	100%	●	A number of actions have been completed including: Streamlined Risk team resourcing Risk reporting process modified to better utilise corporate software, providing the ability to monitor and report against actions required to mitigate risks A revamp of the Safety & Risk Review panel has been completed with a streamlined reporting process implemented. All risks regularly reviewed by the risk team. review and update of all corporate risks
5.3.4	Review and update the Long Term Financial Plan to ensure Council remains financially sustainable into the future.	Manager Financial Services	100%	●	The financial plan was adopted by Council at a meeting on the 28th June 2021.
5.3.5	Coordinate, prepare and have adopted Councils Annual Budget.	Manager Financial Services	100%	●	The budget was adopted by Council at a meeting on 28 June 2021.
5.3.6	Review Council-owned property with consideration of rental agreements, property valuations and disposal of surplus land.	Governance, Property, Projects & Legal	100%	●	This action remains ongoing with a project to review and improve current practices underway. Policies to support best practice in property management will be brought to Council as part of this project.
5.3.7	Coordinate, prepare and have adopted Councils Strategic Resource Plan.	Manager Financial Services	100%	●	The 4 year plan was adopted as part of the budget by Council at a meeting on 28 June 2021.

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.	Governance, Property, Projects & Legal	100%	●	Development of a register for complaints and business analysis of current practices has occurred to support the new complaints handling policy and procedures. In accordance with section 107 of the Local Government Act 2020, the Complaints Policy will be completed and adopted before the end of 2021.
5.4.2	Enhance organisational awareness of Victoria's Child Safe Standards.	Manager Organisation Development	100%	●	Internal Audit of Child safe standards has been completed. The Child Safe Working group has been reformed and will oversee implementation of the audit recommendations.

Action Code	Action Name	Responsible Officer	Progress	Traffic Lights	Comments
5.4.3	Undertake a review of the Customer Service Strategy 2019-2022 to establish timeframes and responsibilities against the actions identified within the plan.	Customer Service Team Leader	100%	●	Of the 96 actions, 53 actions progressing on schedule, 28 are completed, 4 not progressing, 7 are on hold with four requiring updates. Further actions completed include review of Children & Family services voicemail and phone use expectations. A review of Children & Family services staff roles and the release of a new version of KidsXap (now renamed Xap) has been released. Also completed is a review of processes around procedures with road closures and communication to public.
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	100%	●	Preferred alternative provider being selected in July.
5.4.5	Maintain and implement the Home Support Program continuous improvement plan and self-assessment tool.	Manager Financial Services	100%	●	The home support program has been implemented and future improvements will be identified in the post implementation review.

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	100%	●	Each directorate has implemented the priority actions allocated to them. New surveys have been undertaken within each directorate with initial results showing improved outcomes.

Service performance indicators

Service Performance Indicators Service / indicator / measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Governance					
Transparency					
Council decisions made at meetings closed to the public					
[Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100	13.64%	5.19%	12.68%	5.77%	During 2019-20 there were a number of confidential staffing matters that were resolved at meetings closed to the public. The results from 2020-21 are more in line with expectations.
Consultation and engagement					
Satisfaction with community consultation and engagement					
Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	50.00	47.00	42.00	50.00	There was significant dissatisfaction with Council highlighted in negative media reporting in 2019-2020 which resulted in abnormally low ratings for that year. Our satisfaction levels have returned to be more consistent with historical levels.
Attendance					
Councillor attendance at council meetings					
[The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100	96.99%	90.68%	90.48%	100.00%	In 2020-2021 no Councillors took leave and all were able to attend every meeting.
Service cost					
Cost of elected representation					
[Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$48,047.00	\$56,627.94	\$42,908.86	\$47,574.14	Council inducted 7 new Councillors following the election in October 2020. Additional costs for training have occurred as the new Councillors did not have previous experience in Local Government.

Service Performance Indicators Service / Indicator / measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Satisfaction					
Satisfaction with council decisions					
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	46.00	48.00	38.00	49.00	There was significant dissatisfaction with Council highlighted in negative media reporting in 2019-2020 which resulted in abnormally low ratings for that year. Our satisfaction levels have returned to be more consistent with historical levels.

Objective 5 Budget v Actual

Activity		Net Cost
		Actual
		Budget
		Variance
		\$'000
Governance & Elected Council	Elected Council governs our City in partnership with and on behalf of our community, and encourages and facilitates participation of all people in civic life. Also includes contributions made to community groups and organisations.	915
		1,205
		290
Executive Services	Manages and facilitates the Council governance service, implementation of Council decisions and policies and compliance with the legislative requirements.	469
		538
		69
Communications & Customer Service	Provides a customer interface for various service units and a wide range of transactions. Includes media and marketing.	976
		970
		(6)
Information Services	Enables Council staff to have access to the information they require to efficiently perform their functions. Includes software support, licensing and lease commitments.	2,278
		2,422
		144
Organisation Development & Risk Management	This service promotes and implements positive HR strategies to assist staff reach their full potential and, at the same time are highly productive in delivering Council's services to the community. Includes recruitment, staff inductions, training, implementation of the Corporate Risk Management Framework and managing Council's insurance portfolio.	1,332
		968
		(364)
Corporate & Financial Services	Provides corporate support to Council and all divisions/branches in meeting organisational goals and objectives and includes banking and treasury functions, loan interest, audit, grants commission, legal, procurement, overhead costs including utilities and unallocated grants commission funding.	(283)
		(446)
		(163)
Depreciation	Depreciation is the allocation of expenditure write down on all of Council's assets over their useful lives.	12,099
		12,650
		551

Retired performance indicators

Retired Service / indicator / measure	Results 2018	Results 2019	Results 2019		Comments
Aquatic Facilities					
Service cost Cost of indoor aquatic facilities [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]	\$1.76	\$2.07	Retired in 2020	Retired in 2020	This measure was replaced from 1 July 2019.
Cost of outdoor aquatic facilities [Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]	\$3.63	\$4.36	Retired in 2020	Retired in 2020	This measure was replaced from 1 July 2019.
Animal Management					
Service cost Cost of animal management service [Direct cost of the animal management service / Number of registered animals]	\$72.55	\$90.05	Retired in 2020	Retired in 2020	This measure was replaced from 1 July 2019.
Health and safety					
Animal management prosecutions [Number of successful animal management prosecutions]	0	0	Retired in 2020	Retired in 2020	This measure was replaced from 1 July 2019.
Libraries					
Service cost Cost of library service [Direct cost of the library service / Number of visits]	\$7.41	\$8.13	Retired in 2020	Retired in 2020	This measure was replaced from 1 July 2019.
Maternal and Child Health (MCH)					
Satisfaction Participation in first MCH home visit [Number of first MCH home visits / Number of birth notifications received] x100	96.7%	96.1%	Retired in 2020	Retired in 2020	This measure was replaced from 1 July 2019.



WARRNAMBOOL
CITY COUNCIL

REPORT OF
OPERATIONS
FOR THE YEAR ENDED
30 JUNE 2021
GOVERNANCE



GOVERNANCE

Warrnambool City Council is constituted under the Act to provide leadership for the good governance of the municipal district and the local community.

Council has a number of roles including:

- Taking into account the diverse needs of the local community in decision-making
- Providing leadership by establishing strategic objectives and monitoring achievements
- Ensuring that resources are managed in a responsible and accountable manner • Advocating the interests of the local community to other communities and governments
- Fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that council and its administration meet the community's priorities.

The community has many opportunities to provide input into council's decision-making processes including community consultation, public forums such as ward meetings and the ability to make submissions to Special Committees of council.

Council's formal decision-making processes are conducted through council meetings and Special

Committees of Council. Council delegates the majority of its decision-making to council staff. These delegations are exercised in accordance with adopted council policies.

Council meetings

Council conducts open public meetings at the Civic Centre, 25 Liebig Street, Warrnambool, on the first Monday of each month from 5.45pm.

Members of the community are welcome to attend these meetings and observe from the gallery.

Council meetings also provide the opportunity for community members to submit a question to the council, make a submission or speak to an item.

The public can also view Council meetings via a livestream service introduced after COVID-19 restrictions prevented the public from attending some meetings.

Over 2020-2021 Council held the following meetings:

In 2020-2021 Council held nine ordinary Council meetings and five special or additional meetings.

Dates for Council meetings are advertised in the local media and on our website. A guide to Council's meeting procedures is also available on the website at www.warrnambool.vic.gov.au.

Councillor meeting attendances

COUNCILLOR	Ordinary Council Meetings attend- ed	Annual/Special Council Meetings Attended	Committee of the Whole Council Meetings attend- ed	Councillor Brief- ing Sessions attended
Cr. Robert Anderson (ret)* (24/10/2020)	3/3	2/2	3/3	6/6
Cr. Kylie Gaston* (24/10/2020)	3/3	2/2	3/3	6/6
Cr. Sue Cassidy* (24/10/2020)	3/3	2/2	3/3	6/6
Mayor, Cr. Tony Herbert (ret)* (24/10/2020)	3/3	2/2	3/3	6/6
Cr. Michael Neoh* (24/10/2020)	3/3	2/2	3/3	6/6
Cr. David Owen* (24/10/2020)	3/3	2/2	3/3	5/6
Cr. Peter Sy- copoulis (ret)* (24/10/2020)	3/3	2/2	3/3	6/6
Cr. Otha Akoch (24/10/2020)	6/6	3/3	3/3	23/24
Cr. Debbie Arnott (24/10/2020)	6/6	3/3	3/3	24/24
Cr. Ben Blain (24/10/2020)	6/6	3/3	3/3	23/24
Mayor, Cr. Vic- ki Jellie AM, (24/10/2020)	6/6	3/3	3/3	24/24
Cr. Angie Paspal- iaris (24/10/2020)	6/6	3/3	3/3	23/24
Cr. Max Taylor (24/10/2020)	6/6	3/3	3/3	22/24
Cr. Richard Ziege- ler (24/10/2020)	6/6	3/3	3/3	24/24

*part-year terms; ret – retired/not re-elected

Council committees

The Local Government Act allows councils to establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons
- Any combination of the above.

Council has one Special Committee, the Committee of the Whole, comprising the seven Councillors.

Council also has a number of advisory committees. The following table contains a list of these committees and the purpose for which each committee was established

Special committee	Councillors	Officers	Other	Purpose
International Relations Advisory Committee	2	-	Up to six.	To develop activities such as student exchange, teacher exchange, citizen exchange school language programs, cultural and sporting exchange, community involvement. To enhance Warrnambool's economy through improved business, trade and tourism links. To support Council in hosting international delegations where appropriate. To consider and provide advice to Council on sister city policy, strategy, current issues or trends. To consider and provide advice to Council on general international matters where appropriate.
Environment and Planning Advisory Committee	1	-	Up to six.	To provide advice to Council on environment and sustainable matters; To assist Council in the implementation of sustainability and environmental initiatives and projects; To assist Council in the implementation of the Green Warrnambool Plan; and, To provide advice to Council in relation to conservation and enhancement of the urban landscape.
South-West Victorian Livestock Exchange	1	-	Comprising representatives from the sale agents, stock owners, stock transport industry and a general community representative.	Provide advice in relation to the management and operation of the Warrnambool Livestock Exchange. Provide a conduit for information between the Warrnambool City Council, saleyards management, stock agents, buyers, sellers, transporters, other stakeholders and the community.
Warrnambool Australia Day Advisory Committee	1	-	4	To provide advice and recommendations around the Warrnambool Australia Day awards To advise Council on matters relating to the economy of Warrnambool and the Great South Coast.
Economic Development and Advisory Committee			5	To advise Council on matters relating to the economy of Warrnambool and the Great South Coast. To discuss new initiatives and major projects that support the Economic Development and Investment Strategy To review new initiatives using an agreed assessment model To review feasibility studies and business cases in line with Council priorities; and To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference, or are otherwise consistent with the intent and purpose of the Economic Development and Advisory Committee.

Special committee	Councillors	Officers	Other	Purpose
Visitor Economy Advisory Committee	2	2	Up to eight.	To provide expert advice and recommendations on all tourism-related matters; • Conduct tasks and projects to strengthen the visitor economy on WCC behalf; • Build and enhance relationships and partnerships of the visitor economy; and • Collect, evaluate and determine trends and outcomes to enable evidence based advice.
Audit and Risk Committee	2	-	3	Oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment
Health and Wellbeing Advisory Committee				Provide advice to Council on the development, review and implementation of the Warrnambool City Health and Wellbeing plan and associated action plans.

Code of Conduct

The Act requires councils to develop and approve a councillor Code of Conduct within 12 months after each general election.

On February 20, 2017, Council adopted a Code of Conduct then following Council elections in October, 2020 a new Code of Conduct was adopted in February 1, 2021.

The Code of Conduct requires Councillors to:

- treat other Councillors, Council staff and members of the community with dignity, fairness, objectivity, courtesy and respect;
- to perform the role of Councillor effectively and responsibly;
- to comply with good governance measures;
- to not discredit or mislead Council or the public; and,
- acknowledge that the standards of conduct do not limit, restrict or detract from robust public debate in a democracy.

Conflict of interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community.

This is a position of trust that requires councillors to act in the public interest.

When a council delegates its powers to a council officer or a committee, the committee or officer also needs to act in the public interest. A conflict of

interest occurs when a personal or private interest might compromise the ability to act in the public interest.

A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest.

Declaration of a conflict of interest is a standard agenda item for all council and Committee meetings. While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty.

A register is maintained to record all disclosed conflict of interests.

During 2020- 2021, 21 conflicts of interest were declared at council and Special Committee meetings and briefings.

Type of meeting	No. of Councillor conflicts declared
Ordinary	11
Special	1
Closed	0
Briefing	9

Councillor allowances

In accordance with Section 74 of the Act, councillors are entitled to receive an allowance while performing their duty as a councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to councillors and Mayors.

Councils are divided into three categories based on the income and population of each council. Warrnambool City Council is recognised as a category two council.

The Minister for Local Government approved an adjustment factor increase of 2% to the Mayoral and Councillor allowances, effective December 1 2020, under section 73B(4) of the Local Government Act 1989.

For Category 2 councils, including Warrnambool City Council, this meant that Councillors were entitled to be paid up to \$26,245 per annum and Mayor, up to \$81,204 per annum.

Councillor expenses

In accordance with Section 75 of the

Act, council is required to reimburse a councillor for expenses incurred whilst performing his or her duties as a councillor.

Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for councillors. The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the mayor and councillors to enable them to discharge their duties.

Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each councillor and member of a council committee paid by the council. The details of the expenses including reimbursement of expenses for each councillor and member of a council committee paid by the council for the 2020-2021 year are set out in the following table.

	Allowances - Statement	Phone	Technology	Accommodation	Meals	Training	Travel	Membership	Air-fares	Total
Cr Tony Herbert	31,588.46	68.56	66.81	0.00	0.00	0.00	0.00	0.00	0.00	31,723.83
Cr Michael Neoh	10,209.15	126.99	66.81	0.00	0.00	0.00	0.00	0.00	0.00	10,402.95
Cr Peter Sycopoulis	10,209.15	83.10	66.81	0.00	0.00	0.00	0.00	0.00	0.00	10,359.06
Cr David Owen	10,209.15	72.64	66.81	0.00	0.00	0.00	0.00	0.00	0.00	10,348.60
Cr Robert Anderson	10,209.15	72.48	66.81	0.00	0.00	0.00	0.00	0.00	0.00	10,348.44
Cr Susan Cassidy	10,209.15	117.11	66.81	0.00	0.00	0.00	0.00	0.00	0.00	10,393.07
Cr Kylie Gaston	10,209.15	162.67	66.81	0.00	0.00	550.00	0.00	0.00	0.00	10,988.63
Cr Vicki Jellie	53,579.05	296.36	4,928.79	412.35	289.27	1,972.70	0.00	0.00	0.00	61,478.52
Cr Otha Akoch	17,316.68	265.00	4,928.79	0.00	289.27	2,322.70	0.00	0.00	0.00	25,122.44
Cr Max Taylor	17,316.68	296.36	4,928.79	0.00	289.27	1,972.70	0.00	0.00	0.00	24,803.80
Cr Angie Paspaliaris	17,316.68	296.36	4,928.79	0.00	289.27	1,972.70	0.00	0.00	0.00	24,803.80
Cr Ben Blain	17,316.68	296.36	4,928.79	1,323.47	362.00	1,972.70	0.00	0.00	423.95	26,623.95
Cr Debbie Arnott	17,316.68	296.36	4,928.79	1,225.14	289.27	1,972.70	0.00	0.00	423.95	26,452.89
Cr Richard Ziegeler	17,316.68	296.36	4,928.79	0.00	289.27	1,972.70	0.00	0.00	0.00	24,803.80

Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by council.

The Act requires council to undertake an assessment against the prescribed governance and management checklist and include this in its report of operations.

Council's Governance and Management Checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

Audit committee

The Audit Committee's role is to oversee and monitor the effectiveness of council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

The Audit Committee consists of three independent members: Mr Rob Wallis (chair), Ms Karyn Cook and Mr Dennis Farley served on the committee for the duration of the 2020-2021 financial year. Karyn Cook was a member until December 2020 and Aswin Kumar joined from November 2020.

Independent members are appointed for four-year term, with a maximum of three terms. The chair is elected by the Council. The Internal Auditor, Chief Executive Officer, Director Corporate Services, Manager Organisation Development, Manager Governance and Risk and Manager Financial Services attend all Audit Committee meetings. Other management representatives attend as required to present reports.

The external auditors attend in May and August each year to present the audit plan and independent audit report. Recommendations from each Audit Committee meeting are subsequently reported to and considered by council.

Internal audit

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across council.

The department is jointly resourced by an in-house Internal Auditor who has extensive local government experience and an external provider.

A risk based Strategic Internal Audit Plan (SIAP) is revised annually to ensure the audit resources remain focused on the appropriate areas. The review process considers council's risk framework, the council plan, the impact of any change on operations, systems or the business environment; prior audit coverage and outcomes and management input.

The SIAP is reviewed and approved by the Audit Committee annually.

The Internal Auditor attends each Audit Committee meeting to report on the status of the SIAP to provide an update on the implementation of audit recommendations and to present findings of completed reviews. All audit issues identified are risk rated.

Recommendations are assigned to the responsible Manager and tracked in council's performance management system. Managers provide quarterly status updates that are reviewed by the Internal Auditor and reported to the Executive Management Group and the Audit Committee.

Quality assurance is measured through client satisfaction surveys for each review, the annual Audit Committee self assessment, completion of the internal audit plan and benchmarking against other internal audit functions.

External audit

Council is externally audited by the Victorian AuditorGeneral.

For the 2020-2021 year the annual external audit of council's Financial Statements and Performance Statement was conducted by the Victorian AuditorGeneral's representative. The external auditors attend the May and August Audit Committee meetings to present the annual audit plan and Independent Audit Report. The external audit management letter and responses are also provided to the Audit Committee.

Risk management

In March 2021 council adopted a Risk Management Policy in line with current best practice in the management of business enterprise risks and current AS/NZS 31000 guidelines.

The Risk Management Policy commits Council to the following risk management objectives and statements:

- We will apply a coordinated and integrated approach to risk management across Council. Consistent with the principles of AS/NZS ISO 31000:2009 Standards.
- Council through its Audit and Risk committee shall ensure the establishment, implementation and ongoing review of the Council's risk management framework, internal compliance and control systems.
- Risk management will be an integral part of planning and decision making processes.
- We will adopt risk management strategies which promote confidence in the achievement of optimal business & community outcomes.
- We will establish a culture of risk consciousness within our organisation and promote risk awareness with our stakeholders.
- Communication within the stakeholder community in relation to the identification and management of risk is encouraged.
- We will develop and continually improve risk management practices based on established standards and industry practice.
- We will apply a coordinated and integrated approach to risk management.
- There is accountability assigned to all those with risk management responsibilities.
- Council staff will be provided with the necessary training to allow them to undertake their risk management duties.
- All staff with risk management roles and responsibilities are provided with the necessary authority to undertake these responsibilities.
- We will extend our risk management capabilities to our agents (contractors and business partners) to enhance management of their project risks, or use of their policies and procedures if considered suitable.

Governance and management item	Assessment	Status
1 Community engagement policy (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with Section 55 of the Act on February 1, 2021.	✓
2 Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Revised guidelines/template commenced with the adoption of the Community Engagement Policy on February 1, 2021.	✓
3 Financial Plan (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 92 of the Act on June 28, 2021.	✓
4 Asset Plan (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	To date 7 of 13 plans adopted for key asset classes. Three are in draft, three not yet started. On track to finish by 30 June 2022 as required by the Act. Council has an existing Asset Management Policy adopted in December 2019 and an Asset Management Strategy adopted in July 2020.	In progress
5 Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with Section 93 of the Act on June 28, 2021.	✓
6 Annual budget (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required)	Adopted in accordance with Section 94 of the Act on June 28, 2021.	✓

Governance and management item	Assessment	Status
7 Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)	Adopted March 1, 2021.	✓
8 Fraud policy (policy outlining council's commitment and approach to minimising the risk of fraud).	Adopted March 1, 2021.	✓
9 Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency mitigation, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986. Revised November 2019	✓
10 Procurement policy (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council)	Adopted in accordance with Section 108 of the Act on August 3, 2020.	✓
11 Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan updated December 2019.	✓
12 Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan updated June 2018.	✓
13 Risk management framework (framework outlining council's approach to managing risks to the council's operations)	Commenced in May 2016.	✓
14 Audit and Risk Committee (see sections 53 and 54 of the Act)	Established in accordance with section 53 of the Act. Committee charter adopted in May 2020.	✓
15 Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls).	Engaged.	✓
16 Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Framework Date of adoption of current framework:	✓
17 Council Plan report (report reviewing the performance of the council against the council plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Council provides quarterly reports to the community on progress made in each of the Council Plan objectives. Reports presented: 7/9/20, 7/12/20, 1/3/21, 3/5/21.	✓
18 Financial reporting (quarterly statements to the Council under section 138(1) of the Local Government Act 1989, comparing actual and budgeted results and an explanation of any material variations)	Reports presented to Council in accordance with section 138 (1) of the Local Government Act 1989. Reports presented: 7/9/20, 7/12/20, 1/2/21, 3/5/21	✓
19 Risk reporting (6-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports presented: 25/8/20, 15/12/20, 9/3/21, 18/5/21	✓

Governance and management item	Assessment	Status
20 Performance reporting (6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Reports presented: 7/9/21, 7/12/21, 1/2/21, 3/5/21	✓
21 Annual report (annual report under sections 131, 132 and 133 of the Local Government Act 1989 containing a report of operations and audited financial and performance statements)	2019-2020 Annual Report prepared and presented at a Council meeting on October 5, 2020.	✓
22 Councillor Code of Conduct (Code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters).	Reviewed in accordance with Section 139 of the Act. Adopted February 1, 2021.	✓
23 Delegations (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act))	Reviewed in accordance with section 11 (7) of the Act and a register kept in accordance with sections 11(8) and 47(7). Date of review: August 25, 2020.	✓
24 Meeting procedures (Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act. Governance Rules adopted August 24, 2021.	✓

I certify that this information presents fairly the status of Council's governance and management arrangements.

Peter B. Schneider
Chief Executive Officer
Dated:

Cr Vicki Jellie
Mayor
Dated:

STATUTORY INFORMATION

The following information is provided in accordance with legislative and other requirements applying to council.

Documents available for public inspection

In accordance with regulation 12 of the Local Government (General) Regulations 2015 the following are prescribed documents that are available for public inspection or copies of the documents can be obtained for the purposes of section 222 of the Act at 25 Liebig Street, Warrnambool:

- a document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by councillor or any member of council staff in the previous 12 months
- minutes of ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act
- the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential

information within the meaning of section 77(2) of the Act

- a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- a document containing details of all leases involving land which were entered into by the council as lessor, including the lessee and the terms and the value of the lease
- a register maintained under section 224(1A) of the Act of authorised officers appointed under that section
- a list of donations and grants made by the council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

Best value

In accordance with section 208B(f) of the Act, at least once every year a council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation which is supported by our Sustainable Excellence Program. To further reflect council's commitment to Best Value, council has commenced the design and planning of a Service Planning Program which is being rolled out to the whole organisation. This program provides additional review and improvement mechanisms to ensure that council's services achieve best practice standards in regards to service performance. The following Best Value initiatives were undertaken during 2020-2021:

- budget process – development of guidelines and processes for fees and charges

Contracts

During the year council entered into the following contracts valued at \$150,000 or more for services or \$200,000 or more for works or more of a kind specified in section 186(5)(a) and (c) of the Act.

Rubbish truck - \$210,020.80 inc GST, ordered 11-2-2020, delivered 19-8-2020

Mower - \$174,483.00 inc GST, ordered 20-11-2020, delivered 24-2-2021

Jet Vac Truck - \$562,770.51 inc GST, ordered 4-8-2020, delivered 30-6-2021

	Market Type	Procurement Method	Retailer	Contract Starting Date	Contract Ending Date
Electricity	Large Market	PPA	Red Energy	1/07/2021	30/06/2030
	Large Market	Procurement Australia	Shell Energy	1/07/2020	30/06/2023
	Street Lighting	PPA	Red Energy	1/07/2021	30/06/2030
	Unmetered Supply		Origin Energy		
	Small Market	Procurement Australia	Shell Energy	1/07/2020	30/06/2023
Gas	Large Market	Procurement Australia	AGL	1/07/2020	30/06/2023
	Small Market	Procurement Australia	Origin Energy	1/07/2020	30/06/2023

Disability action plan

In accordance with section 38 of the Disability Act 2006, Council has prepared a Disability Action Plan. Details on the implementation of the Disability Action Plan are contained in this report.

Domestic animal management plan

In accordance with the Domestic Animals Act 1994 Section 68a, council is required to prepare a Domestic Animal Management Plan at four yearly intervals and evaluate its implementation in the annual report.

Council adopted the Domestic Animal Management Plan 2017-2021 in December 2017.

Food Act Ministerial directions

In accordance with section 7E of the Food Act 1984, council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report. No such Ministerial Directions were received by council during the financial year.

Freedom of information

In accordance with section 7(4AA)(a) and 7(4AA)(b) of the Freedom of Information Act 1982, council is required to publish certain statements in their annual report or separately such as on its website, concerning its functions and information available.

Council has chosen to publish the statements separately however provides the following summary of the application and operation of the Freedom of Information Act 1982.

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the Freedom of Information Act 1982 and in summary as follows:

- it should be in writing
- it should identify as clearly as possible which document is being requested
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of council should be addressed to the Freedom of

Information Officer. Requests can also be lodged online or by email.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

In 2020-2021 Council received three Freedom of Information applications.

Further information regarding FOI can be found at www.foi.vic.gov.au and www.warrnambool.vic.gov.au.

Protected disclosure procedures

In accordance with section 69 of the Protected Disclosure Act 2012 a council must include in their annual report information about how to access the procedures established by the council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

The Protected Disclosure Act 2012 aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available council's website.

During the 2020-2021 year no disclosures were notified to council officers appointed to receive disclosures, or to IBAC.

Road Management Act Ministerial direction

In accordance with section 22 of the Road Management Act 2004, a council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by council during the financial year.

Infrastructure and development contributions

In accordance with section 46GM and 46QD of the Planning and Environment Act 1987, a council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a council's annual report.

For the 2020-2021 year the following information about infrastructure and development contributions is disclosed.

PERFORMANCE STATEMENT

For the year ended 30 June 2021

Description of municipality

The municipality of Warrnambool covers 120sqkm in Victoria's South West. It includes the city of Warrnambool and townships of Allansford, Bushfield and Woodford. It has annual population growth of about one per cent, a population of 35,500 and is the most populous city in the South West.

Warrnambool is the major regional centre for health care, education, professional services and sport and culture. Warrnambool's economy generates an annual output of \$4.678 billion accounting for over 25 per cent of the Great South Coast region's economic output from less than one per cent of the land area.

There are 16,653 jobs in Warrnambool and the following six 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.

The construction industry makes the greatest contribution to economic output in the region, which at \$582.5 million accounts for 12.82 per cent of total output.

Warrnambool is a popular and expanding tourism destination. Property and business services, government administration and construction are also key growth sectors.



PERFORMANCE STATEMENT

Sustainable Capacity Indicators for the year ended June 30, 2021

Indicator / measure [formula]	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Population					
Expenses per head of municipal population [Total expenses / Municipal population]	\$2,107.83	\$2,154.41	\$2,052.59	\$2,032.05	
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$14,259.21	\$13,443.32	\$13,267.27	\$13,418.68	
Population density per length of road [Municipal population / Kilometres of local roads]	104.25	104.31	104.71	104.82	
Own-source revenue					
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$1,554.39	\$1,629.60	\$1,685.48	\$1,617.14	
Recurrent grants					
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$391.95	\$394.38	\$342.09	\$359.36	
Disadvantage					
Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]	5.00	5.00	5.00	5.00	
Workforce turnover					
Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	10.6%	10.0%	13.1%	10.5%	The staff turnover rate for the 2020/21 financial year is within Councils expectations and consistent with our historical averages. In the 2019/20 financial year, there were a number of external factors relating to the confidence in the Council and the results of the staff survey that may have influenced the higher turnover.

Service Performance Indicators for the year ended June 30, 2021

Service/indicator/ measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Aquatic Facilities					
Utilisation					
Utilisation of aquatic facilities					Closures due to COVID19 restrictions during the year have impacted visitation numbers and consumer confidence. Membership numbers have been between 30% to 50% of the pre-COVID19 levels which directly translates to a reduction in visitation numbers.
[Number of visits to aquatic facilities / Municipal population]	6.94	6.85	4.37	3.65	
Animal Management					
Health and safety					
Animal management prosecutions					During the 2020-21 financial year, Council did not initiate any animal management prosecutions as there were no incidents that warranted a prosecution.
[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	New in 2020	0%	0%	
Food Safety					
Health and safety					
Critical and major non-compliance outcome notifications					Council aim for a 100% target. There has been a staffing shortage as well as pandemic (many shops opening and closing), and there are a number of premises that have been inspected in the last few months of 2019-2020 that are scheduled to be reinspected in the 2021-2022 financial year.
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	100.00%	84.21%	100.00%	47.22%	
Governance					
Satisfaction					
Satisfaction with council decisions					There was significant dissatisfaction caused negative media reporting in 2019/20 which resulted in abnormally low ratings for that year. Our satisfaction levels have returned to be more consistent with historical levels.
[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	46	48	38	49	

Service/indicator/ measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Libraries					

Participation

Active library borrowers
in municipality

[Number of active library
borrowers in the last
three years / The sum
of the population for the
last three years] x100

14.37%

13.77%

13.87%

12.36%

New library memberships were considerably down on the previous year due to extended periods of closure with the COVID19 restrictions.

Maternal and Child Health (MCH)					
------------------------------------	--	--	--	--	--

Participation

Participation in the MCH
service

[Number of children
who attend the MCH
service at least once (in
the year) / Number of
children enrolled in the
MCH service] x100

73.63%

76.99%

77.68%

82.25%

Participation

Participation in the MCH
service by Aboriginal
children

[Number of Aboriginal
children who attend
the MCH service at
least once (in the year)
/ Number of Aboriginal
children enrolled in the
MCH service] x100

61.33%

73.24%

80.00%

86.81%

Roads					
-------	--	--	--	--	--

Satisfaction

Satisfaction with sealed
local roads

[Community satisfaction
rating out of 100 with
how council has per-
formed on the condition
of sealed local roads]

53

58

48

59

There was significant dissatisfaction caused negative media reporting in 2019/20 which resulted in abnormally low ratings for that year. Our satisfaction levels have returned to be more consistent with historical levels.

Service/indicator/ measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Statutory Planning					

Decision making

Council planning decisions upheld at VCAT
[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100

100.00% 50.00% 0.00% 50.00%

During the 2020/21 financial year, 2 decisions were determined by VCAT with Council being successful in 1 of these cases.

Waste Collection					
------------------	--	--	--	--	--

Waste diversion

Kerbside collection waste diverted from landfill

[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

37.73% 47.78% 64.30% 64.44%

Council has implemented a 4 bin system and this has had a significant impact in the waste being diverted from landfill into the other 3 classes(recyclable, FOGO and glass).

Financial Performance Indicators for the year ended June 30, 2021

Dimension/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Forecasts 2022	Forecasts 2023	Forecasts 2024	Forecasts 2025	Material Variations and Comments
Efficiency									
Expenditure level									
Expenses per property assessment [Total expenses / Number of property assessments]	\$4,313.65	\$4,319.97	\$4,136.33	\$4,097.44	\$4,455.10	\$4,480.75	\$4,420.76	\$5,027.63	E2 (Expenses per property assessment) - The impact of lockdowns due to COVID19 and the temporary closure of facilities and services has reduced expenditure over the last two financial years. The expectation in the forecast period is that there will be fewer lockdowns and our facilities and services will resume to operate at their Pre-COVID19 levels.
Revenue level									
Average rate per property assessment [Total rate revenue (general rates and municipal charges) / Number of property assessments]	New in 2020	New in 2020	\$1,946.27	\$1,996.37	\$2,016.35	\$2,058.19	\$2,096.60	\$2,142.06	
Liquidity									
Working capital									
Current assets compared to current liabilities [Current assets / Current liabilities] x100	124.89%	171.63%	158.72%	159.47%	134.72%	142.87%	149.08%	155.64%	

REPORT OF OPERATIONS THE YEAR IN REVIEW

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ANNUAL REPORT 2020 - 2021

Dimension/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Forecasts 2022	Forecasts 2023	Forecasts 2024	Forecasts 2025	Material Variations and Comments
Unrestricted cash									
Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	34.02%	66.21%	125.43%	78.59%	75.53%	81.18%	86.11%	92.18%	Council had received a higher level of grants for capital works that were not completed in the 2019/20 financial year. Significant works have occurred on these projects in the 2020/21 financial year which has reduced the unrestricted cash back to expected levels.
Obligations									
Loans and borrowings									
Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	16.93%	26.23%	20.39%	19.54%	29.62%	24.82%	26.71%	29.24%	In the forecast period, Council is intending to borrow significant funds in 2021-22 as it completes major capital works before loan borrowings will stabilise over the remaining years.
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	5.11%	4.84%	4.85%	4.28%	5.21%	4.59%	4.46%	4.67%	Council reduced its debt slightly in 2020/21 and was able to retire historical loans. This has reduced the costs of loans and borrowings in the 2020/21 financial year whilst rates continue to increase via growth and rate increases (in-line with the rate cap). In the forecast period, Council is intending to borrow significant funds in 2021-22 as it completes major capital works before loan borrowings will stabilise over the remaining years.

Dimension/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Forecasts 2022	Forecasts 2023	Forecasts 2024	Forecasts 2025	Material Variations and Comments
Indebtedness									
Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	10.72%	16.79%	15.09%	15.42%	20.58%	16.94%	17.80%	19.17%	In the forecast period, Council is intending to borrow significant funds in 2021-22 as it completes major capital works before loan borrowings will stabilise over the remaining years.
Asset renewal and upgrade									
Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	101.76%	115.13%	134.95%	96.04%	117.87%	88.20%	Council received significant grant funding for projects that had elements of renewal and upgrade. These included Reid Oval upgrade and the Lake Pertobe upgrade. In the forecast period, the level of asset renewal will fluctuate depending on the major capital works and level of government grant funding.
Operating position									
Adjusted underlying result									
Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	-4.12%	-1.03%	3.21%	1.42%	-4.09%	-2.61%	0.81%	-10.36%	Council aims for a breakeven underlying surplus and achieved a small surplus in the 2020/21 financial year. In the forecast period, Council is completing a number of significant projects which aren't Council assets such as the Port of Warrnambool and the Library and Learning Centre Hub. These costs are classified as an expense and not capital works which impacts the adjusted underlying surplus (deficit).

Retired indicators Service / indicator / measure	Results 2018	Results 2019	Results 2020		Comments
Animal Management					
Health and safety					
Animal management prosecutions [Number of successful animal management prosecutions]	0	0	Retired in 2020	Retired in 2020	This measure was replaced by AM7 from 1 July 2019.
Efficiency					
Revenue level					
Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,772.36	\$1,920.58	Retired in 2020	Retired in 2020	This measure was replaced by E4 from 1 July 2019.
Obligations					
Asset renewal					
Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	107.16%	110.26%	Retired in 2020	Retired in 2020	This measure was replaced by O5 in 1 July 2019.



OTHER INFORMATION

For the year ended June 30, 2021

Basis of preparation

Council is required to prepare and include a performance statement within its annual report.

The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results.

This statement has been prepared to meet the requirements of the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020).

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements.

The other results are based on information drawn

from council information systems or from third parties (e.g. Australian Bureau of Statistics). The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan.

The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its Strategic Resource Plan on July 6, 2020, and which formed part of the 2017-2021 Council Plan (revised 2020).

The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.





WARRNAMBOOL
CITY COUNCIL

REPORT OF
OPERATIONS
FOR THE YEAR ENDED
30 JUNE 2021
FINANCIAL REPORT

Annual Financial Report for the year ended 30 June 2021

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Annual Financial Report for the year ended 30 June 2021

Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, the Australian Accounting Standards and other mandatory professional reporting requirements.

David Harrington, Chartered Accountant

Principal Accounting Officer

dd MMMM yyyy

Warrnambool

In our opinion the accompanying financial statements present fairly the financial transactions of Warrnambool City Council for the year ended 30 June 2021 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Cr Angie Paspaliaris

Councillor

dd MMMM yyyy

Warrnambool

Cr Benjamin Blain

Councillor

dd MMMM yyyy

Warrnambool

Peter B Schneider

Chief Executive Officer

dd MMMM yyyy

Warrnambool

Annual Financial Report
for the year ended 30 June 2021

Victorian Auditor-General's Office Report

Insert VAGO Report here

DRAFT



Annual Financial Report
for the year ended 30 June 2021

Victorian Auditor-General's Office Report (continued)

Insert VAGO Report here

DRAFT

Annual Financial Report

for the year ended 30 June 2021

Understanding Council's Financial Statements

Introduction

Each year, individual Local Governments across Victoria are required to present a set of audited financial statements to their council and community.

What you will find in the Report

The financial report set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2021.

The format of the financial report is standard across all Victorian Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by Local Government Victoria.

About the Certification of the Financial Statements

The financial statements must be certified by senior staff and Councillors as "presenting fairly" the Council's financial results for the year as well as Council's financial position, and are required to be adopted by Council - ensuring both responsibility for and ownership of the financial statements.

About the Primary Financial Statements

The financial statements incorporate 5 "primary" financial statements:

1. Comprehensive Income Statement

Summarises Council's financial performance for the year, listing all income & expenses.

Includes other comprehensive income which primarily records changes in the fair values of Council's property, infrastructure, plant and equipment.

2. Balance Sheet

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

3. Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

4. Statement of Cash Flows

Indicates where Council's cash came from and where it was spent.

5. Statement of Capital Works

This statement details all amounts expended by Council on capital works.

About the Notes to the Financial Report

The Notes to the financial statements provide greater detail and additional information on the 5 primary financial statements.

About the Auditor's Reports

Council's financial statements are required to be audited by the Victorian Auditor General's Office.

The auditor provides an audit reports which gives an opinion on whether the financial statements present fairly the Council's financial performance and position.

Who uses the Financial Report?

The financial report is a publicly available document and is used by (but not limited to) Councillors, residents and ratepayers, employees, suppliers, contractors, customers, Local Government Victoria, state and federal governments, and financiers including banks and other financial institutions.

The financial statements must be presented at a Council meeting no later than 1 month after submitting the annual report to the Minister.

Comprehensive Income Statement for the year ended 30 June 2021

	Notes	2021 \$ '000	2020 \$ '000
Income			
Rates and charges	3.1	41,828	40,719
Statutory fees and fines	3.2	2,079	1,830
User fees	3.3	12,593	15,295
Grants - operating	3.4	14,686	13,667
Grants - capital	3.4	4,659	4,512
Contributions - monetary	3.5	1,734	2,240
Contributions - non monetary	3.5	6,132	4,851
Found assets	3.8	61	85
Net gain on disposal of property, infrastructure, plant and equipment	3.6	8	—
Share of net profits of associates and joint ventures	6.3	—	84
Other income	3.7	954	1,369
Total income		84,734	84,652
Expenses			
Employee costs	4.1	33,345	33,125
Materials and services	4.2	25,599	25,300
Depreciation	4.3	12,099	12,138
Amortisation - Right of use assets	4.4	260	247
Bad and doubtful debts	4.5	160	249
Borrowing costs	4.6	264	368
Finance Costs - Leases	4.7	34	36
Net loss on disposal of property, infrastructure, plant and equipment	3.6	—	107
Other expenses	4.8	444	641
Total expenses		72,205	72,211
Surplus/(deficit) for the year		12,529	12,441
Other comprehensive income:			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	6.2	—	(6,905)
Share of other comprehensive income of associates and joint ventures	6.3	—	3
Total items which will not be reclassified subsequently to the operating result		—	(6,902)
Total other comprehensive income for the year		—	(6,902)
Total comprehensive result		12,529	5,539

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet

as at 30 June 2021

	Notes	2021 \$ '000	2020 \$ '000
Assets			
Current assets			
Cash and cash equivalents	5.1	10,314	9,678
Non-current assets classified as "held for sale"	6.1	—	250
Trade and other receivables	5.1	2,764	2,909
Other financial assets	5.1	20,000	16,000
Inventories	5.2	175	204
Other assets	5.2	1,186	1,730
Total current assets		34,439	30,771
Non-current assets			
Trade and other receivables	5.1	5	10
Other financial assets	5.1	2	2
Investments in associates, joint arrangements and subsidiaries	6.3	814	720
Property, infrastructure, plant and equipment	6.2	639,905	629,282
Right-of-use assets	5.8	1,427	1,157
Total non-current assets		642,153	631,171
Total assets		676,592	661,942
Liabilities			
Current liabilities			
Trade and other payables	5.3	4,493	5,149
Trust funds and deposits	5.3	1,694	1,050
Unearned income	5.3	6,718	4,845
Provisions	5.5	6,844	6,663
Interest-bearing liabilities	5.4	1,586	1,529
Lease liabilities	5.8(b)	261	151
Total current liabilities		21,596	19,387
Non-current liabilities			
Provisions	5.5	1,092	1,166
Interest-bearing liabilities	5.4	6,587	6,772
Lease liabilities	5.8(b)	1,183	1,012
Total non-current liabilities		8,862	8,950
Total liabilities		30,458	28,337
Net assets		646,134	633,605
Equity			
Accumulated surplus		248,714	239,575
Reserves	9.1	397,420	394,030
Total Equity		646,134	633,605

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

for the year ended 30 June 2021

	Notes	Total \$ '000	Accumulated Surplus \$ '000	Revaluation Reserves \$ '000	Other Reserves \$ '000
2021					
Balance at beginning of the financial year		633,605	239,575	385,580	8,450
Adjusted opening balance		633,605	239,575	385,580	8,450
Surplus/(deficit) for the year		12,529	12,529	—	—
Other comprehensive income					
Other comprehensive income from investment in associates		—	—	—	—
Other comprehensive income		—	—	—	—
Total comprehensive income		12,529	12,529	—	—
Transfers to other reserves	9.1	—	(3,642)	—	3,642
Transfers from other reserves	9.1	—	252	—	(252)
Balance at end of the financial year		646,134	248,714	385,580	11,840
2020					
Balance at beginning of the financial year		631,504	232,679	392,485	6,340
Impact of change in accounting policy - AASB 15		(3,437)	(3,437)	—	—
Revenue from Contracts with Customers		628,067	229,242	392,485	6,340
Adjusted opening balance		628,067	229,242	392,485	6,340
Surplus/(deficit) for the year		12,440	12,440	—	—
Other comprehensive income					
- Net asset revaluation increment/(decrement)	6.2	(6,905)	—	(6,905)	—
Other comprehensive income from investment in associates		3	3	—	—
Other comprehensive income		(6,902)	3	(6,905)	—
Total comprehensive income		5,538	12,443	(6,905)	—
Transfers to other reserves	9.1	—	(2,864)	—	2,864
Transfers from other reserves	9.1	—	754	—	(754)
Balance at end of the financial year		633,605	239,575	385,580	8,450

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

for the year ended 30 June 2021

	2021	2020
	Inflows/ (Outflows)	Inflows/ (Outflows)
	\$ '000	\$ '000
	Notes	
Cash flows from operating activities		
Rates and charges	41,748	40,358
Statutory fees and fines	2,259	1,576
User fees	12,067	15,408
Grants - operating	15,099	13,827
Grants - capital	7,247	5,730
Contributions - monetary	1,734	2,240
Interest received	183	224
Trust funds and deposits taken	839	1,101
Other receipts	723	844
Net GST refund/(payment)	(392)	151
Employee costs	(33,934)	(32,835)
Materials and services	(22,994)	(24,232)
Short-term, low value and variable lease payments	(300)	(276)
Trust funds and deposits repaid	(195)	(1,152)
Other payments (incl. Interest paid)	(708)	(1,070)
Net cash provided by/(used in) operating activities	23,376	21,894
	9.2	
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(18,876)	(13,077)
Proceeds from sale of property, infrastructure, plant and equipment	641	177
Payments for investments	(22,094)	(21,000)
Proceeds from sale of investments	18,000	17,000
Net cash provided by/(used in) investing activities	(22,329)	(16,900)
Cash flows from financing activities		
Proceeds from borrowings	1,400	—
Repayment of borrowings	(1,528)	(1,735)
Interest paid - lease liability	(34)	(36)
Repayment of lease liabilities	(249)	(241)
Net cash flow provided by/(used in) financing activities	(411)	(2,012)
Net Increase (decrease) in cash and cash equivalents	636	2,982
Cash and cash equivalents at the beginning of the financial year	9,678	6,696
Cash and cash equivalents at the end of the financial year	10,314	9,678
Financing arrangements	5.6	350
Restrictions on cash assets	5.1	1,884

The above statement of cash flows should be read in conjunction with the accompanying notes.

Statement of Capital Works

for the year ended 30 June 2021

	2021 \$ '000	2020 \$ '000
Property		
Land	57	–
Land improvements	–	–
Total land	57	–
Buildings specialised	740	3,431
Buildings non-specialised	14	882
Building improvements	15	–
Total buildings	769	4,313
Total property	826	4,313
Plant and equipment		
Plant, machinery and equipment	1,697	153
Fixtures, fittings and furniture	113	115
Computers and telecommunications	647	165
Paintings and exhibits	37	92
Total plant and equipment	2,494	525
Infrastructure		
Roads	4,333	4,792
Bridges	642	569
Footpaths and cycleways	1,069	1,957
Drainage	105	3,155
Recreational, leisure and community facilities	125	277
Parks, open space and streetscapes	6,192	1,926
Aerodromes	5	9
Off street car parks	46	–
Other infrastructure	1,200	–
Total infrastructure	13,717	12,685
Total capital works expenditure	17,037	17,523
Represented by:		
New asset expenditure	3,022	5,126
Asset renewal expenditure	9,976	9,769
Asset expansion expenditure	85	45
Asset upgrade expenditure	3,954	2,583
Total capital works expenditure	17,037	17,523

The above statement of capital works should be read in conjunction with the accompanying notes.

Annual Financial Report for the year ended 30 June 2021

Overview

Introduction

Warrnambool City Council was established by an Order of the Governor in Council on 20 September 1994 and is a body corporate.

The Council's main office is located at 25 Liebig Street, Warrnambool.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2.)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2.)
- the determination of employee provisions (refer to Note 5.5.)
- the determination of landfill provisions (refer to Note 5.5.)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with AASB 16 *Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not AASB 1059 *Service Concession Arrangements: Grantors* is applicable (refer to Note 8.2)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Impact of Covid-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020-21 year, Council has noted the following significant impacts on its financial operations:

- In compliance with government directives amidst the COVID-19 outbreak, a number of facilities were closed, including Aquazone, Flagstaff Hill, Holiday Parks, the Lighthouse Theatre, Warrnambool Stadium and the Warrnambool Art Gallery. These closures resulted in a decrease in the council user fee revenue by \$4.98 million and also decreased associated expenses by \$2.79 million to the 30th June 2021.
- Warrnambool City Council has complied with the terms under the Commercial Tenancy Relief Scheme relating to eligible commercial rent agreements. Under the scheme, Warrnambool City Council has offered a deferrals of rent with 50% of

Annual Financial Report

for the year ended 30 June 2021

Overview (continued)

the rental amount waived for eligible businesses. This applies from 29th March 2020 and has been phased on during the 2020/21 financial year. This resulted in a decrease in rental revenue of \$0.10 million for the portion of waiver in 2020/21.

- Council has an active hardship policy and this has been utilised in response to COVID19 including utilisation of interest free deferrals. As an added measure Council has built in a \$35 rate rebate to those eligible under the hardship provisions for the 2021/22 financial year.
- Council has worked with all levels of Government to assist the community and has secured the following funding:
 - Outdoor eating and entertainment - \$0.50 million
 - Local roads and community infrastructure round 1 - \$0.43 million
 - Local roads and community infrastructure round 2 - \$1.21 million
 - Working for Victoria fund - \$0.15 million
 - Numerous service based grants to assist in aged services and family services
- Council has also implemented it's own recovery program, which included:
 - Business Initiative Grants (BIG) - \$0.20 million
 - Community development grants - \$0.27 million
 - Small infrastructure fund - \$0.89 million
 - Economic development assistance - \$0.55 million

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of greater than 10 percent and at least \$500,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

	Budget 2021 \$ '000	Actual 2021 \$ '000	Variance 2021 \$ '000	Variance 2021 %	Ref
1.1 Income and expenditure					
Income					
Rates and charges	41,436	41,828	392	1%	
Statutory fees and fines	1,580	2,079	499	32%	1
User fees	11,332	12,593	1,261	11%	2
Grants - operating	12,235	14,686	2,451	20%	3
Grants - capital	4,559	4,659	100	2%	
Contributions - monetary	801	1,734	933	116%	4
Contributions - non monetary	4,000	6,132	2,132	53%	5
Found Assets	—	61	61	∞	
Net gain on disposal of property, infrastructure, plant and equipment	—	8	8	∞	
Share of net profits of associates and joint ventures	—	—	—	∞	
Other income	619	954	335	54%	
Total income	76,562	84,734	8,172	11%	
Expenses					
Employee costs	31,739	33,345	(1,606)	(5)%	6
Materials and services	26,604	25,599	1,005	4%	
Depreciation	12,650	12,099	551	4%	
Amortisation - right of use assets	200	260	(60)	(30)%	
Bad and doubtful debts	101	160	(59)	(58)%	
Borrowing costs	328	264	64	20%	
Finance costs - leases	—	34	(34)	∞	
Net loss on disposal of property, infrastructure, plant and equipment	901	—	901	100%	7
Other expenses	886	444	442	50%	
Total expenses	73,409	72,205	1,204	2%	
Surplus/(deficit) for the year	3,153	12,529	9,376	297%	
Other comprehensive income					
Net asset revaluation increment / (decrement)	10,000	—	10,000	100%	8
Total comprehensive result	13,153	12,535	618	5%	

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Performance against budget (continued)

(i) Explanation of material variations

Variance Ref	Explanation
1.	The planning department had a record number of permits and application come through as a result of the increased development activity and demand for property within the municipality (\$312k). Parking fees were also higher due to poor compliance with the regulations and the budgeted expectation that activity within the CBD would be lower due to COVID19 (\$101k).
2.	Due to the uncertainty surrounding COVID19, Council made conservative assumptions around the timing and frequency of lockdowns which would impact the amount of users fees it could generate. The actual results were more positive in areas such as the Holiday Parks (\$556k), Flagstaff Hill (\$284k) and parking fees (\$192k).
3.	With Kindergarten fees being made free by the State Government through the means of grant funding, this has changed the mix of user fees and operating grants (\$485k). A number of new grants relating to COVID19 support have been received by Council that weren't budgeted, including the Outdoor Dining Support Package (\$500k), Kindergarten Support (\$230k), Working for Victoria (\$149k), Home Care Support (\$121k) and Business Support (\$120k). The Victorian Local Government Grants Commission funding increased by \$340k. There were also a number of areas where grants were approved for project specific work during the financial year (\$730k).
4.	A number of unbudgeted developer contributions were paid during 2020/21 which is related to the increased demand for property (\$272k). Some projects that were budgeted to be completed in 2019/20 but were subsequently delayed have received external contributions that were also budgeted in 2019/20, these relate to a sporting facility upgrade (\$211k) and a boundary road upgrade with Moyne Shire (\$166k). Council also received philanthropic contributions to the Learning and Library Hub which are held on behalf of TAFE who are delivering the project (\$70k).
5.	The level of non monetary contributions (gifted assets) is dependent on the level of development activity. During the 2020/21 financial year, there were higher levels of development activity than previous years with gifted assets from areas such as Northern Edge Stage 1 & 2, Hopkins Heights Stage 1 & 2, Riverland Stage 2 & 3, Wollaston Way Stage 4 & 5, Logans Beach Estate Stage 6 & 7 and Riverside Stage 3.
6.	Due to the uncertainty surrounding COVID19, Council made conservative assumptions around the timing and frequency of lockdowns which would impact the amount of salaries and stand downs. With facilities opening earlier and for longer than expected, the level of salaries has subsequently increased.
7.	During the 2020/21 financial year, Council made a profit on sale of property, infrastructure, plant and equipment. This was due to the sale of a property at a significantly higher amount than it's book value and the strong second hand market for motor vehicles which resulted in improved prices for selling.
8.	Council has assessed the value of it's asset base through a unit costing methodology. The outcome of this assessment was that there are no material valuation movements in the various asset classes.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Performance against budget (continued)

	Budget 2021 \$ '000	Actual 2021 \$ '000	Variance 2021 \$ '000	Variance 2021 %	Ref
1.2 Capital works					
Property					
Land	480	57	(423)	(88)%	1
Total land	480	57	(423)	(88)%	
Buildings specialised	3,094	740	(2,354)	(76)%	2
Buildings non-specialised	–	14	14	∞	
Building improvements	–	15	15	∞	
Total buildings	3,094	769	(2,325)	(75)%	
Total property	3,574	826	(2,748)	(77)%	
Plant and equipment					
Plant, machinery and equipment	1,129	1,697	568	50%	3
Fixtures, fittings and furniture	–	113	113	∞	
Computers and telecommunications	135	647	512	379%	4
Paintings and exhibits	75	37	(38)	(51)%	
Total plant and equipment	1,339	2,494	1,155	86%	
Infrastructure					
Roads	3,833	4,333	500	13%	5
Bridges	260	642	382	147%	6
Footpaths and cycleways	1,655	1,069	(586)	(35)%	7
Drainage	90	105	15	17%	
Recreational, leisure and community facilities	6,235	125	(6,110)	(98)%	8
Parks, open space and streetscapes	572	6,192	5,620	983%	8
Aerodromes	–	5	5	∞	
Off street car parks	59	46	(13)	(22)%	
Other infrastructure	840	1,200	360	43%	
Total infrastructure	13,544	13,717	173	1%	
Total capital works expenditure	18,457	17,037	(1,420)	(8)%	
Represented by:					
New asset expenditure	3,645	3,022	(623)	(17)%	9
Asset renewal expenditure	10,523	9,976	(547)	(5)%	
Asset expansion expenditure	–	85	85	∞	
Asset upgrade expenditure	4,289	3,954	(335)	(8)%	
Total capital works expenditure	18,457	17,037	(1,420)	(8)%	

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Performance against budget (continued)

(i) Explanation of material variations

Variance Ref	Explanation
1.	The purchase of a block of land for additional parking was expected to be purchased in the 2020/21 financial year, however the settlement date was in July 2021.
2.	The Reid Oval pavilion was initially budgeted for completion in the 2020/21 financial year and at balance date it is nearing completion. There will be a significant amount of spend to occur in the first part of the 2021/22 financial year.
3.	Some major plant items including a Jet Vac truck and out front mowers were on order at the end of the 2019/20 financial year and subsequently delivered in the 2020/21 financial year. These were originally budgeted in 2019/20.
4.	Information Technology servers were originally forecast to be leased but due to the competitive price, it was decided to purchase the equipment outright. A number of projects were completed at the lighthouse theatre, taking advantage of the facility shutdown to upgrade the sound system, lighting console and wireless stage communication.
5.	The completion of Wangoom Road works (originally budgeted in 2019/20) and the grant funded Banyan/Merri Street roundabout did not have a budget in 2020/21.
6.	Preliminary works on the Stanley Street bridge occurred in the 2020/21 financial year prior to the major works expected to commence in the 2021/22 financial year.
7.	Works were underway to complete the 2020/21 footpath program with the contracts let to suppliers. The majority of the works for this program will be completed in the first part of the 2021/22 financial year.
8.	The budget for the Reid Oval ground work was incorrectly shown on the recreational, leisure and community facilities line rather than the parks, open space and streetscapes.
9.	Council purchased a block of land in the CBD which was budgeted to occur in the 2020/21 financial year, however, the final settlement for this land occurred in July 2021 and will therefore be taken up in the 2021/22 financial year.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 2. Analysis of Council results by program

2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

Corporate Strategies

The Corporate Strategies directorate is responsible for financial services, procurement, revenue, property and land management, leasing and legal issues, city assist (customer service), organisational development (human resources, occupational health and safety, learning and development), business improvement, information technology and records, communication services and the Warrnambool Livestock Exchange.

The directorate is largely responsible for servicing the administrative and legislative needs of other directorates with back-of-house systems and other support.

City Infrastructure

The City Infrastructure directorate provides infrastructure, capital works, asset management, waste management, environmental management, local laws, health and services to the Port of Warrnambool and the Warrnambool Regional Airport. The directorate also assists in facility management and oversight of the council cleaning contract, through the building services team included in the facilities and projects branch.

Administrative support is provided to a number of Project Control Groups, Reference Groups and where possible administration support is provided to other programs outside of the City Infrastructure directorate.

The directorate provides engineering services including investigation, design, processing of development approvals, project management and engineering supervision of key infrastructure projects. Strategy and policy advice is provided to council along with technical services and advice to the community. Provision of some contract management for projects in the capital works program as well as servicing the community by managing the city's road, drainage and footpath network, parks, recreational and sporting facilities and vehicle fleet.

The directorate is also responsible for local law enforcement, traffic and animal control and administration of school crossing supervision and is active in promoting and protecting the health of all residents and visitors through food safety monitoring, law enforcement of the Health Act, immunisation and public health education programs. The directorate's immunisation team have also actively assisted in the roll-out of the Covid-19 (Astra Zeneca) vaccine.

Community Development

The Community Development directorate plans for and provides a broad range of social, cultural, community, recreational and educational services and facilities to support residents of all ages and stages of life. The directorate receives funding from a variety of sources including State and Federal Government departments in order to subsidise and support the services provided. The directorate also works in partnership with a range of Government departments, and strategic partners and sectors in order to plan for and achieve the community's strategic goals and aspirations.

Services in the directorate include: community policy and planning, baby makes 3+, early years learning and development, maternal and child health, family and children's services, pre-schools, family day care, outside school hours care, Warrnambool Library, AquaZone, multi-purpose stadium, gymnastics stadium, general recreation and planning, Warrnambool Art Gallery, Lighthouse Theatre, youth services, Archie Graham Community Centre, volunteer services, home and community care, meals on wheels, home maintenance, respite care, social support programs and a range of community projects.

City Growth

The City Growth Directorate is required to plan, facilitate and deliver growth of population, jobs and investment but with the added responsibility of maintaining the liveability of Warrnambool for residents and visitors. City Growth has a key role in engaging business and all tiers of government, as well as supporting regional growth in business and tourism. The City Growth directorate provides many services including tourism development, visitor information centre, holiday parks, Flagstaff Hill Maritime Village, economic development and investment, business support, events, regional skilled migration (including the recently announced Designated Area Migration Agreement), city statutory planning and development, strategic planning to cater for new residential and commercial/industrial growth, building services, environment and sustainability services, open space planning and graphical information support. The directorate also plays a major role in supporting and adding value to the city's international relationships with Miura (Japan), Changchun (China), Knoxville (USA) and Mariestad (Sweden).

Notes to the Financial Statements

for the year ended 30 June 2021

Note 2. Analysis of Council results by program (continued)

2.2 Summary of revenues, expenses, assets and capital expenses by program

Functions/activities	Income \$ '000	Expenses \$ '000	Surplus / (Deficit) \$ '000	Grants included in income \$ '000	Total assets \$ '000
2021					
Corporate Strategies	56,377	24,866	31,511	5,443	41,393
City Infrastructure	5,643	19,028	(13,385)	2,088	619,688
Community Development	18,344	19,819	(1,475)	11,317	2,316
City Growth	4,370	8,486	(4,116)	497	13,193
Unattributed	-	-	-	-	2
Total functions and activities	84,734	72,199	12,535	19,345	676,592
2020					
Corporate Strategies	53,997	23,779	30,218	4,677	37,247
City Infrastructure	5,273	18,665	(13,392)	1,724	609,239
Community Development	16,839	20,887	(4,048)	8,518	2,314
City Growth	8,543	8,881	(338)	3,260	13,142
Total functions and activities	84,652	72,212	12,440	18,179	661,942

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Funding for the delivery of our services

	2021 \$ '000	2020 \$ '000
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3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its imputed market value.

The valuation base used to calculate general rates for 2020/21 was \$7.204 billion (2019/20 \$7.013 billion).

Residential Rates	21,705	21,059
Municipal charge	4,927	4,755
Waste management charge	6,482	6,597
Commercial rates	5,153	4,990
Vacant Land rates	1,265	982
Industrial rates	1,714	1,774
Urban farm rates	416	418
Cultural and recreational land rates	87	74
Interest on rates and charges	79	70
Total rates and charges	41,828	40,719

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will be first applied in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Town planning and building	652	514
Parking fines	526	555
Animal control	520	512
Permits and certificates	210	95
Health and Local Laws	171	154
Total statutory fees and fines	2,079	1,830

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Funding for the delivery of our services (continued)

	2021 \$ '000	2020 \$ '000
3.3 User fees		
Children's services	3,665	3,400
Foreshore holiday parks	1,867	2,779
Regulatory control	1,393	1,533
Livestock exchange	1,191	1,306
Tourism and promotion	831	954
Indoor aquatic centre	829	1,402
Aged services fees	729	714
Multi Purpose Sports Stadium	672	922
Property management	643	735
Cultural centres	481	1,169
Other fees and charges	292	381
Total user fees	12,593	15,295

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Funding for the delivery of our services (continued)

	2021 \$ '000	2020 \$ '000
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3.4 Funding from other levels of government

Grants were received in respect of the following:

Summary of grants

Commonwealth funded grants	6,630	8,091
State funded grants	12,715	10,088
Total grants received	19,345	18,179

(a) Operating Grants

Recurrent - Commonwealth Government

Victoria Grants Commission - Financial Assistance Grant	3,554	3,274
Victoria Grants Commission - local roads	697	673
Aged Services	1,959	1,947
Other	89	88

Recurrent - State Government

Family and children	3,792	3,154
Aged services	882	809
Pension rebate	743	726
Cultural centres	344	331
School crossing supervision	187	191
Port operations	97	111
Environment initiatives	57	57
Economic development	—	8
Rural access	—	152
Other	168	89
Total recurrent operating grants	12,569	11,610

Non-recurrent - Commonwealth Government

Economic development	—	150
Other	1	10

Non-recurrent - State Government

Family and children	1,022	866
Economic development	250	327
Aged services	212	128
Environment initiatives	209	98
Cultural centres	192	99
Recreation	90	13
Infrastructure Services	41	182
Rural Access	—	20
Other	100	164
Total non-recurrent operating grants	2,117	2,057
Total operating grants	14,686	13,667

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Funding for the delivery of our services (continued)

	2021 \$ '000	2020 \$ '000
(b) Capital Grants		
Recurrent - Commonwealth Government		
Roads to recovery	200	425
Total recurrent capital grants	200	425
Non-recurrent - Commonwealth Government		
Infrastructure services	130	1,524
Non-recurrent - State Government		
Other	430	–
Infrastructure services	901	1,473
Recreation	2,728	931
Port operations	270	103
Environment initiatives	–	56
Total non-recurrent capital grants	4,459	4,087
Total capital grants	4,659	4,512
(c) Unspent grants received on condition that they be spent in a specific manner:		
Operating		
Balance at start of year	2,329	1,967
Adjustment to opening balance for change in revenue accounting standards	–	(73)
Received during the financial year and remained unspent at balance date	1,579	1,845
Received in prior years and spent during the financial year	(1,313)	(1,410)
Balance at year end	2,595	2,329
Capital		
Balance at start of year	350	3,846
Adjustment to opening balance for change in revenue accounting standards	–	(3,364)
Received during the financial year and remained unspent at balance date	11	9
Received in prior years and spent during the financial year	(68)	(141)
Balance at year end	293	350

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Funding for the delivery of our services (continued)

	2021 \$ '000	2020 \$ '000
3.5 Contributions		
Monetary contributions		
Monetary	1,734	2,240
Total monetary contributions	1,734	2,240
Non-monetary contributions		
Non-monetary	6,132	4,851
Total non-monetary contributions	6,132	4,851
Total contributions	7,866	7,091

Contributions of non monetary assets were received in relation to the following asset classes.

Land	244	63
Buildings	—	19
Roads	2,450	2,440
Bridges	29	—
Parks open spaces and streetscapes	211	—
Drainage	966	831
Footpaths and cycleways	1,296	953
Land under roads	922	517
Paintings and exhibits	14	28
Total non-monetary contributions	6,132	4,851

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Land and buildings		
Proceeds of sale	309	—
Written down value of assets disposed	(250)	(91)
Total net gain/(loss) on disposal of land and buildings	59	(91)
Plant and equipment		
Proceeds of sale	332	177
Written down value of assets disposed	(185)	(46)
Total net gain/(loss) on disposal of plant and equipment	147	131
Infrastructure Assets		
Written down value of assets disposed	(198)	(147)
Total net gain/(loss) on disposal of Infrastructure Assets	(198)	(147)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	8	(107)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Funding for the delivery of our services (continued)

	2021 \$ '000	2020 \$ '000
3.7 Other income		
Reimbursements	539	600
Interest	137	273
Infrastructure services	61	118
Family and community	4	7
Recreation and cultural programs	7	6
Recognition of in-kind volunteer support	79	252
Other	127	113
Total other income	954	1,369

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

3.8 Found Assets

Found Assets were received in relation to the following asset classes

Drainage	57	27
Footpaths and cycleways	–	7
Recreation, Leisure and Community Facilities	–	29
Parks and Streetscapes	2	9
Plant and Equipment	2	13
Total Income line amount	61	85

Found assets are recorded if they are discovered when Council completes its maintenance program. This mainly occurs with assets that are underground such as drainage and drainage pits.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 4. The cost of delivering services

	2021 \$ '000	2020 \$ '000
4.1 Employee costs		
(a). Employee costs		
Wages and salaries	29,422	29,325
Superannuation	2,667	2,690
WorkCover	1,025	784
Fringe benefits tax	231	326
Total employee costs	33,345	33,125
(b). Superannuation		
Council made contributions to the following funds:		
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	200	194
	200	194
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	2,102	2,329
Employer contributions - other funds	365	167
	2,467	2,496
Total superannuation costs	2,667	2,690
Employer contributions payable at reporting date	331	296
Refer to Note 9.3. for further information relating to Council's superannuation obligations.		
4.2 Materials and services		
Corporate services	5,661	5,181
Infrastructure services	5,891	6,228
Waste management	3,679	3,276
Recreation and cultural services	4,075	3,549
Tourism and promotion	1,648	1,998
Children's services	1,045	1,154
Health and local laws	1,021	1,064
Aged services	740	638
Foreshore caravan parks	679	942
Livestock Exchange	669	454
Family day care	145	211
Other	346	605
Total materials and services	25,599	25,300

Notes to the Financial Statements

for the year ended 30 June 2021

Note 4. The cost of delivering services (continued)

	2021 \$ '000	2020 \$ '000
4.3 Depreciation		
Property		
Land improvements	18	21
Buildings - specialised	2,035	2,003
Buildings - non specialised	37	37
Building improvements	20	20
Total depreciation - property	2,110	2,081
Plant and equipment		
Plant machinery and equipment	952	994
Fixtures fittings and furniture	90	84
Computers and telecomms	524	482
Total depreciation - plant and equipment	1,566	1,560
Infrastructure		
Roads	4,282	4,397
Bridges	379	358
Footpaths and cycleways	1,263	1,243
Drainage	941	922
Recreational, leisure and community	124	120
Waste management	41	41
Parks open spaces and streetscapes	624	632
Aerodromes	258	259
Off street car parks	331	350
Other infrastructure	180	175
Total depreciation - infrastructure	8,423	8,497
Total depreciation	12,099	12,138

Refer to note 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation - Right of use assets

Property	21	15
Plant & equipment	239	232
Total Amortisation - Right of use assets	260	247

Notes to the Financial Statements

for the year ended 30 June 2021

Note 4. The cost of delivering services (continued)

	2021 \$ '000	2020 \$ '000
4.5 Bad and doubtful debts		
Local Laws debtors	135	214
Other debtors	25	35
Total bad and doubtful debts	160	249
Movement in provisions for doubtful debts		
Balance at the beginning of the year	743	502
New provisions recognised during the year	159	260
Amounts already provided for and written off as uncollectible	(30)	(19)
Amounts provided for but recovered during the year	(2)	–
Balance at end of year	870	743
Provision for doubtful debt is recognised based on an expected credit loss model.		
This model considers both historic and forward looking information in determining the level of impairment.		
4.6 Borrowing costs		
Interest - Borrowings	264	368
Total borrowing costs	264	368
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.		
4.7 Finance Costs - Leases		
Interest - Lease Liabilities	34	36
Total finance costs	34	36
4.8 Other expenses		
Councillors' allowances	258	260
Auditors' remuneration - Internal	57	78
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	50	51
Recognition of in-kind volunteer support	79	252
Total other expenses	444	641

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position

	Notes	2021 \$ '000	2020 \$ '000
5.1 Financial assets			
(a) Cash and cash equivalents			
Current			
Cash at bank		10,274	9,651
Cash on hand		40	27
Total current cash and cash equivalents		10,314	9,678
(b) Other financial assets			
Current			
Term deposits		20,000	16,000
Total current other financial assets		20,000	16,000
Non-current			
Unlisted shares in corporations		2	2
Total non-current other financial assets		2	2
Total current financial assets		30,314	25,678
Total non-current financial assets		2	2
External restrictions			
Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:			
Resort and recreation reserve	9.1	190	311
Trust funds and deposits	5.3	1,694	1,050
Total restricted funds		1,884	1,361
Total unrestricted cash and cash equivalents		8,430	8,317
Intended allocations			
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:			
Cash held to fund carried forward capital works		11,457	12,357
Total funds subject to intended allocations		11,457	12,357

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

	2021 \$ '000	2020 \$ '000
(c) Trade & Other Receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	1,087	1,007
Infringement debtors	1,078	906
GST receivable	443	281
<i>Non-statutory receivables</i>		
Development and buildings	55	103
Animals	156	68
Child care	27	17
TAFE	45	41
Fire Service Levy	9	5
Loans and advances to community organisations	14	14
Other debtors	721	1,212
<i>Provisions for doubtful debts</i>		
Provision for doubtful debts - other debtors	(31)	(40)
Provision for doubtful debts - infringements	(840)	(705)
Total current trade and other receivables	2,764	2,909
Non-Current		
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	5	10
Total non-current trade and other receivables	5	10
Total trade and other receivables	2,769	2,919

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	748	1,165
Past due by up to 30 days	40	47
Past due between 31 and 180 days	106	101
Past due between 181 and 365 days	17	52
Past due by more than 1 year	91	65
Total trade and other receivables	1,002	1,430

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

	2021 \$ '000	2020 \$ '000
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5.2 Non-financial assets

(a) Inventories

Current

Inventories held for sale	109	138
Inventories held for distribution	66	66
Total current inventories	175	204

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Current

Prepayments	825	1,209
Accrued income	361	521
Total current other assets	1,186	1,730

5.3 Payables

(a) Trade and other payables

Current

Accrued expenses	3,474	3,253
Trade payables	973	865
Net GST payable	46	(5)
Fire service levy liability	–	1,036
Total current trade and other payables	4,493	5,149

(b) Trust funds and deposits

Current

Refundable deposits	1,125	829
Other refundable deposits	535	175
Retention amounts	34	46
Total current trust funds and deposits	1,694	1,050

(c) Unearned income

Current

Grants received in advance:

Grants received in advance - operating	700	233
Grants received in advance - capital	6,018	4,612
Total grants received in advance	6,718	4,845

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

Total unearned income	6,718	4,845
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Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Refundable developer deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

	2021	2020
	\$ '000	\$ '000

5.4 Interest-bearing liabilities

Current

Borrowings - secured	1,586	1,529
	1,586	1,529

Non-current

Borrowings - secured	6,587	6,772
	6,587	6,772

Total	8,173	8,301
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Borrowings are secured by Council rates

a) The maturity profile for Council's borrowings is:

Not later than one year	1,586	1,529
Later than one year and not later than five years	4,776	4,274
Later than five years	1,811	2,498
	8,173	8,301

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

	Employee provisions \$ '000	Landfill restoration \$ '000	Total \$ '000
5.5 Provisions			
2021			
Balance at the beginning of the financial year	7,097	732	7,829
Additional provisions	2,638	–	2,638
Amounts used	(2,425)	(77)	(2,502)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(26)	(3)	(29)
Balance at the end of the financial year	7,284	652	7,936
2020			
Balance at the beginning of the financial year	7,018	788	7,806
Additional provisions	2,631	–	2,631
Amounts used	(2,557)	(80)	(2,637)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	5	24	29
Balance at the end of the financial year	7,097	732	7,829
	2021	2020	
	\$ '000	\$ '000	
(a) Employee provisions			
Current provisions expected to be wholly settled within 12 months			
Annual leave	1,862	1,844	
Long service leave	600	713	
	2,462	2,557	
Current provisions expected to be wholly settled after 12 months			
Annual leave	718	573	
Long service leave	3,583	3,452	
	4,301	4,025	
Total current employee provisions	6,763	6,582	
Non-Current			
Long service leave	521	515	
Total Non-Current Employee Provisions	521	515	
Aggregate Carrying Amount of Employee Provisions:			
Current	6,764	6,582	
Non-current	521	515	
Total Aggregate Carrying Amount of Employee Provisions	7,285	7,097	

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

	2021 \$ '000	2020 \$ '000
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services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non - current liability.

Key assumptions:

- on-cost rate	11.83%	11.48%
- wage inflation rate	2.95%	4.25%
- discount rate	1.49%	0.87%

(b) Landfill restoration

Current

Current	81	81
Total current	81	81

Non-current

Non-current	571	651
Total non-current	571	651

Council is obligated to restore Watson Street landfill site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Key assumptions:

- inflation rate	2.00%	2.00%
- rehabilitation years	30	30
- remaining rehabilitated years	8	9

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2021.

Bank overdraft	200	200
Credit card facilities	150	150
Total Facilities	350	350
Used facilities	47	59
Used facilities	47	59

Notes to the Financial Statements
for the year ended 30 June 2021

Note 5. Our financial position (continued)

	2021 \$ '000	2020 \$ '000
Unused facilities	303	291

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
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5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2021

Operating

Recycling collection	671	696	2,251	—	3,618
Waste collection	410	405	1,116	—	1,931
Food and organics collection	850	882	2,850	—	4,582
Glass collection	500	518	1,666	—	2,684
Transactional banking	16	—	—	—	16
Cleaning services	262	17	—	—	279
Security Services	6	—	—	—	6
Parking Services	48	—	—	—	48
Animal Services	489	506	170	—	1,165
Internal Audit	37	—	—	—	37
Meals for delivery	319	218	—	—	537
Information technology	69	71	66	—	206
Total	3,677	3,313	8,119	—	15,109

Capital

Information technology	5	—	—	—	5
Infrastructure	4,110	—	—	—	4,110
Library and Learning HUB	3,025	—	—	—	3,025
Total	7,140	—	—	—	7,140

2020

Operating

Recycling collection	647	671	2,169	778	4,265
Waste collection	438	434	1,227	350	2,449
Food and organics collection	819	850	2,748	985	5,402
Glass collection	482	500	1,609	575	3,166
Transactional banking	8	—	—	—	8
Cleaning services	579	265	17	—	861
Security Services	174	—	—	—	174
Parking Services	47	—	—	—	47
Animal Services	136	—	—	—	136
Internal Audit	73	37	—	—	110
Meals for delivery	167	—	—	—	167
Information technology	68	70	139	—	277
Total	3,638	2,827	7,909	2,688	17,062

Capital

Information technology	37	—	—	—	37
Infrastructure	2,640	—	—	—	2,640
Total	2,677	—	—	—	2,677

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Our financial position (continued)

(a) Right-of-Use Assets

	Property \$ '000	Plant & Equipment \$ '000	Total \$ '000
2021			
Balance at 1 July	45	1,112	1,157
Additions	73	422	495
Adjustments to right-of-use assets due to re-measurement of lease liability	—	35	35
Amortisation charge	(21)	(239)	(260)
Balance at 30 June	97	1,330	1,427
2020			
Balance at 1 July	60	160	220
Additions	—	1,184	1,184
Adjustments to right-of-use assets due to re-measurement of lease liability	—	—	—
Amortisation charge	(15)	(232)	(247)
Balance at 30 June	45	1,112	1,157

	2021 \$ '000	2020 \$ '000
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(b) Lease Liabilities

Maturity analysis - contractual undiscounted cash flows		
Less than one year	295	181
One to five years	968	663
More than five years	297	446
Total undiscounted lease liabilities as at 30 June:	1,560	1,290

Lease liabilities included in the Balance Sheet at 30 June:

Current	261	151
Non-current	1,183	1,012
Total lease liabilities	1,444	1,163

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:

Short-term leases	13	38
Leases of low value assets	287	231
Total	300	269

Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Within one year	199	239
Later than one year but not later than five years	353	418

Notes to the Financial Statements
for the year ended 30 June 2021

Note 5. Our financial position (continued)

	2021 \$ '000	2020 \$ '000
Total lease commitments	552	657

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 6. Assets we manage

	2021 \$ '000	2020 \$ '000
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6.1 Non-current assets classified as "held for sale"

Current

Property held for sale - Written down value

Total non current assets classified as held for sale

-	250
-	250

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

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Notes to the Financial Statements for the year ended 30 June 2021

Note 6. Assets we manage (continued)

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	At Fair Value 30 June 2020 \$ '000	Additions \$ '000	Contributions \$ '000	Revaluation \$ '000	Depreciation \$ '000	Disposal \$ '000	Write-off \$ '000	Transfers \$ '000	At Fair Value 30 June 2021 \$ '000
Property	289,729	314	1,166	—	(2,110)	—	—	81	289,180
Plant and equipment	21,413	2,494	16	—	(1,566)	(185)	—	13	22,185
Infrastructure	316,367	7,620	5,011	—	(8,423)	(198)	—	864	321,241
Work in progress	1,773	6,609	—	—	—	—	(125)	(958)	7,299
Total	629,282	17,037	6,193	—	(12,099)	(383)	(125)	—	639,905

Summary of Work in Progress	Opening WIP \$ '000	Additions \$ '000	Write-off \$ '000	Transfers \$ '000	Closing WIP \$ '000
Property	882	512	(111)	(81)	1,202
Plant and equipment	13	—	—	(13)	—
Infrastructure	878	6,097	(14)	(864)	6,097
Total	1,773	6,609	(125)	(958)	7,299

Notes to the Financial Statements for the year ended 30 June 2021

Note 6. Assets we manage (continued)

	Land specialised \$ '000	Land non specialised \$ '000	Land improve- ments \$ '000	Total land and land improve- ments \$ '000	Buildings specialised \$ '000	Buildings non specialised \$ '000	Building improve- ments \$ '000	Total buildings \$ '000	Work in progress \$ '000	Total property \$ '000
Property										
At fair value 1 July 2020	159,247	2,689	995	162,931	140,204	2,839	911	143,954	882	307,767
Accumulated depreciation at 1 July 2020	—	—	(405)	(405)	(16,451)	(37)	(263)	(16,751)	—	(17,156)
Carrying value - 1 July 2020	159,247	2,689	590	162,526	123,753	2,802	648	127,203	882	290,611
Movements in fair value										
Additions	—	—	—	—	285	14	15	314	512	826
Contributions	1,166	—	—	1,166	—	—	—	—	—	1,166
Revaluation	—	—	—	—	—	—	—	—	—	—
Disposal	—	—	—	—	—	—	—	—	—	—
Write-off	—	—	—	—	—	—	—	—	(111)	(111)
Transfers	—	—	—	—	81	—	—	81	(81)	—
Total movements in fair value	1,166	—	—	1,166	366	14	15	395	320	1,881
Movements in accumulated depreciation										
Depreciation and amortisation	—	—	(18)	(18)	(2,035)	(37)	(20)	(2,092)	—	(2,110)
Accumulated depreciation of disposals	—	—	—	—	—	—	—	—	—	—
Transfers	—	—	—	—	—	—	—	—	—	—
Total movements in accumulated depreciation	—	—	(18)	(18)	(2,035)	(37)	(20)	(2,092)	—	(2,110)
At fair value 30 June 2021	160,413	2,689	995	164,097	140,570	2,853	926	144,349	1,202	309,648
Accumulated depreciation at 30 June 2021	—	—	(423)	(423)	(18,486)	(74)	(283)	(18,843)	—	(19,266)
Carrying value - 30 June 2021	160,413	2,689	572	163,674	122,084	2,779	643	125,506	1,202	290,382

Notes to the Financial Statements for the year ended 30 June 2021

Note 6. Assets we manage (continued)

	Plant machinery and equipment \$ '000	Fixtures fittings and furniture \$ '000	Computers and telecomms \$ '000	Paintings and exhibits \$ '000	Total \$ '000	Work in progress \$ '000	Total plant and equipment \$ '000
Plant and Equipment							
At fair value 1 July 2020	9,480	5,674	6,551	13,142	34,847	13	34,860
Accumulated depreciation at 1 July 2020	(5,783)	(4,647)	(3,004)	—	(13,434)	—	(13,434)
Carrying value - 1 July 2020	3,697	1,027	3,547	13,142	21,413	13	21,426
Movements in fair value							
Additions	1,697	113	647	37	2,494	—	2,494
Contributions	2	—	—	14	16	—	16
Revaluation	—	—	—	—	—	—	—
Disposal	(876)	—	(33)	—	(909)	—	(909)
Transfers	—	—	13	—	13	(13)	—
Total movements in fair value	823	113	627	51	1,614	(13)	1,601
Movements in accumulated depreciation							
Depreciation and amortisation	(952)	(90)	(524)	—	(1,566)	—	(1,566)
Accumulated depreciation of disposals	718	—	6	—	724	—	724
Transfers	—	—	—	—	—	—	—
Total movements in accumulated depreciation	(234)	(90)	(518)	—	(842)	—	(842)
At fair value 30 June 2021	10,303	5,787	7,178	13,193	36,461	—	36,461
Accumulated depreciation at 30 June 2021	(6,017)	(4,737)	(3,522)	—	(14,276)	—	(14,276)
Carrying value - 30 June 2021	4,286	1,050	3,656	13,193	22,185	—	22,185

Notes to the Financial Statements for the year ended 30 June 2021

Note 6. Assets we manage

	Roads \$ '000	Bridges \$ '000	Foot- paths and cycle- ways \$ '000	Drainage \$ '000	Recrea- tional, leisure and commu- nity \$ '000	Waste manage- ment \$ '000	Parks open spaces and streets- capes \$ '000	Aerodro- mes \$ '000	Off street car parks \$ '000	Other infra- structure \$ '000	Total \$ '000	Work in progress \$ '000	Total infra- structure \$ '000
Infrastructure													
At fair value 1 July 2020	258,770	33,110	57,457	93,352	6,888	606	17,879	10,059	13,814	7,726	499,661	878	500,539
Accumulated depreciation at 1 July 2020	(101,691)	(10,862)	(24,191)	(24,192)	(4,574)	(48)	(5,751)	(1,882)	(5,675)	(4,428)	(183,294)	–	(183,294)
Carrying value - 1 July 2020	157,079	22,248	33,266	69,160	2,314	558	12,128	8,177	8,139	3,298	316,367	878	317,245
Movements in fair value													
Additions	4,328	515	888	81	125	–	481	5	46	1,151	7,620	6,097	13,717
Contributions and Found Assets	2,450	29	1,296	1,023	–	–	213	–	–	–	5,011	–	5,011
Revaluation	–	–	–	–	–	–	–	–	–	–	–	–	–
Disposal	(277)	–	(9)	(9)	–	–	(119)	–	–	–	(414)	–	(414)
Write-off	–	–	–	–	–	–	–	–	–	–	–	(14)	(14)
Transfers	237	22	(22)	26	–	–	601	–	–	–	864	(864)	–
Total movements in fair value	6,738	566	2,153	1,121	125	–	1,176	5	46	1,151	13,081	5,219	18,300
Movements in accumulated depreciation													
Depreciation and amortisation	(4,282)	(379)	(1,263)	(941)	(124)	(41)	(624)	(258)	(331)	(180)	(8,423)	–	(8,423)
Accumulated depreciation of disposals	120	–	6	2	–	–	88	–	–	–	216	–	216
Transfers	–	(14)	14	–	–	–	–	–	–	–	–	–	–
Total movements in accumulated depreciation	(4,162)	(393)	(1,243)	(939)	(124)	(41)	(536)	(258)	(331)	(180)	(8,207)	–	(8,207)
At fair value 30 June 2021	265,508	33,676	59,610	94,473	7,013	606	19,055	10,064	13,860	8,877	512,742	6,097	518,839
Accumulated depreciation at 30 June 2021	(105,853)	(11,255)	(25,434)	(25,131)	(4,698)	(89)	(6,287)	(2,140)	(6,006)	(4,608)	(191,501)	–	(191,501)
Carrying value - 30 June 2021	159,655	22,421	34,176	69,342	2,315	517	12,768	7,924	7,854	4,269	321,241	6,097	327,338

Notes to the Financial Statements

for the year ended 30 June 2021

Note 6. Assets we manage (continued)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

	Depreciation Period years	Threshold Limit \$ '000
Land and land improvements		
land	n/a	–
land improvements	20 - 200 years	5
Buildings		
buildings	30 - 100 years	5
building improvements	25 - 60 years	1
leasehold improvements	10 - 20 years	1
Plant and Equipment		
plant, machinery and equipment	3 - 40 years	1
fixtures, fittings and furniture	2 - 25 years	5
computers and telecommunications	5 - 20 years	2
paintings and exhibits	n/a	–
Infrastructure		
roads	16 - 200 years	5
bridges	30 - 200 years	5
footpaths and cycleways	15 - 65 years	5
drainage	20 - 200 years	1
recreational, leisure and community facilities	20 - 80 years	1
parks, open spaces and streetscapes	15 - 80 years	5
off street car parks	16 - 200 years	5
aerodromes	16 - 100 years	1
other infrastructure	20 - 60 years	5

Land under roads

Council recognises land under roads it controls at fair value from 1 January 2008.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Notes to the Financial Statements for the year ended 30 June 2021

Note 6. Assets we manage (continued)

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Land - Non Specialised

Non-specialised land was professionally valued in 2020 by Mr L Speed AAPI (Val) alongside their associated buildings. The valuations of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. It should be noted that non-specialised land is fair value hierarchy 2 due to the available market for this type of asset.

Land - Specialised

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement. Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Buildings - Non Specialised

Non-specialised buildings were professionally valued in 2020 by Mr L Speed AAPI (Val). It should be noted that non-specialised buildings are fair value hierarchy 2 due to the available market for this type of asset.

Buildings - Specialised

The current valuation of specialised buildings is based on a component level condition assessment and depreciated replacement cost, based on information by SPM Consultants who were engaged by Warrnambool City Council in 2020. The details of the current valuation are detailed in the table below.

The date of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1 2021 \$ '000	Level 2 2021 \$ '000	Level 3 2021 \$ '000	Date of valuation
Land - non specialised	—	2,689	—	30/06/2020
Land - specialised	—	—	160,410	30/06/2020
Land improvements	—	—	573	30/06/2021
Buildings - non-specialised	—	2,779	—	30/06/2020
Buildings - specialised	—	—	122,084	30/06/2020
Building improvements	—	—	642	30/06/2018
Total	—	5,468	283,709	

Valuation of Infrastructure

Valuation of infrastructure assets was performed by internal professional staff and approved by Mr David Leahy, Director City Infrastructure with Warrnambool City Council. The date of the current assessment is 30 June 2021.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2021 are as follows:

Notes to the Financial Statements

for the year ended 30 June 2021

Note 6. Assets we manage (continued)

	Level 1 2021 \$ '000	Level 2 2021 \$ '000	Level 3 2021 \$ '000	Date of valuation
Roads	—	—	159,652	30/06/2019
Bridges	—	—	22,421	30/06/2018
Footpaths and cycleways	—	—	34,178	30/06/2018
Drainage	—	—	69,343	30/06/2018
Recreational, leisure & community facilities	—	—	2,316	30/06/2018
Waste management	—	—	516	30/06/2019
Parks, open space & streetscapes	—	—	12,767	30/06/2018
Aerodromes	—	—	7,924	30/06/2019
Off street car parks	—	—	7,855	30/06/2019
Other	—	—	4,270	30/06/2018
Total	—	—	321,242	

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 70% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.12 and \$939 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$293 to \$4,941 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 0 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 years to 200 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land

	2021 \$ '000	2020 \$ '000
Land under roads	5,222	4,301
Crown land	75,144	75,144
Council freehold land	80,044	79,802
Total specialised land	160,410	159,247

Notes to the Financial Statements

for the year ended 30 June 2021

Note 6. Assets we manage (continued)

	2021 \$ '000	2020 \$ '000
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6.3 Investments in associates, joint arrangements and subsidiaries

(a) Investments in associates

Investments in associates and joint arrangements accounted for by the equity method are:

Corangamite Regional Library Corporation	814	720
Total investments in associates and joint arrangements	814	720

Associates and joint arrangements - in profit

Corangamite Regional Library Corporation	-	84
Total surplus for year in associates and joint arrangements	-	84

Corangamite Regional Library Corporation

Warrnambool City Council in conjunction with Colac Otway Shire, Corangamite Shire and Moyne Shire have an interest in the Corangamite Regional Library Corporation. The Library Corporation services much of the population of the South West Victoria and Warrnambool City Council currently has a 39.00% equity interest (39.00% in 2019/2020).

Fair value of Council's investment in Corangamite Regional Library Corporation

	814	720
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus(deficit) at start of year	-	608
Reported surplus(deficit) for year	-	84
Movement in equity share	-	3
Council's share of accumulated surplus(deficit) at end of year	-	695

Council's share of reserves

Council's share of reserves at start of year	-	25
Council's share of reserves at end of year	-	25

Movement in carrying value of specific investment

Carrying value of investment at start of year	-	633
Share of surplus(deficit) for year	-	84
Movement in equity share	-	3
Carrying value of investment at end of year	-	720

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 6. Assets we manage (continued)

6.4 Committees of management

	2021 \$ '000	2020 \$ '000
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Committees of management

Port of Warrnambool

The Council is the Committee of Management for the Port of Warrnambool. The financial transactions have been included in Council's financial statements and are summarised below:

Summarised Statement of Comprehensive Income

Income

Grants - operating	97	111
User fees	9	6
Grants - capital	128	-

Expenditure

Materials and Services	(122)	(117)
Capital expenditure	(341)	(357)

Surplus/(Deficit) for the Year

	<u>(229)</u>	<u>(357)</u>
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The operation of the Port of Warrnambool is by an agreement between Warrnambool City Council and the Department of Transport. Any assets are returnable on cessation of the agreement.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. People and relationships

7.1 Council and key management remuneration

(a) Related Parties

Parent entity

Warrnambool City Council is the parent entity.

Subsidiaries and Associates

Interests in subsidiaries and associates are detailed in Note 6.3.

(b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors

Councillor Tony Herbert (Mayor - 01/07/2020 to 24/10/2020)
Councillor Robert Anderson (01/07/2020 to 24/10/2020)
Councillor Sue Cassidy (01/07/2020 to 24/10/2020)
Councillor Kylie Gaston (01/07/2020 to 24/10/2020)
Councillor Michael Neoh (01/07/2020 to 24/10/2020)
Councillor David Owen (01/07/2020 to 24/10/2020)
Councillor Peter Sycopoulis (01/07/2020 to 24/10/2020)
Councillor Vicki Jellie AM (Mayor - 23/11/2020 to 30/06/2021)
Councillor Otha Akoch (23/11/2020 to 30/06/2021)
Councillor Debbie Arnott (23/11/2020 to 30/06/2021)
Councillor Ben Blain (23/11/2020 to 30/06/2021)
Councillor Angie Paspaliaris (23/11/2020 to 30/06/2021)
Councillor Max Taylor (23/11/2020 to 30/06/2021)
Councillor Richard Ziegeler (23/11/2020 to 30/06/2021)

Chief Executive Officer

Mr Peter Schneider *
Ms Vikki King (Acting 14/07/2020 to 24/5/2021)
Mr Gary Gaffney (Interim 25/5/2021 to 18/06/2021)

* The contract of Mr Peter Schneider was terminated by Council at a special meeting on the 13th July 2020. This decision was challenged through the Supreme Court and on the 11th June 2021, Justice McDonald handed down orders to quash the previous decision of Council to terminate his contract at that time.

Key Management Personnel

Director Corporate Strategies Mr Peter Utri
Director City Growth Mr Andrew Paton
Director Community Development Ms Vikki King (01/07/2020 to 13/07/2020 and 25/05/2021 to 15/06/2021)
Director City Infrastructure Mr Scott Cavanagh (01/07/2020 to 03/07/2020)
Director City Infrastructure Mr Glenn Reddick (Acting 06/07/2020 to 04/09/2020)
Director City Infrastructure Mr Luke Coughlan (Acting 07/09/2020 to 04/12/2020)
Director City Infrastructure Mr David Leahy (07/12/2020 to 30/06/2021)

	No. 2021	No. 2020
Total Number of Councillors	14	8
Total of Chief Executive Officer and other Key Management Personnel	9	5

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. People and relationships (continued)

Total Number of Key Management Personnel

23	13
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2021 Actual	2020 Actual
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(c) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:

Short-term benefits	1,527	1,331
Long-term benefits	27	26
Post employment benefits	86	100
Total	1,640	1,457

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. People and relationships (continued)

	No. 2021	No. 2020
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
\$1 - \$9,999	—	1
\$10,000 - \$19,999	12	1
\$20,000 - \$29,999	1	5
\$30,000 - \$39,999	3	—
\$50,000 - \$59,999	2	—
\$80,000 - \$89,999	—	1
\$120,000 - \$129,999	1	—
\$200,000 - \$209,999	—	1
\$210,000 - \$219,999	2	3
\$280,000 - \$289,999	1	—
\$350,000 - \$359,999	—	1
\$390,000 - \$399,999	1	—
	<u>23</u>	<u>13</u>

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

	No. 2021	No. 2020
Income Range:		
\$110,000 - \$119,999 ¹	1	1
\$140,000 - \$149,999 ²	1	—
\$160,000 - \$169,999	—	1
\$170,000 - \$179,999	1	1
\$200,000 - \$209,999	—	1
	<u>3</u>	<u>4</u>

(1) This employee commenced employment with Council in October 2020 and the remuneration reflects only a partial year.

(2) This employee was acting in a Director role for 3 months and the remuneration during this period is shown above in the Key Management Personnel (KMP) section.

	2021 Actual	2020 Actual
Total Remuneration for the reporting year for Senior Officers included above amounted to*:	434	656

7.2 Related party disclosure

(a) Transactions with related parties

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. People and relationships (continued)

During the period Council entered into the following transactions with related parties:

Councillor	Related Party	Nature of Relationship	Terms and Conditions	Nature of Transaction	Aggregate Total \$'000
Cr Cassidy	The Cassign Trust trading as Cassign	Spouse controlled entity	Commercial	Supply and installation of wayfinding signage	50
Cr Paspaliaris	Alex Pye Electrics	Spouse controlled entity	Commercial	Electrical repairs and maintenance	1
Council	Corangamite Regional Library Corporation	Member Council	Commercial	Contribution to Library operations and exit costs from leaving the corporation	1,039

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

2021 - Nil (2020 - Nil)

(c) Loans to/from related parties

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party as follows:

2021 - Nil (2020 - Nil)

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

2021 - Nil (2020 - Nil)

Notes to the Financial Statements

for the year ended 30 June 2021

Note 8. Managing uncertainties

8.1 Contingent assets and liabilities

(a) Contingent assets

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council issues a Statement of Compliance.

At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance.

Due to the nature of the arrangements in place and the assets involved, a contingent asset amount cannot be reliably measured prior to completion.

Insurance Claim

Council was required to relocate one of their child care centres due to building maintenance issues which is covered under insurance, upon which a claim has been accepted. At reporting date, the contents claims has been settled but the claim for business interruption is still being assessed.

(b) Contingent liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

MAV Workcare

In November 2017, the Victorian WorkCover Authority (the Authority) granted the Municipal Association of Victoria (MAV) a three-year self-insurance licence allowing it to provide workers' compensation insurance to Victorian councils. When the MAV WorkCare Scheme commenced, there were 31 inaugural members, including the MAV.

In accordance with the Authority's decision not to renew the MAV's self-insurance licence, the MAV WorkCare Scheme ceased operation on 30 June 2021. The MAV is continuing to support the orderly transition of claims management responsibilities to the Authority.

Council was a participant of the MAV WorkCare Scheme.

The MAV WorkCare Scheme participation agreement stated that each participant would remain liable to make further contributions to the Scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability would continue whether or not the participant remained a participant in future insurance years.

The net financial impact on Council as a result of the cessation of the MAV WorkCare Scheme for the 2020-21 financial year is yet to be determined. Any obligation is dependent upon the Authority's initial actuarial assessment of the tail claims liabilities of the MAV WorkCare Scheme.

In accordance with the *Workplace Injury Rehabilitation and Compensation Act 2013*, there is a six- year liability period following the cessation of the MAV WorkCare Scheme. During the liability period, adjustment payments may be required (or received) by Council. The determination of any adjustment payments is dependent upon revised actuarial assessments of the Scheme's tail claims liabilities as undertaken by the Authority.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 8. Managing uncertainties (continued)

(c) Guarantees for loans to other entities

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

The Council acts as guarantor in respect of bank loans provided to the following clubs and community groups:

Entity and Institution	Original Loan \$'000	Balance of borrowings 2021 \$'000	2020 \$'000
City Memorials Bowls Club - Commonwealth Bank	2,000	0	2
Warrnambool Returned Services Club - Commonwealth Bank	3,351	2,705	2,726
Warrnambool Football Netball Club - Commonwealth Bank	800	643	670
Old Collegians Football Netball Club - NAB	100	95	96
Dennington Football Netball Club - Bendigo Bank	49	40	44
Dennington Bowls Club -Bendigo Bank	100	1	31

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2021 reporting period. Council assesses the impact of these new standards. As at 30 June 2021 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2022 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of Council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes Council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 8. Managing uncertainties (continued)

Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- Council has a policy for establishing credit limits for the entities Council deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 8. Managing uncertainties (continued)

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1 % and - 0.25 % in market interest rates (AUD) from year-end rates of 0.25%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair Value Hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above. In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 8. Managing uncertainties (continued)

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 9. Other matters

	Balance at beginning of reporting period \$ '000	Increment (decrement) \$ '000	Share of incr. (decr) on revaluation of the asset class by an associate \$ '000	Balance at end of reporting period \$ '000
9.1 Reserves				
(a) Asset revaluation reserves				
2021				
Property				
Land	124,251	—	—	124,251
Buildings	92,113	—	—	92,113
	216,364	—	—	216,364
Plant and equipment				
Corangamite Regional Library Corporation	706	—	—	706
Artworks	2,640	—	—	2,640
	3,346	—	—	3,346
Infrastructure				
Roads	99,350	—	—	99,350
Bridges	15,346	—	—	15,346
Footpaths and cycleways	677	—	—	677
Drainage	21,218	—	—	21,218
Aerodromes	238	—	—	238
Other infrastructure	29,041	—	—	29,041
	165,870	—	—	165,870
Total asset revaluation reserves	385,580	—	—	385,580
2020				
Property				
Land	124,063	188	—	124,251
Buildings	99,206	(7,093)	—	92,113
	223,269	(6,905)	—	216,364
Plant and equipment				
Corangamite Regional Library Corporation	706	—	—	706
Artworks	2,640	—	—	2,640
	3,346	—	—	3,346
Infrastructure				
Roads	99,350	—	—	99,350
Bridges	15,346	—	—	15,346
Footpaths and cycleways	677	—	—	677
Drainage	21,218	—	—	21,218
Aerodromes	238	—	—	238
Other infrastructure	29,041	—	—	29,041
	165,870	—	—	165,870
Total asset revaluation reserves	392,485	(6,905)	—	385,580

Notes to the Financial Statements

for the year ended 30 June 2021

Note 9. Other matters (continued)

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time. The Corangamite Regional Library Corporation recognises the fair value of revalued assets in their books

	Balance at beginning of reporting period \$ '000	Transfer from Accumulated Surplus \$ '000	Transfer to Accumulated Surplus \$ '000	Balance at end of reporting period \$ '000
(b) Other reserves				
2021				
Main drainage fund	749	137	—	886
Committed reserve	5,888	2,668	—	8,556
Heritage restoration fund	45	—	—	45
Insurance claims reserve	90	—	—	90
Information technology reserve	131	—	(131)	—
Art gallery reserve	47	—	—	47
Resort and recreation reserve	311	—	(121)	190
Car park fund	96	521	—	617
North of the Merri developer contribution reserve	1,080	33	—	1,113
Hopkins Point Road developer contribution reserve	13	127	—	140
North East growth area developer contribution reserve	—	156	—	156
Total Other reserves	8,450	3,642	(252)	11,840
2020				
Main drainage fund	954	—	(205)	749
Committed reserve	3,807	2,081	—	5,888
Heritage restoration fund	45	—	—	45
Insurance claims reserve	90	—	—	90
Information technology reserve	131	—	—	131
Art gallery reserve	47	—	—	47
Resort and recreation reserve	292	19	—	311
Car park fund	21	75	—	96
North of the Merri developer contribution reserve	391	689	—	1,080
Hopkins Point Road developer contribution reserve	13	—	—	13
North East growth area developer contribution reserve	—	—	—	—
Northeast DCP	549	—	(549)	—
Total Other reserves	6,340	2,864	(754)	8,450

Main Drainage Fund is maintained specifically for future major drainage works.
Committed Reserve is specifically for future works and Council's small infrastructure fund.
Heritage Restoration Fund is maintained specifically for grant loans for heritage works.
Insurance Claims Reserve is maintained specifically for Council's self-insurance.
Information Technology Reserve is maintained specifically for major information technology upgrades.
Art Gallery Reserve is maintained specifically for the purchase of art pieces.
Resort and Recreation Reserve is maintained specifically for public open space works.
Car Park Fund is maintained specifically for future major car park works.
North of the Merri Developer Contributions Reserve is maintained specifically for contributions held in this growth area.
Hopkins Point Road Developer Contributions Reserve is maintained specifically for contributions held in this growth area.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 9. Other matters (continued)

Northeast DCP Developer Contributions Reserve is maintained specifically for contributions held for the growth areas in the Northeast of Warrnambool.

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 9. Other matters (continued)

	2021 \$ '000	2020 \$ '000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	12,529	12,441
Add / (deduct) non-cash items:		
Depreciation/amortisation	12,359	12,385
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(8)	107
Contributions - Non-monetary assets	(6,132)	(4,851)
Found assets	(61)	(85)
Net share of net profits of associates and joint ventures	—	(84)
Prior year WIP written off	—	93
Bad and doubtful debts expense	—	249
Interest on lease liabilities	34	36
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	150	(287)
(Increase)/decrease in inventories	29	(27)
(Increase)/decrease in prepayments	384	(203)
Increase/(decrease) in accrued income	160	(272)
Increase/(decrease) in trade and other payables	1,159	628
Increase/(decrease) in provisions	107	22
Increase/(decrease) in Unearned income	1,873	1,408
Increase/(decrease) in net GST	51	151
Increase/(decrease) in trust deposits	644	(51)
Increase/(decrease) in accrued expenses	98	234
Net cash provided by/(used in) operating activities	23,376	21,894

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Operating Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2021, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 Employee Benefits.

Funding Arrangements

Notes to the Financial Statements for the year ended 30 June 2021

Note 9. Other matters (continued)

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review for the Defined Benefit category as at 30 June 2020 was conducted and completed by the due date of 31 December 2020.

The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.6%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.6% pa
Salary information 2.5% pa for two years and 2.75% pa thereafter
Price inflation (CPI) 2.0% pa.

As at 30 June 2021, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the actual VBI at 30 June 2021 was 109.7%. The financial assumptions used to calculate this VBI were:

Net investment returns 4.8% pa
Salary information 2.75% pa
Price inflation (CPI) 2.25% pa.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2020 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the 2020 triennial actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019/2020). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2020 triennial actuarial investigation surplus amounts

Notes to the Financial Statements

for the year ended 30 June 2021

Note 9. Other matters (continued)

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2020 (Triennial) \$m	2019 (Interim) \$m
- A VBI Surplus	100.0	151.3
- A total service liability surplus	200.0	233.4
- A discounted accrued benefits surplus	217.8	256.7

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2020.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2020.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2020.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2019).

The 2021 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2021 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2021.

Superannuation contributions

Contributions by Warrnambool City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2021 are detailed below:

Scheme	Type of scheme	Rate	2021 \$ '000	2020 \$ '000
Vision Super	Defined benefit	9.5%	200	194
Vision Super	Accumulation fund	9.5%	2,102	2,329
Other Funds	Accumulation fund	9.5%	365	167

In addition to the above contributions, Council has paid unfunded liability payments to Vision Super totalling \$0 during the 2020/21 year (2019/20 \$0).

There were \$331k contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 is \$200k.

Note 10. Changes in accounting policies

10.1 Changes in accounting policies due to adoption of new accounting standards – not retrospective

Notes to the Financial Statements

for the year ended 30 June 2021

Note 10. Changes in accounting policies (continued)

i) Impact of adoption of new accounting standards

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

Council has adopted AASB 1059 Service Concession Arrangements: Grantors, from 1 July 2020.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

Council has adopted AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material, from 1 July 2020.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

Council has adopted AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework from 1 July 2020.

10.2 Changes in accounting policies due to adoption of new accounting standards - retrospective

Council made no changes in accounting policies due to adoption of new accounting standards – retrospective.

10.3 Voluntary changes in accounting policies

Council made no changes in accounting policies due to adoption of new accounting standards – retrospective.



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Maddocks Delegations and Authorisations

S6 Instrument of Delegation – Members of Staff



Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by **resolution** of Council passed on 6 September 2021; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

##Council seal



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SCHEDULE



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	N/A	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	N/A	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions	N/A	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	N/A	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	N/A	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	N/A	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	N/A	
s 15(4)	Duty to keep records of delegations	N/A	
s 17(1)	Power to employ any persons necessary	N/A	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	N/A	



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Power to determine the terms and conditions of employment or engagement	N/A	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	N/A	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	N/A	Where Council is a Class A cemetery trust



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CEMETERIES AND CREMATORIA ACT 2003 The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	N/A	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	N/A	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	N/A	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	N/A	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	N/A	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	N/A	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	N/A	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	N/A	Where Council is a Class A cemetery trust



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	N/A	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	N/A	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	N/A	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	N/A	
s 20(1)	Duty to set aside areas for the interment of human remains	N/A	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	N/A	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	N/A	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	N/A	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	N/A	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	N/A	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	N/A	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	N/A	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	N/A	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	N/A	
s 60(2)	Power to charge fees for providing information	N/A	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	N/A	
s 64B(d)	Power to permit interments at a reopened cemetery	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	N/A	The application must include the requirements listed in s 66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	N/A	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	N/A	
s 70(2)	Duty to make plans of existing place of interment available to the public	N/A	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	N/A	
s 71(2)	Power to dispose of any memorial or other structure removed	N/A	
s 72(2)	Duty to comply with request received under s 72	N/A	
s 73(1)	Power to grant a right of interment	N/A	
s 73(2)	Power to impose conditions on the right of interment	N/A	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	N/A	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	N/A	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	N/A	
s 80(2)	Function of recording transfer of right of interment	N/A	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	N/A	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	N/A	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	N/A	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	N/A	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	N/A	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	N/A	Does not apply where right of interment relates to remains of a deceased veteran.



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	N/A	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	N/A	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	N/A	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	N/A	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	N/A	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	N/A	
s 86(5)	Duty to provide notification before taking action under s 86(4)	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	N/A	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	N/A	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	N/A	
s 91(1)	Power to cancel a right of interment in accordance with s 91	N/A	
s 91(3)	Duty to publish notice of intention to cancel right of interment	N/A	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	N/A	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	N/A	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	N/A	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 100(1)	Power to require a person to remove memorials or places of interment	N/A	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	N/A	
s 100(3)	Power to recover costs of taking action under s 100(2)	N/A	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	N/A	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	N/A	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	N/A	
s 103(1)	Power to require a person to remove a building for ceremonies	N/A	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	N/A	
s 103(3)	Power to recover costs of taking action under s 103(2)	N/A	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 106(2)	Power to require the holder of the right of interment to provide for an examination	N/A	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	N/A	
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	N/A	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	N/A	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	N/A	
s 108	Power to recover costs and expenses	N/A	
s 109(1)(a)	Power to open, examine and repair a place of interment	N/A	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	N/A	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	N/A	Where the holder of right of interment or responsible person cannot be found



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	N/A	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	N/A	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	N/A	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	N/A	
s 112	Power to sell and supply memorials	N/A	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	N/A	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	N/A	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	N/A	
s 119	Power to set terms and conditions for interment authorisations	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 131	Function of receiving an application for cremation authorisation	N/A	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	N/A	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	N/A	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	N/A	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	N/A	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	N/A	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	N/A	
s 151	Function of receiving applications to inter or cremate body parts	N/A	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	N/A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	
sch 1 cl 8(8)	Power to regulate own proceedings	N/A	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8



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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	-Manager City Amenity Coordinator Local Laws	Council may delegate this power to a Council authorised officer



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Coordinator Environmental Health Environmental Health Officer	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coordinator Environmental Health Environmental Health Officer	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coordinator Environmental Health Environmental Health Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Coordinator Environmental Health Environmental Health Officer	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	Coordinator Environmental Health Environmental Health Officer	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	Coordinator Environmental Health Environmental Health Officer	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Coordinator Environmental Health Environmental Health Officer	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Environmental Health Environmental Health Officer	



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Environmental Health Environmental Health Officer	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
---	Power to register, renew or transfer registration	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38D(3)	Power to request copies of any audit reports	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)



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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Coordinator Environmental Health Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 40F	Power to cancel registration of food premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority



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HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Manager City Strategy & Development	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation



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LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Manager City Strategy & Development	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Manager City Strategy & Development	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	Manager City Strategy & Development	
s 4I	Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements	Manager City Strategy & Development	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Manager City Strategy & Development	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Manager City Strategy & Development	
s 8A(5)	Function of receiving notice of the Minister's decision	Manager City Strategy & Development	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Manager City Strategy & Development	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Manager City Strategy & Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Manager City Strategy & Development	
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Manager City Strategy & Development	
s 12B(1)	Duty to review planning scheme	Manager City Strategy & Development	
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager City Strategy & Development	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Manager City Strategy & Development	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	Manager City Strategy & Development	
s 17(1)	Duty of giving copy amendment to the planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 17(2)	Duty of giving copy s 173 agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 21A(4)	Duty to publish notice	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 22	Duty to consider all submissions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 27(2)	Power to apply for exemption if panel's report not received	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	<u>Manager City Strategy & Development</u> <u>Coordinator City Strategy</u> <u>Coordinator</u> <u>City Development</u>	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	<u>Manager City Strategy & Development</u> <u>Coordinator City Strategy</u> <u>Coordinator City Development</u>	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(a)	Duty to say if amendment has lapsed	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 30(4)(b)	Duty to provide information in writing upon request	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 32(2)	Duty to give more notice if required	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 33(1)	Duty to give more notice of changes to an amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 36(2)	Duty to give notice of approval of amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 38(5)	Duty to give notice of revocation of an amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 40(1)	Function of lodging copy of approved amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a responsible public entity



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GP	Function of receiving a notice under s 46GO	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GY(1)	Duty to keep proper and separate accounts and records	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(9)	Function of receiving the fee simple in the land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency or development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46Q(1)	Duty to keep proper accounts of levies paid	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46QD	Duty to prepare report and give a report to the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	N/A	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50(4)	Duty to amend application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 50(5)	Power to refuse to amend application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 50(6)	Duty to make note of amendment to application in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 50A(1)	Power to make amendment to application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 50A(4)	Duty to note amendment to application in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 52(3)	Power to give any further notice of an application where appropriate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 54(1)	Power to require the applicant to provide more information	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 54(1B)	Duty to specify the lapse date for an application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57A(5)	Power to refuse to amend application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57A(6)	Duty to note amendments to application in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57B(1)	Duty to determine whether and to whom notice should be given	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 57C(1)	Duty to give copy of amended application to referral authority	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 58	Duty to consider every application for a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 58A	Power to request advice from the Planning Application Committee	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 60	Duty to consider certain matters	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 60(1A)	Duty to consider certain matters	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p><u>Where a planning application is subject to five (5) or more objections, council officers do not have delegation to determine on the matter.</u></p> <p><u>Where a planning application is subject to 1-4 objections (inclusive), the decision to determine an application is made by a Delegated Planning Committee. The Delegated Planning Committee is made up of three (3) planners including the Manager City Strategy & Development and the Co-ordinator City Development and/or Co-ordinator City Strategy.</u></p>



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(2)	Power to include other conditions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	This provision applies also to a decision to grant an amendment to a permit – see s 75A



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 69(1A)	Function of receiving application for extension of time to complete development	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 69(2)	Power to extend time	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 70	Duty to make copy permit available in accordance with public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(1)	Power to correct certain mistakes	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 71(2)	Duty to note corrections in register	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 73	Power to decide to grant amendment subject to conditions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 74	Duty to issue amended permit to applicant if no objectors	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 83	Function of being respondent to an appeal	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83B	Duty to give or publish notice of application for review	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Not Delegated	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Not Delegate	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 84AB	Power to agree to confining a review by the Tribunal	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to issue a permit at order of Tribunal within 3 working days	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 91(2)	Duty to comply with the directions of VCAT	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 93(2)	Duty to give notice of VCAT order to stop development	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 95(3)	Function of referring certain applications to the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 95(4)	Duty to comply with an order or direction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96F	Duty to consider the panel's report under s 96E	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96H(3)	Power to give notice in compliance with Minister's direction	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96J	Power to issue permit as directed by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97C	Power to request Minister to decide the application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 97Q(4)	Duty to comply with directions of VCAT	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 101	Function of receiving claim for expenses in conjunction with claim	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 103	Power to reject a claim for compensation in certain circumstances	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 107(1)	Function of receiving claim for compensation	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 107(3)	Power to agree to extend time for making claim	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 114(1)	Power to apply to the VCAT for an enforcement order	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Except Crown Land



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 129	Function of recovering penalties	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 130(5)	Power to allow person served with an infringement notice further time	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 149A(1)	Power to refer a matter to the VCAT for determination	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the relevant planning authority



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 171(2)(f)	Power to carry out studies and commission reports	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 171(2)(g)	Power to grant and reserve easements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	Chief Executive Officer	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Manager City Strategy & Development	Where Council is the relevant responsible authority



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Manager City Strategy & Development	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Manager City Strategy & Development	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Strategy & Development	
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Strategy & Development	
s 178A(1)	Function of receiving application to amend or end an agreement	Manager City Strategy & Development	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Manager City Strategy & Development	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Manager City Strategy & Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(5)	Power to propose to amend or end an agreement	Manager City Strategy & Development	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Manager City Strategy & Development	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Manager City Strategy & Development	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Manager City Strategy & Development	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Manager City Strategy & Development	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Manager City Strategy & Development	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Manager City Strategy & Development	If no objections are made under s 178D Must consider matters in s 178B



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager City Strategy & Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Manager City Strategy & Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Manager City Strategy & Development	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager City Strategy & Development	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Manager City Strategy & Development	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Manager City Strategy & Development	After considering objections, submissions and matters in s 178B



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Manager City Strategy & Development	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Manager City Strategy & Development	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Manager City Strategy & Development	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Manager City Strategy & Development	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager City Strategy & Development	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager City Strategy & Development	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Manager City Strategy & Development	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Manager City Strategy & Development	
s 182	Power to enforce an agreement	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Manager City Strategy & Development	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Manager City Strategy & Development	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Manager City Strategy & Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Manager City Strategy & Development	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Manager City Strategy & Development	
s 184G(2)	Duty to comply with a direction of the Tribunal	Manager City Strategy & Development	
s 184G(3)	Duty to give notice as directed by the Tribunal	Manager City Strategy & Development	
s 198(1)	Function to receive application for planning certificate	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 199(1)	Duty to give planning certificate to applicant	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 201(1)	Function of receiving application for declaration of underlying zoning	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201(3)	Duty to make declaration	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
-	Power to give written authorisation in accordance with a provision of a planning scheme	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	<u>N/A</u>	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	<u>N/A</u>	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	<u>N/A</u>	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	<u>N/A</u>	Where Council is a public statutory authority engaged in the provision of housing
s 142D	Function of receiving notice regarding an unregistered rooming house	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 142G(2)	Power to enter certain information in the Rooming House Register	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 206AZA(2)	Function of receiving written notification	Manager City Amenity Coordinator Environmental Health	
s 207ZE(2)	Function of receiving written notification	Manager City Amenity Coordinator Environmental Health	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 522(1)	Power to give a compliance notice to a person	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 525(4)	Duty to issue identity card to authorised officers		



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 526A(3)	Function of receiving report of inspection	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Director City Infrastructure Manager City Amenity	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Chief Executive Officer Director City Infrastructure	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Director City Infrastructure	
s 11(9)(b)	Duty to advise Registrar	Director City Infrastructure	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Director City Infrastructure	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Director City Infrastructure	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Director City Infrastructure Manager Infrastructure Services	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Director City Infrastructure Manager Infrastructure Services	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(6)	Function of hearing a person in support of their written submission	Director City Infrastructure Manager Infrastructure Services	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Director City Infrastructure Manager Infrastructure Services	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	Director City Infrastructure Manager Infrastructure Services	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Director City Infrastructure Manager Infrastructure Services	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Director City Infrastructure	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Director City Infrastructure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Director City Infrastructure Manager Infrastructure Services	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Director City Infrastructure Manager Infrastructure Services	
s 15(2)	Duty to include details of arrangement in public roads register	Director City Infrastructure Manager Infrastructure Services	
s 16(7)	Power to enter into an arrangement under s 15	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s 16(8)	Duty to enter details of determination in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s 17(2)	Duty to register public road in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(4)	Duty to specify details of discontinuance in public roads register	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s 19(5)	Duty to ensure public roads register is available for public inspection	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s 21	Function of replying to request for information or advice	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Director City Infrastructure	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
s 22(5)	Duty to give effect to a direction under s 22	Director City Infrastructure Manager Infrastructure Services	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to inspect, maintain and repair a public road	Director City Infrastructure Manager Infrastructure Services Coordinator Design & Road Safety Coordinator Municipal Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Director City Infrastructure Manager Infrastructure Services	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Director City Infrastructure Manager Infrastructure Services	
s 42(1)	Power to declare a public road as a controlled access road	Director City Infrastructure	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Director City Infrastructure	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Director City Infrastructure	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Director City Infrastructure	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Director City Infrastructure	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Director City Infrastructure Manager Infrastructure Services	
s 49	Power to develop and publish a road management plan	Director City Infrastructure Manager Infrastructure Services	
s 51	Power to determine standards by incorporating the standards in a road management plan	Director City Infrastructure Manager Infrastructure Services	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Director City Infrastructure Manager Infrastructure Services	
s 54(2)	Duty to give notice of proposal to make a road management plan	Director City Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Director City Infrastructure Manager Infrastructure Services	
s 54(6)	Power to amend road management plan	Director City Infrastructure Manager Infrastructure Services	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(7)	Duty to incorporate the amendments into the road management plan	Director City Infrastructure Manager Infrastructure Services	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Director City Infrastructure Manager Infrastructure Services	
s 63(1)	Power to consent to conduct of works on road	Director City Infrastructure Manager Infrastructure Services Manager City Amenity Coordinator Local Laws Coordinator Design & Safety Construction Supervisor	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s 67(3)	Power to request information	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s 68(2)	Power to request information	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Director City Infrastructure	
s 72	Duty to issue an identity card to each authorised officer	Director City Infrastructure Executive Services Administration Officer	
s 85	Function of receiving report from authorised officer	Director City Infrastructure Manager Infrastructure Services	
s 86	Duty to keep register re s 85 matters	Director City Infrastructure Manager Infrastructure Services	
s 87(1)	Function of receiving complaints	Director City Infrastructure Manager Infrastructure Services	
s 87(2)	Duty to investigate complaint and provide report	Director City Infrastructure Manager Infrastructure Services	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 112(2)	Power to recover damages in court	Director City Infrastructure Manager Infrastructure Services	
s 116	Power to cause or carry out inspection	Director City Infrastructure Manager Infrastructure Services	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Director City Infrastructure Manager Infrastructure Services	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Director City Infrastructure Manager Infrastructure Services	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Director City Infrastructure Manager Infrastructure Services	
s 121(1)	Power to enter into an agreement in respect of works	Director City Infrastructure Manager Infrastructure Services	
s 122(1)	Power to charge and recover fees	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(1)	Power to charge for any service	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Director City Infrastructure	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Director City Infrastructure	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Director City Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Director City Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Director City Infrastructure Manager Infrastructure Services	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Director City Infrastructure Manager Infrastructure Services	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Director City Infrastructure Manager Infrastructure Services	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 16(8)	Power to include consents and conditions	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7A cl 2	Power to cause street lights to be installed on roads	Director City Infrastructure Manager Infrastructure Services	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Director City Infrastructure Manager Infrastructure Services	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Director City Infrastructure Manager Infrastructure Services	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	Director City Infrastructure Manager Infrastructure Services	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



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CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	N/A	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	N/A	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	N/A	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	N/A	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	N/A	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	N/A	
r 30(2)	Power to release cremated human remains to certain persons	N/A	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	N/A	



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CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	N/A	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	N/A	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	N/A	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	N/A	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	N/A	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	N/A	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	N/A	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	N/A	



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CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40	Power to approve a person to play sport within a public cemetery	N/A	
r 41(1)	Power to approve fishing and bathing within a public cemetery	N/A	
r 42(1)	Power to approve hunting within a public cemetery	N/A	
r 43	Power to approve camping within a public cemetery	N/A	
r 45(1)	Power to approve the removal of plants within a public cemetery	N/A	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	N/A	
r 47(3)	Power to approve the use of fire in a public cemetery	N/A	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	N/A	
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	N/A	See note above regarding model rules



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CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	N/A	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	N/A	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	N/A	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	N/A	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	N/A	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	N/A	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	N/A	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	N/A	See note above regarding model rules



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CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	N/A	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	N/A	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	N/A	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	N/A	See note above regarding model rules



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PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Chief Executive Officer	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is the responsible authority
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Manager City Strategy & Development Coordinator City Strategy Coordinator City Development	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Chief Executive Officer	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring



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			authority.
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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Manager City Strategy & Development	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Manager City Strategy & Development	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	Manager City Strategy & Development	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 10	Function of receiving application for registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 11	Function of receiving application for renewal of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Environmental Health Officer	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 12(4) & (5)	Duty to issue certificate of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 14(1)	Function of receiving notice of transfer of ownership	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 14(3)	Power to determine where notice of transfer is displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 15(1)	Duty to transfer registration to new caravan park owner	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(2)	Duty to issue a certificate of transfer of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 17	Duty to keep register of caravan parks	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 18(6)	Power to determine where certain information is displayed	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 22(2)	Duty to consult with relevant emergency services agencies	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 25(3)	Duty to consult with relevant floodplain management authority	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 41(4)	Function of receiving installation certificate	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



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RESIDENTIAL TENANCIES REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 4 cl 3(a)(iii)	Power to approve any other toilet system	Manager City Amenity Coordinator Environmental Health Environmental Health Officer	



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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	Director City Infrastructure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Director City Infrastructure Manager Infrastructure Services Coordinator Strategic Asset Management	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Director City Infrastructure Manager Infrastructure Services	
r 13(1)	Duty to publish notice of amendments to road management plan	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Director City Infrastructure Manager Infrastructure Services	
r 16(3)	Power to issue permit	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Director City Infrastructure Manager Infrastructure Services	Where Council is the coordinating road authority



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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	



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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Director City Infrastructure Manager Infrastructure Services Manager City Amenity	Where Council is the coordinating road authority



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Maddocks Delegations and Authorisations

S6 Instrument of Delegation – Members of Staff

##City/Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:
**##insert here table of abbreviations, for example:
"COG" means Co-ordinator of Governance**
3. declares that:
 - 3.1 this Instrument of Delegation is authorised by **##insert "a resolution" or "resolutions"** of Council passed on **##date ##add "and ##date", if appropriate**; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

##Council seal



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SCHEDULE



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries		
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act		Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions		Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)		Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions		Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions		
s 14	Power to manage multiple public cemeteries as if they are one cemetery		
s 15(1) and (2)	Power to delegate powers or functions other than those listed		
s 15(4)	Duty to keep records of delegations		
s 17(1)	Power to employ any persons necessary		



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(2)	Power to engage any professional, technical or other assistance considered necessary		
s 17(3)	Power to determine the terms and conditions of employment or engagement		Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary		
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time		Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee		Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee		Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities		Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees		Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.		Where Council is a Class A cemetery trust



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>		Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee		Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year		Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting		Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))		Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust		Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)		Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval		Where Council is a Class A cemetery trust



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CEMETERIES AND CREMATORIA ACT 2003			
###The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months		Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request		Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval		Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan		Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request		Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year		Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works		
s 20(1)	Duty to set aside areas for the interment of human remains		
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery		



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)		
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land		
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36		Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37		Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39		
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery		Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act		Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery		
s 60(1)	Duty to make information in records available to the public for historical or research purposes		
s 60(2)	Power to charge fees for providing information		



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)		
s 64B(d)	Power to permit interments at a reopened cemetery		
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park		The application must include the requirements listed in s 66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park		
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed		
s 70(2)	Duty to make plans of existing place of interment available to the public		
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies		
s 71(2)	Power to dispose of any memorial or other structure removed		
s 72(2)	Duty to comply with request received under s 72		
s 73(1)	Power to grant a right of interment		



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73(2)	Power to impose conditions on the right of interment		
s 75	Power to grant the rights of interment set out in s 75(a) and (b)		
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted		
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application		
s 80(1)	Function of receiving notification and payment of transfer of right of interment		
s 80(2)	Function of recording transfer of right of interment		
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment		
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)		
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment		
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment		



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry		The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry		Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location		May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified		
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment		
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment		



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CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)		
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains		
s 86(5)	Duty to provide notification before taking action under s 86(4)		
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)		
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment		
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment		
s 91(1)	Power to cancel a right of interment in accordance with s 91		
s 91(3)	Duty to publish notice of intention to cancel right of interment		
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment		



Maddocks

CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment		
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval		
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested		
s 100(1)	Power to require a person to remove memorials or places of interment		
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)		
s 100(3)	Power to recover costs of taking action under s 100(2)		
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery		
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)		
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)		



Maddocks

CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103(1)	Power to require a person to remove a building for ceremonies		
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)		
s 103(3)	Power to recover costs of taking action under s 103(2)		
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs		
s 106(2)	Power to require the holder of the right of interment to provide for an examination		
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with		
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with		
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs		
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with		



Maddocks

CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 108	Power to recover costs and expenses		
s 109(1)(a)	Power to open, examine and repair a place of interment		Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial		Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies		Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary		
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary		
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran		
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment		
s 112	Power to sell and supply memorials		



Maddocks

CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116(4)	Duty to notify the Secretary of an interment authorisation granted		
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application		
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met		
s 119	Power to set terms and conditions for interment authorisations		
s 131	Function of receiving an application for cremation authorisation		
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with		Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner		
s 146	Power to dispose of bodily remains by a method other than interment or cremation		Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation		



Maddocks

CEMETERIES AND CREMATORIA ACT 2003			
##The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149	Duty to cease using method of disposal if approval revoked by the Secretary		
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met		
s 151	Function of receiving applications to inter or cremate body parts		
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150		
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		
sch 1 cl 8(8)	Power to regulate own proceedings		Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication		Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings		Where Council is a Class A cemetery trust Subject to cl 8



Maddocks

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog		Council may delegate this power to a Council authorised officer



Maddocks

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53M(3)	Power to require further information		
s 53M(4)	Duty to advise applicant that application is not to be dealt with		
s 53M(5)	Duty to approve plans, issue permit or refuse permit		Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit		Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)		Refusal must be ratified by Council or it is of no effect



Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition		If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable		If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process		If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise		If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with		If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with		If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).		Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises		Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution



Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with		Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records		Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program		Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor		Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified		Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports		Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances		
s 19UA	Power to charge fees for conducting a food safety assessment or inspection		Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB		Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction		Where Council is the registration authority



Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises		Where Council is the registration authority
---	Power to register, renew or transfer registration		Where Council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal		Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 36B	Duty to pay the charge for use of online portal		Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt		Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)		Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template		Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs		Where Council is the registration authority



Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A		Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)		Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39		Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)		Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports		Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis		Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied		Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act		Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises		Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act		Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier



Maddocks

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39A	Power to register, renew or transfer food premises despite minor defects		Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>		
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year		Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises		Where Council is the registration authority
s 40F	Power to cancel registration of food premises		Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business		Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements		Where Council is the registration authority
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged		Where Council is the registration authority



Maddocks

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers		Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation



Maddocks

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions		If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister		
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements		
s 4I	Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements		
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A		
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme		
s 8A(5)	Function of receiving notice of the Minister's decision		
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days		
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons		
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)		
s 12B(1)	Duty to review planning scheme		
s 12B(2)	Duty to review planning scheme at direction of Minister		
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay		
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)		
s 17(1)	Duty of giving copy amendment to the planning scheme		
s 17(2)	Duty of giving copy s 173 agreement		
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days		
s 18	Duty to make amendment etc. available in accordance with public availability requirements		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme		
s 19	Function of receiving notice of preparation of an amendment to a planning scheme		Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19		
s 21(2)	Duty to make submissions available in accordance with public availability requirements		
s 21A(4)	Duty to publish notice		
s 22	Duty to consider all submissions		Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel		
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment		
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act		
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements for inspection		
s 27(2)	Power to apply for exemption if panel's report not received		
s 28(1)	Duty to notify the Minister if abandoning an amendment		Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site		
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months		
s 30(4)(a)	Duty to say if amendment has lapsed		
s 30(4)(b)	Duty to provide information in writing upon request		
s 32(2)	Duty to give more notice if required		
s 33(1)	Duty to give more notice of changes to an amendment		
s 36(2)	Duty to give notice of approval of amendment		
s 38(5)	Duty to give notice of revocation of an amendment		
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Function of lodging copy of approved amendment		
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period		
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends		
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements		
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity		Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister		Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy		Where Council is a responsible public entity



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity		Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area		Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction		Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans		
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority		
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land		
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land		
s 46GP	Function of receiving a notice under s 46GO		Where Council is the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land		
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO		
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister		
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ		
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general		
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference		
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)		
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met		
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made		Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant		Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)		Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)		Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction		Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable		Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan		Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records		Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>		Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs		Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Function of receiving the monetary component		Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities		Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component		Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency		Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land		Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land		If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land		Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(1)	Duty to keep proper and separate accounts and records		Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>		Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA		If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)		Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)		Where Council is the collecting agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires		Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount		Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land		Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)		Where Council is the development agency under an approved infrastructure contributions plan



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale		Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction		Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister		Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council		Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)		
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy		
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy		
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit		
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy		
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured		
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable		
s 46Q(1)	Duty to keep proper accounts of levies paid		
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency		
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed		Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)		Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan		Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.		With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B		
s 46QD	Duty to prepare report and give a report to the Minister		Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available		
s 46Y	Duty to carry out works in conformity with the approved strategy plan		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 47	Power to decide that an application for a planning permit does not comply with that Act		
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits		
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements		
s 50(4)	Duty to amend application		
s 50(5)	Power to refuse to amend application		
s 50(6)	Duty to make note of amendment to application in register		
s 50A(1)	Power to make amendment to application		
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given		
s 50A(4)	Duty to note amendment to application in register		
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements		
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate		
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme		
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant		
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant		
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected		
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant		
s 52(3)	Power to give any further notice of an application where appropriate		
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it		
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)		
s 54(1)	Power to require the applicant to provide more information		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1A)	Duty to give notice in writing of information required under s 54(1)		
s 54(1B)	Duty to specify the lapse date for an application		
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information		
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)		
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme		
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector		
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go		
s 57(5)	Duty to make available for inspection a copy of all objections available in accordance with the public availability requirements		
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)		
s 57A(5)	Power to refuse to amend application		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(6)	Duty to note amendments to application in register		
s 57B(1)	Duty to determine whether and to whom notice should be given		
s 57B(2)	Duty to consider certain matters in determining whether notice should be given		
s 57C(1)	Duty to give copy of amended application to referral authority		
s 58	Duty to consider every application for a permit		
s 58A	Power to request advice from the Planning Application Committee		
s 60	Duty to consider certain matters		
s 60(1A)	Duty to consider certain matters		
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect		
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application		The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit		
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit		
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent		
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent		
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant		
s 62(1)	Duty to include certain conditions in deciding to grant a permit		
s 62(2)	Power to include other conditions		
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)		
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan		
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant		
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)		
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)		
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)		
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors		This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period		This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision		This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit		This provision applies also to a decision to grant an amendment to a permit – see s 75A



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57		
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities		
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit		If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit		If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65		If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit		
s 69(1A)	Function of receiving application for extension of time to complete development		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time		
s 70	Duty to make copy permit available in accordance with public availability requirements for inspection		
s 71(1)	Power to correct certain mistakes		
s 71(2)	Duty to note corrections in register		
s 73	Power to decide to grant amendment subject to conditions		
s 74	Duty to issue amended permit to applicant if no objectors		
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit		
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice		
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit		If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit		If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76		If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit		
s 83	Function of being respondent to an appeal		
s 83B	Duty to give or publish notice of application for review		
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit		
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit		
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit		
s 84(6)	Duty to issue permit on receipt of advice within 3 working days		
s 84AB	Power to agree to confining a review by the Tribunal		
s 86	Duty to issue a permit at order of Tribunal within 3 working days		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit		
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit		
s 91(2)	Duty to comply with the directions of VCAT		
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs		
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90		
s 93(2)	Duty to give notice of VCAT order to stop development		
s 95(3)	Function of referring certain applications to the Minister		
s 95(4)	Duty to comply with an order or direction		
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land		
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land		
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment		
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96F	Duty to consider the panel's report under s 96E		
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)		
s 96H(3)	Power to give notice in compliance with Minister's direction		
s 96J	Power to issue permit as directed by the Minister		
s 96K	Duty to comply with direction of the Minister to give notice of refusal		
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate		
s 97C	Power to request Minister to decide the application		
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application		
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister		
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements for inspection		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97L	Duty to include Ministerial decisions in a register kept under s 49		
s 97MH	Duty to provide information or assistance to the Planning Application Committee		
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee		
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance		
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate		
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate		
s 97Q(4)	Duty to comply with directions of VCAT		
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions		
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances		
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 101	Function of receiving claim for expenses in conjunction with claim		
s 103	Power to reject a claim for compensation in certain circumstances		
s 107(1)	Function of receiving claim for compensation		
s 107(3)	Power to agree to extend time for making claim		
s 114(1)	Power to apply to the VCAT for an enforcement order		
s 117(1)(a)	Function of making a submission to the VCAT where objections are received		
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made		
s 123(1)	Power to carry out work required by enforcement order and recover costs		
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)		Except Crown Land
s 129	Function of recovering penalties		
s 130(5)	Power to allow person served with an infringement notice further time		
s 149A(1)	Power to refer a matter to the VCAT for determination		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement		
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)		Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports		
s 171(2)(g)	Power to grant and reserve easements		
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan		Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)		Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)		Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing		Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority		
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority		
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9		
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9		
s 178A(1)	Function of receiving application to amend or end an agreement		
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)		
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(5)	Power to propose to amend or end an agreement		
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement		
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement		
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end		
s 178C(4)	Function of determining how to give notice under s 178C(2)		
s 178E(1)	Duty not to make decision until after 14 days after notice has been given		
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal		If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal		If no objections are made under s 178D Must consider matters in s 178B



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(c)	Power to refuse to amend or end the agreement		If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal		After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal		After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal		After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement		After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)		
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn		
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement		
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement		
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land		
s 179(2)	Duty to make available for inspection a copy of each agreement available in accordance with the public availability requirements		
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General		
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement		
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 182	Power to enforce an agreement		
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement		
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision		
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement		
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement		
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision		
s 184G(2)	Duty to comply with a direction of the Tribunal		
s 184G(3)	Duty to give notice as directed by the Tribunal		
s 198(1)	Function to receive application for planning certificate		
s 199(1)	Duty to give planning certificate to applicant		



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201(1)	Function of receiving application for declaration of underlying zoning		
s 201(3)	Duty to make declaration		
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council		
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council		
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit		
-	Power to give written authorisation in accordance with a provision of a planning scheme		
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district		
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible		



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises		Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises		Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises		Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing		Where Council is a public statutory authority engaged in the provision of housing Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house		



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district		
s 142G(2)	Power to enter certain information in the Rooming House Register		
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry		
s 206AZA(2)	Function of receiving written notification		Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 207ZE(2)	Function of receiving written notification		Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification		
s 317ZDA(2)	Function of receiving written notification		
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements		
s 522(1)	Power to give a compliance notice to a person		
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)		



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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 525(4)	Duty to issue identity card to authorised officers		
s 526(5)	Duty to keep record of entry by authorised officer under s 526		
s 526A(3)	Function of receiving report of inspection		
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)		



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette		Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette		
s 11(9)(b)	Duty to advise Registrar		
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.		Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person		Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road		Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance		Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice		Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission		Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice		Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(10)	Duty to notify of decision made		Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette		Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria		
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria		
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport		
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority		
s 15(2)	Duty to include details of arrangement in public roads register		
s 16(7)	Power to enter into an arrangement under s 15		



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16(8)	Duty to enter details of determination in public roads register		
s 17(2)	Duty to register public road in public roads register		Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use		Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register		Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use		Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register		Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area		Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register		Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority		
s 19(4)	Duty to specify details of discontinuance in public roads register		
s 19(5)	Duty to ensure public roads register is available for public inspection		



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 21	Function of replying to request for information or advice		Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction		
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report		
s 22(5)	Duty to give effect to a direction under s 22		
s 40(1)	Duty to inspect, maintain and repair a public road		
s 40(5)	Power to inspect, maintain and repair a road which is not a public road		
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair		
s 42(1)	Power to declare a public road as a controlled access road		Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette		Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified		Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road		Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)		Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M		
s 49	Power to develop and publish a road management plan		
s 51	Power to determine standards by incorporating the standards in a road management plan		
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan		
s 54(2)	Duty to give notice of proposal to make a road management plan		
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals		
s 54(6)	Power to amend road management plan		
s 54(7)	Duty to incorporate the amendments into the road management plan		
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper		



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63(1)	Power to consent to conduct of works on road		Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency		Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7		Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc		Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill		Where Council is the coordinating road authority
s 67(3)	Power to request information		Where Council is the coordinating road authority
s 68(2)	Power to request information		Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer		
s 72	Duty to issue an identity card to each authorised officer		
s 85	Function of receiving report from authorised officer		
s 86	Duty to keep register re s 85 matters		
s 87(1)	Function of receiving complaints		
s 87(2)	Duty to investigate complaint and provide report		
s 112(2)	Power to recover damages in court		



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to cause or carry out inspection		
s 119(2)	Function of consulting with the Head, Transport for Victoria		
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)		
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)		
s 121(1)	Power to enter into an agreement in respect of works		
s 122(1)	Power to charge and recover fees		
s 123(1)	Power to charge for any service		
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads		
sch 2 cl 3(1)	Duty to make policy about controlled access roads		
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads		
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria		
sch 2 cl 5	Duty to publish notice of declaration		



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve		Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road		Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works		Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance		Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected		Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works		Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed		Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person		Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs		Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)		Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period		Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)		Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works		Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult		Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works		Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent		Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions		Where Council is the coordinating road authority



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal		Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement		Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works		Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred		Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure		Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads		Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road		Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas		Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4		Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



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CEMETERIES AND CREMATORIA REGULATIONS 2015			
## These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements		
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves		
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)		
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator		
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner		
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator		
r 30(2)	Power to release cremated human remains to certain persons		Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation		



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CEMETERIES AND CREMATORIA REGULATIONS 2015			
## These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation		
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation		
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period		
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)		
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)		
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)		
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)		
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist		



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CEMETERIES AND CREMATORIA REGULATIONS 2015			
## These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40	Power to approve a person to play sport within a public cemetery		
r 41(1)	Power to approve fishing and bathing within a public cemetery		
r 42(1)	Power to approve hunting within a public cemetery		
r 43	Power to approve camping within a public cemetery		
r 45(1)	Power to approve the removal of plants within a public cemetery		
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)		
r 47(3)	Power to approve the use of fire in a public cemetery		
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area		
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2		See note above regarding model rules



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CEMETERIES AND CREMATORIA REGULATIONS 2015			
## These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery		See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours		See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted		See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials		See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial		See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment		See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner		See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies		See note above regarding model rules



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CEMETERIES AND CREMATORIA REGULATIONS 2015			
## These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery		See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery		See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust		See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery		See note above regarding model rules



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PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme		Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act		
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge		Where Council is the responsible authority
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge		Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application		Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.



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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme		
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme		
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20		



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner		
r 10	Function of receiving application for registration		
r 11	Function of receiving application for renewal of registration		
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations		
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations		
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration		
r 12(4) & (5)	Duty to issue certificate of registration		
r 14(1)	Function of receiving notice of transfer of ownership		
r 14(3)	Power to determine where notice of transfer is displayed		



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(1)	Duty to transfer registration to new caravan park owner		
r 15(2)	Duty to issue a certificate of transfer of registration		
r 15(3)	Power to determine where certificate of transfer of registration is displayed		
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration		
r 17	Duty to keep register of caravan parks		
r 18(4)	Power to determine where the emergency contact person's details are displayed		
r 18(6)	Power to determine where certain information is displayed		
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner		
r 22(2)	Duty to consult with relevant emergency services agencies		
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures		
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings		
r 25(3)	Duty to consult with relevant floodplain management authority		



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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 26	Duty to have regard to any report of the relevant fire authority		
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling		
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		
r 41(4)	Function of receiving installation certificate		
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling		
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling		



Maddocks

<u>RESIDENTIAL TENANCIES REGULATIONS 2021</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
<u>sch 4 cl 3(a)(iii)</u>	<u>Power to approve any other toilet system</u>		



Maddocks

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan		
r 9(2)	Duty to produce written report of review of road management plan and make report available		
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)		Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act		
r 13(1)	Duty to publish notice of amendments to road management plan		Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment		
r 16(3)	Power to issue permit		Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road		Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal		Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act		Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road		Where Council is the responsible road authority



Maddocks

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))		Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible		



Maddocks

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works		Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances		Where Council is the coordinating road authority

Maddocks Delegations and Authorisations

***S18 Instrument of Sub-Delegation
under the Environment Protection Act 2017***



Warrnambool City Council

Instrument of Sub-Delegation

to

Members of Council staff



Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

Abbreviation	Position Title
EHO	Environmental Health Officer
CEH	Coordinator Environmental Health

3. this Instrument of Sub-Delegation is authorised by **resolution of Council** passed on **2 August 2021** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;



- 6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL of WARRNAMBOOL CITY COUNCIL
was affixed in the presence of:

.....
Chief Executive Officer
Being a delegated officer pursuant to
Local Law No 1 Governance (Meeting Procedures of the Council.

Date

Witness

.....

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	EHO, CEH	
s 272	Power to issue prohibition notice	EHO, CEH	
s 279	Power to amend a notice	EHO, CEH	
s 358	Functions of the Environment Protection Authority	EHO, CEH	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	EHO, CEH	
s 359(2)	Power to give advice to persons with duties or obligations	EHO, CEH	



WARRNAMBOOL
CITY COUNCIL

Sale and Acquisition of Land Policy

POLICY TYPE: COUNCIL

APPROVAL DATE: September 2021

REVIEW DATE: June 2025

SALE AND ACQUISITION OF LAND POLICY



DOCUMENT CONTROL

Document Title:	<i>Sale and Acquisition of Land Policy</i>
Policy Type:	<i>Council Policy</i>
Responsible Branch:	<i>Executive Services</i>
Responsible Officer:	<i>Manager Governance, Property, Projects and Legal</i>
Document Status:	<i>Draft</i>
Approved By:	<i>Council Resolution</i>
Adopted Date:	<i>[MMM/YYYY]</i>
Review Date:	<i>June 2025</i>

SALE AND ACQUISITION OF LAND POLICY



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SALE AND ACQUISITION OF LAND POLICY

1. INTRODUCTION

1.1. Purpose

The purpose of this policy is to guide and regulate the strategic acquisition and sale of Council Land, ensuring consideration is given to Council strategy, legislation and best practice, transparency, and community need and expectation.

1.2. Scope

This policy applies any land that may be the subject of intention to acquire or sell by the Council for strategic purposes.

This policy does not apply to:

- Crown land, including land for which Council is committee of management;
- Land sold by Council for the non-payment of rates;
- Land transferred or exchanged under section 116 of the *Local Government Act 2020*;
- Non-strategic land acquisitions or offloads, for example, that may be required as part of land development and certain subdivisions.

1.3. Definitions

Term	Definition
Acquisition	To purchase and hold ownership of a property
Council land	Land owned by a local government for public purposes

1.4. References

- Department of Planning and Community Development, Local Government Best Practice Guidelines for the Sale, Exchange or Transfer of Land.
- Local Government Act 2020 (Vic).

2. POLICY

Council land needs to respond to and provide for the diverse and evolving needs of the Council and its community both now and into the future. This includes taking up the opportunity to sell surplus Council land as well as strategically acquiring additional land.

Council will sell and acquire land in a considered and responsible manner and in accordance with all relevant legislative requirements.

Council will follow the Sale and Acquisition of Land Procedure when undertaking any strategic acquisition or sale of land.

SALE AND ACQUISITION OF LAND POLICY



2.1. Sale of Land

For all sales of land, Council must:

- Sell land in accordance with the requirements set out in section 114 of the *Local Government Act 2020*, which includes:
 - at least 4 weeks prior to selling or exchanging the land, Council must publish notice of intention to do so:
 - (i) on the Council's Internet site; and
 - (ii) in any other manner prescribed by the regulations; and
 - undertake a community engagement process in accordance with its community engagement policy; and
 - obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.
- Sell land with consideration first given to overarching governance principles set out in section 7 of the *Local Government Act 2020*, in particular:
 - priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks,
 - the municipal community is to be engaged in strategic planning and strategic decision making;
 - the ongoing financial viability of the Council is to be ensured;
 - regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- Sell at a price consistent with current market value or higher, unless reasonable cause to sell at a lower value can be shown;
- Ensure that selling the land is consistent with Council Plan, the Community Vision and Financial Plan, or other related strategic documents.
- Ensure the sale provides an outcome with a financial and/or community benefit.

2.1.1. Sale of Land Considerations

All Council Land should be retained except where it meets at least two of the following criteria:

- The land does not support, facilitate or contribute to current or future service needs;
- The land does not contribute significant economic or environmental benefit to the municipality;
- The land has no long term strategic significance or application to Council, as identifiable in the Council Plan, Community Vision or other related strategic documents.

Consideration should be given to whether the sale of land achieves any of the following principles.
The sale:

- Will facilitate and/or promote investment and positive economic development outcomes.
- Has a net realisable value for another purpose which is significantly greater than either the cost of moving a resident service to another location, or any potential future use of the land by Council.
- Is of land identified by Council as being surplus to its needs.
- Will provide benefits to the community either directly or indirectly.

SALE AND ACQUISITION OF LAND POLICY



2.2. Acquisition of Land

For all strategic acquisitions of land, Council must:

- Acquire land in accordance with section 112 of the *Local Government Act 2020*, and any other relevant legislation.
- Ensure that the land acquisition is consistent with Council Plan, the Community Vision and Financial Plan, or other related strategic documents.
- Require the land for a specific purpose or the acquisition must satisfy or form part of a strategic plan adopted by Council.
- Ensure that all alternate options such as repurposing existing land, or leasing land are explored and exhausted prior to commencing a process of acquisition.
- Seek the best possible value for money and/or undertake a process of cost/benefit analysis on the proposed purchase against other viable options.

3. PROCEDURE

Council is to follow the procedures set out in the Sale and Acquisition of Land Procedure 2021 to ensure consistent, fair, transparent and lawful sales and acquisitions of Council land.

4. GOVERNANCE

4.1. Owner

Manager Governance, Property, Projects and Legal.

4.2. Review

The review of this policy will be no later than four (4) years after its formulation or after the last review.

4.3. Charter of Human Rights Compliance

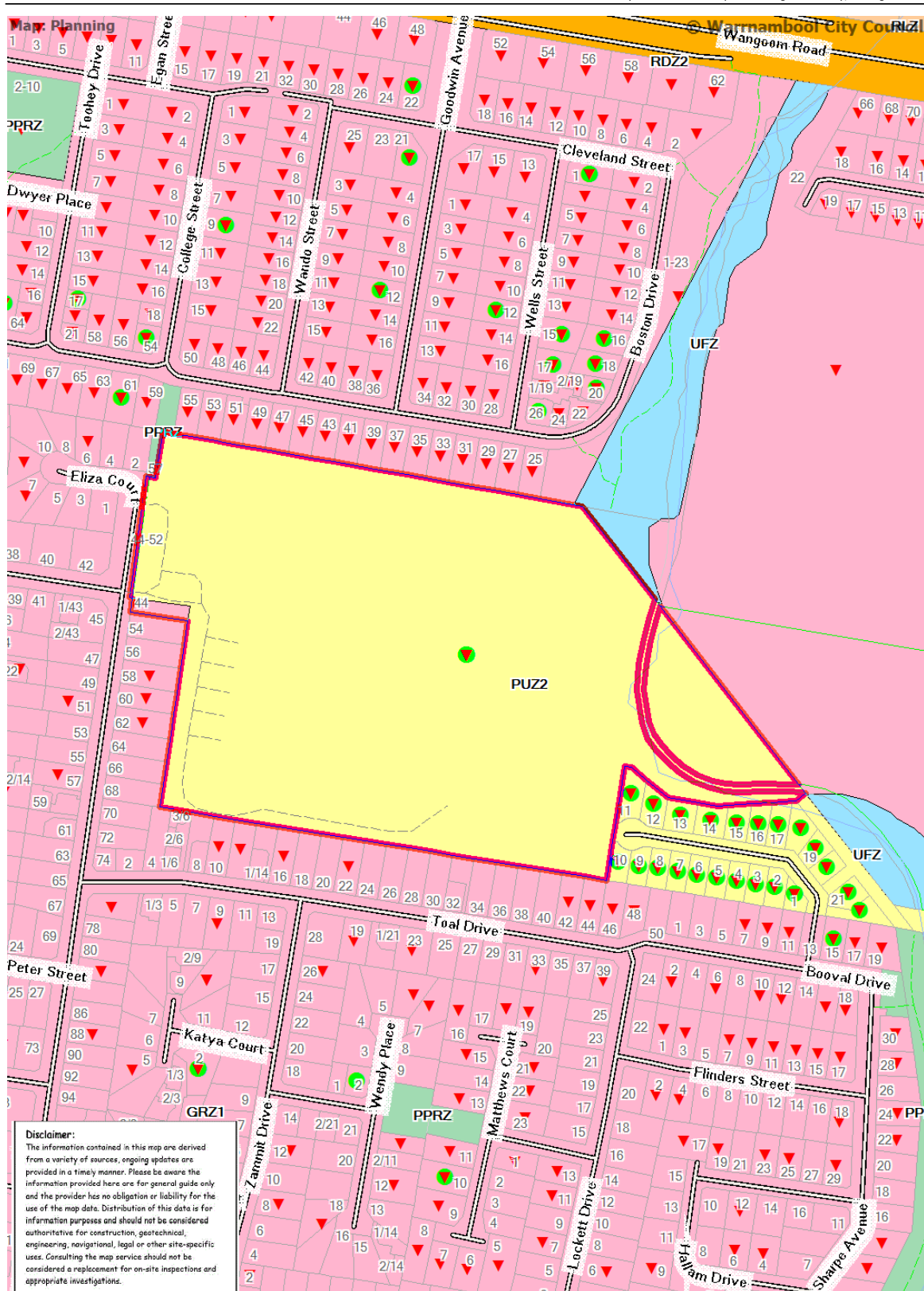
It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006).

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

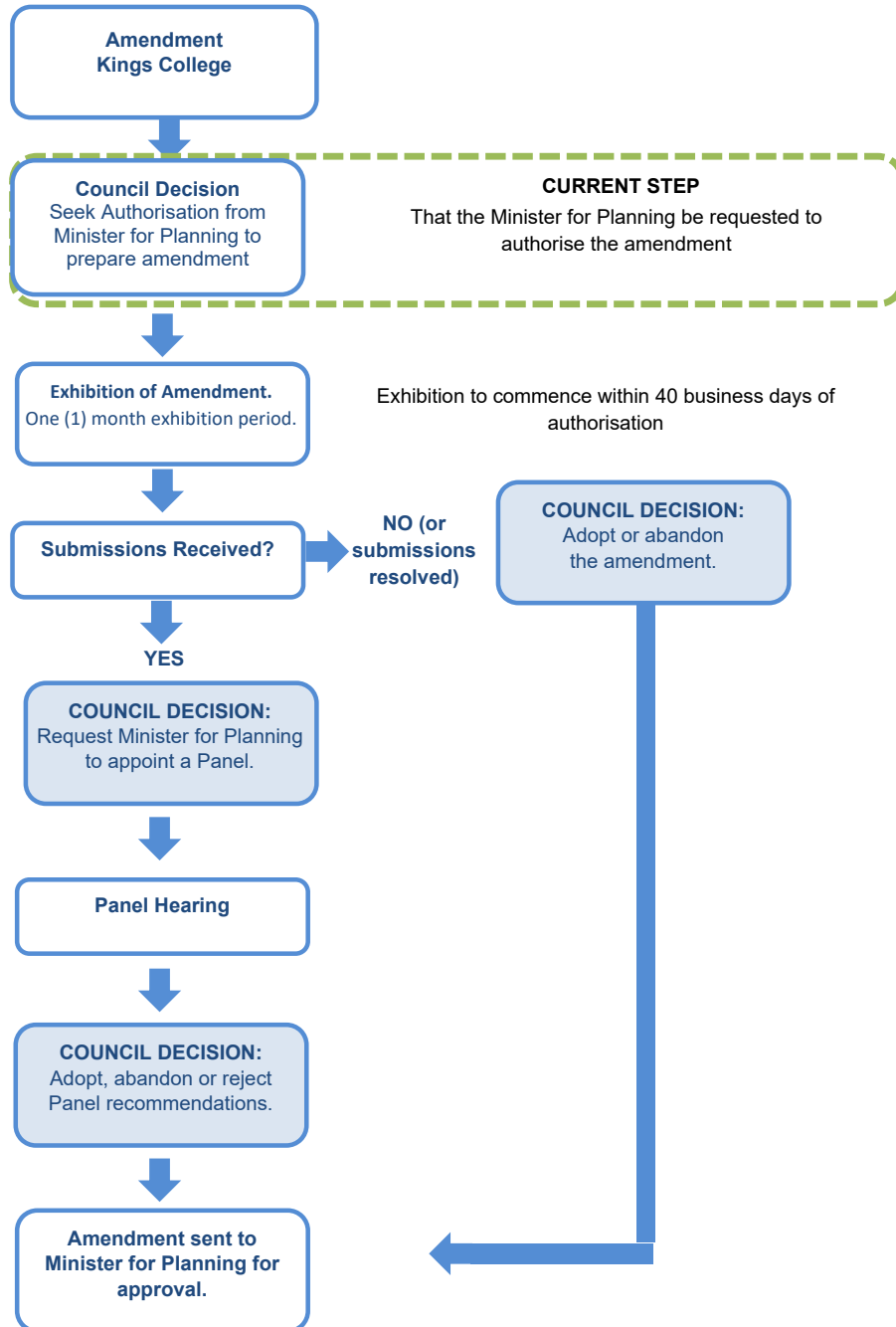
5. APPENDICES

Nil.

Created by Control - GIS - Maps - Planning on Tuesday, 17 August 2021



PLANNING SCHEME AMENDMENT FLOWCHART



WARRNAMBOOL PLANNING SCHEME

22/07/2021
C208warr

SCHEDULE 10 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO10**.

NORTH OF THE MERRI RIVER DEVELOPMENT PLAN

1.0

22/07/2021
C208warr

Objectives

Overall Objectives

To implement the vision depicted in the *North of the Merri River Structure Plan 2011* to establish a well-connected and well serviced community that demonstrates a positive sense of place, with specific reference to the following plan elements:

- Movement network
- Open space
- Activity centre and community facilities
- Neighbourhoods and density
- Utilities and drainage.

To implement the layout, design and density objectives of the *North of the Merri River Structure Plan*.

Movement network objectives

To provide a movement network, including a connector road, local street and pedestrian/cycle path network that:

- Responds to the topography and existing road reserves (internal and external to the Development Plan area).
- Establishes a modified grid-based local road network with a high level of streetscape diversity, including a variety of street cross-sections.
- Establishes connections between neighbourhoods within the structure plan area, and to existing surrounding neighbourhoods where relevant.
- Incorporates a positive landscape character in key locations through use of boulevard treatments and high quality street tree planting.
- Provides an accessible public transport route along Wollaston Road and a linked pedestrian and cycle network (on and off road).

Open space objectives

To provide an interlinked open space network that:

- Focuses on the Merri River floodplain and key site features (ridgelines, existing vegetation, heritage features) to create a 'green loop' of open space connected by boulevard roads throughout the structure plan area.
- Is visually and physically connected to surrounding land uses through use of edge road treatments or active frontages.
- Accommodates a range of functions, including drainage, active and passive recreation, walking/cycling trails and preserves key site features.
- Locates local open space to form the heart of neighbourhoods.
- Provides a high amenity setting for diverse housing outcomes, including current and future medium density housing.

WARRNAMBOOL PLANNING SCHEME

- Establishes a distinct character for each open space that reflects the context and intended function of the space and provides for an area of usable open space.
- Reinforces the role of streets by establishing small green spaces within the local street network, including small parks, widened nature strips and central medians to provide points of difference and to create neighbourhood character.
- Identifies land within the floodplain suitable for active and passive recreation purposes and for drainage and conservation purposes, having regard for the 30 metre biodiversity corridor along the river.

Activity centre and community facilities objectives

To provide a centralised activity and community centre that:

- Provides a local focus for the community, incorporating retail at a local Convenience Centre scale.
- Locates community facilities, including the primary school and local and active open space, adjacent to or nearby the retail/service centre.
- Identifies opportunities for shared use of land for community facilities, including the primary school and any required Council operated facilities.
- Is accessible via public transport with convenient access to a bus stop.
- Takes a 'street-based' form with a design that enhances visual interaction between the street and the land uses and accommodates on-street parking.
- Provides adequate parking for retail and other commercial uses in a location that does not feature prominently from key locations, such as Wollaston Road.
- Provides opportunities for diverse housing options including higher density housing and mixed use activities surrounding the centre, including service businesses and home offices.
- Incorporates buildings and uses of a scale sympathetic to the surrounding residential context.

Neighbourhoods and density objectives

To provide a series of internal neighbourhoods that:

- Are diverse in landscape, streetscape and built form character, each with a neighbourhood 'core' consisting of a feature (such as open space, a streetscape feature, local activity centre etc).
- Are clearly defined by streetscape features and land uses, yet are connected through use of local streets and the 'green loop' of open space and boulevard connectors.
- Provide diversity in lot sizes and housing styles, with smaller lots in key, high amenity locations around open space and the local activity centre and larger lots in appropriate locations such as on steep slopes.
- Achieve an overall density of 12 lots per net developable hectare across the structure plan area.
- Incorporate a high amenity character through use of diverse streetscape cross-sections and distinct open space to provide a context for diverse and higher density housing outcomes.
- Incorporate sensitive design of lots and siting of housing to preserve opportunities for infill development to occur over time.
- Provide an appropriate housing and fencing interface to adjoining rural land, and vehicle and pedestrian connections to adjoining residential land.

Utilities and drainage objectives

To provide physical services and infrastructure that:

WARRNAMBOOL PLANNING SCHEME

- Meet the needs of the future community and the development.
- Is provided in accordance with the *North of the Merri River Development Contributions Plan 2011*.
- Provides for the efficient, staged delivery of services and infrastructure to ensure all lots are provided with adequate services.
- Incorporates a Water Sensitive Urban Design approach to stormwater management to protect the water quality of the Merri River.

2.0

22/07/2021
C208warr

Requirement before a permit is granted

The Responsible Authority may grant a permit for subdivision, use or development prior to the approval of a Development Plan only where it is satisfied that the proposed subdivision, use or development is generally consistent with the provisions of the *North of the Merri River Structure Plan 2011* and will not prejudice the future development of the area as intended by the *North of the Merri River Structure Plan 2011*.

3.0

22/07/2021
C208warr

Conditions and requirements for permits

None specified.

4.0

22/07/2021
C208warr

Requirements for development plan

A development plan must include the following requirements:

- A development plan must be generally in accordance with the *North of the Merri River Structure Plan 2011* and the North of Merri River Growth Area Framework Plan in this schedule.
- A development plan should be prepared for a group of landholdings generally in accordance with the Development Plan Precincts identified in the *North of the Merri River Structure Plan*. Variations to the development plan precincts must be to the satisfaction of the responsible authority.
- A detailed site analysis that includes the following items to the satisfaction of the responsible authority:
 - An environmental assessment of the flora, fauna and habitat significance of the land which includes recommended actions for management, revegetation and restoration of any identified conservation and vegetation protection areas where relevant. The assessment must also make recommendations with regard to management of noxious weeds as identified by the *Catchment and Land Protection Act 1994*. The assessment should be guided by the broader environmental assessment and recommendations completed as part of the *North of the Merri River Structure Plan*.
 - An arboriculture assessment of all existing trees on the land which provides a description of the condition, health and integrity of all trees. The assessment must include recommendations for the long term preservation of tree(s) having regard to proposed open space or development in the neighbourhood context. The arboriculture assessment must include a plan showing the location of all vegetation nominated for removal and retention and surveyed locations of the trunk, canopy and tree protection zone of all vegetation nominated for retention.
 - An archaeological survey and heritage assessment which includes recommendations for the protection, restoration and interpretation of significant sites, and where appropriate, design measures to sensitively integrate sites. The assessment must also identify areas where a Cultural Heritage Management Plan is required by the *Aboriginal Heritage Act 2006*. The assessment should be guided by the broader archaeological and heritage assessment and recommendations completed as part of the *North of the Merri River Structure Plan*.

WARRNAMBOOL PLANNING SCHEME

- A landscape assessment that defines any important landscape views or vistas and any landscape features.
- An environmental audit identifying any environmental hazards or contamination on the land and proposed treatments, if any; or a qualified statement indicating the absence of such hazards or contamination.
- A consolidated site analysis plan in digital and hard copy format that depicts all relevant site analysis information.
- A design response that is based on the results of the site analysis process, and is generally consistent with the objectives and requirements of the *North of the Merri River Structure Plan*.
- A written report and plans addressing the objectives described in this schedule. The written report and plans must include (where relevant):

Movement network

- A street layout plan that details all aspects of the movement network, including streets, intersection treatments, traffic management devices, public transport routes and pedestrian/cycle paths.
- Typical cross-sections for all streets.
- A road hierarchy plan.
- A road traffic safety plan that assigns a traffic volume range to each road and identifies measures to ensure roads do not exceed the traffic volume range commensurate with their position in the road hierarchy.

Open space

- An open space plan identifying encumbered open space, passive open space, land suitable for active open space, and any additional open space required to perform a streetscape function or to link open space areas.
- A landscape masterplan that identifies a preferred character/theme for each open space area and a street tree theme for streets and boulevards, including nomination of suitable species.
- A landscape masterplan for the floodplain or part thereof that clearly defines land within the floodplain suitable for active, passive and conservation functions, with a distinct landscape design for each.
- A plan detailing any vegetation to be preserved on site, vegetation to be removed and any revegetation works required in accordance with the recommendations of the flora and fauna assessment.
- Details of fencing treatments proposed for land abutting open space, including land abutting the floodplain.

Activity centres and community facilities

- An activity centre plan indicatively identifying the design of the centre, the location and scale of uses, location of bus stops and parking areas and the relationship between the activity centre and the open space, primary school and any community facilities required by the responsible authority.

Neighbourhoods and density

- An indicative lot layout plan that identifies areas appropriate for medium density housing, areas that are suitable for potential change over time (potential re-subdivision) and areas appropriate for mixed uses.

WARRNAMBOOL PLANNING SCHEME

Utilities and drainage

- A development sequencing plan that identifies the likely sequence of development, the staging and provision of infrastructure, drainage, roads and other key facilities and evidence that reticulated water supply and sewerage services can be provided to the land in a timely and efficient manner.
- An overall land budget that calculates the area for each category of land use shown on the plan. The land budget must specifically identify land that will be set aside for infrastructure and open space in accordance with the *North of the Merri River Development Contributions Plan 2011*.

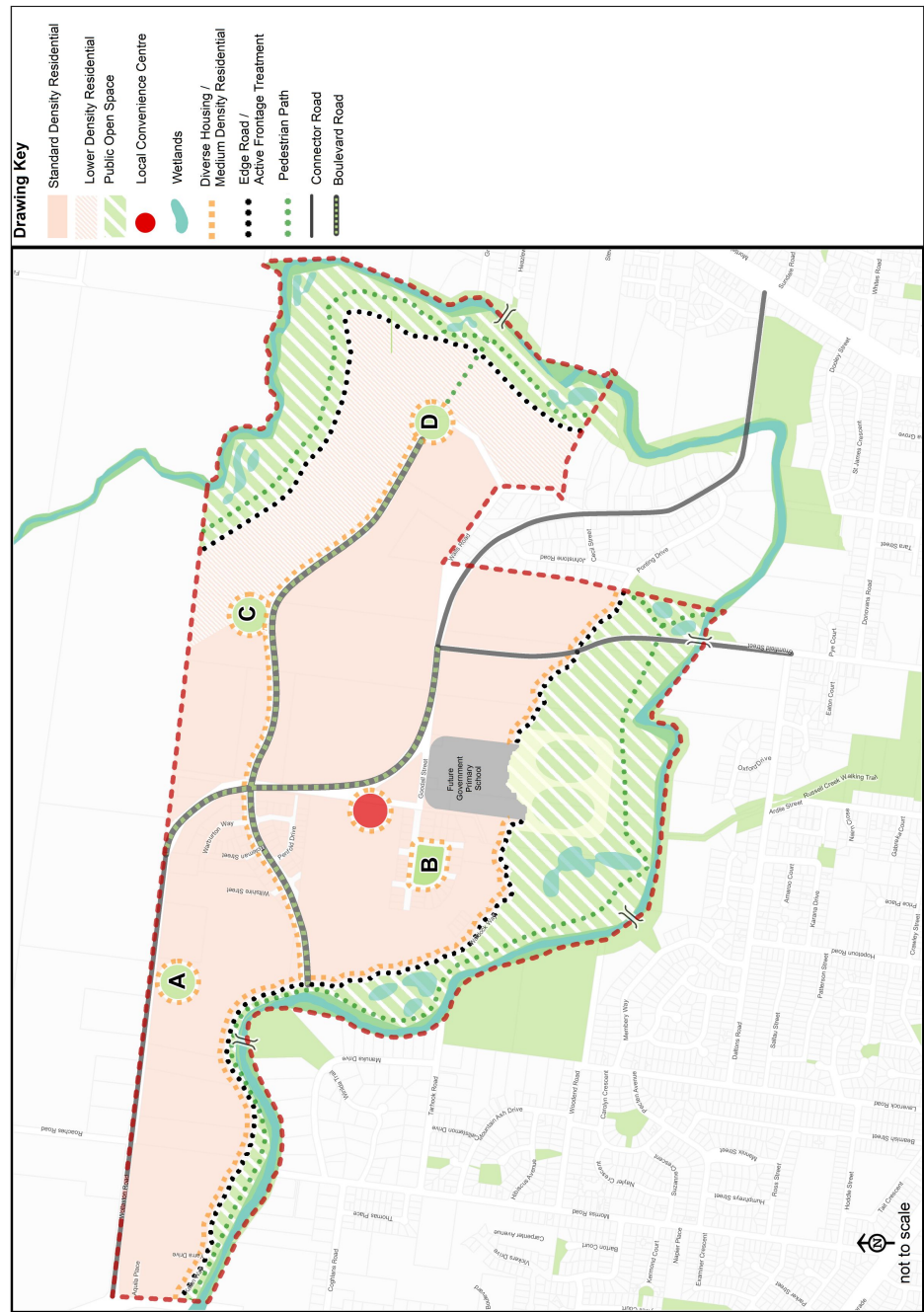
In considering whether to approve a development plan, the responsible authority must consider the objectives and requirements of the

North of the Merri River Structure Plan

.

WARRNAMBOOL PLANNING SCHEME

North of Merri River Growth Area Framework Plan





**Milward Engineering
Management Pty Ltd**
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M: 0417 474 704
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15 June 2021

Jodie McNamara
Manager City Strategy & Development

jmcnamara@warrnambool.vic.gov.au

Dear Jodie

Re: Development Plan Amendment Request – North of the Merri Stage 1

On behalf of Oakwood Riverside Pty Ltd as landowners and developer in the 'North of the Merri Development Plan Stage 1 – Wollaston Road Precinct' I write this letter to formally request Council's endorsement to amend the aforementioned Development Plan as outlined in the attached Amendment Report.

The Amendment requested is pertinent to implementing the Riverside Estate's road reserve and open space layouts, and provides further information on slope treatments without any impacts to existing or planned residential land.

The developer is committed to the delivery of new residential land and the provision of supporting infrastructure and trusts that the information provided is appropriate and to the satisfaction of Council to endorse the Amendment as proposed.

If you require any additional information in relation to this request, please contact Justin Hinch via justin@milward.com.au or 0429 080 282.

Yours faithfully

Rhyce Milward
Director
Milward Engineering Management Pty Ltd

Attachments

- Amendment Report



Development Plan Stage 1 (Wollaston Road Precinct)
Amendment Report

Document Controls

Business Name	Milward Engineering Management Pty Ltd				
Document Title	Development Plan Stage 1 (Wollaston Road Precinct) – Amendment Report				
Document No.		Issue	1.0	Date	15 June 2021
Document Controller	Rhyce Milward				
Responsible Authority	Warrnambool City Council				
Authorised by					
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;"> <p>.....</p> <p>(Name)</p> </div> <div style="width: 30%; text-align: center;"> <p>.....</p> <p>(Signature)</p> </div> <div style="width: 30%; text-align: center;"> <p>.....</p> <p>(Date)</p> </div> </div>					

Change History

Issue	Date	Description of change	Author
1.0	15 June 2021	Report finalised and sent to Council for endorsement	Justin Hinch, Milward Engineering Management
0.1	28 May 2021	Draft report circulated for comment	Justin Hinch, Milward Engineering Management

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Introduction

This report has been prepared by Milward Engineering Management Pty Ltd (the Applicant) on behalf of Oakwood Riverside Pty Ltd (the Landowner) and supports a proposed amendment to the Development Plan Stage 1 (Wollaston Road Precinct) in the North of the Merri River Structure Plan growth area, Warrnambool.

This Report is intended to support the proposed Development Plan Amendment (the Amendment) pertaining to the future residential use and development specific to the land known as the Riverside Estate (the Subject Site).

The Subject Site and the development land to the south (known as the Wollaston Way Estate) have already completed multiple stages of development under their respective planning permits in accordance with the existing North of the Merri Development Plan Stage 1 (Wollaston Road Precinct) approved by Council on 22 October 2012 (the Development Plan).

The Subject Site is located within the General Residential Zone – Schedule 1 (GRZ1) with a small portion Urban Floodway Zone (UFZ) and is subject to the Development Plan Overlay – Schedule 10 (DPO10) in accordance with the Warrnambool Planning Scheme (the Planning Scheme).

It should be noted that the Development Plan must be generally in accordance with the North of the Merri River Structure Plan approved by the Minister of Planning in April 2012.

The Amendment contains information regarding the precinct context, site assessment, general layout and staging of the Subject Site, revised movement network and open space treatments.

It is submitted that the Amendment satisfies the requirements and policy direction of the Planning Scheme and will facilitate future residential development of the Subject Site that responds to the existing character of the surrounding environs.

Subject to the approval of the Amendment, it is anticipated that a subsequent planning permit amendment application for the remaining development of the Subject Site will be lodged separately with Council. The application will detail the intended use, form and development of the Subject Site and be generally in accordance with the existing Development Plan and changes effected through the Development Plan Amendment.

The implementation of the existing Development Plan has presented several challenges and changing circumstances over its 9-year existence, with various planning mechanisms being administered to manage development contributions and infrastructure projects associated with the North of the Merri River Structure Plan and related Development Contribution Plan.

As a guiding document, the Development Plan is based on known opportunities and constraints at the time of its preparation, and it does acknowledge that some variation may be required as further site assessment and/or development circumstances change over time.

The Amendment will facilitate the appropriate and considered urban aspirations of the Subject Site, providing a positive contribution to the North of the Merri River growth area, while not resulting in any unreasonable impacts to existing or planned residential amenity.

Site Description

The Subject Site

The land subject to the Amendment covers 24.02 hectares, is generally referred to as the Riverside Estate (the Subject Site) and contains all lots shown on Plan of Subdivision PS738557H in Appendix A (Stage 4) and lots created by previous subdivision stages as summarised below.

- Stage 1 – PS708120U, 43 lots – 5.01 ha
- Stage 2 – PS717395B, 25 lots – 2.21 ha
- Stage 3 – PS738568C, 19 lots – 2.15 ha
- Stage 3a – PS805002K, 10 lots – 0.75 ha
- Stage 4 – PS738557H, 17 lots plus balance lot – 13.90 ha

The Subject Site (Figure 1) is bounded by the Merri River and the active residential development (the Wollaston Way Estate) to the south, a 'link road' (Wollaston Road) buffering future general residential and rural land to the east and north respectively, with semi-rural land to the west and embedded within the northern extents.



Figure 1 - The Subject Site, Riverside Estate

The main access is via Wollaston Road, with the Subject Site centrally located between the arterial roads of Caramut Road (1.6km away) and Mortlake Road (2.5km away). There is significant slope from a high ridgeline point along Wollaston Road across pasture grass land with limited tree coverage down to the Merri River floodplain (Figure 2).



Figure 2 – Subject Site, looking from the northern extents down to the Merri River and neighbouring development land

The prior land use within the Subject Site has been limited to initial clearing, ploughing, and grazing and while surface and upper soil deposits to approximately 30 cm can be expected to have been subject to disturbance, there is no evidence to suggest significant sub-surface disturbance has occurred within the activity area, except in areas where construction of residential and farming buildings has occurred.

Precinct Context

The North Merri River Growth Area Structure Plan (Figure 3) was endorsed by Council and subsequently approved by the Minister of Planning in April 2012.

The North of the Merri Development Plan Stage 1 (Wollaston Road Precinct) (Figure 4) was approved by Council on 22 October 2012, satisfying the requirements set out in the Warrnambool Planning Scheme specific to the central portion of the Structure Plan area.

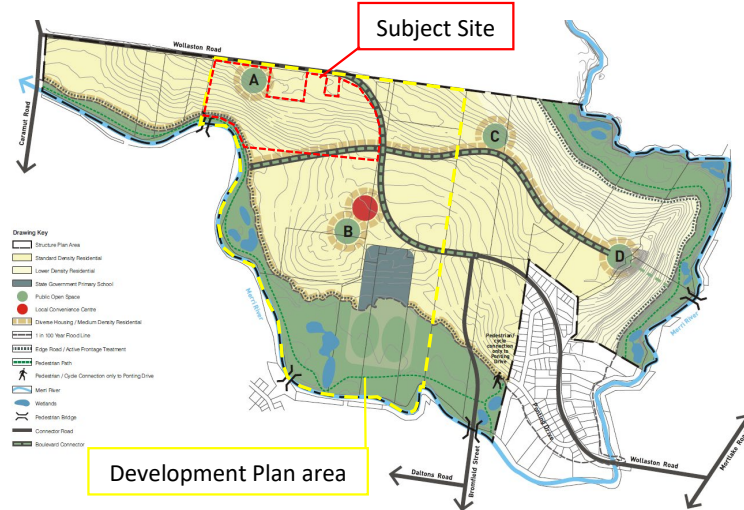


Figure 3 - Extent of the Structure Plan and the Development Plan areas

The objectives set out in the Structure Plan required further response in the Development Plan and subsequent Planning Permit applications. The Development Plan provides for approximately 650 to 700 residential lots plus allowance for retail, education, floodplain, and parks across 122 hectares of land (an average of 12 lots per hectare).

As a guiding document based on known opportunities and constraints at the time of its preparation, the Development Plan does acknowledge that some variation may be required as further site assessment and/or development circumstances change over time.



Figure 4 - Extent of the Development Plan and the Subject Site area

Planning Requirements

The Subject Site's Planning Property Report (Appendix B) notes the location within the General Residential Zone – Schedule 1 (GRZ1) with a small portion Urban Floodway Zone (UFZ) and is required to meet the general provisions set out in the State Planning Policy Framework, policy direction of the Municipal Strategic Statement and objectives of the Local Policy Framework within Warrnambool Planning Scheme including:

- Development Contributions Plan Overlay – Schedule 1 (DCPO1)
- Development Plan Overlay – Schedule 10 (DPO10)
- Environmental Significance Overlay – Schedule 2 (ESO2)
- Floodway Overlay (FO)

Site Analysis

To inform the proposed Development Plan Amendment, this Report includes an overview of key findings from site assessments pertaining to the Subject Site and identifies any updates to the opportunities and constraints not known at the time the existing Development Plan was prepared.

Environmental Assessment

An Ecological Due Diligence Assessment (SMEC Australia Pty Ltd, January 2013) was undertaken to validate the findings of a Flora and Fauna Assessment completed in 2006. The outcomes of the ecological assessment were that:

- Vegetation on site was predominately comprised of exotic pasture grass and weed species, providing little habitat value for native fauna
- Threatened flora and fauna species were recorded as occurring within a 2km radius of the area

- Noxious weeds are found in the area and have specific requirements to management and control
- Native vegetation associated with the riparian zone and other aquatic habitat values of Merri River may provide habitat for native amphibians and wetland bird species

The Amendment does not propose any changes to the development activity in terms of the nature and extent that Flora and Fauna would be impacted, and it is considered that the ecological assessment undertaken remains the current representation for the Subject Site with no new information identified that differs from the Development Plan.

Arboriculture Assessment

The Development Plan contains no naturally occurring indigenous trees required to be retained, other than trees on the banks of the Merri River, to be retained in open space.

The Amendment is not proposing any changes to the trees along the Merri River and no new information has been identified that differs from the arboriculture summary provided in the Development Plan.

Archaeological Survey & Heritage Assessment

A significant portion of the Subject Site is an 'area of cultural heritage sensitivity' and has had a complex cultural heritage assessment, Wollaston Road, Warrnambool: Housing Subdivision Cultural Housing Management Plan (CHMP) - No. 11662 (November 2011) undertaken to inform the Development Plan.

The Development Plan area is considered to have moderate to high potential for the location of Aboriginal cultural heritage places in areas that have not been subject to prior disturbance due to its location adjacent to a major waterway.

Under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2018, areas within 200 metres of a waterway are identified as areas of cultural heritage sensitivity along with areas within 50 metres of a registered cultural heritage place. Many sites have been located within proximity of the Merri River and research indicates that the Merri River was an important resource for Indigenous peoples.

VAHR 7321-0450 (Wollaston Rd 1) Artefacts

One location within the Subject Site was confirmed / recorded as an Aboriginal Place with a total of 25 artefacts were recorded at Wollaston Rd 1 VAHR 7321-0450 (Merri River flood plain), from one test pit and six shovel test pits. Artefacts were found through the silty clay soil profile to a depth of 40cm. It is characterised as a dispersed surface and sub-surface stone artefact scatter with an average density of 12 artefacts per square metre.

There is high potential that further Aboriginal cultural material will be located within the extent of this site, therefore a salvage program is proposed to further investigate the spatial and temporal distribution of the cultural material associated with this Place.

VAHR 7321-0486 (Wollaston Road 3AS) Artefacts

While this artefact location is not within the Subject Site, it is located within the drainage catchment related to the North of the Merri River Development Contributions Plan infrastructure project DR03 which is required be constructed in the Merri River flood plain to service the Subject Site.

An assemblage consisting of four stone artefacts were recorded at Wollaston Road 3AS VAHR 7321-0486, consisting of flakes and flake fragments recovered at depths of 0–40cm within clayey silt soil deposits. It is characterised as a dispersed sub-surface stone artefact scatter with an average density of 8 artefacts per square metre.

The artefact site will be included in public open space and works for any storm and flood water infrastructure will be designed to avoid this location.

Assessment Status

The Amendment does not propose any changes to the development activity in terms of the nature and extent that the ground is to be impacted and it is considered that the cultural heritage assessment undertaken remains an extensive representation on the moderate to high sensitivity along the banks of the Merri River.

A salvage report was conducted in 2012 satisfying the requirements and recommendations in the approved CHMP, with development was allowed to proceed noting “the salvage findings at VAHR 7321-0450 confirm the presence of a low to moderate density subsurface artifact scatter and provide further detail about the nature of the assemblage present, confirming the Holocene interpretation for this site.” (Kincraig East & O'Reilly, January 2012)

It has been acknowledged that it is not possible to avoid harm to all the Aboriginal Places due to the design requirements of the proposed housing subdivision, hence the management recommendations set out in the CHMP are being implemented.

Provided that the proposed works are in keeping with the activity descriptions in the CHMP 11662, it is understood further amendments or the creation of a new CHMP are not required. However, the location and extent of these activities are not well defined within the CHMP. As such a voluntary CHMP is considered the best practice for cultural heritage as well as operating as a risk management process which will be actioned prior to the delivery of infrastructure project DR03 to construct drainage in the floodplain.

Landscape Assessment

A landscape assessment in the Development Plan identified major view corridors towards the Merri River for the Subject Site and described the landform as:

- Main ridgeline
 - Views from the wider landscape are generally screened by the crest
- Southern Visible Slope
 - Views south to the urban landscape
 - High visual impact on surrounding areas
 - Characterised by sections of significant slope

The slope analysis shows some areas of the Subject Site reach and potentially exceed 20% gradient recognising that the specific siting of the local street network and design response to the size and orientation of lots is a key consideration.

The Amendment is proposing changes to the orientation of a small number of local streets and implementation of slope treatments along lot boundaries which will enable an urban density closer to those outlined in the Structure Plan which is further discussed in the Design Response section of this Report.

No new site analysis information has been identified that differs from the landscape assessment provided in the Development Plan.

Environmental Audit

A Preliminary Environmental Site Assessment (Environmental Earth Sciences VIC, November 2009) was undertaken in 2009 and concluded that land associated with the Subject Site required no further investigation works and was suitable for re-zoning for the purpose of future residential land use.

In preparing the Amendment, no new information has been identified that differs from the environmental assessment that informed the Development Plan, hence no changes are proposed.

The Amendment

The proposed Development Plan Amendment must be read in conjunction with the existing Development Plan (Tract Consultants Pty Ltd, October 2012), as the amendments are only intended to result in changes that affect the Subject Site.

The proposed Development Plan Amendment (Appendix C) includes the following key changes at the Subject Site.

- Road layout and orientation
- Open space configuration
- Significant slope treatments

Development Plan Outcomes

The existing Development Plan includes the following key design outcomes:

- Alignment and location of the key boulevard road to respond to drainage and topography requirements
- Provide a modified street grid network, while responding to topographical features of the plan areas
- Orientate the local street network to the Warrnambool skyline (from elevated areas) or to open space on the Merri River floodplain
- Provide for larger lots in areas of slope, particularly areas containing significant slope
- Locating retarding basins in response to the topography of the precinct
- Provide for diverse housing, including small lot, integrated housing, or lots with potential for future subdivision in areas less constrained by slope

- The local convenience (retail) centre to achieve a vibrant, and street-based centre collocated with community facilities and open space networks
- Treat Wollaston Road and the main east/west connector as traditional “Warrnambool type” main streets with large frontages (generally 18m+), provide for large verges and dominant, exotic, tree species planting; Access roads and local streets to provide, where possible, large verges and diverse street tree planting
- Landscaping to include themed neighbourhood precincts at residential street level to create distinction between localities within the plan area with consistent and dominate street tree planting on connector and main roads
- Open space to provide a precinct wide integrated open space network that focus on views and vistas; Make available and progressively develop the Merri River floodplain as a future recreational asset
- Provide house frontages to all open space areas including local parks and floodplain land

Proposed Changes

This Report supports that the intent of the Development Plan is to be maintained but acknowledges to achieve the urban aspirations of the Subject Site adopting alternatives for the following two (2) key design outcomes may be required.

1. Change orientation of a small number of local streets in the areas of significant slope to create lots facing the Warrnambool skyline (from elevated areas) or to open space on the Merri River floodplain such that the lots are tiered up the slope.

2. Provide for larger lots in areas of slope, particularly areas containing significant slope where slope treatments are not able or proposed to be achieved

Development Plan Overlay

The Subject Site is directed by the Development Plan Overlay (DPO) in accordance with the provisions of the Planning Scheme.

The purpose of the DPO is to:

- Implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- Identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.
- Exempt an application from notice and review if it is generally in accordance with a development plan.

Pursuant to clause 43.04-1 of the Planning Scheme a permit must not be granted to use or subdivide land, construct a building or construct, or carry out works until a development plan has been prepared to the satisfaction of the responsible authority.

It is the purpose of this Report to support a request to approve an amendment to the Development Plan pertinent to facilitate the urban aspirations of the Subject Site.

Assessment of Requirements

The Subject Site is affected by the Development Plan Overlay - Schedule 10 (DPO10) 'North of the Merri River Development Plan'. The DPO10 was introduced to the Planning Scheme by Planning Scheme Amendment C69 on 12 April 2012.

The amendment rezoned around 250 hectares of land referred to as 'North of the Merri River Structure Plan', to a Residential 1 Zone. This provides additional zoned land with the potential of 2,100 lots, or around 9 to 10 years supply.

Clause 3.0 of the DPO10 outlines requirements that a development plan should be generally in accordance with the North of the Merri River Structure Plan. Variations to the development plan precincts must be to the satisfaction of the responsible authority.

Design Response

Responses to the relevant requirements of the DPO10 are provided in the following sections.

Movement Network

The North of Merri Development Plan Stage 1 Transport Impact Assessment (TTM Consulting (Vic) Pty Ltd, October 2012) provides an assessment of the transport and traffic impacts of the development that is implied by the provisions of the Development Plan and proposes a suite of traffic engineering solutions to facilitate development.

Key outcomes of the Development Plan and/or transport report pertinent to the Subject Site are:

- Almost all streets within the Development Plan precinct will have traffic volumes that are appropriate for 'Access Street Level 1' or 'Access Place' classifications with no streets other than Wollaston Road that warrant "Connector Street" classification
- All junctions along Wollaston Road and for most internal streets can be simple priority-controlled intersections applying Austroads design guidelines
- Bus stops are proposed on Wollaston Road which should preferably be located on the downstream side of intersections

- Parking provisions more than the Planning Scheme should be met with all streets proposed to provide car parking
- A precinct based primary pedestrian network is provided as dedicated reserves linking open space with Wollaston Road
- Concepts for local access points to be considered as part of future subdivision including River Mews Court and Northern Local Park Interface

The Amendment does not propose to change the outcomes of the transport report and seeks to maintain the existing Development Plan intent acknowledging that the Movement Network Plan and Pedestrian & Cycle Network Plan may need to be updated to reflect the proposed road layout and open space configuration (Appendix D and Appendix E), but this remains generally in accordance with the Development Plan outcomes.

Key changes to note are:

1. Provides a continuous interface to with the river floodplain / parkland.
2. Creation of an additional pedestrian link, maintaining north-south permeability.
3. Orientation of local access streets to east-west in areas of significant slope creating a 'tiered' lot layout towards the river.
4. Introduction of a primary pedestrian link on the river boulevard connecting the collective open space provisions.

Open Space

The total area of passive recreational open space provided for the Amendment (Appendix F) reflects the 1.1 hectares for Local Park 'A' known as land infrastructure project OS01 required by the North of the Merri River Development Contributions Plan. This is in addition to the

open space provisions created by the 0.05 hectares of floodplain land known as land project DR01.

The Amendment seeks to maintain the existing Development Plan intent acknowledging that the Open Space Plan may need to be updated to reflect the proposed road layout and open space configuration (Appendix F), but this remains generally in accordance with the Development Plan outcomes.

Activity Centre & Community Facilities

A local activity centre is identified in the Development plan that will function to provide local convenience retail services and potentially private services, supporting higher order centres outside the plan area.

These facilities are located outside of the Subject Site, hence the Amendment does not propose to change the outcomes of the drainage report and seeks to maintain the existing Development Plan content.

Neighbourhoods & Density

The objective of the North of Merri Structure Plan is for the development plan area to achieve an overall net urban density of 12 lots per hectare.

Key outcomes of the Development Plan pertinent to the Subject Site are:

- Majority of the Subject Site was identified as an area subject to slope and suited / encouraged to have larger lots.
- Larger lots on Wollaston and the central connector roads.
- Larger lots through the subdivision in other locations capable of being further subdivided over time.
- Smaller lots at appropriate locations as part of subdivision application.

Acknowledging that the overall net urban density target covers all the development located in the growth area, initial stages of development on

the Subject Site achieved an average urban density of approximately 9.6 lots per hectare.

The Amendment proposes a revision of the road layout and open space configuration which will enable the remaining land yet to be developed to achieve a higher urban density closer to 12 lots per hectare.

Slope Design

A key challenge in achieving higher urban density is the design response to the sections of slope, in some locations exceeding 20%. The Development Plan has been designed to orientate local streets on the fall of slope rather than across it but provides opportunity at the subdivision phase to respond to slope in a way that delivers a lot that is sympathetic to the slope and presents developable 'pads'.

The Amendment proposes changes to the orientation a small number of access streets from north-south down the slope, to east-west across the slope. This change enables rear boundaries between lots to be designed with a slope treatment consisting of retaining walls and vegetated batters to create lots with slopes less than 15% (Appendix G).

This design response is already supported in the Development Plan but would need to be applied to the side boundaries of lots effectively reducing lot width, whereas use at rear boundaries reduces the lot length it is believed to be more practical to integrate with residential lot configurations.

The result is a 'tiered' lot layout orientated towards the river and reducing lot slopes of around 15% to less than 10% for building envelopes.

Utilities & Drainage

As outlined in DPO10 to meet the needs of the future community and the development, adequate physical services and infrastructure are required in accordance with the North of the Merri River Development Contributions Plan that provide for the efficient, staged delivery incorporating a Water Sensitive Urban Design approach to stormwater management to protect the water quality of the Merri River.

Drainage

The North of Merri - North of the Merri Development Plan Stage 1 (Wollaston Road Precinct) Drainage Report (Brian Consulting Pty Ltd, October 2012) guides how development may be drained and the staging options, ensuring current best practice standards for both water quality and quantity discharging into the Merri River.

Key outcomes of the Development Plan and/or drainage report pertinent to the Subject Site are:

- Staged delivery of infrastructure project DR03 which includes wetlands, underground piped drainage network, and Gross Pollutant Trap (GPT) to enable the catchment to be appropriately discharged into the Merri River.
- With the ability to construct wetlands to treat the stormwater runoff, upstream / micro treatment facilities such as raingardens and bioretention swales are not required.
- The 100y ARI flows must be wholly contained and conveyed on the road reserves, with all roads within the proposed development area to allow for the flows to proceed to the flood plain in storm events exceeding the 10y ARI.

The Amendment does not propose to change the outcomes of the drainage report and seeks to maintain the existing Development Plan intent.

Servicing

An Infrastructure Service Report (Brian Consulting Pty Ltd, October 2012) was prepared with the key outcomes of the Development Plan and/or services report pertinent to the Subject Site being:

- Installation of sewer pumps station and associated rising main by Wannon Water to service development.
- Installation of water main extension (short-term), in-line staged booster pumps (development above 25m) and high-level water tower (long-term) by Wannon Water to service development.
- Construction of sealed roads and concrete footpaths to Warrnambool City Council standards.
- Construction of underground piped drainage network to Warrnambool City Council standards and consistent with the North of Merri - North of the Merri Development Plan Stage 1 (Wollaston Road Precinct) Drainage Report.
- Construct an underground electricity supply system, aligned with the future Wollaston Rd boundary prior enabling the de-commissioning the overhead lines and relinquishing the existing easement with all new systems to be approved by Powercor.
- SP Ausnet is to review its supply capacity and identify any works required with gas supply internal to each stage of the development provided at no charge to the developer other than for trenching and sanding of the service conduits during the road construction.
- Telstra is the principal service provider responsible for telecommunications and will review suitability for an NBN optic

fibre service, and required upgrades to existing infrastructure, advising developers of any obligations.

The Amendment does not propose to change the outcomes of the services report and maintains the existing Development Plan intent.

Stakeholder Engagement

As there are no changes in the Amendment that impact adjacent landholdings.

This Report supports a request to have the Development Plan amended to the satisfaction of the responsible authority being Warrnambool City Council who has the discretion of exhibiting / referring the request if required.

Conclusion

This report supports a request to amend the initial Development Plan Stage 1 (Wollaston Road Precinct) pertinent to facilitate the urban aspirations of the Riverside Estate while not resulting in any unreasonable impacts to existing or planned residential amenity or the other development land within the North of the Merri River Structure Plan growth area.

This report has identified the issues relevant to considering and approving the Development Plan Amendment and has logically addressed the requirements of the Warrnambool Planning Scheme, in particular the requirements of the Development Plan Overlay – Schedule 10.

It has also discussed the key issues that will guide future development on the land and has outlined the positive contribution that future development in accordance with the proposed Development Plan Amendment will have for the precinct.

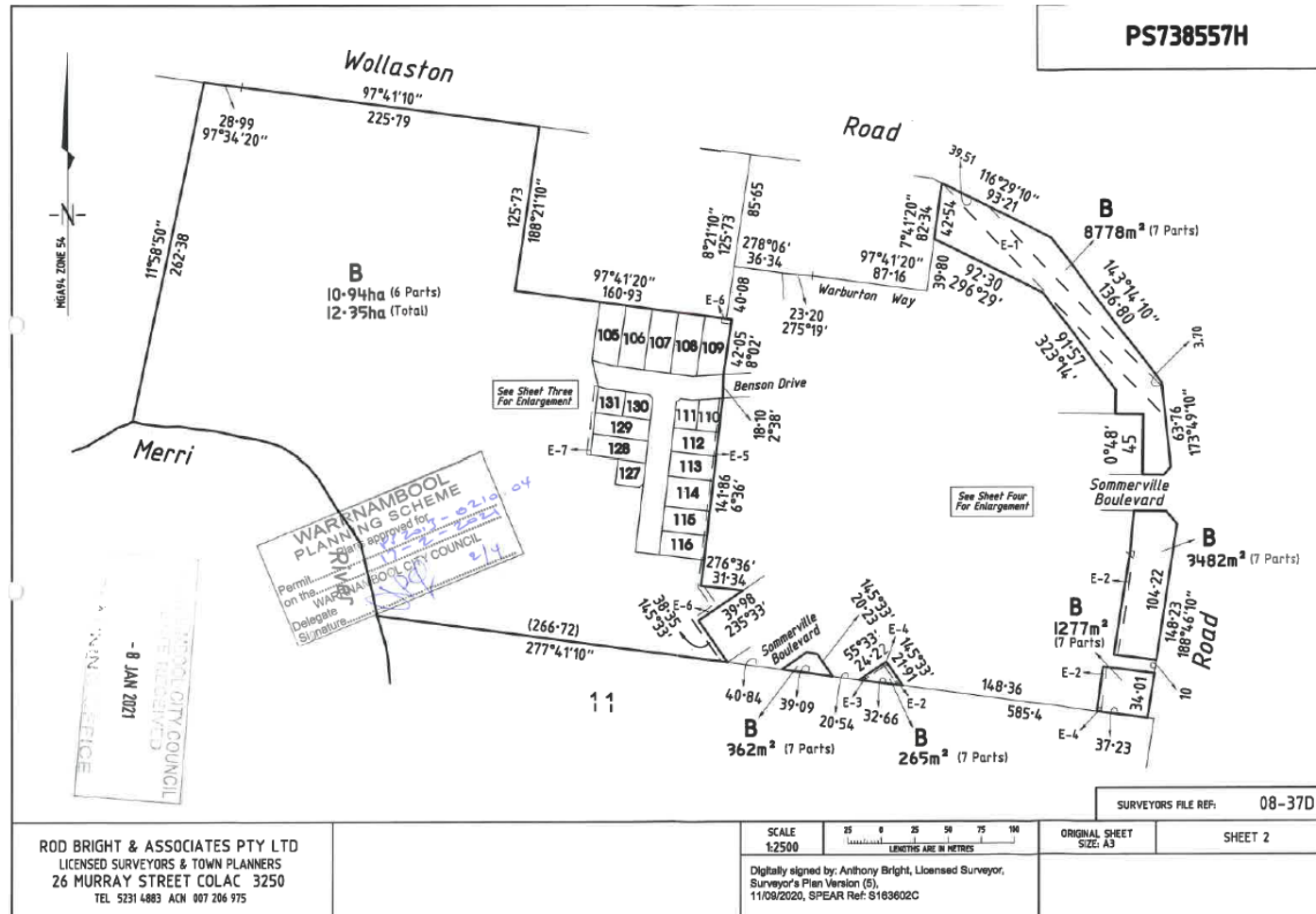
It is considered that there will be no adverse impacts resulting from approving the Amendment which will facilitate the timely and efficient urban aspirations of the land, and in-turn providing a benefit to the community and the character of the surrounding environments.

The Landowner is committed to the delivery of new residential land and the provision of supporting infrastructure and trusts that the information provided is appropriate and to the satisfaction of Council to approve the Amendment as proposed.

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- Warrnambool City Council. (22 October 2012). *North of the Merri River Growth Area - Development Plan. Minutes of Ordinary Meeting*, 38-143.

Appendix A – The Subject Site Subdivision Plan



Appendix B – Property Planning Report (Extracts)

PLANNING PROPERTY REPORT



From www.planning.vic.gov.au at 34 May 2021 02:18 PM

PROPERTY DETAILS

Lot and Plan Number: **Lot B PS805002**
Address: **WOLLASTON ROAD WARRNAMBOOL 3280**
Standard Parcel Identifier (SPI): **B\PS805002**
Local Government Area (Council): **WARRNAMBOOL** www.warrnambool.vic.gov.au
Council Property Number: **16334**
Planning Scheme: **Warrnambool** [Planning Scheme - Warrnambool](#)
Directory Reference: **Vicroads 89 J7**

UTILITIES

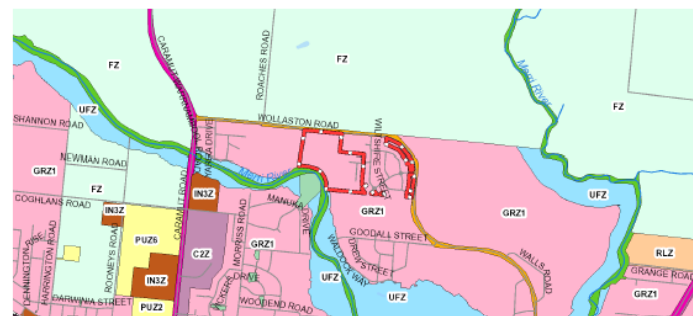
Rural Water Corporation: **Southern Rural Water**
Urban Water Corporation: **Grampians Wimmera Mallee Water**
Melbourne Water: **Outside drainage boundary**
Power Distributor: **POWERCOR**
View location in VicPlan

STATE ELECTORATES

Legislative Council: **WESTERN VICTORIA**
Legislative Assembly: **SOUTH-WEST COAST**
Registered Aboriginal Party: **Eastern Maar Aboriginal Corporation**

Planning Zones

[GENERAL RESIDENTIAL ZONE \(GRZ\)](#)
[GENERAL RESIDENTIAL ZONE - SCHEDULE 1 \(GRZ1\)](#)
[URBAN FLOODWAY ZONE \(UFZ\)](#)
[SCHEDULE TO THE URBAN FLOODWAY ZONE \(UFZ\)](#)



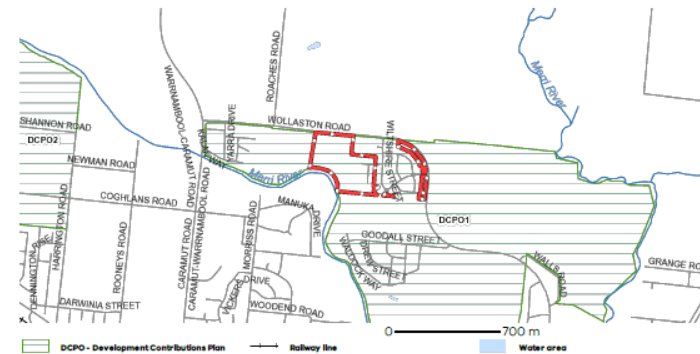
Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

PLANNING PROPERTY REPORT



Planning Overlays

[DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY \(DCPO\)](#)
[DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY - SCHEDULE 1 \(DCPO1\)](#)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

[DEVELOPMENT PLAN OVERLAY \(DPO\)](#)
[DEVELOPMENT PLAN OVERLAY - SCHEDULE 10 \(DPO10\)](#)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

PLANNING PROPERTY REPORT



Planning Overlays

[ENVIRONMENTAL SIGNIFICANCE OVERLAY \(ESO\)](#)
[ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 2 \(ESO2\)](#)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

[FLOODWAY OVERLAY \(FO\)](#)
[FLOODWAY OVERLAY SCHEDULE \(FO\)](#)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

PLANNING PROPERTY REPORT

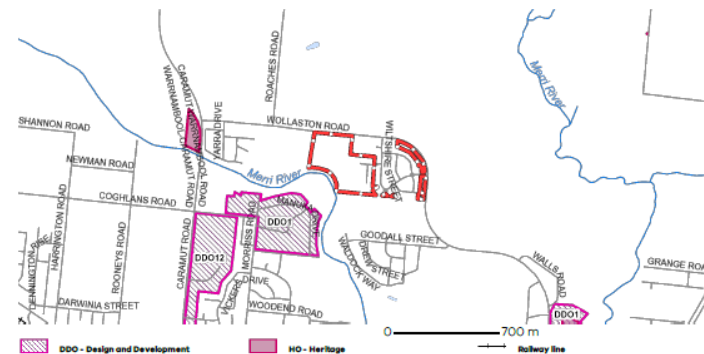


Planning Overlays

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

[DESIGN AND DEVELOPMENT OVERLAY \(DDO\)](#)
[HERITAGE OVERLAY \(HO\)](#)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

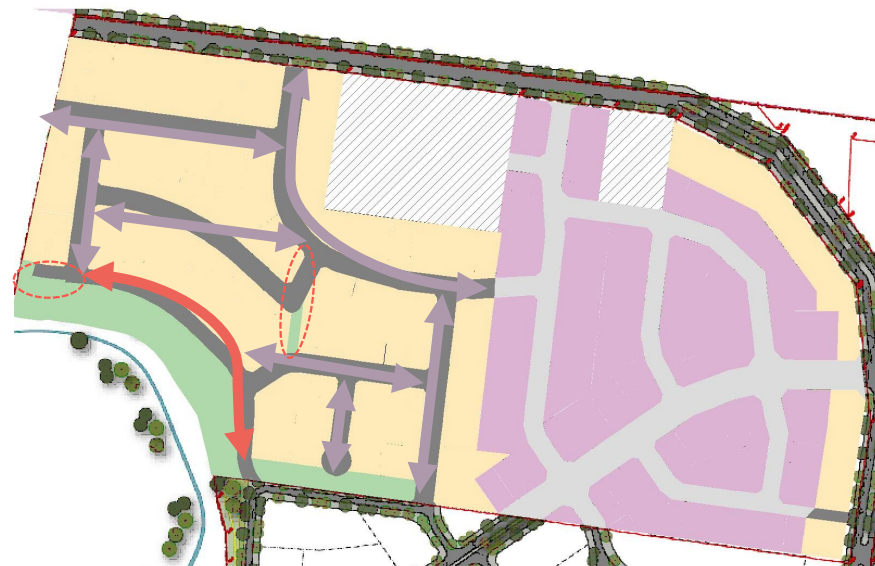
Appendix C – Development Plan Amendment Plan



Appendix D – Movement Network Amendment



Existing Development Plan Movement Network Plan, Subject Site



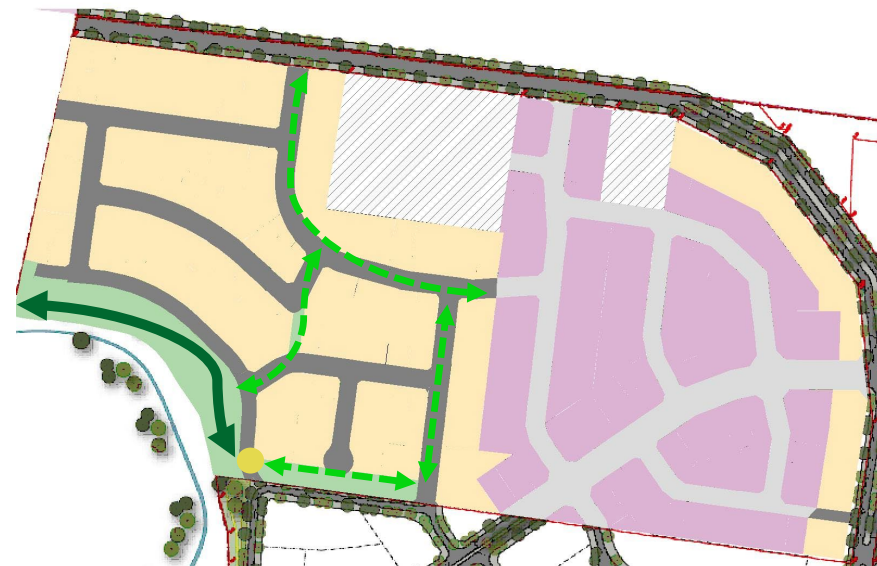
Development Plan Amendment, Movement Network Plan Changes

Appendix E – Pedestrian & Cycle Network Amendment



Existing Development Plan Pedestrian & Cycle Network Plan, Subject Site

- Legend**
- Growth area wide primary pedestrian & cycle network - off road
 - Precinct based primary pedestrian network
 - Off road pedestrian /cycle network
 - On road cycle lanes
 - Controlled Intersections
 - Median Break (with right turning lane)
 - Primary pedestrian priority crossing points
 - Bus stop locations
 - Public Space
 - Flood Plain (Regional Open Space)
 - Dedicated "end of street" reserves





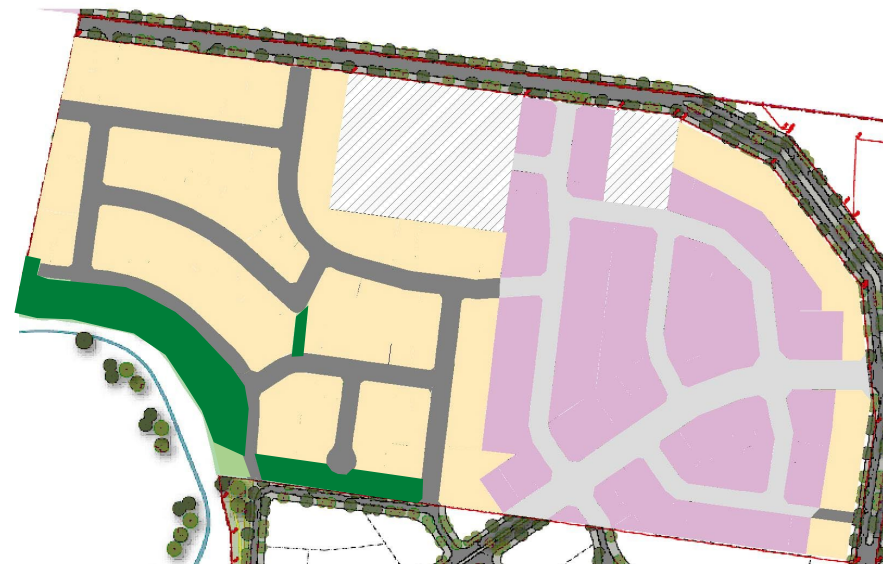
Development Plan Amendment, Pedestrian & Cycle Network Plan Changes

Appendix F – Open Space Amendment



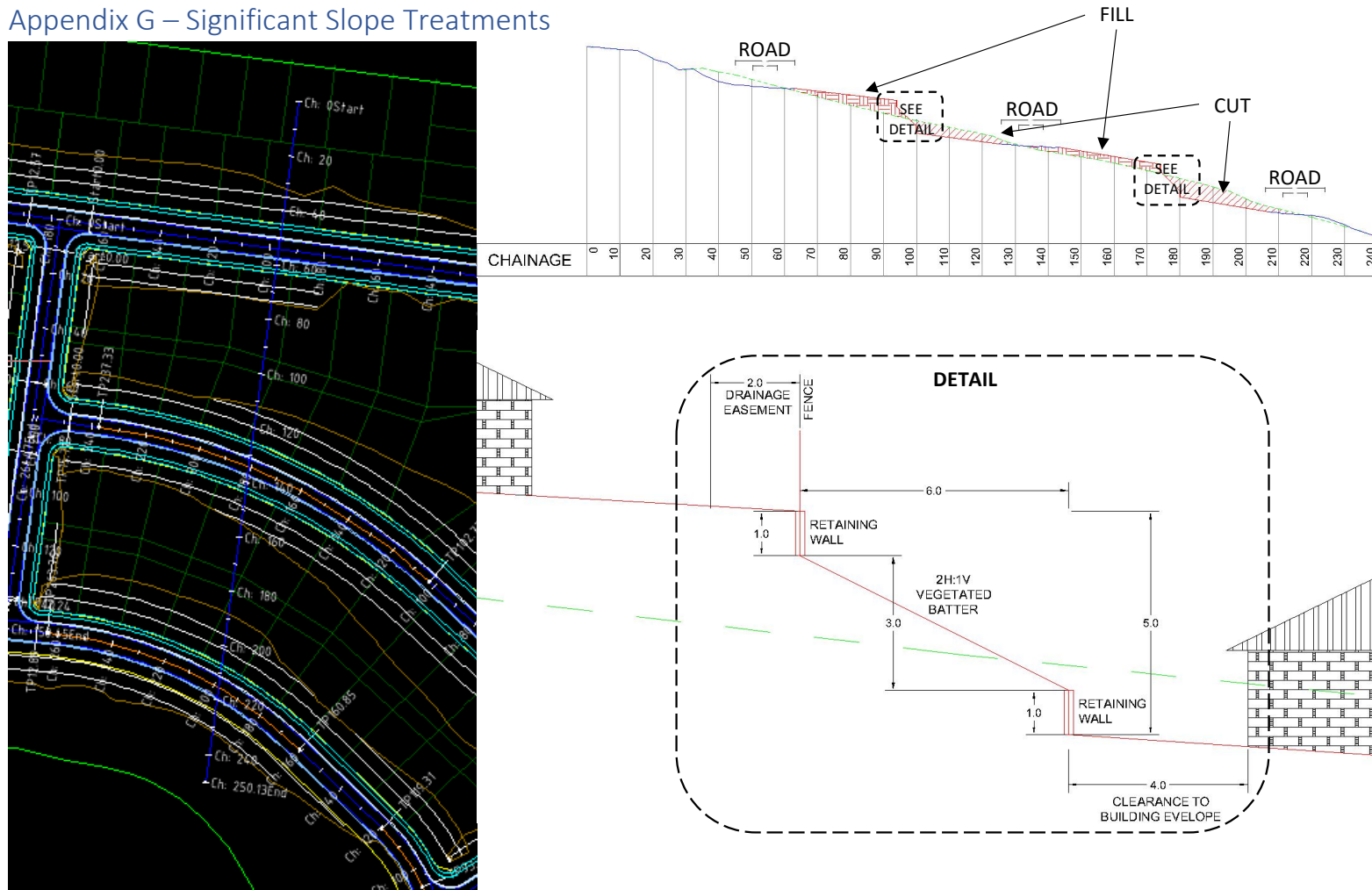
Existing Development Plan Open Space Plan, Subject Site

- Legend**
-  Public/passive open space
 -  Flood Plain (regional open space)



Development Plan Amendment, Open Space Plan Changes

Appendix G – Significant Slope Treatments



APPENDIX D – ASSESSMENT OF AMENDED DEVELOPMENT PLAN AGAINST THE DPO10

The following table details:

- Objectives and requirements in schedule 10 to the Development Plan Overlay (DPO10) under the Warrnambool Planning Scheme.
- Council officer discussion and comments.
- An assessment on whether the DPO10 objective / requirement has been satisfied.
- Note that the assessment only has regard to the subject area and amended Development Plan proposal.

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Movement Network Objectives		
To provide a movement network, including a connector road, local street and pedestrian/cycle path network that:		
Responds to the topography and existing road reserves (internal and external to the development plan area).	The North Merri DP approved by Council 22/10/12 carried a requirement for a s173 to manage development on slope in specific areas. The DP was later amended on 1/6/17 to better respond to slope and the s173 was ended. This proposed amendment seeks to modify the ground levels through retaining walls and vegetated batter slopes removing the onus on future owners of the land to design around the topography. Slope is proposed to be less than 15% and not call for specific measures. All roads within the subject land, pedestrian and cycle network generally respond to the topography of the site. This amended DP responds to approved Stages to the east and connections to land to the south in separate ownership.	Yes
Establishes a modified grid-based local road network with a high level of streetscape diversity, including a variety of street cross-sections.	Roads are generally aligned to achieve a balance with future dwelling orientation and development along site contours. A street hierarchy isn't really a feature of this amended DP on account of previous Stages having already delivered Sommerville Boulevard as the primary access street. Edge Road continues to be a feature while there is a slight modification to its alignment. Cross sections approved within the original DP continue to be relevant, noting that there is little variation in cross-sections given the low traffic volume across the balance of the DP area. Local streets are 16m wide while Edge Road 21m wide.	Yes
Establishes connections between neighbourhoods within the North of the Merri Structure Plan area, and to existing, surrounding neighbourhoods where relevant.	This amendment to the DP only relates to an area of 24.02ha – being the outstanding stages to be delivered by planning permit PP2013-0210 (4a to 8). The amended DP provides and anticipates vehicular connections to land in the east and pedestrian/ cycling linkages to existing neighbourhoods in the south. Within the amended DP there is provision of appropriate linkages, in particular revisions of the 'riverside parkland' corridor on the north side of the Merri.	Yes

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Incorporates a positive landscape character in key locations through use of boulevard treatments and high quality street tree planting.	The amended DP does not propose any changes to the current approved landscape requirements (mainly street trees) within the DP and implies that detailed landscape plans will continue to be submitted with each subdivision planning permit application. The boulevard treatment for land fronting Wollaston Road remains unaffected by the amended DP and a separate Master Plan is still intended for the open space river corridor along the Merri.	Yes
Provides an accessible public transport route along Wollaston Road and a linked pedestrian and cycle network (on and off road).	The North Merri Structure Plan states that Wollaston Road will be upgraded in stages with provision made for bus stops. Internally, the proposed network accommodates motorists, pedestrians and cyclists. The amended DP does not affect this requirement.	Yes
Open Space Objectives To provide an open space network that:		
Focuses on and enhances the Merri River floodplain corridor and key site features to create a green loop.	The amended DP reduces the parkland corridor within the Merri flood prone land. This results in an amended road alignment better opportunity for an 'edge' road while continuing to meet Infrastructure Project OS01 required by the North Merri DP. The balance of the open space will be located at the south of the site effectively bringing the parkland into the urban area and a landscaped open space frontage to more residents.	Yes
Is visually and physically connected to surrounding land uses through use of edge road treatments and active frontages.	A particular set of 'street interface guidelines' are provided in the original DP. These include how future dwellings are to address the street and their setbacks within the site. Fencing should be no higher than 1.5m with hedges and landscaping on rear boundaries encouraged. Subdivision of approved lots on Wollaston Road is discouraged. There is no change to these guidelines in the amended DP documentation.	Yes
Accommodates a range of functions, including drainage, active and passive recreation, walking/cycling trails and preserves key site features.	The amended DP does not significantly alter the current parkland corridor on the north side of the Merri river, which will continue to accommodate a range of functions, including drainage, active and passive recreation and walking/cycling trails. Key features and views will be preserved.	Yes
Locates local open space to form the heart of neighbourhoods.	Open space is concentrated in the parkland corridor. However, part of the open space will now extend along the southern boundary of the subject area- creation an interface with the road on neighbouring land. Other areas within the North Merri DP continue to provide unique 'pause places' along the primary access street providing an attractive and conformable place for people to break a journey, wait and relax.	Yes

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Provides a high amenity setting for diverse housing outcomes, including current and future medium density housing.	The amended DP does not seek to make any change to the anticipated housing density in the Structure Plan e.g 12 lots per developable hectare, and lots will be generally between 350 and 700 square metres. Wider lot frontages in certain areas of the DP area will be required to address topography while smaller lots can be focused on the flatter land with access to infrastructure and services. In all cases, landscaped streets will be able to maintain amenity.	Yes
Establishes a distinct character for each open space that reflects the context and intended function of the space and provides for an area of usable open space.	Only one 'open space' (Parkland Corridor) was envisaged within this area of the North Merri DP. The amended DP does not seek to reduce the area rather divide it in two to facilitate an alternate layout. The North Merri DP will continue to require a detailed Masterplan for the parkland corridor.	Yes
Reinforces the role of streets by establishing small green spaces within the local street network. This could include small parks, widened nature strips and central medians to provide points of difference and to create neighbourhood character.	The North Merri DP anticipated a series of unique 'pause places' created along the primary access street providing an attractive and conformable place for people to break a journey, wait and relax. This amended DP does not impact on the primary access which has already been created in previous stages.	Yes
Identifies land within the Merri River floodplain corridor suitable for passive recreation purposes, access/parking node locations and for drainage and conservation purposes, having regard for the 30 metre biodiversity corridor along the river.	This amended DP directs residential development on land that is not floodprone. Land within the Merri River floodplain will continue to form part of the Parkland Corridor.	Yes
Activity Centre and Community Facilities Objectives		
To provide a centralised activity and community centre that:		

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Provides a local focus for the community.	No activity centre or community facilities have been earmarked for this part of the North of the Merri Structure Plan. The North Merri DP anticipates an activity centre on land to the east in separate ownership.	n/a
Locates community facilities, including the primary school and local and active open space, adjacent to or nearby the retail/service centre.	n/a to the area covered by the amendment	n/a
Identifies opportunities for shared use of land for community facilities, including the primary school and any required Council operated facilities.	n/a to the area covered by the amendment	n/a
Is accessible via public transport with convenient access to a bus stop.	n/a to the area covered by the amendment The proposed changes to the DP under this amendment would not affect the provision of bus stops as envisaged by the North Merri DP.	n/a
Takes a 'street-based' form with a design that enhances visual interaction between the street and the land uses and accommodates on-street parking.	n/a to the area covered by the amendment	n/a
Provides adequate parking for retail and other commercial uses in a location that does not feature prominently from key locations, such as Wollaston Road.	n/a to the area covered by the amendment	n/a

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Provides opportunities for diverse housing options including higher density housing and mixed-use activities.	n/a to the area covered by the amendment	n/a
Incorporates buildings and uses of a scale sympathetic to the surrounding residential context.	n/a to the area covered by the amendment	n/a
Neighbourhoods and Density Objectives To provide a series of internal neighbourhoods that:		
Are diverse in landscape, streetscape and built form character, each with a neighbourhood 'core' consisting of a feature (such as open space, a streetscape feature, local activity centre etc).	<p>The amended DP does not seek to deviate from the Structure Plan's expectation for diverse neighbourhoods and density.</p> <p>It is anticipated that higher density development will be directed to those areas close to the parkland corridor. Development fronting Wollaston Road is to be consistent with the 'Boulevard Character Area design guidelines'.</p> <p>The amended DP is responsive to natural environmental features.</p>	Yes
Are clearly defined by streetscape features and land uses, yet are connected through use of local streets and the 'green loop' of open space and boulevard connectors.	CHMP no. 11662 (November 2011) covers the area and its recommendations have been incorporated into the amended DP- including a salvage programme.	Yes
Provide diversity in lot sizes and housing styles, with smaller lots in key, high amenity locations around open space and the local activity centre and larger lots in appropriate locations such as on steep slopes.	<p>Housing density is to be consistent with the Structure Plan e.g 12 lots per developable hectare. Lots will be generally between 350 and 700 square metres.</p> <p>This amended DP expands upon the need to direct small lots with access to open space and larger lots on areas subject to slope.</p>	Yes

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Achieve an overall density of 12 lots per net developable ha across the structure plan area.	The local street layout enables subdivision density of 12 dwellings per net developable hectare.	Yes
Incorporates a high amenity character through use of diverse streetscape cross-sections and distinct open space to provide a context for diverse and higher density housing outcomes.	The primary street is landscaped and incorporates a wide road reserve (21m). This amended DP provides opportunities for landscaped links to the river corridor and maintain streetscape amenity in the context of various housing densities.	Yes
Incorporates sensitive design of lots and siting of housing to preserve opportunities for infill subdivision/development to occur over time.	The North Merri DP includes specific design guidelines for the Wollaston Road Boulevard Character Area i.e. no further subdivision. This amendment would not change the guidelines embedded in the overall DP.	Yes
Provides an appropriate housing and fencing interface to adjoining rural land, and vehicle and pedestrian connections to adjoining residential land.	This amended DP provides for appropriate connections through to neighbouring residential land and the open space areas. Rural land is located to the north and separated from the site by Wollaston Rd.	Yes
Utilities and Drainage Objectives To provide physical services and infrastructure that:		
Meets the needs of the future community and the development.	The North Merri DP provides physical services and infrastructure that will meet the needs of the future community. This amended DP will not affect the approved Sequencing Plan which ensures that key infrastructure can be provided in a timely and efficient manner. Note: Lots with direct frontage to Wollaston Road will be last to be developed to allow for the upgrade of Wollaston Road.	Yes

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Is provided in accordance with the North of the Merri Development Contributions Plan.	The North Merri DP includes a sequencing plan with subdivision to commence from completed subdivisions to the west. There is no change to the DCP calculations. For each of the properties within the DP a calculation of net developable land is provided. Infrastructure contributions will be calculated in accordance with the North Merri DCP. The Development Plan has been prepared in accordance with the North Dennington Development Contributions Plan.	Yes
Provides for the efficient, staged delivery of services and infrastructure to ensure all lots are provided with adequate services.	The Development Plan notes that the logical staging of the Development Plan area will revolve around the incremental roll out of the services as required.	Yes
Incorporates a Water Sensitive Urban Design approach to stormwater management to protect the water quality of the Merri River.	The DP incorporates a Water Sensitive Urban Design in accordance with Council's Water Sensitive Urban Design Infrastructure Design Guidelines. During development stormwater is collected and treated via infiltration/bio-retention facilities. Post development stormwater will be directed to underground detention systems.	Yes

An environmental assessment of the flora, fauna and habitat significance of the land which includes:	<p>Prior assessments have been carried out for the North Merri Growth area, North Merri Development Plan area including:</p> <ul style="list-style-type: none"> Assessment by SMEC in 2009. EarthTech 2006 <p>The recommendations of these reports would not be affected by the proposed amendment to the DP as submitted.</p> <p>Note that two private properties in east of the Development Plan area are not considered in the Environmental Assessments (e.g #2 & 3). The amendment does not introduce these properties into the DP area.</p>	Yes
<p>i. Recommended actions for management, revegetation and restoration of any identified conservation and vegetation protection areas where relevant.</p> <p>ii. The assessment must also make recommendations with regard to management of noxious weeds as identified by the Catchment and Land Protection Act 1994.</p> <p>iii. The assessment should be guided by the broader environmental assessment</p>		

and recommendations completed as part of the <i>North of the Merri River Structure Plan</i> .		
An arboriculture assessment of all existing trees on the land which provides a description of the condition, health and integrity of all trees. The assessment must include recommendations for the long term preservation of tree(s) having regard to proposed open space or development in the neighbourhood context. The arboriculture assessment must include a plan showing the location of all vegetation nominated for removal and retention and surveyed locations of the trunk, canopy and tree protection zone of all vegetation nominated for retention.	<p>No arboricultural report was provided as part of the original North Merri DP.</p> <p>This proposed amendment is of no further consequence to existing vegetation.</p> <p>The North Merri DP will continue to require a detailed Masterplan for the parkland corridor during which time it may be appropriate to detail the health of existing vegetation.</p> <p>The subject land is largely void of vegetation.</p>	Yes
An archaeological survey and heritage assessment which includes recommendations for the protection, restoration and interpretation of significant sites, and where appropriate, design measures to sensitively integrate sites.	CHMP no. 11662 (November 2011) covers the area and its recommendations have been incorporated into the amended DP- including a salvage programme.	Yes
A landscape assessment that defines any important landscape views or vistas and any landscape features.	No Landscape assessment provided	Yes
<p>An environmental audit</p> <p>i. Identifying any environmental hazards or contamination on the land and proposed treatments, if any; or</p> <p>ii. a qualified statement indicating the absence of such hazards or contamination.</p>	<p>Environmental Site Assessment by Earth Sciences dated August 2016</p> <p><u>Low risk</u> of contamination</p>	Yes
A consolidated site analysis plan in digital and hard copy format that depicts all relevant site analysis information.	Contained in submitted Development Plan.	Yes

Yes

Meets DPO requirements

No

Does not meet DPO requirements

WARRNAMBOOL PLANNING SCHEME

23/07/2009
C58

SCHEDULE 7 TO THE DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO7**

NORTH EAST WARRNAMBOOL GROWTH AREA

1.0

23/07/2009
C58

Requirement before a permit is granted

A permit may be granted before a development plan has been prepared to the satisfaction of the responsible authority for:

- Subdivision of land to excise an existing dwelling from a lot provided no more than one (1) additional lot is created in the subdivision;
- Agriculture and any buildings and works in association with the use of the land for agricultural purposes;
- Minor building and works associated with an existing use or development.

2.0

23/07/2009
C58

Conditions and requirements for permits

An application for use, subdivision or to construct or carry out works (before a development plan has been approved) must be accompanied by a report demonstrating that the proposal will not prejudice the development plan requirements specified in this schedule.

3.0

23/07/2009
C58

Requirements for development plan

The North East Warrnambool Growth Area is divided into four Development Areas as shown in Map 1 to this schedule.

Development plans must be generally consistent with the *North East Warrnambool Structure Plan 2007* and must comprise and include the following to the satisfaction of the responsible authority:

Site Analysis Report and Plan that:

- Requirements applicable to Development Areas A, B, C & D
 - In relation to existing site conditions and features includes details on the topography of the land, the location of existing vegetation, drainage lines, existing buildings, sites of conservation, heritage or archaeological significance and any other features.
 - Provides a proposed development layout including roads, public open space and other features of subdivision in a manner which is responsive to the identified site features and demonstrates the integration of the development with existing infrastructure within the North East area including access, open space, retailing and schooling.
 - Provides adequate and usable public open space and demonstrate the suitability and accessibility of the provided open space to form part of the open space network.
 - Identifies the means by which any sites of conservation, heritage or archaeological significance will be managed during construction and following the development.
 - Identifies designated areas within the plan area proposed as potentially suitable for medium and higher density housing types based upon accessibility to transport, open space, services and other factors, as well as potential opportunities (if applicable) for areas suitable for non-car based development.
 - Identifies designated areas to be set aside for single dwelling development only.
 - Provides for community interaction, safety and surveillance by the provision of housing to front streets and/or public open space in the development area.

WARRNAMBOOL PLANNING SCHEME

- Designates a main north-south transport route along Aberline Road, Boiling Downs Road and Gateway Road. This route must align and provide for linkage to the connection to Raglan Parade (Princes Highway) at the Gateway Road intersection.
- Requirements applicable to Development Areas A, B & C
 - Provides linkage between the Merri River and the Russells Creek tributary open space corridors by demonstrating a network of pedestrian permeable access and open space networks through the development.
 - Mortlake Road, Aberline Road and Wangoom Road should be reinforced as major roads. Service roads should be provided to allow for appropriate integration of housing to streets and enhance safety.
- Requirements applicable to Development Areas B & C
 - Provides a 'public' linkage to the northern areas of Kings College to provide for a convenient northern access to the school, and to the proposed pedestrian linkage to Balmoral Road through the college.
 - Provision of dual purpose pedestrian and cycle paths on Aberline and Wangoom Road.
- Requirements applicable to Development Area C
 - New roads/streets intersecting Whites Road are discouraged.

An Open Space / Landscape Master Plan and accompanying documentation that:

- Requirements Applicable to Development Areas A, B, C & D
 - Identifies a preferred character or theme in relation to the proposed development area including general design treatments for streetscapes, roads and boulevards, and open space.
 - Designates by consideration of slope and accessibility, land suitable for open space provision within development areas, including prevention of direct private ownership and boundaries to watercourses.
 - Provides for detailed planting scheme including specification of species.
- Requirements Applicable to Development Areas B & C
 - Provides a direct open space linkage from the existing Russells Creek corridor south of Whites Road into the development areas.
 - Identifies landscape treatments to ensure urban development does not adversely impact surrounding rural uses.
- Requirements Applicable to Development Areas C & D
 - Provides a visual and environmental buffer to continued agricultural land use to the east of Aberline Road.

An Environmental Report that:

- Requirements applicable to Development Areas A, B, C & D
 - Identifies the approach to water sensitive urban design in relation to drainage, road and allotment layout design. A theme should be applied to the entire development and should be based upon best practice provisions of water quality and turbidity, coupled with achieving relatively efficient maintenance provisions.
 - Provides information on the biodiversity of the riparian corridor of any watercourses or existing and proposed open space corridors in the development area.

WARRNAMBOOL PLANNING SCHEME

- Identifies the opportunities for incorporation of 'Third Pipe' stormwater collection including demonstration of consultation with Wannon Region Water Authority or its subsequent equivalent authority.
- Requirements Applicable to Development Areas A, B and C
 - Identifies areas of significance along the Merri River corridor and Russells Creek and tributary and identifies design guidelines for lots within significant sections of the corridors to guide building height, roof materials and colours and siting of dwellings.

An Infrastructure Report that:

- Requirements Applicable to Development Areas A, B, C & D
 - Integrates drainage as a part of high quality open space nodes and linear linkages. Where possible integrate stormwater management systems such as Bio filter wetlands as a part of high quality open space network.
 - Provides an open space area in each plan that responds to the balance between open space usability and functionality, and the objectives of floodplain management.
 - Provides a staging plan for development of the land in relation to efficient infrastructure provision through stages.
 - Provides for the provision and funding of physical infrastructure (*unless included in any approved Development Contribution Plan or scheme for the area, outline arrangements for the provision and funding of physical infrastructure*).
 - Provides a timing schedule of public and infrastructure works, and staging of development for the development area.
- A Review period that identifies measures for the removal of the Development Plan Overlay from the land once the implementation of the development has been completed (requirement applicable to Development Areas A, B, C & D).

Map 1 to the Schedule to Clause 3.0




PROPOSED TOWNHOUSES DEVELOPMENT
AT 15 DALES RD WARRNAMBOOL VIC 3280

CONTENTS

TP00	DRAWING REGISTER
TP01	EXISTING CONDITION & DEMOLITION PLAN
TP02	DESIGN RESPONSE
TP03	PROPOSED PLAN
TP04	LANDSCAPE PLAN
TP05	AREA CALCULATION DIAGRAM
TP06	PROPOSED STREET ELEVATIONS SHEET# 1
TP07	PROPOSED STREET ELEVATIONS SHEET# 2
TP08	PROPOSED STREET ELEVATIONS SHEET# 3
TP09	PROPOSED STREET ELEVATIONS SHEET# 4
TP10	EXTERNAL MATERIALS AND FINISHES
TP11	CONCEPT IMAGES SHEET# 1
TP12	CONCEPT IMAGES SHEET# 2
TP13	CONCEPT IMAGES SHEET# 3



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		A	TP LODGMENT	19.10.2020					Scale -	Drawing No	Rev
		B	TP LODGMENT	11.03.2021					Date 16.06.2021	TP00	C
		C	AMENDED PLANS FOR RFI	16.06.2021							



LEGEND

BOUNDARY LINE

EXISTING HOUSE TO BE REMOVED

TREES TO BE REMOVED
REFER LANDSCAPE
DESIGN FOR DETAIL

EXISTING GROUND
COVER, FENCING
TO BE REMOVED

10m INTERVAL CONTOUR
REFER VICPLAN,
<https://mapshare.vic.gov.au/vicplan/>

FEATURES ASSET TYPES

WATER

GRAVITY SEWER

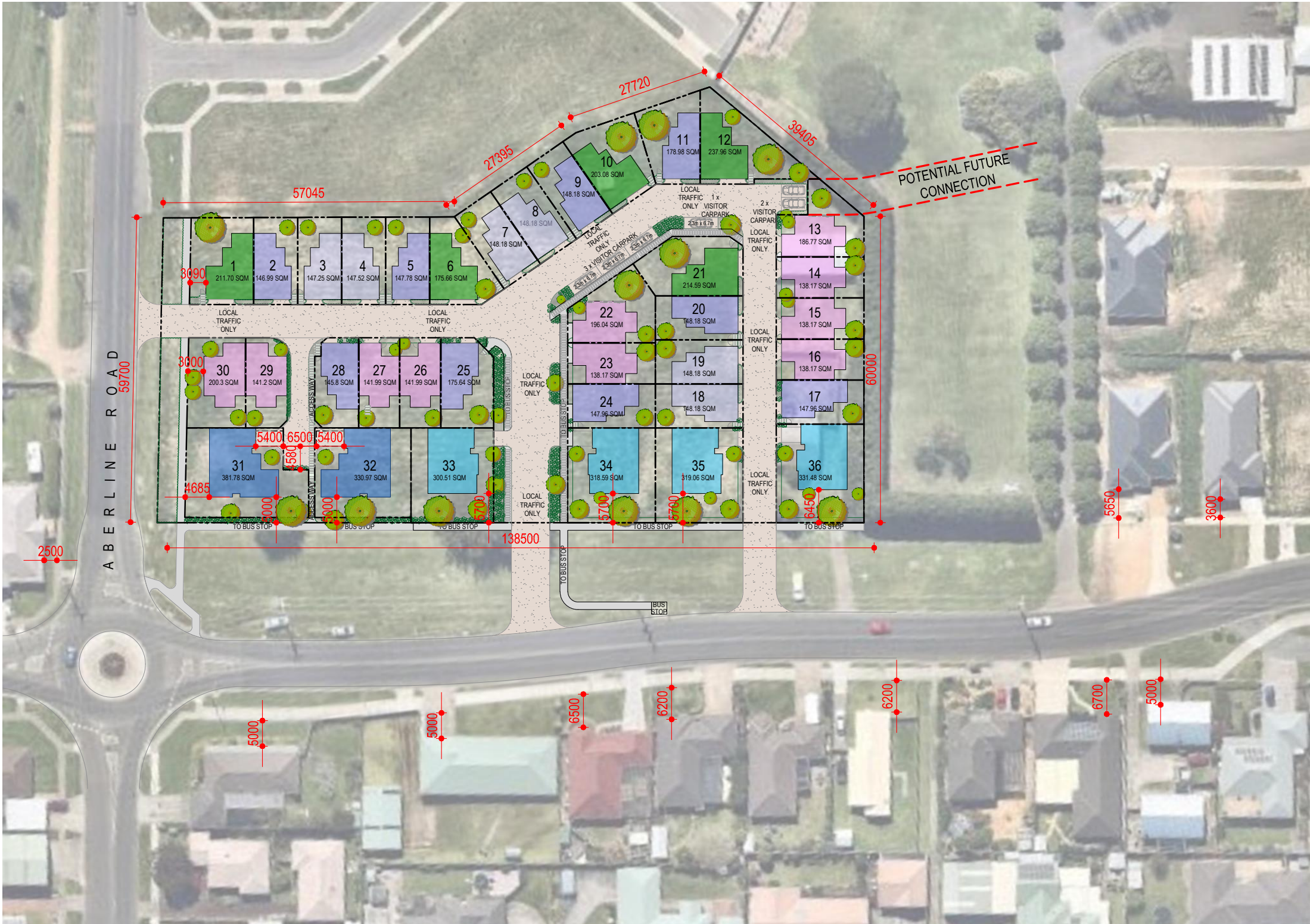
SURFACE FITTING/MANHOLE

3.1

OFFSET ESTIMATED

DRAINAGE PIPES

<div><div><div></div><div>ZINE</div><div>STUDIO</div></div><div><div>ZINE Studio</div><div>616/181 Exhibition ST</div><div>Melbourne, VIC 3000</div><div>T: +61 4 33232 787</div><div>www.zine.com.au</div><div>design@zine.com.au</div></div></div>	<div>PRELIMINARY NOT FOR CONSTRUCTION</div> <div><div>©</div><div>This drawing remains the property of ZINE STUDIO and may not be copied in part or whole without the written consent of ZINE STUDIO. Do not scale drawings; use dimensions shown on plan. If in doubt Ask.</div></div>	Rev	Description	Date	Rev	Description	Date	<div><div></div><div>N</div></div> <div>Project Title</div> <div>PROPOSED LAND SUBDIVISION & TOWNHOUSES DEVELOPMENT AT 15 DALES RD WARRNAMBOOL VIC 3280</div>	<div>Drawing Title</div> <div>EXISTING CONDITION & DEMOLITION PLAN</div> <div>Scale 1:750 @ A3 1:375 @ A1</div> <div>Date 16.06.2021</div> <div>Drawing No TP01</div> <div>Rev C</div>		
		A	TP LODGMENT	19.10.2020							
		B	TP LODGMENT	11.03.2021							
		C	AMENDED PLANS FOR RFI	16.06.2021							



LEGEND

- UNIT TYPE A

- SINGLE STOREY*
- 3 BEDROOM
- SINGLE GARAGE
+ 1 CARSPACE
- UNIT TYPE B

- SINGLE STOREY*
- 2 BEDROOM
- SINGLE GARAGE
- UNIT TYPE C

- 3 BEDROOM
- DOUBLE GARAGE
- UNIT TYPE D1

- 2 BEDROOM
- SINGLE GARAGE
- UNIT TYPE D2

- 2 BEDROOM
- SINGLE GARAGE
- UNIT TYPE E

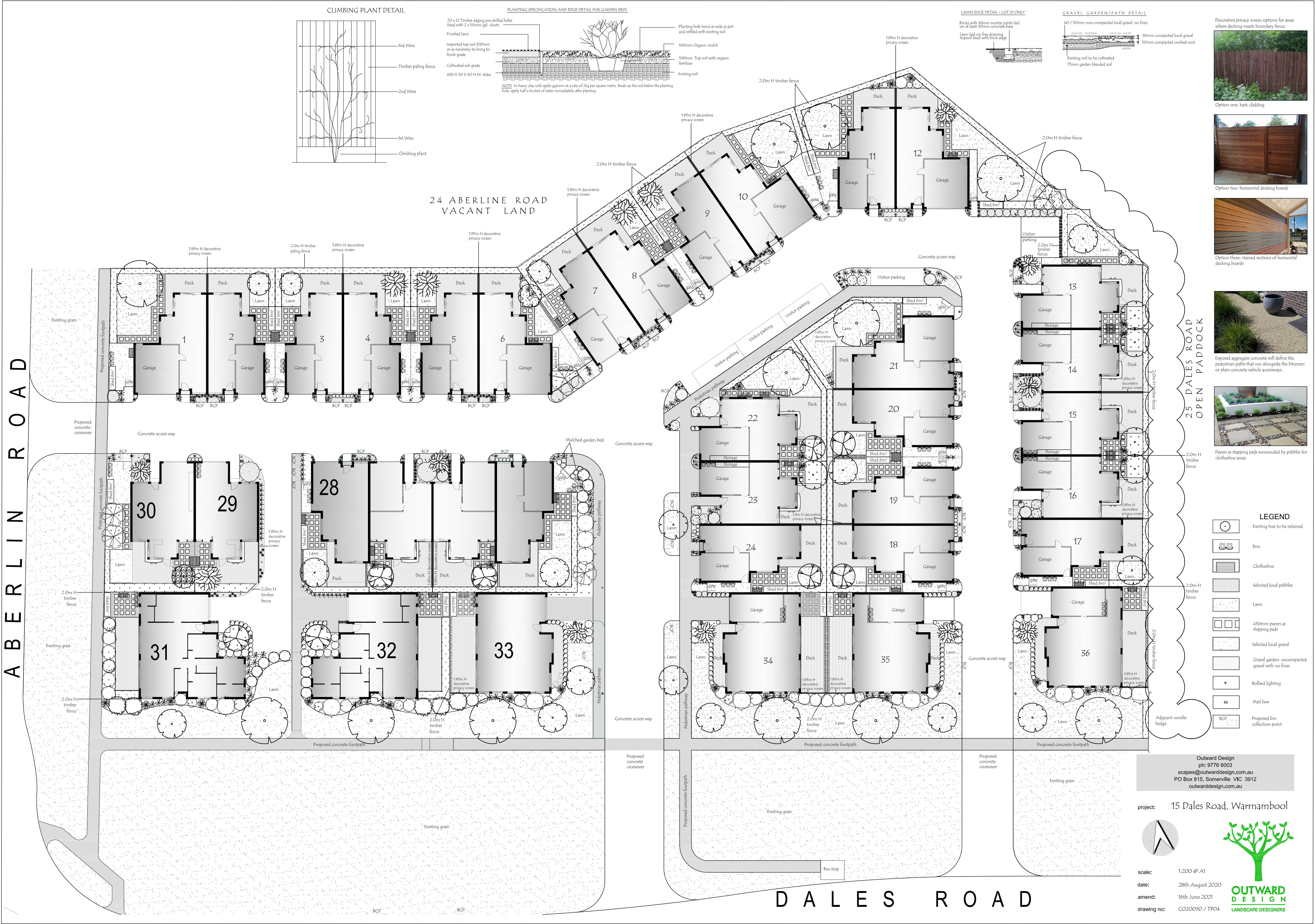
- 2 BEDROOM
- SINGLE GARAGE
- ADDITIONAL
FRONT GARDEN

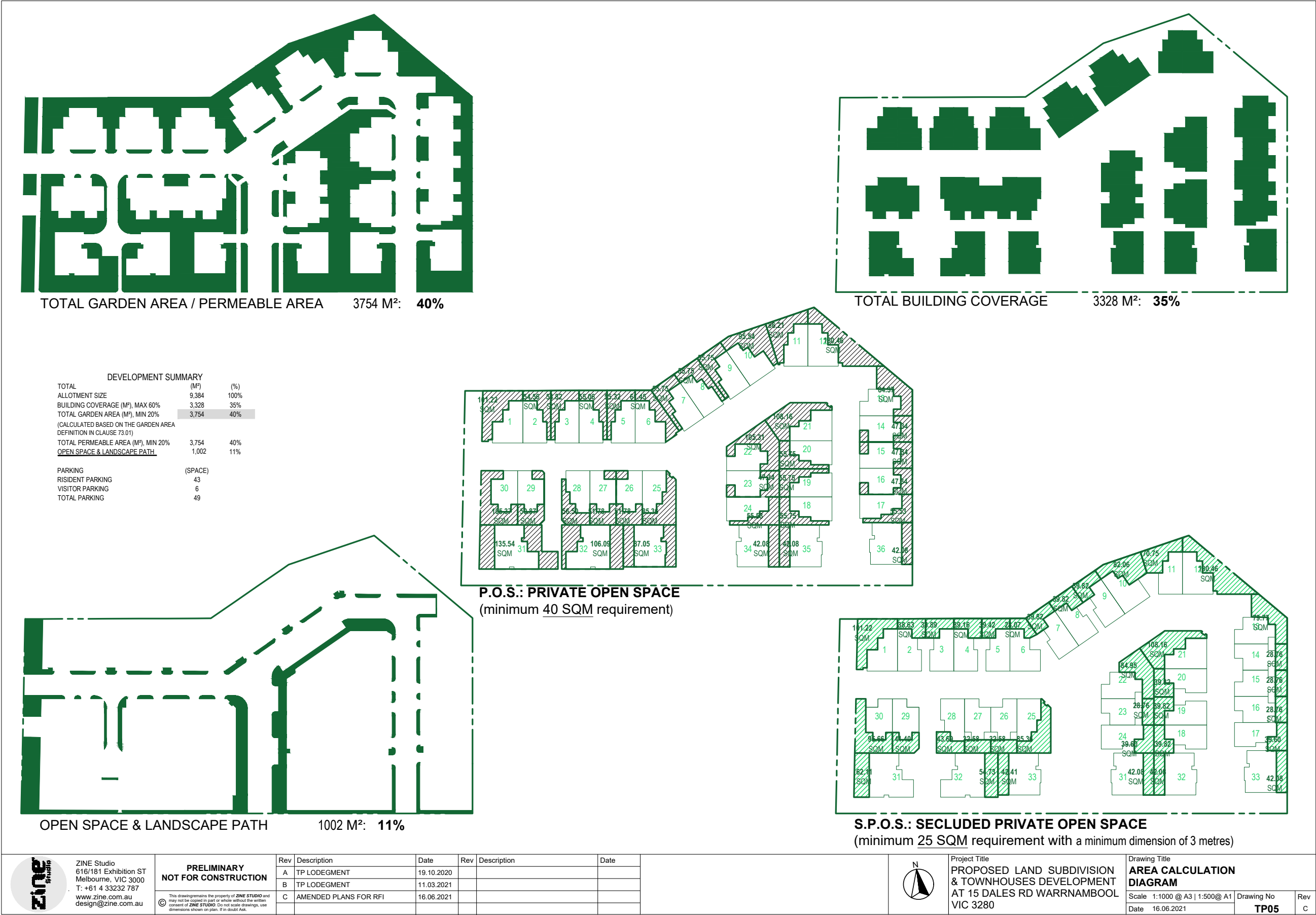


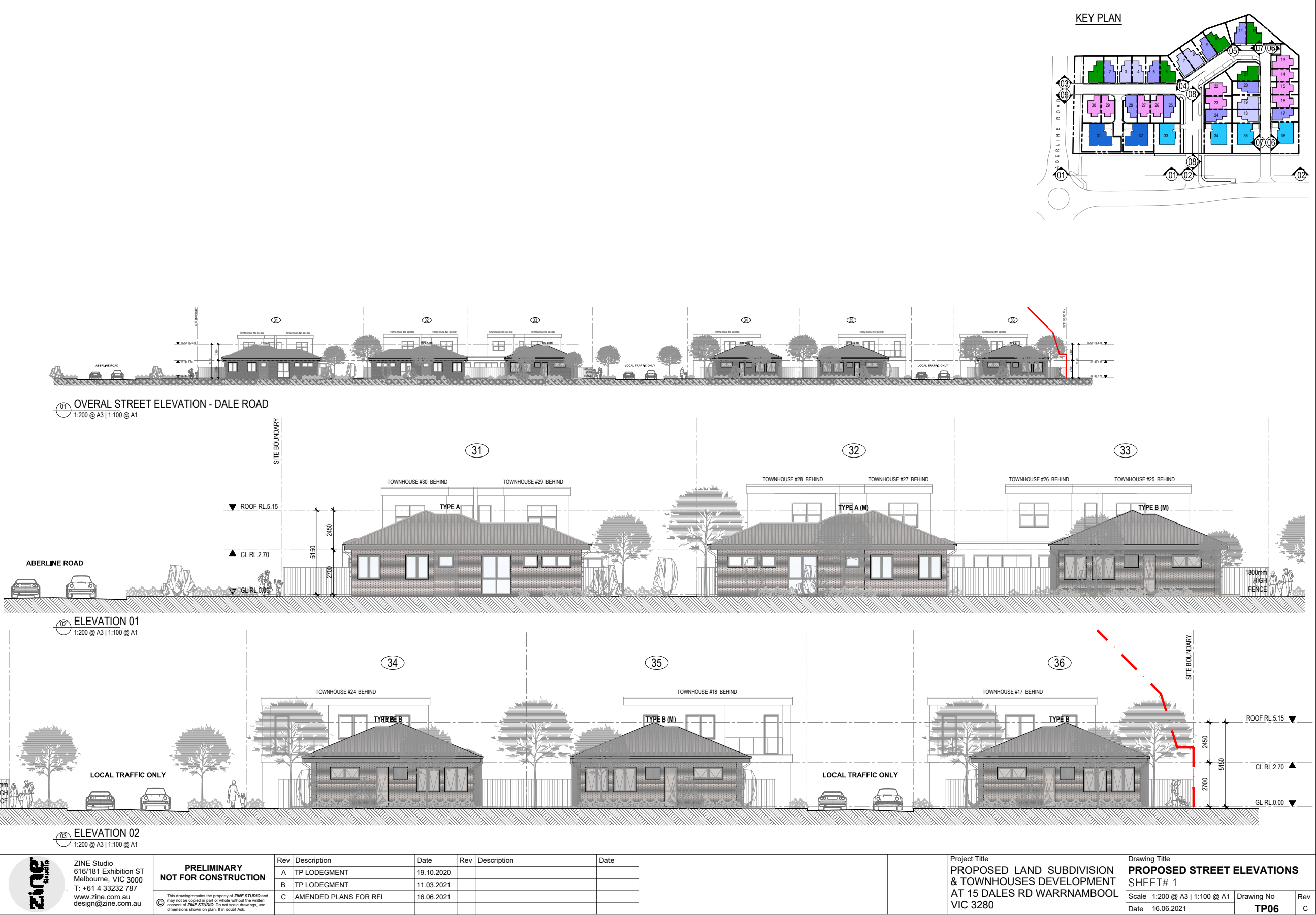
TOTAL
ALLOTMENT SIZE: 9384 M²: 100%
BUILDING COVERAGE: 3328 M²: 35%

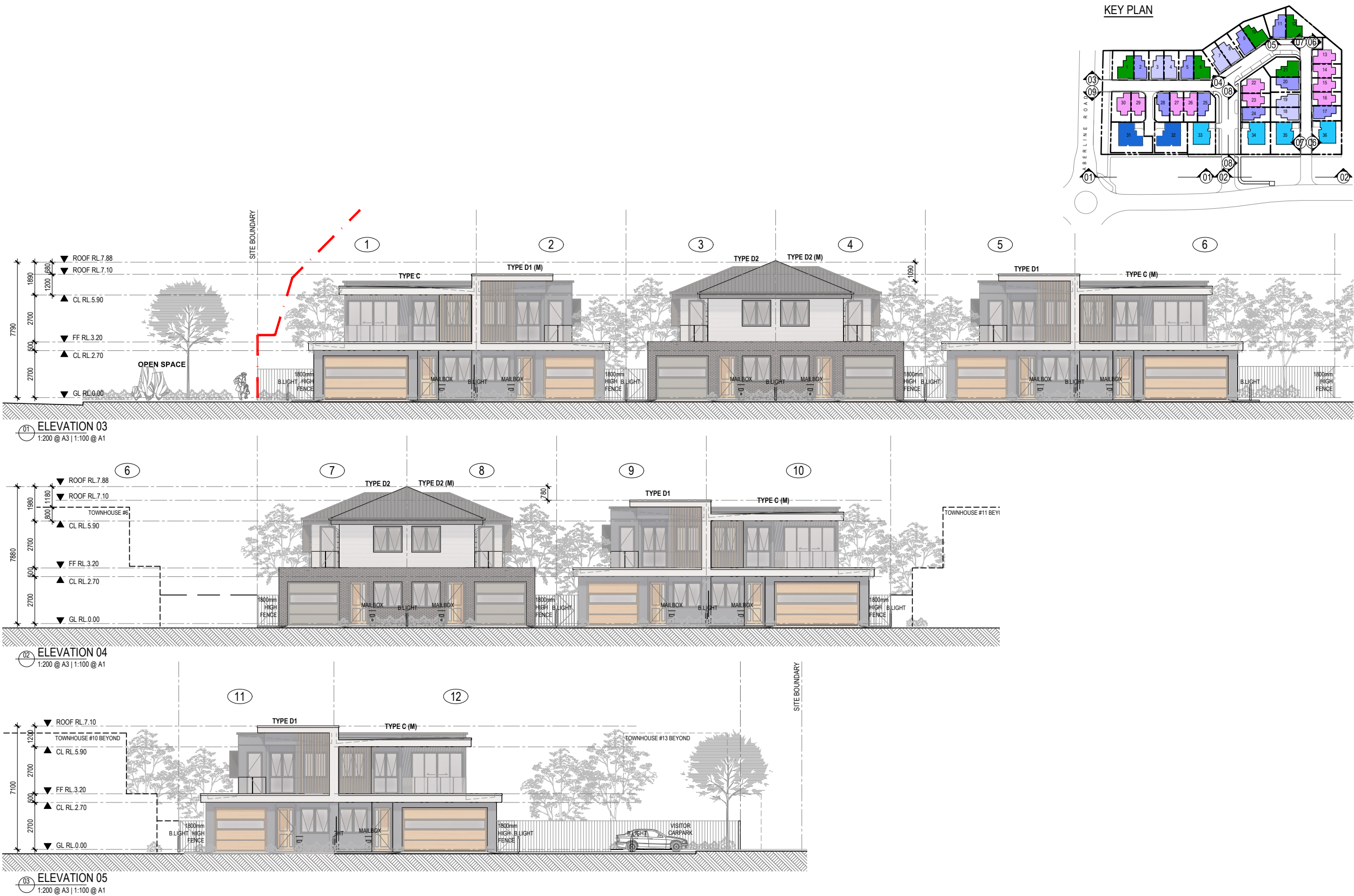
TOTAL GARDEN AREA: 3754 M²: 40%
(CALCULATED BASED ON THE GARDEN
AREA DEFINITION IN CLAUSE 73.01)
TOTAL PERMEABLE AREA: 3754 M²: 40%


RESIDENT PARKING
VISITOR PARKING FOR 36 DWELLINGS: 6 SPACES











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Rev	Description	Date	Rev	Description	Date
A	TP LODGEMENT	19.10.2020			
B	TP LODGEMENT	11.03.2021			
C	AMENDED PLANS FOR RFI	16.06.2021			

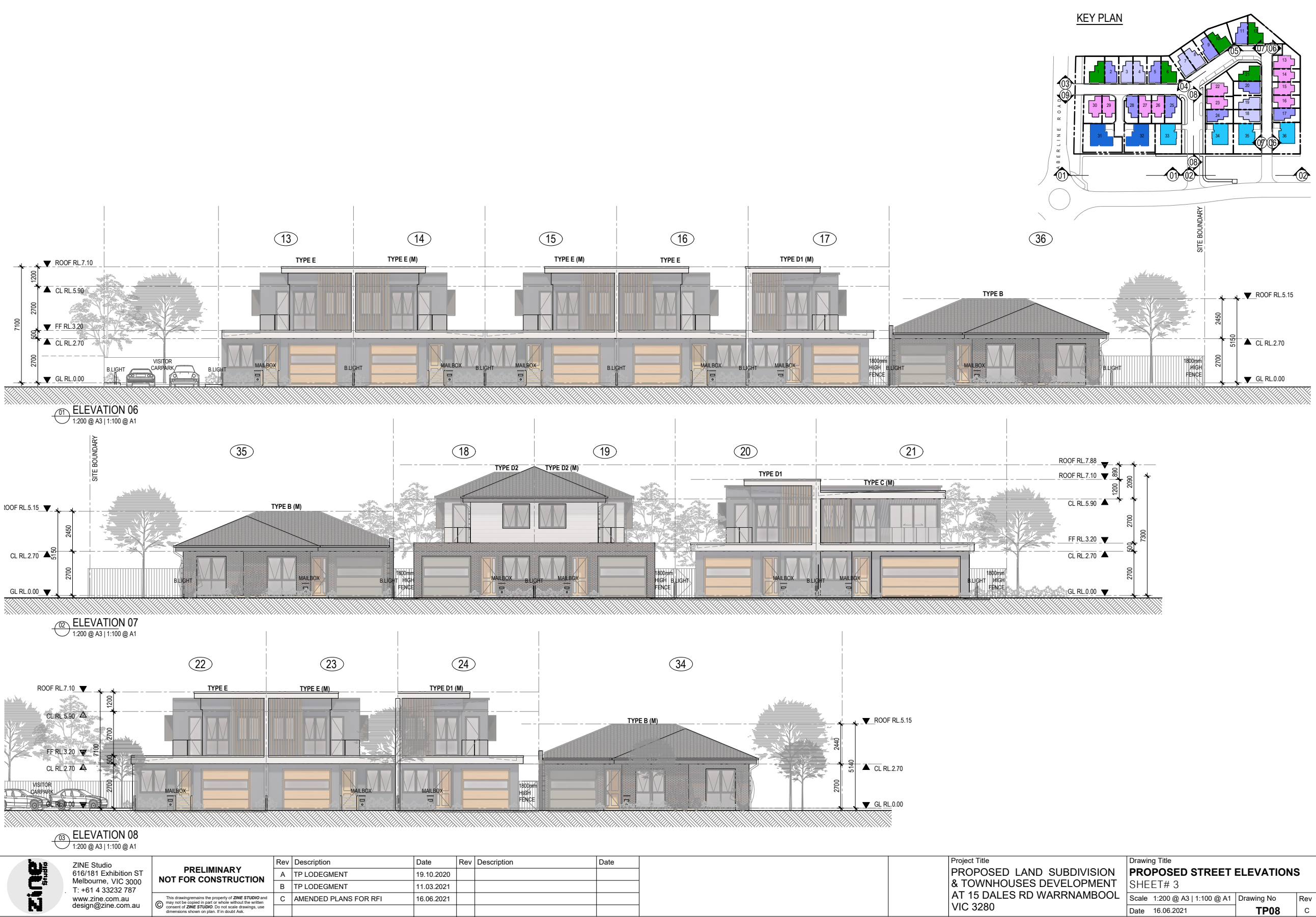
Project Title
**PROPOSED LAND SUBDIVISION
& TOWNHOUSES DEVELOPMENT
AT 15 DALES RD WARRNAMBOOL
VIC 3280**

Drawing Title
**PROPOSED STREET ELEVATIONS
SHEET # 2**


Scale 1:200 @ A3 | 1:100 @ A1
Date 16.06.2021

Drawing No
TP07

Rev
C





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		A	TP LODGMENT	19.10.2020								
		B	TP LODGMENT	11.03.2021								
		C	AMENDED PLANS FOR RFI	16.06.2021								

KEY PLAN



LEGEND

UNIT TYPE A

- SINGLE STOREY*
- 3 BEDROOM
- SINGLE GARAGE
+ 1CARSPACE

UNIT TYPE B

- SINGLE STOREY*
- 2 BEDROOM
- SINGLE GARAGE

UNIT TYPE C

- 3 BEDROOM
- DOUBLE GARAGE

UNIT TYPE D1

- 2 BEDROOM
- SINGLE GARAGE

UNIT TYPE D2

- 2 BEDROOM
- SINGLE GARAGE

UNIT TYPE E

- 2 BEDROOM
- SINGLE GARAGE
- ADDITIONAL
FRONT GARDEN

UNIT TYPE A & B
MATERIALS AND COLOUR SCHEDULE



1. ROOF - SELECTED COLOUR - COLORBOND
"DOMINO" OR SIMILAR



2. EXTERNAL WALLS - AUSTRALBRICKS
INDUSTRIAL "CHAR" OR SIMILAR



3. ENTRY TIMBER DOOR - SOLID WOOD
DOOR WITH SELECTED FINISHES "SILKY
OAK" OR SIMILAR



4. EXTERNAL DOORS, WINDOWS, GARAGE
FRAMES - SELECTED COLORBOND
"WOODLAND GREY" OR SIMILAR



5. STEEL-LINE GARAGE DOORS
COLOURS: COLORBOND®
WOODLAND GREY



6. EAVES SOFFIT BOARD - DECOCLAD NARROWLINE
135 MM BOARD WIDTH COLOURS: "DRIFTWOOD"

UNIT TYPE C, D1 & E
MATERIALS AND COLOUR SCHEDULE



1. ROOF - SELECTED COLOUR - COLORBOND
"MONUMENT" OR SIMILAR



2. LIGHTWEIGHT WALL / FASCIA CLADDING
ACRYLIC RENDER FINISH COLOR SELECTED
DULUX COLOR "VIVID WHITE" OR SIMILAR



3. EXTERNAL WALLS, GUTTER AND FASCIA -
SELECTED COLORBOND COLOUR "OOLONG"
OR SIMILAR



4. EXTERNAL DOORS, WINDOWS, GARAGE
FRAMES - SELECTED COLORBOND
"WOODLAND GREY" OR SIMILAR



5. STEEL-LINE GARAGE DOORS
DECOWOOD® COLOURS: "SILKY OAK"



6. ENTRANCE DOOR - SOLID CORED
DOOR WITH OPAQUE GLASS PANEL
SELECTED "SILKY OAK" OR SIMILAR

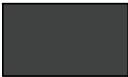


7. EAVES SOFFIT BOARD - DECOCLAD NARROWLINE
135 MM BOARD WIDTH COLOURS: "DRIFTWOOD"



8. TIMBER SCREEN NEWTECHWOOD -
HOLLOW DECORATIVE SCREEN BOARD
100MM X 52MM

UNIT TYPE D2
MATERIALS AND COLOUR SCHEDULE



1. ROOF - SELECTED COLOUR - COLORBOND
"MONUMENT" OR SIMILAR



2. WEATHERBOARD WALL / FASCIA CLADDING
WEATHERTEX: WEATHER GROOVE SMOOTH 300
SELECTED DULUX COLOR "VIVID WHITE" OR
SIMILAR



3. EXTERNAL WALLS - AUSTRALBRICKS
INDUSTRIAL "CHAR" OR SIMILAR



4. EXTERNAL DOORS, WINDOWS, GARAGE
FRAMES - SELECTED COLORBOND
"WOODLAND GREY" OR SIMILAR



5. STEEL-LINE GARAGE DOORS, GARAGE FRAMES
DECOWOOD® COLOURS: COLORBOND®
WOODLAND GREY®



6. ENTRANCE DOOR - SOLID CORED
DOOR WITH OPAQUE GLASS PANEL
SELECTED "SILKY OAK" OR SIMILAR



7. EAVES SOFFIT BOARD - DECOCLAD NARROWLINE
135 MM BOARD WIDTH COLOURS: "DRIFTWOOD"



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Rev	Description	Date	Rev	Description	Date
A	TP LODGMENT	19.10.2020			
B	TP LODGMENT	11.03.2021			
C	AMENDED PLANS FOR RFI	16.06.2021			

Project Title
PROPOSED LAND SUBDIVISION
& TOWNHOUSES DEVELOPMENT
AT 15 DALES RD WARRNAMBOOL
VIC 3280

Drawing Title
EXTERNAL MATERIALS AND
FINISHES

Scale 1:1000 @ A3 | 1:500 @ A1
Date 16.06.2021


Drawing No
TP10

Rev
C







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			A	TP LODGMENT	19.10.2020					Scale	N.T.S.	Drawing No	Rev
			B	TP LODGMENT	11.03.2021					Date	16.06.2021	TP13	C
			C	AMENDED PLANS FOR RFI	16.06.2021								



DEVELOPMENT PLAN

15 Dales Road, Warrnambool

Multi-dwelling Development with
New Accessways and Landscaping

Amended June 2021



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INTRODUCTION

This is a Development Plan supporting a proposed multi-dwelling development at the subject site – 15 Dales Road, Warrnambool. This report responds to requirements within The Warrnambool Planning Scheme for a Comprehensive Plan that provides for the following:

- A detailed site analysis statement;
- A design theme responding to the character of the area;
- Responding to a need for visual and environmental buffers;

This Plan is accompanied by the following:

- Detailed plans showing an intended development of dwellings and townhouses off a new internal road system;
- An Environmental Management Plan;
- A Waste Management Plan;
- An indicative Landscape Plan;
- A Traffic and Parking Assessment;

The plans provided are detailed and represent a medium density housing approach to the future development of the site. As such, the plans detail figures that demonstrate an overall compliance with Clause 55 (ResCode).



Figure 1: Subject site – Dales Road frontage

1. SITE ANALYSIS

1.1 THE SITE

The subject site is at the northeast corner of the intersection of Dales Road and Aberline Road, in Warrnambool. The site is a large irregularly shaped allotment with a frontage to Dales Road of 138.5m, a frontage to Aberline Road of 59.7m, and a site area of approximately 9,384sqm.

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The site has a fall of around 2m towards the southwest corner, or more generally towards Dales Road.

The site is mainly undeveloped pasture. However, there is a single storey dwelling and large shed to the eastern end of the site. There are no trees on the site proper; however, there are trees within the street setback. The site frontages are retained with post and wire fencing.

1.2 THE SURROUNDING AREA

The subject site is in an area north of the Princes Highway in the eastern part of Warrnambool. The area is evolving with the progressive subdivision of former farms for residential developments. This is giving the area a dual character being part open pasture, and part detached dwellings on their own lots. It is also an area with several large parks, while an activity centre is around 800m to the southeast.

The emerging dwelling typology is that of single-storey brick and render dwellings with front setbacks varying between 6m and 10m. Dual occupancies are also present near the subject site. Site frontages are retained with low fencing, but often with no fencing. Planting is modest; however, gardens are still developing.

Most sites are laid out with single crossovers and driveways. These lead to carports and garages generally beside the dwellings. Many dwellings have double garages facing the street and built to one side boundary. The area exhibits with an open rear yard character, though outbuildings are frequent.

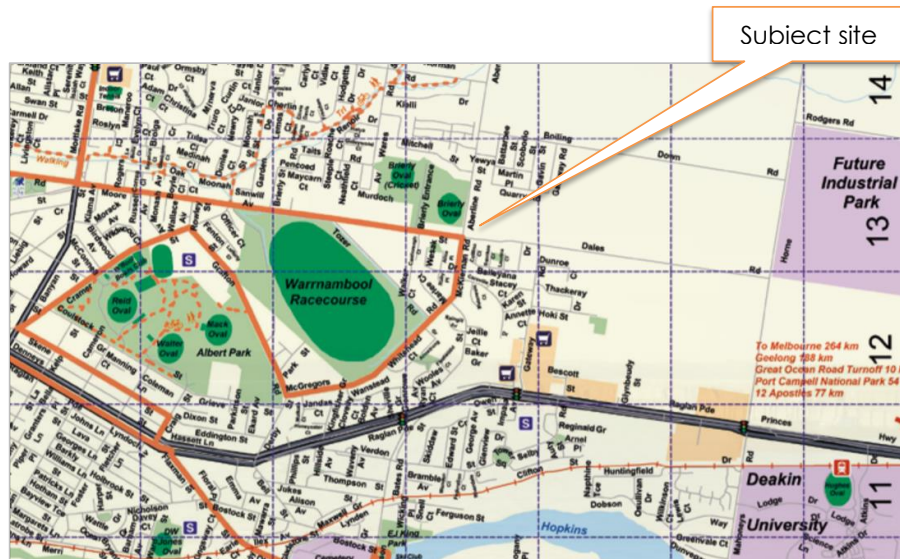


Figure 2: Locality plan

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The site has several main abutments. To the south across Dales Road are detached dwellings (see Figure 3).



Figure 3: Dales Road – opposite subject site

To the east at 25 Dales Road is a site that is undeveloped at its interface with the subject site. It has a hedge of medium-sized trees along the street frontage (see Figure 4).



Figure 4: Interface to the east

To the north (rear) is land currently being developed with a new subdivision and street system. This includes lots behind the subject site, but these are not yet developed (see Figure 5).



Figure 5: Interface to the north (Aberline Road view)

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To the west over Aberline Road is a detached dwelling, and north of this is a park (see Figure 6).



Figure 6: Park opposite on Aberline Road

The site is well located for social infrastructure. There is an activity centre, Gateway Plaza, within walking distance to the southeast. A bus service links the site to the city centre, and to Gateway Plaza. There are parks and playgrounds close by.

2. THE PROPOSAL

It is proposed to develop the site with dwellings and townhouses off an internal road layout. The following are the main details of the proposal:

Site Layout

- The existing house and shed at the east end of the site are to be demolished.
- A new internal road system would be established with 2 entries from Dales Road and 1 entry from Aberline Road. These roads would have widths of variously 6.5m, 7.5m & 8.5m.
- The design principally involves 6 single-storey dwellings facing Dales Road, with 2-storey townhouses and row-housing off the internal accessway.
- Pedestrian pathways would be established along both street frontages, with the pathway along Dales Road linked to a bus stop outside the site.

Building form and setbacks

- The dwellings facing Dales Road would have front setbacks of between 5m and 6.4m.
- The dwellings interfacing other residential sites to the north and east would have rear setbacks of between 3.2m and 3.5m.

- The dwelling with frontage to Aberline Road would have a setback of around 7m.
- The dwellings fronting Dales Road are designed to be single storey in scale and to a maximum height of around 5.2m. The townhouses facing the internal accessways will have a two-storey scale with a maximum height of around 7.8m.

Dwelling type

- There would be a mix of 2-bedroom and 3-bedroom dwellings around the site.
- Many of the townhouses would be designed as semi-detached pairs.
- Each 2-bedroom dwelling would be served by a single garage (6m x 3.5m) while the 3-bedroom dwellings would each have a double garage or an extra tandem car space.
- Each dwelling would have access to at least 40sqm POS, with secluded POS of at least 25sqm with a minimum 3m width.

Other

- Within the indicative plans site coverage of 35% would result, with around 40% permeable area remaining.
- The project can provide for at least 40% garden area.
- The materials of construction would include some brickwork at ground level, rendered cladding at each level, colorbond roofing and fenestration, with timber slat screens where necessary.
- Some dwellings would present with a modern architecture with flat roofed and parapet form. Others, including the dwellings facing Dales Road, would present with pitched roofs and eaves
- Storage areas are proposed within POS areas as sheds.
- Visitor parking (6 spaces) would be provided as indented spaces along the accessways

3. ZONING & PLANNING CONTROLS

3.1 ZONING

The subject site is within a General Residential Zone – Schedule 1. Clause 32.08 of the Warrnambool Planning Scheme governs use and development in this zone. The purposes of the GRZ include the following:

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

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Subject to Clause 32.08-6 a permit is required to construct 2 or more dwellings on a lot. Schedule 1 is titled General Residential Area. It specifies no changes to the normal ResCode standards.



Figure 7: Zoning plan

3.2 OVERLAYS



Figure 8: Overlay plan

The site is within a Development Plan Overlay – DPO7. Clause 43.04 of the Scheme governs use and development within this overlay. The following purposes are stated:

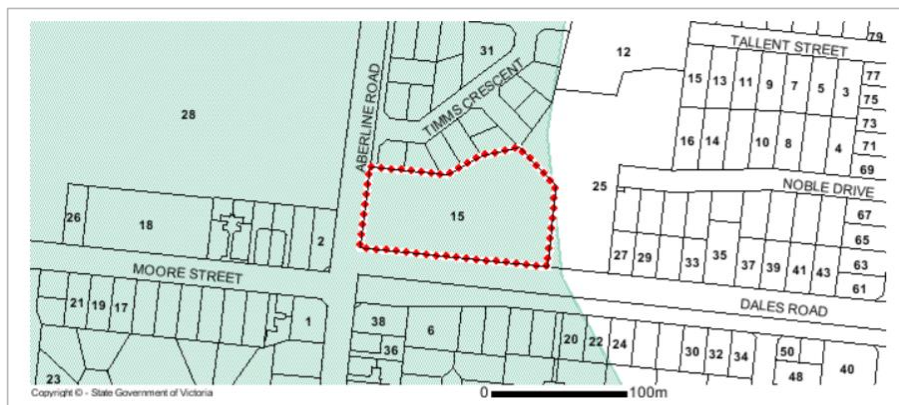
- To implement the Municipal Planning Strategy and the Planning Policy Framework.

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- To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.
- To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority

Schedule 7 is titled North East Warrnambool Growth Area. It identifies 4 areas requiring a development plan, with the subject site being within Area 'D'. Part 3.0 of Schedule 7 details the requirements of a Development Plan. These requirements are addressed below.

Area of Aboriginal Cultural Heritage Sensitivity



The Scheme identifies the subject site as being within an area of Aboriginal Cultural Heritage Sensitivity. An archaeologist has been consulted on this. They think a Cultural Heritage Management Plan is unlikely to be required for this site.

However, this would be more fully investigated should this process proceed to a planning permit application.

3.3 STATE PLANNING POLICY

The following clauses and policies have the most relevance to this application.

Clause 11 - Settlement

This Clause emphasises the opportunities for the “consolidation, redevelopment and intensification of existing urban areas” (Clause 11.02-1S) while respecting neighbourhood character and landscape values. The broader emphasis within State policy is to direct more housing near activity centres and public transport.

Clause 15 – Built Environment and Heritage

This clause seeks to achieve high quality urban design and architecture that reflects the particular characteristics, aspirations and cultural identity of the community, enhances liveability, diversity, amenity and safety of the public realm, and promotes attractiveness of towns and cities within broader strategic contexts.

Clause 16 - Housing

This Clause emphasises the need for urban consolidation and housing diversity. In regard to the 'location of residential development' Clause 16.01-2S seeks to – *“Increase the proportion of new housing in designated locations within established urban areas and reduce the share of new dwellings in greenfield and dispersed development areas.”*

3.4 LOCAL PLANNING POLICY

Council's planning policies are generally contained within Clauses 21 and 22 of the Warrnambool Planning Scheme. The following are the main clauses relevant to the consideration of this proposal, with a description of the policy positions relevant to this Development Plan.

Clause 21.01 – Municipal Profile, Council Vision & Strategic Directions

Under 'Housing' this Clause states:

Established urban areas have potential for further residential development. Large sites within established urban areas that are no longer needed for their original purpose may be suitable for residential redevelopment. There is capacity for more intensive forms of residential development within close proximity to open space, activity centres and along public transport routes.

Clause 21.02 - Settlement

This Clause provides a broad overview for strategic planning. It notes that 'Gateway Plaza' near the subject site is part of the Eastern AC – a Major AC for Warrnambool. It is a Centre that will provide a focus for, and serve the eastern area of the City. Clause 21.02 (Urban Growth) notes that there are already significant areas set aside for the City's expansion - or further subdivision at the fringe. The following is noted about housing demand:

Warrnambool City is forecast to grow at 1.4% per annum over the next 20 years. By 2031, the City is expected to be home to approximately 43,000 people. Based on forecast growth and household sizes, 225 new dwellings need to be constructed per year to meet demand.

The following stated above planning for growth areas:

The development of greenfield growth areas provides an opportunity to provide a variety of dwelling types with varying development densities. The use of smaller lot sizes and housing close to community services will be particularly appropriate for the ageing and student populations.

Clause 21.06 - Built Environment & Heritage

This Clause provides local content to complement the policies at Clause 15 of the State section of the Scheme. It includes the following statement about urban environment:

The siting and design of buildings can have a critical impact on visual appearance within urban streetscapes. Council is also committed to ensuring that ecologically sustainable development (ESD) principles influence the design, siting and servicing of all buildings.

There is a strong emphasis on high quality urban design, safety of the public realm, view sharing and the maintenance of the City's environment and heritage. Where this Clause focuses on 'Cultural heritage and neighbourhood character it includes the following objectives:

- *To maintain neighbourhood character.*
- *To develop neighbourhoods with a strong sense of place with well-designed attractive built form and landscape character.*

There is a strong emphasis on enhancing streetscapes and the public realm.

Clause 21.07 - Housing

Clause 21.07 (Housing) places a greater emphasis on consolidating existing areas, and includes the following objectives:

- *To locate new housing within close proximity to existing and/or planned transport corridors, activity centres and open space.*
- *To provide housing diversity to meet community needs.*
- *To provide opportunities for affordable housing*

Clause 21.11 - Local Areas

Clause 21.11 (Local Areas) includes policies specific to the Eastern AC and surrounding area. The subject site is just outside the focus area external centre. However, the area at the intersection of Dales Road and Aberline Road is still within walking distance of Gateway Plaza and part of the Centre's catchment.

North East Warrnambool Structure Plan

This is a reference document within the Scheme.

This document was prepared for Council by Connell Wagner, and revised in 2008. The Executive Summary for the preparation of the Structure Plan states, as follows:

The Plan seeks to reflect the planning needs of the greater Warrnambool community as articulated in the Warrnambool Land Use Strategy (2004), and to marry these with the needs and aspirations of local communities and key stakeholders in the North East Warrnambool area.

The Plan noted that the growth of Warrnambool had exceeded expectations, and sought to ensure that another 1,500 – 1,600 conventional residential lots would be created to accommodate future growth. The Structure Plan recommended planning scheme amendments to facilitate the extent of change required – for example, changing an area from a Farming Zone to a Residential Zone.

The Plan focusses on areas for growth, but also how to manage this growth in the North East area. As such, the Plan considers accessibility with attendant recommendations for road and bike path upgrades. It considers the recreation needs of the area, areas of environmental significance, all servicing to the area and particularly stormwater.

Where the Plan focusses on the area at the northeast corner of Dales Road, and including the subject site, it considered this area appropriate for the creation of new housing in the first 15 years. To this end a Residential 1 zoning was advocated for these areas.

In addition a Development Plan Overlay was recommended. This was considered a high priority, and that it would achieve the following:

- *Define the preferred layout for future development (in accordance with the Structure Plan)*
- *Deal with issues including road layout, drainage, staging, floodplain confirmation and sustainable design.*
- *Ensure a coordinated approach to development is achieved.*
- *Prevent development from occurring until a Development Plan is prepared giving direction for development of the land.*
- *Provide flexibility for developers to make changes to the Development Plan without requiring a planning scheme amendment.*
- *Can include design guidelines as discussed under the DDO provisions (below).*
- *Provide exemptions from public notification for developments that are in accordance with the Development Plan.*

3.5 OTHER

The following clauses of the Scheme are also relevant:

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Clause 52.06 - Parking

The design provides for 2 parking spaces for each 3-bedroom dwelling, a single car space for each 2-bedroom dwelling, and 6 visitor parking spaces for the 33 dwellings.

Clause 55 - Two or More Dwellings on a Lot

Compliance with the standards and objectives at Clause 55 is discussed at Part 4.4 of this Plan.



Figure 7: View to the southwest across intersection

4. ASSESSMENT

4.1 DESIGN THEME

The above provides a physical and strategic context for the site. There is clearly strategic support for optimizing this site, as follows:

- This is a large site at the junction of 2 collector roads.
- The zoning for the site supports housing growth and diversity.
- Local planning policy identifies the site as being within a future growth corridor.
- Local policies support increased housing in the area around the Eastern AC, and that this should include some high and medium density housing.

Other notable aspects of the site context are as follows:

- The site has a long frontage to Dales Road of 138.5m, and a frontage to Aberline Road of 59.7m;
- There are no easements that militate against development;
- The site is at grade with the neighbouring property to the east, and below the level of the new subdivision to the north;

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- Dales Road has generally been developed at a single storey scale.
- There is a wide verge along the Dales Road frontage.

Site Layout

This site is not in close proximity to the Gateway Plaza, being around 800m walking distance away. It is less suited to higher density housing and that appears to have militated against the previous proposal for apartments at the site. However, it can be inclusive of a more modest extent of medium density housing, like 2-storey townhouses.

The design acknowledges the scale of development along Dales Road by proposing single storey dwellings with side setbacks along this streetscape. This will maintain the scale of development, and also the rhythm of spacing between dwellings. The internal road system behind the Dales Road frontage will support townhouse form. Some of this will be in the form of row-house styled dwellings, while others will be in townhouse pairs.

The development will require a new road from Aberline Road and 2 new roads from Dales Road. These are long street frontages and this level of new access points will not be disruptive (see Traffix report).

There would be footpaths along both site frontages. This will add to the area's pedestrian connectivity. Notably, the footpath is design inside the Aberline Road frontage to align with an existing footpath to the north. There will also be a footpath outside the Dales Road frontage. Council's assets department will determine the exact location of these.



Figure 8 – Image from 3D perspectives

The design philosophy is for a development of housing at a greater intensity to the surrounds, but nestled in a well landscaped garden setting (see Figure 8). It will have its own road system, and therefore, low traffic volumes. The intent is for footpaths through the site with nature strips that will include shrubs and smaller trees.

The large verge along Dales Road provides an opportunity for significant landscaping to the benefit of the public realm. This would be complemented by planting within the front yards of the dwellings along Dales Road. There is a similar opportunity for planting along the Aberline Road frontage.

Site connectivity

The access from Aberline Road continues on an east-west access through the site. It terminates at the eastern border of the site. The abutting site to the east is also undeveloped and has potential for future development - the east-west road would become an opportunity to link the 2 sites. This may be as a road connection, or at least a pedestrian connection. The plans reflect this possibility.

Building Scale and Form

The scale of development is to be single storey fronting Dales Road, and a two-storey scale behind. Even the two-storey form will have a maximum height of no more than 7.8m. This is well within the 9m ResCode requirement. While the townhouse scale is higher than the surrounds it is only one storey above buildings opposite. Further, this is an area which is inclusive of 2-storey form.

The style of architecture will be both traditional and modern. The townhouses will sit in close proximity to the accessways in a mews-styled layout. While the architecture will have a more modern feel, this is considered appropriate to a large island site in this location.

The built form is designed to meet all quantifiable ResCode standards for site layout. Generally, the built form is well separated from side and rear boundaries and no boundary walls are proposed on external boundaries. Therefore, standards B17 and B18 of ResCode would be easily met.

The front setbacks along both main roads are generous and would be complemented by the wide verges (see Figure 9).

Materials and finishes

The materials of construction would include some brickwork at ground level, rendered cladding at each level, colorbond roofing and fenestration, with timber slat screens where necessary. Colouring is to be a mix of greys and whites. Garage doors and entry doors would be in natural wood finishes.

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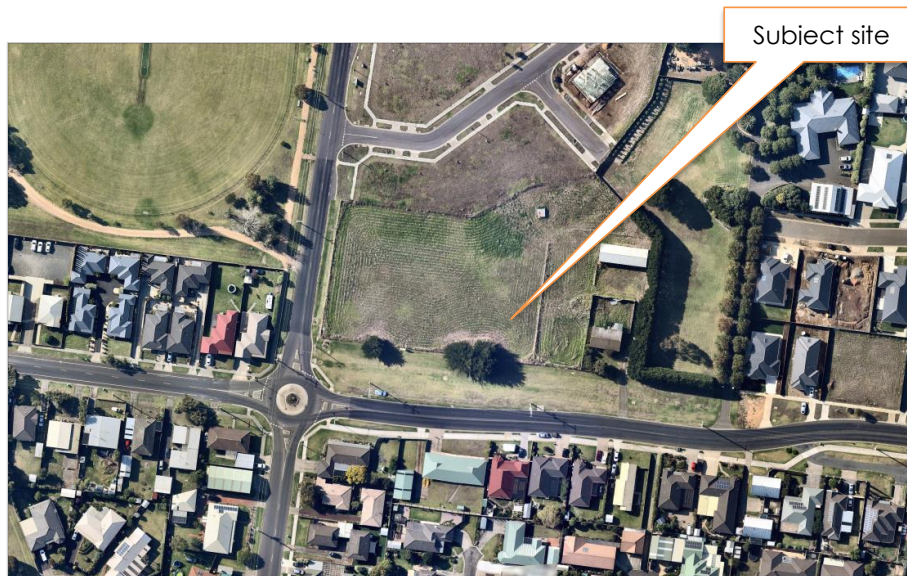


Figure 9: Aerial view of site context

These materials have precedent in the area. The colouring is a modern palette, while the wood features will provide a natural finish acknowledging the partially rural setting.

Where fencing faces the public realm it is to be generally to 1.2m in height and permeable; most likely this would be picket fencing. This may vary for the dwellings at the southwest corner of the site where they need to privatise secluded private open space areas. The intent would be for higher permeable fencing but with hedge planting to privatise these areas

Off-site Amenity

This layout seeks to minimise visual bulk impacts on the neighbours' rear yard outlook. They will have views to built form with separation, upper storey separation, and with setbacks greater than sought under ResCode. The ground level setbacks to the north and east are between 3.2m and 3.5m. The upper storey setbacks to these interfaces are generally 5.1m – 6.1m to the north, and 4.4m – 6m to the east.

They will also have planting in the foreground to soften the impact of 2-storey form. It is noted that the neighbour to the east has substantial hedge planting at this interface. The neighbouring lots to the north are likely to be developed with rear yards abutting the subject site and forming a green corridor.

There will be no *unreasonable* overshadowing of neighbouring property. Upper storey windows with the potential to overlook neighbouring sites will be appropriately treated.

On-site Amenity

The liveability of the dwellings is considered very high. There is a diversity of dwelling types throughout the site.

Each dwelling is designed as spacious accommodation suitable for small to medium sized households. A feature of this site layout is that each dwelling would sit on its own allotment. Only the accessways would become common property.

The layout of dwellings across the site allows that all SPOS areas achieve a sufficient level of solar access. All dwellings have a good nexus between their living areas and SPOS. In relative terms, the secluded POS areas are generous. Each dwelling has access to safe and convenient parking via single and double garages. Each dwelling would have the requisite storage and clotheslines.

The dwellings will also enjoy intrinsic energy efficiency through optimal solar access, some attached form, and multi-storey form. These measures would ensure that a 6-star energy rating can be easily achieved.

4.2 DPO7 – OTHER REQUIREMENTS

DPO7 also calls for sustainable design, appropriate infrastructure and stormwater management, a strong landscape response, environmental management, along with appropriate access and parking. These are addressed by other reports prepared to inform this Development Plan. The following are responses to the requirements of the DPO for Area 'D'.

Site Analysis Report and Plan

- *In relation to existing site conditions and features includes details on the topography of the land, the location of existing vegetation, drainage lines, existing buildings, sites of conservation, heritage or archaeological significance and any other features.*
- *Provides a proposed development layout including roads, public open space and other features of subdivision in a manner which is responsive to the identified site features and demonstrates the integration of the development with existing infrastructure within the North East area including access, open space, retailing and schooling.*
- *Provides adequate and usable public open space and demonstrate the suitability and accessibility of the provided open space to form part of the open space network.*

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- *Identifies the means by which any sites of conservation, heritage or archaeological significance will be managed during construction and following the development.*
- *Identifies designated areas within the plan area proposed as potentially suitable for medium and higher density housing types based upon accessibility to transport, open space, services and other factors, as well as potential opportunities (if applicable) for areas suitable for non-car based development.*
- *Identifies designated areas to be set aside for single dwelling development only.*
- *Provides for community interaction, safety and surveillance by the provision of housing to front streets and/or public open space in the development area.*
- *Designates a main north-south transport route along Aberline Road, Boiling Downs Road and Gateway Road. This route must align and provide for linkage to the connection to Raglan Parade (Princes Highway) at the Gateway Road intersection.*

Response

The plans submitted include site analysis material. This is enhanced by descriptions of the site and the area in Section 1 of this report. This is inclusive of proximities to local and regional infrastructure.

This Plan does not include a section of public open space on-site. This is a factor of the close proximity to a park northwest over Aberline Road. Future development according to this Plan can include the need for an open space contribution with that funding used to improve existing parkland in the area.

The plan provides for a single dwelling area along Dales Road, and townhouses behind. The Plan does not specify areas appropriate to non-car based development, as it does not have close proximity to Gateway Plaza. It is considered car use will be necessary for most occupants within this development.

The design is based around a street system with separate pedestrian and vehicular access. The pedestrian areas will reinforce connectivity between residents, and provide for surveillance of the public realm within the development. The wide verges along both street frontages will also allow for meeting areas.

An Open Space and Landscape Masterplan

- *Identifies a preferred character or theme in relation to the proposed development area including general design treatments for streetscapes, roads and boulevards, and open space.*

- *Designates by consideration of slope and accessibility, land suitable for open space provision within development areas, including prevention of direct private ownership and boundaries to watercourses.*
- *Provides for detailed planting scheme including specification of species.*
- *Provides a visual and environmental buffer to continued agricultural land use to the east of Aberline Road.*

Response

An indicative landscape concept is provided as part of this Plan. As stated under Section 4.1 above the design philosophy is for a new housing development nestled in a well landscaped garden setting. Figure 8 within this Plan shows a perspective view of this planting scheme.

Environmental Report

- *Identifies the approach to water sensitive urban design in relation to drainage, road and allotment layout design. A theme should be applied to the entire development and should be based upon best practice provisions of water quality and turbidity, coupled with achieving relatively efficient maintenance provisions.*
- *Provides information on the biodiversity of the riparian corridor of any watercourses or existing and proposed open space corridors in the development area.*
- *Identifies the opportunities for incorporation of 'Third Pipe' stormwater collection including demonstration of consultation with Wannon Region Water Authority or its subsequent equivalent authority.*

Response

In response, it is noted that there are no watercourses traversing the site. There are no easements across the site benefitting other sites nearby. Therefore, the passage and collection of water is a site specific issue.

The site exhibits a high permeability and on-site filtration is expected. The fall of the site is towards Dales Road where a wide verge is present. This would be an obvious collection point for water not retained on-site. This has been discussed with Council and there is an acceptance that this can be addressed as part of a planning permit application – should the Plan be supported.

Infrastructure Report

- *Integrates drainage as a part of high quality open space nodes and linear linkages. Where possible integrate stormwater management systems such as Bio filter wetlands as a part of high quality open space network.*
- *Provides an open space area in each plan that responds to the balance between open space usability and functionality, and the objectives of floodplain management.*
- *Provides a staging plan for development of the land in relation to efficient infrastructure provision through stages.*
- *Provides for the provision and funding of physical infrastructure (unless included in any approved Development Contribution Plan or scheme for the area, outline arrangements for the provision and funding of physical infrastructure).*
- *Provides a timing schedule of public and infrastructure works, and staging of development for the development area.*

Response

See Section 4.5 below.

4.3 CLAUSE 55 (RESCODE)

Subject to support for the Development Plan a planning permit application would be made to ratify all details of future development. Such application would include a detailed response to Clause 55 (ResCode). However, it is noted that the designer has ensured that all standards of ResCode are met. This is made evident in Section 4.1 (Design Theme) within this plan.

4.4 SUBDIVISION & STAGING

It is anticipated that this site will be developed by a single developer. The full development of the site would be approved and substantially completed prior to a subdivision being approved.

The current owner anticipates a development in two stages:

Stage 1: All infrastructure including roads and services would be constructed in this stage, along with the dwellings with frontage to Dales Road.

ST-WISE PTY LTD
PLANNING PROFESSIONALS

Stage 2: This stage would involve the construction of all townhouses within the balance of the site, and finally all landscaping in the public and private domains.



Mark Waldon

Director – St-wise Pty Ltd



Our Reference: G25147L-01A

5th May 2021

Reid Development Pty Ltd
Via email: emily@reiddevelopments.com

Attention: Emily Reid

Dear Emily,

15 Dales Road, Warrnambool
Response to Council Request for Further Information

We refer to your request to provide a traffic engineering letter in response to Council's Request for Further Information (RFI) letter dated 15th April 2021.

We have prepared an updated Traffic Impact Assessment Report (copy attached at Appendix A), which responds to the required information.

Our response to each traffic engineering item raised in Council's RFI letter is provided below.

Issue

- a. *Consideration of parking controls within common property particularly where cars may limit refuse collection.*

There are a sufficient number of visitor parking spaces to accommodate the expected visitor parking demand in accordance with the statutory requirement and it is not expected that vehicles will be parked elsewhere on the internal road.

If Council deems it necessary, 'No Stopping' signage could be provided throughout the internal roads, or a sign at the entrances stating "visitors park in marked bays only", to ensure there are no parked cars which could impact refuse collection.

Issue

- b. *Statutory car parking requirements on Page 10 is currently shown as 'xx'.*

The reference to the statutory car parking requirement has been corrected on Page 10 of the attached traffic engineering report.

Issue

- c. *"Table 5" referred to on page 12 is missing from the report.*

The reference to 'Table 5' is an error of the report and the updated traffic report attached to this letter includes a 'Figure 8' to provide the missing information.

15 Dales Road,
Warrnambool

Traffix Group

Issue

- d. Council engineers consider it best to apply a rate of 9 trips per dwelling per day and peak hour 0.85 trips per dwelling per day.

The attached traffic report has been updated to adopt the traffic generation rates suggested by Council. The Traffic Impact section of the report has regard to the increased traffic from the use of Council's traffic generation rates.

Issue

- e. Traffic volumes of both Aberline Road and Dales Road provided in report should be analysed using the predicted volumes in the Traffic Impact Assessment for North East Warrnambool Residential Growth Area.

The North East Warrnambool Residential Growth Area Structure Plan shows Aberline Road being diverted towards the east and connecting to Dales Road at Gateway Road.

The predicted future traffic volume data that is available for Aberline Road in the North East Warrnambool Residential Growth Area Structure Plan is at the Aberline Road/Whites Road intersection, which is to the north of the subject site and north of where Aberline Road is identified to be diverted to the east.

Under the provisions of the North East Warrnambool Residential Growth Area Structure Plan, the section of Aberline Road past the subject site is to be downgraded as is evident from Figure 1 below which identifies that the primary north-south traffic route will be via the diverted road and not passed the site.

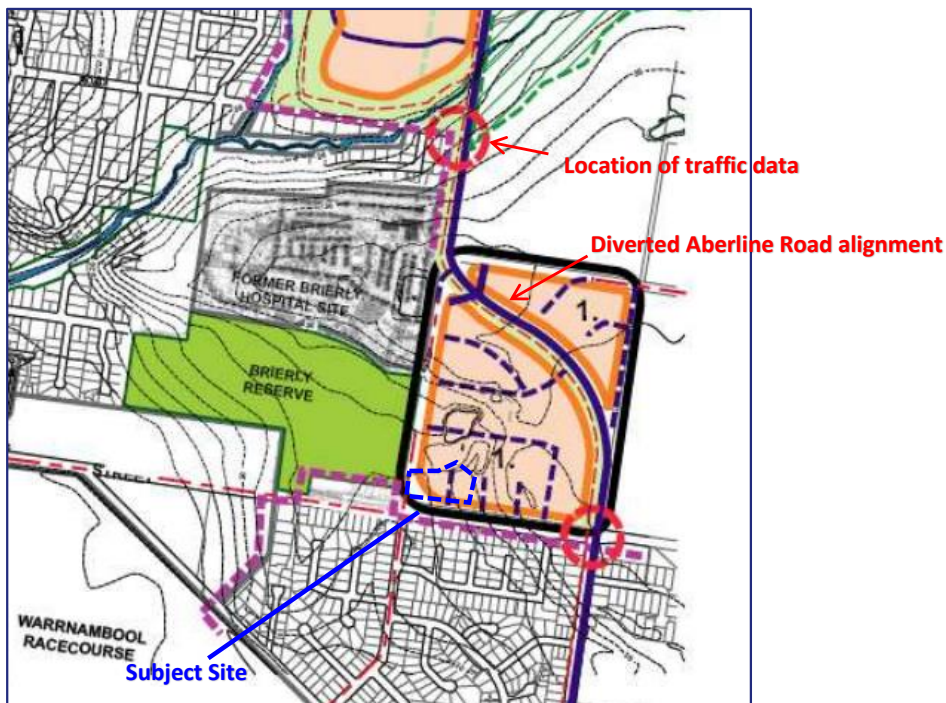


Figure 1: Excerpt from the North East Warrnambool Residential Growth Area Structure Plan



15 Dales Road,
Warrnambool



Dales Road is not proposed to form part of the diverted primary traffic route. The traffic volume information available within the North East Warrnambool Residential Growth Area Traffic Impact Assessment (TIA) is for Moore Road (the continuation of Dales Road, east of Aberline Road) only and does not assist with assessments of the current proposal.

It is also significant to note that the subject site forms part of the undeveloped residential land which was taken into account within the North East Warrnambool Residential Growth Area TIA with respect to generating future traffic.

Based on the above, the amount of traffic past the site on Aberline Road is not expected to increase as a result of the future development of the growth area to the north, there is no predicted traffic data provided within the growth area TIA for either Aberline Road in the vicinity of the site or for Dales Road and the current assessment within the attached Traffix Group traffic engineering report is appropriate.

Issue

- f. Access to conventional residential Lot should be shown to access common property road not Aberline Road. Location shown is too close to the common road access.*

The large conventional lot on the southwest corner of the site has been amended to now be included within the proposed development. This part of the site provides for two townhouses and a single detached dwelling.

The townhouses will each take access from the internal common road while the future single dwelling is shown to have a single width access from the internal road.

We are satisfied that these access arrangements are appropriate and will minimise the connections to the external road network.

Issue

- g. Units 29 & 30 (and future residential on corner) should have a driveway within the reserve that runs east to connect with the main access point to Dales Road. The two (2) crossovers of approximately 24m shown on the plan are not supported.*

Traffix Group does not consider the outcome proposed by Council of providing a driveway to the east through the reserve as a good traffic engineering outcome. We acknowledge that the two 24m crossovers previously required vehicles to reverse a significant distance to exit onto Dales Road which was also not a desirable outcome.

The plans have been amended so that all lots take access from the internal road network.

If there are any queries regarding the above assessment, please contact Daniel Milder or Henry Turnbull at our Melbourne CBD office.

Yours faithfully,

TRAFFIX GROUP PTY LTD

A handwritten signature in blue ink, appearing to read 'H. H. Turnbull'.

HENRY H TURNBULL
PRINCIPAL CONSULTANT





Appendix A

Updated Traffic Engineering Report

Traffix Group

Traffic Engineering Assessment

Proposed Residential Development
15 Dales Road, Warrnambool

Prepared for
St. Wise Pty Ltd

May, 2021

G25147R-03B

Traffic Engineering Assessment

15 Dales Road, Warrnambool

Document Control

Our Reference: G25147R-03B

Issue No.	Type	Date	Prepared By	Approved By
A	Initial Issue	20/10/2020	Daniel Milder	Jodie Place
B	Second Issue - RFI	5/05/2021	Daniel Milder	Jodie Place

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Traffic Engineering Assessment

15 Dales Road, Warrnambool

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- Appendix A Proposed Development Plan**
- Appendix B Swept Path Diagrams**

Traffic Engineering Assessment

15 Dales Road, Warrnambool

1. Introduction

Traffic Group has been engaged by St. Wise Pty Ltd to prepare a traffic engineering assessment for a proposed residential development at 15 Dales Road, Warrnambool.

This report provides our traffic engineering assessment of the parking and traffic issues associated with the proposed development and responds to comments provided in Council's Request for Further Information letter dated 15th April 2021.

2. Existing Conditions

2.1. Site Locality

The subject site is located on the northeast corner of Aberline Road/Dales Road intersection in Warrnambool, as presented in the locality plan at Figure 1 below.

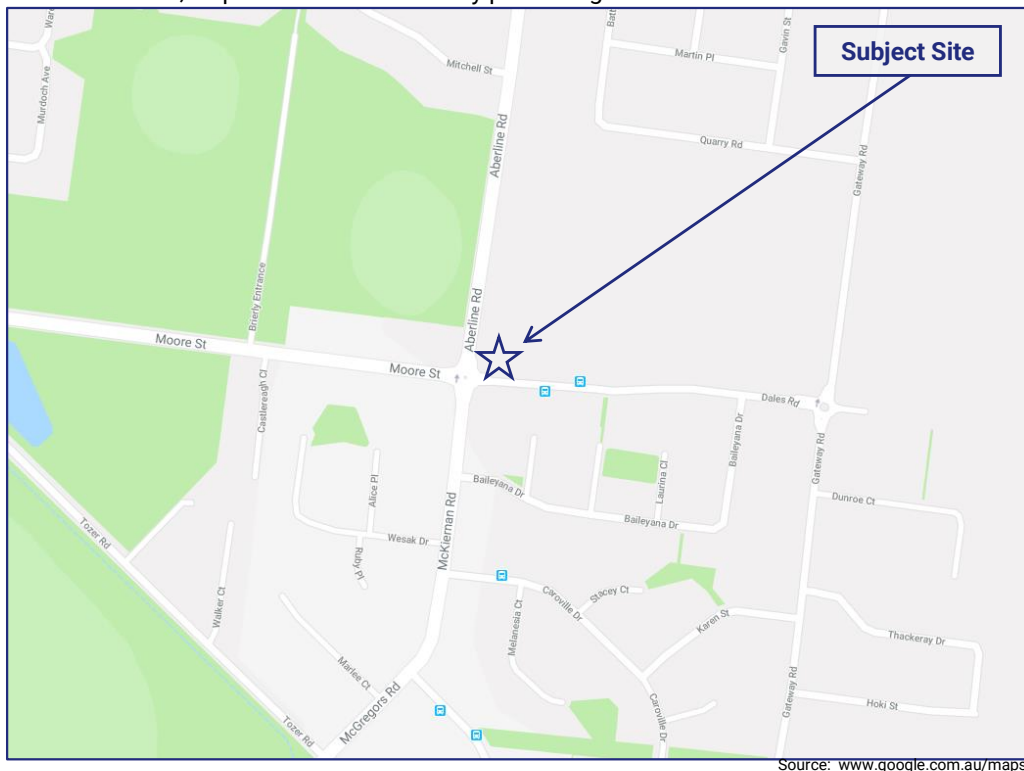


Figure 1: Locality Map

Source: www.google.com.au/maps

The subject site is predominantly vacant land with a small dwelling constructed on the eastern portion of the land, accessed via Dales Road. Vehicle access is via a single width gravel crossover to Dales Road.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

The site has a total area of approximately 9,415m² and frontages to Aberline Road and Dales Road of approximately 60m and 139m respectively.

An aerial view of the site is shown in Figure 2 below.



Figure 2: Aerial Photograph

Traffic Engineering Assessment

15 Dales Road, Warrnambool

2.2. Land Use

The site is zoned General Residential Zone – Schedule 1 (GRZ1) as shown in Figure 3 below.

The site is also affected by a Development Plan Overlay – Schedule 7.

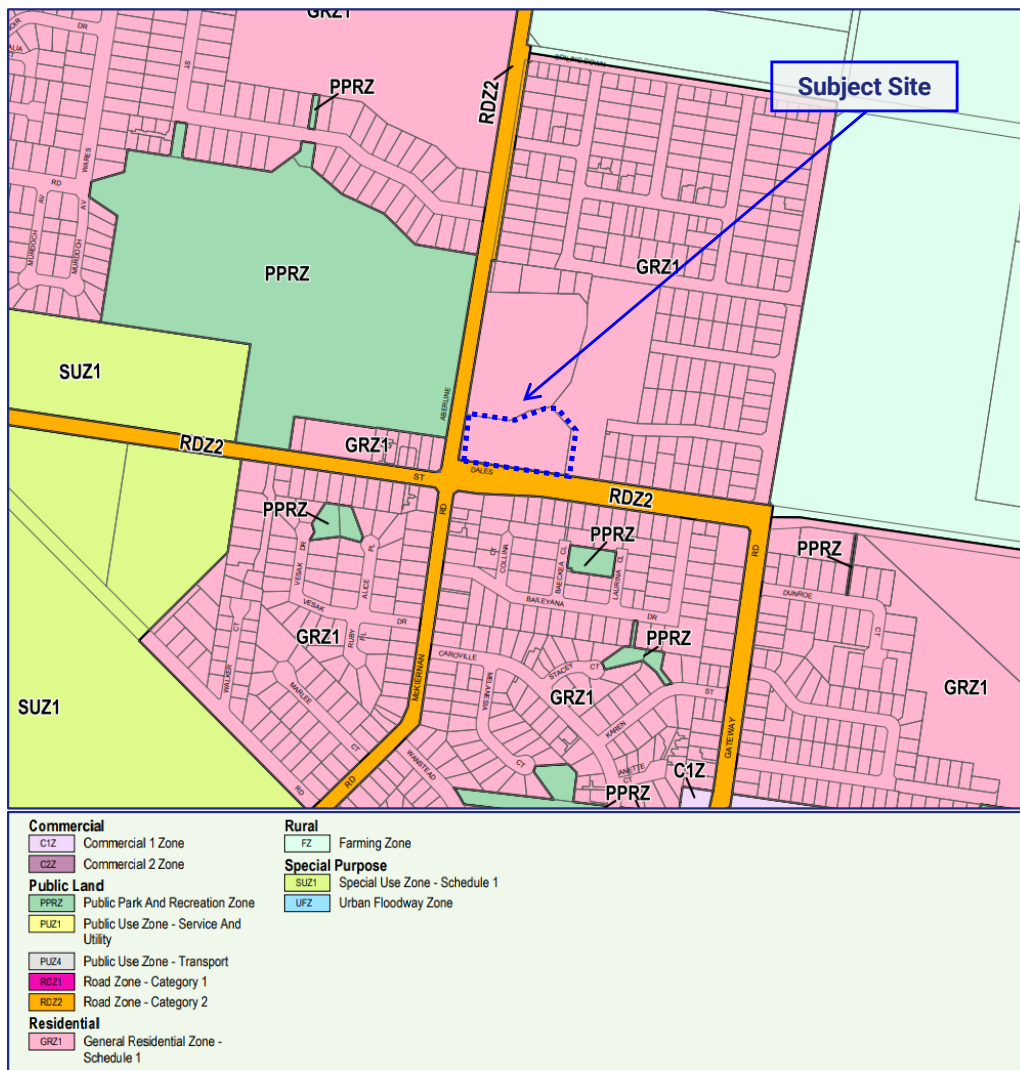


Figure 3: Land Use Zoning Map

The surrounding land uses are primarily residential in nature. A public park and recreation zone is located on the west side of Aberline Road, opposite the subject site and the Warrnambool Racecourse is located approximately 700m west of the subject site.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

2.3. Road Network

Aberline Road is within a Road Zone Category 2 and identified as a 'Collector Road' in the Warrnambool Register of Public Roads.

It is aligned in a north-south direction between Wangoom Road to the north (where it continues as Wiggs Lane) and Dales Road/Moore Street (where it continues as McKiernan Road and then McGregors Road).

Aberline Road is constructed as a two-lane two-way road with a carriageway width of approximately 10.3m. We understand that the road is currently being upgraded and kerbside indented parking will be provided on the east side of the road adjacent to the site.

A speed limit of 60km/h applies.



Figure 4: Aberline Road view North



Figure 5: Aberline Road view South

Traffic Engineering Assessment

15 Dales Road, Warrnambool

Dales Road is within a Road Zone Category 2 and identified as a 'Collector Road' in the Warrnambool Register of Public Roads.

The existing carriageway extends approximately 400 metres in an east-west direction between Gateway Road and Aberline Road. To the east of Gateway Road, the Dales Road reservation extends a further 2.8km to Staffords Road, with the far eastern 450m section at Staffords Road constructed with a gravel carriageway open to traffic. To the west of Aberline Road, Dales Road changes name to Moore Street and continues through to Hopkins Highway.

In the vicinity of the subject site, Dales Road is constructed with a 9.6m wide carriageway carrying one traffic lane in each direction, with a 2.5m wide shared path constructed on the south side.

Adjacent to the site, Dales Road has a verge width which varies from approximately 23m at the western end to 19m at the eastern end. The wide verge does not continue west of Aberline Road or east of 25 Dales Road and accordingly does not appear to be required for any future road upgrades.

A speed limit of 60km/h applies.



Figure 6: Thomas Street view North



Figure 7: Thomas Street view South

Traffic Engineering Assessment

15 Dales Road, Warrnambool

2.4. Existing Traffic Conditions

Traffix Group has obtained traffic volume data from Council for Aberline Road and Dales Road.

The surveys for Aberline Road were undertaken from Wednesday 22nd May 2013 to Thursday 6th June 2013 and compiled into a virtual week which showed the following daily and peak hour traffic movements along Aberline Road:

- Daily: 3,604 vehicles (1,803 southbound and 1,801 northbound).
- AM Peak (8am-9am): 348 vehicles (247 southbound and 101 northbound).
- PM Peak (5pm-6pm): 379 vehicles (154 southbound and 225 northbound).

Council's most recent count of Dales Road showed a daily two-way traffic volume of 2,119 movements

3. Proposal

The proposal is for a residential development comprising 33 dwellings including seven three-bedroom units.

A single car parking space is provided for each of the two-bedroom dwellings and the three-bedroom dwellings are provided with either a double garage or a single garage and a single space in tandem.

Six visitor parking spaces are provided across the site.

Access to the site is provided via three private driveways, one via Aberline Road and the other two via Dales Road.

A copy of the proposed development plans (dated October 2020) is attached at Appendix A.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

4. Car Parking Assessment

4.1. Statutory Car Parking Requirement

Clause 52.06 of the Planning Scheme sets out the statutory requirements for car parking. The purposes of Clause 52.06 are:

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

The statutory parking requirement is set out in table 1 below.

Table 1: Statutory Car Parking Requirement

Use	Measure	Rate	Requirement ⁽¹⁾
Dwelling (two bedroom)	29 units	1 space to each dwelling	29 spaces
Dwelling (three bedroom)	7 units	2 spaces to each dwelling	14 spaces
Dwelling (visitor)	36 units	1 space to every 5 dwellings	7 spaces
TOTAL			50 spaces

The proposed development has a statutory requirement for 50 car parking spaces comprising 43 resident spaces and seven residential visitor spaces.

Resident car parking is to be provided on-site for each lot in accordance with the statutory car park requirement.

The development has a requirement for seven visitor parking spaces. There are six visitor spaces shown on-site which falls short of the statutory requirement. There are parking opportunities along the site's frontages to accommodate any overflow visitor parking demands and accordingly, the minor reduction in the car parking requirement being sought will not have any adverse impacts.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

4.2. Car Park Layout

The proposed car parking layout and access arrangements have been assessed under the relevant sections of the Planning Scheme and the relevant Australian Standards.

Key elements of the design include:

- all accessways are in excess of 6m wide which allows for simultaneous two-way traffic movements,
- all vehicles can enter and exit in a forwards direction,
- all accessways connect to roads within Road Zones. The accessways are sufficiently wide to allow for passing to occur at each of the access points,
- all parallel and standard parking spaces are provided in accordance with the minimum dimensions set out at Clause 52.06-9 Design Standard 2, and
- all garages are provided with minimum dimensions as set out in the Planning Scheme.

We are satisfied that the proposed car parking layout meets the minimum requirements set out at Clause 52.06-9 of the Planning Scheme and will work well.

5. Bicycle Assessment

Statutory bicycle parking requirements are set out at Clause 52.34 of the Planning Scheme.

Dwellings

The relevant Clause 52.34 bicycle parking rates for residential dwellings are as follows:

- For residents: in developments of four or more storeys, one space per 5 dwellings
- For visitors: in developments of four or more storeys, one space per 10 dwellings

The residential component of the development is less than four storeys in height and therefore does not generate a statutory bicycle parking requirement.

We note that each dwelling is provided with a garage and can easily accommodate bicycle parking.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

6. Traffic Assessment

6.1. Traffic Generation

The RTA Guide to Traffic Generating Development (2002) (RTA Guide) sets out traffic generation rates based on survey data collected in New South Wales for a range of land uses and is generally applied by VicRoads as the standard for metropolitan development characteristics.

Residential

The RTA Guide (2002) sets out the following trip generation rates for medium density residential developments:

Smaller Units (one and two bedrooms):

- Daily vehicle trips = 4 – 5 per dwelling per day
- Weekday peak hour vehicle trips = 0.4 – 0.5 per dwelling per day

Larger Units (three bedrooms or more):

- Daily vehicle trips = 5 – 6.5 per dwelling
- Weekday peak hour vehicle trips = 0.5 – 0.65 per dwelling

Council has issued a Request for Further Information letter dated 15th April 2021, in which it has expressed its view that more appropriate traffic generation rates of 9 vehicles trips per dwelling per day and 0.85 vehicle trips per peak period should be applied.

While we do not agree that these rates will be indicative of the actual traffic generation for this development, we have adopted them as part of a sensitivity analysis allowing for the worst-case scenario.

Accordingly, the proposed development (36 dwellings) will generate in the order of 324 vehicle trips per day within the order of 31 trips in each commuter peak hour.

6.2. Traffic Distribution

Having regard to the site's locality near the north-east edge of the Warrnambool Township, the majority of traffic is likely to be generated to/from the south-west, including:

- via Moore Street/Jamieson Street to the town centre, and
- via McKiernan Road/McGregors Road/Derby Street to Princes Highway.

Accordingly, we expect traffic to be distributed as follows:

- 70% to and from the south,
- 30% to and from the north.

Figure 8 below shows the relevant turning movements at the access point in the AM and PM peak hours.

Traffic Engineering
Assessment

15 Dales Road, Warrnambool

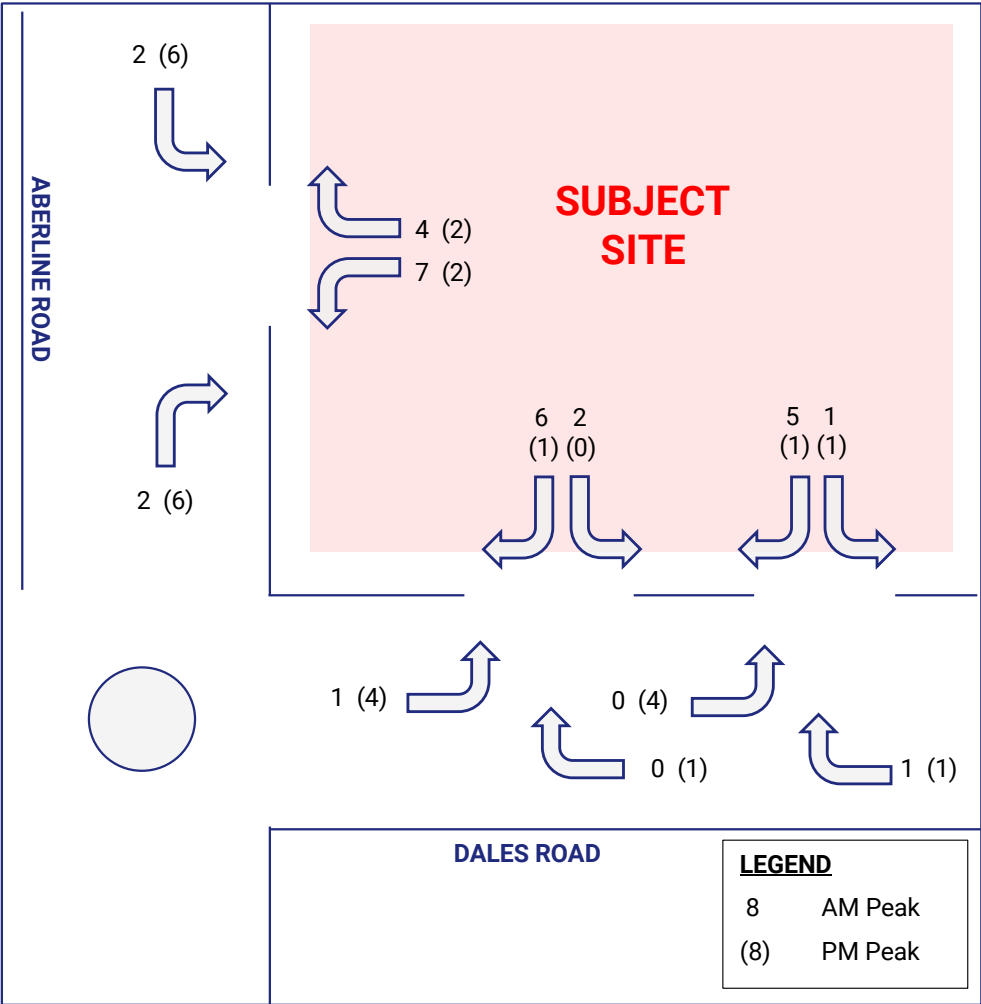


Figure 8: Predicted Site Generated Turning Volumes

Traffic Engineering Assessment

15 Dales Road, Warrnambool

6.3. Traffic Impact

The peak hour traffic generation of 31 vehicle movements is expected to be split between the three crossovers to the site (two to Dales Road and one to Aberline Road). This equates to one vehicle either entering or exiting one of the crossovers every 1.9 minutes on average.

Both Aberline Road and Dales Road are zoned as Road Zone Category 2 with a “collector road” classification under Council’s public road register, which have an environmental capacity in the order of 6,000 vehicles per day (two-way). Significantly, we note that it Aberline Road and Dales Road currently carries in the order of 3,600 vpd and 2,100 vpd respectively.

In this context, the level of traffic likely to be generated by the subject site is negligible and is not likely to adversely impact on the operation of the surrounding road network and intersections.

Notably, the Aberline Road/Dales Road/McKiernan Road/Moore Street intersection is roundabout-controlled, which facilitates easy right-turn and U-turn manoeuvres at this location. The proposed crossover has been sufficiently set-back from the roundabout to ensure no adverse traffic impacts.

7. Waste Collection

Waste collection is proposed to be undertaken by private collection, entirely on the site.

Waste bins are anticipated to be collected from the internal road frontage of each dwelling.

Traffix Group has prepared swept path diagrams, attached at Appendix B, which demonstrates suitable access to and from the on-site waste collection area by a 10.2m garbage vehicle.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

8. Schedule 7 to the DPO

The site is affected by Schedule 7 to the Development Plan Overlay (DPO7). Specifically, the site is located within Area D of DPO7 as per Map 1 to the Schedule to Clause 3.0.

Clause 3.0 of DPO7 specifies that ... “development plans must be generally consistent with the North East Warrnambool Structure Plan 2007 ...”.

An extract of the North East Warrnambool Structure Plan 2007 (NEWSP) as it relates to the subject site is shown in Figure 9 below.

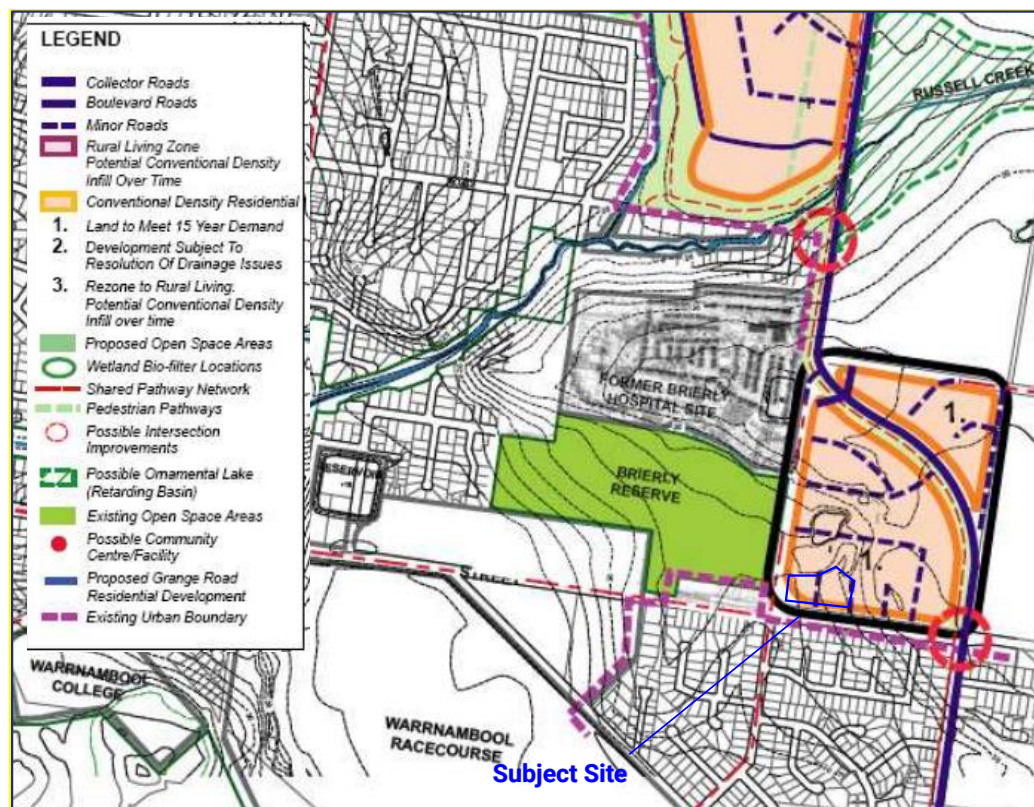


Figure 9: Extract from North East Warrnambool Structure Plan 2007

Figure 9 indicates that only a single indicative minor dead-end road is envisaged within the site under the provisions of the NEWSP, with no key roads or connections between the subject site and any adjoining sites.

The proposal includes private driveways with no vehicular connections to adjoining sites, and this is generally consistent with the NEWSP as required by DPO7.

Other DPO7 requirements relevant to the site (within Area D) are addressed in Table 2 below.

Traffic Engineering Assessment

15 Dales Road, Warrnambool

Table 2: DPO7 Requirements

DPO7 Requirement	Comment
Identifies designated areas within the plan area proposed as potentially suitable for medium and higher density housing types based upon access to transport, open space, services and other factors, as well as potential opportunities (if applicable) for areas suitable for non-car based development.	<p>The site includes a bus stop on the frontage which services two routes and is located within walking distance of shops and services (at Gateway Plaza).</p> <p>Accordingly, it is well suited to higher density housing and dwellings without a car space.</p>
Provide for community interaction, safety, and surveillance by the provision of housing to front streets and/or public open space in the development area.	<p>The proposed development includes two dwellings that front Dales Road.</p>
An infrastructure report that provides for the provision and funding of physical infrastructure (unless included in any approved Development Contribution Plan or scheme for the area, outline arrangements for the provision and funding of physical infrastructure).	<p>No existing Development Contribution Plan affects the subject site.</p> <p>The following infrastructure items are proposed to be provided (at the developer's expense):</p> <ul style="list-style-type: none"> • A 1.5m wide footpath on the site's Dales Road frontage. • A 1.5m wide footpath on the site's Aberline Road frontage. <p>A pedestrian connection between the footpath and the bus stop on the site's Dales Road frontage.</p>

It is noted that Schedule 7 to the Development Plan Overlay does not require a separate traffic engineering report.

Having regard to Table 2 above, the proposed development meets the relevant traffic engineering requirements of DPO7.

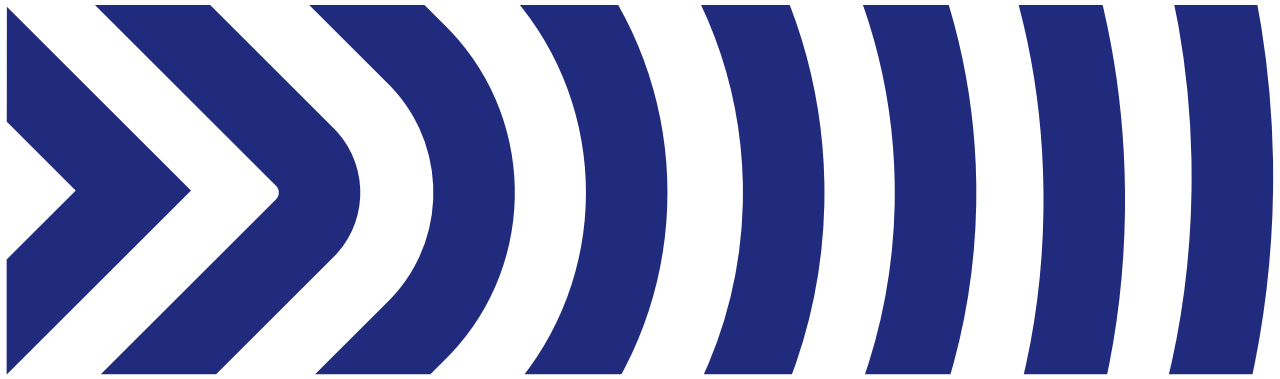
Traffic Engineering Assessment

15 Dales Road, Warrnambool

9. Conclusion

Having undertaken a traffic engineering assessment of the proposed residential development at 15 Dales Road, Warrnambool, we are of the opinion that:



- a) the proposed development has a statutory car parking requirement for 50 spaces comprising 43 resident spaces and seven visitor spaces,
- b) parking in accordance with the statutory requirement is to be provided for the residents,
- c) six visitor parking spaces are shown on the plan which falls short of the statutory visitor parking requirements however there are opportunities to park along the site's frontage in order to satisfy any overflow parking demand,
- d) there is sufficient justification to warrant a reduction in the visitor car parking requirement,
- e) there is no bicycle requirement for the dwellings,
- f) the proposed development may generate in the order of 31 vehicle movements in each of the commuter peak hours split across three access points,
- g) the traffic movements can easily be accommodated on the surrounding road network and intersections without any adverse impacts,
- h) waste vehicles can suitably access the site and collect bins from the internal road frontage of each dwelling,
- i) the proposal meets the traffic engineering related requirements of Schedule 7 to the DPO, and
- j) there are no traffic engineering reasons why a development plan and planning permit for the proposed residential development at 15 Dales Road, Warrnambool, should not be granted.



Appendix A

Proposed Development Plan

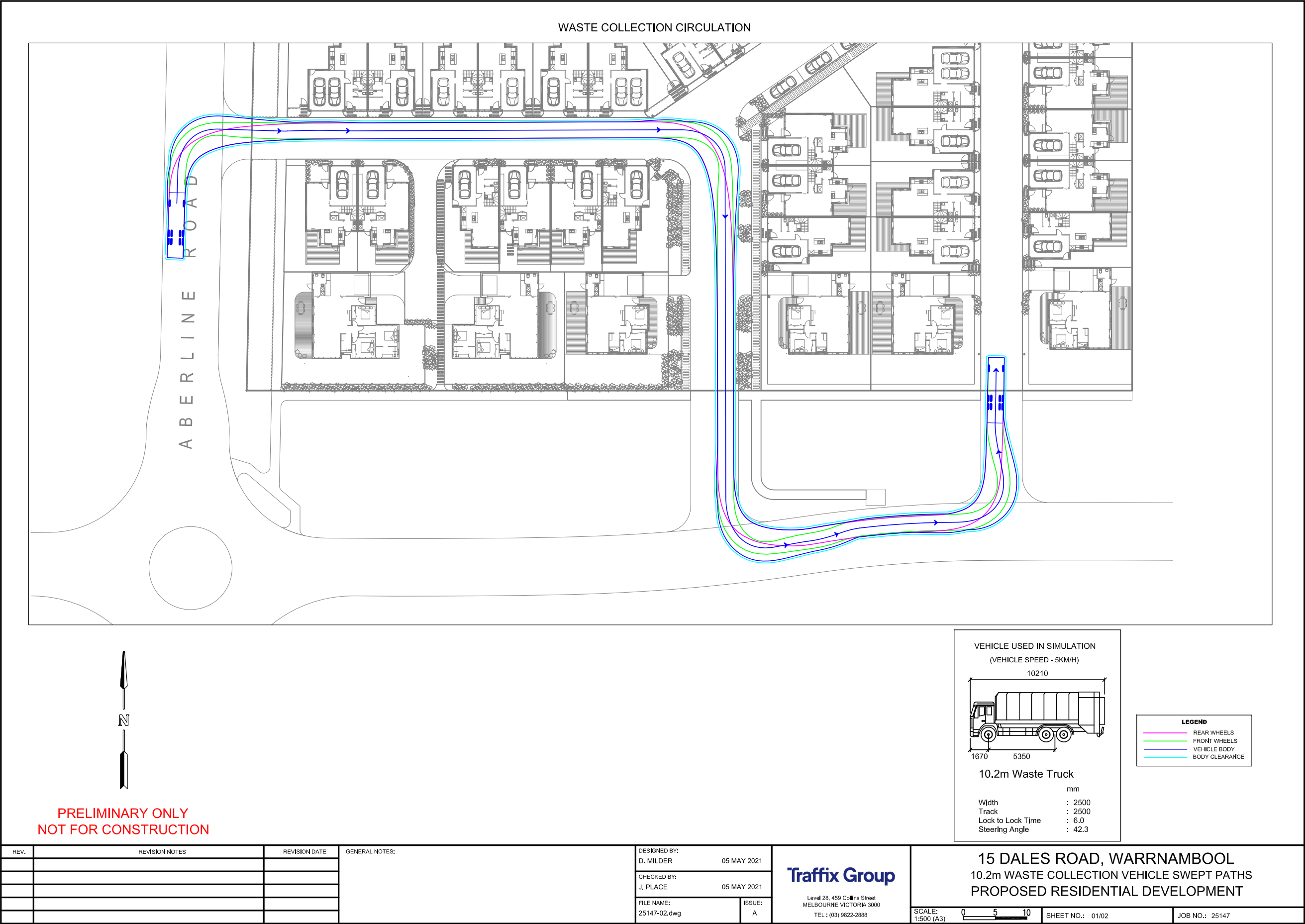


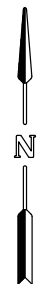
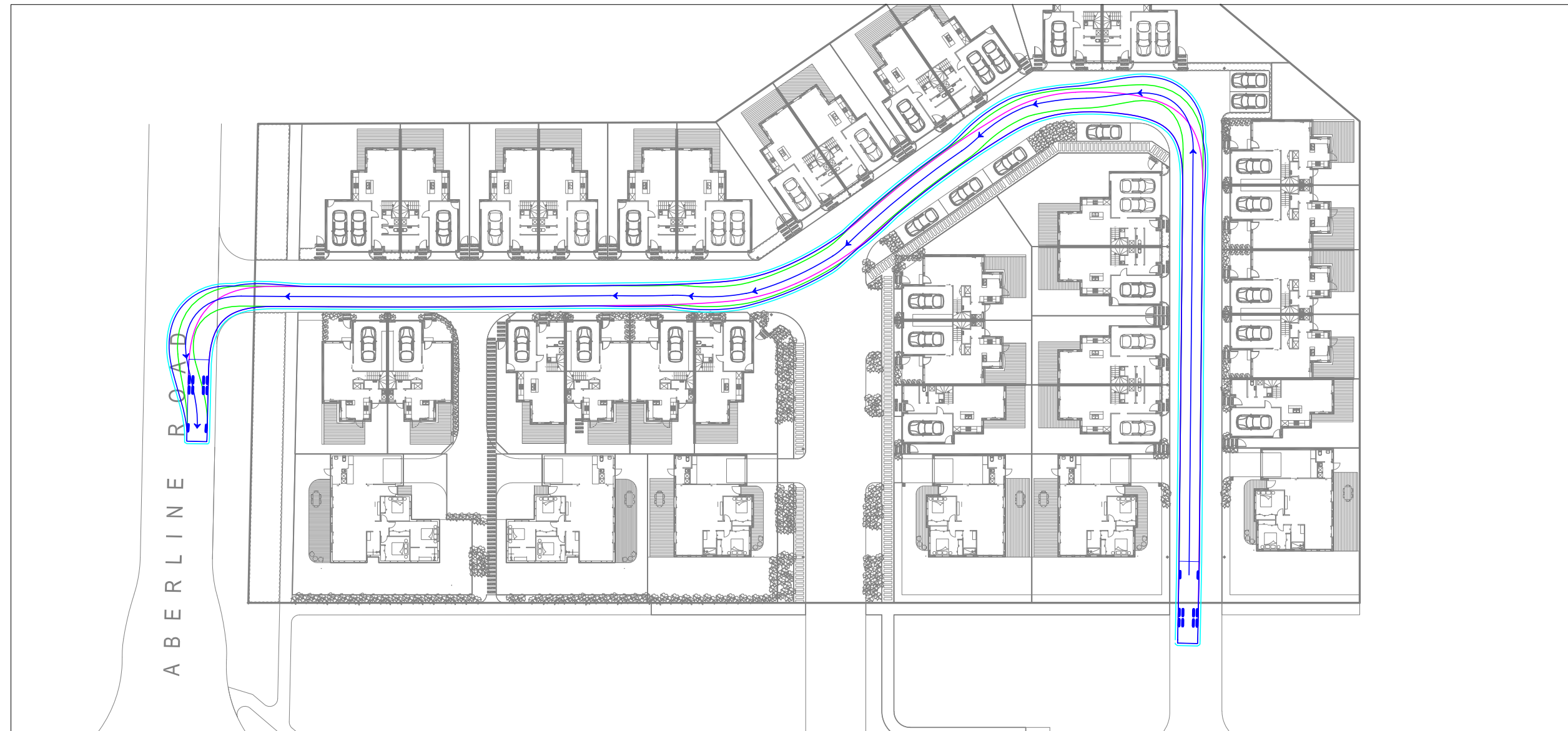
 <p>ZINE Studio 616/181 Exhibition ST Melbourne, VIC 3000 T: +61 4 33232 787 www.zine.com.au design@zine.com.au</p>	<p>PRELIMINARY NOT FOR CONSTRUCTION</p> <p><small>This drawing remains the property of ZINE STUDIO and may not be copied in part or whole without the written consent of ZINE STUDIO. Do not scale drawings, use dimensions shown on plan. If in doubt Ask.</small></p>	Rev	Description	Date	Rev	Description	Date	 <p>Project Title PROPOSED LAND SUBDIVISION & TOWNHOUSES DEVELOPMENT AT 15 DALES RD WARRNAMBOOL VIC 3280</p>	Drawing Title KEY PLAN		
		A	TP LODEMENT	19.10.2020					Scale 1:750 @ A3 1:375 @ A1	Drawing No	Rev
		B	TP LODEMENT	11.03.2021					Date 03.05.2021	TP03	C
		C	AMENDED PLANS FOR RFI	03.05.2021							



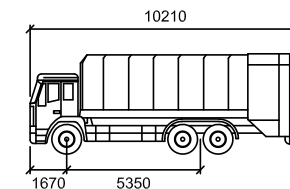
Appendix B

Swept Path Diagrams





VEHICLE USED IN SIMULATION
(VEHICLE SPEED - 5KM/H)





10.2m Waste Truck

	mm
Width	: 2500
Track	: 2500
Lock to Lock Time	: 6.0
Steering Angle	: 42.3

LEGEND

- REAR WHEELS
- FRONT WHEELS
- VEHICLE BODY
- BODY CLEARANCE

REV.	REVISION NOTES	REVISION DATE	GENERAL NOTES:	DESIGNED BY: D. MILDER	05 MAY 2021	 <p>Level 28, 459 Collins Street MELBOURNE VICTORIA 3000 TEL : (03) 9822-2888</p>	<p>15 DALES ROAD, WARRNAMBOOL 10.2m WASTE COLLECTION VEHICLE SWEEP PATHS PROPOSED RESIDENTIAL DEVELOPMENT</p>		
				CHECKED BY: J. PLACE	05 MAY 2021		<p>SCALE: 1:500 (A3)</p> 	SHEET NO.: 02/02	JOB NO.: 25147
				FILE NAME:	ISSUE:				
				25147-02.dwg	A				



ecoreresults

Waste Management Plan

2020-2190-WMP

Date: 9th June 2021

Client: Reid Developments Pty Ltd

Address: 15 Dales Road, Warrnambool

Pages: 15

Your EcoResults Consultant: Luana Linke

WMP

Questions?

We have answers.

Call : 1300 66 45 32

Email : info@ecoreresults.com.au

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Legal Statement	

Tracking	Date	Revision	Description
	15 th October 2020	1	Original report issue
	9 th June 2021	2	Council RFI updates



Purpose & Scope of Report

EcoResults has been engaged as Waste Management Consultants for the proposed development at 15 Dales Road, Warrnambool to ensure that the development meets current best practice and/or Local Council requirements with regards to waste management for general residential waste and recycling only.

- In preparing the Waste Management Plan (WMP), EcoResults has consulted with the Warrnambool City Council website, Council RFI dated 15th April 2021, along with Sustainability Victoria's Waste Management and Recycling in Multi-unit developments Better Practice Guide (2019) regarding waste management aspects of the design.
- This WMP outlines how the development will manage waste during its occupation and operation.
- The Operator is responsible for waste management and collection in accordance with the Local Law, this WMP and any planning permit conditions.
- If circumstances in the area change, such as OH&S, road construction, inappropriate use, excessive waste, etc., a review of the Waste Management Plan and collection process may be required by the Responsible Authority and an updated Waste Management Plan will be required for approval.
- This report is limited to an assessment of the proposed development as drawn and specified by ZINE Studio, 11.03.2021 Rev B, provided to EcoResults.



Project Information

Project Info	Property Address	15 Dales Road, Warrnambool
	Project Description	Residential development consisting of 33 townhouses
	Local Authority	Warrnambool City Council
	Street Frontage	Dales Road
	Waste Collection Point	Kerbside frontage of each dwelling
	Client	Reid Developments Pty Ltd
	Contact	Mandy Black @ St Wise Planning



Summary of Findings

Project Info	Waste Systems	Section
	Each dwelling will generate an allocated 80L of general waste weekly, 240L recycling & 240L food/garden waste per fortnight, and 80L of glass waste every four weeks	1
	Each dwelling will have 1 x 80L garbage bin, 1 x 240L recycling bin & 1 x 240L food/garden waste bin, and 1 x 80L glass waste bin	2
	Bin storage areas have been provided within each individual townhouse garage or private open space	3
	Residents are responsible to sort their own waste and place garbage, recyclables, food/garden waste and glass in the correct bins	3
	All general waste bins will be collected weekly by Private Collection Company	4
	All recycling bins will be collected fortnightly by Private Collection Company	4
	All food/garden waste bins will be collected fortnightly by Private Collection Company	4
	All glass waste bins will be collected once every four weeks by Private Collection Company	4
	Waste reduction strategy	5
	Plan implementation	6



Section 1 | Estimated Waste Generation Rates

Waste	Each Townhouse	
	Estimated Weekly General Waste	80L
	Estimated Weekly Recycling	120L
	Estimated Weekly Food/Garden Waste	120L
	Estimated Weekly Glass Waste	20L

The above figures are based on Warrnambool City Council's allocation per dwelling:

- There are a total of 33 townhouses with an overall total of 2,640L general garbage, 3,960L recycling, 3,960L of food/garden waste, and 660L of glass recycling per week.

Section 2 | Bin Infrastructure & Size

Bin Info	Waste Stream	No of bins	Vol (L)	Type Bin Size (mm)	Bin Lid Colour
	General Waste	33	80	450W x 530D x 870H	Red
	Commingled Recycling	33	240	580W x 735D x 1060H	Yellow
	Food/Garden Waste	33	240	580W x 735D x 1060H	Green
	Glass	33	80	450W x 530D x 870H	Purple

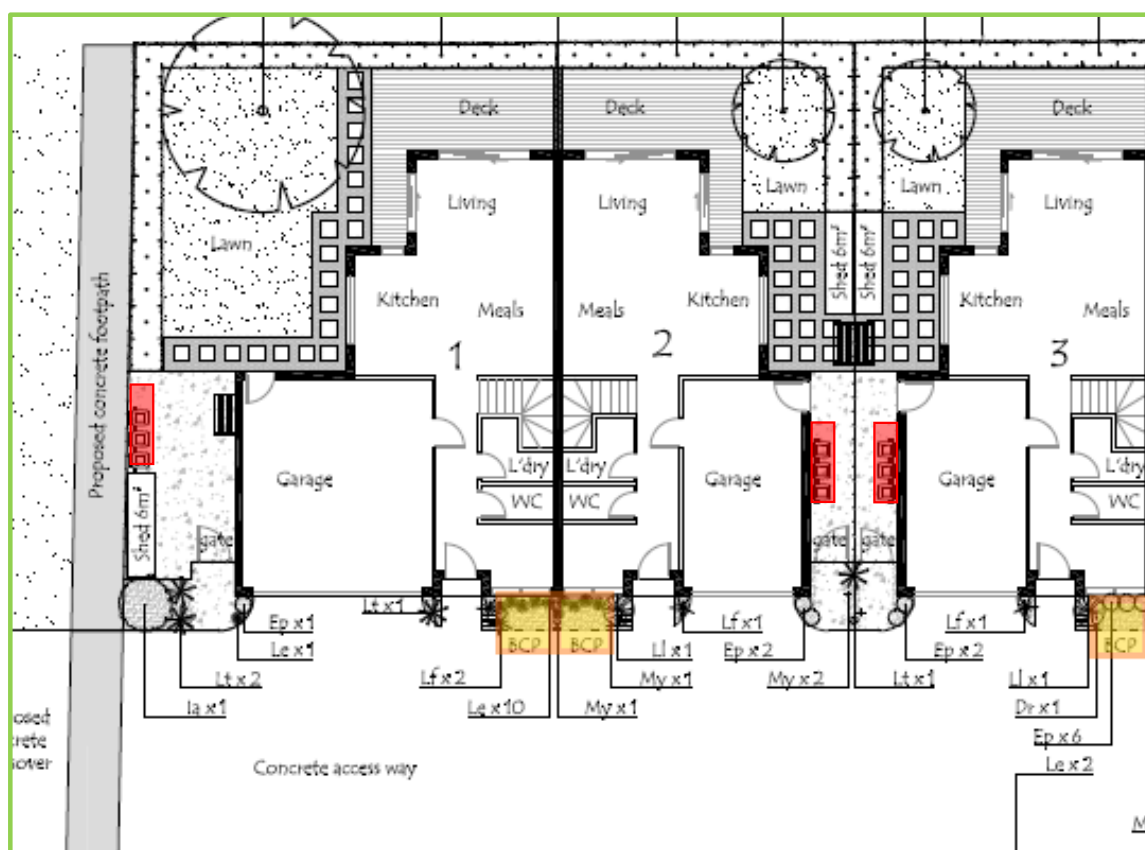
Bin infrastructure as outlined:

- is to be provided by a Private Waste Collection Company contracted by the Operator.
- will be in accordance with mobile garbage bin best practice.
- must be clearly labelled, colour coded and have signage explaining service use and placement.
- is to feature rubber castors on the wheels to minimise noise during transfers.

Section 3 | Bin Storage Area & Waste Sorting

A bin storage area has been provided within each individual townhouse garage or private open space and is noted on the plans (Refer to Floorplans and Figure 1 below). Each dwelling will have 1 x 80L garbage bin, 1 x 240L recycling bin, 1 x 240L food/garden waste bin and 1 x 80L glass recycling bin, to be stored securely within each property. The area should have sufficient room to safely manoeuvre bins, adequate lighting and ventilation (if enclosed) to prevent unwanted odours.

Figure 1 – Example of bin storage areas





Each Resident will be responsible to ensure:

- sort their own waste and place garbage, recyclables, food/garden waste and glass within the appropriate bins:
 - ensure commingled recycling (mixed recycling), which includes plastics coded 1-7, aluminium, tin cans, milk and juice cartons, paper including magazines and newspaper, cardboard in small amounts and folded down and placed within the correct bin. No plastic bags are to be deposited in the recycle bins.
- sort and separate waste items such as e-waste, white goods, domestic volumes of household paints, household batteries, florescent tubes, and mixed globes.
- that bin lids close tightly after they have placed waste in bin, thus reducing over spilling and attracting birds, flies, and the like.
- that they do not push the waste in so hard that it becomes jammed and difficult to empty.
- their bins and storage area are regularly cleaned.
- that adequate lighting is installed and maintained.
- adequate precautions are taken to prevent attracting vermin.
- no hard waste is placed on kerbside, unless authorised by the Warrnambool City Council.
- e-waste and hard waste items are not put in the garbage or recycling bins:
 - Due to the Victorian Government ban on e-waste in landfills from July 2019 across Victoria, e-waste must be placed into Council's annual hard waste collection or taken to a local drop-off point. For example, Barton's Transfer Station, Harrington Road, Warrnambool.
 - Refer to: <https://www.warrnambool.vic.gov.au/transfer-stations> for more information, which should be passed onto the residents.



Section 4 | Collection Arrangements

Collection	Waste Stream	Collection Frequency	Collection Method
	General Garbage	Weekly	Private Collection
	Commingled Recycling	Fortnightly	Private Collection
	FOGO Waste	Fortnightly	Private Collection
	Glass	Every four weeks	Private Collection

Each Resident will be responsible to:

- ensure that the correct bins are put out for collection the night before collection day:
 - A bin collection point (BCP) has been allocated to the frontage of each townhouse. (Please see Appendix 'Landscape' for more information.)
- place bins facing towards the road.
- not place items on top of or next to bins.
- avoid placing bins near street signs, power poles, trees, or vehicles.
- not block roads, driveways, or footpaths with bins.
- ensure bins are returned after emptied to their individual storage area on the day collection takes place.
- clean up any spillage that may occur as a result of the transfer.

The Private Waste Collection Company will be responsible to:

- arrange an appropriate waste truck (medium ridged vehicle) to collect the above waste streams from the site.
 - the waste truck should enter and exit the site in a forward motion and manoeuvre in a safe manner (Refer to Appendix for swept path diagrams.)
 - the waste truck should have sufficient safety equipment to ensure it can enter and reverse safely on the site without harm to pedestrians or property.
- ensure that collection takes place out of peak traffic times.
- clean up any spillage that may occur as a result of collection.
- complete a JSA (Job Safety Analysis) before collection commences:
 - this JSA will be provided to all contract staff who are assigned to collect waste from the site
- observe Section 5 of the Victorian EPA Noise Control Guideline Publication 1254 (see below) to protect the acoustic amenity of the development and surroundings.



Victorian EPA Noise Control Guideline Publication 1254 October 2008 (excerpt)

The main annoyance produced by domestic refuse collections occurs in the early morning (i.e. before 7:00am). Therefore, if possible, routes should be selected to provide the least impact on residential areas during that time. Collection of refuse should be restricted to the following criteria:

- Collection occurring once a week should restrict to: 6am to 6pm Monday to Saturday.
- Collections occurring more than once a week should be restricted to the hours: 7am to 6pm Monday to Saturday.
- Compaction should only be carried out while on the move.
- Bottles should not be broken up at the point of collection.
- Routes which service entirely residential areas should be altered regularly to reduce early morning disturbance.
- Noisy verbal communication between operators should be avoided where possible.

Section 5 | Waste Reduction Strategy

The Operator is to promote the observance of the Vic Government's "Getting Full Value" 2013 Waste and Resource Recovery Policy and encourage residents to observe the Environment Protection Act 1970 and Sustainability Victoria's guidelines including:

- Observing the waste hierarchy (in order of preference) as follows:
 - i) waste avoidance
 - ii) reuse
 - iii) recycle
 - iv) recovery of energy
 - v) treatment
 - vi) containment
 - vii) disposal
- Participating in council programs for waste minimisation
- Establishing waste reduction and recycling targets; including periodic waste audits, keeping records, and monitoring of the quantity of recyclables found in general waste bins
- Sharing results of these audits/targets with residents/staff
- Waste management rules or guidelines should be prepared outlining relevant components of the Waste Management Plan
- These should be adopted by the Owner's Corporation and displayed at the point(s) where residents access disposal facilities.
- They should include safe operation policies and procedures.



Section 6 | Plan Implementation

The Operator will be responsible to implement this Waste Management Plan. It is recommended that the Operator review this WMP six months after occupancy, and each year thereafter to incorporate any changes to legislation or the local law.

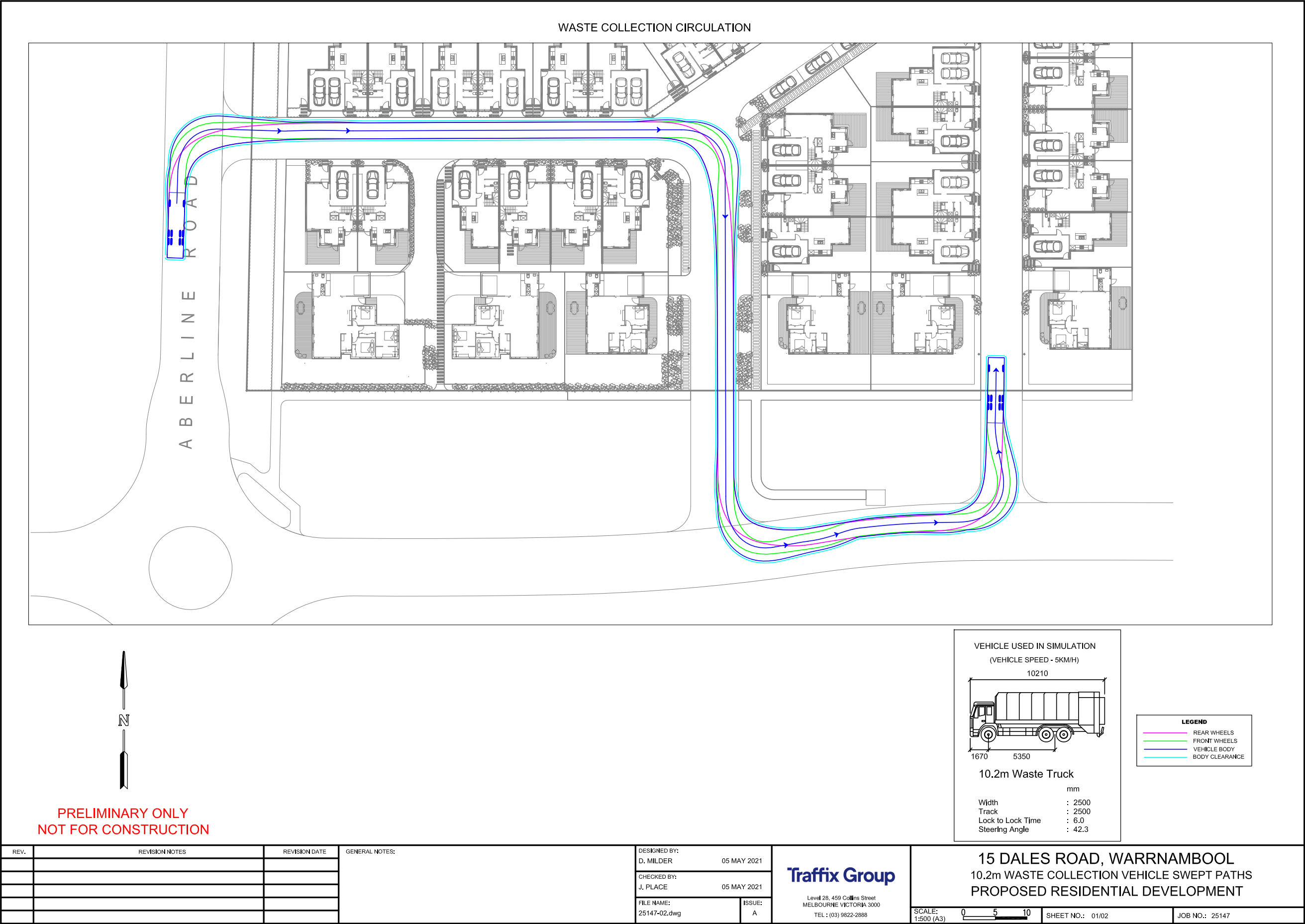
A revision of the plan may also be required if it is not being implemented to the satisfaction of council with respect to:

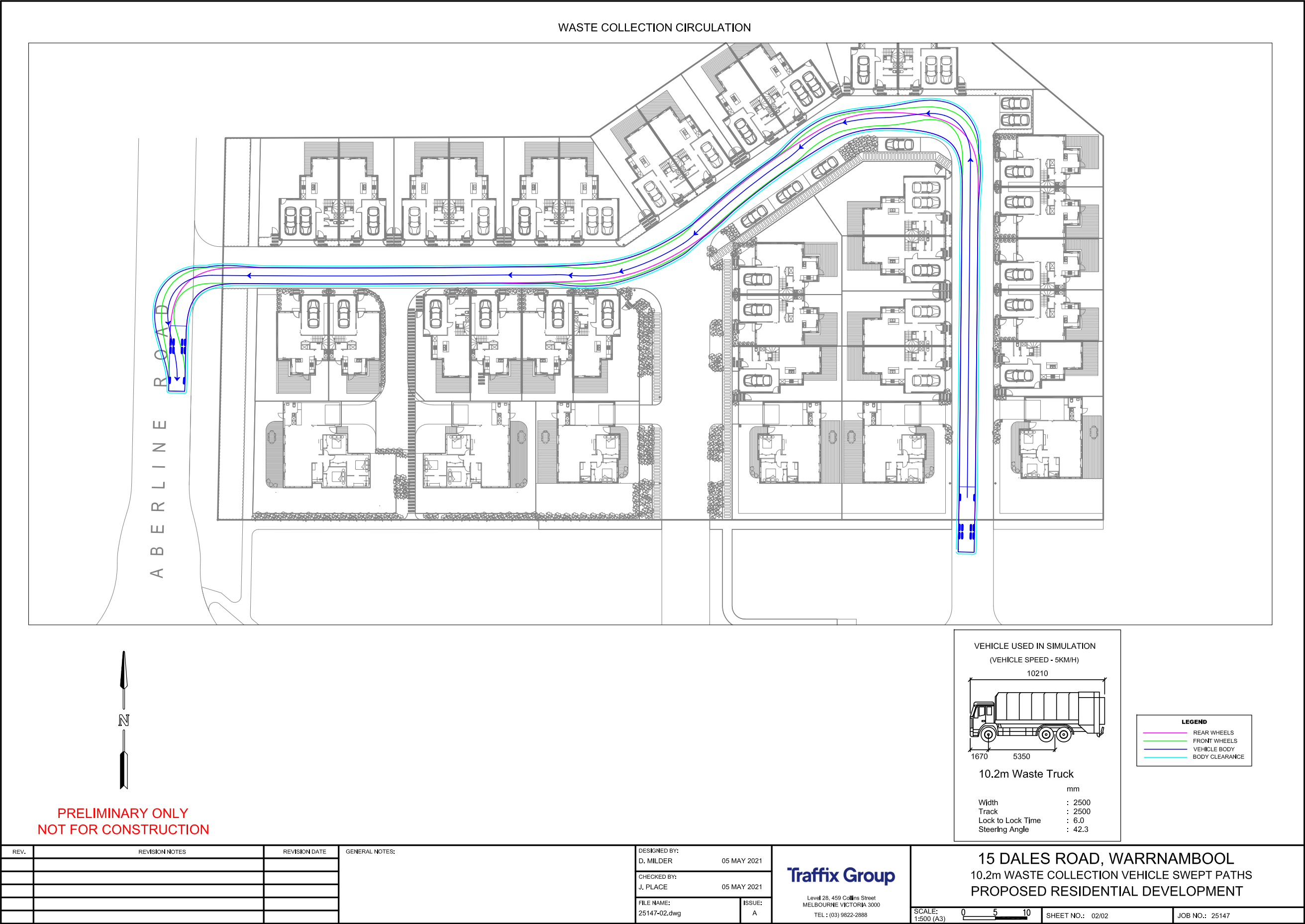
- Compliance with planning permit conditions or the General Local Law; or
The maintenance of health and amenity standards.

Appendix

- Landscape plans showing bin collection points, supplied by Outward Design Landscape Designers, dated 28/8/2020
- Swept paths diagrams supplied by Traffix Group, dated 5/5/2021







Legal Statement

This Waste Management Plan (WMP) has been prepared by EcoResults as part of a Planning Permit Application or a Condition of a Planning Permit and is to be used strictly for Town Planning purposes. It is not to be used as part of any feasibility study or costing process, to document safety or operation procedures, or to forecast operational costs. The purpose of the report is to assess waste management during the operation of the development once complete and does not include waste management during the demolition and construction stage.

The waste production estimates given herein, and the actual waste production may vary, depending on a variety of factors beyond the control of the developer, designer or EcoResults, which factors include but are not limited to occupant disposition toward waste and recycling, and the residents handling of waste management. If actual waste volumes are greater than those estimated herein, the number of bins and/or collections per week should be increased accordingly. Any variation to the design or construction of the development will deem this WMP void unless the variations are assessed by EcoResults. Please contact EcoResults if there are any questions or variations that are required.

This WMP is limited to general waste and recycling from residential uses only. This WMP does not provide advice in relation to the storage, disposal or collection of toxic chemicals, liquids or gases, hazardous materials, contaminants, or pollutants, including but not limited to the storage, disposal or collection of sharps, or surgical, clinical, anatomical, cytotoxic, pharmaceutical, or hazardous waste. For advice regarding waste streams of this nature, the commercial operator of the facility will need to consult a Waste Contractor who is qualified and/or accredited to store, collect and/or dispose of the relevant waste stream, as well as any relevant state and local regulations, standards and laws.

EcoResults is not responsible for any loss or damage arising directly or indirectly from the use of this WMP: in circumstances where there has been a variation to the design or construction of the development which has not been assessed by EcoResults; or as advice in relation to the storage, disposal or collection of toxic chemicals, liquids or gases, hazardous materials, contaminants, or pollutants, including but not limited to the storage, disposal or collection of sharps, or surgical, clinical, anatomical, cytotoxic, pharmaceutical, or hazardous waste.

To the extent permitted by law, EcoResults excludes all liability, including any liability for negligence or for any loss including indirect or consequential damages, arising directly or indirectly from the use of this WMP: in circumstances where there has been a variation to the design or construction of the development which has not been assessed by EcoResults; or as advice in relation to the storage, disposal or collection of toxic chemicals, liquids or gases, hazardous materials, contaminants, or pollutants, including but not limited to the storage, disposal or collection of sharps, or surgical, clinical, anatomical, cytotoxic, pharmaceutical, or hazardous waste.



ASSESSMENT OF DEVELOPMENT PLAN AGAINST DPO7 REQUIREMENTS

Cell D is relevant

The following table details:

- Objectives and requirements in schedule 7 to the Development Plan Overlay (DPO7) under the Warrnambool Planning Scheme.
- Council officer discussion and comments.
- An assessment on whether the DPO7 objective / requirement has been satisfied.

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
A Site Analysis Report and Plan that:		
In relation to existing site conditions and features includes details on the topography of the land, the location of existing vegetation, drainage lines, existing buildings, sites of conservation, heritage or archaeological significance and any other features.	<ul style="list-style-type: none"> • A planning report (dated November 2020) and plan TPO1 describe the site conditions, topography etc. Areas of conservation, heritage or archaeological significance have not been identified. The updated report acknowledges that a Cultural Heritage Management Plan will need to be approved prior to deciding on a 'planning application'. The site slopes down to the west. • Amended documentation refers to Cultural Heritage advice which has been referred to in the planning report. • Concept plans describe how future development will respond to the site and surrounds. 	YES
Provides a proposed development layout including roads, public open space and other features of subdivision in a manner which is responsive to the identified site features and demonstrates the integration of the development with existing infrastructure within the North East area including access, open space, retailing and schooling.	<ul style="list-style-type: none"> • Plan TPO2 (Rev C) shows a total of thirty six (36) residential allotments across the entire site. • An access off Aberline Road extends east with two roads extending south to Dales Road. • Opportunities have been provided for visitor car parking. • Low speed traffic environment with footpath connections provided. • No POS is proposed within the site. The applicant has stated their preference to provide 5% value of the land. • Indicative connections have been shown in the north east of the site. 	YES

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Provides adequate and usable public open space and demonstrate the suitability and accessibility of the provided open space to form part of the open space network.	<ul style="list-style-type: none"> Access to the Brierley reserve is considered to off-set the need for further public open space in this location. 	YES
Identifies the means by which any sites of conservation, heritage or archaeological significance will be managed during construction and following the development.	<ul style="list-style-type: none"> No cultural heritage management plan has been submitted. The applicant has stated this is required prior to a planning permit. 	YES
Identifies designated areas within the plan area proposed as potentially suitable for medium and higher density housing types based upon accessibility to transport, open space, services and other factors, as well as potential opportunities (if applicable) for areas suitable for non-car based development.	<ul style="list-style-type: none"> Different housing types are proposed- Type A & C are 3 bed homes Type B & E are 2 bed homes Type D1 & D2 are 2 bed homes and double storey Car parking is provided at the required rate of 1 space to each 2 bed and 2 spaces to each 3 bed. Visitor space in addition to this. Future Conventional Residential has mix of single storey and double storey- with car parking required on-site. Footpath links have been proposed to bus stop Gateway Plaza is approximately a 10 min walk (Walk Score) 	YES
Identifies designated areas to be set aside for single dwelling development only.	<ul style="list-style-type: none"> All lots are proposed to be developed with single dwellings. 	YES
Provides for community interaction, safety and surveillance by the provision of housing to front streets and/or public open space in the development area.	<ul style="list-style-type: none"> All development would be accessed from internal roads The internal pathways and shared low-speed environment provides for community interaction. No POS is included in the DP concept. 	YES

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Designates a main north-south transport route along Aberline Road, Boiling Downs Road and Gateway Road. This route must align and provide for linkage to the connection to Raglan Parade (Princes Highway) at the Gateway Road intersection.	<ul style="list-style-type: none"> • Main access and egress from the site is via Aberline Rd and Dales Road. The application is accompanied by a Traffic Engineering Assessment (Traffix Group October 2020) • Aberline is identified as a collector road (note the DP includes road widening to accommodate indented parking). Dales Rd is a collector Road too. • The Plan and Traffix Report have been updated to reflect all development being accessed from within the site. 	YES
Identifies a preferred character or theme in relation to the proposed development area including general design treatments for streetscapes, roads and boulevards, and open space.	<ul style="list-style-type: none"> • Between the landscape plan and 3D renders it is possible to see cohesion between built form and the common property areas within the site. • A comprehensive landscape plan has been submitted showing planting schedule- noting that many of these plants will fall to private property. Common property areas would be planted with lower lying shrubs. • The applicant has stated that each dwelling will have a mailbox, shedding, and bin storage to accommodate 4 bins. • Concepts show a materials palette that would result in a contemporary style of build. • Fencing details to Aberline and Dales Rds is suggested to be no higher than 1.2m and permeable. 	YES
Designates by consideration of slope and accessibility, land suitable for open space provision within development areas, including prevention of direct private ownership and boundaries to watercourses.	<ul style="list-style-type: none"> • Slight slope in site but variable building heights proposed. 	YES
Provides for detailed planting scheme including specification of species.	<ul style="list-style-type: none"> • The applicant has addressed this requirement of the DPO. • A Landscape concept has been provided. 	YES

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Identifies the approach to water sensitive urban design in relation to drainage, road and allotment layout design. A theme should be applied to the entire development and should be based upon best practice provisions of water quality and turbidity, coupled with achieving relatively efficient maintenance provisions.	<ul style="list-style-type: none"> • The applicant has addressed this requirement of the DPO. • A Stormwater assessment has been provided. • Conversations have been held between the applicant and City Infrastructure and it has been agreed that a stormwater design is best accommodated in a future planning application when a detailed design has been submitted. • The applicant has suggested that each lot would accommodate a private water tank to assist achieve WSUD principles. 	YES
Provides information on the biodiversity of the riparian corridor of any watercourses or existing and proposed open space corridors in the development area.	<ul style="list-style-type: none"> • n/a 	YES
Identifies the opportunities for incorporation of 'Third Pipe' stormwater collection including demonstration of consultation with Wannon Region Water Authority or its subsequent equivalent authority.	<ul style="list-style-type: none"> • The applicant has contacted Wannon Water and confirmed there is no intent to provide a third pipe in this area. 	YES
Integrates drainage as a part of high quality open space nodes and linear linkages. Where possible integrate stormwater management systems such as Bio filter wetlands as a part of high quality open space network.	<ul style="list-style-type: none"> • The applicant has addressed this requirement of the DPO. • To be considered in the detailed design stage. The subject site is comparatively small to accommodate anything beyond the requirements of the Infrastructure Design Manual. 	YES

Objective / Requirement	Officer discussion and comments	DPO objective / requirement satisfied YES/NO
Provides an open space area in each plan that responds to the balance between open space usability and functionality, and the objectives of floodplain management.	<ul style="list-style-type: none"> • The applicant has addressed this requirement of the DPO. • The Development Plan addresses the Open Space requirements. • The subject land is not affected by any floodplain. 	YES
Provides a staging plan for development of the land in relation to efficient infrastructure provision through stages.	<ul style="list-style-type: none"> • The applicant has addressed this requirement of the DPO. • The size of the site and proposed scale of future development does not call for staging e.g there is no high order infrastructure provision. 	YES
Provides for the provision and funding of physical infrastructure	<ul style="list-style-type: none"> • n/a as all works undertaken by the applicant 	YES
Provides a timing schedule of public and infrastructure works, and staging of development for the development area.	<ul style="list-style-type: none"> • n/a as all works undertaken by the applicant 	YES
A Review period that identifies measures for the removal of the Development Plan Overlay from the land once the implementation of the development has been completed	<ul style="list-style-type: none"> • The applicant has addressed this requirement of the DPO. 	YES

Map 1 to the Schedule to Clause 3.0



Yes Meets DPO requirements

No Does not meet DPO requirements

From: "Town Planning" <planning@warrnambool.vic.gov.au>
Sent: Mon, 26 Jul 2021 08:15:05 +1000
To: "James Phillips" <JPhillips@warrnambool.vic.gov.au>
Subject: FW: 15 Dales Rd

Town Planning | | City Strategy & Development

Warrnambool City Council | 25 Liebig Street Warrnambool 3280 | P.O Box 198 Warrnambool 3280
T: 0355594800 | M: | E: planning@warrnambool.vic.gov.au

We value accountability, collaboration, respectfulness, progressiveness and wellbeing.
Council acknowledges the Traditional Owners and Custodians of the lands on which we live and work and pays respects to Elders past, present and emerging.

-----Original Message-----

From: [REDACTED]
Sent: Saturday, 24 July 2021 12:47 PM
To: Town Planning <planning@warrnambool.vic.gov.au>
Subject: 15 Dales Rd

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.

Att; James Phillips .

Good Morning James .

Following our recent discussions regarding the Development Plan for 15 Dales Rd I would like to submit the following in writing and would ask , if possible ,that you could forward this to all councillors for their consideration .

Although the number of apartments has been reduced since the original application was submitted I still feel strongly that the site is being over developed given the density and height of the proposal and the fact that it doesn't blend with the character of the surrounding area . I also feel there will be a number of negative traffic , social and environmental issues that a development of such density will produce .All of these concerns have been raised previously in objections submitted by myself and many other concerned local residents .

In addition to the above overall concerns I have some more particular issues that I feel need addressing with the current submission . These include but are not limited to - visitor/resident parking , rubbish bin collection/storage and lack of open space .

Taking into account the number of two and three bedroom residences being proposed (along with visitors) and the current rate of car ownership in Australia it would not be unreasonable to envisage 70 to 80+ vehicles present within the development at any one time . With only 41 garage spaces and 6 visitors parking spaces there is an obvious and considerable lack of parking facilities available . One result of this will be a large number of vehicles being parked on the neighbouring council streets and more particularly the wide area of nature strip along Dales Rd - something that is already an issue .

As the WCC has now moved to a 4 bin rubbish collection system the 36 proposed apartments will be supplied with 144 rubbish bins . There seems to be an inadequate allowance for both storage and collection space in this application. There is indication that some bin storage will be within garages , this is surely a health and safety issue . Lastly there is no indication of open space areas . While I am fully aware that the required 5% open space contribution can be made physically or as a financial contribution I would suggest that a development of such density should contain physical open space for the wellbeing of its residents .

In finishing may I once again express the concern that I and the local community have toward this proposed development .
Kind Regards .

[REDACTED]



REVEGETATION POLICY

POLICY TYPE: OPERATIONAL

APPROVAL DATE: TBC

REVIEW DATE: TBC

DOCUMENT CONTROL

Document Title:	<i>Revegetation Policy</i>
Policy Type:	<i>Organisational</i>
Responsible Branch:	<i>City Strategy and Development</i>
Responsible Officer:	<i>Manager of City Strategy and Development</i>
Document Status:	<i>Draft</i>
Approved By:	
Adopted Date:	<i>TBC</i>
Review Date:	<i>TBC</i>

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1. INTRODUCTION

1.1. Purpose

The purpose of this policy is to ensure a consistent approach to the planning and management of revegetation sites within the Warrnambool City Council area and to encourage the planting of local indigenous species in the open space network to improve the regional landscape.

1.2. Scope

This policy applies to Council in all its operations and functions relating to native vegetation revegetation along with local volunteer groups revegetating areas of Council owned or managed land. This policy does not apply to amenity or landscape planting.

1.3. Definitions

Term	Definition
MOU	Memorandum of Understanding
Revegetation	The improvement of habitat value of existing remnant/native vegetation. This may occur through actions such as weed control, grazing exclusion, or reintroduction of missing indigenous vegetation elements.
The Guidelines	Warrnambool Revegetation Guidelines – Guidelines for Council owned and managed land and checklist for applicants

1.4. References

Warrnambool Coastal Management Plan, 2014
Warrnambool Coast Vegetation Management Plan, 2012
Warrnambool Open Space Strategy, 2014
Green Warrnambool, 2018
Warrnambool Revegetation Guidelines – Guidelines for Council Owned and Managed Land and Checklist for Applicants
South of Merri Open Space Precinct Plan, 2020
Biodiversity 2037, Victoria, 2018
Approved Conservation Advice (including Listing Advice) for the Assemblages of species associated with open-coast salt-wedge estuaries of western and central Victoria ecological community, Australian Government 2018
Merri River Landscaping Guidelines, 2020
Glenelg Hopkins Catchment Management Authority Waterway Strategy 2014-22
Glenelg Hopkins Catchment Management Authority Regional Catchment Strategy 2013-19 (new version currently in development)

2. POLICY

This policy provides a consistent approach to revegetation projects carried out by both the Council and volunteer groups on Council owned and managed land. The policy also ensures projects align with Council's strategic requirements, comply with all relevant policy, legislation or regulatory standards. It is the role of Council to ensure that any changes to the community's assets are safe and consider any interconnected infrastructure

2.1. Policy Statement

The objective of the policy is to encourage the revegetation of native vegetation within the Warrnambool Council open space network and provide a consistent approach to these projects.

2.1.1. Policy Principles

- Revegetation projects should be carried out within areas classified as 'very high' or 'high' as depicted in the Revegetation Priority Map (RRPM) at Appendix 1.
Note: All open spaces of Warrnambool have been prioritised for revegetation and restoration based on a biodiversity principle, the RRPM is a result of this process.
- Indigenous species are to be planted in and adjoining open spaces where the primary function has been identified as conservation, unless there is a significant cultural or heritage reason otherwise.
- Planting or seeding must be carried out with reference to the EVC for the proposed area. EVC benchmarks contain a subset of typical species for each EVC in a bioregion. It should be noted that the benchmark does not contain a comprehensive list of species and not all species in the benchmark will be appropriate to all sites across the range of an EVC in a bioregion, nor readily available through local nurseries.
- Coast revegetation planting must be carried out with reference to the EVC for the proposed area outlined in the Warrnambool Coast Vegetation Management Plan 2012.
- Planning for revegetation works must be carried out in advance to allow for the collection of seed and/or propagation of indigenous plants.
- All revegetation works must take into account other considerations for a site, such as its values as public open space for passive recreation purposes. Plantings should be suitable for both the environment and co-existing uses.
- All revegetation works must be assessed for their suitability, particularly in relation to plant species, taking into consideration the use of the site and adjacent land. Plantings must be assessed for safety and their impact on maintenance.
- A revegetation plan must be prepared and submitted to Council for approval by Council prior to works commencing.
- A Memorandum of Understanding (MOU) between the proponent and the Council must be obtained prior to the implementation of an approved revegetation plan.
- Sites must be managed by the proponent for five years following the implementation of the Memorandum of Understanding.
- Maintenance of all sites must be handed over to the Council by the proponent at the cessation of the Memorandum of Understanding. The site handover checklist must be completed and submitted to Council within 20 working days of the cessation of the MOU.

3. GOVERNANCE

3.1. Owner

The management of this Policy sits with the Manager of City Strategy and Development

3.2. Review

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

3.3. Compliance Responsibility

3.3.1. Management Executive Group (Chief Executive and Directors)

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

3.3.2. Managers and Supervisors

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

3.3.3. All Employees

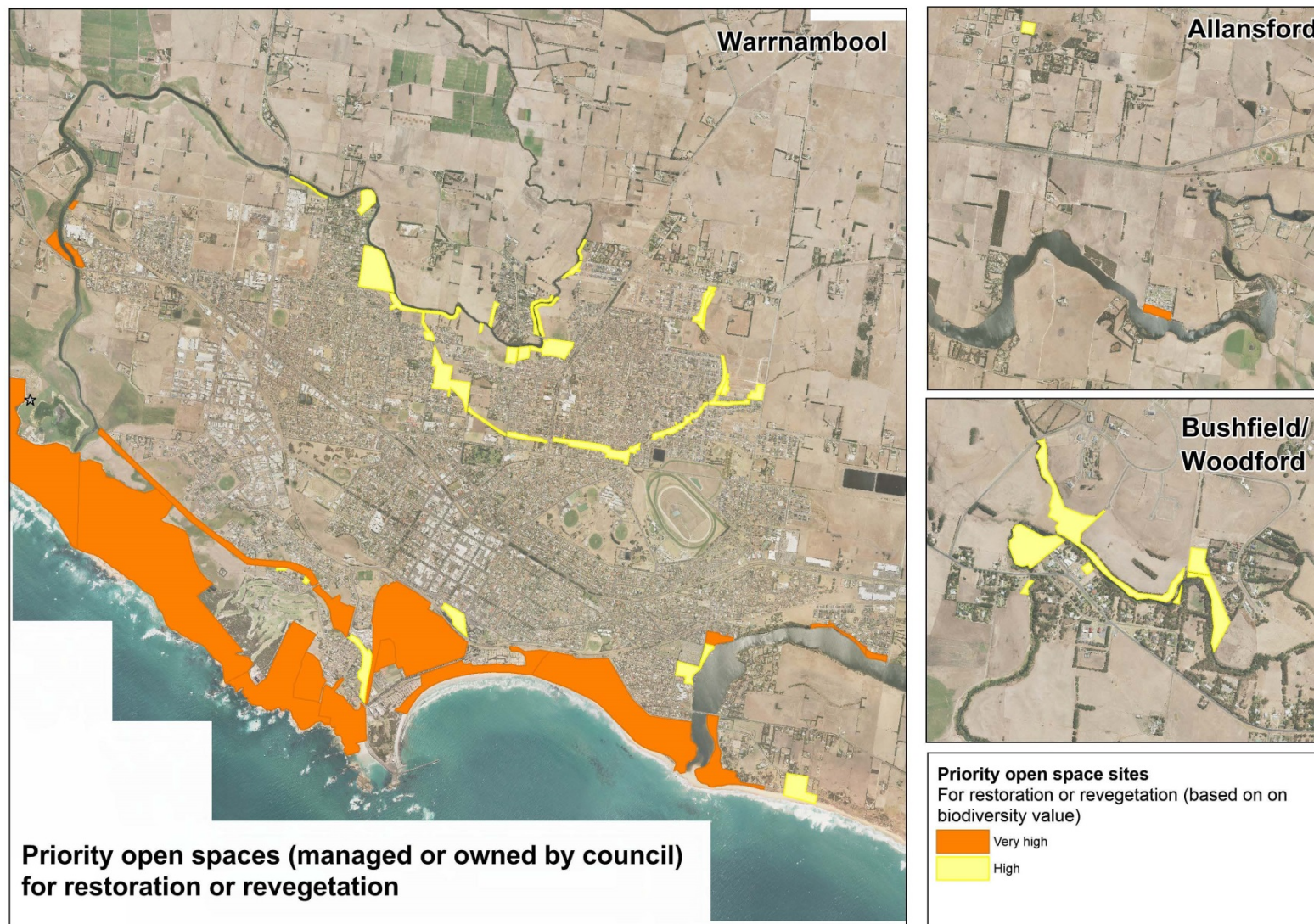
Demonstrate Warrnambool City Council values through being positive role models for fellow employees, contractors and volunteers by ensuring compliance with this policy (and The Guidelines).

3.4. Charter of Human Rights Compliance

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

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

APPENDIX 1: REVEGETATION PRIORITY MAP FOR OPEN SPACES





Warrnambool Revegetation Guidelines

Guidelines and Revegetation Application for Council owned and managed land



July 2021

Warrnambool Revegetation Guidelines – July 2021

Warrnambool Revegetation Guidelines

Project Reference No. 2020028

Date: 14 July 2021

Prepared in partnership by:

Warrnambool City Council
Natural Environment
City Strategy and Development



and

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Version No.	Prepared by:	Date Issued	Reviewed By
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1.2 - Final	Erin Marslen & Warrnambool City Council	14/7/2021	

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1.0 INTRODUCTION

Native vegetation is crucial for the health of the environment and supporting biodiversity. However, following extensive removal and modification of native vegetation over many years, less than 10% of native vegetation currently remains in the Warrnambool region.

Warrnambool City Council encourages and supports revegetation works on Council managed land. When planned and implemented carefully, these works can provide a range of environmental and social benefits. However, there can also be problematic issues associated with this work that need to be avoided, such as inappropriate siting and design and insufficient maintenance.

To address these issues, Council has developed the Revegetation Policy and Warrnambool Revegetation Guidelines. These documents are for use by groups and individuals wanting to undertake revegetation projects on Council managed land.

All open spaces of Warrnambool have been prioritised for revegetation and restoration based on a biodiversity principle. The Revegetation Priority Map (RRPM) is a result of this process. Revegetation projects should be carried out within areas classified as 'very high' or 'high' as depicted in the RRPM at Appendix 1.

1.1 Purpose of the Revegetation Policy and Revegetation Guidelines

The purpose of the Policy and Guidelines is to assist groups and individuals in planning for and carrying out revegetation projects that will satisfy Council's requirements.

The Guidelines are designed to:

- provide an overview of key considerations when planning and implementing revegetation projects; and
- provide clear direction regarding Council requirements for revegetation proposals.

The Guidelines outline Council's requirements for applications to revegetate sites. They include the key steps involved in the planning and implementation of revegetation projects as well as examples of plans to be submitted with applications, a Revegetation Application, a Memorandum of Understanding (MOU) template and a Handover Checklist. The information provided in the Guidelines will help ensure successful delivery of revegetation projects with favourable outcomes for all parties.

It is not the intent of these guidelines to provide in-depth information on issues associated with planting, such as seed collection, sourcing of plant stock, site protection or weed control measures. This information is accessible in other documents, many of which are detailed under 'Useful Resources' at Section 7.0.

2.0 THINKING ABOUT UNDERTAKING A REVEGETATION PROJECT – WHAT IS THE PROCESS?

When planning for revegetation works there are a number of factors that need to be taken into consideration in order to deliver a successful project.

It is important that organisations and individuals undertaking revegetation projects realise there is a significant amount of time required in planning for a revegetation project to get it right. In preparing to undertake a revegetation project there are a number of steps including planning, designing, making an application to Council for approval, preparing the site, planting, maintaining and monitoring. Each revegetation project also requires a 3-year commitment, prior to handover of the maintenance activities to Council.

The full process is detailed at Figure 1 (pages 6 & 7).



Figure 1: Revegetation Works Process (Steps 1-3)

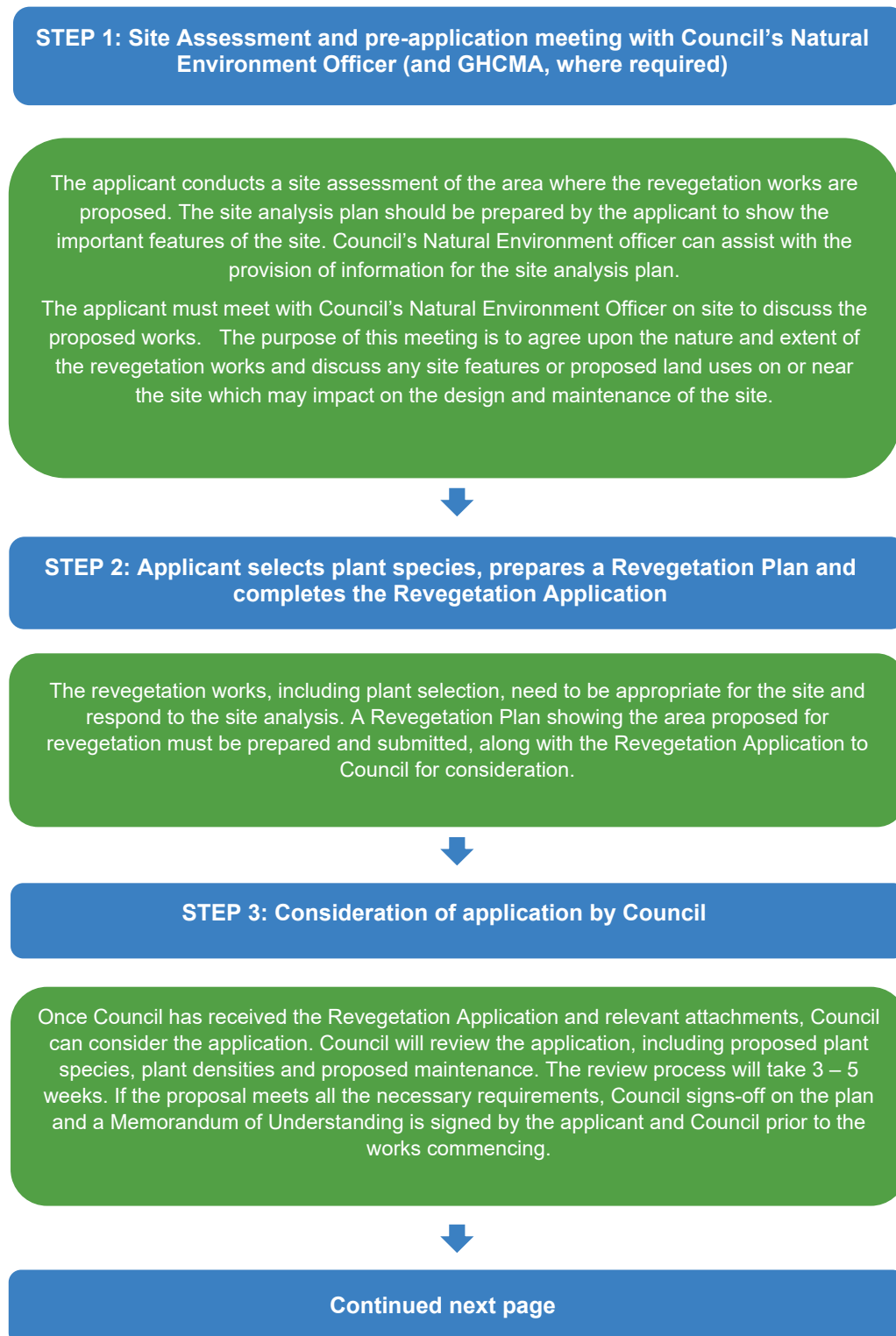


Figure 1 cont'd: Revegetation Works Process (Steps 5-8)



3.0 MAKING AN APPLICATION – WHAT TO CONSIDER?

When preparing an application for a revegetation project and completing the Revegetation Application (Appendix 2), please consider the following:

3.1 Objectives

The objective/s of the project need to be clear. The objectives will directly influence the design, plant selection and outcome of the project. Typical objectives may include improving water quality, preventing erosion, increasing habitat areas for native wildlife and creating vegetation links for biodiversity connections. In some cases it may be appropriate to have more than one project objective.

Having clear and well-defined objectives for the project will also help in measuring the success of the project.

3.2 Site Assessment, Pre-application meeting and Site Analysis Plan

A thorough site assessment is essential when planning a revegetation project. It is beneficial for applicants and Council to see the information from the site assessment detailed on a site analysis plan.

The applicant must meet a Council officer from the natural environment team on site to discuss the proposed works. A representative from the Glenelg Hopkins Catchment Management Authority (GHCMA) may also attend the meeting if the planting works are proposed next to a waterway.

The purpose of this meeting is discuss the site and to agree upon the extent of the revegetation works. Discussion should include existing vegetation, potential land use considerations, key views requiring protection, site infrastructure, weed management, the local EVC, plant densities, particularly tree planting density, and mix of plants (ie. trees, shrubs, graminoids, groundcovers etc).

The site analysis plan should be prepared by the applicant, with assistance from Council, and detail the following information:

- **Vegetation**, both native and introduced species, and their coverage of the site, including Ecological Vegetation Class (EVC). The assessment of vegetation, particularly for groundcover, is best carried out in spring as most annuals and perennials will be present. Assessing the ground level flora of the site will help determine the site preparation.

EVCs in Warrnambool are shown on the map at Appendix 7. For more information regarding EVCs at specific locations, visit the Victorian Government's Nature Kit¹. Nature Kit is an online mapping resource that shows information about biodiversity and native vegetation, including modelled 'current' and 'pre-1750s' EVCs.

- **Fauna**, including both native and introduced species.

¹ Links to online resources are provided at Section 7.0 Useful Resources.

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- **Rare or threatened species** or communities of native plants or animals listed under the FFG or EPBC, where known. The Salt-wedge Estuaries Ecological Community occurs along sections of the Hopkins River and Merri River. In Warrnambool, the location of the Salt-wedge Estuaries ecological community is located within the:
 - **Merri River.** Physical description of estuary - length is approximately 7.4 kilometres, average width is approximately 361 metres and surface area is an estimated 54.1 hectares. (AG 2018, p. 9)
 - **Hopkins River.** Physical description of estuary - length is approximately 9.6 kilometres, average width is approximately 170 metres and surface area is an estimated 163.3 hectares. (AG 2018, p. 9)

The EVC Map at Appendix 7 shows sites where these communities are likely to occur. The Victorian Government's Nature Kit³ is a useful resource that shows species observation records and information from the Victorian Biodiversity Atlas (VBA).

- **Cultural and historical values.** There are many sites of cultural significance in Warrnambool. Sites of cultural significance are commonly located along rivers and waterways and the coastline. Some artefact sites are known and recorded, but there are many sites that have yet to be recorded. It is important for all sites to be protected. For more information regarding cultural heritage sensitivity, visit Aboriginal Victoria's website². There is a mapping tool available online that shows areas of cultural heritage sensitivity and registered sites.
- **Past, current or future land uses.** Identify the current and future use of the land to help ensure the design and plants selected will be compatible with the land use and also achieve good ecological and/or social outcomes for the site. For example, what is the site currently used for and what land uses adjoin the site (ie. houses, public open space, paths/trails, playground, sporting activities, etc)? For further information regarding adopted plans/strategies for open space or possible future changes to land use contact Council's planning team.
- **Built Assets and Infrastructure** such as roads, powerlines, easements, dams, buildings and bores.
- **Access arrangements** for pedestrians and maintenance.
- **Topography** and other features such as wetlands, creeks, drainage lines and ridges.
- **Flood line.** Show the 1 in 100 year, if known. Planning maps can be a useful resource as the 1 in 100 year floodline is often represented as a planning overlay and identified on the overlay maps².
- **Key viewlines to and from public land** that need to be protected. (Refer to Merri River Landscaping Guidelines for further information regarding key viewlines along the Merri River).
- **Soil types**, where known
- **GPS Co-ordinates.** This can be taken using hand-held device or obtained on NatureKit (under 'search location' and 'plot coordinates')

² Links to online resources are provided at Section 7.0 Useful Resources.

The information gathered from the site assessment and analysis should be used to inform the revegetation planting plan and provide the baseline of information for monitoring and comparison of revegetation over the life of the project.

The Site Analysis Plan and site photos of the site need to be submitted with the Revegetation Application, as they assist with consideration of the application and future comparisons. A sample Site Analysis Plan is provided at Appendix 3.

3.3 Plant Selection

Indigenous species are to be planted in revegetation areas. Indigenous vegetation has adapted to the Australian landscape and provides the habitat required for local fauna. It is important to revegetate with local native plants to reduce competition for local plants, provide habitat for local fauna and maintain the local ecosystem balance. It is also important that remnant indigenous vegetation existing at the revegetation site be protected, enhanced and managed appropriately and should be viewed as a starting point to build a successful project.

There are a variety of different vegetation types across the Warrnambool region. Site conditions such as topography, slope aspect, soil type, geology, elevation and rainfall patterns all influence the particular groups of vegetation types.

Ecological vegetation classes (EVCs) are a standard unit for the classification of vegetation types in Victoria. EVCs have been broadly mapped across Victoria. EVCs along with their associated benchmarks provide a guide to the vegetation that would have existed in an area prior to the extensive clearing that occurred across the state. Plant species selected for revegetation project should be consistent with the local EVC for the area.³

When planning the revegetation of a site, the appropriate EVC and associated benchmark along with knowledge of existing remnant vegetation must be considered. In some situations it may be appropriate to select plant species from both the local EVC and adjacent EVC. Using plants from multiple EVCs may be appropriate in locations where there is a transition between EVCs, or where the selection from a larger number of species is warranted to suit the conditions or required vegetation characteristics for the current or planned use of the site. The site conditions and required vegetation characteristics should be a consideration during the preparation of the site analysis.

Plants must not only be selected for their ability to tolerate the site conditions, they must have characteristics that make them suitable for the site they are planted in and the surrounding uses. The following should be given consideration when selecting plants:

Function

- Are there any site conditions which require plants to perform a specific function, such as erosion control/prevention?

³ Note: EVC benchmarks are a guide and do not contain a full comprehensive list of species for the EVC within a region, but rather a subset of typical species. Not all species in the benchmark will be appropriate to all sites across the range of an EVC, and not all remnant species that exist at a site will be listed within the EVC benchmark.

Form and Size

- Are there any shared public viewlines that should be protected? If so, large trees/shrubs that block key viewlines need to be avoided.
- If the revegetation planting is proposed along a road, path or trail edge, the plant form and size will need to be considered to avoid impeding sight lines and passive surveillance.

Habitat

- Are there any fauna species found at the location or nearby which require particular requirements to create a safe habitat for them? For example, many bird species require branches up off the ground for nesting and many ground-dwelling species require groundcovers for protection.

Suitability to the Environment & Land Use

- Consider site aspect, slope, existing vegetation, existing shade/exposure and salt spray.
- Is there a Council endorsed master plan or other approved plan for the site. If so, is the proposed revegetation planting in line with this Plan?
- Will the planting have any negative consequences such as leaf/nut/seed drop creating hazards for adjoining sporting fields or facilities?
- Consider plant flammability and select plants with lower flammability if planting is near houses.⁴
- Will the plantings impact infrastructure (eg planting too close to footpaths, branches hanging over footpaths or private property)?

The *Merri River Landscaping Guidelines 2020* provides further considerations for land adjoining the Merri River. Some of the principles and considerations in the Merri River Landscaping Guidelines can also be applied to other sites, such as the Hopkins River or other revegetation sites not adjoining a river. Sample cross sections from the Merri River Landscaping Guidelines are provided at Figures 2 and 3. These figures show samples of how revegetation works can be designed with appropriate plant selection to achieve positive outcomes for users of public open space.

⁴ Links to online resources are provided at Section 7.0 Useful Resources.

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Figure 2: Sample cross-section of planting adjacent the river in a peri-urban context (residential development on one side of the river and farmland on the opposite side)

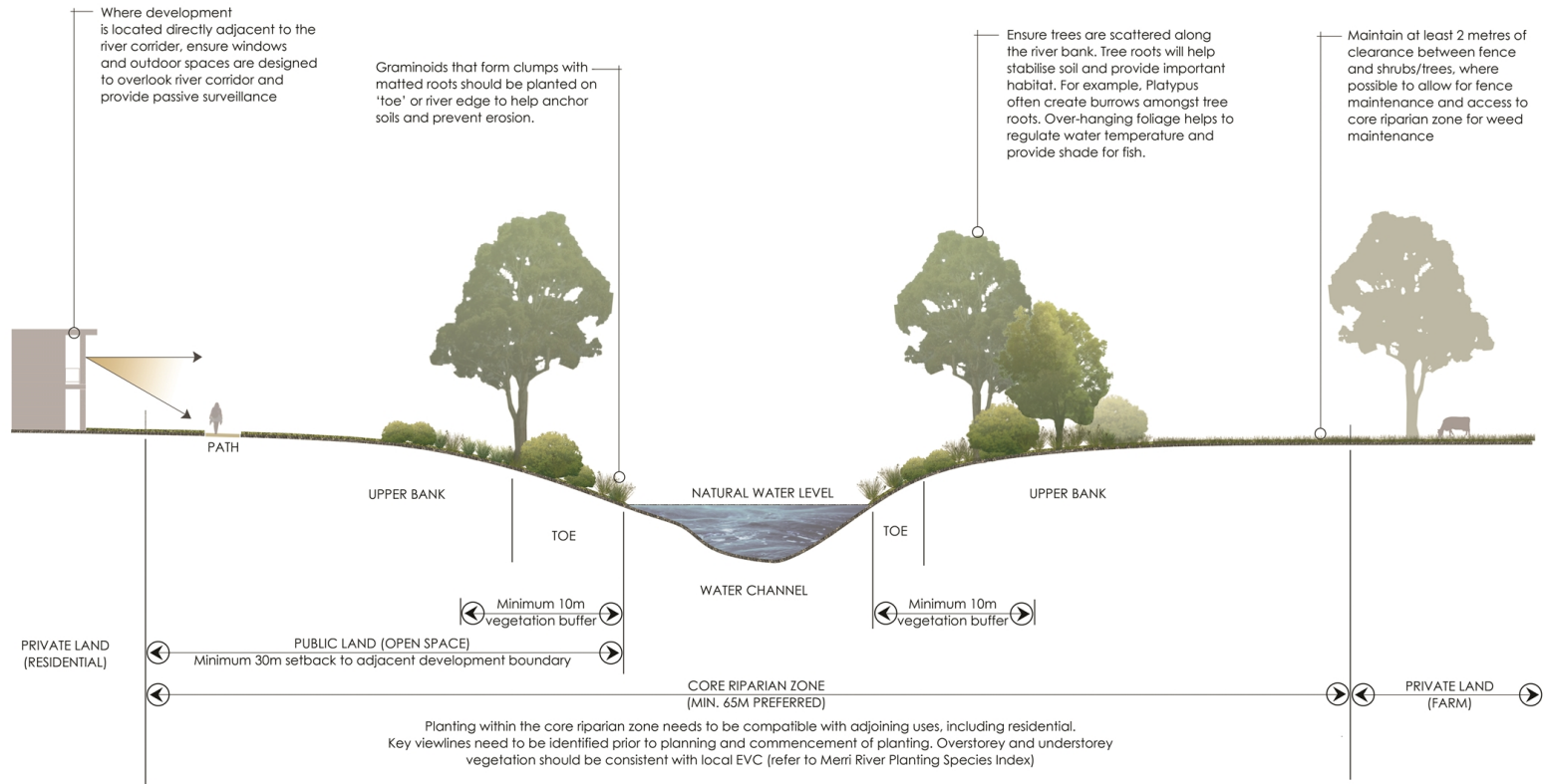
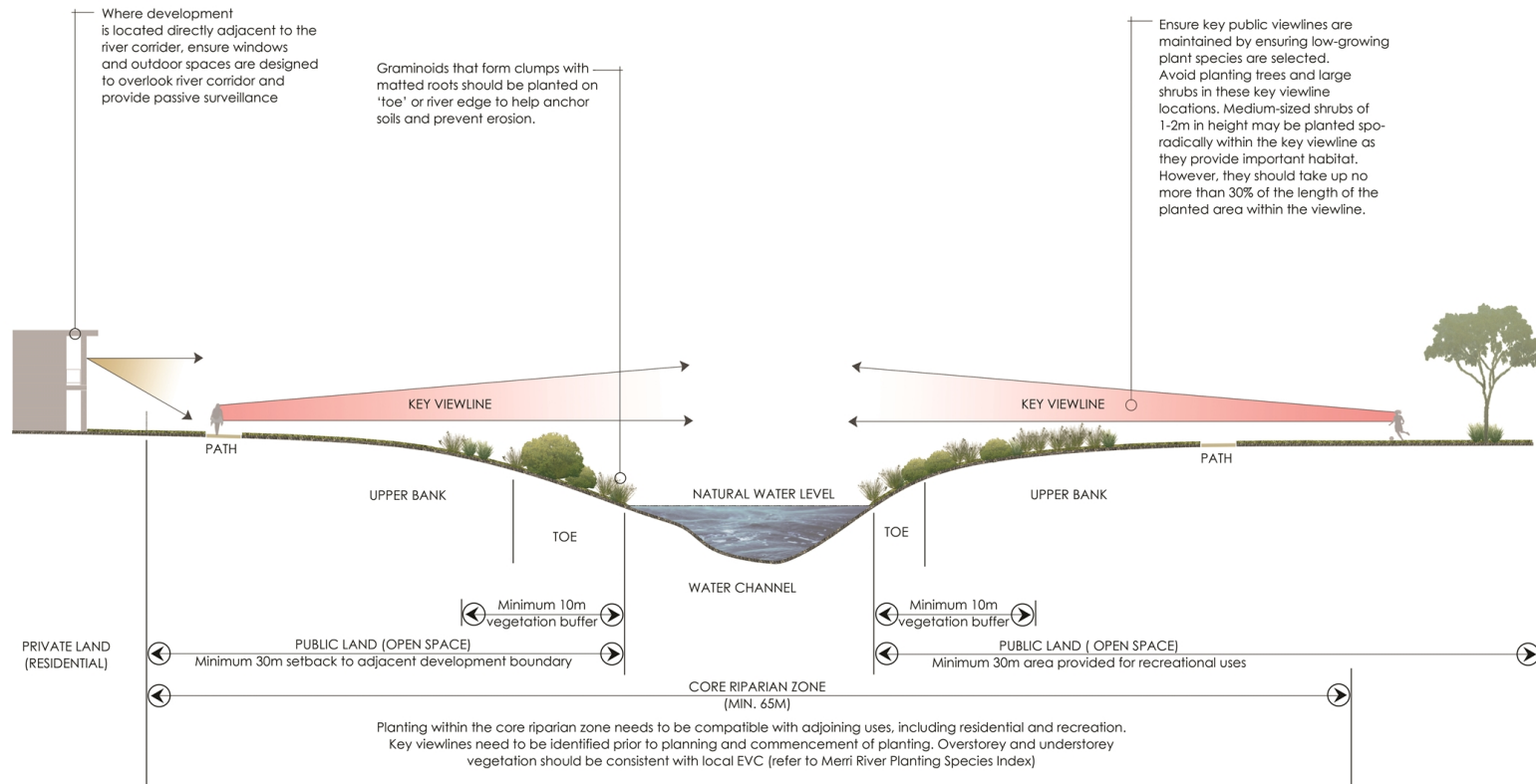


Figure 3: Sample cross-section of planting adjacent the river in an urban or rural living context where key viewlines exist



3.4 Planting Densities

Overall, revegetation works should aim for an average overall density of 3-4 plants per square metre. The following densities should be used as a guide to achieve this:

Table 1: Recommended Planting Densities

Plant Description (as listed in EVC)	Planting Density
Large tufted graminoids and large herbs	2 plants per square metre
Medium tufted graminoids and medium herbs	4 plants per square metre
Small graminoids and small herbs (includes prostrate groundcovers)	6 plants per square metre
Small shrubs	1 plant per square metre
Medium shrubs	1 plant per 2 square metres
Large shrubs	1 plant per 3 square metres
Trees	Scattered at a rate applicable to the EVC (where stated) or as otherwise decided, depending on the site.
Note: Graminoid is a term used to describe grasses or grass-like plants including sedges and rushes.	

These planting densities will help to:

- Ensure relatively dense plant cover across the site
- Minimise competition from weeds, and
- Compensate for plant stock losses from natural plant death or damage from animal grazing. Plant stock losses are anticipated to be up to 30% for new revegetation sites across Warrnambool.

The EVC benchmark for tree density is specified as number of trees per hectare. An additional 30% should be added when planting to account for stock losses.

In some situations, especially where viewlines need to be retained, trees may not be suitable for planting on the site or the tree planting density may need to be adjusted to a lower rate than specified in the EVC in order to maintain open views and enhance safety through passive surveillance. The incorporation of trees and tree planting density should be discussed with Council's Natural Environment officer onsite.

When calculating the planting density for a site, the breakdown of areas for each plant description needs to be determined first. The ratio of plant types will vary depending on the EVC and preferred mix of plants. Table 2 provides an example of plant number calculations for a 1000sqm site (note, the vegetation type and percentages will vary depending on the site).

Table 2: Example calculation for plant numbers for a 1000sqm site

Area and Density	Number of Plants
20% (200sqm) of site planted with large tufted graminoids (2/sqm)	400
20% (200sqm) of site planted with medium tufted graminoids (4/sqm)	800
10% (100sqm) of site planted with small graminoids and herbs (6/sqm)	600
50% (500sqm) of site planted with medium shrubs (1 per 2sqm)	250
Tree density as per relevant EVC i.e. 20/hectare	3*
TOTAL NUMBER OF PLANTS	2053
*Note: The EVC benchmark for tree density is specified as number of trees per hectare. An additional 30% should be added when planting to account for stock losses. In this example 2 trees are required per 1000sqm, so one additional tree has been added to account for stock losses.	

3.5 Revegetation Plan

Good planning is essential for a successful revegetation project and ensures critical factors such as weed control, timing of planting and species selection are carried out at the right time.

The preparation of a Revegetation Plan helps all stakeholders to visualise what is being planned for the site. The Revegetation Plan is prepared by the applicant and information shown on the plans must take into account the Policy and the Guidelines (there is a checklist contained in the Revegetation Application). The Revegetation Plan must be submitted with the Revegetation Application to Council for approval.

A Revegetation Plan is prepared to show following information:

- **Topographical features**
- **Areas that should not be disturbed**
- **Areas to be planted**
- **Infrastructure**
- **Site access**
- **Monitoring locations** (photo points)
- **Corresponding EVC(s)** of the works area
- **Site preparation details**, including key dates and responsible parties
- **Plant species**. Including number of each species and planting densities.
- **Planting method**, including tree guards and mulching details. If direct seeding, the seed mix and amount to be used, method of seeding
- **Erosion control measures**, where required

A map or aerial photo of the site should be used as part of the planning process.

A sample Revegetation Plan is provided at Appendix 4.

3.6 Seed Sourcing and Provenance Mixing

In situations where seed sourcing is carried out in preparation for revegetation planting, sourcing seed from other areas for climate change adaptation should be explored. This is referred to as provenance mixing.

The Department Environment, Land, Water and Planning (DELWP) provides advice that '*while the proportion of local and climate adjusted seed which should be planted is flexible and dependant on availability*' they recommend '*70% local seed, 20% from hotter and drier climates ... and 10% from a wetter, cooler climate* (DELWP⁴, 2020)'. DELWP has an online resource (listed in Section 7.0) that provides further information about provenance mixing for climate change adaptation. This online resource has a link to a web resource that can assist in determining likely climate change analogues for Warrnambool.

3.7 Site Preparation and Weed Control

Site preparation for revegetation projects is determined by the existing vegetation at the site. It is important to remember that all plants at a site are competing for space, light, water and nutrients. Therefore, adequate site preparation can assist indigenous plants to survive and thrive.

Weed control is usually the most important step in the preparation of a site for successful revegetation. Understanding the life cycle of the weeds present on the site will assist in determining the most effective weed control method. There are numerous methods for weed control, some of which are highlighted below.

Manual control is the most labour intensive control method as is usually only suitable on a small scale or with a team of workers and is best carried out when the soil is moist. It is not suitable for weed species with underground bulbs.

Slashing can be useful where chemical control is not appropriate, such as areas where exotic and native grass co-exist. Slashing is usually only used at large accessible sites and can help keep down competitive weeds.

Chemical control may be the only practical and selective method of controlling certain weeds in some situations. Herbicide application is usually cost-effective, however it is very important to use the right herbicide at the correct application rate. All herbicides must be used strictly in accordance with the manufacturer's recommendations and in accordance with the licencing provision for that chemical.

If spraying the site, a minimum of two sprays must be undertaken. Spraying must be carried out by a person with the correct qualifications and in accordance with current legislation. Contractors must be fully aware of relevant State and Federal legislation with regard to protected species, environmental harm, pollutions and other pertinent issues to carry out weed control.

Chemical control is not recommended in areas dominated by perennial native grass. Selective herbicide control may be required in areas containing a mix of perennial native grass and exotic grass.

Weed mats are an effective way of suppressing weed growth, particularly in areas where herbicides are not desired or appropriate. If used, weed matting must be made from jute, coir or other natural fibre and must be pinned down appropriately with one peg in each corner. Plastic or recycled poly-cotton blend matting will not be accepted.

Mulching can also suppress weed growth and improve moisture content in the soil. Chemical control prior to mulching has been found to be more effective.

In sand dune areas, mulching is not appropriate. Erosion control in sand dunes should be discussed with Council Natural Environment officer onsite. In some situations, on exposed sites, wind barriers and/or vegetation bundles may be required to help plants to establish.

The site visit with Council is a good time to discuss the preferred approach to site preparation and weed control.

3.8 Weed hygiene

Weed hygiene can be a critical component of a revegetation project. The introduction of weeds, particularly to remnant vegetation in good condition, can be disastrous. Weeds can be spread from infested areas to weed-free areas via contaminated clothing and footwear, tools and equipment, as well as vehicles and machinery. It is crucial for workers on site to practice good weed hygiene to prevent the spread of weeds.

Weed hygiene is discussed in depth in numerous readily available documents that should be consulted when planning efficient and effective weed hygiene procedures. The following provides a broad overview of simple weed hygiene practices and issues to consider:

Weed Identification

Applicants and land managers should be aware of the potential priority weeds in the area and should be able to identify them. The mapping of areas containing weed infestations is an important part of weed control, along with the development and implementation of weed hygiene procedures.

Careful Planning of Activities

Carefully planning activities onsite can reduce the spread of weeds in an area. The life cycle of weeds, particularly seeding, along with how weeds spread should be considered when planning works.

Slashing and chemical control, for example, should be carried out prior to seeding. It should also be noted that slashing can exponentially increase the spread of weeds that grow from fragments (e.g. Morning Glory, Wandering Creeper).

Simple practices such as minimising soil disturbance which can reduce seed germination, avoiding driving off-road in areas known to contain declared weeds and beginning work in areas with little or no infestation before working in highly infested areas, can all assist in the reducing the spread of weeds.

Equipment and machinery hygiene

Equipment and machinery can transfer weeds between sites. It is important to clean vehicles, machinery and equipment to remove weed seeds prior to moving to a different area.

Inspecting and cleaning of equipment, machinery and vehicles will vary according to type of equipment/vehicle/machinery being cleaned, the work environment and the contamination level.

Options for cleaning include wash-down with a high-pressure cleaner, air blast with a compressor, vacuuming interiors or machinery or vehicles and physical removal (often undertaken prior to or at the completion of wash down or air blast).

Cleaning sites should be located close to the exit point of the site, away from water courses and drains and if possible the site should be well grassed to reduce mud during cleaning.

Ensure areas of machinery and vehicles are cleaned properly, with particular attention given to areas where seeds can be easily lodged such as radiators, grills, filters, tyres and axels, chassis and body, ledges, frames and mudguards, buckets and blades and slashing equipment.

Wastes from cleaning sites should be appropriately disposed of, ideally onsite to reduce the spread of weeds to other sites.

3.9 Risk Management

A risk assessment must be undertaken for every application in accordance with ISO31000 - Risk Management and a risk management plan must in place prior to the commencement of the works.

The risk assessment should include, but is not limited to exposures included in Section 3 Making an Application – What to Consider?, including those identified in the planning and site analysis process.

Public liability insurance for a minimum of \$20 million must be held by the applicant and their subcontractors for the duration of the works. A copy of the Public Liability Insurance Certificate of Currency is required to be submitted with the Revegetation Application.

Applicants may be able to enter into an auspice arrangement with community groups that hold the required amount of public liability insurance.

3.10 Maintenance

The works associated with a revegetation project do not cease once the initial site preparation and/or planting has been carried out. Ongoing management of the site will be required, in the case of Council owned or managed land, the applicant is responsible for the maintenance of the site for a minimum of three years. Maintenance will include ongoing weed control, installation and subsequent removal of tree guards and replacement of plants that have died. Watering of seedlings may be also be required during dry periods.

Infill planting, which may include follow-up plantings, may be required to achieve the required vegetation diversity and density for a revegetation site, if there has been an unexpectedly high rate of plant mortality.

A maintenance schedule must be detailed in the Revegetation Application submitted to Council and regular monitoring of the site must be used to inform any further maintenance required other than that documented.

3.11 Monitoring

Monitoring of revegetation sites involves the recording and analysis of observations over time and is an important aspect of any project. Monitoring allows project managers to:

- see what is happening at the site
- identify the need for any further maintenance, such as weed control or any replanting requirements in relation to plant losses
- provides continued learning to improve current or future projects, and
- assists in determining the success of the project

It is essential that monitoring begins at the start of the project, during the planning stages, as this allows for the collection of baseline data. It is also important to ensure the monitoring program is not subjective and easily repeatable so it can be carried out by different people over the life of the project.

There are several monitoring methods that may be used by applicants, however one of the simplest ways to monitor a project is through photographs. A fixed location must be set up to ensure the same area is photographed over time. These photographs can then provide a record of changes in the vegetation. The photo monitoring point must be recorded and marked, along with the camera settings used. When selecting a photo monitoring point, the future growth of vegetation must be considered, this is particularly important when planting trees as the revegetated area should not be blocked by future tree growth.

Observations at the time of photographic monitoring should also be recorded. This information combined with the photographs can build a more effective picture of the site and assist in determining the success and/or failure of species, allowing the modification of practices for future projects.

Monitoring results may be requested by Council.

4.0 SUBMISSION OF REVEGETATION APPLICATION

The Revegetation Application, along with the required plans and photographs, must be submitted to Council in either electronic or hard copy form.

Electronic copies of the plan must be sent to the natural environment team at: green@warrnambool.vic.gov.au, with **Attention: Revegetation Application**

Hard copies of the plan must be submitted to:

Attn: Revegetation Application
Council Civic Centre
25 Liebig Street
Warrnambool 3280

The applicant must allow up to 25 working days for approval of the plan. It should be noted the 25 working days begin after Council are satisfied the information provided meets the requirements of the Policy and the Guidelines.

5.0 MEMORANDUM OF UNDERSTANDING

Following approval of the Revegetation Application and associated Revegetation Plan, a Memorandum of Understanding between the applicant and the Warrnambool City Council must be prepared and signed prior to works commencing. A template for the MOU can be found at Appendix 5.

It is the responsibility of the applicant to ensure that any proposed works comply with all relevant laws.

6.0 SITE HANDOVER

The site must be maintained by the applicant for a minimum three years following the signing of the MOU. Following the end date of the MOU, the maintenance of the site may be handed back to Council. Council will conduct a final site check with the applicant on site. Discussions will include the success and learnings of the project.

7.0 REFERENCES AND USEFUL RESOURCES

The following references may be of use when planning a revegetation project:

Warrnambool Plant Species and EVC Information

- Australian Plants Society (2020), *Warrnambool and District Group Inc Pty Ltd*, <http://apswarrnambool.org.au/>
- Department of Environment, Land, Water and Planning (DELWP), (2020), *Nature Kit Maps*, <http://maps.biodiversity.vic.gov.au/viewer/?viewer=NatureKit>
- Department of Environment, Land, Water and Planning (DELWP³), (2020), *Bioregions and EVC Benchmarks*: <https://www.environment.vic.gov.au/biodiversity/bioregions-and-evc-benchmarks>
- Department of Sustainability and Environment (DSE) (date unknown). *Bioregional Conservation Status for each Bio EVC*. Victorian Government, Department of Sustainability and Environment: https://www.environment.vic.gov.au/_data/assets/pdf_file/0012/50511/Bioregional-Conservation-Status-for-each-BioEVC.pdf
- Sparrow, K. (2013) *Plants of the great South West: a guide to the indigenous plants of South West Victoria*, Society for Growing Australian Plants Warrnambool & District Group.
- Warrnambool City Council (2020), *Merri River Landscaping Guidelines*. <https://www.warrnambool.vic.gov.au/merri-river-planning-projects>
- Warrnambool City Council (2012), *Warrnambool Coast Vegetation Management Plan* - Biosis Research Pty Ltd. Warrnambool City Council [https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/council/plans_strategies/FINAL_Warrnambool_Coast_VMP_Council_approval_24_Feb_2014\(2\).pdf](https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/council/plans_strategies/FINAL_Warrnambool_Coast_VMP_Council_approval_24_Feb_2014(2).pdf)
- Warrnambool City Council (2013) *Warrnambool Coastal Management Plan 2013*, https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/council/plans_strategies/coastal%20oplan.pdf

Provenance Mixing for Climate Change Adaptation

- Department of Environment, Land, Water and Planning (DELWP⁴) (2020), https://www.environment.vic.gov.au/_data/assets/pdf_file/0036/489159/Revegetation-plant-provenance-information-sheet_final.pdf

Plant Species Database (useful for finding out information about particular species)

- Royal Botanic Gardens Victoria (RBGV) *Vicflora – Flora of Victoria*: [Flora of Victoria \(rbg.vic.gov.au\)](http://flora.vic.gov.au)

Planning Zones and Overlays

- For information on planning zones and overlays, including land subject to inundation visit Planning Schemes Online at: <https://planning-schemes.delwp.vic.gov.au>

Catchment and Riparian Management

- Department of Environment, Land, Water and Planning (DELWP²) (2015) *Regional Riparian Action Plan*: https://www.water.vic.gov.au/_data/assets/pdf_file/0018/52722/RRAP-FINAL-web-version-15Dec15.pdf
- Glenelg Hopkins Catchment Management Authority (GHCMA) *Waterway Strategy 2014-2022*: [GHCMA Waterway Strategy 2014-2022 by shane mcgrath - Issuu](#)
- Glenelg Hopkins Catchment Management Authority (GHCMA) *Glenelg Hopkins Regional Catchment Strategy 2013-2019*: https://info.ghcma.vic.gov.au/wp-content/uploads/2017/04/11259_GHCMA_RSC_WEB.pdf

Cultural Heritage

- For information regarding Cultural Heritage Sensitivity and the Victorian Mapping Tool visit: <https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-sensitivity>
- Eastern Maar Aboriginal Corporation has Registered Aboriginal Party status. For further information regarding cultural heritage management in Warrnambool visit the Eastern Maar website at: <https://easternmaar.com.au/>

Landscaping and Plant Selection for Bushfire Prone Areas

- Landscaping for Bushfire
https://www.cfa.vic.gov.au/documents/20143/72271/landscaping_for_bushfire.pdf/1c6084e1-159e-a820-b0b3-6dc077e661c0 (cfa.vic.gov.au)
- Plant Selection Key
https://cdn.cfa.vic.gov.au/documents/20143/72271/landscaping_for_bushfire_plant_selection_key.pdf/ode33610-864a-77ec-d3e7-63931b2ff373 (cfa.vic.gov.au)

Example of a revegetation management plan and other information about revegetation planting

- *Native Vegetation Revegetation planting standards – Guidelines for establishing native vegetation for net gain accounting*. Victorian Government, Department of Sustainability and Environment:
http://www.dse.vic.gov.au/_data/assets/pdf_file/0005/97349/NativeVeg_Reveg.pdf

Local Plans and Strategies

- Warrnambool City Council (2014) *Warrnambool Open Space Strategy*:
<https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/property/planning/strategies/Warrnambool%20Open%20Space%20Strategy%202014.pdf>
- Warrnambool City Council (2018) *Green Warrnambool*:
https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/council/plans_strategies/Green%20Warrnambool%20FINAL%20adopted%203%20September%202018.pdf
- *Warrnambool 2040 - Community Plan 2019*, <http://w2040.com.au/>

Risk Management

- Safe Work Australia (May 2018) How to manage work health and safety risks, Code of Practice:
<https://www.safeworkaustralia.gov.au/doc/model-code-practice-how-manage-workhealth-and-safety-risks>
- Risk Assessment, Safe Work Australia:
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/risk-assessment#heading--2--tab-toc-how-do-i-do-a-risk-assessment?>

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8.0 APPENDICES

APPENDIX 1: REVEGETATION PRIORITY MAP FOR OPEN SPACES

APPENDIX 2: REVEGETATION APPLICATION

APPENDIX 3: SAMPLE SITE ANALYSIS PLAN

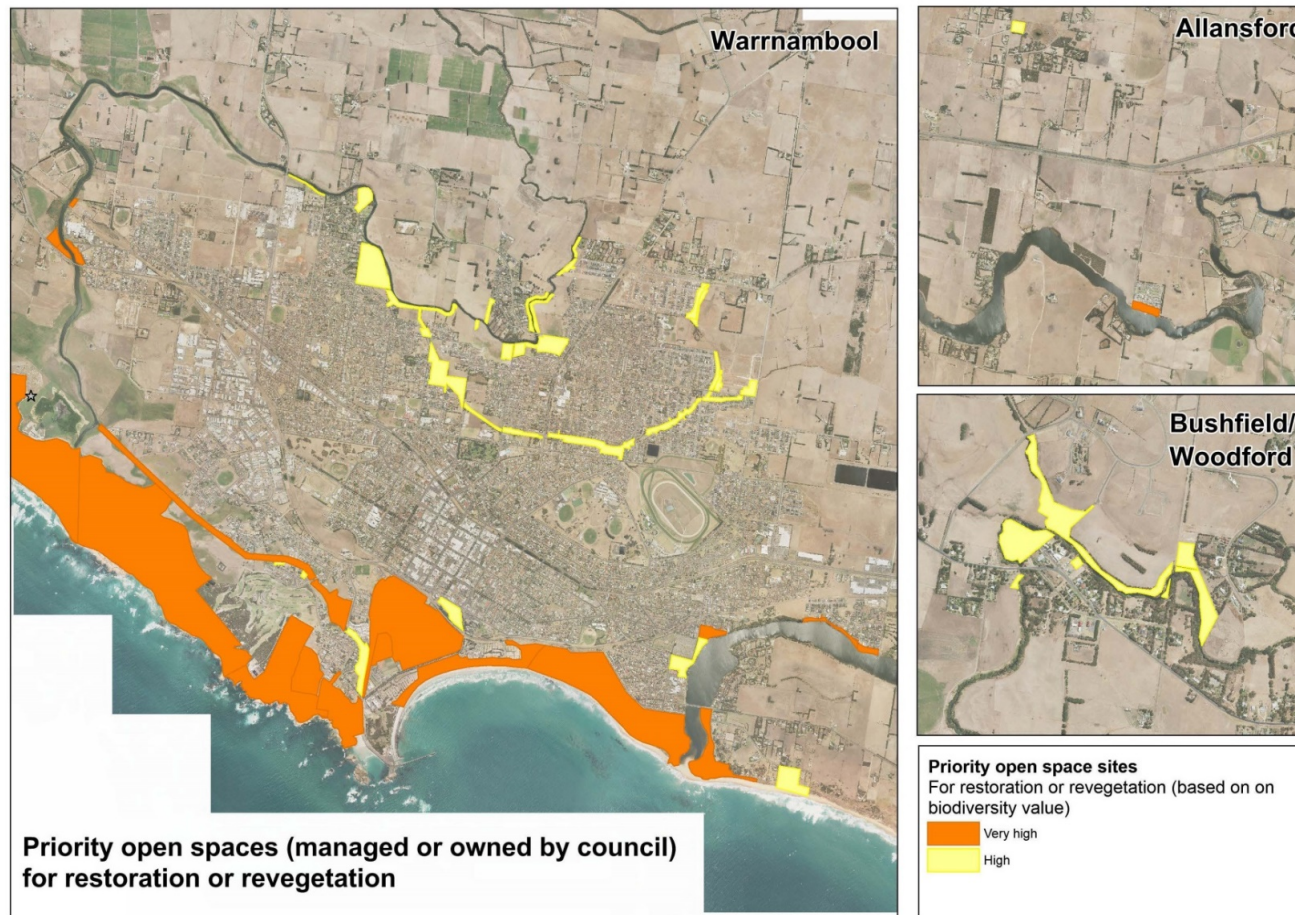
APPENDIX 4: SAMPLE REVEGETATION PLAN

APPENDIX 5: MEMORANDUM OF UNDERSTANDING

APPENDIX 6: EVC AND SALT-EDGE ESTUARIES MAP

APPENDIX 1

REVEGETATION PRIORITY MAP FOR OPEN SPACES



APPENDIX 2

REVEGETATION APPLICATION

This application form is for revegetation projects proposed on Council managed land.

Q1. What is the name of your group/organisation?
Q2. Please provide contact details of two persons from your group/organisation associated with the project. Contact No. 1 Name: Phone: Email: Postal Address: Contact No. 2 Name: Phone: Email: Postal Address:

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Q3. The objective/s for the revegetation project can have a direct influence on the design, planning and outcome of the project. What is the main aim of your project (select multiple if applicable)?

- ☐ Improving health of adjacent waterway/wetland
- ☐ Improving water quality
- ☐ Soil stabilisation and erosion prevention
- ☐ Increasing habitat for native wildlife
- ☐ Creating a vegetation link for a biodiversity connection
- ☐ Increasing the amount of native vegetation in Warrnambool
- ☐ Seeking to address a particular environmental problem. If selected, please describe below.

Q4. Have you had an onsite/pre-application meeting with staff from Council's natural environment team? ☐ Yes ☐ No

If the answer is no, you will need to organise an onsite meeting prior to lodgement of the application.

Q5. Please provide a brief description of the site, including its location and approximate size?

Q6. Have you prepared and attached a Site Analysis Plan? ☐ Yes ☐ No

If yes, please attach it to the application form.

(Note: applications will not be accepted without a Site Analysis Plan)

The site analysis plan should include the following, where information is known:

- ☐ Vegetation, both introduced and native, and approximate coverage of the site
- ☐ Applicable Ecological Vegetation Class (EVC)
- ☐ Fauna, including native and introduced species.
- ☐ Presence of rare or threatened species listed under the FFG or EPBC Act
- ☐ Cultural and historical values
- ☐ Past, current and future land uses of the site and surrounds.

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- ☐ Built assets and infrastructure
- ☐ Access arrangements
- ☐ Topography and other features such as wetlands, creeks, drainage lines and ridges
- ☐ Flood line (1 in 100 year)
- ☐ Key viewlines to and from public land that need to be protected
- ☐ Soil Types (where known)
- ☐ North point
- ☐ GPS co-ordinates of the site. This can be taken using hand-held device or obtained on NatureKit (under 'search location' and 'plot coordinates')
- ☐ Photo points
- ☐ Photographs (please attach)

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Q8. Have you prepared and attached a Revegetation Plan? ☐ Yes ☐ No

If yes, please attach it to the application form.

(Note: applications will not be accepted without a Revegetation Plan)

Prepare a plan of the area to be landscaped. The site analysis plan can be used as the basis for the revegetation plan. The plan should be drawn to scale and show the following information:

- ☐ Surface levels (where known)
- ☐ Built assets and infrastructure such as paths, seats, play equipment, powerlines, easements, buildings, etc, to demonstrate that revegetation works are located at a suitable distance from infrastructure.
- ☐ Edge of River (where applicable)
- ☐ Existing vegetation to be retained/removed
- ☐ Applicable Ecological Vegetation Class (EVC) for the works area
- ☐ Areas to be protected from disturbance (if applicable)
- ☐ Proposed revegetation area, including species, location, densities and quantity
- ☐ Planting method, including tree guards and mulching details. If direct seeding, the seed mix and amount to be used.
- ☐ Matting and erosion control measures (where required)
- ☐ Site access, particularly for maintenance.
- ☐ Key viewlines (if applicable)
- ☐ Important features/uses of the site or adjoining land to demonstrate that the planting is compatible
- ☐ North point
- ☐ Monitoring locations (photo points)
- ☐ GPS co-ordinates of the site

Q9. Is your project along the edge of the Merri River? ☐ Yes ☐ No

If yes, have you referred to the Merri River Landscaping Guidelines? ☐ Yes ☐ No

Q10. Have the members of the group/organisation discussed Cultural Heritage Management with Council's natural environment team?

(Note: it is important for groups/individuals carrying out revegetation works to know about Cultural Heritage of the site. Where sites do not have registered Cultural Heritage sites, it is still important for those carrying out the planting to know what to look for and what to do in the event that an artefact is discovered on the site).

**PART C – SCHEDULE OF WORKS FOR PREPARATION AND PLANTING
OF SITE**

Q11. Please describe how the site will be prepared and planted. Include information on:

Who is responsible for preparation and planting?

What type of work you are proposing (weed removal, revegetation)

Planting method (direct seeding, tube stock, use of jute matting or weed matting, furrows, other)

Timeline of actions/key dates

PART D – RISK MANAGEMENT

Q12. Please provide a risk assessment for the proposal. Please attach a copy of a valid Public Liability insurance 'Certificate of Currency' providing indemnity for not less than \$20 million.

PART E – MAINTENANCE SCHEDULE

Q13. Please detail the maintenance of the site. Provide a response to the following:

Who is responsible for the maintenance?

Methods used to maintain the site

Timeline of actions/key dates

PART F – MONITORING PROGRAM

Q14. Please detail the site monitoring that will be undertaken.

(Note: Regular weeding and weed monitoring will be important in ensuring no new pest or weed species become established. An annual site visit should be undertaken by Council and those responsible for weed management during the 5-year maintenance period to ensure weed control is taking place as planned.)

Monitoring method chosen

Monitoring sites and how they are identified

Monitoring schedule

PART G – ESTIMATED COST

Q15. What is the estimated project cost?

Site Establishment and Planting (weed removal, jute matting, mulch, plants or seed, stakes, plant protectors, mulch)

Maintenance (over 3 years)

Monitoring

Total

SUBMIT THE PROPOSAL TO COUNCIL FOR APPROVAL

Upon completion of the Revegetation Application, please provide the required attachments and submit application to the natural environment team at:

green@warrnambool.vic.gov.au, with **Attention: Revegetation Application**

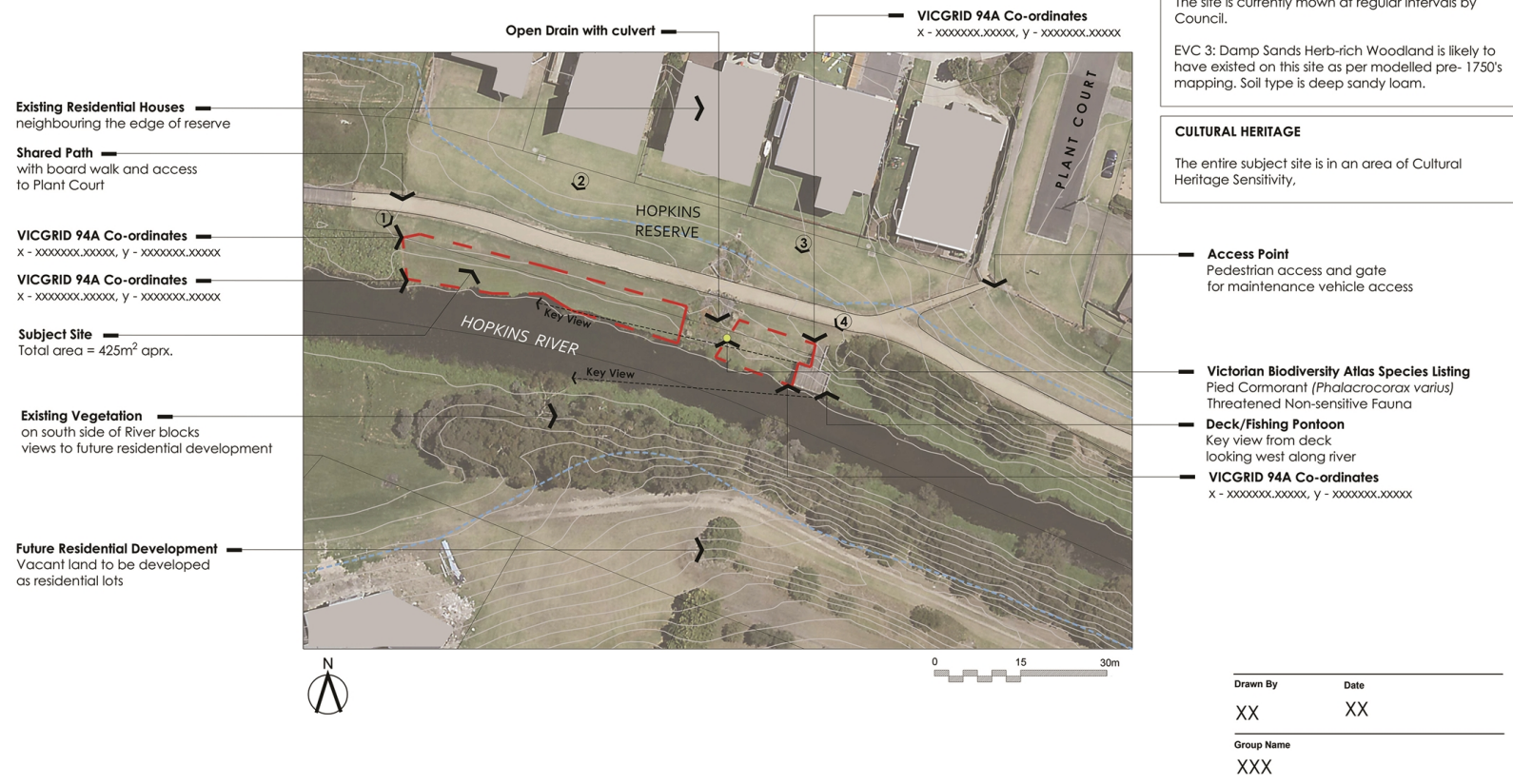
Before submitting your application, please ensure you have completed the following:

- ☐ Determined the objectives of your project
- ☐ Prepared a Site Analysis Plan
- ☐ Attended an onsite/pre-application meeting with staff from Council's natural environment team
- ☐ Prepared a Revegetation Plan
- ☐ Provided all other relevant information regarding the project for consideration of this application

APPENDIX 3 – SITE ANALYSIS PLAN

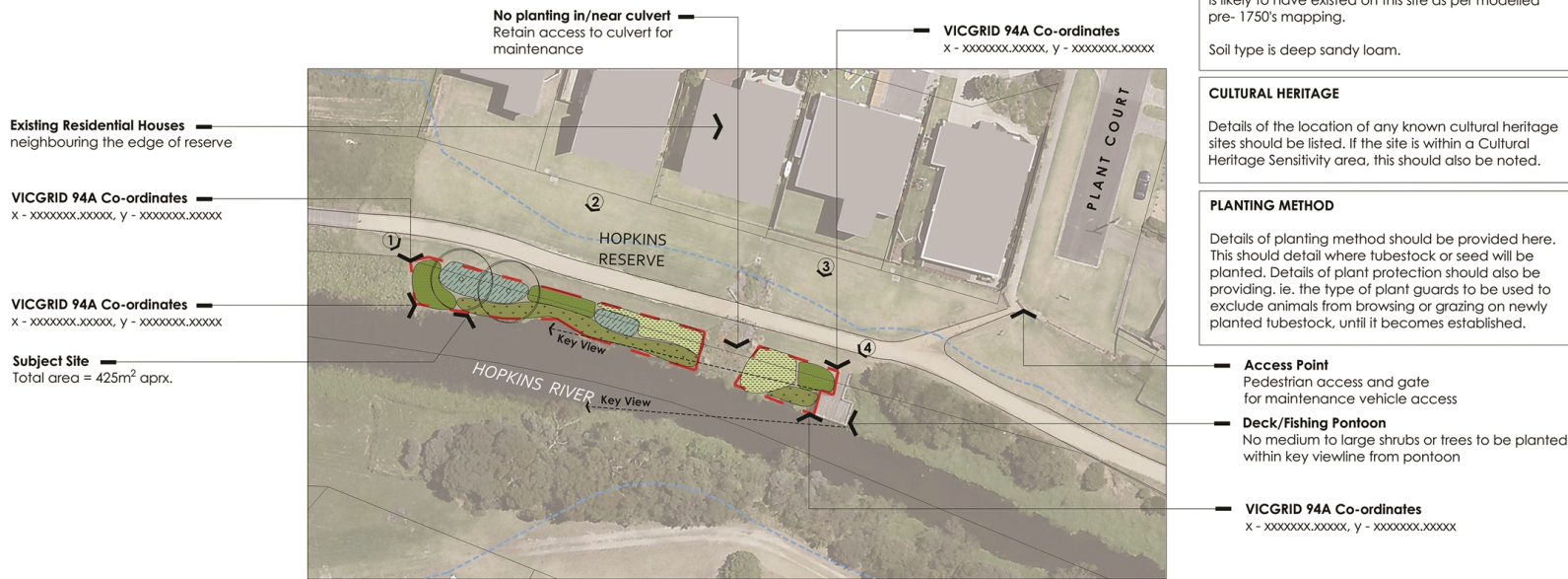
Site Analysis Plan (Sample)

Plant Court Revegetation Site, Warrnambool








APPENDIX 4 – REVEGETATION PLAN

Revegetation Plan (Sample)
Plant Court Revegetation Site, Warrnambool



TUBESTOCK PLANT SCHEDULE

TOTAL SITE AREA =425m ²	KEY	BOTANICAL NAME	COMMON NAME	MATURE SIZE	SITE AREA	DENSITY	NO. OF PLANTS	EVC
TREES								
		<i>Eucalyptus ovata</i>	Swamp Gum	20m H x 10-12m W	N/A*	15/Ha	2*	3
SHRUBS								
20% of site (85m ²)		<i>Banksia marginata</i>	Silver Banksia	5m H x 4m W	42.5m ²	2/m ²	85	3
		<i>Leptospermum continentale</i>	Prickly Tea-tree	2m H x 2m W	42.5m ²	2/m ²	85	3
LARGE GRAMINOIDS, LARGE HERBS								
30% of site (128m ²)		<i>Juncus procerus</i>	Tall Rush	2 H x 1 W	128m ²	2/m ²	256	3
MEDIUM GRAMINOIDS, MEDIUM HERBS								
25% of site (106m ²)		<i>Lomandra filiformis</i>	Wattle Mat Rush	0.5m H x 1m W	53m ²	4/m ²	212	3
		<i>Dianella tasmanica</i>	Tasman Flax Lily	0.8m H x 0.8m W	53m ²	4/m ²	212	3
SMALL GRAMINOIDS, SMALL HERBS AND GROUNDCOVERS								
25% of site (106m ²)		<i>Hydrocotyle laxiflora</i>	Stinking Pennywort	0.2m H x 2m W	53m ²	6/m ²	318	3
		<i>Kennedia prostrata</i>	Running Postman	0.1m H x 2m W	53m ²	6/m ²	318	3
							TOTAL	1,488

NOTES:

*Tree density for site is calculated for total area of site using the tree density rate per hectare specified in the EVC Bioregion Benchmark. The number of trees calculated for the area should have 30% added to allow for natural plant stock losses.

The plant densities (plants/m²) listed for shrubs, graminoids, groundcovers and herbs allow for a 30% stock loss factor.

Drawn By	Date
XX	XX
Group Name	
XXX	

APPENDIX 5

MEMORANDUM OF UNDERSTANDING

1. PURPOSE OF MEMORANDUM OF UNDERSTANDING

- 1.1. To describe the responsibilities with regard to revegetation plans on land owned by Warrnambool City Council

2. PARTIES

2.1. (Insert Name)

2.2. WARRNAMBOOL CITY COUNCIL

3. PARTIES ROLES AND RESPONSIBILITIES

(Insert Name) shall:

- 3.1. Carry out all works and tasks described within the approved Revegetation Plan (attached)
- 3.2. Undertake a risk assessment in accordance with ISO31000 – Risk Management and prepare a Risk Management Plan.
- 3.3. Ensure the Risk Management Plan is in place prior to the commencement of works described within the approved Revegetation Plan
- 3.4. Conduct annual site monitoring
- 3.5. Participate in a final site check with Warrnambool City Council, within 20 days of the end date of this MOU or within 20 days of voluntary disassociation.

Warrnambool City Council shall:

- 3.6. Ensure that all works and tasks described within the approved Revegetation Plan, to be undertaken by Warrnambool City Council, are carried out

4. INSURANCE

- 4.1. Managing works associated with an approved revegetation plan includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is imperative that all events held within the Warrnambool City Council have appropriate Public Liability Insurance.

(Insert Name) shall, at all times during the MOU Term, be the holder of a current Public Liability Policy of Insurance ('The Public Liability Policy') to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the business of the insured or use of its facilities during the event as outlined in this MOU, providing coverage of at least \$20 million.

The Public Liability Policy shall extend to cover the Warrnambool City Council (The Principal) in respect to claims for personal injury or property damage arising out of the negligence of (Insert Name).

5. DURATION OF MEMORANDUM OF UNDERSTANDING

- 5.1. The commencement date of this MOU shall be the date both parties sign the memorandum of understanding
- 5.2. The duration of this MOU is three years
- 5.3. The end date of this MOU is three years after the commencement date

6. VOLUNTARY DISASSOCIATION

- 6.1. This MOU is a non-binding agreement that both parties have entered into in good faith. Either party may disassociate from the MOU without penalty or liability by notifying the other party in writing.
- 6.2. Notwithstanding clause 6.1, clauses 4.1, 7.1 and 7.2 shall be legally binding upon the parties.

7. INDEMNITY

- 7.1. By signing this MOU, (Insert Name) agrees to indemnify and to keep indemnified Warrnambool City Council, its servants and agents (the Council), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omissions of (Insert Name).

(Insert Name) liability to indemnify the Warrnambool City Council shall be reduced proportionally to the extent that any act or omission of the Council directly contributed to the loss or liability.
- 7.2. By signing this MOU (Insert Name) agrees to hold harmless Warrnambool City Council its servants and agents and each of them in connection with all claims resulting from damage, loss, death or injury which may otherwise be brought or made or claimed by

(Insert Name) against the Council, except to the extent that the Council is grossly negligent

Warrnambool Revegetation Guidelines – July 2021

EXECUTED by WARRNAMBOOL CITY COUNCIL

By being signed by those persons who are authorised to sign for the company

Signature:

Name:

Position:

EXECUTED by (Insert Name)

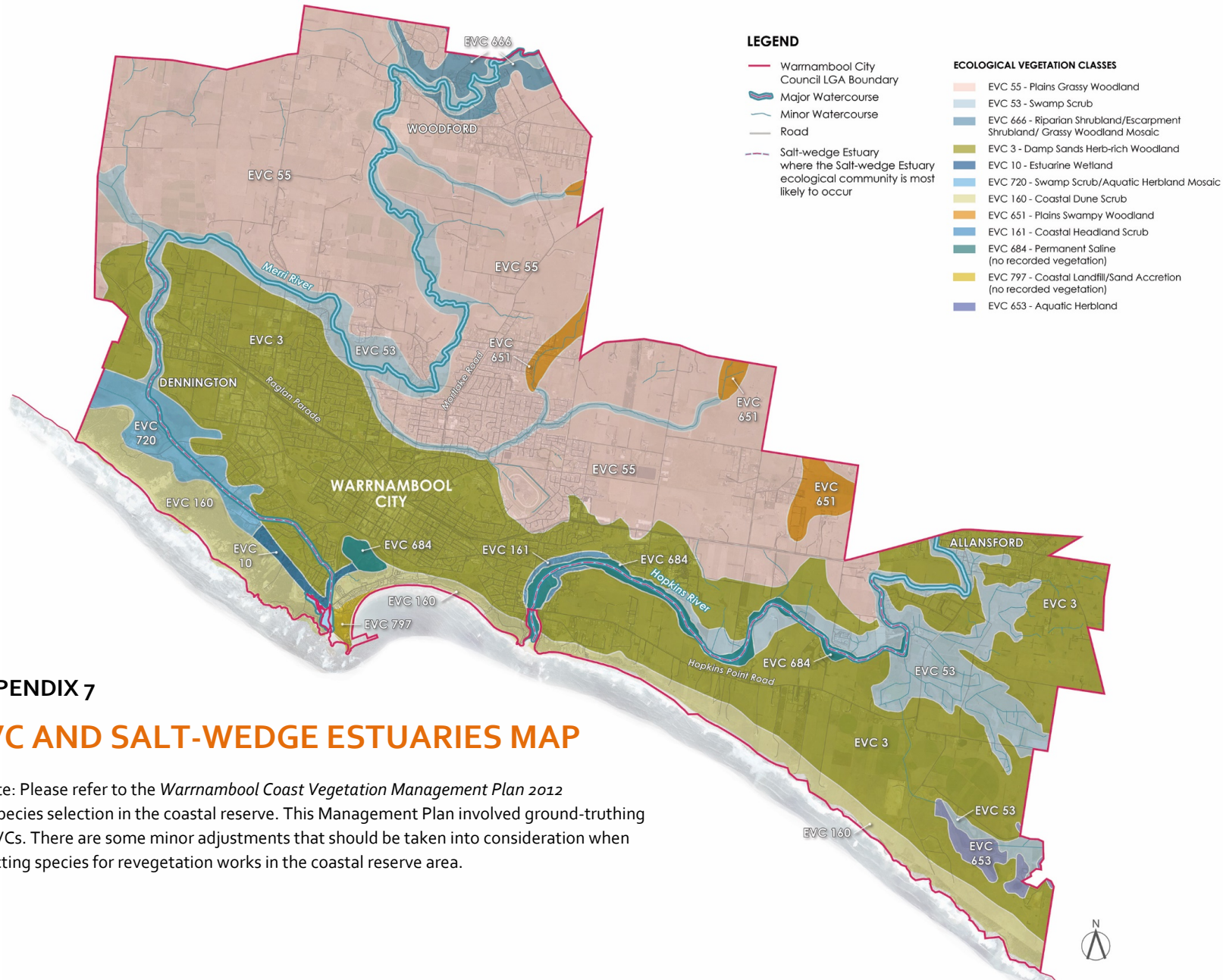
By being signed by those persons who are authorised to sign for the company

Signature:

Name:

Position:

Warrnambool Revegetation Guidelines – July 2021



Detailed responses to submissions (Yoursay and email)

No. & Form	Comment No.	Submission	Response	Changes to document
1 Email	<u>1.1</u>	<p><u>Both guidelines and policy</u></p> <p>Overall we support the review of the policy and guidelines. We are pleased to see cross referencing in both documents with the Warrnambool Open Space Strategy, South of Merri Open Space Precinct Plan, and Merri River Landscaping Guidelines</p>	Noted.	No change.
	<u>1.2</u>	<p><u>Guidelines only:</u></p> <p>We support the inclusion of the last paragraph on page 11, plus the cross-sections on pages 12 and 13 of the draft revegetation guidelines. You may or may not be aware, but these sections also support <i>Action i</i> in the Active Warrnambool Strategy:</p> <p>THEME 2: Objective K - The protection and enhancement of key physical and environmental assets and provision of appropriate public access to waterways and coastal environments is needed:</p> <p>Action i. <i>Develop landscape guidelines to define environmental protection needed where recreation occurs in areas of environmental sensitivity.</i></p>	<p>These guidelines are specifically targeted towards revegetation activities, whilst they have included the cross-sections from the Merri River Landscaping Guidelines, their primary function is to guide revegetation activities. The Merri River Landscaping Guidelines have been included in Section 7.0 References and Useful Resources, the Revegetation Application also specifically references the Merri River Landscaping Guidelines. The policy has been strengthened to ensure passive recreation is taken into consideration, see 1.6 below. There is also the opportunity to include further reference to the consideration of this matter in internal assessment documentation.</p>	An amendment to the policy has been made, see 1.6 below.

		Whilst the Merri River Landscaping Guidelines already partly implement this action, it is pleasing to see the concept applied more broadly to all waterways in Warrnambool where walking trails and revegetation may co-exist. If there were any further opportunities in reviewing the draft guidelines to support further implementation of the above action, we would also support that.		
		We also more broadly support the inclusion of the minimum vegetation buffer and setbacks to development from a planning and open space perspective, as well as the comment that applicants should consider compatibility of plantings with any recreation uses of open space.	Noted.	No change.
	1.3	We support the links to the Merri River Guidelines and Open Space Strategy in the resources section.	Noted.	No change.
	1.4	We support the approach of revegetation proposals going through a defined process with the Council Natural Environment Officer. This helps ensure compatibility with Council plans and priorities (pages 6 and 7), including any open space master plans. City Strategy are happy to continue to provide referral advice if needed during this process where open space plans	Noted.	No change.

		overlap with proposals (which we note is also alluded to in the guidelines).		
	1.5	<p><u>Policy only:</u></p> <p>We support your inclusion in the policy of the following principle: 'Indigenous species are to be planted in and adjoining open spaces where the primary function has been identified as conservation, unless there is a significant cultural or heritage reason otherwise'. This helps implement a recommendation of the Warrnambool Open Space Strategy.</p>	Noted.	No change.
	1.6	<p>We support all of all other policy principles. We would also suggest the addition of a principle that references 'shared benefits' in public spaces when undertaking revegetation in areas where multiple uses co-exist. Many of our open spaces are used for passive recreation purposes, which may need to be considered in revegetation projects. For example, there may be a need to ensure the safety of walkers/cyclists through more open plantings to protect sight lines along walking trails. We note this is covered to an extent in the guidelines, but would also support it being referenced in the higher level policy if possible.</p> <p>Overall well done.</p>	<p>The Guidelines touch on other uses of the site in Section 3.4 Plant Selection, Suitability to the Environment & Land Use. The consideration of shared uses was intended to be covered within Section 2.2.1 Policy Principles, dot point 6, which requires revegetation works to be assessed for their suitability taking into consideration the use of the site and adjacent land. The policy will however be amended to ensure it is clear that other uses, such as passive recreation, must be considered when planning and carrying out revegetation works to ensure these uses can co-exist.</p>	<p>Include the following in Section 2.2.1 Policy Principles: Any revegetation must take into account other considerations for a site, such as its values as public open space for passive recreation purposes. Plantings should be suitable to both the environment and the co-existing uses.</p>

2 Email	2.1	<p>Volunteers are a key component of revegetation works and their involvement contributes to the achievement of the Warrnambool 2040 objectives.</p> <p>The guidelines need to strike a balance between ensuring that council needs and risks are met and enabling and encouraging participation and stewardship of the natural environment.</p> <p>As presented, the high level of process in the guideline is likely to be a barrier to community participation and is likely to lead to poorer outcomes overall.</p>	<p>Agree that volunteers are a key component of revegetation works and their contribution assists in the achievement of the Warrnambool 2040 goals.</p> <p>Council provides assistance to those completing revegetation plans. The revegetation plans assist to meet the Warrnambool 2040 goals and the requirement for land manager consent.</p> <p>Amendments have been made to the guidelines to make the process easier for the public to prepare revegetation plans, see below.</p>	See below for amendments.
	2.2	<p>Consideration needs to be given in regard to work required to apply vs scale of works undertaken. Entities such as the CMA may undertake multiple small site plantings across a number of years, all requiring an application for every site.</p> <p>The time required to apply through this process and associated area of on ground works may become an inefficient burden on CMA process.</p>	<p>Land manager consent is required for works on public land, the revegetation application facilitates this. The revegetation application also ensures Council policy and guidelines are being met, even small scale revegetation can have big impacts such as impacts on cultural heritage, inappropriate species or planting within specified view lines. There is also the opportunity to include multiple small site plantings in one application, which would reduce the burden on CMA process.</p>	No change.

	2.3	Figure 1. pg. 6 – Steps 1- 4 Indicative timeframes from Step 1 – Step 4 as per the guidelines may take up to 11 weeks. Recommend to streamline these steps to become more efficient with significantly less time associated.	The timeframes were included in the document to promote the idea that revegetation plans required consideration, both by the person proposing the application and Council. However as the timeframes are not required, the majority of them have been removed, with the exception of Step 4 and 8, where the timeframes have been included in the step explanations.	Timeframes have been removed from Figure 1.
	2.4	Figure 1. pg. 7 – Step 5: Place Plant Order This section is unclear as to timeframes and needs clarification. e.g. <i>“To ensure correct species availability and quantity for planting, nurseries require advanced notice so that seed collection and propagation can occur. Large orders are typically placed by December for the following year's planting season.”</i>	Agree, amendment will be made to make it clearer that orders require significant lead in time for seed collection and propagation.	Amend Step 5 explanation to: The Applicant places the plant order with a local nursery. To ensure correct species availability and quantity for plantings, nurseries require advanced notice so that seed collection and propagation can occur. Large orders are typically placed by December for the following years planting season.
	2.5	Figure 1. pg. 7 – Step 7: Annual Site Check This task is left up to the applicant to notify and undertake. As a compliance activity, this audit will be better placed for WCC staff to notify and organise. There is also minimal need for the applicant to be onsite during the audit, any issues can be followed up accordingly after the fact.	The annual site check was designed to ensure monitoring was undertaken. Monitoring is a tool used to assist in identifying the need for further maintenance and to provide continued learning to improve projects for both Council and the applicant. The requirement for an audit has been removed, however the requirement to monitor the site is still applicable. The monitoring is	Amend Step 7 to Annual Monitoring. Amend explanation to: Over the course of the maintenance period, annual monitoring is undertaken by the applicant to identify the need for further maintenance, provide continued learning and determine the success of the project. Council may request a copy of the monitoring records.

			beneficial for the applicant when reporting progress not just to Council but in the case of community groups, to their participants and wider community. The requirement to report annually to Council has also been removed, however Council may request monitoring records.	
	2.6	<p>Figure 1. pg. 7 – Step 8: Handover to Council</p> <p>This is another task that WCC could manage in-house. An MOU is not usually legally binding and a handover process is likely to be a redundant process. A final audit of the site can be undertaken by WCC staff however there will be minimal opportunities for recourse in instances of non-compliance.</p>	<p>The handover to Council aimed to encourage analysis of the project to promote learnings both for the applicant and Council as well as provide any particular information Council should be aware of that may affect the maintenance of the site. This step has been amended, where Council is resuming the maintenance of the site, the final site check will be undertaken by Council with the applicant, this is a good opportunity for reflection by both the applicant and Council.</p>	<p>Amend Step 8 to Final Site Check. Amend explanation to: At the completion of the maintenance period, where Council is resuming the maintenance of the site, a final site check will be conducted, on site with the applicant, by Council's Natural Environment Officer. The success and learnings of the project will be discussed.</p>
	2.7	<p>Section 3.2 pg. 8 – Site Assessment and Site Analysis Plan</p> <p>Several requirements in this section appear overly detailed to be undertaken by volunteer applicants who may not have the knowledge or capacity to gather this information.</p> <p>This section appears to cover a number of due diligence checks that could be</p>	<p>Council currently carries out these checks following initial conversations with applicants wishing to revegetate public areas. Section 3.2 of the guidelines was intended to be a formal description of the checks that are required, Council can assist with the provision of information required to complete the Site Analysis Plan.</p>	<p>Amend Section 3.2 Site Assessment and Site Analysis Plan to: The site analysis plan should be prepared by the applicant, with assistance from council, and detail the following information</p>

		undertaken as a standard background workflow by WCC staff.	The amount of information required will differ between applicants.	
	2.8	<p>Section 3.5 pg. 14 – Planting Densities</p> <p>This area needs clarification as densities appear very high e.g. Recommendation of 30 000+ plants per hectare.</p> <p>A Woolly Tea Tree may be classified as shrub which can grow 2m in diameter, at current densities this one plant will essentially blanket out 15+ plants in the surrounding area.</p>	<p>The planting densities specified are for the portion of the site set aside to be planted by shrubs or medium herbs of small graminoids, not for the entire site area.</p> <p>Table 1 has been expanded to include small, medium and large shrubs along with trees. The breakdown of areas for each plant description needs to be determined first, with the ratio of plant types depending on the EVC and preferred mix of plants. Example plant number calculations for a 1000sqm site have been included to assist the interpretation of the planting densities.</p>	<p>Section 3.5 has been amended. Small, medium and large shrubs have been added to Table 1, along with trees. The following has been included: When calculating the planting density for a site, the breakdown of areas for each plant description needs to be determined first. The ratio of plant types will vary depending on the EVC and preferred mix of plants. Table 2 provides an example of plant number calculations for a 1000sqm site (note, the vegetation type and percentages will vary depending on the site).</p> <p>Table 2: Example calculation for plant numbers for a 1000sqm site has also been added.</p>
	2.9	<p>Section 3.6 pg. 15 – Revegetation Plan</p> <p>Volunteers may not have access to mapping software and the skillset to provide a plan/map with this level of detail. The level of detail requested in this section is quite high given the nature of small scale revegetation projects. A simple project area map may suffice with additional detail described in application wording.</p>	<p>It is acknowledged that the example is high level, they are however an example of best practice to illustrate the information required. Applicants can use their own resources or Council can provide aerial imagery, which can be used in the revegetation plan with the additional detail described separately.</p>	No change.

	2.10	<p>Section 3.10 pg. 17 – Risk Management</p> <p>The requirement for 20 million dollars public liability insurance may exclude all but larger incorporated groups.</p>	<p>Public liability insurance is recommended for all groups carrying out revegetation works. 20 million dollars public liability insurance is a common figure recommended by insurance brokers. This requirements has been in place for some time now and has not led to any issues. It is common practice for the larger groups to auspice smaller groups to ensure that the works can proceed with an appropriate level of public liability insurance.</p>	No change.
	2.11	<p>Section 3.11 pg. 18 – Maintenance</p> <p>Applicants are already promising funding, time, and labour to plan, manage, implement, and monitor these works. A cost share or in-kind support arrangement with WCC in terms maintenance will be desirable to ensure works are kept in good order and are appealing to the wider community.</p> <p>A 5 year maintenance period is a long timeframe that exceeds many environmental funding agreements. This leaves a promise that cannot realistically be achieved by many groups. In the event of natural disasters or unforeseen mass weed intrusion events where capacity issues may occur there needs to be support available. A commitment of support in this area will also align with “Green Warrnambool” and</p>	<p>Council provides the Community Development Fund, applications can be made for projects that undertake revegetation or weed control activities, including maintenance and infill planting of previous revegetation sites. This grant is often utilised by community groups to undertake revegetation projects.</p> <p>The maintenance period has generally been accepted as five years, some groups have continued to maintain revegetation sites after the five year period. The minimum maintenance period has now been amended to three years.</p>	Amend Section 3.11 Maintenance to minimum of three years. The MOU has also been amended to reflect this change.

		ensure WCC have appropriate buy in of volunteer activities.		
	2.12	Section 3.11 pg. 18 – Monitoring <i>“Monitoring results must be communicated to Council on an annual basis unless otherwise agreed.”</i> Monitoring processes will compound if multiple sites are undertaken over a 5-year period. To ease the burden on applicants perhaps provision of results is unnecessary as this could be reflected in the annual audit and undertaken by council staff.	See 2.5 above. Monitoring was designed to identify the need for further maintenance, facilitate continued learning and determine success of project. It is considered beneficial for the applicant to carry out site monitoring. The requirement to communicate these results to Council on an annual basis has been removed, however Council may request the monitoring results.	See 2.5 above. Amend Section 3.11 Monitoring to: Monitoring results may be requested by Council. Amend Revegetation Application, Part F to remove: How will monitoring be reported and How and when will Council be informed of monitoring undertaken.
3 Email & Yoursay	3.1	Revegetation Steps Process: P.7 Step 6: Plantings adjacent to wetlands may be better timed for early summer, depending on soil measure.	The timing of plantings adjacent to wetland may need to be timed differently depending on soil moisture. The guidelines do not preclude varying planting times in certain cases which can be discussed during the application process.	No change.
	3.2	P.7 Step 7: This is a new burden being placed on the community. Instead, the Natural Environment Officer should conduct an annual audit and negotiate changes to the site's maintenance regime with the applicant if required.	The section 3.3.7 Monitoring of the Revegetation Policy 2015 required the survival of plantings and/or germination of seed, the success of the weed management program and weed management issues to be assessed as part of the project success. The communication of the monitoring results were also intended to assist in shared learnings between groups and Council. It is considered beneficial for the	See 2.12 and 2.5 above.

			applicant to monitor each site. See also 2.12 and 2.5 above.	
	3.3	P.7 Step 8: This is a new burden being placed on the community. Instead, the Natural Environment Officer should do an inspection and either negotiate further maintenance by the applicant or inform the applicant that the handover has been completed.	See 2.6 above.	See 2.6 above
	3.4	Plant Selection: P.10 Incorporating a small percentage (e.g. 10%) of plants from warmer climates to our north may be considered in response to Victorian Government climate change projections for Warrnambool.	The inclusion of plants from different climates is discussed at Section 3.7 Seed Sourcing and Provenance Mixing.	No change.
	3.5	Section 3.8 P. 16 Para 6: Mulching <u>before or</u> after planting...etc. Generally, the site should be controlled chemically prior to mulching.	Agree. Mulching is often carried out prior to planting, rather than after. Chemical control followed by mulching has been found to be more effective.	Amend guidelines to: Mulching can also suppress weed growth and improve moisture content in the soil. Chemical control prior to mulching is more effective.
	3.6	Section 3.11 P.18 Para 1: We think you should remove "watering of seedlings during dry periods for the first few years". Watering seedlings is impractical in many revegetation projects where many hundreds or thousands of seedlings have been planted. Stating "Maintenance will include" this places a potentially huge burden on the community. In most cases, if the correct species has	Agree, in most cases if the correct species has been planted at the right time of year seedling should survive. However watering of seedlings may be required during exceptionally dry periods. The guidelines have been amended to indicate watering may be required.	Amend Section 3.11 Maintenance to Maintenance will include ongoing weed control, installation and subsequent removal of tree guards and replacement of plants that have died. Watering of seedling may also be required during dry periods.

		been planted at the right time of the year, with good site preparation, the majority of seedlings will take root and survive.		
	3.7	Section 3.12 P.18 Final paragraph: Reverse the responsibility to "Council may request monitoring results on an annual basis unless otherwise agreed."	See 2.12 above.	See 2.12 above.
	3.8	Section 6.0 P.19 "must be handed back"? Suggest you should say "can be handed back". Appendix 6 Site Handover Checklist: This is a completely over the top piece of bureaucracy. WCC will already know the contacts for the organisation, the project description (from the application), the project outcomes (from the annual monitoring), and the maintenance and monitoring regime (from the reveg plan and annual monitoring). So the whole form is just making the community provide information that WCC will already have. Perhaps the Year 5 monitoring could cover off on some of the questions in the Project Outcomes section?	See 2.6 above. Section 6.0 has been amended to Final Site Check and may be handed back has been included as it is understood some applicants will want to retain the maintenance of the site. Council will conduct a final site check with the applicant, which will include discussions on the success and learnings from the project.	See 2.6 above. Amend 6.0 Final Site Check to: The site must be maintained by the applicant for a minimum of three years following the signing of the MOU. Following the end of the MOU, the maintenance of the site may be handed back to Council. Council will conduct a final site check with the applicant on site. Discussions will include the success and learnings of the project.
	3.9	Appendix 5 MOU: This should be amended to reflect comments on Appendix 6. Amend 3.4 to include "if required"	Agree, MOU has been amended to reflect the changes through the document.	Amend MOU, Section 3.4 to read: Conduct annual site monitoring. Amend MOU section 3.5 to read: Participate in a final site check with Warrnambool City Council.

	3.10	That's good to include the EVCs map in the appendices.	Noted.	No change.
4 Yoursay	4.1	Firstly both documents are really well put together, useful and their purpose is clear.	Noted.	No change.
	4.2	The Policy 2.1.2 dot point 3- It's acknowledged that the EVC benchmark is not 100% comprehensive, is there an opportunity as part of drafting the new reveg policy to speak with EMAC and see if they have any resources/knowledge which could also be used as another reference of what type of veg to choose?	EMAC were contacted and do not currently have extra resources which could be used. However Council will remain in touch with EMAC should further information become available.	No change.
	4.3	Guidelines -I like the site assessment and analysis flow chart. -	Noted.	No change.
	4.4	Maintenance: When submitting a budget, consider requiring a budget line of weed control whether that's herbicide or a contractor	Noted. This will be included in internal assessment documentation.	No change.
	4.5	Reference to Nature Kit: In the appendices, include a short description of how to find the EVC layer, I don't think the page that opens from the hyperlink is that intuitive	A NatureKit User Guide has been developed by DELWP to facilitate its use. It is envisaged that Council will provide assistance in relation to the preparation of the Site Analysis Plan, see 2.7 above. Site EVCs can also be discussed during the pre-application meeting.	No change.
	4.6	Past, Current, Future uses: What scenarios will a group have to contact The Planning Department? I presume it's not for every site? -	See 2.7 above. Scenario's in which this may be applicable are anticipated view corridors, or recognised view corridors, future access points or developments, previous uses that	See 2.7 above.

			may be associated with contamination such as previous shooting ranges. Council can provide this information if it is considered relevant to the application and can be discussed at the pre-application meeting.	
	4.7	Definition of 'graminoid': From pg. 10 the word 'graminoid' is mentioned, I would provide an explanation of this at its first instance in the doc.	Noted.	Amend Table 1 to include: Graminoid is a term used to describe grasses or grass-like plants including sedges and rushes.
	4.8	pg. 13 Figure 3 not overly clear: The difference between the view line type in Figure 2 in comparison to Figure 3; why you can and can't plant trees in one but not the other?	Figure 2 demonstrates passive surveillance while Figure 3 demonstrates key view lines.	No change.
	4.9	pg. 14 paragraph 1: "large assessable sites" is this meant to say accessible?	Yes, assessable has been replaced.	Amend Section 3.8 Site Preparation and Weed Control to read: Slashing is usually only used at large accessible sites and can help keep down competitive weeds.
	4.10	pg. 17 "Careful planning of Activities": As well as mentioning weed life cycle, can 'how it's spread' also be included? The weed control method slashing can exponentially increase spread of weeds that grow from fragments e.g. Morning Glory and Wandering Creeper.	Agree, this information has been included.	Amend section 3.9 Weed Hygiene, Careful Planning of Activities to read: The life cycle of weeds, particularly seeding, along with how weeds spread should be considered when planning works. Slashing and chemical control, for example, should be carried out prior to seeding. It should also be

				noted that slashing can exponentially increase the spread of weeds that grow from fragments (e.g. Morning Glory, Wandering Creeper).
	4.11	pg. 17 "Equipment and Machinery Hygiene": Final sentence "ideally onsite" what do you mean by this?	Ideally onsite, means that the wastes from cleaning should be appropriately disposed of where they were generated to reduce the spread of weeds to other sites or areas.	Amend Section 3.9 Weed hygiene, Equipment and machinery hygiene to read: Wastes from cleaning sites should be appropriately disposed of, ideally on site to reduce the spread of weeds to other sites.
	4.12	3.10 Risk Assessment: I would provide a risk assessment template to ensure the groups have a robust and relevant list to follow. Googling one is a minefield.	Further information regarding risk management has been provided in Section 7.0 References and Useful Resources. This includes a links to Safe Work Australia general workplace information and the Code of Practice for managing work health and safety risks.	Amend Section 7.0 References and Useful Resources to include a link for Safe Work Australia general information and Safe Work Australia Code of Practice, How to manage work health and safety risks.
	4.13	4.0: Do you want the 'Attention' line to also include a key identifier such as the group's name so each email can be more easily distinguished? E.g. Attention: Revegetation Application- MAD. Same for the 'Handover Checklist' email submission.	The attention line does not need to include a key identifier, all emails will need to be reviewed regardless.	No change.
	4.14	When referring people to the ACHRIS website, give a short explanation of how to find the info they need e.g. the 'spatial identify' tool. -	See 2.7 above. Cultural Heritage can be discussed during the pre-application meeting.	No change.
	4.15	Reveg Application Form: Are Q3 and Qu 4 asking the same question? If not, clarify	These are very similar questions, question 3 will be removed.	Amend Revegetation Application Part B, remove Q3. Please provide a brief description of

		what additional info Q3 needs in comparison to Qu 4		your group's mission statement for the revegetation project. What are you seeking to achieve.
	4.16	Could Qu 6 questions be included in Qu 7 Analysis Plan?	Question 6 is intended to provide a general description of the area whilst question 7 is specifically about the Site Analysis Plan. The location of sites in previously submitted application have been unclear.	No change.
	4.17	Do you require the duplication of info in the Site Analysis Plan and Reveg Plan? I also highly recommend providing a template for both of these; you'll ensure you get the info you need, consistency and much easier for the applicant.	The Site Analysis Plan provides considerations/restrictions for the revegetation project. The Revegetation Plan provides an aerial plan of the planting and description of the planting along with any restrictions for the project. Applicants can use their own resources or Council can provide aerial imagery, which can be used in the revegetation plan with the additional detail described separately.	No change.
	4.18	Part C: Schedule of Works for preparation and planting of site Q 11: List examples of what you mean by 'planting method'	The planting method relates to direct seeding, planting tube stock, planting within furrows or jute matting.	Amend Part C Revegetation Application to include: Planting method (tube stock, direct seeding, jute matting, furrows, other)
	4.19	Part D Risk Management: Insurance; is it worthwhile mentioning getting auspiced is an option if they don't have insurance?	Smaller groups have in the past been auspiced by larger community groups. An amendment has been made to indicate this is the guidelines.	Amend Section 3.10 Risk Management to include: Applicants may be able to enter into an auspice arrangement with community groups who hold the required public liability insurance.

	4.20	Part F 'Monitoring Method Chosen': The guidelines previously spoke about 'photo points' give some examples of other methods?	Photo monitoring was described as a monitoring method for its ease. Applicants are able to use other monitoring methods as preferred. This has been reflected in Section 3.12 Monitoring.	Amend Section 3.12 Monitoring to read: There are several monitoring methods that may be used by applicants, however one of the simplest ways to monitor a project is through photographs.
	4.21	What do you mean by 'How monitoring will be reported' and 'How and when will council be informed of monitoring undertaken? Will these not occur during the annual maintenance visit with council?	See 2.5 and 2.12 above. These have been removed from the application.	See 2.12 above.
	4.22	Part G "To Set Up" can you clarify by giving some examples of what might be set up as opposed to delivery?	Part G of the Revegetation Application has been amended for clarity, with site establishment and planting, maintenance and monitoring.	Amend Revegetation Application Part G to read: Q15 What is the estimated project cost? Site Establishment and Planting (weed removal, jute matting, plants or seed, stakes, plant protectors, mulch); Maintenance (over 3 years); and Monitoring.

To whom it may concern:

RE: Consultation on draft Revegetation Policy and Guidelines – Feedback from Glenelg Hopkins Catchment Management Authority (CMA)

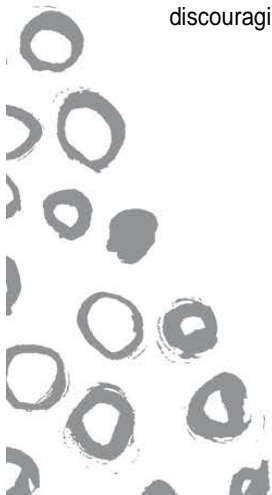
Thank you for the opportunity to provide feedback on the proposed Warrnambool City Council Revegetation Policy and Guidelines (2021).

The Glenelg Hopkins CMA has a strong legacy of working in partnership with landholders, volunteer groups, and the wider community to enhance the condition of our region's waterways and biodiversity. These partnerships have created opportunities to enhance vegetation for environmental benefit where it aligns to our Waterway Strategy and Regional Catchment Strategy.

Our organisation is populated by people with extensive experience and expertise in waterway management and community engagement, including vegetation establishment, which is the topic of the proposed policy and guidelines. Our comments draw on our organisation's knowledge of the practical application of management, on ground delivery of revegetation programs, and balancing the needs of waterway health, biodiversity, and different land uses.

We envisage the new guidelines will be primarily used by volunteer organisations to implement revegetation works on behalf of Warrnambool City Council (WCC) on land currently managed by WCC. The policy and guidelines are very detailed and contain great information regarding all facets of revegetation planning and implementation. Our feedback is towards the application process, level of detail required and ongoing management of sites by applicants.

Whilst we recognise the importance of fulfilling obligations under various policies and acts, we also see the need to help facilitate revegetation works for the benefit of the community and environment in the simplest form possible. We believe the application process in its current form is quite lengthy, unnecessarily detailed and will require skills, knowledge and even software that are over and above what typical volunteer organisations can achieve. We fear that the resulting process may become too onerous to fulfill and maintain long term, thus potentially leading to inefficiencies, demotivation and discouraging revegetation undertaken by volunteer organisations.



Ongoing maintenance of sites is also a key task that will require significant investment not only via a labour component but also financially. With the uncertain nature of long-term environmental funding and potential changes in applicant personal over a 5 year period, it will be great to see a proactive approach from Council to assist in ongoing maintenance responsibilities. This point is particularly relevant after natural disaster events such as flooding or when new weed threats become apparent.

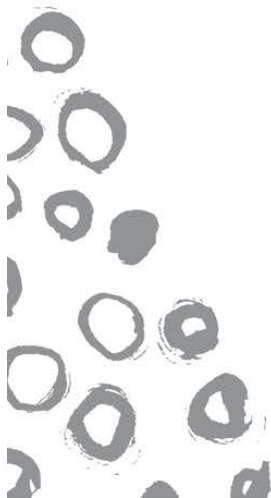
The Glenelg Hopkins CMA supports the development of guidelines and policy for revegetation activities however see's greater need to motivate and assist in the facilitation of these important activities.

Specific comments on the proposed guidelines are attached and are consistent with our obligations as caretakers of waterway health and biodiversity in the Glenelg Hopkins catchment.

Yours sincerely,



Robert Addinsall
Waterway Programs Delivery Manager





Attachment 1: Glenelg Hopkins Catchment Management Authority specific comments on draft Revegetation Guidelines

Part of Guidelines	CMA Response
General Comment	<p>Volunteers are a key component of revegetation works and their involvement contributes to the achievement of the Warrnambool 2040 objectives.</p> <p>The guidelines need to strike a balance between ensuring that council needs and risks are met and enabling and encouraging participation and stewardship of the natural environment.</p> <p>As presented, the high level of process in the guideline is likely to be a barrier to community participation and is likely to lead to poorer outcomes overall.</p>
General Comment	<p>Consideration needs to be given in regard to work required to apply vs scale of works undertaken. Entities such as the CMA may undertake multiple small site plantings across a number of years, all requiring an application for every site.</p> <p>The time required to apply through this process and associated area of onground works may become an inefficient burden on CMA process.</p>
Figure 1. pg 6 – Steps 1- 4	Indicative timeframes from Step 1 – Step 4 as per the guidelines may take up to 11 weeks. Recommend to streamline these steps to become more efficient with significantly less time associated.
Figure 1. pg 7 – Step 5: Place Plant Order	This section is unclear as to timeframes and needs clarification. eg. <i>“To ensure correct species availability and quantity for planting, nurseries require advanced notice so that seed collection and propagation can occur. Large orders are typically placed by December for the following year’s planting season.”</i>
Figure 1. pg 7 – Step 7: Annual Site Check	<p>This task is left up to the applicant to notify and undertake. As a compliance activity, this audit will be better placed for WCC staff to notify and organise.</p> <p>There is also minimal need for the applicant to be onsite during the audit, any issues can be followed up accordingly after the fact.</p>

Figure 1. pg 7 – Step 7: Handover to Council	This is another task that WCC could manage in-house. An MOU is not usually legally binding and a handover process is likely to be a redundant process. A final audit of the site can be undertaken by WCC staff however there will be minimal opportunities for recourse in instances of non-compliance.
Section 3.2 pg 8 – Site Assessment and Site Analysis Plan	Several requirements in this section appear overly detailed to be undertaken by volunteer applicants who may not have the knowledge or capacity to gather this information. This section appears to cover a number of due diligence checks that could be undertaken as a <u>standard background workflow by WCC staff.</u>
Section 3.5 pg 14 – Planting Densities	This area needs clarification as densities appear very high eg. Recommendation of 30 000+ plants per hectare. A Woolly Tea Tree may be classified as shrub which can grow 2m in diameter, at current densities this one plant will essentially blanket out 15+ plants in the surrounding area.
Section 3.6 pg 15 – Revegetation Plan	Volunteers may not have access to mapping software and the skillset to provide a plan/map with this level of detail. The level of detail requested in this section is quite high given the nature of small scale revegetation projects. A simple project area map may suffice with additional detail described in application wording.
Section 3.10 pg 17 – Risk Management	The requirement for 20 million dollars public liability insurance may exclude all but larger incorporated groups.



<p>Section 3.11 pg 18 – Maintenance</p>	<p>Applicants are already promising funding, time, and labour to plan, manage, implement, and monitor these works. A cost share or in-kind support arrangement with WCC in terms maintenance will be desirable to ensure works are kept in good order and are appealing to the wider community.</p> <p>A 5 year maintenance period is a long timeframe that exceeds many environmental funding agreements. This leaves a promise that cannot realistically be achieved by many groups. In the event of natural disasters or unforeseen mass weed intrusion events where capacity issues may occur there needs to be support available.</p> <p>A commitment of support in this area will also align with “Green Warrnambool” and ensure WCC have appropriate buy in of volunteer activities.</p>
<p>Section 3.11 pg 18 – Monitoring <i>“Monitoring results must be communicated to Council on an annual basis unless otherwise agreed.”</i></p>	<p>Monitoring processes will compound if multiple sites are undertaken over a 5-year period. To ease the burden on applicants perhaps provision of results is unnecessary as this could be reflected in the annual audit and undertaken by council staff.</p>

Dear Jacqui,
Warrnambool City Council
Agenda for Scheduled Council Meeting

Attachment 7.9.5

6 September 2021
Page | 605

Thank you for the opportunity to review the Draft Revegetation Policy and Guidelines provided on the Yoursay Page.

City Strategy have reviewed the guidelines with consideration of open space planning principles and policy.

Both guidelines and policy

Overall we support the review of the policy and guidelines. We are pleased to see cross referencing in both documents with the Warrnambool Open Space Strategy, South of Merri Open Space Precinct Plan, and Merri River Landscaping Guidelines

Guidelines only:

- * We support the inclusion of the last paragraph on page 11, plus the cross-sections on pages 12 and 13 of the draft revegetation guidelines. You may or may not be aware, but these sections also support *Action i* in the Active Warrnambool Strategy:

THEME 2: Objective K - The protection and enhancement of key physical and environmental assets and provision of appropriate public access to waterways and coastal environments is needed: **Action i.** *Develop landscape guidelines to define environmental protection needed where recreation occurs in areas of environmental sensitivity.*

Whilst the Merri River Landscaping Guidelines already partly implement this action, it is pleasing to see the concept applied more broadly to all waterways in Warrnambool where walking trails and revegetation may co-exist. If there were any further opportunities in reviewing the draft guidelines to support further implementation of the above action, we would also support that.

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We value accountability, collaboration, respectfulness, progressiveness and wellbeing.

Council acknowledges the Traditional Owners and Custodians of the lands on which we live and work and pays respects to Elders past, present and emerging.

I work Wednesday to Friday - 9:15am - 5pm

www.warrnambool.vic.gov.au |



Active volunteers caring for the coast and catchment

Warrnambool City Council

27/6/2021

Comments on Reveg Guidelines:

Revegetation Steps Process:

P.7 Step 6: Plantings adjacent to wetlands may be better timed for early summer, depending on soil measure.

P.7 Step 7: This is a new burden being placed on the community. Instead, the Natural Environment Officer should conduct an annual audit and negotiate changes to the site's maintenance regime with the applicant if required.

P.7 Step 8: This is a new burden being placed on the community. Instead, the Natural Environment Officer should do an inspection and either negotiate further maintenance by the applicant or inform the applicant that the handover has been completed.

Plant Selection:

P.10 Incorporating a small percentage (eg. 10%) of plants from warmer climates to our north may be considered in response to Victorian Government climate change projections for Warrnambool.

3.8

P. 16 Para 6: Mulching before or after planting...etc.

Generally, the site should be controlled chemically prior to mulching.

3.11

P.18 Para 1: We think you should remove "watering of seedlings during dry periods for the first few years". Watering seedlings is impractical in many revegetation projects where many hundreds or thousands of seedlings have been planted. Stating "Maintenance will include" this places a potentially huge burden on the community. In most cases, if the correct species has been planted at the right time of the year, with good site preparation, the majority of seedlings will take root and survive.

3.12

P.18 Final paragraph: Reverse the responsibility to "Council may request monitoring results on an annual basis unless otherwise agreed."

6.0

P.19 "must be handed back"? If WCLN had handed back the Harris on Merri site after 5 years, WCC would have been left with a weed nightmare on its hands. Suggest you should say "can be handed back".



Active volunteers caring for the coast and catchment

Appendix 6 Site Handover Checklist:

This is a completely over the top piece of bureaucracy. WCC will already know the contacts for the organisation, the project description (from the application), the project outcomes (from the annual monitoring), and the maintenance and monitoring regime (from the reveg plan and annual monitoring). So the whole form is just making the community provide information that WCC will already have. Perhaps the Year 5 monitoring could cover off on some of the questions in the Project Outcomes section?

Appendix 5 MOU:

This should be amended to reflect our comments on Appendix 6.
Amend 3.4 to include "if required"

That's good to include the EVCs map in the appendices.

Regards,

[Redacted signature block]

Your Say Submission From [REDACTED]

Hi Jacqui, I'm not replying on behalf of any community groups but tried to read through both documents as if I was a community member with little to no experience in these areas. Firstly both documents are really well put together, useful and their purpose is clear. So huge well done.

Feedback Notes: The Policy 2.1.2 dot point 3- It's acknowledged that the EVC benchmark is not 100% comprehensive, is there an opportunity as part of drafting the new reveg policy to speak with EMAC and see if they have any resources/knowledge which could also be used as another reference of what type of veg to choose? Guidelines -I like the site assessment and analysis flow chart. - Maintenance: When submitting a budget, consider requiring a budget line of weed control whether that's herbicide or a contractor -Reference to Nature Kit: In the appendices, include a short description of how to find the EVC layer, I don't think the page that opens from the hyperlink is that intuitive -Past, Current, Future uses: What scenarios will a group have to contact The Planning Department? I presume it's not for every site? -Definition of 'graminoid': From pg 10 the word 'graminoid' is mentioned, I would provide an explanation of this at its first instance in the doc. -pg 13 Figure 3 not overly clear: The difference between the view line type in Figure 2 in comparison to Figure 3; why you can and can't plant trees in one but not the other? -pg 14 paragraph 1: "large assessable sites" is this meant to say accessible? -pg 17 "Careful planning of Activities": As well as mentioning weed life cycle, can 'how it's spread' also be included? The weed control method slashing can exponentially increase spread of weeds that grow from fragments e.g Morning Glory and Wandering Creeper. -pg 17 "Equipment and Machinery Hygiene": Final sentence "ideally onsite" what do you mean by this? -3.10 Risk Assessment: I would provide a risk assessment template to ensure the groups have a robust and relevant list to follow. Googling one is a minefield. -4.0: Do you want the 'Attention' line to also include a key identifier such as the group's name so each email can be more easily distinguished? e.g. Attention: Revegetation Application- MAD. Same for the 'Handover Checklist' email submission. -When referring people to the ACHRIS website, give a short explanation of how to find the info they need e.g. the 'spatial identify' tool. - Reveg Application Form: Are Q3 and Qu 4 asking the same question? If not, clarify what additional info Q3 needs in comparison to Qu 4 - Could Qu 6 questions be included in Qu 7 Analysis Plan? - Do you require the duplication of info in the Site Analysis Plan and Reveg Plan? I also highly recommend providing a template for both of these; you'll ensure you get the info you need, consistency and much easier for the applicant. -Part C: Schedule of Works for preparation and planting of site Q 11: List examples of what you mean by 'planting method' -Part D Risk Management: Insurance; is it worth while mentioning getting auspiced is an option if they don't have insurance? - Part F 'Monitoring Method Chosen': The guidelines previously spoke about 'photo points' give some examples of other methods? -What do you mean by 'How monitoring will be reported' and 'How and when will council be informed of monitoring undertaken? Will these not occur during the annual maintenance visit with council? -Part G "To Set Up" can you clarify by giving some examples of what might be set up us opposed to delivery?

Your Say Submission Warrnambool Coastcare Landcare Network

27/6/2021 Comments on Reveg Guidelines: Revegetation Steps Process: P.7 Step 6: Plantings adjacent to wetlands may be better timed for early summer, depending on soil measure. P.7 Step 7: This is a new burden being placed on the community. Instead, the Natural Environment Officer should conduct an annual audit and negotiate changes to the site's maintenance regime with the applicant if required. P.7 Step 8: This is a new burden being placed on the community. Instead, the Natural Environment Officer should do an inspection and either negotiate further maintenance by the applicant or inform the applicant that the handover has been completed. Plant Selection: P.10 Incorporating a small percentage (eg. 10%) of plants from warmer climates to our north may be considered in response to Victorian Government climate change projections for Warrnambool. 3.8 P. 16 Para 6: Mulching before or after planting...etc. Generally, the site should be controlled chemically prior to mulching. 3.11 P.18 Para 1: We think you should remove "watering of seedlings during dry periods for the first few years". Watering seedlings is impractical in many revegetation projects where many hundreds or thousands of seedlings have been planted. Stating "Maintenance will include" this places a potentially huge burden on the community. In most cases, if the correct species has been planted at the right time of the year, with good site preparation, the majority of seedlings will take root and survive. 3.12 P.18 Final paragraph: Reverse the responsibility to "Council may request monitoring results on an annual basis unless otherwise agreed." 6.0 P.19 "must be handed back"? If WCLN had handed back the Harris on Merri site after 5 years, WCC would have been left with a weed nightmare on its hands. Suggest you should say "can be handed back". Appendix 6 Site Handover Checklist: This is a completely over the top piece of bureaucracy. WCC will already know the contacts for the organisation, the project description (from the application), the project outcomes (from the annual monitoring), and the maintenance and monitoring regime (from the reveg plan and annual monitoring). So the whole form is just making the community provide information that WCC will already have. Perhaps the Year 5 monitoring could cover off on some of the questions in the Project Outcomes section? Appendix 5 MOU: This should be amended to reflect our comments on Appendix 6. Amend 3.4 to include "if required" That's good to include the EVCs map in the appendices.

P O R T O F W A R R N A M B O O L - P O R T R E F E R E N C E G R O U P M E E T I N G A C T I O N A N D A G R E E M E N T R E C O R D				
Date:	29 July 2021	Time: 9.30AM	Finish: 11.00AM	Location: Zoom only
Meeting Objective:	Major Projects Update, 2021 Nominations			
Invitees:	<p>REFERENCE GROUP MEMBERS: Steve Tippett (ST), Leon Van Kempen (LVK), Keith Prest (KP), Rod Blake (RB), Tammy Good(TG), Neville Dance (ND), Jon Watson (JW)</p> <p>CONSULTANT : Pádraig Moloney (PM), Tom Atkins (TA) from AW Maritime</p> <p>WARRNAMBOOL CITY COUNCIL : Cr Richard Ziegeler (RZ) - Chair, Cr Ben Blain (BB), Cr Max Taylor (MT), David Leahy (DL), Aaron Huttig (PG), Don Allen (DA), Karen Hardess (KH), Thomas Hall (ThH), Peter Schneider (PS), Luke Coughlan (LC)</p> <p>STATE GOVERNMENT:</p> <p>DELWP – Nil</p> <p>TRANSPORT FOR VICTORIA – Katherine Grech (KG), Marcus Higgins (MH), Lynn Kisler (LK)</p>			
Absent:	Bruce Campbell (BC), Michael Artz (MA), Russell Worland (RW), Lisa Owen (LO), Hugh Parker (HP), Craig Hartwich (CH), Ross Martin (RM)			
Apologies:	Emma Dart (ED)			
No	Schedule	Description	Who	Notes
1.	9:30-9:35	Welcome and Introductions	Chair – Richard Ziegeler	The Chair welcomed all attendees and provided the round table opportunity for everyone present to introduce themselves.
2.		Declaration of Councillor Conflicts of Interest and Assembly of Councillors Record	Chair	None noted

Code of Cooperation

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3.	9:35-9:40	Reference Group Previous Meeting Minutes (12 February 2021)	Chair	<p>Previous minutes taken as read and accepted without change.</p> <p>Moved: Max Taylor Second: Ben Blain</p>
4.	9:40-10:15	<p>Major Projects Updates</p> <ul style="list-style-type: none"> - Safer Launching & Breakwater Stabilisation - Dredging 	Pádraig Moloney, Thomas Hall & Katherine Grech	<p>PM gave an overview of the boat ramp design including comparison with existing boat ramp, including methodology</p> <p>New ramp has a 25 year design life.</p> <p>Previous discussions and feedback from the group centred on fendering. KG queried fendering protection on the northern jetty.</p> <p>PM noted the design includes fendering and ladder access.</p> <p>Highest Astronomical Tide (HAT) is 1.0m, BOM provides a figure of 1.3m.</p> <p>The design outcome used 1.35m plus 0.5m to allow for future usage.</p> <p>The (attached) drawing forms part of the total design package.</p> <p>KG queried the possibility of a separate third boat ramp lane on the northern side with a re-profiled revetment which can be modified in the future to allow for additional lane.</p> <p>PM noted a new lane could be built over the top of the revetment, the biggest issue would be access.</p> <p>KG noted the existing lower boat ramp is to be retained with replacement of the plates at the top of existing boat ramp.</p> <p>Discussion raised queries about the condition of the sub-structure.</p> <p>PM noted the concrete is in reasonable condition and there is significant confidence that it is appropriate to be retained. There will be inspection of the piles at the relevant time during the project. There is always the possibility of encasing the piles, should degradation be evident, to add life.</p> <p>LVK noted the design was drawn with a herringbone pattern while the current pattern is actually running from the centre down which caused vehicles to slip.</p>

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				<p>PM noted the new section will be a herringbone pattern and the drawing will be amended to reflect the existing concrete pattern.</p> <p>KP noted the current ramp transition curve has elevations above sea level, therefore the lower part of the approach slab is underwater so the front wheels of cars are underwater, and queried: is the new approach slab higher than the current one?</p> <p>PM noted yes it is higher. Nothing can be done about the turning area, but it is higher than the existing car park. The transition curve is higher but will still be effected by higher water events as we don't design for extreme events.</p> <p>RB noted with no swell and the tides we have currently, cars will be underwater, and queried the chart datum used for the design?</p> <p>DA noted that he shot the levels recently. The height of the new approach ramp will be the same height as the current southern timber jetty or possibly a little bit higher, approximate height of 2.1m.</p> <p>PM noted that the top is certainly higher than existing, there will always be freak events but it is definitely an improvement.</p> <p>RZ requested PM please distribute a sketch of the new design vs the current to better illustrate. RZ noted we want to avoid a situation where the new doesn't improve the old. Comparison drawing attached to minutes.</p> <p>PM noted DA will be putting the levels on site for people to see.</p> <p>TG queried the necessity of the handrail in the design. PM noted the handrail is a requirement as the potential for a fall is greater than 1.2m during a low tide event. The handrail is a fall arrest feature and is only on the water side.</p> <p>ND queried changing the fenders to white, not black, and noted the landings need one more ladder on each side as some vessels are 11.5m plus. Current spacing would work better with one more ladder. The last</p>
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				<p>boat ramp upgrade was 2009, ND also queried whether the existing steel will last for the 40 life of the boat ramp.</p> <p>PM noted the fender concerns and will change the colour and further noted the addition of ladders on the internal and external sides.</p> <p>RB noted the new jetties will be significantly longer than the old jetties which will present no access problems to commercial landings.</p> <p>PM noted the existing steel is quite chunky and still contained a good bit of steel. Joint inspection of piles and beams is built into the specification and if required will be treated at that time for extra life.</p> <p>RB queried if lower ramp inspection occurs during demolition how will worst case heavy corrosion be dealt with?</p> <p>KG noted that other works will be packaged into the contract.</p> <p>DA noted that reused steel exiting frames from Lady Bay were all ok and reused at Jubilee Park in Allansford.</p> <p>ND noted all parties should be on the same page with regards to the contingency.</p> <p>PM ran through harbour protection measures concepts for information with consideration of existing conditions, moorings and configuration dredging.</p> <p>The options include:</p> <ul style="list-style-type: none"> • Caisson breakwater extension • Wave screen • Detached breakwater • The effects of breakwater stabilisation <p>A key point with the final option was incorporating stabilisation into harbour protection.</p>
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				<p>There is powerful wave energy effecting the outer portion of breakwater and rock armour is expensive.</p> <p>Option 4.0 - Increases the size of the breakwater head.</p> <p>Option 4.0A – Increases the size of the breakwater head and incorporates a wave screen.</p> <p>RB noted that wave screens utilised in Warrnambool vs wave screens utilised in Port Philip Bay would be subject to significantly different wave energy.</p> <p>KG noted that BBV asked AWM and WCC to consider cheaper option, which is where the wave screen option came from. BBV's priority has always been boat ramp first then wave surge issue.</p> <p>RZ queried why a rubble breakwater would be more expensive than an engineered wave screen. PM noted that design would be the same cost but the cost of sizable rubble along with mobilisation of equipment the size and nature to handle the rubble outstripped the cost of piling off a barge for the wave screen, further noting the breakwater has a very big footprint.</p> <p>ThH noted the spur would help solve several problems as it would absorb wave energy and also provide a brace for the breakwater.</p> <p>PM noted these options are being put forward as concepts. Stabilisation has similar construction costs with the increased spur. The caisson structure reflects wave energy. PM spoke to the benefits and disadvantages of all options from all perspectives and provided an investigation matrix along with wave modelling including wave reflection.</p> <p>ThH will distribute concepts and boat ramp information to the group.</p> <p>BB queried when looking at funding, how does funding effect timeframes for delivery?</p>
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				<p>KG noted BBV are looking into the future and slotting into the program. BBV produces an annual action plan. KG further noted that the Better Boating Fund cannot be used for the breakwater, making funding for the breakwater repair pivotal. BBV could provide a contribution for wave protection be it a wave screen or something stand-alone providing it is going to be effective and provide staged improvements in terms of recreational boating.</p> <p>ND noted when you observe the wave action, it surges around the breakwater and hits the boat ramp at 90 degrees, and questioned the effectiveness of a wave screen.</p>
5.	10:15-10:20	<p>2021/22 Program</p> <ul style="list-style-type: none"> - Ongoing ramp cleaning - Maritime Safety Victoria Smart Camera Project 	Thomas Hall	<p>The design project is nearing completion for dredging. Next step is to move into some type of media for funding. RZ is the spokesman for this group along with ND. Any comments will be welcome.</p> <p>General maintenance is being carried out at the Port.</p> <p>Marine Safety Victoria have placed a camera on the pole at the boat ramp and will be providing photos at intervals via the Boating Vic app. As well as photos the camera will provide useful data re launches at the boat ramp</p> <p>Several Letters of Support for dredging funding have been received, please keep them coming.</p> <p>RB queried maintenance of the lower landing for the commercial fleet. DA noted WCC has the timber to repair and is waiting for better tides. WWC has received a grant for the deck on the lower landing, which should take place in the next 6-8 months, noting there have been some challenges with timber supply.</p>

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				<p>Please continue to bring any safety items to our attention.</p> <p>RB noted the lighting on the breakwater is intermittent. DA has had the matter looked at. Lighting at the boat ramp is being replaced at the moment.</p>
6.	10.20-10:30	<p>General Business Items</p> <ul style="list-style-type: none"> Letter of Support – Dredging Funding Application 	Chair	<p>ThH asked members of the group to forward the letter of support for dredging to any other user groups or local operators. Any support is good support. WCC would appreciate one from everyone in this group as the funding application will benefit from any support from the group.</p> <p>RB noted regarding Option 4 for dredging spoils that the Fisherman's Assn letter would indicate they were 100% behind dredging but 100% against dumping spoils into the bay, with their preference being to put the sand behind the dunes. RB noted the current Councillors should revisit the issue and make it a point of discussion. ThH noted that this is a current resolution and any change would require a further Council motion.</p> <p>RZ suggested current councillors could discuss the matter with the Harbour Reference Group. BB noted the possibility of bringing this to Council and providing information to the current Councillors.</p> <p>RB to email information through.</p> <p>RZ noted the current Councillors had an appetite to revisit the matter. DL advised any requests to meet need to go through the CEO's Office not through an Officer.</p>

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				<p>RZ noted reports from Water Tech indicate the matter needs constant attention not a maintenance dredge once every decade which is too intermittent.</p> <p>TG noted that a public survey conducted previously overwhelmingly voted to put sand behind the dunes and redistribute on the beach.</p> <p>ThH noted that there has been a lot of text around dredging and all options had been considered.</p>
7.	10:30	Confirmation of actions for delivery to be detailed within Minutes	Chair	PM to distribute materials displaying the current boat ramp vs the new design.
8.	-	<p>Next Meeting</p> <ul style="list-style-type: none"> - Newsletter - Next meeting early February 2022 to update on works completed and upcoming for the period. 	Chair	<p>RB queried the 6 month periodicity of the HRG Meetings, suggesting it should be 3 monthly. To do this would require a review of the Terms of Reference. RZ happy to review.</p> <p>MT noted an upcoming meeting regarding options around the seaweed issue which is deemed to be a management issue.</p> <p>KG queried the group's feelings about timing for the boat ramp construction. Looking for a construction window pre tender to provide potential Contractors with a lead time.</p> <p>Following some discussion the best window was agreed to be February to May thereby avoiding Xmas, the Summer season and whale migration periods. Starting after Australia Day with an estimated 4 month program.</p>

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				ThH covered off on all boat ramp items other than the levels. WCC is keen for everyone to be comfortable and happy to move forward. DA will provide a mark-up down at the boat ramp.
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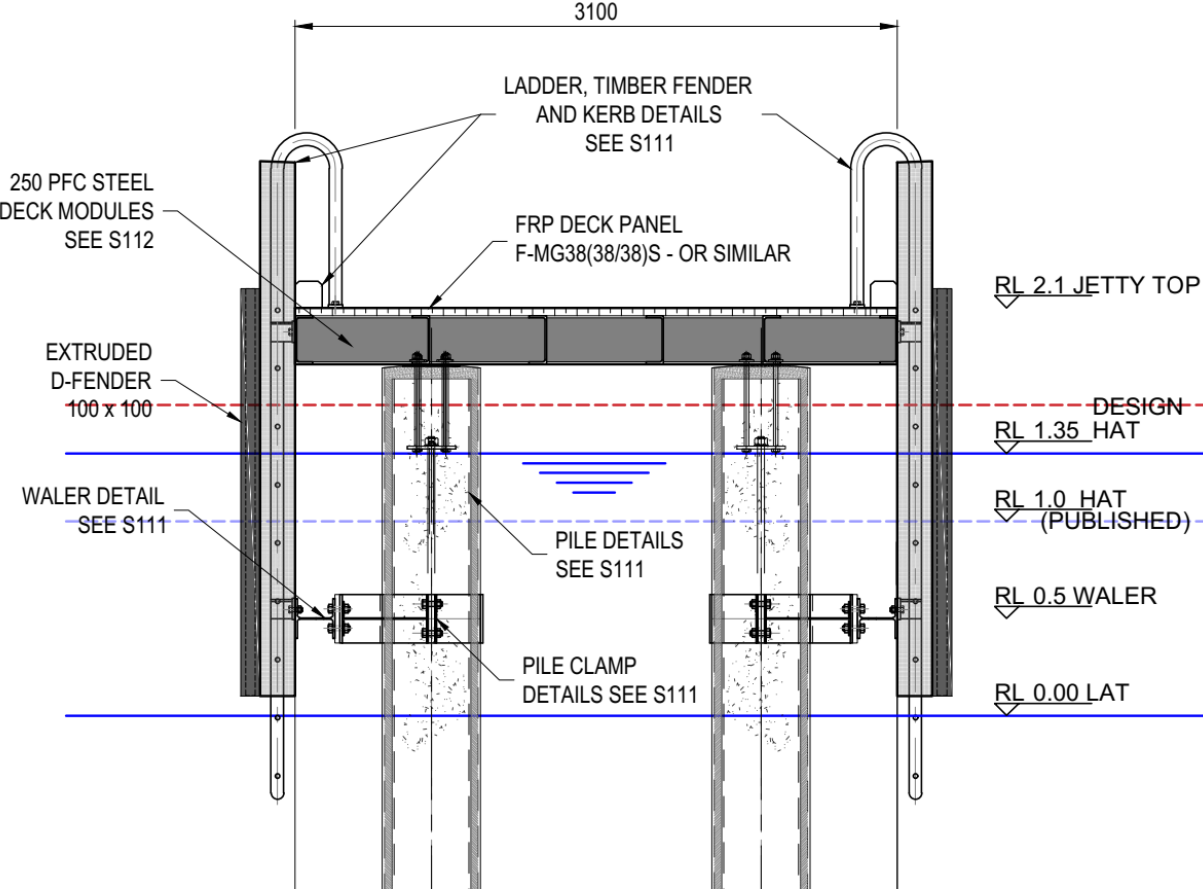


Warrnambool Port

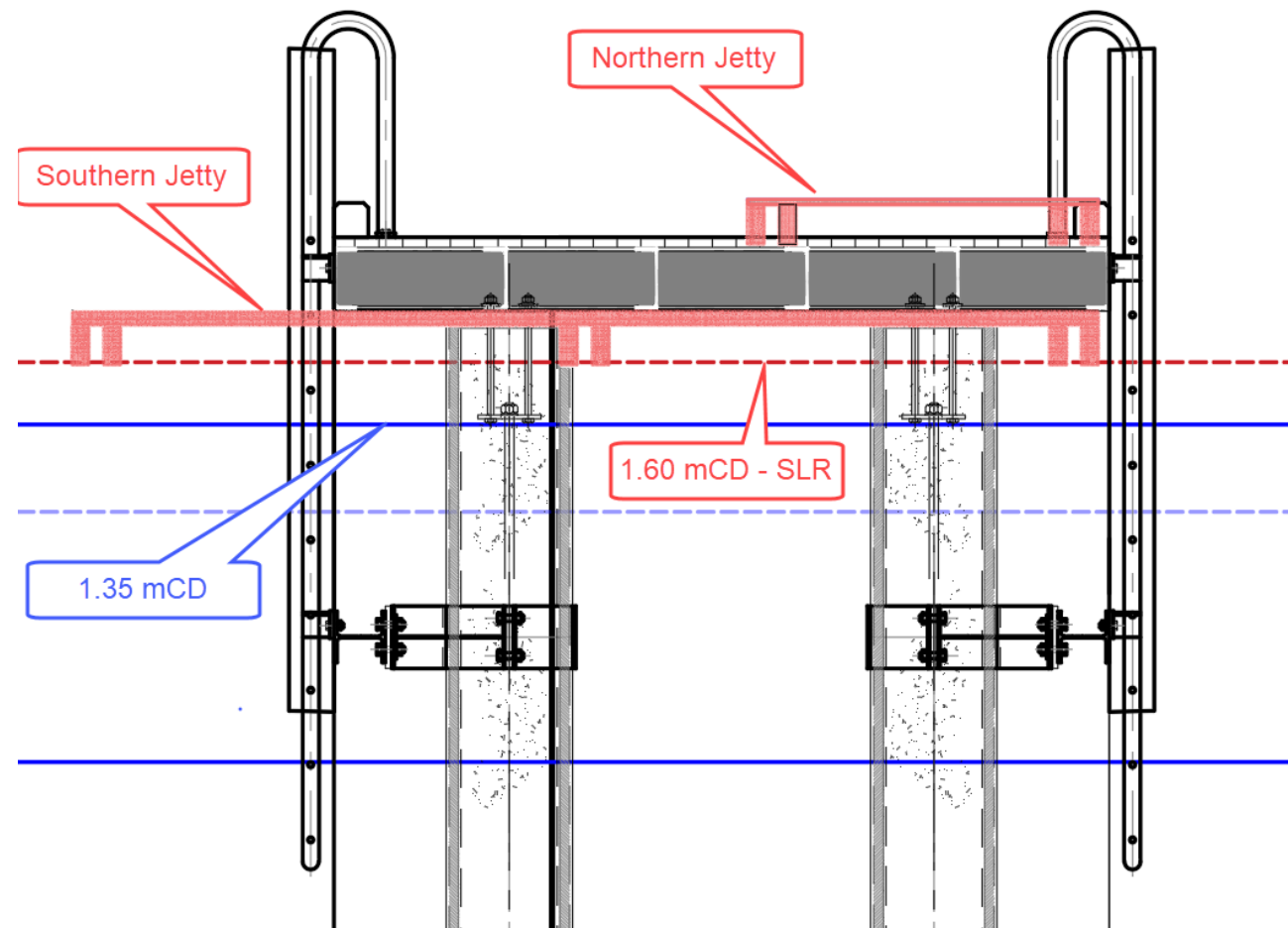
**TRG Workshop
(by Video Conference) – 29/07/2021**

- Boat Ramp Upgrade
- Harbour Protection

Jetty Design - Features

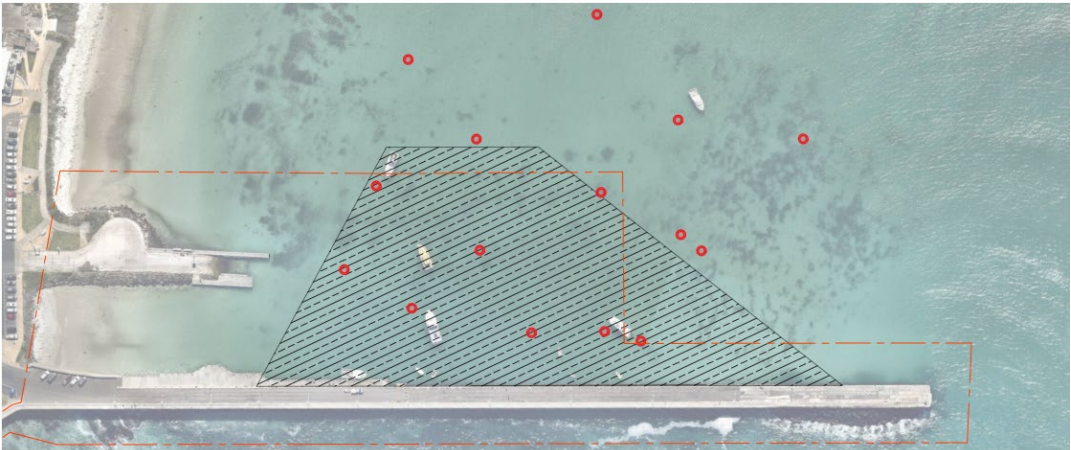


Jetty Design - Features



Harbour Protection

- Design Vessels – see table
- Options Summary
- Evaluation Criteria
 - Wave energy reduction
 - Boat ramp safety
 - Provision of float berths
 - Access to vessels
 - Number of berths (priority on commercial fishing)
 - Impacts on dredging frequency / quantities
 - Lifecycle Costs – preliminary estimates
 - Capital Cost
 - Operational Costs



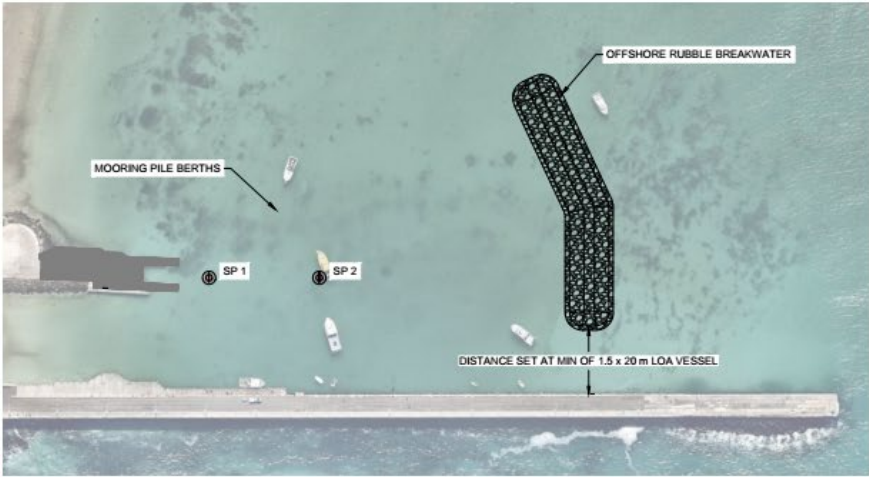
EXISTING PORT CONDITIONS

	Design Vessel #1 - Fishing Charter	Design Vessel #2 - Rec Vessel
Length (m)	20	10
Breath (m)	5.9	3.8
Draft (m)	1.4	0.9
95% Draft (m)	1.8	1.1

Comparison



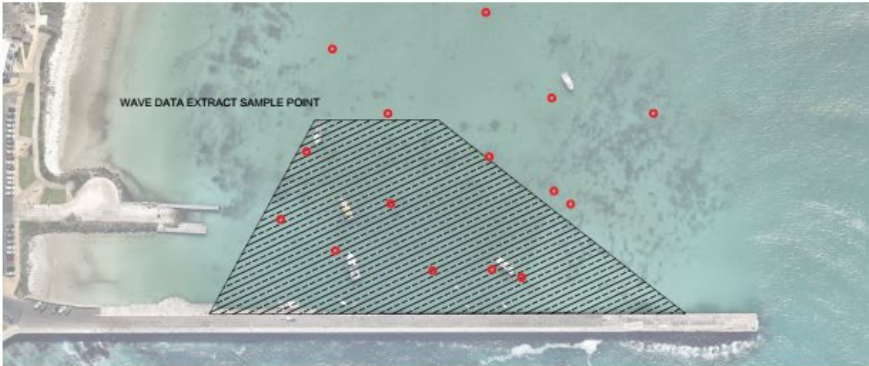
OPTION 1 - CAISSON BREAKWATER EXTENSION
1:2000



OPTION 2 - DETACHED BREAKWATER
1:2000

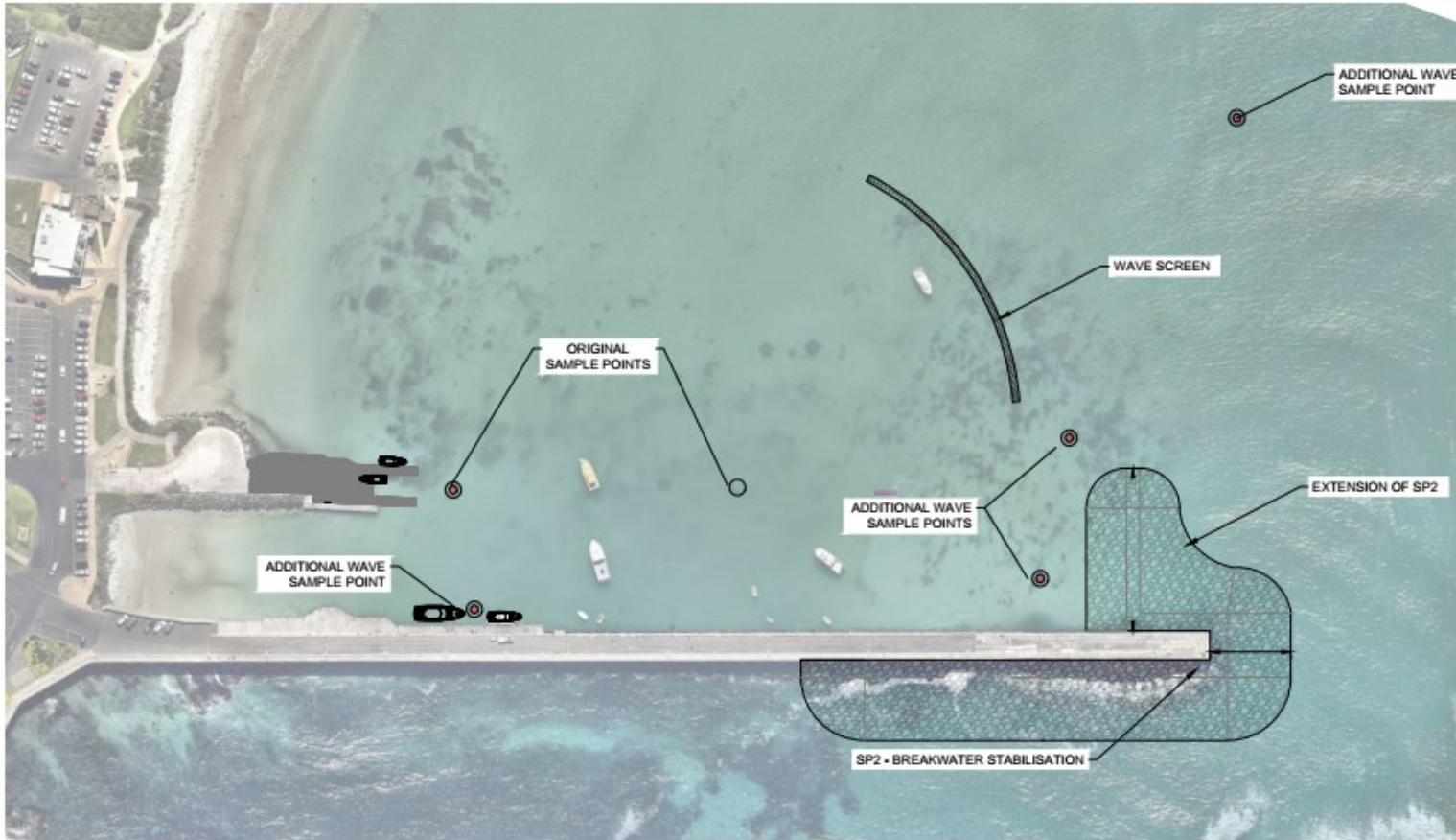


OPTION 3 - WAVE SCREEN
1:2000



EXISTING PORT CONDITIONS
1:2500

Comparison



OPTION 4 - EXTENSION OF BREAKWATER STABILISATION & WAVE SCREEN
1:2000

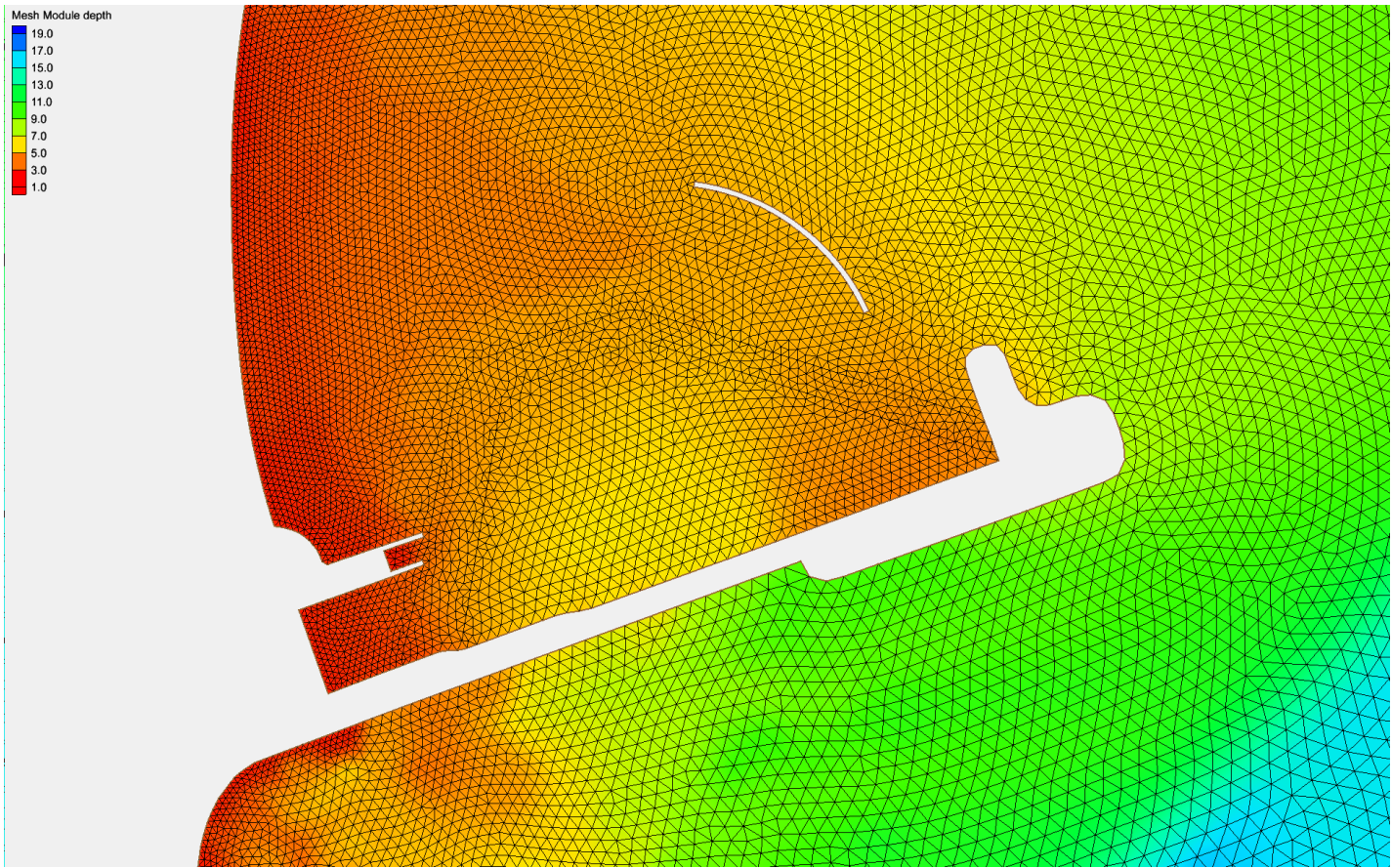
Eval Matrix

Score each criteria with a 2, 1 or 0 as follows					Criterion															Weighting	Ranking
				Wave Dynamics - Boat Ramp	Wave Dynamics - Breakwater Low Landing	Wave Dynamics - Inner Harbour	Wave Dynamics - Potential for Reflection	Stakeholder - Commercial Fishing	Stakeholder - Recreational Boating (incl. boat ramp laun	Stakeholder - Fishing (land based casting)	Stakeholder - Coast Guard	Stakeholder - Swimmers / watercraft / yacht club	Heritage Values	Environmental Values	Financial - Capital Costs	Financial - Operational Costs	WEIGHTING	RANKING			
2	The criterion in the column is more important than the criterion in the row																				
1	The criterion in the column is of equal importance to the criterion in the row.																				
0	The criterion in the column is of less importance than the criterion in the row.																				
CRITERION					CODE	A	B	C	D	E	F	G	H	I	J	K	L				
Wave Dynamics - Boat Ramp					A		1	1	1	1	1	0	1	0	2	2	1	1	7.9	4	
Wave Dynamics - Breakwater Low Landing					B	1		1	1	1	1	0	1	0	2	2	1	1	7.9	4	
Wave Dynamics - Inner Harbour					C	1	1		1	1	1	0	1	0	2	2	1	1	7.9	4	
Wave Dynamics - Potential for Reflection					D	1	1	1		0	0	0	0	0	2	2	0	0	11.3	3	
Stakeholder - Commercial Fishing					E	1	1	1	2		0	0	1	0	2	2	1	1	7.9	4	
Stakeholder - Recreational Boating (incl. boat ramp launching)					F	1	1	1	2	2		1	2	1	2	2	1	1	4.6	11	
Stakeholder - Fishing (land based casting)					G	2	2	2	2	2	1		2	1	2	2	2	2	1.3	12	
Stakeholder - Coast Guard					H	1	1	1	2	1	0	0		0	2	2	1	1	7.9	4	
Stakeholder - Swimmers / watercraft / yacht club					I	2	2	2	2	2	1	1	2		2	2	2	2	1.3	12	
Heritage Values					J	0	0	0	0	0	0	0	0	0		1	0	0	13.9	1	
Environmental Values					K	0	0	0	0	0	0	0	0	0	1		0	0	13.9	1	
Financial - Capital Costs					L	1	1	1	2	1	1	0	1	0	2	2		1	6.6	10	
Financial - Operational Costs					L	1	1	1	2	1	1	0	1	0	2	2	1		7.3	9	
Sum of Scores					151	12	12	12	17	12	7	2	12	2	21	21	10	11	100	-	
Ranking						4	4	4	3	4	11	12	4	12	1	1	10	9			
Weighting					93	7.9	7.9	7.9	11.3	7.9	4.6	1.3	7.9	1.3	13.9	13.9	6.6	7.3			

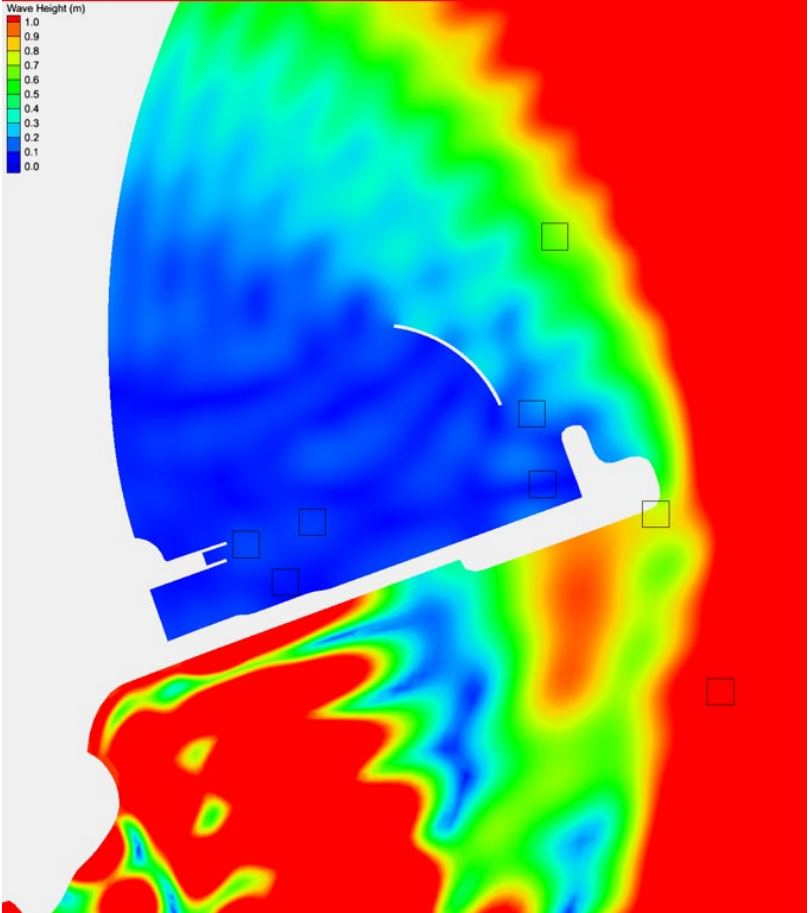
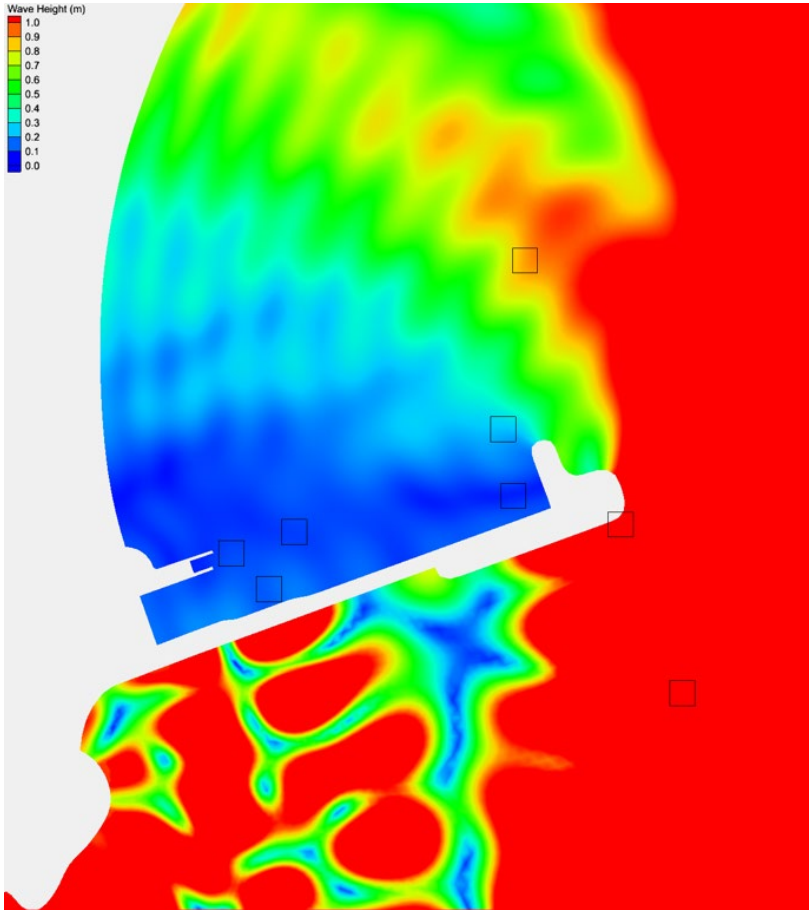
Eval Matrix

CRITERION
Wave Dynamics - Boat Ramp
Wave Dynamics - Breakwater Low Landing
Wave Dynamics - Inner Harbour
Wave Dynamics - Potential for Reflection
Stakeholder - Commercial Fishing
Stakeholder - Recreational Boating (incl. boat ramp launching)
Stakeholder - Fishing (land based casting)
Stakeholder - Coast Guard
Stakeholder - Swimmers / watercraft / yacht club
Heritage Values
Environmental Values
Financial - Capital Costs
Financial - Operational Costs

Coastal Process



Coastal Process



Informal Meeting of Council Record		
Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)	
Date of Meeting:	5 August 2021	
Time Meeting Commenced:	5.30pm	
Councillors in Attendance:	Cr. R. Ziegeler, Chairman Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. M. Taylor	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure Richard Stone, Acting Director Community Development Jodie McNamara, Manager City Strategy & Development	
Other persons present:	Nil.	
Apologies	Cr. V. Jellie AM Cr A. Paspaliaris	
Matters Considered:	Request for support for change of planning Scheme Use - Commercial in confidence planning matter	
Other Matters Considered	Nil.	
Councillor Conflicts of interest Disclosures:		
Councillor /officer Name	Type of Interest	Item
Cr Vicki Jellie AM	Close Personal Association	
Meeting close time:	6.12pm	
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:	16 August 2021	
Time Meeting Commenced:	10.00am	
Councillors in Attendance:	Cr. V. Jellie AM, Mayor/Chairman Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler (arrived 11.08am)	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure Richard Stone, Acting Director Community Development Nick Higgins, Communications Manager	
Other persons present:	Nil.	
Apologies	Nil.	
Matters Considered:	Strategic priorities and advocacy workshop.	
Other Matters Considered		
Councillor Conflicts of interest Disclosures:		
Councillor /officer Name		
Meeting close time:	3.00pm	
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:	16 August 2021	
Time Meeting Commenced:	3.00pm	
Councillors in Attendance:	Cr. V. Jellie AM, Mayor/Chairman Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure Richard Stone, Acting Director Community Development Julie Anderson, Manager Governance, Property, Projects Aaron Huttig, Manager Facilities and Projects Luke Coghlan, Manager Infrastructure Services	
Other persons present:	Community Members, Port of Warrnambool Reference Group <ul style="list-style-type: none">• Rodney Blake• Steve Tippet• Tammy Good	
Apologies	Nil.	
Matters Considered:	<ul style="list-style-type: none">• Alternate dredge options• Joint Reseal Contract• Wollaston Road Design Tender• Edwards Bridge update• Conflict of Interests training	
Other Matters Considered	<ul style="list-style-type: none">• Follow up on outstanding Customer requests• Consideration of campaign for reducing footpath obstructions from private property• Query from clubs around some of the Reid Oval peripheral works• Request for Flag staff Hill update to return to briefing• Council policy updates to be reviewed• Consultation with community post 6 month mark of the bin change roll out• Council request number in relation to bin enquiries to be brought back at time of survey• Rail trail washout near Woollen Mill to be investigated• Request from local youth advocate to present to Council briefing	
Councillor Conflicts of interest Disclosures:		
Councillor /officer Name		

Meeting close time:	5:50pm	
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 August 2021	
Time Meeting Commenced:	3.00pm – Virtual meeting	
Councillors in Attendance:	Cr. V. Jellie AM, Mayor/Chairman Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. A. Paspaliaris (joined meeting at 3.30pm) Cr. M. Taylor Cr. R. Ziegeler	
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure Richard Stone Acting Director Community Development David Harrington, Manager Financial Services Glenn Reddick, Manager City Amenity Peter McArdle, Coordinator Local Laws Alison Kemp, Manager Recreation and Culture Kyme Rowe, Service Manager Recreation and Culture	
Other persons present:		
Apologies	Nil.	
Matters Considered:	<ul style="list-style-type: none">• Budget Rollovers/Carried Forwards• June Financial Report• Activities & Initiatives 2020-0221: April-June (Quarter 4) Year End• Animal Shelter Feasibility & Renewal• Draft Occupancy of Sport & Recreation Facilities Policy Update• Mayoral Diary Update	
Other Matters Considered	<ul style="list-style-type: none">• Consideration of commercial opportunities in any Pound redevelopment• Reid Oval stands completion• Issues raised around Dennington Bowls Club developments	
Councillor Conflicts of interest Disclosures:		
Councillor /officer Name		
Meeting close time:	5.00pm	
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:	30 August 2021
Time Meeting Commenced:	3.00pm – Virtual meeting
Councillors in Attendance:	Cr. V. Jellie AM, Mayor/Chairman Cr. O. Akoch Cr. D. Arnott Cr. B. Blain Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance:	Peter Schneider, Chief Executive Officer Peter Utri, Director Corporate Strategies Andrew Paton, Director City Growth David Leahy, Director City Infrastructure Richard Stone, Acting Director Community Development David Harrington, Manager Financial Services Jodie McNamara, Manager City Strategy & Development Julie Anderson, Manager Governance Property and Projects Aaron Hutting, Manager Facilities and Projects
Other persons present:	
Apologies	Cr. A. Paspaliaris – Leave of Absence
Matters Considered:	<ul style="list-style-type: none"> Financial Statements & Performance Statement 2020-21. Sale and Acquisition of Land Policy. S6 Instrument of Delegation – Council to members of staff. S18 Instrument of Sub-Delegation EPA – Council to staff. Proposed Amendment to the Warrnambool Planning Scheme – Kings College. Amendment to Development Plan – Oakwood Riverside. Development Plan – 15 Dales Road. Revegetation Policy and Guidelines. Port of Warrnambool Reference Group meeting minutes – 29/7/2021. Confidential tender item. Edwards Bridge July Financial Report. Update on TAC funded Botanic LATM project.
Other Matters Considered	<ul style="list-style-type: none"> Hopkins – Lyndoch construction parking issues Progress on the saleyard develop update to be provided to Council Japan Street drainage works update South West Sports Assembly commitments and funding acquittal to Council Notification that Council meeting on 6/9/21 will be by ZOOM Update as to strategic priorities and advocacy workshop items McGennan's facilities update to Council briefing
Councillor Conflicts of interest Disclosures:	

Councillor /officer Name	Andrew Paton - Direct association	Informal issue raised around Lyndoch Parking - Andrew left at 4:27pm
Meeting close time:	4:45pm	
Record Completed by:	Peter Utri Director Corporate Strategies	