

MINUTES

SCHEDULED COUNCIL MEETING

WARRNAMBOOL CITY COUNCIL

5:45 PM - MONDAY 5 AUGUST 2024



VENUE:

Reception Room

Warrnambool Civic Centre

25 Liebig Street

Warrnambool

COUNCILLORS

Cr. Ben Blain (Mayor)

Cr. Otha Akoch

Cr. Debbie Arnott

Cr. Vicki Jellie AM

Cr. Angie Paspaliaris

Cr. Max Taylor

Cr. Richard Ziegeler

Copies of the Warrnambool City Council's Agendas & Minutes
can be obtained online at www.warrnambool.vic.gov.au

Andrew Mason

CHIEF EXECUTIVE OFFICER

Audio Recording of Council Meetings

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

Behaviour At Council Meetings

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

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MINUTES OF THE SCHEDULED MEETING OF THE WARRNAMBOOL CITY COUNCIL HELD IN THE
RECEPTION ROOM, WARRNAMBOOL CIVIC CENTRE, 25 LIEBIG STREET, WARRNAMBOOL ON
MONDAY 5 AUGUST 2024 COMMENCING AT 5:45 PM

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

IN ATTENDANCE: Mr Andrew Mason, Chief Executive Officer
Mr David Leahy, Director City Infrastructure
Mr Luke Coughlan, Director City Growth
Ms Brooke Love, Director Community Development
Mr James Plozza, Manager Governance
Ms. Wendy Clark, Executive Assistant

1. Opening Prayer & Original Custodians Statement

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

Original Custodians Statement

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

2. Apologies

Nil.

3. Confirmation of Minutes

MOVED: CR VICKI JELLIE

SECONDED: CR ANGIE PASPALIARIS

That the Minutes of the Scheduled Meeting of Council held on 1 July 2024 be confirmed.

CARRIED - 7:0

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

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

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

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

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

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

Nil.

5. Mayoral Presentation

It's been a really big month for Council; it was really good at the start of the month to get down to ALGA the Australian Local Government Association's conference down in Canberra and we met with a whole heap of Federal Ministers and local members and I think it was a really valuable experience; I went, Cr Jellie the Deputy Mayor, Cr Akoch and Cr Paspaliaris. I think we really enjoyed the trip and got a lot out of it.

We saw Wool Week at Flagstaff Hill and I'd to just say a special thank you to Terry and Luke for all their blade shearing expertise and all the spinners showing us all the different wonderful and amazing things you can do with wool.

The Volunteers Expo was really great as well with more than 40 stall holders and they think over 200 through the door that day and thank you to everyone, not just our volunteers but anyone looking to be a volunteer for doing what you do in our community because it's a really special important part of what we offer here in Warrnambool; and one of the last things we got to just later on in the month was the Story of the Board. It started over 100 years ago, so the Pioneers Board down at History House. If you get a chance go and check it out and thank you to the team at Heritage House for getting all the restoration work done and also check out the book that was released as well that's on the Board; I've read it and it's a fascinating read into early Warrnambool history and some really interesting key players like Edward Vidler who despite only being in Warrnambool for 3 years, was a really big part of the Board and Lillian Foyle for her work as a female artist and taking a lot of the photos on it. If you get a chance, go down to History House and check it out and if you go to the History House website you can actually get a copy of the book the Story of the Board; it's a really insightful part of Warrnambool's history.

6. Public Question Time

Nil.

7. Reports

7.1. Revised 2024-25 Annual Budget

DIRECTORATE : Corporate Strategies

Purpose:

This report is to adopt the Revised 2024-25 Annual Budget to fix an administrative error in two rates tables. The error does not affect ratepayers, rate income, or any financial allocations, but Council must adopt a Revised Annual Budget to correct the error in line with the Local Government Act requirements.

Executive Summary

In accordance with Section 95 of the *Local Government Act 2020*, Council must prepare and adopt a Revised Annual Budget before it can make a variation to the declared rates or charges.

The 2024-25 Annual Budget that was put forward to Council by officers included errors in two tables in the rates section.

A Revised 2024-25 Annual Budget has been prepared to address two tables that have incorrect figures for property values and cent in the dollar values.

The revised budget contains no changes to revenue or expenditure figures, and does not change revenue generated through rates. This process is purely procedural to meet the requirements of the Act.

MOVED: CR VICKI JELLIE
SECONDED: CR DEBBIE ARNOTT

That Council:

1. Adopt the Revised Annual Budget as set out in Attachment 1 in accordance with Section 95 of the *Local Government Act 2020*; and
2. Declare the Rates, Levies and Annual Service Charges for the 2024-25 financial year provided in Attachment 2.

CARRIED - 7:0

Background

At its Ordinary Meeting of 3 June 2024, Council resolved to adopt its 2024-25 Annual Budget. After the adoption of the Budget, it was discovered through our reconciliation process to ESC reporting that two tables were inserted at items 4.1.1(b) and 4.1.1(f) were based on earlier estimated valuation data. Although there are no changes to any of the figures shown in the Financial Statements, and there is no change to the total budgeted rates to be raised, it is considered prudent to adopt a Revised Annual Budget to update these tables in line with the requirements of the Local Government Act.

Issues

After the Annual Budget 2024-25's adoption, it was discovered that the tables inserted at items 4.1.1(b) and 4.1.1(f) were based on earlier estimated valuations used to create our draft budget estimates and confirm supplementary rates.

It is normal practice to use the final certified valuation from the Valuer General, which is submitted to Council in May, to finalise the Cents in the dollar calculation that these tables are based upon. These tables are required per Section 8(4)(h)(i), Section 8(5)(a) and Section 8(5)(f) of the *Local Government (Planning and Reporting) Regulations 2020*, and therefore it was considered prudent to adopt a Revised Annual Budget to correct these tables. All the other tables in the budget document are correct, as is the amount raised in rate revenue. No changes have been made to the figures shown in the Financial Statements.

The updated table at 4.1.1(b) is as follows:

Type or class of land	2023-24 cents/\$CIV*	2024-25 cents/\$CIV*	Change
General rate for rateable general residential properties	0.25800	0.27357	6.03%
General rate for rateable farm land properties	0.15570	0.15423	-0.94%
General rate for rateable commercial properties	0.55520	0.56230	1.28%
General rate for rateable industrial properties	0.52150	0.50195	-3.75%
General rate for rateable vacant land properties	0.41460	0.42099	1.54%
Recreational land category 1 properties	23,293.00000	23,933.00000	2.75%
Recreational land category 2 properties	0.20740	0.21338	2.88%

It should be noted that movements in valuations between different properties do not generate increased revenue for Council. The total revenue raised by rates, and each rating category, remain the same as the previously adopted budget, in line with the state government's rate cap.

Generally, when property values go up, the \$cents/CIV decrease, and inversely, when property values drop, the \$cents/CIV increase.

For reference, previous year cents/\$CIV have been reflected as follows:

2023-24 Adopted Annual Budget (2.95% rate increase):

Type or class of land	2022-23 cents/\$CIV*	2023-24 cents/\$CIV*	Change
General rate for rateable general residential properties	0.002640	0.002580	-2.29%
General rate for rateable farm land properties	0.001750	0.001557	-11.04%
General rate for rateable commercial properties	0.006162	0.005552	-9.89%
General rate for rateable industrial properties	0.005451	0.005215	-4.33%
General rate for rateable vacant land properties	0.004824	0.004146	-14.06%
Recreational land category 1 properties	\$ 22,626.00	\$ 23,293.00	2.95%
Recreational land category 2 properties	0.002666	0.002074	-22.22%

Note:

Movement in property valuation figures provided by the Valuer-General Victoria (VGV) have led to a decrease in rates in the dollar compared to the previous year. This is due to a significant increase in property values as outlined in table 4.1.1(f)

2022-23 Adopted Annual Budget (1.75% rate increase):

Type or class of land	2021/22 cents/\$CIV*	2022/23 cents/\$CIV*	Change
General rate for rateable other land properties	0.003652	0.002640	(27.71%)
General rate for rateable farm land properties	0.002293	0.001750	(23.68%)
General rate for rateable commercial land properties	0.006699	0.006162	(8.02%)
General rate for rateable industrial land properties	0.006180	0.005451	(11.80%)
General rate for rateable vacant land properties	0.006306	0.004824	(23.50%)
Recreational land category 1 properties	\$24,148.52	\$22,625.56	(6.31%)
Recreational land category 2 properties	0.003583	0.002666	(25.59%)

The updated table at 4.1.1(f) is as follows:

Type or class of land	2023-24 \$'000	2024-25 \$'000	Change \$'000	%
General Residential land	9,333,074	9,190,313	-142,761	-1.53%
Farm land	300,035	308,230	8,195	2.73%
Commercial land	996,167	1,038,694	42,527	4.27%
Industrial land	376,515	408,302	31,787	8.44%
Vacant land	360,452	381,308	20,856	5.79%
Recreational land category 1 properties	2,970	2,970	-	0.00%
Recreational land category 2 properties	25,782	23,357	-2,425	-9.41%
Total value of land	11,394,995	11,353,174	-41,821	-0.37%

Financial Impact

The Revised 2024-25 Annual Budget remains premised on an increase in total general rates income of 2.75% as set by general order and in accordance with Section 94(3) of the *Local Government Act 2020* (The Act). There is no financial impact to this revised budget.

Type or class of land	Adopted Budget					Revised Budget				
	CIV	CID	Total Revenue \$	Properties	Avg	CIV	CID	Total Revenue \$	Properties	Avg
General Residential land	9,484,164,000	0.26510	25,142,044.56	16,274	1,544.92	9,190,313,000	0.27357	25,142,044.56	16,274	1,544.92
Farm land	297,140,000	0.15998	475,369.90	161	2,952.61	308,230,000	0.15423	475,369.91	161	2,952.61
Commercial land	1,023,821,000	0.57047	5,840,571.17	950	6,147.97	1,038,694,000	0.56230	5,840,571.17	950	6,147.97
Industrial land	382,475,000	0.53584	2,049,459.65	466	4,397.98	408,302,000	0.50195	2,049,459.66	466	4,397.98
Vacant land	376,819,500	0.42600	1,605,256.74	871	1,843.00	381,308,000	0.42099	1,605,256.74	871	1,843.00
Recreational land category 1 properties	2,970,000	23,933.00	23,933.00	1	23,933.00	2,970,000	23,933.00	23,933.00	1	23,933.00
Recreational land category 2 properties	23,387,000	0.21310	49,838.52	15	3,322.57	23,357,000	0.21338	49,838.52	15	3,322.57
Total amount to be raised by general rates	11,590,776,500		35,186,474	18,738	1,877.81	11,353,174,000		35,186,474	18,738	1,877.81

Legislation/Policy/Council Plan Context

5 An effective Council

5.5 Organisational and financial sustainability: Council will ensure organisational and financial sustainability through the effective and efficient use of Council's resources and assets.

Legal Risk/Impact

The Revised 2024-25 Annual Budget has been prepared in accordance with the Act, the *Local Government (Planning and Reporting) Regulations 2020* and relevant Australian Accounting Standards.

Section 95 of the Act requires that any variation to elements of the declared rates and charges requires that a revised budget be prepared and adopted by the Council. This requirement still applies even in cases where there is no material change to any ratepayer and the changes are merely an administrative correction, hence a resolution from Council is required to amend the error in the budget papers.

Section 96 provides guidance on the process required in the preparation of a revised budget, with requirements being that the revised budget be developed in accordance with the financial management principles and with Council's Community Engagement Policy.

The financial principles are provided for at section 101 of the Act, with requirements including compliance with financial policies and strategic plans, that risks be managed, provision of stability and predictability in financial impacts on the municipal community, and that records be kept. The 2024-25 Budget meets these standards, and the correction only serves to further them by ensuring accuracy and boosting stability by ensuring the collectability of rates.

Council's Community Engagement Policy requires compliance with the Act's community engagement principles and presents several options for participation across the IAP2 spectrum, which are inform, consult, involve, collaborate, and empower.

Community Impact/Consultation

Council undertook an extensive community engagement effort in preparing the 2024-25 Annual Budget. Workshops and surveys were held across November and December in 2023, as well as a public submission process, prior to the preparation of the 2024-25 Draft Budget, and a further consultation period was held in May 2024 with the release of the Draft Budget, whereby Council accepted public submissions on the document.

The changes presented by the Revised Budget are only to correct an administrative error that led to incorrect information on two tables that do not affect financial statements, rate revenue, or average rates. This means that the adoption of the Revised Budget would result in no change in the impact on ratepayers vis-a-vis the intention of the 2024-25 Annual Budget adopted by Council on 3 June 2024.

Because of the extensive consultation already undertaken by Council when preparing the 2024-25 Annual Budget and the changes posed merely being corrective, an 'Inform' level of consultation will comply with Council's Community Engagement Policy. Council posted a notice on its website on 16 July explaining the error and stated officer's intention to seek a correction by Council resolution at the August meeting of Council. If Council was to adopt the Revised Budget, that notice would be updated to confirm with the municipal community that the correction had been made.

Officers' Declaration Of Interest

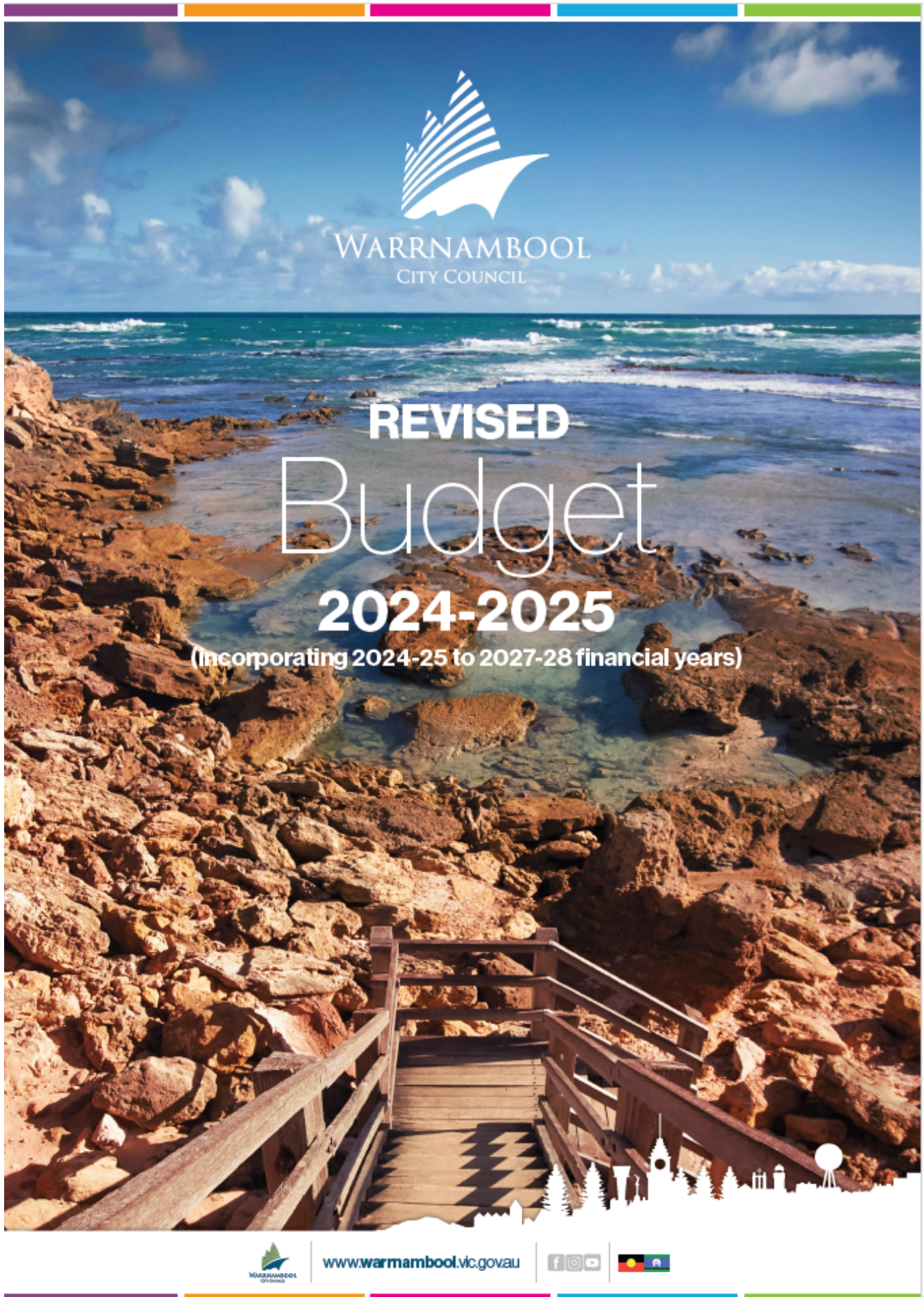
No interest to declare

Conclusion

The Revised 2024-25 Annual Budget forms an integral part of Council's overall strategic planning framework and endeavors to resource the directions that have been established in the Council Plan. The tables at items 4.1.1(b) and 4.1.1(f) have been corrected, and there have been no other changes to the Budget as previously adopted.

ATTACHMENTS

1. 2024 25 Revised Budget for adoption [7.1.1 - 55 pages]
2. Attachment 2 Declaration of Rates table for adoption [7.1.2 - 1 page]





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Introduction by the Mayor and Chief Executive Officer

We're pleased to present to the Warrnambool community the Draft 2024-2025 Budget.

We believe it strikes a balance between meeting community aspirations in terms of providing projects and services our city needs – and the community's expectations that we deliver value for money and manage our resources wisely. Despite tightening budgets at all levels of government there is still plenty happening on the capital works front. Our proposed \$27.9 million program comprises **\$10.4 million** of existing and ongoing projects and **\$17.5 million** of new project allocations, including:

- \$9 million of new budget allocations to Council's asset renewal program, which sees ongoing renewal of Council's roads, bridges, footpaths, and buildings,
- A \$2.1 million upgrade of the Matron Swinton Childcare Centre, which will increase capacity for the provision of up to 33 additional childcare spaces, and a new community hub multipurpose room suitable for Maternal Child Health consultations,
- \$1.5 million towards the redevelopment of recreation facilities at Walter Oval,
- \$0.7 million to upgrade the flooring at the Val Bertrand Netball Stadium,
- \$0.6 million on Council's CBD Footpaths and Car Parks program,
- \$0.35 million on upgrading irrigation at Friendly Society's Park,
- A detailed business case for the future proposed aquatic facility redevelopment, and
- Year three of the joint "Coastal Connect" information technology shared services alliance, partnering with Corangamite and Moyne Shires.

We'll also continue to deliver important services. Council recently re-committed to providing home support services including aged and disability care and this is reflected in the draft budget.

This is a financially responsible budget. We plan to increase rates by an average of 2.75%, in line with the Victorian Government's rate cap, and 0.20% lower than the 2023-24 rise. This equates to an average of 88 cents per week increase for property owners with homes valued between \$500,000 and \$1 million. For residents with homes valued under \$500,000 the increase will be less than 50 cents a week.

The waste management charge that covers the four-bin kerbside collection service has been cut from \$427 to \$417.

No new borrowings are budgeted for the 2024-25 financial year. Council will hold a responsible loan portfolio of \$6.8m (down from \$8.5m in 2023-2024) and will continue to repay debt. This decrease in our borrowings give us capacity for the needs of our growing city which also services a much larger, regional population.

There are major projects on the horizon which are part of the plan to cater for our city's growing population. Our Aquatic Strategy describes how we can upgrade AquaZone in stages so that it can meet the needs of more people.

Many residents will be aware of the work under way at Brierly Reserve and we will soon be having conversations with north-east Warrnambool residents about a community hub at Brierly and how we could ensure that it provides the services and programs most needed by the community.

Council will need external funding to complete the Brierly Reserve and AquaZone redevelopments and Council will be advocating for funding from the Australian and Victorian governments to bring these projects to completion.

Council's budgeted operating result shows a surplus of \$8.3 million. In simple terms, the surplus is generated to fund capital works and meet council commitments such as loan repayments. In accordance with Australian Accounting Standards, the surplus includes one-off funding tied to the delivery of specific projects, and excludes capital expenditure. It also includes non-cash valuation movements related to community assets. The Income Statement surplus does not represent unallocated cash available to Council. The underlying budget has been created on a balanced cash basis, whereby the amount of cash received by Council is balanced to the amount spent.

The Budget is prepared based on the priorities outlined in the Council Plan 2021-2025 and to the objectives in the long-term community vision, Warrnambool 2040. We recommend that the Budget is read in conjunction with the Council Plan. The vision for the four-year life of the Council Plan is for Warrnambool to be a Thriving City in the Heart of Coast and Country



Cr Ben Blain
Mayor



Andrew Mason
Chief Executive Officer



Budget influences

Cost increases continue to impact Council budgets. These include rising construction and building costs that comprise a large part of Council's budget. The table below shows cost increases relevant to Council over the past financial year:

Increase	Index
13.3%	Electricity Index
7.2%	Non-Residential Building Construction
5.4%	Heavy and Civil Engineering Construction
4.9%	Road and Bridge Construction
Source – Australian Bureau of Statistics	

Council must also absorb significant increases in State Government charges including substantial increases in Workcover premiums, Victorian Electoral Commission costs, and compliance and regulation costs. At the same time we must contend with diminishing grant opportunities.

Council maintains assets worth more than \$800 million and is heavily focused on ensuring these are maintained and renewed. These assets include buildings, roads, recreation and drainage. The 2024-25 budget includes an allocation of \$9 million towards asset renewal.

Council's Waste Management Charge provides the four-bin kerbside collection which is levied on rates notices to property owners. Council is budgeting to reduce the Waste Management Charge in 2024-25 in response to Ministerial guidelines.

Expected Average Residential Rates	2023-24	Increase/ (Decrease)	2024-25	% Increase/ (Decrease)
Average Residential Rates	\$1,499.13	\$41.23	\$1,540.36	2.75%
Municipal Charge	\$294.65	\$8.10	\$302.75	2.75%
Waste Management Fee	\$427.00	(\$10.00)	\$417.00	(2.40%)
Average Residential Rates & Charges	\$2,220.78	\$39.33	\$2,260.11	1.77%

Waste Management Charge	2022-23	2023-24	2024-25
Garbage collection & disposal (including EPA Levies)	\$91.35	\$94.27	\$102.14
Recycling collection & processing	\$66.80	\$73.77	\$84.11
FOGO collection & processing	\$58.14	\$56.01	\$55.64
Glass collection & processing	\$25.39	\$28.26	\$29.29
Street cleaning	\$64.48	\$67.01	\$66.06
Drainage cleaning/rubbish removal/foreshore cleaning	\$51.03	\$54.23	\$53.80
Council overhead	\$55.40	\$53.44	\$25.97
Total	\$412.58	\$427.00	\$417.00

How we invest each \$100

Construction, roads, paths and drains	22.27
Parks, recreation, libraries and culture	20.45
Aged and family services	19.94
Administration	14.13
Economic development and tourism	8.22
Environmental, waste management and street cleaning	5.82
Engineering and planning	4.38
Regulatory control, public health and safety	3.73
Elected Council and governance	1.07
Total	\$100.00

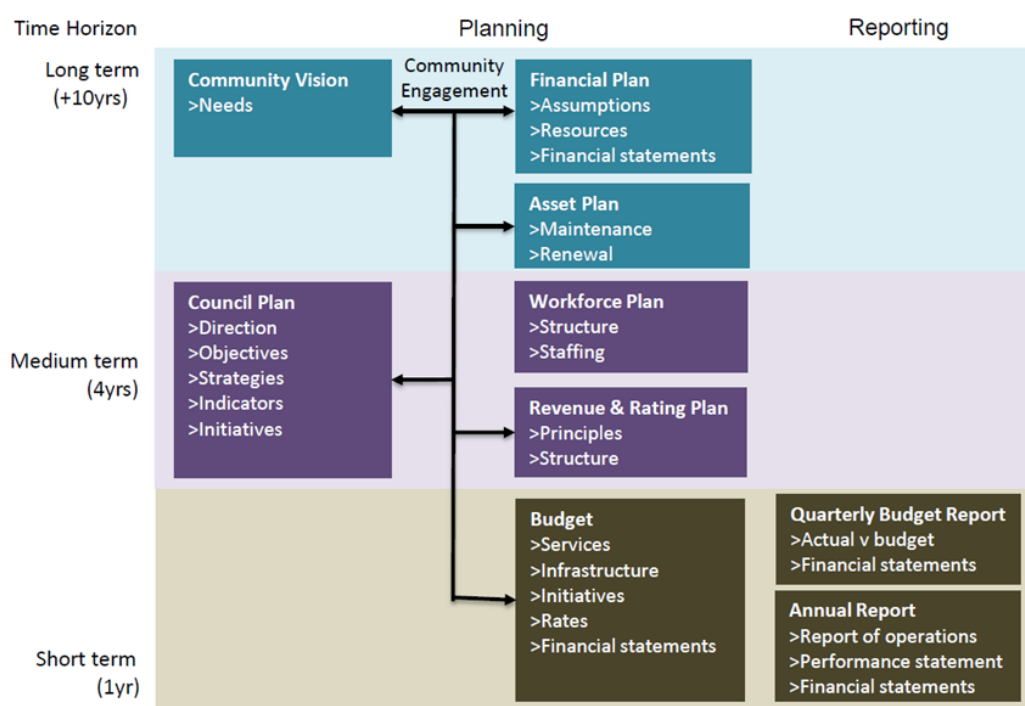


1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services—such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore, councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with Council's adopted Community Engagement Policy and Public Transparency Policy.



1.2 Our purpose

Our vision

A thriving city at the heart of coast and country.

Our values

Accountability

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

Collaboration

We will foster effective relationships through engagement, communication and cooperation; supporting decisions and outcomes for the benefit of all.

Respectfulness

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

Progressiveness

We will evolve and grow by encouraging development, change and continuous improvement in everything 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.

1.3 Strategic objectives

Council's strategic objectives were developed with the community in response to the vision and goals described in the long-term community plan, Warrnambool 2040.

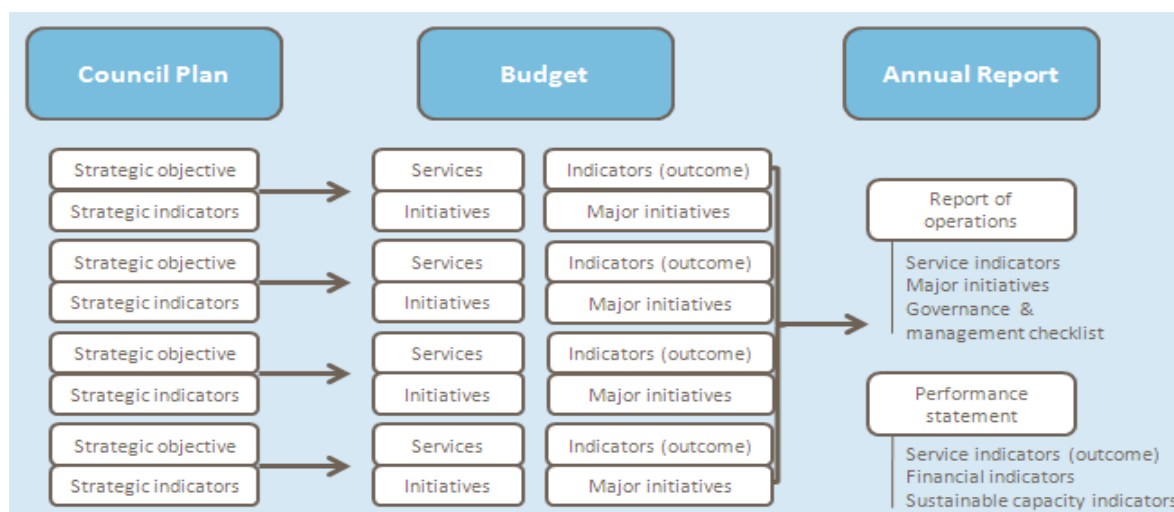
Strategic Objective	Description
A healthy community	<i>To be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.</i>
A sustainable environment	<i>To protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.</i>
A strong economy	<i>Support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.</i>
A connected, inclusive place	<i>Provide quality places that all people value and want to live, work, play and learn in.</i>
An effective Council	<i>To be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and Victoria's south west.</i>

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024-25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by



legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below:



2.1 Strategic Objective 1: A Healthy Community

To be a healthy, inclusive, and thriving community with equitable access to services, cultural opportunities and recreational activities.

Strategies to achieve Strategic Objective 1 (A Healthy Community) are:

- 1.1 Welcoming and inclusive city
- 1.2 Aboriginal communities
- 1.3 Health and wellbeing
- 1.4 Accessible city
- 1.5 Recreation, arts, culture and heritage
- 1.6 Community learning pathways

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
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.	Inc	4,153	4,557	4,050
		Exp	4,351	5,234	4,561
		Surplus / (deficit)	(198)	(677)	(511)
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.	Inc	8,920	10,119	10,378
		Exp	9,199	10,897	11,216
		Surplus / (deficit)	(279)	(778)	(838)
Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Art and Culture	Provision of high-quality venues where people can see, present and explore the	Inc	2,887	2,535	2,391



	arts, ideas and events provided at the Warrnambool Art Gallery and Light House Theatre.	Exp	3,858	3,582	3,557
		Surplus / (deficit)	(971)	(1,047)	(1,166)
Library Services	Provision of quality library and information services to the community.	Inc	598	699	730
		Exp	1,419	1,824	1,905
		Surplus / (deficit)	(821)	(1,125)	(1,175)
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.	Inc	192	235	222
		Exp	734	920	818
		Surplus / (deficit)	(542)	(685)	(596)
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.	Inc	2,813	2,788	2,887
		Exp	3,657	3,910	4,081
		Surplus / (deficit)	(844)	(1,122)	(1,194)
Health Services	Administration of legislative requirements pertaining to public health, immunisation and food premises. Preparation of the Health & Wellbeing plan and the Reconciliation Action Plan.	Inc	265	258	303
		Exp	699	891	1,056
		Surplus / (deficit)	(434)	(633)	(753)

Major initiatives

- 1) Matron Swinton Children's Care Centre Upgrade
- 2) Val Bertrand Stadium Flooring Upgrade

Other initiatives

- 3) Aquazone Redevelopment Business Case
- 4) Municipal Health and Wellbeing Plan Action Plans

Service performance outcome indicators

Service	Indicator	2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Aquatic Facilities				
Health inspections of aquatic facilities	[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	0	3.5	4



Utilisation of Aquatic Facilities	(Number of visits to aquatic facilities / Municipal population]	5.63	5.91	6.03
Cost of Aquatic Facilities	[Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	\$2.79	\$2.89	\$3.22
Food Safety				
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]	3.82	1.4	1.0
Food Safety - 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	28.23%	98%	100%
Food safety - service cost	Cost of food safety service [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$391.81	\$ 525.20	\$ 534.69
Food safety - Critical and major non-compliance	[Number of critical noncompliance outcome notifications and major noncompliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	50.00%	97.35%	100.00%
Library				
Library - utilisation	Physical library collection usage [Number of physical library collection item loans / Number of physical library collection items]	3.21	3.46	3.50



Library - resource standard	Recently purchased library collection [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	67.53%	83.70%	81.68%
Library - 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	17.10%	27.03%	37.92%
Library - service cost	Cost of library service per population [Direct cost of the library service / Population]	\$38.20	\$48.54	\$50.12
Maternal and child health				
Maternal and child health - 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	101.12%	100.00%	100.00%
Maternal and child health - service cost	Cost of the MCH service [Cost of the MCH service / Hours worked by MCH nurses]	\$83.13	\$83.78	\$83.72
Maternal and child health - 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	79.42%	369.32%	413.70%
Maternal and child health - 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	80.75%	80.25%	86.42%



Maternal and child health - 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	98.04%	100.00%	100.00%
Recreational facilities	Satisfaction	67	69	71



2.2 Strategic Objective 2: A Sustainable Environment

To protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities.

Strategies to achieve Strategic Objective 2 (A Sustainable Environment) are:

- 2.1 Natural environment
- 2.2 Water and coastal management
- 2.3 Minimise environmental impact and a changing climate
- 2.4 Water resource management
- 2.5 Waste minimisation
- 2.6 Awareness and celebration

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Environmental Management and Sustainability	This service develops environmental policy, coordinates and implements environmental projects and works with other services to improve Council's environmental performance.	Inc	21	13	22
		Exp	655	809	819
		Surplus/ (deficit)	(634)	(796)	(797)
Waste Management & Street Cleaning	This service provides kerbside collections and processing of garbage, recycling and Food Organics Green Organics (FOGO) from all households and some commercial properties in Council. It also provides street cleaning, leaf collection and street litter bins throughout Council.	Inc	10	183	65
		Exp	5,005	5,439	5,666
		Surplus/ (deficit)	(4,995)	(5,256)	(5,601)
Parks and Gardens	This service covers a range of areas such as tree pruning, planting, removal, planning and street tree strategies, management of conservation and parkland areas, creeks and other areas of environmental significance. Parks Management provides management and implementation of open space strategies and maintenance programs.	Inc	397	409	421
		Exp	4,786	5,085	5,051
		Surplus/ (deficit)	(4,389)	(4,676)	(4,630)

Major initiatives

- 1) Continued delivery of environment and sustainability capital program.
- 2) Footpath and bike path renewal.

Other initiatives

- 3) Beach Access Renewal and Risk Mitigation Program

Service Performance Outcome Indicators

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Appearance of public areas	Satisfaction	73	73	73
Environmental sustainability	Performance	61	70	70



Waste collection	Satisfaction	70	70	70
Waste collection	Satisfaction - [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x 1000	38.43	36.00	35.57
Waste collection	Service Standard - [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x 10,000	0.67	0.55	0.47
Waste collection	Service cost - bin collection service [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$82.28	\$90.57	\$91.53
Waste collection	Waste diversion - [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$46.48	\$40.47	\$36.65
Waste collection	Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill	67.24%	65.79%	66.69%

2.3 Strategic Objective 3: A Strong Economy

Support a resilient local and self-sustaining regional economy that encourages economic growth and provides increased employment opportunities attracting ongoing investment.



Strategies to achieve Strategic Objective 3 (A Strong Economy) are:

- 3.1 Build on competitive strengths
- 3.2 Emerging industries
- 3.3 Visitor growth
- 3.4 Workforce capability
- 3.5 Digital capability

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Statutory Building Services	This service provides statutory building services to the Council community including processing of building permits.	Inc	162	121	144
		Exp	250	304	326
		Surplus/ (deficit)	(88)	(183)	(182)
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.	Inc	401	377	449
		Exp	1,457	1,757	1,864
		Surplus/ (deficit)	(1,056)	(1,380)	(1,415)
Livestock Exchange	The South West Victoria Livestock Exchange ceased operating during 2023-24. Ongoing costs relate to site maintenance only.	Inc	522	88	-
		Exp	1,021	185	30
		Surplus/ (deficit)	(499)	(97)	(30)
Holiday Parks	Provides affordable holiday accommodation that is modern, clean and well maintained in a family orientation atmosphere.	Inc	3,549	3,935	3,977
		Exp	2,178	2,199	2,276
		Surplus/ (deficit)	1,371	1,736	1,701
Flagstaff Hill Maritime Village and 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.	Inc	1,493	1,236	1,382
		Exp	2,174	2,498	2,423
		Surplus/ (deficit)	(681)	(1,262)	(1,041)
Economic Development	Includes the industry and business -support, research and statistical analysis and project development which underpin economic development.	Inc	5	-	3
		Exp	741	843	867
		Surplus/ (deficit)	(736)	(843)	(864)
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.	Inc	205	226	241
		Exp	285	413	364
			(80)	(187)	(123)



Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
		Surplus/ (deficit)			
Port of Warrnambool	Council manages the City's port facility on behalf of the State Government.	Inc	102	103	103
		Exp	103	103	103
		Surplus/ (deficit)	(1)	0	0
Festivals and Events Group	Delivers a range of promotions, festivals and events along with attracting events to the city to deliver economic benefits.	Inc	2	14	4
		Exp	937	1,152	1,194
		Surplus / (deficit)	(935)	(1,138)	(1,190)

Major initiatives

1) CBD Footpath and Car parking upgrades

Other initiatives

2) Warrnambool Futures Blueprint

3) Warrnambool Events Strategy.

Service Performance Outcome Indicators

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Tourism development	Satisfaction	70	70	70
Population growth	Satisfaction - measure of community perception	57	57	57
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]	83	69	65



Statutory planning	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	66.97%	85%	85%
Statutory planning	Service cost - Cost of statutory planning service [Direct cost of the statutory planning service / Number of planning applications received]	\$3,130.56	\$3,514.50	\$3,549.65
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	80%	75%	75%

2.4 Strategic Objective 4: A Connected, Inclusive Place

Provide quality places that all people value and want to live, work, play and learn in.

Strategies to achieve Strategic Objective 4 (A Connected, Inclusive Place) are:

- 4.1 Effective planning
- 4.2 Connected community
- 4.3 Stronger neighbourhoods
- 4.4 Sustainable practices

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided	2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Asset Maintenance	This service prepares long term maintenance management programs for Inc	613	631	667



	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.	Exp	2,528	3,050	3,096
		Surplus/ (deficit)	(1,915)	(2,419)	(2,429)
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.	Inc	4,249	4,928	4,907
		Exp	7,534	8,845	9,349
		Surplus/ (deficit)	(3,285)	(3,917)	(4,442)
Regulatory Services	Local laws enforcement including parking fees and fines, public safety, animal management and traffic control.	Inc	3,432	3,580	3,539
		Exp	2,352	2,589	2,627
		Surplus/ (deficit)	1,080	991	912

Major initiatives

- 1) Asset Renewal Programs
- 2) Wollaston Road Duplication (Stage 1)

Other initiatives

- 3) West Warrnambool Neighbourhood House
- 4) Warrnambool Airport Upgrades

Service Performance Outcome Indicators

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Roads	Satisfaction of use - Sealed local road requests [Number of sealed local road requests / Kilometres of sealed local roads] x100	60	60	60
Roads	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	93.56%	93.56%	93.56%
Roads	Service cost - Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$142.71	\$142.71	\$142.71



Roads	Service cost - Cost of sealed local road resealing [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$6.52	\$6.52	\$6.52
Roads	Satisfaction - Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	50	50	50
Appearance of public areas	Performance	73	73	73
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	1	1
Animal management	Service standard Animals reclaimed [Number of animals reclaimed / Number of animals collected] x100	19.18%	19.18%	19.18%
Animal management	Animals rehomed [Number of animals rehomed / Number of animals collected] x100	67.53%	67.53%	67.53%
Animal management	Cost of animal management service per population [Direct cost of the animal management service / Population]	\$17.59	\$20.45	\$19.04
Animal management	Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x100	0% (Nil)	0% (Nil)	0% (Nil)



2.5 Strategic Objective 5: An Effective Council

To be recognised as a collaborative Council and a high-performing organisation that enables positive outcomes for Warrnambool's community, environment and economy and Victoria's south west.

Strategies to achieve Strategic Objective 5 (An Effective Council) are:

- 5.1 Leadership and governance
- 5.2 Engaged and informed communities
- 5.3 Customer focused services
- 5.4 High performance culture
- 5.5 Organisational and financial sustainability
- 5.6 Risk mitigation
- 5.7 Effective advocacy
- 5.8 Regional role and relationships

The service categories to deliver these key strategic objectives are described below.

Service area	Description of services provided		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'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.	Inc	3	-	-
		Exp	586	788	1,187
		Surplus/ (deficit)	(583)	(788)	(1,187)
Executive Services	Manages and facilitates the Council governance service, implementation of Council decisions and policies and compliance with the legislative requirements.	Inc	-	-	-
		Exp	572	564	538
		Surplus/ (deficit)	(572)	(564)	(538)
Communications & Customer Service	Provides a customer interface for various service units and a wide range of transactions. Includes media and marketing.	Inc	-	-	-
		Exp	1,149	1,219	1,199
		Surplus/ (deficit)	(1,149)	(1,219)	(1,199)
Volunteer Services	Volunteer Connect provides support and guidance to organisations and community groups that involve volunteers in their work, and provides a volunteer matching service to bring together volunteer roles, and volunteers to fill them.	Inc	-	-	-
		Exp	131	158	141
		Surplus/ (deficit)	(131)	(158)	(141)
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.	Inc	1	-	-
		Exp	2,622	2,738	3,132
		Surplus/ (deficit)	(2,621)	(2,738)	(3,132)



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.	Inc	14	8	-
		Exp	1,803	1,789	1,880
		Surplus/ (deficit)	(1,789)	(1,781)	(1,880)
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.	Inc	8,256	7,163	7,825
		Exp	3,671	4,294	4,520
		Surplus/ (deficit)	4,585	2,869	3,305
Depreciation	Depreciation is the allocation of expenditure write down on all of Council's assets over their useful lives.	Inc	-	-	-
		Exp	13,375	13,097	13,425
		Surplus/ (deficit)	(13,375)	(13,097)	(13,425)

Major initiatives

- 1) Coastal Connect (Regional Council Transformation Program) with Moyne and Corangamite Shires
- 2) Introduce changes through the Gender Equality Action Plan.

Other initiatives

- 3) Advocacy by Council on issues outlined in the Advocacy Plan.
- 4) Cyber Security and digital connectivity programs

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
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	4.03%	4.03%	4.03%
Governance	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	46	50	50
Governance	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) × (Number of Councillors elected at the last Council general election)] x100	95.92%	100.00%	100.00%



Governance	Service cost - Cost of elected representation [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$57,041.14	\$66,058.14	\$60,908.57
Governance	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]	44	50	50
Financial performance	Revenue level - Average rate per property assessment [General rates and Municipal charges / Number of property assessments]	\$2,036.72	\$2,110.15	\$2,176.59
Financial performance	Expenditure level - Expenses per property assessment [Total expenses / Number of property assessments]	\$4,724.40	\$5,010.18	\$4,799.00
Financial performance	Workforce turnover - Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	12.40%	12.40%	12.40%
Financial performance	Working capital - Current assets compared to current liabilities [Current assets / Current liabilities] x100	240.34%	287.21%	227.88%
Financial performance	Unrestricted cash - Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	-38.81%	26.99%	17.35%
Financial performance	Asset renewal - Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	114.67%	139.83%	183.54%
Financial performance	Loans and borrowings - Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	22.93%	21.85%	16.77%
Financial performance	Loans and borrowings - repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.66%	4.66%	4.12%
Financial performance	Indebtedness - Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	14.73%	11.71%	7.03%
Financial performance	Adjusted underlying result - Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	4.05%	0.59%	4.60%



Financial performance	Rates concentration - Rates compared to adjusted underlying revenue	49.54%	50.79%	51.81%
Financial performance	Rates effort - Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.42%	0.41%	0.42%

2.3 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Income / Revenue
	\$'000	\$'000	\$'000
Strategic Objective 1 - A Healthy Community	(6,233)	27,194	20,961
Strategic Objective 2 - A Sustainable Environment	(11,028)	11,536	508
Strategic Objective 3 - A Strong Economy	(3,144)	9,447	6,303
Strategic Objective 4 - A Connected, Inclusive Place	(5,959)	15,072	9,113
Strategic Objective 5 - An Effective Council	(4,772)	12,597	7,825
Total	(31,136)	75,846	44,710

Expenses added in:

Depreciation	13,425
Operational project costs	1,898
Expensed capital	2,040
Net loss on disposal	463
Other	295

Surplus/(Deficit) before funding sources

(49,257)

Funding sources added in:

Rates and charges revenue	48,577
Operational project grants	344
Capital grants	3,250
Contributions - monetary	435
Contributions - non-monetary	5,000

Total funding sources

57,606

Operating surplus/(deficit) for the year

8,349



3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024-25 has been supplemented with projections to 2027-28.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Comprehensive Income Statement

For the four years ending June 30, 2028

		Forecast Actual	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
Income / Revenue						
Rates and charges	4.1.1	47,260	48,597	50,483	52,249	54,078
Statutory fees and fines	4.1.2	2,251	2,401	2,461	2,522	2,585
User fees	4.1.3	19,300	19,456	21,155	21,684	22,226
Grants - operating	4.1.4	17,242	16,179	15,371	15,755	16,149
Grants - capital	4.1.4	6,938	3,250	6,260	16,155	12,400
Contributions - monetary	4.1.5	5,980	1,165	1,194	1,224	1,255
Contributions - non-monetary	4.1.5	6,500	5,000	5,000	5,000	5,000
Interest	4.1.6	1,373	1,800	1,845	1,891	1,938
Other income	4.1.6	365	319	327	335	344
Total income / revenue		107,209	98,167	104,096	116,815	115,975
Expenses						
Employee costs	4.1.7	41,891	43,905	45,665	47,495	49,399
Materials and services	4.1.8	36,100	30,862	29,746	30,702	31,691
Bad and doubtful debts		147	150	154	158	162
Depreciation	4.1.9	13,097	13,425	13,761	14,105	14,457
Depreciation - right of use assets	4.1.10	250	265	265	265	265
Lease costs		45	46	47	48	49
Finance costs		224	179	141	111	83
Other expenses	4.1.11	483	523	536	549	563
Net loss on disposal of property, infrastructure, plant and equipment		(11)	463	418	305	206
Total expenses		92,226	89,818	90,733	93,737	96,876
Surplus/(deficit) for the year		14,983	8,349	13,363	23,078	19,099
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain /(loss)		12,469	12,316	16,369	13,070	14,784
Total other comprehensive income		12,469	12,316	16,369	13,070	14,784
Total comprehensive result		27,452	20,665	29,732	36,148	33,883

**Balance Sheet**

For the four years ending June 30, 2028

		Forecast Actual 2023-24 \$'000	Budget 2024-25 \$'000	Projections 2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
	NOTES					
Assets						
Current assets						
Cash and cash equivalents		7,339	5,492	5,844	4,420	4,861
Trade and other receivables		3,180	2,501	2,347	2,341	2,412
Other financial assets		42,457	32,457	30,457	28,457	26,457
Inventories		190	228	198	199	205
Prepayments		987	997	1,007	1,017	1,027
Other assets		2,172	2,011	1,802	1,840	1,886
Total current assets	4.2.1	56,325	43,686	41,654	38,275	36,848
Non-current assets						
Other financial assets		2	2	2	2	2
Property, infrastructure, plant & equipment		844,714	883,619	913,091	952,143	989,586
Right-of-use assets	4.2.4	727	430	165	1,763	1,146
Total non-current assets	4.2.1	845,443	884,051	913,258	953,908	990,734
Total assets		901,768	927,737	954,912	992,182	1,027,582
Liabilities						
Current liabilities						
Trade and other payables		4,571	4,617	4,663	4,710	4,757
Trust funds and deposits		2,046	2,066	2,026	2,038	2,051
Unearned Income/revenue		3,857	3,264	2,201	2,718	2,745
Provisions		7,084	7,295	7,474	7,657	7,848
Interest-bearing liabilities	4.2.3	1,771	1,679	1,492	1,125	1,160
Lease liabilities	4.2.4	282	202	209	185	191
Total current liabilities	4.2.2	19,611	19,123	18,065	18,433	18,752
Non-current liabilities						
Provisions		974	1,062	1,076	1,090	1,101
Interest-bearing liabilities	4.2.3	6,741	5,154	3,849	3,091	4,895
Lease liabilities	4.2.4	545	474	266	1,764	1,147
Total non-current liabilities	4.2.2	8,260	6,690	5,191	5,945	7,143
Total liabilities		27,871	25,813	23,256	24,378	25,894
Net assets		873,897	901,924	931,656	967,805	1,001,688
Equity						
Accumulated surplus		288,436	289,566	295,710	318,169	336,650
Reserves		567,963	580,279	596,648	609,718	624,502
Other reserves		24,860	32,079	39,298	39,917	40,536
Total equity		881,259	901,924	931,657	967,804	1,001,688



Statement of changes in equity

For the four years ending June 30, 2028

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'000
2024 Forecast Actual					
Balance at beginning of the financial year		853,807	274,746	555,494	23,567
Surplus/(deficit) for the year		14,983	14,983	-	-
Net asset revaluation gain/(loss)		12,469	-	12,469	-
Transfers to other reserves		-	(17,757)	-	17,757
Transfers from other reserves		-	16,464	-	(16,464)
Balance at end of the financial year		881,259	288,436	567,963	24,860
2025 Budget					
Balance at beginning of the financial year		881,259	288,436	567,963	24,860
Surplus/(deficit) for the year		8,349	8,349	-	-
Net asset revaluation gain/(loss)		12,316	-	12,316	-
Transfers to other reserves	4.3.1	-	(17,385)	-	17,385
Transfers from other reserves	4.3.1	-	10,166	-	(10,166)
Balance at end of the financial year	4.3.2	901,924	289,566	580,279	32,079
2026					
Balance at beginning of the financial year		901,924	289,566	580,279	32,079
Surplus/(deficit) for the year		13,363	13,363	-	-
Net asset revaluation gain/(loss)		16,369	-	16,369	-
Transfers to other reserves		-	(17,385)	-	17,385
Transfers from other reserves		-	10,166	-	(10,166)
Balance at end of the financial year		931,657	295,710	596,648	39,298
2027					
Balance at beginning of the financial year		931,657	295,710	596,648	39,298
Surplus/(deficit) for the year		23,078	23,078	-	-
Net asset revaluation gain/(loss)		13,070	-	13,070	-
Transfers to other reserves		-	(17,385)	-	17,385
Transfers from other reserves		-	16,766	-	(16,766)
Balance at end of the financial year		967,804	318,169	609,718	39,917
2028					
Balance at beginning of the financial year		967,804	318,169	609,718	39,917
Surplus/(deficit) for the year		19,099	19,099	-	-
Net asset revaluation gain/(loss)		14,784	-	14,784	-
Transfers to other reserves		-	(17,385)	-	17,385
Transfers from other reserves		-	16,766	-	(16,766)
Balance at end of the financial year		1,001,688	336,650	624,502	40,536

**Statement of cash flows**

For the four years ending June 30, 2028

Notes	Forecast	Budget	Projections		
	Actual	2024-25	2025-26	2026-27	2027-28
	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
	Inflow s (Outflow s)	Inflows (Outflows)	Inflow s (Outflow s)	Inflow s (Outflow s)	Inflow s (Outflow s)
Cash flows from operating activities					
Rates and charges	47,260	48,597	50,483	52,249	54,078
Statutory fees and fines	2,251	2,401	2,461	2,522	2,585
User fees	19,300	19,456	21,155	21,684	22,226
Grants - operating	17,242	16,179	15,371	15,755	16,149
Grants - capital	6,938	3,250	6,260	16,155	12,400
Contributions - monetary	5,980	1,165	1,194	1,224	1,255
Interest received	1,373	1,800	1,845	1,891	1,938
Trust funds and deposits taken	1,195	1,215	1,175	1,187	1,200
Other receipts	365	319	327	335	344
Employee costs	(41,891)	(43,905)	(45,665)	(47,495)	(49,399)
Materials and services	(36,100)	(30,862)	(29,746)	(30,702)	(31,691)
Trust funds and deposits repaid	(1,175)	(1,195)	(1,215)	(1,175)	(1,187)
Other payments	(483)	(523)	(536)	(549)	(563)
Net cash provided by/(used in) operating activities 4.4.1	22,255	17,897	23,109	33,081	29,335
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(18,782)	(27,900)	(23,450)	(35,603)	(32,993)
Proceeds from sale of property, infrastructure, plant and equipment	355	364	373	382	392
Payments for investments	(42,000)	(30,000)	(30,000)	(25,000)	(25,000)
Proceeds from sale of investments	39,500	40,000	32,000	27,000	27,000
Net cash provided by/ (used in) investing activities 4.4.2	(20,927)	(17,536)	(21,077)	(33,221)	(30,601)
Cash flows from financing activities					
Finance costs	(224)	(179)	(141)	(111)	(83)
Proceeds from borrow ings	-	-	-	-	3,000
Repayment of borrow ings	(1,819)	(1,679)	(1,492)	(1,125)	(1,161)
Interest paid - lease liability	(45)	(46)	(47)	(48)	(49)
Net cash provided by/(used in) financing activities 4.4.3	(2,088)	(1,904)	(1,680)	(1,284)	1,707
Net increase/(decrease) in cash & cash equivalents	(760)	(1,543)	352	(1,423)	441
Cash and cash equivalents at the beginning of the financial year	7,795	7,035	5,492	5,844	4,420
Cash and cash equivalents at the end of the financial year	7,035	5,492	5,844	4,420	4,861



Statement of capital works

For the four years ending June 30, 2028

	NOTES	Forecast Actual	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		70	-	-	-	-
Total land		70	-	-	-	-
Buildings		1,630	8,681	3,717	9,606	6,323
Total buildings		1,630	8,681	3,717	9,606	6,323
Total property		1,700	8,681	3,717	9,606	6,323
Plant and equipment						
Plant, machinery and equipment		2,188	1,453	1,185	1,183	1,213
Computers and telecommunications		2,321	2,616	292	299	307
Cultural collections (Library books & Art)		100	677	325	302	309
Total plant and equipment		4,609	4,746	1,802	1,784	1,829
Infrastructure						
Roads		3,832	4,733	4,613	3,704	3,526
Bridges		424	481	4,088	295	303
Footpaths and cycleways		2,002	2,280	2,064	4,095	2,136
Drainage		1,408	627	630	633	136
Recreational, leisure and community facilities		3,457	3,713	4,880	16,482	15,159
Parks, open space and streetscapes		649	545	615	630	646
Aerodromes		43	195	296	297	298
Other infrastructure		658	1,900	745	1,077	2,637
Total infrastructure		12,473	14,473	17,931	27,213	24,841
Total capital works expenditure	4.5.1	18,782	27,900	23,450	38,603	32,993
Represented by:						
New asset expenditure		469	3,260	1,727	5,014	3,536
Asset renewal expenditure		8,751	9,869	9,189	9,230	8,675
Asset upgrade expenditure		9,562	14,772	12,534	24,359	20,782
Total capital works expenditure	4.5.1	18,782	27,900	23,450	38,603	32,993
Funding sources represented by:						
Grants		930	3,250	6,260	16,155	12,400
Contributions		197	100	742	819	672
Council cash		17,656	24,550	16,448	18,629	16,921
Borrowings		-	-	-	-	3,000
Total capital works expenditure	4.5.1	18,782	27,900	23,450	35,603	32,993



Statement of human resources

For the four years ending June 30, 2028

	Forecast	Budget	Projections		
	Actual				
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	41,891	43,905	45,665	47,495	49,399
Employee costs - capital	987	1,102	1,130	1,158	1,187
Total staff expenditure	42,878	45,007	46,795	48,653	50,586
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	438.9	432.9	432.9	432.9	432.9
Total staff numbers	438.9	432.9	432.9	432.9	432.9

A summary of human resources expenditure categorised according to the organisational structure of Council is included below.

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2024-25	Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Corporate Strategies	7,462	5,323	2,067	72	-
City Infrastructure	11,877	10,457	1,231	189	-
Community Development	18,395	8,030	7,527	2,838	-
City Growth	6,171	3,990	1,308	873	-
Total permanent staff expenditure	39,933	27,800	12,133	3,972	-
Other employee related expenditure	3,972				
Capitalised labour costs	1,102				
Total expenditure	45,007				

A summary of the number of full-time (FTE) Council staff in relation to the above expenditure is included below.

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2024-25	Full Time	Part time		
Corporate Strategies	71.7	49.3	21.7	0.7	-
City Infrastructure	112.7	96.4	14.7	1.6	-
Community Development	192.5	78.0	85.0	29.5	-
City Growth	56.0	32.9	14.5	8.6	-
Total staff	432.9	256.6	135.9	40.4	-



Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2028

Human Resources expenditure by Directorate:

	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
Corporate Strategies				
Permanent - Full time	5,323	6,146	6,300	6,458
Women	1,421	1,641	1,682	1,724
Men	3,902	4,505	4,618	4,733
Persons of self-described gender	0	0	0	0
Permanent - Part time	2,067	2,387	2,446	2,508
Women	1,902	2,196	2,251	2,307
Men	165	191	196	201
Persons of self-described gender	0	0	0	0
Total Corporate Strategies	7,390	8,533	8,746	8,965
City Infrastructure				
Permanent - Full time	10,457	10,718	10,986	11,261
Women	1,694	1,736	1,780	1,824
Men	8,763	8,982	9,207	9,437
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,231	1,262	1,293	1,326
Women	698	715	733	752
Men	533	546	560	574
Persons of self-described gender	0	0	0	0
Total City Infrastructure	11,688	11,980	12,280	12,587
Community Development				
Permanent - Full time	8,030	8,231	8,437	8,647
Women	6,279	6,436	6,597	6,762
Men	1,751	1,794	1,839	1,885
Persons of self-described gender	0	0	0	0
Permanent - Part time	7,527	7,715	7,908	8,106
Women	7,083	7,260	7,441	7,628
Men	444	455	467	478
Persons of self-described gender	0	0	0	0
Total Community Development	15,557	15,946	16,345	16,753
City Growth				
Permanent - Full time	3,990	4,090	4,192	4,297
Women	1,596	1,636	1,677	1,719
Men	2,394	2,454	2,515	2,578
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,308	1,341	1,374	1,409
Women	887	909	932	955
Men	421	432	442	454
Persons of self-described gender	0	0	0	0
Total City Growth	5,298	5,430	5,566	5,705
Casuals, temporary and other expenditure	3,972	3,775	4,558	5,389
Capitalised labour costs	1,102	1,130	1,158	1,187
Total staff expenditure	45,007	46,795	48,653	50,586

**Human Resources allocated by Directorate:**

	2024-25 FTE	2025-26 FTE	2026-27 FTE	2027-28 FTE
Corporate Strategies				
Permanent - Full time	47.9	48	48	48
Women	12.8	12.8	12.8	12.8
Men	35.1	35.1	35.1	35.1
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	21.7	21.7	21.7	21.7
Women	20.0	20.0	20.0	20.0
Men	1.7	1.7	1.7	1.7
Persons of self-described gender	0.5	0.5	0.5	0.5
Total Corporate Strategies	69.6	69.6	69.6	69.6
City Infrastructure				
Permanent - Full time	89.3	89.3	89.3	89.3
Women	14.5	14.5	14.5	14.5
Men	18.2	18.2	18.2	18.2
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	14.7	14.7	14.7	14.7
Women	8.3	8.3	8.3	8.3
Men	6.4	6.4	6.4	6.4
Persons of self-described gender	0.0	0.0	0.0	0.0
Total City Infrastructure	104.0	104.0	104.0	104.0
Community Development				
Permanent - Full time	78.0	78.0	78.0	78.0
Women	61.0	61.0	61.0	61.0
Men	17.0	17.0	17.0	17.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	85.0	85.0	85.0	85.0
Women	80.0	80.0	80.0	80.0
Men	5.0	5.0	5.0	5.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Total Community Development	163.0	163.0	163.0	163.0
City Growth				
Permanent - Full time	32.9	32.9	32.9	32.9
Women	13.2	13.2	13.2	13.2
Men	19.7	19.7	19.7	19.7
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	14.5	14.5	14.5	14.5
Women	9.8	9.8	9.8	9.8
Men	4.7	4.7	4.7	4.7
Persons of self-described gender	0.0	0.0	0.0	0.0
Total City Growth	47.4	47.4	47.4	47.4
Casuals and temporary staff	40.4	40.4	40.4	40.4
Capitalised labour	8.5	8.5	8.5	8.5
Total staff numbers	432.9	432.9	432.9	432.9



4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024-25 the FGRS cap has been set at **2.75%**. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges. Council's budget has been prepared in line with the rate cap.

A \$250 financial hardship rebate will also be available to ratepayers via an application process.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

This will raise total rates and charges for 2024-25 to **\$48.7** million.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2023-24	2024-25	Change	
	Forecast Actual	Budget	Change	%
	\$'000	\$'000	\$'000	
General rates*	33,532	35,113	1,581	4.71%
Municipal charge*	5,432	5,667	235	4.32%
Waste management charge	7,520	7,436	(84)	-1.12%
Supplementary rates and rate adjustments	499	288	(211)	-42.20%
Recreational land	77	74	(3)	-4.19%
Interest on rates and charges	100	100	0	0.00%
Total rates and charges	47,160	48,677	1,517	3.22%

*These items are subject to the rate cap established under the FGRS.

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2023-24 cents/\$CIV*	2024-25 cents/\$CIV*	Change
General rate for rateable general residential properties	0.25800	0.27357	6.03%
General rate for rateable farm land properties	0.15570	0.15423	-0.94%
General rate for rateable commercial properties	0.55520	0.56230	1.28%
General rate for rateable industrial properties	0.52150	0.50195	-3.75%
General rate for rateable vacant land properties	0.41460	0.42099	1.54%
Recreational land category 1 properties	23,293.00000	23,933.00000	2.75%
Recreational land category 2 properties	0.20740	0.21338	2.88%

Note:

Rate in the dollar figures have been updated in line with the Valuer-General Victoria's property valuations as at May 2024.



4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2023-24	2024-25	Change	
	\$'000	\$'000	\$'000	%
General Residential land	24,076	25,142	1,066	4.43%
Farm land	467	475	8	1.77%
Commercial land	5,531	5,841	309	5.59%
Industrial land	1,963	2,049	86	4.38%
Vacant land	1,494	1,605	111	7.42%
Recreational land category 1 properties	23	24	1	2.75%
Recreational land category 2 properties	53	49,839	4	-6.78%
Total amount to be raised by general rates	33,609	35,186	1,578	4.69%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2023-24	2024-25	Change	
	Number	Number	Number	%
General Residential land	16,060	16,274	214	1.33%
Farm land	161	161	0	0.00%
Commercial land	937	950	13	1.39%
Industrial land	453	466	13	2.87%
Vacant land	837	871	34	4.06%
Recreational land category 1 properties	1	1	0	0.00%
Recreational land category 2 properties	16	15	(1)	-6.25%
Total number of assessments	18,465	18,738	273	1.48%

4.1.1(e) The basis of valuation to be used is the [Capital Improved Value \(CIV\)](#)

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2023-24	2024-25	Change	
	\$'000	\$'000	\$'000	%
General Residential land	9,333,074	9,190,313	-142,761	-1.53%
Farm land	300,035	308,230	8,195	2.73%
Commercial land	996,167	1,038,694	42,527	4.27%
Industrial land	376,515	408,302	31,787	8.44%
Vacant land	360,452	381,308	20,856	5.79%
Recreational land category 1 properties	2,970	2,970	-	0.00%
Recreational land category 2 properties	25,782	23,357	-2,425	-9.41%
Total value of land	11,394,995	11,353,174	-41,821	-0.37%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2023-24	Per Rateable Property 2024-25	Change	
	\$	\$	\$	%
Municipal	\$ 294.65	\$ 302.75	8	2.75%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year.

Type of Charge	2023-24	2024-25	Change	
	\$'000	\$'000	\$	%
Municipal	5,432	5,667	235	4.32%



4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2023-24	Per Rateable Property 2024-25	Change	
	\$	\$	\$	%
Waste Management charge	427.00	417.00 -	10	-2.34%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.

Type of Charge	2023-24	2024-25	Change	
	\$'000	\$'000	\$'000	%
Waste Management charge	7,520	7,436 -	84	-1.12%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year (excluding Recreational and Cultural Land and interest).

	2023-24	2024-25	Change	
	\$'000	\$'000	\$'000	%
Rates and Charges	46,484	48,215	1,731	3.72%
Supplementary Rates	499	288	(211)	-42.20%
Total Rates and charges	46,983	48,504	1,521	3.24%

4.1.1(l) Fair Go Rates System Compliance

Victoria City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023-24	2024-25
Total Rates (budgeted)	\$ 37,923,101	\$ 39,760,002
Budgeted Number of rateable properties	18,465	18,738
Base Average Rate	\$ 2,054	\$ 2,122
Maximum Rate Increase (set by the State Government)	2.95%	2.75%
Capped Average Rate	\$ 2,114	\$ 2,180
Maximum General Rates and Municipal Charges Revenue	\$ 39,041,832	\$ 40,853,402.41
Budgeted General Rates and Municipal Charges Revenue	\$ 39,041,832	\$ 40,853,402
Budgeted Supplementary Rates	\$ 218,000	\$ 288,434
Budgeted Total Rates and Municipal Charges Revenue	\$ 39,259,832	\$ 41,141,836

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charge

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024-25: estimated \$0.32m and 2023-24: \$0.50m)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.2651% (0.2651 cents in the dollar of CIV) for all rateable other land properties;
- A general rate of 0.1600% (0.1600 cents in the dollar of CIV) for all rateable farm land properties;
- A general rate of 0.5705% (0.5705 cents in the dollar of CIV) for all rateable commercial properties;
- A general rate of 0.5358% (0.5358 cents in the dollar of CIV) for all rateable industrial properties;
- A general rate of 0.4260% (0.4260 cents in the dollar of CIV) for all rateable vacant land properties; and

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.



Commercial land

Commercial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture/production of, or trade in, goods or services; or
- Unoccupied but zoned commercial under the Warrnambool City Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Economic development and planning services, having direct benefit to the use of Commercial Land; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described below.

1. Rateable property used for income generation from business and administrative purposes, including, but not limited to, properties used for:

- The sale or hire of goods by retail or trade sales, e.g. shops, auction rooms, milk bars, newsagents;
- The manufacture of goods where the goods are sold on the property;
- The provision of entertainment, e.g. theatres, cinemas, amusement parlours;
- Media establishments, e.g. radio stations, newspaper offices, television stations;
- The provision of accommodation other than residential, e.g. motels, caravan parks, camping grounds, camps, accommodation houses, hostels, boarding houses;
- The provision of hospitality, e.g. hotels, bottle shops, restaurants, cafes, takeaway food establishments, tearooms;
- Tourist and leisure industry, e.g. flora and fauna parks, gymnasiums, boatsheds, indoor sports stadiums, gaming establishments;
- The provision of education, e.g. schools, museums, art galleries;
- Showrooms, e.g. display of goods;
- Religious purposes; and
- Public offices and halls.

2. Properties used for the provision of health services including, but not limited to, properties used for hospitals, nursing homes, rehabilitation, medical practices and dental practices.

3. Properties used as offices including, but not limited to, properties used for legal practices, real estate agents, veterinary surgeons, accounting firms and advertising agencies.

The money raised by the differential rate will be applied to the items of expenditure described in the budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land. The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, in the case of improved land, is any use of land permitted under the relevant Planning Scheme. The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.



Farm Land

Farm land is any land, which is:

- "farm land" as described in of Section 2 (1) of the Valuation of Land Act 1960.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Encouragement of sustainable and productive use and management of Farm Land; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics of "farm land" as described in of Section 2 (1) of the Valuation of Land Act 1960.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, in the case of improved land, is any use of land permitted under the relevant Planning Scheme.

The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.

Industrial land

Industrial land is any land, which is:

- Occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- Unoccupied but zoned Industrial under the Warrnambool City Planning Scheme.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Economic development and planning services, having direct benefit to the use of Industrial Land; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics described but not limited to those below.

Rateable properties which are used in the process of income generation, including, but not limited to the following:

- The manufacture of goods, food and beverage which are generally not sold or consumed on site (but does preclude some warehouse sales);
- The storage of goods;
- The provision of services for the repair of goods;
- The storage of plant and machinery;
- The production of raw materials in the extractive and timber industries; and
- The treatment and storage of industrial waste materials.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, in the case of improved land, is any use of land permitted under the relevant Planning Scheme. The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.



Vacant land

"Vacant land is any land, which is:

- Vacant unoccupied land within the Warrnambool City Council; or
- Land on which no building designed or adapted for human occupation is erected

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services;
- Encouragement for orderly planning through development of serviced urban properties;
- Provision of municipal administrative services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics of vacant unoccupied land and on which no building designed or adapted for human occupation is erected within the Warrnambool City Council.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use of land permitted under the relevant Planning Scheme.

The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are no buildings are constructed.

Other land

"Other land is any land, which is:

- Occupied for the principal purpose of human habitation including dwellings, flats and units;
- "residential use land" as described in of Section 2 (1) of the Valuation of Land Act 1960; and
- "urban farm land" as described in of Section 2 (1) of the Valuation of Land Act 1960.

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- Construction and maintenance of infrastructure assets;
- Development and provision of health and community services; and
- Provision of general support services.

The types and classes of rateable land within this differential rate are those having the relevant characteristics of a property which is used for human habitation including dwellings, flats and units, or is residential use land or urban farm land as described in of Section 2 (1) of the Valuation of Land Act 1960.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use of land permitted under the relevant Planning Scheme.

The characteristics of planning scheme zoning is the zoning applicable to each rateable land within this category as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2024-25 financial year.

**Cultural and Recreational land**

Ratepayer	Assessment Number	Property Address	Amount \$	Last Year
Showgrounds Reserve Committee Of Management	129359	331 Koroit St Warrnambool	10,527.31	10,245.56
Warrnambool Golf Club Inc.	131150	1-35 Younger St Warrnambool	3,452.28	3,463.58
Warrnambool Swimming Club	131388	10 Queens Rd Warrnambool	1,310.59	1,379.21
Christ Church Tennis Club	132180	66 Henna St Warrnambool	2,131.04	2,011.78
Warrnambool Croquet Club Inc.	134926	60-62 Cramer St Warrnambool	394.24	404.43
Warrnambool Yacht Club Inc.	138135	44 Viaduct Rd Warrnambool	639.31	310.99
Warrnambool Racing Club Inc.	135344	2-64 Grafton Rd Warrnambool	17,751.52	17,504.56
Warrnambool Ski Club Inc.	138747	26 Simpson St Warrnambool	831.10	839.97
Warrnambool Lawn Tennis Club	139872	33-45 Pertobe Rd Warrnambool	3,409.66	2,882.86
Warrnambool Bowls Club	140336	81-85 Timor St Warrnambool	3,985.04	3,795.42
Warrnambool Kart Club	140883	162 Buckleys Rd Allansford	543.41	518.50
Dennington Bowling Club Inc.	141525	36 Princes Hwy Dennington	1,843.35	1,773.27
St Joseph Primary School Supergrass Tennis	141935	40 Bromfield St Warrnambool	713.90	964.41
Warrnambool City Memorial Bowling Club	134927	50-56 Cramer St Warrnambool	23,933.00	23,293.00
Warrnambool Offshore Light Game Fishing Club	17654	48 Viaduct Rd Warrnambool	68.19	66.37
Warrnambool Bowls Club (Carpark)	140338	91 Timor Street Warrnambool	2,173.66	2,032.52



4.1.2 Statutory fees and fines

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Animal Control	600	532 -	68	-11.33%
Health and Local Laws	162	195	33	20.37%
Parking Fines	661	758	97	14.67%
Permits and Certificates	330	331	1	0.30%
Town Planning and Building	498	585	87	17.47%
Total statutory fees and fines	2,251	2,401	150	6.66%

Statutory fees and fines are mainly levied in accordance with legislation and relate to income collected through parking fines, health registrations, animal registrations, planning permits and building permits.

Town planning and building fees continue to grow on high development volumes. Parking fines will increase in the 2024-25 financial year from \$80 to \$100 per infringement.

4.1.3 User fees

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Property Management	840	896	56	6.67%
Indoor Aquatic Centre	1,997	2,118	121	6.06%
Childrens Services	4,590	4,846	256	5.58%
Multi Purpose Sports Stadium	725	701 -	24	-3.31%
Cultural Centres	2,345	2,084 -	261	-11.13%
Regulatory Control	2,050	1,976 -	74	-3.61%
Tourism and Promotion	1,194	1,321	127	10.64%
Foreshore Holiday Parks	3,908	3,934	26	0.67%
Livestock Exchange	88	- -	88	-100.00%
Aged Services Fees	927	984	57	6.15%
Other Fees and Charges	636	596 -	40	-6.29%
Total user fees	19,300	19,456	156	0.81%

User fees relate to the wide range of services Council provides across its extensive service delivery programs and includes holiday park fees, leisure centre and performing arts centre user charges, fees for the provision of child care, family day care and home help, entrance fees at flagstaff hill, car parking fees and livestock exchange selling fees. Council sets fees based on market conditions and the cost associated with running a service, while giving consideration to those who may be suffering financial hardship.

Children's Services user fees will increase year on year based on increased fees and higher enrolment numbers in the program. Cultural Centre user fees will decrease year on year due to the Council exiting gymnastics operations.

Indoor Aquatic Centre user fees are budgeted to increase in the 2024-25 year based on higher visitation to Aquazone.



4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	10,883	8,331 -	2,552	-23%
State funded grants	13,297	11,098 -	2,199	-17%
Total grants received	24,180	19,429 -	4,751	-20%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission - Financial Assistance	4,603	4,750	147	3%
Victoria Grants Commission - Local Roads	815	840	25	3%
Aged Services	2,051	2,241	190	9%
Recurrent - State Government				
Port operations	98	98	-	0%
Family and children	5,304	5,315	11	0%
Aged services	603	634	31	5%
Cultural services	750	770	20	3%
Infrastructure Services	104	104	-	0%
Environmental initiatives	73	74	1	1%
School crossing supervision	264	271	7	3%
Pension rebate	750	800	50	7%
Other recurrent grants	109	-	109	-100%
Total recurrent grants	15,524	15,897	373	2%
Non-recurrent - Commonwealth Government				
Other recurrent grants	50	-	50	-100%
Non-recurrent - State Government				
Economic development	160	-	160	-100%
Family and children	864	282	582	-67%
Cultural centres	91	-	91	-100%
Infrastructure services	296	-	296	-100%
Environment initiatives	75	-	75	-100%
Other	183	-	183	-100%
Total non-recurrent grants	1,719	282	1,437	-84%
Total operating grants	17,243	16,179	1,064	-6%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	425	500	75	18%
Other	60	-	60	-100%
Total recurrent grants	485	500	15	3%
Non-recurrent - Commonwealth Government				
Infrastructure Services	2,878	-	2,878	-100%
Non-recurrent - State Government				
Port operations	1,750	-	1,750	-100%
Family and children	616	1,500	884	144%
Recreation	107	1,250	1,143	1068%
Cultural centres	75	-	75	-100%
Infrastructure services	1,011	-	1,011	-100%
Environment initiatives	15	-	15	-100%
Total non-recurrent grants	6,452	2,750	3,702	-57%
Total capital grants	6,937	3,250	3,687	-53%
Total Grants	24,180	19,429	4,751	-20%

Grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers and funding the capital works program.



4.1.5 Contributions

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Monetary	5,980	1,165 -	4,815	-80.52%
Non-monetary	6,500	5,000 -	1,500	-23.08%
Total contributions	12,480	6,165 -	6,315	-50.60%

Monetary contributions include monies paid to Council for works, including roads and drainage, required to be completed by developers in accordance with planning permits issued for property development. Also included are philanthropic donations and contributions by other organisations to specific projects.

This income can vary considerably between years as it is largely dependent on development activity driven by the housing market and developers. The 2023-24 forecast included a number of once-off (non-recurring) developer contributions, as well as contributions from various groups to capital works.

Non-monetary contributions occur when upon completion of new developments by external parties the Council takes ownership of the assets and recognises the value of the assets as non-cash contributions in its income statement. Based on the current levels of development and future projects, Council is expecting a decrease in non-monetary contributions in 2024-25 due to the slowdown of development across the city.

4.1.6 Other Income

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Interest	1,373	1,800	427	31.10%
Infrastructure Services	68	77	9	13.24%
Reimbursements	233	173 -	60	-25.75%
Other Income	64	69	5	7.81%
Total other income	1,738	2,119	381	21.92%

Other revenue relates to a range of items such as investment interest, private works, cost recoups and other miscellaneous income items. Interest revenue will be further influenced in 2024-25 by interest rates and high levels of cash held for the delivery of major infrastructure projects.

4.1.7 Employee Costs

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Wages and salaries	36,537	38,220	1,683	4.61%
WorkCover	1,078	1,330	252	23.38%
Superannuation	3,990	4,000	10	0.25%
Fringe Benefit Tax	286	355	69	24.13%
Total employee costs	41,891	43,905	2,014	4.81%

Employee costs include all labour related expenditure such as wages, salaries and on-costs such as allowances, leave entitlements, and employer superannuation.

Wages and salaries are budgeted to increase by \$2.01m compared to the 2023-24 forecast. This is mainly due to:

- Council's Workcover premium is expected to increase by \$0.25m year on year. This is the second year of large premium increases, which is due to a state-wide funding shortfall for Workcover that will impact organisations through increased industry rates. The WorkCover budget also covers any shortfalls in the MAV Workcover scheme (expected to be \$0.15m in 2024-25).



- The balance of the increase is mainly due to the impact of pay increases and banding increments under the Warrnambool City Council Enterprise Agreement, and the impact of the Commonwealth Government's increase to the Superannuation Guarantee from 11.0% to 11.5%

4.1.8 Materials and Services

	Forecast Actual	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Infrastructure Services	7,154	6,967	- 187	-2.61%
Waste Management	4,796	4,943	147	3.07%
Recreation and Cultural Services	5,664	4,228	- 1,436	-25.35%
Childrens Services	3,324	1,203	- 2,121	-63.81%
Corporate Services	5,803	7,850	2,047	35.27%
Tourism and Promotions	2,337	1,739	- 598	-25.59%
Aged Services	1,797	1,359	- 438	-24.37%
Foreshore Caravan Parks	747	781	34	4.55%
Saleyards	167	30	- 137	-82.04%
Planning and building services	1,586	382	- 1,204	-75.91%
Health and Local Law s	2,527	1,257	- 1,270	-50.26%
Other	198	123	- 75	-37.88%
Total materials and services	36,100	30,862	- 5,238	-14.51%

Materials and services include the purchases of consumables, payments to contractors for the provision of services and overhead costs including insurances and utilities.

Council's expenditure on materials and services is budgeted to decrease by \$5.2m in 2024-25. The main reason for this decrease is due to a number of non-recurrent operational projects that were budgeted for in the forecast year, or carried forward from a previous year, that are related to once-off funding allocations, and not recurrent in nature (particularly in the Recreation and Cultural Services, Children's Services, Planning and Building Services, and Health and Local Laws areas, which included a number of grant funded projects).

In 2024-25, Council is undertaking a particular project that would generally would be considered capital in nature, however, as it relates to non-Council assets it is considered an operating expense, which is the shared Coastal Connect ICT project \$2.0m.

4.1.9 Depreciation

	Forecast Actual	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Property	2,194	2,249	55	2.51%
Plant & equipment	1,886	1,934	48	2.55%
Infrastructure	9,017	9,242	225	2.50%
Total depreciation	13,097	13,425	328	2.50%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The increase of \$0.32 million for 2024-25 will be due to the capitalisation of new infrastructure completed in 2023-24.



4.1.10 Amortisation – Right of use assets

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Property	33	34	2	6.00%
Plant & equipment	218	231	13	6.00%
Total depreciation - right of use assets	250	265	15	6.00%

4.1.11 Other expenses

	Forecast Actual	Budget	Change	
	2023-24	2024-25		
	\$'000	\$'000	\$'000	%
Councillor Allowances	309	324	15	4.85%
Auditors remuneration - internal	61	62	1	1.64%
Auditors remuneration - VAGO	75	75	-	0.00%
Other Expenses	38	62	24	63.16%
Total other expenses	483	523	40	8.28%

Other expenditure relates to a range of unclassified items including audit fees, Councillor allowances, lease costs and miscellaneous items. An increase is expected in 2024-25 for Councillor allowances following the new pay structures set out from the Victorian Independent Remuneration Tribunal.

4.2 Balance Sheet

4.2.1 Assets

Cash assets include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of less than 90 days. Investments exceeding 90 days are classified as financial assets. Council expects to have a balance of \$37.9 million in Cash and Investments at the end of the 2024-25 year, being held mainly to deliver future capital works and meet future cash commitments.

Trade and other receivables are monies owed to Council by ratepayers and others. It is expected that these will reduce as a number of grant programs come to an end.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, drainage, plant and equipment, which has been built up by the Council over many years. The increase in this balance is attributable to the net result of the capital works program, depreciation of assets, gifted assets and the sale and revaluation of assets.

4.2.2 Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. No significant movement is expected in this category for 2024-25.

Provisions include accrued long service leave, annual leave owing to employees and rehabilitation costs for a cessed landfill site. These employee entitlements are only expected to increase marginally and are influenced by the outcome of the current Enterprise Agreement negotiation and active management of leave entitlements.



4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

Council has indicatively planned \$3 million of borrowings in the 2027-28 financial year to help fund Council's contribution to an upgraded aquatic facility. This requirement may change in future years as Council reviews priority projects and strategic opportunities.

	Forecast Actual 2023-24 \$	Budget 2024-25 \$	Projections 2025-26 \$	Projections 2026-27 \$	Projections 2027-28 \$
Amount borrowed as at 30 June of the prior year	10,329	8,512	6,833	5,341	4,216
Amount proposed to be borrowed	-	-	-	-	3,000
Amount projected to be repaid	(1,817)	(1,679)	(1,492)	(1,125)	(1,161)
Amount of borrowings as at 30 June	8,512	6,833	5,341	4,216	6,055

4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2023-24 \$'000	Budget 2024-25 \$'000
Right-of-use assets		
Land and buildings	61	36
Plant & Equipment	666	394
Total right-of-use assets	727	430
Lease liabilities		
Current lease Liabilities		
Land and buildings	24	17
Plant & Equipment	258	186
Total current lease liabilities	282	202
Non-current lease liabilities		
Land and buildings	45	40
Plant & Equipment	500	435
Total non-current lease liabilities	545	474
Total lease liabilities	827	677

4.3 Statement of changes in equity

4.3.1 Reserves

Reserves contain both specific cash backed reserves and asset revaluation amounts. Cash backed reserves include statutory reserves, Councils drainage and Carparking/CBD funds.

The asset revaluation reserve represents the difference between the previously recorded value of assets and their current valuations. Assets valuations are required to be considered annually and formally revalued if there is a material change.

4.3.2 Equity

Accumulated surplus is the value of all net assets less specific reserve allocations and revaluations that have built up over financial years.



4.4 Statement of cash flows

Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

4.4.1 Net cash flows provided by/used in operating activities

Net operating cash flows are expected to remain relatively consistent year on year. The net cash flows from operating activities does not equal the operating result for the year as the expected revenues and expenses of the Council that are included in the operating result include non-cash items which have been excluded from the Cash Flow Statement per Australian Accounting Standards.

4.4.2 Net cash flows provided by/used in investing activities

Significant capital projects are expected to be completed in 2024-25, some of which are being carried forward from the 2023-24 budget. These payments for property, plant and equipment will result in Council drawing down some of its short term investments to fund this.

4.4.3 Net cash flows provided by/used in financing activities

No new borrowings have been budgeted in the 2024-25 financial year.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024-25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast Actual 2023-24	Budget 2024-25	Change	%
Property	1,700,000	8,681,456	6,981,456	410.67%
Plant and equipment	4,609,000	4,745,877	136,877	2.97%
Infrastructure	12,473,000	14,472,667	1,999,667	16.03%
Total	18,782,000	27,900,000	9,118,000	48.55%

	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
Property	8,681,456	500,000	1,428,456	6,753,000	-	2,500,000	100,000	6,081,456	-
Plant and equipment	4,745,877	290,000	2,274,877	2,181,000	-	-	-	4,745,877	-
Infrastructure	14,472,667	2,470,000	6,165,167	5,837,500	-	750,000	-	13,722,667	-
Total	27,900,000	3,260,000	9,868,500	14,771,500	-	3,250,000	100,000	24,550,000	-

Council has more than 250 major buildings with a replacement cost of over \$140 million and includes buildings and improvements for community facilities, sports facilities and pavilions and municipal buildings. These assets require renewal investment in addition to the new scheduled building projects. In keeping with the principles of financial sustainability from the *Local Government Act 2020*, the majority of Councils building capital works program is focused on asset renewal rather than building new assets.

Plant and equipment includes plant, machinery and equipment, computers and telecommunications and art works. A Large component in the 2024-25 budget relates to the Coastal Connect project, whereby Council is involved in implementing a new enterprise software system across three regional councils with the backing of the state government's Rural Council Transformation Program. Under this \$4.5m project, Warrnambool, Moyne, and Corangamite councils will all transition to a common software platform, with \$2.0m remaining to be spent on the project from 2024-25 onwards. The remainder of the spend in this category for 2024-25 mainly relates to renewing Councils plant, machinery and equipment.

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.



4.5.2 New Budget Capital Works Allocations

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
PROPERTY									
Buildings									
Matron Swinton Children's Centre Upgrade	2,100,000	-	-	2,100,000	-	1,500,000	-	600,000	-
Walter Oval Clubrooms Upgrade	1,500,000	-	-	1,500,000	-	1,000,000	100,000	400,000	-
Building Renewal Program	1,328,456	-	1,328,456	-	-	-	-	1,328,456	-
Archie Graham Building Renewal	200,000	-	100,000	100,000	-	-	-	200,000	-
Heritage Centre Design and Planning	100,000	-	-	100,000	-	-	-	100,000	-
Accessible Infrastructure Program	50,000	-	-	50,000	-	-	-	50,000	-
TOTAL PROPERTY	5,278,456	-	1,428,456	3,850,000	-	2,500,000	100,000	2,678,456	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant Replacement Program	1,453,000	-	1,453,000	-	-	-	-	1,453,000	-
Library Stock Renewal	287,228	-	287,228	-	-	-	-	287,228	-
Computers and Telecommunications									
IT Hardware	284,649	-	284,649	-	-	-	-	284,649	-
Lighthouse Theatre Radio Equipment	45,000	-	-	45,000	-	-	-	45,000	-
Aquazone CCTV Upgrade	36,000	-	-	36,000	-	-	-	36,000	-
Cultural									
Public Art Initiatives	20,000	20,000	-	-	-	-	-	20,000	-
TOTAL PLANT AND EQUIPMENT	2,125,877	20,000	2,024,877	81,000	-	-	-	2,125,877	-



Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
INFRASTRUCTURE									
Roads									
Local Road Renew al Program	4,053,455	-	4,053,455	-	-	500,000	-	3,553,455	-
Wollaston Road Duplication (Stage 1)	500,000	-	-	500,000	-	-	-	500,000	-
Road Safety Strategy Implementation	120,000	-	-	120,000	-	-	-	120,000	-
Road Safety Audit Implementation	30,000	-	-	30,000	-	-	-	30,000	-
Street Light Upgrades	30,000	-	-	30,000	-	-	-	30,000	-
Bridges									
Bridges Renew al Program	281,057	-	281,057	-	-	-	-	281,057	-
Daltons Road Bridge Upgrade Planning and Design	200,000	-	-	200,000	-	-	-	200,000	-
Footpaths and Cycleways									
Footpath Renew al Program	879,515	-	879,515	-	-	-	-	879,515	-
CBD Footpath and Car Park Program	600,000	-	-	600,000	-	-	-	600,000	-
New Footpath Construction	320,000	320,000	-	-	-	-	-	320,000	-
Beach Access	180,000	-	180,000	-	-	-	-	180,000	-
Drainage									
Drainage Program	626,595	-	126,595	500,000	-	-	-	626,595	-
Recreational, Leisure & Community Facilities									
Val Bertrand Stadium Flooring Upgrade	665,000	-	-	665,000	-	-	-	665,000	-
Friendly Society's Park Irrigation Upgrade	350,000	-	-	350,000	-	250,000	-	100,000	-
Holiday Park Improvement Program	200,000	-	-	200,000	-	-	-	200,000	-
Aquazone Minor Works Program	92,500	-	-	92,500	-	-	-	92,500	-
Art Gallery Minor Capital	50,000	50,000	-	-	-	-	-	50,000	-
River Works Minor Capital	50,000	50,000	-	-	-	-	-	50,000	-
Childrens Services (allocation)	40,000	40,000	-	-	-	-	-	40,000	-
Stadium Minor Capital Program	30,000	30,000	-	-	-	-	-	30,000	-
Lighthouse Theatre (allocation)	30,000	30,000	-	-	-	-	-	30,000	-
Archie Graham Minor Capital	30,000	30,000	-	-	-	-	-	30,000	-
Library Minor Capital	20,000	20,000	-	-	-	-	-	20,000	-
Parks, Open Space and Streetscapes									
Playground and Open Space Renew al Program	344,545	-	344,545	-	-	-	-	344,545	-
Public Open Space Improvements Program	200,000	-	-	200,000	-	-	-	200,000	-
Airport									
Warrnambool Airport Upgrades	150,000	-	-	150,000	-	-	-	150,000	-
Airport Minor Works Program	45,000	-	-	45,000	-	-	-	45,000	-
TOTAL INFRASTRUCTURE	10,117,667	570,000	5,865,167	3,682,500	-	750,000	-	9,367,667	-
TOTAL NEW CAPITAL WORKS	17,522,000	590,000	9,318,500	7,613,500	-	3,250,000	100,000	14,172,000	

4.5.3 Works carried forward from the 2023-2024 year

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
PROPERTY									
Buildings									
Energy Saving Program	1,825,000	-	-	1,825,000	-	-	-	1,825,000	-
Council Pound upgrade	700,000	-	-	700,000	-	-	-	700,000	-
West Warrnambool Neighbourhood House	500,000	500,000	-	-	-	-	-	500,000	-
Other Building Projects	378,000	-	-	378,000	-	-	-	378,000	-
Footpaths and Cycleways									
CBD Footpath and Car Park Program	300,000	300,000	-	-	-	-	-	300,000	-
Computers and Telecommunications									
Coastal Connect ICT Project	2,000,000	-	-	2,000,000	-	-	-	2,000,000	-
Recreational, Leisure & Community Facilities									
Brierly Reserve Masterplan Implementation	1,000,000	-	-	1,000,000	-	-	-	1,000,000	-
Lake Pertobe Upgrade Works	200,000	-	-	200,000	-	-	-	200,000	-
Flagstaff Hill Future Upgrades	200,000	-	-	200,000	-	-	-	200,000	-
Public Open Space Improvement Program	150,000	-	-	150,000	-	-	-	150,000	-
Brierly Cricket Nets	150,000	-	-	150,000	-	-	-	150,000	-
Other Carryforward Projects	455,000	-	-	455,000	-	-	-	455,000	-
Other Infrastructure									
Saleyards Future use	1,500,000	1,500,000	-	-	-	-	-	1,500,000	-
Beach Access Renewal and Risk Mitigation Program	300,000	-	300,000	-	-	-	-	300,000	-
Street Tree Program	100,000	100,000	-	-	-	-	-	100,000	-
Computers and Telecommunications									
ICT Strategy Implementation	150,000	150,000	-	-	-	-	-	150,000	-
Civic Centre Generator	100,000	-	-	100,000	-	-	-	100,000	-
Cultural									
Library Stock Renewal	250,000	-	250,000	-	-	-	-	250,000	-
Public Art Initiatives	120,000	120,000	-	-	-	-	-	120,000	-
TOTAL CARRIED FORWARD CAPITAL WORKS	10,378,000	2,670,000	550,000	7,158,000	-	-	-	10,378,000	-

**Summary of Planned Capital Works Expenditure
For the years ending 30 June 2026, 2027 & 2028**

2025-26	Asset Expenditure Types				Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Buildings	3,717	151	1,462	2,104	3,717	1,000	0	2,717	0
Total Property	3,717	151	1,462	2,104	3,717	1,000	0	2,717	0
Plant and Equipment									
Plant, machinery and equipment	1,185	31	1,155	0	1,185	0	375	810	0
Computers and telecommunications	292	0	292	0	292	0	0	292	0
Cultural collections (Library books & Art)	325	31	294	0	325	0	0	325	0
Total Plant and Equipment	1,802	62	1,741	0	1,802	0	375	1,427	0
Infrastructure									
Roads	4,613	0	3,460	1,154	4,613	500	170	3,943	0
Recreational, leisure and community facilities	3,785	900	0	2,885	3,785	755	80	2,950	0
Footpaths and cycleways	2,064	563	902	600	2,064	100	75	1,889	0
Aquatic Facilities	1,095	0	95	1,000	1,095	500	0	595	0
Drainage	630	0	630	0	630	0	0	630	0
Parks, open space and streetscapes	615	0	353	261	615	0	37	578	0
Bridges	4,088	0	288	3,800	4,088	3,200	0	888	0
Coastal Management	215	0	185	30	215	0	0	215	0
Holiday Parks	205	0	0	205	205	0	0	205	0
Aerodromes	296	0	0	296	296	0	0	296	0
Other infrastructure	326	51	75	200	326	205	5	116	0
Total Infrastructure	17,932	1,514	5,986	10,431	17,932	5,260	367	12,304	0
Total Capital Works Expenditure	23,450	1,727	9,189	12,535	23,450	6,260	742	16,448	0

2026-27	Asset Expenditure Types				Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Buildings	9,606	853	1,496	7,258	9,606	4,600	0	5,006	0
Total Property	9,606	853	1,496	7,258	9,606	4,600	0	5,006	0
Plant and Equipment									
Plant, machinery and equipment	1,183	0	1,183	0	1,183	0	380	803	0
Computers and telecommunications	299	0	299	0	299	0	0	299	0
Cultural collections (Library books & Art)	302	0	302	0	302	0	0	302	0
Total Plant and Equipment	1,784	0	1,784	0	1,784	0	380	1,404	0
Infrastructure									
Roads	3,704	0	3,546	158	3,704	500	175	3,029	0
Recreational, leisure and community facilities	6,385	1,400	0	4,985	6,385	2,755	112	3,518	0
Footpaths and cycleways	4,095	2,571	924	600	4,095	1,295	75	2,725	0
Aquatic Facilities	10,097	0	0	10,097	10,097	7,000	0	97	3,000
Drainage	633	0	633	0	633	0	0	633	0
Parks, open space and streetscapes	630	0	362	268	630	0	72	558	0
Bridges	295	0	295	0	295	0	0	295	0
Coastal Management	220	0	189	31	220	0	0	220	0
Holiday Parks	210	0	0	210	210	0	0	210	0
Aerodromes	297	0	0	297	297	0	0	297	0
Other infrastructure	647	191	0	456	647	5	5	637	0
Total Infrastructure	27,212	4,161	5,950	17,101	27,212	11,555	439	12,218	3,000
Total Capital Works Expenditure	38,602	5,014	9,230	24,359	38,602	16,155	819	18,628	3,000

2027-28	Asset Expenditure Types				Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Buildings	6,326	54	1,531	4,742	6,326	1,040	0	5,286	0
Total Property	6,326	54	1,531	4,742	6,326	1,040	0	5,286	0
Plant and Equipment									
Plant, machinery and equipment	1,213	0	1,213	0	1,213	0	385	828	0
Computers and telecommunications	307	0	307	0	307	0	0	307	0
Cultural collections (Library books & Art)	309	0	309	0	309	0	0	309	0
Total Plant and Equipment	1,829	0	1,829	0	1,829	0	385	1,444	0
Infrastructure									
Roads	3,526	0	3,365	162	3,526	500	180	2,846	0
Recreational, leisure and community facilities	5,059	2,700	0	2,359	5,059	1,755	27	3,277	0
Footpaths and cycleways	2,136	589	947	600	2,136	100	75	1,961	0
Aquatic Facilities	10,100	0	0	10,100	10,100	7,000	0	100	3,000
Drainage	136	0	136	0	136	0	0	136	0
Parks, open space and streetscapes	646	0	371	275	646	0	0	646	0
Bridges	303	0	303	0	303	0	0	303	0
Coastal Management	225	0	194	32	225	0	0	225	0
Holiday Parks	215	0	0	215	215	0	0	215	0
Aerodromes	298	0	0	298	298	0	0	298	0
Other infrastructure	2,193	193	0	2,000	2,193	2,005	5	183	0
Total Infrastructure	24,838	3,482	5,316	16,040	24,838	11,360	287	10,191	3,000
Total Capital Works Expenditure	32,993	3,536	8,675	20,782	32,993	12,400	672	16,921	3,000



5a. Financial Performance Indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Actual	Forecast Actual	Target	Target Projections			Trend
		2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+ / o / -
Governance								
Consultation and engagement (Council decisions made and implemented with community input)	Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	46	50	50	50	50	50	o
Roads								
Condition (sealed local roads are maintained at the adopted condition standard)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	93.56%	93.56%	93.56%	93.56%	93.56%	93.56%	o
Statutory planning								
Service standard (planning application processing and decisions are in accordance with legislative requirements)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	66.97%	66.97%	85.00%	85.00%	85.00%	85.00%	o
Waste management								
Waste diversion (amount of waste diverted from landfill is maximised)	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	67.24%	65.79%	66.69%	66.69%	66.69%	66.69%	o

*Note: The introduction of the Victorian State Government's Container Deposit Scheme may impact future recycling collection volumes. The impact of the scheme on kerbside recycling volumes is yet to be ascertained.

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator



Targeted performance indicators – Service

Targeted performance indicators - Service		Notes	Actual	Forecast Actual	Target	Target Projections			Trend
Indicator	Measure		2022-22	0	0	0	0	0	+/-o/-
Liquidity									
Working Capital (sufficient working capital is available to pay bills as and when they fall due)	Current assets compared to current liabilities Current assets / current liabilities	1	240%	287%	228%	230%	207%	196%	o
Obligations									
Asset renewal (assets are renewed as planned)	Asset renewal compared to depreciation Asset renewal and upgrade expense / Asset depreciation	2	115%	140%	184%	158%	238%	204%	o
Stability									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	3	49.54%	50.79%	51.81%	51.81%	51.81%	51.81%	o
Efficiency									
Expenditure level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments		\$4,724.40	\$5,010.18	\$4,799.00	\$4,799.00	\$4,799.00	\$4,799.00	o

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1. Working Capital

The proportion of current liabilities represented by current assets. Working capital is shown to remain relatively consistent over the 4 year budget and be in line with expectations.

2. Asset renewal

This percentage indicates the extent of Council's renewal and upgrade against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council continues to invest in asset renewal and where possible it leverages grant funding for significant renewal and upgrade projects. This ensures that Council continues to meet the current demand of its assets.

3. Rates concentration

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council's reliance on rate revenue is to remain stable over time.

5b. Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2022/23	Forecast 2023/24	Budget 2024/25	Projections			Trend
						2025/26	2026/27	2027/28	+/-
Operating position									
Adjusted underlying result (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	4.05%	0.59%	4.60%	5.82%	5.37%	4.95%	+
Liquidity									
Unrestricted cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash compared to current liabilities Unrestricted cash / current liabilities	2	38.81%	26.99%	17.35%	20.53%	12.59%	14.41%	o
Obligations									
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to rates Interest bearing loans and borrowings / rate revenue	3	22.93%	21.85%	16.77%	8.35%	5.84%	9.77%	o
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to rates Interest and principal repayments on interest bearing loans and borrowings / rate revenue		3.66%	4.66%	4.12%	3.24%	2.37%	2.30%	o
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue		14.73%	11.71%	7.03%	5.33%	6.08%	7.85%	o
Stability									
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property values Rate revenue / CIV of rateable properties in the municipal district		0.42%	0.41%	0.42%	0.43%	0.44%	0.44%	o
Efficiency									
Revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments		\$2,037	\$2,110	\$2,177	\$2,252	\$2,308	\$2,365	o

Notes to indicators

1. Adjusted underlying result

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The underlying result is expected to be around the breakeven to a small surplus for the budget projection period.

2. Unrestricted Cash

The cash not associated to a particular use within Council or a legislative requirement. Council maintains a consistent ratio over the 4 year budget.

3. Debt compared to rates

Council will continue to use debt as a funding strategy to enable generational capital projects such as the Reid Oval upgrade, Learning & Library Hub, Civic Centre upgrade and the Brierly Community Hub. Debt is also being used to fund income generating projects at the Livestock Exchange and cost saving projects through the Smart Buildings program. Council has a borrowing strategy that it adheres to when planning its long-term funding strategy.

**6. Schedule of Fees and Charges**

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2024-25.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation. The fees listed are a maximum and Council have the discretion to charge a lesser amount if appropriate.

Interest on Unpaid Monies other than rates and charges

In accordance with Section 227(a) of the Local Government Act 1989 Council sets the rate of interest to apply to unpaid monies, other than rates and charges, presently at 10.00% but subject to change when the rate is set by the State Government at 30th June 2024.

Attachment 2: Rates, Levies and Annual Service Charges for the 2024-25 financial year

The Amount of Rates and Charges to be raised for the 2024-25 Revised Annual Budget are as follows:

Rating Differential	Amount Raised	Cents/\$CIV
General Residential	\$ 25,142,045	0.27357
Farm Land	\$ 475,370	0.15423
Commercial	\$ 5,840,571	0.56230
Industrial	\$ 2,049,460	0.50195
Vacant	\$ 1,605,257	0.42099
Recreational Category 1	\$ 23,933	23,933.00
Recreational Category 2	\$ 49,839	0.21338
Total	\$ 35,186,474	

Charges	Amount Raised	Charge per Property
Municipal Charge	25,142,045	\$ 302.75
Waste Charge	475,370	\$ 417.00
Total	\$35,186,474	

7.2. Procurement Policy Update

DIRECTORATE : Corporate Strategies

Purpose:

The purpose of this report is to present the updated Procurement Policy to Council for adoption.

Executive Summary

Following the introduction of some audit recommendations that would require alterations to the Procurement policy management have taken the opportunity to review Council's procurement policy in line with industry best-practice and Procurement Australia recommendations. The updated Procurement Policy is presented to Council for consideration.

MOVED: CR DEBBIE ARNOTT

SECONDED: CR RICHARD ZIEGELER

1. That Council revoke the Procurement Policy adopted on 5 October 2021.
2. That Council adopt the attached Procurement Policy.

CARRIED - 7:0

Background

Council's Procurement Policy is a key part of its governance obligations under the Local Government Act 2020 and a crucial tool in providing a framework for the acquisition of goods and services in a transparent, efficient, and ethical manner. It helps Council achieve value for money, sustainability and meet social responsibility criteria whilst adhering to legal responsibilities.

Section 108 of the Local Government Act 2020 requires councils to adopt a Procurement Policy that "...specifies the principles, processes, and procedures applying in respect of the purchase of goods or services..."

The draft procurement policy is an update to the existing policy adopted by Council on 5 October 2021. The Policy has been updated to reflect input from Procurement Australia, the Municipal Association of Victoria, recent audits, and internal stakeholders feedback. This Policy further establishes a framework that better supports procurement activities, ensures high levels of governance over purchasing, and encourages further collaboration with other organisations to achieve economies of scale through shared purchasing arrangements.

Once adopted, Council's Procurement team will work through the next stage of updating staff training resources (including templates, procedures and manuals), its internal procurement manual, and reporting improvements.

The key changes for the updated policy are as follows:

- The policy's general structure was updated to include an introduction, purpose and scope. This is in line with best practice principles and ensures that the overall flow of the document is more consistent with the procurement process.

- The references section was updated to include links to relevant references such as the Local Government Act 2020 and other relevant Council policies and strategies.
- The policy confirms that “The procurement function for Council is currently both centre-led from a strategic, leadership, compliance and policy perspective with de-centralised purchasing and contract management execution.
- Procurement values and limits under this policy have been clearly identified as excluding GST and are consistently applied throughout the Policy.
- Support for local content principles have been updated, providing acknowledgement to local suppliers whose activities contribute to the social and financial wellbeing of the region.
- As assessment for the requirement of a Probity Advisor is required for all procurement of goods, services or works over \$2,000,000. Procurement under this threshold can consider a probity advisor if the procurement activity is found to be complex, high risk, of a sensitive nature or of significant public interest.
- The Financial Delegation Thresholds have been introduced into the Policy, previously contained within the Procurement Manual.
- The procurement thresholds table has been updated to clearly identify minimum procurement requirements based on the estimated value. For estimated procurement between \$2,001 and \$10,000 has been changed from two verbal quotes to one written quote. The references to High and Low risk have been removed from this table and included separately in the policy.
- The approved Exemptions from competitive procurement processes list (section 13) has been updated to reflect daily operational needs. Additional approved exemptions include Government entity / approved third party to allow for engagement with another government entity or government owned entity as these types of purchases have already undertaken relevant procurement assessments; and purchases relating to information technology resellers and software developers, where there is only one supplier of the relevant software. Panel suppliers have been removed from exemptions and are now covered under Section 25.
- Contract variations will now consider the total cumulative spend of the original contract and all variations to that contract to determine if the variation is within a relevant financial delegation.
- Where procurement of goods, services, or works exceeds \$300,000, a Procurement Management Plan is required.
- Proposed introduction of an Annual Procurement Plan to allow for forward planning, engagement, and reporting.

Social and environmental factors, and support for local content have been considered in the development of this policy and all procurement at Council.

A gender equity impact assessment has been completed for this policy, no evident positive or negative impacts were determined through the changes to this policy.

Issues

The update to Council’s procurement policy is in line with audit recommendations and the recently released Best Practice Procurement Guidelines released by the Municipal Association of Victoria.

Financial Impact

There is no financial or resource impacts associated with the adoption of the Procurement Policy. The Policy ensures that Council resources are used in an efficient and transparent manner.

Legislation / Policy / Council Plan Context

5 An effective Council

5.6 Risk mitigation: Council will mitigate and manage organisational risks through sound management systems and processes.

Officers' Declaration of Interest

N/A

Collaborative Procurement

The updated procurement policy promotes collaboration in procurement whereby benefits can be accrued by achieving economies of scale.

Conclusion

The updated Procurement Policy is presented to Council for consideration.

ATTACHMENTS

1. Draft Procurement Policy August 2024 Updated as per Council [7.2.1 - 25 pages]



Procurement Policy

POLICY TYPE: Council

APPROVAL DATE: August 2024

REVIEW DATE: August 2028

PROCUREMENT POLICY**DOCUMENT CONTROL**

Document Title:	<i>Procurement Policy</i>
Policy Type:	<i>Council</i>
Responsible Branch:	<i>Corporate - Financial Services</i>
Responsible Officer:	<i>Manager Financial Services</i>
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Policy Type: Procurement Policy | Responsible Branch: Corporate – Financial Services | Date: **August 2024** | Review Date: **August 2028**

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DEFINITIONS AND ABBREVIATIONS

Term	Definition
Act	<i>Local Government Act 2020 (Vic).</i>
Collaborative Procurement Arrangement	A contract established by Council, state government or a nominated agent, such as Procurement Australia, Municipal Association of Victoria (MAV), South West Regional Councils or a local government entity, for the benefit of numerous state, federal and/or local government entities and others that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released publicly or to a third party, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies, and process information, etc.
Contract Management	The process of ensuring both parties to a contract meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	All Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
Expression of Interest (EOI)	An Expression of Interest is to gauge interest in tendering. It's an approach to market for organisations or individuals to express an interest in providing particular goods, services or works.
Goods, Services or Works	The deliverable(s) the preferred Invitee will be required to provide to Council, when the conditions of contract have been agreed between the preferred Invitee and Council.
GST	Means GST within the meaning of <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i>
Invitee	A company, person or other legal entity which submits a tender or quote; and includes, where the context permits, prospective Invitees and other recipients of the request for tender or request for quote.
Local Business	Commercial business with an operational premises that is physically located within the municipal borders of the South West Regional Councils.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to disposal of an asset at the end of its useful life or completion of the contract.
Records Management System	Electronic Content Management system used by Council.
Request for Quotation (RFQ)	A formal statement of promise, submitted usually in response to a request for quotation, by a potential supplier to supply the goods, services or works required by a buyer at specified prices and within a specified period.
Social Procurement	Strategic approach to meeting social and economic objectives throughout procurement using procurement processes and purchasing power to generate positive social and economic outcomes in addition to the delivery of efficient goods, services and works.

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Standing Offer Arrangements / Panel Contracts	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.
Thresholds	The value above which procurement, unless exempt, is subject to the mandatory procurement processes.

REFERENCES

Council's procurement activities will be carried out in compliance with the following legislation and Council policies, procedures and plans:

- Local Government Act 2020 (Vic)
- [Warrnambool City Council Plan](#)
- Freedom of Information Act 1982 (Vic);
- Gift and Benefits Policy;
- Councillors Code of Conduct;
- Gender Impact Assessment Policy;
- Health & Safety Policy;
- [Green Warrnambool 2018 Plan](#);
- Public Records Act 1973 (Vic);
- Privacy Act 1988 (Cth);
- [MAV's Best Practice Guidelines](#);
- [Risk Management Policy](#);
- Corporate Card Policy;
- Staff Code of Conduct;
- [Fraud and Corruption Control Policy](#);
- Sustainable Council Buildings Policy;

PROCUREMENT POLICY

1. INTRODUCTION

This Procurement Policy is made under Section 108 of the *Local Government Act 2020 (Vic)* (**Act**). The Act requires each council to (amongst other things):

- Prepare and adopt a Procurement Policy which specifies the **principles, processes and procedures** applying in respect of the purchase of goods, services and carrying out of works by the Council to promote open and fair competition and provide value for money;
- Establish the thresholds and processes for public procurements;
- Provide for collaboration in procurement with other councils or public bodies; and
- Review its procurement policy at least once during each 4-year term of Council.

2. PURPOSE

The purpose of this Procurement Policy is to:

- Establish a procurement framework to achieve continual improvement and Value for Money in the timely acquisition of goods, works and services;
- Ensure consistency, control and best practice over procurement activities;
- Ensure Council resources are used efficiently and effectively
- Support collaboration and partnership opportunities;
- Support the achievement of Council's strategies, aims and objectives as stated in the Council Plan;
- Provide guidance and achieve high standards of probity, transparency, accountability; and risk management; and
- Enhance Council's ability to obtain the best outcome from purchasing activities referring to a range of considerations, including but not limited to environmental, financial, ethical sourcing, social sustainability and support for the local economy.

3. SCOPE

Procurement is the whole process of acquisition of external goods, services or works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, asset disposals, and other related functions. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.

Procurement also includes the organisational and governance frameworks that underpin the procurement function.

This Procurement Policy represents the principles and processes involved in, and mandates procedures that will be applied to all procurement activity undertaken by Council. The application of this Procurement Policy commences when Council has identified a need to procure goods, works or services, and continues through to the delivery of goods or completion of works or services.

This Procurement Policy will apply to Councillors, Council Staff and all persons undertaking procurement on Council's behalf. Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services, or the carrying out of works.

PROCUREMENT POLICY

The procurement function for Council is currently both centre-led from a strategic, leadership, compliance and policy perspective with decentralised purchasing and contract management execution. The Procurement Policy applies to all purchases made by Council, regardless of the funding source.

4. TREATMENT OF GST

All monetary values stated in this Policy exclude GST, unless specifically stated otherwise.

5. GOVERNANCE

5.1. Owner

Manager Financial Services

5.2. Policy Review

In accordance with Section 108(5) of the Act, Council must review the Policy at least once during its 4-year term. The Owner will review the policy for any necessary amendments no later than 4 years after its formulation or after the last review.

The CEO may cause the policy to be reviewed before then if there is a significant change in organisational circumstances or changes in legislation.

5.3. Model of Procurement

The procurement function for Council is currently centre-led from a strategic, leadership, compliance and policy perspective, with decentralised purchasing and contract management execution being carried out by the relevant business unit.

All purchases greater than \$300,000 (excluding GST) must be undertaken in conjunction with the procurement department.

5.4. Controls

Council will maintain a framework of internal controls over procurement processes that will ensure:

- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained, exercised and documented;
- Systems are in place for appropriate monitoring and performance measurement; and
- A process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the relevant Director, Executive Management Team, the Audit and Risk Management Committee or Council itself.

5.5. Financial Accountability

All Council Staff are to ensure that procurement approvals are in accordance with Council financial policies and delegations, as determined by Council and the CEO, in line with instruments of delegation.

Responsibility for financial management must be accepted and adhered to by Council Staff in undertaking any procurement activities. Council funds must be used efficiently and effectively to procure goods, works and services and every attempt must be made to contain the costs of the

PROCUREMENT POLICY

procurement process without compromising any of the procurement principles as set out in this Procurement Policy.

Council Staff must:

- Ensure budgets have been allocated prior to the commencement of the procurement activity;
- Not authorise the expenditure of funds in excess of the applicable financial delegation for their position;
- Not authorise or write multiple purchase orders to avoid the authorisation process requirements or circumvent their procurement or financial authority;
- Not approve expenditure that relates to them personally – any expenditure of this nature must be referred to the next higher level of authority for approval; and
- Ensure that any purchase orders are generated with consistency to this Policy at the point where the commitment to purchase goods, services or works has been made i.e. a purchase order must be raised in the finance system when the goods, services or works are ordered and not when an invoice is received by Council. There are very few exemptions to this requirement (**refer to Appendix 1**).

5.6. Compliance Responsibility

Party / Parties	Roles and Responsibilities
Chief Executive Officer	Ensure overall organisation compliance with the policy.
Managers	Ensure compliance with the policy by all Council Officers under their supervision.
Finance Manager	Overall responsibility for the policy implementation and compliance.
Procurement Coordinator	Responsible for reviewing, updating and implementing policy. Primary source for procurement advice, training and guidance.
Council Officers	Compliance with the provisions of this policy.

5.7. Further Information

For further information please contact Council's procurement team via email to procurement@warrnambool.vic.gov.au.

5.8. Charter of Human Rights Compliance

Council will ensure that all of its procurement operations are consistent with the Victorian *Charter of Human Rights and Responsibilities Act 2006*, including that Act's fundamental rights.

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5.9. Audit and Risk Committee

Council's Audit and Risk Committee may, at any time, make a recommendation to Council that a procurement investigation be undertaken regarding procurement activities.

The Audit and Risk Committee will also be provided with a report on CEO expenditure on a quarterly basis.

6. POLICY NON-COMPLIANCE

Non-compliance with this Procurement Policy may result in a contravention of legislative requirements and disciplinary action that could include dismissal. In addition, criminal and civil penalties may be imposed if any Councillor or Council Staff act in contravention of any laws.

7. PROCUREMENT PRINCIPLES

Council is committed to effective procurement through adopting best practice principles, policies and procedures to support Council objectives regarding sustainable and socially responsible procurement, supporting local economy and obtaining Value for Money, which in turn, will lead to a better outcome for Council in the provision of services for the community.

Council will apply the following fundamental best practise principles to procurement, irrespective of the value and complexity of that procurement:

7.1 Value for Money

Value for Money is the achievement of a desired procurement outcome at the best possible price, not necessarily the lowest price, based on a set list of financial and non-financial criteria relevant to the procurement. Value for Money considers the total cost of procurement including:

- Contribution to Council's priorities and strategic objectives;
- Fitness for purpose, quality, social and environmental impacts, innovation, service and support; Supplier capability including expertise, capacity, supply chain, commercial viability and lawful and ethical behaviour; and
- Cost related factors including whole of life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing the goods, services or works.

7.2 Open, Fair, Honest and Transparent Dealing

All prospective suppliers must be treated fairly, with access to the same information to afford them an equal opportunity to tender, submit a quotation or otherwise participate in a competitive procurement process. Impartiality must be maintained in selecting suppliers to fulfil Council's needs.

Council will provide open and honest feedback to suppliers who participate in any competitive procurement process for Council's business, subject to confidentiality of Commercial in Confidence information.

Any suspected improper conduct, including (without limitation) suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment or other

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detrimental action must be managed by members of Council Staff in accordance with Council's internal policies and processes.

7.3 Accountability

Accountability in procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair reasonable and transparent.

Council Staff must be able to account for all procurement decisions and ensure all procurement activities leave an audit trail for monitoring and reporting purposes.

7.4 Risk Management

Risk management principles are to be appropriately applied at all stages of procurement to ensure procurement is properly planned and carried out in a manner that will protect and enhance Councils capability to prevent, withstand and recover from interruption to the supply of goods, services or works.

Council will minimise its risk exposure by:

- Allowing sufficient planning and lead time for procurement preparation and consideration;
- Integrating risk identification at the earliest planning stage to inform the process;
- Using Council bespoke, standard form or Australian Standard contracts which mitigate risk to Council;
- Requiring security deposits where appropriate;
- When required, referring specifications to relevant industry experts;
- Ensuring service providers maintain adequate insurance cover for the goods, services or works;
- Reviewing and negotiating contract departures and non-standard contracts prior to the award of the contract;
- Ensuring agreements are executed prior to commencement of goods, services or works; and
- Ongoing and timely contract management including monitoring and enforcement performance.

7.5 Support for Local Content

Council can include in its evaluation criteria up to five percent (5%) for Local Content. This aims to acknowledge the suppliers whose activities contribute to the financial and social wellbeing of the region, notwithstanding Council's objective of obtaining value for money.

7.6 Sustainable Procurement

Council recognises it has an implicit role in furthering sustainability objectives, through its procurement of goods, services and works. Council will maintain a procurement framework designed to support Value for Money and embed organisational environmental, social and economic development objectives.

Council demonstrates sustainable procurement by:

- Being accountable for its impacts on society, the economy and the environment including the impacts of the organisation's supply chain;
- Examining anticipated organisational, project and/or community needs;
- Continually improving sustainability specifications, practices and outcomes, and
- Planning and undertaking sustainability evaluations as part of contracting activities.

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For more detailed information on sustainability please refer to Council's [Green Warrnambool Strategy](#).

8 PROBITY AND ETHICS

Council's procurement activities shall be performed in an open, transparent and ethical manner with demonstrated integrity, fairness and accountability that meets relevant legal requirements.

All quotation and tender processes shall be conducted in accordance with the requirements of this procurement policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and the Act.

8.1 Conduct of Councillors and Council Officers

Councillors and Council Staff will at all times act in accordance with the Councillor Code of Conduct or the Staff Code of Conduct respectively. They must perform their duties ethically and with integrity, and must:

- Ensure that they avoid personal or private interests either real or perceived that intersect or overlap with their official duties;
- Treat potential and existing suppliers with equality and fairness;
- Not seek or receive personal gain;
- Seek external probity advice and/or appoint an external probity auditor in accordance with this Policy under section 8.3;
- Maintain confidentiality of 'Commercial in Confidence' information;
- Present the highest standards of professionalism and probity;
- Invite quotations and tenders only where there is a clear intention to procure the goods, services or works in the near future;
- Comply with all legal and Policy requirements;
- Disclose all personal or private interests associated with the supplier (including interests from previous employment, personal business dealings and matters affecting family members) that might compromise their ability to act solely in the public interest;
- Report to the Procurement team and the relevant Director any behaviour by a contractor and / or supplier that may be considered to disrupt a fair and equitable procurement process;
- Query incidents, decisions or directions that appear to contradict or deviate from Council's standards of ethics or Probity or established policies and procedures; and
- Be able to account for all decisions and demonstrate and provide evidence of the processes followed.

8.2 Conflict of Interest

In accordance with Sections 126-131 of the Act, Councillors and Council Officers have an overriding responsibility to act impartially and with integrity, avoiding a Conflict of Interest. Councillors and Council Officers, must:

- Avoid conflicts of interest, whether material or general or actual, potential or perceived, wherever possible (this includes the receipt of any gifts, benefits or hospitality, as further detailed in section 8.4 of this Procurement Policy);

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- Complete and lodge a conflict of interest declaration in respect of the procurement;
- Not participate in any action or matter associated with the arrangement of a tender or contract where that person has a Conflict of Interest; and
- When becoming aware of a conflict, promptly declare the Conflict of Interest in accordance with Fraud and Corruption Control Policy, or seek advice and support from the Manager Governance.

Councillors cannot participate in any aspect of the procurement process unless acting in the capacity of Council at a formally constituted Council meeting to consider the awarding of a contract.

8.3 Probity Advisor

When the value of the goods, services or works exceeds \$2,000,000 an assessment for the need of a probity advisor is required. This assessment is the formal review for the requirement of an external, independent probity advisor on the goods, services or works.

For tenders less than \$2,000,000 Council will consider the appointment of a probity advisor when:

- The purchase is highly complex, or of a high risk or sensitive in nature; and
- There is a significant public and or tendered interest.

8.4 Gifts, Benefits and Hospitality

No Councillor or Council officer shall either directly or indirectly solicit or accept gifts or presents from any supplier, provider or contractor, or any other member of the public, involved with any matter connected with the procurement of goods, works or services.

Any gift or benefit offered to a Councillor or Council officer will be managed in accordance the [Councillor Gift Policy](#) and Council Employees Gifts and Benefits Policy & Procedures.

8.5 Disclosure of Information

Council deals with large volumes of confidential and commercial in confidence information in the context of its procurement activities. Improper disclosure of this information can undermine the competitive nature of Council's procurement, and breach legal obligations to maintain confidentiality owed to third parties.

Confidential information received by the Council must not be disclosed and is to be stored in a secure location. A confidentiality declaration must be signed as part of the procurement process (this is combined with the Conflict of Interest Form). Information must be stored securely and in accordance with the *Privacy and Data Protection Act 2014* (Vic).

Council will make every effort to maintain the confidentiality of information provided by existing and prospective suppliers to protect their commercial interests, particularly in relation to commercially sensitive material, including (but not limited to) prices, discounts, rebates, profit, methodology and intellectual property.

8.6 Competition and Consumer Act Compliance

Council will comply with the *Competition and Consumer Act 2010* (Cth) and other fair-trading legislation applicable to its operations and is committed to ensuring the protection of consumers and promotion of competition.

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Council Officers need to be informed of their obligations under competition and consumer legislation and ensure that the following does not occur:

- Restrictive trade practices (including price fixing and exclusionary provisions relating to an interstate boundaries);
- Market sharing (including allocation of customers), anti-competitive agreements, exclusive dealing and misuse of market power;
- Inaccurate communication or promotion (including misleading or deceptive conduct, false claims and unsubstantiated predictions); and
- Unconscionable or unfair business practices.

8.7 Record Keeping

Council officers need to ensure that all records relating to procurements are stored in the records management system including decisions evidencing:

- The processes followed and substantiated decisions made during the procurement; and
- Adequate records to support contract matters or disputes.

The structure and extent of records will depend on the value and complexity of the procurement.

Records will be kept in accordance with the *Public Records Act 1973* (Vic) - *Public Record Standard PROS 09/05 (Retention and Disposal Authority for Records of Local Government Functions)*.

9 GENDER IMPACT ASSESSMENT

In accordance with the *Gender Equality Act 2020* (Vic), Council is committed to ensuring a gender lens is applied to all new policies, programs and services that directly and significantly impact the public and ensure that a gender impact assessment (GIA) is conducted as needed. Records of GIA conducted must be saved in the records management system with the relevant procurement in accordance with the GIA Policy.

10 COLLABORATIVE PROCUREMENT ARRANGEMENTS

In accordance with section 108(3)(c) of the Act, Council will consider collaborating with other Councils and public bodies or utilising Collaborative Procurement Arrangements when procuring goods, services and works to take advantage of economies of scale. Council officers should consider any opportunities for collaborative procurement concerning a procurement process undertaken by Council.

When an evaluation report recommending awarding of a contract is presented to Council for approval, it must include information relating to any collaborative arrangement opportunities that were explored as part of the procurement process.

PROCUREMENT POLICY

11 FINANCIAL DELEGATIONS

Delegations define the limitations within which Council staff are permitted to commit Council to the procurement of goods, services or works and the associated costs.

Council must approve the decision to award a contract where the contract value exceeds the Chief Executive Officer's delegation.

The Instrument of Delegation allows specified Council staff to undertake certain purchases, quotation, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Limit of Financial Delegation (GST Exclusive)	Authorised Council Officer
\$400,001+	Council
\$400,000	Chief Executive Officer (Level 1)
\$200,000	Director (Level 2)
\$100,000	Manager (Level 3)
\$50,000	Specified Positions
\$25,000	Service Manager / Coordinator (Level 4)
\$10,000	Supervisor / Team Leader / Specialist Roles

12 PROCUREMENT THRESHOLDS

Section 108 of the Act details that each Council will establish the public tender threshold above which tenders or expressions of interest must be publicly invited.

Subject to an exemption set out in section 13 of this Procurement Policy, a public Tender Process or expression of interest process, must be used for all procurement spends valued at \$300,000 (excl. GST) and above for goods, services and works.

The table below identifies the market engagement methods to be employed taking into consideration the procurement thresholds:

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Estimated Procurement Value (GST Exclusive)	Procurement Requirement
\$0 to \$2,000	<p>Best price available - One (1) verbal or written quote</p> <ul style="list-style-type: none"> A Purchase Order must be raised and approved by the Council Officer with the relevant financial delegation Engage successful supplier via Purchase Order prior to ordering and receiving goods, services or works
\$2,001 - \$10,000	<p>Minimum of one (1) written quote</p> <ul style="list-style-type: none"> A Purchase Order must be raised and approved by the Council Officer with the relevant financial delegation Quotation must be saved as an attachment to the requisition in the finance system when seeking approval to proceed with the purchase (recommended to use Quotation Recommendation Form to document decision) Engage successful supplier via Purchase Order prior to ordering and receiving goods, services or works
\$10,001 - \$50,000	<p>Minimum of two (2) written quotes</p> <ul style="list-style-type: none"> A Purchase Order must be raised and approved by the Council Officer with the relevant financial delegation Quotation must be saved as an attachment to the requisition in the finance system when seeking approval to proceed with the purchase (recommended to use Quotation Recommendation Form to document decision) Engage successful supplier via Purchase Order prior to ordering and receiving goods, services or works
\$50,001 - \$300,000	<p>Minimum of three (3) written quotes (Procurement Unit to facilitate process if a contract is required)</p> <ul style="list-style-type: none"> Specification must be prepared that provides a clear description of the goods, service or works being purchased Must include evaluation criteria relevant to the purchase All quotations to be undertaken through eProcure to document the decision and saved in the records management system as evidence of compliance to this policy The successful quotation must be saved as an attachment to the requisition in the finance system, including the Quotation Recommendation Form when seeking approval to proceed with the issue of a purchase order Liaise with the Procurement Unit to prepare the contract agreement for signing (via DocuSign) Engage the successful supplier via contract agreement and purchase order prior to ordering and receiving goods, services or works Contract must be created and managed in the Contract Management System
\$300,001+	<p>A public Tender / EOI process is required for goods, services or works where the Total Contract Sum, over the period of the contract is expected to exceed \$300,000</p>

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12.1 Contract Value

The value of all contracts for the purposes of compliance with the above procurement thresholds includes:

- Costs for the full term of the contract including any options for either party to extend the contract;
- Anticipated contingency allowances for variations; and
- All other known, anticipated and reasonably foreseeable costs.

Due diligence must be exercised to ensure that realistic assessments are made of all factors which may impact the value of a contract.

Procurements may not be split to avoid procurement thresholds or circumvent the requirements of this Procurement Policy.

12.2 Cumulative Spend

Care must be taken to ensure that Council complies with its procurement obligations in circumstances in which cumulative purchase and subsequent payments are made to a single supplier, or to multiple suppliers in respect of similar goods, services or works, and the value of those payments meet or exceed the thresholds set out in this policy.

Council Staff should, wherever possible, leverage this cumulative spend, rather than treating each discrete arrangement as a separate procurement, to achieve greater Value for Money. This might occur by bundling future transactions into one more substantial Tender, which attracts more competitive pricing.

Under no circumstances are purchases or orders to be split so that the total value of the procurement activity falls under the amount of the individual's authority level or so that the value falls under the applicable threshold.

12.3 Purchase Order Requirements

The purchase of goods, works and services must be acquired under an official purchase order that documents the type of services, items and/or quantities and agreed price.

The purchase order must be raised and approved before any commitment is made to purchase goods, works or services from a supplier in the finance system. In other words, the purchase order must be raised when the goods, services or works are ordered and not when an invoice is received by Council.

The purchase order must clearly and explicitly communicate Council's requirements. Once accepted by the supplier, the purchase order is binding on both Council and the supplier and any procurement spend is limited by and must not exceed the purchase order. Purchase orders are subject to Council's Standard Terms of Purchase.

13 EXEMPTIONS FROM COMPETITIVE PROCUREMENT PROCESSES

Unless the Act or Regulations require otherwise from time to time, the following circumstances are exempt from the requirements of a competitive procurement process (such as a general publicly advertised tender, quotation or expression of interest).

- The goods, services or works are of an urgent nature particularly in matters of an emergency including public health, security or safety;

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- Government entity / approved third party. This general exemption allows engagements:
 - o With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by a Federal, State or Local Government; and/or
 - o In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, such as Municipal Association of Victoria (MAV) or Procurement Australia (PA);
- Specialist knowledge and skill – It only one or two suppliers could supply the goods and/or services or perform the works due to the level of specialist expertise required (i.e. a demonstrated absence of competition for technical reasons);
- Information technology resellers and software developers. Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software;
- Installations where a change in supplier would necessitate the procurement of goods, services or works that do not meet the requirements for interoperability or interchangeability;
- The goods, services or works are required as part of a grant, funding agreement, lease or similar arrangement specifically stating how the goods, service or works are to be provided or undertaken;
- Where an existing contract has expired and the procurement process for the new contract has not been finalised and the existing contract needs to be temporarily extended on a rolling basis for a period of not more than three months;
- Where no quotes or tenders were submitted or no quotes or tenders were submitted that conform to the essential requirements of the specification document – in this instance direct contact with the supplier of choice may be appropriate;
- Where a ministerial exemption has been sought and provided;
- Where an existing contract is novated to a supplier to complete the goods, services or works on substantially similar terms following completion of suitable due diligence;
- Where the acquisition is of a cultural or artistic nature i.e. a live show or art piece;
- Organisations that are auspiced by Council; and
- Where the procurement is on Council's exemption list (**refer to Appendix 1**).

A Procurement Procedural Exemption application that has been approved and signed by the relevant Director must be provided to Procurement, saved in the records management system and included in the exemption register.

14 CONTRACT VARIATIONS

During the course of a contract there may be valid reason(s) for a contract to be varied. Variations often involve a financial cost. Contract variation expenditure may be exempt from the procurement procedure described in section 12 of this Procurement Policy if the variation:

- forms part of an existing contract; and

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- in itself does not change the contract to such an extent that it could be deemed that a new contract has been established (typically up to 20% of the original contract value).

If the contract variation:

- is so extensive that the variation would be deemed a new contract, then a competitive procurement process may be required as set out in section 12 of this Procurement Policy; or
- changes the nature of the procurement substantially (e.g. a software acquisition for a particular purpose, morphs into acquisition of a series of programs that will impact beyond the original intent of the procurement) then a new competitive procurement process may be required as set out in section 12 of this Procurement Policy; or
- is a genuine variation and would not be deemed a new contract, then internal approval procedures will be followed, in accordance with the applicable delegations of authority, with the variation (in excess of any contingency sum approved previously) to be approved by the appropriate authorising delegate, determined by the total revised value of the contract, including the proposed variation.

Variations should not exceed the available project budget. It is important that these changes are captured, approved and monitored via a formal process. All variation requests must be raised and approved promptly within Council's Contract Management System.

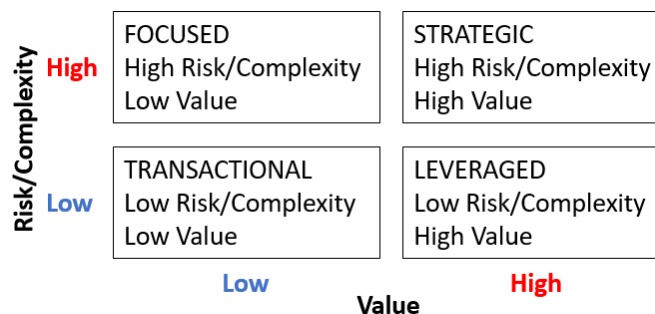
Only one purchase order is to be raised per contract or engagement (the exception to this is Panel Contracts). Where variations to the Contract are approved, the initial purchase order will be updated to reflect the reason for the variation and the variation amount.

Council Staff should be cautious in readily determining that a contract variation is not a new contract, in order to minimise the risk of Council's processes being questioned and investigated, reputational damage to Council or complaints from dissatisfied or aggrieved suppliers. Council Staff should seek guidance from the Procurement Department when considering significant contract variations.

15 PROCUREMENT VALUE AND RISK – COMPLEXITY ASSESSMENT

Procurement complexity means the level of difficulty involved in sourcing goods, services or works. An assessment of complexity considers a broad range of factors; including risk, total cost of ownership and what is happening in the market.

The complexity assessment determines whether a procurement activity is transactional, leveraged, focused or strategic in nature.



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Assessment can be broken down to the following classifications:

- (a) **Transactional** - low value and low risk purchases where approved suppliers (e.g. panel contracts) are not available;
- (b) **Leveraged** - Frequently used goods or services in a competitive marketplace that are procured by an individual business unit or the whole of Council, where Council has the ability to drive value;
- (c) **Focused** - Procured goods, services or works of a riskier nature but of a lesser value where a limited number of suppliers are available or where novel commercial arrangements may be required; and
- (d) **Strategic** - Goods, services or works in a limited or competitive market that are of high value, where business criticality is high, and/or where the goods, services or works are of strategic significance.

The position of the procurement activity on the complexity quadrant will influence:

- a) The market approach strategy
- b) How procurement risk is managed; and
- c) The contractual arrangements.

Council staff are to complete a complexity assessment for all new procurement activities with an estimated value of over \$300,000 and for all existing goods and/or services contracts that have expired and are due for review & renewal.

16 PROCUREMENT PROCESSES

Council's standard methods of procurement include:

- Purchase cards (purchases made in line with Corporate Credit Card Policy);
- Purchase Order (PO) / Quotation;
- Formal Request for Quotation (RFQ);
- Request for Tender (RFT); and
- Expression of Interest (EOI).

17 MARKET ENGAGEMENT

Council recognises that in order to achieve sustainable outcomes and Value for Money, a strategic assessment of the approach to market should be undertaken to determine whether to approach the market directly, participate in regional or sector wide Collaborative Procurement Arrangements, access aggregator or State Government contracts or use other means.

Council will consider supply arrangements that are more likely to deliver the best value outcomes in terms of time, expertise, cost, Value for Money and quality, as such lowest price is not necessarily the sole determinate of selecting a supplier.

Suppliers will be encouraged to compete for Council work and services. Where appropriate, Council will encourage new suppliers for categories that have low competition.

Council will also carefully plan how it packages its requirements for significant goods, services and works by considering the market landscape (competitiveness, market size and Local Supplier capabilities) so as to maximise competition and optimise the best Value for Money outcome for Council.

Council recognises the importance of effective and open working relationships with its suppliers and is committed to developing and managing supplier relationships.

PROCUREMENT POLICY

18 PUBLIC TENDERING

A public tender process must be applied to all procurements valued at \$300,000 (excl. GST) and above. Tenders are facilitated by Council's Procurement department.

All public tenders invited by Council will be published via Council's e-Procurement Portal, as well as on Council's website and advertised in papers circulating within the municipality. These are the minimum requirements that will apply to all public tenders. Tender advertisements may also be published in various state or national newspapers with a wider distribution.

Council may undertake a public tender where the value of goods, services or works do not reach the public tender threshold value. There may be situations where a public tender may produce a better outcome in price, competition, or delivery.

The timeframe given to tenderers will be reasonable with regard to the level of complexity of the tender, however a minimum of 15 working days will be allowed between advertising of the tender until the tender closing date.

Advertising at times of major holidays such as Easter, Christmas and early January will be avoided if possible. If it is necessary to advertise at these times, the closing date will be extended to accommodate these holiday periods.

19 EXPRESSION OF INTEREST

Typically, a multi-stage tender process will commence with an Expression of Interest (EOI) stage followed by a tender process involving the organisations short-listed as a consequence of the EOI stage. Council may determine to seek to publically advertise an EOI where:

- The requirement is complex, difficult to define, unknown or unclear;
- The requirement is capable of several technical solutions;
- Council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
- Tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
- It is necessary to pre-qualify suppliers and goods to meet defined standards; and/or
- The requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

20 SHORT-LISTING AND NEGOTIATIONS

Council may conduct a short-listing process during any of the public processes including EOI, tender and quotation processes. Short-listing can be based on any criteria but only in pursuit of the most advantageous outcome for the Council. Short-listed tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.

Once one or more preferred tenderers are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements within the original scope and intent of the tender.

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21 PROCUREMENT MANAGEMENT PLAN

Prior to commencing the sourcing process for all purchase amounts above \$300,000 (excl. GST), a Procurement Management Plan is to be completed.

The Procurement Management Plan is to be completed by the appropriate business unit, reviewed by the Coordinator Procurement and approved by the relevant Branch Director.

22 SPECIFICATIONS / PROJECT BRIEF

Specifications used in procurements must aim to inform tender and quotation requests. They should aim to accurately detail the services, works or goods required in order to ensure that submissions received address Council's requirements.

Well drafted specifications greatly assist when evaluating submissions as they allow a clearer comparison between offers received. Specifications will be incorporated into the contracts and therefore should be written in a manner that:

- Sets out the performance and functional requirements;
- Clearly describes what Council wishes to procure;
- Ensure impartiality and objectivity;
- Encourage the use of standard products;
- Takes into consideration ethical sourcing requirements;
- Encourage sustainability; and
- Eliminate unnecessarily stringent or market restricted requirements.

23 EVALUATION CRITERIA

Council's procurement activities will be carried out on the basis of obtaining Value for Money, taking into account both financial and qualitative factors, including but not limited to:

- Mandatory tender selection criteria (such as OH&S, quality systems, risk management, insurances, financial viability etc) by the tender evaluation team prior to the release of the tender package;
- Financial cost to Council;
- Capacity of respondents to provide the goods and/or services and/or works;
- Capability of respondents to provide the goods and/or services and/or works in accordance with Council's requirements;
- Community benefit, including local, social, economic and/or environmental sustainability;
- Quality; and
- Previous experience and past performance.

Evaluation will be carried out by a Panel of experts for the relevant procurement activity. The Panel can comprise of Council staff and external members. The Panel will score responses by using factors as outlined in the relevant procurement specification. This score will be weighted and assist with Council to determine the successful submission.

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24 LATE TENDERS

A late tender is a submission that has not been received in the electronic Tender Box prior to the published tender closing date. Council will not accept late tenders.

25 PANEL CONTRACTS / STANDING OFFER ARRANGEMENTS

Council may award the provision of particular goods, services or works to multiple suppliers by way of a Panel Contract. A Panel Contract is a standing offer agreement where multiple contractors are appointed under a panel arrangement rather than an agreement with a single contractor. Individual packages of works are then directed by Council and the works order is subject to agreed terms and conditions.

Panel Contracts are formed after a public tender process has occurred. The appointment of a supplier to a panel Contract does not infer any guarantee of engagement. Where a panel arrangement exists, it should only be used for the circumstances it was designed for.

Council may choose to run a tender process to add suppliers to a panel during its term if it determines that the panel may benefit from having additional suppliers incorporated before the end of the initially advertised term.

For procurements where there is an existing Panel Contract, staff are required to:

- a) Obtain the relevant number of quotes from suitable Panel members, in line with this Policy as set out in section 12;
- b) Raise a purchase order including the relevant information.

26 OH&S AND OTHER MANDATORY REQUIREMENTS

Council undertakes due diligence activities on all prospective suppliers to ensure compliance with legislative and business requirements. Council will require all contractors, service providers and volunteers to comply with all OH&S legislative requirements. These requirements are mandatory and non-compliance will disqualify prospective suppliers. Suppliers must provide evidence of insurances in providing goods, services or works.

27 ANNUAL FORWARD PROCUREMENT PLAN

Forward Procurement Plans provide a high-level summary of procurement Council plans to undertake over the next twelve months. These plans are provided for planning purposes only and subject to revision, withdrawal or cancellation.

At the start of each financial year every directorate is required to create a forward procurement plan for all contract purchases greater than \$100,000.

Plans are to be approved by the relevant Director and endorsed by the Manager Financial Services. A consolidated view of all Annual Forward Procurement Plans is to be presented to Council for their information.

28 AUSPICE ARRANGEMENTS

External organisations that are auspiced by Council must still follow Council's Procurement Policy requirements. An exemption under section 13 must be completed and a Purchase Order raised and approved within financial delegation limits as per section 11.

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APPENDIX 1 - EXEMPTIONS

The following procurements are either exempt from market engagement and/or the requirement for a Purchase Order. With the Chief Executive's approval, exemptions can be added or removed from this list at any time.

Category	Description	Exempt from market engagement	Exempt from purchase order
Utilities	Electricity, gas, water and telephone services. Note: market exemption where there is only a single provider e.g. Wannonwater and Powercor.	No	Yes
Insurance premiums and claims	WorkCover and other insurances.	Yes	Yes
Prescribed contracts	Legal services	Yes	No
Payroll expenses	Superannuation and PAYG.	Yes	Yes
GST	Goods and Services Tax payable.	Yes	Yes
Postage	Australia Post.	Yes	Yes
Vehicle registrations	VicRoads vehicle registrations.	Yes	Yes
Councillor expenses	Allowances and Reimbursements.	Yes	Yes
Refundable trust funds	Includes Security Bonds, Contract Retentions and other funds held in trust.	Yes	Yes
Collaborative procurement providers	Municipal Association of Victoria, Procurement Australia, State Government prequalified supplier lists.	Yes	No
Levies	EPA Victoria Levy.	Yes	Yes
	Fire Services Property Levy.	Yes	Yes
State and Federal Statutory Fees	DELWP fees and charges and Regional Roads Victoria.	Yes	Yes

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Category	Description	Exempt from market engagement	Exempt from purchase order
Other	Acquisition of Land and Buildings.	Yes	Yes
	Medical expenses.	Yes	Yes
	Venue hire.	Yes	Yes
	Fuel including Diesel (with relevant supplier).	No	Yes
	Memberships and subscriptions. <i>Note: personal memberships require pre-approval</i>	Yes	No
	External audit fees – Victorian Auditor-General's Office.	Yes	No
	Annual community grants.	Yes	Yes
	Professional workshop and conference registration fees and associated costs.	Yes	No
	Loans and investments.	Yes	Yes
	General advertising.	Yes	No
	Accommodation associated with provision of employment.	Yes	No
	Recruitment advertising.	Yes	No
	Employee expense reimbursements	Yes	Yes
	Purchases using Coles and Woolworths online portals.	Yes	Yes

7.3. Pandemic Response Plan 2024

DIRECTORATE : CITY GROWTH

Purpose:

This report provides an update on a revised Pandemic Response Plan which is a sub plan to the Municipal Emergency Management Plan, and recommends the plan be adopted.

Executive Summary

- The Warrnambool City Council Pandemic Response Plan has been revised in response to an audit action identified by the Audit & Risk Committee.
- The previous version of the plan, titled the Influenza Pandemic Response Plan did not adequately address all potential pandemics (ie. COVID-19).
- Review of this document has been completed with the Municipal Emergency Management Officer and the Infection Prevention Coordinator of South West Healthcare.

MOVED: CR MAX TAYLOR

SECONDED: CR ANGIE PASPALIARIS

That Council adopts the Pandemic Response Plan 2024.

CARRIED - 7:0

Background

The Warrnambool City Council Pandemic Response Plan is a sub plan to the Warrnambool City Council Municipal Emergency Management Plan (MEMP). This plan has been renamed and realigned from the Influenza Pandemic Response Plan to provide arrangements for managing the consequences of pandemics caused by all infectious diseases (not just influenza). The need for a broader scope was highlighted by the recent COVID-19 pandemic.

This plan aims to enable a consistent response to a pandemic outbreak and recovery across the region, while facilitating an integrated approach for the Warrnambool City Council when dealing with a pandemic outbreak. Specifically, Council Officers with emergency management responsibilities will use this plan and other emergency management arrangements to reduce, as far as is practical, the impact of a pandemic on the community. It considers the affected stakeholders and ongoing health issues within the municipality.

The objective of this plan is to:

- Provide assistance to stakeholders to reduce the impact of a pandemic
- Prevent transmission and implement infection control measures while providing support services to people who are isolated or quarantined within the municipality
- Ensure essential Council services continue during the absence of staff with the rising demand placed on municipal services
- Arrange vaccination services to the community when appropriate
- Inform the public and staff of changes to regular services within the municipality

Issues

The basis of the plan was developed using the Influenza Pandemic Response Plan template provided by the Barwon-South Western (BSW) Region Pandemic Response Plan Committee. This committee was comprised of representatives from DH and representatives from Councils throughout the Barwon South-West Region.

The plan appears to have last been reviewed in 2021 but was not acknowledged by the Audit & Risk Committee. The previous version was implemented in 2016. The previous Influenza Pandemic Response Plan did not adequately address all potential pandemics (ie. COVID-19).

This plan provides a framework and guidance for council and other pandemic stakeholders in the municipality to appropriately plan for, and effectively respond to, pandemic conditions.

The Warrnambool City Council Pandemic Response Plan now aims to:

- Assist in reducing the impacts of all types of pandemic.
- Raise awareness and promote preventative measures.
- Provide support to internal and external stakeholders throughout the duration of the pandemic.
- Ensure response activities are consistent across levels of government by realigning with the Municipal Emergency Management Plan (MEMP) and State Emergency Management Plan (SEMP).

Financial Impact

The review of the Pandemic Plan was completed internally.

Legislation / Policy / Council Plan Context

1 A healthy community

1.3 Health and wellbeing : Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.

5 An effective Council

5.1 Leadership and governance: Council will be a high-functioning team committed to respectful relationships, collaboration and ongoing engagement. It will provide strong, effective leadership, sound governance and informed decision-making

5.6 Risk mitigation: Council will mitigate and manage organisational risks through sound management systems and processes.

Timing

This plan requires the development of sub-committee and is recommended to be reviewed annually. Should the plan not be activated in the previous three years, an exercise should be undertaken with the assistance of the Department of Health and/or Emergency Management Victoria.

Community Impact / Consultation

The Pandemic Plan is a sub-plan to the MEMP & will be required to be published on Council's website.

Legal Risk / Impact

Risks of a pandemic are intended to be mitigated through the implementation of this plan.

Officers' Declaration of Interest

None declared

Collaborative Procurement

Not applicable

Conclusion

The Warrnambool City Council Pandemic Plan has been reviewed and updated in response to the recent COVID-19 pandemic. The plan is presented to Council for adoption.

ATTACHMENTS

1. DRAFT WCC Pandemic Response Plan 2024 (2) [7.3.1 - 30 pages]

Warrnambool City Council Pandemic Response Plan Version 1.03 2024

Issue No.	Date	Page No.	Description of Change
1.01	31/05/2016	All	Plan developed in line with Influenza Pandemic Response Plan template developed by the Barwon-South Western (BSW) Region Pandemic Response Plan Committee.
1.02	27/09/2021	All	Update commenced in response to COVID-19 pandemic. Not acknowledged by Audit & Risk Committee.
1.03	14/05/2024	All	Thorough review. <ul style="list-style-type: none">- Broadened from 'Influenza Pandemic Plan' to 'Pandemic Response Plan'.- Updated relevant legislation, plans & procedures- Updated terminology.- Cross referencing of MEMP & SEMP incorporated.

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1. Acronyms

Acronym	Full Title
AHMPPI	Australian Health Management Plan for Pandemic Influenza
CEO	Chief Executive Officer
CEOC	Council's Emergency Operation Centre
CHO	Chief Health Officer
DFFH	Department of Families, Fairness and Housing
DH	Department of Health
EHO	Environmental Health Officer
GP	General Practitioner
HR	Human Resources
IMT	Incident Management Team
LGA	Local Government Authority
LPHU	Local Public Health Unit
MEMP	Municipal Emergency Management Plan
MERC	Municipal Emergency Response Coordinator
MEMO	Municipal Emergency Management Officer
MRM	Municipal Recovery Manager
OH&S	Occupational Health and Safety
PC	Pandemic Coordinator
PSC	Pandemic Sub-Committee
PPE	Personal Protective Equipment
SEMP	State Emergency Management Plan
VHMPPI	Victorian Health Management Plan for Pandemic Influenza
WHO	World Health Organisation

2. Definitions

Term	Definition
Community transmission	The passing of a disease from an infected individual to another individual outside of a known group of contacts, and outside healthcare settings.
Contact tracing	The process of identifying and managing people who have been 'in contact' with someone who has an infectious illness
Cough and sneeze etiquette	Measures individuals can take when we cough, sneeze or blow our nose to reduce the chance of spreading the virus. This is sometimes referred to as respiratory hygiene.
Customised pandemic vaccine	A vaccine based on the actual pandemic virus, which cannot be developed until the next pandemic virus emerges.
Epidemic	An outbreak or unusually high occurrence of disease or illness in a population or area
Health sector	The government departments responsible for health, the public and private health system and health professionals.
High-risk groups	Groups at increased risk of experiencing complications from respiratory illnesses.
Isolation	Separation of infected persons (cases) from other people for the period they are likely to be infectious. This prevents or limits the direct or indirect transmission of the virus.
Morbidity	The number of cases of illness in a population divided by the total population considered at risk of the disease.
Mortality rate	The mortality rate is the measure of the number of dead (in general or due to a specific cause) in a population scaled to the size of that population, per unit time.
Pandemic	An outbreak of a disease that occurs over a wide geographic area (e.g.; multiple continents or worldwide) and affects an exceptionally high proportion of the population
Prophylaxis	A medical or public health procedure designed to prevent infection rather than treat or cure existing disease.
Quarantine	The limitation of freedom of movement for a period of time for well persons who are likely to have been exposed to the virus (contact) to prevent their contact with people who have not been exposed
Resilience	The capacity to cope with stress or change, and the capacity to adapt.
Vulnerable groups	Groups at increased risk of experiencing complications from respiratory illness infection.

3. Introduction

The Warrnambool City Council Pandemic Response Plan is a sub plan to the [Warrnambool City Council Municipal Emergency Management Plan \(MEMP\)](#). In 2024, this Plan was renamed from the Influenza Pandemic Response Plan to the Pandemic Response Plan to outline the arrangements for managing the consequences of pandemics caused by all infectious diseases (not just influenza), as highlighted by the COVID-19 pandemic.

This plan has been developed from the Influenza Pandemic Response Plan template developed by the Barwon-South Western (BSW) Region Pandemic Response Plan Committee. The Committee is comprised of representatives from the Department of Health (DH), the Department of Families, Fairness and Housing (DFFH) and each of the BSW region's nine Municipalities (Figure 1).



Figure 1: The 9 municipalities involved with developing the Pandemic Response Plan Template.

This plan provides a framework and guidance for council and other pandemic stakeholders in the municipality to appropriately plan for, and effectively respond to, pandemic conditions. The plan is supported by a set of operational documents, including **Council Pandemic Response Procedures** ([Appendix 1](#)) and should be read in conjunction with **Council's Business Continuity Plan**. These documents detail specific actions to be conducted by council staff before, during and after a pandemic outbreak.

All facts and figures cited in this plan have been taken from the [Victorian Health Management Plan for Pandemic Influenza \(VHMPPI\)](#) unless otherwise stated. Direction for Pandemic will come

largely from the Commonwealth and/or State. It will be coordinated by DH, and local level of government will implement controls where required.

4. Review, exercising and evaluation of the Pandemic Response Plan

The plan will be reviewed annually and updated periodically if required to reflect new developments and changes. The plan is a dynamic document that will be aligned with the most recent [VHMPP](#) and [State Emergency Management Plan \(SEMP\) Viral \(Respiratory\) Pandemic Sub-Plan 2022](#). An amendment register or document update will be maintained as part of the document.

Review and evaluation of this sub plan will be undertaken in consultation with DH, the Pandemic Sub Committee and/or the Municipal Emergency Management Officer (MEMO).

The plan will be exercised if it has not been activated in the last three years. The exercise process will be completed prior to the activation level reaching 'response phase'. DH and/or EMV may support council in planning and conducting of exercises. Exercises will comply with standards outlined in the [Australian Disaster Resilience Handbook Collection – Managing Exercises 2023](#).

5. Aim and objectives

The aim of this plan is to enable a consistent approach to response for a pandemic outbreak and recovery across the region, while facilitating an integrated approach for the Warrnambool City Council when dealing with a pandemic outbreak. Specifically, Council Officers with emergency management responsibilities will use this plan and other emergency management arrangements to reduce, as far as is practical, the impact of a Pandemic on the Community. It considers the affected stakeholders and ongoing health issues within the municipality.

The Warrnambool City Council Pandemic Response Plan aims to:

- Assist in reducing the impacts of a pandemic
- Raise awareness and promote preventative measures
- Provide support throughout the duration of the pandemic
- Ensure response activities are consistent across whole of government

The objective of this plan is to:

- Provide assistance to stakeholders to reduce the impact of a pandemic
- Prevent transmission and implement infection control measures while providing support services to people who are isolated or quarantined within the municipality
- Ensure essential Council services continue during the absence of staff with the rising demand placed on municipal services
- Arrange vaccination services to the community when appropriate
- Inform the public and staff of changes to regular services within the municipality

The aims and objectives of this sub plan should be read in conjunction with local, state & regional Emergency Management Plans.

6. Policy context

The context within this document has been largely aligned and referenced with what is required in the [VHMPP October 2014](#). It takes into consideration Appendix 10 of the [VHMPP](#), which is given as a guide to be used by local government. This document also considers information

provided in the [State Emergency Management Plan \(SEMP\) Viral \(Respiratory\) Pandemic Sub-Plan](#). The previous BSW Pandemic Response Plan 2016 was reviewed as part of the process for developing the Pandemic Response Plan template.

This Sub Plan aligns with and should be read alongside the following Council policies, plans and/or guidelines

- [Warrnambool City Council Emergency Management Plan 2023-2026](#)
- [Warrnambool City Council Plan 2021-2025](#)
- [Warrnambool City Council Public Health & Wellbeing Plan 2021-2025](#)
- Warrnambool City Council Business Continuity Plan February 2024

The Warrnambool City Council Pandemic Response Plan aligns with the following Local, State, Federal and International Plans:

- [The Pandemic Influenza Preparedness Framework WHO 2011](#)
- [Pandemic Influenza Risk Management – a WHO guide to inform and harmonize national and international pandemic preparedness and response 2017](#)
- [WHO Pandemic Influenza Preparedness Framework: Partnership Contribution High-Level Implementation Plan III 2024-2030](#)
- [Australian Health Management Plan for Pandemic Influenza August 2019 \(AHMPPI\)](#)
- [Victorian health management plan for pandemic influenza 2014 \(VHMPPI\)](#)
- [State Emergency Management Plan \(SEMP\) Viral \(Respiratory\) Pandemic Sub-Plan 2022](#)
- [Victorian Public Health and Wellbeing Plan 2023 - 2027](#)
- South West Healthcare Pandemic Respiratory Illness Plan 2021
- South West Healthcare COVID-19 Service Plan 2024

The Warrnambool City Council Pandemic Response Plan complies and aligns with the following legislation:

- [Emergency Management Act 1986](#)
- [Emergency Management Act 2013](#)
- [Public Health and Wellbeing Act 2008](#)
- [Public Health and Wellbeing Regulations 2019](#)
- [National Health Security Act 2007](#)
- [International Health Regulations 2005](#)
- [Therapeutic Goods Act 1989](#)
- [Health Services Act 1988](#)

7. Definition of a pandemic

Pandemic is defined as an epidemic that is geographically widespread; occurring throughout a region or even throughout the world. A pandemic occurs when a new virus emerges and spreads around the world when:

1. Humans have little or no pre-existing immunity
2. The virus causes disease in humans, and
3. The virus has the capacity to spread readily or efficiently from person to person.

Pandemics have been experienced in the past and are expected to occur again in the future. The impact on the organisation and community in such an event can be devastating. Pandemics are likely to cause high clinical severity which challenges the capacity of the health sector.

COVID-19 was the most recent declared pandemic by the World Health Organisation in March 2020.

Seasonal influenza occurs annually, primarily causes complications and or death in people aged over 65 years and those with chronic medical conditions. The vast majority of people exposed will recover and develop immunity to that strain of virus. Clinical severity is typically low for seasonal influenza.

The impact of a pandemic will depend on the clinical severity of the disease, the ability to transmit between humans, the functionality of the state's health systems, the level of effective response to a pandemic and the population. Once the pandemic has been effectively contained the state can then measure the effect. DH will estimate the level of the pandemic early in the response and inform the state of that level based on information collected.

A number of risk associated scenarios can eventuate due to the nature of a virus. The amount of vulnerable people and or their level of exposure, the ability of local municipalities and the state as a whole's ability to cope with a pandemic, will be vital in the progress of overcoming a pandemic as are vaccination rates and restricting movement of people to minimize spread.

Mode of transmission

Respiratory viruses can be transmitted via four major modes of transmission, including direct contact (physical), indirect contact (fomite), large droplets or fine aerosol. Respiratory spread commonly occurs when a virus is transferred from person to person by one of these methods. Droplets or aerosol from an infected person's cough, sneeze or talking may be propelled through the air (generally up to 1 metre) and land on the mouth, nose or eye of a nearby person. Direct and indirect contact transmission occurs when a person touches a surface, object or another person with a virus droplet on it, then touch their own mouth, nose or eyes (or someone else's mouth, nose or eyes) before washing their hands.

In some situations, airborne transmission may result from medical procedures that produce very fine droplets that are released into the air and breathed in. Viruses may also be present in faeces, blood or other body fluids, but this is unlikely to be a significant route of transmission.

The incubation period for a virus such as influenza is usually one to four days after infection, however the average incubation period is two days. Adults have shed the influenza virus from one day before developing symptoms, to up to seven days after the onset of the illness. Young children can shed the influenza virus for longer than seven days. The influenza virus remains infectious in aerosols for hours and potentially remains infectious on hard surfaces for one to two days.

Physical health

Symptoms from respiratory viruses such as COVID-19 and Influenza usually include:

- High fever, chills and sweating
- Cough
- Lethargy

- Headache
- Muscle and joint pain (in the legs and back)
- Sore throat

A non-productive dry cough that can later become more severe and productive (sputum or mucous is coughed up) can result. Pneumonia can also develop as a result of disease. Infections in children may also be associated with gastrointestinal symptoms such as nausea, vomiting and diarrhoea.

Mental health

Chaos, confusion, distress and trauma triggered by public health threats and emergencies can place enormous stress on the coping abilities of even the healthiest people. In the case of a pandemic, effects on mental health can occur regardless of whether an individual is directly affected with disease, whether their family or close friends are affected or whether they are indirectly affected.

Individuals may develop mental health concerns following experiences with sick and dying loved ones, with prolonged isolation or with other significant changes to their daily lives. Existing mental health conditions such as depression may worsen. These mental health effects may be long lasting.

8. Council pandemic vulnerability profile

It is understood that most individuals will be susceptible to a pandemic and the level of susceptibility will differ in groups such as the young, elderly and already ill. An individual's ability to overcome the effects of the disease will differ greatly due to previous exposure to virus types and a person's level of immune system strength.

The environment in which a person is exposed to a virus can greatly affect the ability to fight off infection as well. Persons in health care facilities have the potential to be exposed at high levels unless there has been effective infection control measures taken. Residential facilities and learning institutions may have potentially high levels of exposure as will any place in which a mass gathering of people is set will be vulnerable to the spread of a pandemic.

In addition, various persons in the community may have less support structures than others in times of stress and will rely on Council and or community group programs to assist.

Further details of Council's vulnerability profile are captured in [Appendix 2](#).

9. Consequences

Health consequences

The Australian Health Management Plan for Pandemic Influenza ([AHMPPI](#)) and Victorian Health Management Plan for Pandemic Influenza ([VHMPPi](#)) provide detailed information about the range of potential consequences pandemic influenza in particular will have on the health sector and on public health. If the clinical severity is high, widespread severe illness will cause concern and challenge the capacity of the health sector. The community focus of governments, agencies and sectors will be on maintaining essential services.

Social and economic consequences

Pandemics can cause significant disruptions to the way we live as it has the potential to result in high levels of illness and death. The social distancing measures that may be required will have wide-ranging effects, with closure of schools and childcare services, and cancellation of public events. Up to 40% of the workforce may not be at work at any one time due to illness, the need to care for family or fear of contracting the virus.

At the local level, it is important that organisations have appropriate business continuity plans in place to continue to function, while also exercising their duty of care to employees to protect their health and safety at work.

Under the [Emergency Management Act 1986](#) & [Emergency Management Act 2013](#), the Emergency Management Commissioner (EMC) is responsible for consequence management for a major emergency. This includes ensuring the potential risks and consequences of emergencies are identified and proactive mitigation strategies applied. Victoria's consequence management arrangements are described in the [State Emergency Management Plan \(SEMP\)](#). In accordance with the [SEMP](#), the EMC will appoint a Consequence Manager to lead consequence management across the state.

The Consequence Manager will work through the State Emergency Management Team to ensure agencies prepare to minimise the impact of imminent emergencies on communities, government, agencies and business.

10. Roles and responsibilities of pandemic stakeholders

A range of stakeholders have important roles and responsibilities regarding pandemic planning, preparedness, response and recovery, including:

Warrnambool City Council

Under the [VHMPP](#), Warrnambool City Council is expected to:

- Prepare and maintain a Pandemic Response Plan as a Sub Plan of the [MEMP](#).
- Activate the plan to assist with reducing the impacts of a pandemic.
- Provide support and recovery assistance throughout the duration of a pandemic to staff and community.
- Provide information to staff and community.
- Have business continuity arrangements in place to maintain essential services.
- Provide vaccination services when appropriate.
- Support community resilience by having effective arrangements in place to inform people about how to assess risks and reduce their exposure and vulnerability to illness.
- Have clear and effective communication so staff and community understand what options are available and what the best course of action is in responding to a pandemic.
- Support individuals and communities to prepare for pandemic events.
- Undertake a Community Emergency Risk Assessment for pandemics.
- Maintain a specialist subcommittee to provide input and give advice for the plan.
- Annually review and update the plan when necessary.

Department of Health (DH)

DH is the control agency for a pandemic in Victoria. DH will activate the Victorian response to a pandemic through the [State Emergency Management Plan \(SEMP\) Viral \(Respiratory\) Pandemic Sub-Plan](#) or other plan as required.

Responsibilities of DH include:

- Providing whole-of-health leadership and direction, to mitigate, plan and prepare for health emergencies.
- Working with community, state and local government, and key partners in the health sector to prepare for public health emergencies.
- Mitigating health risks by enforcing public health legislation in collaboration with local government.
- Developing and implementing public health plans, guidelines, advice that raise awareness about health risks and how to mitigate the risk.
- Reducing transmission of potential health threats through case and contact management.
- Monitoring, detecting, and investigating health emergencies or potential threats as soon as practicable.
- Providing a coordinated response during a health emergency.
- Scaling up and down response arrangements, as appropriate.
- Issuing and approving public information and warnings.
- Establishing strong relationships and lines of communication with government departments and agencies that may be required to perform roles and responsibilities including compliance and enforcement functions.
- The timely provision of information, intelligence, and data from the control agency to all government department to enable discharge of roles and responsibilities including compliance and enforcement.
- Managing consequences of the health emergency to support an effective response and recovery as set out in.
- Ensuring the health system can effectively respond and mitigate the adverse consequences for communities.
- Facilitating the transition to recovery.

The [VHMPP](#) specifies several strategies that will assist council, allied health services and service providers during a pandemic. The [VHMPP](#) includes:

- Appendix 8: Communication
- Appendix 11: Schools and Children Services
- Appendix 12: Residential Aged Care
- Appendix 13: Disability Accommodation Services
- Appendix 14: Custodial Facilities
- Appendix 15: Management of the deceased

Local Public Health Unit (LPHU)

Nine local public health units (LPHUs) were established in July 2020 to help improve responsiveness to outbreak management by providing a surge-ready workforce.

LPHUs strengthen Victoria's public health response to a pandemic and support engagement with their respective local communities. They work in collaboration with community partners, general

practitioners and hospital-based services to enable better identification, prevention, and minimisation of public health risks to the Victorian community.

In the event of a pandemic, Warrnambool City Council will be supported by the Barwon South West Local Public Health Unit. The Environmental Health unit maintains a direct line of contact to the LPHU for managing local outbreak notifications and responses.

Health services and primary health care

The health sector comprises a number of subsectors, including community health, public health, health education, allied health services, primary care and health and medical research. The sector also includes organisations and businesses that provide medical services, manufacture medical equipment or drugs, provide medical insurance, or otherwise facilitate the provision of care to patients.

The health sector is responsible for preparedness and mitigating pandemic risks to the Victorian community and the sector itself.

Responsibilities are detailed in Appendix 6 and 7 of the [VHMPPI](#), and include:

- Prepare and maintain a pandemic plan which covers patient, visitor, staff and contractor protection as well as business continuity.
- Health services may consider establishing specialised wards or clinics as numbers increase.
- Primary healthcare should activate and de-activate clinics based on health services demand in consultation with DH.
- Provide staff and resources for each clinic as detailed in specific clinic plans.
- Provide triage to clinics.
- Provision of specialist staff and services as required (e.g. infection prevention and control, infectious diseases, pharmacy, pathology, public relations).
- Phone screening for patients.
- Separate waiting and consulting rooms for suspected infected patients.
- Encourage staff and high-risk patients to have vaccinations as they become available (including seasonal influenza).

There are several health service providers in Warrnambool City Council. Refer to [Appendix 4](#).

Commercial groups, not for profit groups, residents and visitors

Everyone has a role to play in preparing for and coping with a pandemic. The following actions are advised for commercial groups and not for profit groups to Warrnambool City Council.

- Undertake vaccination (including seasonal influenza) within your organisation and encourage staff and members to do so.
- Provide ongoing education to the community on infection control issues, such as cough etiquette, hand washing, and cleaning potentially contaminated surfaces. The aim of education strategies will be to raise awareness of infection control issues at a community level.

- Stay informed – keep up to date with current information being distributed via Council via: www.warrnambool.vic.gov.au and <http://www.health.vic.gov.au/chiefhealthofficer/alerts/>
- Stay at home, isolate and test if you have symptoms.
- Seek medical advice as necessary (via 000 or NURSE-ON-CALL)
- Contact Council if you require support such as home care or meal provision.

11. Council key roles under the plan

The following council roles have responsibilities in the plan. This is a summary only of the key responsibilities. For further information refer to [Appendix 1](#) and the [Municipal Emergency Management Plan \(MEMP\)](#).

MEMO (in conjunction with role under the [MEMP](#))

Responsible for:

- Ensuring maintenance, review and exercising of the plan
- Ensuring establishment and secretariat of the Pandemic Sub-Committee
- Appointment of the Pandemic Coordinator
- Activation of the plan
- Convene Emergency Management Group (including MRM and Pandemic Coordinator)
- Ensuring briefing of Executive Management Group (EMT)
- Ensuring coordination of council activities under the plan.

MRM (in conjunction with role under the [MEMP](#))

Responsible for:

- Assisting with maintenance, review and exercising of the plan
- Assisting with secretariat of the Pandemic Sub-Committee
- Assist with activation of the plan
- Assist with coordination of municipal resources for community support, relief and recovery
- Member of the Emergency Management Group
- Assist with providing initial information and briefings to EMT and Council staff
- Assist with providing initial information and briefings EMT and Council staff.

Pandemic Coordinator

This is a function of the Environment Health Officer role or delegate.

Responsible for:

- Assisting with maintenance, review and exercising of the plan
- Assisting with secretariat of the Pandemic Sub-Committee
- Assist with activation of the plan
- Member of the Emergency Management Group
- Assist with providing initial information and briefings EMT and Council staff
- Implementing procedures and acquiring resources according to DH instructions
- Assisting with coordination of Council activities under the plan.

Pandemic Sub-Committee (PSC)

The Pandemic Sub Committee (PSC) may consist of Council staff as well as representation from stakeholder organisations including DH, LPHU, Primary Health Network, local hospitals, community health centres and the regional GP representative group. The PSC is responsible for the implementation of the plan. Activation of the PSC will occur when standing by for a response.

In particular, the Infection Prevention Unit at South West Healthcare is likely to be a key stakeholder.

Council's membership on the PSC will be determined by the Chief Executive Officer and may include;

- Coordinator Environmental Health
- Manager Sustainability & Compliance
- Immunisation Coordinator
- Council's Medical Officer
- Environmental Health Officer
- Municipal Emergency Management Officer
- Manager Capacity Access & Inclusion
- Manager Children's & Family Services

The Municipal Emergency Management Officer (MEMO) or specified persons within Council is the designated secretariat of the PSC and has responsibility for activating the PSC if not already established and coordinating reviews of the plan. These persons will primarily be responsible for document control and input of updates. From time to time, the PSC may co-opt other people such as the Business Continuity Coordinator to participate in the review, testing and development of the Sub Plan and its associated procedures.

Coordination role of the PSC

This PSC may also convene during imminent planning for, responding to, or recovering from, a Pandemic to assist with coordination of agencies and activities, consequence management and information sharing within the municipality. The MEMO (or delegate) will activate the PSC in accordance with Council Pandemic Response Procedures.

12. Municipal Business Continuity Plan

The council's Organisational Business Continuity Plan details each of council's critical services, current resource levels, minimum resources required to complete the work and areas where staff may be available for redeployment. Each business unit identified as having a critical service will be expected to develop a unit-specific continuity plan.

A pandemic could create a unique staff loss environment for a long period of time. It is estimated that at the peak of a pandemic there may be significant staff absenteeism. Business continuity planning that includes pandemic-specific considerations will help minimise the impact of a pandemic on the organisation, protect staff and contribute to community functioning. Considerations should include the potential for:

- extended loss of personnel:
 - Illness/incapacity (suspected/actual/post-infectious)
 - To care for ill family members
 - To look after children if schools or childcare centres are closed

- Feeling safer at home (e.g. to keep away from crowded places such as public transport)
 - Fulfilling other voluntary roles in the community
- extended impact on critical supply chains and contracted service providers.

Activation of all or parts of councils' business continuity plan in the case of a pandemic is a decision for council's executive based on impact of the virus, prioritisation of work functions and adequate workforce availability to deliver council's essential services to the community.

13. Activating the Council Pandemic Response Procedures

This plan is complementary to the [MEMP](#) and the arrangements in this plan apply on a continuing basis in line with the [State Emergency Management Plan \(SEMP\)](#).

Council Pandemic Response Procedures ([Appendix 1](#)) and council's business continuity plans are appendices to this plan. These documents detail specific actions to be conducted by council staff before, during and after a pandemic outbreak.

The response activities under ([Appendix 1](#)) are activated following advice from the Victorian Chief Health Officer, in the event of a pandemic.

Following receipt of this advice, the MEMO (or delegate) will:

- Alert and task council's Emergency Management Group
- Alert council's executive (or relevant council senior operations group),
- Activate the relevant response activities listed in ([Appendix 1](#)) and business continuity plans as endorsed by council executive
- Alert the Pandemic Sub-Committee (PSC, if required).

As the impact of the pandemic may be different according to clinical severity and profile of the virus, it is important to be flexible in activation of the plan. Council may not need to activate all business continuity plans or all aspects of the plan, depending on the severity of the disease, impact and needs of the community.

Activation Protocol

The Council Pandemic Response Procedures describes activities to be considered following initial response notification.

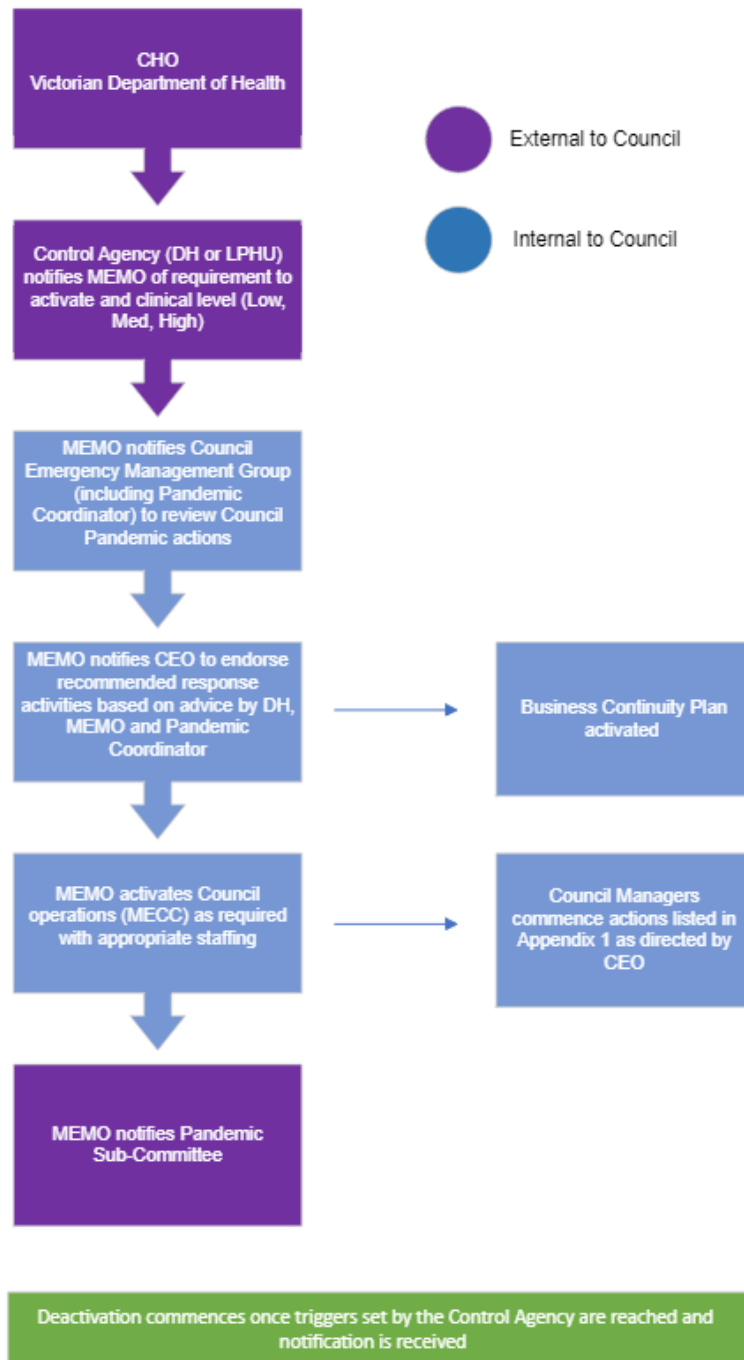


Figure 1: Activation Protocol for Council Pandemic Response Procedures

14. Support

Business and community support

Support during a pandemic is covered under [Warrnambool City Council's Municipality Emergency Management Plan \(MEMP\)](#).

The amount of support able to be provided may be dependent on funding able to be secured through a variety of state and federal government agency funding streams and opportunities.

Specific consideration is required for:

- isolated or quarantined people
- business and community resilience
- council staff

In providing support, where possible consideration should be given to culture, faith, and what language is required for effective communication.

Support for isolated or quarantined people

People quarantined or isolated may not have an advocate or someone to provide for their needs:

- Food
- Water
- Shelter
- Medicine

Effective arrangements to provide for these needs will be directed by DH and will vary according to severity of illness, location and resourcing. Other support requirements will be as per [MEMP](#) such as personal support, and financial special consideration.

Council staff support

Specific actions to support council staff will be guided by DH and include:

- Effective arrangements in place to inform staff about how to assess risks and reduce their exposure and vulnerability to viruses both in the community and occupational setting.
- Clear and effective communication for staff to understand what options are available and what the best course of action is in responding to a pandemic.
- Arrangements for the acquisition and distribution of PPE and supporting education on how to effectively use the PPE.
- A priority support response for staff based on risk of exposure.
- Arrangements to provide psychosocial support to staff and to support resumption of work by staffs that have been absent due to illness or other reasons.

15. Control strategies

Basic precautions

Preventing transmission and infection during a pandemic will require a package of related measures:

- Individual measures – hand hygiene, respiratory hygiene, cough etiquette and immunisation.

- Appropriate personal protective equipment (as directed by DH).
- Organisational and environmental measures – patient placement, social distancing and cleaning.

The overall aim of these measures is to minimise the risk of exposure to the virus, reducing transmission, infections and illness. All three components are essential.

Information and training

Council will be required to provide information and training to staff regarding implementing the appropriate infection control protocols in the workplace, which includes procedures to manage incidents of suspected illness. Council will disseminate literature, brochures and posters to increase awareness about the disease and to outline infection control protocols in a practical manner.

Specific issues to be covered in training include:

- The establishment of 'social distancing' (greater than 1-metre separation) between staff at the various worksites in the workplace or during business transactions.
- Disinfection protocols to reduce contaminated surfaces.
- Incident management processes where staff present with symptoms or refuse to leave work, seek medical attention.
- Disposal of contaminated materials.
- Use of appropriate and context specific PPE.
- Storage, supply and stock control of PPE and disinfectants.
- Return to work processes.

Communication and education will be provided to employees to best prepare them for what may be encountered such as:

- Information about signs, symptoms and transmission.
- Personal and family protection and response.
- Anticipation of fear, anxiety, rumours and misinformation.
- Preparedness and response obligations.
- Advice regarding management of home care and ill relatives.
- Hotline, social media and website communications.
- Community resources available for accessing.

Personal Protective Equipment (PPE)

In addition to council's existing hygiene measures and on advice from DH, PPE stocks will be obtained in accordance with the activation table in [Appendix 1](#). Council is to check best before dates on an annual basis prior to winter. Appropriate training must be provided to the individual using the PPE at a time prior to a pandemic to ensure they become competent and proficient in its use. Link/liase with local health services for PPE training.

PPE stockpile may consist:

- Single use surgical masks
- Alcohol swabs and wipes (minimum of 70% alcohol).
- Alcohol hand sanitiser

- Gloves – nitrile, vinyl, latex and rubber.
- Disposable gowns
- Safety glasses
- Disposable cleaning cloths
- Tissues
- Thermometers
- Biohazard bags
- Isopropyl, bleach and detergent/cleaner.

The decision to deploy PPE from the Victorian medical stockpile to healthcare and other settings will be taken by the Chief Health Officer.

Social distancing

This comprises interventions to reduce normal physical and social population mixing, in order to slow the spread of a pandemic. In addition to restricting workplace entry and interaction, a 1 metre distance rule should be implemented to eliminate physical interaction such as hand shaking and hugging.

Restricting workplace entry

Measures that will, as far as is practicable, protect staff from being exposed to the pandemic virus can include:

- Minimising direct face-to-face contact with customers.
- Implementing, where possible, work from home policies.
- Support for staff working in isolated locations (i.e. home)
- Minimising face-to-face internal meetings.
- Closure of non-essential locations.
- Suspension of all non-essential services.
- We possible avoid sharing workstations and/or equipment.
- Provision of information / awareness programs regarding transmission of infection and exclusion requirements.
- Provision of workplace signage.

Council workplace cleaning

Advice on adequate cleaning measures and the life of the virus on surfaces must be sought from DH at the time of the event.

Viruses can typically survive longer on non-porous objects such as tables and door handles and may be transmittable for 24-48 hours.

Regular cleaning (preferably daily) within council locations will assist in protecting staff from being exposed to the pandemic virus within their environment. These sites can include:

- Commonly touched areas (public counters, workstations, doorhandles, hand railings, light switches).
- Equipment (telephones, keyboards, mouse controls, trolleys).
- Toilet facilities
- Kitchen and communal areas

- Meeting rooms
- Customer areas.

Any disinfectant used must be a hospital-grade product with claims against the targeted virus, and selected from the Therapeutic Goods Administration (TGA)'s [Australian Register of Therapeutic Goods \(ARTG\) list](#).

16. Communications

State Communication Plan

As the lead agency, DH will produce a whole of Victorian Government communication strategy to strengthen pandemic preparedness at state, regional and local level and ensure that timely, informative and consistent messages are provided to the wider community. The strategy supports the Australian Government Department of Health Communication Strategy, while accommodating Victorian circumstances.

Communication strategies can be found in Appendix 8 of the Victorian Health Management Plan for Pandemic Influenza ([VHMPPi](#)).

Council Communication Plan

At the municipal level, council's Communications & Customer Service branch is responsible for both community and internal staff pandemic communications. All council service units will have a responsibility to distribute approved information as provided by communications and marketing. For example:

- Environmental Health - registered premises (eg. food businesses, accommodation)
- Engineers - contractors
- Social and Community - community groups and CALD community leaders.

Council's Communications Unit will prepare a script based on Australian Government and Victorian Government advice for customer service staff or other council staff who may take calls from the general public seeking help and information during a pandemic. Specific council communications activity during a pandemic is outlined in [Appendix 1](#).

Internal communication

The Communications Manager will be requested to attend council's executive meetings in relation to a pandemic. The Pandemic Coordinator is responsible for providing initial information to council's CEO, councillors and staff.

External communication

Council can provide information to the community via several avenues. DH information will be utilised to ensure consistent messages are being communicated.

- Council's website/ social media will be used to post information and provide links to DH, Australian Government Department of Health and WHO websites.
- Council offices and service centres will be used to provide advice on how to best access council services (dependent on social distancing measures).
- Recorded phone messages can be utilised on the main council phone line.

- Local papers, radio and community papers can be used to transfer information.

17. Immunisation

The most effective way of preventing infection with a virus is vaccination. A pandemic vaccine can only be developed once the nature of the virus is known and is likely to take some time before being available. Although Victoria has a wide range of immunisation providers, Council is likely to play an active role in the delivery of a pandemic vaccination program, through mass vaccination or any other means vaccination program. Pandemic vaccines are produced by pharmaceutical companies under pre-arranged contracts with the Australian Government.

When a customised pandemic vaccine does become available, a mass vaccination program will be coordinated by DH. Local council and GP networks may be asked to support DH by providing staff, facilities or by promoting the vaccination program throughout the community.

At the time of such a program, guidelines will be developed to provide useful information, forms, guidance and tips to be used to implement such as program. The purpose of such guidelines would be to assist immunisation providers in a range of settings to meet their professional responsibilities and community expectations for a quality program and safe service delivery.

Mass vaccination centres will be determined in conjunction with DH. Clinics may be Council operated facilities (such as Warrnambool Stadium) or vacant large commercial sites.

18. Acknowledgements

Acknowledgment is given to the representatives from DH and local governments who participated in forming the template to use as an Influenza Pandemic Response Plan throughout the municipalities of the Barwon South West Region.

Appendices

Appendix 1- Council Pandemic Response Procedures

Council Area Responsible	Pandemic Planning Period No novel strain has been detected (or emerging strain under initial detection)	Standing by for Response Sustained community person to person transmission is detected overseas	Initial Response Cases are detected in Australia but information about the disease is scarce Notification received from DH	Targeted Response When initial and targeted cases are detected in Australia and there enough is known about the disease to tailor to specific needs		
				Low Clinical Severity	Moderate Clinical Severity	High Clinical Severity
Council Pandemic Officer / Pandemic Coordinator	<ul style="list-style-type: none"> Officer to be delegated – see MEMO. 	<ul style="list-style-type: none"> Implement notification procedures as per DH instructions Alert Executive and provide advice Work with Comms Team to increase staff awareness (e.g. personal health messages on display in workplace) Organise acquisition of PPE or other resources as required 	<ul style="list-style-type: none"> Alert Executive and provide advice Alert Pandemic Sub Committee and inform them of Council activity Work with Comms Team to increase staff awareness (e.g. personal health messages on display in workplace) Review requirement to purchase PPE if required Liaise with DH to discuss contact tracing arrangements Work with HR and comms team to alert staff of possible pandemic and actions to reduce the risk of infection – personal hygiene, avoiding contact, immunisation etc. Provide specific information for work units dealing with the public - case workers, maternal & child health nurses, childcare centres, home care, MOW, library, leisure, civic facilities 	<ul style="list-style-type: none"> Implement enhanced infection control procedures based on advice from DH Review and confirm vaccine and PPE supply chain and secure storage with MEMO Liaise with DH to discuss contact tracing arrangements Ensure staff using PPE have undertaken OHS training on PPE usage Distribute PPE supplies to units Purchase or procure health, PPE and cleaning products / consumables for an extended period. 	<ul style="list-style-type: none"> Implement enhanced infection control procedures based on advice from DH Review and confirm vaccine and PPE supply chain and secure storage with MEMO Liaise with DH to discuss contact tracing arrangements Implement PPE training for essential services staff. Distribute PPE supplies Review supplies, purchase or procure health, PPE and cleaning products / consumables for an extended period. 	<ul style="list-style-type: none"> Implement enhanced infection control procedures based on advice from DH Maintain regular contact with DH, IMT and the Emergency Management Group Review supplies, purchase or procure health, PPE and cleaning products / consumables for an extended period Implement vaccination programs as advised by DH
All Council Business Units (Responsibility lies with Managers)	<ul style="list-style-type: none"> Identify critical business activities and available resources Assist with review of the Pandemic Plan as requested by the Pandemic Coordinator Promote seasonal vaccination, good hygiene and flu preparedness practices (infection control) among staff, contractors and clients Identify staff PPE requirements and organise appropriate training for staff 	<ul style="list-style-type: none"> Implement procedures as per instruction from the Council Pandemic Coordinator, executive or the SOG Promote good hygiene and infection control procedures 	<ul style="list-style-type: none"> Implement procedures as per instruction from the Council Pandemic Coordinator, executive or the SOG Report any changes to Council business unit activities or resource levels according to the Council Business Continuity Plan Reinforce good personal hygiene and infection control procedures with all staff Staff suspected of or reporting being unwell to be excluded from the workplace (refer to DH for further information) 	<ul style="list-style-type: none"> Review services, resource levels and BC arrangements Implement procedures as per instruction from the Council Pandemic Coordinator, IMT or the Emergency Management Group Report any changes to Council business unit activities or resource levels according to the Council Business Continuity Plan Staff suspected of or reporting being unwell to be excluded from the workplace (refer to DH for further information) Introduce workplace social distancing measures and reduce numbers of mass gatherings (meetings, events etc.) 	<ul style="list-style-type: none"> Review services, resource levels and BC arrangements Implement procedures as per instruction from the Council Pandemic Coordinator, IMT or the Emergency Management Group Report any changes to Council business unit activities or resource levels according to the Council Business Continuity Plan Cease all non-essential person to person contact with customers and clients Staff suspected of or reporting being unwell to be excluded from the workplace (refer to DH for further information) 	<ul style="list-style-type: none"> Review services, resource levels and BC arrangements Implement working from home arrangements where appropriate Implement procedures as per instruction from the Council Pandemic Coordinator, IMT or the Emergency Management Group Report any changes to Council business unit activities or resource levels according to the Council Business Continuity Plan All staff to adhere to PPE requirements for direct service delivery
Municipal Emergency Management Officer (MEMO)	<ul style="list-style-type: none"> Participate in annual Pandemic Plan review Assist with Pandemic Plan tri-annual audit Assist with Pandemic Plan tri-annual audit Delegate Officer as Pandemic Coordinator when required 	<ul style="list-style-type: none"> Implement procedures as per DH instructions Assist Pandemic Coordinator in acquisition of PPE or other resources as required 	<ul style="list-style-type: none"> Assist Pandemic Coordinator in acquisition of PPE or other resources as required MEMO to liaise with DH to inform them of Council activity and resourcing 	<ul style="list-style-type: none"> Liaise with DH to determine need to activate CEOC and emergency relief arrangements MEMO to review resourcing requirements for Community Support Services and report to DH Assist Pandemic Coordinator in acquisition of PPE or other resources as required MEMO to liaise with DH to inform them of Council activity and resourcing 	<ul style="list-style-type: none"> Liaise with DH to determine need to activate CEOC and emergency relief arrangements MEMO to review resourcing requirements for Community Support Service and report to DH Assist Pandemic Coordinator in acquisition of PPE or other resources as required MEMO to liaise with DH to inform them of Council activity and resourcing 	<ul style="list-style-type: none"> Establish community support services, facilities and staffing with advice from DH Maintain regular contact with DH MEMO to liaise with DH to discuss relief and recovery arrangements Assist PC as requested for vaccination and session security

Council Area Responsible	Pandemic Planning Period No novel strain has been detected (or emerging strain under initial detection)	Standing by for Response Sustained community person to person transmission is detected overseas	Initial Response Cases are detected in Australia but information about the disease is scarce Notification received from DH	Targeted Response When initial and targeted cases are detected in Australia and there enough is known about the disease to tailor to specific needs		
				Low Clinical Severity	Moderate Clinical Severity	High Clinical Severity
Human Resources	<ul style="list-style-type: none"> Review HR planning for pandemic OHS to assist Coordinators with advice on PPE training for staff 	<ul style="list-style-type: none"> Review HR planning for pandemic including business continuity. 	<ul style="list-style-type: none"> Assist Pandemic Coordinator to alert staff of a possibility of a pandemic and the actions to be taken to reduce the risk of infection – personal hygiene, avoiding contact, immunisation etc. 	<ul style="list-style-type: none"> Assist Pandemic Coordinator to distribute PPE supplies as required Staff suspected of or reporting being unwell to be excluded from the workplace (assist in implementation of this) Implement an illness register employment/deployment of staff to ensure continuation of critical services 	<ul style="list-style-type: none"> Staff suspected of or reporting being unwell to be excluded from the workplace (assist in implementation of this) Implement an illness register continuation of critical services 	<ul style="list-style-type: none"> Ensure provision of Employee Assistance Program by telephone Staff suspected of or reporting being unwell to be excluded from the workplace (assist in implementation of this) Implement an illness register
Communications	<ul style="list-style-type: none"> Establish / review communication policy and procedure 	<ul style="list-style-type: none"> Work with Pandemic Coordinator to Increase staff awareness (e.g. display health messages in workplace) 	<ul style="list-style-type: none"> Work with Pandemic Coordinator to Increase staff awareness (e.g. display health signage etc.) Assist Pandemic Coordinator to alert staff and Councillors of a possibility of a pandemic and the actions to be taken to reduce the risk of infection – personal hygiene, avoiding contact, immunisation etc. Prepare internal and external messages using advice from DH 	<ul style="list-style-type: none"> Provide information to local papers / radio stations regarding pandemic situation. Advise where support services can be accessed. Regularly update community information on website, phone wait message and other public access points 	<ul style="list-style-type: none"> Provide information to local papers / radio stations regarding pandemic situation. Advise where support services can be accessed. Regularly update community information on website, phone wait message and other public access points 	<ul style="list-style-type: none"> Provide information to local papers / radio stations regarding pandemic situation. Advise where support services can be accessed. Regularly update community information on website, phone wait message and other public access points
Immunisation	<ul style="list-style-type: none"> Immunisation Coordinator to recommend seasonal flu vaccinations Promote all scheduled vaccination programs 	<ul style="list-style-type: none"> Promote all scheduled vaccination programs 	<ul style="list-style-type: none"> Provide advice to Council on the number of upcoming mass gatherings in the Shire and any advice from DH around social distancing or other precautions. Promote all scheduled vaccination programs 	<ul style="list-style-type: none"> Arrange immunisation sessions when vaccine available Promote vaccination for pneumococcal vaccine for identified high-risk groups. 	<ul style="list-style-type: none"> Arrange immunisation sessions when vaccine available Promote vaccination for pneumococcal vaccine for identified high-risk groups. 	<ul style="list-style-type: none"> Arrange immunisation sessions when vaccine available Promote vaccination for pneumococcal vaccine for identified high-risk groups
Family, Youth and Children Services Aged & Disability Services	<ul style="list-style-type: none"> Ensure staff training for PPE usage 	<ul style="list-style-type: none"> Review hygiene and food preparation procedures as per instructions from DH. 	<ul style="list-style-type: none"> Review listings of vulnerable clients and communication channels 	<ul style="list-style-type: none"> Review listings of vulnerable clients and communication channels Determine support for quarantined and isolated clients at home 	<ul style="list-style-type: none"> Review listings of vulnerable clients and communication channels Consider closure of facilities based on DH advice Determine and provide support for quarantined and isolated clients at home PPE to be utilized where needed 	<ul style="list-style-type: none"> Review listings of vulnerable clients and communication channels Consider closure of facilities based on DH advice Determine and provide support for quarantined and isolated clients at home PPE to be utilized where needed
Buildings, Property, Library and Leisure Services		<ul style="list-style-type: none"> Cleaning contracts to be reviewed and enhanced cleaning standards to be negotiated. Review cleaning processes in communal areas 	<ul style="list-style-type: none"> Provide shared workstations with alcohol wipes for phones, computers Check wash areas regularly to replenish supplies 	<ul style="list-style-type: none"> Review cleaning and infection control procedures for communal areas Provide antiseptic hand wash to ingress points of Council buildings Investigate work from home capacity / accessibility of systems from remote locations Additional infection control procedures for communal areas 	<ul style="list-style-type: none"> Review cleaning and infection control procedures for communal areas Provide antiseptic hand wash to ingress points of Council buildings Support work from home arrangements Additional infection control procedures for communal areas (Consider closure of facilities based on DH advice) 	<ul style="list-style-type: none"> Isolate air circulation (heating / cooling) systems for all relevant municipal facilities Secure closed sites Additional infection control procedures for communal areas (consider closure of facilities based on DH advice) Reduce services as required

Council units not listed in this table are required to support pandemic response activities of those business areas listed. Stand Down procedure will be implemented upon advice from the DH

Appendix 2 - Vulnerable groups

Existing Vulnerable Group	Ways affected
Children & elderly	More likely to contract pandemic due to reduced natural immunity
People living in healthcare settings	Reduced natural immunity due to other health conditions
Young families, especially single-parent families	May need to manage a range of demands with minimum support
Elderly people living alone without support	Isolation could cause deterioration in health and ability to function
Socially isolated	Lack of family and friends to provide personal or physical support. Lack of information could lead to anxiety
Physically isolated	Reduced ability to call on assistance from other members of the community, or from agencies
Unemployed	Lack of financial and physical resources may result in higher levels of disadvantage
People relying on external help	Existing support, such as home support, may be compromised
People living in an institutional setting	More exposed to the spread of disease, due to close living arrangements and sharing of facilities
People with existing disability, physical or mental illness	Existing support may be compromised. Higher risk of exposure to infection and psychological stressors
People with limited coping capability	Reduced capacity to manage life events
Substance dependent	Vulnerability if medical and other care arrangements are disrupted
Culturally and linguistically diverse communities (CALD)	Reduced understanding of potential risks and difficulty gaining access to information and resources
Financially disadvantaged, individuals and families on low incomes and/or high debt levels	May have limited access to goods and services. May not be able to stockpile, due to diminished supply and potential rising costs
Homeless	More exposed to the spread of disease, due to sharing of facilities. Lack of financial and physical resources may result in higher levels of disadvantage
People who use public transport	Higher likelihood of infection and transmission due to close contact with others

People confined to their homes as a result of illness or quarantine	Lack of family and friends to provide adequate levels of care. Fear of being socially marginalised or stigmatised.
Children orphaned and without a carer, particularly where there is no alternative carer	Heightened levels of grief, anxiety, stress and trauma due to issues around housing and care. Potential dislocation and developmental effects.
Children whose parents become ill, particularly where there is no alternative carer	Heightened levels of grief, anxiety, stress and trauma. Increased vulnerability in the longer term.
Families where a pandemic bereavement has taken place	Heightened levels of grief, anxiety, stress and trauma.
People whose caregiver is sick and unable to care for them	Lack of alternative support could lead to general deterioration of health and wellbeing.
People who become unemployed, due to business closure or economic downturn	Lack of financial and physical resources and high debt levels, with minimum savings in reserve.
People on low incomes or otherwise economically vulnerable	Lack of financial and physical resources to manage consequences over an extended period of time.
The worried well—those whose physical health has not been affected but are worried or anxious about getting sick	High levels of anxiety due to fear of illness, death, unemployment and lack of access to services and information.
Families	Increased risk of family violence and breakdown of family unit, due to a shift in household dynamics. Children will lack social interaction, following school closures.
Small business owners	Significant reduction in demand in some sectors. Lack of resources to maintain financial viability during a downturn in the economy and/or unable to function due to absence of key personnel.
Health care workers and workers who are in close regular contact with members of the public	Exposure to risk of infection and potential isolation from family and support networks could increase stress and anxiety levels.

Appendix 3 – External Stakeholders

A list of relevant stakeholders is produced regularly by the DFFH and is recognised as the best directory for use. This list is maintained by the Municipal Emergency Management Officer (MEMO) for use within the [MEMP](#).

Names and details obtained for use within this sub plan are only to be used for emergency management purposes and must be managed in accordance with the [Privacy and Data Protection Act 2014](#).

Appendix 4 – Local Chemists, Healthcare Providers & General Practitioners

Name	Address	Contact Number
Chemists		
Soulsby & Struth	103 Liebig St Warrnambool	5562 2042
Monaghans Pharmacy	136 - 140 Fairy St Warrnambool	5562 9555
Infinity Pharmacy Warrnambool (Artz & Kay Pharmacy)	143-149 Lava St Warrnambool	5562 0509
Direct Chemist Outlet - Target	T11/154 Koroit St Warrnambool	5561 6558
Direct Chemist Outlet - Centro	Shop 1/72 Mortlake Rd Warrnambool	5561 3755
Direct Chemist Outlet – Henna St	Shop 3/ 102 Henna St Warrnambool	5562 0999
Dennington Discount Chemist	Shop MM01/1330 Raglan Pde Dennington	5561 0045
Chemist Warehouse – Warrnambool Central	Shop 16A/125-139 & 141- 143 Liebig St Warrnambool	5562 2424
Chemist Warehouse - Warrnambool	M1032 Gateway Plaza, 154 Raglan Pde Warrnambool	5562 9780
HPS Warrnambool	St John of God Hospital, 136 Botanic Rd Warrnambool	9381 3221
Healthcare Providers		
South West Healthcare	33 Ryot St Warrnambool	5563 1666
St John of God Hospital	136 Botanic Rd Warrnambool	5564 0600
Gunditjmara Health Clinic	3 Banyan St Warrnambool	1800 629 729
Warrnambool Priority Primary Care Centre	133 Fairy St Warrnambool	9975 8403
General Practitioners		
South West Medical Centre	281-297 Koroit St Warrnambool	5563 4370
Hopkins Medical Centre	435-439 Raglan Pde Warrnambool	5561 4955
Cambourne Clinic	196a Liebig St Warrnambool	5561 5769
Botanic Medical Specialists	39 Jamieson St Warrnambool	5562 0792

Ochre Medical Centre Jamieson	2/70-80 Hopkins Hwy Warrnambool	5562 6533
Warrnambool Medical Clinic	193A Liebig St Warrnambool	5562 2766
South West Medical Clinic	287 Koroit St Warrnambool	5563 4370
King Street Medical Clinic	3 King St Warrnambool	5561 2425
Middle Island Medical Clinic	43 Fairy St Warrnambool	4504 4800
WRAD Health and Handbury GP Bulk Billing Medical Clinic	172 Merri St Warrnambool	5564 5777
Seaview Health Medical Clinic	366 Raglan Pde Warrnambool	5562 9466

7.4. Draft Warrnambool Car Parking Strategy

DIRECTORATE : City Infrastructure

Purpose:

This report outlines the draft Warrnambool Car Parking Strategy and recommends that it is released for public consultation.

Executive Summary

- The draft Warrnambool Car Parking Strategy has been prepared to guide management of public car parking within the municipality.
- Preliminary community consultation was undertaken in July to inform the development of the draft Warrnambool Car Parking Strategy.
- The community and interested stakeholders will have the opportunity to provide comment on the draft plan, this feedback will inform the final Warrnambool Car Parking Strategy.

MOVED: CR RICHARD ZIEGELER

SECONDED: CR DEBBIE ARNOTT

That Council approve the release of the draft Warrnambool Car Parking Strategy for consultation.

CARRIED - 7:0

Background

The City Centre Parking Strategy was developed in 2015 to provide the strategic framework for the future supply and improved management of on and off-street parking in Warrnambool's City Centre.

Nearly ten years on the City Centre Parking Strategy is due for review and as such the preparation of the Warrnambool Parking Strategy commenced with an expanded focus area to include a number of additional precincts within the municipality.

During this time there have also been a number of changes to car parking in the city centre including the provision of around 200 additional free all-day car parks at the railway station, the introduction of Council's pay by plate ticketless parking meters and phone app.

Additionally, the main street of Warrnambool and secondary parts of the city centre have undergone significant infrastructure renewal which has led to changes in traffic movement, parking, footpath widening in some areas and street furniture.

The hospital precinct has undergone significant change in recent years with the opening of the new cancer centre and hospital redevelopment. This has created parking pressures in this precinct which has led to a shortage of parking, neighbouring streets used to accommodate vehicles and illegal parking on nature strips.

The Warrnambool Car Parking Strategy study area encompasses the following precincts:

- Warrnambool CBD
- Raglan Precinct
- Banyan Precinct
- Railway Precinct
- Hospital Precinct
- Industrial Precinct
- Breakwater Precinct
- Lake Pertobe Precinct

Issues

The Warrnambool City Centre is the principal retail and commercial centre for South West Victoria, providing support to the broader region for commerce, governance, social services, health, education, the arts and recreation.

The Warrnambool population are currently heavily reliant on private vehicles, with many parts of the broader catchment being poorly serviced by public transport currently. There are a number of significant land uses within or close to the Warrnambool CBD which generate parking demands in excess of their on-site provision, putting pressure on public car parking resources.

The draft Warrnambool Car Parking Strategy has been prepared, refer to Attachment 1.

The overall car parking occupancy rate for public parking in the Warrnambool CBD is 66%, and has reduced since pre-covid levels, indicating that there is sufficient parking provided in the CBD overall. However, demand for parking is not equal across all precincts and time restrictions and there are parts of the CBD experiencing high demand.

Other key findings include:

- a shortage of all-day parking for railway commuters due to use of commuter parking by others (including CBD staff and TAFE students),
- very high occupancy of on-street parking in the Hospital Precinct, and inadequate time-based restrictions reported by survey respondents,
- visibility and accessibility issues caused by vehicles parking on nature-strips in the industrial precinct, and
- standard passenger cars (without trailers) parking in long bay spaces in the breakwater precinct.

The Car Parking Strategy recommendations are summarised as follows:

- consider installation of car parking detection sensors within the most popular areas of the CBD to increase compliance and turnover,
- review disabled parking provision (time limits, quantity and location),
- provide P-15minute spaces in front of the post office, banks and chemists,
- consider increasing all-day parking fees in the CBD and using the funds to contribute towards a park-and-ride free shuttle service,
- investigate potential for additional parking in the hospital precinct, artillery crescent and Raglan Parade (centre-of-road),

- increase time limit from 2P to 3P in the hospital precinct,
- line-mark on-street parking bays in areas of the industrial precinct where parking on nature-strips is prevalent, and
- install additional signage in the Breakwater Precinct, review adequacy of long-bay and standard car parking during the peak summer months and undertake enforcement of cars parked in trailer spaces.

Financial Impact

The preparation of the Warrnambool Car Parking Strategy has been budgeted for within the Sustainability & Compliance budget.

Legislation / Policy / Council Plan Context

4 A connected, inclusive place

4.1 Effective planning: Council will ensure its planning acknowledges the unique character and attributes of local places and that that supports social connection, equitable access, appropriate housing and sustainable population growth.

4.2 A connected community: Council will enhance Warrnambool's connectivity through the delivery of, or advocacy for, improvement to roads, public transport, footpaths, trails and digital infrastructure.

5 An effective Council

5.2 Engaged and informed community: Council will ensure ongoing community engagement to identify changing needs and priorities when developing and delivering services and programs.

Timing

It is anticipated that the draft Warrnambool Car Parking Strategy will be released for public consultation in August 2024.

Following the period of consultation, submissions in response to the draft Warrnambool Car Parking Strategy will be assessed and any necessary amendments will be made to the plan. The final Warrnambool Car Parking Strategy will be presented to a future Council meeting.

Community Impact / Consultation

Preliminary community consultation was undertaken in July 2024 to inform the development of the draft Warrnambool Car Parking Strategy.

It is recommended that the draft Warrnambool Car Parking Strategy is released for public comment and submissions.

The release of the draft Warrnambool Car Parking Strategy for community consultation is the second stage in the consultation process. The plan will be released on Councils Your Say website and notification will be included in the newspaper and social media.

Officers' Declaration of Interest

None.

Conclusion

The draft Warrnambool Car Parking Strategy provides recommendations for the management of public car parking within the municipality. It is proposed that the draft Warrnambool Car Parking Strategy will be released for public comment to provide the opportunity for the community and interested stakeholders to make submissions and provide feedback on the plan.

ATTACHMENTS

1. draft Warrnambool Car Parking Strategy 2024 [7.4.1 - 78 pages]

Traffix Group

Warrnambool City

Car Parking Strategy 2024

Prepared for
Warrnambool City Council

July 2024

G34455R-01A

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1



WARRNAMBOOL
CITY COUNCIL

Traffix Group

Executive Summary

Warrnambool City

Car Parking Strategy 2024

1. Executive Summary

Warrnambool is Victoria's largest coastal regional city, located approximately 260km west of Melbourne, and has a land area of approximately 120 square kilometres and a population of over 35,600. The population is forecast to increase to 43,000 people by 2031.

The Warrnambool City Centre is the principal retail and commercial centre for South West Victoria, providing support to the broader region for commerce, governance, social services, health, education, the arts and recreation.

The Warrnambool population are currently heavily reliant on private vehicles, with many parts of the broader catchment being poorly serviced by public transport currently. There are a number of significant land uses within or close to the Warrnambool CBD which generate parking demands in excess of their on-site provision, putting pressure on public car parking resources.

This strategy updates and replaces the Warrnambool City Centre Parking Strategy (2015).

A number of changes to car parking in the city centre have occurred since the 2015 strategy was adopted, including:

- provision of approximately 180 additional free all-day car parks at the railway station,
- the introduction of 1-hour free parking in off-street car parks,
- upgrades to Council's pay-by-plate ticketless parking meters and phone app, and
- the introduction of Council's smart parking management system.

Additionally, Warrnambool Base Hospital is currently undergoing a staged redevelopment, which is expected to place additional pressure on parking within the surrounding residential area.

The overall car parking occupancy rate for public parking in the Warrnambool CBD is 66%, and has reduced since pre-covid levels, indicating that there is sufficient parking provided in the CBD overall. However, demand for parking is not equal across all precincts and time restrictions and there are parts of the CBD experiencing high demand.

Other key findings include:

- a shortage of all-day parking for railway commuters due to use of commuter parking by others (including CBD staff and TAFE students),
- very high occupancy of on-street parking in the Hospital Precinct, and inadequate time-based restrictions reported by survey respondents,
- visibility and accessibility issues caused by vehicles parking on nature-strips in the industrial precinct, and
- standard passenger cars (without trailers) parking in long bay spaces in the breakwater precinct.

The Car Parking Strategy recommendations are summarised as follows:

- consider installation of car parking detection sensors within the most popular areas of the CBD to increase compliance and turnover,

Warrnambool City

Car Parking Strategy 2024

- review disabled parking provision (time limits, quantity and location),
- provide P-15minute spaces in front of the post office, banks and chemists,
- consider increasing all-day parking fees in the CBD and using the funds to contribute towards a park-and-ride free shuttle service,
- investigate potential for additional parking in the hospital precinct, artillery crescent and Raglan Parade (centre-of-road),
- increase time limit from 2P to 3P in the hospital precinct,
- line-mark on-street parking bays in areas of the industrial precinct where parking on nature-strips is prevalent, and
- install additional signage in the Breakwater Precinct, review adequacy of long-bay and standard car parking during the peak summer months and undertake enforcement of cars parked in trailer spaces.

2



WARRNAMBOOL
CITY COUNCIL

Traffix Group

Introduction

Warrnambool City

Car Parking Strategy 2024

2. Introduction

Traffix Group has been engaged by Warrnambool City Council to review the City Parking Strategy 2015 and prepare an updated Parking Strategy.

The 2015 strategy was based on the Warrnambool CBD only, while the updated Parking Strategy also reviews precincts outside of the CBD, including the Hospital Precinct, Industrial Precinct and Foreshore Areas.

The City Parking Strategy 2015 was originally reviewed in 2020 however it was delayed due to the impacts of the Covid Pandemic lockdown periods, including the impacts on car parking utilisation, and the final version was ultimately not adopted by Council.

A number of changes to car parking in the city centre have occurred since the 2015 strategy was adopted, including:

- provision of approximately 180 additional free all-day carparks at the railway station,
- the introduction of 1-hour free parking in off-street carparks,
- upgrades to Council's pay-by-plate ticketless parking meters and phone app, and
- the introduction of Council's smart parking management system.

Additionally, Warrnambool Base Hospital is currently undergoing a staged redevelopment. A new Regional Logistics Distribution Centre (RLDC) was recently completed and will house the hospital's commercial linen and healthcare supply services, freeing up space at the main hospital campus for the redevelopment. A builder has been appointed to deliver the next stage of the \$384.2 million redevelopment, with site preparations and early works underway. The redevelopment will include a multi-storey hospital tower, a bigger emergency department, additional inpatient beds, dedicated areas for pathology and dialysis and a paediatric unit, and is expected to be completed in 2027.

The Hospital redevelopment works are expected to increase parking demand in the residential area adjacent to the city centre and could create parking pressures in neighbouring residential streets. Accordingly, there is a need to expand the Parking Strategy to consider these impacts.

The industrial area is also expanding and there is a need for parking for large transport vehicles. The South West Health Care RLDC may also place some pressure on the available on-street parking in its vicinity.

Accordingly, the Parking Strategy review will consider the overall parking demand, availability and accessibility within the city centre, hospital precinct, east, west and north areas surrounding the CBD for potential park and ride, the industrial area and also the foreshore precincts.

This report considers parking provision, demands, tariffs, time zones and information signage and provides recommendations to ensure the future car parking provision continues to align with the needs and expectations of the community.

3



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Background & Strategic Context

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3. Background and Strategic Context

Warrnambool is Victoria's largest coastal regional city, located approximately 260km west of Melbourne, and has a land area of approximately 120 square kilometres.

Warrnambool has a population of over 35,600 (2022) with an average growth rate of 1% over the last 7 years and is forecast to increase to 43,000 people by 2031.

The Warrnambool City Centre is the principal retail and commercial centre for South West Victoria, providing support to the broader region for commerce, governance, social services, health, education, the arts and recreation.

3.1. Council Plan (2021 – 2025)

The latest version of the Council Plan (2021 – 2025) was revised and adopted in 2023, and includes the following strategic objectives:

1. A Healthy Community,
2. A Sustainable Environment,
3. A Strong Economy,
4. A Connected, Inclusive Place,
5. An Effective Council,

Under "Goal 4" (a connected and inclusive place), Objective 1, Action Code 4.1.1 requires that Council deliver a City Parking Strategy including accessible parking and expansion of off-street parking areas.

This document has been prepared to respond to Action 4.1.1 of the Council Plan (2021 – 2025).

3.2. Road Users Plan (2018 – 2026)

The Warrnambool City Council Road Users Plan strategy document provides:

- a summary of crash statistics,
- road safety issues identified in conjunction with stakeholders, and
- an action plan which includes guidance on road safety issues.

The Road Users Plan identified a concentration of pedestrian and cyclist crashes in the Warrnambool City Centre.

The Plan identifies a need to improve bicycle and pedestrian traffic conditions, recommends integration of a safe systems approach for vulnerable road users, promotes "park and walk" and proposes that the City Centre should be pedestrianised. The four key areas addressed by the Road Users Plan are:

- Plan and Design,

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- Educate for Behaviour Change,
- Create a Sustainable Transport System, and
- Build Capacity.

3.3. Warrnambool City Centre Revitalisation Structure Plan (2012)

The Warrnambool City Centre Revitalisation Structure Plan is shown in Figure 2 below.



Figure 1: Warrnambool City Centre Revitalisation Structure Plan 2012

In relation to cars and parking, the Structure Plan identifies the following key objectives:

- Ensure that convenient levels of vehicular access and flow are maintained to meet the City Centre's needs over the next twenty years and beyond.
- Give higher priority to improving the attractiveness and viability of alternative travel modes (cyclists, buses, pedestrians) to reduce the dominance of private motor vehicles as the primary mode of travel.
- Ensure adequate levels of car parking to meet projected needs over the next twenty years and beyond.
- Existing and future car parking provision for shoppers, employees and other visitors must be readily accessible from the road network, safe and take account of the needs of all users, including disabled visitors.

Key strategies that relate to car parking include:

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- Continue to roll out recommendations of the Car Parking Strategy 2010.
- Ensure that high levels of convenient short term (less than two hours duration) parking continue to be provided in the future planning and development of the City Centre and retail core through:
 - continued maximisation of on-street parking provision within the local street system and in Liebig Street (subject to planning requirements for pedestrian amenity, vehicular circulation and cycle access);
 - increased levels of short-term off-street car parking to be provided through the proposed redevelopment of existing at-grade car parking land into new structure car parking;
 - rationalise loading zones and parking so that time limits are consistent and provide regular turnover of spaces; and
 - active enforcement of hot spots will ensure utilisation is maximised.
- Any at-grade car parking redevelopment should, as a starting point, result in no net loss of current parking spaces, and aim to provide mixed use outcomes for the site.
- Maximise the effective provision of long-term (two hours or greater duration) car parking facilities within easy walking distance of the Retail Core Precinct (approximately five minutes' walk or approximately 400m from Liebig Street) through the provision of:
 - Additional long-term off-street car parking through the proposed redevelopment of existing at-grade car parking land into new structure car parking, and
 - New longer-stay car parking for key designated sites (including the Railway Station eastern car park and the central at-grade car park bound by Koroit, Kepler, Timor and Liebig Streets.
- Investigate opportunities to provide long bay caravan and tourist bus parking options in highly visible location.

3.4. Warrnambool Retail Strategy (2007)

The Warrnambool Retail Strategy provides a policy framework for the management of retail and commercial floorspace for Warrnambool over the period 2006 to 2031, in the context of the Warrnambool City Centre's role as the south-west Victoria's principal activity centre and key regional trading and services hub.

The Retail Strategy identifies Warrnambool's regional catchment as extending from Colac in the east to Portland in the west and to Hamilton in the north. Notably, in-centre surveys identified a primary catchment area encompassing the City of Warrnambool and adjoining areas of Moyne Shire, a secondary catchment area drawing customers from areas up to 60km away and a tertiary catchment area that extends up to 90km from the centre.

The nature of the catchment served by the Warrnambool City Centre means that there is likely to be an ongoing reliance on private transport (and car parking) within the City Centre in the foreseeable future, particularly for those located within the secondary and tertiary catchment areas.

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In 2007, the Warrnambool City Centre had an approximate total of 153,739m² of floor space, comprising 24,315m² FGL (food, groceries, liquor), 33,989m² non-food retail, 14,351m² bulky goods, 10,047m² retail services, 66,965m² commercial and trade services and 3,116m² vacant floor space.

In-centre surveys conducted in 2006 and 2007 identified that 21.5% of respondents stayed in the Warrnambool City Centre for less than an hour, 28.2% stayed for one to two hours and 51.3% stayed for more than two hours.

The surveys also identified that:

- more than 95% of respondents visited two or more stores,
- 63% visited three or more stores,
- 69.4% arrived by private motor vehicle,
- 18.1% walked/cycled to the City Centre,
- 12.4% caught public transport, and
- 73.7% of respondents were from Warrnambool while the balance were from other areas including secondary and tertiary catchments, other parts of Victoria, interstate or overseas (tourists).

The in-centre surveys highlighted community concern in relation to the unavailability of car parking spaces close to core retail precincts.

Car parking occupancy surveys were conducted in November 2006 as part of the retail strategy. Figure 3 and Figure 4 show the peak weekday (Friday afternoon) and peak weekend (Saturday morning) parking occupancies identified in the Retail Strategy.

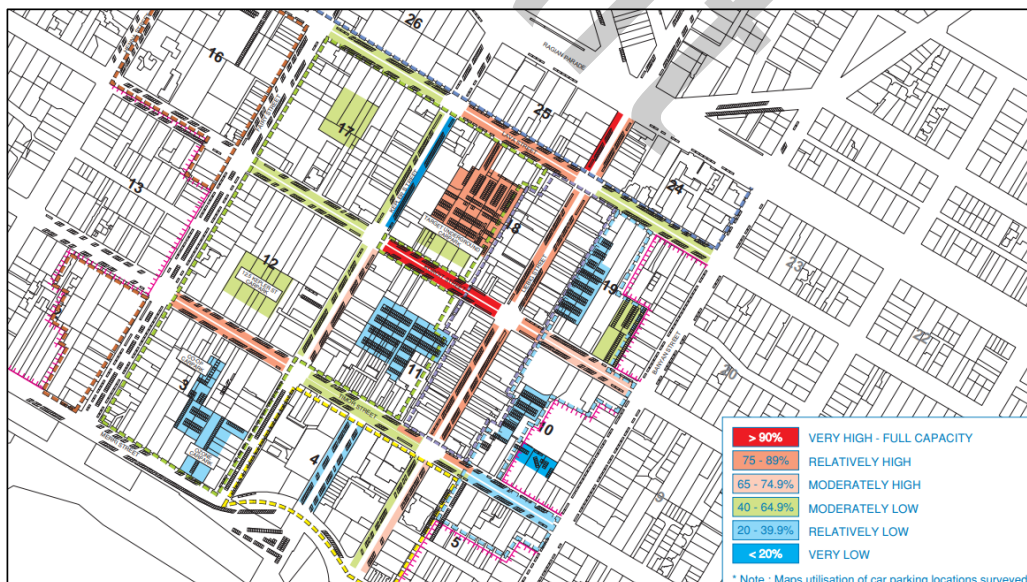


Figure 2: Friday PM Peak Parking Occupancy – November 2006 (Source: Retail Strategy)

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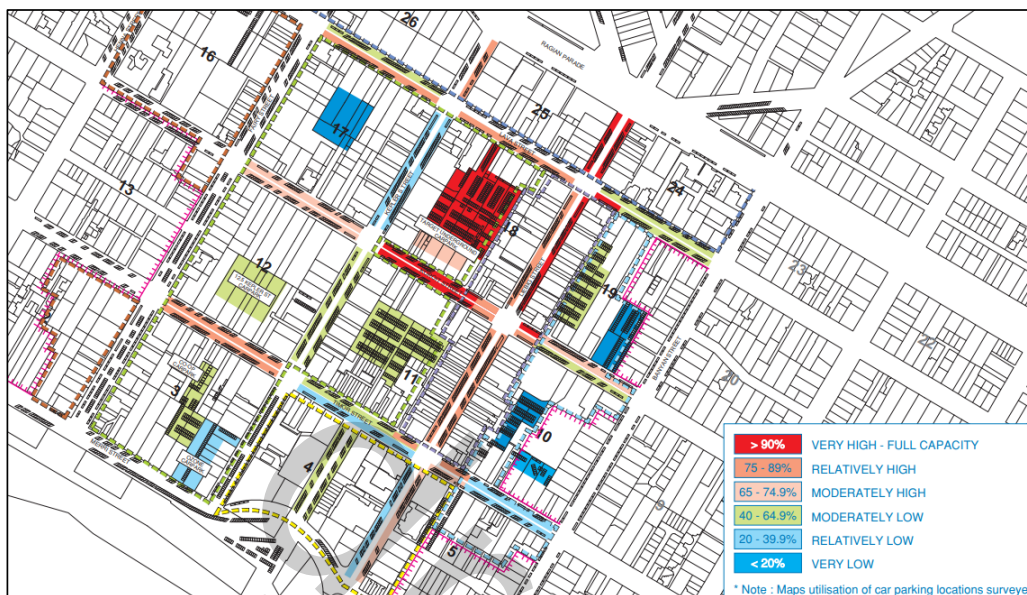


Figure 3: Saturday Peak Parking Occupancy – November 2006 (Source: Retail Strategy)

3.5. Sustainable Transport Strategy (2010 – 2020)

The Sustainable Transport Strategy (STS) was developed in 2010 in a process that included a review of national and international research on sustainable transport and travel behaviour change, a contextual analysis of Warrnambool and a public consultation process.

Sustainable transport includes 'active transport' modes (walking, cycling) as well as public transport.

Council maintains a network of footpaths and off-road shared pathway networks, supports TravelSmart initiatives such as Ride2School and Ride2Work days, provides funding to increase the number of bicycle parking spaces in the City Centre and allocates annual funding to upgrades and development of sustainable transport measures such as new footpath works, on-road cycling lanes, off-road shared paths, signage and new bus shelters.

The objectives of the STS are to:

- *Integrate sustainable transport principles into all Council policy, planning, programs and activities.*
- *Maintain, appropriately upgrade, and extend existing physical infrastructure that supports the use of active transport modes.*
- *Improve connectivity and safety of existing pedestrian and cycling routes to foster increased use of active transport modes.*
- *Promote the use of active transport and public transport to residents and visitors of Warrnambool.*
- *Demonstrate leadership and advocacy in the field of sustainable transport.*

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The STS identifies a number of strategies to achieve the above objectives, as well as individual projects, many of which have since been implemented.

3.6. Lake Pertobe Master Plan (2018)

Lake Pertobe is a regional attraction incorporating a park, playground and recreational activities which connects Warrnambool's City Centre to the foreshore.

The Lake Pertobe Master Plan was prepared in 2018 to identify improvements and guide investment to:

- ensure Lake Pertobe remains one of the best regional playgrounds in regional Australia,
- protect the reserve from overuse, and
- enhance and protect the environmental values.

The Masterplan makes a range of recommendations under the headings of Infrastructure, Connectivity & Wayfinding, Accessibility, Play Infrastructure, Arts & Culture, Recreation and Social Use, Environment and Landscaping, Events & Infrastructure, Parking & Transport, Drainage & Water.

The Parking & Transport recommendations are as follows:

- Prioritise, design and cost all parking recommendations as detailed on the parking layout plan for Lake Pertobe.
- Extend and formalise the car park area next to the mini golf.
- Extend the car park area near the sewer pump station to include extra vehicle spaces.
- Improve the vehicle parking area on the northwest side of Pertobe Road by sealing and line marking vehicle parking to maximise the spaces available near Events Area 1.
- Develop overflow parking for the foreshore area along Price Street.
- Restrict inappropriate vehicle access to the Jetty Flat area.
- Install a barrier to the east of Play Area 2 to stop vehicles parking under the Norfolk Island Pine trees on the road reserve.
- Communicate changes to parking and pedestrian connections at Lake Pertobe to increase awareness of park and walk options in the area.

The Lake Pertobe Masterplan is shown in Figure 5 below.

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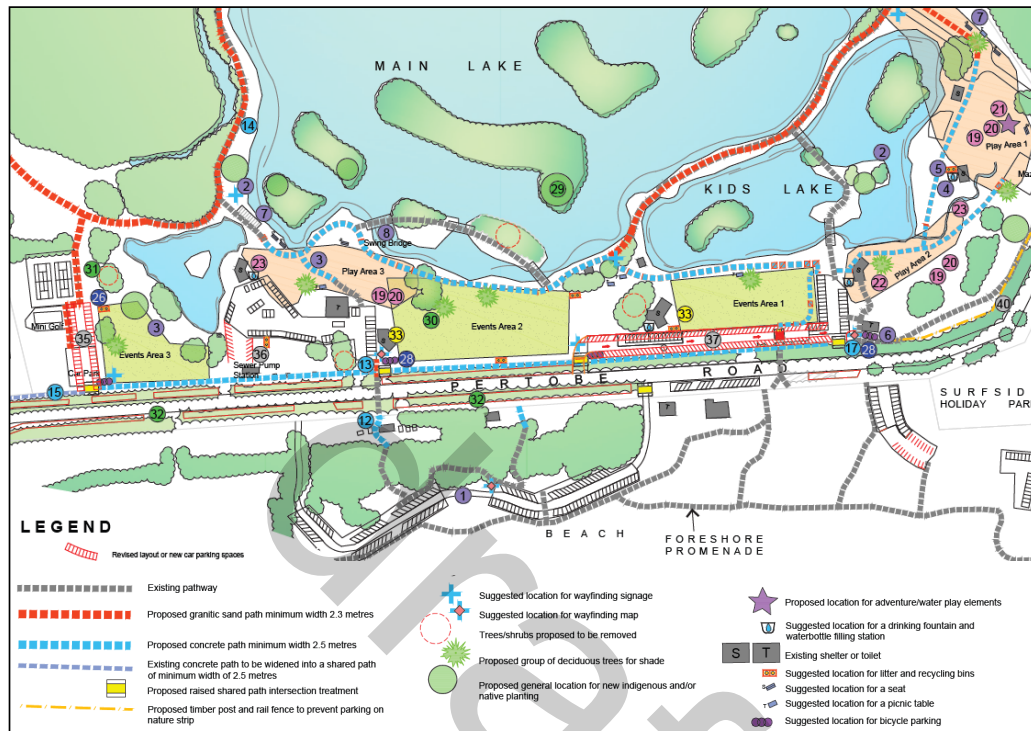


Figure 4: Lake Pertobe Road Precinct – Masterplan Recommendations (2018)

3.7. Warrnambool Harbour Masterplan (2018)

The Warrnambool Harbour caters for the commercial fishing industry, recreational fishing and boating and informal recreational activities.

The Warrnambool Harbour Masterplan was prepared in 2018 to guide and coordinate future development of the harbour and adjacent foreshore.

A number of issues and opportunities are identified in the Masterplan, including the following related to car parking:

- Need for additional long vehicle parking and horse wash down facilities in the northern carpark.
- Northern carpark under-utilised during the day due to poor signage and existing access road being very narrow.
- Cars parking in long vehicle parking bays reduce the number of spaces available to vehicles with trailers.
- Car parking along the foreshore is very popular for walkers and people enjoying the water outlook.

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- Current boat rigging areas, vehicle queuing areas and boat wash down facilities are inadequate resulting in vehicle congestion at the boat launch, especially during busy periods.
- Confusing road network makes identification of car park circulation and exits difficult for visitors to the area.

Figure 6 below shows the 2018 Masterplan proposal which increases the car parking and long vehicle parking supply at Warrnambool Harbour.



Figure 5: Warrnambool Harbour Masterplan (2018)

It is noted that the proposed changes to vehicle circulation and parking as shown in the Masterplan have not yet occurred.

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3.8. Warrnambool Foreshore Framework Plan (2024)

The Warrnambool Foreshore Framework Plan issues and opportunities paper was prepared by Realm Studios on behalf of Council in January 2024.

The aims of the plan are to improve and enhance Warrnambool's essential characteristics:

- environmental and human health;
- accessibility and movement;
- social and economic activation; and
- resilient and regenerative environmental systems.

The Warrnambool Foreshore Framework Plan issues and opportunities paper documented existing conditions, community consultation processes and responses, opportunities and constraints.

In relation to movement and access, it was identified that there are challenges with:

- a lack of areas to park a vehicle and see the ocean,
- feeling unsafe along some of the vegetated path network,
- too much traffic along Pertobe Road during peak periods,
- lack of lighting along the pathway,
- pedestrian safety on the path network due to sharing with bikes and scooters, and
- accessibility for non-vehicle transport.

In relation to movement and access, it was identified that there are opportunities to:

- improve sense of safety by incorporating lighting,
- better connect Flagstaff Hill to the Foreshore to act as a gateway to the area,
- include a separate bike path or widened shared path,
- explore car parking opportunities away from the Foreshore to open up public space (in conjunction with improving access for pedestrians and other transportation links), and
- improve boat ramp facilities to make it easier to use/less dangerous.

The stakeholder consultation identified a preference for the foreshore area to not become a parking lot, and for alternatives (e.g. e-scooters, park and walk) to be considered, as well as improved connectivity to the CBD and V/Line via public transport. Additionally, increased parking facilities for buses was suggested, to allow more school camping trips/day trips to access the foreshore precinct.

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3.9. City Centre Parking Strategy (2015)

Council adopted the current City Centre Parking Strategy in 2015. The Parking Strategy provided direction and the strategic framework for the future supply and improved management of on and off-street parking in Warrnambool's City Centre.

The car parking strategy identified that overall parking supply in the City Centre increased from 3,500 public car parks in 2009 to 3,800 public car parks in 2015, with the majority of these car parks owned and managed by Council.

Council's vision for parking in the City Centre as set out in the 2015 Parking Strategy was to:

- *Manage parking to provide information and choices for various transport and parking alternatives to promote City Centre vibrancy, economic prosperity and efficient supply and use of parking facilities.*

The 2015 Parking Strategy goals were to:

- *Improve parking convenience, availability and accessibility for short-term parkers to visit and enjoy the City Centre, by providing a variety of parking alternatives including location, price and payment options.*
- *Reduce traffic congestion and parking demand by improving pedestrian connections to increase park and walk behaviours and encouraging sustainable transport alternatives such as buses, walking and cycling, particularly for long-term parkers.*
- *Improve awareness of the Victorian Road Rules and parking management to encourage change in parking behaviours, improve compliance and vehicle turnover.*
- *To efficiently manage Council's parking assets and Parking Fund to provide adequate parking which will meet short-term and long-term parking demands while not detracting from the City Centre vibrancy and amenity.*

The 2015 Parking Strategy principles to guide Council's management of City Centre parking were:

- *Provide convenient and accessible parking opportunities for motorists with various price and payment options.*
- *Reduce parking demand by increasing park and walk behaviours and sustainable transport outcomes such as public transport, cycling and walking.*
- *Manage parking supply and demand to improve availability and enhance the vitality and amenity of streetscapes in the City Centre through the efficient use of car parks as public assets.*
- *Efficiently invest parking income from the Parking Fund to improve City Centre infrastructure and timely finance initiatives to meet the forecast parking demand.*
- *Ensure the price of parking and the investment of the Parking Fund is promoted, clear, transparent and easy to understand.*
- *Parking management is consistent, equitable and appropriately applied to promote vehicle turnover and availability.*

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- *Business and motorist parking initiatives are conducted in accordance with other principles and are conducted at no recurrent budget impact.*
- *Enhance accessibility and safety for all, including those with disabilities, pedestrians and cyclists.*
- *Follow the four E's principles of Evaluation, Education, Engineering and Enforcement when introducing parking changes.*
- *Continue to renew infrastructure and introduce new parking technology and management methods. This will increase efficiencies and knowledge on the parking situation thus improve informed decision making.*

3.10. Car Parking Strategy Update (2020)

An external review of the City Centre Parking Strategy (2015) was completed in 2020 by Cardno to address the changes in parking infrastructure and parking payment mechanisms that were introduced between 2015 and 2020, which included:

- policy changes,
- the introduction of the PayByPlate paid parking scheme, and
- the completion of a number of road infrastructure projects.

Key recommendations of the 2020 Car Parking Strategy Update were as follows:

- *Consider and respond to the impacts of new developments in the Study area on parking supply/demand, including the proposed new library development and future hospital redevelopments.*
- *Review and rationalise parking zones within the CBD if appropriate.*
- *Review the parking permit process and introduce equitable and consistent parking permit systems in residential/commercial interface areas.*
- *Continue to promote the CelloPark app via advertising and campaigning, and facilitate additional training workshops on how to use the app. The increased awareness of the app will be improved allowing more people to make the transition online rather than relying on on-street ticket machines.*
- *Continue to investigate park and walk/ride opportunities, particular for Hospital staff.*
- *Consider promotional activities such as 1 hour or 90-minute free parking initiatives outside of the peak periods.*
- *Review the strategy within two years to consider whether the impacts of the Covid-19 pandemic require changes in Council's general approach to the management of parking in the CBD in the longer term.*

The draft 2020 strategy update notes that it was commissioned and developed immediately prior to the impacts of the Covid-19 pandemic and did not take into consideration changes to shopping, social behaviour or parking activity that may have resulted.

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It is noted that the final version of the 2020 Car Parking Strategy Update was not endorsed by Council and the review of the 2015 Strategy was further delayed in 2021 due to the impact to parking utilisation rates during the Covid Pandemic lockdown periods.

3.11. State Policy Context

Movement and Place in Victoria (Department of Transport, February 2019) is a State Planning Policy document which provides a framework for the allocation of road space based on the classification of significance of each road in terms of its Place and Movement functions. There are six general road and street types identified in the Movement and Place framework as shown in Figure 7 below.



Figure 6: Movement & Place Framework – Road & Street Types

Each of the street types is defined in the Table below:

Table 1: Road & Street Types (Movement & Place Framework)

Street Type	Definition
City Hubs	Successful City Hubs are dense and vibrant places that have a high demand for movement. They are also places providing focal points for businesses and culture. City Hubs should aim to reduce the impact of high traffic volumes while accommodating high pedestrian numbers, multi-modal journeys and access to public transport and essential emergency services.
City Street	Successful City Streets should provide a world class pedestrian friendly environment. They aim to support businesses, on-street activity and public life while ensuring excellent connections with the wider transport network.
City Places	City Places are roads and streets with high demand for pedestrian activities and lower levels of vehicle movement. City Places are places communities value and for people and visitors to enjoy.

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Street Type	Definition
Activity Streets and Boulevards	<i>Successful Activity Streets and Boulevards provide access to shops and services by all modes. There is high demand for movement as well as place with a need to balance different demands within the available road space. Activity Streets and Boulevards aim to ensure a high quality public realm with a strong focus on supporting businesses, traders and neighbourhood life.</i>
Connectors	<i>Successful Connectors should provide safe, reliable and efficient movement of people and goods between regions and strategic centres and mitigate the impact on adjacent communities.</i>
Local Streets	<i>Successful Local Streets should provide quiet, safe and desirable residential access for all ages and abilities that foster community spirit and local pride. They are part of the fabric of our neighbourhoods, where we live our lives and facilitate local community access.</i>

Clause 18.02-4S (Roads) of the Victorian Planning Provisions requires that Councils plan an adequate supply of car parking that is designed and located to:

- *Protect the role and function of nearby roads.*
- *Enable the efficient movement and delivery of goods.*
- *Facilitate the use of public transport.*
- *Maintain journey times and the reliability of the on-road public transport network.*
- *Protect residential areas from the effects of road congestion created by on-street parking.*
- *Enable easy and efficient use.*
- *Achieve a high standard of urban design.*
- *Protect the amenity of the locality, including the amenity of pedestrians and other road users.*
- *Create a safe environment, particularly at night.*

Additionally, Clause 18.02-4S requires that car parking facilities be consolidated to improve efficiency, design public car parks to incorporate electric charging facilities to support the use of low-emission vehicles, and allocate land for car parking considering:

- *The existing and potential modes of access including public transport.*
- *The demand for off-street car parking.*
- *Road capacity.*
- *The potential for demand-management of car parking.*

Clause 52.06 of the Victorian Planning Provisions sets out car parking requirements for land use developments. The purpose of Clause 52.06 is to:

- *Ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*

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- *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.*
- *Support sustainable transport alternatives to the motor car.*
- *Promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *Ensure that car parking does not adversely affect the amenity of the locality.*
- *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 Table to Clause 52.06-5 sets out Column A and Column B parking rates. Column A applies unless Column B applies.

Column B applies if:

- *any part of the land is identified as being within the Principal Public Transport Network Area as shown on the Principal Public Transport Network Area Maps (State Government of Victoria, August 2018), or*
- *a schedule to the Parking Overlay or another provision of the planning scheme specifies that Column B applies.*

The PPTN area does not apply to the Warrnambool City Centre or surrounds, and there is no Parking Overlay currently within Warrnambool. Accordingly, Clause 52.06 Column A car parking rates apply to new development applications within the Warrnambool City Centre.

3.12. Local Policy Context

Clause 2.03-8 (Transport & Infrastructure) of the Warrnambool Planning Scheme notes that Warrnambool residents are currently heavily reliant on personal motor vehicles for transport. Council's strategic directions for transport are:

- *Providing an integrated transport network.*
- *Facilitating the use of sustainable transport modes.*
- *Prioritising pedestrian movements in the Warrnambool City Centre.*

4



Study Area



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4. Study Area

The Study Area for the 2024 Car Parking Strategy incorporates eight precincts, as follows:

- Precinct 1 – CBD
- Precinct 2 – Raglan (north of the CBD)
- Precinct 3 – Banyan (east of the CBD)
- Precinct 4 – Railway (south of the CBD)
- Precinct 5 – Hospital (west of the CBD)
- Precinct 6 – Industrial
- Precinct 7 – Breakwater (foreshore area)
- Precinct 8 – Lake Pertobe (foreshore area)

A locality map showing each of the precincts is presented below.

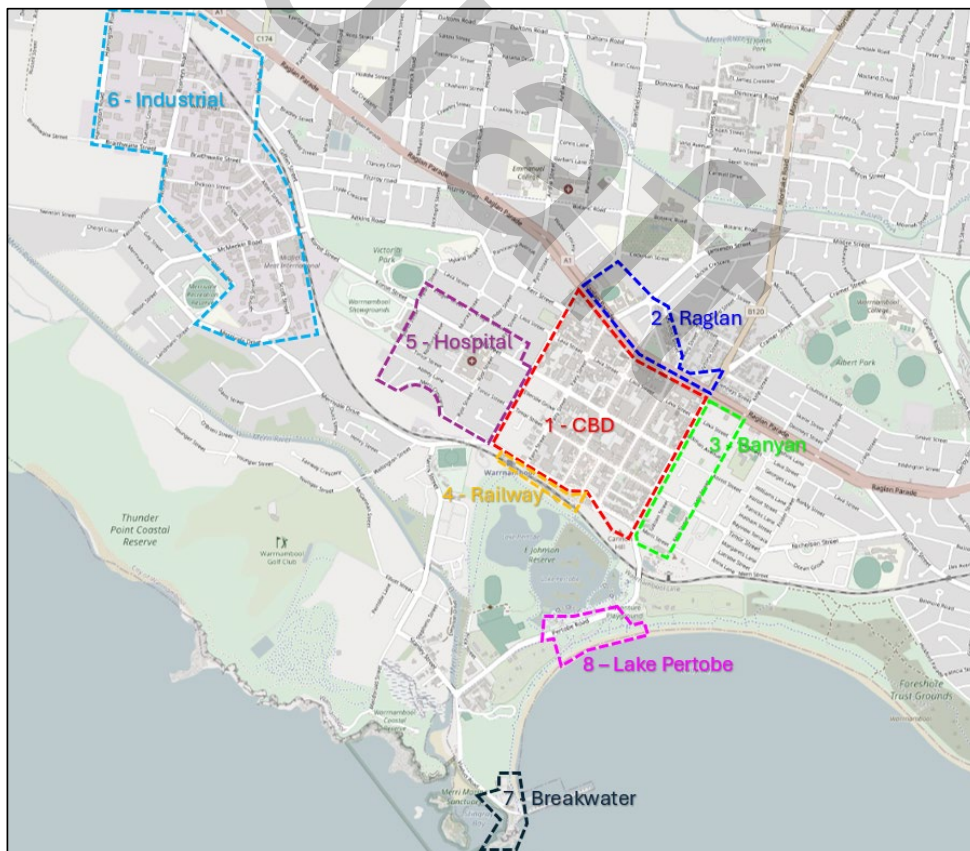


Figure 7: Precinct Locality Map

5



Existing Conditions



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5. Existing Conditions

5.1. Existing Car Parking Supply & Restrictions

Traffix Group collected an inventory of all public car parking within the study areas. The overall study area includes a total of 8,017 car spaces, comprising:

- 1,947 on-street spaces within the CBD,
- 1,235 off-street spaces within the CBD,
- 773 on-street spaces within the hospital precinct,
- 255 off-street spaces within the hospital precinct,
- 911 on-street spaces within the CBD peripheral precincts (Raglan, Railway and Banyan),
- 662 off-street spaces within the CBD peripheral precincts (Raglan, Railway and Banyan),
- 1,559 spaces within the industrial precinct,
- 186 spaces within the Breakwater precinct, and
- 489 spaces within the Lake Pertobe precinct.

Figures 8 – 12 below show the existing parking restrictions which apply to the publicly accessible car parking within the CBD and CBD peripheral precincts.

Existing car parking in the Railway, Industrial, Breakwater and Lake Pertobe precincts is currently unrestricted.

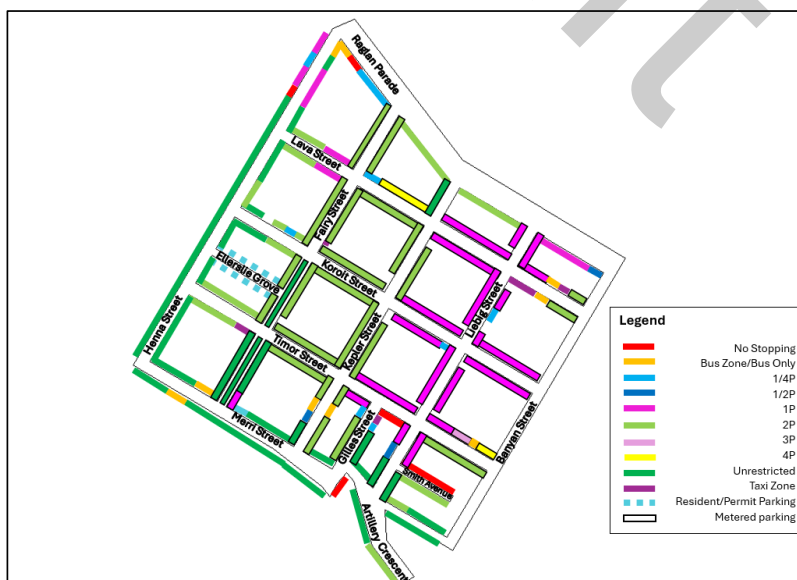


Figure 8: On-Street Car Parking Restrictions – CBD Precinct

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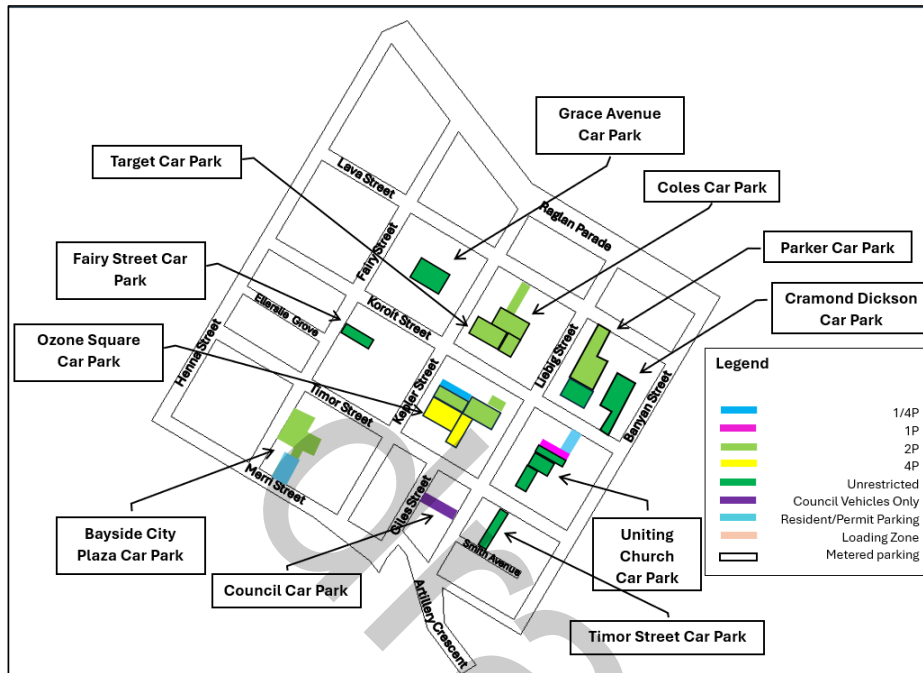


Figure 9: Off-Street Car Parking Restrictions – CBD Precinct

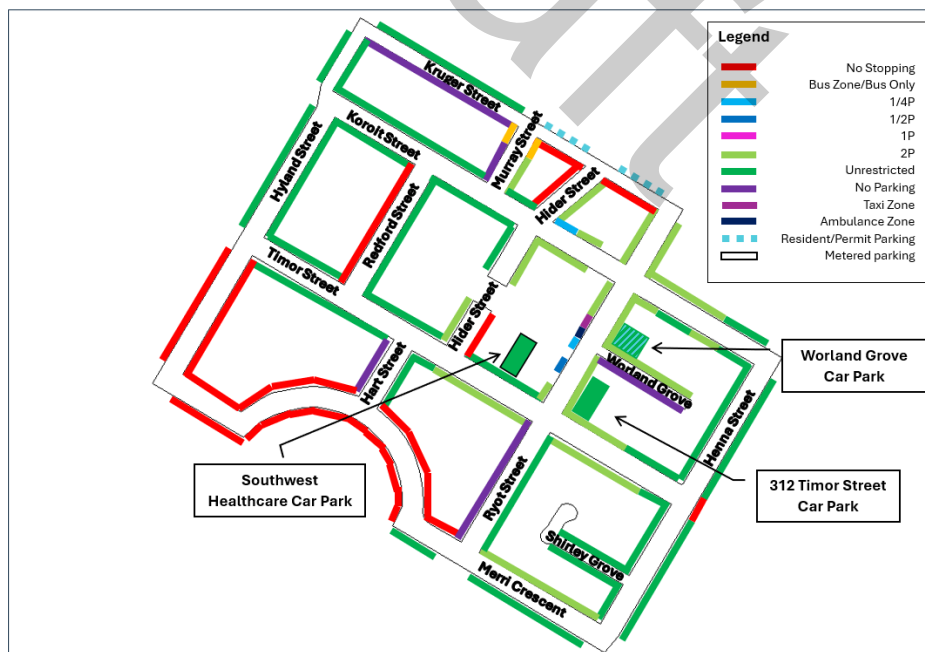


Figure 10: Car Parking Restrictions – Hospital Precinct

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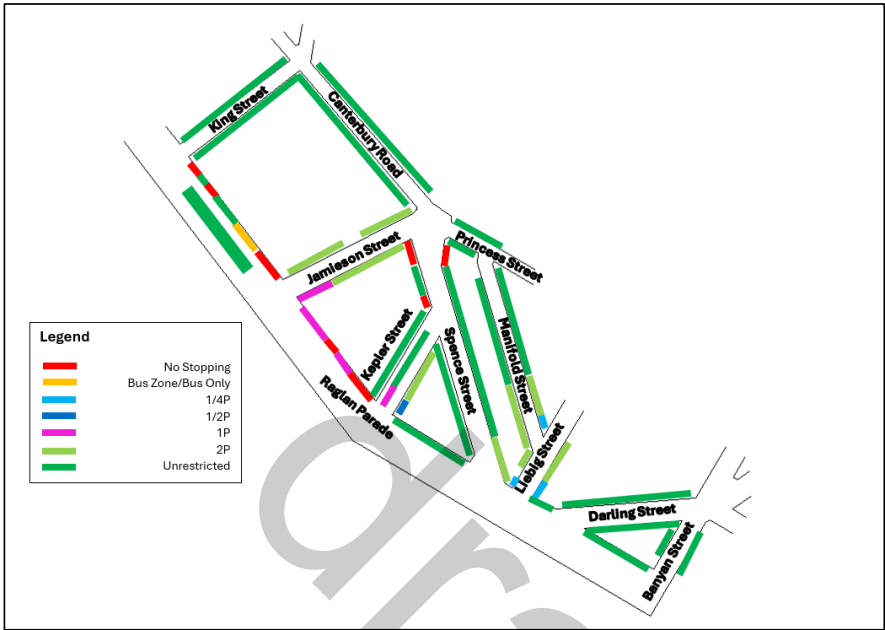


Figure 11: Car Parking Restrictions – Raglan Precinct

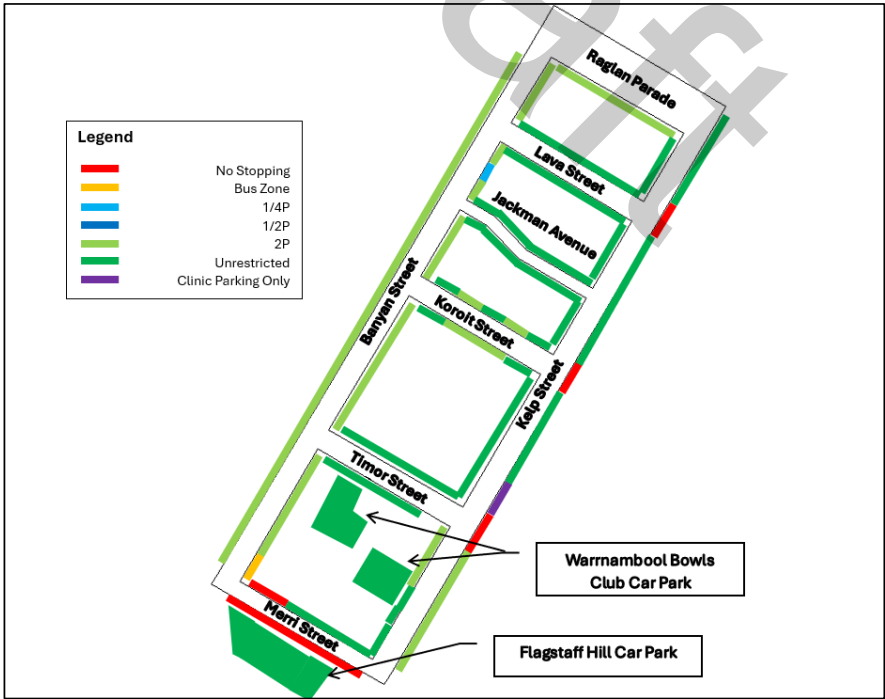


Figure 12: Car Parking Restrictions – Banyan Precinct

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The car parking restrictions diagrams demonstrate that Council is actively managing car parking in the core of the Activity Centre by imposing short-term restrictions and metering parking to encourage turnover of car spaces and discourage long-term/staff car parking in these areas. Parts of the Hospital precinct are also being managed with short-term restrictions.

Further afield, restrictions relax, and long-term/staff and residential car parking is accommodated.

5.2. Existing Car Parking Demand

Car parking occupancy surveys were undertaken at hourly intervals at the following days and times:

- Wednesday 15 May 2024 between 9am and 5pm (inclusive),
- Thursday 16 May 2024 between 9am and 5pm (inclusive),
- Friday 17 May 2024 between 9am and 5pm (inclusive), and
- Saturday 18 May 2024 between 9am and 12noon (inclusive).

Within the **CBD Precinct**, the peak weekday demand was observed to occur at 12noon on Wednesday and the peak Saturday demand was observed to occur at 11am.

Within the **Hospital Precinct**, the peak weekday demand was observed to occur at 1pm on Thursday and the peak Saturday demand was observed to occur at 12noon.

Within the **Raglan Precinct**, the peak weekday demand was observed to occur at 10am on Thursday and the peak Saturday demand was observed to occur at 11am.

Within the **Railway Precinct**, the peak weekday demand was observed to occur at 1pm on Friday and the peak Saturday demand was observed to occur at 10am.

Within the **Banyan Precinct**, the peak weekday demand was observed to occur at 1pm on Friday and the peak Saturday demand was observed to occur at 12noon.

Within the **Industrial Precinct**, the peak weekday demand was observed to occur at 2pm on Wednesday and the peak Saturday demand was observed to occur at 10am.

Within the **Breakwater Precinct**, the peak weekday demand was observed to occur at 10am on Friday and the peak Saturday demand was observed to occur at 10am.

Within the **Lake Pertobe Precinct**, the peak weekday demand was observed to occur at 10am on Wednesday and the peak Saturday demand was observed to occur at 12noon.

Tables 2 and 3 below summarise the peak occupancy data broken down by restriction for the CBD weekday (12noon Wednesday) and Saturday (11am) peaks respectively, within each of the precincts.

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Table 2: Parking Occupancy – Weekday Peak (Wednesday 12noon)

Restriction	Supply	Demand	Vacancies	% Occupancy
Precinct 1 – CBD				
On-Street				
Unrestricted	370	344	26	93%
Long Term (Paid) (≥3P)	252	141	111	56%
2P (Paid)	576	376	200	65%
2P (Free)	178	95	83	53%
1P (Paid)	356	253	103	71%
1P (Free)	71	42	29	59%
Short-Term (< 1P)	44	32	12	73%
Disabled	37	24	13	65%
Other (Taxi/Permit/Loading)	28	18	10	64%
Off-Street				
Short-Term Public (1P/2P/3P)	605	307	298	51%
Medium-Term Public (4P)	121	98	23	81%
Long-Term Public (> 4P)	421	288	133	68%
Other (Resident/Permit/Council)	78	42	36	54%
Precinct 2 - Raglan				
On-Street				
Unrestricted	307	179	128	58%
2P	93	46	47	49%
Short-Term (≤1P)	24	10	14	42%
Disabled	6	2	4	33%
Other (Clinic, Loading)	5	0	5	0%
Off-Street				
Unrestricted	118	68	50	58%
Other (Bus, Council)	5	3	2	60%
Precinct 3 - Banyan				
On-Street				
Unrestricted	209	58	151	28%

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Restriction	Supply	Demand	Vacancies	% Occupancy
2P	171	88	83	51%
Short-Term ($\leq 1P$)	2	1	1	50%
Disabled	2	0	2	0%
Other (Clinic, Drop-Off)	8	2	6	25%
Off-Street				
Unrestricted	270	51	219	19%
Disabled	5	0	5	0%
Short-Term ($\leq 1P$)	11	2	9	18%
Other (E-Vehicles, Trailers)	10	4	6	40%
Precinct 4 – Railway				
Unrestricted	320	302	18	94%
Disabled	6	2	4	33%
Other (P5min, Staff Parking)	16	11	5	69%
Precinct 5 - Hospital				
On-Street				
Unrestricted	454	369	85	81%
2P	264	234	30	89%
Short-Term ($< 1P$)	6	4	2	67%
Disabled	4	3	1	75%
Other (Taxi, Ambulance, Permit)	45	9	36	20%
Off-Street				
Unrestricted (Paid)	144	94	50	65%
Unrestricted (Free)	70	55	15	79%
Disabled	1	0	1	0%
Other (Permit)	40	29	11	73%
Precinct 6 - Industrial				
Unrestricted (On-Street)	1,308	40	1268	3%
Unrestricted (Off-Street)	250	158	92	63%
Disabled	1	0	1	0%
Precinct 7 - Breakwater				
Unrestricted	170	57	113	34%

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Restriction	Supply	Demand	Vacancies	% Occupancy
Disabled	4	1	3	25%
Trailer Parking Only	12	0	12	0%
Precinct 8 – Lake Pertobe				
Unrestricted (On-Street)	123	21	102	17%
Unrestricted (Off-Street)	354	58	296	16%
Disabled	12	1	11	8%

Table 2 indicates the following:

- Within the CBD Precinct, unrestricted on-street parking was in very high demand (greater than 85% occupancy), while long-term paid parking was in relatively low demand (56% occupancy). Off-street parking in the CBD was also in moderate to high demand at 81% occupancy for 4P spaces and 68% occupancy for greater than 4P. The survey results indicate that overall, there is adequate long-term parking within the CBD Precinct to meet demands, however there may be a need to manage the unrestricted on-street spaces.
- For short-term parking (on-street) within the CBD, the paid spaces were in higher demand than the free spaces, which is likely due to the paid spaces being in more desirable locations, closer to the land uses generating the highest demands. Overall within the precinct, short-term parking vacancies were available and the overall supply is adequate, although there are some individual locations where parking is at saturation levels (exceeding 90% occupancy).
- The Raglan Precinct was observed to have a moderate level of demand, with slightly below 60% occupancy recorded for all unrestricted spaces. The demand for short-term (2P and less) spaces was lower (below 50%).
- In the Banyan Precinct, the weekday parking demand was higher for short-term (approximately 50% occupancy for 2P and 1P) and lower for unrestricted spaces (both on-street and off-street demands were below 30% of supply for unrestricted spaces).
- The Railway Precinct was close to fully occupied (94%) for unrestricted spaces.
- In the Hospital Precinct, there was a high demand for unrestricted parking (81% occupancy on-street and 79% occupancy for free off-street all-day parking). All-day paid off-street parking was less popular at 65% occupancy. There was observed to be a very high demand for 2P on-street spaces within the Hospital Precinct, with 89% occupancy recorded. Demand above 85% indicates parking is close to saturation with drivers circulating streets looking for a space. It may be appropriate to consider introducing a fee to on-street parking in the Hospital Precinct to encourage turnover and ensure spaces remain available for those that need them.
- Of the 1,308 on-street spaces in the Industrial Precinct, only 3% were occupied.
- There was also observed to be relatively low demand for car parking in the Breakwater and Lake Pertobe precincts during the weekday peak time.

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Table 3: Parking Occupancy – Saturday Peak (11am)

Restriction	Supply	Demand	Vacancies	% Occupancy
Precinct 1 – CBD				
On-Street				
Unrestricted	414	75	339	18%
Long Term (Paid) (≥3P)	252	54	198	21%
2P (Paid)	592	274	318	46%
2P (Free)	127	20	107	16%
1P (Paid)	356	280	76	79%
1P (Free)	71	20	51	28 %
Short-Term (< 1P)	35	17	18	49%
Disabled	37	25	12	68%
Other (Taxi/Permit/Loading)	63	27	36	43%
Off-Street				
Short-Term Public (1P/2P/3P)	385	246	139	64%
Medium-Term Public (4P)	121	42	79	35%
Long-Term Public (> 4P)	661	205	456	31 %
Other (Resident/Permit/Council)	68	32	36	47%
Precinct 2 - Raglan				
On-Street				
Unrestricted	374	52	322	14%
2P	38	8	30	21%
Short-Term (≤1P)	12	1	11	8%
Disabled	6	0	6	0%
Other (Clinic, Loading)	5	1	4	20%
Off-Street				
Unrestricted	118	22	96	19%
Other (Bus, Council)	5	1	4	20%
Precinct 3 - Banyan				
On-Street				
Unrestricted	257	41	216	16%

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Restriction	Supply	Demand	Vacancies	% Occupancy
2P	125	35	90	28%
Disabled	2	0	2	0%
Other (Clinic, Drop-Off)	8	0	8	0%
Off-Street				
Unrestricted	270	36	234	13%
Disabled	5	3	2	60%
Short-Term ($\leq 1P$)	11	0	11	0%
Other (E-Vehicles, Trailers)	10	4	6	40%

Precinct 4 – Railway				
Unrestricted	320	145	175	45%
Disabled	6	1	5	17%
Other (P5min, Staff Parking)	16	8	8	50%
Precinct 5 - Hospital				
On-Street				
Unrestricted	681	153	528	22%
2P	35	10	25	29%
Short-Term ($<1P$)	4	1	3	25%
Disabled	4	1	3	25%
Other (Taxi, Ambulance, Permit)	45	6	39	13%
Off-Street				
Unrestricted (Paid)	144	28	116	19%
Unrestricted (Free)	70	11	59	16%
Disabled	1	0	1	0%
Other (Permit)	40	8	32	20%
Precinct 6 - Industrial				
Unrestricted (On-Street)	1308	0	1308	0%
Unrestricted (Off-Street)	250	0	250	0%
Disabled	1	0	1	0%

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Restriction	Supply	Demand	Vacancies	% Occupancy
Precinct 7 - Breakwater				
Unrestricted	170	70	100	41%
Disabled	4	2	2	50%
Trailer Parking Only	12	6	6	50%
Precinct 8 – Lake Pertobe				
Unrestricted (On-Street)	123	14	109	11%
Unrestricted (Off-Street)	354	86	268	24%
Disabled	12	1	11	8%

Table 3 indicates the following:

- Within the CBD, the demand for unrestricted on-street parking and long-term on-street and off-street parking is low on weekends. The demand for both paid and free 2P on-street spaces is also low (less than 50% occupancy) while the demand for paid 1P on-street spaces remains relatively high at 79%. Notably, these spaces are in the prime locations closest to retail demand. Short-term public off-street parking is adequate, with 64% occupancy observed overall for 1P, 2P and 3P off-street spaces.
- The CBD peripheral precincts (Raglan and Banyan) were observed to have very low occupancy both on-street and off-street overall.
- There was also observed to be ample spare capacity within the railway precinct, with 45% occupancy for the 320 unrestricted spaces.
- Demand for both on-street and off-street parking (both unrestricted and short-term) was low (below 30%) at the weekend peak.
- There was no demand for on-street or off-street parking within the Industrial Precinct on the weekend peak.
- Parking demand was observed to be slightly higher within the Breakwater and Lake Pertobe precincts on the weekend than on weekdays, albeit still below 50% occupancy within both locations. It is noted that surveys were conducted during school term in May and would not be reflective of the peak tourist demand which occurs during holiday periods in the warmer months.

The occupancy patterns for each individual precinct are addressed below, including:

- heat maps showing a break-down of parking occupancy across the precincts during the weekday and Saturday peak hours for each given precinct, and
- graphs identifying the publicly available car parking occupancy profile across each of the survey days.

Notably, the individual precinct peak hours have been adopted for the heat maps, to show the “worst case” scenario for each individual precinct, and the peak hours do not necessarily coincide across the whole of the study area.

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5.3. Spatial Data – Precinct 1 (CBD)

Heat maps are provided below, showing the breakdown of parking occupancy across the study area during the weekday and Saturday peak hours respectively.



Figure 13: Parking Saturation Map - Weekday Peak

Figure 14: Parking Saturation Map - Saturday Peak

For the CBD Precinct, the weekday peak occurred at 12noon on Wednesday, at which time publicly available on-street parking was approaching saturation levels (>90% occupied) along parts of Liebzig Street, Merri Street, Koroi Street and Henna Street.

It is noted that while there are some areas of high parking saturation, overall, there is on-street parking available, generally within one block (200m) of the most saturated areas.

Additionally, the heat maps show that most of the off-street car parks are typically not more than 70% occupied.

At the Saturday peak time (11am), publicly available on-street parking was approaching saturation levels (>90% occupied) along much of Liebzig Street and also on Koroi Street between Kepler Street and Liebzig Street, and on the west side of Giles Street. Overall though on Saturdays the parking demand was found to be lower than on weekdays, with many streets having less than 50% occupancy levels at the Saturday peak.

It is noted that the most heavily saturated parking occurred within the retail core, while parts of the eastern and western edges of the CBD where lower parking occupancy was observed are predominantly residential.

The figures below show the distribution of parking demand across the day separated into short-term (1P, 2P) and long-term ($\geq 3P$). Spaces with restrictions of less than one-hour have been excluded.

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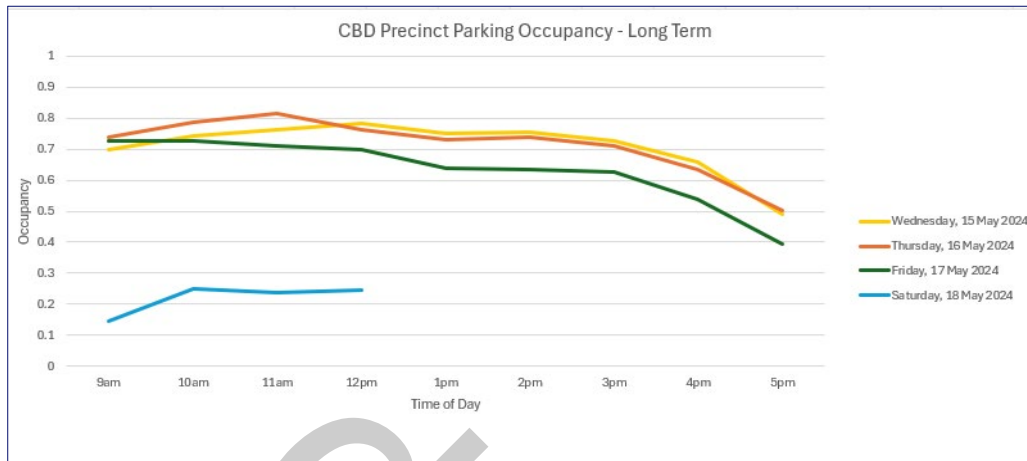


Figure 15: Parking Demand Profiles – Long-Term Parking (CBD Precinct)

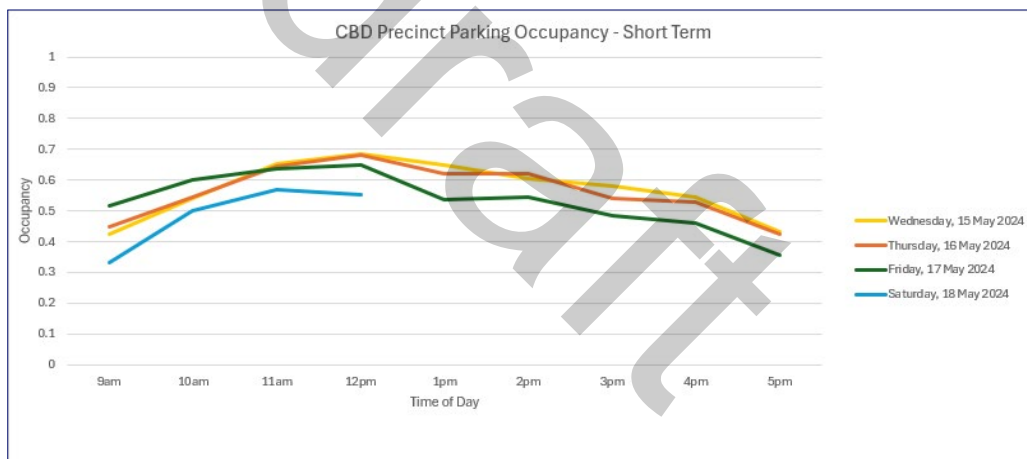


Figure 16: Parking Demand Profiles – Short-Term Parking (CBD Precinct)

Long-term parking demand was similar on Wednesday and Thursday with a peak occurring mid-morning, staying high (above 70% throughout much of the day and falling away in the late afternoon. Parking demand on Friday is similar to mid-week levels at 9am, but is lower overall throughout the day.

The short-term parking demand profile is similar to the long-term parking demands, but with a lower demand at 9am, and an overall lower demand. Short-term demands are higher than long-term demands on Saturdays.

For comparison purposes, Table 4 below shows the recorded car parking supply, peak demand and percentage occupancy in 2009, 2015 and 2024. It is noted that the supply for each survey doesn't match because the survey areas changed between each study.

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Table 4: Comparison with Historical Parking Occupancy Data

Survey Date	Supply	Peak Demand	% Occupancy
Thu 30 April 2009	3,491 spaces	2,642 spaces	76%
Thu 30 April 2015	3,792 spaces	2,703 spaces	71%
Wed 15 May 2024	3,137 spaces	2,060 spaces	66%

Table 4 indicates that overall, the peak parking occupancy has fallen in 2024 compared with pre-covid levels of demand.

5.4. Spatial Data – Precinct 2 (Raglan)

Heat maps are provided below, showing the breakdown of parking occupancy across the Raglan Precinct study area during the weekday and Saturday peak hours, respectively.

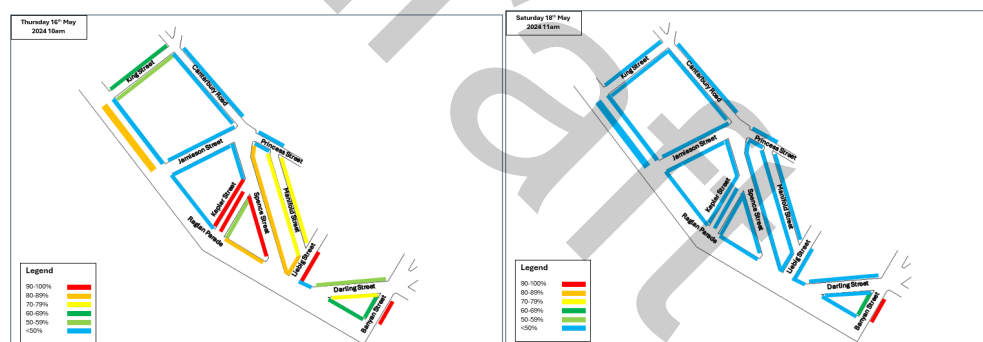


Figure 17: Parking Saturation Map - Weekday Peak

Figure 18: Parking Saturation Map - Saturday Peak

For the Raglan Precinct, the weekday peak occurred at 10am on Thursday, at which time publicly available car parking was approaching saturation levels (>90%) along parts Kepler Street, Spence Street, Liebig Street, and Banyan Street.

It is noted that while there are some areas of high parking saturation overall, there is on-street car parking available, generally within one block (200m) of the most saturated areas.

At Saturday peak time (11am), publicly available on-street car parking was generally low in demand (<50%) with the exception of some parts of Banyan Street.

It is noted that on the Saturday, it is identified that a higher car parking demand occurs within the vicinity of the commercial area of the precinct.

The figures below show the distribution of parking demand across the day separated into short-term (1P, 2P) and long-term (>=3P). Spaces with restrictions of less than one-hour have been excluded.

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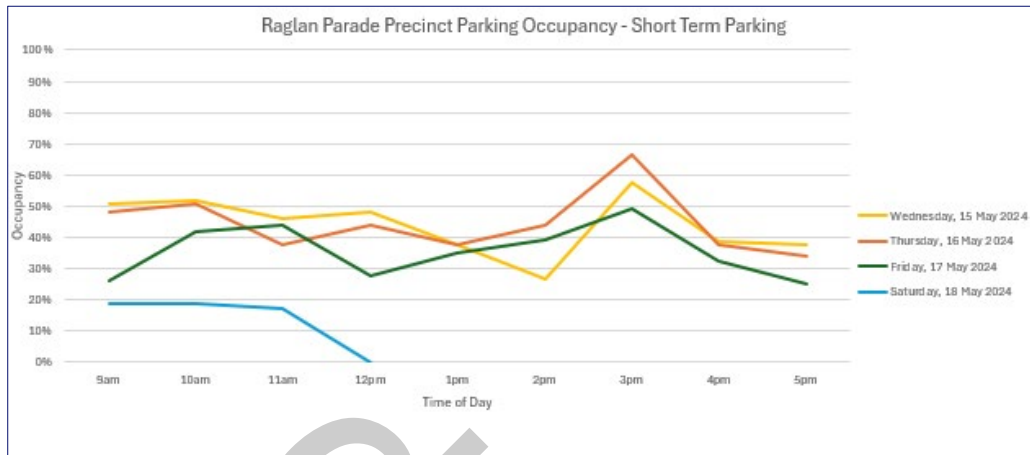


Figure 19: Parking Demand Profiles – Short-Term Parking (Raglan Precinct)

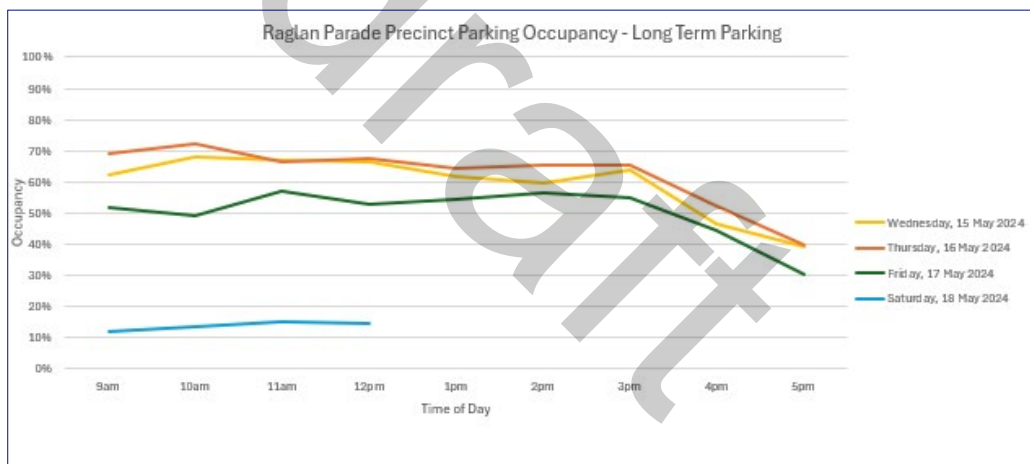


Figure 20: Parking Demand Profiles – Long-Term Parking (Raglan Precinct)

The above graphs indicate that within the Raglan Precinct:

- long-term parking is in higher demand than short-term parking on weekdays,
- parking demand profiles for both Wednesdays and Thursdays are similar with reduced demands on Fridays, and
- a short-term parking peak occurs at around 3pm, which is expected given that Warrnambool Primary School is located within this precinct.

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5.5. Spatial Data – Precinct 3 (Banyan)

Heat maps are provided below, showing the breakdown of parking occupancy across the Banyan Precinct study area during the weekday and Saturday peak hours, respectively.

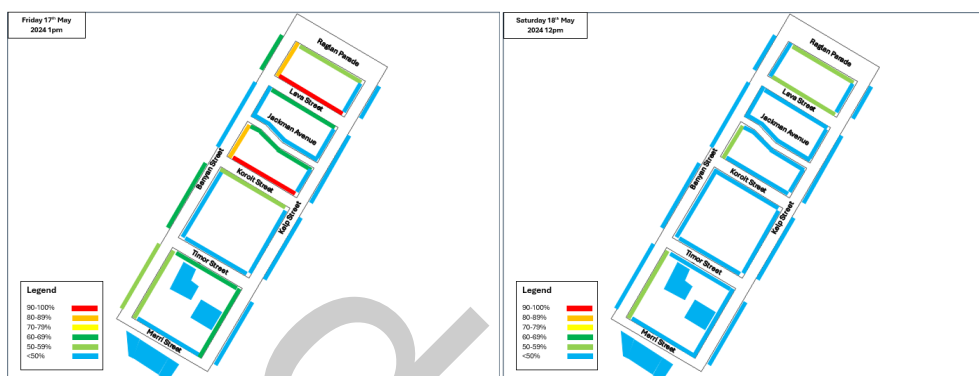


Figure 21: Parking Saturation Map - Weekday Peak Figure 22: Parking Saturation Map - Saturday Peak

For the Banyan Precinct, the weekday peak occurred at 1pm on Friday, at which time publicly available car parking was approaching saturation levels (>90%) along parts Koroit Street and Lava Street. It is noted that while there are some areas of high parking saturation overall, there is on-street car parking available, generally as close as the opposite side of the street within the most saturated areas.

At the Saturday peak time (12noon), publicly available on-street car parking was is generally low in demand (<50%).

The figures below show the distribution of parking demand across the day separated into short-term (1P, 2P) and long-term (>=3P). Spaces with restrictions of less than one-hour have been excluded.

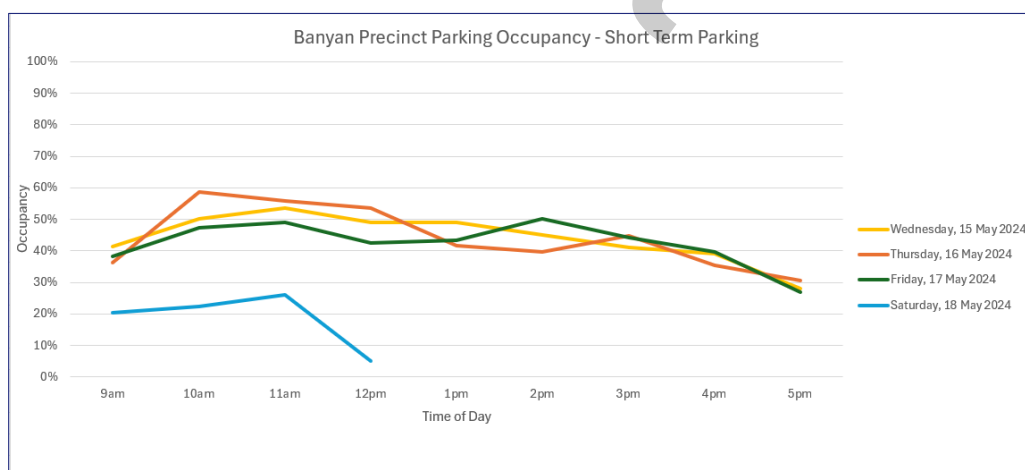


Figure 23: Parking Demand Profiles – Short-Term Parking (Banyan Precinct)

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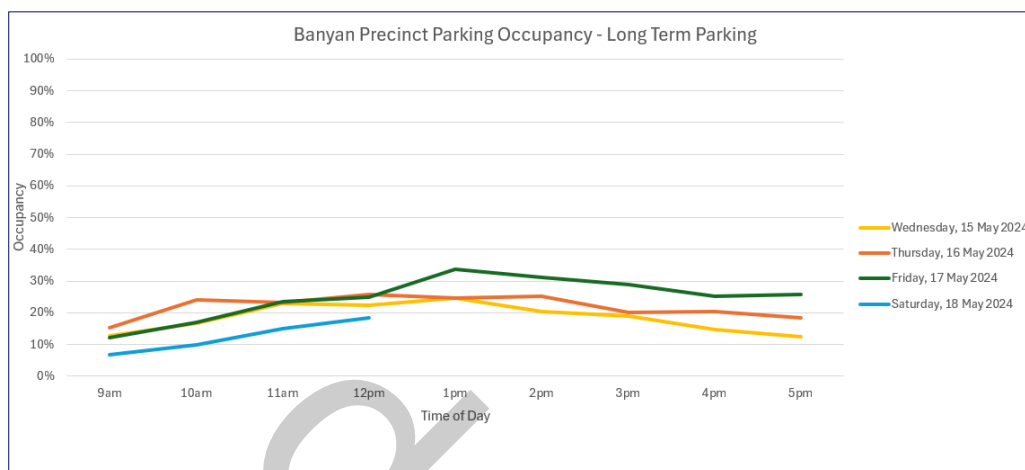


Figure 24: Parking Demand Profiles – Long-Term Parking (Banyan Precinct)

The above figures show short-term parking is generally in higher demand than long-term parking in the Banyan Precinct, with generally consistent profiles across all surveyed weekdays.

5.6. Spatial Data – Precinct 4 (Railway)

Heat maps are provided below, showing the breakdown of parking occupancy across the Railway Precinct study area during the weekday and Saturday peak hours, respectively.

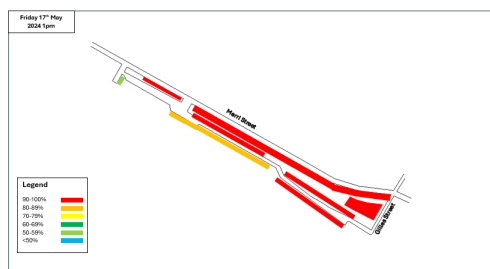


Figure 25: Parking Saturation Map - Weekday Peak

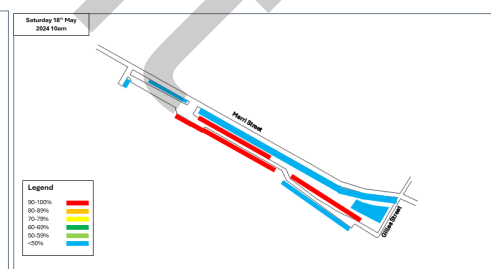


Figure 26: Parking Saturation Map - Saturday Peak

For the Railway Precinct, the weekday peak occurred at 1pm on Friday, at which time publicly available car parking was approaching saturation levels (>90%) within most parts of car parking in the Warrnambool Railway Station car park.

At the Saturday peak time (10am), the publicly available car parking in this precinct was relatively lower compared to the weekday peak. Car parking that was closer to the Railway Station platform had higher saturation levels.

The figure below shows the distribution of parking demand across the day within the Railway Precinct.

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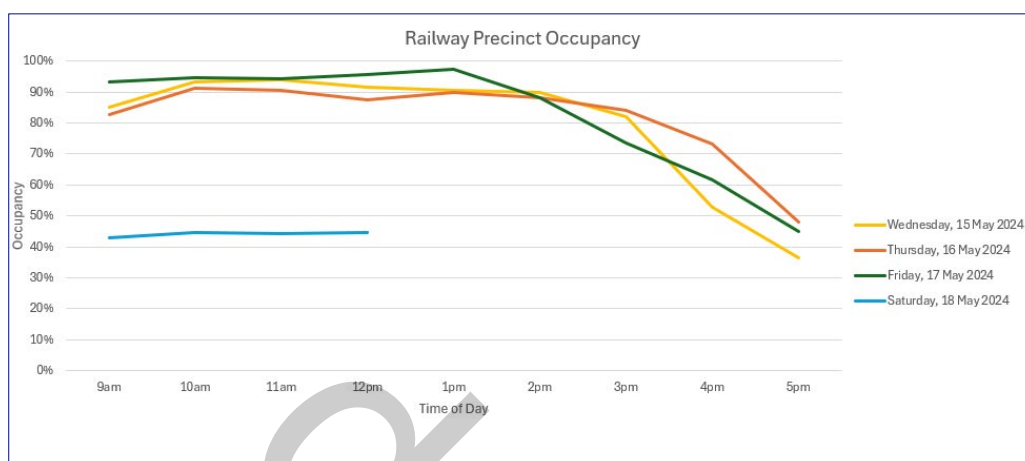


Figure 27: Parking Demand Profiles – Long-Term Parking (Railway Precinct)

Figure 27 shows consistently high parking demand within the railway station carpark on all weekdays commencing before 9am and dropping below 80% by mid to late afternoon. Friday was observed to have the highest peak occupancy, but demand also started to fall earliest on Friday.

5.7. Spatial Data – Precinct 5 (Hospital)

Heat maps are provided below, showing the breakdown of parking occupancy across the Hospital Precinct study area during the weekday and Saturday peak hours, respectively.



Figure 28: Parking Saturation Map - Weekday Peak



Figure 29: Parking Saturation Map - Saturday Peak

For the Hospital Precinct, the weekday peak occurred at 1pm on Thursday, at which time publicly available car parking was approaching saturation levels (>90%) along many of the streets.

At the Saturday peak time (12noon), publicly available on-street car parking was generally low in demand (<50%) with the exception of some parts of Ryot Street.

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The figures below show the distribution of parking demand across the day separated into short-term (1P, 2P) and long-term ($\geq 3P$). Spaces with restrictions of less than one-hour have been excluded.

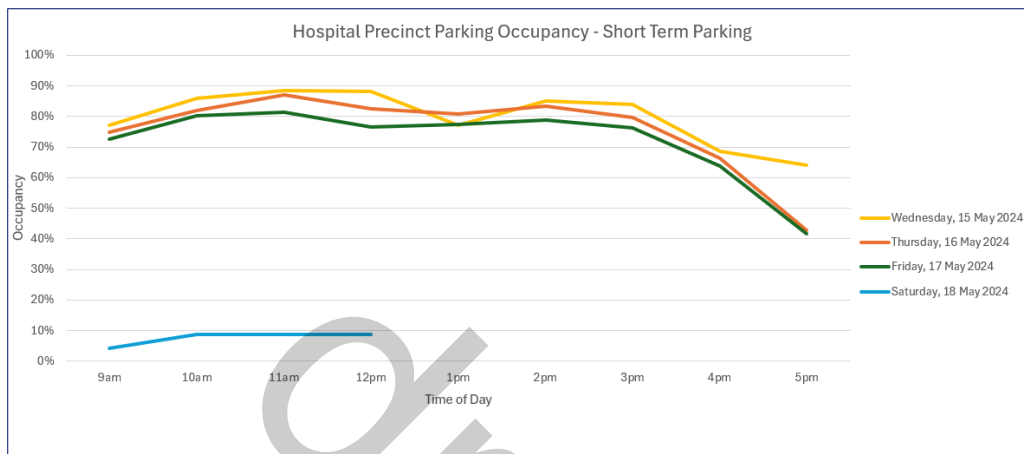


Figure 30: Parking Demand Profiles – Short-Term Parking (Hospital Precinct)

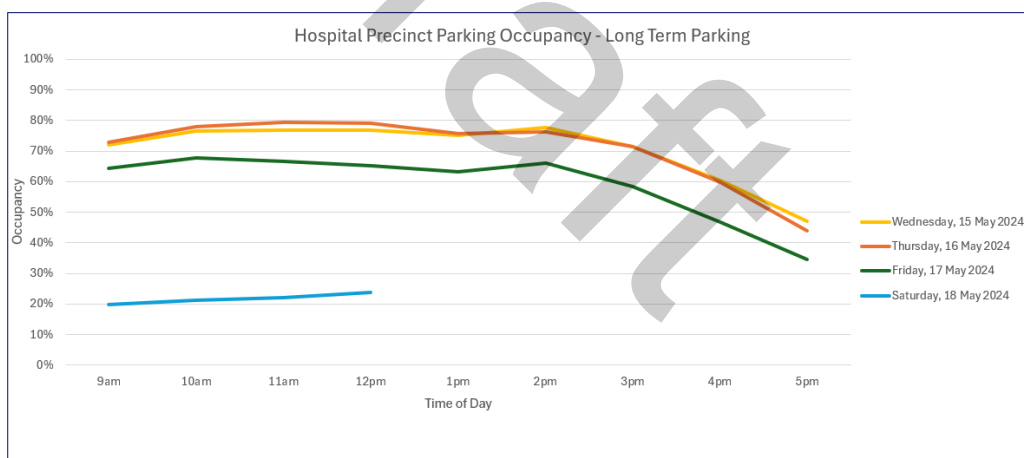


Figure 31: Parking Demand Profiles – Long-Term Parking (Hospital Precinct)

The above graphs show that short-term parking demands are consistently high throughout the day on all weekdays, generally remaining above 80% from 10am till 3pm with a slight dip around lunchtime.

Long-term parking demands were observed to be lower on Friday than on the mid-week days.

It is noted that additional parking is proposed to be constructed on the north side of the showgrounds (west of the Hospital Precinct) for use by hospital staff, and it is intended that the hospital will run a shuttle service for staff between the showgrounds parking and the hospital.

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5.8. Spatial Data – Precinct 6 (Industrial)

Heat maps are provided below, showing the breakdown of parking occupancy across the Industrial Precinct study area during the weekday and Saturday peak hours, respectively.

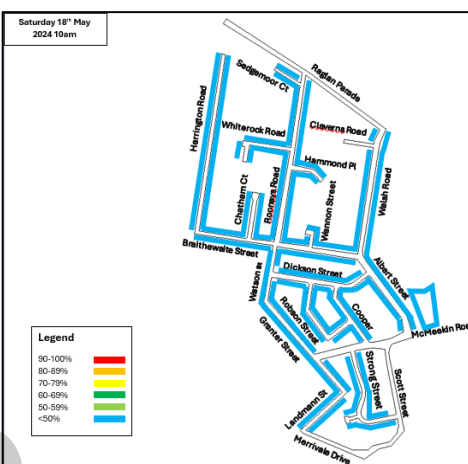
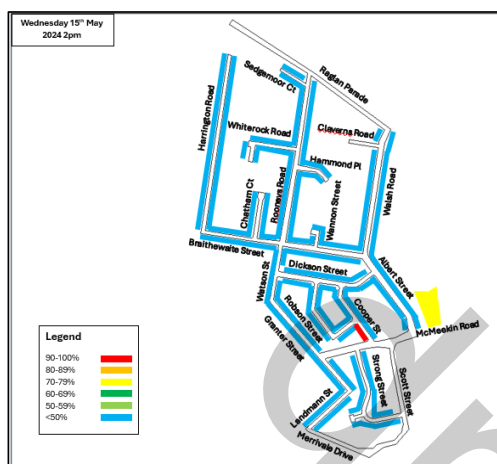


Figure 32: Parking Saturation Map - Weekday Peak Figure 33: Parking Saturation Map - Saturday Peak

For the Industrial Precinct, the weekday peak occurred at 2pm on Wednesday, at which time publicly available car parking was in low demand across the whole of the study area except for a short section of Cooper Street which has marked angled indented parking bays. There was a moderately high demand within the off-street car parking located at the northeast corner of the Albert Street/McMeekin Road intersection.

The figure below shows the distribution of parking demand across the day within the Industrial Precinct.

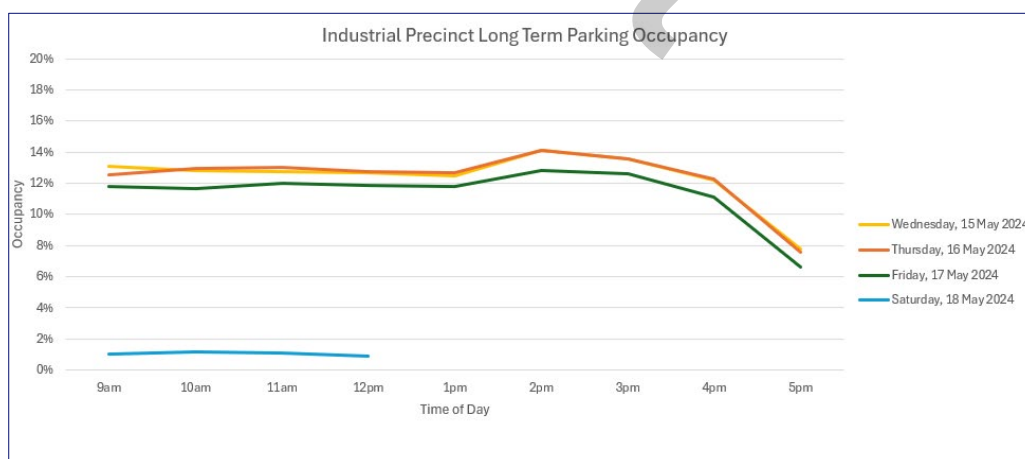


Figure 34: Parking Demand Profiles – Long-Term Parking (Industrial Precinct)

The car parking demand was below 15% occupancy at all survey times and days.

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It is noted though that the on-street parking survey occupancy results do not necessarily reflect the extent of overspill parking demand which is generated by the industrial precinct and not met within the individual sites. There are a number of areas within the precinct where parking is occurring on nature-strips and/or informally within the front setback of the building in a 90-degree configuration which prevents parking from occurring on the street itself.

Some examples are included below.



Figure 35: Nature-Strip Parking in Dickson Street

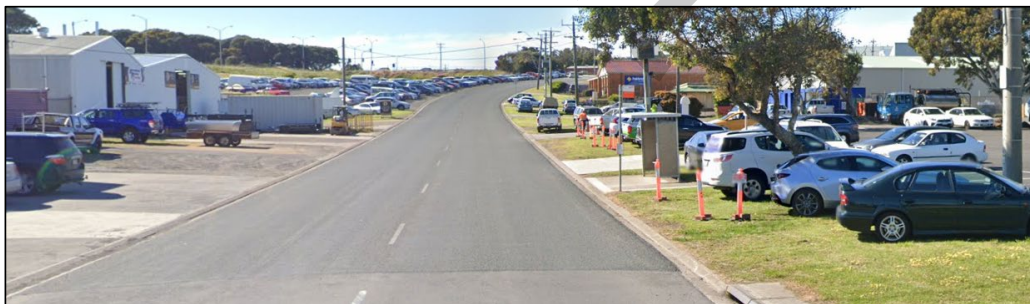


Figure 36: Nature-Strip Parking in Albert Street

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5.9. Spatial Data – Precinct 7 (Breakwater)

Heat maps are provided below, showing the breakdown of parking occupancy across the Breakwater Precinct study area during the weekday and Saturday peak hours, respectively.

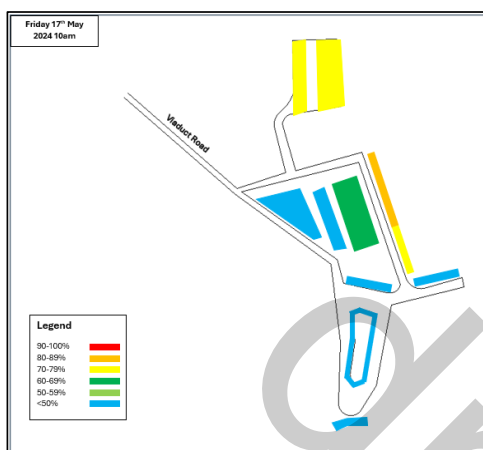


Figure 37: Parking Saturation Map - Weekday Peak

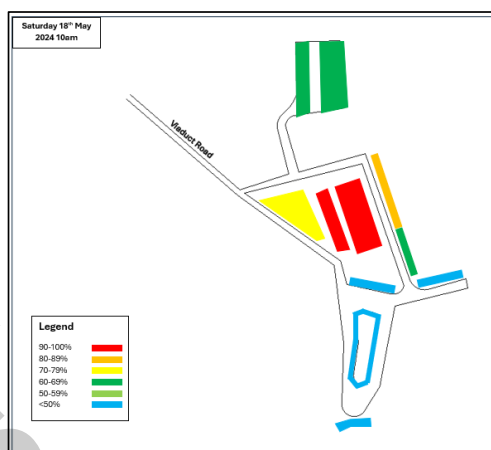


Figure 38: Parking Saturation Map - Saturday Peak

For the Breakwater Precinct, the weekday peak occurred at 10am on Friday, at which time most areas were in low demand. Moderate demand was observed in the northern carpark area and along the row of parking closest to the pier.

At the Saturday peak time (10am), the long-bay (trailer) parking was in high demand.

The figure below shows the distribution of parking demand across the day within the Breakwater Precinct for standard car spaces.

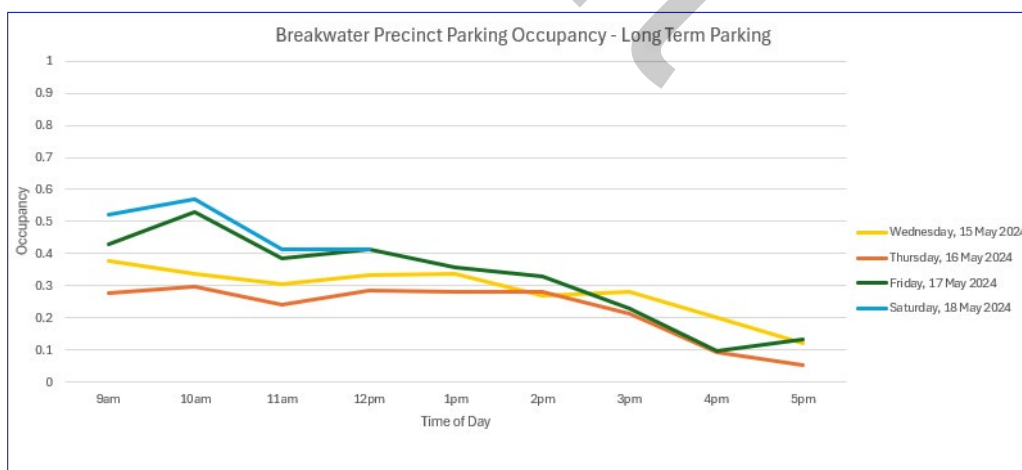


Figure 39: Parking Demand Profiles – Long-Term Parking (Breakwater Precinct)

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The above graph indicates that the peak demands on all surveyed days (both weekdays and weekends) occurred in the morning, falling away after 12noon, and the parking demand profile was similar on all survey days.

The figure below shows the distribution of parking demand across the day within the Breakwater Precinct for long bay (trailer) spaces.

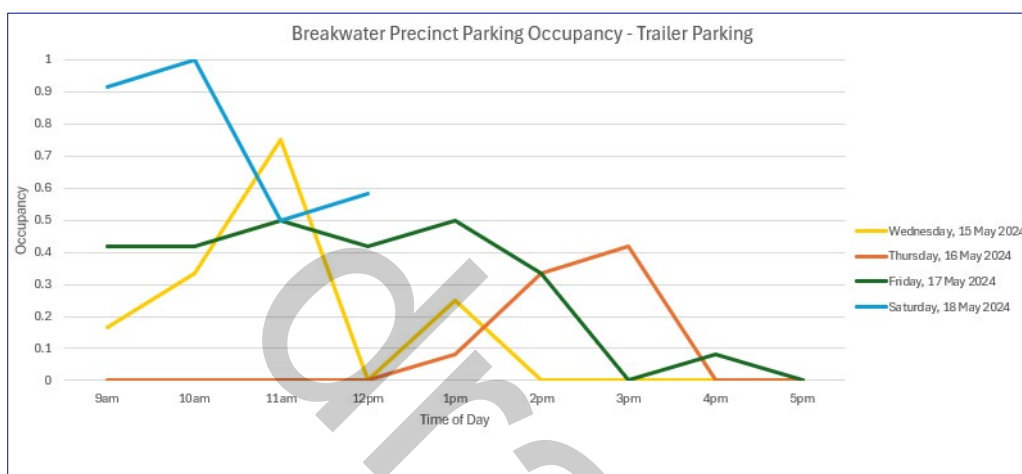


Figure 40: Parking Demand Profiles – Long-Bay (Trailer) Parking (Breakwater Precinct)

The above figure shows that the demand for long-bay (trailer) parking within the Breakwater Precinct was sporadic, and not consistent across different days of the week. Demand reached 100% at 10am on Saturday but fell to 50% at 11am. Meanwhile on Thursday morning there was no demand for long-bay parking till after midday. Notably, demand for boat trailer parking is heavily dependent on weather and conditions.

Within the Breakwater Precinct, parking demands are typically higher during the summer holiday period.

Figure 41 below shows a recent aerial view of the Breakwater Precinct, taken on Saturday 6 January at 10:35am. At that time, the car parking occupancy within all parking areas was high, and there was also high demand further along Viaduct Road to the north of the Breakwater Precinct at the Stingray Bay/Merri Bridge area, with marked car parking bays being highly occupied and overspill parking evident on the nature-strip as shown in Figure 42.

The January aerial image also shows 23 long vehicle bays indented for boat trailers being occupied by standard passenger vehicles without trailers, which suggests there may be a shortfall of standard bay parking in this precinct.

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Figure 41: Breakwater Precinct Aerial View – Saturday 6 January 2024 at 10:35am (Source: nearmap.com)



Figure 42: Viaduct Road Aerial View – Saturday 6 January 2024 at 10:35am (Source: nearmap.com)

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5.10. Spatial Data – Precinct 8 (Lake Pertobe)

Heat maps are provided below, showing the breakdown of parking occupancy across the Lake Pertobe Precinct study area during the weekday and Saturday peak hours, respectively.

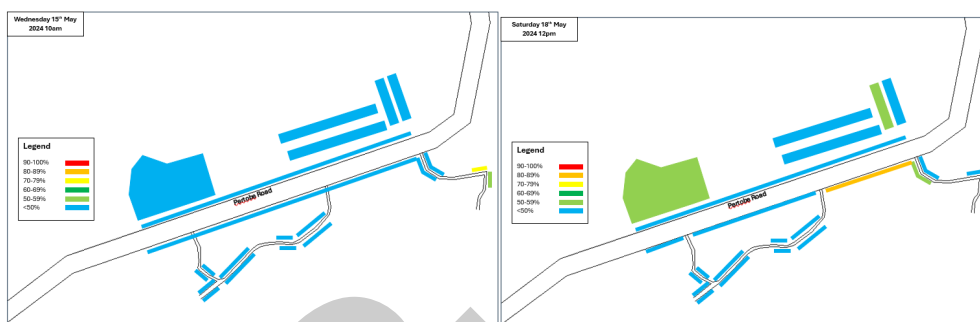


Figure 43: Parking Saturation Map - Weekday Peak

Figure 44: Parking Saturation Map - Saturday Peak

For the Lake Pertobe Precinct, the weekday peak occurred at 10am on Wednesday, at which time publicly available car parking in low demand across the precinct, with the demand being in proximity to the Warrnambool Surf Life Saving Club.

At the Saturday peak time (12noon), publicly available on-street car parking is in relatively higher demand compared to weekdays, with saturation levels above 80% on part of the south side of Pertobe Road in proximity to the public toilets. It is also identified that off-street car parking is generally in higher demand during weekends too.

It is noted that all parking areas in the Pertobe Precinct are in higher demand during the warmer summer months than on the survey days. On Saturday 18 May 2024 there was 1.4mm of rain in Warrnambool and the peak temperature reached 15.3 degrees.

The figure below shows the distribution of parking demand across the day within the Pertobe Precinct.

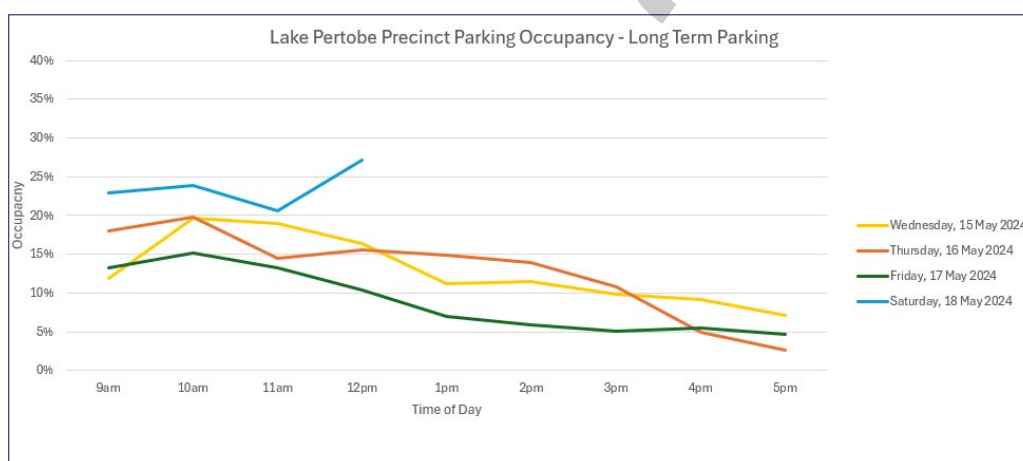


Figure 45: Parking Demand Profiles – Long-Term Parking (Pertobe Precinct)

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The above graph shows:

- car parking demands were below 30% overall within the precinct at all survey times,
- on weekdays, demands were higher in the morning than in the afternoon, and
- the recorded peak occurred at the end of the Saturday survey period at 12noon and it is possible that demands were higher on Saturday afternoon than in the morning.

The figure below shows a recent aerial view of part of the Lake Pertobe Precinct, taken on Saturday 6 January at 10:35am. At the time that the aerial image was captured, there was a carnival operating on the foreshore, and both on-street and off-street car parking areas were in high demand.



Figure 46: Lake Pertobe Precinct Aerial View – Saturday 6 January 2024 at 10:35am (Source: nearmap.com)

6



Consultation



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6. Consultation

The following summarises traffic issues identified through consultation with the local community.

6.1. Warrnambool Parking Questionnaire

In June – July 2024, Council conducted community consultation for the Warrnambool Parking Strategy through Council's Your Say website at:

<https://www.yoursaywarrnambool.com.au/have-your-say-parking-warrnambool>, which included a link to complete a questionnaire survey. The survey allowed residents to comment on how public car parking is used, satisfaction with existing availability and management of car parking and suggestions for improvements.

The survey asked 13 questions, with respondents providing detail around:

- why they visit each area,
- how often they visited each area,
- how long they typically stay in each area,
- how easy it is to find a car space,
- whether the current parking restrictions are appropriate,
- whether the current parking tariffs are appropriate, and
- whether parking signage is appropriate.

The survey also provided respondents with the opportunity to provide comments and suggestions in relation to the supply and management of car parking in Warrnambool.

A total of 79 survey responses were received, with the following sections providing a summary of the responses.

6.1.1. Question 1, 2 & 3: Reason, Frequency & Duration of Parking

Questions 1, 2 and 3 asked respondents to detail their reason for visiting each precinct, how often they park in each precinct and how long they typically park in each precinct for.

Key observations from the responses to questions 1, 2 and 3 are:

- The CBD precinct is the most popular location, with 85% of survey respondents parking in the area at least once per week. 61% of parking in this area was from visitors/customers, and 63% of respondents indicated that they park for less than two (2) hours.
- The Industrial and Banyan precincts are the least popular locations, with 80% and 71% parking in the area less than once a week or never parking there.
- The Railway precinct has the greatest proportion of long-term parking, with 53% of survey respondents who park in the area doing so for longer than four (4) hours.

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- The Industrial and Raglan precincts have the greatest proportion of short-term parking, with 69% and 61% of survey respondents who park in the area parking for less than an hour.
- The majority of respondents are visitors for each area, with the CBD having the greatest proportion of workers (25%) and Banyan having the highest proportion of residents (19%), when only considering people who park in each area.

A summary of the responses to these questions are provided at Table 5, Table 6 and Table 7, noting that these tables exclude 'Never' and 'N/A' responses.

Table 5: Question 1 Survey Responses

Precinct	Question 1: Which of the following best describes your reason for visiting the precinct?		
	Work	Resident	Visitor/Customer/Recreation
CBD	19 (24%)	10 (13%)	48 (61%)
Raglan	4 (5%)	6 (8%)	35 (47%)
Banyan	5 (7%)	7 (9%)	24 (32%)
Railway	8 (11%)	6 (8%)	41 (56%)
Hospital	4 (5%)	9 (12%)	53 (71%)
Industrial	6 (8%)	5 (7%)	23 (32%)
Breakwater	1 (1%)	8 (10%)	66 (85%)
Lake Pertobe	0 (0%)	7 (9%)	67 (87%)

Table 6: Question 2 Survey Responses

Precinct	Question 2: How often do you park in the following areas			
	Several times per week	Once or twice a week	Once or twice per month	Less than once a week
CBD	36 (47%)	29 (38%)	9 (12%)	3 (4%)
Raglan	5 (11%)	8 (17%)	20 (43%)	13 (28%)
Banyan	5 (12%)	4 (10%)	12 (29%)	21 (50%)
Railway	6 (10%)	4 (7%)	21 (36%)	27 (47%)
Hospital	10 (15%)	6 (9%)	15 (22%)	36 (54%)
Industrial	7 (17%)	1 (2%)	6 (15%)	27 (66%)

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Precinct	Question 2: How often do you park in the following areas			
	Several times per week	Once or twice a week	Once or twice per month	Less than once a week
Breakwater	12 (17%)	21 (29%)	29 (40%)	10 (14%)
Lake Pertobe	10 (14%)	23 (32%)	24 (33%)	16 (22%)

Table 7: Question 3 Survey Responses

Precinct	Question 3: When you visit the areas, how long do you typically stay?			
	Less than 1 hour	1-2 Hours	2-4 Hours	More than 4 hours
CBD	16 (21%)	33 (43%)	9 (12%)	19 (25%)
Raglan	27 (61%)	11 (25%)	0 (0%)	6 (14%)
Banyan	15 (41%)	17 (46%)	1 (3%)	4 (11%)
Railway	16 (29%)	7 (13%)	3 (5%)	29 (53%)
Hospital	12 (19%)	31 (48%)	10 (16%)	11 (17%)
Industrial	25 (69%)	8 (22%)	0 (0%)	3 (8%)
Breakwater	14 (19%)	43 (60%)	12 (17%)	3 (4%)
Lake Pertobe	7 (10%)	49 (70%)	9 (13%)	5 (7%)

6.1.2. Question 4: Ease of Finding Parking

Question 4 asked respondents to detail how easy it is to find a car space within each precinct.

Key observations from the responses to question 4 are:

- The Hospital precinct is perceived to be the most difficult area to find a car space, with 69% of people who park there finding it very difficult to find a park, and an additional 19% finding it somewhat difficult.
- The CBD precinct is the second most difficult area to find a park, with 51% finding it at least somewhat difficult to find a convenient parking space.
- The Industrial, Breakwater and Lake Pertobe precinct all had over 80% of respondents who park there find it either very easy or somewhat each to find a convenient parking space.

The responses to Question 4 are provided at Table 8, noting that 'N/A' responses are not included.

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Table 8: Question 4 Survey Responses

Precinct	Question 4: When you drive to the precincts, how easy is it to find a car space within a reasonable distance of your destination?			
	Very Easy	Somewhat Easy	Somewhat Difficult	Very Difficult
CBD	9 (12%)	28 (37%)	17 (22%)	22 (29%)
Raglan	15 (34%)	13 (30%)	14 (32%)	2 (5%)
Banyan	12 (29%)	17 (40%)	10 (24%)	3 (7%)
Railway	9 (16%)	22 (40%)	17 (31%)	7 (13%)
Hospital	1 (2%)	7 (11%)	12 (19%)	44 (69%)
Industrial	19 (50%)	14 (37%)	5 (13%)	0 (0%)
Breakwater	31 (43%)	31 (43%)	10 (14%)	0 (0%)
Lake Pertobe	24 (33%)	35 (48%)	13 (18%)	1 (1%)

6.1.3. Question 5 & 6: Adequacy of Parking Time Limits

Question 5 and 6 ask respondents whether the existing parking restrictions are appropriate, with the option to provide feedback on whether restrictions should be longer or shorter in any specific locations.

The Hospital Precinct had the highest percentage of people dissatisfied with the parking time limits, with 54% believing that the existing restrictions are not appropriate. The majority of people are satisfied with the existing restrictions for the other seven (7) precincts.

A total of 45 open-ended responses were received for question 6.

Responses to Questions 5 and 6 are summarised at Table 9 and Table 10.

Table 9: Question 5 Survey Responses

Precinct	Question 5: Are the current parking restrictions appropriate to meet your needs?	
	Yes	No
CBD	48 (62%)	30 (38%)
Raglan	51 (77%)	15 (23%)
Banyan	46 (74%)	16 (26%)
Railway	46 (73%)	17 (27%)

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Precinct	Question 5: Are the current parking restrictions appropriate to meet your needs?	
	Yes	No
Hospital	32 (46%)	37 (54%)
Industrial	50 (82%)	11 (18%)
Breakwater	68 (92%)	6 (8%)
Lake Pertobe	65 (89%)	8 (11%)

Table 10: Question 6 Survey Responses

Precinct	Summary of Question 6 Responses
CBD (12 responses)	<ul style="list-style-type: none"> One (1) request for longer time limits on Liebig Street, Two (2) requests for additional short-term limits at the library to facilitate pick-up/drop-off of books, Five (5) requests for longer time limits / all day parking, Two (2) requests for 2P parking within the CBD, One (1) request for free parking to be lengthened to 90 minutes.
Raglan	<i>No precinct specific comments</i>
Banyan (1 response)	<ul style="list-style-type: none"> One (1) statement that time limits are not required.
Railway (1 response)	<ul style="list-style-type: none"> One (1) request for more short-term parking at the railway station to allow for pick-ups/drop-offs.
Hospital (16 responses)	<ul style="list-style-type: none"> One (1) statement that time limits are not required, 13 requests for longer time limits and/or all-day parking for staff and visitors, Four (4) responses that it is difficult to find parking close to the hospital.
Industrial (1 response)	<ul style="list-style-type: none"> One (1) statement that time limits are not required.
Breakwater	<i>No precinct specific comments</i>
General (No Specific Precinct)	<ul style="list-style-type: none"> One (1) suggestion to have consistent restrictions on both sides of roads, One (1) request for 2P to be the minimum time limit,

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Precinct	Summary of Question 6 Responses
	<ul style="list-style-type: none"> Seven (7) responses requesting longer restrictions but not specifying an area, One (1) request for longer time limits for disabled spaces, One (1) request for additional free parking in "less busy areas", One (1) request for longer time limits on Raglan Parade, One (1) request for a variety of time limits.

6.1.4. Question 7, 8, 9 & 10: Paid Car Parking

Questions 7, 8 & 9 asked respondents to provide their opinions on paid parking in Warrnambool, with background information provided to inform of the current fees and the purpose of paid parking. Question 8 provided an opportunity for respondents to comment on the parking rates, with 34 responses received.

The responses to these questions are summarised below:

Table 11: Question 7 Survey Responses

Precinct	Question 7: Do you believe that the current parking tariffs are:		
	Too Low	About Right	Too High
All Areas	4 (5%)	43 (56%)	30 (39%)

Question 8 states: If you thought the parking fees were too high or too low, please tell us why.

Given people who believe the current charges are 'about right' were not requested to provide a response, the majority of responses were of the view that the charges are too high.

Responses principally detail people's views that parking is too expensive and/or that all parking should be free, while four (4) of the 34 written responses were of the view that parking is too cheap.

Multiple responses were of the view that:

- They choose not to shop in the CBD, or reduce their duration of stay due to paid parking.
- The daily charge is appropriate, but the hourly fee is too high.

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Table 12: Question 9 Survey Responses

Precinct	Question 9: Do you believe that the paid parking reduces the attractiveness of the CBD to visitors?	
	Yes	No
All Areas	53 (68%)	25 (32%)

Table 13: Question 10 Survey Responses

Precinct	Question 10: Do you believe the hour of free parking in selected CDB car park helps draw people to the city centre?	
	Yes	No
All Areas	56 (72%)	22 (28%)

6.1.5. Question 11 & 12: Car Parking Signage

Questions 11 and 12 asked respondents to provide their opinions on the current provision of car parking signage. Question 12 provided an opportunity for respondents to comment on what changes people would suggest, with 25 responses received.

The responses to these questions are summarised below:

Table 14: Question 11 Survey Responses

Precinct	Q11: Do you feel that the current information signage in relation to car parking is appropriate and sufficient?	
	Yes	No
All Areas	42 (55%)	35 (45%)

Question 12 states: If you answered "No" to Q11, please indicate what changes to signage should occur. Please also specify the location/s where you feel signage should be changed/improved.

A summary of the responses to Question 12 is provided below, noting that some responses pertained to changing parking restrictions/charges. These comments were covered by questions 6 and 9 and are not included in this section.

- Requests for more signage in the following locations:
 - On the northern side of Liebig Street.
 - Within the Ozone car park.
 - Three (3) responses saying that signs are generally spaced too far apart.

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- Four (4) requests for additional clarity around the one-hour free parking, with responses saying people don't realise that they are required to enter their registration details to obtain the free hour.
- Responses indicating that signage is unclear in the following locations:
 - Parker car park.
 - Coles car park.
 - Ozone car park.
 - Within free parking areas/free first hour areas (5 responses).
- Comments pertaining to CellOpark, including:
 - People commenting that the app works well.
 - People saying they have difficulty locating particular car parks in the app, with requests for signage to have reference to the app.
- Two (2) responses requesting additional directional signage to off-street car parks.

6.1.6. Question 13: General Feedback / Recommendations

Question 13 asked respondents to provide any further questions or feedback about car parking in any of the parking precincts, with 37 written responses received.

Four (4) of the eight (8) precincts included within the study had specific comments, while many comments were of a general nature. A summary of the responses to Question 13 is provided below:

Table 15: Question 13 Survey Summary

Precinct / Issue	Feedback / Questions
Precinct Specific Comments	
CBD	<ul style="list-style-type: none"> • Request for free car parking/shuttle bus for CBD employees away from the CBD to free up parking for shoppers. • Requests for cheaper/free all-day parking. • Request for annual permit parking for CBD employees. • Requests for more very short-term restrictions in CBD near key locations, including bank and chemist
Hospital	<ul style="list-style-type: none"> • Request for parking meters at the hospital. • Two (2) requests for patient parking at the hospital to be addressed. • Request for increased parking supply in the vicinity of the hospital. • Comment around lack of resident parking availability.
Breakwater	<ul style="list-style-type: none"> • Two (2) requests for parking to remain free.

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Precinct / Issue	Feedback / Questions
	<ul style="list-style-type: none"> One (1) request for directional linemarking within the car park.
Pertobe	<ul style="list-style-type: none"> Two (2) requests for parking to remain free.
Cannon Hill (outside scope)	<ul style="list-style-type: none"> Request for 2P and free all-day parking.
General Feedback / Questions	
Paid Car Parking	<ul style="list-style-type: none"> Requests for more car parking meters. Requests for free parking to encourage shopping locally. Request for the daily parking fee to be increased. Requests for the hourly parking fee to be reduced.
Free Parking	<ul style="list-style-type: none"> Comments that the free parking signage is confusing. Requests for green line marking to be repainted.
Parking App	<ul style="list-style-type: none"> Request for EasyPark App to be implemented. Comment that the CellOPark app works well. Comment that the CellOPark location function doesn't always work and requires the location to be inputted manually.
Enforcement	<ul style="list-style-type: none"> Request for continued enforcement of parking restrictions, especially of disabled parking. Request for enforcement of illegal parking at the Lighthouse Theatre.
Public Transport	<ul style="list-style-type: none"> Request for additional bus services to reduce reliance on car parking.

6.2. Community Consultation Summary

In view of the questionnaire results discussed above, the key issues identified by the community are principally related to the CBD and Hospital precincts.

Comments regarding the Hospital Precinct principally related to difficulty finding suitable car parking within close proximity of the hospital, while CBD comments were largely in relation to parking charges and the supply of long-term/all day parking, with the majority (68%) of the community of the view that paid parking reduces the attractiveness of visiting the CBD.

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6.3. Stakeholder Feedback

The following key stakeholders were invited to provide feedback in relation to car parking:

- South West Healthcare
- Economic Development Advisory Committee
- South West TAFE
- Warrnambool Railway Station (V/Line)
- Shopping Centre representatives (Warrnambool Shopping Centre Management, Coles, Woolworths, Aldi, IGA carpark management)
- Community Services (Library, Art Gallery, Police)
- Business representatives (RSL, Warrnambool Bowls Club, Midfield Meats)

The feedback received from stakeholders is summarised in the table below.

Table 16; Stakeholder Feedback

Stakeholder	Feedback
RSL	<p>Lack of parking around the RSL (16 spaces beside Cannon Hill and approx. 6 spaces downstairs at the Welfare Hub).</p> <p>During the day all other parks, Cannon Hill and opposite the RSL are taken up by TAFE students and staff and WCC staff. Request some 2hr spaces to free-up the spaces for RSL.</p> <p>Request more parking up along Cannon Hill if possible.</p> <p>Notes a member has been allowing staff to park on a privately owned spare block in Merri Street, otherwise RSL staff would struggle to find parking.</p>
V/Line	<p>Not enough parking around the hospital, TAFE and railway station areas. Appears to be TAFE and hospital staff/visitors using the street parking and the carpark adjacent to the railway station.</p> <p>Travellers have missed their train due to not being able to find a carpark and staff arriving late to work for the same reason.</p> <p>Travellers have requested to book a parking space so that they can ensure one is available when they travel (not currently an option).</p> <p>Note potential issues around use of the Cello App for older drivers.</p> <p>Current parking fees are appropriate/not excessive.</p> <p>Parking bays in the main street have no bollards/wheel stops, some cars are driving too far into spaces/using the kerb as a wheel stop/connecting with street furniture.</p>
Warrnambool Shopping Centre Management	<p>Feedback from customers and tenants – don't want to pay for parking at all.</p>

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Stakeholder	Feedback
Economic Development Advisory Committee Member 1	<p>Respondent owns a business in the industrial estate.</p> <p>Concern around safety due to vehicles parking on nature strips restricting lines of sight to oncoming traffic for those exiting (e.g. at 15 Dickson Street).</p> <p>Safety concern noted at Dickson Street/Albert Street intersection as an example.</p> <p>Proximity of parked cars to driveways causes issues for larger vehicles.</p> <p>Many businesses are using the nature strip/space in front of their business for parking, storing equipment, etc.</p> <p>Recognises parking on nature strips is against the law, but not requesting punitive approach, prefers other treatments to control parking at problem areas, such as bollards or marked parking bays.</p> <p>Concern re: granting of parking waivers for permit applications and the implications for surrounding businesses.</p> <p>Parking around the new SWH facility is tight and there is congestion at times.</p> <p>The increase in traffic around pop-up coffee and food vans would benefit from a review. Questions whether these are permitted under the planning scheme, noting that they have an impact which should be considered and if necessary, controlled.</p> <p>Respondent resides in the Hospital Precinct.</p> <p>Notes that the streets are more congested than Warrnambool residents are used to.</p> <p>Safety concern re: Lava Street in proximity to the Hilder Street intersection, requires prompt attention. Suggests parking restricted to one side of the road with marked bays, allowing for a proper view of on-coming traffic.</p> <p>Within the CBD, notes a retail with a multideck carpark would be good, but in the meantime strategies which encourage people to park a little further out and walk a couple of blocks.</p> <p>Supports a creative approach to encourage increased public transport use, development of safe cycling routes and encourage walking (i.e. less cars to reduce the parking issues).</p> <p>Shuttle arrangements at peak times for workers from Albert Park, Friendlies, Foreshore.</p> <p>Questioned why parking is prohibited behind the kiosk at the foreshore?</p> <p>Noted Shipwreck Bay (off-season) is a vastly underutilised space which could be considered for park and ride.</p> <p>No issues with the parking fees, concept of parking being more expensive closer to the town centre, free parking further out, and first hour free makes sense from the trader's perspective.</p> <p>Re: signage – continuing to push the message that free parking is available further out to impact on behaviours.</p>

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Stakeholder	Feedback
Economic Development Advisory Committee Member 2	<p>Zone 1 CBD:</p> <ul style="list-style-type: none"> - \$2 an hour parking fee is too high given there is \$4 all day parking - \$4 all day parking is okay, but concerned if it increased further it would impact on staff working in the CBD <p>Zone 5 Hospital:</p> <ul style="list-style-type: none"> - Inadequate supply of parking – difficult to find a parking space for appointments at the community health building (Koroit Street and part of the hospital) - Streets are congested with parking – more staff and visitor parking required.
SW TAFE	<p>Critical shortage of parking for staff and students, particularly due to the construction of the new library on the TAFE site being so popular.</p> <p>Existing time restrictions are generally appropriate along Kepler, Timor, Gilles, Artillery Crescent and Merri Street.</p> <p>Current parking fees are appropriate.</p>

7



Parking Tariffs



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7. Parking Tariffs

There is a mixed public perception surrounding pay parking in Warrnambool, with some residents and traders raising concerns such as reduced attractiveness of the CBD for visitors, loss of trade and impacts to business.

Despite this perception, areas of the CBD where pay parking applies are in high demand.

Notably, pay parking can result in increased turnover of parking spaces and increase enforcement efficiencies, resulting in improved trade for businesses. It can also assist in increasing the attractiveness of sustainable transport options such as walking and cycling, reducing traffic congestion in the heart of the city centre and improving the overall amenity.

In response to traders concerns regarding impacts to businesses post-COVID, Council recently introduced free one-hour parking in some parts of the city centre as a stimulus measure to assist businesses with the post-COVID recovery.

Free one-hour parking is available in the 2P bays within Parkers Car Park, Ozone Car Park and in the privately owned Coles-Younger Car Park and there is new signage and line-marking to help identify the free parking bays.

Council has a "pay-by-plate" parking system so motorists must enter their registration plate details into either the parking meters or via the Cellopark app. Users are required to enter their registration plate details even if they are planning to stay only for the free hour, so that enforcement officers are able to accurately determine how long a vehicle has been parked in the space.

The current parking fees which apply in the Warrnambool CBD are \$2 per hour and \$4 all day.

A number of responses from the community consultation felt that the current parking fees are too high. Some respondents thought all parking should be free, while others thought that \$4 all-day parking is reasonable but that in comparison, \$2 per hour is too high.

There are many regional town centres which have pay parking, and accordingly a comparison of the current tariffs has been made in the table below.

Table 17: Car Parking Tariff Comparison

Location		Parking Tariffs
Warrnambool	Cellopark App	\$2 per hour, \$4 all-day Free first hour in some off-street 2P locations.
Horsham	Blinkay App	First 30 minutes free, \$1.50 per hour thereafter.
Hamilton	PayMyPark App	First 2 hours free, \$6 per hour thereafter (up to four hours).
Ballarat	Cellopark App	First hour free, \$3 per hour after Capped at \$6,50 per day in off-street car parks, \$22.50 if staying all day in on-street spaces.

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Location		Parking Tariffs
Bendigo	PayStay App	\$2.20 per hour, \$7.90 all-day (except Hargreaves Street Municipal Carpark which is \$9.50 all-day).
Shepparton	PayStay App	\$1.50 per hour
Geelong	EasyPark App	Fees vary by location. Some \$7.20 all-day, some \$7.20 per 3-hour period, Some \$3.60 per hour and \$15 all-day.
Wangaratta	EasyPark App	\$1.10 per hour

The nearby regional towns of Colac, Portland and Mount Gambier all have free parking within their CBD's. It is noted that the population of each of those towns is less than in Warrnambool.

The current "per hour" charge in Warrnambool is lower than in Hamilton, Ballarat, Bendigo and Geelong, and higher than in Horsham, Shepparton and Wangaratta.

The current "daily" charge in Warrnambool is lower than in other areas that have a daily cap.

It is noted that the current all-day parking fee is also lower than the cost of a bus fare, and accordingly the all-day fare is unlikely to encourage mode-shift for staff and students who stay in the CBD all-day.

Within the Hospital Precinct, on-street car parking is currently free, while off-street parking is paid. The South West Healthcare website advertises that there are 300 free on-street car parking spaces in the area, and includes a map showing visitors where to find on-street parking. Additionally, the off-street South West Healthcare carpark charges are higher than Council's all-day parking rates at \$6 for up to 4-hours and \$8 for 4-24 hours.

8



Key Findings



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8. Key Findings

The key findings are summarised below.

PRECINCT 1 – CBD

- Car parking is in high demand in the inner retail core, as well as within the free all-day parking areas along Merri Street and the southern end of Henna Street.
- There is a higher demand for paid 1P and 2P on-street parking than free 1P and 2P spaces, suggesting that at the current price point, visitors are willing to pay for the convenience of parking closer to their destination.
- Car parking is generally available within two blocks of any given area.
- There is a very high demand (93% occupancy) for on-street unrestricted parking.
- The TAFE generates a significant demand for all-day parking for students and staff, and these vehicles are seeking out free all-day parking, competing with railway commuters and other uses on the southern boundary of the CBD precinct such as the RSL.
- Overall, car parking demand has fallen compared to pre-COVID levels, and the overall quantum of parking in the CBD is generally sufficient to meet the current demands.
- The one-hour free parking has been generally well received and provides a good balance between the competing interests.
- There is some community sentiment that hourly parking fees are too high and/or that parking should be free.
- The current “hourly” car parking fee is lower than Ballarat and Geelong, consistent with Bendigo, and higher than Shepparton and Wangaratta.
- The “all-day” car parking fee is lower than in other regional Victorian townships. The all-day fee of \$4 is generally acceptable to existing users. The fee is not high enough to discourage all-day parking in the CBD by staff, although it appears that commuters and TAFE students are seeking out free alternative all-day parking. The fee (and the distribution of where paid and free all-day parking is provided) needs to balance Council’s objectives with regard to parking provision¹, i.e. whether the goal is to meet the current demands or to reduce all-day parking demand and encourage mode shift. An increase in the fee may free-up additional parking spaces within the CBD for short-term visitors, however given the current uptake of sustainable transport, it is likely that the demand would just shift to the periphery of the CBD with staff continuing to drive. Notably, in the 2021 ABS Census, 0.6% of Warrnambool residents travelled to work by public transport compared to 1.0% of regional Victorian residents and 4.3% of Victorian residents overall.
- Feedback from CBD staff includes requests for cheaper/free all-day parking, free shuttle bus for CBD staff too allow parking further from the CBD and free-up CBD parking for shoppers, and annual parking permit scheme for CBD employees. It is noted that these

¹ The 2015 Parking Strategy goals included improving parking convenience, availability and accessibility for short-term parkers, while increasing park and walk behaviours and encouraging sustainable transport alternatives for long-term parkers.

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suggestions encourage a status quo (high reliance on driving for staff and students) and reduce the comparative attractiveness of mode shift (free parking versus paying for public transport for example). Additionally, there would be a cost to Council to implement a shuttle service. If users of the service don't pay, ratepayers as a whole would be subsidising this service for CBD staff and TAFE students. If it were to be a user-pays model, it is highly likely that the service would not be used as staff and students are seeking out the free or low-cost all-day parking.

- There is a relatively high demand for disabled parking spaces within the CBD. Community feedback included a request for more enforcement of disabled parking spaces suggesting that that may sometimes be occupied by ineligible drivers. One respondent requested increased time limits for disabled parking spaces. Within the CBD there are 1884 publicly available on-street spaces (excluding taxi, permit, loading) of which 37 are disabled spaces, corresponding to a provision of 1 disabled space per 51 car spaces. The National Construction Code (NCC) specifies a rate of 1 disabled parking space per 50 spaces (or part thereof) for Class 6 buildings, being shops, restaurants and cafes. The current disabled parking provision is generally consistent with the NCC. However it is noted that there is a higher proportion of residents aged 65 and over in Warrnambool (21.2%) compared with Victoria overall (16.8%) based on the most recent ABS Census data, and accordingly there is a reasonable likelihood that the disabled parking demand is higher in Warrnambool.
- There were requests for more very short-term parking restrictions in the CBD near key locations such as the post office, bank and chemist.

PRECINCT 2 – RAGLAN

- There is generally good parking availability in the Raglan Precinct overall.
- There is a high demand for parking in Kepler Street and the southern end of Spence Street surrounding the James Swan Reserve.
- There is localised high demand for parking in proximity to Warrnambool Primary School primarily at school pick-up time.
- Princes Highway/Raglan Parade has a wide (60m) reservation with a wide central median, and serves as a physical barrier preventing overspill CBD parking.
- There were no comments from the community or stakeholder feedback relating specifically to the Raglan Precinct.

PRECINCT 3 – BANYAN

- There is generally good parking availability in the Banyan Precinct.
- The Flagstaff Hill carpark is an underutilised resource and is only 600m walking distance from SW Tafe.
- One survey respondent indicated that time limits were not required in the Banyan Precinct.

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PRECINCT 4 – RAILWAY

- The railway carpark is at capacity and the lack of available parking close to the railway station is impacting on commuters and staff.
- The TAFE is located close to the railway station, and there is anecdotal evidence that there is inadequate parking available for TAFE staff and students and that some are parking in spaces intended for railway commuters.
- The RSL is located close to the TAFE and railway station and relies on off-site parking to meet some of its needs. Many RSL visitors are in older age-groups and are less able to walk longer distances to find car parking.

PRECINCT 5 – HOSPITAL

- There is very high demand for free on-street parking in the Hospital Precinct, with peak parking at saturation levels on weekdays in many of the streets surrounding the hospital.
- The hospital sees out-patients for appointments, and hospital visitors have expressed that the 2P time restrictions are inadequate, given the uncertainty of wait times for appointments.
- There is a lack of parking available within the precinct for residents and their visitors.
- There are a number of private carparks which serve the hospital and associated uses which were not picked up in the survey of public car parking. A review of the traffic report submitted with the Warrnambool Base Hospital Stage 1 Redevelopment (onemildgrid August 2022) indicated an off-street parking supply of 375 spaces, many of which are signed for use by staff or patients only. The off-street private carparks were found to be 81% occupied between 11am and 3pm.
- Some of the parking demand in proximity to the hospital at the time of the parking occupancy surveys may have been due to construction vehicles. Construction is continuing and is currently expected to be completed in 2027. Future parking is to be provided at the showgrounds for hospital staff (with a shuttle service) which may reduce the parking issues in the Hospital Precinct in the future.

PRECINCT 6 – INDUSTRIAL

- While the industrial precinct was found to have low on-street occupancy, there is a significant level of parking occurring on nature-strips in some areas which is not reflected in the parking occupancy survey results.
- Parking on nature-strips prevents vehicles from parking on-street (as it would block access for vehicles on the nature-strip), has the potential to damage assets within the nature-strips such as drainage infrastructure, and in many cases can also obstruct visibility for vehicles exiting driveways and make it difficult for larger vehicles to access driveways.

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- Parking on nature-strips is illegal. Stakeholders do not support punitive approach, prefer other treatments to control parking at problem areas.
- The existing industrial streets are typically 9m – 10m wide, which falls short of the Infrastructure Design Manual (IDM)² requirements for 12.5m wide industrial street with parking on the carriageway (both sides). Within industrial areas, 2.6m wide parking bays are preferred for on-street kerbside parallel parking (due to the need to accommodate trucks as well as cars) with 3.5m wide traffic lanes to allow sufficient space for larger vehicles to turn into properties. The industrial roads are generally sufficient to provide two 3.5m wide traffic lanes and kerbside parallel parking on one side only.

PRECINCT 7 – BREAKWATER

- At the time that parking occupancy surveys were undertaken (late Autumn), there was adequate parking available in the Breakwater precinct.
- A review of aerial photography indicates that parking demand is high at peak tourist times, and that there are standard passenger cars (without trailers) parking within the long-bay spaces indented for boat trailers.
- The community consultation feedback included two requests for parking to remain free within the Breakwater Precinct and one request for additional directional line-marking.

PRECINCT 8 – PERTOBE

- At the time that parking occupancy surveys were undertaken (late Autumn), car parking demands within the Pertobe Precinct were very low on weekdays and low on the weekend.
- A review of aerial photography indicates that parking demand is high at peak tourist times, which generally coincide with school holiday periods in the warmer months.
- The TAFE terms coincide with school terms and the TAFE generates low parking demands during the school holidays when peak tourist parking demands are high within the Pertobe Precinct. Accordingly, the public car parking areas in the Pertobe Precinct may be suited to a park and ride shuttle service.
- The community consultation feedback included a request for parking to remain free within the Pertobe Precinct.

² The Infrastructure Design Manual (IDM) produced and maintained by the Local Government Infrastructure Design Association was adopted by Warrnambool City Council in 2015. It can be found at designmanual.com.au, and the latest version is 5.40 released on 1 September 2022.

9



Recommendations



WARRNAMBOOL
CITY COUNCIL

Traffix Group

9. Recommendations

The key recommendations are outlined below.

- Parking detection sensors are increasingly being introduced by Councils across Victoria for a number of reasons, including:
 - increasing compliance with parking restrictions and encouraging drivers to comply with regulations,
 - maximising human resources in relation to monitoring and enforcement of car parking restrictions,
 - increasing turnover, fairness and availability of parking, and
 - improving information in relation to the availability of car parking resources (potential for real-time availability, monitoring of trends, etc).

It is recommended that Council consider the installation of car parking detection sensors within the most popular areas of the CBD.

- Increase time limit to 2P (min) on all disabled spaces within the CBD.
- Review the quantity and location of on-street disabled parking spaces within the CBD. Aim to increase the provision ratio of disabled spaces to 1 in 40 on-street spaces, having regard to the demographics of Warrnambool.
- Provide P-15minute spaces in the CBD near key locations such as the post office, banks and chemists.
- Consider increasing the all-day parking fees in the CBD on weekdays to free up spaces for visitors and encourage CBD staff to park further away and walk or swap to sustainable transport modes.
- Investigate the potential to introduce additional 90-degree parking on the north side of Artillery Crescent and advertise this area as overflow parking for the railway station.
- Investigate the potential to introduce centre-of-road parking at the northern end of the CBD (free all-day parking) within the wide centre median of Raglan Parade.
- Consider introducing all-day parking fees in Merri Street in conjunction with a free park-and-ride shuttle service (from Pertobe Precinct parking and/or Flagstaff Hill, and perhaps also the northern end of the CBD if Raglan Parade centre-of-road parking is introduced), to free up commuter parking for commuters and encourage TAFE students to use the free shuttle service. The recommended higher all-day parking fees within the CBD could partially fund a free shuttle service. The shuttle service should also match the train timetable and commuters should be made aware of the service.
- Within the hospital precinct, it is recommended that a number of measures be introduced to distribute the limited resources fairly whilst ensuring spaces are available close to the hospital for those who need them most:

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- Provide 3P time limits in all current 2P timed spaces and introduce additional 3P within unrestricted areas which are currently experiencing peak occupancy levels above 80%.
- Undertake consultation (by letter drop) within residential streets within the hospital precinct where current peak parking demands exceed 70% to determine whether there is a need for some permit parking areas to facilitate on-street availability of parking for residents and their visitors.
- Consider introducing pay parking for the on-street parking bays closest to the hospital so that on-street parking close to the hospital is available (for a fee) for those that need it most.
- Existing nature-strips on Timor Street and Ryot Street are very wide. Consider introducing 90-degree parking to maximise the provision of spaces in close proximity to the hospital.
- Introduce some 2P spaces on Artillery Crescent opposite the RSL to increase the parking availability close to this land use for visitors.
- Line-mark on-street parking bays in problem areas in the industrial precinct to discourage nature-strip parking and shift demands to the on-street. Where streets are less than 12.2m wide, line-mark parking bays (or hockey-stick line-marking 1m from edges of driveways) on one side and introduce “no stopping” restrictions on the opposite side.
- Educate business owners and staff within the industrial precinct regarding the illegality of parking on nature-strips, and plant trees and shrubs on nature-strips to discourage parking.
- Increase signage in the Breakwater Precinct within each row to indicate that the long bay spaces are for cars with trailers only. A signage example is provided below.



- Once signage has been established:
 - undertake a review of the Breakwater Precinct parking demands in Summer to determine whether all long-bay spaces are required and whether additional parking is needed for standard passenger cars, and
 - undertake enforcement for cars parked in trailer spaces.

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Locations where additional car parking is recommended are shown below.

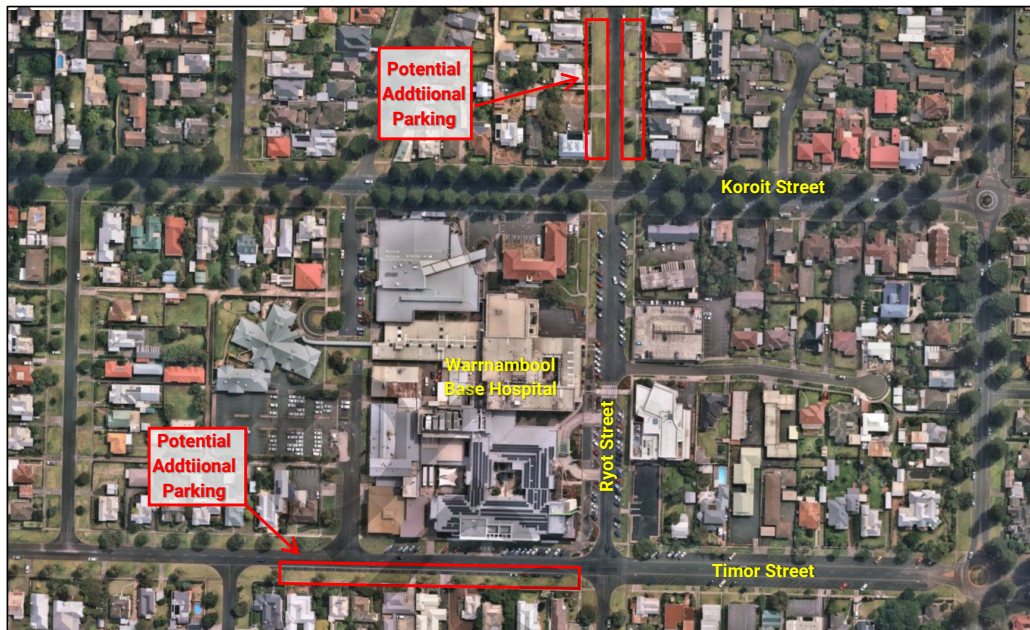


Figure 47: Potential Additional On-Street Angled or 90-degree Parking in the Hospital Precinct

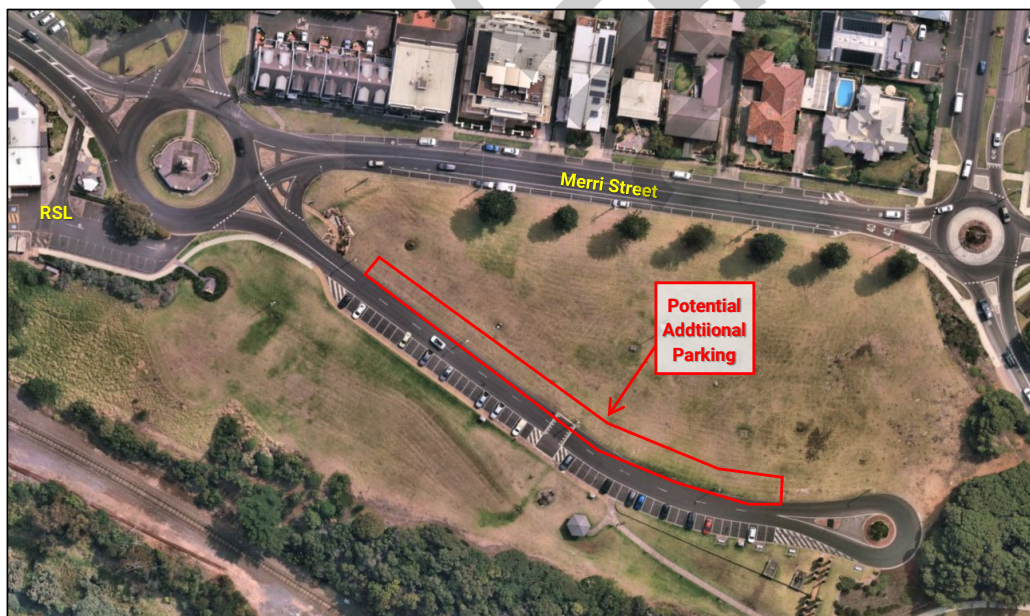


Figure 48: Potential Additional On-Street 90-degree Parking in Artillery Crescent

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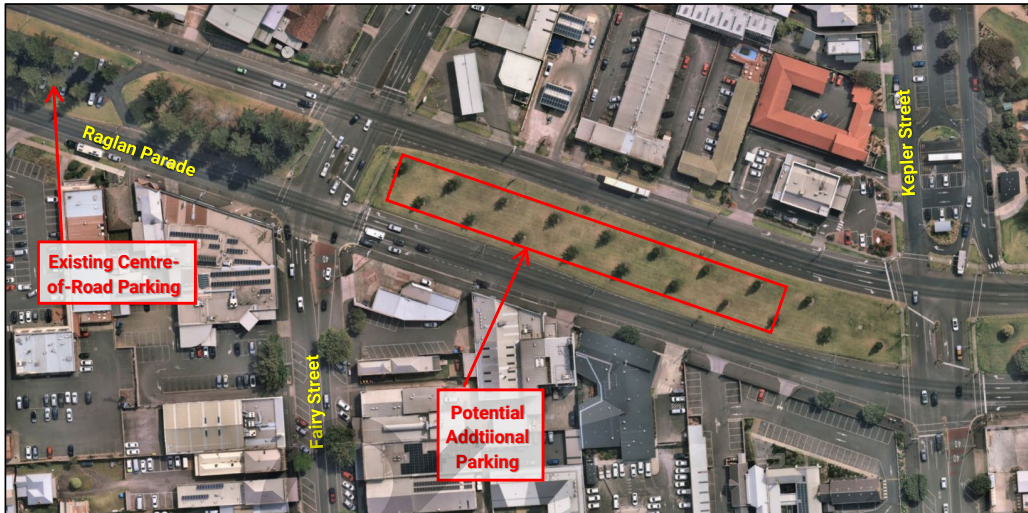


Figure 49: Potential Centre-of-Road Parking in Raglan Parade with Shuttle to CBD/TAFE/Railway Station

7.5. Domestic Animal Management Plan Review 2024

DIRECTORATE : City Infrastructure

Purpose:

This report outlines the annual review of the Domestic Animal Management Plan 2024 for endorsement by Council.

Executive Summary

- Council adopted the Domestic Animal Management Plan in December 2017.
- Council is required to review the Domestic Animal Management Plan annually as prescribed under the *Domestic Animals Act 1994*.
- An internal review of the Domestic Animal Management Plan has been undertaken and provides updated statistics for the 2022-23 and 2023-24 financial years.
- The updated plan will be available to the public and published online.

MOVED: CR RICHARD ZIEGELER

SECONDED: CR ANGIE PASPALIARIS

That Council endorse the review of the Domestic Animal Management Plan 2024.

CARRIED - 7:0

Background

Council adopted the Domestic Animal Management Plan in December 2017.

The Domestic Animal Management Plan provides an overview of the management of domestic animals within our municipality and ensures the Council meets its statutory requirements in relation to the *Domestic Animals Act*.

The plan highlights the most important aspects of responsible pet ownership which, together with education, is a particular focus for domestic animal management within the municipality. There is a strong emphasis on community safety and the need to reduce the number of dog attacks, animals' at large and public complaints.

The plan also discusses the importance of pet owners having their pets desexed, which will help reduce unwanted litters of puppies and kittens placing pressure on municipal pound services.

Basic pet ownership responsibilities, including picking up your dog's waste and ensuring your cat is contained between sunset and sunrise, help protect the environment and ensures pets are kept safe and healthy. Registration and microchipping, controlling barking dogs and maintaining 'effective control' over your dog when out walking are all key responsibilities of pet ownership.

Issues

Council is required to review the Domestic Animal Management Plan annually as prescribed under the *Domestic Animals Act 1994*.

An internal review of the Domestic Animal Management Plan has been undertaken and provides updated statistics for the 2022-23 and 2023-24 financial years. **Refer to Attachment 1.**

Warrnambool has 4,211 dogs and 1,542 cats registered within the municipality. Council's local laws officers make a significant effort to reduce the animal numbers taken to the pound by attempting to get animals home as a first response, this can only be done if animals are registered and registration details are up to date.

There has been a significant increase in dog attacks from 2022, with 56 and 45 dog attacks reported in the last two years. It is important to ensure that dogs are kept secure at home and when in public on lead unless it is a designated off lead area and you can ensure appropriate behavior and effective control of your dog if off lead.

The plan highlights the work that Local Laws staff undertake around education and compliance relating to animal management and responsible pet ownership.

Financial Impact

The review has been undertaken internally and costs are associated with the Sustainability & Compliance budget.

Legislation / Policy / Council Plan Context

5 An effective Council

5.1 Leadership and governance: Council will be a high-functioning team committed to respectful relationships, collaboration and ongoing engagement. It will provide strong, effective leadership, sound governance and informed decision-making

5.2 Engaged and informed community: Council will ensure ongoing community engagement to identify changing needs and priorities when developing and delivering services and programs.

5.4 High-performance culture: Council will foster an organisational culture to support engaged, committed and high-performing staff for the effective delivery of Council's services and programs.

Timing

The annual review of the Domestic Animal Management Plan is routine. The Plan is due for a significant review in 2025.

Community Impact / Consultation

The 2024 review of the Domestic Animal Management Plan, including updated statistics, will be released to the public and available on Council's website.

Legal Risk / Impact

The preparation and review of the Domestic Animal Management Plan is a requirement of the *Domestic Animals Act 1994*.

Officers' Declaration of Interest

None.

Conclusion

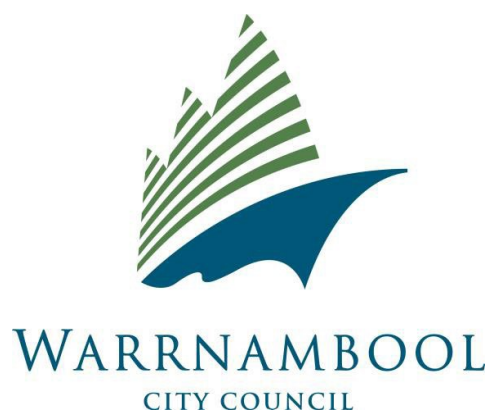
The annual review identifies that Warrnambool has 4,211 dogs and 1,542 cats registered within the municipality and that Council's local laws officers make a significant effort to reduce the animal numbers taken to the pound by attempting to get animals home as a first response, this can only be done if animals are registered and registration details are up to date.

The review has also highlighted that there has been a significant increase in dog attacks from 2022 and that it is important to ensure that dogs are kept secure at home and when in public on lead unless it is a designated off lead area and you can ensure appropriate behavior and effective control of dogs off lead.

The plan highlights the work that Local Laws staff undertake around education and compliance relating to animal management and responsible pet ownership.

ATTACHMENTS

1. DAMP 2021-2025 Review 2024 [7.5.1 - 33 pages]



Warrnambool City Council

Domestic Animal Management Plan

2021 - 2025



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Document Control

Document title:	<i>Domestic Animal Management Plan</i>
Policy type:	<i>Council</i>
Responsible branch:	<i>City Sustainability & Compliance</i>
Responsible officer:	<i>Coordinator Local Laws and Emergency Management</i>
Document status:	<i>Ongoing</i>
Approved by:	<i>Council</i>
Adopted date:	<i>4 December 2017</i>
Review date:	<i>Annually</i>

Review type:	Review date:	Completed by:
Internal	29 August 2017	Manager, Coordinator and officers of the Animal Control department.
Internal	October 2018	Manager, Coordinator and officers of the Animal Control department.
Internal	November 2019	Manager City Amenity, Coordinator Local Laws and Local Laws Officers.
Public	October 2021	Manager City Amenity, Coordinator Local Laws and Local Laws Officers. Public consultation.
Internal	July 2024	Manager Sustainability & Compliance, Coordinator Local Laws & Emergency Management and Operations Officer

1. Introduction

Animal management is one of Council's primary responsibilities. The City's Domestic Animal Management Plan (the plan) for 2021 - 2025 provides a clear overview of the Council's plans for the current and future management of domestic animals within our municipality and ensures the City meets its statutory requirements.

The plan highlights the most important aspects of responsible pet ownership which, together with education, will be a particular focus for domestic animal management within the municipality. There is a strong emphasis on community safety and the need to reduce the number of dog attacks, animals' at large and public complaints.

The plan also discusses the importance of pet owners having their pets desexed, which will help reduce unwanted litters of puppies and kittens placing pressure on our pound services, and significantly adding to the cost of operating the pound.

Basic pet ownership responsibilities, including picking up your dog's waste and ensuring your cat is contained between sunset and sunrise, help protect the environment and ensures pets are kept safe and healthy. Registration and microchipping, controlling barking dogs and maintaining 'effective control' over your dog when out walking are all key responsibilities of pet ownership.

Council aims to offer our community a fair and balanced environment – where everyone can enjoy our community and the many open public spaces, regardless of whether or not they are a pet owner.

Residents have access to a range of dedicated off and on-lead areas, including beach locations, a large enclosed off leash park and most sporting precincts, which are listed on Council's website. For the remainder of the municipality, owners are required to keep their dogs on a lead at all times.

The City's Domestic Animal Management Plan for 2021 – 2025 will provide Council with the framework to work with the community to ensure animal management services are sufficient for the City's population of pets.

2. Legislative requirements

Under Section 68A of the Domestic Animals Act, every Council must prepare a domestic animal management plan, as follows:

68A Councils to prepare domestic animal management plans

- (1) Every Council must, in consultation with the Secretary (*of the Department of Jobs, Precincts & Regions*), prepare at 4 year intervals a domestic animal management plan.
- (2) A domestic animal management plan prepared by a Council must—
 - (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
 - (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
 - (c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
 - (i) to promote and encourage the responsible ownership of dogs and cats; and
 - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
 - (iii) to minimise the risk of attacks by dogs on people and animals;
 - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
 - (v) to encourage the registration and identification of dogs / cats;
 - (vi) to minimise the potential for dogs and cats to create a nuisance; and
 - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations;
 - (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
 - (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
 - (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
- (3) Every Council must—
 - (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
 - (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
 - (c) publish an evaluation of its implementation of the plan in its annual report.

3. Purpose of the plan

For the purpose of this plan, a “**domestic animal**” is defined as an animal covered by the Domestic Animals Act 1994, which are predominantly dogs and cats.

This document will set the future guidelines of domestic animal management for the Warrnambool City Council.

The plan identifies strategies and actions to implement the vision, aims and objectives for animal management.

The plan contains recommendations to be implemented in a structured program. These actions will enable Council to maintain a balance between all interested parties and to meet all legislative requirements.

Animal Management Officers developed the plan, with data and information from the following internal and external parties:

- RSPCA;
- Warrnambool veterinary clinics;
- Dog obedience / training clubs;
- The public; and,
- The Southwest Authorised Officer Group.

The community was invited to comment on the proposed plan for four weeks prior to being submitted to Council for adoption. Any submissions were referred to Council and where necessary incorporated into the plan.

The current Plan is available at the Council Offices and on the Council website.

Review or improvements raised during the year may be considered and added to the plan, or considered for further investigation and discussion as part of the annual review process.

4. Warrnambool - municipal demographic

The City of Warrnambool is located in Southwest Victoria; approximately 260km west of Melbourne and covers approximately 120sqkm.

The City is surrounded by the Shire of Moyne and the Southern Ocean.

It has a population of approximately 36,000 residents which also includes the townships of Allansford, Bushfield, Dennington and Woodford.

The City economy is based on tourism, education, farming and food production.



5. Council organisational structure



6. Current Services provided to assist with Animal Management statistics.

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Officer weekend patrols	37	63	97	67 Covid Lockdown	N/A	80	104
24 hour emergency contact	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Cage Request for stray cats	71	63	51	26			
Provide trial barking aid equipment	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Investigate nuisance complaints	233	210	227	220	291	262	364
Dog at large complaints	135	128	135	168	156	214	146
Investigate reported dog attacks	29	16	22	41	39	56	45
Return dogs home	26	37	68	70	51	24	21
School / Community groups etc. information sessions	3	5	3	2	N/A	N/A	0
Door knock / Letter registration follow up	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Current Animal data:

Warrnambool City Key Statistics	2017 - 18	2018 - 19	2019 - 20	2020 - 21	2021 - 22	2022 - 23	2023 - 24
Council:							
Population	31,060	31,466	31,791	32,180	32,901	33,410	33,905
Area	120sqkm	120sqkm	120sqkm	120sqk	120sqkm	120sqk	120sqk
Current, not for profit or future properties (approx. tenements)	18,000	18,000	18,500	18,800	19,108	19,467	19,791
Domestic Animal Businesses	2	3	3	4	4	4	5
Declared Menacing (currently in City)	24	17	9	21	N/A	N/A	14

Declared Dangerous (currently in City)	3	2	0	1	1	1	2
Declared Restricted Breed (currently in City)	0	0	0	0	0	0	0
Dogs:							
Registered.	4204	4297	4318	4,478	N/A	N/A	4,211
Impounded RSPCA Admit. Data = Council = Public	228 122	137 137	103 143	115 116	96 95	158 115	148 92
Returned to owner.	207	143	100	104	72	114	105
Rehoused.	118	102	102	87	75	111	83
Euthanized.	18	16	17	13	21	25	32
Cats:							
Registered.	1603	1681	1739	1,833	N/A	N/A	1,542
Impounded RSPCA Admit. Data =	70 423	66 445	82 525	40 341	94 369	47 399	98 329
Returned to owner.	33	28	29	24	30	13	14
Rehoused.	348	268	430	352	355	366	325
Euthanized.	83	109	102	58	68	65	66

Note - Pound totals do not tally due to rescue, foster & feral animal data.

7. Training of Authorised Officers

The purpose of this section is to ensure all Animal Management Officers are skilled and appropriately trained to deliver the Council services and programs under Section 68 A(2)(b) of the Domestic Animals Act 1994.

Warrnambool City Local Laws Team consists of:

- a Coordinator;
- one full-time Supervisor;
- two permanent full-time officers;
- four permanent part-time officers
- administration support officer

The officers manage animal complaints relating to nuisance, attacks, registration and dogs at large.

Officers assist the promotion of responsible pet ownership by conducting foot and bike patrols along the city walking paths, also talking to schools and service support groups.

Animal control is one component of the Authorised Officer duties, which include traffic management, local laws, fire and litter control.

Current and Planned Qualifications and Training

All Local Laws Officers are appointed under Section 224 of the Local Government Act 1989 to administer the Food Act 1984, Public Health & Wellbeing Act 2008, Environmental Protection Act 2017, Tobacco Act 1987 & Local Laws.

As employees of Warrnambool City Council officers are certified as General Inspectors under section 18 of the Prevention of Cruelty to Animals Act 1986 and are authorised to exercise powers of a general inspector under Part 2A and Part3A of that Act.

Furthermore, Officers are at times asked to attend training to advance their understanding of animal behaviour and law enforcement. One such course is the Certificate IV Animal Control & Regulation.

Actions:

Ensure that all Animal Management Officers receive training to a level that they can complete all requirements of the Act, Regulations and Local Laws within OHS guide lines, and community needs.

Activity	When	Evaluation
Coordinator to identify minimum training requirements and updates for the position.	During annual Council appraisal program	Training needs to be finalised and incorporated into the Organisational Development plan by October each year.
Identify additional training needs by consultation with Organisation Development Dept.	Ongoing	Course dependant.

Ensure completion of the Certificate 4 in Statutory Compliance & Animal Control by full-time Animal Management Officers.

Activity	When	Evaluation
This qualification is preferred in the position description for staff as it covers all aspects of the position.	12 month qualification. Dependant on the service provider.	Receiving accreditation from the service provider. Recorded with the Organisation Development dept.

Ensure all Animal Management Officers have completed their minimum in-house training requirements within 2 months of appointment.

Activity	When	Evaluation
Basic animal handling. Computer training. Internal procedures.	Within 2 months of appointment.	Coordinator to monitor and maintain records.

8. Responsible Pet Ownership & Compliance with Legislation.

Council is committed to providing a visible presence with officers wearing distinct uniforms and driving dedicated vehicles with Local Laws and Animal Control identification.

This creates a public awareness of the Local Laws team and patrols that extend after-hours including weekends. Officers, where practical, will also conduct patrols on foot and bicycle, to engage with the public.

There is also information on domestic animal ownership available on Council's website, www.warrnambool.vic.gov.au and information pamphlets at the Civic Centre reception.

Council will continue to promote the benefits & legal requirements of microchipping, desexing of pets, the off-lead areas within the city, the RSPCA Million Paws Walk and dog litter collection.

Officers carry poo bags and pamphlets on patrol, and distribute to assist local residents and tourists to the area.

Council will also:

- Door-knock an area if there are specific ongoing concerns;
- Conduct promotions through the media;
- Place newspaper advertisements, publish articles in the Council newsletter and install posters around the city, and social media.
- Promote the availability of cages for hire to contain feral or nuisance cats.

During the 2020 / 21 pandemic, Council officers observed an increase in complaints and incidents. Council believe this was partly due to exercise being one reason to leave home, and a spike in pet adoption, for company in the home. This lead to a number of uneducated dogs interacting with the public and their pets.

Governance

Council Local Laws provide a comprehensive description of regulations governing pet ownership, the responsibilities of the Council and the responsibilities of pet owners. Council policies, procedures and legislation describe the processes Council will follow to ensure compliance with Local Laws to ensure that domestic animal owners can enjoy their pets and that non-owners are not adversely impacted by domestic animals within the municipality.

- Use of life time tags for dogs and cats.
- Renewal notices are generated and mailed to all previously registered animals.
- Registration forms are available from customer service and the website.
- Registrations are paid at the Warrnambool City Council Civic Centre, or online at www.warrnambool.vic.gov.au
- Council charges additional fees for dangerous / restricted breed dogs;
- Dangerous / restricted dogs must be microchipped, desexed and housed according to legislation prior to registration;
- Pensioner discounts are available on request; and,
- Local Laws' vehicles are complete with computer and printer access, plus scanners to link directly to Council records and Central Animal (microchip) Records for assistance in returning pets to owners.
- Enforcement of unregistered animals.

Compliance

Council will use a number of strategies to ensure compliance with Domestic Animals laws including:

- Patrolling for dogs at large.
- Patrolling for owners with dogs off-lead.
- Monitoring for dogs in prohibited areas and playgrounds etc.
- Monitoring Declared Dogs for compliance.
- Issue infringements for impounded dogs.
- Issuing renewal notices annually.
- Door knocking / phone call for non-renewed registrations.
- Door knocking "problem areas" for compliance.
- Opportunistic registration checks whilst completing other investigations.
- Leaving business cards requesting contact.
- Enforcement of dog littering.
- Advice on barking dogs (including a sheet of tips on causes and what to do).
- Hire bark control and citronella collars.
- Cat curfew under Local Laws.
- After hours patrols, door knocks, phone calls and SMS message reminders.
- Confirm animal information of all pets at a property of complaint.
- Promote the owners responsibility relating to animal litter.
- Hire cat cages for feral / nuisance cats.
- Council Local Law restricting the number of animals at a property.
- Use of warning notices in some situations.
- Monitoring housing compliance of Declared Dangerous Dogs.
- Enforcement of animal registration.

Council website provides information on designated areas, including on and off lead locations. This information is also available in a pamphlet format from the Council office, information centre and relevant locations.

Policies and Procedures

Local Laws relating to registration and identification include:

- Local Law 2 (33) the owner of any cat must confine the cat to the owner's property, between the hours of sunset and sunrise;
- Local Law 2 (31) relates to the control of dogs or cats in certain areas; (Prohibited areas, off leash areas and playgrounds etc);
- Local Law 2 (30)(1) relates to the number of animals that may be kept at a property without a permit; and,
- Local Law 2 (35) (1)(2) relates to animal litter.

Actions:

Update brochures:

Activity	When	Evaluation
Review and update brochures.	As required	Use and feedback.

Council website:

Activity	When	Evaluation
Update Council website and links to relevant sites with Council communication team.	2023	Use and feedback.

City entrance:

Activity	When	Evaluation
Update corflute signs, placed at the 3 entrances to the City	November 2021	Signs no longer in use as of 1 st quarter of 2024.

Afterhours Patrols:

Activity	When	Evaluation
Record officer patrol sheet and feedback to vary patrol times.	Ongoing	Public interaction.

9. Animal population and euthanasia

Section 68 A(2)(c)(iv) of the Domestic Animals Act 1994 relates to overpopulation & euthanasia compliance.

Council encourages pet owners to take responsibility for environmental issues associated with roaming pets, and encourages desexing of domestic pets.

The chart below highlights:

- Low euthanasia & high reclaim percentages for dogs.
- Higher euthanasia & lower reclaim percentages for cats.
- Consistent percentage of dogs rehoused & high percentage for cats.

DOGS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Impounded Council & Public	374	350	274	246	231	191	273	240
Total euthanized	32	18	16	17	13	21	25	32
%	9	5	6	7	6	11	9	13
Reclaimed by Owner	228	207	143	100	104	72	114	105
%	61	59	52	41	45	38	42	43
Rehoused	114	118	102	102	87	75	111	83
%	30	34	37	41	38	39	41	35
Total dogs registered	4211	4204	4297	4,318	4,478	N/A	N/A	4,211
Total desexed	---	---	---	3435	3,871	N/A	N/A	3,620
%	---	---	---	80	86	--	--	86

Note - RSPCA data does not tally due to rescue, foster & feral animals & movement between shelters etc.

CATS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Impounded Council & Public	441	493	511	607	381	463	446	427
Total euthanized	82	83	109	102	58	68	65	66
%	19	17	21	17	15			
Reclaimed by Owner	29	33	28	29	24	30	13	14
%	7	7	5	5	6	15	15	15
Rehoused	276	348	268	430	352	355	366	325
%	63	71	52	71	92	77	82	76
Total cats registered	1591	1603	1681	1,739	1,833	N/A	N/A	1,542
Total desexed	---	---	---	1568	1,818	N/A	N/A	1,532
%	---	---	---	90	99	--	--	99
Requests for cat cages	60	71	63	51	26	37	27	83

Note - RSPCA data does not tally due to rescue, foster & feral animals & movement between shelters etc.

Local Laws, Council Policies and Procedures

- Warrnambool City does not require pets to be de sexed prior to registration.
- Council Local Law 2 (30) (1) allows 2 dogs & 2 cats without a permit.
- Registration discounts.
- Officers conduct patrols after hours, and on weekends which includes animal control, speaking with and explaining to pet owners about Local Laws, off lead areas, benefits of desexing and possible infringements for dogs at large.
- Hire of cat cages for stray / nuisance cats in residential areas.
- Local Law 2 (33) the owner of any cat must confine the cat to the owner's property, either within the dwelling or within another escape proof building between the hours of sunset and sunrise.
- Council does not support immediate euthanasia after the mandatory holding period. Data supplied by the pound operator indicates a State average length of stay is 22.8 days.

Education and Promotion - animal population contro

- Promote the Bureau of Animal Welfare programs including: “Who’s for Cats?” campaign, education and promotion of de sexing programs.
- Support the purchase of pets from the animal shelter as they are de-sexed and microchipped.
- Whilst on patrol, engage with the public in regards to animal control, laws, infringements etc.
- If an animal is returned to the owner, explain the reason and possible costs for an animal at large.
- Provide pamphlets & Council webpage information to the public.
- Speak to public service groups.

Compliance

- Animals may be euthanised after the required holding period of the Domestic Animals Act if they do not pass the temperament test etc.
- Cat cages are hired to the public for feral / nuisance cats.
- Officer patrols including weekends, for dogs at large.
- Local Law 2 (33) the owner of any cat must confine the cat to the owner’s property, either within the dwelling or within another escape proof building between the hours of sunset and sunrise.
- 24hr emergency service provided.

Actions:

Monitor cat cage requests.

Activity	When	Evaluation
Record the number of requests to Council to hire a cat cage. Collate the number of cats collected, how many were de sexed, reclaimed, re-housed or euthanized.	Ongoing.	Collate the figures annually. Number of <ul style="list-style-type: none"> • Cage requests • Cats caught • Desexed • Reclaimed • Rehoused • Euthanased

Promote public awareness of feeding stray cats.

Activity	When	Evaluation
Implement "Who's for Cats?" education campaign in local area. Utilise the following resources (available from Bureau of Animal Welfare): <ul style="list-style-type: none"> "Are you feeding a bigger problem?" (Who's for Cats? campaign fact sheet) - distributed throughout the Municipality and placement on the Council Website. Template media release - for publication in local newspapers Conduct information door knocks in problem areas 	Ongoing	<ul style="list-style-type: none"> Measure number and type of education materials distributed Record number of campaign queries received by council Number of media stories published Measure uptake on any promotions to encourage people to take responsible ownership of cats

10. Registration and identification

This section outlines the strategies to encourage pet registration, required for compliance under Section 68A (2)(c)(v) of the Domestic Animals Act 1994.

The Warrnambool City Local Laws team deals with a broad range of issues associated with the management of domestic animals in our community.

During the Covid pandemic the number of complaints, due to people being confined to home, and the number of incidents in public places due to people exercising new purchases, or dogs not used to being on a leash increased.

The table below summarises registration totals and impounded animals:

Dogs	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Total registrations	3011	4064	4211	4211	4297	4318	4,478	N/A	N/A	4,211
Council impounded	295	264	236	228	137	103	115	96	158	148
Public admitted	120	130	138	122	137	143	116	95	115	92
Reclaimed	273	245	228	207	143	100	104	72	114	105
Adopted	115	117	114	118	102	102	87	75	111	83
Euthanased	27	32	32	18	16	17	13	21	25	32

Cats	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Total registrations	1123	1490	1591	1603	1681	1739	1833	N/A	N/A	1542
Council impounded	37	36	49	70	66	82	40	94	47	98
Public admitted	285	269	392	423	445	525	341	369	399	329
Reclaimed	20	22	29	33	28	29	24	30	13	14
Adopted	216	234	276	348	268	430	352	355	366	325
Euthanased	86	49	82	83	109	102	58	68	65	66

Council provides a number of initiatives to assist with registration & identification, these include:

- Provision of advice to the community in relation to animal matters;
- Dealing with customer questions and complaints;
- Providing the collection of lost, stray and/or unwanted dogs and cats;
- Investigations into alleged dog attacks;
- Inspections / registration of relevant animal businesses;
- Inspection of dangerous/restricted breed dog premises for compliance;
- Educating and promoting responsible pet ownership to residents;
- Ensuring Council completes its legislative duty of care;
- After-hours emergency service;
- Working cooperatively with the RSPCA, and other councils and,
- Educational activities.
- Weekend bike & foot patrols talking to the public about any concerns.
- Provides registration discounts for concession card holders, and desexed animals.
- Random door knocks to discuss animal issues including registration, benefits, such as the ability to return a pet home instead of impounding.

When an animal is collected by an officer the first priority is to return it to the owner. The vehicles have computer access to the Council registration system, and Central Animals microchip data base. When returning the animal, the officer will discuss registration and provide advice if the dog is escaping on a regular basis.

Actions:**Conduct a media campaign highlighting the requirement and benefits of pet registration:**

Activity	When	Evaluation
Conduct an annual media campaign before the April 10 th registration renewal date (include press releases, adverts, highway promotional display boards, renewal notices, providing pamphlets through Customer Service, information sessions for public groups), to highlight benefits of registration.	January / February	The success will be measured by the number of follow up visits / phone calls required in May relating to unpaid registration. Compare registration figures from the previous years.

After April 10th conduct a follow up for non-renewed registrations:

Activity	When	Evaluation
<ul style="list-style-type: none"> Officers' conduct door knocks in different locations across the city (including weekend and after hours) checking non renewed or unregistered pets, and leaving pamphlets if owner is not home Follow up phone calls and SMS messages to owners of unpaid renewals. 	May	<ul style="list-style-type: none"> Collate the number of new registrations following the random door knocks. To be compared with the total registered pet numbers from the previous year

Improve records by cross referencing data:

Activity	When	Evaluation
<ul style="list-style-type: none"> Registration paid at office. Pound purchase data. Data collected during a complaint investigation, or random door knock. Requesting mobile & e-mail. 	Prior to a new registration or release.	Ongoing

Continue to promote benefits of registration:

Activity	When	Evaluation
<ul style="list-style-type: none"> In conjunction with Vets promoting microchipping days. RSPCA Million Paws Walk. Walking tracks, off lead areas. After hours patrols. Improvements to facilities, including off lead areas and fenced dog parks. Public information sessions. 	Ongoing	Public feedback and registration numbers.

11. Nuisance

To minimise the potential for a dog or cat to create a nuisance as outlined in Section 68A (2)(c)(vi) of the Domestic Animals Act 1994.

To encourage people to manage pets in a way that protects the health and welfare of the animals, maximises the companion benefits of their pet and minimises potential for nuisance or harm to others.

In 2019, Council opened another off leash enclosure. This was designed and constructed by a committee of Council staff and members of the public.

Council has a cat curfew that requires all cats to be confined to the residence, or a cat enclosure, between sunset and sunrise. This will prevent nuisances such as spraying and fighting, and to protect native wildlife.

Council logs all complaint / request data electronically.

Council witnessed a spike in complaints and incidents during the initial Covid out break.

Complaint	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Nuisance complaints	182	189	137	233	210	227	220	291	262	364
Dog at large complaints	152	172	163	210	97	135	168	156	214	146
Dog attacks	24	32	22	29	16	22	41	39	56	45
Cat cage requests	48	64	64	71	63	51	26	37	27	83
Stock on roads	34	56	74	52	64	54	25	13	10	10

Local Laws, Council Policies and Procedures

- Local Law 2 (33) states that the owner of any cat must confine the cat to the owner's property between the hours of sunset and sunrise.
- Local Law 2 (31) relates to the control of dogs or cats in certain areas. (Prohibited areas, off-leash areas, playgrounds etc).
- Local Law 2 (30)(1) relates to the number of animals that may be kept at a property without a permit.
- Local Law 2 (35)(1)(2) relates to animal litter.

Council provides a 24-hour emergency service for attacks, dog's at large, stock on roads and injured animals.

A customer request record is initiated once Council receives a complaint.

Local Laws officers will attempt to reunite animals with owners through available owner details, use of scanners and 24-hour computer data access.

Council hires out to the public cat traps to assist with feral and stray cats.
Council also hire citronella collars and bark houses for the public to try prior to purchasing their own.

A door knock of surrounding neighbours will be completed before a permit to house extra animals is issued.

Education and Promotion about nuisance animals

To assist the public:

- Pamphlets are issued during registration door knocks.
- After-hours patrols in residential areas are carried out and bike patrols along bike paths.
- Signage and mapping is being improved along walking tracks.
- Pet ownership pamphlets will be updated to reflect any changes in off-lead and prohibited areas and pamphlets will be made available from City Assist (customer service area at the Civic Centre) and information on the Council website.
- Cat cages will be hired out for feral and nuisance cats.
- Where required media releases will be issued and advertisements placed with local media.
- Relevant information may be posted on highway display boards, at the 3 entrance roads to the city.
- Desexing of pets will be encouraged to reduce pets at large.
- Local Laws Officers will carry pamphlets to educate residents and visitors about collecting their pets' waste.

Compliance

Council use a number of strategies to reduce nuisance complaints:

- Barking procedure, which includes issuing information on causes and tips.
- Cat curfew will be enforced.
- After-hours patrols, doorknocks, phone calls and SMS reminders may be issued.
- Accuracy of information on file will be confirmed at the property about which a complaint has been made.
- Prohibited areas will be patrolled for dogs.
- Warning notices may be issued in some situations.
- Housing compliance for Declared Dangerous Dogs will be monitored.
- Dog littering laws will be enforced.

Actions:

Continue to provide and improve weekend and after hours patrols:

Activity	When	Evaluation
Officers patrolling in vehicles, on foot, and on mountain bikes. Activities include: public relations, dogs off-leash or in prohibited areas, animal litter control and to improve signage on walking tracks.	Ongoing	Positive public feedback. Monthly collation of figures from patrol sheets.

Off lead park improvements:

Activity	When	Evaluation
Install seating and playground equipment.	2021	Public satisfaction and feedback.

Improve and promote prohibited / off-leash area information:

Activity	When	Evaluation
Update Council information for prohibited and off lead areas to include new areas and required information.	2021	Feedback during the holiday season. The number of requests for information, and complaints

New technology:

Activity	When	Evaluation
Further investigate new products to assist the reduction in nuisance complaints.	2021	Public satisfaction and feedback.

12. Dog attacks

This section highlights Council's service and strategy to minimise the risk of a dog attack on a person or pet, compliant with Section 68 A(2)(c)(iii) of the Domestic Animals Act 1994.

Council is proactively trying to minimise the risk of injury or fear in the community due to the presence or actions of a dog.

Because dogs at large have the potential to attack, or rush without provocation, officers patrol regularly, including at weekends and provide a 24hour emergency service.

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Dog attacks	24	32	22	29	16	22	41	39	56	45

Local Laws, Council Policies and Procedures

- Local Law 2 (31) relates to the control of dogs or cats in certain areas. (Prohibited areas, off leash areas, playgrounds and sporting grounds etc.)
- Local Law 2 (30) (1) regulates the number of dogs and cats that may be housed at a property without a permit.
- All complaints / requests are recorded on the Council Customer Request system.
- Officers will collect any dog at large and may return it to the owner if there is a microchip, or registration. Otherwise the animal will be impounded.
- All dog attacks, declarations, and seizures are investigated and acted on in accordance with the Domestic Animal Act.
- Council has developed a procedure manual for incident investigations.
- Dogs must be on leash, unless in a designated off lead area.

Education and Promotion about dog attacks

The importance of avoiding dog attacks, are assisted by initiatives including:

- After-hours patrols are conducted across the city in vehicles, on foot and bicycle.
- Officers provide information to the public when required.
- Animal welfare information is sent out with registration renewals.
- On request, Local Laws officers will present information sessions to schools, dog obedience training groups and other community groups.
- Relevant information is made available on Council's website and newsletter and, where required, via media release.

Compliance

All incident reports are investigated immediately, that includes:

- All dog attack reports will trigger an immediate response from Local Laws officers, with Council providing a 24-hour emergency service.
- Weekend patrols will be conducted along with regular patrols in higher incident areas.
- Random inspections of declared dangerous dog enclosures and signage are conducted.
- Dogs declared dangerous, menacing or restricted are recorded on the Victorian Declared Dog Register.

Actions:

Improve officer patrol procedure:

Activity	When	Evaluation
Officers to discuss and collate patrol running sheets for problem areas.	Monthly	Public feedback and improved information collated from running sheets.
Improve interaction with public (foot and bike patrols)	Ongoing	Public confidence in the service provided by Council. Letters to the local press on animal control.

Regular contact with obedience groups:

Activity	When	Evaluation
Develop a direct contact person within businesses and community groups that have contact with dogs in the city to discuss problem areas and specific concerns.	Every 6 months	Chart and date any concerns raised.

Recording devices:

Activity	When	Evaluation
Purchase recording devices to assist with incident investigation interviews.	2021	Accurate data retention.

Develop a spreadsheet of incident locations:

Activity	When	Evaluation
Develop & record incident locations.	2021	Chart frequency and location over a long period to identify any trends that could be assisted by education.

13. Dangerous, Menacing and Restricted Breed Dogs

The Domestic Animals Act 1994 Section 68 A (2)(c)(vii) relates to effectively identifying all Dangerous, Menacing and Restricted Breed dogs in the City and to ensure housing etc. compliance.

The Council objective is to minimise the risk of injury or fear in the community due to the presence or actions of a declared dog.

Compliance and control measures around dangerous dogs and dog attacks include:

- All dog attack reports receive immediate response from officers.
- Council provide a 24hour / 7days a week emergency service.
- Conduct weekend patrols.
- Conduct patrols in high incident areas.
- Promote ramifications for having a dog off-leash or at large.
- Conduct patrols in prohibited areas for dogs.
- All dogs declared (dangerous / menacing / restricted) are recorded on the Victorian Declared Dog Register.
- Local Laws Officers carry a current register of all declared dogs whilst on patrol, in case an animal with the distinguishing collar is observed.
- Council Officers randomly inspect the premises of Declared Dogs to ensure compliance of housing requirements.

Warrnambool currently has 1 Declared Dangerous dog, 21 Declared Menacing dogs and no Restricted Breed dogs listed on the Victorian Declared Dog Register, housed in the City.

Declared menacing by breed (2023 / 24)	No. in Warrnambool	Declared dangerous by breed (2023 / 24)	No. in Warrnambool
Blue Heeler	2	Red Heeler	1
German Shepherds	1	American Staffy	1
Bulldogs	2		
Mastiff	2		
Jack Russell	1		
Golden Retriever	1		
Staffordshire Terrier	2		
Boxer	1		
Cocker Spaniel	1		
Corso	1		
Kelpie	1		
Lampard Terrier	1		
Rottweiler	2		
Ridgeback	1		
Bull Terrier	1		
Cattle Dog	1		

Local laws, council policies & procedures

Council declarations are governed by the requirements of the Domestic Animals Act:

- Council does not refuse the registration of a declared dog that meets all legislative and Council requirements of the declaration.
- Higher registration fees are charged for Declared Dangerous & Restricted Breed dogs but not Menacing dogs.
- Following an investigation, Council will issue a letter of proposed declaration explaining the incident, reasons and requirements. This may be followed by a letter including reasons for the declaration.
- Declared dogs are listed on the Victorian Declared Dog Register.
- All declared dogs, at a minimum are required to be on lead at all times & muzzled.

Education and Promotion about dangerous, menacing and restricted breeds

Council officers assist the public by:

- Providing pamphlets to the community about the legislative requirements of Dangerous, Menacing and Restricted Breed dogs.
- Media releases following an incident when possible.
- Educational media releases when possible.
- Officer patrols in the industrial area for guard dogs.
- Regular contact with owners of dogs on the register to monitor the dog, provide advice and assistance.
- Information sessions at schools and local service groups as requested.

Compliance

- Ensure all dogs declared by Council are registered on the Victorian Declared Dog Register.
- Conduct unannounced inspections of declared dogs to maintain the requirements of the declaration.
- Communicate and assist with region RSPCA inspectors.
- Ensure the details on the register are updated.
- Immediate response to complaints relating to declared dogs.

Actions:

Effectively inspect and audit all declared dog premises to ensure they are implementing all legislative requirements:

Activity	When	Evaluation
Unannounced visits to the listed address of a declared dog to ensure requirements of the declaration are implemented.	Twice yearly	Meeting the requirements of the declaration. Keep a spread sheet of results and required actions.

Regularly review procedure manual and educational material:

Activity	When	Evaluation
Discuss procedure manual following any major incident to ensure it is current. Maintain a supply of Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and Council pamphlets to assist with education.	Ongoing	Investigations completed with relevant information recorded. Public feedback.

14. Domestic animal businesses

Ensure all Domestic Animal Businesses (DABs) are managed appropriately and comply with Section 68 A(2)(c)(ii) of the Domestic Animals Act 1994.

The Warrnambool City Council objective is to work in partnership with domestic animal businesses to achieve State Government Legislative requirements. Warrnambool currently has 4 registered domestic animal businesses.

- 2 boarding facility (cats).
- 1 pound (Warrnambool Animal Shelter).
- 2 pet shops.
- These businesses are registered and inspected twice a year.
- Council staff are trained in dealing with conflict and difficult customers.

Actions:**Identify and register all domestic animal businesses in the municipality:**

Activity	When	Evaluation
Identify any businesses that should be registered.	Ongoing	Compare number of registered DABs from the previous year

Annually inspect and audit all registered domestic animal businesses:

Activity	When	Evaluation
Visit all registered businesses and check for compliance and animal condition.	October 2024	Those requirements of the Act are met.

15. Other matters

This section provides for the review of other matters related to the management of animals in the City, and compliant with Section 68 A (2)(e) of the Domestic Animals Act 1994.

Animals play a significant role in our lives. Victorians own dogs, cats, birds and horses. In addition there are cattle and sheep, pigs and poultry, and many more.

While it is difficult to quantify wildlife populations, human interest in the welfare of native animals can be reflected in the wildlife shelters, foster carers currently authorised to rehabilitate wildlife in Victoria, and the native animals which are treated in Victorian shelters each year.

Many types of emergencies in Victoria inevitably affect animals. Furthermore, recent disasters in Australia and overseas highlighted that bonds between people and animals strongly influence decision making in times of crisis. The lack of adequate planning for the management of animals and their welfare in emergencies often results in poor, last minute decisions with dangerous or fatal consequences for animals and their owners or carers.

Before, during and after an emergency, persons in charge of animals retain the ultimate 'duty of care' to provide for the needs of animals in their charge. In the event of an emergency, Government acknowledges the supporting role it can play in helping owners or carers meet their requirements.

Victoria's emergency management arrangements define the Department of Economic Development, Jobs, Transport and Resources as the primary agency for livestock and companion animal welfare support services during an emergency response. As the closest level of government to the affected community, local government also has a key role in supporting emergency animal welfare activities. Numerous non-government organisations assist in the management of animal welfare, with the RSPCA, Australian Veterinary Association and Animal Welfare Victoria having specific capacities to assist.

Actions:

Develop a local animal emergency welfare plan:

Activity	When	Evaluation
In conjunction with relevant local parties & government departments, create a local sub plan to the Municipal Emergency Plan, with a contact list for emergency situations for rangers.	2021	Adopted plan.

Establish a brochure for the public:

Activity	When	Evaluation
Create and distribute a brochure for the public on what you need, where to go, and who to contact in an emergency.	2024	The availability of brochures for the public.

16. Annual Review of the Plan and Reporting

Section 68A (3) of the Domestic Animals Act 1994 states:

Every Council must—

- (a) Review its domestic animal management plan annually, and if appropriate, amend the plan.
- (b) Provide the Department of Jobs, Precincts and Regions (DJPR) Secretary with a copy of the plan and any amendments to the plan.
- (c) Publish an evaluation of its implementation of the plan in its annual report.

Actions:

Conduct an annual review of the Domestic Animal Management Plan:

Activity	When	Evaluation
Conduct an annual, internal department review of the current plan.	November	Comparison with previous plan.

Reporting of results:

Activity	When	Evaluation
Provide results for Council's annual report. Notify the Secretary (DJPR) of review. Conduct a major review every four years	Annually. Annually. Four-yearly	Evaluate results against the requirements of the Domestic Animals Act 1994.

7.6. Councillor Substitute For MAV State Council Meeting

DIRECTORATE : *Executive Services*

Purpose:

This report provides for the appointment of a Council substitute representative on the Municipal Association of Victoria (MAV).

Executive Summary

The MAV conducts a State Council meeting twice a year. The State Council is the governing body of the MAV. It comprises delegates from each member council and its powers include determining the Rules of the Association, electing the president and Board Directors, and determining the strategic direction.

Council appoints a representative to the MAV annually with the Mayor of the day usually fulfilling this role. Council can also appoint a substitute representative, to attend meetings in place of the appointed Council delegate.

The next State Council meeting is scheduled for Friday 23 August 2024. As the Mayor is unable to attend this State Council meeting, it is necessary for Council to appoint a substitute representative.

MOVED: CR DEBBIE ARNOTT

SECONDED: CR MAX TAYLOR

That the Deputy Mayor, Cr Vicki Jellie AM be appointed as the council substitute representative on the Municipal Association of Victoria.

CARRIED - 7:0

Background

The MAV conducts a State Council meeting twice a year. The State Council is the governing body of the MAV. It comprises delegates from each member council and its powers include determining the Rules of the Association, electing the president and Board Directors, and determining the strategic direction.

The next State Council meeting is scheduled for Friday 23 August 2024. As the Mayor is unable to attend the State Council meeting, it is necessary for Council to appoint a substitute representative.

Financial Impact

N/A

Officers' Declaration Of Interest

None.

Conclusion

That Council appoint a substitute representative to the MAV.

ATTACHMENTS

Nil

7.7. Festivals and Events Grants And Partnerships Program

DIRECTORATE : City Growth

Purpose:

This report provides information on the Festivals and Events Grants and Partnerships Program 2024/2025 applications and recommended allocation of grants for approval.

Executive Summary

The Events and Promotions Branch has allocated funding and administers the Festivals and Events Grants and Partnerships Program in support of events in Warrnambool that deliver upon the strategic priorities of the Warrnambool Event Strategy. The total funding allocation for 2024/2025 is \$200,000.

- Council received thirty-five (35) applications for the Festivals and Events Grants and Partnerships Program 2024 / 2025 (total program funding of \$200,000)
- Of the 35 applications, 10 were deemed ineligible and did not meet the funding criteria, 15 are recommended to be fully funded and 10 are recommended to be partially funded.
- Of the 15 fully funded events, the Australian Indoor Bias Bowls National Championships will be from 2025 /2026 round due, to the event falling in August 2025.
- Out of the 25 recommended events, 6 have not received event funding previously.
- No applications were received for the Business Events Stream or the Events Acquisition Stream.
- Life Saving Victoria (LSV) have confirmed the Victorian Senior Lifesaving Championships will be hosted in Warrnambool in 2025, rather than the Nippers, due to the event rotating to other locations as done so in the past. LSV have indicated the Nippers are likely to return in the future.

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

Applicant	Project Title	Funding Stream	Amount Requested	Amount Allocated
Warrnambool and District Easter Arts Festival. INC	Warrnambool and District Easter Arts Festival	Community Events	10000.00	1000.00
Extreme Life	Christmas Spectacular	Community Events	5000.00	1000.00
Warrnambool Pickleball Club	Warrnambool Pickleball Open 2025	Destination Event	8400.00	3966.00
Warrnambool Lawn Tennis Club Inc	Warrnambool Lawn Open 2025	Community Events	10000.00	4000.00
The F Project	Fabric of Life Festival 2024: Here and Wow	Community Events	4538.00	4538.00

Warrnambool Triathlon Club	Warrnambool Foreshore Tri 2025	Community Events	4823.00	4823.00
Gunditjmara Aboriginal Cooperative	MAAR DAY OUT 2025	Community Events	9993.00	5000.00
Wunta Fiesta Inc.	Wunta 2025	Community Events	7255.00	5000.00
Warrnambool Gift Incorporated	Warrnambool Gift	Community Events	9017.00	5000.00
Warrnambool Presbyterian Church	Carols on the Green	Community Events	5000.00	5000.00
Dennington Community Association	Carols By The Merri	Community Events	6000.00	5000.00
The Dart and Marlin PTY LTD	From Beer to There	Destination Event	10000.00	5000.00
The Embroiderers Guild, Victoria	Golden Threads Exhibition of Embroidery and Stitch	Community Events	5000.00	5000.00
Warrnambool Showgrounds Reserve Inc. COM	Warrnambool Rodeo 2024	Destination Event	10000.00	5000.00
Warrnambool BMX Club	2025 AusCycling BMX State Series - VIC - Warrnambool	Destination Event	5902.00	5902.00
Warrnambool RSL Sub Branch Inc	Anzac Day Services & Remembrance Day Commemorations	Partnership Stream	9463.00	9463.00
Surf T Surf	Surf T Surf Fun Run/Walk	Community Events	9900.00	9900.00
Warrnambool Multicultural Association Inc.	Warrnambool Multicultural Festival	Community Events	10000.00	10000.00
Warrnambool Agricultural Society Inc	Warrnambool Show 2024	Community Events	10000.00	10000.00
The Event Designers Pty Ltd	KidFest	Destination Event	10000.00	10000.00
Indoor Bowls Warrnambool Association Inc	Australian Indoor Bias Bowls National Championships	Destination Event	10000.00	10000.00
Life Saving Victoria Limited	Victorian Senior Lifesaving Championships	Partnership Stream	20000.00	20000.00
Premier Speedway Club	Grand Annual Sprintcar Classic	Partnership Stream	20000.00	20000.00
Warrnambool Racing Club	May Racing Carnival	Partnership Stream	20000.00	20000.00

Warrnambool Citizens Road Race Committee	Melbourne to Warrnambool Cycling Festival	Partnership Stream	20000.00	20000.00
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MOVED: CR DEBBIE ARNOTT

SECONDED: CR ANGIE PASPALIARIS

That Council:

1. Approves the allocation of \$194,592.00 to be allocated to the 25 eligible events under the Festivals and Events Grants and Partnerships Program 2024/2025 program.
2. Requests that all applicants be advised of the outcome of the assessment process and the Council guidelines associated with the grant.

CARRIED - 7:0

Background

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

The program objectives aim to:

- Generate a diverse, vibrant and inclusive annual calendar of events.
- Identify and attract new, iconic events to Warrnambool that drive tourism visitation, boosting off peak visitation, extended stays and expenditure.
- Increase economic stimulus through increased spend.
- Create memorable experiences that are unique to Warrnambool.
- Encourage and assist events to become financially sustainable and protect valuable annual events.

This year the funding allocation for community events was increased from \$5,000 to \$10,000.

Applicants had to demonstrate an alignment with one of the listed grant categories and criteria and were assessed based on weighted criteria within the category. Refer 2024/25 Festivals and Events Grants and Partnerships Program guidelines, **Attachment 1**.

Applicants were also required to submit an audited financial statement or current bank statement to help determine their capacity to complete the project and their need for assistance, along with acquitting any previous event funding from previous years.

Issues

Funding through this round is available to eligible events that take place between 6 August 2024 and 30 June 2025. As there is a period within the financial year where the round is assessed, any events within this time are disadvantaged. In this round, the Australian Indoor Bias Bowls National Championships have applied for funding in August 2025, outside the eligibility criteria. It is recommended the event funding be approved now to provide security to the event but paid from 2025 / 2026 financial year.

Financial Impact

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

Legislation / Policy / Council Plan Context

1 A healthy community

1.5 Recreation, arts, culture and heritage: Council will support opportunities to participate in a wide range of recreational, arts and cultural programs that promote activity, wellbeing, diversity heritage and which increase community connectedness.

3 A strong economy

3.3 Visitor growth: Council will facilitate Warrnambool's visitor growth and year-round visitation through industry development, effective destination management and promotion of attractions, experiences and by leveraging key events.

Timing

Upon endorsement by Council of the recommendations, all applicants will be notified by email of the outcome of their application on 4 August 2024.

* Projects to be completed between 6 August 2024 – 30 June 2025

* Project to be acquitted and post event report due - 31 July 2025

Community Impact / Consultation

Funding round promotion included:

- Paid promotion via Council social media and media release
- Events & Promotion Newsletter
- Economic Development Newsletter
- Business Events Victoria Newsletter
- Paid advertising with MICE.net
- One-on-One with a Grant Specialist" event on Wednesday May 29
- Presentation to tourism and events industry and industry engagement evening at Flagstaff Hill

Legal Risk / Impact

All funding decisions are assessed within the guidelines approved by Council. Events on Council managed land are processed through the Council Event Control Group to ensure events gain landowner consent and approval before proceeding.

Officers' Declaration of Interest

No officer's involved in the funding process have declared a conflict of interest.

Collaborative Procurement

Not Applicable

Conclusion

The allocation of \$194,592.00 be allocated to the 24 eligible events under the Festivals and Events Grants and Partnerships Program 2024/2025 program is tabled at the next Council meeting for approval and notification to successful and unsuccessful applicants on 4 August 2024.

ATTACHMENTS

1. 3661 grant program guidelines 0 [7.7.1 - 11 pages]
2. Funding Summary CM 5 Aug [7.7.2 - 1 page]



Grant Program Guidelines

Festivals and Events Grants and Partnerships Program 2024/25



www.warrnambool.vic.gov.au

Connect to Council [f](#) [t](#) [i](#) [y](#) [v](#)

Grant Program Guidelines



Sponsorship Program

Introduction

Warrnambool City Council (Council) supports, partners, facilitates and delivers some 150 events annually. Council acknowledges that events not only build community, they are important drivers of tourism and are a great way to promote a destination.

Events bring together young and old and disparate subcultures, enlarge social networks, and support social cohesion, whilst growing the visitor economy and driving economic outcomes.

The Events and Promotion branch seeks to support events which contribute to the local economy and build the profile of Warrnambool as a vibrant regional city through the Festivals and Events Fund.

Program objectives

- Generate a diverse, vibrant and inclusive annual calendar of events
- Identify and attract new, iconic events to Warrnambool that drive tourism visitation, boosting off-peak visitation, extended stays and expenditure
- Increase economic stimulus through increased spend
- Create memorable experiences that are unique to Warrnambool
- Encourage and assist events to become financially sustainable and protect valuable annual events

Applications must be for festivals and events that clearly align with above objectives and the **Warrnambool Events & Promotions Strategy** and the **Warrnambool 2040 Community Plan**.

Information and Assistance

For grant information and online applications:

Website: <https://www.warrnambool.vic.gov.au/events>

Events and Promotion Team email: events@warrnambool.vic.gov.au

Phone: 03 5559 4618

Grant Round Dates

Applications are accepted from Monday 22 May 2023 to Monday 19 June 2023

- Funding Round Open 9:00am Tuesday 21st May 2024
- Funding Round Close 11:59pm Sunday 23rd June 2024
- Applicants notified of funding outcome Tuesday 6th August 2024
- Projects completed between 6th August 2024 – 30 June 2025
- Project acquitted and post event report due - 31 July 2025



Festivals and Events Funding Streams

The total funding pool for 2024/2025 is \$200,000 for the five funding streams with varying criteria.

Applicants can apply for one stream.

Council officers reserve the right to adjust your event to the most appropriate stream for your event.

Funding Stream	Details	Funding Range
Destination Events	For high attendance events that attract significant visitation from outside Warrnambool and enhance the profile of the region as a destination to experience. Must provide an estimation of economic impact and yield, with events held over more than one day. Examples may include mass participation sporting events, large scale music events and food and wine festivals.	Up to \$10,000
Event Acquisition	Support the acquisition of external sport or cultural events into Warrnambool, potentially multi-year agreements	Up to \$5,000
Business Events and Conferences	For event organisers bringing new business events and conferences to Warrnambool. Majority of delegates and attendees are from outside of Warrnambool and will stay for a minimum of one night and may attract stay extension	Up to \$5,000 (\$50 per delegate up to 100 delegates)
Community Events	Supports the development and implementation of community events that demonstrate a strong community focus and provide significant social and cultural benefits to the city. Usually smaller in scale with predominantly local participation	Up to \$10,000
Partnership Stream	A multi-year partnership agreement for Warrnambool major events with agreed benefits. The agreement tailored to achieve desired benefits as set out in Warrnambool City Council Strategies.	On Application and by negotiation (Year Round)



Funding and Limitations

Funding may cover the entire cost of the project or part thereof. If the funding does not cover the cost of the whole project you will need to demonstrate that you have sufficient funds to cover the entire project.

Decisions are final and cannot be disputed. Feedback, post assessment may be sought however applicants must understand that this is a competitive process and the dollars applied for often exceed the funding available.

Application requirements:

- Read and understand the guidelines
- Discuss your event with a member of the events team prior to lodging an application
- Ensure your event is eligible and what event funding stream it is eligible for
- Check your event falls within the project timeline
- You may choose to prepare a draft application on the downloadable copy of the application form from the Grants Page www.warrnambool.vic.gov.au/community-funding-programs
- Gather all required documentation to support your application including event management plan, event budget and supporting quotations. Financial statements and quotations are compulsory.
- Set up a SmartyGrants login and password
- Ensure answers to application questions address the Assessment Criteria
- Applications must be made via the online electronic application form. If an applicant has difficulty accessing the form, please contact the Events Team who will be able to arrange online access. In the spirit of fairness and transparency, late applications will not be considered.

NB – Partnership applicants must make contact with the Events and Promotions team to discuss suitability of the event for partnership consideration.

Funding requirements:

- Deliver the event within the Warrnambool City boundaries within the 2024/25 financial year
- Proactively market the event, including maintaining an event listing for a minimum of three months prior to the event
- Ensure their project is accessible and inclusive for all participants
- Comply with Council policies in regards to all aspects of event management
- Survey participants and attendees post event
- Funded events are required to meet all statutory requirements determined by Council and other relevant authorities including but not limited to:
 - Completing an Event Application Form
 - Register event with Council via the online event registration form
 - Create an Australian Tourism Data Warehouse (ATDW) listing for their event
 - Submit a post event evaluation report on the event delivery including any identified improvements and key event outcomes
 - Provide evidence of the impact/success of the event including survey data, photos and media exposure
 - Provide evidence of funding expenditure as party of acquittal process

The Application Form and Budget Information

The application form has one budget table to fill out, which requires information about income and expenditure. The income table shows the income sources that will be used to deliver your project. Items to list in the Income Table include:

- The grant amount you are requesting
- The cash contribution of your group or organisation (if applicable)
- Funds from other sources such as bank loans, other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project eg. entry fees, food and beverage sales etc





Expenditure Table

The expenditure table includes itemised project expenses. These are the materials, equipment or services that you are proposing to purchase or pay for to complete the project. Project expenses listed must be the total costs including any GST that is included in a quotation.

Written Quotations

One written quote is required for each individual item or service being funded. Quotes for professional services should indicate the qualification or certification of the professional being engaged. Applicants are encouraged to seek local quotes and spend funding locally wherever possible.

Australian Business Number (ABN) and Goods and Services Tax (GST)

GST registration status can be checked by looking up an ABN at www.abr.gov.au. Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form, and attach it to their application. If your group is registered for GST, the fund amount you receive will include GST. If your group is not registered for GST the fund amount will not include GST.



Eligibility – who can apply for funding?

The following table outlines the four funding streams available and the types of organisations eligible for each stream:

Organisation Type	Funding Stream			
	Destination Events	Event Acquisition Fund	Business Events & Conferences	Community Events
Commercial entities & businesses within Warrnambool	✓	✓	✓	✗
Not for profit, incorporated bodies, co-operatives or associations	✓	✓	✓	✓
Groups with an eligible auspice or unincorporated bodies with an eligible auspice	✓	✗	✗	✓
Local commercial entities or businesses outside of Warrnambool	✓	✓	✓	✗
Professional Conference Organisers	✗	✗	✓	✗

Eligibility – who cannot apply for funding?

- Committees of the Council including Advisory Committees, Committees of management or Sub-Committees
- A club, organisation or business that occupies Council owned or managed land without a current seasonal tenancy, license or lease agreement with Council.
- Organisations who have not completed an Acquittal (Financial Reporting Form) for any previous Council grants.
- Entities with outstanding debt/account with Council or is already receiving substantial financial support from Council
- Organisations that have access to substantive levels of current funding not generally available to local clubs, organisations or businesses
- Charitable organisations
- Schools and kindergartens
- Individuals with an ABN



Eligibility – what types of festival and events can apply for funding?

The following table outlines the types events eligible for each stream:

Festival or Event	Funding Stream			
	Destination Events	Event Acquisition Fund	Business Events & Conferences	Community Events
Festivals or events occurring with the 3280 postcode	✓	✓	✓	✓
Events that were funded by a previous Activate Warrnambool round	✓	✗	✗	✓
Events held in the peak holiday season (24 Dec – 31 January & March Labour Day Weekend)	✗	✗	✗	✓
Tradeshows, conferences, meetings and workshops with delegates from outside 3280	✗	✓	✓	✗
Fundraising events where fundraising is the secondary purpose and the fundraising will directly benefit Warrnambool residents and community	✗	✗	✗	✓
Festivals or events that align with the Warrnambool Council and Events Strategic Plan	✓	✓	✓	✓

Eligibility – what types of festival and events cannot apply for funding

The following table outlines the types of events ineligible for each stream:

- Festivals or events outside of 3280 postcode
- Festivals or events considered the responsibility of the State or Federal Government
- Festivals or events that have a political or religious purpose, or that denigrate, exclude or may cause offence to parts of the community
- Fundraising events where the primary purpose is fund raising for a third party organisation, agency or charity
- Festivals or events that have already commenced or have already occurred
- University open days, commercial theatre and recurring markets
- Events or activations that are a typical or regular business occurrence

Event expenses that will be funded:

- Marketing and advertising campaigns and collateral, including photography
- Event planning reports
- Venue hire
- Event operation equipment hire
- Group travel and transfers
- Traffic management plans and implementation
- Delegate accommodation (Business Events Only)
- Event public liability insurance

Event expenses that will not be funded:

- Capital or maintenance work on a building or facility
- General administration, wages or contracts, insurance premiums or debt payments
- Projects that have already commenced or events and activities that have already occurred
- Fundraising activities, prize money, trophy/medal production, awards
- Personal expenses such as petrol, utility bills, phone bills, travel and accommodation
- Activities, projects, programs and events that are owned, managed or already funded by Council
- Attendance at tradeshows, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets
- General business insurance



Assessment Criteria

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

Applications are ranked according to project merit, equity and balance of funds available. In some situations, Council may provide grant funding to a lesser amount than requested.
(eg: when parts of an application do not meet funding eligibility).

In these cases, Council officers will liaise with applicants prior to final recommendation to Council.

Levels of funding maybe proportionally reduced to provide support based on;

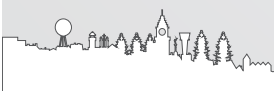
1. The applicants ability to proceed with the proposed project if offered less support, or
2. Applicants that have received funding in the past two (2) years. If the funding for each category is not fully allocated, it will be redistributed to other categories as required.

Criteria	Funding Stream			
	Destination Events	Event Acquisition Fund	Business Events & Conferences	Community Events
Community, social and culture Demonstrate how the event will: <ul style="list-style-type: none"> • Cultivate social wellbeing by bringing people and communities together and giving them a sense of identity and belonging • Link participants and attendees to culturally significant aspects of the community • Create social gathering opportunities • Be inclusive and accessible for all, as per the "Welcoming events" guidance 	10%	40%	10%	70%
Economic development Explain how your event will stimulate the Warrnambool economy including: <ul style="list-style-type: none"> • Expected expenditure generated by event visitation (can be based on previous expenditure) • Participation and attendee demographic profile • Opportunities for business involvement and participation (use local business as first priority) • How the event will increase spend in Warrnambool in off-peak season 	45%	30%	70%	15%





Criteria	Community Events	Business Events & Conferences	Activate Warrnambool	Tourism Events
Tourism and profile Describe how the event will: <ul style="list-style-type: none"> • Drive off peak visitation, extended stays and local expenditure from attendees outside Warrnambool • Create a regional, state or national profile • Promote Warrnambool as a destination, including marketing channels and reach • Generate opportunities for repeat visitation to Warrnambool post event 	45%	30%	20%	15%
Environment and sustainability Demonstrate how the event will plan for and contribute to: <ul style="list-style-type: none"> • Comply with single use plastic ban by eliminating all single use plastics • Reduce waste to landfill • Event management practices outlining waste management excellence • Create positive environmental outcomes at the event and long term into the future. 	PASS / FAIL	PASS / FAIL	PASS / FAIL	PASS / FAIL
Alignment and project management <ul style="list-style-type: none"> • The application aligns with Council's Events and Promotions Strategy • The applicant is able to successfully manage the described project, and meet its proposed outcomes and details how the fund will assist in the development or sustainability of the group • The application demonstrates how the funding will be used to grow the event and make continuous improvements year on year. 	PASS / FAIL	PASS / FAIL	PASS / FAIL	PASS / FAIL



Information, should you be successful in your application for funding:

Approvals, Permits and Licences

You may need to apply for specific approvals, permits and licenses to run an event or project. Applicants should discuss their project with the responsible agency e.g Council or a Victorian Government Department, prior to submitting their application.

Successful applications will be made conditional that they obtain regulatory approvals. Council's Events and Promotions Branch can assist applicants with the process of gaining approvals. Refer to <https://www.warrnambool.vic.gov.au/events>

Business Victoria have created the free **Event Planner**, to help anyone organise an event or festival in Victoria.

Assessment, Notification and Receiving funds

Submitted grant applications are assessed by a panel of Council Officers representing expertise in each of the categories.

The first assessment may also be referred to external advisory bodies for consultation at the discretion of the Assessment Panel. Recommendations will be provided for Council endorsement.

The decision to award grants is made by the Warrnambool City Council and decisions will be final.

Applicants will be advised in writing according to the grant round dates.

Council requires all persons involved in grant assessments to disclose any conflict of interest, real or apparent.

Applicants will be advised in writing via the contact email provided of the outcome of their application.

Receiving Funds

Successful applicants will be sent an email, an official letter and the Terms and Conditions of receiving funding. Funds are preferably sent by electronic funds transfer to your nominated bank account.

Funding Conditions

The letter will highlight the general conditions of funding and, if applicable, Special Conditions required to be met before funds can be forwarded to your group. Successful applicants must read, understand and comply with the Terms and Conditions sent to them which will include any special funding conditions.

Acquittal and Activity Completion Report

Council reserves the right to conduct financial and performance audits for funding it has provided. Consequently, funded recipients are required to maintain full records of receipts of activity expenditure and performance outputs/outcomes for the relevant period. These records are to be made available to Council and its officers/agents upon request.

Funded recipients are required to complete a Financial Acquittal Report (acquittal) by 31 June 2025. This report certifies that the activity and funding was carried out in accordance with the Agreement. It should include a completed proof of expenditure of Council funds (receipts and invoices) and copies of marketing material used to promote the funded activity.

Failure to provide a satisfactory acquittal may result in a funded group or organisation being deemed ineligible to receive any further funding from Council. Council's reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and organisations have achieved the desired end result. While Council is committed to minimising administrative processes, it is also committed to the collection of high quality information that may be communicated across Council and the community.

At the conclusion of a funded project your group is required to prepare and send an acquittal report to Council. Organisations are required to provide details of how the funding has benefited the event and submit evidence of how the funding was spent (receipts, photos and media promotion).



Terms and conditions

In accepting a Festivals and Events Grant, you must be willing to adhere to and agree to the following grant conditions:

1. Funds made available through the Festivals and Events Grant are to be spent on the activities described in the application by the required time. Any significant change to the activity must be made in writing and approved by the Events & Promotions Branch.
2. Allocated funds are to be expended by 30 June 2025, unless otherwise agreed to by the Events & Promotions Branch. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the Grant.
3. Funded parties will need to complete a NAR form and grant acquittal report. Council will provide the templates. The NAR form needs to be submitted before any payment can be made. The acquittal report must be completed at the end of the project and before 31 July 2025. The group will be ineligible for any further grants if this report is incomplete, unless approval has been provided for an extension.
4. It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.
5. Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents.
6. Funded recipients are required to acknowledge receipt of financial assistance from Council in any promotion, publication or advertising of the activities. This includes the use of Council's logo and giving Councillors and officers the opportunity to attend relevant promotional events.
7. Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the Applicant.
8. Council is not responsible for meeting any shortfall should the project run over budget.
9. Any Council funds that are not expended on the project are to be returned to the Council.
10. Funded projects are required to obtain any necessary Council permits or other permits for the event/program to take place. Any event/program/project that is to be held on Council property (this includes Council owned buildings, parks and all other open space areas) is required to have the written approval of Council.
11. Funded events are required to meet all statutory requirements determined by Council and other relevant authorities; submit a completed
 - Event Application Form;
 - Register their event with Council via the online event registration form;
 - Create an Australian Tourism Data Warehouse (ATDW) listing for their event
 - Submit a post event evaluation report on the event delivery including any identified improvements and key event outcomes.
 - Provide evidence of the impact/success of the event including survey data, photos and media exposure.
12. Council will publicly report all grants awarded.
13. Any marketing, publicity or media releases produced regarding your project should acknowledge the support received from Council and use Warrnambool City Council logo which has been provided.
14. The Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Grant Agreement.
15. The recipient shall release and indemnify the Council, its servants and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.



Applicant	Project Title	Funding Stream	Total Amount Allocated	External Decision /Comments	Project Start Date	Project End Date
Surf T Surf	Surf T Surf Fun Run/Walk	Community Events	\$ 9,900.00	The amount allocated is approved for a contribution towards event traffic management	1/5/2025	1/5/2025
Life Saving Victoria Limited	Victorian Senior Lifesaving Championships	Partnership Stream	\$ 20,000.00			
Warrnambool Multicultural Association Inc.	Warrnambool Multicultural Festival	Community Events	\$ 10,000.00	The amount allocated is approved for a contribution towards cultural activity providers, traffic management and event public liability insurance	10/5/2024	10/5/2024
Gunditjmarra Aboriginal Cooperative	MAAR DAY OUT 2025	Community Events	\$ 5,000.00	The amount allocated is approved for a contribution towards event public liability insurance, waste management and cultural activity providers	1/4/2025	1/4/2025
Warrnambool Lawn Tennis Club Inc	Warrnambool Lawn Open 2025	Community Events	\$ 4,000.00	The amount allocated is approved for a contribution towards event equipment hire, security and tennis balls	3/7/2025	3/10/2025
Premier Speedway Club	Grand Annual Sprintcar Classic	Partnership Stream	\$ 20,000.00	Partnership	1/24/2025	1/26/2025
Warrnambool Racing Club	May Racing Carnival	Partnership Stream	\$ 20,000.00	Partnership	4/29/2025	5/1/2025
Warrnambool BMX Club	2025 AusCycling BMX State Series - VIC - Warrnambool	Destination Event	\$ 5,902.00	The amount allocated is approved for a contribution towards event equipment hire and medical providers.	4/5/2025	4/6/2025
Warrnambool Citizens Road Race Committee	Melbourne to Warrnambool Cycling Festival	Partnership Stream	\$ 20,000.00	Partnership	2/8/2025	2/9/2025
Warrnambool Agricultural Society Inc	Warrnambool Show 2024	Community Events	\$ 10,000.00	The amount allocated is approved for a contribution towards first aid, security, Grand Events equipment hire and public safety officer.	10/25/2024	10/27/2024
Wunta Fiesta Inc.	Wunta 2025	Community Events	\$ 5,000.00	The amount allocated is approved for contribution towards event traffic management and Grand Events equipment hire	2/14/2025	2/14/2025
Warrnambool Gift Incorporated	Warrnambool Gift	Community Events	\$ 5,000.00	The amount allocated is approved for a contribution towards venue hire, advertising and signage	11/30/2024	11/30/2024
Warrnambool Presbyterian Church	Carols on the Green	Community Events	\$ 5,000.00	The amount allocated is approved for a contribution towards audio/lighting	12/13/2024	12/13/2024
The F Project	Fabric of Life Festival 2024: Here and Wow	Community Events	\$ 4,538.00	The amount allocated is approved for a contribution towards, events equipment, design & photography, venue hire and audio productions	10/26/2024	10/26/2024
Warrnambool and District Easter Arts Festival. INC	Warrnambool and District Easter Arts Festival	Community Events	\$ 1,000.00	The amount allocated is approved for a contribution towards event printing	3/5/2025	4/30/2025
Dennington Community Association	Carols By The Merri	Community Events	\$ 5,000.00	The amount allocated is approved for a contribution towards event equipment hire, advertising, and sound and lighting production	12/6/2024	12/6/2024
The Dart and Marlin PTY LTD	From Beer to There	Destination Event	\$ 5,000.00	The amount allocated in approved for a contribution towards audio productions and design	10/12/2024	10/13/2024
The Event Designers Pty Ltd	KidFest	Destination Event	\$ 10,000.00	The amount allocated in approved for a contribution towards event equipment hire.	6/28/2025	6/29/2025
The Embroiderers Guild, Victoria	Golden Threads Exhibition of Embroidery and Stitch	Community Events	\$ 5,000.00	The amount allocated is approved for a contribution towards venue hire, printing, event equipment hire and audio visual production	3/21/2025	3/23/2025
Warrnambool RSL Sub Branch Inc	Anzac Day Services & Remembrance Day Commemorations	Partnership Stream	\$ 9,463.00	The amount allocated is approved for a contribution towards event traffic management	4/25/2025	4/25/2025
Warrnambool Triathlon Club	Warrnambool Foreshore Tri 2025	Community Events	\$ 4,823.00	The amount allocated is approved for a contribution towards event traffic management	2/9/2025	2/9/2025
Extreme Life	Christmas Spectacular	Community Events	\$ 1,000.00	The amount allocated is approved for a contribution towards event venue hire	12/14/2025	12/15/2025
Warrnambool Showgrounds Reserve Inc. COM	Warrnambool Rodeo 2024	Destination Event	\$ 5,000.00	The amount allocated in approved for a contribution towards event equipment hire and public safety officer	12/7/2024	12/7/2024
Warrnambool Pickleball Club	Warrnambool Pickleball Open 2025	Destination Event	\$ 3,966.00	The amount allocated is approved for a contribution towards event venue hire	5/23/2025	5/25/2025

7.8. Community Development Fund 2024/25

DIRECTORATE : Community Development

Purpose:

This report provides information on the Community Development Fund 2024/25 applications and recommended allocation of grants for approval.

Executive Summary

- Council received twenty-eight (28) applications for the Community Development Fund 2024/25 program.
- Of the 28 applications, 2 applicants were ineligible for funding, 1 application did not meet funding criteria, 21 are recommended to be fully funded and 1 is recommended to be partially funded.
- This report recommends \$90,792 be allocated to 21 eligible local clubs and organisations under the Community Development Fund 2024/25 program.

MOVED: CR VICKI JELLIE

SECONDED: CR RICHARD ZIEGELER

That Council:

1. Approve funding of \$90,792 to twenty-two Community clubs and organisations under the Community Development Fund 2024/25 program.
2. Requests that all applicants be advised of the outcome of the assessment process and where applicable, Council guidelines associated with the grant.
3. Allocate the full amount left over \$105,208 from this round to a future community development fund round.

CARRIED - 7:0

Background

Council's Community Development Fund aims to support the development and capacity of Warrnambool clubs and associations. Funding is available for projects, equipment and activities which meet the grant program eligibility and criteria and contribute to participation, club capacity and sustainability and the liveability of the City.

Under the guidelines, eligible community groups and clubs can submit applications for grants of up to \$5,000.

\$100,000 is allocated for the 2024/2025 Community Development Fund. \$96,000 remained in the 2023/24 budget for allocation. The round opened on 30 May 2024 and closed on 30 June 2024.

Based on feedback from Round 1, the process this round was supported by an information forum held at the library and attended by over 80 local clubs and organisations. This session provided an opportunity for groups to discuss eligibility and project proposals with Council Officers.

The program was also advertised through:

- Council's website and social media platforms, including South West Victoria Sports Link (private group with 262 members),
- CONNECT Warrnambool Facebook posts (7.9K followers) and email to website subscribers which is now linked to 253 local groups,
- Direct email to sport and recreation and the arts and culture database and sustainability environmental groups and previous recipients of CDF funding.

Applications were submitted and managed through the online platform Smartygrants.

Applications were evaluated by a panel of Council officers that represent the three grant categories. Sport and Recreation, Arts and Culture, Environment and Sustainability. All panel members assessed all applications.

Based on the total funding pool available (\$196,000), the following allocations were aligned to each category, noting that the Event Category is managed as a separate grant round. If the total pool of the funding in each category was not expended, then any remaining funds can be redirected to other categories where applications exceeded the funding pool. The funding pools for each were:

- Sport and Recreation \$80,000
- Culture and Arts \$70,000
- Environment & Sustainability \$46,000

Applicants had to demonstrate an alignment with one of the listed grant categories and criteria and were assessed based on weighted criteria within the category - **refer 2024/25 CDF guidelines Attachment 1**.

Applicants were also required to submit an audited financial statement or current bank statement to help determine their capacity to complete the project and their need for assistance.

Assessment Summary

This funding round closed to submissions at midnight Sunday 30 June 2024. Twenty-eight (28) applications were received, requesting \$124,123.

All eligible applications were assessed against the CDF weighted criteria.

Under the program guidelines, the assessment panel identified that two applicants were ineligible to apply for funding; two applications were withdrawn; one applicant was eligible but the submitted projects did not meet funding criteria; and one application partially met criteria.

Of the two ineligible applicants;

- One applicant is a health-based agency whose activities are supported by other tiers of government (State). (Emma House)
- The other organisations application did not align with a funding category and the organisation is supported by other tiers of government (State). (Warrnambool Community Hospice).

Three applications from eligible applicants were not supported for the following reasons;

- one applicant also applied under the Festivals and Events grant program which will be supported to conduct an event (BMX Club)
- one applicant submitted two applications. One application was withdrawn after advice received from the club (Bridge Club)
- an application received for an event was withdrawn. Feedback was received they had submitted under CDF instead of Festivals and Events program (Gift)

One application is recommended to be partially funded, as some aspects of the application did not meet funding guidelines (West coast body board)

Twenty-one applications are recommended to be fully funded.

Fund Budget

Council allocated \$100,000 to the CDF fund in 2024/25.

Twenty-eight applications requesting \$124,123 were submitted in this round.

All applications were assessed against the CDF criteria. Once assessed, applications were ranked according to project merit, equity, and the balance of funds available. Based on ranking and the ability to meet eligibility, \$90,792 is recommended to be funded.

Allocation summary;

- Sport and Recreation \$43,312
- Culture and Arts \$34,490
- Environment and Sustainability \$12,990

The following organisations and projects are recommended to be funded.

Applicant	Project Title	Funding Category	Total CDF Allocated
Warrnambool & District Artists Society	The Warrnambool Brush 'n Blossom Spring Art Festival	Culture and Arts	\$4,990
Warrnambool Multiple Sclerosis Support Group	Empowering Women with MS in Warrnambool	Culture and Arts	\$5,000
Community Radio Endeavour Warrnambool	Upgrade of Essential Equipment	Culture and Arts	\$5,000
Warrnambool & District Football Umpires Association Inc	Indigenous Designed Umpire Uniforms	Culture and Arts	\$4,500
Comic Creations	Comic Creations	Culture and Arts	\$5,000
Warrnambool City Band Inc	Purchase of Percussion Instruments	Culture and Arts	\$5,000
Warrnambool & District Historical Society Inc.	Standards for All	Culture and Arts	\$5,000
Beach Patrol Australia Inc	Monthly Community Beach Cleans	Environment and Sustainability	\$4,976

Warrnambool Coast Care Landcare Network	Removal of Invasive weed species	Environment and Sustainability	\$1,155
Warrnambool Bridge Club Inc	Safety Lighting for Members	Environment and Sustainability	\$1,909
Rotary Club of Warrnambool Daybreak	Evolving blister-pack recycling scheme	Environment and Sustainability	\$4,950
# West Coast Bodyboard Club	Club Participation Drive	Sport and Recreation	\$4,445
Warrnambool Little Athletics Inc	Upgrade of Essential Equipment	Sport and Recreation	\$5,000
Warrnambool City Croquet Club	Croquet 5's - Fun For Everyone	Sport and Recreation	\$5,000
Dennington Bowling Club	Access Bowls for All Abilities and People	Sport and Recreation	\$4,128
Warrnambool Wolves Football Club Inc	Strategic Plan	Sport and Recreation	\$5,000
Warrnambool Rifle Club	Anzac Day Shoot	Sport and Recreation	\$5,000
Warrnambool Yacht Club inc	Sun protection for rescue boat crew	Sport and Recreation	\$428
Action Squash Club Inc	Purchase of New Multi Use Furniture	Sport and Recreation	\$4,943
Warrnambool Swimming Club Incorporated	Performance Mindset Workshops	Sport and Recreation	\$880
Southwest Strength Sports Inc	Purchase of Recovery Equipment	Sport and Recreation	\$4,992
Nestles Rowing Club Inc	Oars for All	Sport and Recreation	\$3,496
		Total	\$90,792

Partially funded

Financial Impact

All allocations have been made within existing budgets.

The \$96,000 uncommitted in the 23/24 funding round is proposed to be rolled over into the 24/25 financial year. This surplus funding resulted from a reduced grants program during the pandemic period.

The remaining funding is proposed to be allocated to a project unrelated to the Community Development Fund.

Legislation / Policy / Council Plan Context

1 A healthy community

1.3 Health and wellbeing : Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.

1.5 Recreation, arts, culture and heritage: Council will support opportunities to participate in a wide range of recreational, arts and cultural programs that promote activity, wellbeing, diversity heritage and which increase community connectedness.

2 A Sustainable environment

2.6 Awareness and celebration: Council will foster community awareness and recognition of the benefits of positive outcomes for Warrnambool's environment

Timing

Upon endorsement by Council of the recommendations, all applicants will be notified by email of the outcome of their application on 6 August.

The next round of the Community Development Fund will be in 2025/2026.

Officers' Declaration of Interest

NA

Conclusion

Twenty-eight applications requesting \$124,123 were submitted in this funding round. All applications were assessed against the Community Development Fund criteria. Once assessed, applications were ranked according to project merit, equity, and the balance of funds available. Based on ranking and the ability to meet eligibility, \$90,792 is recommended to be funded. Subject to Council endorsement of this report's recommendations, all applicants will be notified of the outcome of their application.

ATTACHMENTS

1. Community Development Fund guidelines 202425 [7.8.1 - 7 pages]
2. Council Report CDF 202425 [7.8.2 - 3 pages]



Warrnambool City Council

Community Development Fund

2024/25 Guidelines

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

Whilst the fund aims to improve the liveability of the City, priority is placed on proposals that;

- Focus on addressing access and inclusion outcomes for women & girls and people with a disability
- Proposals that target and encourage participation and community involvement in creative outcomes.

Aims

The Community Development Fund grants aim to:

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

Objectives

The objectives of the grant is to support:

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

Key dates

Funding Round Open	Friday 31 May 2024
Funding Round Close	Midnight Sunday 30 June 2024
Report submitted for endorsement to Council	5 August 2024
Applicants notified of funding outcome	6 August 2024
Project completed	August 2024 to June 2025
Project acquitted	By 30 June 2025



Grant categories

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

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

Sport & Recreation – up to \$5,000

1. ACCESS & INCLUSION

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

2. INCREASE PARTICIPATION

Innovative projects that increase participation and raise awareness of club activity

3. CAPACITY BUILDING

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

4. EQUIPMENT PURCHASE

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

Culture & Arts – up to \$5,000

1. ACCESS & INCLUSION

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

2. INCREASE PARTICIPATION

Innovative projects that encourage community participation in creative activities.

3. CAPACITY BUILDING

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

4. EXHIBITION/PERFORMANCE

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

Environment & Sustainability – up to \$5,000

1. GREEN WARRNAMBOOL

Development and delivery of environmental or sustainability projects or programs within the municipality, including equipment purchase of assets that contribute to the capacity of a club or organisation to deliver environmental or sustainability programs

2. ZERO WARRNAMBOOL

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

3. ADAPTABLE WARRNAMBOOL

Activities or programs that support and prepare the club or organisation for climate change adaption

4. WISE WARRNAMBOOL

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

5. NATURALLY WARRNAMBOOL

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

6. BLUE WARRNAMBOOL

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



Assessment Criteria

The Community Development Fund is a competitive application process.

Applications are assessed against the assessment criteria below.

Criteria	Weighting
The project addresses the community need as described in the Grant Category & Criteria and how the community will benefit	30%
The project encourages and enables participation of a variety of local residents and provides evidence of community support and involvement	30%
The applicant is able to successfully manage the described project, and meet its proposed outcomes and details how the fund will assist in the development or sustainability of the group	25%
The application budget accurately reflects the activities and resources required to deliver the project successfully	15%

Guidelines

The Community Development Fund is a competitive process and funds are awarded based on merit according to the weighted criteria. Canvassing of Councillors is prohibited. This means that you can't contact a Councillor and ask them to put in a good word, or help you get your grant approved.

Council provides funding for the term specified in the Funding Terms and Conditions.

Council reserves the right to withdraw support or ask for funds to be returned if clubs do not comply with Council policy or written agreement entered into.

The total funding pool for 2024/25 is \$100,000 with the following allocations aligned to each category.

- Sport & Recreation \$45,000
- Culture & Arts \$35,000
- Environmental & Sustainability \$20,000

If the total pool of funding in each category is not expended then any remainder will be redirected to other categories where applications exceed the funding pool.

Applications are ranked according to project merit, equity and balance of funds available. In some situations, Council may provide grant funding to a lesser amount than requested. (i.e. when parts of an application do not meet funding eligibility). In these cases, Council officers will liaise with applicants prior to final recommendation to Council.

Levels of funding may be proportionally reduced to provide support based on;

- The group's ability to proceed with the proposed project if offered less support, or
- Groups that have received funding in the past two (2) years.

NB: The Event Category is now managed as a separate grant round. Please contact Festivals & Events Team at E: events@warrnambool.vic.gov.au

Council affirms that artists should be paid for their work and earn income from copyright and royalties. We consider the payment of artists for their work and project management costs to be integral to effective budgeting and planning, and we require information on artist's payment to be available within funding applications. Where artists or musicians are engaged or apply for funding payment must be in accordance with industry benchmarks. <https://creative.gov.au/investment-and-development/protocols-and-resources/payment-of-artists/>



Eligibility - Who is eligible to apply?

All applications are checked against the eligibility criteria. At this stage of the assessment process, applicants who are not eligible will be removed from the process.

To be eligible for grant funding, applications must meet the following criteria;

- Applicants must be registered as a not-for-profit incorporated association (group must have committee endorsement to do so and evidence of, provided with application), or Auspiced by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity.
- Applicants must be based in Warrnambool City municipality
- Applications must have a focus on the Community Development Fund aims and objectives and provide outcomes based on fund category;
- provide an ABN or completed Statement by Supplier form
- have no outstanding debts to Council
- provide an incorporation number
- provide one written quote for each individual item or service that is essential for the delivery of the proposed activity
- have completed an acquittal (financial reporting form) for any previous grant funding rounds

Who is not eligible to apply?

Applicants will not be eligible for funding if they are;

- An Individual (Exception: the Culture & Arts category accepts individual applications but applicants must be Auspiced by a not-for-profit, incorporated organisation).
- A Committee of Council including Advisory Committees, Committees of Management or Sub-Committees.
- A group that is already receiving substantial financial support from Council for other projects
- Groups that have access to substantive levels of current funding not generally available to local clubs or organisations, including those clubs that operate gaming machines
- For-profit or commercial organisations or groups, schools and community-based or health-based agencies
- Groups that have already received Council support through other grant programs in the same financial year

What will not be funded?

Funding will not be considered for;

- applications that are not consistent with Council Plan priorities or Community Development Fund objectives
- activities that have already commenced or occurred
- activities that are the responsibilities of other tiers of government (eg State or Federal)
- activities with a religious focus. Eg: activities that include religious service, education, preaching or proselytizing, or those that exclude community members or different faiths from participating
- party political activities
- core operational funding
- projects that are being, or have already been, funded through other Council grant or sponsorship programs
- fixed/permanent equipment, building maintenance or capital improvements (unless the equipment meets Zero Warrnambool criteria)
- projects that duplicate existing services and programs
- alcohol, tobacco, gambling related activities
- projects that mostly address shortfalls in funding from other Local Governments, State and/or Federal Government. (eg: projects that have run out of money part-way through, been defunded by other organisations or use Council funds to 'top up' existing projects)
- activities, programs or services run by or funded by Council
- attendance at tradeshow, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets
- fundraising activities, competitions, prizes
- projects that include the establishment of a social enterprise
- incomplete applications
- late submissions
- organisations with outstanding acquittals with Council



Auspiced Grant Projects

Grant funds are only paid to a legally incorporated group. Applicants based in Warrnambool that are not legally incorporated, may apply for a grant if their project is for the benefit of the Warrnambool City community and they are auspiced by a legally incorporated, not-for-profit group or organisation.

An auspice organisation manages the funds on behalf of the applicant group and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these Guidelines.

Acquittal

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicant to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase remittance slip or invoice/statement (showing zero balance) and/or receipts for all items purchased using funding from Council; and
3. Photo evidence that showcases the completed project and community participation.

Budget

Funding may cover the entire cost of the project or part thereof.

If the funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the entire project.

Decisions are final and cannot be disputed. Feedback, post assessment may be sought however applicants must understand that this is a competitive process and the dollars applied for often exceed the funding available.

Written Quotations

One written quote is required for each individual item or service being funded. Quotes for professional services should indicate the qualification or certification of the professional being engaged.

Applicants are encouraged to seek local quotes and spend funding locally.

ABN and GST

GST registration status can be checked by looking up an ABN at www.abr.gov.au Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form, and attach it to their application.

Council will fund the allocated amount and will not include GST.

Assessment, Notification and Receiving funds

Submitted grant applications are assessed by a panel of Council Officers representing expertise in each of the categories.

Recommendations will be provided for Council endorsement.

The decision to award grants is made by the Warrnambool City Council and decisions will be final. Applicants will be advised in writing according to the grant round dates.

Council requires all persons involved in grant assessments to disclose any conflict of interest, real or apparent.



Help is available

Council Officers are available if you have any questions or require assistance applying online. Applicants are required to contact the relevant Council Officer prior to submitting an application in Smartygrants

Category	Contact	Email
Sport & Recreation	Recreation Team	recreation@warrnambool.vic.gov.au
Culture & Arts	Cultural Development Coordinator	gcolliton@warrnambool.vic.gov.au
Environment & Sustainability	Sustainability & Environment Team	green@warrnambool.vic.gov.au

Council Officers can be contacted during office hours on 1300 003 280 or (03) 5559 4900.

For grant information, previous year grant recipients and online application information:
www.warrnambool.vic.gov.au/community-funding-programs

Terms and conditions

Funding and Service Agreement

In accepting a Community Development Fund grant, the group must be willing to adhere to and agree to the following grant conditions: Funded recipients will receive a letter which acts as the Funding Agreement with Council. The agreement;

- Establishes the collaborative arrangement between Council and the funded group, based on the principles of cooperation and partnership
- Outlines the funding allocation and conditions of use
- Includes general funding conditions relating to the payment of the grant

General Conditions

The applicant will need to complete a NAR form, including bank details by the specified date for the funding to be released. Funding will not be made available after this date.

Funded programs will be monitored by a relevant Council Officer to provide support and monitor progress.

Applications are assessed based on merit and changes to the use of Council funding for purposes other than outlined in the Agreement are not permitted. If the grant is not utilised for the stated purpose, the organisation must return, in full, the allocated amount.

Funding that remains unspent upon the end of the Agreement must be repaid to Council within one month (of the end of the Agreement), unless activity changes are approved by Council in writing within 14 days of notification.

Allocation of funds to a community organisation for any purpose, in any funding round, must not be taken as a commitment by Council to provide additional or recurrent funding beyond that specifically provided for in the Agreement.

Funded activities must be completed by 30 June 2025, unless an alternative arrangement has been approved by Council in writing (prior to the activity completion date).

The Agreement is governed by and is construed to be in accordance with the laws of Victoria.

Successful applicants must comply with all relevant State and Federal Government legislation that apply to pertaining to the funded activity. If the funded activity involves contact with children, your club or organisation may be required to obtain a Working with Children (WWC) Check.

Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents. Council is not responsible for meeting any shortfall should the project run over budget. Council will publicly report all grants awarded.



Permits

If a permit is required for the funded activity, funded recipients must comply with all Council requirements. This includes matters such as road closures, outdoor advertising and temporary food premises.

Funding Allocation

Council will deposit funds into the successful group's bank account, which is to be in the name of the organisation nominated in the Application Form.

Council disclaims all liability and responsibility for any direct or indirect loss to the recipient after the release of funding.

Insurance

Funded recipients, or the auspicing organisation, must take out and keep current during the period of the Agreement, public liability insurance. The public liability policy must be for a minimum of \$20 million.

The public liability insurance ensures Council and the recipient against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or made or claimed against them arising out of, or in relation to, the funded activity.

A copy of the Certificate of Currency is to be provided to Council before commencement of the funded activity. Funded recipients must also maintain WorkCover insurance, where relevant.

Acknowledgement Requirements

Funded recipients are required to acknowledge receipt of financial assistance from Council in any promotion, publication or advertising of the activities. This includes the use of Council's logo and giving Councillors and officers the opportunity to attend relevant promotional events.

Acquittal and Activity Completion Report

Council reserves the right to conduct financial and performance audits for funding it has provided. Consequently, funded recipients are required to maintain full records of receipts of activity expenditure and performance outputs/outcomes for the relevant period. These records are to be made available to Council and its officers/agents upon request.

Funded recipients are required to complete a Financial Acquittal Report (acquittal) by 30 June 2025. This report certifies that the activity and funding was carried out in accordance with the Agreement. It should include a completed proof of expenditure of Council funds (receipts and invoices) and copies of marketing material used to promote the funded activity.

Failure to provide a satisfactory acquittal may result in a funded group or organisation being deemed ineligible to receive any further funding from Council. Council's reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and organisations have achieved the desired end result. While Council is committed to minimising administrative processes, it is also committed to the collection of high quality information that may be communicated across Council and the community.

Privacy and Indemnity

The Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Grant Agreement.

The recipient shall release and indemnify the Council, its servants and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.

Applicant

Warrnambool & District Artists Society
Warrnambool Multiple Sclerosis Support Group
Community Radio Endeavour Warrnambool
Warrnambool & District Football Umpires Association Inc
Comic Creations
Warrnambool City Band Inc
Warrnambool & District Historical Society Inc.
Beach Patrol Australia Inc
Warrnambool Coast Care Landcare Network
Warrnambool Bridge Club Inc
Rotary Club of Warrnambool Daybreak
West Coast Bodyboard Club
Warrnambool Little Athletics Inc
Warrnambool City Croquet Club
Dennington Bowling Club
Warrnambool Wolves Football Club Inc
Warrnambool Rifle Club
Warrnambool Yacht Club inc
Action Squash Club Inc
Warrnambool Swimming Club Incorporated
Southwest Strength Sports Inc
Nestles Rowing Club Inc
Warrnambool BMX Club
Warrnambool Bridge Club Inc
Warrnambool & District Community Hospice
The Sexual Assault & Family Violence Centre
Warrnambool Gift

South West Victorian Indonesian Community

Project Title	Funding Category	Amount Requested
The Warrnambool Brush 'n Blossom Spring Art Festival	Culture and Arts	\$4,990
Empowering Women with MS in Warrnambool	Culture and Arts	\$5,000
Upgrade of Essential Equipment	Culture and Arts	\$10,000
Indigenous Designed Umpire Uniforms	Culture and Arts	\$4,500
Comic Creations	Culture and Arts	\$5,000
Purchase of Percussion Instruments	Culture and Arts	\$5,000
Standards for All	Culture and Arts	\$5,000
Monthly Community Beach Cleans	Environment and Sustainability	\$4,976
Removal of Invasive weed species	Environment and Sustainability	\$1,155
Safety Lighting for Members	Environment and Sustainability	\$1,909
Evolving blister-pack recycling scheme	Environment and Sustainability	\$4,950
Club Participation Drive	Sport and Recreation	\$5,000
Upgrade of Essential Equipment	Sport and Recreation	\$5,000
Croquet 5's - Fun For Everyone	Sport and Recreation	\$5,000
Access Bowls for All Abilities and People	Sport and Recreation	\$4,128
Strategic Plan	Sport and Recreation	\$5,000
Anzac Day Shoot	Sport and Recreation	\$5,000
Sun protection for rescue boat crew	Sport and Recreation	\$428
Purchase of New Multi Use Furniture	Sport and Recreation	\$4,943
Performance Mindset Workshops	Sport and Recreation	\$880
Purchase of Recovery Equipment	Sport and Recreation	\$4,992
Oars for All	Sport and Recreation	\$3,496
Volunteer Accreditation	Sport and Recreation	\$2,487
WBC Annual October Hosting Congress	Sport and Recreation	\$1,272
Hospice Warrnibald Portrait Art event	Culture and Arts	\$5,000
Creative Voices	Culture and Arts	\$5,000
Warrnambool Gift 2024	Sport and Recreation	\$9,017
INDONESIAN FAIR 2024	Culture and Arts	\$5,000
		\$124,123

Total CDF Allocated	Assessment Panel Comments
\$4,990	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$5,000	Eligible, purchase of equipment only
\$4,500	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$4,976	Eligible, to be fully funded
\$1,155	Eligible, to be fully funded
\$1,909	Eligible, funded based on meeting Zero Warrnambool
\$4,950	Eligible, to be fully funded
\$4,445	Eligible, partially funded (to the value of quotes provided)
\$5,000	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$4,128	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$5,000	Eligible, to be fully funded
\$428	Eligible, to be fully funded
\$4,943	Eligible, to be fully funded
\$880	Eligible, to be fully funded
\$4,992	Eligible, to be fully funded
\$3,496	Eligible, to be fully funded
\$0	Eligible but not supported (funded under Festivals & Events)
\$0	Eligible but not supported (second application received)
\$0	Not eligible (State Government funded)
\$0	Not eligible (State Government funded)
\$0	Eligible but not supported (funded under Festivals & Events)
\$0	Eligible, not supported. Application unclear on how funds would be spent. To work with group on supporting an Festivals and Events submission next year.
<hr/>	
\$90,792	

7.9. DP2024-0001 - Development Plan Application For 71 Raglan Parade

DIRECTORATE : City Growth

Purpose:

This report summarises the planning assessment conducted relating to the development plan application for the 'East Warrnambool Estate' at 71 Raglan Parade, which provides a plan describing future residential development. The recommendation is to approve the plan as submitted.

Executive Summary

- A development plan application was received in February 2024 relating to the land as described, which is an approximately 3 hectare parcel between Raglan Parade and the rail corridor in Warrnambool's east.
- The plan was subject to public exhibition in late February, including both internal and external referrals.
- On the basis of further input from Council officers and referral authorities, an amended plan was submitted in May 2024.
- The amended plan shows an intended layout of 43 residential lots in both standard and medium densities in the eastern part of the development area, which is set to be developed before the western side.
- Internal roads will connect development to the Raglan Parade service road, and allow future expansion in line with the intent of the *Warrnambool Eastern Activity Centre Structure Plan, 2016 (revised 2020)*.
- The plan is in accordance with the requirements of the Development Plan overlay, and is recommended for approval as submitted.

MOVED: CR VICKI JELLIE

SECONDED: CR DEBBIE ARNOTT

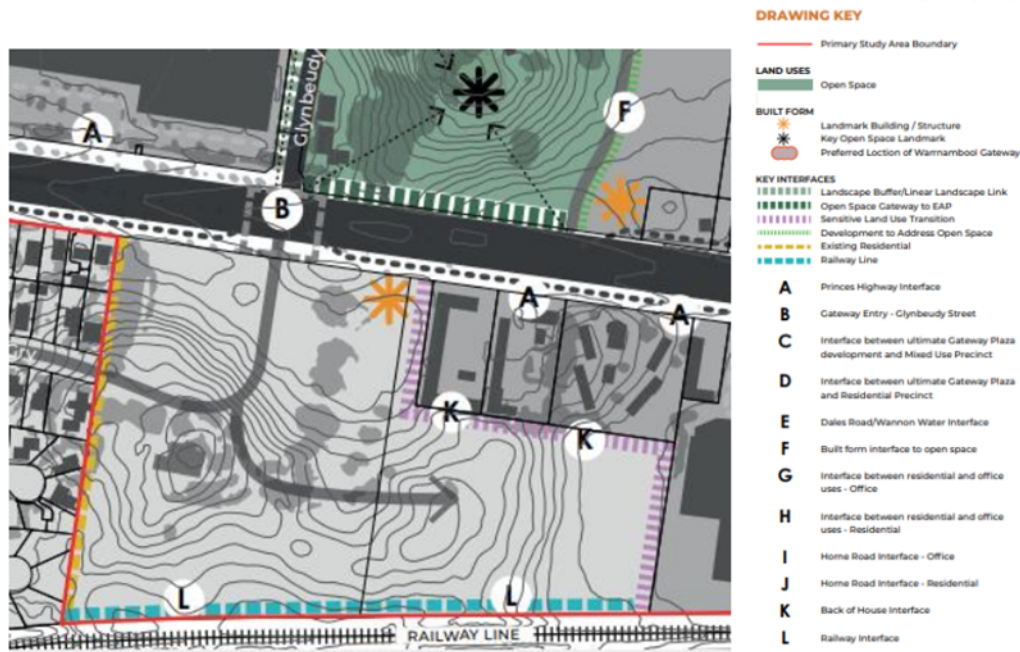
That having considered all the matters normally required under Section 60 of the Act for planning applications, Council approve the development plan under the relevant provisions of the Warrnambool Planning Scheme in respect of the land described as Lot 2 on LP205354, known as 71 Raglan Parade, WARRNAMBOOL VIC 3280, which seeks to facilitate future residential development on site.

CARRIED - 7:0

Background

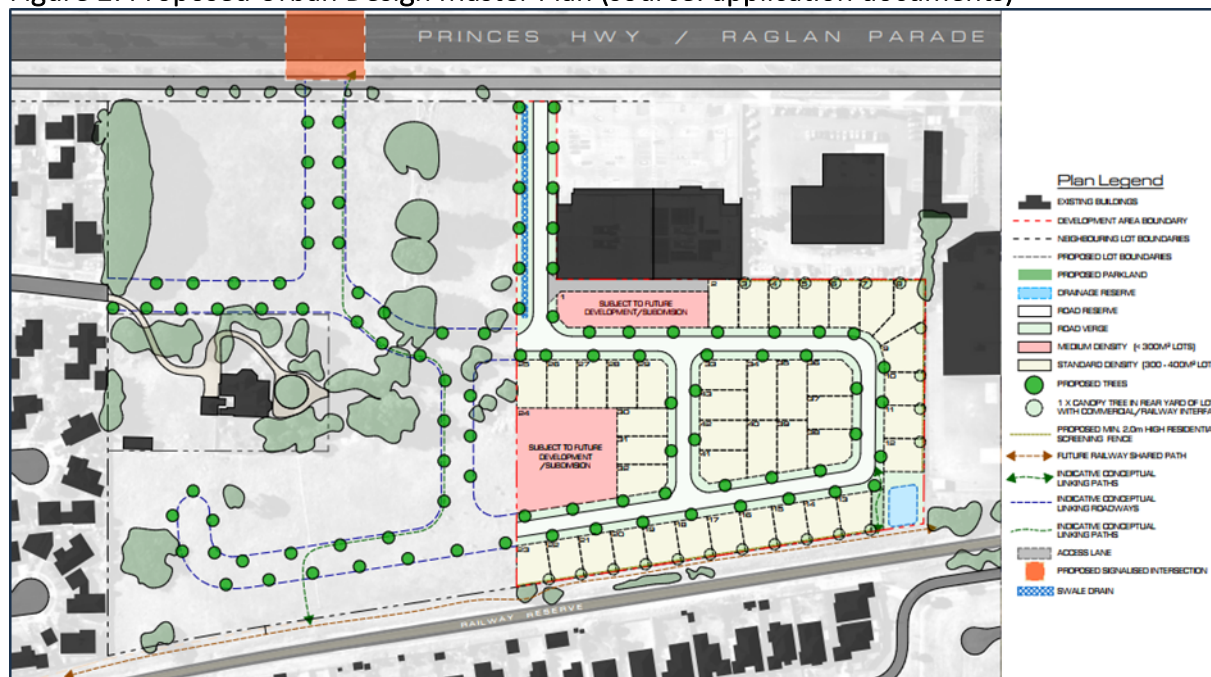
The Warrnambool Eastern Activity Centre Structure Plan was developed in 2016 (and revised in 2020) and included an area south of Raglan Parade behind existing commercial development that was intended for residential development in line with its zoning. The plan showed the subject site as having three key interfaces, namely a 'Gateway Entry' from Raglan Parade, a 'Back of House' interface with commercial land, and a 'Railway' interface to the south. It also acknowledges the existing heritage structure on the western portion of the site.

Figure 1: snip from the Warrnambool Eastern Activity Centre Structure Plan



The current submitted plan shows intended subdivision into 43 lots of unspecified lot sizes typically between 300-400 square metres, with two of the lots being larger sites identified for medium density development. Indicative links are shown to land to the west, for which development is not currently sought but is part of the broad residential area, as well as the potential for a future signalised intersection as intended by the Structure Plan. The site would be accessed, at least in the short term, via the existing road from the Raglan Parade service road.

Figure 2: Proposed Urban Design Master Plan (source: application documents)



The overlay requires that a development plan be approved prior to subdivision of the land, where the applicant has also indicated intent to submit a planning application to subdivide should the plan be approved.

The plan is supported by a number of background reports, including:

- Traffic Impact Assessment (prepared by ESR Transport Planning)
- Engineering Services Report and Feature and Levels Survey (prepared by SITEC)
- Stormwater Management Plan (prepared by SITEC)
- Draft Cultural Heritage Management Plan (Prepared by AKWP Heritage Advisors)
- Preliminary Site Investigation (prepared by DRC Environmental).

The subject site is located approximately 4km east of Warrnambool's Central Business District, with the East Warrnambool precinct featuring a blend of restricted retail/bulky goods, retail/shopping centres (including Gateway Plaza), office/commercial, and residential uses

Issues

The application was subject to a non-statutory exhibition period of two weeks via a newspaper ad, a post on Council's website, and a copy of plans held at Council offices. The newspaper ad was run on 2 March 2024. At the time of writing, no submissions have been received in relation to the proposal.

The application was also referred both internally and externally. Full views of all referrals have been provided in the Delegate Report, however there were some common concerns with the original application which has since been rectified. Mainly, it was originally the applicant's intent only to describe the eastern portion of land, as the western portion is in separate ownership where it is understood that development in the short term is not being pursued. However, an important purpose of a development plan is to ensure cohesive planning of the entire area, or at least a segment of the area dealt with in the original Structure Plan. As the residential area to the south of Raglan Parade should and will operate as one residential neighbourhood, a primary purpose of the Development Plan is to ensure that connectivity and interaction is promoted.

Additional concerns including appropriate interfaces between commercial and transport corridors, intended staging of subdivision and development, and various infrastructure concerns, have largely been addressed via amendment, and can be further refined at the time of the subdivision application.

Assessment Summary

The main mechanism of assessment as it relates to Development Plans are the requirements of the Development Plan overlay, and in this instance Schedule 14. The Schedule outlines a number of reasonably prescriptive requirements under the headings of 'Subdivision and Staging of Development', 'Housing Options', 'Urban Context and Site Analysis Plan', 'Urban Design Master Plan', 'Heritage Assessment', 'Open Space and Landscape Master Plan', 'Integrated Transport and Traffic Management Plan', 'Circulation and Movement Plan', 'Contamination Report', and 'Drainage and Stormwater Management Plan'.

While these elements have all been addressed in the application, there has been some debate as to some details within the various plans. For example, the subdivision requirement suggests that the plan should "provide residential subdivision generally at conventional density (lot sizes of approximately 400-600 square metres)", but that there were to be "opportunities for smaller and larger lots across the precinct". The overlay, and Structure Plan behind it, were written at a point in time prior to any notion of global pandemics or renewed focus on providing equitable housing opportunities, therefore it is sensible to assume that the definition of 'conventional density' may in fact be malleable. As we have seen in other growth areas within Warrnambool, previously approved subdivisions with 'conventional densities' are now being re-subdivided to incorporate smaller lots, driven by the market demand for affordability. With this in mind, the current plan shows a

reasonable mix of lots suitable in their context, where the outcome will be consistent with the recommendations of the *Warrnambool Demand and Supply Assessment, 2022*, and other recent housing analyses.

While all other categories were assessed as being compliant, it is important to note that there are a number of specific requirements that will be refined over time. This includes the provision of an approved Cultural Heritage Management Plan, which is currently being developed. Should there be future amendments or modifications required on account of findings within this process, or indeed other design processes, this can either be dealt with at the subdivision application, or if required via an amendment to the Development Plan.

It is also important to note that the Development Plan Overlay Schedule 14 includes a requirement that a Section 173 Agreement be entered into at the planning permit stage to provide for apportionment of financial contributions for higher order shared infrastructure. The Warrnambool Eastern Activity Centre Shared Infrastructure Plan sets out the higher order shared infrastructure and apportionment across the precinct. There are a number of specific projects, primarily involving roads and drainage, that would directly affect this development. It is acknowledged by the applicant that an Agreement will be required via permit condition, and that this site will be required to contribute.

As a broad summary, it can be concluded that the plan addresses the various requirements of the overlay, is generally in accordance with the Structure Plan, and will provide flexible housing options that align with future demographic projections.

Financial Impact

Assessment of the plan has been factored into the existing planning budget.

Legislation / Policy / Council Plan Context

4 A connected, inclusive place

4.1 Effective planning: Council will ensure its planning acknowledges the unique character and attributes of local places and that that supports social connection, equitable access, appropriate housing and sustainable population growth.

Timing

There is no statutory requirement for the approval of development plans; Council officers have reached the recommendation below, with the intent of tabling at the next available Council meeting.

Community Impact / Consultation

Consultation has occurred in the format described above. Council does not currently have a Development Plan procedure or policy, however consultation has occurred in line with current practice.

Legal Risk / Impact

The decision to approve or refuse a Development Plan is appealable. The assessment has been conducted in line with the requirements of the Warrnambool Planning Scheme, and the Planning and Environment Act 1987.

Officers' Declaration of Interest

None.

Collaborative Procurement

Not applicable.

Conclusion

The subject site is within the General Residential zone which anticipates residential development, and is affected by the Development Plan overlay which directs the landowner to seek an approved development plan before future subdivision or development. A plan has been provided which shows a suitable residential outcome for a vacant and under-utilised parcel of land with access to services and amenities. The plan relies on lot densities smaller than that envisaged under the Development Plan Overlay but in keeping with recent investigations undertaken regarding housing demand and changing demographics. The requirements of the overlay have been generally met.

The subdivision layout as shown on the proposed development plan will provide for a suitable outcome that is in keeping with the vision for the land, with appropriate road and footpath connections to the residential land to the west and public links to the rail corridor providing the opportunity for improved transportation links and movement into the future as the area is further developed.

ATTACHMENTS

1. D P 2024-0001 - delegate report - 71 Raglan Parade [7.9.1 - 28 pages]
2. 71 Raglan Pde Development Plan Application Report [7.9.2 - 9 pages]
3. 22-737 71 RAGLAN PARADE DEVELOPMENT PLAN SET (OP T) [7.9.3 - 8 pages]



Delegate Planning Assessment Report

Application Details:

Application is for:	A Development Plan which seeks to facilitate future residential development.	
Applicant's/Owner's Name:	Myers Planning & Associates Dispensary Lane WARRNAMBOOL VIC 3280	
	Received: 19 February 2024	Further Info Rec: 30 May 2024
Statutory Days:	N/A	Notice Period: newspaper ad published 2 March 2024
Application Number:	DP2024-0001	
Land/Address:	Lot 2 on LP205354, known as 71 Raglan Parade, WARRNAMBOOL VIC 3280	
Zoning:	General Residential (Schedule 1)	
Overlays:	Development Plan (Schedule 14) Heritage Overlay (Schedule 145) - Partial	
Under what clause(s) is a permit required?	Pursuant to Clause 43.04-2, a permit must not be granted until a development plan has been prepared to the satisfaction of the Responsible Authority. Further permits will be required for subdivision.	
Restrictive covenants on the title?	None	
Current use and development:	Vacant	

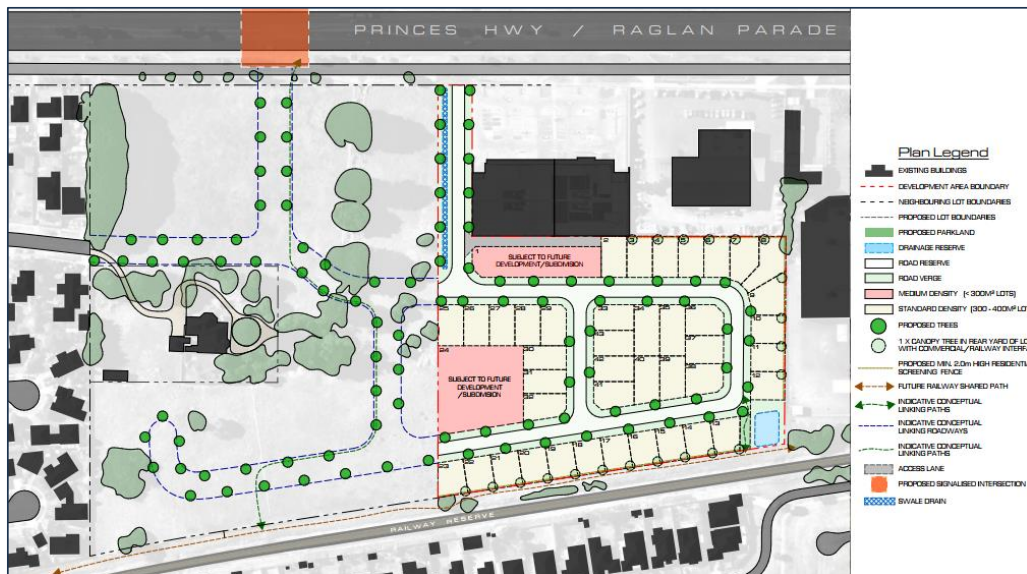
Proposal

The proposal seeks approval for a Development Plan which would facilitate the future development of the site via a residential subdivision. The plan shows intended subdivision into 43 lots of unspecified lot sizes typically between 300-400 square metres, with two of the lots being larger sites identified for medium density development.

The Development Plan shows indicative links to the land to the west, for which development is not currently sought, and the potential for a future intersection.

The proposed layout also features an additional access to the north of identified Lot 1 to provide a buffer between the lot and the retail use to the north, addressing concerns with overshadowing and ensuring flexible design can be considered at the time of seeking development approval for that lot.

Figure 1: Urban Design Master Plan (source: applicant submission)



The overlay requires that a development plan be approved prior to subdivision of the land unless the responsible authority is satisfied that the granting of a permit will not prejudice the future use or development of land for the purpose of the objectives and requirements of schedule 14 of the Development Plan Overlay and the *Warrnambool Eastern Activity Centre Structure Plan 2016*.

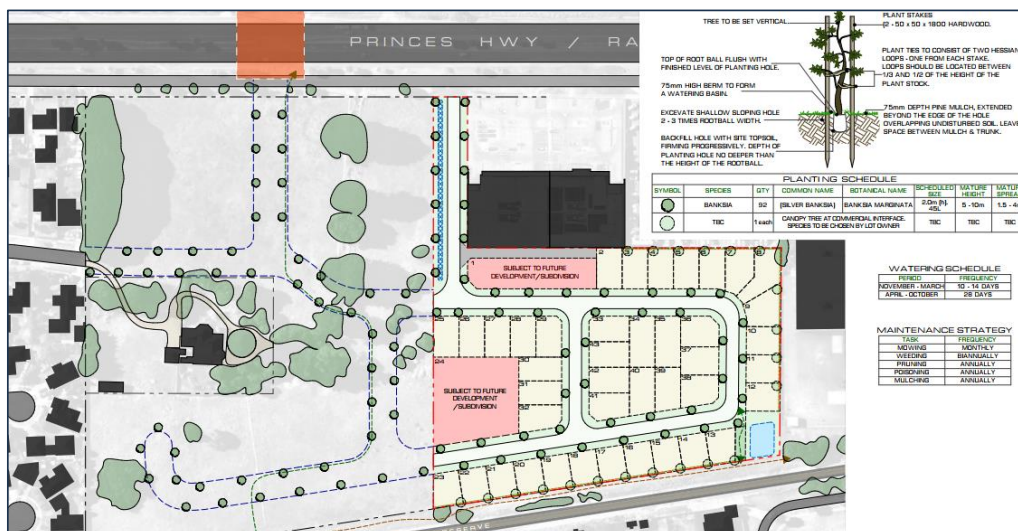
While the proposal seeks to implement the objectives and requirements of the schedule and the *Warrnambool Eastern Activity Centre Structure Plan 2016*, the applicant is seeking approval of the development plan to provide clarity and certainty in the future development of the site.

Figure 2: Circulation and Movement Plan (source: applicant submission)



An indicative landscaping plan has been provided which shows a standard cover of street trees and residential landscaping. The land is currently devoid of vegetation, and not subject to any environmental overlays.

Figure 3: Street Planting Plan (source: applicant submission)



The following reports and appendices were also submitted in support of the application:

- Traffic Impact Assessment (prepared by ESR Transport Planning)
- Engineering Services Report and Feature and Levels Survey (prepared by SITEC)
- Stormwater Management Plan (prepared by SITEC)
- Draft Cultural Heritage Management Plan (Prepared by AKWP Heritage Advisors)
- Preliminary Site Investigation (prepared by DRC Environmental).

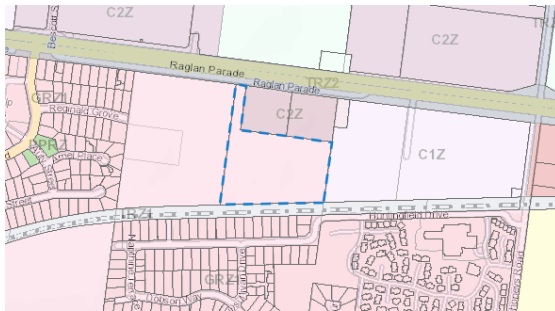
Subject site & locality

The subject site, Lot 2 on LP205354, has an area of approximately 2.97 hectares between Raglan Parade to the north and a railway reserve to the south.

The site is a battle-axe shape, with access provided via a 20-meter frontage to the Raglan Parade service road. The site predominantly consists of modified vegetation, primarily exotic grasses, and is largely vacant, with a dam situated at its southeastern corner.

The subject site is identified in the Warrnambool Eastern Activity Centre Structure Plan 2016 as being suitable for independent living. Other characteristics identified in the structure plan include a drainage reserve, sensitive interfaces to commercial uses, the interface to the railway line, and the need to link any development to the land to the west of the site, known as 83 Raglan Parade, also forming part of the Development Plan Overlay – Schedule 14.

Figure 4: Zoning map showing subject site (source: VicPlan)



The subject site is located approximately 4km east of Warrnambool's Central Business District, with the East Warrnambool precinct featuring a blend of restricted retail/bulky goods, retail/shopping centres (including Gateway Plaza), office/commercial, and residential uses, as can be seen through the mixed zoning of the area shown in Figure 4 above.

Figure 5: Aerial photograph showing site context (source: VicPlan)



Permit/Site History

Permit History:

There is no relevant permit history for the site.

Restrictions on title:

There are no restrictions registered on title.

Cultural Heritage Sensitivity:

The site is located within an area of Aboriginal Cultural Heritage Sensitivity. The subdivision envisaged under the development plan will trigger a requirement for a mandatory CHMP, or

confirmation that the proposal is exempt from that requirement, before a planning permit can be issued for that purpose.

A draft CHMP has been provided, with the applicant currently working in consultation with Eastern Maar on finalising that process.

Public Notification

The application was subject to a non-statutory exhibition period of two weeks via a newspaper ad, a post on Council's website, and a copy of plans held at Council offices. The newspaper ad was run on 2 March 2024. At the time of writing, no submissions have been received in relation to the proposal.

Referrals and Consultation

External referrals

Non-statutory referrals were undertaken, with comments sought from the following authorities:

- Wannon Water
- VicTrack
- Department of Transport and Planning
- Powercor
- Fire Rescue Victoria

Responses have been received from Wannon Water, VicTrack, Department of Transport and Planning.

Wannon Water provided the following comments:

The site has access to sewer and water services. If the sewer main located behind the Homemaker Centre is proposed to be extended to service the land, consent from that landowner would be required for access. According to our GIS a sewer easement already exists in favour of Wannon Water over the sewer on Lot 1 PS524271 but this will need to be verified by title search.

Any works that are proposed to be gifted to Wannon Water through the Land Development Process will be required to be constructed and acceptance tested under the supervision of the consulting engineer in accordance with the plans and specifications approved by Wannon Water.

Wannon Water is available to discuss its requirements with the developer, alternatively will communicate its requirements as appropriate upon referral of any planning application.

Wannon Water has no objection in principle, to the Development Plan being supported by Council.

VicTrack provided the following comments:

VicTrack has reviewed the plans and supporting documents in the context of the site and abutting railway land and have no objection to the proposal.

Department of Transport and Planning provided the following comments:

The Head of the Department of Transport and Planning has considered this application and does not object if the permit is subject to the following items being considered and addressed:

- *Direct vehicular ingress and egress access from the proposed lots to the Princes Highway West will not be permitted.*
- *All vehicles must enter and exit the Princes via Raglan Parade's existing service road.*
- *At no cost to the Head of Transport for Victoria, modifications must be undertaken to the existing exit interface of the Service Road and the Princes Highway West. These works must include (and are not limited to) the installation of appropriately designed and installed street lighting, traffic control signs and line marking.*

In considering the above response, Council will forward these requirements to the applicant so as to ensure that they are aware of the likely conditions to be put in place at the time that a planning permit for subdivision is sought.

Internal referrals

Comments were sought from the following internal branches of Council:

- Sustainable Subdivisions Advisor
- City Strategy
- Infrastructure Services

Comments received are included below:

Sustainable Subdivisions Advisor

The DP submitted does not adequately respond to the requirements of the DPO14 or adequately consider and response the WEACSP for the following reasons:

- The DP only considers the subject land at 71 Raglan Parade.*
- The southern road should connect with the adjoining land to the west also part of the DPO and not utilise a long narrow walkway which may result in an unsafe environment.*
- No Landscape Master Plan was submitted with the DP that includes the whole site showing the species to be considered and the level of canopy coverage as a percentage to be achieved.*
- The development plan does not detail if the proposed road access to 71 Raglan Parade is temporary and how it would be decommissioned once the road network indicated in the WEACSP is constructed. If retained unresolved if dwellings to the west will have vehicle access via the proposed road at 71 Raglan Street so not to result in several rear fences backing onto the street network.*
- Unresolved how a DP if it was approved would sensitively interface with the heritage fabric.*

Figure 18 Movement Network, Road Hierarchy and Access indicates there is to be one key access point back to Princess Highway/Raglan Parade and that a proposed signalised intersection is to occur. It is important to understand if any financial contributions to the construction of a signalised intersection will be required (infrastructure component of the WEACSP).



Figure 19 Movement network, Pedestrian and Public Transport indicates that a connection point to the railway reserve to the south and that a shared path is envisaged along the rail reserve heading east and west connecting to the nearest road intersections.



The Warrnambool Open Space Strategy WOSS 2014 identifies the need to investigate an off-road walking and cycling trail south of railway line.



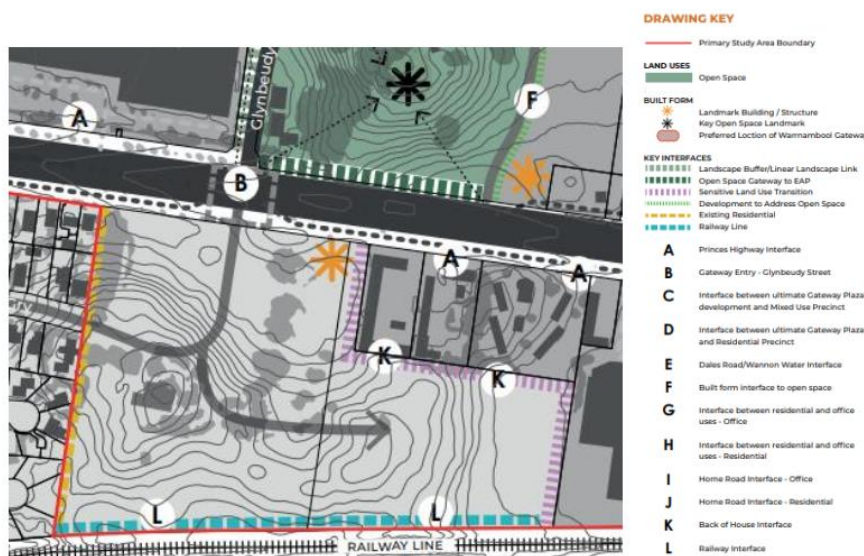
The implementation component of the WOSS 2014, page 56 of the municipal wide recommendations states the following and it might be valuable to understand at where this recommendation is at given the timeframes.

The gateway and interface plan figure 16 illustrates:

- Gateway entry central to the sites
- Railway interface
- Back of house interface and sensitive land use

Key issue considerations include:

- Development interface with railway line requires management to minimise conflict and to protect long term potential for a shared path and pedestrian crossing.



- The DPO submitted is not a plan for the entire precinct as required by the WEACSP as it only addresses the land subject to the application. An Urban design masterplan (TP3 of TP5) alludes to a potential layout which is contrary to the WEACSP by proposing three access points from Raglan Parade.
- The proposed non satisfactory DP results in access from Raglan Parade contrary to the WEACSP and creates an unresolved cul-de-sac that would connect to the eastern land via two connected narrow, long walkways which would be considered unsafe and involves ongoing management by councils. These narrow linear spaces should not be considered POS contribution as indicated in the applicant's response to the DPO requirements.
- It is unclear what will occur to the road access off Raglan Parade once the key access and egress is constructed via signalised intersection and walking connection flows through to the southern rail reserve to the south of the land subject to the DPO.

Subdivision and staging of development:

DPO requests lots generally between 400-600m² with opportunities for smaller and larger lots. Although no dimensions are submitted on plan, lots proposed are between 300-400m² or smaller.

Staging:

The staging of the DPO should be referenced to the whole land as per the WEACSP requirement. It is unclear when a future stage is developed what will occur with the access and egress proposed by this potential stage of the development. Will it be converted into a walking and cycling access to limit the number of access points. This appears unresolved.

Urban Context and Site Analysis Plan:

It is unclear how the proposed design response results from the urban context and site analysis plan and includes all the considerations of the WEACSP.

Urban Design Masterplan

Unclear where varied block sizes and frontages will occur.

No landscape Master Plan or tree species submitted demonstrate how canopy coverage would be achieved.

Open space and Landscape Masterplan

No open space has been provided within the DPO area. The pedestrian walkways are not able to be accepted as open space. They are part of the street network if they are deemed acceptable.

An overall Landscape Master Plan for the whole site should be submitted. This is a standard requirement for development of this scale and within a DPO or PSP. Preferably with a commitment to a % of tree canopy coverage within the public realm.

A pedestrian connectivity plan is not in accordance with the images within the WEACSP.

The pedestrian link proposed to the western land should be deleted and the road network continue to the property boundary allowing future road connection.

Any upgrade to the signalling and shared infrastructure contribution should be discussed with the relevant authority as part of the DP approval.

Comments on the Sustainable subdivision Framework will occur when a pre application for the subdivision design is submitted for initial comments.

City Strategy

The subject site is located within the General Residential 1 Zone, and is affected by Development Plan Overlay 14.

The site is within an area shown as Residential South Precinct in the Eastern Activity Centre Structure Plan and is designated as a growth area at Clause 02.03-1 of the Municipal Planning Strategy. Key strategic directions for the growth areas are:

- Supporting increased residential densities in growth areas close to transport corridors, activity centres and open space.*
- Facilitating infrastructure provision of roads, drainage, utilities and community infrastructure through structure planning and development contributions plans.*

The intent of DPO14 was to provide a development plan across both sites that are included in the overlay. Whilst the plan provides indicative connections and road layout for the adjacent land, it needs to be clarified that this development plan is only for 71 Raglan Parade, and that a separate development plan will still be required for the land to the west.

It is considered that the development plan provides for an appropriate level of density.

It is noted that preliminary advice was provided by strategic planning on 18 September 2023 which is still a primary concern as it has not been appropriately addressed.

What I am more concerned about is ensuring the road network connectivity shown in the structure plan is achieved, plus how they are treating the interface areas, ie with the railway line and the commercial development to the north and east.

Interface Issues

Schedule 14 to the Development Plan Overlay 'Eastern Activity Centre Residential South Character Precinct' applies to the subject site and the adjacent site to the west. DP014 contains a number of objectives that support a diverse range of densities, however the following key objective has not been addressed:

To ensure lot layouts and housing designs respond appropriately to the interface with Princes Highway, heritage features, rail corridor, and commercial areas.

It is noted that the plan provides a setback from the adjacent commercial development to the north (Officeworks and JB Hi Fi) that appears to respond to shadow diagrams, noting that these developments have been built to the boundary. The applicant indicates that this setback will be developed as an internal road to a future medium density development. There has been no attempt to respond to the interface with other adjacent commercial areas. There are a number of lots that are proposed to directly abut to the existing commercial development (car yard) and more specifically the car dealership's parking and loading areas. Similarly, there has been no attempt to respond to the interface with the adjacent commercial development to the east (Homemaker Centre) which also would appear to contain loading areas along the common boundary.

There also has been no attempt to respond to the rail corridor interface, with lots proposed directly abutting the railway corridor. DPO14 includes the following requirement:

- An appropriate gateway interface design treatment to the railway corridor comprised of a continuous row of canopy trees (of a species appropriate to the image of the Warrnambool area), and which may include a linear public cycling/pedestrian linkage where appropriate.*

Access and movement

The plan does not adequately respond to the movement and access objectives. The plan proposed additional access points to the highway, whereas the structure plan indicates one primary access point to the highway (proposed signalised intersection).

An objective of DPO14 is to ensure a connected street network and pedestrian and cycling paths that connect to the adjoining road networks and public open space.

The layout proposed does not achieve this objective. Opportunities for connections to the west are not maximised, with cul-de-sacs proposed instead. Pedestrian / cycling paths across the site are not shown.

As discussed under the railway corridor interface, a pedestrian link along the railway corridor is shown in the structure plan. The proposed development plan includes a pedestrian link from the proposed road network, which would provide a connection to the future provision of the pedestrian link along the railway corridor, however this does not demonstrate an appropriate interface with the railway corridor.

Open Space

DPO14 requires a subdivision plan that incorporates the use of small scale open spaces and public nodes. The applicant contends that this is achieved by the provision of pedestrian green links, however this does not meet the intent of small scale open spaces.

ESD Advisor

I also support the response and recommendations from the ESD Advisor, Simon Francis.

Shared Infrastructure

DPO14 includes the following requirement:

- A condition requiring a section 173 agreement to be registered on the title of the land to provide for apportionment of financial contributions to higher order shared infrastructure.*

Whilst this is a requirement for the planning permit, the development plan should still acknowledge and respond to this requirement.

Infrastructure Services

Comments were made in relation to the documents listed:

Sitec Stormwater Management Plan Project No 22-176 7 August 2023- Comments

Item	Section	Page	Comments
1			It is un clear how the rain garden will collect all the road water, being only in the one location. Further info is request on how the rain garden will collect all road runoff
2			
3			

Traffic Management Plan ESR Transport Planning L0690 10/6/22 - Comments

Item	Section	Page	Comments
1			There is no information on future traffic volumes for service road. The volumes provided only account for the development not the existing. It is request more information is included on service road volumes and capacity
2			The proposed exit/entrance road is opposite the service road exit to Raglan Pde, which creates a cross road intersection and potential conflicts. Further information is needed on how the intersection will be treated.
3			The proposed exit/entrance road is next to the existing bus stop and Entrance and exit road to JB HIFi. No comment if this is satisfactory as this will create a potential number of conflicts. Suggest further advice is required re safety and sight distances etc. Suggest the exit to car park might be relocated to proposed road as an option.
4			The report has no information about the capacity of the exit intersection onto Raglan Pde considering existing traffic from the service road. It is requested a capacity check is provided.
5			The Traffic report does not comment or provide details how the layout interfaces with any future development to the west. Further information is sort on how it will interface with future roads.
6			The proposed access lane to lot 1 is a dead end and does not allow for servicing and turning around no information is provide on it's dimensions or the issue of

			vehicles reversing out. Also sight distance will be an issue next to building wall. Suggest further consideration of the design be provided on the access lane. One suggestion would for it to be one way and continue as a through road to the proposed east/west road.
7			Need to refer to DOT for comment

Development Plan Myers Planning Group January 2024 - Comments

Item	Section	Page	Comments
1			No details on typical road cross – sections within plan set. Request this be added
2			Should there be an open space and vegetation corridor between rail reserve and proposed lots, or should the road run along the boundary to provide a buffer? Suggest further consideration be provided for a buffer.
3			The proposed entrance road will probably not be required in the future. Not sure how we manage this in the future and the proposed access lane to lot 1
4			The proposed swale and retention system is not provided on development plan along west side of entrance road.

Request for Further Information

Where relevant, concerns raised were included in a Request for Further Information sent to the applicant on 19/03/2024, seeking the following:

1. *Whether the Development Plan as submitted provides adequate information relating to the entire Precinct, and therefore does not prejudice the future use or development of land for the purposes of the objectives and requirements of the overlay (and underlying structure plan).*

Table 10 of the Warrnambool Eastern Activity Centre Structure Plan (WEACSP) specifies an implementation plan that “require[s] preparation of Development Plans for each Precinct”, and that the plan “must apply to the entire Precinct and show how it will integrate with existing development and future development Precincts”. The ‘Residential South Precinct’ is identified in figure 14, and includes

- *Proposed independent living*
- *Heritage building*
- *Connector roads to the highway*
- *Developed residential land to the west*

While the current proposal does show increased information relating to surrounding land as compared to earlier versions, the plan does not provide sufficient detail for the precinct. For example, the urban design masterplan (TP3 of TP5) indicates a potential

layout with three access points from Raglan Parade, necessitating the creation of an unresolved cul-de-sac, long walkways, and narrow linear open spaces that are not in line with Council's Open Space Strategy. Crucially, it is not immediately apparent what will occur to the proposed road access to the subject land once other access/egress is constructed via the signalised intersection.

It is Council's view that a description of staging be provided with reference to the entire Precinct, including what is intended with access and egress to this particular stage once other stages are realised. This should include how the infrastructure requirements of the structure plan will be fulfilled, including the construction of the signalised intersection.

2. *Provision of a landscape master plan.*

The provision of an overall landscape plan for the Precinct is preferred, preferably with a notation on how the subdivision can achieve appropriate canopy coverage in both the private and public realms.

Pedestrian walkways as shown are not viewed as open space. The pedestrian connectivity plan is not in accordance with the associated images in the structure plan, including Figure 19 which shows a connection point to the railway reserve and a shared path heading east and west connecting to the nearest road intersections. Additionally, the Warrnambool Open Space Strategy identifies the need to investigate a walking and cycling trail south of the railway line, which would be informed by this development.

3. *Potential amendment to the road layout.*

Dependent on responses to points 1 and 2, it is Council's current view that an improved outcome would be the deletion of the pedestrian link proposed to western land, and the continuation of the road network to the property boundary allowing a road connection to future stages.

A response from the applicant was received by Council on 30/05/2024, providing responses to the concerns raised, and making amendments to the application for approval of the development plan. The response provided included the following information:

- Revised Development Plan Set
- Traffic Engineer Response
- Civil Engineer Response

The applicant provided a written response to the concerns raised by different Council branches as follows:

1. Precinct information and planning

The landowner of 71 Raglan Parade has had to master plan their site and obtain the necessary technical reports to justify the proposed development independently. They could not wait for the adjoining landowner to commence development, as this would significantly delay their project. Moreover, there was no guarantee that the adjoining landowner would develop anytime soon.

Notwithstanding, the development plan has been revised. The urban design masterplan removes the additional access point to Raglan Parade, shown as a dotted line on the adjoining land. The layout has also removed the proposed court bowl, replacing it with an IDM access street, which will have an 'end of road' until the land to the west develops.

An additional staging plan has now also been provided, clearly noting that the subject site for consideration under the development plan is 71 Raglan Parade (Stage 1), but

also that the land to the west would be considered Stage 2 of the precinct, for further development plan approval in accordance with the structure plan and DPO14.

Any landowner within the Eastern Activity Centre Structure Plan should not pay more than their fair share of infrastructure contributions. In this case, this means that the intersection could be constructed by the Council in consultation with landowners; however, it is acknowledged that the current pool of funds available to the Council may be limited as not many landowners have developed or rezoned in the EACSP to date.

Section 173 Agreements will be based on the fair and equitable allocation of costs associated with a per hectare of net developable area basis for new development. The shared infrastructure plan for the EACSP identifies 71 Raglan Parade as property number 20, with an associated developable hectare specification.

A Traffic Impact Assessment has been undertaken to see how the development can link in with the existing network. The parcel is landlocked if the Council does not allow access adjoining JB Hi-Fi on 71 Raglan Parade. If this is the case, it would not be fair and equitable land development, especially during a housing crisis when this land is ready to be developed now, with up to 50 dwellings anticipated, in a good location.

The proponent is willing to work with the Council and the project Traffic Engineer to determine what will happen to the entry road after constructing the signalised intersection. ESR Transport Planning has suggested that if the development of neighbouring land to the west provides a road connection with this subdivision, a range of modification options will be available. The most desirable may be maintaining the roadway, which will become less trafficked, to maximise accessibility and traffic dispersal.

Development plans ideally attempt to plan and develop parcels of land together in a logical area. This is common within structure plans across Warrnambool, such as the North of the Merri Structure Plan. Many development plans in the Wollaston Road locality being prepared may not have followed the correct landowner groupings for development plans across multiple properties. Rarely would it be a sole reason to stifle development if it can be demonstrated that a site's development does not prejudice another's development. The site at 71 Raglan Parade clearly follows the Structure Plan as a stand-alone site to the best of its ability and provides for linkages to the west. Any future development plan will need to regard existing conditions, and this development plan once endorsed.

It is unclear why the site was suggested as suitable for independent living within the structure plan. It is possible that it was proposed by the landowner at that time via a submission process. However, since the site is a residential area, we believe that this should not prevent plans from being made for regular residential living. The heritage building located to the west is currently being subdivided by the adjacent landowner, and the proposal provides a reasonable connection to the highway.

2. Provision of a landscape master plan

The development plan drawings provide additional detail regarding tree plantings across the area. The detailed design of the trees, particularly the number of trees able to be planted, will determine the full extent of the canopy coverage to assist with urban cooling.

It is noted that pedestrian linkages are not viewed as open spaces. The development plan area will have appropriate access to public open space resources after the provision of the large open space reserve to the north of the highway, as a long-term objective of the structure plan.

The urban design master plan has been revised to mimic some elements of the structure plan and now includes a dotted line to note the future railway corridor and

indicate that, in accordance with the structure plan, an additional north-south link for pedestrians and cyclists can still be created in the land to the west.

On 71 Raglan Parade, given that the IDM allows for a footpath on both sides, there is a linear park connection to the south through to the railway corridor. There are good cycling and walking trails provided, given the existing conditions, and regarding potential future projects. This development plan should not comment further on southern connections beyond the railway corridor unless the matter has been resolved between VicTrack and Council.

3. Amendment to road layout

The road layout has been amended to work with the Council. The court bowl has been removed to make way for an access road that will provide future access to the west.

4. Interface issues:

A key interface was the large concrete tilt-up panels approved on the boundary of residentially zoned land, which have led to the existing conditions. The development plan responds by providing secondary road access to a medium-density site to avoid unreasonable overshadowing of the rear yards of allotments.

Other boundaries, including the railway corridor and the commercial development to the east and north, have provided challenging constraints for a residential subdivision.

A few options were considered at the design stage when considering the layout and its interaction with these areas.

- An option that was considered was a permitter road. However, it is deemed unviable to provide for a permitter road adjoining the commercial development and the railway corridor, as it provides a layout that does not maximise space for residential development.*
- An option that was considered was also a vegetation buffer to act as the interface. This would have aligned with the development plan overlay considerations, which specifically noted a 'row of canopy trees' to the railway corridor.*

For a residential subdivision, this may have created a situation where there is an unsafe strip of trees within a reserve located between the residential area and the railway corridor. It may have also created access and maintenance issues if it was vested in Council ownership.

The conclusion was to implement a vegetated buffer as a private solution along the railway corridor. To balance vegetation, interface, and residential outcomes, it was determined that the optimal approach is to design residential areas with sufficient space in each backyard to incorporate a canopy tree. This could be secured by using design guidelines or a covenant at the subdivision stage (or similar). Hopkins Heights is an example where the design guidelines provided by the developer have provided a great solution to include canopy tree requirements, either in the front or rear yard, to advance the objectives of the planning scheme further.

DPO14 also discusses that this area may 'include a linear public cycling/pedestrian linkage where appropriate'. Thus, public cycling and pedestrian linkages could occur within the VicTrack land, potentially providing additional areas for linear plantings along the railway corridor. The subject site provides a connection to this potential future project.

5. Access and movement:

The subject site (71 Raglan Parade) provides for an adequate pedestrian, vehicle and cycling network, through the provisions of IDM standard roads (ie: access street) which

includes a footpath on both sides, a linkage to the existing service lane at the site frontage, adequate linkages to the west to show that the development of the site does not prejudice any future development planning of the site adjacent. Further, the development plan nominates a connection in the south-eastern corner through to the railway corridor shared path, identified within the VicTrack Land (subject to Council and VicTrack partnership). As it stands, the subject site provides east-west linkages, as well as north-south linkages where possible.

Further, a rough outline has been shown for potential intersections in the parcel to the west, nominating that there will be the primary significant intersection. There are also opportunities for additional north-south linkages for pedestrians through the railway corridor.

The development plan now includes typical road cross sections.

6. Open space:

The proposed development plan considers the Eastern Activity Centre Precinct Structure Plan. It acknowledges the existence of the larger public open space reserve proposed on the northern side of the highway.

The relative objective of DPO14 for open space is:

- To ensure a connected street network and pedestrian and cycling paths that connects to the adjoining road networks and public open space.

The objective is considered to be met, as the well-connected road network provided ensures that the site will tie in with Raglan Parade and will have future opportunities to link through the large public park to the north of the highway, within reasonable walking distance of the proposed residential allotments.

There is an opportunity to provide a pedestrian link to the railway corridor. This could also act as a 'pause place' and could be embellished with items such as a footpath, plantings, lighting, and seating, as appropriate, with consultation with the Council's assets team during the subdivision stage (detailed design).

There are other examples of projects within the region where a 'pause place', within a small public open space is seen to be very valuable, adjoining a cycling and pedestrian path. A recent example is within an approval at 169a Princes Highway, Port Fairy. A public open space reserve proposed adjoining the Koroit-Port Fairy Rail Trail included the opportunity for a small 'bicycle repair station' and 'hydration station' and a place to rest. These embellishments could be implemented here if the shared path corridor goes ahead.

Otherwise, no other public open space is proposed on the subject site.

7. Shared infrastructure:

The development plan acknowledges the shared infrastructure contributions by showing the shared infrastructure within the plan set and providing the response below with respect to the nearby upgrade, already provided within the development plan report.

The external network is not required to be upgraded as part of this development. The Traffic Impact Assessment assessed the viability of an intersection of 71 Raglan Parade and the existing service lane.

There is a nearby signalised intersection proposed (Glynbeudy & Raglan) in accordance with the WEACSP, which is to be a future upgrade project (Shared Infrastructure Contribution).

It is reiterated that the Section 173 Agreement mechanism and negotiations will occur at the planning permit stage and that the development plan cannot respond in any

other way. The drainage basin in the south-eastern serves a broader catchment purpose and has been nominated on the plan, discussed, and assessed. This is because it is on the subject site, and as part of a subdivision process, the landowner would have the opportunity to deliver the works-in-kind (WIK). Other projects, such as the signalised intersection or the large public open space area across the highway, are not in their land ownership, and they may not have the opportunity to provide WIK, but can contribute in cash if there is an outstanding value of contributions, per the shared infrastructure plan. This will ensure a fair and equitable infrastructure approach for the development proponent.

8. Project Management Office

We have noted the comments regarding the policies and strategies required for implementing a shared path connection along the railway corridor in collaboration with VicTrack. However, it is uncertain whether this project will take place or not. Therefore, the development plan can only make an allowance for a connection, shown in the site's south-eastern corner.

Please find enclosed the revised Stormwater Management Plan and Engineering Services Report, prepared by SITEC. In addition, I have received the below written comment from SITEC having regard to Council's comments about the rain gardens:

"Regarding councils' response about the rain garden, if more rain gardens are required that will be determined through detailed design. For the purposes of a concept that if the roads runoff is collected and discharged through a rainwater garden WSUD requirements are met."

The road reserves and general layout can accommodate infrastructure as required. This is considered to resolve comments from City Infrastructure, or to at least enable the development plan to proceed, with detail being deferred to plan of subdivision stage.

Please find enclosed a response from ESR Transport Planning that responds to the relevant comments from City Infrastructure.

With respect to the development plan, an additional plan sheet has been provided, which nominates typical cross sections of road, including a 16-metre cross section for an Access Street, as well as an Access Lane cross section at 6 metres. This should be read in conjunction with the Traffic Impact Assessment report provided by ESR Transport Planning.

The information provided by the applicant has satisfied Council's requests, and it is suitable that the assessment of the amended documents continue, as undertaken below. It should be noted that the amended plan as submitted was not subject to exhibition again, given there were no comments or concerns raised in relation to the first iteration.

Assessment

PLANNING POLICY

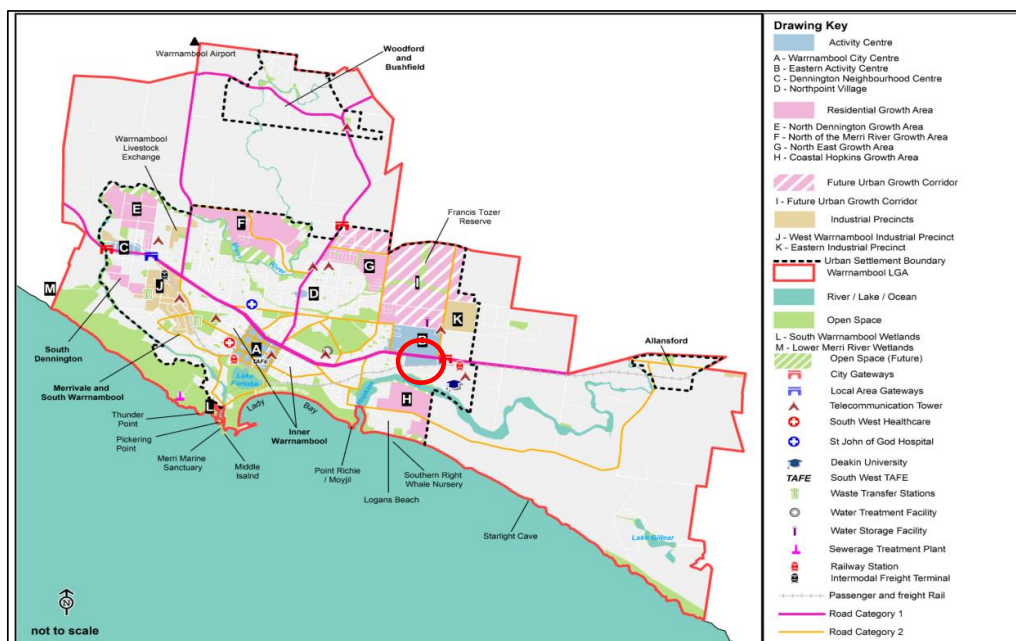
The following policies are particularly relevant to this application:

- Clause 02.03 (Strategic Directions)
- Clause 02.04 (Strategic Framework Plan)
- Clause 11.01-1S (Settlement)
- Clause 11.03-4S (Coastal Settlement)

- Clause 15.01-3S (Subdivision Design)
- Clause 15.01-4S (Healthy Neighbourhoods)
- Clause 16.01-1L (Housing Supply)
- Clause 16.01-2S (Housing Affordability)
- Clause 19.02-6S (Open Space)
- Clause 19.02-6L (Open Space)
- Clause 19.03-3L (Integrated Water Management)

The Municipal Policy Statement (MPS) and Planning Policy Framework (PPF) broadly seek to promote sustainable growth and development in regional Victoria with a focus for growth and investment in major regional cities, including Warrnambool. The Warrnambool Strategic Framework Plan is contained in clause 02.04, where the subject site is shown within the urban settlement boundary in the designated Eastern Activity Centre. The proposal addresses a local housing need, especially near activity centers, aligning with Clause 11.03-1L-04, which recommends promoting medium-density residential development and subdivision within 400 meters of Gateway Plaza and its surroundings.

Figure 6: Warrnambool Strategic Framework Plan (source: WPS, clause 02.04)



The PPF outlines policy directives for maintaining settlement boundaries and promoting housing growth and diversity in areas with excellent access to services and amenities. It seeks residential development that respects the existing or preferred neighbourhood character and minimizes impacts on neighbouring properties. The MPS supports increased residential densities near transport corridors, activity centres, and open spaces. This proposal will increase housing supply in an area designated for urban development, significantly contributing to housing diversity and affordability in Warrnambool. While the siting and layout of the subdivision concept in relation to the site's context and the area's character will be discussed in detail later, it is generally noted that using residentially zoned land for housing aligns with policy directions. With proper landscaping and adequate public infrastructure, the proposal is unlikely to negatively impact neighbouring properties.

Clause 13.03 seeks to protect life, property and community infrastructure from flood hazards and to maintain the natural flood storage function of floodplains. The proposal does not involve construction in any areas of identified natural hazard, and an appropriate stormwater plan can be implemented.

Clause 15.01-3S provides high level guidance for the design of subdivisions, including the desire to create “compact neighbourhoods that have walkable distances between activities” and “a range of lot sizes to suit a variety of dwelling and household types”. In this instance, the land has been identified as being in a suitable location for residential use, close to services and Gateway Plaza. Specifically, under clause 16.01-1S policy directs to encourage higher density housing development on sites that are well located in relation to jobs, services, and public transport, and to support opportunities for a range of income groups to choose housing in well-serviced locations. The site is in a well-serviced area, adjacent to other established residential areas, within close proximity to retail uses. Additionally, clause 16.01-1L directs to support infill development within established urban areas under the caveat that development “complements the area’s neighbourhood character”. There is policy direction and support for appropriate infill development.

Clause 19.02-6S seeks to establish, manage and improve a diverse and integrated network of public open space that meets the needs of the community. The proposal does not include substantial new areas of open space, however has included provisions for future links to the rail corridor.

Accordingly, it can be summarised that the proposed development plan is generally in line with planning policy.

ZONE

The subject site is within the General Residential Zone, Schedule 1.

The Purpose of this zone is:

- *To implement the Municipal Planning Strategy and Planning Policy Framework.*
- *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.*

The proposed development plan does not trigger a permit under the zone. Future planning applications will be assessed under the purpose and decision guidelines of the zone; however, the proposed residential use is broadly consistent with the purpose of encouraging a diversity of housing types in appropriate locations that respect neighbourhood character.

OVERLAYS

Clause 43.01 – Heritage Overlay (Schedule 145)

The subject site is partially within the Heritage Overlay Schedule 145 along its western boundary, with the statement of significance for the schedule making reference to the former Napthine Residence at 83 Raglan Parade.

The purpose of the HO is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To conserve and enhance heritage places of natural or cultural significance.*

- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.*

While the consideration of the development plan does not trigger a permit under the overlay, the proposal is unlikely to impact the heritage significance of that site, which is also designated for residential development under the Residential South Precinct (DPO14), and that no specific measures have been identified for the subject site that would serve to further enhance or protect the existing heritage place.

Clause 43.04 – Development Plan Overlay (Schedule 14)

The subject site is within the Development Plan Overlay Schedule 14 (DPO14) and the application seeks approval for a Development Plan under this overlay.

The purpose of the DPO is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *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.*

Pursuant to Clause 43.04-2, a permit must not be granted to use or subdivide land, or construct a building or carry out works until a development plan has been prepared to the satisfaction of the Responsible Authority.

The objectives of Schedule 14 to the DPO are:

- *To reinforce the Precinct's defining heritage and gateway attributes.*
- *To provide diverse residential lot sizes and housing outcomes across the precinct.*
- *To ensure a connected street network and pedestrian and cycling paths that connects to the adjoining road networks and public open space.*
- *To achieve high quality landscape treatments (including the creation of boulevards, canopy tree and screen plantings in appropriate locations).*
- *To ensure lot layouts and housing designs respond appropriately to the interface with Princes Highway, heritage features, rail corridor, and commercial areas.*

In order to achieve the objectives, any development must meet the below requirements:

Development Plan Schedule 14 Requirements	Comments
Subdivision and Staging of Development: <ul style="list-style-type: none"> • Provide residential subdivision generally at conventional density (lot sizes of approximately 400-600 square metres) 	Appropriate The development plan is designed for residential subdivision, featuring a mix of lot sizes between 300-400 square meters and medium-density sites for

<p>with opportunities for smaller and larger lots across the precinct.</p> <ul style="list-style-type: none"> • Indicative lot layouts, new streets, pedestrian/cycling paths and public open space. • Proposed locations of easements for underground services. • Any proposed staging of development, including staging of infrastructure and open space delivery. 	<p>lots smaller than 300 square meters or future development. While this is smaller than envisaged under the overlay, it is in general keeping with the report 'Warrnambool Residential Demand and Supply Assessment' produced in 2022, concluding that lots less than 400m² in size should be preferred in areas of major infill development. The lot layout is indicative, with detailed sizes to be provided in any subsequent planning application for subdivision.</p> <p>The plan includes a street network connecting to the existing pedestrian and cycling infrastructure, and small public open spaces serving as pedestrian linkages to surrounding areas, with the Infrastructure Services Report provided outlining that most underground services will be within designated road reserves.</p> <p>The proposal has been referred to the relevant authorities for comment, and easements will be finalised as part of any planning application for subdivision.</p> <p>This section of the development plan is intended to be delivered in one stage, with land to the west shown as a future stage.</p>
<p>Housing Options</p> <ul style="list-style-type: none"> • Details showing how different housing options will be distributed through the precinct, as appropriate, and how the proposed mix and type of housing responds to local housing need. 	<p>Appropriate</p> <p>The proposal documents outline potential housing density across the site, featuring a mix of lots between 300-400 square meters and medium-density sites for lots under 300 square meters, as discussed above.</p> <p>The proposal addresses local housing needs, especially near activity centres, in line with Clause 11.03-1L-04, which encourages medium-density residential development within 400 meters of Gateway Plaza. The development plan includes two medium-density sites located within 400 meters of the nearest</p>

	bus stop. These sites will undergo future development or subdivision applications, enhancing housing diversity.
Urban Context and Site Analysis Plan which includes: <ul style="list-style-type: none"> Existing conditions, including surrounding land uses and development, adjoining roads and pedestrian links, public transport routes, topography, heritage features, railway corridor, easements and infrastructure. A site analysis and design response. 	Appropriate An Urban Context and Site Analysis Plan has been provided, as required.
Urban Design Master Plan which provides: <ul style="list-style-type: none"> Subdivision design that incorporates discrete design elements that will result in a diverse and attractive public realm and sense of place across the precinct, such as (but not limited to): <ul style="list-style-type: none"> an internal road network that provides a high level of access within the precinct for all vehicular and non-vehicular traffic and which responds to the topography of the site. use of small-scale open spaces and public nodes. varied block sizes and frontages. diverse cross-sections of roads and road reserves, including boulevards and widened streetscape. a movement network designed to maximise public realm views to existing heritage fabric. Optimises solar access to as many lots as possible. Appropriate landscaping within road reserves including canopy tree species. Appropriate setbacks to Princes Highway and internal roads. Any residential setback to Princes Highway 	Appropriate The Urban Design Master Plan outlines a residential area with various lot sizes and connectivity to public transport and Gateway Plaza. The internal road layout ensures accessibility and links to existing infrastructure, creating a reasonably walkable environment. Street trees are proposed to enhance the public realm. Public open spaces are primarily pedestrian green links, providing potential future connections to the railway corridor. The plan maximizes solar access to lots, considering site constraints like the railway line and commercial areas. Given the characteristics of the lot, it is well setback from Princes Highway, with an entry road that includes street landscaping. A rear access road for the medium-density residential area addresses overshadowing from the retail use to the north and provides design flexibility. A linear pedestrian/cycling link is proposed to connect to the railway corridor, with residential areas featuring typical rear boundary fencing and landscaping opportunities. Open spaces will serve as pedestrian linkages, incorporating features like

<p>should respond to the character and dimension of existing residential setbacks present along the south of the road corridor.</p> <ul style="list-style-type: none"> • Appropriate transition and interface design treatment to commercial areas including canopy landscaping and development designed to minimise the visual impact of commercial areas from the public realm. • An appropriate gateway interface design treatment to the railway corridor comprised of a continuous row of canopy trees (of a species appropriate to the image of the Warrnambool area), and which may include a linear public cycling/pedestrian linkage where appropriate. • Appropriate interface design treatment between open space areas and proposed development, including primary dwelling orientation and/or landscaping. 	<p>lighting, footpaths, and benches to enhance the public realm.</p>
<p>Heritage Assessment which includes:</p> <ul style="list-style-type: none"> • Recommendations for the protection, restoration and interpretation of heritage significant individual sites and, where appropriate, design measures to sensitively integrate sites into the precinct. Any recommendation should be meaningfully integrated into the Development Plan and master plans. 	<p>Appropriate</p> <p>Part of the subject site falls within the Heritage Overlay (HO145) related to the former Naphthine Residence at 83 Raglan Parade. This development will not impact the heritage significance of that site, which is also designated for residential development under the Residential South Precinct (DPO14).</p> <p>A draft Cultural Heritage Management Plan (CHMP) has been prepared and the applicant continues to work with Eastern Maar to ensure appropriate conditions can be met. An approved CHMP will be required before any permit for subdivision can be granted.</p>
<p>Open Space and Landscape Master Plan which includes:</p> <ul style="list-style-type: none"> • Location of existing significant trees, trees to be retained and any tree 	<p>Appropriate</p> <p>The first stage area does not contain significant vegetation, with a street tree layout included in the plan. The Traffic Impact Assessment outlines space for</p>

<p>protection measures required to provide for their retention, where appropriate.</p> <ul style="list-style-type: none"> • An overall landscape master plan, for proposed open space, including street tree master plan. • A description of the hierarchy of open spaces in the precinct and how it is proposed to provide public access to those spaces. • A plan of pedestrian connectivity and integration within and external to the precinct. • Street cross-sections demonstrating how canopy trees can be integrated in road reserves. • A management plan for the establishment of all landscape treatments, including open space and trees. 	<p>trees within road reserves, contributing to amenity and character. The main open space accessible to residents is planned to be located north of Raglan Parade, with all lots within reasonable walking distance.</p> <p>Small linear parks for pedestrian links to the west and south are included. A public open space contribution of 5% of the property's value will be required at subdivision.</p> <p>The development plan shows appropriate pedestrian connectivity, with all lots having direct access to footpaths and proximity to bus stops and Gateway Plaza, as well as to the rail corridor.</p>
<p>Integrated Transport and Traffic Management Plan which includes:</p> <ul style="list-style-type: none"> • Encourage legibility and convenience of movement into and within the precinct and to create opportunities for access to, and use of public and active transport nodes. • Specification of road, bicycle and footpath dimensions, using cross sections where appropriate. • Identification of upgrades to the external road network to the satisfaction of the responsible authority. • Pedestrian and cycling linkages to key destinations outside the precinct. • Provision for a pedestrian/bicycle path along the rail corridor for future connection to Sherwood Park. • Traffic and car parking management measures, as appropriate. 	<p>Appropriate</p> <p>Footpaths beside roads will establish an appropriate pedestrian network, linking with existing paths along the Raglan Parade service road. The streets are expected to have low traffic volume and also serve as cycling routes without requiring specific cycling infrastructure. Future connections to the expected development west of the site.</p> <p>Roads proposed are in general accordance with the Infrastructure Design Manual and included in the Traffic Impact Assessment provided by the applicant.</p> <p>The development does not currently necessitate upgrades to the external network, with future upgrade projects to be undertaken via a shared infrastructure contribution.</p> <p>Each allotment will have direct access to footpaths within road reserves and will be within close proximity to existing bus stops and Gateway Plaza. Any</p>

	future pedestrian links westward and southward, potentially along the railway line to Deakin University, should also be supported.
Circulation and Movement Plan which includes: <ul style="list-style-type: none"> The internal road and pedestrian and cycling path network including but not limited to: <ul style="list-style-type: none"> Primary vehicle access and egress from Princes Highway. Secondary vehicle access and egress from Reginald Grove. Pedestrian and cycling path linkages to Princes Highway. 	Appropriate The site has direct road access to Princes Highway via the existing service lane, with plans for secondary vehicle access to Reginald Grove in the future development of 83 Raglan Parade. The development plan for 71 Raglan Parade incorporates future connections westward to facilitate orderly and well-planned development. Proposed roads will adhere to the Infrastructure Design Manual for 'access street', ensuring footpaths on both sides to accommodate pedestrian and bicycle access to the existing network.
Contamination Report which provides: <ul style="list-style-type: none"> Possible sources and location of contamination that may affect the land. Options for remediation measures, as appropriate. Any restrictions on future development of the site including restrictions on built form. 	Appropriate A Preliminary Site Investigation by DRC Environmental was conducted during the feasibility study for Kaufland Shopping Centre in 2019, determining that the site has low potential for contamination and does not require further environmental assessment.
Drainage and Stormwater Management Plan which provides: <ul style="list-style-type: none"> Details an integrated approach to stormwater system management for the whole precinct, addresses all off-site drainage infrastructure requirements (including any on adjoining land external to the area affected by the schedule), is designed with reference to the whole catchment. Identification of all land to be set aside for drainage purposes, detailing the approximate size and location of all drainage reserves and system requirements. 	Appropriate The Stormwater Management Plan provided addresses the drainage requirements for the site, with further considerations for drainage and catchment included as part of the Warrnambool Eastern Activity Centre Structure Plan. Low points on the site, including the south-eastern corner and road frontage with Princes Highway, are designated for underground detention systems, managing water runoff and connecting to existing systems within the service road. Further details can be required as necessary as part of the

<ul style="list-style-type: none"> • A stormwater management system that ensures peak discharge rates, volumes, and pollutant loads of all stormwater leaving the site post development are no greater than pre-development and that ensures no adverse impacts to any surrounding area. • Includes the design, sizing, construction details and maintenance requirements of all Water Sensitive Urban Design facilities including, swales, wetlands, and sedimentation basins, in particular during and post-construction when any wetland plants are establishing. 	consideration of any planning permit application for subdivision.
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The development plan for 71 Raglan Parade includes a mix of lot sizes and medium-density sites to address local housing needs, conforming with planning guidelines encouraging residential development near activity centres and they key objectives and strategies demonstrated in the Warrnambool Eastern Activity Centre Structure Plan 2016. The plan integrates various residential lot sizes, connectivity to public transport, and provision of pedestrian green links. It maximises and protects solar access to future lots and includes street trees for enhanced amenity. Subject to further considerations underway as part of meeting cultural heritage requirements, the proposal also properly considers the heritage characteristics of the site and its surrounds. The site's suitability for residential use has been confirmed by previous investigations into land contamination, and the Stormwater Management Plan provided will ensure adequate drainage infrastructure.

Works listed as potential upgrade requirements by the Department of Transport and Planning will be required to be considered as part of any future application for planning permit, along with the servicing requirements indicated by the relevant authorities and branches of Council.

It is also important to note that the Development Plan Overlay Schedule 14 includes a requirement that a Section 173 Agreement be entered into at the planning permit stage to provide for apportionment of financial contributions for higher order shared infrastructure. The Warrnambool Eastern Activity Centre Shared Infrastructure Plan sets out the higher order shared infrastructure and apportionment across the precinct. There are a number of specific projects, primarily involving roads and drainage, that would directly affect this development. It is acknowledged by the applicant that an Agreement will be required via permit condition, and that this site will be required to contribute.

As a broad summary, it can be concluded that the plan addresses the various requirements of the overlay, is generally in accordance with the Structure Plan, and will provide flexible housing options that align with future demographic projections.

Other Matters

Neighbourhood Character

The overarching policy direction in regard to neighbourhood character is to maintain cohesion with existing neighbourhood character.

The location of the subject site behind an existing retail area, separated from other residential development by large lots and the existing rail corridor, gives it a unique position in that it will be forming, along with the land to the west, its own residential character.

The proposed development (in relation to the built form element) is not under consideration, with the indicative lots of a size that will allow future development to be considered at a later time, and will not be out of alignment with any prevailing character in regard to density or layout.

Housing Diversity

Planning policies advocate for diverse lot sizes and layouts to cater to various demographic and economic backgrounds, as outlined in the Warrnambool City-Wide Housing Strategy, 2013. While not an incorporated document, this strategy informs local policies within the Planning Policy Framework, foreseeing a decrease in average household size, a doubling of residents aged 70 and above within 20 years, and an increase in lone person households and couples without children, expected to constitute 27% of the city's demographics by 2031. The strategy highlighted that existing housing stock in Warrnambool was ill-equipped for these demographic shifts; in 2001, 78% of dwellings had three or more bedrooms, a trend that continued despite changes to demographics. This underscores the need for flexible housing options that align with future demographic projections. The smaller allotments proposed, alongside medium density development sites for future assessment, present an opportunity for increased housing diversity and should be supported.

Housing Affordability

While there can be no assumption that the proposal will lead to more affordable housing, the increased availability of small lots and medium density housing options in an area that is well-served, close to Deakin University and with excellent links to job opportunities should have the outcome of reducing overall demand through increased supply, resulting in less upward pressure on the price of property.

Summary

The subject site is within the General Residential zone which anticipates residential development, and is affected by the Development Plan overlay which directs the landowner to seek an approved development plan before future subdivision or development. A plan has been provided which shows a suitable residential outcome for a vacant and under-utilised parcel of land with access to services and amenities. The plan relies on lot densities smaller than that envisaged under the Development Plan Overlay but in keeping with recent investigations undertaken regarding housing demand and changing demographics. The requirements of the overlay have been generally met.

The subdivision layout as shown on the proposed development plan will provide for a suitable outcome that is in keeping with the vision for the land, with appropriate road and footpath connections to the residential land to the west and public links to the rail corridor providing the opportunity for improved transportation links and movement into the future as the area is further developed.

Recommendation

That having considered all the matters normally required under Section 60 of the Act for planning applications, Council should approve the development plan under the relevant provisions of the Warrnambool Planning Scheme in respect of the land described as Lot 2 on LP205354, known as 71 Raglan Parade, WARRNAMBOOL VIC 3280, which seeks to facilitate future residential development on site.

Planner Responsible:		Delegate:	
Signature:	<hr/>	Signature:	<hr/>
Date:	<hr/>	Date:	<hr/>

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14 February 2024

City Development
Warrnambool City Council
25 Liebig Street
Warrnambool Vic 3280

By email only: planning@warrnambool.vic.gov.au

Dear Planning Department,

Application for a Development Plan, 71 Raglan Parade, Warrnambool

The East Warrnambool Estate Development Plan has been prepared by Myers Planning & Associates on behalf of the owners of 71 Raglan Parade, Warrnambool.

The preparation of a Development Plan is required under Clause 43.04 of the Warrnambool Planning Scheme. The proposed Development Plan seeks to enable the future subdivision and development of part of the Residential South Precinct as described within the Warrnambool Eastern Activity Centre Structure Plan.

Please find enclosed the following information to accompany this Development Plan application:

- VicPlan Property Report and Certificate of Title.
- Development Plan set (prepared by Myers Planning & Associates)
- Traffic Impact Assessment (prepared by ESR Transport Planning)
- Engineering Services Report and Feature and Levels Survey (prepared by SITEC)
- Stormwater Management Plan (prepared by SITEC)
- Draft Cultural Heritage Management Plan (Prepared by AKWP Heritage Advisors)
- Preliminary Site Investigation (prepared by DRC Environmental)

Site and context

The Site comprises approximately 2.97 hectares of land between Raglan Parade (north) and a rail reserve (south). The Site is within the General Residential Zone (GRZ1) and is partially within the Heritage Overlay HO145). The Site is within a mapped area of Cultural Heritage Sensitivity and is partially within a Bushfire Prone Area. The Site is located on a greenfield site approximately 300 metres from the Hopkins River and 400 metres from Gateway Plaza.

The precinct is located approximately four (4) kilometres east of the Warrnambool Central Business District and comprises a mix of restricted retail/bulky goods, retail/shopping centres (i.e. Gateway Plaza), office/commercial and residential uses.

The site is accessed via a 20-metre frontage to the Raglan Parade service road. The site consists of modified vegetation (exotic grasses) and is predominantly vacant, with a dam located at the south-eastern corner of the property.

Warrnambool Eastern Activity Centre Structure Plan 2016

The Warrnambool Eastern Activity Centre Structure Plan is a planning framework that outlines the use and development of the 'Residential South Precinct'. The plan was adopted by the Council in 2016 and some of its recommendations were implemented through planning scheme amendment c103. As a result, Development Plan Overlay 14 was applied to the subject site in lieu of Development Plan Overlay 1.

Key observations within the structure plan applicable to 71 Raglan Parade site include the following:

- The site has an area nominated as a drainage reserve.
- The site has a sensitive interface to the commercial area to the north and east.
- The site has an interface with the railway line to the south.
- The site is intended to link with the property to the west (83 Raglan Parade).
- The site includes a notation stating, 'proposed independent living'.

Key elements carrying through from the structure plan into this development plan include:

- To encourage development of a mixture of uses at an urban density, including, civic and community uses, small home offices and housing (preferably medium density housing).
- To require landscaping of streets consistent with the preferred 'urban character', including distinct paving, streetscape furniture and urban-style plantings of trees and other vegetation.
- To require a holistic approach to stormwater treatment that avoids localised and temporary drainage treatment where possible.
- To support a subdivision and street-level design that:
 - o Provides for a high-quality street-based public realm,
 - o Links the open space nodes,
 - o Provides a context for mixed use development,
 - o Establishes a sense of place,
 - o Provides direct public connectivity (pedestrian, cycle and vehicular) to the Gateway Plaza and other surrounding land uses.

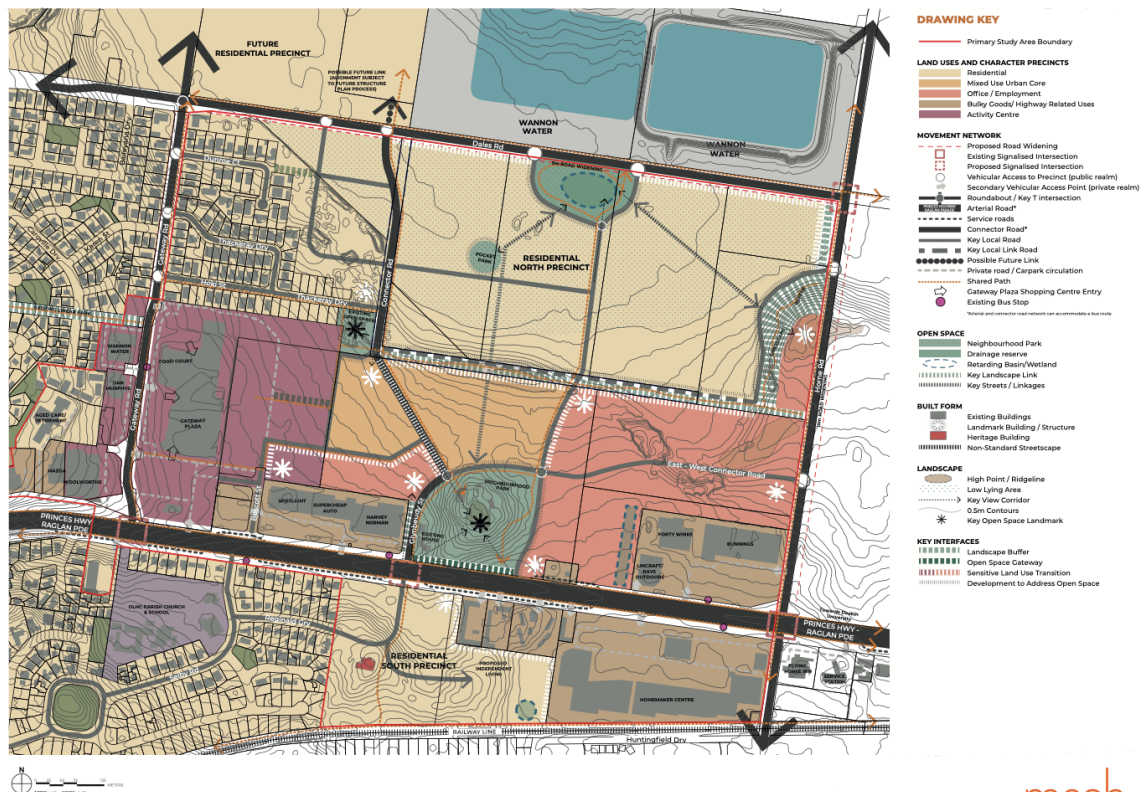


Figure 1: Warrnambool Eastern Activity Centre Structure Plan

Schedule 14 to the Development Plan Overlay - Eastern Activity Centre Residential South Character PrecinctObjectives:

- To reinforce the Precinct's defining heritage and gateway attributes.
- To provide diverse residential lot sizes and housing outcomes across the precinct.
- To ensure a connected street network and pedestrian and cycling paths that connects to the adjoining road networks and public open space.
- To achieve high quality landscape treatments (including the creation of boulevards, canopy tree and screen plantings in appropriate locations).
- To ensure lot layouts and housing designs respond appropriately to the interface with Princes Highway, heritage features, rail corridor, and commercial areas.

Requirements for development plan

A development plan must be generally in accordance with the Warrnambool Eastern Activity Centre Structure Plan 2016 and include the following requirements:

DPO14 Requirement	Response
Subdivision and Staging of Development	
Provide residential subdivision generally at conventional density (lot sizes of approximately 400-600 square metres) with opportunities for smaller and larger lots across the precinct.	<p>The development plan has been designed for residential subdivision purposes.</p> <p>As shown within the Urban Design Response Plan, there is a mixture of lots anticipated to be 300-400 square metres, as well as medium-density sites allowing for lots less than 300 square metres, or future development.</p> <p>The lot layout is indicative, and any subsequent planning application for subdivision would be expected to provide further details of lot sizes.</p>
Indicative lot layouts, new streets, pedestrian/cycling paths and public open space.	An indicative lot layout has been provided, as well as a street network providing pedestrian and cycling vehicle connection to the existing network. Small areas of public open space have also been nominated – acting as pedestrian linkages to surrounding land.
Proposed locations of easements for underground services.	<p>An Infrastructure Services Report has been provided with this application, prepared by SITEC.</p> <p>The report nominates that the majority of underground services are to be within the designated road reserves.</p> <p>The application can be referred to the relevant authorities as appropriate. Further, a detailed planning application for subdivision, generally in accordance with the development plan can also finalise easements.</p>
Any proposed staging of development, including staging of infrastructure and open space delivery.	The development plan is intended to be delivered as one stage, including open space and infrastructure, such as stormwater assets.
Housing Options	
Details showing how different housing options will be distributed through the precinct, as appropriate, and how the proposed mix and type of housing responds to local housing need.	<p>An Urban Design Response plan has been provided which nominates potential housing density across the site. There is to be a mixture of lots anticipated to be 300-400 square metres, as well as medium-density sites allowing for lots less than 300 square metres.</p> <p>Work undertaken by Council has found that major infill sites (like 71 Raglan Parade) favour sub 400 square metre lot sizes per the</p>

	<p>report by Spatial Economics (Warrnambool Residential Demand and Supply Assessment 2022). The report concludes that 'Major infill' residential developments have more recently comprised median lot sizes of 320 sqm.</p> <p>The proposal will respond to a local housing need, particularly within close proximity to activity centres, in accordance with Clause 11.03-1L-04, where a guideline is to encourage medium-density residential development/subdivision within 400 metres of Gateway Plaza and environs.</p> <p>There are two (2) medium density sites nominated within the development plan. Both areas have good connectivity and will be within 400 metres to the nearest bus stop. These sites will be subject to future development or subdivision applications. These sites are anticipated to further add to the diversity of the site for housing provision.</p>
Urban Context and Site Analysis Plan	
Existing conditions, including surrounding land uses and development, adjoining roads and pedestrian links, public transport routes, topography, heritage features, railway corridor, easements and infrastructure.	An Urban Context and Site Analysis Plan has been provided, which illustrates existing conditions as well as 'proposed conditions' under the Warrnambool Eastern Activity Centre Structure Plan. The Urban Context and Site Analysis Plan includes all of the features referenced in this requirement, as appropriate.
A site analysis and design response.	
Urban Design Master Plan	
<p>Subdivision design that incorporates discrete design elements that will result in a diverse and attractive public realm and sense of place across the precinct, such as (but not limited to):</p> <ul style="list-style-type: none"> an internal road network that provides a high level of access within the precinct for all vehicular and non-vehicular traffic and which responds to the topography of the site. use of small-scale open spaces and public nodes. varied block sizes and frontages. diverse cross-sections of roads and road reserves, including boulevards and widened streetscape. a movement network designed to maximise public realm views to existing heritage fabric. 	<p>The Urban Design Master Plan includes design elements (and indicative lot layout) which will make for an attractive place to live which is well connected to public transport and in proximity to an Activity Centre.</p> <p>A high level of access is provided within the internal road layout and connects the site to the existing infrastructure network. The site is walkable and will include various lot sizes and frontages to provide for diversity.</p> <p>The street trees envisaged for the site will eventually become established and form canopy adjoining the road network and in front of dwelling, providing for a leafy network. The site has an opportunity to use a specific street tree species (from an acceptable list of species, but perhaps different to other estates/streets in Warrnambool) to help form the identity of the development plan area.</p> <p>Areas of public open space are generally limited to pedestrian green links, through to the site to the west as well as to the south, providing for any potential future link to the railway corridor. There is opportunity, through embellishment to use these spaces as 'pause places'.</p> <p>Views from the site area limited, although there are some long-range views to the south (looking across to Hopkins Heights and Hopkins Ridge).</p> <p>The site is undulating, containing high and low points, outlined in the Feature and Level Survey, however, there is the Naphthine Residence to the west on 83 Raglan Parade which is heritage fabric (HO145). Over time, the development of the Residential South Precinct as nominated within the WEACSP, will likely see the majority of views towards the Naphthine Residence either disappear or be reduced significantly.</p>

Optimises solar access to as many lots as possible.	The Urban Design Master Plan provides for a layout which maximises solar access to lots, where possible. The constraints of the site should be acknowledged in this respect, such as the interface with the railway line and commercial areas.
Appropriate landscaping within road reserves including canopy tree species.	<p>A street tree layout has been nominated within the plan set. Details of the trees can be provided at subdivision stage, which is likely to be accompanied by a requirement for a detailed landscaping plan, to the satisfaction of the responsible authority.</p> <p>Please also refer to the cross sections of the road reserves provided within the Traffic Impact Assessment, which allows for space within the verge in accordance with the Infrastructure Design Manual.</p> <p>Overall, the development plan area will allow for the provision of street trees which have the opportunity to contribute to amenity, biodiversity, the streetscape and public realm as well as to provide for urban cooling, via canopy cover.</p>
Appropriate setbacks to Princes Highway and internal roads. Any residential setback to Princes Highway should respond to the character and dimension of existing residential setbacks present along the south of the road corridor.	Given the location and shape of 71 Raglan Parade, this consideration has been met inasmuch that the road entry provides for an appropriate setback to any new residential development. It creates a new development area which is to be relatively obscured from Princes Highway and it will form a new internal character, with public views primarily being from within the new development area itself. In this way, the development plan is considered to respond to the existing character and Princes Highway context.
Appropriate transition and interface design treatment to commercial areas including canopy landscaping and development designed to minimise the visual impact of commercial areas from the public realm.	The entry to the development plan area is via a 20-metre road reserve which is to also include landscaping (such as street trees). There is an existing fence along the western boundary of the JB-Hi Fi land which will be softened via this entry and landscaping. The rear of the commercial area provided a constraint to the design of the development plan area. This has been ameliorated through the use of a rear access road for the proposed medium density residential area abutting the building walls to the north. This access road resolves issues with overshadowing from the north to any private open space and also doubles as flexibility for design and access a medium density development. A medium density site is nominated for this area and is able to be absorbed, given the scale of the building to the north. This residential area is also the closest to the existing pedestrian, vehicle and bicycle network, as well as the nearest bus stop at the front of 71 Raglan Parade – providing for good connectivity.
An appropriate gateway interface design treatment to the railway corridor comprised of a continuous row of canopy trees (of a species appropriate to the image of the Warrnambool area), and which may include a linear public cycling/pedestrian linkage where appropriate.	The proposed layout includes a linear pedestrian/cycling link to the railway corridor, to allow for a potential future linkage. The current interface from the layout is residential, likely to include typical rear boundary fencing. Rear yards of the allotments with an interface may have opportunities for landscaping and the planting of trees. No specific row of trees is shown within the development plan.
Appropriate interface design treatment between open space areas and proposed development, including primary dwelling orientation and/or landscaping.	<p>Proposed open spaces areas are intended to be pedestrian linkages which adjoin several allotments. This interface treatment is likely to be via items such as fencing, landscaping and other embellishments, such as lighting, footpaths or benches.</p> <p>The pedestrian link adjoining the stormwater reserve amalgamates the use of the reserve space and limits interface issues with lots intended for dwellings.</p>

Heritage Assessment	
Recommendations for the protection, restoration and interpretation of heritage significant individual sites and, where appropriate, design measures to sensitively integrate sites into the precinct. Any recommendation should be meaningfully integrated into the Development Plan and master plans.	<p>European heritage – part of the subject site is within the Heritage Overlay (HO145), which relates to the former 'Naphthine Residence' further west on 83 Raglan Parade. The western boundary of the site is within the overlay, but it can be said that the development of this site will not impact the heritage significance of 83 Raglan Parade, particularly as that site is also earmarked for residential development in accordance with the Residential South Precinct (DPO14), as per the WEACSP.</p> <p>Aboriginal heritage – a draft Cultural Heritage Management Plan has been provided (undertaken by AKWP Heritage Advisors), which has reviewed and tested the subject site in accordance with the <i>Aboriginal Heritage Act 2006</i>, in consultation with Eastern Maar. Some artefacts were discovered during the testing phase, with Eastern Maar requesting conditionally that artefacts can be located within areas of open space provided as part of the subdivision. The proposed plan of subdivision application (after the approval of the development) will need to carefully consider the conditions of the CHMP. An approved CHMP will soon follow.</p>
Open Space and Landscape Master Plan	
Location of existing significant trees, trees to be retained and any tree protection measures required to provide for their retention, where appropriate.	Existing vegetation has been mapped in the locality within the set of plans; however, these trees will be dealt with as part of any future development plan application for 83 Raglan Parade. The subject site does not contain any vegetation of significance.
An overall landscape master plan, for proposed open space, including street tree master plan.	<p>A street tree layout has been included within the plan set. Details of the trees can be provided at subdivision stage, which is likely to be accompanied by a requirement for a detailed landscaping plan, to the satisfaction of the responsible authority.</p> <p>Please also refer to the cross sections of the road reserves provided within the Traffic Impact Assessment, which allows for space within the verge in accordance with the Infrastructure Design Manual.</p> <p>Overall, the development plan area will allow for the provision of street trees which have the opportunity to contribute to amenity, biodiversity, the streetscape and public realm as well as to provide for urban cooling, via canopy cover.</p>
A description of the hierarchy of open spaces in the precinct and how it is proposed to provide public access to those spaces.	<p>The major open space in the precinct will be provided to the north of Raglan Parade in accordance with the.</p> <p>In the future, this connectivity will be provided via the intended signalised intersection. Each allotment within the development plan area would be within reasonable walking distance to this open space.</p> <p>Small linear parks are provided within the development plan, to provide for pedestrian links to the west as well as the south to the railway line. These areas would be passive only and may allow for a pause place. These areas could be embellished with items such as paths, vegetation, lighting or benches.</p> <p>Further, a public open space contribution will be required at subdivision stage, in order to ensure that the development provides for 5 per cent of the property's value.</p>
A plan of pedestrian connectivity and integration within and external to the precinct.	<p>Pedestrian connectivity is a key theme of the development plan. Each allotment will have direct access to a footpath provided within a road reserve and good access to the existing network located on Raglan Parade.</p>

	<p>Each allotment is within 400 metres of a bus stop and is also within proximity to Gateway Plaza.</p> <p>There is a pedestrian link to the west (to allow connections to future development to the west), as well as a pedestrian link to the south – in order to enable for any future potential link along the railway line, to Deakin University, in accordance with this Schedule.</p>
Street cross-sections demonstrating how canopy trees can be integrated in road reserves.	Please refer to the cross sections of the road reserves provided within the Traffic Impact Assessment, which allows for space within the verge in accordance with the Infrastructure Design Manual.
A management plan for the establishment of all landscape treatments, including open space and trees.	<p>The proposed trees are intended to be within road reserves and open space areas, intended to be vested with Council. The management of these landscaping areas will eventually be Council's responsibility.</p> <p>Standard management of the landscaping would be required, and any detailed management plan could be provided and secured via any subsequent planning permit application for subdivision, which is to be generally in accordance with the development plan.</p>
Integrated Transport and Traffic Management Plan	
Encourage legibility and convenience of movement into and within the precinct and to create opportunities for access to, and use of public and active transport nodes.	The introduction of walkways along the proposed Access Streets aims to furnish prospective residents with a suitable pedestrian network, connecting seamlessly to the current path network along the Raglan Parade service road. Access Streets with low traffic volume typically offer excellent cycling routes, boasting a high level of amenity without requiring specific cyclist infrastructure. Connecting footpaths to any potential development west of the location can be established via the planned north-south road intersecting with the Raglan Parade service road and the proposed open space situated in the southwest corner of the site.
Specification of road, bicycle and footpath dimensions, using cross sections where appropriate.	Cross sections of the access road have been provided within the Traffic Impact Assessment, in accordance with the Infrastructure Design Manual, which Warrnambool City Council have adopted.
Identification of upgrades to the external road network to the satisfaction of the responsible authority.	<p>The external network is not required to be upgraded as part of this development. The Traffic Impact Assessment assessed the viability of an intersection of 71 Raglan Parade and the existing service lane.</p> <p>There is a nearby signalised intersection proposed (Glynbeudy & Raglan) in accordance with the WEACSP, which is to be a future upgrade project (Shared Infrastructure Contribution).</p>
Pedestrian and cycling linkages to key destinations outside the precinct.	<p>Pedestrian connectivity is a key theme of the development plan. Each allotment will have direct access to a footpath provided within a road reserve and good access to the existing network located on Raglan Parade.</p> <p>Each allotment is within 400 metres of a bus stop and is also within proximity to Gateway Plaza.</p> <p>There is a pedestrian link to the west (to allow connections to future development to the west), as well as a pedestrian link to the south – in order to enable for any future potential link along the railway line, to Deakin University, in accordance with this Schedule.</p>

Provision for a pedestrian/bicycle path along the rail corridor for future connection to Sherwood Park.	This provision has not been provided as part of this development plan. Although, the development links to the railway corridor to allow for a potential future linkage. This linkage is likely to be a future project for Warrnambool City Council and VicTrack to consider.
Traffic and car parking management measures, as appropriate.	There are no additional car parking measures required for the development, given the proposed layout. The proposed carriageway within the access street provides for parking on both sides. The proposed road network layout provides a grid style layout that will be easily navigated and encourages lower speeds through the use of shorter road lengths.
Circulation and Movement Plan	
The internal road and pedestrian and cycling path network including but not limited to: <ul style="list-style-type: none">Primary vehicle access and egress from Princes Highway.Secondary vehicle access and egress from Reginald Grove.Pedestrian and cycling path linkages to Princes Highway.	The Urban Design Response plan provides for a road layout which has also been reviewed as part of the Traffic Impact Assessment (prepared by ESR Transport Planning) The site is provided with road access to the Princes Highway via the existing service lane. Secondary vehicle access is anticipated to be provided, in time to Reginald Grove, when the land at 83 Raglan Parade is developed. The proposed development plan for 71 Raglan Parade provides for future linkages to the west, in order for development to be orderly and appropriately planned. The proposed roads are intended to be in accordance with the Infrastructure Design Manual for 'access street', providing for a footpath on both sides of the road. This will ensure that pedestrians and bicycles can link to the existing network.
Contamination Report	
Possible sources and location of contamination that may affect the land.	A Preliminary Site Investigation has been previously prepared for the site (DRC Environmental, 2019), when Kaufland Shopping Centre was undertaking feasibility for a potential land purchase. The findings of the report were that the potential for contamination was low and that further environmental assessment was not required. The site is considered to be suitable for residential development.
Options for remediation measures, as appropriate.	
Any restrictions on future development of the site including restrictions on built form.	
Drainage and Stormwater Management Plan	
Details an integrated approach to stormwater system management for the whole precinct, addresses all off-site drainage infrastructure requirements (including any on adjoining land external to the area affected by the schedule), is designed with reference to the whole catchment.	This requirement has primarily been addressed by the Stormwater Management Plan and Infrastructure Services Report (prepared by SITEC). There has been extensive consultation with Warrnambool City Council engineers with respect to drainage on the subject site.
Identification of all land to be set aside for drainage purposes, detailing the approximate size and location of all drainage reserves and system requirements.	Drainage and catchment at a high level was considered within the Warrnambool Eastern Activity Centre Structure Plan (and Shared Infrastructure Plan).
A stormwater management system that ensures peak discharge rates, volumes, and pollutant loads of all stormwater leaving the site post development are no greater than pre-development and that ensures no adverse impacts to any surrounding area.	There is a low point in the south-eastern corner of the site which is nominated as a reserve for underground detention cells. The cells are then proposed to discharge to the underground pipe system in the Homemaker Centre (land to the east).

Includes the design, sizing, construction details and maintenance requirements of all Water Sensitive Urban Design facilities including, swales, wetlands, and sedimentation basins, in particular during and post-construction when any wetland plants are establishing.	<p>There is also a low point at the road frontage with Princes Highway. Detention cells are proposed at the site frontage, connected to the existing system within the service road.</p> <p>Road and allotment layout have been designed with engineering and stormwater in mind, to enable a safe and functional subdivision.</p> <p>Further details of stormwater design can be required and secured at the subdivision stage, generally in accordance with the stormwater strategy.</p>
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I trust that this development plan application provides sufficient information for the Council to proceed with their assessment.

If you have any questions, please contact me on telephone (03) 5562 9443 or email admin@myersplanninggroup.com.au.

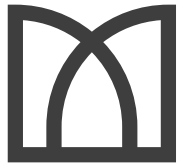
Yours sincerely,



Cameron McNeill
Principal Planner



- Plan Legend**
- EXISTING BUILDINGS
 - DEVELOPMENT AREA BOUNDARY
 - NEIGHBOURING LOT BOUNDARIES
 - ROADS
 - SERVICE LANE
 - RESIDENTIAL ZONE
 - COMMERCIAL ZONE
 - PROPOSED 3.5ha PARKLAND
 - PROPOSED SIGNALISED INTERSECTION
 - RAILWAY LINE
 - EXISTING BUS STOPS - ROUTE 3
 - SITE DRAINAGE DIRECTION
 - DRAINAGE RESERVE
 - EXISTING TREES
 - PLANNED PEDESTRIAN LINK
 - 400M RADIUS TO BUS STOP
 - INDICATIVE PROPOSED ROADS



Myers
Planning &
Associates

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Warrnambool VIC 3280
Phone: (03) 5562 9443
ABN 53253414622

revision: description: date:

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project:
**PROPOSED RESIDENTIAL DEVELOPMENT AT
71 RAGLAN PARADE WARRNAMBOOL VIC. 3280**
client:
ARINGA PARK PTY LTD.
drawing title:
SITE ANALYSIS & URBAN CONTEXT PLAN

date:
APRIL 2024
scale:
1:2000
drawn by: CD/LM/JH
project no.:
22-737

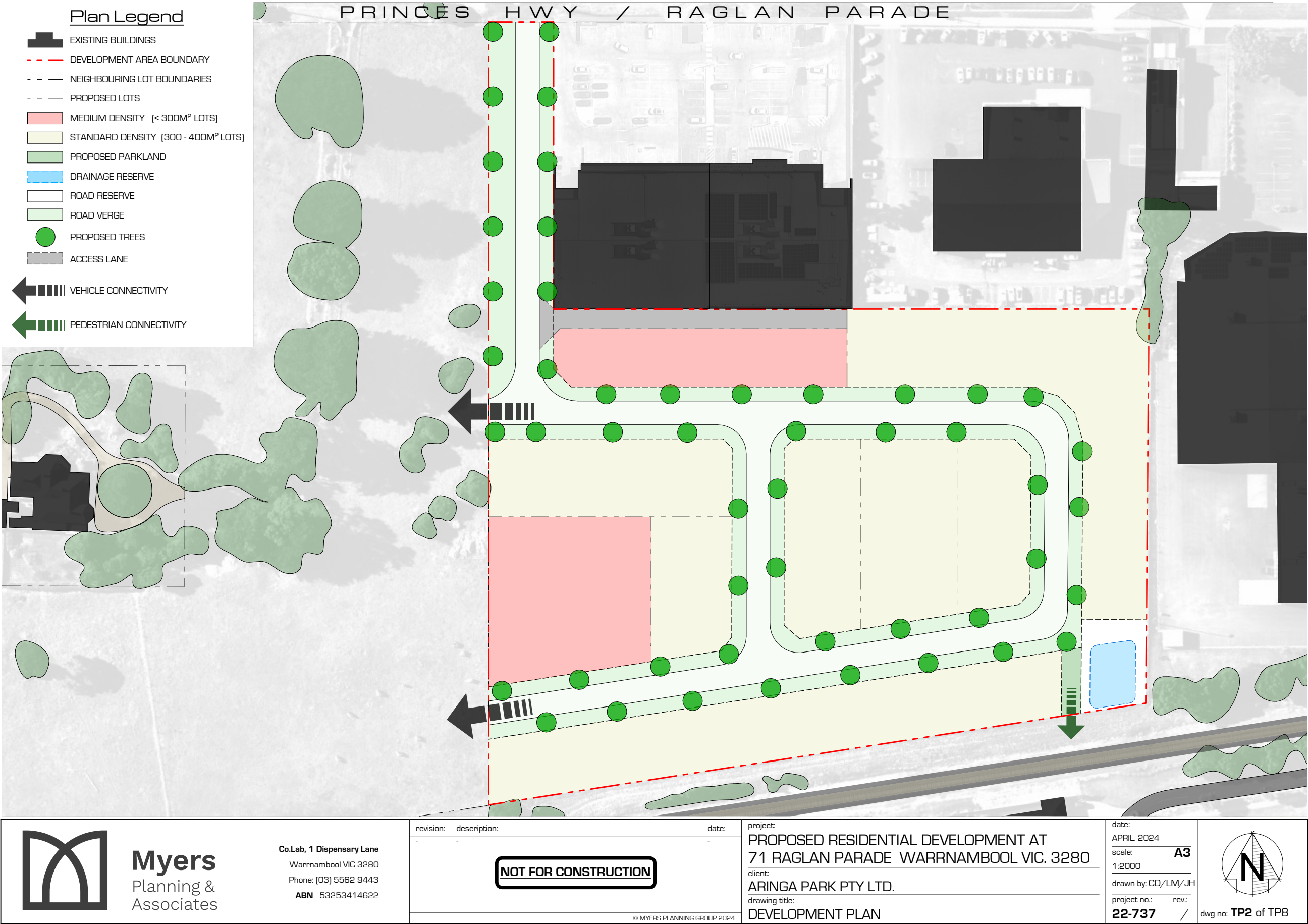
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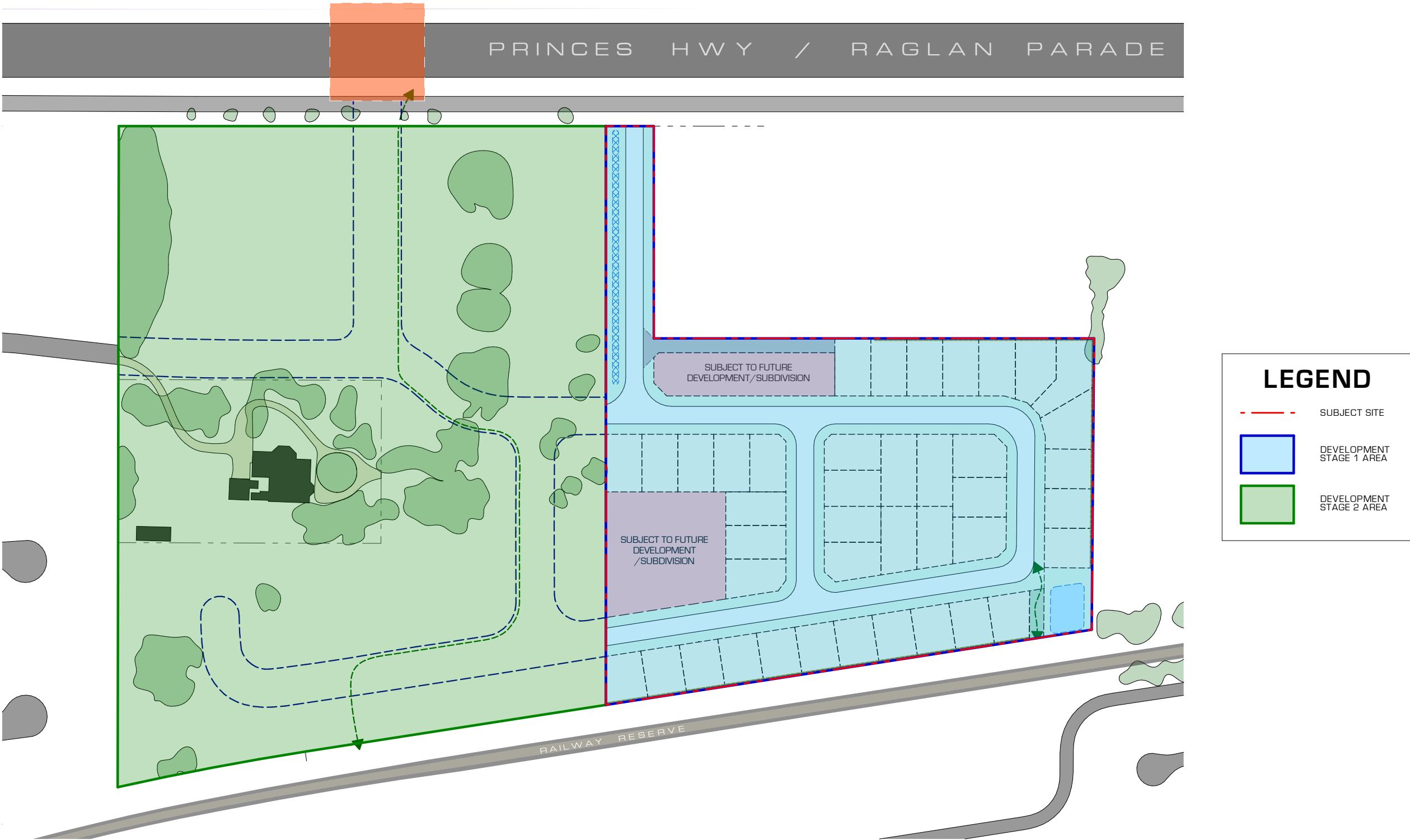
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dwg no: **TP1** of TP8





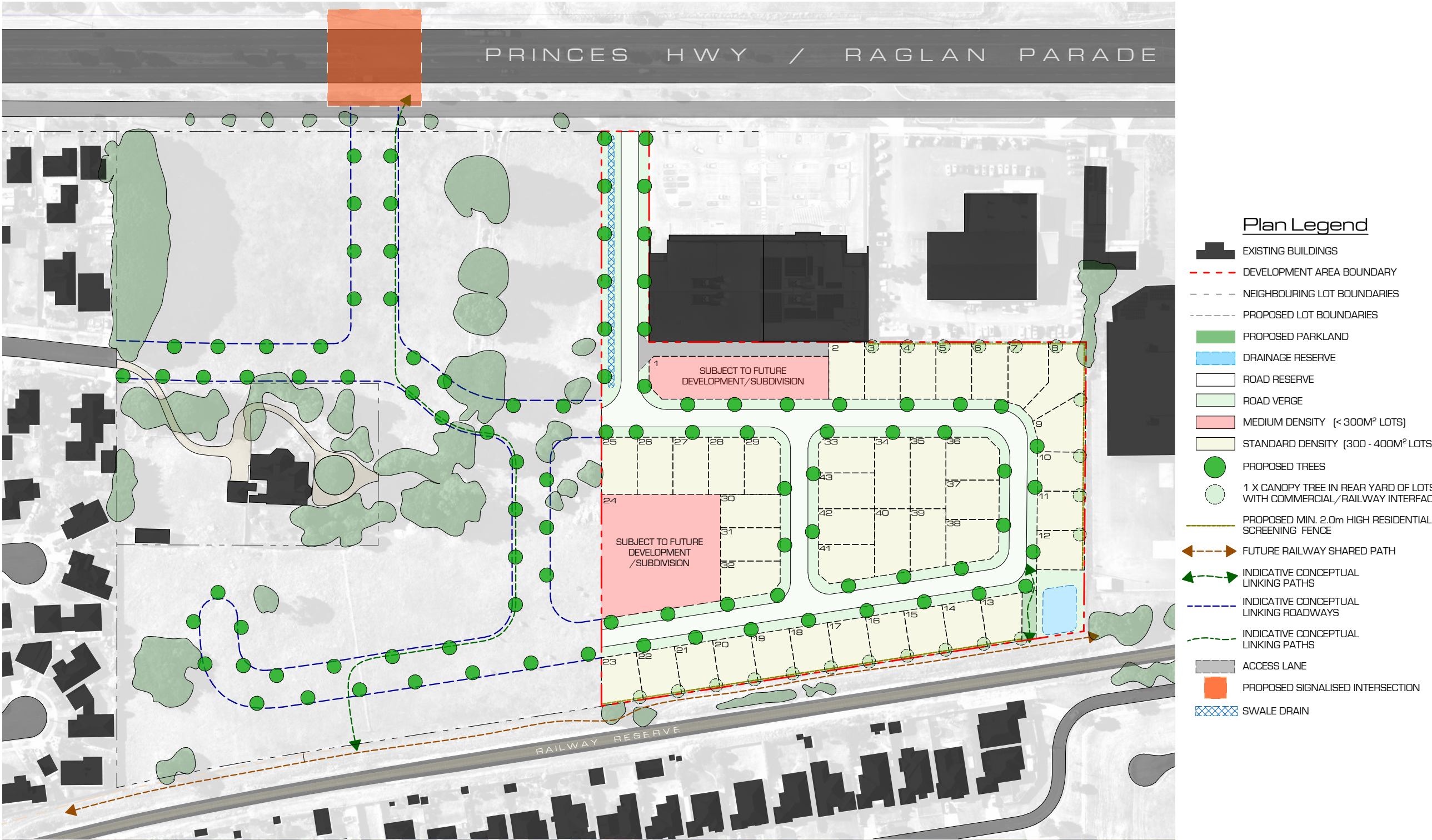
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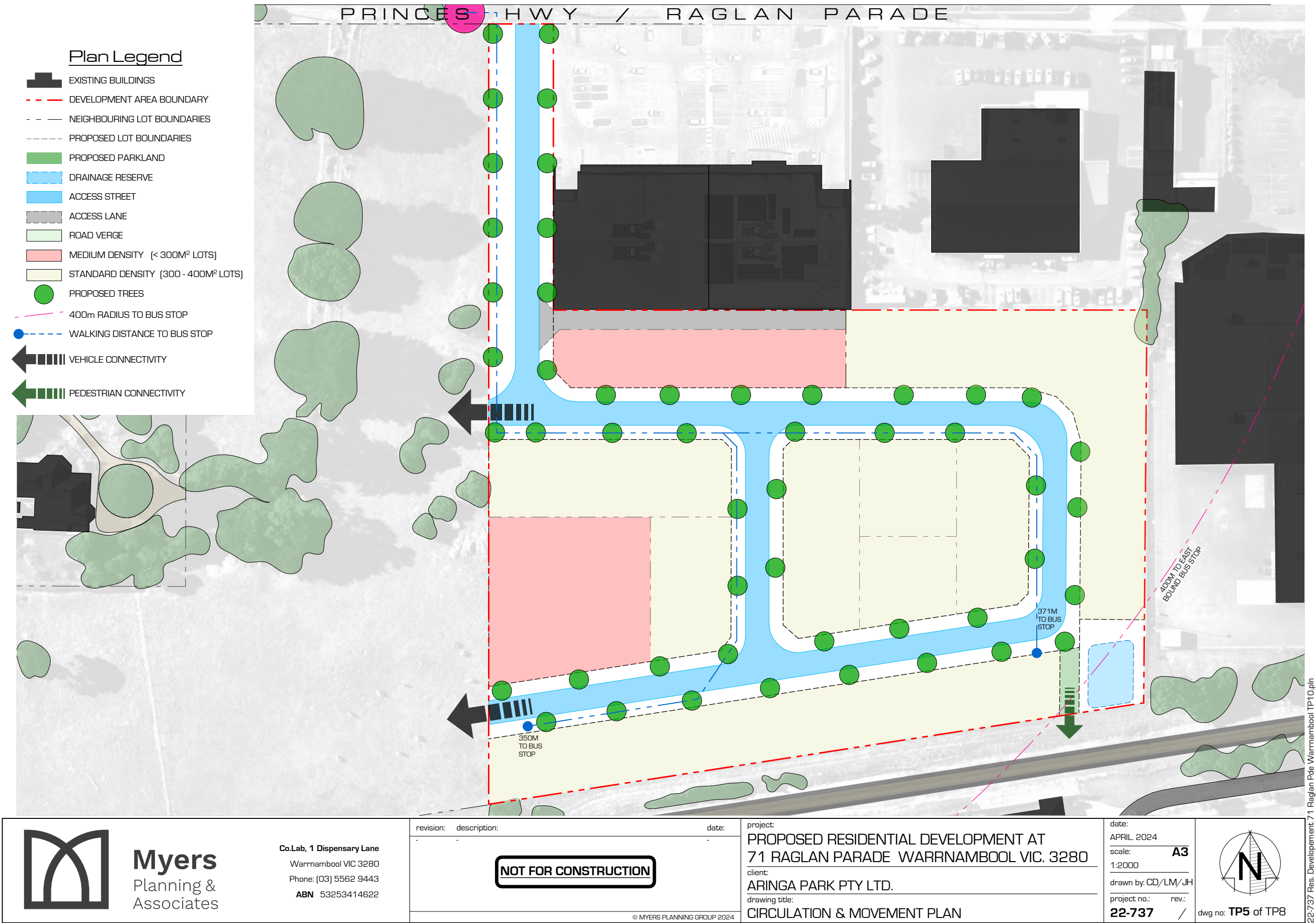
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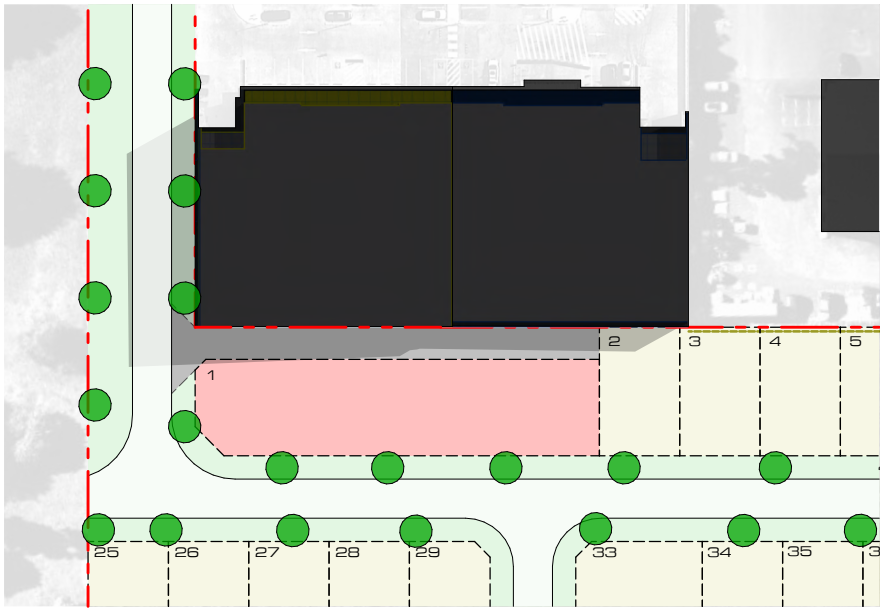
<div><div><div>Myers</div><div>Planning & Associates</div></div><div><div>Co.Lab, 1 Dispensary Lane</div><div>Warrnambool VIC 3280</div><div>Phone: (03) 5562 9443</div><div>ABN 53253414622</div></div></div>	<div><div>revision:</div><div>description:</div><div>date:</div></div> <div></div> <div></div> <div></div>			<div><div>project:</div><div>PROPOSED RESIDENTIAL DEVELOPMENT AT 71 RAGLAN PARADE WARRNAMBOOL VIC. 3280</div><div>client:</div><div>ARINGA PARK PTY LTD.</div><div>drawing title:</div><div>DEVELOPMENT PLAN STAGING</div></div>	<div><div>date:</div><div>APRIL 2024</div><div>scale:</div><div>1:2000</div><div>drawn by:</div><div>CD/LM/JH</div><div>project no.:</div><div>22-737</div><div>rev.:</div><div>/</div></div>	<div><div></div><div>dwg no: TP3 of TP8</div></div>
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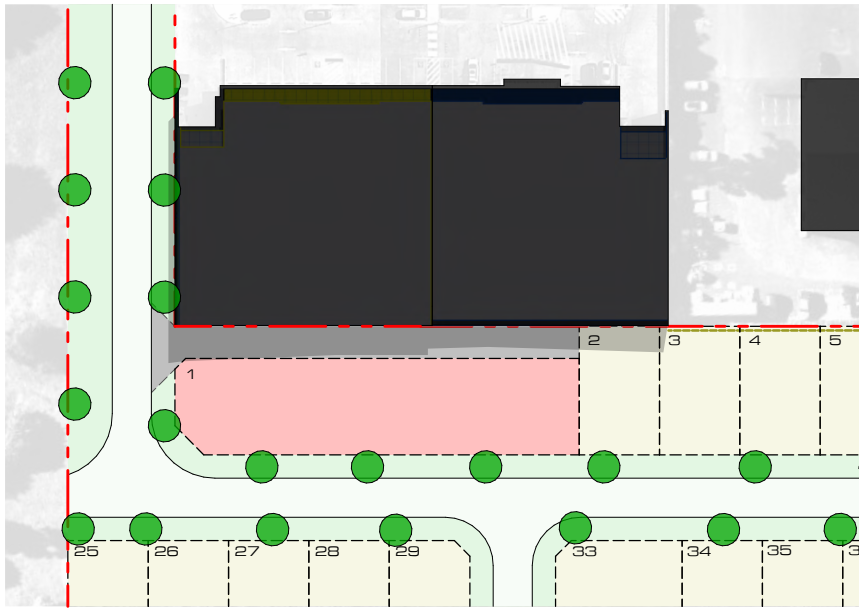
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 <p>Myers Planning & Associates</p> <p>Co.Lab, 1 Dispensary Lane Warrnambool VIC 3280 Phone: (03) 5562 9443 ABN 53253414622</p>	revision: description: <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">NOT FOR CONSTRUCTION</div>	date: project: client: drawing title:	date: scale: drawn by: project no.: rev.:	 <p>dwg no: TP4 of TP8</p>
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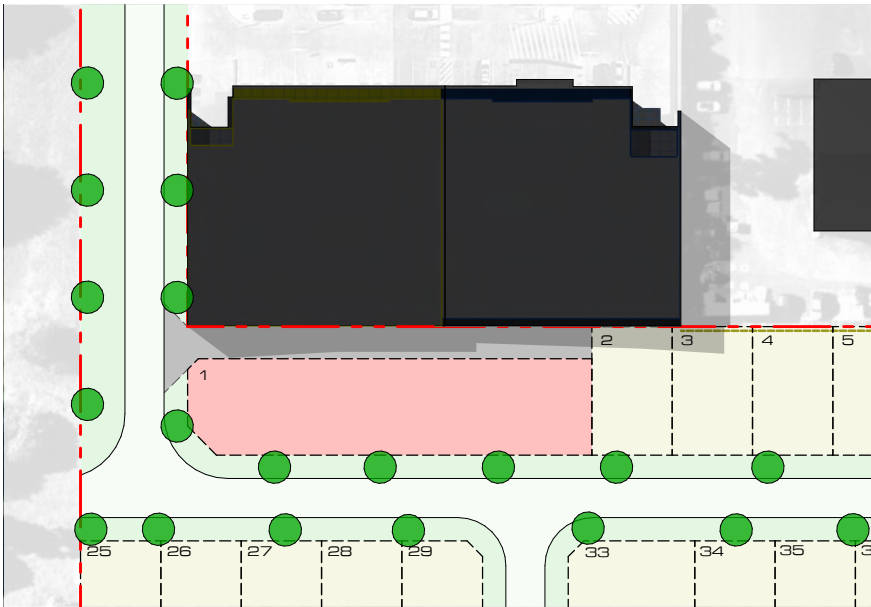




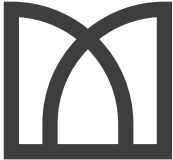

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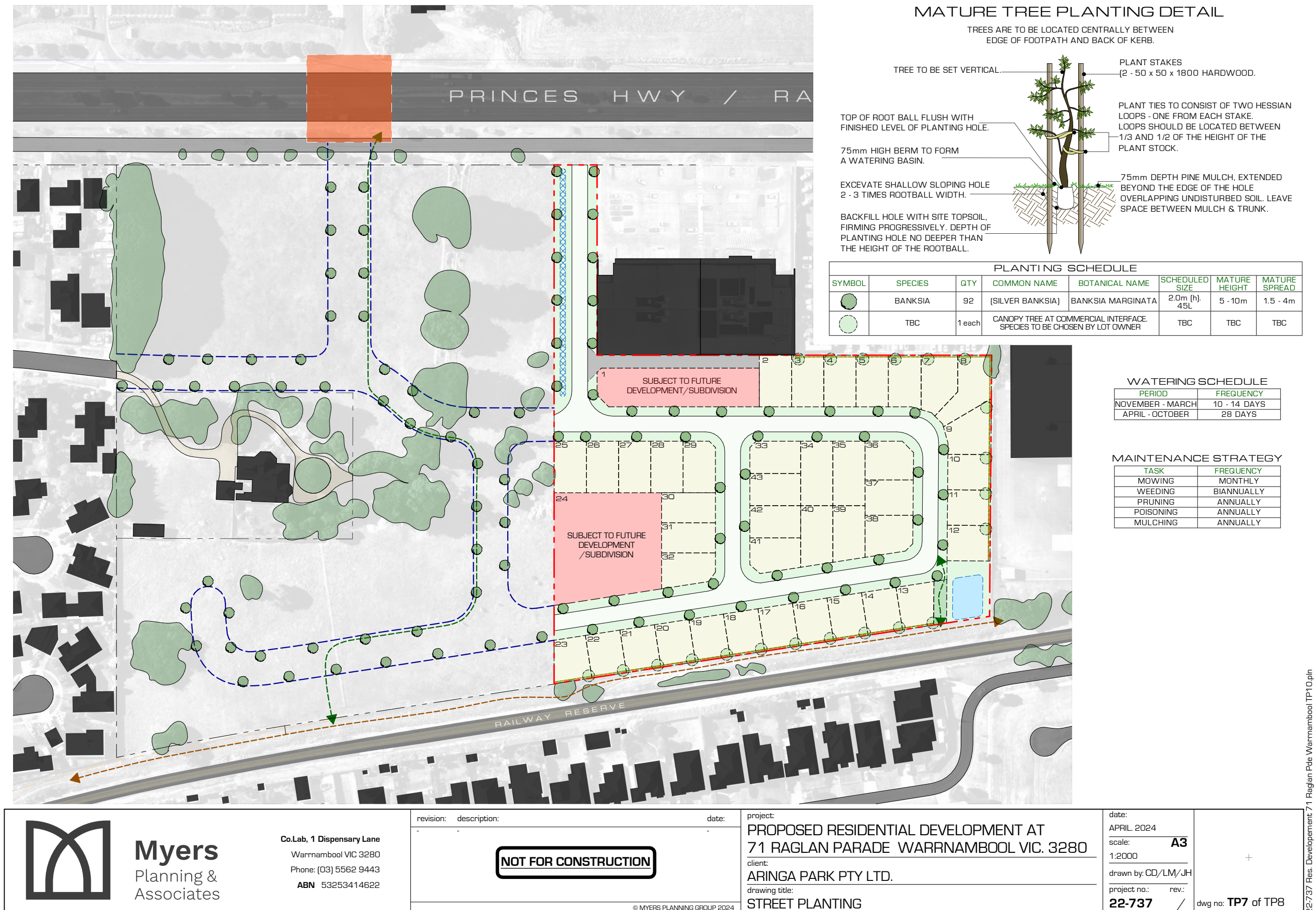
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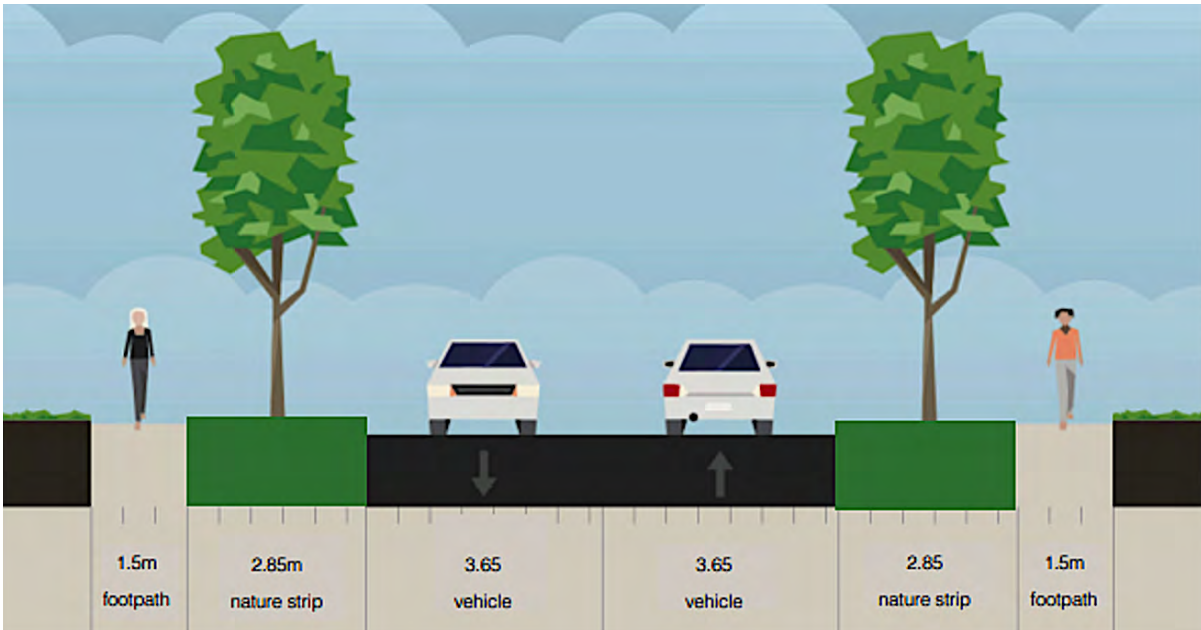


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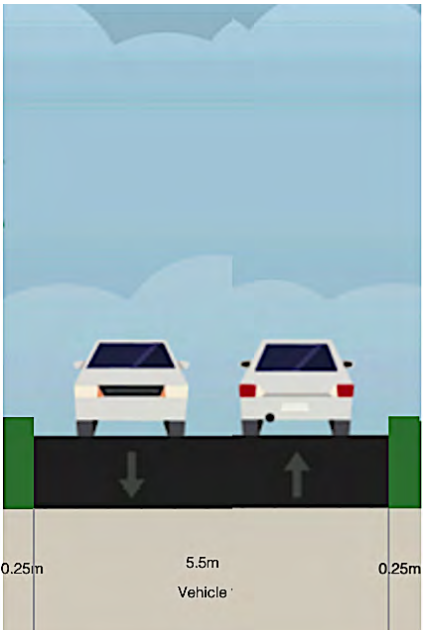
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client: ARINGA PARK PTY LTD.						scale: 1:2000	A3
drawing title: OVERSHADOWING						drawn by: CD/LM/JH	
project no.: 22-737						rev: /	

22-737 Res. Development 71 Raglan Pde Warrnambool TP10.pjn






ACCESS STREET CROSS SECTION (16 m)



ACCESS LANE CROSS SECTION (6m)

 <p>Myers Planning & Associates</p> <p>Co.Lab, 1 Dispensary Lane Warrnambool VIC 3280 Phone: (03) 5562 9443 ABN 53253414622</p>	revision: description: date:	project: PROPOSED RESIDENTIAL DEVELOPMENT AT 71 RAGLAN PARADE WARRNAMBOOL VIC. 3280	date: APRIL 2024	<div></div>
	<div>NOT FOR CONSTRUCTION</div>	client: ARINGA PARK PTY LTD.	scale: A3 1:2000	
© MYERS PLANNING GROUP 2024		drawing title: STREET CROSS SECTIONS	drawn by: CD/LM/JH project no.: 22-737 rev.: /	dwg no: TP8 of TP8

22-737 Res. Development 71 Raglan Pde Warrnambool TP10.pjn

7.10. Advisory Committee Reports

Purpose

This report contains the record of Advisory Committee meetings.

Report

1. Planning Advisory Committee – 12 June 2024 – refer **Attachment 1**.
2. Community and International Relations Advisory Committee – 18 June 2024 – refer **Attachment 2**.

ATTACHMENTS

1. Planning Advisory Committee Minutes - 12 June 2024 [**7.10.1** - 2 pages]
2. Community & International Relations Advisory Committee Minutes - 18 June 2024 [**7.10.2** - 4 pages]

MOVED: Cr Max Taylor

SECONDED: Cr Debbie Arnott

That the records of the Planning Advisory Committee held on 12 June 2024 and the Community and International Relations Advisory Committee held on 18 June 2024, be received.

CARRIED - 7:0

MINUTES

PLANNING ADVISORY COMMITTEE

Date:	Wednesday, 12 June 2024	Time:	3 PM	Location:	Committee Room 1, Warrnambool Civic Centre
Committee Members In Attendance	Cr. Angie Paspaliaris, Chair Fiona Golding William Welsh Leanne Williams Willy Benter Kerri-Anne Tatchell Cameron McNeill				
Council Officers Attendance	Luke Coughlan – Director City Growth Julie McLean – Manager City Strategy & Development Robert Wandell – Coordinator City Development				
No.	What	Actions			
1.	Welcome & Apologies	Apologies: Sarah McKeown Absent: John McNeill, Jeff Moreland-Hunt			
2.	Conflict of Interest Declaration	Bill Welsh – items 5 and 6			
3.	Minutes from Previous Meeting - 28 February 2024	True and Correct Moved: Bill Welsh Second: Cameron McNeill			
4.	Foreshore Precinct Plan Conceptual Options	JMc presented the draft Foreshore plan conceptual options			
5.	Strategic Planning Update <ul style="list-style-type: none"> East of Aberline PSP Allansford & South Warrnambool Flood Study 	JMc provided an update on the East of Aberline PSP, recent progress to date and next steps including a landowner workshop on 10 th July			

	<ul style="list-style-type: none"> Retail Strategy <p>Warrnambool Futures Project</p>	<p>JMc provided an update on the South Warrnambool and Allansford flood studies. CM queried the flood modelling for South Warrnambool and whether sea level rise would be modelled at 0.8m or 1.2m. JMc response: both scenarios will be modelled.</p> <p>WB queried whether the Allansford flood study would be adopted by Council. JMc response: further community engagement would be held before the study would be presented to Council for adoption.</p> <p>JMc provided an update on the Retail Strategy and advised that consultants Charter Keck Cramer have been appointed and will commence the project in July.</p> <p>JMc provided an update on the Warrnambool Futures project and advised that procurement is nearly finished and a consultant is expected to be appointed on 1st July.</p>
6.	<p>General Business</p> <ul style="list-style-type: none"> Bill Welsh - What the council is doing in Jobins Lane (acquisition and land swap) why changes Bill Welsh - Any update on the development in Hopkins Point Road-increasing urban growth boundary Cr Paspaliaris – queried attendance at Harrington Road focus groups on affordable housing development 	<p>LC explained land swap arrangements for access and carpark</p> <p>Discussion deferred til next meeting</p> <p>Response: that focus groups appeared well attended and that there is a mixed response from the community</p>
7.	Next Meeting - 4 September 2024	Meeting closed 4.15pm

MINUTES

COMMUNITY & INTERNATIONAL RELATIONS ADVISORY COMMITTEE					
Date:	Tuesday, 18 June 2024	Time:	3.30 PM	Location:	Committee Room 1, Warrnambool Civic Centre
Purpose	<p><i>The purpose of the Committee will be to provide strategic advice on Council's sister city relationships, international relations and to advance Council's progress against the Welcoming Cities Standard. The Welcoming Cities Standard promotes acts of enabling all groups of people within a society to have a sense of belonging and to be able to participate in community life.</i></p> <p>Warrnambool 2040 Goals – Our People</p> <ul style="list-style-type: none"> • A welcoming and inclusive city: Warrnambool will be a city that is more welcoming to all and which fosters diversity. 				
Committee Members In Attendance	<p>Cr. Otha Akoch, Chair Cameron Burgess Courtney Mathew (New Member) Alexandra Mellert (New Member)</p>				
Council Officer Attendance	<p>Luke Coughlan – Director of City Growth Angie Doldan - Designated Area Migration Agreement (DAMA) Coordinator Brooke Love – Director Community Development Lauren Edney – Acting Manager Economic Development & Events</p>				
No.	What	Actions			
1.	Welcome & Apologies	<p>Apologies: Stephen Hoy – Manager Economic Development & Events Eddie Ivermee – Coordinator Economic Development & Investment Sarah McKeown – City Growth Support Officer</p> <p>Absent: Les Gardiner Geoff Spencer</p>			
2.	Conflict of Interest Declaration	Nil			

3.	Minutes from Previous Meeting - 26 March 2024	Noted
4.	Updated Terms of Reference	LC – TOR endorsed at June Council meeting. Welcome new members Courtney and Alex. 3 more meetings until Council election period.
5.	Sister City Update: Luke Coughlan <ul style="list-style-type: none"> • Miura • Changchun 	<p>Miura</p> <p>LC - A delegation of representatives from Miura will visit Warrnambool in August for 2.5 days from 12 – 15 August 2024. A schedule will be put in place for the visit including but not limited to schools, Japanese Gardens and other areas of interest. A reception and ceremony will take place with participation from public possible. Final agenda is to be confirmed and shared with the group.</p> <p>Teacher exchange program under review after not proceeding last year. Courtney may assist with this when the time comes.</p> <p>The Community Gardens team is in discussion with Council in regards to managing the Japanese Gardens in a formal arrangement.</p> <p>CM - Community is excited to see more events and usability of the gardens following a successful event.</p> <p>Changchun</p> <p>LC – No further updates at this stage – keeping dialogue open</p>
6.	Talent Beyond Boundaries: Angie Doldan <ul style="list-style-type: none"> • MOU Progress • Great South Coast DAMA Update 	<p>AD: TBB</p> <ul style="list-style-type: none"> • Meeting in 3 weeks' time to determine roles and responsibilities and process in the future should it go ahead. • Specifically for Asylum seekers & refugees • More expensive for businesses than DAMA due to requirement of a migration agent to assist with removing red tape and process. • Comms team will link to WCC site

		<ul style="list-style-type: none"> • EMT & Council have been briefed • Flow chart of process presented by Angie • Businesses are responsible for arranging accommodation • \$20K commitment approx. per person depending on details <p>AM – local resources are available if support needed for settlement</p> <p>BL – consultation with real estate and Council to discuss rental challenges is required. Housing is a major issue that limits everyone.</p> <p>OA – engaging Real Estate Agents and community has worked successfully in the past</p> <p>DAMA STATS</p> <ul style="list-style-type: none"> • 38 positions endorsed • 6 are for ENS visa • 56 positions currently being assessed • Several enquiries for ENS visas
7.	Live, Work & Invest Prospectus Luke Coughlan & Angie Doldan	<p>LC :</p> <ul style="list-style-type: none"> • Live, Work and Invest is a one stop shop prosperity and communication tool for businesses. • Warrnambool.com • It's a work in progress • A physical copy and QR code will be available <p>AM – Suggested to translate into other languages – all agreed</p> <p>CB – Diversify imagery – all agreed</p>
	General Business	Nil

8.	Next Meeting – 20 August 2024	Meeting Finished: 4.30PM
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7.11. Cycling Reference Group Minutes 12 June 2024

DIRECTORATE : City Infrastructure

Purpose:

This report contains the record of the Cycling Reference Group Committee meeting, occurring on Wednesday 24 April 2024.

Executive Summary

This report relates to the Cycling Reference Group meeting, held Wednesday 12 June 2024, with a range of items discussed.

Key items from the meeting include the finalisation of the work plan, Council strategy tie-in and the response received from the Department of Transport and Planning relating to local bridges.

MOVED: CR ANGIE PASPALIARIS

SECONDED: CR RICHARD ZIEGELER

1. That the records of the Cycling Reference Group meeting held on 12 June 2024, be received.
2. That Council endorses the work plan established by the group and proceeds with its objectives and deliverables as outlined.

CARRIED - 7:0

Background

The Cycling Reference Group (CRG) was formed in 2016. The CRG includes members of the community who are active members of the local cycling community, be that recreational; road racing; road biking; mountain biking; commuter; and/or cycling with children, youth, or older people.

Key items have been highlighted within prior CRG meetings and have been used to develop the finalised Work Plan for the next two years.

Items of interest within the plan include;

Key Infrastructure Projects

- Offroad circuit track (700m – 1500m approx.)
- Deakin Link progression

Minor Infrastructure Projects

- E-Bike Charging Stations

Key Safety Issues

- Rail Trail (Major Upgrade)
- East LATM - Nicholson, Flaxman, Otway, Hopkins, Simpson

Key Strategy/Behavior Input

- Rail Trail behavior
- East LATM - Nicholson, Flaxman, Otway, Hopkins, Simpson

Issues

To enable the items raised as priorities in the Work Plan, applications for funding from external agencies will be necessary. The success or otherwise of these applications will affect the roll-out of the various projects.

Financial Impact

There will be no direct financial cost to Council, however, there is a small commitment of officer resources both as members of and to support the activities of the CRG.

As mentioned above the ability to deliver the various projects will be dependent on receiving external funds.

Legislation / Policy / Council Plan Context

1 A healthy community

1.3 Health and wellbeing: Council will take action to improve health, wellbeing and safety outcomes for Warrnambool's community.

1.4 An accessible city: Council will improve physical and social accessibility to community services, facilities, places and precincts.

Timing

The current CRG membership term for community members runs from December 2023 through to November 2025.

Community Impact / Consultation

The CRG report outlines the outcomes the group has achieved during the three years, providing a cyclists' perspective to community road safety messaging and education, new infrastructure, and strategic projects.

Given the projects outlined in the work plan, community engagement will also be required within the progression of actions arising.

Legal Risk / Impact

The CRG is a reference group only and holds no decision-making power. The CRG can propose recommendations to Council based on their knowledge and experience as members of the local cycling community to provide information to Council and to support informed decision making by the Council in matters that has a relationship to cycling in the community.

Officers' Declaration of Interest

No officer declared an interest in the Cycling Reference Group.

Conclusion

This report relates to the Cycling Reference Group meeting, held Wednesday 12 June 2024, with a range of items discussed and the finalisation of the proposed Work Plan.

ATTACHMENTS

1. Minutes Cycling Reference Group meeting Wednesday 12 June 2024 [7.11.1 - 9 pages]
2. Warrnambool Cycling Reference Group Works Plan 2023 2025 Draft [7.11.2 - 11 pages]

Warrnambool City Council Cycling Reference Group: Minutes
Wednesday 12 June 2024 5.30pm-7.12pm Council Offices

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
1. Attendees/ Apologies	Chair	<p>Attendees: Council Officers: Shaun Lucas (SL), Stephanie Bant (SB) Councillor Representative: Angie Paspaliaris (AP) Committee Members: Richard Adams (RA), Freek den Braber (FDB), Hannah-Lee Obst (HO), Helen Ryan (HR), Michael Keiler (MK), Zoe Brittain (ZB).</p> <p>Apologies: Committee Members: Ellen Troitzsh (ET), Leigh Monaghan (LM). Council Officers: Kyme Rowe (KR).</p> <ul style="list-style-type: none"> FDB opened the meeting. Thanked everyone for attending and asked if there were any apologies noted? SB advised that most people who responded had arrived, however there were a few people who hadn't responded.
2. Actions from previous meetings	SL	<p>Cycling Reference Group Actions List 2024: <i>Refer to separate attachment (Internal ECM Doc ID: 11855366)</i></p> <ul style="list-style-type: none"> SL showed actions list on the screen. <p>Action 8. SL to find the document RA advised the Cycling Reference Group looked at previously that reference footpath and bike infrastructure.</p> <ul style="list-style-type: none"> SL apologised to RA for not being able to find this document yet, confirmed it was progressing. <p>Action 9. SL to find out if the strategy mentioned in the response letter from DoT exists.</p> <ul style="list-style-type: none"> SL advised he had found <u>Strategic Cycling Corridor</u> on the Department of Transport (DoT) website. <u>Strategic Cycling Corridor</u> – SL showed cycling corridors listed in the document. Routes listed are not necessarily the safest route or 100% correct. The link down Bromfield Street is one of the future non-complete routes which shows a bridge link over the Merri River. Noted that it shows Victrack paths as links. ZB agreed the corridors highlighted were a random selection of roads. The Department of Transport website also has a <u>Principle Bicycle Network</u> document: SL explained the document pushes cyclists into service lanes which is good until you hit traffic lights. Suggested the Department has picked what they would like to see and they are promoting it as a network. Suggested it was also based on width. ZB questioned if the network included proposed and existing routes? SL confirmed most of the network was based on existing routes, although the question is whether if it is safe to do so? SL explained that Council had a meeting last week with the Department. Noted they had halved their staff due to the merge with the Grampians and have consequently lost knowledge. Suggested that DoT have no awareness of localised

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<p>issues. There is a list of 30 things that Council is promoting to DoT. These now sit with the CEO and Director for improved infrastructure as high priority. The new director based out of Geelong is keen to come down this way.</p> <ul style="list-style-type: none"> RA suggested that VicRoads in Warrnambool are aware of the issues but have done nothing about it. HO explained they had a surprised visit from the Premier to the Hospital the previous week. <p>Action 10. SL to take minutes from this meeting to Council with response letter from DoT regarding arterial bridges.</p> <ul style="list-style-type: none"> Action complete. CEO and Director to advocate for improved infrastructure as high priority. <p>Action 11. HO to set up a google doc for the group members to add ideas to determine priorities at the next meeting.</p> <ul style="list-style-type: none"> Action complete. Google doc set up and distributed to the group.
3. Finalisation of Works Plan and Warrnambool Cycling Priorities	Chair / SL	<p>https://docs.google.com/document/d/1IiyOX5sK8lfeFdg071kxw0wXAhND5hYas7K20wZPS9Q/edit?usp=sharing</p> <ul style="list-style-type: none"> ZB advised that she would like to add at least one bike rack as there is currently nothing. AP questioned the type of bike rack? Noted that it was previously discussed there are some bike racks that would not be suitable. Suggested that if we were going to go for new bike racks, would like to go for the gold standard. ZB advised that she has a link to an article for “the good, the bad, and the ugly when it comes to bike racks” – will add this to the google doc. SL added bike racks to the google doc. RA suggested he would like to look at bike cage options. ZB questioned if the group could also look at updating bike racks at the library as the current rack doesn’t fit certain bikes. RA advised he would like an off-road circuit. Suggested it could be for racing for experience riders and also for kids. Explained that he had this priced for \$300,000 previously and had presented it to Council and they didn’t want to know about it. AP suggested that things with multiple uses would be favourable for funding providers. FDB questioned what was the size of a track? RA suggested the size would be around size of an oval. The sealed section could also be used as parking at different times with an option to block off for bike riding. Noted there was an issue with trying to get kids involved in the Cyclist Club as parents don’t want their children riding on the road. AP questioned who was responsible for Friendlies Oval? SL responded that Friendlies Oval was Council managed land however in Victoria park it was not. AP suggested it could be a good time to look at it again as it the track will have multiple purposes. Advised that we are told to consolidate what we already have. Suggested that Governments are broke and trying to stretch money. SL suggested the group could break up the list of Cycling Priorities into the top 3 priorities for small and major infrastructure. AP explained process for getting funding for proposed projects. HR suggested the group doesn’t create revenue. HO explained that cyclists are putting the revenue back into the community in different ways, e.g. Donating money raised through events into the Hospital and Big Life. ZB suggested that a pump station would get more use than ebike chargers as riders often carry their chargers with them. The group discussed potential locations for pump station such as Civic Green, Pavilion and Surf Club.

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> • RA advised there was pump station in Moyne and there had no issue with vandalism. • SL explained it was infrastructure based for missing links. • FDB questioned if signage would be included when links are done? E.g “Safer Route” • ZB agreed signage would be beneficial. • HO suggested the Rail Trail from Illowa has bright signage to notify cyclists of blind corners and when to slow down. • HR explained the signage was installed by the Rail Trail committee and are at a good height. • SL questioned if off-road bike track should be included in Priorities? <ul style="list-style-type: none"> - The Group agreed. • RA suggested there is a lot of wasted space at Deakin, questioned who owns it? <ul style="list-style-type: none"> - FDB suggested it used to be privately owned. - ZB added that a part of the leasing agreement at Deakin, is there has to be university in the region. - HR suggested it was an entity of its own. • MK agreed it would be a good location for the bike track. • HO suggested that it relies on the Deakin link being constructed. • RA suggested that having the bike track at Deakin gives people an excuse to ride out. <p>Small Infrastructure Priorities:</p> <ol style="list-style-type: none"> 1. Bike repair station 2. Bike racks 3. Pump station <p>Major Infrastructure Priorities:</p> <ol style="list-style-type: none"> 1. Pump track 2. Off-road bicycle circuit 3. Deakin link <p><u>Safety Issues:</u></p> <ul style="list-style-type: none"> • SL suggested it would be a hard task to limit the safety issues to 3 as there are many issues. • ZB suggested to organise the priorities again into minor works and major works. • SL suggested that he could hopefully start to tick off the minor works. • RA noted there were no speed signs at Levys. Noted that the trees had been cut down making it is easier for four wheel drives. • ZB questioned if there was a police blitz whether this would help? • RA responded that it would just annoy people. • SL explained that there area was unsigned so the speed is 50km. Showed on the screen where the road goes along next to dunes. • MK questioned if Council could grade it? • SL responded that Council could grade as it comes under maintenance we just can't do anything further as permits would be required.

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> ZB explained that signs were needed on service lane past Gateway on Deakin link to show dual lane for cyclists. <p>Minor Works</p> <ul style="list-style-type: none"> 1. Rail Trail (minor upgrades) 2. Deakin link (on road link) signage 3. Missing bike lanes on key routes (Garden Street/Balmoral Road) <p>Major works:</p> <ul style="list-style-type: none"> 1. Rail trail (major upgrades) 2. East Local Area Traffic Management (LATM) <ul style="list-style-type: none"> FDB noted issue on Flaxman Street when cars try to squeeze past cyclists under the bridge. SL advised that Council had been looking at options for Flaxman Street. Showed option on the screen. RA confirmed the option would be the footpath and bike lane becoming a shared path. Suggested the two different directions would make it an issue. Explained that if he was in a group he wouldn't use the shared path. SL suggested the option would mean the roadway becomes narrow and the shared path is created from the space. Confirmed signs would also be in place. A wombat crossing is also proposed with a raised intersection. There is an offset distance to cater for sight. Explained the idea is to tackle speed and the cycling issue. ZB would like there to be physical infrastructure to show the road gets narrower. FDB suggested to extend the 40km school zone to the other side of the bridge and install signage. HO suggested the raised crossing would be enough to slow people. ZB suggested a raised crossing on both sides of the bridge would be beneficial. Explained that she had a family friend who acquired a brain injury at the location around 25 years ago. SL showed the previously adopted <u>Botanic LATM</u>. Noted that Council would be looking to implement a similar thing to this to mirror in the East Warrnambool area. Suggested this group was the perfect group to consult on the LATM. Explained it would show priorities for Council for next few years when funding becomes available. May include the minor works. RA suggested to keep in mind that the Melbourne to Warrnambool bike race comes through there. Noted the raised wombat would be ok. HO suggested to not use the same speed bumps that had been installed in Dooley Street. SL explained the speed bumps in Dooley Street were temporary and were only for use in high speed residential areas. HO explained issue with the intersection at Nicholson Street and Flaxman Street. Suggested that roundabout should be installed there as she often gets stuck waiting there. There is also nowhere for pedestrians to cross. FDB suggested behaviour change would be more beneficial than a roundabout. AP suggested to be aware of infrastructure changes with the continued increase in population growth. Suggested there is a disjointed footpath system. AP suggested for there to be clearer ways to use area for kids to be dropped off 500m from East Warrnambool Primary school and kids could walk without being at risk. ZB questioned with population growth should they encourage people to use Raglan Parade instead. FDB suggested there was a section at the end of Hickford Parade that could be paved to encourage people to ride.

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> • AP responded that there could obstacles with land close to railway line as it is owned by VicTrack or is Crown Land. • FDB questioned who mows the grass next to the track and if they could mow to create a path. This would make it easier to pave. • RA suggested the track would also be good for the Dirty Warrny. • FDB suggested it would be more beneficial to create opportunities to avoid intersection. • AP suggested to find ideas that could be implemented sooner rather than roundabouts which take longer. • AP noted safety concerns near the Hospital. Suggested there was something to be said for midblock zebra crossings. • FDB questioned if it could be possible to have a road paved next to railway line for people to drive along and drop kids near school. • SL responded that this could be difficult as the area was partly owned by Department of Transport and Department of Education. • AP noted concern with raised intersection near Barkley Street. • ZB noted concerns with very steep service lane. • AP questioned if many schools used car parks for drops offs? • FDB explained how the school drop offs were meant to work with kids getting out of the car at a certain point but the issue is when kids get out of car early and walk through the car park. Suggested it is important to encourage people to change behaviour to walk or ride to school instead. • ZB questioned if Council had rules for idling vehicles and air pollution being created? Explained it can be awful riding past cars banked up that are idling in Bostock Street around school pick up time. Suggested that idling air pollution zones have been enforced in some council areas. • HO suggested that other school zones were Balmoral and Garden Street. Suggested clear markings were needed on some of the roads. Noted there was no connection in some areas. • HR questioned if parking in a bike lane was illegal? • ZB responded that it depended on the road. Noted that in the CBD you are not allowed to park in them. • SL explained that line marking comes under minor works. It is a minor cost and could be easily implemented. • HR explained there was a designated bike lane brochure that was previously under review, noted that she wasn't sure where this got too. <p>Action: SL to follow up on progress of designated bike lane brochure review.</p> <ul style="list-style-type: none"> • AP explained that she had just looked up road rules for parking in bike lanes and advised there were only rules that you were able to drive in bike lanes for up to 50m but parking in them wasn't clear. • ZB noted that road works signs were often put in bike lanes and she moved them out of the way. • FDB questioned where to from now? • SL advised that he would attach the cycling priorities to the works plan and minutes for endorsement at the next Council meeting. <p>Action: SL to attach list of cycling priorities to works plan and minutes for endorsement at the next Council meeting.</p>

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> FDB questioned how far along the plans were the Flaxman Street Bridge? SL responded that realistically this would occur in next calendar year. SL ran through list of projects that had been and will be implemented for Botanic LATM which shows how priorities are established. AP questioned what was happening at Bromfield Street and Botanic Road? SL responded that Council are to apply for funding for this intersection. ZB suggested that the lights along Russells Creek track don't allow you to see past the halo of the light. Suggested it was known to make it more unsafe if you can't see past the light. Would like these replaced from the white light to a warmer light. Noted it felt particularly unsafe riding under Mortlake Road when you couldn't see in front of you. HR suggested there were rogue people on motorbikes that go through the area.
4. Feedback on Concept Designs		<ul style="list-style-type: none"> Selby Road/Verdon St/Simpson St Improvements (OLHC) Part of East LATM mentioned above.
5. Events Past & Upcoming	SL	<p>Upcoming:</p> <p>National Ride2Work Day – 16 October 2024 https://bicyclenetwork.com.au/rides-and-events/ride2work/ride2work-day/</p> <p>Dirty Warrny – 09 November 2024 https://dirtywarrny.com.au/</p> <ul style="list-style-type: none"> SL advised they are looking to promote upcoming events. <p>Rail Trail Promotion – Warrnambool/Moyne Joint Event?</p> <ul style="list-style-type: none"> HO suggested to make it the Rail Trail an event where you can stop at certain locations along the way for a coffee or lemonade stand etc. MK noted they were involved in This Girl Can.
6. Grants	SL	<p>National Active Transport Fund</p> <ul style="list-style-type: none"> Set to upgrade and deliver new bicycle and walking paths. SL noted there was \$100 million available for key links. This could be targeted for certain projects to get them off the ground. Still plenty of opportunities to target.
7. Principle Bicycle Network Update		<ul style="list-style-type: none"> SL noted this was attached with the minutes from the last meeting. Questioned if anyone had a chance to look at the document? SL advised he put a link in the google doc for the group to look at a later stage. Any feedback would be much appreciated. <p>Action: SL to add link to Google Doc for Principle Bicycle Network Update.</p>
8. General Discussion	Chair	<ul style="list-style-type: none"> FDB questioned if anyone has had any other items they would like to raise? HO explained issue around the Hospital. Suggested the bike lanes could be cleared up around the hospital more frequently as well as the tree roots. This would make the area more bike friendly. ZB questioned if there was bike rack at the hospital? HO explained where the bike rack was located at the hospital and one for staff in the car park with showers. Suggested an undercover bike rack would be beneficial. SL showed potential areas on top of car park where a bike rack could be installed.

AGENDA ITEM	WHO	DISCUSSION AND ACTIONS ARISING
		<ul style="list-style-type: none"> • ZB suggested there could be a rebate made available for people to purchase ebikes if they live in WCC as an encouragement. • RA explained that this is an option through salary sacrifice at certain workplaces. • AP suggested it was worth advocacy in this area as the hospital is such a big employer. Noted that she also works in the Hospital precinct and will often see nursing staff park their cars in two hour zones daily. Suggested that it could be promoted to staff they could use a bike to get to work. • FDB agreed it was about educating people. Suggested that when you ride often you see it doesn't actually rain as much as you think. Suggested it is hard to change habits in the culture we currently have. Noted that car fuel is generally not expensive and driving is convenient. • HO noted personal experience she had when dropping her child to school then riding to work. Noted challenges with stretched out locations across town. • HO suggested there could be key worker grants for bikes. • ZB explained that she knew a lot of people who have an ebike and they have now gone down to a one car household. • HO suggested bike buses could be beneficial. • AP suggested it is all about advocacy and planting the seed of idea. Limited funds available with Council. Suggested it could be worth promoting what other organisations can do. Noted that EMT have a good relationship with employers in town, it would be worth promoting ideas to them. • AP noticed that car parking has crept onto surrounding streets in the 18 months since she has worked in the Hospital precinct. • ZB explained that she was aware of a workplace in Geelong that have an incentive to pay workers who ride instead of walk. • HO explained that the Hospital previously had a bus trial for people to park further away and use the bus to get to work. Noted that she rode it every day but no other Manager did. • HO explained that the Hospital had its Annual Research Day coming up. Asked if Council had a research idea to submit this and it could be promoted at the event. Advised that 30th August is the date of the event with submissions closing 30th June.
9. Next Meeting		<ul style="list-style-type: none"> • Next meeting proposed for Wednesday 7th August at 5.30pm. <p><i>Close of meeting at 7.12pm</i></p>

Warrnambool City Council - Cycling Reference Group

Terms of Reference



Purpose of the Reference Group:

To act on behalf of the broader cycling community in providing feedback, comments and user needs to Council during the development and review of Council policy and practice regarding cycling in Warrnambool.

Terms of Reference:

Members of the Cycling Reference Group:

- Provide feedback to Council on proposed actions and initiatives related to cycling.
- Assist Council in responding to the needs of cyclists.
- Engage with Council on new and emerging issues involving cycling.

Objectives:

The specific objectives include:

- To provide a forum where experience, specialist knowledge and skills in the area of cycling can be utilised.
- To consider, in conjunction with the concerns of other stakeholders and road users, any issues related to cycling.
- Identify and support external funding opportunities (grants) that benefit cycling in Warrnambool.
- Assist in the development of Policies, Strategies and Plans, through active engagement during the development and preparation of such documents.

Advisory Committee Structure:

The Reference Group shall be made up of Council Officers and members of the Community.

- Council Officers:
 - Councillor (1)
 - Manager Recreation and Culture (or their delegate).
 - Manager Infrastructure Services (or their delegate).
 - Other Council officers, as co-opted, depending on the agenda, including but not limited to road safety, design and development, assets, community infrastructure and planning, recreation.
- Community Members
Up to 8 members of the community representing the following cycling interests will be considered for the reference group:
 - Road & Racing
 - Community & Recreational
 - Commuter & Schools
 - Mountain bikes

Nominations will be sought via public notice and invites to registered clubs to gain community representation. The selection of committee members will consider overall composition of the committee including gender balance.

If more nominees are received than vacant positions, Council will consider all nominees and make a determination of who will be selected to the Committee.

A quorum will consist of the Chair, one (1) Council Officer and three (3) community members, no later than 10 minutes post the nominated meeting start time, for it to be deemed a formal meeting. If a quorum is not reached within this time, the meeting will be recorded as cancelled.

Appointment of chair:

The Chair will be elected with majority support by the community committee members at the first meeting following formulation of the committee. The tenure of the Chair will be no greater than a 12 month period, with the new chair to be elected by the community committee members.

Meeting frequency:

Up to four (4) times per annum to be held quarterly.

Secretariat:

The Strategic Assets unit of Council will act as the secretariat to the reference group.

Managing conflict of interest:

Members must be aware of and manage their own conflict (and potential conflict) of interest relating to matters discussed by the reference group, bearing in mind that the group is advisory in nature.

Reporting regime:

The minutes, supporting reports and associated records of each meeting will be presented to Council at a Council briefing session.

Term:

Each committee member will run for a two year term, from 1 July through to 30 June. To ensure continuity of the reference group the term period will be staggered, with up to four (4) positions made available for nomination each year.

In the first year (being 1 July 2019 through to 30 June 2020), four (4) positions will be selected randomly and declared available for nomination. The remaining four (4) positions will remain in place until the expiry of their term being 30 June 2021.



Warrnambool Cycling Reference Group Work Plan 2023/25

Vision:

We aspire to create a network of cycling routes connecting people to all places in Warrnambool and surrounds. Cycling will be a fun, healthy and safe way for people of all ages and abilities to travel and recreate.

Terms of Reference:

Members of the Cycling Reference Group:

- Assist Council in responding to the needs of cyclists.
- Engage with Council to identify any new and emerging safety issues
- Provide feedback to Council on proposed actions and initiatives related to cycling.

Objectives:

1. To provide a forum where experience, specialist knowledge and skills in the area of cycling can be utilised.
2. To consider, in conjunction with the concerns of other stakeholders and road users, any issues related to cycling.
3. Identify and support external funding opportunities (grants) that benefit cycling in Warrnambool.
4. Assist in the development of Policies, Strategies and Plans, through active engagement during the development and preparation of such documents

TOR: Assist Council in Responding to the needs of Cyclists				
OBJECTIVE	ACTIONS	OUTPUT	Status	OUTCOME
1, 2, 3	Review current literature and messaging and update catalogue.	Raise Awareness: Rail Trail – Shared Space Behaviour Support for Bike Ed within schools and adult education Road Safety message during Bike Week social media Road Safety message for People who Ride Bikes Campaign Social Media- Lights and reflectors at night or in reduced visibility. Lights must be visible from at least 200m away. https://www.facebook.com/connectwarrnambool/posts/183175083993183	Ongoing	Developed catalogue which can be used in multiple messaging sources: Radio Print Social media Badges Stickers Funded by TAC and DOT community road safety grants
	Principle Bicycle Network - Joint development for a directional document for Council endorsement. Link with cycling groups/clubs to gain input for Principle Bicycle Network.	Cyclists Directory A point of reference for all kinds of cyclists in Warrnambool which includes road safety information, cycling groups, etiquette, tips, sustainable transport information. https://visitwarrnambool.com.au/category/explore/outdoor-activities/biking/ https://www.warrnambool.vic.gov.au/active-transport	Ongoing	Information about cycling on Councils I am Warrnambool webpage AND Information about cycling as transport on WCC website Future investigation of a separate information portal
1	Advocacy - Work with the Events and Eco Dev team to identify opportunities to promote cycling in Warrnambool.	List of new ideas and events which occur in Warrnambool on google drive Sharing events from clubs and community groups- can be done by registering event (link above). If your club or group would like to share an event on FB you can make Connect Warrnambool a co-host for our admin to pick up and share. https://www.facebook.com/connectwarrnambool Cycling in Warrnambool" information and tile on Visit Warrnambool https://visitwarrnambool.com.au/explore/biking/	Ongoing	Promotion of cycling in Warrnambool Investigate opportunities to promote Warrnambool as a cycling destination- holidays etc. Promoting all forms of cycling. Information about suggested cycle destinations with road safety messages with a map at the info centre

TOR: Assist Council in responding to the infrastructure needs of Cyclists				
OBJECTIVE	ACTIONS	OUTPUT	STATUS	OUTCOME
2 3	Pump Track Installation	Implementation of a fit-for-purpose pump track within the municipality, leading to improved activeness, destination travel from within and outside the municipality and engagement.	Long Term	Facilitate the installation of a pump track at a suitable location.
2 3	Offroad Bicycle Circuit (700m - 1.5km)	Implementation of an off-road bicycle circuit within the municipality, leading to improved activeness, destination travel from within and outside the municipality and engagement.	Long Term	Facilitate the installation of a off-road bicycle circuit ranging from 700m – 1km.
2 3	Deakin Link	Implementation of the Deakin Link shared path, establishing the link from the CBD and train station to Deakin University, with neighbourhood connection throughout.	Long Term	Facilitate the installation of the Deakin Link Shared Path within the railway corridor.
2 3	Bike Repair Stations & Bike Racks	Progress the implementation of repair stations and bicycle storage at key locations: - Train Station, Bus Interchange, Promenade, Brierly Rec Reserve, Library etc.	Short Term	Facilitate the installation at locations: - Train Station - Russells Creek Path - Bus Interchange - Brierly Rec Reserve - Promenade - Library
2 3	E-Bike Charging Stations	Progress the implementation of E- at key locations: - Train Station, Bus Interchange, Promenade, Library, Lake Pertobe etc.	Short Term	Facilitate the installation at locations: - Train Station - Bus Interchange - Lake Pertobe - Promenade - Library
2 3	Lighting Improvement	Ongoing implementation across the municipality to improve vision on key routes for cycles, and updating existing infrastructure when issues present.	Short Term	Ongoing implementation across the municipality with key areas on Russells Creek, the Promenade and Rail Trail.

TOR: Engage with Council to identify any new and emerging safety issues				
OBJECTIVE	ACTIONS	OUTPUT	STATUS	OUTCOME
2 3	Review capital works projects and provide feedback on infrastructure	Upcoming: Shared Paths Road/Intersection Upgrades	Ongoing	Ongoing review of capital works projects to ensure bicycle considerations are measured and adequate.
2 3	Rail Trail (Major Upgrade)	Progression of major upgrades to the Port Fairy to Warrnambool Rail Trail to improve usage of the area.	Long Term	Route Options Sealing Opportunities Shared Use Case
4	East LATM - Nicholson, Flaxman, Otway, Hopkins, Simpson	Development of a Local Area Traffic Management (LATM) plan for the East Warrnambool precinct to improve trafficability through key intersections and critical spaces. Including Nicholson St, Flaxman St, Hopkins Road, Simpson St.	Long Term	Development of a Local Area Traffic Management (LATM) plan for the East Warrnambool precinct to improve trafficability through key intersections and critical spaces.
4	Investigate reviewing current cycling maps	Development and endorsement of PBN (Principle Bicycle Network).	Ongoing	Development of key strategic documents assisting with bicycle travel within Warrnambool.

2 3	Rail Trail (Minor Upgrades)	Implementation of minor safety items to improve the current usage of the rail trail such as; <ul style="list-style-type: none"> - Signage - Vegetation Trimming - Behaviour Change - Speed Enforcement 	Short Term	Implementation of minor road items to improve usability and adherence to shared use.
2 3	Deakin Link (On-road Link) Signage	Facilitate the installation of wayfinding signage to assist travel between key study areas and the CBD.	Short Term	Deliver wayfinding signage formalising the on-road Deakin Link.
2 3	Missing Bike Lanes on Key Routes + Brochure Update	Facilitate the installation of bicycle lanes on key routes, assisting with road travel. Example locations of Garden St/Balmoral Rd, Moore St, Aberline Rd/McGregors Rd	Short Term	Deliver bicycle lanes on existing roadways.

APPENDIX A. EXAMPLES OF PROJECTS DELIVERED 2020-2023

Co-Design- "People who ride Bikes" OUTCOME



2022

骑车者的简单诀窍

从DEAKIN UNIVERSITY到

能够预料:

在共用小路上: 靠左、打手势、靠近别人时发出声音或按铃

在马路上: 靠左、打手势、注意别人的眼神、向前扫视

能够保护自己:

头盔

灯

觉得不安全?

下车

能够被看见:

在交叉路口注意别人的眼神

到了环岛占一条道, 或者下车, 用环岛的人行过道

Warrnambool City Council

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Examples of Social Media Posts to promote safe cycling



CONNECT Warrnambool

16 October

Together we can light up the dark all year round
#LightUP3280
#BeSEENBeSAFE3280

According to the law, bike riders are required to have a flashing or steady front, white light and red rear light at night or in low light so that they can be seen by drivers, other riders or pedestrians. Thanks to VicRoads and Bicycle Network for these great tips.... See more

CONNECT Warrnambool

30 September

Did you know that the simple act of ringing your bell when on a shared path can make all the difference to people walking? When riding on shared paths.... please slow down, use your bell when passing, and help make everyone's journey a safe one. We thought we would share this groovy little animation from VicRoads #BeKind3280 #useyrbell3280

YOUTUBE.COM

Shared Path - Use your bell

Together we can light up the dark all year round
#LightUP3280
#BeSEENBeSAFE3280

According to the law, bike riders are required to have a flashing or steady front, white light and red rear light at night or in low light so that they can be seen by drivers, other riders or pedestrians. Here are some simple tips of where to place your lights thanks to VicRoads and @Bicycle Network

CONNECT Warrnambool

30 October

Together we can light up the dark all year round
#LightUP3280
#BeSEENBeSAFE3280

According to the law, bike riders are required to have a flashing or steady front, white light and red rear light at night or in low light so that they can be seen by drivers, other riders or pedestrians. Thanks to VicRoads and Bicycle Network for these great tips.... See more

When it comes to bike lights, we score them on seven different categories:

1. High visible output (head-on and angled)

2. Excellent water resistance

3. Durability

4. Ease of use

5. Easy to fit to a bike

6. Easy to charge or change batteries

7. Secure attach/detach

2022

Co-Design “People who ride Bikes” **OUTCOME:** Priming value of “connection”



ACTION: “tie in with schools, community groups- Event= BIKE WEEK”

BIKE WEEK

Distributed DEAKIN UNIVERSITY maps to international students

Attended 3 Community Events- 150 people engaged

55 people registered for 3 events

22 Cafes taking part in promotion

3 Bike Shops taking part in promotion

8 schools take part in Walk/Ride Safely to School

21 Women attend Women on Wheels Session



2022

ROAD INFRASTRUCTURE: GATEWAY ROAD



News date: Thursday, May 12, 2022 - 9:25 am

This is the date and time that this news article was published

Two pedestrian crossings on a busy East Warrnambool road have been upgraded to raised “wombat” crossings to make them even safer.

The works on Gateway Road were co-funded by the Warrnambool City Council and the Transport Accident Commission (TAC), with Council successfully applying for \$64,669 via the TAC’s Local Government Infrastructure Grants program.

Warrnambool Mayor Cr Vicki Jellie said this upgrade will make it safer for nearby residents, including those at the Ingenia Gardens retirement village, to cross the road and walk to Armada Gateway Plaza, and for students to get to Our Lady Help of Christians Primary School.

“Gateway Road can be very busy, both with vehicles driving along it and pedestrians looking to get across,” she said.

“With entry and exit points to shopping centres on both sides of the road, there’s a lot going on and drivers need to take care.

“While it is always the driver’s responsibility to look for pedestrian crossings and stop if required, we knew that some people still didn’t feel safe crossing at the existing pedestrian crossings because of the speed of the traffic.

“Raised crossings slow traffic down and also help to make pedestrians more visible to drivers.

“Part of our Warrnambool 2040 plan is to encourage and prioritise sustainable transport, and when we have primary school students, retirees and everyone in between frequently crossing Gateway Road for school, for work or to go to the shops, this project aligns perfectly.

“It’s always terrific to partner with external agencies like the TAC where we can to deliver important projects like this to help our annual budget stretch even further.”

Our Lady Help of Christians Primary School Principal Stephen Madden welcomed the upgrade, and said that infrastructure and education went hand in hand when it came to road safety.

“Along with the education process around safety, seeing projects like this come to fruition gives us great confidence,” he said.



ADVOCACY- PARTNER WITH VICPOLICE AND ROAD TRAUMA SERVICES TO PROMOTE ROAD SAFETY (HELEN IS A MEMBER OF THE REFERENCE GROUP)

Turn headlights on, pause, and reflect on road safety



By Kimberley Price

Updated June 15 2021 - 11:31pm, first published May 20 2021 - 4:00pm



AWARENESS: Helen Ryan, Rhys Tate, Kajol Eagle and Mark Kirby are part of the Shine a Light on Road Safety campaign. Picture: Anthony Brady

7.12. Informal Meetings of Council Reports

Purpose

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

Background Information

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

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

Report

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

Monday 8 July 2024 – refer **Attachment 1**.

Monday 15 July 2024 – refer **Attachment 2**.

Monday 22 July 2024 – refer **Attachment 3**.

Monday 29 July 2024 – refer **Attachment 4**.

ATTACHMENTS

1. Assembly of Councillors Record 8 July 2024 [7.12.1 - 1 page]
2. Assembly of Councillors Record 15 July 2024 [7.12.2 - 1 page]
3. Assembly of Councillors Record 22 July 2024 [7.12.3 - 1 page]
4. Assembly of Councillors Record 29 July 2024 [7.12.4 - 2 pages]

MOVED: CR MAX TAYLOR

SECONDED: CR DEBBIE ARNOTT

That the record of the Informal Meetings of Council held on 8, 15, 22 and 29 July 2024, be received.

CARRIED - 7:0

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	8 July 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr D. Arnott Cr. A. Paspaliaris - arrived 3.14pm Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance:	Peter Utri, Acting Chief Executive Officer Luke Coughlan, Director City Growth Brooke Love, Director Community Development David Leahy, Director City Infrastructure James Plozza, Manager Governance Wendy Clark, Executive Assistant Julie Mclean, Manager, City Strategy & Development – 3.00pm – 3.50pm Louise Lunn, Coordinator, City Strategy – 3.00pm - 3.50pm Amy Cumming, Open Space Planner – Virtual – 3.00pm – 3.50pm John Brockway, Manager Finance – 3.22pm – 4.01pm
Other persons present:	Josh Nielsen & Jon Shinkfield Realm Studios -Virtual
Apologies	Cr. V. Jellie
Matters Considered:	1. Warrnambool Foreshore Precinct Framework Draft Plan. 2. Revised 2024-25 Annual Budget. 3. Logans Beach Whale Platform.
Council and Officer Items Raised	<ul style="list-style-type: none"> National General Assembly of Local Government conference.
Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name: Nil.	
Meeting close time:	4.16pm
Record Completed by:	Wendy Clark Executive Assistant

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	15 July 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr. V. Jellie Cr. A. Paspaliaris - arrived 3.28pm Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance:	Andrew Mason, Chief Executive Officer Peter Utri, Director Corporate Strategies Luke Coughlan, Director City Growth Brooke Love, Director Community Development David Leahy, Director City Infrastructure James Plozza, Manager Governance Wendy Clark, Executive Assistant Julie Mclean, Manager, City Strategy & Development – 3.03pm – 3.14pm James Habel, Co-ordinator Environmental Health – 3.03pm – 3.14pm John Brockway, Manager Finance – 3.03pm – 3.05pm
Other persons present:	Nil.
Apologies	Cr. D. Arnott
Matters Considered:	1. Revised 2024-25 Annual Budget. 2. Pandemic Response Plan 2024. 3. Calendar of Dates of Recognition and Observance Days. 4. Cycling Reference Group Minutes – 12 June 2024. 5. Horse training on Lady Bay.
Council and Officer Items Raised	<ul style="list-style-type: none"> • One way traffic in Timor Street near South West Healthcare. • Live Local Music Strategy funding. • Key Worker housing project. • Warrnambool Foreshore Masterplan community consultation. • Development in Mortlake Road. • Whiterock Road and Rooneys Road intersection visibility issues. • Retention basin works in Japan Street. • South West Healthcare redevelopment and road closures.
Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name:	Nil.
Meeting close time:	4.02pm
Record Completed by:	Wendy Clark Executive Assistant

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	22 July 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr. D. Arnott Cr. V. Jellie Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance:	Andrew Mason, Chief Executive Officer Peter Utri, Director Corporate Strategies Luke Coughlan, Director City Growth Brooke Love, Director Community Development David Leahy, Director City Infrastructure James Plozza, Manager Governance Wendy Clark, Executive Assistant John Brockway, Manager Finance – 3.03pm – 3.05pm, 3.51pm – 4.23pm Sara Bubb-Dempster, Coordinator Procurement – 3.03pm – 3.05pm Julie Mclean, Manager, City Strategy & Development – 3.03pm – 3.14pm Rob Wandell, Coordinator City Development – 3.03pm – 3.14pm Paul Cugley, Coordinator, Infrastructure Management – 3.27pm – 3.52pm Sophie Baulch, Project Manager, Infrastructure Management – 3.27pm – 3.52pm Ali Kemp, Manager Recreation & Culture – 4.09pm - 4.40pm
Other persons present:	Nil.
Apologies	Nil.
Matters Considered:	<ol style="list-style-type: none"> 1. Procurement Policy Update. 2. Development Plan application – 71 Raglan Parade. 3. Minutes Planning Advisory Committee - 12 June 2024. 4. Minutes Community & International Relations Advisory Committee – 18 June 2024. 5. Brierly Sports & Community Hub. 6. Art Gallery Major Summer Exhibition. 7. Warrnambool Football Netball Club. 8. Hospital Precinct Parking and Traffic Management. 9. Wollaston Road Upgrade.
Council and Officer Items Raised	<ul style="list-style-type: none"> • Changchun Sister City Marathon. • Miura, Japan delegation. • Japanese Gardens. • Flagstaff Hill visitor attendance. • Foreshore Framework plan. • Football finals at Reid Oval. • Matron Swinton Childcare Centre. • Thriving South West. • Regional health services.
Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name:	Nil.
Meeting close time:	5.35pm
Record Completed by:	Wendy Clark Executive Assistant

Informal Meeting of Council Record

Name of Committee or Group (if applicable):	Informal Meeting of Council (Councillor Briefing)
Date of Meeting:	29 July 2024
Time Meeting Commenced:	3.00pm
Councillors in Attendance:	Cr. B. Blain, Mayor Cr. O. Akoch Cr. D. Arnott Cr. V. Jellie Cr. A. Paspaliaris Cr. M. Taylor Cr. R. Ziegeler
Council Officers in Attendance:	Andrew Mason, Chief Executive Officer Peter Utri, Director Corporate Strategies Luke Coughlan, Director City Growth Brooke Love, Director Community Development David Leahy, Director City Infrastructure James Plozza, Manager Governance Wendy Clark, Executive Assistant John Brockway, Manager Finance – 3.00pm – 3.57pm Lauren Schneider, Manager Sustainability & Compliance - 3.50pm – 4.46pm Stephen Hoy, Manager Economic Development & Events - 4.45pm – 5.15pm Lauren Edney, Service Manager Events & Promotions - 4.45pm – 5.15pm Ali Kemp, Manager Recreation & Culture – 5.04pm – 5.17pm Thomas Hall, Coordinator Project Management - 5.23pm – 5.31pm
Other persons present:	WFNC Representatives Ray Phillips, President, Adrian Gibson, General Manager & Jamie Taylor, Financial Consultant. Ross Thompson, Jodie Place, Traffic Group – Virtual
Apologies	Nil.
Matters Considered:	<ol style="list-style-type: none"> 1. Warrnambool Football Netball Club. 2. Draft Warrnambool Car Paring Strategy. 3. Domestic Animal Management Plan. 4. Festivals and Events Grants and Partnerships Program. 5. Community Development Fund 2024/25. 6. Councillor Substitute for MAV State Council meeting. 7. Hider Street discontinuance. 8. Capital Works Projects FY 2023/24. 9. Mayoral diary update.
Council and Officer Items Raised	<ul style="list-style-type: none"> • Crown Land consultation meeting in Beaufort. • Library and Learning Centre café tender. • Kindergarten enrolments. • Volunteer exhibition. • Library & Information Week. • Horses on beaches. • One Night Stand event. • Business survey. • Warrnambool silver award at 2024 TAC Victorian Top Town Tourism awards. • Large TV screen on Civic Green during Paris Olympics. • Shipwreck Bay caravan park magnetometer scan.

	<ul style="list-style-type: none">• Small Infrastructure Fund.• Repainting of free one hour parking signs on bitumen.• South West Healthcare traffic calming crossing.
Councillor Conflicts of interest Disclosures:	
Councillor /Officer Name: Cr M. Taylor – Item 2.1 – WFNC – left the meeting during this item.	
Meeting close time:	5.56pm
Record Completed by:	Wendy Clark Executive Assistant

7.13. Mayoral & Chief Executive Officer Council Activities - Summary Report

Purpose

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

Report

Date	Location	Function
2 July 2024	Warrnambool	Cr Taylor attended the Rotary Club of Warrnambool Changeover Dinner.
2-5 July 2024	Canberra	Mayor, Crs Jellie, Akoch, Paspaliaris, Chief Executive Officer and Director City Growth attended the National General Assembly of Local Government.
	Canberra	Mayor attended the Australian Council of Local Government.
6 July 2024	Warrnambool	Mayor attended Flagstaff Hill Wool Week.
	Warrnambool	Mayor attended Friends of Warrnambool Botanic Gardens AGM.
7 July 2024	Warrnambool	Cr Ziegeler attended the Uniting Church induction of new Minister Rev Carlyne Nunn.
13 July 2024	Warrnambool	Mayor attended the Warrnambool Fire Brigade Service Recognition function.
16 July 2024	Warrnambool	Deputy Mayor attended the Anglicare Warrnambool AGM.
17 July 2024	Warrnambool	Mayor officiated at the Australian Citizenship Ceremony with 27 residents becoming Australian citizens.
20 July 2024	Warrnambool	Mayor opened the South West Volunteer Expo.
24 July 2024	Warrnambool	Mayor attended the 21 st birthday celebration of Reveg the Flume.
	Warrnambool	Mayor attended the launch of the book <i>"The Story of the Board"</i> documenting the history of the Warrnambool Pioneer Board.
26 July 2024	Warrnambool	Mayor attended the Independent Retirees Association Warrnambool Branch AGM.

1 August 2024	Warrnambool	Mayor met with 6 Japanese exchange students from Fukuoka, Japan who are visiting Brauer College.
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MOVED: CR DEBBIE ARNOTT

SECONDED: CR ANGIE PASPALIARIS

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

CARRIED - 7:0

8. Notice of Motion

No Notices of Motion have been received.

9. General Business

Nil.

10. Urgent Business

Nil.

11. Close of Meeting

The meeting closed at 6.45pm.

CHAIRMAN