

# AGENDA

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



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## **VENUE:**

**Reception Room  
25 Liebig Street  
Warrnambool**

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### **COUNCILLORS**

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

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**Vikki King  
ACTING CHIEF EXECUTIVE OFFICER**

## **AUDIO RECORDING OF COUNCIL MEETINGS**

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

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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 and present.

## 2. APOLOGIES

## 3. CONFIRMATION OF MINUTES

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### RECOMMENDATION

**That the Minutes of the Scheduled Meeting of Council held on 7 December 2020, 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. REPORTS**

### **5.1. COUNCILLOR CODE OF CONDUCT**

#### **PURPOSE:**

***The purpose of this report is to present the Councillor Code of Conduct to Council for adoption.***

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#### **EXECUTIVE SUMMARY**

Under the Local Government Act 2020 (the Act), section 139 states that a Council must adopt a Councillor Code of Conduct within 4 months of the general election.

Drawing from the current Councillor Code of Conduct, the draft Councillor Code of Conduct sets out roles and responsibilities and provides specific arrangements to deal with disputes and misconduct. The draft Councillor Code of Conduct also incorporates the legislative requirements under Local Government Act 2020, including the prescribed standards of conduct as detailed in the Local Government (Governance and Integrity) Regulations 2020.

The draft Councillor Code of Conduct, as attached to this report, is presented to Council for their consideration and adoption - refer **Attachment 1**.

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#### **RECOMMENDATION**

**That Council adopt the Councillor Code of Conduct as presented as Attachment 1 of this report.**

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#### **BACKGROUND**

As outlined by the Act, the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment and vilification.

In accordance with section 139 of the Act, the Code of Conduct must include:

- the standards of conduct prescribed by the regulations expected to be observed by Councillors; and
- any provisions prescribed by the regulations for the purpose of this section; and
- provisions addressing any matters prescribed by the regulations for the purpose of this section; and
- any other matters which the Council considers appropriate, other than any other standards of conduct.

The Local Government (Governance and Integrity) Regulations 2020 provide the standards of conduct and have been included under the legislation heading in this report for reference.

Other matters addressed by the Councillor Code of Conduct include the Councillor and staff roles and relationships, Councillor conduct obligations, and dispute resolution processes.

Once adopted, all Councillors will be accountable to the Councillor Code of Conduct, and each Councillor will be asked to sign the Councillor Code of Conduct showing their endorsement for the Councillor Code of Conduct and the behaviours, responsibilities and standards set out within.

## **ISSUES**

Under section 139 of the Local Government Act 2020, the Councillor Code of Conduct must be adopted by a two thirds majority vote. This will require a minimum of five (5) of seven (7) Councillors present voting for the Councillor Code of Conduct for the motion to be passed.

## **FINANCIAL IMPACT**

Nil.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

The Local Government (Governance and Integrity) Regulations 2020 provide the standards or conduct that must be included in the Councillor Code of Conduct. These are:

### **1 - Treatment of others**

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—

- (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010; and
- (b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and
- (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

### **2 - Performing the role of Councillor**

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor—

- (a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- (b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and
- (c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- (d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

### **3 - Compliance with good governance measures**

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—

- (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;

- (b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;
- (d) any directions of the Minister issued under section 175 of the Act.

#### **4 - Councillor must not discredit or mislead Council or public**

- (1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.
- (2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

#### **5 - Standards do not limit robust political debate**

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

#### **TIMING**

The Councillor Code of Conduct must be adopted within 4 months of a general election, therefore, must be adopted before 24 February 2021.

#### **COMMUNITY IMPACT / CONSULTATION**

The Councillor Code of Conduct sets out the requirements of Councillor conduct and is developed in accordance with the requirements under the Local Government Act and its regulations and has been presented to the Councillors for their review and feedback. Once adopted, the Councillor Code of Conduct is published on the Council's website.

#### **LEGAL RISK / IMPACT**

If the Councillor Code of Conduct is not adopted prior to 24 February 2021, Warrnambool City Council would be in breach of the Local Government Act 2020.

#### **OFFICERS' DECLARATION OF INTEREST**

Nil.

#### **CONCLUSION**

The draft Councillor Code of Conduct has been reviewed and updated to include all the requirements outlined in the Local Government Act 2020, including the standards of conduct set out in the Local Government (Governance and Integrity) Regulations 2020. It is presented to Council and is proposed for adoption.

#### **ATTACHMENTS**

- 1. DRAFT Councillor Code of Conduct - January 2021 [5.1.1 - 34 pages]

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## **5.2. DRAFT GOVERNANCE RULES - COMMUNITY CONSULTATION**

### **PURPOSE:**

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

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### **EXECUTIVE SUMMARY**

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

In accordance with section 60(4) of the Local Government Act 2020, a process of community consultation must be undertaken when developing or amending the Governance Rules. It is proposed that the process of community engagement undertaken comply with section 223 of the Local Government Act 1989. This process is recommended in lieu of the Community Engagement Policy which has not yet been adopted by Council.

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

The proposed changes to the Governance Rules include:

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

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

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### **RECOMMENDATION**

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

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### **BACKGROUND**

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



A Council is allowed to amend its Governance Rules at any time; however, it must ensure that a process of community engagement is followed in developing and amending its Governance Rules. As Warrnambool City Council does not yet have the Community Engagement Policy in place, it is proposed that a process in accordance with section 223 of Local Government Act 1989 is followed. This allows community members 28 days to review the draft Governance Rules and provide comment through a submissions process.

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

## **ISSUES**

Nil.

## **FINANCIAL IMPACT**

Nil.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

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

In brief, section 223 states:

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

## **TIMING**

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

## **COMMUNITY IMPACT / CONSULTATION**

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

## **LEGAL RISK / IMPACT**

Nil.

## **OFFICERS' DECLARATION OF INTEREST**

Nil.

## **CONCLUSION**

The proposed changes, as presented in the draft Governance Rules, were completed in consultation with Councillors. They are now presented to Council and recommended for adoption to be placed on public exhibition in accordance with section 223 of the Local Government Act 1989.

## **ATTACHMENTS**

1. Governance Rules - DRAFT - 1 February 2021 - Clean [**5.2.1** - 60 pages]
2. Governance Rules - DRAFT - 1 February 2021 - Changes indicated in Red [**5.2.2** - 60 pages]

### **5.3. DECEMBER FINANCE REPORT**

#### **PURPOSE:**

***This report updates Council on the financial performance for the 6 months ended 30 December 2020.***

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#### **EXECUTIVE SUMMARY**

- This Finance Report compares actual financial results budget for the 6 months from 1 July 2020 to 31 December 2020.
- The report sets out financial results for Councils recurrent (day to day operations) Projects, Capital Works, Rates and Loan activities.
- Year to date budgets are profiled to reflect the timing of cash inflows and outflows. Overall, the 6-month actual results indicate a favourable financial position of \$2.162 million when compared to the year-to-date forecast.
- The financial position of Council has been reviewed and it has been determined that a Revised Budget under s95 of the Local Government Act 2020 is not required.
- Council will prepare an updated forecast that will better align with the current COVID19 environment and the impacts that this is having on its operations.

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#### **RECOMMENDATION**

**That the December 2020 finance report be received.**

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#### **ATTACHMENTS**

1. Monthly Finance Report - Dec 2020 [5.3.1 - 12 pages]

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## **5.4. COMMUNITY ENGAGEMENT POLICY 2021**

### **PURPOSE:**

***To consider and adopt the Draft Community Engagement Policy.***

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### **EXECUTIVE SUMMARY**

- Under the Local Government Act 2020 all Victorian councils are required to have a Community Engagement Policy.
- Council's existing Community Engagement Policy has been reviewed to include the requirements of the new Act.
- Councils are required to adopt a new Community Engagement Policy before March 1, 2021.
- 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.

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### **RECOMMENDATION**

**That Council adopts the Draft Community Engagement Policy.**

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### **BACKGROUND**

The Local Government Act (2020) states that Council must adopt and maintain a community engagement policy.

Council previously had a Community Engagement Policy. This has been substantially revised to include requirements of the new Act.

The Act also 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".

## **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**

The aims of the Draft Community Engagement Policy align with the existing Council Plan 2017-2021 objective to “Practice good governance through openness and accountability while balancing aspirations with sound financial management”.

## **TIMING**

Council must adopt a Community Engagement Policy before March 1, 2021.

## **COMMUNITY IMPACT/CONSULTATION**

The draft Community Engagement Policy was released for public comment following the Council meeting on December 7, 2020.

The community was advised of this via an advertisement in the Standard, through Council’s Facebook page (December 9 and 16), on the Council website and in the December-January edition of Council’s newsletter, Promenade.

A story on the draft policy being released to the public for comment appeared in The Standard on December 8.

Council received feedback on a typographic error in the policy which has been corrected.

A further two submissions were received that did not relate specifically to the intent or detail of the draft policy. One discussed dogs on beaches, which will be referred to when the next Council Plan is developed; the other submission related to some debris on a road which was acted on by the City Infrastructure team.

Council sought and received permission from the International Association for Public Participation to use the IAP2 Spectrum of Public Participation within the policy document and an updated version of this matrix has been included in the draft policy presented to Council.

## **ATTACHMENTS**

1. Community Engagement Policy 2021 draft [5.4.1 - 10 pages]

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## **5.5. OPEN SPACE ASSET MANAGEMENT PLAN POST COMMUNITY CONSULTATION**

### **PURPOSE:**

***For information and to introduce the draft Open Space Asset Management Plan (AMP).***

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### **EXECUTIVE SUMMARY**

- It is a requirement of the Local Government Act 2020 that councils have in place Asset Management Plans (AMP) to strategically manage their assets.
- Council does not currently have an Open Space Asset Management Plan
- This AMP has been developed in accordance with industry best practice and principles, informed by the Open Space Strategy, known condition information and existing operational and maintenance practices.
- The plan outlines what it costs to deliver the current level of service, if this is being met and what the risks are of not meeting these requirements.
- As this is the first Open Space AMP to go through this process, some assumptions are made. These will be refined along with completing other Improvement Actions on future iterations of the Plan.
- The draft AMP was put out for community consultation via Your Say Warrnambool from 20 July to 20 August - There were seven (7) responses.
- General sentiment is that we are slightly underfunding
- There were no significant changes to the plan
- The AMP will be reviewed annually and adopted every four (4) years.

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### **RECOMMENDATION**

#### **That Council:**

- 1. Acknowledges there is an investment deficit in providing a level of service that is acceptable by the community, and to deliver all identified capital works.**
  - 2. That Council seeks to manage this gap over the next four (4) years.**
  - 3. Adopts this Open Space Asset Management Plan.**
- 

### **BACKGROUND**

Until recently it has been best practice for councils to have Asset Management Plans (AMPs) which guide infrastructure investment in a sustainable way that also meets the community's needs. However, this has now become a legislated requirement with the Local Government Act 2020.

Some assumptions are still required where data is not complete, but these gaps have been identified throughout the Plan and inform the Improvement Actions plan at the end of the document.

The aim of the Plan is to combine risk management, financial, engineering and technical practices to ensure that the required levels of services are met by the most efficient means with consideration for Council's financial limitation. The AMP defines the services to be provided and to what standard, and what funds are required to provide the services over a 15-year planning period.

The AMP was put out for public comment so that the community could have a say on which aspects of open space are important to them. It also allows Council to gauge how appropriate its level of investment is.

A fact sheet was developed to give the overview of our Open Space Assets and a set of questions was designed and for getting public view on our Open Space Assets and to know how satisfied they are with the Level of Service.

This Community consultation was promoted via Council's Facebook page, Promenade magazine and adverts on the standard. It was promoted within the internal stakeholders via intranet.

## **ISSUES**

Council currently doesn't have an adopted Open Space Asset Management Plan.

This Plan identifies an average annual investment gap of \$1.9M

## **FINANCIAL IMPACT**

The plan will optimize council's investment in future in relation to Open Space asset management.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This Plan is a legislated requirement under the Local Government Act 2020, and responds to following Council Plan initiatives:

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

2.2 Increase participation, connection, equity, access and inclusion.

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

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

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

The final adoption of the plan is likely to occur in early 2021 following induction of new Councillors. All Asset Management Plans are to be adopted by 30 June 2022.

## COMMUNITY IMPACT / CONSULTATION

The following are the results of the community consultation survey:

|  |  |   |
|--|--|---|
| Have you read the Draft Asset Management Plan?   |  |   |
|  | Yes                                    | 7 |
|  | No                                     | 0 |
| Has Council been able to keep the Open Space infrastructure to a satisfactory standard?      |  |   |
|  | Yes, generally                         | 1 |
|  | It depends on the reserve              | 6 |
|  | No                                     | 0 |
| Do you think paths and additional infrastructure are provided where needed?                  |  |   |
|  | Yes, generally                         | 1 |
|  | There is room for improvement          | 6 |
|  | No                                     | 0 |
| Are you satisfied with the age and condition of playgrounds?                                 |  |   |
|  | Yes                                    | 2 |
|  | Somewhat                               | 5 |
|  | No                                     | 0 |
| Do you feel safe using public open space?  |  |   |
|  | Yes, almost always                     | 2 |
|  | It depends on time of day or the area  | 5 |
|  | No, I don't feel safe most of the time | 0 |
| Should Council have fewer maintained/mown parks and more natural, thickly-planted bushlands? |  |   |
|  | Yes                                    | 5 |
|  | No                                     | 2 |
| When you visit the reserves, do you usually see rubbish on the ground?                       |  |   |
|  | No, hardly ever                        | 0 |
|  | Not generally, sometimes               | 4 |
|  | Yes, often                             | 3 |
|  | There is usually one troublesome area  | 0 |

Additional comments can be summarised as:

- Suggestion to include weed management and landscaping in this Plan in response to pampas grass in Lake Pertobe.
- There are concerns that increasing bushland ignores the issue of attracting snakes.
- That Council should seek to improve land not managed by Council (ie Thunder Point Harness Racing Track)
- Identified issues of cars parking in reserves that are not constructed carparks
- Improved wayfinding on Port Fairy/Warrnambool rail trail.
- More trees and nature elements in small playgrounds
- More paths linking Bushfield to Warrnambool.

## LEGAL RISK / IMPACT

The plan is the requirement of the Local Government Act 2020.

## OFFICERS' DECLARATION OF INTEREST

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



## **CONCLUSION**

An improvement action plan is contained within the AMP which will guide Council's operations over the next four (4) years. Asset Management Plans are reviewed annually to reflect changes in service level decisions, renewal technologies and costs, and identification of works.

Much of the community feedback is being addressed through various Strategies, with no comments relating to purpose of the Plan, being investment decision making.

It is recommended that Council adopt this Asset Management Plan.

## **ATTACHMENTS**

1. Warrnambool - Open Space Asset Management Plan V 1.4 [5.5.1 - 114 pages]
2. Open space assets - fact sheet [5.5.2 - 1 page]

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## **5.6. BUILDINGS ASSET MANAGEMENT PLAN POST COMMUNITY CONSULTATION**

### **PURPOSE:**

***For information and to introduce the draft Buildings Asset Management Plan (AMP).***

---

### **EXECUTIVE SUMMARY**

- It is a requirement of the Local Government Act 2020 that councils have in place Asset Management Plans (AMP) to strategically manage their assets.
- AMPs are a key document in Council's Asset Management Framework, sitting under the Policy and Strategy.
- Council does not currently have a Buildings Asset Management Plan
- This AMP has been developed by an industry leading consultant in accordance with best practice and principles, informed by the workshops identifying service manager needs, known condition information and existing operational and maintenance practices.
- The plan outlines what it costs to deliver the current level of service, if this is being met and what the risks are of not meeting these requirements.
- The recently adopted Sustainable Building Policy will likely increase all future capital costs for buildings, these impacts will be measured during the project planning stage of the asset lifecycle.
- The draft AMP was put out for community consultation via Your Say Warrnambool from 20 July to 20 August - There were only two (2) responses.
- The AMP will be reviewed annually and adopted every 4 years.
- The current AMP indicates a \$4M deficit on average over the next 15 years, as well as a \$4.5M renewal backlog.

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### **RECOMMENDATION**

**That Council Adopts these suites of Building Asset Management Plans.**

---

### **BACKGROUND**

Until recently it has been best practice for councils to have Asset Management Plans (AMPs) which guide infrastructure investment in a sustainable way that also meets the community's needs. However, this has now become a legislated requirement with the Local Government Act 2020.

The historic barrier to creating a Buildings AMP has been the range of services that use this asset class, the varied requirements of each service, and numerous applicable standards, much of which was undocumented. Although the condition of Council's buildings has been well-monitored since 2013 providing a higher level of confidence in renewal programs, it was not well-known if each building would be needed into the future, if it was fit-for-purpose as is, or what upgrades and improvements are required.

The AMP was put out for public comment so that the community could have a say on which aspects of buildings and facilities are important to them. It also allows Council to gauge how appropriate its level of investment is.

A fact sheet was developed to give the overview of our Building assets and a set of questions was designed and for getting public view on our Building assets and to know how satisfied they are with the Level of Service.

This Community consultation was promoted via Council's Facebook page, Promenade magazine and adverts in the standard.

## **ISSUES**

With so few respondents it is difficult to gauge if Council's service levels are appropriate, this is also difficult to quantify due to the variety of services provided and therefore variety of tenants and users' needs. The Plans state that "Council currently does not have defined customer levels of service", these may need to be derived from service planning discussions with the community in future. Service Managers will play a large role in ensuring the communities requirements are reflected in future iterations of this plan.

There are many upgrade and improvement projects over the next 4 years identified, with many of these projects not being funded.

## **FINANCIAL IMPACT**

In adopting this plan, Council is setting the future service levels for this asset class. This may result in an increase, decrease or no change in investment depending on these service level decisions.

Projects identified in this plan may also support external funding opportunities as they arise.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This Plan is a legislated requirement under the Local Government Act 2020, and responds to following Council Plan initiatives:

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

2.2 Increase participation, connection, equity, access and inclusion.

### **3 Maintain and improve the physical places and visual appeal of the City**

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

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

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

All Asset Management Plans are to be adopted by 30 June 2022.

## **COMMUNITY IMPACT / CONSULTATION**

The draft AMP was put out for community consultation via Your Say Warrnambool from 20 July to 20 August.

There were only two (2) responses. Due to the low number, all responses have been provided as an appendix.

Council's buildings met one respondent's expectations, but not another. No feedback was given on the content of the Asset Management Plan.

## **LEGAL RISK / IMPACT**

The plan is the requirement of the Local Government Act 2020.

## **OFFICERS' DECLARATION OF INTEREST**

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

## **CONCLUSION**

Investment in infrastructure is directly related to service levels. This includes the number and size of facilities, cleaning and security regimes, condition and upkeep, and accessibility or availability of the facility. Council should consider both the investment, and resultant level of service, as two sides to the equation and any resulting consequences before adopting this AMP.

This AMP will be reviewed annually to reflect changes in the services Council provides, level of service decisions, utility and maintenance costs, and sustainability initiatives.

## **ATTACHMENTS**

1. Building fact sheet [5.6.1 - 1 page]
2. Survey Responses [5.6.2 - 1 page]
3. Executive Summary Buildings AMP [5.6.3 - 13 pages]
4. Community Facilities Buildings AMP [5.6.4 - 105 pages]
5. Corporate & City Growth Buildings AMP [5.6.5 - 90 pages]
6. Infrastructure Buildings AMP [5.6.6 - 78 pages]

## **5.7. STREET TREE PLANTING AND MANAGEMENT POLICY & GUIDELINES REVIEW POST CONSULTATION**

### **PURPOSE:**

***To seek Council adoption of both the Street Tree Planting and Management Policy and supporting Street Tree Planting and Management Guidelines.***

---

### **EXECUTIVE SUMMARY**

- The existing Street Tree Planting and Management Policy & Guidelines were adopted by Council on 1 May 2017 and due for review 1 May 2020.
- Council has responsibility for the planning, establishment, care and removal of all street trees located within the City's streetscapes.
- These documents provide the framework for the consistent management of street trees throughout the municipality.
- These documents cover: species selection, community consultation, preservation and also triggers for tree removal.
- The Policy:
  - Provides the principles to all decisions related to street trees.
  - Provides protection to significant trees.
- The Guidelines:
  - Identify the importance of trees to the environment, biodiversity and climate, social health and wellbeing, and general street amenity.
  - List care and maintenance activities that are conducted over the life of the tree.
  - Lists recommended species.
- Additional tree species have been included in the list of preferred species
- These two (2) documents were open for community consultation between 30 Oct and 11 Dec - a period of 42 days. This included publication to the Council website, Your Say website, Council's Facebook page, and a notice in The Standard on November 21.
- Feedback has been summarised and addressed as an Appendix, there were a total of nine (9) submissions

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### **RECOMMENDATION**

**That Council Adopts the revised *Street Tree Planting and Management Policy & associated Guidelines.***

---

### **BACKGROUND**

Street trees were historically a second thought when constructing roads and streetscapes. Occasionally they were planted in confined areas with insufficient space to grow, the species selection may not have been suitable, and residents would randomly remove them from nature strips.

Council has approximately 8000 vacant sites suitable for new naturestrip trees. The Street Tree Planting and Management Policy & Guidelines supports Council when formalising its annual tree planting program to populate these sites.

The Street Tree Planting and Management Policy & Guidelines seek to improve decision making and offer trees protection from unauthorised removal by the public.

The current documents have been in effect for three years, they were originally adopted in 2014 and reviewed in 2017. It is customary for all Council policies to be reviewed in line with changes in processes and expectations regularly.

## **ISSUES**

The Street Tree Planting and Management Policy & Guidelines provides the guidance to Council officers to promote, consult and engage the relevant property owners with tree planting programs.

There are often strong contrasting views to species selection, with some of the community wanting to only see native plantings, while others appreciate the form of many introduced and manicured species. The species selection list includes a mix of origins, and all proposed plantings and communicated to adjacent residents to form a consensus.

## **FINANCIAL IMPACT**

Street tree planting and maintenance is covered in the budget of City Infrastructure, together with developer contributions.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

This report responds to the following Council Plan Initiatives:

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

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

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

These documents were due for review in May 2020.

## **COMMUNITY IMPACT / CONSULTATION**

These two (2) documents were open for community consultation between 30 Oct and 11 Dec - a period of 42 days. This included publication to the Council website, Your Say website, Council's Facebook page, and a notice in The Standard on November 21.

There were a total of nine (9) submissions. These were acknowledged at the time of submission. Each one has been considered how to best be addressed.

Annual Street Planting Programs are also communicated to the immediate land occupiers for input prior to project delivery.

## **LEGAL RISK / IMPACT**

These documents aim to reduce risk of unauthorised tree removal or damage, as well as setting Council's intervention level when deciding to remove street trees.

The Policy states that the management of street trees sits solely with Warrnambool City Council and that any persons who prune, damage, kill or remove street trees without approval may be prosecuted.

## **OFFICERS' DECLARATION OF INTEREST**

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

## **CONCLUSION**

Council is recommended to adopt the revised Street Tree Planting and Management Policy & Guidelines. They will be reviewed in another 4 years from this date of adoption.

## **ATTACHMENTS**

1. Submissions and responses [5.7.1 - 1 page]
2. ECM 11053463 v7 Street Tree Planting and Management Guidelines 2020 draft [5.7.2 - 26 pages]
3. ECM 11053464 v4 Street Tree Planting and Management Policy 2020 draft [5.7.3 - 5 pages]

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## **5.8. NATURE STRIP LANDSCAPING POLICY AND GUIDELINES REVIEW POST CONSULTATION**

### **PURPOSE:**

***To seek Council adoption of both the Nature Strip Landscaping Policy and supporting Nature Strip Landscaping Guidelines.***

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### **EXECUTIVE SUMMARY**

- The existing Nature Strip Landscaping Policy & Guidelines were adopted by Council on 1 May 2017 and due for review 1 May 2020.
- These documents provide the framework for the consistent management of nature strip landscaping throughout the municipality.
- The Policy:
  - Provides the objectives of Council in relation to managing nature strip landscaping.
  - Provides the key principles for the effective management of landscape areas in road reserves.
- The Guidelines:
  - Provide information and certainty to the community over what landscape treatments are preferred.
  - Provide examples of some alternate treatments and a list of considerations for applicants when considering a nature strip landscaping application.
- Council received only limited applications and projects to landscape nature strips since 2017. The Policy and Guidelines have operated well and no material changes were proposed.
- These two (2) documents were open for community consultation between 30 Oct and 11 Dec - a period of 42 days. This included publication to the Council website, Your Say website, Council's Facebook page, and a notice in The Standard on November 21.
- A single response was received supportive of the proposed documents.
- The next review will be in four years' time

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### **RECOMMENDATION**

**That Council Adopts the revised Nature Strip Landscaping Policy & associated Guidelines.**

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### **BACKGROUND**

This Policy acknowledges that well maintained nature strips add to the appearance and presentation of streetscapes within the Municipality. They can bring economic benefits to businesses and property owners and residents. Warrnambool City Council encourages property owners to recognise the value of nature strips and to take pride in maintaining them.

Council does not usually carry out renovation or maintenance (including mowing and watering) of nature strips. It is common, accepted practice throughout Australia that the property owners or residents of abutting properties maintain the grass, plants (excluding trees) and any landscape features on the nature strip.

The Policy is implemented through the Nature Strip Landscaping Guidelines on Councils website. The Guidelines provide specific information to guide permit applications.



## **ISSUES**

There were no significant issues in the operation of the Policy and guidelines since 2017 and it is proposed that the Policy be advertised without changes to seek community feedback prior to adoption.

## **FINANCIAL IMPACT**

Nature strip landscaping and maintenance is generally the responsibility of the resident or landowner/tenant.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

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

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

## **TIMING**

These documents were due for review in May 2020.

## **COMMUNITY IMPACT / CONSULTATION**

These two (2) documents were open for community consultation between 30 Oct and 11 Dec - a period of 42 days. This included publication to the Council website, Your Say website, Council's Facebook page, and a notice in The Standard on November 21.

There was only one (1) submission received in this time supportive of the proposed documents.

## **LEGAL RISK / IMPACT**

The Policy reduces Council risk in alternate Nature Strip Landscape arrangements in road reserves. The Policy incorporates parking, traffic, sight line and obstruction issues that could be present in alternate arrangements.

## **OFFICERS' DECLARATION OF INTEREST**

None

## **CONCLUSION**

It is recommended the updated Nature Strip Landscape Policy and Guidelines be adopted. They will be reviewed in another 4 years from this date of adoption.

## **ATTACHMENTS**

1. ECM 11137602 v2 Nature Strip Landscaping Policy Draft January 2020 [5.8.1 - 5 pages]
2. ECM 11137601 v3 Nature Strip Landscaping Guidelines Draft January 2020 [5.8.2 - 7 pages]

## **5.9. APPOINTMENTS TO CITY INFRASTRUCTURE ADVISORY COMMITTEES & EXTERNAL BODIES**

### **PURPOSE:**

***This report considers Council representation on three Council Advisory Committees and external bodies with which Council is associated for the 2020-2021 Council year.***

---

### **EXECUTIVE SUMMARY**

- To appoint Council representatives to the various Council advisory bodies and external committees for 2020-2021 Council year including:
  - Port of Warrnambool Reference Group (Terms of Reference refer **ATTACHMENT 1**)
  - CCTV Steering Committee (Terms of Reference refer **ATTACHMENT 2**)

---

### **RECOMMENDATION**

1. **That Council note the changes made to the Terms of Reference for the Port of Warrnambool Reference Group.**
  2. **The Council appoints and delegates Cr XXXX to the Port of Warrnambool Reference Group and that relevant advisory bodies and external committees be advised accordingly.**
  3. **The Council appoints and delegates Cr XXXX to the CCTV Steering Committee and that relevant advisory bodies and external committees be advised accordingly.**
- 

### **BACKGROUND**

As in the past, there is a significant range of advisory, semi-external and external committees and organisations where the constituted membership includes representation from Warrnambool City Council.

Whilst the majority of these committees tend to be ongoing, they may also be subject to evolutionary change and in some cases may be established for a specific project ie; with “sunset” provisions.

For various committees, members of Council staff are already members and/or may attend to assist a Councillor representative. Generally, for committees of a more technical/operational nature, it is suggested that members of Council staff can best assist in sharing the overall representation workload, with appropriate reporting mechanisms to Council and/or briefing of Councillors according to representation or special interest areas.

Other relevant matters to consider in this area are:-

- The need for committees which are established by Council to fit into an efficiency “hierarchy” of overall advisory, consultative and networking processes, particularly having regard to the best use of resources from within and outside the organisation.
- As above, the need for Councillors’ time and energy to be primarily focused on policy development, business strategies and monitoring of performance.
- As a major service organisation, the need to have effective service standards and response mechanisms without placing reliance on Councillors to handle requests from residents and service users, as is the situation with members of other statutory agencies providing direct regional or local service delivery functions eg; hospitals, community health centres, various not-for-profit social/welfare agencies, water authorities, transport authorities etc.
- In some cases a “contact” function may be most appropriate rather than actual representation, particularly when the relevant committee is not directly relating to a municipal function.

- The need for good relationships, but of an independent arms-length type with any groups or organisations where Council has a contractual relationship, to avoid any possible conflict of interest.
- To use officer resources in an effective manner bearing in mind significant direct and indirect costs of committees servicing or representation.

## **ISSUES**

The appointment of a Council representative will aid in the consistent communication within the groups and back to Councillors.

Appointing a second Councillor as a proxy delegate to these committees is advisable, to ensure that Councillors are represented on these high-profile project committees.

## **FINANCIAL IMPACT**

Nil.

## **LEGISLATION/POLICY/COUNCIL PLAN CONTEXT**

### **3 Maintain and improve the physical places and visual appeal of the City**

3.2 Create a more vibrant City through activating high quality public places.

3.3 Build Infrastructure that best meets current and future community needs.

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

5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement

5.4 Deliver customer-focused, responsive service

## **TIMING**

To be implemented as from adoption at Council meeting.

## **COMMUNITY IMPACT/CONSULTATION**

N.A.

## **LEGAL RISK/IMPACT**

Nil.

## **ATTACHMENTS**

1. Attachment 1\_Terms of Reference Port of Warrnambool Community Reference Group [5.9.1 - 2 pages]
2. Attachment 2\_CCTV Steering Committee Terms of Reference [5.9.2 - 3 pages]

## **5.10. LAND SUPPLY AUDIT**

### **PURPOSE:**

***To provide an update on Residential Land Supply within the Warrnambool Local Government Area.***

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### **EXECUTIVE SUMMARY**

- The Warrnambool City-Wide Housing Strategy 2013 recommends that Council monitor residential land supply on an annual basis;
- This is to ensure that there is adequate zoned residential land to meet projected growth across the municipality;
- The 2020 report is an audit based on 2019 data which shows a slight decline in residential land supply from 24.1 years to 23.2 years;
- The 2020 report will be placed on Council's website.

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### **RECOMMENDATION**

**That Council endorse the Residential Land Supply Report – 2020.**

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### **BACKGROUND**

The Warrnambool City-Wide Housing Strategy 2013 recommends that Council monitor residential building permit activity and land supply on an annual basis to ensure that there is adequate zoned residential land to meet projected growth across the municipality.

In May 2015 Council endorsed the Warrnambool Residential Land Supply Report 2015. The report, the first of its kind produced by Warrnambool City Council, identified that there was a residential land supply capacity across the municipality to meet project population growth to the year 2031.

In the 2015 Warrnambool Residential Land Supply Report the broad hectare (growth) areas had the potential to provide 4930 lots, being approximately 78% of the total vacant residential land supply. With a total number of 6321 vacant residential lots at the end of 2014 and a predicted rate of construction of 225 dwellings per year (City-Wide Housing Strategy 2013) there was considered to be approximately 28+ years land supply.

Ongoing monitoring following the 2015 Warrnambool Residential Land Supply Report to the end of December 2017 identified that there was a steady residential land supply of approximately 25 years.

In 2018, revised population and dwelling forecast data were released and the predicted construction rate was revised to 244 dwellings per year (Forecast.id). Following this revision, a comprehensive audit of land supply was undertaken and the Warrnambool Residential Land Supply Report 2018 identified there was a land supply of 24.5 years (as at 31 December 2018). The table below provides a snap shot of residential land supply reports/audits that have been undertaken since monitoring commenced in 2015.



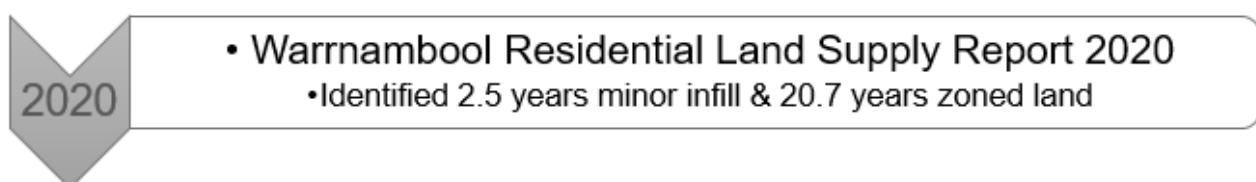
## ISSUES

The Residential Land Supply Report – 2020 (**Attachment 1**) provides updated information on residential land supply in the Warrnambool LGA (as of 31 December 2019).

Using Council's records for occupancy (building) permits and titles released (Statement of Compliance) for new subdivisions, combined with aerial photography and site inspections, it has been possible to determine that as at 31 December 2019 there were 5,701 vacant residential lots in the municipality.

It should be noted that the 2020 audit reviews data from 1 January 2019 to 31 December 2019. The data for 2020 will not be released until 2021.

Using the most up to date population forecasts (Forecast.id) that predicates a rate of construction of 244 dwellings per year, this would equate to approximately **23.2 years land supply**, which includes 2.5 years of development ready lots (undeveloped land within the existing urban area, zoned for residential development with an area less than 1 hectare in area) and around 20.7 years supply of residential land (land that is generally undeveloped and zoned residential – growth area land).



## **FINANCIAL IMPACT**

The update audit has been undertaken and completed in-house by the City Strategy team

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **3 Maintain and improve the physical places and visual appeal of the City**

3.3 Build Infrastructure that best meets current and future community needs.

3.4 Maintain and enhance existing Council infrastructure

### **4 Develop a smarter economy with diverse and sustainable employment**

4.1 Grow the Cities population through local economic growth

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

5.1 Provision of opportunities for the community to actively participate in Council's decision-making through effective promotion, communication and engagement

5.2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness

5.3 Ensure financial sustainability through effective use of Council's resources and assets and prudent management of risk

## **TIMING**

Routine

## **COMMUNITY IMPACT / CONSULTATION**

Once endorsed, the updated report will be placed on Council's website

## **LEGAL RISK / IMPACT**

The Residential Land Supply Report – 2020 meets Council's commitment under the Warrnambool City-Wide Housing Strategy 2013 to ensure that there is adequate zoned residential land to meet projected growth across the Warrnambool LGA.

## **OFFICERS' DECLARATION OF INTEREST**

None

## **CONCLUSION**

The residential land supply data within the Warrnambool LGA is currently up to date. The report will be placed on Council's website, consistent with the Land Supply reports from previous years.

## **ATTACHMENTS**

1. Attachment 1 Land Supply audit [5.10.1 - 4 pages]

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## **5.11. MEALS ON WHEELS TENDER**

### **PURPOSE:**

***This report is to inform Council of the tenders that were received for Supply and Delivery of Meals Contract No. 2021005 and seeks Council's approval to award the works to the preferred tenderer.***

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### **EXECUTIVE SUMMARY**

The intent of this contract is to provide home delivered meals that conform to Home and Community Care (HACC) guidelines that ensure nutritious, appetising meals whereby the ability of the recipient to live as independently as possible is maintained.

The budget for the contract is \$285,000 pa (excl GST). The duration of the Contract is two (2) years with a further option for two (2) one-year extensions, with a total expected value between \$570,000 and \$1,140,000 (excl GST).

One submission was received and considered by the Tender Assessment Panel.

The Tender Assessment Panel has recommended the contract be awarded to South West Healthcare.

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### **RECOMMENDATION**

**That Council award Supply and Delivery of Meals Contract No. 2021005 to South West Healthcare for \$285,000 per annum (excl GST).**

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### **BACKGROUND**

The Warrnambool City Council (Council) provides The Victorian Home and Community Care Program for Younger People (HACCPYP) program targeted at people aged under 65 and Aboriginal people aged under 50 and the Commonwealth Home Support Programme (CHSP) which provides entry level support to those over the age of 65 or Aboriginal and Torres Strait Islander people over the age of 50. These services help people live as independently as possible in the community.

A key part of these programs is the delivered meals service which provides nutritious, appetising and culturally appropriate meals to eligible people who are assessed as being nutritionally at risk. The provision of meals is designed to support peoples' desire to remain living independently at home.

Council has been providing a Meals on Wheels service to residents for over 60 years.

Council sought tenders from suitably experienced and qualified contractors to produce and deliver meals (Meals on Wheels) that conforms to HACCPYP guidelines.

### **FINANCIAL IMPACT**

The tender received delivered a Tender Net Price offering, that enables Council to maintain a financially sustainable Meals on Wheels service to Warrnambool's increasing aged and frail populace. Some people with a disability also receive the service.

The cost of the Meals on Wheels service is fully funded by Government grants and user fees.

The expected cost of entering this contract is \$285,000 (excl GST) per year or \$570,000 (excl GST) over the 2-year contract.

## **LEGISLATION / POLICY / COUNCIL PLAN CONTEXT**

### **2 Foster a healthy welcoming City that is socially and culturally rich**

2.3 Increase community health and social connections.

#### **TIMING**

The current contract for the supply and delivery of Meals expires on 5 April 2021. The new contract is scheduled to commence 5 April 2021.

#### **COMMUNITY IMPACT / CONSULTATION**

A satisfaction survey of Meals on Wheels clients in September 2019 showed the following results from respondents

**Presentation of Food:**

100 % satisfaction rating

**Quantity of food:**

98% satisfaction rating

**Quality of Food:**

98% Satisfaction rating

**Consideration of my food preferences:**

100 % Satisfaction rating

**Range of meal options:**

100% Satisfaction rating

Warrnambool City Council's Meals on Wheels service is an essential service for many recipients who are nutritionally at risk. In addition to this, the service also performs an important health and wellbeing monitoring function for recipients who may experience isolation or a level of vulnerability.

#### **LEGAL RISK / IMPACT**

The evaluation panel gave Food Safety a high priority in the evaluation of this Tender. Council remains committed to ensuring that the people in our community who rely on Meals on Wheels services receive the best product available, and that the production of food complies with the relevant certifications.

The tender submission was assessed by the evaluation panel against the following mandatory requirements of the contract.

- Tenderer's OH&S management system
- Tenderer's qualifications, licences and skills
- Level of insurances
- Financial viability of the tender.

The tenderer was evaluated as to the potential risks associated with delivering the contract works.

#### **OFFICERS' DECLARATION OF INTEREST**

None

#### **ATTACHMENTS**

Nil



## **5.12. ADVISORY COMMITTEE REPORTS**

### **PURPOSE**

***This report contains the record of the Warrnambool Airport Reference Group meeting.***

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### **REPORT**

- Warrnambool Airport Reference Group meeting held on 14 December 2020 - refer **Attachment 1**.

### **ATTACHMENTS**

1. Minutes WARG 14 December 2020 [**5.12.1** - 7 pages]

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### **RECOMMENDATION**

**That the record of the Warrnambool Airport Reference Group meeting held on 14 December 2020, be received.**

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### **5.13. MAYORAL & CHIEF EXECUTIVE OFFICER COUNCIL ACTIVITIES - SUMMARY REPORT**

#### **PURPOSE**

*This report summarises Mayoral and Chief Executive Officer Council activities since the last Ordinary Meeting which particularly relate to key social, economic and environmental issues of direct relevance to the Warrnambool community.*

#### **REPORT**

| <b>Date</b>      | <b>Location</b> | <b>Function</b>   |
|------------------|-----------------|---|
| 10 December 2020 | Online          | Acting Chief Executive Officer – Attended the Regional Cities Victoria meeting.   |
| 11 December 2020 | Warrnambool     | Mayor & Acting Chief Executive Officer : Attended the Great South Coast Board Meeting and Annual General Meeting hosted by Warrnambool City Council.  |
| 12 December 2020 | Warrnambool     | Mayor : Attended the Avalon Nursery Community Fund Raising event for cancer research.   |
| 14 December 2020 | Online          | Mayor : Attended the South West Healthcare Annual General Meeting.  |
| 17 December 2020 | Warrnambool     | Mayor : Met with Minister Gabrielle Williams Minister for Aboriginal Affairs during a visit to Moyjil with Eastern Maar representatives.  |
| 1 January 2021   | Warrnambool     | Deputy Mayor, Cr. Richard Ziegeler - Attended Warrnambool Clay Target Club shoot and presentation of trophies.  |
| 2 January 2021   | Warrnambool     | Mayor - Officially opened the Warrnambool Gift.   |
| 8 January 2021   | Warrnambool     | Cr. Angie Paspaliaris represented the Mayor at the Warrnambool Lawn Tennis Club 65 <sup>th</sup> Victorian Inter Regional Championships   |
| 15 January 2021  | Warrnambool     | Mayor - Farewelled cyclists participating in the Big Ride for Big Life event; a ride to support mental health issues among local children which left from the Civic Green for a 285 kilometre ride Melbourne. |
| 25 January 2021  | Warrnambool     | Mayor - Attended the official opening of the Matilda Room at the Warrnambool Racing Club.   |
| 26 January 2021  | Warrnambool     | Mayor, Councillors & Acting Chief Executive Officer – Attended the Warrnambool Australia Day Ceremony.  |

#### **RECOMMENDATION**

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

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## **5.14. INFORMAL MEETINGS OF COUNCIL REPORTS**

### **PURPOSE**

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

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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:-

1. Monday 14 December 2020 - refer **Attachment 1**.
2. Monday 18 January 2021 – refer **Attachment 2**.
3. Monday 25 January 2021 - refer **Attachment 3**.

### **ATTACHMENTS**

1. Informal Meeting of Council 14 December 2020 [5.14.1 - 1 page]
2. Informal Meeting of Council 18 January 2021 [5.14.2 - 1 page]
3. Informal Meeting of Council 25 January 2021 [5.14.3 - 1 page]

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### **RECOMMENDATION**

**That the record of the Informal Meetings of Council held on 14 December 2020, 18 and 25 January 2021, be received.**

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### **6. PUBLIC QUESTION TIME**

### **7. CLOSE OF MEETING**