

AGENDA SCHEDULED MEETING

WARRNAMBOOL CITY COUNCIL – 5:45PM Monday 7 April 2025

VENUE:

Reception Room, 25 Liebig Street, Warrnambool

COUNCILLORS:

Cr. Ben Blain (Mayor)

Cr. Debbie Arnott

Cr. Willy Benter

Cr. Billy Edis

Cr. Vicki Jellie AM

Cr. Matthew Walsh

Cr. Richard Ziegeler

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Andrew Mason
CHIEF EXECUTIVE OFFICER



WARRNAMBOOL
CITY COUNCIL

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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. 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

Council acknowledges the Peek Whurrong and Kirrae Whurrung Peoples of the Maar Nation, their land, waterways and skies within the Warrnambool municipality. We pay our respects to their Elders past and present.

2. Apologies**3. Confirmation of Minutes**

RECOMMENDATION

That the Minutes of the Scheduled Meeting of Council held on 3 March 2025, be confirmed.

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. Council Expenses Policy 2025

DIRECTORATE : Executive Services

Purpose:

This report presents Council with an updated Council Expenses Policy for adoption.

Executive Summary

This report presents an updated Council Expenses Policy 2025 for adoption. The policy consolidates three existing policies—Council Expenses Policy 2020, Councillors Resources & Facilities Policy, and Councillors IT Equipment – Conditions of Use Policy—into a single document to streamline processes and improve clarity.

The updated policy retains most provisions from the previous versions while incorporating key changes to align with legislative updates and operational efficiencies, including:

- Removal of Council's ability to indemnify legal costs for internal arbitration and Councillor Conduct Panel matters, per legislative amendments.
- Adjustment of the training budget cap from \$3,000 per annum to an overall \$14,000 per Councillor per term for greater flexibility.
- Modification of travel approval requirements, removing the need for a Council resolution for interstate travel, replacing it with CEO approval, while maintaining approval for international travel.

RECOMMENDATION

That Council:

1. Adopt the attached Council Expenses Policy 2025.
 2. Revoke the attached Council Expenses Policy 2020.
 3. Revoke the attached Councillors Resources & Facilities Policy
 4. Revoke the attached Councillors IT Equipment – Conditions of Use Policy.
-

Background

The *Local Government Act 2020* (the Act) includes a specific requirement for Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors.

The Act also requires that Council make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role, as well as having requirements in relation to when and when not indemnification will be provided to Councillors.

Currently, Council maintains three separate policies that all relate to how Councillors are either provided with resources or reimbursed with expenses – these are the Council Expenses Policy, the Councillors Resources & Facilities Policy, and the Councillors IT Equipment – Conditions of Use Policy.

Issues

This paper proposes the consolidation of the three existing policies into a single policy that deals with all of the following issues:

- Information Technology and Communications
- Office Access and Meeting Rooms
- Staff Support
- Meals and Refreshments
- Travel
- Apparel and Protective Clothing
- Mayoral Resources
- Training and Education Expenses
- Councillor Induction Program, Mandatory Annual Training, and In-House Training
- Insurances
- Indemnification
- WorkCover
- Reimbursement of Councillor Expenses

Having one consolidated policy will be much more efficient and clear, providing a single point of reference for several related matters.

The content of the policy and the resources provided to Councillors is largely in line with those of the previous policies. However, some small changes have been made.

Notably, recent legislative changes have removed the ability for Council to indemnify Councillors for their legal costs in relation to a number of matters surrounding internal arbitration processes and Councillor Conduct Panels. This is reflected in the policy.

The Councillors Resources & Facilities Policy had a \$3000 per annum cap on training for each Councillor. This has been replaced with an overall cap of \$14,000 per Councillor for the term, representing a small increase in line with inflation and more flexibility in how Councillors may wish to utilise this budget.

The requirement for a Council resolution for interstate and international travel has been replaced with a requirement for a resolution only in instances of international travel. This allows more flexibility for quick interstate travel to occur. For example, to attend an important advocacy meeting about a pressing community issue. However, interstate travel must still be approved by the CEO.

Financial Impact

Adopting the attached Council Expenses Policy 2025 is not a commitment of funds or a budget allocation by Council. Any resources will need to be allocated by Council separately as part of the budget process.

However, nothing in this policy represents a dramatic change from the status quo and it is anticipated that the amount spent on Councillor resources in the upcoming budget will be comparable to recent years.

Legislation / Policy / Council Plan Context

5 An effective Council

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

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

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

Timing

N/A.

Community Impact / Consultation

An inform level of consultation is recommended.

Legal Risk / Impact

The adoption and implementation of this policy will provide Councillors with some legal protections and risk mitigation through indemnification and insurances.

Officers' Declaration of Interest

Nil.

Collaborative Procurement

N/A.

Conclusion

The adoption of the Council Expenses Policy 2025 would consolidate and clarify the documents relating to Councillor entitlements. By streamlining multiple policies into a single reference document, Council ensures improved efficiency, transparency, and accountability in managing Councillor expenses, resources, and indemnifications.

The proposed updates align with current legislative requirements and provide practical improvements in areas such as training flexibility and travel approvals. While no significant financial changes are introduced, the policy ensures that Council resources are managed effectively and responsibly.

ATTACHMENTS

1. Council Expenses Policy 2025 [7.1.1 - 9 pages]
2. Council Expenses Policy 2020 [7.1.2 - 8 pages]
3. Councillors Resources and Facilities Policy [7.1.3 - 17 pages]
4. Councillors IT Equipment - Conditions of Use Policy [7.1.4 - 8 pages]

7.2. Revised Community Engagement Policy

DIRECTORATE: Corporate Services

Purpose:

This report provides information on the Community Engagement Policy.

Executive Summary

Under the Local Government Act 2020, all Victorian Councils must have a Community Engagement Policy.

Council's existing Community Engagement Policy has been reviewed and draft policy prepared which requires community review.

The Policy describes when and how the Council will engage with the community on key processes including the development of the Council Plan, Community Vision (plan), annual Budget, Financial Plan and Asset Plan.

The most significant change to the policy is the acknowledgement of the Gender Equality Act and how consultations must address any obligations under this Act.

Following internal feedback, the policy purpose was also simplified and made more direct.

An internal community engagement template to help guide staff in delivering consultations has also been prepared.

RECOMMENDATION

That Council release the Draft Community Engagement Policy 2025 for community feedback.

Background

In 2021 Council revised its Community Engagement Policy in line with the Local Government Act (2020).

The Act states the policy must:

- (a) be developed in consultation with the municipal community;
- (b) give effect to the community engagement principles;
- (c) be capable of being applied to the making of the Council's local laws;
- (d) be capable of being applied in relation to the Council's budget and policy development;
- (e) describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and

- (f) specify a process for informing the municipal community of the outcome of the community engagement;
- (g) include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and Annual Budget; and,
- (h) include any other matters prescribed by the regulations.

The draft policy continues to be guided by the International Association for Public Participation's (IAP2) "spectrum of public participation".

Council's Community Engagement Policy was scheduled for review in 2025.

The draft policy now acknowledges the Gender Equality Act (2020). The Gender Equality Act requires Councils to promote gender equality in policies, programs and services.

Issues

It will be beneficial to receive the community's view of the draft policy through a consultation process.

Financial Impact

Depending on the issue or project, the process of community engagement will have a financial impact on Council. This could involve advertising costs or costs associated with hiring skilled facilitators to host or deliver rigorous, independent consultation processes.

Legislation / Policy / Council Plan Context

5. An effective Council

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

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

Timing

Council must have a Community Engagement Policy and the current policy was scheduled for review this year.

Community Impact / Consultation

The Act requires Council to consult with the community during the development of a Community Engagement Policy.

It is proposed that this Draft Community Engagement Policy be released for community feedback.

Legal Risk / Impact

A Gender Impact Assessment is required for this policy. This assessment is nearing completion and can be finalised once community consultation has been undertaken for the Draft Community Engagement Policy.

Officers' Declaration of Interest

Nil.

Collaborative Procurement

Not applicable. This policy will be developed internally by Council staff.

Conclusion

Council is in a position to release the Draft Community Engagement Policy to the community for public review.

ATTACHMENTS

1. WCC community engagement planning template [7.2.1 - 5 pages]
2. Community Engagement Policy 2025 draft [7.2.2 - 11 pages]

7.3. Promotional Roundabout Banner Policy

DIRECTORATE : City Futures

Purpose:

This report provides information on the review and changes to the Promotional Roundabout Banner Policy.

Note: *The Promotional Roundabout Banner Policy is being tabled as the policy document attached to the February Council meeting was the incorrect version. The written report submitted outlining the recommended changes from the review to the policy was correct.*

Executive Summary

The Promotional Roundabout Banner Policy is framed to allow Warrnambool City Council (WCC) directorates, community groups and organisations located in the Warrnambool Municipality and to promote their events through the display of appropriate advertising at specific roundabout locations, WCC is the single permitting authority.

The review and recommended changes to the policy include:

1. There are now 7 roundabouts available where previously there were 10. As poles were replaced at three roundabouts, they are not identical structures allowing banners to be fixed to them.
2. A maximum of 28 banners can now be displayed where previously it was 40.
3. **New inclusion:** (6a) Note: in times where there are spaces available WCC will install banners which promote Warrnambool and will endeavour to keep all banner spaces utilised. This may include promoting 'I am Warrnambool' or 'What's on in Warrnambool' as examples to direct visitors and locals to sites where all events are listed. More generic promotional material for the city may also be utilised. These banners will be the first removed when an event is to be promoted and may be kept in place for longer than the maximum 2 weeks outlined above to ensure banner spaces are fully utilised.
4. **New inclusion:** (7) Confirmation is subject to availability.
5. **Removed:** Banners not collected within two weeks will be destroyed.
6. **New inclusion:** Banner advertising is to be prioritised to the promotion of events approved by the WCC Events & Promotion Team. In instances where banner spaces are empty/available and not booked for use please refer to No. 6 in General Information for WCC allowable use.

RECOMMENDATION

That Council adopt the *Promotional Roundabout Banner Policy 2025*, and it is made publicly available to user groups and placed on the WCC website.

Background

The Events and Promotion team are responsible for the Promotional Roundabout Banner Policy and the coordination of requests for banners to be installed.

Issues

None.

Financial Impact

None.

Note: User groups are charged a \$90 fee for the installation and removal of the banners. A fee was introduced a few years ago as when it was free many bookings were not taken up by groups.

Legislation/Policy/Council Plan Context

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.

3 A strong economy

3.3 Visitor growth: Council will facilitate Warrnambool's visitor growth and year-round visitation through industry development, effective destination management and promotion of attractions, experiences and by leveraging key events.

Community Impact/Consultation

The changes to the policy will be made available to groups requesting banners to be installed and be placed on the WCC website.

Legal Risk/Impact

The policy considers other WCC policies around appropriate advertising content and usage.

Officers' Declaration of Interest

There is no conflict of interest from Council Officers

Collaborative Procurement

N/A

Conclusion

For the changes to the Promotional Roundabout Banner Policy to be adopted, implemented and made publicly available.

ATTACHMENTS

1. Promotional Roundabout Banner Policy 2025 (2) [7.3.1 - 5 pages]

7.4. Use of Artificial Intelligence Policy

DIRECTORATE : Governance

Purpose:

This report presents Council with the revised Use of Artificial Intelligence Policy 2025 for adoption following its annual review.

Executive Summary

The Use of Artificial Intelligence Policy adopted in February 2024 has undergone its scheduled annual review. The rapid evolution of AI technology necessitates regular policy updates to ensure the ongoing responsible, ethical, and effective use of AI by Council staff, contractors, and Councillors.

The attached Use of Artificial Intelligence Policy 2025 reflects changes made to address emerging practices, enhance clarity, and introduce provisions for internal AI systems. The updated policy continues to balance the transformative potential of AI with Council's commitment to legal compliance, ethical standards, and community expectations.

RECOMMENDATION

That Council adopt the attached Use of Artificial Intelligence Policy 2025.

Background

Since the initial adoption of the Use of Artificial Intelligence Policy in 2024, Council has monitored its implementation and impact. AI's continued advancement and wider adoption have further clarified how local governments can responsibly integrate AI into daily operations and services.

The reviewed policy incorporates minor adjustments and introduces new definitions and guidance relating to internal AI systems that Council may develop or utilise in the future. It also expands on accountability measures and reinforces the importance of privacy and data security in AI applications.

Issues

The review identified the need to clarify terminology and expand the scope of the policy to explicitly address internal AI systems that do not require external data uploads. Such systems can potentially handle sensitive information securely, enhancing operational efficiency without compromising data privacy.

Updates include:

- Revised definitions and terminology
- Distinguishment between general AI systems and internal AI systems.
- Additional guidance on approvals required for sensitive information usage within internal AI systems.

The changes ensure that the policy remains adaptive and capable of addressing both current and unforeseen uses of AI.

Financial Impact

No immediate financial impact arises from adopting the revised policy.

Legislation / Policy / Council Plan Context

5 An effective Council

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

5.4 High-performance culture: Council will foster an organisational culture to support engaged, committed and high-performing staff for the effective delivery of Council's services and programs.

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.

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

Timing

Immediate adoption of the revised policy is essential to remain current with technological and regulatory developments in AI. The policy will continue to be reviewed annually.

Community Impact / Consultation

The revised policy maintains a commitment to transparency and responsible AI use, aligning with community expectations. Council's approach to informing and engaging with the community regarding AI use remains unchanged.

Legal Risk / Impact

The policy reinforces strict standards for data security and privacy, ensuring no classified or sensitive personal information is improperly disclosed through AI systems.

Officers' Declaration of Interest

Nil.

Collaborative Procurement

N/A

Conclusion

The annual review and subsequent updates to the Use of Artificial Intelligence Policy ensure that Council remains proactive and adaptive in governing the responsible use of AI technology. The revised policy continues to support innovation while safeguarding ethical standards, legal compliance, and community trust.

ATTACHMENTS

1. Use of Artificial Intelligence Policy [7.4.1 - 6 pages]
2. Use of Artificial Intelligence Policy 2025 (Tracked Changes) [7.4.2 - 7 pages]

7.5. Planning Scheme Amendment C219warr - North of the Merri Development Contributions Plan

DIRECTORATE : City Futures

Purpose:

This report provides an overview of Warrnambool Planning Scheme Amendment C219warr (the Amendment), including the exhibition process, and recommends that Council adopt the amendment and submit it to the Minister for Planning for approval.

Executive Summary

- The C219warr amendment
 - o updates the North of the Merri River Structure Plan (Mesh Pty Ltd, September 2011) and North of the Merri River Development Contributions Plan (Mesh, September 2011) to delete reference to the undergrounding of the existing high voltage powerlines;
 - o extends the life of the Development Contributions Plan from ten (10) years to (25) years; and
 - o updates the Structure Plan and Development Contributions Plan version reference to May 2024.
- The amendment was exempt from certain notice requirements under Section 19(1)(b) of the Act and was subject to a reduced notice period from one month to two weeks.
- The Amendment was formally exhibited in accordance with the reduced notice provisions authorised by the Department of Transport and Planning, which included a notice in the Warrnambool Standard, notice to Powercor and to the Prescribed Ministers.
- The exhibition period for the amendment was from 13 February to 27th of February 2025 (2 weeks). Council received no submissions from either government agencies or Prescribed Ministers.
- It is recommended that Council adopt the Amendment and submit the Amendment to the Minister for Planning for approval.

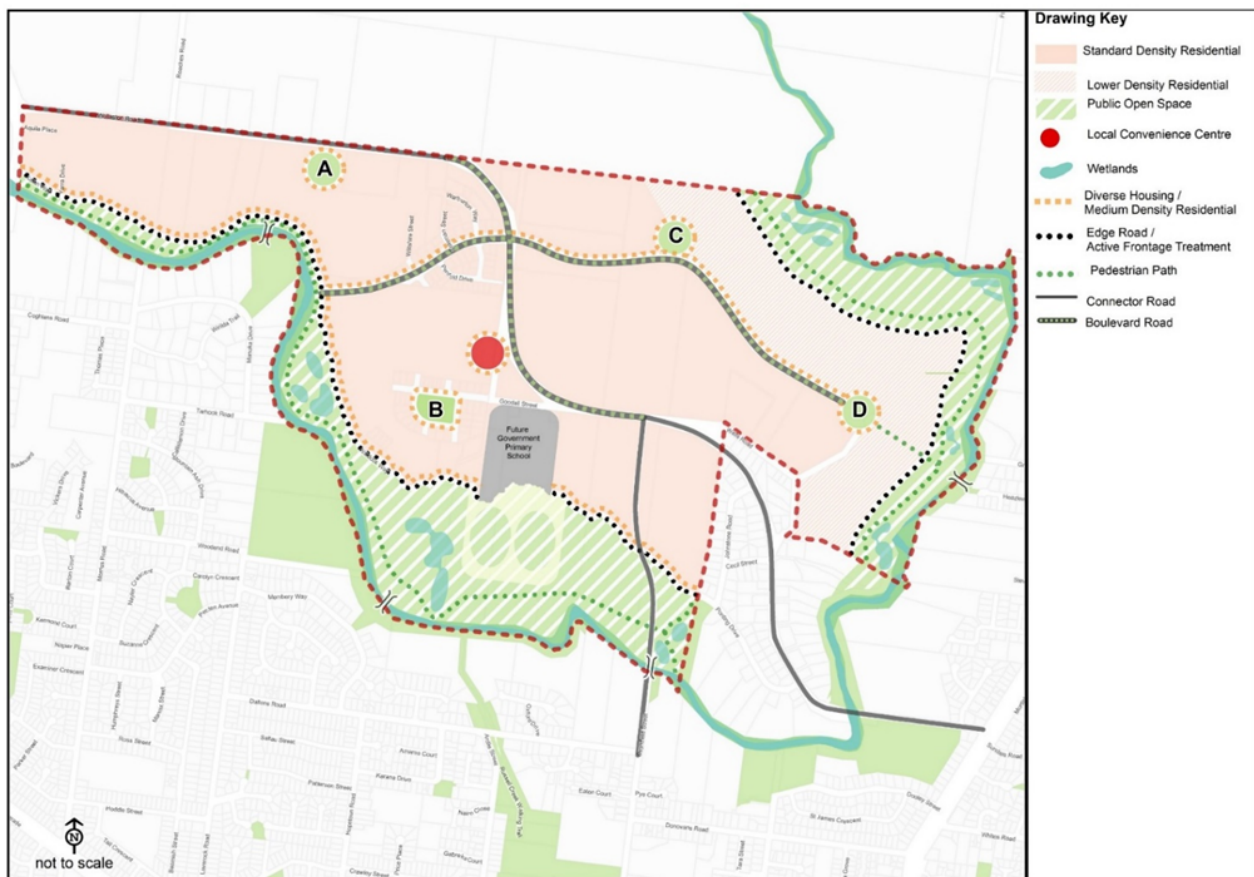
RECOMMENDATION

That Council:

1. Adopts Amendment C219Warr to the Warrnambool Planning Scheme in accordance with Section 29(1) of the Planning and Environment Act 1987 without changes.
 2. Submits Amendment C219Warr to the Minister for Planning for approval in accordance with Section 31(1) of the Planning and Environment Act 1987.
-

Background

The amendment applies to land within the North of the Merri River Structure Plan area, generally bound by Wollaston Road and a ridge line to the north, Caramut Road to the west and the Merri River to the south and east as shown on Map 1.

Map 1: North of the Merri River Structure Plan Area

The amendment updates the North of the Merri River Structure Plan and Development Contributions Plan to delete reference to the undergrounding of the existing high voltage powerlines. The change will provide benefit to the community by way of aligning the growth area with an appropriately-costed project, which will in turn support growth and the delivery of housing. The timeframe of the Development Contributions Plan has been extended as part of the updates. (A copy of the revised Development Contributions Plan is included as **Attachment 1**).

The amendment updates the version references of the North of the Merri River Structure Plan and Development Contributions Plan within the Warrnambool Planning Scheme.

Specifically, the amendment proposes to make the following changes to the planning scheme ordinance:

- Amending Clause 11.03-2L-01 (North of Merri Growth area) to update the Structure Plan version reference to 2024.
- Amending Clause 43.04, Schedule 10 (DPO10) to update the Structure Plan and Development Contributions Plan version reference to 2024.
- Amending the Schedule to Clause 72.04 (Incorporated documents) to update the Structure Plan and Development Contributions Plan version reference to 2024.

Issues

The amendment is required due to construction costs associated with the undergrounding of the existing high voltage powerlines increasing significantly. During the detailed engineering design process for the Wollaston Road upgrade, consultation with Powercor (the relevant utility authority) determined that the cost of the undergrounding project was significantly greater than had been allowed for in the Development Contributions Plan and would impact the viability of surrounding residential developments.

The Development Contributions Plan amount (indexed to 2024) only allocates approximately \$1.2 million for this project, whereby the preliminary advice from Powercor estimates this project would cost \$11 million if Council were required to underground the high voltage powerlines. The preliminary estimate from Powercor to realign the powerlines overhead is around \$2 million. If the project is not amended to allow for the powerlines to be relocated overhead, then it is not likely to proceed due to the significant cost (\$11 million) associated with the undergrounding. If the realignment of the powerlines does not occur, there will also be a loss of developable residential land (approximately 3.6 hectares) and a disconnect across the structure plan area due to the current alignment of the powerline running through private land.

Given that discussions have already occurred with the developers within this area, and the changes to the planning scheme are technical in nature, broad consultation was not required, and net community benefit will result from aligning the project with a reasonably costed alternative. Media coverage on the issue appeared in the Warrnambool Standard newspaper on 4 July advising of the substantial costs associated with the undergrounding of the powerlines and the need to amend policy, including the Structure Plan and Development Contributions Plan, to remove reference to the undergrounding of the powerlines.

No submissions were received from other authorities during the exhibition of the amendment and Council officers recommend that Council adopt and submit the amendment to the Minister for Planning for final approval.

Financial Impact

Costs associated with the preparation of Amendment C219warr will be met within the 2024/25 City Strategy and Development 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

Once Council adopts the Amendment, Council must submit the Amendment to the Minister for Planning within 10 business days of the date the amendment was adopted. A flow chart showing the current steps in the process is attached (**Attachment 2**).

Community Impact / Consultation

Public exhibition of the amendment was undertaken in accordance with the requirements of the Planning and Environment Act 1987. An exemption request was made under section 20(1) of the Act by Council from one or all of the notice requirements of section 19. Written notification to relevant government agencies (Powercor) and Prescribed Ministers were sent. Notice was also placed in the Warrnambool Standard and in the Government Gazette. Amendment documentation was also available on Council's website.

Legal Risk / Impact

Risk is mitigated through assessment of Amendment C219warr against the relevant provisions of the Warrnambool Planning Scheme, the Planning and Environment Act 1987, and any relevant Ministerial Guidelines.

Officers' Declaration of Interest

None declared.

Collaborative Procurement

Not applicable.

Conclusion

The C219warr amendment updates the North of the Merri River Structure Plan (Mesh Pty Ltd, September 2011) and North of the Merri River Development Contributions Plan (Mesh, September 2011) to delete reference to the undergrounding of the existing high voltage powerlines; extends the life of the Development Contributions Plan from ten (10) years to (25) years; and updates the Structure Plan and Development Contributions Plan version reference to May 2024.

It is recommended that Council adopt and send the amendment to the Minister for Planning for final approval.

ATTACHMENTS

1. C 219 warr- North of the Merri DCP Approved Version- Exhibition [7.5.1 - 50 pages]
2. Flowchart [7.5.2 - 1 page]

7.6. Planning Advisory Committee Terms of Reference

DIRECTORATE : City Futures

Purpose:

This report provides information on a revised Terms of Reference for the Planning Advisory Committee.

Executive Summary

- The Planning Advisory Committee has reached the end of the 4 year term for current members.
- The Planning Advisory Committee Terms of Reference is due to be reviewed by June 2025. The Terms of Reference has been reviewed and **Attachment 1** includes the Terms of Reference for adoption, and a version with track changes is included as **Attachment 2**.
- The review has attempted to focus on improving engagement with members, and seeks to result in clearer expectations and improved outcomes.
- Expressions of interest for the next term of community members is planned for May 2025, and the Terms of Reference will be included in the EOI.

RECOMMENDATION

That Council adopt the revised Terms of Reference for the Planning Advisory Committee.

Background

At the Council meeting on 2 December 2024, Council determined that the Planning Advisory Committee be reestablished, and that the membership of the previous committee be returned until 31 May 2025.

Council also resolved that the committee's Terms of Reference will be reviewed and a call for nominations for new community member representatives will be made at that time.

Issues

In 2021, the Planning Advisory Committee initially had 5 community members, and struggled with member attendance and often failed to make quorum.

Approximately 2 years ago, additional expressions of interest for members were sought, and an additional 3 members were appointed.

Council officers have met with the Councillor representative (Cr Benter) to discuss ways of improving engagement and interaction with the Committee, with particular focus on encouraging agenda items, ideas and matters of interest.

At the last meeting of the Planning Advisory Committee on 12 March 2025, ideas around improving engagement and ways to make the Committee better were discussed.

The feedback that was received was that the Committee wanted more participation within the group, being included into the discussions, and further information regarding the agenda items to inform members on the items before the meetings.

It is planned to include the Terms of Reference as part of the expression of interest, so that potential members are aware of the expectations of the role.

Financial Impact

There are no financial impacts from reviewing the Terms of Reference.

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.

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.

Community Impact / Consultation

No community engagement was undertaken, nor required.

Legal Risk / Impact

No risk impacts are envisaged as a result of reviewing the Terms of Reference.

Officers' Declaration of Interest

None declared

Collaborative Procurement

Not applicable

Conclusion

The Terms of Reference for the Planning Advisory Committee have been reviewed and are recommended for adoption.

ATTACHMENTS

1. Terms of Reference Planning Advisory Committee 2025 for adoption [7.6.1 - 3 pages]
2. Terms of Reference Planning Advisory Committee 2025 track changes [7.6.2 - 3 pages]

7.7. Advisory Committee and Reference Group Reports

DIRECTORATE : City Infrastructure & Environment

Purpose

This report contains the record of the Cycling Reference Group Committee meeting, occurring on Wednesday 5 March 2025.

Executive Summary

This report relates to the Cycling Reference Group meeting, held Wednesday 5 March 2025, with a range of items discussed.

Key items from the meeting include the East Local Area Traffic Management Plan development process, Active Warrnambool and cycling related infrastructure, along with recent safety items.

RECOMMENDATION

That the record of the Cycling Reference Group meeting held on 5 March 2025, be received.

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 adopted Work Plan has highlighted key issues for the group to target over the next year. 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 5 March 2025, with a range of items discussed.

ATTACHMENTS

1. Minutes Cycling Reference Group meeting_-_ Wednesday 5_ March 2025 [7.7.1 - 6 pages]
2. Warrnambool Cycling Reference Group Works Plan 2023_-_2025 [7.7.2 - 11 pages]

7.8. 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.

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:-

- a) Tuesday 11 March 2025 – refer **Attachment 1**.
- b) Monday 17 March 2025 – refer **Attachment 2**.
- c) Monday 24 March 2025 – refer **Attachment 3**.
- d) Monday 31 March 2025 – refer **Attachment 4**.

ATTACHMENTS

- 1. Assembly of Councillors Record 11 March 2025 [7.8.1 - 2 pages]
- 2. Assembly of Councillors Record 17 March 2025 [7.8.2 - 1 page]
- 3. Assembly of Councillors Record 24 March 2025 [7.8.3 - 1 page]
- 4. Assembly of Councillors Record 31 March 2025 [7.8.4 - 2 pages]

RECOMMENDATION

That the record of the Informal Meetings of Council held on 11, 17, 24 and 31 March 2025 be received.

7.9. 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 March 2025	Warrnambool	Mayor – Hosted an International Women’s Day Breakfast.
	Warrnambool	Mayor – Welcomed delegates attending the Dairy Australia “Grounds for Growth” Conference.
	Warrnambool	Deputy Mayor – Attended the South West TAFE Class of 2024 Graduation and Awards Ceremony.
5 March 2025	Warrnambool	Deputy Mayor and Chief Executive Officer – Attended the Regional Development Australia Barwon South West networking session.
6 March 2025	Warrnambool	Mayor and Deputy Mayor – Attended the Regional Development Australia Barwon South West Local Government induction session.
7 March 2025	Warrnambool	Cr Walsh – Deputised for the Mayor at the official opening of the Life Saving Victoria Senior State Championships.
	Warrnambool	Deputy Mayor – Attended the official opening of the Edmund Rice Centre at Emmanuel College.
13 March 2025	Warrnambool	Mayor and Chief Executive Officer – Met with State Local Member, Jacinta Ermacora MP.
	Warrnambool	Mayor – Conducted an Australian Citizenship Ceremony with 12 residents becoming Australian Citizens.
18 March 2025	Warrnambool	Mayor – Hosted 19 Japanese students from Shibuya, Tokyo who were visiting Kings College.

18-20 March 2025	Melbourne	Mayor and Councillors – Advocacy meetings held in Melbourne with State politicians and Department heads.
21 March 2025	Warrnambool	Cr Ziegeler - Deputised for the Mayor at the opening of the Embroiderers Guild Victoria South Western Branch “Golden Threads” exhibition.
1 April 2025	Warrnambool	Mayor and Chief Executive Officer – Attended the South West Community Sport Awards.
3 April 2025	Warrnambool	Cr Ziegeler - Deputised for the Mayor at the Merri River School celebration of completion of the school’s new music room and amphitheatre.
4 April 2025	Warrnambool	Mayor – Attended the Warrnambool Racing Club Hall of Fame Induction and May Racing Carnival launch.

RECOMMENDATION

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

8. Notice of Motion

No Notices of Motion have been received.

9. General Business

10. Urgent Business

11. Close of Meeting