

# AGENDA

SCHEDULED COUNCIL MEETING

WARRNAMBOOL CITY COUNCIL

5:45 PM - MONDAY 2 SEPTEMBER 2024



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## VENUE:

Reception Room

Warrnambool Civic Centre

25 Liebig Street

Warrnambool

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## COUNCILLORS

Cr. Ben Blain (Mayor)

Cr. Otha Akoch

Cr. Debbie Arnott

Cr. Vicki Jellie AM

Cr. Angie Paspaliaris

Cr. Max Taylor

Cr. Richard Ziegeler

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Andrew Mason

CHIEF EXECUTIVE OFFICER

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## 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](http://www.warrnambool.vic.gov.au). We thank you in anticipation of your co-operation in this matter.

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## 1. Opening Prayer & Original Custodians Statement

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

### Original Custodians Statement

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

## 2. Apologies

## 3. Confirmation Of Minutes

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### RECOMMENDATION

**That the Minutes of the Scheduled Meeting of Council held on 5 August 2024, be confirmed.**

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

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

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

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

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

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

5. Mayoral Presentation
6. Public Question Time
7. Reports

#### 7.1. Draft Operations Report, Financial Statements , Annual Performance Statement And Governance Checklist 2023-2024

##### *DIRECTORATE : Corporate Strategies*

##### **Purpose:**

*The purpose of this report is to present the draft 2023-2024 Performance Statement and Financial Statements to Council for in-principle approval as recommended by Council's Audit and Risk Committee and in accordance with Section 99 of the Local Government Act 2020.*

*It further seeks to nominate two Councillors to have the authority to sign the annual accounts and performance statement on behalf of Council, once final sign off has been received from the Victorian Auditor-General's Office (VAGO).*

*This authorisation will enable Council to meet its statutory obligations for the presentation of its Annual Statements (as part of the Annual Report) to an open Council meeting by 31 October 2024. The Annual Report, which includes the Financial and Performance Statements, will return to Council for consideration at a future Council Meeting.*

*Also provided with this report for Council's information is the draft Report of Operations, including governance information, which accompanies the Financial Statements and the Annual Performance Statement.*

*This report also seeks in-principle approval for the certifying of the Governance information by the Mayor and Chief Executive Officer.*

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##### **Executive Summary**

The Auditor-General is responsible under part 3 of the *Audit Act 1994* for the audit of Council's annual Financial and Performance Statements. These audits are conducted by contractors as agents of the Auditor-General. RSD Audit has been appointed Auditor-General's agent and conducted the 2023-24 audit.

The Audit and Risk Committee considered the Statements at its meeting held on Tuesday 27 August 2024. The recommendations in this report were endorsed by the Audit and Risk Committee at this meeting.

Sections 98-100 of the *Local Government Act 2020* (LGA) and the Local Government (Planning and Reporting) Regulations 2020 deal with statutory procedures that govern the preparation of an Annual Report inclusive of Financial Statements, Performance Statement, report of operations, auditor's reports, and adoption by Council.

Section 98 of the Local Government Act 2020 states that Council must prepare an Annual Report as soon as practicable after the end of each financial year.

The Annual Report must contain:

- a) a report of operations of the Council;
- b) an audited Performance Statement;
- c) audited Financial Statements;
- d) a copy of the auditor's report on the Performance Statement;
- e) a copy of the auditor's report on the Financial Statements under Part 3 of the Audit Act 1994;
- f) any other matters prescribed by the regulations.

Council must first pass a resolution to give in-principle approval to the Performance Statement and Financial Statements before providing the statements to the auditor.

After the Financial and Performance Statements have achieved final sign-off from the Victorian Auditor General, the Mayor must report on the implementation of the Council Plan by presenting the Annual Report at an open Council meeting within four months of the end of the financial year (October 31).

The final version of the Annual Report to be considered by Council will be aesthetically improved.

Once considered the Annual Report remains available on Council's website for the community to access.

The Annual Report has been prepared in accordance with the objectives contained in Council's Election Period Policy, with specific reference to item 2.8.2 of the policy which states that the Annual Report must not include matter that may be considered electioneering or publicising attributes or achievements of individual Councillors.

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## RECOMMENDATION

1. That Council approve in principle the 2023-2024 Financial Statements which have been subject to external audit by the Auditor-General's agent, with the outcomes also having been reviewed by Warrnambool City Council's Audit and Risk Committee.
  2. That Council approve in principle the 2023-2024 Performance Statement which has been subject to external audit by the Auditor-General's agent, with the outcomes also having been reviewed by Warrnambool City Council's Audit and Risk Committee.
  3. That Councillor Angie Paspaliaris and Councillor Ben Blain be authorised to certify the 2023-2024 Financial Statements, after any changes recommended by the review of audit from the Victorian Auditor-General have been made.
  4. That Councillor Angie Paspaliaris and Councillor Ben Blain be authorised to certify the 2023-2024 Performance Statement, after any changes by the review of audit from the Victorian Auditor-General have been made.
  5. That the Mayor Cr Ben Blain and Chief Executive Officer Andrew Mason be authorised to certify the government and management arrangements as contained in the draft Operations Report.
-

## 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.

### ATTACHMENTS

1. WCC 2024 Annual Financial Statements [7.1.1 - 70 pages]
2. Performance Statement 2023-24 [7.1.2 - 19 pages]
3. Annual Report Operations 2023-2024 [7.1.3 - 96 pages]



## 7.2. Warrnambool Car Parking Strategy

*DIRECTORATE : City Infrastructure*

**Purpose:**

*This report outlines the submissions received on the draft Warrnambool Car Parking Strategy and recommends that Council endorse the strategy.*

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### Executive Summary

- The Warrnambool Car Parking Strategy has been prepared to guide management of public car parking within the municipality.
  - Public exhibition of the draft strategy has been undertaken, including publication on Councils Your Say website and notification in the newspaper and social media.
  - Thirteen submissions have been received on the draft Warrnambool Car Parking Strategy.
  - This report provides an outline of the submissions and response to inform the final Warrnambool Car Parking Strategy.
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### RECOMMENDATION

**That Council endorse the Warrnambool Car Parking Strategy 2024.**

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### 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 several 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 2024

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

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. 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 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.

## Issues

The Warrnambool Car Parking Strategy is provided at attachment 1. The full outline of the strategy recommendations are provided at page 75 of the Warrnambool Car Parking Strategy.

To guide implementation a number of the recommendations will require further investigation, detailed design and business case development along with further consultation with key stakeholders. In particular, the idea of a park and ride free shuttle would require a lot more investigation.

The draft Warrnambool Car Parking Strategy has been released for community consultation and thirteen (13) submissions have been received.

The submissions and a response to the matters raised are summarised below:

### 1) Suggest lack of all-day parking in the CBD.

**Response:** Car parking is in high demand in free all day car parking areas. Within the CBD car parking is generally available within two blocks of any given area. The strategy highlights that the 'all day' car parking fee of \$4 is lower than in other regional Victorian townships and is generally acceptable to existing users. Recommend no change to the strategy.

### 2) Suggest there should be a decrease in all day parking costs or free for CBD workers.

**Response:** As outlined in the above response, the 'all day' car parking fee is lower than other regional Victorian townships and there are also options for free parking within proximity to the CBD. By providing a range of paid car parking options such as 1 hour or 2 hour, ensures that there is turnover and availability for people visiting the CBD. Recommend no change to the strategy.

### 3) Suggest car parking on Raglan Parade between Liebig & Kepler Street on the median strip and 1 Hour free parking in CBD

**Response:** The strategy provides a number of recommendations for future provision of car parking including potential areas for additional car parking including within the median strip of Raglan Parade. 1 hour free parking is currently available in the off street CBD public car parks. Recommend no change to the strategy.

### 4) Support the 15 minute car parking outside key locations.

**Response:** Support for the recommendation of 15 minute car parking outside key locations such as post office, chemist & banks. Recommend no change to the strategy.

**5) Parking in the public Library and TAFE area is limited.**

**Response:** The TAFE generates a significant demand for all-day parking competing with railway commuters and other uses on the southern boundary of the CBD precinct. The strategy recommends considering the introduction of all-day parking fees in Merri Street in conjunction with a free park and-ride shuttle service to free up commuter parking for commuters and encourage TAFE students to use the free shuttle service. No change to strategy.

**6) Design carparking along major road ways that allows for safe cycling.**

**Response:** Out of scope of the strategy. No change to strategy.

**7) Suggest changing from 2 Hour car parking on Banyan Street to all day free parking.**

**Response:** The current 2 hour time limit provides flexibility for both people attending the CBD and residents parking within Banyan Street and allowing turnover of car parking availability. No change to the strategy.

**8) Suggest more free car parking.**

**Response:** The strategy recommends investigating 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. No change to draft strategy.

**9) Suggest the option of car parking sensors is not viable. That hospital car parking is increased to 4 hour car parking and that additional disabled car parking is provided across Warrnambool.**

**Response:** A feasibility assessment would be undertaken prior to any implementation of car parking sensors. 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. 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 including increasing from 2 to 3 hour car parking. Support for the strategy recommendation to review the provision of disabled car parking. No change to the draft strategy.

**10) Opposed to the recommendations relating to the Hospital Precinct including, additional car parking, paid car parking, the heritage values of the area and consultation.**

**Response:** In progressing the implementation of recommendations for additional car parking in Timor and Ryot Streets, detailed planning and design would be undertaken including further consultation with key stakeholders, including residents of the area. No change to draft strategy.

**11) Request the parking in the Hospital Precinct is addressed however concerned with paying for car parking in this area.**

**Response:** Within the Hospital Precinct a number of recommendations have been provided to address car parking within the area to ensure equity and availability for those that need to access the Hospital site. No change to draft strategy.

## 12) Object to the recommendation for additional car parking within the Hospital Precinct.

**Response:** As outlined above, in progressing the implementation of recommendations for additional car parking in Timor and Ryot Streets, detailed planning and design would be undertaken including further consultation with key stakeholders, including residents of the area. No change to draft strategy.

## 13) Suggest free parking in hospital precinct.

**Response:** The recommendations relating to the Hospital Precinct include increasing the free car parking from 2 hour to 3 hour and consider implementing paid parking for the on-street parking bays closest to the Hospital so that those that need close parking can do so at a fee. No change to draft strategy.

### Financial Impact

The preparation of the Warrnambool Car Parking Strategy has been budgeted for within the Sustainability and 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

The Warrnambool Car Parking Strategy provides a strategic plan that will guide the management and implementation of public car parking within the municipality over the coming years.

### Community Impact / Consultation

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

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

### Officers' Declaration of Interest

None.

### Conclusion

The Warrnambool Car Parking Strategy provides recommendations for the management of public car parking within the municipality. The release of the draft strategy for community consultation has resulted in thirteen (13) submissions being received. Based on the feedback there are no suggested changes to the strategy, and it is recommended that the Warrnambool Car Parking Strategy be endorsed.

### ATTACHMENTS

1. Final Warrnambool Car Parking Strategy - August 2024 [7.2.1 - 78 pages]

### 7.3. Warrnambool Library And Learning Centre Meeting Room Policy

#### *DIRECTORATE : COMMUNITY DEVELOPMENT*

#### Purpose:

*This report seeks Council adoption of the Warrnambool Library and Learning Centre Meeting Room Policy 2024.*

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#### Executive Summary

The Warrnambool Library and Learning Centre Meeting Room Policy is a new policy intended to provide guidance regarding the principles and general conditions that relate to use of meeting and multi-purpose rooms within the Warrnambool Library and Learning Centre.

The library has a number of meeting rooms and multi-purpose spaces. This policy supports consistent, fair and equitable decision making and processes for the public use, allocation, and management of the library's meeting and multi-purpose rooms aligned with the intent and purpose of the library.

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#### RECOMMENDATION

**That Council adopt the Warrnambool Library and Learning Centre Meeting Room Policy 2024.**

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#### Background

The Warrnambool Library and Learning Centre plays an important role in the civic life of the municipality providing residents, local community organisations, and visitors with the opportunity to participate in events and activities that encourage and support reading, literacy in all its forms, learning and social connection.

Warrnambool Library and Learning Centre manages and provides facilities free of charge to:

- Facilitate and increase access and participation in activities that support community capacity building in areas that align with the library's aims of encouraging reading, skill development and learning.
- Support and encourage all the literacies including reading and writing; computing and ITC; numerical; financial; information and media; career and cultural.
- Support and encourage TAFE student collaborative learning and group study.

The library has a number of meeting and multi-purpose rooms intended for use for the delivery of library programs and services, and for use by library customers.

This policy is intended to provide guidance regarding the principles and general conditions that relate to community hire of meeting and multi-purpose rooms within the Warrnambool Library and Learning Centre.

The policy supports consistent, fair and equitable decision making and processes for the public use, allocation, and management of the library's meeting and multi-purpose rooms within the intent and purpose of the library.

## Issues

Now that the library has been open for almost 2 years, Council officers have a clearer idea of demand.

While there is high demand for access to meeting rooms, not all booking requests are aligned with the intent or purpose of the library.

## Policy Principles

The intent of library meeting room availability is to:

- increase access and participation in activities that support community capacity building in areas that align with the library's core aims of encouraging reading, skill development and learning.
- Support and encourage all the literacies including reading and writing; computing and ITC; numerical; financial; information and media; career and cultural.
- Support and encourage TAFE student collaborative learning and group study.

A policy is required to support staff in decision making when accepting or declining bookings.

## Financial Impact

Use by non-for profit community groups, for purposes that align with the General Principals will be free of charge.

Use by Commercial users and corporate organisations will incur a fee as per Warrnambool City Council's schedule of fees and charges. [Schedule of Fees and Charges.](#)

Individuals who book a meeting room for the delivery of a fee-based service will be classified as business use and will incur a charge.

Fees and charges are set in Council's annual budget process.

## Legislation / Policy / Council Plan Context

### 1 A healthy community

1.4 An accessible city: Council will improve physical and social accessibility to community services, facilities, places and precincts.

1.6 Community learning pathways: Council will support and encourage lifelong learning that helps build community resilience and preparedness for change.



### Timing

Policy will be implemented immediately.

### Community Impact / Consultation

Community have not been engaged in the development of this Policy as it relates to business operations.

### Legal Risk / Impact

n/a

### Officers' Declaration Of Interest

Nil

### Conclusion

This policy supports consistent, fair and equitable decision making and processes for the public use, allocation, and management of the library's meeting and multi-purpose rooms within the intent and purpose of the library

### ATTACHMENTS

1. Warrnambool Library and Learning Centre Meeting Room Booking Polic (1) [7.3.1 - 8 pages]

## 7.4. Brierly Sports And Community Hub Business Plan - Project Progress Report

**DIRECTORATE :** Community Development

**Purpose:**

*This report provides a progress report on the development of a Business Case for a Sports and Community Hub at Brierly Reserve.*

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### Executive Summary

This report provides an update on the development of a Business Case for a sports and community hub for Brierly Reserve.

It summarises the outcomes of the community engagement process undertaken to inform the development of a functional brief for the facility.

The functional brief has enabled the development of concept designs, high-level costings and Business Case.

The report outlines the potential users and uses of the Hub.

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### RECOMMENDATION

1. That Council approve the release of the draft Brierly Reserve Sports and Community Hub concepts for information.
  2. That Council supports the submission of grant funding applications as they become available to progress the project.
- 

### Background

The Brierly Master Plan 2012, the Brierly Community Feasibility Study 2013, and the Community Services Infrastructure Plan 2013 all recommend the development of a community hub to meet the needs of our growing city and the expanding north Warrnambool residential area, and to make the best use of this unique and valuable open space.

Given the length of time and significant demographic changes that have occurred in North Warrnambool since the community was last engaged, it was necessary to ask residents again to identify the current need and future aspirations for the site.

With the support of \$1M State Government funding, Council has recently completed the redevelopment of the Eastern Oval at Brierly Reserve to include cricket and 2 soccer pitches, lighting and fencing. The project required the removal of a temporary building that was suitable only for demolition. In accepting the funding and removing the building Council understood the need to work towards the development of a Sports Pavilion as soon as possible.

Council engaged the consultancy firm Solucio to undertake a thorough engagement process to determine community aspirations and practical priorities for a new Sports and Community Hub for Brierly Reserve.

The engagement process included the following activities:

- 10 in-depth consultations with key community knowledge holders.
- 12 responses to an online community survey that was promoted through targeted and boosted social media channels.
- 54 conversations with members of the community at two in-person community engagements across two days, held in north Warrnambool locations.
- 58 reactions and 31 comments from four posts on social media.

The desired outcome was to inform a functional brief for the building that would support the development of a Business Case for a Sports and Community Hub. The Business Case will evaluate the benefit, cost and risk of and provide rationale for the preferred solution.

### Engagement results

The results of the engagement are presented in the attached report.

In summary:

The report presents a Vision for a new Brierly Sports and Community Hub based on community feedback.

***To provide an integrated sports and community hub that engages and enriches the North Warrnambool community. The Hub will support community capacity building and resilience through enabling opportunities for physical activity, social inclusion and connection, education, and social support.***

The following points were the 'must-have' features highlighted by the respondents

- Integration of a multi-purpose space that is flexible
- Accessible toilets and changeroom facilities for the sporting clubs that prioritise a female-friendly environment
- An undercover area with barbeque facilities and picnic tables.
- Upgraded and gated playground
- Adequate parking to accommodate upgrades to the Reserve
- Indoor play space for children

The following ideas are the core components identified by respondents.

- Compliant sporting changerooms and club rooms
- Formalised home for community clubs
- Multi-use spaces for community and hiring purposes
- Space that support health and social services
- Space for child play groups and parents' clubs

## Functional brief

The following functional requirements for the proposed Brierly Sports and Community Hub was developed based on stakeholder feedback and benchmarking with comparable facilities.

The Brierly Sports and Community Hub will be an inclusive multifunctional space supporting a variety of community activities. It also presents an opportunity for commercial activation such as outreach allied health services, hall and meeting room hire.

Key functional spaces to be accommodated include:

- Sports pavilion
- Multi-purpose room
- Meeting rooms
- Early years space suitable for parents' groups/play groups/individual play with maternal child health consulting room.
- consultation rooms
- foyer/lounge area with kitchenette and indoor public amenities
- Small office space
- Outdoor public amenities
- Changing places bathroom

Community engagement also identified that BBQ and picnic facilities are a priority for improvements to the open space. The site will also require investment in road and service upgrades and parking.

Consultancy group Capital Insights has been engaged to develop the Business Case for a Sports and Community Hub at Brierly Reserve

## Issues

Capital Insights and their consultancy partner architects Croxon Ramsay have been provided with the functional brief and the following design principles to inform the development of concept designs and costs for a Brierly Sports and Community Hub. The functional brief and design principles are based on the findings from community consultation and best practice.

Safe and Welcoming – facilities are to be designed to be visible, open, and welcoming to the community, creating a safe place for all members of the community including older adults, people with disabilities, young people, sporting groups, community groups. Separation of functional zones, so that sporting and other activities can be accommodated concurrently, and to observe child-safety standards in the early years' areas.

Accessible and Inclusive – facilities are to be universally designed and inclusive, fostering participation by all members of our community, across all life stages, genders, and cultures.

Multi-use and Connection – incorporate design options that enhance flexibility, access, and use.

Sustainable – facilities will be designed and operate efficiently

Staged construction - A key request to the consultant architects developing the Business Case is that the building be designed so that construction can be staged if necessary.

Other designed considerations include:

- welcoming but robust as facility is unstaffed
- cost effective construction
- fully disability accessible including a changing place bathroom
- sensitive to the surrounding environment
- sports pavilion in appropriate location to oval
- early years playroom suitable for families and young children to connect, learn and play
- safe pedestrian passage between both ovals.

As is required for a State Government Business Plan, two concepts have been developed.

As also required to attract State Government Funding, an Investment Logic Map (ILM) has been completed. Investment logic mapping assists in developing and documenting the logic that underpins a potential investment decision. This is a key element of the Business Case and is designed to assure Government that projects have demonstratable and meaningful benefits.

The Investment Logic Map identifies the problem as:

- Increasingly constrained opportunities for formal and informal sporting and physical activity contribute to unacceptably high rates of chronic preventable conditions.
- An uninviting and unsafe environment for women, children and people with disabilities excludes many from social and recreational participation.
- A lack of opportunities to access allied health and community services within the North-East Corridor limits the likelihood of positive and early interventions for people at risk.
- The lack of convenient shared space for organised, communal social activities adversely impacts on how people perceive their relationship with the broader community.

The Business Case will demonstrate that a Brierly Sports and Community Hub will result in:

- Improved Health and Wellbeing
- A more supportive environment for building community leadership and resilience
- A shared sense of belonging and pride in a across a rapidly growing regional community

## Proposals

### Concept 1.

Is of a modest scale but still has capacity to meet current need with scope for growth. It includes the full sports pavilion and multi-purpose hall, meeting room, consulting room and early years play space. This option has been developed as funding will be more achievable whilst still meeting the identified needs of the community. The cost of this option is estimated at \$14.6 million if built in 2027. Officers recommend that this is the most appropriate option.

**Concept 2.**

This option includes the sports pavilion and expanded Community Hub including additional meeting rooms, multi-purpose hall, consulting rooms, commercial kitchen and 33 place early years centre to meet Standards. This option is being considered due to the opportunity it presents to provide additional kindergarten places with the roll out of 3-year-old kinder. Additional meeting rooms are included and a commercial kitchen to provide for a broader range of needs and to cater for future growth. The cost of this option is estimated at \$25 million if built in 2027.

**Users and uses**

Brierly reserve is in the heart of Warrnambool, situated right in the confluence of the growth areas in the north, east and south-east. Currently Warrnambool does not have a fit for purpose community centre for people with a disability or across all age cohorts. While the Business Case will provide a detailed case for the need, current and potential users of the Sports and Community hub are:

**Sport**

Current

Warrnambool Cricket Club

Player Participation	Males	Females	Total
Juniors (U18)	120	20	140
Seniors (18+)	50	11	61

Warrnambool Rangers Soccer Club

Player Participation	Males	Females	Total
Juniors (U18)	175	25	200
Seniors (18+)	30	20	50

Modern Dog Training Club: 4 classes each session (10 volunteers)

Brierly Junior Sharks Aus Kick Program: 10-week program during winter season with 30-35 participants.

Other potential sports users

Football Victoria regional and state junior soccer carnivals and elite senior training (NPL)

Southwest Victoria Football Association finals venue

Cricket blast programs (primary school and disability groups)

Athletic Clubs – grass surface training, meetings, and social gatherings

Parkrun – opportunity to create a Northeast loop through reserve

Discgolf – opportunity to create a course (using existing golf course in south/west section)

Walking track circuit – older adults and disability groups

**Disability support groups, carers, and agencies:** there is no fully accessible community hall in the city where individuals and groups such as Find Your Voice Collective can gather for activities or socially. The Hub includes a Changing Places bathroom that means people with complex needs can participate in community activities, watch sport, or connect socially.

**Community groups:** there are many existing, and not yet established, community groups that have no public community space to hold either their activities or their committee meetings. The Community Hub concept includes storage lockers for regular users to store minor equipment and resources. The multipurpose hall can be used for the delivery of programs and activities by these volunteer organisations.

**Allied health and government support agencies:** such as Youth Justice, Family Violence support, Maternal Child Health can access a consulting room to meet with community members in a neutral, non-clinical and welcoming environment.

**Parents and carers of young children.** There is a high demand for somewhere warm, dry, and safe for parents to meet with their young children. Council provides parental support to on average 160 first time parents each year. These groups currently meet in the library and are encouraged to keep meeting after the program to provide peer support and friendship groups. A playroom in the hub will provide these groups with a space suitable to meet with small children.

Council also provides supported playgroup for families experiencing disadvantage to improve learning, development and wellbeing outcomes for approximately 120 participants and Dad's playgroup with 6 – 10 families attending on a regular basis. Programs such as Sleep & Settling programs and INFANT programs are currently run from kindergartens that may no longer have capacity to host these services with the roll out of 3-year-old kinder.

**Older adults.** Australia is getting older, faster. By 2026, more than 22 percent of Australians will be aged over 65 and this will trigger a drastic change in the services needed. In order to keep our ageing population active and socially connected the city will need more accessible spaces to be socially and physically active. The community centre at Brierly will benefit this population cohort because it will combine indoor space, with accessible green open space and walking tracks around the ovals. This will allow for a one-stop shop solution for all physical and mental health and wellbeing needs of this population segment.

**Council:** Council provides many community development programs and services such as community engagement and have your say session and public health education programs. The only Council owned facility with sufficient space to cater to these needs is the Lighthouse Theatre, however demand on this facility already exceeds capacity at peak times. The hub will also provide capacity for services such as the Library, Youth Team, and Immunisation to deliver outreach programs.

**Informal users:** the fast-growing northern suburb does not have any social infrastructure and so there is nowhere within the community to serendipitously meet other people from that community. These gatherings of locals are the foundations of new community groups and are how community leaders are identified and developed. The hub concept includes a foyer/community lounge where people can gather to meet new people. It has capacity to become a 'Third Place,' outside the two usual social environments of home (first place) and the workplace (second place).

**Self-employed or outworkers.** Since the pandemics, a lot more people are working from home or working off-site. These workers often need either a quiet office space or a place to meet with clients outside the home. Small consultant rooms and a small office space can be used for these purposes.

**Business and not-for-profit organisations.** The multipurpose hall will be available to hire for activities such as fitness and training, program delivery and community engagement.

While all these uses have long-term social benefits connected to community pride, inclusion, mental and physical health that are less tangible, there is also economic benefit in supporting small business activities such as fitness and training.

### **Future proofing**

This project presents Council with a unique opportunity to build a proper future-proof community centre that caters to the whole population.

Considering future demographics of the municipality up to 2050 and beyond, as the main community hub for Warrnambool, the facility should be able to cater to the elderly (Warrnambool population will soon be 30% who are over the age of 65), and young population (already around 24%) and people with disabilities and people who are in higher needs of social and community connections, that brings the population close to 70% overall. Development of East of Aberline and the North corridor will create a greater demand and need for community spaces.

### **Government funding**

#### Federal Government

In the October 2022-23 Budget, the Australian Government announced the regional Precincts and Partnerships Program (rPPP) which has been allocated \$400 million over three years from 2023-24. The rPPP is an open, non-competitive grants process that will support both the development and delivery of precincts across regional, rural, and remote Australia.

The Australian Government is backing the recovery of Australia's visitor economy through various programs. Regional economic growth and development is supported through funding of \$1 billion over 3 years for 2 new infrastructure grant programs: the Growing Regions Program and the Precincts and Partnerships Program.

The Growing Regions Program provides grants of between \$500,000 and \$15 million to local government entities and not-for-profit organisations for capital works projects that deliver community and economic infrastructure projects across regional and rural Australia. \$600 million over three years from 2023-24 is committed to the Growing Regions Program, with \$300 million available within the first and second round's funding envelopes. The criteria for the grant aligns strongly with this project. The second round closes on 10 October 2024 and is considered to be Council's best option to secure funding for this important social infrastructure project

#### Victorian State Government

The Regional Infrastructure Fund, administered by Regional Development Victoria, is designed to bolster the growth and development of rural regions. In the past, it has considered funding requests between \$20,000 and \$3 million. It did not receive a funding allocation in the 2023/24 budget. It is anticipated these funds will be reinstated in future budgets. The cancellation of the 2026 Commonwealth Games has resulted in \$170M of funding being redirected to regional infrastructure projects.



While State Government funding opportunities are currently being impacted by austerity measures, multi-purpose, multi-functional projects are more likely to attract funding than single purpose infrastructure.

### Financial Impact

Cost plans for both concepts have been developed by Prowse Quantity Surveyors. Cost plans include construction costs; site and external services; landscaping and improvements; contingency and professional fees. Allowance has been included for cost escalation to 2027 if the project cannot be delivered sooner.

### Legislation / Policy / Council Plan Context

#### 1 A healthy community

1.4 An accessible city: Council will improve physical and social accessibility to community services, facilities, places, and precincts.

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.

#### 4 A connected, inclusive place

4.3 Stronger neighbourhoods: Council will foster neighbourhood connections and capacity building including the development of inclusive recreational and cultural opportunities.

### Timing

3 – 16 September - Inform community of progress and receive feedback

17 - 31 September Finalise Business Case

2 December - Final Business Case to Council meeting

### Community Impact / Consultation

The first round of community engagement was designed to **Involve** the community in the development of the functional brief for the Hub. Deliberative engagement with community identified the community demand, vision and key components to be included in the facility design.

If Council supports the progress report and proposed response to the functional brief, it is recommended that the next round of engagement **Informs** the community on how public input has influenced the functional brief and concept designs.

Should Council be successful in gaining funding support to progress the project then Council will **Collaborate** with key stakeholders to progress to detailed design and deliver the project.

### Legal Risk / Impact

N/A

## Officers' Declaration of Interest

Nil

## Collaborative Procurement

N/A

## Conclusion

Warrnambool is a growing regional city that will have an expanded role for providing sport and recreation assets to an immediate catchment of 50,000 people by 2036, a regional population of over 125,000 residents and servicing a region that attracts 5.3 million visitors annually.

Investment in well-designed, shared infrastructure that is fit for purpose is fundamental to the future. Improving sporting standards and providing new opportunities is critical to maintaining participation and growing female participation.

The development of a Business Case for a Sports and Community Hub at Brierly Reserve is the next essential step in progressing the Council endorsed Brierly Reserve Master Plan and is necessary to attract Government funding. With the redevelopment of the Brierly eastern oval now completed a sports pavilion on the site is now a priority.

Through the development of a new Brierly Sports and Community Hub, Council has the opportunity to support improved health and wellbeing outcomes, to provide a more supportive environment for building community leadership and resilience, and to create a shared sense of belonging and pride within the North Warrnambool Community.

## ATTACHMENTS

1. Solucio\_-\_ Brierly Community Engagement Report 110724 [7.4.1 - 41 pages]

## 7.5. Calendar Of Dates Of Recognition And Observance Days

*DIRECTORATE: Community Development*

### Purpose:

*This report seeks Council endorsement of a calendar of dates of recognition or celebration to be observed by Council to support the education and awareness and sense of belonging of our community.*

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### Executive Summary

Days of recognition, observation or celebration (dates of recognition) are often internationally identified, a national recognition or could be a local occasion, which mark particular events or topics in order to promote awareness and action, and the objectives of the organisation or promote a sense of belonging to an idea and what it represents.

It is proposed that a calendar of dates of recognition be re-established for the organisation with clear identification of the dates of significance that Council will celebrate. The days recognised and observed will mark particular events or topics which have relevance to the broader community and align with a Council service or policy. Dates will be either Council recognised or organisation recognised and the level of resources, communications with the community and activities will vary depending on the day of recognition.

Consultation with the community has generated some feedback and suggestions for consideration. 13 responses were received with 92% in support of the proposed calendar of dates of recognition. 13 additional dates were nominated for inclusion and one comment suggested rationalisation of weeks/days where there was duplication. Council officer responses to the suggestions are provided under Community Impact/ Consultation section below. The recommended additions to the calendar of dates of recognition are:

- Remembrance Day as a Council observed day;
- Dying to Know Day as an Organisation observed day; and
- Retain World Refugee Day only and remove World Refugee Week.

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### RECOMMENDATION

#### That Council:

1. Endorse the recognition of the following dates of recognition to be Council-observed dates for 2024-2025:
  - IDAHOBIT Day
  - International Women's Day
  - National Reconciliation Week
  - ANZAC Day
  - Citizen of the Year Ceremony
  - National Volunteer Week
  - National Tree Day
  - Clean Up Australia Day
  - Remembrance Day

2. Acknowledge that a range of other dates of recognition will be observed by the organisation and implemented by Council's services typically as programs of activities and with external messages to community shared through Council's communication channels.

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## Background

Awareness months, appreciation weeks and national days are observances of special days, weeks, or months dedicated to raising awareness about important social, health, employment topics.

There are a myriad of groups or agencies that specify holidays and observances internationally and in Australia including public holidays, cultural and religious holidays and observance and awareness days.

No one list is fulsome nor is it feasible that Council would celebrate and resource the full suite of observance days, hence Council intends to tailor a calendar to meet its own vision, mission and objectives.

## Issues

In approaching the commitment and resourcing of observing a calendar of dates of recognition, Council has considered and selected days of observance and awareness following the below framework:

### *How we decide on the dates of recognition*

To acknowledge and celebrate dates of recognition they are underpinned by the work of Council, in particular:

- How the date links with the key objectives of the Council's Plan and Municipal Public Health and Wellbeing Plan.
- How the date helps address community needs and issues and can be demonstrated as a part of the services we provide.
- How the date celebrates the organisation wellbeing.
- Any long-standing cultural, historical and community practices and traditions.

### *How we decide on the types of dates of recognition*

The type of dates of recognition and celebration will include:

- cultural and social traditions and observances, such as Christmas, Easter, ANZAC Day;
- themed awareness days, weeks or months designed to educate and build a greater understanding and awareness of social issues, such as diversity, reconciliation, mental health and volunteering such as IDAHOBIT Day, Neighbourhood House week; and
- Events that celebrate and are relevant to Warrnambool e.g. Annual Volunteering Expo.

The calendar will be reviewed annually.

### *The level of Council involvement, communications and community activities*

Communications with the community and activities will vary depending on the date of recognition. A two-tier approach to the events / days observed will enable Council to allocate its resources appropriately:

1. Council recognised – where the date of recognition has significant relevance to the broader community and current broader societal needs and issues. This may be typically communicated by the Mayor and/or Councillors in the form of organising or attending a ceremony or community event and media messages and communications.
2. Organisation recognised – where the date of recognition has relevance to the broader community and aligns with a Council service or policy. The organisation would promote internally and externally and may be accompanied by the Mayor educating the community more broadly via media. The specific Department may recognise the day with events/activities promoted internally in venue and externally via social media page.

There are dates of recognition and community activities and events that are led by other agencies which Council will support, for example NAIDOC Week, National Tree Day and 16 Days of Activism against Gender-Based Violence.

### ***The responsibility for coordination of activities***

The facilitation of the review of the calendar will be the responsibility of the Community Development Directorate and the coordination of activities will be determined by the level of communications and community activities.

### ***Application of the Framework***

The application of the Calendar of Observance Dates framework is shown in Attachment 1 and highlights the list of Council observed and Organisation observed days recommended for 2024-2025.

### **Financial Impact**

It should be recognised all events and days of recognition require some level of Council resource to implement. This can be in the form of staff time to coordinate and organise activities, Councillor attendance at community activity and events, as well as any associated material costs. Costs for each of the days nominated will be monitored through the course of the year and considered during the budget development process.

Whilst the details of the celebrations or activities are yet to be determined, Council recognition could include flag raising, support and promotion, attendance at event/ activity, support and promotion, community activities, education and acknowledgement messages, civic events, and so on.

It is proposed that

- Additional budget be allocated for promotion of Council and Organisation observed days, as well as recognition that the implementation will take up officer time that ordinarily would be allocated to other work.
- Material costs for Department observed days are provided for in recurrent department funding.

There will be no financial impact from the inclusion of the two additional days recommended from community consultation.

### Legislation / Policy / Council Plan Context

The development of a calendar of dates of recognition aligns with Council Plan 2021-2025 as follows:

#### 1 A healthy community

1.1 Be a welcoming and inclusive city: Warrnambool will be a city that is more welcoming to all and which fosters diversity.

1.4 An accessible city: Council will improve physical and social accessibility to community services, facilities, places and precincts.

1.6 Community learning pathways: Council will support and encourage lifelong learning that helps build community resilience and preparedness for change.

#### 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

### Timing

The calendar of dates of recognition will be implemented following Council resolution.

### Community Impact / Consultation

The calendar of dates of observance have been developed in consultation with Managers and departmental teams across the organization.

Community were invited to provide feedback on the proposed dates of recognition from 16 July to 30 July via Council's website and public notice.

<https://www.yoursaywarrnambool.com.au/calendar-dates-recognition-and-observance-days>

An analysis of the feedback is provided below. Full details of the community feedback (identifying responses have been redacted) is provided in Attachment 2.

**Responses**

No. Responses	13
Incomplete responses	2

**Understanding**

Have you read the preamble that explains the way that the dates of recognition were chosen and how they will be recognised	100%
Thoughts on proposal - Like the Calendar but have suggestions	92%

**Gender Breakdown**

Male	31%
Female	36%
Prefer Not to Say	9%
Did not Answer	27%

**Questions**

*Do the proposed dates of recognition meet your needs and interests?* No Comments received

*Do you think that the observance of the proposed dates of recognition positively impact on the participation of people of certain genders?*

Response	Percentage
Yes	36%
No	27%
Unsure	36%

*Does the observance of the proposed dates of recognition negatively impact on the participation of people of certain genders?*

Response	Percentage
Yes	18%
No	36%
Unsure	45%

**Suggested additions or changes**

Respondents were asked to suggest additions or changes, and which Council Plan objective they applied too. 13 dates were nominated for inclusion and one comment suggested rationalization of weeks/days where there were duplication. Where there were multiple respondents identifying the same day the number of responses is highlighted in brackets. Council officer response and recommendation to the suggestions is provided in the table below:

Suggested Days	Council Plan Objective	Officer Response and Recommendation
National Whale Day	Not specified	<p>World Whale Day is observed on 3rd Sunday in February. World Whale Day raises awareness of the growing need to protect these diverse and majestic mammals. Council's Sustainable Environment objective is to <i>protect and strengthen local ecosystems, enhance biodiversity and enable sustainable communities</i>. Awareness of wildlife protection does not directly align with Council services. The Australian Government has made whale, dolphin and porpoise conservation a priority.</p> <p><a href="https://www.dcceew.gov.au/environment/marine/publications/factsheet-whale-protection">https://www.dcceew.gov.au/environment/marine/publications/factsheet-whale-protection</a>.</p> <p><b>Not recommended.</b></p>
National Flag Day	Not specified	<p>Held on 3 September, Australian National Flag Day celebrates the first time the flag was officially flown at the Royal Exhibition Building in Melbourne in 1901 – the site of Australia's first Parliament. All Australians are encouraged to fly or display the Australian National Flag to celebrate Australian National Flag Day on 3 September each year. Council flies the Australian Flag on all days of the year in accordance with the Australian National Flag protocol in a position of honour on Warrnambool's Civic Green. The flying of the Australian flag demonstrates Council's expression of Australian identity and pride.</p> <p><b>Not Recommended.</b></p>
Dying to Know Day - nationally recognised (3)	Not specified	<p>Dying to Know Day (8 August) is a national campaign that supports Australians to improve death literacy and plan for end-of-life, normalise conversations about death, dying and loss in the home, community or workplace. This aligns with Council Plan strategies of health and wellbeing and community learning pathways and services Council provide through community programs.</p> <p><b>Recommended as Organisation Observed Day.</b></p>
Palliative Care Week (3)	Not specified	<p>National Palliative Care Week campaigns aim to raise awareness about palliative care and its benefits, and advocate to ensure quality palliative care is available for all, when and where they need it. This date does not align with Council services or policy.</p> <p><b>Not Recommended.</b></p>
Volunteer Week (2)	Not specified	<p>National Volunteer Week recognises the diverse passions and talents everyone brings to the act of volunteering. This is a well recognised and celebrated date at Warrnambool City Council and has been identified as a Council observed date in the calendar.</p> <p><b>No Action Required.</b></p>
National Advance Care Planning Week	Health and wellbeing: Warrnambool's people are healthy	<p>National Advance Care Planning Week aims to raise awareness and foster discussions surrounding advance care planning, ensuring individuals have the opportunity to make informed decisions about their future healthcare preferences. Council does not provide health services and is unable to provide advance care plans. Council has embedded health awareness sessions within programs and in partnerships at Archie Graham Community Centre e.g. diabetes and cardiac health awareness. This date does not align with Council services or policy.</p> <p><b>Not Recommended.</b></p>



Suggested Days	Council Plan Objective	Officer Response and Recommendation
Foundational days are missing. Mothers Day Fathers Day Family Day	Not specified	Council celebrates Mothers Day, Fathers Day and Family Day through various Council services as Special Persons Days in order to recognize the diversity of family structures. <b>No Action Required.</b>
Fight Domestic Violence	Not specified	As Gender equity is the main driver of family violence, the observance of <i>International Women's Day</i> and <i>16 days of Activism against Gender-Based Violence</i> assist in the promotion of gender equity and are opportunities to highlight and call out the issue of domestic violence, particularly gender based violence. Additionally, Council is a signatory to Respect 2040, the SouthWest initiative by BSWWHW (Barwon SouthWest Womens Health) to address gender based violence and Council supports all their activities. <b>No Action Required.</b>
Australia Day (2)	Not specified	Council has held a Citizen of the Year Ceremony and Citizenship Ceremony before Australia Day which has been well received and attended. <b>No Action Required.</b>
Rationalise duplication: World refugee day/week, National Tree Day/World Environment Day, Harmony day/cultural diversity week etc		<p>Refugee Week is always held from Sunday to Saturday of the week which includes 20 June (World Refugee Day). World Refugee Day is celebrated globally. Refugee Week is held only in a limited number of countries. <b>Agree with rationalisation. Retain World Refugee Day only.</b></p> <p>Council has recognised National Tree Day for a long time and with important community partnerships. Council offer a staff plant a tree day every year and partner with the Warrnambool Coastcare Landcare Network to facilitate Reveg the Flume, a community tree planting day. World Environment Day is a day for encouraging awareness and action to protect our environment. Both observance days align with Council Plan objectives and various strategies. <b>Not Recommended.</b></p> <p>March 21 is Australia’s Harmony Day, which celebrates the country’s cultural diversity falls within Cultural Diversity Week. This week brings Victorians together to recognise the benefits of cultural diversity and showcase the many cultures that have shaped our multiculturalism. Different areas of Council recognise these occasions in different ways with messages shared through Council’s communication channels or activities in Council services. At community level, Council supports the Warrnambool Multicultural Association to develop programs for the community. This is a way of developing capacity of local organisations in the community to promote harmony in the community. <b>Not Recommended.</b></p>

Suggested Days	Council Plan Objective	Officer Response and Recommendation
Remembrance Day	Community learning pathways	Remembrance Day is observed on 11 November to recall the end of First World War hostilities. In November 1997, Governor-General, Sir William Deane, issued a proclamation formally declaring 11 November Remembrance Day. He urged all Australians to observe one minute's silence at 11am on 11 November to remember all those who died or suffered for Australia's causes in all wars and armed conflicts. This observance day has relevance to the broader community and aligns with Council creating a learning community. <b>Recommended as Council Observed Day.</b>
World Health Day as a Council Observed Day	Health and Wellbeing	World Health Day is celebrated annually and each year draws attention to a specific health topic of concern to people all over the world. Council is committed to a healthy community. Through the implementation of the Health and Wellbeing Plan, Council is already investing in a significant number of programs focused on health and wellbeing, and the communities of practice are opportunistic in using different days of significance around particular health issues to raise awareness in the community. This is reflected in the number of observance and recognition days that are organisation recognised. <b>Not Recommended.</b>

**Next Steps**

This report will be presented to Council for consideration at its September meeting.

**Legal Risk / Impact**

Nil – legal risk.

**Officers’ Declaration Of Interest**

There is no conflict of interest.

**Collaborative Procurement**

Not applicable

**Conclusion**

Council has a leadership role to support days of recognition, observation or celebration that are internationally identified, of national significance or of relevance to the broader community and current broader societal needs and issues. It is proposed that we acknowledge and celebrate a range of awareness days, weeks and cultural festivals throughout the year. The selection of observance and recognition days will be subjective. Using a criteria for decision making will assist with establishing some boundaries. Consulting with the community has assisted with developing the dates of recognition for Council to invest in as well providing an understanding and awareness of the criteria and application of decision making around development of the calendar. Council decision on the dates of recognition will ensure the dates of recognition are reflective of the balance between community demands and Council resources.

**ATTACHMENTS**

1. Attachment 1 - Calendar of Observance Dates Framework [7.5.1 - 2 pages]
2. Attachment 2 Your Say Consultation Community Feedback [7.5.2 - 1 page]

## 7.6. DP2024-0002 - Development Plan Application For 28 Aberline Road

### *DIRECTORATE : City Growth*

#### Purpose:

*This report summarises the planning assessment conducted relating to the development plan application at 28 Aberline Road, which provides a plan describing future development for a childcare centre and swim school on the land. The recommendation is to approve the plan as submitted.*

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#### Executive Summary

- A development plan application was received in June 2024 relating to the land as described, which is an approximately 4500m<sup>2</sup> parcel on the eastern side of Aberline Road in Warrnambool's northeast.
- The plan is in fact an amendment to a previously approved development plan which showed subdivision for future residential development.
- The current plan was subject to public exhibition in July, including both internal and external referrals.
- On the basis of submissions received and input from Council officers, an amended plan was submitted in August 2024.
- The amended plan shows an intended layout to develop the land with one building that could incorporate a childcare centre and swim school.
- Two crossovers are proposed to service a dedicated parking area, where allowance has been made for the widening of Aberline Road in line with the intent of the *North East Warrnambool Structure Plan, 2008*.
- The plan is in accordance with the requirements of the Development Plan overlay, and is recommended for approval as submitted.

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#### RECOMMENDATION

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 1 TP 830561Q, known as 28 Aberline Rd WARRNAMBOOL VIC 3280, which seeks to facilitate a mixed use development (childcare centre and swim school) on the subject site.

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#### Background

The North East Warrnambool Structure Plan (2008) outlines the planning and development framework for four different development areas, of which the subject site is within the smallest and furthest southeast. The structure plan identifies the majority of the plan area for the purposes of conventional density residential development, however the plan acknowledges that other locations for community and recreation are possible, provided the areas are:

- accessible to residential areas (new and existing)

- co-located with open space
- linked with public transport nodes
- sited to allow for provision of a variety of services

A Development Plan was previously approved in relation to the subject site on 2 August 2012 for a four lot [residential] subdivision. The plan prepared by Brian Consulting sought to retain existing dwellings on Lot 1 and create three new lots that could be further developed for residential purposes. Although a planning permit was also approved for this four lot subdivision, the subdivision never proceeded, and the permit has since expired.

A planning permit application was submitted in October 2022 for the use and development of a childcare centre and swim school, however Council officers took the view that the proposal was not in accordance with the previously approved development plan. The same applicant is now seeking to amend the development plan to align with these intended uses.

### Issues

In line with Council's current processes, the application was subject to a non-statutory exhibition period of two weeks via a newspaper advertisement, a post on Council's website, and a copy of plans held at Council offices. The newspaper ad was run on 10 July 2024. At the time of writing, two submissions have been received relating to the proposal. The issues raised in the submissions can be summarised as follows:

- The proposal will cause unreasonable amenity impacts to nearby residential properties
- Noise and traffic pollution from the proposed childcare centre
- Inappropriate response to the planning controls and policy affecting the site
- Road widening required by the structure plan has not been provided.

### Amenity Impacts

The specific amenity impacts raised relate to noise and traffic pollution. The submission does not provide any further level of specificity as to why it is assumed that the proposal will cause undue impact, or confirmation that this view has been taken in specific response to any finding in the applicant's submission, including the Traffic Impact Assessment. Notwithstanding, it will be incumbent on Council to determine that any future planning application is in accordance with the guidance provided under the Planning Policy Framework, including clause 13.05-1S (noise management), and clause 13.07-1S (land use compatibility). The assessing officer has not elaborated in the attached delegate report as to how the proposal responds to these specific clauses, or by extension the concerns of the submitter. This is not entirely unusual at Development Plan stage, in that the intent of the plan is to describe future development, and not necessarily to provide granular level of detail on any mitigation measures or specific design responses that might be employed to achieve compliance. It is the officer's general position that there is nothing inherently conflicting about residential land and ancillary community infrastructure, especially at this scope and scale. While it is useful to confirm that Council officers have been engaging in an ongoing conversation with the applicant to ensure that an adequate level of detail is provided within the planning permit application to outline specific design features that will lead to appropriate noise attenuation and traffic movements, it is viewed as sufficient at the development plan stage to confirm that these land uses can co-exist.

In order to arrive at this general conclusion, it is useful to contextualise the common outcome of education centres of all varieties occurring in the General Residential zone. As elaborated in future sections, there are many examples of education centres in the area, and the inclusion of these facilities within the surrounding residential areas is in many ways a logical outcome. The ability of this specific development to be site responsive, respect existing character, and not unduly impact on the amenity of surrounding residents will be assessed at the planning permit stage, where there is no over-arching reason that a development of this nature could not co-exist harmoniously with its surroundings. This position is equally supported in Planning Policy, including that “the integration of facilities into communities” (as opposed to some distance away, or in another zone) is a desirable strategy.

### Planning Controls and Policy

A response to this portion of the submission is difficult to address without a complete digression into the ontological nature and process of planning. Specifically, it calls into question ‘what is the nature and purpose of a development plan’, and more precisely how is this process meant to differ from a standard permit assessment. The implementation of development plans is guided by Planning Practice Note 23 (Applying the Incorporated Plan and Development Plan overlays). While guidance on how to assess or approve a plan is not explicitly outlined, it is inferred in the practice note that the ultimate guidance as to what a plan should contain is provided first and foremost within the overlay. Consequently, response to the guidelines and objectives of the overlay is the overt method of confirming that a plan should or should not be supported.

Second, there is a large and far-reaching body of documented Tribunal debate as to a) whether Council should cause notice of any variety in relation to approving a development plan, and b) if it does, what standing those submissions should have. Indeed, the practice note bluntly states “Responsible authorities should not use non-statutory consultation practices to assist in deciding a planning application”. One of the main effects of a development plan is to remove future notice and appeal rights in relation to planning permits; therefore, if notice is undertaken, the sole purpose of causing notice and receiving submissions should be limited to gathering information from other parties that Council can then use to assist in its own determination.

The fact that a subjective response has been received that not enough information was provided in the application in order for that party to make its own assessment is consequently of no assistance to Council. Officers have in this instance sought further information where relevant, and conducted an assessment that is led by the guidelines and objectives of the development overlay, but equally informed by the other parts of the *Planning and Environment Act 1987* and *Warrnambool Planning Scheme*, where it is understood that these measures will be required to be met again at planning permit application.

### Road Widening

The Development Plan originally did not address the requirements to widen Aberline Road and therefore did not align with the *North East Warrnambool Structure Plan 2008* with required road widening of Aberline Road as stipulated in the Section 173 Agreement. Amended plans have been provided to address this matter with the layout of the front of the proposed development site being altered to cater for the widening of Aberline Road.

While the issues as raised in submissions have informed Council officers’ assessment where relevant, the issues in question are not viewed as detrimental to the approval of the development plan.

## Assessment Summary

While the approval of a Development Plan should follow the traditional method of an 'integrated decision-making' planning assessment, the crucial criteria are provided in the objectives and requirements of the Development Overlay. Put another way, while a robust assessment was conducted to ensure that the plan was in accordance with planning policy, zone objectives, and underlying objectives of the legislation, the main criteria for assessment are outlined in the specific Development Plan overlay schedule. In this instance, the overlay in question relates to Schedule 7, and the criteria that have been specifically selected to ensure development proceeds in line with expectations from the underlying Structure Plan. Specifically, that plans should:

1. Respond to site conditions including topography and vegetation
2. Integrate with existing infrastructure and development
3. Manage any heritage or archaeological assets
4. Identify potential areas suitable for various densities of housing
5. Provide for community interaction
6. Maintain a main transport corridor along Aberline Road
7. Identify and promote a preferred streetscape character
8. Maintain appropriate vegetation and landscaping

As outlined in the attached Delegate Report, all of these criteria were assessed as being compliant, with the conclusion reached that the proposed uses will result in important services being provided to both the local and wider community.

While it is not noted in the Delegate Report as it is not strictly called into question as it relates to the planning criteria for assessment, the proposed use should it be approved would result in an agglomeration of similar uses in the immediate area. Specifically, a private childcare centre has been approved (but not yet built) approximately 200m to the south at the corner of Aberline Road and Dales Road, and a number of other existing facilities are currently positioned in the immediate area. While the planning assessment should take account of the underlying economic forecast of likely demand and supply, there is nothing to suggest that proximity to other centres would be a negative outcome for Warrnambool. As there are multiple designated residential growth areas surrounding the subject site, the inclusion of essential community infrastructure is seen as a logical inclusion to the neighbourhood.

## 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 educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations. The site is also 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 outcome for an under-utilised parcel of land with access to services and amenities. The requirements of the overlay have been met. The non-residential use of the site is not anticipated to cause undue adverse impacts on the surrounding residential area due to the fact vehicle access is able to occur directly from Aberline Road which is classified as a Significant Municipal Road and separate entry and exit points are provided to allow for the efficient flow of traffic. The childcare centre and swim school will result in important services being provided to the community within north-east Warrnambool. Consequently, the recommendation above has been reached.

## ATTACHMENTS

1. D P 2024-0002 - delegate report - 28 Aberline Road [7.6.1 - 25 pages]
2. D P 2024-0002 - applicant submission - 28 Aberline Road [7.6.2 - 23 pages]
3. D P 2024-0002 - development plan set - 28 Aberline Road [7.6.3 - 14 pages]



## 7.7. Tender Award 2024053 - Provision Of Contract Cleaning Services For Main Council Buildings

*DIRECTORATE : City Infrastructure*

Purpose:

*This report provides information on award of Contract 2024053 - Provision of Contract Cleaning Services at Main Council Buildings*

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### Executive Summary

- This contract is intended to provide a cleaning service for Main Council Buildings, including the Civic Centre, West Wing, Archie Graham, Warrnambool Art Gallery, Lighthouse Theatre, The Warrnambool Library and Learning Centre, and other Council buildings.
  - Twenty-one (21) tender submissions were received and considered by the Tender Assessment Panel.
  - This report recommends that Contract 2024053 - Provision of Contract Cleaning Services at Main Council Buildings be awarded to Broadscope Facility Services Pty Ltd.
  - The contract is for a 3-year period with options to extend for two further twelve-month periods (2 x 1 year).
- 

### RECOMMENDATION

That Council:

1. Awards Contract 2024053 - Provision of Contract Cleaning Services for Main Council Buildings to Broadscope Facility Services Pty Ltd for a minimum 3-year period at the annual lump sum of \$355,240.77 excl. GST (\$390,764.85 Inc. GST), indexed annually at CPI.
  2. Accepts the schedule of rates component of 2024053 - Provision of Contract Cleaning Services for Main Council Buildings to Broadscope Facility Services Pty Ltd for one off cleans, additional cleans and emergency cleans.
  3. Notes that Contract 2024053 - Provision of Contract Cleaning Services for Main Council Buildings is for a three-year period with the option of 2 x 1 year extensions.
  4. Notes that the estimated total spend across the 5 x year length of the contract to be \$2,053,988.42 inclusive of GST
  5. Authorises the CEO to sign, seal and vary the contract as required, and delegate the CEO the authority to determine if the contract extension is to be exercised and to execute the extension as required (2 x 1 year terms).
- 

### Background

Warrnambool is regarded as a clean and tidy city. For this reason, Council places a high priority on maintaining the cleanliness of its buildings and public facilities.



Council sought submissions from suitably experienced contractors to provide cleaning services for its main buildings for a three-year term.

The contract comprises of cleaning various areas of the following sites;

- Civic Centre;
- Warrnambool Library and Learning Centre;
- Archie Graham Centre;
- Flagstaff Hill Maritime Village and Visitor Information Centre;
- Civic Centre West Wing.
- The Lighthouse Theatre
- Warrnambool Art Gallery,
- Immunisation Centre; and
- Animal Shelter Administration Office Building.

The tender was advertised on 12 July 2024 on the Warrnambool City Council website and eProcure. Tenders closed at 2pm, 9 August 2024.

The tender is considered an essential service for the operation of these buildings. Offering an initial three-year contract term provides reliability of service, competitive pricing and reduces exposure to unpredictable price rises.

The tender is a lump sum contract, with a schedule of rates provided for additional ad hoc and emergency cleaning.

At the close of tenders, 21 submissions were received.

It was determined through the tender evaluation process that the tender submission provided by Broadscope Facility Services Pty Ltd offers the best value for money for the provision of cleaning main council buildings. This was due to the methodology provided and demonstrated experience with similar contracts in combination with the tendered price.

### Issues

Of the 21 submissions received, some were for selected facilities only, not all available facilities on offer. These submissions were considered as part of the tender evaluation process to ensure a fair and consistent process. In this case, the Tender Evaluation Panel determined that the best tender was submitted by Broadscope Facility Services Pty Ltd, who tendered for all available facilities as part of the tender.

### Financial Impact

The cost to provide the service in year one of the contract will be \$390,764.85 incl GST. Allowance for this service's cost in 2024/25 has been made within Council's operations budget for each building with an available budget of approx. \$452,000.00 for cleaning Council facilities.

### Legislation / Policy / Council Plan Context

This report responds to the following Council Plan initiatives:

## 5 An effective Council

5.3 Customer-focused services: Council will continue to develop a program of Council services that are delivered to the community's satisfaction.

### Timing

The initial term of the Contract is three years, with two one-year extensions. The start date of the contract is 1 November 2024.

### Community Impact / Consultation

There are no community impact or consultation issues associated with the acceptance of this tender.

### Legal Risk / Impact

It is not considered that there are any risks associated with the acceptance of this tender that cannot be managed through the contract conditions.

### Officers' Declaration of Interest

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

### Collaborative Procurement

Not applicable.

### Conclusion

A Procurement process has been undertaken for a new cleaning contact for the main Council buildings. Acceptance of the recommended tender represents best value for Council.

### ATTACHMENTS

Nil

## 7.8. Tender Award 2024054 - Provision Of Contract Cleaning Services For Aquatic And Hard Court Sport Centres

*DIRECTORATE : City Infrastructure*

Purpose:

*This report provides information on award of Contract 2024054 - Provision of Contract Cleaning Services for Aquatic and Hard-Court Sport Centres.*

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### Executive Summary

- The intent of this contract is to provide a cleaning service for Aquatic & Hard-Court Sport Centres.
  - Twelve tender submissions were received and considered by the Tender Assessment Panel.
  - This report recommends that Contract 2024054 - Provision of Contract Cleaning Services for Aquatic & Hard-Court Sport Centres be awarded to Makkim Pty Ltd trading as Australian Environmental Cleaning Services.
  - The contract is for a 3-year period with options to extend for two further twelve-month periods (2 x 1 year).
- 

### RECOMMENDATION

That Council:

1. Awards Contract 2024054 - Provision of Contract Cleaning Services for Aquatic & Hard-Court Sport Centres to Makkim Pty Ltd. T/A Australian Environmental Cleaning Services for a minimum 3-year period at the annual lump sum of \$89,420.00 excl. GST (\$98,362.00 Inc. GST), indexed annually at CPI.
  2. Accepts the schedule of rates component of 2024025 - Provision of Contract Cleaning Services for Aquatic & Hard-Court Sport Centres from Makkim Pty Ltd. T/A Australian Environmental Cleaning Services for one off cleans, additional cleans and emergency cleans.
  3. Notes that Contract 2024054 – Provision of Contract Cleaning Services for Aquatic & Hard-Court Sport Centres is for a three-year period with the option of 2 x 1 year extensions.
  4. Notes that the estimated total spend across the 5 x year length of the contract to be \$517,022.99 inclusive of GST.
  5. Authorises the CEO to sign, seal and vary the contract as required, and delegate the CEO the authority to determine if the contract extension is to be exercised and to execute the extension as required (2 x 1 year terms).
- 

### Background

Warrnambool is regarded as a clean and tidy city. For this reason, Council places a high priority on maintaining the cleanliness of its buildings and public facilities.

Council sought submissions from suitably experienced contractors to provide cleaning services for its aquatic and hard-court sports centre for a three-year term.

The contract comprises of cleaning various areas of AquaZone, the hydro-therapy pool at the Archie Graham Centre and a hard-court cleaning and burnishing service at the ARC Stadium.

The tender was advertised on 12 July 2024 on the Warrnambool City Council website and eProcure. Tenders closed at 2pm, 9 August 2024.

The tender is considered an essential service for the operation of these buildings and facilities. Offering an initial three-year contract term provides reliability of service, competitive pricing and reduces exposure to unpredictable price rises.

The tender is a lump sum contract, with a schedule of rates provided for additional ad hoc and emergency cleaning.

At the close of tenders, 12 submissions were received.

It was determined through the tender evaluation process that the tender submission provided by Makkim Pty Ltd t/as Australian Environmental Cleaning Services offers the best value for money for the provision of cleaning aquatic centres and hard-court sport centres due to their:

- Significant experience in cleaning aquatic centres and hard-court stadiums.
- Direct experience and expertise in dealing with 'ceramic solutions' brand tiles used at AquaZone.

## Issues

During 2020, Council entered into a contract for the cleaning of its main buildings, including the provision of services at its aquatic and hard-court sports centre.

Due to the varied nature of the contract, it was a challenge to select a contractor that had all the resources and expertise required to provide a consistent level of service across the facilities covered by the contract.

In order to facilitate the provision of a consistently high level of service at these facilities, where more specialised cleaning is required, a separate contract for cleaning of aquatic facilities and hard courts has been offered in order to attract contractors with the required skills and expertise to undertake these cleaning activities.

## Financial Impact

The cost to provide the service in year one of the contract will be \$98,362.00 incl GST. Allowance for this service's cost in 2024/25 has been made within Council's operations budget for each building with an available budget of approx. \$452,000.00 for cleaning Council facilities.

## Legislation / Policy / Council Plan Context

This report responds to the following Council Plan initiatives:

## 5 An effective Council

5.3 Customer-focused services: Council will continue to develop a program of Council services that are delivered to the community's satisfaction.

### Timing

The initial term of the Contract is three years with two one-year extensions. The start date of the contract is 1 November 2024.

### Community Impact / Consultation

There are no community impact or consultation issues associated with the acceptance of this tender.

### Legal Risk / Impact

It is not considered that there are any risks associated with the acceptance of this tender that cannot be managed through the contract conditions.

### Officers' Declaration of Interest

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

### COLLABORATIVE PROCUREMENT

Not Applicable.

### Conclusion

This report is provided to Council for their consideration. The tender from Makkim Pty Ltd t/as Australian Environmental Cleaning Services is considered best value in relation to the provision of cleaning services for Councils aquatic and hard-court stadium facilities and it is, therefore, recommended to be awarded Contract 2024054 – Provision of Contract Cleaning for Aquatic and Hard-Court Sports Stadiums.

### ATTACHMENTS

Nil

## 7.9. Tender Award 2024050 - Val Bertrand Sports Court Flooring Renewal

### **DIRECTORATE : City Infrastructure**

#### **Purpose:**

*The purpose of this report is to provide information on Tender 2024050 – Val Bertrand Sports Stadium Court Surface and Flooring Renewal and recommend award to R&B Timber Flooring Pty Ltd.*

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#### **Executive Summary**

Council publicly advertised a tender for the Design and Construct of the Val Bertrand Sports Court and Vinyl Flooring Renewal on Friday 12 July 2024 and was open to submission for a period of four (4) weeks.

A tender evaluation was completed by the Tender Evaluation Panel and determined that R&B Flooring Pty Ltd is the recommended tenderer to be awarded the Contract as they are considered to be the best value for money and had the highest weighted score.

The other tenderers could not achieve the timeframes required by WCC and had limited warranties.

---

#### **RECOMMENDATION**

##### **That Council:**

1. Award Contract No. 2024050 to R&B Timber Flooring Pty Ltd, for the tendered amount of \$512,000.00 excluding GST, with a total delegated award value of \$563,200.00 including GST.
  2. Authorise Council Officers to deliver the Val Bertrand Stadium Flooring Renewal in accordance with the contract under the financial delegations detailed within the Procurement Policy.
  3. Accept Provisional Item value of \$45,000 excluding GST for Dayworks as directed by Superintendent to undertake any extra work if required, provided that additional works can be accommodated within the Project budget.
  4. Authorise the CEO to sign, seal and vary the contract as required.
- 

#### **Background**

The overall project is to renew the sports surface and surrounding floor area that is at the end of its useful life, to enable ongoing access for competitive indoor sports, training, sports tournaments, and events by the Stadium's six resident sports associations, schools, and other community users.

The tender was advertised as a design and construction contract for sports stadium court surface and flooring renewal of the Val Bertrand Stadium, in the upcoming 24/25 summer holiday period.

Tenderers were asked to submit a design and construction proposal that could demonstrate that it meets all relevant standards and project objectives as outlined in the Volume 2 – Principal’s Project Requirements:

1. Design and installation of a hardwood sports court floor, compliant FIBA standards;
2. Design and installation of vinyl flooring to the foyer of Val Bertrand Stadium and the Foyer of the ARC, with zero threshold transitions throughout to provide better access and compliance;
3. Design and installation of vinyl flooring to the Val Bertrand Stadium grandstand/viewing area.

The tender submissions received did not address points 2 and 3 of the above, so were non-conforming but comparable and, therefore, able to be assessed.

A tender evaluation panel was convened and completed assessments of the tenders received, with R&B Flooring Pty Ltd being determined by the tender evaluation panel to be best value for money and they received the highest weighted score.

**Issues**

Following discussions with the other tenderer, they confirmed that they could not achieve the timeframes required by WCC and had limited warranties. Meeting the timeframe was a key component in the assessment of the tenders.

As all items listed within the original scope had not been included in the submissions, Council will self-deliver the vinyl flooring, sleeve installation and electrical/data floor boxes.

**Financial Impact**

This project is being funded from the following sources:

<b>FUNDING SOURCE</b>	<b>AMOUNT (EX. GST)</b>
Warrnambool City Council 24/25 Budget	\$665,000
<b><u>TOTAL FUNDING</u></b>	\$665,000

The award value of \$512,000 (ex gst) is inclusive of \$45,000 (ex gst) contingency for any unforeseen items that may arise during the project.

The remaining budget of \$153,000 will be used to complete the scope items not included in the tender submissions.

**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.

### Timing

The contract's construction phase will be during the quieter summer season for the stadium and will limit its impact during the season. The proposed Practical Completion date from R & B Timber Flooring Pty Ltd of 25th February 2025 will have a limited impact on stadium users and is the preferred date for Council.

### Community Impact / Consultation

Most of the seasonal play is not scheduled over December, January and February and any hire of the stadium during this period can be moved to The Arc Stadium, consultation with those affected has commenced.

### Legal Risk / Impact

A Gender Impact Assessment was undertaken and there were no findings that adjusted the original scope of the project.

A hold point has been included in the project to ensure the concrete slab is inspected post demolition, it is unknown what condition that slab is in but a test inspection point during the scoping period showed the slab was in good health in that location.

### Officers' Declaration of Interest

None noted.

### Collaborative Procurement

Project specific procurement - collaborative procurement not applicable.

### Conclusion

A full procurement process has been undertaken. After completion of tender assessments of the submissions by the tender evaluation panel, it is determined that the tender represents best value for Council, and the assessment panel recommends that Council award the contract to R & B Timber Flooring Pty Ltd.

### ATTACHMENTS

Nil



## 7.10. Cycling Reference Group Minutes 07 August 2024

*DIRECTORATE : City Infrastructure*

### Purpose:

*This report contains the record of the Cycling Reference Group Committee meeting, occurring on Wednesday 7 August 2024.*

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### Executive Summary

This report relates to the Cycling Reference Group meeting, held Wednesday 7 August 2024, with a range of items discussed.

Key items from the meeting include discussion on the endorsed work plan, Council strategy tie-in and the review of upcoming capital projects.

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### RECOMMENDATION

**That the record of the Cycling Reference Group meeting held on 7 August 2024, be received.**

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### 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.

### Issues

The recent adoption of the Work Plan has highlighted key issues for the group to target over the next two years.

Items of interest include;

- Infrastructure additions and improvements (Pump Track, Off-road Cycling Circuit, Deakin Link)
- The review of capital projects proposed for the municipality
- Rail Trail behavior change
- East Warrnambool Traffic Management
- Review of cycling maps in line with Principal Bicycle Network (PBN) development
- Bike lanes and wayfinding
- General cycling advocacy

### Financial Impact

There will be no direct financial cost to Council, however, there is a small commitment of officer resources both as members of and to support the activities of the CRG.

## 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.

### Legal Risk / Impact

The CRG is a reference group only and holds no decision-making power. The CRG can propose recommendations to Council based on their knowledge and experience as members of the local cycling community. In addition to this the role of the group is to provide information to Council to support informed decision making in matters that relate to cycling in the community.

### Officers' Declaration of Interest

No officer declared an interest in the Cycling Reference Group.

### Conclusion

This report relates to the Cycling Reference Group meeting, held Wednesday 07 August 2024, with a range of items discussed.

### ATTACHMENTS

1. Minutes Cycling Reference Group meeting Wednesday 7 August 2024 [7.10.1 - 8 pages]

## 7.11. Informal Meetings Of Council Reports

### *DIRECTORATE : Executive Services*

#### Purpose

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

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#### Background Information

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

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

#### Report

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

Monday 12 August 2024 – refer **Attachment 1**.

Monday 19 August 2024 – refer **Attachment 2**.

Monday 26 August 2024 – refer **Attachment 3**.

#### ATTACHMENTS

1. Assembly of Councillors Record 12 August 2024 (1) [7.11.1 - 1 page]
2. Assembly of Councillors Record 19 August 2024 (1) [7.11.2 - 1 page]
3. Assembly of Councillors Record 26 August 2024 [7.11.3 - 2 pages]

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#### RECOMMENDATION

That the record of the Informal Meetings of Council held on 12, 19 and 26 August 2024 be received.

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## 7.12. Mayoral & Chief Executive Officer Council Activities - Summary Report

### *DIRECTORATE : Executive Services*

#### 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
4 August 2024	Hamilton	Mayor and Chief Executive Officer – South West Alliance meeting with Minister Gayle Tierney MP.
7 August 2024	Camperdown	Chief Executive Officer – Presented at the Inquiry into Local Government funding and Services Public Hearing.
8 August 2024	Warrnambool	Chief Executive Officer – Great South Coast Regional Partnership meeting.
13 August 2024	Warrnambool	Mayor – Civic Reception to visiting Miura Delegation to recognise 30 year anniversary of the sister city relationship.
14 August 2024	Melbourne	Mayor and Chief Executive Officer – Regional Cities Victoria Annual Forum.
	Warrnambool	Deputy Mayor – Welcome address at the Australian Property Institute VIC Regional Conference.
15 August 2024	Warrnambool	Mayor – Guest speaker at the Williamson Community Leadership program.
	Warrnambool	Deputy Mayor – King’s College Founder’s Day Assembly.
18 August 2024	Warrnambool	Cr Arnott – Vietnam Veterans Day ceremony.
23 August 2024	Bendigo	Mayor – Regional Cities Victoria Rural Press Club roundtable with Premier Jacinta Allan.
	Melbourne	Deputy Mayor – Municipal Association of Victoria State Council meeting.

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30 August 2024      Warrnambool      Mayor and Chief Executive Officer – South West Victoria Alliance Board meeting.

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**RECOMMENDATION**

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

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8. Notice Of Motion

No Notices of Motion have been received.

9. General Business

10. Urgent Business

11. Suspension Of Standing Orders

11.1. Resolution To Suspend Standing Orders

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**RECOMMENDATION**

That standing orders be suspended to allow members of the public gallery to depart.

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11.2. Resolution To Resume Standing Orders

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**RECOMMENDATION**

That standing orders be resumed.

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11.3. Resolution To Close Meeting

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**RECOMMENDATION**

That in accordance with Section 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public to consider items containing confidential personal information.

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12. Section 66 (In-Camera) - Confidential Items

12.1 Minutes In-Camera Meeting of Council - 4 March 2024

12.2 Minutes – Audit & Risk Committee meetings –

- 14 November 2023,
- 5 March 2024,
- 14 May 2024

12.3 Minutes CEO Employment Matters Advisory Committee - 12 August 2024.

13. Resolution To Re-Open Meeting

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**RECOMMENDATION**

That the meeting be re-opened to members of the public.

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14. CLOSE OF MEETING