

MINUTES

ORDINARY MEETING OF COUNCIL

Tuesday, 25 June 2013

Held at the
Council Conference and Reception Centre
City Hall, Little Malop Street, Geelong
commencing at 7.00pm

COUNCIL:

Cr. K. Fagg
- Mayor

(G21 Geelong Regional Alliance, Governance Regional Cities,
Women in Community Life)

Cr. T. Ansett (<i>Windermere</i>)	(Heritage, Rural Communities)
Cr. L. Ellis (<i>Coryule</i>)	(Coastal Communities, Infrastructure, Parks and Gardens)
Cr. J. Farrell (<i>Beangala</i>)	(Community Safety, Education and Youth)
Cr. K. Fisher (<i>Corio</i>)	(Community Development)
Cr. B. Harwood (<i>Kardinia</i>)	(Enterprise Geelong)
Cr. M. Heagney (<i>Brownbill</i>)	(Arts and Culture, Central Geelong)
Cr. J. Irvine (<i>Austin</i>)	(Sport and Recreation)
Cr. E. Kontelj (<i>Cowie</i>)	(Aboriginal Affairs, Multicultural Affairs)
Cr. Dr. S. Kontelj (<i>Kildare</i>)	(Finance)
Cr. R. Macdonald (<i>Cheetham</i>)	(Major Projects, Planning, Knowledge Economy)
Cr. R. Nelson (<i>Deakin</i>)	(Major Events, Tourism)
Cr. A. Richards (<i>Buckley</i>)	(Environment & Sustainability, Transport, Primary Industries)

SECTION A - PROCEDURAL MATTERS

Acknowledgements	1
Apologies	1
Confirmation of Minutes	1
Declarations of Conflicts of Interest.....	1
Question Time.....	2-3
Petitions	3

SECTION B – REPORTS

1. Adoption of City Plan 2013-2017	4-8
2. Adoption of Budget 2013-2014	9-34
3. Central Geelong Parking and Access Strategy	35-38
4. Review of Road Management Plan	39-42
5. Amendment C285 – Residential Rezoning – Manzeene Avenue Lara.....	43-44
6. Consideration of Panel Report and Adoption of Amendment C242 Barrabool Hills Neighbourhood Shopping Centre, Highton	45-86
7. Procurement Policy	87-89
8. Extension of Current Memorandum of Understanding with Geelong Otway Tourism to 30 June 2014.....	90-98
9. Council Policy Review – Emergency Management.....	99-100
10. Policy Review – Grants, Contributions, Donations and Sponsorship	101-104
11. Councillor Community Grants Program 2012/2013 – Summary of Allocations 1 November 2012 to 31 March 2013	105-124
12. Greenhouse Program 2012-2013 – Update.....	125-130
13. Planning Delegations.....	131
14. Re-Appointment of External Representative on the Audit Advisory Committee.....	132-133
15. Old Geelong Gaol (<i>Confidential</i>).....	134
16. Renewal of Food Supply Agreement for Meals on Wheels (<i>Confidential</i>)	135
17. Audit Advisory Committee Summary Report (<i>Confidential</i>).....	136

SECTION C – NOTICES OF MOTION

SECTION D - COMMON SEAL REGISTER

SECTION E - ASSEMBLY OF COUNCILLORS

SECTION F - CONFIDENTIAL

CLOSE OF MEETING

**MINUTES OF THE ORDINARY MEETING
OF THE GREATER GEELONG CITY COUNCIL
HELD AT THE COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL, LITTLE MALOP STREET, GEELONG
TUESDAY, 25 JUNE 2013
COMMENCING AT 7.05 P.M.**

PRESENT: Cr K Fagg (Chair), Crs T Ansett, L Ellis, J Farrell, K Fisher,
B Harwood, M Heagney, R Macdonald, E Kontelj, S Kontelj* (7.20pm)

Also present: S Griffin (Chief Executive Officer), J Wall (General Manager Corporate Services), P Bettess (General Manager Economic Development, Planning and Tourism), B Gaudion (Acting General Manager City Services), J McMahon (General Manager Community Services), D Frost (General Manager Projects, Recreation and Central Geelong), J Brown (Manager Administration and Governance), R Bourke (Governance Co ordinator), D Chiller (Co ordinator Communication and Marketing)

OPENING: The Mayor declared the meeting open at 7.05pm

ACKNOWLEDGEMENTS:

The Mayor acknowledged that we are here today on the land of the Wathaurong People and we pay our respects to Aboriginal elders past and present.

APOLOGIES: Crs A Richards, J Irvine, R Nelson

LEAVE OF ABSENCE:

Cr Macdonald moved, Cr Harwood seconded -

That Leave of Absence be granted to Cr S Kontelj from 28 June to 16 July 2013, inclusive.

Carried.

CONFIRMATION OF MINUTES:

Cr Ellis moved, Cr E Kontelj seconded -

That the Minutes of the Ordinary Meeting held on 11 June 2013 be confirmed and signed.

Carried.

DECLARATIONS OF CONFLICTS OF INTEREST: Nil.

QUESTION TIME:

Question Time is an opportunity for questions to be addressed to Council and while the minutes record the general content, they do not purport to be a transcript of what was said by individuals. Likewise Councillor or Officer verbal responses are in summary form only. Views expressed may not be the views of Council.

Council's practice is to provide a separate document on its website setting out questions and responses including any more detailed written responses which may be provided subsequent to the meeting.

Colin Wallace asked:

- 1a) Would Councillors note that the Ropeworks Panel, upon which there was a traffic engineering expert and which had before it three traffic engineering consultants' reports and heard the expert evidence of two traffic engineering consultants as well as taking advice on planning and urban design at the Panel Hearings held in August-September 2006, made it clear in its report of November 2006 (Greater Geelong Amendment C96/Planning Permit 1628/2004) that the use of First Street, Geelong West by cars should be minimised?

The Mayor noted the comments.

- 1b) Would Councillors note that the traffic engineering advice given to us was that the parking along the west side of First Street reduced traffic volume along First Street?

The Mayor advised that he could not recall the specific detail of the advice but noted the comment.

- 1c) Would Councillors note that both my wife Mary Wallace and I believe that if Council were to remove the parking along First Street, this would encourage the use of First Street by cars, going against what the Panel said which was to minimise the use of First Street by cars?

The Mayor noted the opinion.

Mary Wallace asked:

- 1a) Would Councillors note that my Question 3 at the Council Meeting of 28th May 2013 was: 'The description in the invoice from Surbo Holdings that my husband and I were given as part of Council's response to our Freedom of Information request of 31st March 2011 says: 'Remove trees and make new foot path with fence First St as per quote', with the amount being \$30,000. Seeing we were given the invoice but were not given the quote, I am asking for a copy of the quote if it exists.'?
- 1b) Would Councillors note that Council's response dated 5th June 2013 says: 'With regard to Question 3 – Council does not have a copy of the quotation to 'Remove trees and make new foot path with fence First St as per quote'.'?
- 1c) Through you, Mr Mayor, I am asking the CEO Stephen Griffin, what does this response from Council mean?

The Chief Executive Officer took the question on notice.

QUESTION TIME (CONT'D)

- 2a) Does Council have a quote from Surbo Holdings to remove the trees and make a new footpath with fence in First Street for \$30,000?

The Mayor responded he was not aware of such a quote on the file.

- 2b) Was Council ever given such a quote?

B Gaudion responded that as the General Manager City Services was on leave he would take the question on notice.

3. Is it Council's practice to contract out works without getting at least one quote?

B Gaudion responded that part of our formal process is that we would normally obtain up to three quotes for amounts from \$25,000 to \$150,000.

Jeff Wall added that Council has a Procurement Policy which requires up to three quotes up to the financial thresholds of \$150,000 for goods and services, and \$200,000 for works. Over these limits public tenders are sourced. It is acceptable to obtain a verbal quote up to \$5,000.

PETITIONS: Nil

1. ADOPTION OF CITY PLAN 2013-2017

Portfolio:	Governance - Mayor
Source:	Corporate Services - Corporate Strategy and Property Management
General Manager:	Jeff Wall
Index Reference:	Subject: Corporate Strategy

Summary

- The Local Government Act 1989 provides that following the October 2012 Council Election, Council is required to prepare a new Council Plan and have it submitted to the Minister for Local Government by 30 June 2013.
- Section 125 of the Local Government Act also prescribes that a Council Plan must include:
 - a) The strategic objectives of the Council,
 - b) Strategies for achieving the objectives for the Council term,
 - c) Strategic indicators for monitoring the achievement of these objectives,
 - d) A Strategic Resource Plan, and
 - e) Any other matter prescribed by the regulations.
- City Plan 2013-2017 was considered at the meeting held on 14 May 2013.
- At that meeting Council appointed a Submissions Panel to hear any submissions made in relation to the proposed City Plan.
- The Submissions Panel comprising of Cr Bruce Harwood (Chairperson), Cr Kylie Fisher and Cr Tony Ansett met on Friday 14 June 2013 to consider submissions.
- The following written submissions were received in relation to the Proposed City Plan (detail included in 'Discussion' section of this report):
 - Tom O'Connor (Committee for Bellarine Inc.)
 - Bicycle Users Geelong Inc
 - SpringDale Neighbourhood Centre Inc
- As a result of the submissions, the following amendments to City Plan 2013-2017 were recommended by the City Plan Submissions Panel Appendix 1:
 - Add the Super Sunday bike count indicator under 'Healthy environments' priority.
 - Change the Super Tuesday bike count indicator type from 'Monitor' to 'Influence'.
 - Specify in City Plan 2013-2017 that the provision and maintenance of bicycle and walking tracks includes both on and off road infrastructure.

1. ADOPTION OF CITY PLAN 2013-2017 (CONT'D)

Cr Fagg (Mayor) moved, Cr Harwood seconded -

That:

- 1) Having considered the submissions lodged, the City Plan 2013-2017 considered by Council on 14 May 2013 be amended as per recommended in the report by the Submissions Panel (Appendix 1) and adopted.**
- 2) City Plan 2013-2017 (Appendix 2) be submitted to the Minister by 30 June 2013.**

** Cr S Kontelj entered the meeting room at 7.20pm*

Carried.

Report

Background

The Local Government Act requires that a Council must prepare, approve and submit to the Minister a Council Plan (i.e. "City Plan"):

1. By 30 June 2013, and
2. Within the period of 6 months after each general election year or by the next 30th June, whichever is the latter.

Section 125 of the Local Government Act also prescribes that a Council Plan must include:

- The strategic objectives of the Council,
- Strategies for achieving the objectives for at least the next four years,
- Strategic indicators for monitoring the achievement of these objectives,
- A Strategic Resource Plan, and
- Any other matter prescribed by the regulations.

In subsequent years, councils are required to, at least once in each financial year, consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

The framework for the City Plan 2013-2017 incorporates the planning framework based on the on the Quadruple Bottom Line framework and features four strategic directions (Community Wellbeing, Growing the Economy, Sustainable Built and Natural Environment and How We Do Business), supporting internal objectives and the Council's Vision, Mission, Values and Behaviours section.

The Council's performance and results in achieving the strategic indicators of the City Plan are required to be reported in the Council's Annual Report for 2013-2014.

Discussion

City Plan 2013-2017 has been developed to reflect the results of the community engagement undertaken, Council's current priorities and the supporting resource allocation.

In undertaking this review all the actions have been developed collaboratively across the organisation and support the long-term social, environmental and economic benefits for the community articulated through the Vision, Mission and Objectives established by the Council.

1. ADOPTION OF CITY PLAN 2013-2017 (CONT'D)

City Plan identifies the key priorities, strategies and progress indicators that are currently planned over the said four-year period, as well as detailed actions associated with implementing this four-year City Plan.

The priorities under each of the four strategic directions are as follows:

Community Wellbeing

- Healthy Lifestyles
- Healthy Environments
- Connected, creative and strong communities

Growing the Economy

- Support existing businesses and encourage new and emerging growth sectors
- Facilitate major infrastructure and investment to enable economic growth
- A prosperous and innovative Geelong
- A successful and vibrant city centre
- Greater Geelong is a leading city for tourism, arts, culture and events

Sustainable Built and Natural Environment

- Enhance and protect natural areas and ecosystem health
- Support our community to live sustainably
- Advocate for and promote sustainable design and development
- Minimise our environmental footprint

How We Do Business

- Lead by advocating and collaborating on issues important to the Greater Geelong community
- Efficient and customer focused organisation
- Responsible and sustainable financial management
- Informed and engaged community
- Motivated and skilled staff in a safe work environment

It is planned to have the full version of City Plan 2013-2017 available on the Council's web site shortly after 30 June 2013.

As part of the legislative requirement, City Plan includes the Strategic Resource Plan (updated taking into account the 2013-2014 Annual Budget as a base year), which contains the financial and non-financial (human resources) information for the next four years.

Council at its meeting of 14 May 2013 considered the proposed City Plan 2013-2017 and resolved that the document be put out for public comment.

Following the Council meeting, an advertisement was placed in the Geelong Advertiser advising that the City Plan 2013-2017 document would be available for public comment and inviting written submissions to be made.

1. ADOPTION OF CITY PLAN 2013-2017 (CONT'D)

The Submissions Panel comprising of Cr Bruce Harwood (Chairperson), Cr Kylie Fisher and Cr Tony Ansett met on Friday 14 June 2013 to consider submissions.

The following written submissions were received in relation to the Proposed City Plan:

- Tom O'Connor (Committee for Bellarine Inc.)
- Bicycle Users Geelong Inc
- SpringDale Neighbourhood Centre Inc

As a result of the submissions, the following amendments to City Plan 2013-2017 were recommended by the City Plan Submissions Panel:

- Add the Super Sunday bike count indicator under 'Healthy environments' priority.
- Change the Super Tuesday bike count indicator type from 'Monitor' to 'Influence'.
- Specify in City Plan 2013-2017 that the provision and maintenance of bicycle and walking tracks includes both on and off road infrastructure.

The City Plan submissions review panel report is attached in Appendix 1.

Environmental Implications

City Plan 2013-2017 outlines the objectives and strategies to deliver the environmental benefits to the community. Details of these can be found within the Sustainable Built and Natural Environment Strategic Direction.

Financial Implications

City Plan 2013-2017 includes Council's four-year financial strategy and plan with the 2013-2014 Annual Budget representing the first year in implementing the updated plan.

Policy/Legal/Statutory Implications

The Local Government Act requires that a Council must prepare, approve and submit to the Minister for Local Government a Council Plan (i.e. "City Plan"):

1. By 30 June 2013, and
2. Within the period of 6 months after each general election year or by the next 30th June, whichever is the latter.

Section 125 of the Local Government Act also prescribes that a Council Plan must include:

- The strategic objectives of the Council,
- Strategies for achieving the objectives for at least the next four years,
- Strategic indicators for monitoring the achievement of these objectives,
- A Strategic Resource Plan, and
- Any other matter prescribed by the regulations.

1. ADOPTION OF CITY PLAN 2013-2017 (CONT'D)

The Act also prescribes that any amendments to City Plan must be advised to the Minister within 30 days.

The draft City Plan 2013-2017 complies with the Local Government Act, 1989.

Officer Direct or Indirect Interest

There is no direct or indirect officer interest to which this report relates.

Risk Assessment

Failing to submit City Plan 2013-2017 to the Minister by 30 June 2013 would result in non-compliance.

Social Considerations

City Plan 2013-2017 outlines the objectives and strategies to deliver the social benefits to the community.

Communication

Public access to City Plan 2013-2017 will be through the City of Greater Geelong Customer Service Centres and Council's Internet site (www.geelongaustralia.com.au).

It is planned to have a full version of the adopted City Plan 2013-2017 available on the Council's web site shortly after June 30 2013. City Plan 2013-2017 was presented at the Community Leaders City Plan and Budget Presentation as the City Plan 2013-2017 - draft.

APPENDIX 1

CITY PLAN SUBMISSIONS REVIEW PANEL

CITY PLAN PANEL HEARING HELD IN COUNCIL CHAMBER (Rooms 4&5)

**COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL, LITTLE MALOP STREET, GEELONG
ON FRIDAY 14 JUNE 2013**

Present: Crs Ansett, Harwood and Fisher.

Also Present: S Griffin (Chief Executive Officer), J Wall (General Manager - Corporate Services), M Kelly (Manager - Financial Services), Alf Della Monica (Corporate Strategy), John Brown & Rhiannon Bourke (Governance Services).

Election of Chairperson: Cr Harwood was elected as Chair.

Declarations of Interest or Conflicts of Interest: Nil.

List of submitters who addressed the Panel:

- Tom O'Connor (Committee for Bellarine).

PANEL CONSIDERATION OF SUBMISSIONS MADE ON THE PROPOSED CITY PLAN 2013-2017

Portfolio:	Governance - Cr Fagg (Mayor)
Source:	Corporate Strategy & Property Management
General Manager:	Jeff Wall
Index Reference:	Subject/Corporate Strategy

Summary

- In accordance with the requirements of the Local Government Act, Council has advertised its Proposed City Plan 2013-2017 and invited submissions.
- The purpose of the City Plan/Budget Submission Review Panel is to consider any submissions received and make a recommendation to the Council Meeting to be held at 7.00p.m. on Tuesday, 25 June 2013.
- The following written submissions were received in relation to the Proposed City Plan and are attached to this report:
 - **Tom O'Connor (Committee for Bellarine Inc.)**
 - **Bicycle Users Geelong Inc**
 - **SpringDale Neighbourhood Centre Inc**

Officer Recommendation

That:

- 1) **Having considered the submissions lodged, together with the report to the City Plan Submissions Panel, the City Plan 2013-2017 considered by Council on 14 May 2013 be amended as recommended and adopted.**
- 2) **City Plan 2013-2017 be submitted to the Minister by 30 June 2013.**

Report

Background

Council gave formal notice of its Proposed City Plan 2013-2017 in the Geelong Advertiser and Independent, inviting written submissions to Council in relation to the Plan. The submission period closed on Tuesday, 11 June 2013.

Discussion

In accordance with the Local Government Act, the Submission Review Panel appointed by Council must consider every submission received. Further, the person lodging the submission may have the opportunity to speak in support of the submission providing a specific request is received.

The making of submissions in respect to City Plan is an important opportunity for the community to have input into the planning process.

Having considered any submissions made, the City Plan/Budget Submissions Review Panel will need to formulate a recommendation to Council, which may either:

- 1) Resolve that having considered submissions received in relation to City Plan, the plan be adopted without change, or
- 2) That having considered submissions in relation to City Plan, the plan be varied.

The following formal submissions, summarised in this report, were received in response to Council's notice of intention to adopt City Plan and the City Plan/Budget

Submissions Panel will review the submissions and officer recommendations as follows:

1. Tom O'Connor (Committee for Bellarine Inc)
--

Mr Tom O'Connor provided a submission on behalf of the Committee for Bellarine, with a range of requests:

- The four strategic directions should not be separated from Council's Department roles and outcomes.
- The measures should have specific goals and timescales and productivity measures should be included.
- The Environment Management Strategy should be far more responsibly identified.
- The Council Funding Priorities require a financial figure and timescale.
- Three critical Bellarine projects have been omitted (Drysedale Ring Road, Public transport service and infrastructure upgrades and Agriculture, equine and aquaculture developments).
- Concerns over the content and attendance at the Your City Your Say workshop held at the Potato Shed in Drysdale.
- New portfolio vision and key objectives should be included.

Officer Comments

The context and purpose of a Council Plan (the City Plan) document needs to be understood, and may provide some clarity to the questions raised in this submission.

City Plan is Council's key strategic document outlining the directions Council would like to pursue during its four-year term of office.

It is not an operational document, and so does not contain detail on who and how.

City Plan is complemented with a robust operational 'Business Performance Management' framework, to ensure what is in City Plan gets delivered, and that delivery is monitored and reported.

Within this framework, each Department has an Annual Business Plan articulating what within City Plan it is responsible for either directly or in a supporting or contributory capacity, and managing and reporting on its delivery, and an operational Performance Scorecard monitoring and reporting on its operational performance.

Cross-divisional and cross-departmental collaboration is fundamental, and indeed critical, in the effective delivery of annual City Plan actions, and the achievement of City Plan Strategic Objectives.

The four Strategic Directions are not separate to Department roles and outcomes, in fact one of the four Strategic Directions within City Plan is 'How We Do Business' but again at strategic rather than operational level. Departmental or operational roles and outcomes are articulated in Department Annual Business Plans, not within City Plan, but are tightly integrated with and informed by City Plan.

In regards to the City Plan measures, each measure has a stated specific target. Details on productivity measures are found in Department Annual Business Plans and Performance Scorecards within the Business Performance Management framework.

In relation to the query on the new Environment Management Strategy, this document is currently under development and will contain the detail requested. This document will be able to be viewed when it is released for public comment.

With regards to the Council Funding Priorities, these are aspirational priority projects for the municipality. These projects are at different stages of development with some still requiring future lobbying to secure funding from other tiers of government to see

them become established projects and come to fruition. Until funding is secured, financial implications and timelines remain unknown and so cannot yet be reported.

With regard to the three critical Bellarine projects referred to in the submission, there was significant discussion regarding the long list of potential priorities by Councillors as part of City Plan development. Council ultimately ranked and limited for inclusion those projects which it felt were of the highest importance to the region. The projects identified within this submission will continue to receive Council support. The Funding Priorities document is reviewed annually as part of the City Plan update.

In relation to attendance at the Your City Your Say Drysdale work shop, this engagement project was extremely well publicised including Radio, local publications (Independent, Geelong Advertiser, Geelong News, Bellarine Times, Echo, Ocean Grove Voice, Talking Heads, Leopold Local, Forte magazine, Queenscliff Herald, Rip Rumour, Springdale Messenger, What's On, The Weekly Review), Community Billboards, flyers at local community centres and online through Geelong Australia website, facebook and twitter.

In addition there were six sessions held on varying days, at varying times and locations to suit all residents. Those who were unable to attend one of these workshops were welcome to participate through the online forum, online survey or paper survey which was distributed to every resident through Community Update.

Attendance was voluntary and Council is confident that everything was done to encourage participation for those who were interested.

As City Plan is a high level strategic document the intention at the workshops was to keep the discussion at this level by looking at the three broad areas of health and wellbeing, environment and the economy. All the Councillor Portfolio areas can be incorporated into these three areas.

The previous City Plan was not covered in these workshops as Council was seeking the community's ideas and feedback for the direction the City should take in the next four years, and did not want to influence this by introducing the last plan.

A comprehensive assessment on the status and achievement of City Plan is undertaken each year and reported to the community in the City of Greater Geelong's Annual Report.

This was the first time the City has undertaken such an extensive engagement process in development of City Plan, and it was considered a success with 561 people having their say. The report on the results of all the engagement activities was released to all participants as well as the community, and a copy of this can be found on the City of Greater Geelong's website.

Finally, in regards to including a reference to the new portfolio's vision and key objectives, City Plan is not the appropriate document for this information, however a list of portfolio councillors can be found in the 'Our Councillors' section of City Plan.

Recommendation

That:

- 1) The submission be received and Mr Tom O'Connor and the Committee for Bellarine be advised that Council resolved not to vary City Plan 2013-2017 as a result of the submission.**
- 2) Mr Tom O'Connor be thanked for the submission and a response forwarded in terms of the officer comments.**

2. Bicycle Users Geelong Inc (Brett Cleeland)

The submission from the Bicycle Users Geelong Inc stated that the roles of bicycles and bicycle riding in achieving the aims of the City of Greater Geelong is not represented as well as it should be in City Plan. They also commented that the use of bicycles for transport should be used as one measure of how well the City of Greater Geelong is achieving many of the aims in the plan.

In particular the following comments were made:

- The Healthy Lifestyles and Healthy Environments priorities should include counts of the number of people cycling as a measure of success, both on road and off road.
- The Healthy Environments should include the provision of a network of safe bicycle friendly on road routes, in addition to off-road shared paths.
- City Plan should include the promotion of riding to school as a form of active transport.
- The measure 'Number of bicycle riders counted on Super Tuesday' should be categorised as an 'Influence' measure, not a 'Monitor' measure.
- Under the Minimise our environmental footprint priority, the City should be encouraging employees to use sustainable transport, and this should be measured and reported in City Plan.
- The provision and maintenance of on-road bicycle infrastructure is just as important as off-road and needs to be highlighted.

Officer Comments

Council has taken the view that while it is agreed that cycling has a health and recreational benefit, it also has positive environmental impacts. During the Your City Your Say engagement, when the topic of cycling was discussed the main focus was on the positive affects on the environment. This is why cycling has been represented in both the Community Wellbeing and the Sustainable Built and Natural Environment strategic directions, with the main area of focus on providing alternatives to car transport. The Super Tuesday bike count has been placed under 'Supporting our community to live sustainably' for this reason. The comment in regard to the type of indicator as categorized in the draft City Plan is acknowledge and agreed that Council does have some influence over the number of residents who use bicycles as some form of transport and recommend that this be changed from 'Monitor' to 'Influence' as suggested.

The Super Sunday Recreation bike count was not included, however as a result of this submission; it is recommended that this count be added to the progress indicators in the Community Wellbeing strategic direction under 'Healthy environments' to measure recreational bike usage.

In regard to the Healthy Environments priority, it does include the provision of both on and off road bicycle paths, however only the establishment of off-road bike paths is measured.

In regard to riding to school, this is actively promoted through Councils communication channels and also when officers make presentations to school groups in regard to healthy eating and exercise. Healthy Together Geelong will continue this promotion with schools throughout the region. It is not the role of Council's key strategic document, City Plan, to promote this. It does however sit under 'Healthy lifestyles' through facilitating and promoting physical activity.

In regard to the Council encouraging employees to use sustainable transport, this has been part of the EcoChallenge program and has been heavily promoted since its inception. Secure bike parking and showers are also provided in most locations. Measuring the use of sustainable transport by staff is not currently undertaken but will be considered in the future as part of Council's Environment Strategy.

In regard to the final point it is agreed that both on-road and off-road cycling infrastructure is important and this will be amended accordingly as a result of this submission.

Recommendation

That:

- 1) The submission be received and Bicycle Users Geelong be advised that Council resolved to make the following variations to City Plan 2013-2017 as a result of the submission:**
 - a. Add the Super Sunday bike count indicator under 'Healthy environments' priority.**
 - b. Change the Super Tuesday bike count indicator type from 'Monitor' to 'Influence'.**
 - c. Specify in City Plan 2013-2017 that the provision and maintenance of bicycle and walking tracks includes both on and off road infrastructure.**
- 2) Bicycle Users Geelong be thanked for the submission and a response forwarded in terms of the officer comments.**

3. SpringDale Neighbourhood Centre Inc (Anne Brackley, Coordinator)
--

Anne Brackley, Coordinator of the SpringDale Neighbourhood Centre Inc commented on their behalf recognising the large amount of funds being channelled into the Bellarine region such as the Drysdale Landfill, Lake Lorne Reserve and Drysdale Pony Club, Bellarine Rail Trail, Public Art at Beacon Point, Potato Shed, Clifton Springs Tennis Club, Clifton Springs coastal works, The Dell and Curlewis coastal works.

The SpringDale Neighbourhood Centre Inc looks forward to working with Council to achieve these projects and commented that their preparation and contribution to this City Plan had brought their community together.

Officer Comments

That Council acknowledge the SpringDale Neighbourhood Centre Inc for their submission and that Council look forward to working together with all communities in Greater Geelong

No variations are required to City Plan 2013-2017 as a result of this submission.

Recommendation

That:

- 1) The submission be received and the SpringDale Neighbourhood Centre Inc be thanked for their submission.**

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014

Portfolio: Governance – Cr Fagg (Mayor)
Finance – Cr S Kontelj
Source: Corporate Services – Financial Services
General Manager: Jeff Wall
Index Reference: Financial Management / Budget – Fin Yr 2013/2014

Summary

- The Proposed 2013-2014 Budget for the year commencing 1 July 2013 was considered by Council at its meeting on 14 May 2013 and public notice was given in accordance with Section 129 of the Local Government Act 1989.
- At that meeting Council appointed a Budget Submissions Panel to hear submissions made in relation to the Proposed Budget and Differential Rating.
- A Budget Submissions Panel comprising of Crs Fagg, Harwood and Fisher met on Friday, 14 June 2013 and considered submissions from:
 - 1) Jack & Lottie Jenner
 - 2) Sharon Galbraith
 - 3) Barwon Health Foundation (Gavin Seidel, Executive Director).
 - 4) Greg McDonald
 - 5) Christopher Bates
 - 6) Bicycle Users Geelong Inc. (Brett Cleeland, President).
 - 7) Geelong Chamber of Commerce (Mark Sanders, President).
 - 8) Geelong Art Gallery (Geoffrey Edwards, Director).
 - 9) T20 Regional Victoria (Geelong) Limited - Geelong Cricket Club (Dr Michael King, Robert Spurling and David Kelly).
 - 10) Chris Sharkey.
- Fees & Charges have been updated in accordance with legislation and notification with no change to budget revenue estimates.

Cr S Kontelj moved, Cr Harwood seconded -

That:

PART A

1. **Having considered all submissions lodged, together with the report of the Budget Submissions Panel (Appendix 3), the Proposed Budget (Appendix 1) and Councillor allowance, the Deputy Mayor allowance and also the Mayoral allowance, as considered by Council on 14 May 2013 be adopted.**
2. **Public notice be given of the decision to adopt the Budget and Rate Declaration in accordance with Section 130 (2) of the Local Government Act 1989.**
3. **Pursuant to Section 171 (4)(f) of the Local Government Act 1989, Council resolves to treat any person who has successfully applied for and been granted a pensioner waiver of rates as having made a continuing application for such waiver, unless the person advises otherwise.**

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

PART B

I. Council adopts the Rating Strategy 2013-2014 (Appendix 2).

II. Declare the following Rates & Charges:

1. Amount Intended to be raised by General Rates, Municipal Charge, and Annual Service Charge for the period 1 July 2013 - 30 June 2014.

An amount of \$169,030,764 be declared as the amount which Council intends to raise by General Rates, Municipal Charge and the Annual Service Charge, which amount is calculated as follows:

General Rates \$136,099,978

Municipal Charge \$9,808,148; and

Annual Service Charge \$23,122,638.

2. General Rates

2.1 A general rate be declared for the period 1 July 2013 to 30 June 2014.

2.2 It be further declared that the general rate be raised by the application of differential rates.

2.3 A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared.

2.3.1. Farm Land – means any land which:

- i. is not less than 2 hectares in area; and
- ii. is used predominantly for the business of grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee-keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; or
- iii. satisfies the criteria for municipal purpose benefit for large holdings to the extent that it is, for example, land that is predominantly used and maintained for heritage, cultural or environmental purposes, or land that is held as natural bushland under a trust for nature covenant, or land that is held under some other type of similar formal undertaking.

To avoid doubt, 'business' for the purposes of identifying Farm Land has the same meaning as that given to it by section 2(1) of the *Valuation of Land Act* 1960 for the same purpose, being a business that:

- a) has a significant and substantial commercial purpose or character; and
- b) seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- c) is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

2.3.2 Residential Land - means any land:

- i. that is used exclusively for residential purposes; or
- ii. on which a habitable building is erected, which building is unoccupied, and which is zoned residential under the Greater Geelong Planning Scheme.

2.3.3 Vacant Land - means any land:

- i. that does not have the characteristics of Farm Land; and
- ii. on which no building is erected, save for any uninhabitable shed or shelter, the size of which does not exceed 5% of the total area of the land.

2.3.4 Petroleum Production Land – means any land that is:

- i. used primarily for the production or conveyance of petroleum and/or petroleum by-products; and
- ii. is described as such in Schedule A.

2.3.5 Industrial Land – means any land that:

- i. does not have the characteristics of
 - a) Vacant Land; or
 - b) Commercial Land; or
 - c) Petroleum Production Land; or
 - d) Aluminium Production Land; or
 - e) Automobile Manufacture Land; and
- ii. is used predominately for industrial purposes, which includes manufacturing, repairing, servicing, processing and reprocessing.

2.3.6 Commercial Land – means any land that:

- i. does not have the characteristics of:
 - a) Farm Land; or
 - b) Industrial Land; or
 - c) Petroleum Production Land; or
 - d) Aluminium Production Land, or
 - e) Automobile Manufacture Land; and
- ii. is used predominately for the sale of goods or services or other commercial purposes; or
- iii. on which a habitable building is erected, which building is unoccupied, and which is zoned other than residential under the Greater Geelong Planning Scheme.

2.3.7 Aluminium Production Land - means any land that is:

- i. used primarily for the manufacture or production of aluminium or aluminium products and
- ii. is described as such in Schedule A.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

2.3.8 Automobile Manufacture Land – means any land that is:

- i. used primarily for the manufacture of automobiles or automobile products;
and
- ii. is described as such in Schedule A.

2.3.9 Mixed Use Land – means any land that:

- i. has the characteristics of Residential Land combined with the characteristics of Commercial Land or Industrial Land; and
- ii. is used partly for residential purposes and partly for commercial and/or industrial purposes.

2.3.10 The Point – Residential Land - means any land that:

- i. is used exclusively for residential purposes; or
- ii. on which a habitable building is erected, which building is unoccupied, and which is zoned residential under the Greater Geelong Planning Scheme; and
- iii. is described as such in Schedule A.

2.3.11 The Point – Vacant Land - means any land:

- i. that does not have the characteristics of Farm Land; and
- ii. on which no building is erected save for any small uninhabitable storage shed or shelter, the size of which does not exceed 5% of the total land area; and
- iii. is described as such in Schedule A.

2.3.12 The Point – Commercial Land - means any land that:

- i. does not have the characteristics of:
 - a) Farm Land; or
 - b) Industrial Land; and
- ii. is used predominantly for the sale of goods or services, or other commercial purposes; or
- iii. on which a habitable building is erected, which building is unoccupied, and which is zoned other than residential under the Greater Geelong Planning Scheme; and
- iv. is described as such in Schedule A.

2.4 A rate pursuant to the Cultural and Recreational Lands Act 1963 be declared for rateable land having the respective characteristics specified below.

2.4.1 Cultural and Recreational Land -

Any land which -

- (a) has the characteristics of Recreational land as defined by the Cultural and Recreational Lands Act 1963; and
- (b) is described as such in Schedule A .

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

- 2.5 Each differential rate and Cultural and Recreation Lands Rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in paragraph 2.3 and 2.4 by the relevant percentages indicated in the following table:

CATEGORY %

Farm Land .002665 (or .2665 percent of Capital Improved Value).

A rebate of 36.2% of the CIV by rate in dollar in accordance with Council policy for farm rating.

Residential Land .002665 (or .2665 percent of Capital Improved Value).

Vacant Land .003731 (or .3731 percent of Capital Improved Value).

The Point Residential Land .002665 (or .2665 percent of Capital Improved Value).

The Point Vacant Land .003731 (or .3731 percent of Capital Improved Value).

The Point Commercial Land .005437 (or .5437 percent of Capital Improved Value).

Petroleum Production Land .009782 (or .9782 percent of Capital Improved Value).

Industrial Land .007252 (or .7252 percent of Capital Improved Value).

Commercial Land .005437 (or .5437 percent of Capital Improved Value).

Aluminium - Manufacture Land .009782 (or .9782 percent of Capital Improved Value).

Automobile - Production Land .009782 (or .9782 percent of Capital Improved Value).

Mixed Use Land .003966 (or .3966 percent of Capital Improved Value).

Cultural and Recreational .001685 (or .1685 percent of Capital Improved Value).

- 2.6 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions; and that
- 2.6.1 the respective objectives of each differential rate be those specified in Schedule B;
 - 2.6.2 the respective types or classes of land which are subject to each differential rate be those defined in Schedule B;
 - 2.6.3 the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in Schedule B; and
 - 2.6.4 the relevant
 - (a) uses of; and
 - (b) geographical locations of; and
 - (c) planning scheme zonings of; and
 - (d) types of buildings on the respective types or classes of land be those identified in Schedule B; and
- 2.7 It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.

2. **ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)**

3. **Rebates**

3.1 Farm Rebate

For 2013-2014 Council declare a rebate under section 169 of the LGA of 36.2% for all land classified and rated as farm land. Properties defined as farms will be entitled to a rebate recognising that there is a benefit to the community in encouraging the retention of large lot primary producing holdings. An application can be made to Council to have land classified as Farm land.

3.2 Transitional Rebate

For 2013-2014 Council declare a rebate under section 169 of the LGA of 50% of general rates and municipal charge for the following listed properties. This rebate benefits the community by allowing a smooth transition from "exempt" to "rateable" status for these properties. It had been Councils intention to continue the transition process and reduce the rebate, but with the introduction of the Fire Services Property Levy, these properties will be leviable. This will represent an additional impost to these ratepayers and therefore the rebate will remain at 50% for 2013-2014.

Properties having the benefit of the Transitional Rebate for 2013-2014:

Owners	Location
Housing Associations	
Winteringham Housing Association / Alexander Miller Homes	7 Culbin Avenue, Belmont
	4-10 Malvern Grove, Manifold Heights
	22A Park Street, Geelong
Housing Choices Australia (previously known as Melbourne Affordable Housing Association)	22 Saffron Street, Newtown
	25-29 Noble St, Newtown
	4-6 Wendover Avenue, Norlane
	31A Noble Street, Newtown
Retirement Villages	
St Laurence Community Services Inc.	30-38 Isabella St, Geelong West
	1-5 McKenzie Street, Belmont
	215-221 Yarra Street, Geelong
	8-14 Mundy Street, Geelong
	13-25 Carr Street, Geelong
	90 Station Lake Road, Lara
Uniting Care	87 Francis Street, Belmont
	7 Spring Street, Belmont
	48 Settlement Road, Belmont
Multicultural Aged Care Services Geelong Inc.	16 De Stefano Drive, North Geelong
Other Non Rated Properties to be Rateable	
Melbourne Anglican Trust Corporation	110 West Fyans Street, Newtown

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

4. Waivers

4.1 Rates Assistance Waivers

Council declares a waiver of general rates under Section 171 of the LGA for the class of persons comprised of ratepayers in respect of assessments which are categorised as Residential Land or Farm Land where the valuation of the assessment has increased, between the 2010 valuation and the 2012 valuation, by 50% or more and that increase is purely attributable to market factors, not attributable, in whole or in part, to improvements made to the assessment by the owner (or occupier). The amount of the waiver is set at:

4.1.1 between 25% and 49.99% of the general rates payable for the 2013-2014 financial year, increasing pro rata according to the valuation increase, for valuation increases between 50% and 59.99%; and

4.1.2 50% of the general rates payable for the 2013-2014 financial year for valuation increases of 60% or more.

The waiver is designed to mitigate the rates shock of a valuation increase and can only be claimed in respect of an assessment once in a two year valuation cycle.

4.2 Council declares a Housing Support waiver of 100% of general rates and municipal charge under section 171 of the LGA for the class of persons comprised of ratepayers in respect of assessments which contain the following types of housing:

4.2.1 transitional, emergency or crisis housing;

4.2.2 housing for Legatees or War Widows, provided by the Geelong Legacy Club or provided by RSL; and

4.2.3 supported housing for disabled people.

This waiver recognises that these properties provide for specific needs within the community.

4.3 New Corio Estate (Inappropriate Subdivision)

For 2013-2014 financial year, Council declares a waiver of 100% of general rates and municipal charge under Section 171 of the LGA for the class of persons comprised of ratepayers in respect of assessments which are in private ownership within the inappropriate subdivision known as New Corio Estate. This rates assistance waiver recognises the financial burden associated with ownership of this land. Land within the New Corio Estate is zoned as farming land and the area has been determined to be an inappropriate subdivision due to the difficulty of providing utilities and drainage and due to its distance from other residential areas. The Minister for Environment & Climate Change has approved a native vegetation plan for this land in support of natural temperate grassland of the Victorian Volcanic Plains. The waiver recognises the ongoing encumbrances on the land that prevent owners from making any demands on Council services now and into the future.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

5. Municipal Charge

- 5.1 An annual municipal charge be declared for the period commencing 1 July 2013 to 30 June 2014.
- 5.2 The purpose of the municipal charge is to recover some of the administrative costs of the Council.
- 5.3 The charge be the sum of \$88.90 for each rateable property in the municipality.
- 5.4 Applications for exemption for farm land in accordance with section 159 of the LGA, is to be made within two months from the date of issue of annual rate notice.

6. Annual Service Charge

- 6.1 An Annual Service Charge be declared for the period commencing 1 July 2013 to 30 June 2014.
- 6.2 The Annual Service Charge be declared for the collection and disposal of refuse.
- 6.3 The Annual Service Charge be \$234.50 for each rateable land and non-rateable land (or part) in respect of which the Annual Service Charge may be levied.
- 6.4 The criteria specified below, be the criteria, which form the basis of the Annual Service Charge, so declared:

Geographic existence within those areas of the municipal district in which Council provides a domestic refuse collection and disposal service. The charge will be raised irrespective of whether the service is used or not.

7. Central Activities Area Rate

Council has declared a special rate in respect of the central business district of Geelong applicable to non-residential, non-exempt properties. The special rate is the Central Activities Area (CAA) Rate and is in addition to other rates and charges. The purpose of the special rate is to promote the CAA as a commercial shopping precinct using events, marketing and media.

For 2013-2014 the rate will raise \$736,000 (\$671,000 in 2012-2013). The rate in dollar for 2013-2014 is set at \$0.0005716 and \$0.0001771 for Cultural & Recreation (Cultural and Recreation properties are charged a reduced CAA rate, in accordance with the ratio of the recreation rate to the commercial rate).

8. Incentives

No incentives be declared as the incentives to be given by Council for the payment of General Rates, Municipal Charge and the Annual Service Charge (described earlier in this document) before the dates fixed for their payment under Section 167 of the LGA.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

9. Consequential

8.1 Notwithstanding anything said in any earlier Resolution of Council, the Geelong Advertiser and the Geelong Independent be chosen, as the newspapers in which the public notice will appear.

8.2 The Responsible Officer of Council be authorised to levy and recover the General Rates, Municipal Charge and the Annual Service Charge described earlier in accordance with the LGA.

10. Interest

Interest on unpaid rates and charges will be charged in accordance with Section 172 of the LGA. Interest will be charged at the penalty interest rate. In proven cases of hardship where Council allows rates to be deferred, interest will be charged at 6.57% for 2013-2014.

Schedule A on following page.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

SCHEDULE A

1. Petroleum Production Land

All that land generally bounded more or less by Princes Highway, Shell Parade, Corio Bay Foreshore, Wharf Road, Station Road and neighbouring land.

2. Aluminium Production Land

All that land generally bounded more or less by Point Henry Road, Corio Bay Foreshore and Stoddart Lane.

3. Automobile Manufacture Land

(a) All that land generally bounded more or less by Cowies Creek, Melbourne Road, North Shore Road and Geelong – Melbourne Railway, excluding the land known as 60-80 North Shore Road being the Ford Research and Development Facility.

(b) All that land generally bounded more or less by Sea Beach Parade, St Georges Road, Geelong-Melbourne Railway and neighbouring southern land.

4. The Point Residential Land

All the residential land formerly described in Certificate of Title Volume 09901 Folio 324 and also described in Lot B LP 214468.

5. The Point Vacant Land

All the vacant land formerly described in Certificate of Title Volume 09901 Folio 324 and also described in Lot B LP 214468.

6. The Point Commercial Land

All the commercial land formerly described in Certificate of Title Volume 09901 Folio 324 and also described in Lot B LP 214468.

7. Cultural and Recreational Land

Any land reserved under the Cultural and Recreational Lands Act 1963 including the following:

Ratepayer Name	Property Address
Bareena Bowling Club Incorporated	89 Noble Street, Newtown VIC 3220
Drumcondra Bowling Club	9 Glenleith Court, Geelong VIC 3220
Geelong Race Course Trustees	99 Breakwater Road, Breakwater VIC 3219
Geelong Agricultural & Pastoral Society	79 Breakwater Road, Breakwater VIC 3219
Royal Geelong Yacht Club	25 Eastern Beach Road, Geelong VIC 3220
Eastern Park Bowling Club Inc	51-55 Garden Street, East Geelong VIC 3219
Geelong Football Club Incorporated	360-380 Moorabool Street, South Geelong VIC 3220
East Geelong Golf Club	Eastern Park Circuit, East Geelong VIC 3219
Highton Bowling Club Inc	204 Roslyn Road, Highton VIC 3216

2. **ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)**

Ratepayer Name	Property Address
Barwon Heads Golf Club Incorporated	Golf Links Road, Barwon Heads VIC 3227
Belmont Bowling Club Incorporated	16-36 Reynolds Road, Belmont VIC 3216
Geelong Lawn Tennis Club Incorporated	12-20 Sommers Street, Belmont VIC 3216
Geelong Bowls Club Incorporated	4-10 Sommers Street, Belmont VIC 3216
Beckley Park Committee of Management Inc	40 Broderick Road, Corio VIC 3214
Bell Park Sport & Rec Club Inc	68 Calvert Street, Hamlyn Heights VIC 3215
St Leonards Golf Club Inc	79-175 Harvey Road, St Leonards VIC 3223
Clifton Springs Golf Club Incorporated	86-88 Clear Water Drive, Clifton Springs VIC 3222
Clifton Springs Bowling Club	Clifton Street, Clifton Springs VIC 3222
Drysdale Bowling & Croquet Club inc	19-29 Collins Street, Drysdale VIC 3222
Lonsdale Golf Club	31-69 Fellows Road, Point Lonsdale VIC 3225
Portarlington Bowls Club Incorporated	Harding Street, Portarlington VIC 3223
Portarlington Golf Club	92-160 Hood Road, Portarlington VIC 3223
Leopold Sportsmans Club Inc	131-139 Kensington Road, Leopold VIC 3224
Ocean Grove Bowling Club	16-24 The Terrace, Ocean Grove VIC 3226
St Leonards Bowling Club	1274 Murradoc Road, St Leonards VIC 3223
Curlewis Golf Club Incorporated	1201-1419 Portarlington Road, Curlewis VIC 3222
Australian Croatian Sporting Centre	15 Gibbons Road, Lara VIC 3212
Bell Park Sports Club Inc	515 Ballarat Road, Batesford VIC 3221
Geelong West Bowling Club Incorporated	12 Bowlers Avenue, Geelong West VIC 3218
Barwon Rowing Club Inc	2 Barwon Terrace, South Geelong VIC 3220
Geelong Grammar School Rowing Club	6 Barwon Terrace, South Geelong VIC 3220
Geelong Rowing Association	8 Barwon Terrace, South Geelong VIC 3220
Corio Bay Rowing Club	10 Barwon Terrace, South Geelong VIC 3220
East Geelong Uniting Church Tennis Club Inc	39 Denman Street, East Geelong VIC 3219
East Geelong Recreation Reserve Committee	137-139 McKillop Street, Geelong VIC 3220
Portarlington Sailing Club	219 Point Richards Road, Portarlington VIC 3223
Indented Head Boat Club	The Esplanade, Indented Head VIC 3223
Indented Head Yacht Club	The Esplanade, Indented Head VIC 3223
St Leonards Yacht Club & Motor Squadron	Lower Bluff Road, St Leonards VIC 3223
Geelong Watersports Club Incorporated	493-499 Wilsons Road, St Albans Park VIC 3219
Geelong College Rowing Club	4 Barwon Terrace, South Geelong VIC 3220
Geelong Pistol Club	70-80 Williams Road, Mount Duneed VIC 3216

2. **ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)**

Ratepayer Name	Property Address
Geelong Table Tennis Association	84-88 Church Street, North Geelong VIC 3215
Western Beach Boat Club Incorporated	74-90 Western Foreshore Road, Geelong VIC 3220
Lagoon Boat Club Inc	Foreshore Road, Corio VIC 3214
Lara Sporting Club Incorporated	4 Walkers Road, Lara VIC 3212
Western District Car Club	55 Beach Road, Avalon VIC 3212
Corio Bay Sailing Club	Foreshore Road, Corio VIC 3214
North Shore Sports & Community Club Inc	39 Rose Avenue, Norlane VIC 3214
Herne Hill Bowls Club Inc	180 McCurdy Road, Fyansford VIC 3221
Norlane Bowling Club Incorporated	26-36 St Georges Road, Corio VIC 3214
Lara Bowling Club Inc	120 Station Lake Road, Lara VIC 3212
Barwon Heads Bowling Club	18 Geelong Road East, Barwon Heads VIC 3227
Geelong & Dist Angling Club & Fish Protect Soc.	9 Yuille Street, Geelong West VIC 3218
Seabrae Boat Owners Club Inc	302 Clifton Avenue, Leopold VIC 3224

Properties granted Cultural & Recreational Rate status include any other not-for-profit clubs or associations having similar characteristics and objectives to Cultural & Recreational land as defined which is extended to include indoor sporting, recreational and cultural activities. To be considered, each property should have limited venue hire, restricted liquor licensing provisions and have little impact on neighbouring amenity.

Ratepayer Name	Property Address
Geelong Bridge Club	148-152 Portarlington Road, Newcomb Vic 3219
Austrian Club Geelong Incorporated	258 Plantation Road, Lovely Banks Vic 3221
Serbian Parish Youth Club	256 Plantation Road, Lovely Banks, Vic 3221
Polish Community Association in Geelong	35 Ryrie Street, Geelong Vic 3220

Schedule B on following page.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

SCHEDULE B

1. Farm Land

Rating Objectives:

- i. To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:
 - a) construction and maintenance of public infrastructure;
 - b) development and provision of health and community services; and
 - c) provision of general support services.
- ii. To encourage and support the business of primary production and, where appropriate, expand the business of primary production.

These objectives will be met by setting the Farm Land differential at 100% of the Residential Land differential and by the provision of a farm rebate under Section 169 of the LGA.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate less the applicable rebate is the level, which Council considers it necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

2. Residential Land

Rating Objective:

To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

3. Vacant Land

Rating Objectives:

- i. To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:
 - a) construction and maintenance of public infrastructure;
 - b) development and provision of health and community services; and
 - c) provision of general support services.
- ii. To encourage the prompt development of vacant land to attract new residents and businesses to the City of Greater Geelong.
- iii. To discourage untimely and unnecessary divisions of land.

These objectives will be met by setting the Vacant Land differential at 140% of the Residential Land differential.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the Geelong Regional Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Geelong Regional Planning Scheme.

Types of Buildings

No building must be located on the land or constructed prior to 30 June 2013 save for any uninhabitable shed or shelter that does not exceed more than 5% of the total area of the land.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

4. Petroleum Production Land

Rating Objective:

To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

The Petroleum Production Land differential is set at 367% of the Residential Land differential with the long term intention that the Petroleum Production Land differential will move closer to the Industrial Land differential over time.

Types and Classes

Rateable land having the relevant characteristics described previously 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

5. Industrial Land

Rating Objective:

To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

6. Commercial Land

Rating Objective:

To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

7. Aluminium Production Land

Rating Objective: To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

The Aluminium Production Land differential is set at 367% of the Residential Land differential with the long term intention that the Aluminium Production Land differential will move closer to the Industrial Land differential over time.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

8. Automobile Manufacture Land

Rating Objective:

To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

The Automobile Manufacture Land differential is set at 367% of the Residential Land differential with the long term intention that it will move closer to the Industrial Land differential over time.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described

in the Budget adopted by Council.

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

9. Mixed Use Land

Rating Objective:

To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:

- a) construction and maintenance of public infrastructure;
- b) development and provision of health and community services; and
- c) provision of general support services.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

Wherever located within the municipal district.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

10. The Point – Residential Land

Rating Objectives:

- i. To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council generally, including the:
 - a) construction and maintenance of public infrastructure;
 - b) development and provision of health and community services;
 - c) provision of general support services; and
 - d) management of environmentally sensitive land.
- ii. To ensure that, following the development of the Point Land, and transfer to Council of the management of environmentally sensitive land, including the provision of a range of services around an existing waterway, constructed lake and canal system, an equitable and efficient financial contribution to the cost of Council's management responsibilities will be made by the ratepayers in respect of that land.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

11. The Point – Vacant Land

Rating Objectives:

- i. To ensure that all rateable land makes an equitable and efficient financial contribution to the cost of carrying out the functions of Council, generally including the:
 - a) construction and maintenance of public infrastructure;
 - b) development and provision of health and community services;

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

- c) provision of general support services; and
 - d) management of environmentally sensitive land.
- ii. To ensure that, following the development of the Point Land, and transfer to Council of the management of environmentally sensitive land, including the provision of a range of services around an existing waterway, constructed lake and canal system, an equitable and efficient financial contribution to the cost of Council's management responsibilities will be made by the ratepayers in respect of that land.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

12. The Point – Commercial Land

Rating Objectives:

- i. To ensure that all rateable land makes an equitable and efficient financial contribution to cost of carrying out the functions of Council, generally including the:
 - a) construction and maintenance of public infrastructure;
 - b) development and provision of health and community services;
 - c) provision of general support services; and
 - d) management of environmentally sensitive land.
- ii. To ensure that, following the development of the Point Land, and transfer to Council of the management of environmentally sensitive land, including the provision of a range of services around an existing waterway, constructed lake and canal system, to ensure that an equitable and efficient financial contribution to the cost of Council's management responsibilities will be made by the ratepayers in respect of that land.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.3.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

13. Cultural and Recreational Land

Has the characteristics of Recreational land as defined by the Cultural and Recreational Lands Act 1963.

Types and Classes

Rateable land having the relevant characteristics described previously in 2.4.

Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

Geographic Location

As described in Schedule A.

Use of Land

Any use permitted under the Greater Geelong Planning Scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the Greater Geelong Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land or which are constructed prior to 30 June 2014.

Report

Background

The City prepared a Proposed Budget for the 2013-2014 financial year in accordance with Section 127 of the Local Government Act.

The Proposed Budget was received and considered at a Meeting of Council held on 14 May 2013.

At that meeting Council appointed a Budget Submissions Panel to hear submissions made in relation to the Proposed Budget and Differential Rating.

Discussion

Following consideration by Council of the Proposed Budget, an advertisement was placed in the Geelong Advertiser advising that the budget document would be available for public scrutiny and inviting written submissions to be made.

The Budget Submissions Panel met on Friday, 14 June 2013 at 9.30am to consider written submissions and hear any person who wished to address the Panel in support of a submission.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

The report of the Budget Submissions Panel is incorporated in Appendix 3. The Budget Submissions Panel recommends the adoption of the Proposed Budget as presented to Council on 14 May 2013 with no changes.

Fees & Charges have been updated in accordance with legislative notification. Other minor corrections were made as required with no change to budget estimates.

The LGA regulates the allowance payable to the Mayor and Councillors of Local Government in Victoria. By notice in the Government Gazette published on 26 October 2012 the Minister for Local Government implemented an annual adjustment of allowances payable to Mayor, Deputy Mayor and Councillors effective from 27 October 2012. For the City of Greater Geelong the Mayoral allowance is \$177,570, the Deputy Mayoral allowance is \$55,591 and for councillors \$29,259. These allowances have been provided for in the 2013-2014 Budget.

Following adoption of the Budget, Council will advertise the adoption of the Budget and Declaration of the Rates.

Environmental Implications

The Budget identifies the sources and allocation of the resources to implement the many environmental initiatives that impact on the community as outlined with Council's 2013-2017 City Plan.

Financial Implications

The Budget has been prepared in accordance with the direction provided by Council. Changes in rates, fees and charges have been structured to meet the financial requirements as proposed for the 2013-2014 financial year.

Expenditure includes the continuation of Council services to the community.

The Budget includes a recurrent operating surplus of \$1.0M.

The gross capital expenditure of \$83.7M includes funding of \$12.3M on Infrastructure Leisure, \$23.2M on roads, footpaths, kerb and channel, drains and \$23.0M on Buildings.

New loans of \$32.1M are proposed for 2013-2014. The projected total amount of borrowings as at 30 June 2014 is \$54.4M.

Policy/Legal/Statutory Implications

The Annual Budget has been prepared in accordance with the requirements of the Local Government Act including:

Section 127 of the Local Government Act that requires that a Council prepare a budget for each financial year that contains:

- a) the standard statements in the form and containing the matters required by the regulations;
- b) a description of the activities and initiatives to be funded in the budget;
- c) a statement as to how the activities and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council plan;
- d) separately identified Key Strategic Activities to be undertaken during the financial year and performance targets and measures in relation to each Key Strategic Activity;
- e) any other details required by the regulations.

The Council must also ensure that the budget contains:

- a) the information the Council is required to declare under section 158(1);

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

- b) if the Council intends to declare a differential rate under section 161, the details listed in section 161(2);
- c) if the Council intends to declare a differential rate under section 161A, the details listed in section 161(2).

Section 129 of the Local Government Act requires:

- 1) As soon as practicable after a Council has prepared a budget or revised budget, the Council must give public notice.
- 2) A person has a right to make a submission under section 223 on any proposal contained in the budget or revised budget.
- 3) In addition to any other requirements specified by this Act, the notice referred to in sub-section (1) must —
 - a) contain any details required by the regulations; and
 - b) advise that copies of the budget or revised budget are available for inspection for at least 14 days after the publication of the notice at —
 - i) the Council office and any district offices; and
 - ii) any other place required by the regulations.

A copy of the budget or revised budget must be displayed at the places specified under sub-section (3)(b).

Section 130 of the Local Government Act requires that:

- 1) A Council may adopt a budget or revised budget if it has complied with all of the relevant requirement of this Act relating to budgets and revised budgets.
- 2) The Council must give public notice of its decision under sub-section (1).
- 3) The Council must adopt the budget by 31 August each year.
- 4) The Council must submit a copy of the budget to the Minister by 31 August each year.
- 5) The Minister may extend the period within which a Council must comply with sub-section (4).
- 6) If a Council fails to submit a copy of the budget to the Minister within the time allowed, the Minister must ensure that details of the failure are published in the annual report of the Department for Victorian Communities.
- 7) A Council must give the Minister any details concerning its budget or revised budget that the Minister requests.
- 8) A Council must comply with sub-section (7)—
 - a) within 14 days of receiving a request in writing for the details from the Minister; or
 - b) within any longer period specified by the Minister in the request.
- 9) A copy of the budget or revised budget must be available for inspection by the public at—
 - a) the Council office and any district offices; and
 - b) any other place required by the regulations.

An adequate timeframe is available to ensure first instalment rate notices will be issued in accordance with legislative requirements.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in any matter to which this report relates.

2. ADOPTION OF BUDGET AND STRIKING OF RATES FOR THE FINANCIAL YEAR 1 JULY 2013 TO 30 JUNE 2014 (CONT'D)

Risk Assessment

There are outstanding 2012 level valuation objections from 2012-2013 that may carryover and impact on 2013-2014 general rates. The amount at risk is not known when adopting the budget.

Although not required to adopt the Annual Budget until August there are adverse implications if the process is delayed. These include:

- A lack of internal control to monitor the financial position of the City into the new financial year.
- Delays in commencing (and therefore completion) of projects identified within the Annual Budget.
- Delaying the issuing of the first rate instalment notices (due in early September) and possible breach of the Local Government Act.

Social Considerations

The Proposed budget identifies the sources and allocation of resources to implement the many social initiatives that impact on the community as outlined with council's 2013-2017 City Plan.

Communication

Following adoption of the Budget, a public notice will be placed in the newspaper on Wednesday, 26 June 2013, advising of the adoption of the Budget along with the Declaration of the Rates.

APPENDIX 1

BUDGET 2013-2014

APPENDIX 2

RATING STRATEGY 2013-2014

APPENDIX 3

SUBMISSIONS REVIEW PANEL REPORT

BUDGET SUBMISSIONS REVIEW PANEL

BUDGET PANEL HEARING HELD IN COUNCIL CHAMBER – Rooms 4 & 5 **COUNCIL CONFERENCE AND RECEPTION CENTRE** **CITY HALL, LITTLE MALOP STREET, GEELONG** **ON FRIDAY 14 JUNE 2013**

Present: Crs Fagg, Harwood and Fisher.

Also Present: S Griffin (Chief Executive Officer), J Wall (General Manager - Corporate Services), M Kelly (Manager - Financial Services), Alf Della Monica (Corporate Strategy), John Brown & Rhiannon Bourke (Governance Services).

Election of Chairperson: Cr Fagg moved and Cr Fisher seconded that Cr Harwood be elected as Chair.

Declarations of Interest or Conflicts of Interest: Nil.

List of submitters who addressed the Panel:

- Gavin Seidel, Executive Director Barwon Health Foundation;
- Greg McDonald;
- Peter Landers and Bernadette Uzelac, Geelong Chamber of Commerce;
- Geoffrey Edwards and Richard Ferguson, Geelong Art Gallery; and
- Robert Merriman and David Kelly, Geelong Cricket Club.

PANEL CONSIDERATION OF SUBMISSIONS MADE TO THE PROPOSED 2013-2014 BUDGET

Portfolio:	Finance – Cr Kontelj
Source:	Corporate Services – Financial Services
General Manager:	Jeff Wall
Index Reference:	Financial Management / Reporting / 2013-2014 Budget

Summary

- In accordance with the requirements of the Local Government Act, Council has advertised its Proposed 2013-2014 Budget and invited submissions closing Tuesday, 11 June 2013 at 5.00pm.
- The purpose of the Budget Submission Review Panel is to consider any submissions received and make a recommendation to the Council Meeting to be held at 7.00pm on Tuesday, 25 June 2013.
- The following written submissions were received in relation to the Proposed Budget:
 - Jack & Lottie Jenner.
 - Sharon Galbraith.
 - Barwon Health Foundation (Gavin Seidel, Executive Director).
 - Greg McDonald.
 - Christopher Bates.
 - Bicycle Users Geelong Inc. (Brett Cleeland, President).
 - Geelong Chamber of Commerce (Mark Sanders, President).
 - Geelong Art Gallery (Geoffrey Edwards, Director).
 - T20 Regional Victoria (Geelong) Limited - Geelong Cricket Club (Dr Michael King, Robert Spurling and David Kelly).
 - Chris Sharkey.

Recommendation

That Recommendation 1 on the agenda for the Meeting of Council on Tuesday, 25 June 2013 be as follows:

- 1) **“Having considered all submissions lodged, together with the report of the Budget Submissions Panel, the Proposed Budget considered by Council on 14 May 2013 be adopted.”**

Report

Background

Council gave formal notice of its Proposed 2013-2014 Budget in the Geelong Advertiser and Geelong Independent, inviting written submissions to Council in relation to the Proposed Budget. The submission period closed on Tuesday, 11 June 2013 at 5.00pm.

Discussion

In accordance with the Local Government Act, the Submission Review Panel appointed by Council must consider every submission received. Further, the person lodging the

submission may have the opportunity to speak in support of their submission, providing a specific request is received.

The making of submissions in respect of the Budget is an important opportunity for the community to have input into the budget process.

Having considered any submissions made, the Budget Submissions Review Panel will need to formulate a recommendation to Council, which may either:

- 1) Resolve that having considered submissions received in relation to the Budget, the Budget be adopted without change, or
- 2) That having considered submissions in relation to the Budget, the Budget be varied.

The following formal submissions, summarised in this report, were received in response to Council's notice of intention to adopt a Budget and the Budget Submissions Panel will review each submission and officer recommendations as follows.

1. Jack & Lottie Jenner

A flyer was circulated to residents in the Clifton Springs area encouraging them to make a Budget Submission in opposition to plans to erect two more tennis courts and lighting at the Clifton Springs Tennis Club in Jetty Road Reserve.

Jack and Lottie Jenner are in favour of the planned works proceeding. The activity at the Club has never caused them any concern and they see the Club as a good provision for younger members.

Recommendation

That:

- 1) The submission be received and Jack and Lottie Jenner be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) Jack and Lottie Jenner be thanked for the submission and a response be forwarded in terms of the officers comments.**

2. Sharon Galbraith

Sharon Galbraith is against adding two new courts and lighting at the Clifton Springs Tennis Club in Jetty Road Reserve and recommends funds be used for the new sports complex in the Anderson Road area or other community projects in Drysdale / Clifton Springs.

Sharon lives on the boundary of the reserve and finds the noise levels excessive, coming from players who do not respect the nearby residents. This occurs from Monday to Thursday (6pm-11pm) and occasionally on Friday. Sharon believes that increased activity at the tennis courts will encourage youths at the nearby skate park to continue to be disruptive (a problem that has been reported to Council on a number of occasions). Also, Sharon does not believe the number of players using the courts warrants extra lighting.

Officer Comments

- Due to the current growing membership of the Club this development is seen as a necessity to assist them in retaining the current membership, continuing to grow their membership and providing adequate facilities for the local community.

- At this stage the development of the project is awaiting funding confirmation from Council and it is envisaged that construction will commence soon after the commencement of the new financial year.
- According to the residential guidelines of the EPA, acceptable noise levels are permitted from Sunday-Thursday until 10pm and Friday-Saturday until 11pm. The Club have been contacted and informed that they can only operate until 10pm during the week, according to EPA guidelines. We will continue to work with residents to minimise impacts from the additional courts.
- Any resident who believes the activity within the reserve is unreasonable, should contact Council's Health & Local Laws department.

Recommendation

That:

- 1) **The submission be received and Sharon Galbraith be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) **Sharon Galbraith be thanked for the submission and a response be forwarded in terms of the officers comments.**

3. Barwon Health Foundation (Gavin Seidel, Executive Director)

Gavin Seidel would like Council's proposed contribution of \$10,000 to support the costs of Gala Day 2013 be reviewed and for a CPI increase to automatically occur each year. The foundation recently requested an increase to \$15,000, instead of \$10,000.

Barwon Health is planning for a special event for the City of Greater Geelong to celebrate 100 years. The support from the City of Greater Geelong (CoGG) is appreciated and the foundation believes CoGG should be involved as a partner in this major upcoming event.

The costs of complying with Council regulations for the event has increased over the last four years. For example, advertising, notifications, request for extra staffing and particularly traffic management requirements (an increase from \$7,570 to \$10,730, or an increase in costs of 41.73%). However, Council's contribution to Gala Day has remained static at \$10,000 each year. A cost breakdown is provided in support of their submission.

Officer Comments

The contribution of \$10,000 has been unchanged for a number of years. A budget request was prepared by the Events unit for \$10,000 and included in the draft budget.

The Gala Day event is a major community event for Geelong and is the primary annual fundraising event of the Barwon Health Foundation. The City provides sponsorship and support to a wide range of events annually, all of who are facing the same challenges of increased infrastructure and operational costs to meet their statutory obligations and to ensure the safe delivery of their events. Unfortunately, due to the current financial constraints of Council, we have been unable to increase sponsorship and funding support to many of the events that also requested increases this year.

Recommendation

That:

- 1) **The submission be received and the Barwon Health Foundation be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission. However, agree to allocate a further \$5,000 from operational savings, prior to holding the next event and consider an ongoing increase to \$15,000 as part of the 2014-2015 Budget.**

- 2) **Gavin Seidel as representative for the Barwon Health Foundation be thanked for the submission and a response be forwarded in terms of the officers comments.**

4. Greg McDonald

Greg McDonald provides the following comments:

- **Commercial / Industrial rate rise.**

Commercial/Industrial property represents 5% of rateable property, but contributes approximately 20% of revenue, excluding farming and manufacturing.

Of the 79 Victorian Municipal Councils, Geelong has the highest known rate charges for business. Our largest employers, Health, Education and Government pay no rates at all. Other councils are trying to entice businesses with a 'Can Do' attitude (eg. Wyndham and Brimbank).

Commercial/Industrial is singled out for double rate charges, but uses very little of Council's 120 services or infrastructure while employing and providing income for those that do. The submission provides comparative data to City of Greater Geelong rates to highlight that that Council has irresponsibly weighted revenue raising onto business.

This policy needs revising urgently, at a time when the city needs businesses to survive, trade and employ our residents.

- **CBD Revitalisation and Parking Meters.**

The submission contends that during Council elections, ratepayers expressed that CBD revitalisation and parking were their two biggest issues.

Many businesses in varying industries have been struggling for some time and now with recent announcements of closure of Ford, Target and Shell. Council needs to be seen as encouraging and supporting business by means of sound economic policies and spending.

The submission proposes that reducing spending on a number of items (as listed in the submission) amounting to \$6.07M, would enable Council to remove the parking meters from the CBD and demonstrate a 'Can Do' attitude from Council.

Money spent on back lanes when main streets are empty defies logic.

One year without a Council staff pay increase (\$6.5M this year) would kick start our city centre.

Greg McDonald recommends a rethink of the Budget, shelve some projects and look at alternative ways to carry them out and get behind business so they feel they want to have a go.

- **Financial Strength of Council.**

According to the Municipal Association of Victoria's most recent analysis of council finances, Geelong is at financial risk in two of three areas, relating to Council's infrastructure portfolio and debt.

How does Council see itself paying down its record levels of debt over the next three terms bearing in mind the need for future borrowings and that CoGG rates have increased 21% in the last five years?

How is Council planning to lower costs and reduce unnecessary expense (as advocated by MAV President Cr Bill McArthur in a media statement)?

Officer Comments

Public finance theory and practice implies that taxation revenue whether it is Federal, State or at a Local level, is generally used to finance various forms of public goods, services and community obligations, not necessarily in direct relation to user benefit,

but ultimately of benefit to the community as a whole. In this respect, rates are a general purpose levy not linked to user pays principles and are charged whether services are accessed and used, or not.

The assertion that Council has irresponsibly weighted revenue raising onto business is rejected. The following information highlights that Council has adjusted rating in response to property trends within the municipality and the relativities to other municipalities.

- The Commercial rate increase including the additional amount of rates directly as a consequence of the discontinuance of Late Licence differential, is as follows:

Average Capital Improved Value \$695,335 (excluding Late Licence properties).

	2012-2013	2013-2014	
		4.9% increase	7.0% increase
Commercial Rate	0.05082	0.005331	0.005437
Average Rates	\$3,533,69.00	\$3,706.83	\$3,780.54
Municipal Charge	\$86.33	\$88.90	\$88.90
Total Rate & MC	\$3,620.02	\$3,795.73	\$3,869.44

Therefore, the overall increase is \$249.42 for the average Commercial property with \$175.71 representing Council's rate increase and \$73.71 representing recovery of revenue loss from discontinuance of Late Licence (as forced by State Government following release of Ministerial Guidelines).

- The Commercial rate in \$ is now set at 204% (previously 199.8%) of the residential rate to reflect this one-off impact of discontinuing the Late Licence tariff.
- The percentage of the rate burden contributed by Commercial ratepayers over the last four budgets can be highlighted as follows. The comparison shows that the rates burden for Residential ratepayers continues to increase with a one-off increase for Commercial ratepayers and minor increase for industrial ratepayers.

STATUTORY INFORMATION ON RATES				
Category	2010-2011	2011-2012	2012-2013	2013-2014
Residential	67.7	68.2	68.6	69.2
Vacant Land	4.7	4.5	4.5	4.5
Commercial	14.1	14.2	14.1	14.5
The Point Vacant Land	0.0	0.1	0.1	0.1
Late Licence Premises	0.6	0.6	0.6	0.3
Industrial	6.5	6.4	6.4	6.5
Mixed Use	0.3	0.3	0.4	0.4
Farm	2.1	1.9	1.8	1.8
Cultural & Rec	0.2	0.2	0.2	0.1
Automobile Manufacture Land	0.5	0.4	0.4	0.4
Petroleum Production Land	2.5	2.5	2.2	1.6
Aluminium Production Land	0.8	0.7	0.7	0.6
Municipal Charge	0.0	0	0	0
Total of Rates	100.0	100.0	100.0	100.0

- Comparison of rating between neighbouring councils is best undertaken by first comparing average Capital Improved Value (CIV). The rate in \$ is then applied to average CIV to compare average rates paid. Higher average CIV's will generally result in lower rate in \$ and similarly lower rate in \$ may result in higher rate in \$.

The following table compares average rates payable for the councils highlighted in the submission:

Council	Rate in \$	Average CIV \$	Rates 2013-2014
Surf Coast	0.004377	664,576	\$2,908.78
Queenscliff	0.003255	779,067	\$2,536.20
Golden Plains	0.003805	309,212	\$1,176.55
Wyndham	0.004897	896,662	\$4,390.95
Brimbank	0.004407	990,323	\$4,364.35
Geelong	0.005437	695,335	\$3,780.54

Parking revenue provides an important and long standing annual revenue source for the greater Geelong community. Parking occupancy levels have continued to increase but it is acknowledged that the emphasis of emerging development will require further review to balance the short and long term needs of people accessing central Geelong. Projects to support the transition development of central Geelong are seen as having long term benefit rather than ongoing removal of annual recurrent parking income for the whole community.

The option of no wage increases for staff as an alternative to parking revenue ignores the obligations of Council's Enterprise Agreement.

Councils borrowing plans have been included in the Four Year Strategic Resource Plan proposed as part of the Budget. Borrowing levels are well within prudential borrowing limits and Council has adequate resources to fund ongoing obligations.

Council is subject to annual audit processes by the Victorian Auditor General's office. The annual report which is tabled in Parliament identifies that of 79 councils, 73 had a low financial sustainability risk with five a medium risk and one council a high risk. The City of Greater Geelong is a low risk Council with some indicators on a medium risk trend going forward.

Recommendation

That:

- 1) The submission be received and Greg McDonald be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) Greg McDonald be thanked for the submission and a response be forwarded in terms of the officers comments.**

5. Christopher Bates

Christopher Bates appreciated being able to participate in Council's public consultation process last year.

Christopher is a resident of Corio and wanted to comment on what he considers to be the best features of the Rose Avenue and Robin Avenue shops in Norlane, for consideration in any rejuvenation works.

Christopher would like to see the retention of established gum trees and other native Australian trees since they attract a variety of bird life, provide flowers for birds to feed on, provide oxygen, shade and a lovely atmosphere. He believes the initiative to plant small flowering gums along nature strips is a fantastic idea, as long as it does not involve the removal of existing Australian trees.

Officer Comments

The amount of \$40,000 has been included in the proposed budget for regeneration of the Rose Avenue and Robin Avenue shopping strips. A detailed plan of works has yet to be prepared and Council is not in a position to confirm what works will be

undertaken. As part of streetscape improvement projects Council engages with both local traders and residents to determine an appropriate design for works before they commence. Once a design has been developed this will then be displayed in the area and feedback will be invited about the proposed plan. As a general principle Council endeavours to retain street trees as part of streetscape works.

Recommendation

That:

- 1) The submission be received and Christopher Bates be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) Christopher Bates be thanked for the submission and a response be forwarded in terms of the officers comments.**

6. Bicycle Users Geelong Inc. (Brett Cleeland, President)
--

Bicycle Users Geelong Inc. (BUG) are concerned that the 2013-2014 Budget does not include much funding for the promotion of bicycles for transport and recreation, or for bicycle infrastructure improvement projects and requests that CoGG increase the funding for these activities.

Specifically, BUG's concerns are that the Budget:

- Does not include any activities for the promotion of bicycles for transport to residents or use by CoGG employees in the 'Sustainable Built and Natural Environment' strategic direction.
- Has minimal funding (\$270,000) listed under 'Bikepaths' in the "Community Wellbeing" strategic direction that appears to be for all bicycle infrastructure projects and also shared with initiatives specific to other (non-bicycle) users of shared paths.
- Has no indication that funding for road construction includes provision for bicycles.

Specific projects that BUG would like CoGG to fund include:

- Safe and usable connections for cyclists from the Moorabool Street bridge shared path to the Barwon River shared paths, High Street Belmont and routes into the Geelong CBD.
- Promotion of bicycles to residents for commuting, riding to school and other transport residents.
- Making the Bellarine Rail Trail safe and usable for all cyclists by bringing the chicanes on the trail up to standard or removing them.
- Ensuring that possible improvements for bicycles are considered whenever road upgrades, changes or renewals are undertaken.

Officer Comments

- Projects from the Greater Geelong Cycle Strategy are identified for implementation each year. There is funding of \$100,000 allocated in the Proposed Draft Budget. Works to be undertaken will be identified in consultation with the Engineering department to ensure projects complement other programmed works and maintenance, and reflects feedback received from cyclists and other agencies, such as VicRoads.
- Bicycle infrastructure works are undertaken as part of general road and engineering works that aren't listed as specific budget lines. Upgrades to roads, intersections, pedestrian bridges and shared paths are examples of works that improve the cycling network, but sit within general engineering works programs. There is \$10,000 included in the draft budget for bicycle line marking in the northern suburbs.

- Regarding the specific projects that BUG has suggested:
 - Links between Moorabool St, Barwon River, High St and the CBD are being investigated, and will become strategic projects based on the size/funding requirements for these works.
 - Promotion of bicycles to residents – where possible, Council promotes the cycling through media, website, distribution of maps, signage, events such as “Ride to Work Day”.
 - There is a budget line for the improvement of the Bellarine Rail Trail \$80,000. The Bellarine Rail Trail Advisory Committee will provide input into areas for works to be undertaken, with safety being a priority. There is no indication that the chicanes will be altered at this stage.
 - As previously stated, bicycle infrastructure improvements are considered with all road and engineering works. We are currently identifying additional processes to ensure consistency in the provision for cyclists in road upgrades.

Recommendation

That:

- 1) The submission be received and Bicycle Users Geelong Inc. be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) Brett Cleeland as representative for Bicycle Users Geelong Inc. be thanked for the submission and a response be forwarded in terms of the officers comments.**

7. Geelong Chamber of Commerce (Mark Sanders, President)

The members of the Chamber’s Board thanked CoGG for providing copies of the Proposed Budget and for Jeff Wall and Michael Kelly meeting with the Finance and Audit Committee to discuss the Budget.

The Chamber comments that the budget papers are comprehensive and easily understood and commend Council for aiming at a surplus, planning for rising level of financial sustainability.

The Committee provide the following comments:

- Our members (representing 670 businesses in Geelong) are disappointed that small and medium sized businesses can find little or no support in the budget. They are extremely annoyed that commercial and industrial rates are budgeted to rise 7% compared to an increase of 4.45% for ratepayers. Rather than the abolition of the Late Licence differential being recouped from Commercial and Industrial ratepayers, the Chamber believe the shortfall should be recovered either by a special charge to late night venue ratepayers or spread evenly over a much wider spectrum of rates and charges. The Chamber strongly urge Council to reconsider this treatment.
- The Chamber believe that it is misleading to include the value of roads, footpaths and kerbing infrastructure ceded to Council by developers as income. However, they acknowledge this is in accordance with accounting standard and approved by auditors.
- The Chamber believe that including budgeted expenditure amounts of capital expenditure that are not expected to be incurred until the following year, distorts Council’s financial situation.
- An inequity exists between CBD retailers and retailers in suburban shopping strips and centres due to CBD shoppers only having to pay for parking.

Two surveys of retailers conducted by the Chamber this year highlight that the

issue of parking is the top concern for most retailers. Therefore, the Chamber believes that greater incentives need to be applied to attract shoppers back into the CBD by changing current parking arrangements.

- The Chamber queried the need for Council to provide services that are already provided by private enterprise (eg. gymnasiums). Private operators incur administrative costs which may to some extent be absorbed into Council's administration.
- Given Council's EBA has one year to run, careful consideration should be given to ways of achieving economies and increased efficiency dividend by restructuring and not replacing staff that leave, where possible.
- Current conditions in the building and construction industry, combined with low rates of interest, comprise an appropriate time to borrow for necessary infrastructure, subject to maintaining prudential levels of debt.

Officer Comments

- It is understood that a 7% rate increase is not an ideal outcome proposed as part of the 2013-2014 Budget. However, given the decision of the State Government to release the Ministerial Guidelines and name the Late Licence Differential as inappropriate, there was really no choice. Late Licence land uses are now classified as Commercial land uses, with the Commercial differential being applicable. It would be inappropriate to redistribute the revenue shortfall to other differential tariffs.

It could be argued that the Late Licence differential has assisted over the years in keeping the commercial rate lower than it would otherwise be.

Given the late notice for the prohibition of Late Licence differential, it was not possible to budget for a Special Rate and Charge Scheme revenue. This would require detailed planning and investigation to design a scheme to provide a special benefit. In addition, there is already a Marketing Special Rate & Charge Scheme in place for CAA commercial ratepayers and an extra scheme would not be recommended.

- It is agreed that the recognition of infrastructure gifted to Council by Developers as income, represents a distortion to the accounts. However, it is necessary in order for Council to bring assets onto the Balance Sheet in the year of receipt. The Standard Statement format for Income Statement preparation enables Council to separate recurrent income and operating expenditure from non recurrent. The asset recognition income is recognised as non recurrent income and is separated from what is recorded in the comprehensive Income Statement prepared as Council's statutory accounts.
- The inclusion of estimates for Capital project carryover is considered good practice from a cash management point of view. The reality is that 100% of sums budgeted for capital projects are never expended. Whilst the capital project commits the funding the cash flow adjusts to reflect the likely expenditure level.
- The issue of paid car parking in the CAA versus free carparking in suburban shopping strips is a policy matter for Council. The rate at \$2 per hour has not been increased over four budgets and a number of improvements have been made to assist users. These include the option of credit card payments and the ability to transfer unexpired meter time to other car park spaces. The proposed 2013-2014 Budget includes \$125,000 to assist with Pay As You Exit facilities at Council operated off street car parks.
- The provision of Council services which are in competition to private enterprise is again a policy consideration of Council. The facilities provided by Council must conform to competitive neutrality guidelines such that Council must demonstrate that the pricing of these services are not being cross subsidised by rates. The services provided by Council and private operators ensures that across the municipality there is excellent access to quality services.

- The management of staff resources and costs is a function of management. Appropriate controls are in place to review staff positions and fine tune requirements in response to changing demands. Council has a significant pool of casual and part time staff to best respond to changing requirements. Agency staff are also utilised where appropriate. Management report on unfilled positions as part of our focus on this aspect of the business.
- It is agreed that current conditions in the building and construction industry, combined with low rates of interest for borrowings, create a favourable environment to borrow for necessary infrastructure.

Recommendation

That:

- 1) **The submission be received and the Chamber of Commerce be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) **Mark Sanders as representative for the Chamber of Commerce be thanked for the submission and a response be forwarded in terms of the officers comments.**

8. Geelong Art Gallery (Geoffrey Edwards, Director)
--

The Geelong Art Gallery request Council's 2013-2014 grant for gallery operations (currently \$1,022,000) to be increased in line with their original request (viz. \$1,061,000) or at the very least by \$30,000.

The \$25,000 increase on the Gallery's current grant does not meet the increase to operating costs. The Gallery has a serious problem of funding the outcome of current negotiations with the ASU for a new three year Enterprise Bargaining Agreement.

This grant lags behind grants received by smaller municipalities of Ballarat and Bendigo. They will have to scale back on programs including special exhibitions, weekend and holiday activities for children and community groups, marketing, promotion and potentially the extent of fine art insurance cover.

The Gallery provide the following comments in support of this request:

- The Gallery successfully sources additional operating and collection development revenue (totalling \$600,000 in 2012-2013) from other government, corporate, community and philanthropic sources and generates income from commercial activities and memberships.
- The current economic climate affects short term sources of additional revenue (eg. Gallery shop sales retail activity is down).
- Income from venue hire has been curtailed by risk management protocols associated with Victorian Government indemnity (for exhibitions) and by those of the Gallery's' own Fine Art insurance provider.
- Corporate sponsorships are increasingly difficult to secure (sponsorship has been secured from Shell, Target and Alcoa in the past, but this is no longer sustainable).

Officer Comments

The disbursement to the Art Gallery in 2012-2013 was \$997,000. A request was received for a 5% increase of \$59,000 to \$1,056,000. This increase was reduced during officer budget review to a CPI increase of \$25,000 to \$1,022,000. This approach was consistent with the approach taken to other funding requests such as the Geelong Regional Library.

Recommendation

That:

- 1) The submission be received and Geoffrey Edwards be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) Geoffrey Edwards as representative for the Geelong Art Gallery be thanked for the submission and a response be forwarded in terms of the officers comments.**

9. T20 Regional Victoria (Geelong) Limited - Geelong Cricket Club (Dr Michael King, Robert Spurling and David Kelly)

The committee's original request of funding for \$15,000 was unsuccessful and would like an opportunity to discuss the details of it's requests further.

Officer Comments

The Geelong Cricket Club, with the support of the City, lodged a bid to Cricket Australia for T20 Cricket franchise to be based at Simmonds Stadium in 2011. The Club incurred costs of \$20,000 in preparing a professional submission promoting a Geelong based team as part of the new eight team City based Twenty 20 competition and sought Council support in meeting half the cost.

A notice of motion proposed by Cr Mitchell that Council contribute \$10,000 to the Geelong Cricket Club to be applied for the T20 Big Bash League with funds transferred from the Thomson Reserve Master Plan allocation within the current budget was carried. This amount was paid in the 2011-2012 financial year.

A new submission was created and put forward for consideration to cover the cost of the production of the 2013 submission. The budget bid wasn't considered high enough priority relative to other projects. The request was submitted to Cr Irvine for consideration as part of the community priorities process.

Recommendation

That:

- 1) The submission be received and Dr Michael King, Robert Spurling and David Kelly be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.**
- 2) Dr Michael King, Robert Spurling and David Kelly as representatives for T20 Regional Victoria (Geelong) Limited be thanked for the submission and a response be forwarded in terms of the officers comments.**

10. Chris Sharkey

Chris Sharkey objects that the rate increase is unsustainable to his business.

He runs a dry land family farming operation in Balliang. Fuel and fertiliser costs are the main components of his business and yet the rates in 2012-2013 made up 20% of his overhead costs. It is difficult to generate income due to 80% of the land being arable; the introduction of the State Native Grass Land Reserve and Federal Grass land overlays also affect the way the property is managed and hence income derived; and now with the introduction of the Fire Service Levy (FSL) he will be paying double that of his insurance FSL.

The share of the rates burden needs to be fair and equitable. Chris Sharkey asks Council to seriously reconsider this draft budget and future ones so this his 100 year old family run business does not come to an end.

Officer Comments

Rate movements for farm properties in Sharkey Road is as follows:

	2009-2010		2010-2011		2011-2012		2012-2013		
Assess No.	CIV	Rates	CIV	Rates	CIV	Rates	CIV	Rates	
92191	770,000	2,369.85	950,000	2,711.40	950,000	2,845.30	1,530,000	4,204.60	Rates
		945.20		1,129.95		1,185.65		1,409.00	Farm Rebate
		1,424.65		1,581.45		1,659.65		2,795.60	Total
		5%			11%			5%	68% increase

85673	935,000	2,629.15	935,000	3,075.15	1,170,000	3,222.55	1,920,000	4,970.75	Rates
		1,147.75		1,391.65		1,460.20		1,768.15	Farm Rebate
		1,481.40		1,683.50		1,762.35		3,202.60	Total
		5%			14%			5%	82% increase

The valuation of properties has significantly increased based on 2012 level.

A valuation enquiry has been received from Mr Sharkey relating to the 2012 level valuation but the ratepayer has not formally objected.

Comments from the Valuer are as follows:

As part of the 2012 inspection plan we targeted rural properties as this was where we had a high number of objections. As such we inspected 100% of the rural assessments and made appropriate adjustments for factors such as views, topography and shape of site. During the inspections minor problems with the data were discovered and were fixed up as part of the revaluation.

As such, this particular property had a topography adjuster on it of -50%, however, on inspection the adjustment was not warranted and has since dropped to -10%. This has produced a large value shift. I have checked the value at \$5,500 per hectare which for the area seems reasonable.

Council provides a Farm rebate to assist and support the retention of broad acre farming in the municipality. The farm rebate is currently 36.2% equivalent to \$1.384M. Council provides a range of rates assistance measures together with flexible payment options to suit individual preferences.

The FSPL is a State Government initiative and the impact on all ratepayers will vary. Council will shortly be releasing levy notices and we will be encouraging all ratepayers to compare the FSPL versus the previous levy included in insurance notices.

Recommendation

That:

- 1) The submission be received and Chris Sharkey be advised that Council resolved not to vary the 2013-2014 Budget as a result of their submission.
- 2) Chris Sharkey be thanked for the submission and a response be forwarded in terms of the officers comments.

3. CENTRAL GEELONG PARKING AND ACCESS REVIEW

Portfolio: Central Geelong – Cr Heagney
Source: City Services
General Manager: Gary Van Driel
Index Reference: Council Reports 2013, Parking

Summary

- Central Geelong is undergoing change.
- One flow on effect is an increased demand on the parking footprint.
- Occupancy levels have increased by an average of 43% to 58% between 2011 and 2012.
- The occupation of capped fee areas has increased by an average of 60% to 300% between 2011 and 2012.
- In 2013 occupancy levels are forecast to be higher than 2012.
- There are many stakeholders competing for a limited supply of parking (on street and off street).
- A review is required to identify new initiatives in making Central Geelong parking accessible, convenient and sustainable with respect to the level of change currently being experienced and likely to be encountered in the future.

Cr Heagney moved, Cr Ansett seconded -

That Council:

- 1) note this report;**
- 2) note that the review to be completed by the end of September 2013;**
- 3) consults with key stakeholders including representatives from the Central Geelong Taskforce, Disability Advisory Committee, Street Access Committee, traders and community as part of the process.**

Carried.

Report

Background

There has been much discussion about parking in Central Geelong over a number of years with most stakeholders having varying views on the subject. As Central Geelong is in the midst of change with respect to its demographics and strategic directions, the City will need to be well prepared with a vision and parking strategy that is sympathetic with such change.

For example it has been identified that attracting more students to Central Geelong, the emergence of 'shop top' living and increasing the number of Central Geelong residents are some of the key strategies along with other important strategies such as enhancing arts and cultural, entertainment, and hospitality opportunities.

It is appreciated that it is difficult to deal with parking in isolation without considering other Central Geelong strategic directions including Vision 2. Therefore, it is proposed that an independent review of parking arrangements and needs be conducted to identify short, medium and long term opportunities that may assist people accessing Central Geelong.

3. CENTRAL GEELONG PARKING AND ACCESS REVIEW (CONT'D)

Discussion

In order to manage growth in the City of Greater Geelong and in particular the emphasis of emerging development within Central Geelong a coordinated approach is needed to balance the short and long term opportunities that may assist people accessing Central Geelong.

The Central Geelong footprint is unique in its diversity of stakeholders and volumes of users compared to other activity centres such as Pakington Street, Geelong West; High Street, Belmont or Waurin Ponds shopping Centre. Stakeholders include retail, tourism, professional, medical, education, government, hospitality and workers and the associated supporting services.

Council proposes to undertake an independent assessment of parking and access within Central Geelong with reference to future demands on the City in 2025.

The assessment will rely on predictive data to commit to significant projects and directions which benefit all stakeholders.

The assessment will also include some parking permit options for the growth of inner city residential tenements and assess the adequacy of off street car parking capacity to meet demands.

The following objectives are proposed to be considered within the assessment:

1. Background on the characteristics of the Central Geelong precinct in terms of parking management, demographics, emerging issues, enforcement.
2. Explanation of parking principles being applied to ensure stakeholder needs are addressed fairly and equitably whilst maintaining turnover and accessibility.
3. Describe the 'hierarchy' of needs and priorities with respect to the Central Geelong scenarios, short, medium and long term.
4. Explanation of what the varying time limits mean to different stakeholder groups.
5. The reality of not being able to continue to pour cars into the existing Central Geelong footprint with change in attitude, practice, infrastructure, ancillary services (public transport etc), park ride, end of route bike facilities, express route public transport etc).
6. Some real life scenarios (worldwide, Australia, regional etc) on what has worked and what hasn't; Council needing to be brave and visionary; impacts of continuing along the same lines of no change; myths about paid parking and influence on commerce.
7. Some 'here and now' practical options for short term wins in terms of Council demonstrating its willingness to address the issue.
8. Change needs to be evolutionary rather than revolutionary in order to be sustained (i.e. public transport improvements).
9. Residential Parking Permit Scheme needs to be reviewed in light of the changing Central Geelong precinct with the emphasis on increasing inner city resident numbers; currently no permits have been issued in paid parking zones - need options for dealing with growth in these zones within the current infrastructure; managing expectations whilst encouraging development (in fill or new).

3. CENTRAL GEELONG PARKING AND ACCESS REVIEW (CONT'D)

10. Reference to other key strategic work going on that will influence parking management in the long term; need to consider and align with short term and medium term strategies within Central Geelong -shop top living, student accommodation.
11. Reinforce the position that workers are lowest on the parking hierarchy but in creating the shift of workers away from the city centre, this change must be progressive and accompanied by practical parking/accessing the city options; and sustain these for success.

The consultant scope includes:

- a. a detailed review of all existing relevant policy and relevant past reports – highlighting policy/practice shortcomings;
- b. identification of the magnitude of differences between demand and supply for parking, public transport, walking mode and cycling mode;
- c. the need for a customer focus on transport and parking issues;
- d. some liaising with Council, DPCD, and VicRoads as appropriate;
- e. possibly a comparison with similar cities (e.g. Newcastle, Brisbane, Melbourne);
- f. the preparation of a draft paper; and
- g. based on comments received, the preparation of a final paper.

Engineering Services will project manage the strategy in conjunction with Health and Local Laws and Central Geelong. The draft paper shall be brought back to Council for comment prior to preparation of a final paper by the end of September 2013.

Environmental Implications

Not applicable to this report.

Financial Implications

A consultant will be engaged to undertake a comprehensive parking and access review of central Geelong which includes current performance outcomes at a cost of \$30,000 to \$35,000. Funds will be allocated from the Engineering Services Studies program.

Policy/Legal/Statutory Implications

The outcomes of the strategy will form a platform for policy development.

Officer Direct or Indirect Interest

There is no Council Officer direct or indirect interest involved in this report.

3. CENTRAL GEELONG PARKING AND ACCESS REVIEW (CONT'D)

Risk Assessment

Not applicable to this report.

Social Considerations

Not applicable to this report.

Communication

Opportunity for public submissions.

4. REVIEW OF ROAD MANAGEMENT PLAN

Portfolio:	Infrastructure – Cr Ellis
Source:	City Services - Engineering Services
General Manager:	Gary Van Driel
Index Reference:	Subject: Roads, Footpath & Streets / Asset Management Roads Maintenance & Repair

Summary

- The purpose of this report is to seek Council's approval of the review of the Road Management Plan (Version 5.0) under the provisions of the Road Management Act 2004 (RMA).
- The Road Management Plan sets out the inspection frequencies, maintenance standards and response times that are applied to the road infrastructure for which Council is responsible.
- The Road Management Plan (Version 4.0) was adopted by Council on 27 October 2009. The RMA regulations require that the plan be reviewed when a new Council is elected. The RMA also requires that the plan be made available for public comment if that review proposes a reduction to level of service
- General changes have been made to the Plan, including updates to relevant documents and updating tables of asset quantities. The proposed changes are summarised as follow:
 - The inclusion of proactive inspection of hazard, warning and regulatory road signs;
 - The inclusion of 'beyond maintenance' works programs for sealed roads, footpaths and kerb and channel;
 - Modification of trip hazard intervention level for Category 2 footpaths;
 - The inclusion of road side drainage pit intervention level.
- The proposed Road Management Plan (Version 5.0) was available for public comment for 28 days from the 23 February 2013. No comments were received.
- This Road Management Plan (Version 5.0) is now in its final recommended format and Council may now proceed to adopt it so that it may be gazetted.

Cr Ellis moved, Cr Ansett seconded -

That Council:

- 1) Adopt the Road Management Plan (Version 5.0)**
- 2) Proceed to gazette the Road Management Plan (Version 5.0) in accordance with the procedure detailed in the Road Management Act 2004.**

Cr Heagney left the meeting room at 8.15pm

Cr Heagney re-entered the meeting room at 8.17pm

Carried.

4. REVIEW OF ROAD MANAGEMENT PLAN (CONT'D)

Report

Background

Key aspects of the Road Management Act 2004 are:

- The Act defines responsibilities for various roads and road-related infrastructure between the State, service authorities and local government.
- The Act sets out the roles and responsibilities for both road authorities and users.
- The Act provides for road authorities to exercise a duty of care to the community and a policy defence mechanism to claims for negligence (nonfeasance) through Road Management Plans.
- The Act requires road authorities to have a Register of Public Roads, listing all roads under the authority's control that "are reasonably required for general public use" and creates a statutory duty to inspect, repair and maintain roads to reasonable standards.
- The Act enables road authorities to prepare Road Management Plans specifying reasonable inspection frequencies, maintenance and repair standards and response times, as determined by the authority which, if met will provide a degree of protection against the liability for nonfeasance.

Council approved the original Road Management Plan (Version 1.00) on 9 November 2004.

As required under the Road Management Act 2004, the Plan must be reviewed at prescribed intervals.

Discussion

The purpose of the Road Management Plan is to establish a management system for the public road functions that are Council's responsibility, in order to meet the needs of the community. The management system is based on policy and operational objectives and at the same time recognises resource limitations faced by Council in inspecting, maintaining and repairing its road infrastructure. The levels of service and performance standards specified in this plan, by necessity, provide a balance between reasonable road safety and affordability.

The Road Management Plan (Version 4.0) was adopted by Council on 27 October 2009. The RMA regulations require that the plan be reviewed when a new Council is elected. The RMA also requires that the plan be made available for public comment if that review proposes a reduction to levels of service.

The RMA Regulations details a statutory procedure for reviewing a Road Management Plan. Following established procedures the authority delegated under the RMA is required to give notice in a daily newspaper and government gazette for a period of 28 days. The Road Management Plan and Version 5.0 was publicly displayed from the 23 February 2013. No submissions were made to the City in this time.

4. REVIEW OF ROAD MANAGEMENT PLAN (CONT'D)

General changes have been made to the Plan including updates to relevant documents and updating tables of asset quantities. The proposed changes are summarised as follows:

- The inclusion of proactive inspection of hazard, warning and regulatory road signs.
- The inclusion of 'beyond maintenance' works programs for sealed roads, footpaths and kerb and channel.
- Modification of trip hazard intervention level for Category 2 footpaths.
- The inclusion of road side drainage pit intervention level.
- Attachment 1 provides details of the changes made.
- Attachment 2 is the revised Road Management Plan 5.0.

Environmental Implications

There are no environmental considerations arising from the review of this document

Financial Implications

The Road Management Act required Council to clearly specify intervention levels that can be achieved within the existing levels of funding. The Plan is based on existing levels of funding and current service standards as far as it has been possible to document them. Implementation of the detailed recording system that accompanies implementation of the Plan has enabled these standards to be more accurately specified.

Policy/Legal/Statutory Implications

Council is exposed to an increased risk to claims if it fails to deliver the standards specified in the Road Management Plan. Consequently, care has been taken during this review of appropriate standards in the Plan to ensure that they can be delivered within current budget allocations. This matter will again be a budget consideration for Council in framing future budgets as the extent of road infrastructure expands and requires increased resources to meet the specified inspection, maintenance and repair standards contained in the Road Management Plan.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

5. REVIEW OF ROAD MANAGEMENT PLAN (CONT'D)

Risk Assessment

Risk assessment and management is an important requirement of the Road Management Plan. The additional proactive inspection of roads signs reduces risk to public safety and provides the City a defence mechanism to claims for negligence.

Social Considerations

Road injury and trauma are issues of major concern to the community and all levels of government. Provision of a safe road network is a very important component of minimising the risk of injury and death on the City's roads. Council has a duty of care to maintain the road network in a safe condition. This Plan will assist Council in meeting those responsibilities.

Communication

The public notification process was used to communicate the Road Management Plan to the community. Notification of adoption of the revised Plan will occur in the Government Gazette once it is approved.



Municipal Road Management Plan

Final Draft for Comment

Version 5.0

Municipal Road Management Plan

Schedule of Changes & Amendments

Version	Date	Changes/Amendments
V 5.0		The fourth review of the plan resulted in the following changes: S 2.3 – Inclusion Roadside drainage pit intervention S 2.6 - Definition of Public Amenity S 4.3 – Update road length details as at October 2012 S 5.1 – Inclusion of reference to Council's Asset Management Policy 2012 S 6.5 – Updating the Road Register. Description of process S 6.5.1 – Recognition of found assets. Description of process to include these assets onto the Road Register. Support Documents – reference to Skid Resistance Guidelines Attachment 4 – Attachment 6: Schedule of Intervention Levels – Sealed Roads Sign inspection frequency added Attachment 6 - Attachment 6: Schedule of Intervention Levels – Sealed Roads reference to beyond maintenance works and Sign intervention levels and response times added Attachment 7 - Attachment 6: Schedule of Intervention Levels – Sealed Roads reference to use of hazard warning signs for extended periods Attachment 8 - Attachment 6: Schedule of Intervention Levels – Sealed Roads Change to Category 2 footpath intervention level – Lips >30mm and inclusion of beyond maintenance works Attachment 9 - Attachment 6: Schedule of Intervention Levels – Sealed Roads reference to beyond maintenance works
V 4.0		The third review of the plan resulted in the following changes: ▪ S 4.3 Update of table of asset quantities. ▪ S5 :Update of references to supporting council strategic documentation. ▪ Attachment 8 - alignment of response times for footpath lip grinding with those of minor works and repairs. ▪ Attachment 8: removal of details that related to major maintenance works and capital renewal.
V3.01		The second major review of the plan resulted in the following changes. ▪ S 2.3, Table 2.3.2 amended to recognise Department of Infrastructure responsibilities at rail crossings. ▪ S 2.5: Provisions for suspension of plan under 'Extreme Events' ▪ S 4.3 Table updated with new network category lengths to 14 June 2007. ▪ S 4.4.1 Addition of paragraph noting that response times are not applicable in times of exceptional weather such as drought. ▪ S 4.4.3– Clarification on the 5-tier inspection recording process. ▪ S4.7 – Removal of vegetation management control description. ▪ Attachment 6:Schedule of Intervention Levels – Sealed Roads - Service Road Utility Road reinstatements clarification of edge break and edge drop off provisions. ▪ Attachment 6:Schedule of Intervention Levels – Sealed Roads – Amendment to shoulder maintenance grading. ▪ Attachment 6:Schedule of Intervention Levels – Sealed Roads - Clarification of

		service utility road reinstatements. ▪ Attachment 6:Schedule of Intervention Levels – Sealed Roads – Amendment of line marking & road marking repaint frequencies. ▪ Attachment 6:Schedule of Intervention Levels – Sealed Roads – Clarification of sign replacement provisions. ▪ Attachment 7 – additional condition of maintenance grading intervention levels & clarification of use of water carts during drought. ▪ Attachment 7 - addition of notes on quantities of roads resheeted every year. Removal of dust suppression program. ▪ Attachment 7 - # 2.1.14 – Removal of duplicate intervention levels for repair of roadside furniture. (already covered in ▪ Attachment 6:Schedule of Intervention Levels – Sealed Roads). ▪ Attachment 9 – Clarification of specific areas where manual sweeping is undertaken. ▪ Attachment 10 – Removal of tree maintenance provisions.
--	--	---

NB: Prime number changes to Versions will be made when the document undergoes its regular review in accordance with the Regulations or at intermediate periods when significant changes are made to standards and guidelines for inspections, intervention levels or work. Point number changes will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues. Refer to Section 2.4.

Municipal Road Management Plan

Contents

• EXECUTIVE SUMMARY	6
• INTRODUCTION	7
2.1. LEGISLATIVE BASIS FOR THE PLAN	7
2.2. PURPOSE OF THE PLAN	7
2.3. ASSETS IN THE ROAD RESERVE	8
2.4. UPDATING THE PLAN	9
2.5. SUSPENSION OF THE PLAN UNDER EXTREME EVENTS	10
2.6. PUBLIC AMENITY	10
• PUBLIC ROADS, USER RIGHTS AND RESPONSIBILITIES	11
3.1 PUBLIC ROADS	11
3.2 KEY STAKEHOLDERS	11
3.3 CO-ORDINATING ROAD AUTHORITY	11
3.4 GENERAL FUNCTIONS OF A ROAD AUTHORITY	12
3.5 RIGHTS OF THE ROAD USER	12
3.6 OBLIGATIONS OF ROAD USERS	13
• MUNICIPAL ASSET MANAGEMENT	15
4.1 BACKGROUND & PROCESS	15
4.2 ASSET HIERARCHIES – MUNICIPAL ROAD NETWORK	15
4.3 ROAD LENGTHS BY HIERARCHY, SEALED/UNSEALED, URBAN/RURAL	16
4.4 MAINTENANCE MANAGEMENT REGIME	17
4.5 CONSULTATION PROCESS	21
4.6 ASSET LEVELS OF SERVICE	22
4.7 LEGISLATION CODES OF PRACTICE & REGULATIONS IMPACTING LEVELS OF SERVICE	24
4.8 INTERNAL AUDITING OF PROCESSES	24
4.9 REVIEWING MAINTENANCE MANAGEMENT PROGRAM PERFORMANCE	25
• ASSET MANAGEMENT POLICY FRAMEWORK	26
5.1 COUNCIL'S AM POLICIES & PROCEDURES	26
5.2 CORPORATE PLAN	26
5.3 COUNCIL ASSET MANAGEMENT STRATEGY	26
5.4 LINKAGES TO KEY CORPORATE STRATEGIES & PLANS	27
5.5 LINKAGE WITH ANNUAL BUDGET DECISION MAKING PROCESS	27
5.6 COUNCIL PROGRAMS & COMMUNITY CONSULTATION	27
5.7 EXISTING ROAD MANAGEMENT STRATEGIES & POLICIES	28
5.8 CUSTOMER SERVICE SYSTEM & PROCEDURES	28
5.9 COUNCIL'S ROAD ASSET MANAGEMENT STAFF STRUCTURE	28
5.10 ASSET INFORMATION SYSTEMS	29
• REGISTER OF PUBLIC LOCAL ROADS	31
6.1 PUBLIC ROAD REGISTER	31
6.2 MUNICIPAL ROAD MAP	31
6.3 MAINTENANCE DEMARCATION (BOUNDARY) AGREEMENTS	31
6.4 NON-COUNCIL ROADS	31
6.5 UPDATING THE ROAD REGISTER	31
6.5.1 RECOGNITION OF FOUND ASSETS	32
• TECHNICAL REFERENCES	33
• SUPPORT DOCUMENTS	34

• APPLICABLE VERSIONS OF STANDARDS & SPECIFICATIONS	35
ATTACHMENT 1: ROAD HIERARCHY – URBAN ROADS & STREETS.....	36
ATTACHMENT 2: ROAD HIERARCHY – RURAL ROADS	37
ATTACHMENT 3: INSPECTION REQUIREMENTS	38
ATTACHMENT 4: INSPECTION FREQUENCIES –ROAD NETWORK.....	39
ATTACHMENT 5 : CHART OF DATA FLOW – RFS/INSPECTION PROCESS.....	41
ATTACHMENT 6: SCHEDULE OF INTERVENTION LEVELS – SEALED ROADS.....	42
ATTACHMENT 7: SCHEDULE OF INTERVENTION LEVELS – UNSEALED ROADS	47
ATTACHMENT 8: SCHEDULE OF INTERVENTION LEVELS – FOOTPATHS.....	49
ATTACHMENT 9 : SCHEDULE OF INTERVENTION LEVELS – KERB & CHANNEL.....	52
ATTACHMENT 10 : MUNICIPAL BOUNDARY MAP	54

• **Executive Summary**

The Road Management Plan has been developed to establish a management system for the public road functions that are the responsibility of the Council to meet the needs of the community. The management system is based on policy and operational objectives and at the same time recognises resource limitations in undertaking the necessary levels of service and performance standards outlined in the plan.

The City of Greater Geelong is custodian of in excess of \$1000 million of an extensive range of community assets that it provides to facilitate delivery of its services to the community.

Typical Council infrastructure assets used in providing road services to the community include:

- the road network, footpaths, kerb & channel, culverts, bridges, traffic facilities, guard rails, street furniture, bus shelters, street lighting, street name & regulatory signs, car parks both on and off-street and parking meters.

This Plan encompasses road user needs and expectations within an economic framework based on meeting "reasonable" maintenance operation targets and asset management programs relative to the road network function.

Important aspects documented by the plan, to ensure that the road network is properly managed within the defined framework, include details and schedules for:

- Hierarchy classification of all roads, streets and footpaths;
- Levels of service;
- Functional requirements;
- Maintenance activities;
- Defect intervention levels;
- Response times;
- Inspection regimes; and
- Data management systems.

The management documentation encompassing the Road Management Plan comprises a folio of support documents, each of which has a key function. They are:

- Municipal Road Register;
- Municipal Map;
- Maintenance Management Plan; and
- Asset Management Plans

As for all levels of Government, there is increasing demand on local government for resources to provide the various services for which it has a statutory responsibility as well as those services which its community expects it to provide. At the same time, the ability to adequately fund these assets and services is becoming increasingly difficult due to competing community demands.

As custodian of these assets, Council is responsible for funding their maintenance and upkeep. It is therefore contingent upon Council to ensure that there is an appropriate level of funding which enables assets to be maintained to an acceptable standard and balance this requirement against increasing Council's asset base.

In addition, this plan recognises the effect of the drought in Victoria which significantly affects Council's ability to deliver road programs because of water restrictions.

- **Introduction**

2.1. Legislative Basis for the Plan

This Municipal Road Management Plan has been prepared in accordance with the following Acts, Regulations & Codes of Practice:

- Local Government Act, 1989;
- Local Government (Best Value Principles) Act 1999;
- Road Management Act, 2004;
- Road Management Act 2004 Regulations; and
- Ministerial Codes of Practice.

The Greater Geelong City Council is the designated 'Co-ordinating Road Authority' for municipal roads within the municipality and is responsible for their care and management.

Council must ensure that if a road is required for public traffic, it is kept open for public use, and may carry out work on the road. The Council is not obliged to do any specific work on the road and in particular is not obliged to carry out any surface or drainage work on an unmade road.

2.2. Purpose of the Plan

The purpose of the Road Management Plan is to establish a management system for Council to inspect, maintain and repair its public roads based on policy and operational objectives having regard to available resources.

Through supporting documents it also sets the relevant standard in relation to discharge of duties in the performance of those road management functions.

The key elements of the Plan include:

- The Register of Public Local Roads for which Council is responsible;
- The Asset Management System that Council uses to manage maintenance and renewals of its public road network;
- Schedules of maintenance standards and processes used by Council.

To complement the Road Management Plan, a number of detailed documents have been or are being developed to outline the key elements involved in managing that asset to those people who need to understand the detail. All of these documents effectively comprise the Asset Management Plan for the City's municipal road network. These documents combine management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long term cost to the community within the limits of any fiscal constraints that may be imposed by Council. (See Section 8, Support Documents)

2.3. Assets in the Road Reserve

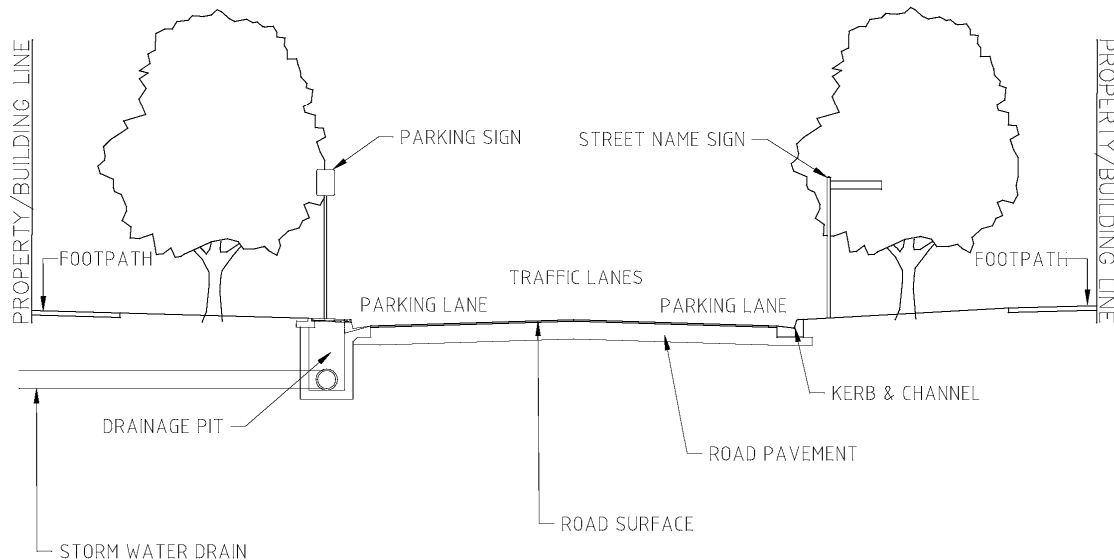
Asset Type	Included in the current RM Plan
Roads – Sealed Surface	Yes
Roads – Pavement	Yes
Footpaths	Yes
Kerb & Channel	Yes
Bridges & Major Culverts	Yes
Roadside Drains*	No
Traffic Management facilities	Yes
Signage	Yes
Line marking	No
Public street lighting (only where owned by Council)	No
Road & Street Furniture – Bus Shelters	No
Road & Street Furniture – Other	No
Guard rails & safety fences	No
Roadside Vegetation	No
Street Trees	No
School Crossings	No
Pedestrian Crossings & Traffic Signal Installations – Council assets	Yes
Fire Hydrants	No

Table 2.3.1: – Summary of Council Assets on the Road Reserve

- * Roadside Drains - While these assets are not included in the Road Management Plan, the Road Inspector will report missing drainage pit lids if observed during proactive road inspections.

Diagram 2.3.1: - Typical Road Asset Cross Section

Features typical assets for which Council is responsible.

**Table 2.3.2: – Summary of Non-Council Assets on the Road Reserve**

Note: As maintenance of these assets is not the responsibility of Council, any person who has an issue with one of these assets should refer it to the relevant Infrastructure Manager (i.e. External Agency).

Asset Type	Infrastructure Manager
Street Lights	Powercor
Traffic Signal Installations – VicRoads assets	VicRoads
Telecommunications infrastructure Assets	Telstra
Water & Sewerage infrastructure assets	Barwon Water
Electricity infrastructure assets	Powercor
Gas infrastructure assets	Sp AusNet
Rail Crossings	V-line, Australian Rail Track Corporation

2.4. Updating the Plan

The Road Management Plan is a 'living' document, updated as and when necessary.

There are two basic reasons for update of the Road Management Plan:

- a) Election of a new Council (i.e changes in governance. The Road Management Act requires the plan to be updated no later than 6 months after a Council election.
- b) When changes are made to the document

The process that will be adopted for updating when changes are made that do not alter the technical aspects of road management (standards and

specifications) and seek only to enhance the information provided within the Plan, the changes will be approved by the General Manager City Services.

However, if material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes were necessary, seeking its endorsement to them. Material changes necessitating Council approval will cause a change to the prime number of the specific RM Plan Version (eg from Version 1.00 to 2.00). Enhancements approved by the General Manager will cause a change to the point number of the specific RM Plan Version that had previously been endorsed by Council (eg from Version 1.0 to 1.01).

2.5. Suspension of the Plan under Extreme Events

Although Council will make every endeavour to meet all aspects of its Road Management Plan, Council reserves the right to suspend compliance during extreme events.

Pursuant to Section 83 of the Victorian Wrongs Act (1958), Council's obligations may be suspended in the event of:

- Natural disasters - including, floods, fires, droughts etc;
- Human factors - such as unavailability of Council staff or suitably qualified Contractors etc; and
- Any other major event beyond the control of Council.

In such circumstances, the General Manager of City Services may deem that the requirements of Council's plan cannot be satisfied, and accordingly, will suspend all or part of the plan.

In arriving at this decision, the General Manager will consider the resources available to Council and any other conflicting priorities to determine whether the intervention levels can be maintained. The General Manager will advise the Chief Executive Officer which activities and response times are to be suspended.

Once these circumstances have abated, or partly abated, the General Manager of City Services will advise the Chief Executive Officer which parts of the Plan are to be reactivated and when.

2.6. Public Amenity

The Federal Government has established the National Heavy Vehicle Regulator (NHVR) to oversee the new national PBS framework for heavy vehicles. The NHVR will commence operations in 2013 and a key aspect of the new regime will be a definition of 'public amenity', in the context of heavy vehicle route applications for local roads. Councils may decide to refuse a heavy vehicle route application due to reasons of 'public amenity'.

Definition -

Amenity implies benefits that are 'non-economic' in nature e.g. aesthetics, civic prestige, environmental benefits.

Public amenity may therefore be defined as non – economic benefits that accrue to general stakeholders (not necessarily limited road users).

Public Roads, User Rights and Responsibilities

3.1 Public Roads

A “road” by definition in the Local Government Act 1989 includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

“**Arterial Roads**” are Freeways, Highways & Declared Main Roads which are managed by the State Government through VicRoads.

“**Municipal Roads**” are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads which are those that are reasonably required for general public use.

“**Other Roads**” include roads in State forests & reserves, and roads on private property. The municipal council is not responsible for the care and maintenance of these.

3.2 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- The community in general (for recreation, sport, leisure & business);
- Residents & businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- Tourists & visitors to the area;
- Emergency agencies (Police, Fire, Ambulance, VICSES);
- Military (special use in times of conflict & emergency);
- Traffic & Transportation managers;
- Managers of the asset that is the road network;
- Construction & maintenance personnel who build and maintain asset components;
- Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications);
- Council as custodian of the asset;
- State & Federal Government that periodically provide support funding to assist with management of the network.

3.3 Co-ordinating Road Authority

The “coordinating road authority” means the road authority which has coordination functions as determined in accordance with Section 36 of the Act. In the case of a municipal road, it is the municipal council of the municipal district in which the road or part of the road is situated.

However, there are instances where several authorities are responsible for components of the road within the road reserve. The Act outlines the details in relation to this matter.

For example, VicRoads would be the responsible road authority for speed signs and traffic lights on an arterial road even though the speed signs are located on a roadside for which the municipal council would be the responsible road authority.

However, a municipal council would be the responsible road authority for a parking meter installed on the arterial road in the exercise of powers under the Local Government Act 1989.

A road authority must, in performing road management functions, have regard to the principal object of road management and the works and infrastructure management principles [Section 33].

A road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under this Act [Section 35].

3.4 General Functions of a Road Authority

- (1) A road authority has the following general functions [Section 34] —
 - (a) To provide and maintain, as part of a network of roads, roads for use by the community served by the road authority;
 - (b) to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment;
 - (c) To manage traffic on roads in a manner that enhances the safe and efficient operation of roads;
 - (d) To coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility services;
 - (e) To undertake works and activities which promote the functions referred to in paragraphs (a), (b) and (c) and to undertake activities which promote the function in paragraph (d).
- (2) The general functions conferred on a road authority under sub-section (1) are not to be construed as limiting any other functions conferred on a road authority by or under this Act or any other Act.
- (3) In seeking to achieve its functions, a road authority should—
 - (a) Consult with the community and disseminate information in relation to the exercise of those functions;
 - (b) Take steps as are reasonably practicable to ensure the structural integrity and safety of public roads in accordance with this Act.

3.5 Rights of the Road User

Sections 8 to 10 of the Act outline rights which are legally enforceable on members of the public using roads.

- (a) **Right of passage**
 - Members of the public are generally entitled as of right to pass along a road.
 - The rights conferred by this section extend to a member of the public using any means of public transport along a road.
 - The rights conferred by this section do not derogate from any right of passage conferred by the common law.
 - Rights of passage conferred by this section or at common law are subject to any restrictions, limitations or conditions which may be specified by or under this Act or any other Act or law.

(b) Rights of owners and occupiers of adjoining land

- An owner or occupier of any land which adjoins a road is entitled as of right to access the road from that land.
- Rights of access conferred by this section or at common law are subject to any restrictions, limitations or conditions which may be specified by or under this Act or any other Act or law.

(c) Rights of the public in relation to a public highway

The rights of the public whether under this Act or at common law in relation to a public highway can only be extinguished if the public highway is discontinued as a road in accordance with requirements of the Act.

3.6 Obligations of Road Users**3.6.1 General Usage**

The Road Management Act 2004 requires that:

- (1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the —
 - physical characteristics of the road;
 - prevailing weather conditions;
 - level of visibility;
 - condition of the motor vehicle;
 - prevailing traffic conditions;
 - relevant road laws and advisory signs;
 - physical and mental condition of the driver.
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
- (3) A road user must—
 - have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
 - have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
 - have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

3.6.2 Incident Claims

Claims in relation to an incident arising out of the condition of a public road or infrastructure must be by written notice of the incident to the responsible road authority within 30 days of the incident occurring. The City is not liable for property damages less than the threshold amount in accordance with the Act.

In the case of non-Council Assets on the Road Reserve, as listed in Table 2.3.2, as maintenance of these assets is not the responsibility of Council, any person who has an issue with one of these assets is to be referred to the authority responsible for it.

3.6.3 Council Road Opening/Crossing Permit

Council requires permits where a member of the public or organisation proposes to undertake activities within the road reserve that may in any way impede access by the public or interfere with road infrastructure.

Anyone proposing to undertake such works within a road reserve is required to notify and obtain consent from the Road Authority (City Of Greater Geelong). Some exemptions apply in accordance with the Road Management Act 2004 Regulations.

Vehicle crossing permits are required for access to properties in accordance with Council's Local Laws

Note that a fee applies to the consent process to cover the costs of the administration and inspection of the applicants work.

3.6.4 Obligation to Maintain & Keep Safe

In relation to provision of access to the road reserve from adjoining properties, there are several assets within the road reserve that council does not have an obligation to maintain. These include:

- (1) **Vehicle driveways** where the portion of a vehicle crossing located between the carriageway and the property boundary is the responsibility of the adjoining property owner to maintain.
- (2) **Nature strips & infill areas within urban areas** which are those residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the footpath and private road crossings. These are normally sown to grass with responsibility for maintenance of the grass generally being left to the property owner. Street trees however are controlled by Council.
- (3) **Single property stormwater drains** that are constructed within the reserve from the property boundary to a discharge outlet in the kerb or into the drain. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.

- **Municipal Asset Management**

4.1 Background & Process

In accordance with Section 50 of the Act, the purposes of the road management plan, having regard to the principal object of road management and the works and infrastructure management principles, are —

- (a) To establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- (b) To set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

The following nationally recognised asset management frameworks have been the key guides utilised in developing the road asset management system that best meets Council's needs in discharging its duty to inspect maintain and repair public roads. Other references utilised are listed later in the document:

- International Infrastructure Management Manual (IIMM) 2002, IPWEA.
- MAV Asset Management Improvement STEP Program – Road Asset Management Plan Framework 2003.

Road asset management involves the management of both physical assets and the aspects of the use and operation of those assets that affects the condition of the asset. It applies to all road assets, including the road (pavement & surface as well as footpaths & kerb & channel), structures (bridges, culverts & traffic management devices), road-side and road infrastructure (eg. traffic signals and on-road electrical assets).

Council's road asset management system provides the direction for its asset management activities linked to Council's annual business planning cycle within the context of delivering a safe and efficient road network to meet affordable community needs taking into account the resources available to a road authority.

4.2 Asset Hierarchies – Municipal Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.

The hierarchy classification is used to determine levels of service and assists in prioritising works programs and determining intervention responses to remedy defects.

The City has developed three separate hierarchies for its road network to recognise the variances in usage between the three. These are:

- Urban Road & Street network (**Attachment 1**)
- Rural Road network (**Attachment 2**)
- Footpath network (see Table below)

Note: Bridges, culverts, traffic facilities and kerb & channel have their hierarchies based on the road hierarchy & vehicular traffic. Footpath hierarchy is based on pedestrian traffic.

Category	Function Description
Category 5 CBD & Waterfront Tourist Precincts	These areas are to be identified by precinct maps in the Road Management Plan. They include all of the CAA and Waterfront area. Highest Usage Category
Category 4 Busy Urbanised Areas	Areas included are to be clearly identified by maps in the Road Management Plan. They include multi-shop shopping strips such as Pakington Street West, Chilwell, High Street Belmont, Highton, The Terrace (Ocean Grove), Lara shopping centre, etc.
Category 3 Specific Pedestrian Generators	This category includes areas adjacent to small strip shopping centres, schools, senior citizens centres, railway stations, community centres, etc.
Category 2 Other Areas	Residential, commercial & industrial areas.
Category 1 Unconstructed/Informal	These paths include unformed paths and tracks that are used by pedestrians. Lowest Usage Category

Table 4.1 - Footpath Hierarchy

4.3 Road Lengths by Hierarchy, Sealed/Unsealed, Urban/Rural

Hierarchy Classification	kms	% of length
Category 4:Main Distributor-Urban	113.1	5.4%
Category 4:Link Road-Rural	129.9	6.2%
Category 3:Secondary Distributor-Urban	209.6	10.0%
Category 3:Crossing road-Rural	129.1	6.1%
Category 2:Local Access-Urban	1,075.3	51.3%
Category 2:Local Road - Rural	363.8	17.3%
Category 1:Lane - Urban	45.1	2.2%
Category 1:Firetrack - Rural	30.7	1.5%
Sealed & Unsealed	kms	% of length
Urban Sealed	1,329.9	63.4%
Urban Unsealed	113.1	5.4%
Rural Sealed	375.6	17.9%
Rural Unsealed	278.0	13.3%
Urban & Rural	kms	% of length
Urban Roads	1,443.1	68.8%
Rural roads	653.5	31.2%
Local Access, Urban & Rural	kms	% of length
Urban Roads	1,075.3	74.7%
Rural roads	363.8	25.3%
Total	1,439.1	100.0%

Table 4.2 - Road Length Statistics (October 2012):

4.4 Maintenance Management Regime

4.4.1. Maintenance Management Plans

Levels of service for asset maintenance are outlined in the relevant Asset Maintenance Management Plan.

The Maintenance Management Plans cover the general requirements for routine ongoing day-to-day maintenance and operations of these infrastructure assets, including their funding requirements into the future.

The Road, Footpaths and Kerb & Channel Maintenance Management Plan has been developed for the Road Network

The Maintenance Management Plan outlines the development of asset maintenance strategies, maintenance standards and levels of service including defect intervention levels and response times. These elements have been developed on the basis of management of risk.

Development of further Maintenance Management Plans will be considered upon completion of the above key asset groups that are considered as the highest risk assets in terms of public safety.

As a road authority, Council has a duty of care to road users and the community to maintain all public roads for which it is responsible in a safe condition and to specified maintenance standards that meet community expectations having regard to relevant government transport and other policies, and available funds.

The following matters have been taken into account with development of the maintenance standards:

- (a) **routine maintenance standards** – routine maintenance and repair functions and standards, based on agreed asset performance targets, and intervention standards and actions (based on risk assessment) for a particular asset element (eg. road, footpath, bridge) and road type. Standards vary across the road network in line with relevant risk factors such as traffic volumes, composition of traffic, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs, and competing priorities for funding.

The basis for determination of defect intervention levels was *VicRoads Standard Specification Section 750* [Reference 8(x)] as applied to Council when it maintained higher level arterial and main roads on behalf of VicRoads. Council's engineers and maintenance staff then used local knowledge and experience to make any necessary changes to suit Geelong's conditions. The standards will be reviewed periodically to ensure that they are adequate.

- (b) **Repair and maintenance works** – routine maintenance and repair works are undertaken within a specified reasonable period of time having regard to intervention action priorities, and to specified standards.

Response times have been determined by Council's engineers and maintenance staff from local knowledge and experience based on past performance. As outlined in Section 4.4.4 response times are monitored and will be periodically reviewed.

- (c) **Temporary measures** – temporary works to be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed. Response times and measures

(eg. warning signs, flashing lights, safety barriers) are determined based on the risk to safety and the type, volume and nature of road usage.

- (d) **Emergency works** – works required to be undertaken immediately outside routine works programs to ensure the safety of road users and the public as a result of emergency incidents. Emergency works include traffic incident management, responses to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan & Municipal Emergency Management Plan.

The Maintenance Management Plans, have regard to the matters (a) to (d) above, establishes a schedule of maintenance standards for different categories of public roads & footpaths for which Council has operational and/or maintenance responsibility.

The outcome of the assessment of the various maintenance factors results in the preparation of the annual program for road maintenance, setting out the level of activities and resources to be considered with the Annual Recurrent Budget.

By developing long term maintenance programs, Council is better able to strategically plan its finances.

Response times are predicated on 'normal' conditions, i.e. the same response times or intervention levels do not apply during exceptional circumstances, eg drought conditions in conjunction with tight water restrictions or during periods of extended and heavy rainfall.

4.4.2. Asset Management Plans

The Asset Management (AM) Plans cover the general requirements for development of long term asset renewal programs & their funding requirements into the future.

Currently, there are five AM Plans for assets contained within the road reserve Network:

- Road Network AM Plan (including Kerbs)
- Footpaths;
- Drainage;
- Bridges and ;
- Roads Other

Sections within these Asset Management Plans include:

- Levels of service
- Condition assessments, to assess renewals requirement;
- Management of risks;
- Asset growth and decay;
- Long-term Financial forecasts for capital renewal forecasts
- Appendices of relevant material that support the document.

The annual review of the strategic asset renewal/replacement needs through each of these Asset Management Plans provides the input for the development of the annual capital renewal/replacement works program for consideration with the annual budget.

Again, by developing long term renewal/replacement programs, Council is better able to strategically plan its finances.

4.4.3. Maintenance Survey & Inspection Recording Process

Inspection processes are required for competent management of the road network assets. A five-tier inspection regime has been implemented covering safety, incidents, defects and condition.

Reactive (RFS) Inspections – identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. A request for service (RFS) inspection is undertaken following notification to council by members of the community or council employees while undertaking their normal work duties. The subsequent inspection will be conducted by an appropriate council representative.

Safety issues may be detected either as the result of the programmed inspection process or by observation followed by notification to council, where prevalent a subsequent safety inspection will then be conducted by an appropriate council officer.

Attachment 5 is a chart of the data flow for managing a customer request for service (RFS) from its initial recording through inspection, defect reporting and then any required rectification.

Programmed (Proactive) Inspections – determine if the road asset complies with the levels of service as specified in the Maintenance Management Plan;

The frequency for Programmed Inspections has been determined on the basis of traffic flow and the perceived risk associated with the type of defects generally encountered. The basis for determination was *VicRoads Standard Specification Section 750* [Reference 8(x)]

Incident (SIR) Inspections – specific incident reports are prepared for use where legal proceedings may be pending and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures;

Condition Inspections - identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span.

Programmed and Condition Inspections are undertaken under a formal timetable regime. Condition inspections are taken at a lesser frequency than programmed inspections that are designed to find defects due for rectification works.

Fatality Inspections – These are conducted by Engineering Services in conjunction with Risk Management in situations where a death has occurred on a council road. The inspection is conducted as soon as possible following the fatality and records on-site conditions.

4.4.4. Maintenance Responsiveness & Performance Targets

Currently Council's 'Pathways' RFS System records dates that requests have been received, details pertaining to the request and dates applicable when those requests have been actioned and/or completed.

It should be noted that 'actioning' a request doesn't necessarily mean that the request has been fulfilled but simply that appropriate action has taken place.

Appropriate action may well mean that an asset defect, such as a damaged footpath has been inspected and:

- repairs are straight-forward and a work order has been created - the appropriate action in this case is when the repair work has been completed; or
- repairs are significant and need to be programmed, the site has been made safe until such time as repairs are undertaken - the appropriate action is when the repair work has been listed on the future works program not when it has been completed; or
- The defect was found not to warrant any remedial action at that stage as it was below specified intervention levels - the appropriate action in this case is when the decision is made that no action is required.

Whatever the response, it is noted against the original request.

The 'Pathways' Public Request System enables the response times to be monitored to assess performance. This covers response times both for inspections and then the interval until appropriate action is undertaken.

The target inspection response times, as outlined in the table below, are:

100% of RFS Inspection	Target Response Times
Safety Issues	24 hours
SIR Inspections	7 working days
All Other Requests	10 working days

In terms of maintenance activity, the target defect rectification response times are set out in **Attachments 6 - 10**, the schedules of maintenance activities covering intervention levels and response times.

4.4.5. Risk Assessment & Prioritisation of Remedial Works

The inspection process has been developed to enable detection of those defects that require intervention. This results in remedial work being undertaken which dependent upon the category of the asset and the nominated severity is ranking.

Interventions have been determined from historic information used by Council in the appropriate Maintenance Management Plans.

The process of risk assessment follows principles outlined in the 2002 document from Civic Mutual Plus "**Road Reserve Risk Management – Statement of Principles**" which in turn follows the Australian & New Zealand **Risk Management Standard AS/NZS 4360:2004**. Council's Risk Assessment process is detailed in the Road Maintenance Management Plan, Section 6 – Risk Management.

For footpaths, the risk assessment is determined by the severity of the defect in terms of its asset hierarchy classification. Hierarchy itself is determined by function, types of users and user numbers. For roads, the risk assessment is determined by applying the same methodology.

To facilitate this, a field inspection recording process was developed during the latter part of 2004 for engineering infrastructure on the road that will involve the use of hand-held electronic Personal Digital Assistants (PDA's). Response times are automatically calculated using the category of the asset after the defect and its severity ranking has been nominated in the PDA. All defects are GPS located to within 10m accuracy under normal atmospheric conditions.

Severity Ratings recorded through the PDA's for various defects are:

Risk Rating	Comments
Beyond Maintenance (RFR)	The defect is beyond the capability of maintenance to repair, it requires reconstruction or replacement. Response action will be taken to 'make safe' within 24 hours (as far as is practicable) where the defect is a public safety issue as opposed to a structural defect that poses no safety risk (eg pavement cracking).
Priority (Priority)	The defect is beyond the point where intervention is required – maintenance is now a priority. Response times are half those listed against the defect type in Attachments 6 to 9. Eg. a pothole rated 'priority' in a sealed road is to be repaired within 4 working days for a Category 4 road and in 10 days for Category 2.
At Intervention Level (ATINT)	The defect is at the specified intervention level and requires maintenance. Response times in accordance with those listed against the defect type in Attachments 6 to 9. Eg. A pothole at intervention level in a sealed road is to be repaired within 8 working days for a Category 4 road but in 20 days for Category 2.
No Action required (NAR)	This applies only to RFS requests, not programmed inspections, and enables a reply to be given to the person requesting action on a reported defect.

It is intended that the electronic system be expanded to cover inspections of trees. In the interim, a paper based record system is being used.

Data gathered during the course of the day is electronically processed at a central location, subsequent work orders are created and then forwarded to the respective maintenance zones via email for actioning by field crews.

4.4.6. Condition Standards

The Strategic Asset Management Plans detail the requirements for determining & recording structural integrity (condition) of each of the road asset components.

This includes the following:

- Physical description of the actual data being recorded;
- Background and/or qualification relevant to the condition data;
- Differentiating between maintenance and capital renewals;
- Backlog of works where under-funding has occurred in recent years;
- Development of the annual works replacement program

The Strategic Asset Management Plans are supporting documents for the Road Management Plan.

4.5 Consultation Process

Wherever practicable, input will be sought on appropriate aspects of the plan by way of community consultation. However, consultation will be governed by the

ability to accommodate changes for reasons that include existing physical constraints as well as the affordability of resources to effect possible changes.

There are aspects of the Plan for which community consultation is sought. It will not always be practicable to seek input from all stakeholder groups for any one issue, so at times consultation will be focussed on groups assessed as being impacted most by the issue at hand.

It needs to be recognised that at times various groups will have conflicting points of view and no single solution is likely to have the full support of all of them.

It is important therefore that any decisions made are on the basis of what are deemed to be in the best interest of the community overall while ideally not seriously disadvantaging any specific interest groups. In the event that there is a group that is disadvantaged, efforts will be made to recognise and address the deficiencies wherever practicable.

4.6 Asset Levels of Service

Levels of service covered through management of the road network include:

- Community requirements and expectations of what is needed;
- Technical levels of service with respect to specification for creation and renewal of the various asset components (eg footpath, K&C, road carriageway, etc); and
- Levels of maintenance and operations.

4.6.1. Community Levels of Service

Council engineers and maintenance staff work to a level of service that is expected by the community as follows:

- Reasonably direct traffic routes between important centres of community interest;
- Ease of access to major traffic routes;
- Normal heavy vehicle traffic to be limited to Arterial Roads managed by VicRoads;
- Access to the municipal road network by heavy vehicles to be limited to those necessarily using these roads and then for them to use only Link and Collector Roads other than when immediately accessing properties.
- Limited through access directed along residential streets;
- Minimal conflict between various road user groups/vehicle types (eg cars, trucks, motor cyclists, bicyclists, pedestrians, children and people with disabilities);
- Provision of suitable traffic control devices in dangerous locations especially where there is potential conflict between user groups (eg pedestrian crossings, road & street intersections);
- Adequate provision for people with disabilities, the aged, mothers with children, etc in relation to potential hazards and obstructions such as road crossings, location of street furniture, light poles, etc.
- Road surfaces that create minimal adverse noise conditions in residential areas, are smooth riding, accessible & safe in all the prevailing local weather conditions (ie non-slippery when wet) and free-draining;
- Street lighting in urban areas provides good visibility at night;
- All road structures (eg. pavement base, surface, bridges, and traffic devices) to be maintained in a safe, workable condition;

- Street & roadside trees to be selected to maximise aesthetic benefit but with minimal ongoing problems with hazards caused by root movement, droppings (eg berries), general leaf litter and interference with the safe passage of road and footpath users;
- Nature strips to be suitable for easy maintenance by adjoining property owners;
- Adequate provision of street signing to facilitate access for all.

4.6.2. Technical Levels of Service – Asset Specifications

Technical standards applied in the past and the basis of much of Geelong's road infrastructure, were generally those of the day as specified by various government agencies. These included VicRoads (and its predecessors such as the Country Roads Board) and the State Planning Authority. In addition, professional road groups such as the National Association of State Road Authorities (NAASRA) and the Australian Road Research Board (ARRB) developed standards and guidelines for roads construction and maintenance.

Current standards are outlined in Section 7 - Technical Reference and Section 8 - Support Documents.

Asset hierarchies, outlined in Section 4.2, were classified in accordance with their specific function, types of users and user numbers. This is then used to determine levels of service, based on their function.

Performance in meeting the specified functional levels of service:

- **Urban roads** - all category 3 and 4 roads meet their specified technical requirements. Some Local Roads, Category 2 & 1 do not;
- **Rural roads** - all category 3 and 4 roads meet their specified technical requirements. Some Local Roads, Category 2 & 1 do not.

Where a road is below the stated design standard, it is primarily because it was constructed some years before the current standards were established and has not been reconstructed. Up until 1993, the City of Greater Geelong was not a single municipality but a conglomeration of six smaller councils, each with their own standards.

Deficiencies are generally in width and surface type (i.e. unsealed rather than sealed). However, where safety deficiencies are established in these roads, remedial works are undertaken as a matter of priority.

Reconstruction will be to the required standard wherever practicable.

4.6.3. Technical Levels of Service – Maintenance & Operations

There are aspects to maintaining the various components of the road asset that do not involve community input as they are technical in nature. Standards and guidelines exist for management of these as outlined above. They are also stated in the technical references and support documents to this plan.

4.6.4. Performance Measures & Targets

The following performance measures have been adopted to provide an indication that levels of service are meeting community requirements in terms of satisfaction of delivery.

Performance Measure	Target
Programmed inspections carried out as per schedule.	100% as specified
Response times for remedial work as detailed in the Intervention Level tables.	85% as specified

4.7 Legislation Codes of Practice & Regulations impacting Levels of Service

The following Legislation & Regulations impact the levels of service provided and as a consequence incur additional cost:

- Occupational Health & Safety Regulations;
- Worksite Traffic Management (Roadworks Signing);
- Worksite Safety – Traffic Management;
- Working at Heights;
- Confined Spaces;
- 'No Go' Zone (Electrical Wires);
- Plant Regulations;
- Manual Handling; and
- Noise Regulations.

4.8 Internal Auditing of Processes

New systems were implemented during the latter part of 2004 for the recording and management of inspection data and the programming of subsequent works. The following processes will be audited at least annually to ensure they are being performed as required. Audit outcomes will be reported to the General Manager Corporate Services & General Manager City Services. Responsibility for over viewing the audit is Manager Risk Assessment & Audit:

- Collection and storage of condition information;
- Recording of complaints/requests in the appropriate database (Pathways or Hansen) in the manner required;
- Each complaint/request is inspected and/or assessed in relation to safety & specified maintenance intervention levels;
- That programmed inspections are carried out as scheduled;
- Relevant inspection reporting & recording mechanisms are in place;
- That full inspection histories be recorded and made available where necessary for assets proactively inspected;
- That reported defects are being properly recorded in the system;
- Where required, appropriate rectification responses are determined & Works Orders issued;
- Where Works Orders require scheduling of works onto annual maintenance programs or long-term renewal works programs, that the required listing takes place;

- Record of maintenance activities is made in the database against the asset, including actual date of completion;
- Record that maintenance works have been delivered as intended (i.e. someone has signed off on the satisfactory completion of the work);
- Procedure is in place for collecting and storing information regarding road asset condition for developing future maintenance programs;
- Management system in place to record and respond to customer enquiries; and
- Asset handover/update process is being managed as required.

4.9 Reviewing Maintenance Management Program Performance

The following annual performance reviews of maintenance programs and strategies will be undertaken by management:

- Assessment from Pathways & Hansen databases of response times for completion of defect rectification works from the time of their being reported;
- That specified Defect Intervention Levels are effective;
- That Intervention responses are timely;
- Assess the internal audit activities, the validity of their processes and verification of their conclusions;
- Where relevant industry benchmarking information is available, test the relative status of the organisation and its AM performance comparing with AM best practice;
- Assess the relative improvements achieved since the previous review and compare this to what was intended to be achieved;
- Where advances have been made elsewhere in efficiency and effectiveness, endeavour to introduce similar measures if the same gains can potentially be made for the City;
- Assist the internal peer review team to improve their activities and derive better guidelines and assessment procedures;
- Confirm that the technical content in AM Plans is sound and applied correctly in developing AM plan outputs (eg appropriate economic lives, lifecycle strategies); and
- At 4-monthly intervals, maintenance supervisory staff and the Works Engineer (Operations) undertake an analysis of sealed/unsealed road, footpath and kerb / channel works orders and assess actual completion times against timeframes within this Road Management Plan.

- **Asset Management Policy Framework**

5.1 Council's AM Policies & Procedures

Relevant Council policies and procedures impacting Asset Management of the Road Network include:

- (a) City Plan 2009-2013;
- (b) Council Asset Management Policy 2012
- (c) Council Asset Management Strategy 2012;
- (d) Comprehensive Infrastructure Funding Policy 2005;
- (e) Asset Accounting Policy 2010; and
- (f) Geelong Economic Indicators Bulletin

5.2 Corporate Plan

The Council Corporate Plan, City Plan 2009-2013, outlines principles that support Council's commitment to the community and serve as a standard by which actions can be assessed.

Basic inputs to road asset management include relevant national, state and local government policies and objectives, relevant legislation, and any associated road authority asset management policies and strategies. Council's ability to fund any of the programmed asset maintenance and renewal activities through its annual budget is also key to the ability for the system to provide competent management of the assets.

This broad framework will set the direction for undertaking asset management in a structured and coordinated manner, with a continuous improvement approach, and with a clear set of objectives and actions.

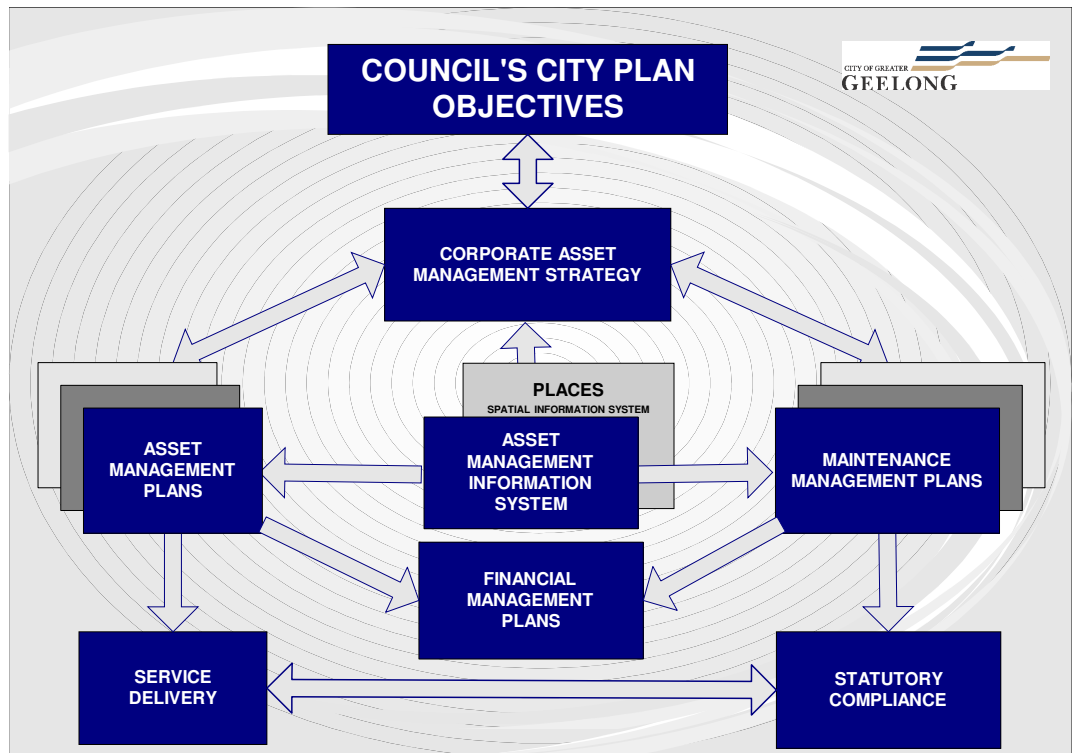
5.3 Council Asset Management Strategy

The Council Asset Management Strategy takes into consideration other existing strategies, policies and plans that play a role in the overall management of the City's assets. For instance:

- The asset accounting policy takes into account the current Australian Accounting Standards, Victorian Local Government best practice and the City's organisational attitudes and corporate objectives for the financial characteristics of assets.
- The Environmental Management Strategy provides planning for the protection of the natural environment and the promotion of ecologically sustainable development throughout the municipality.
- The Information Technology Strategy gives overall direction for the development of City of Greater Geelong's Corporate Information Systems and this includes the asset management system.
- Specific documents such as the Open Space, Urban Growth, and Road Safety strategies also need to be referred to for express purposes.
- The Major Projects Policy provides the guidelines and framework required for undertaking the initiation, planning, implementation and completion of Council's Major Projects, and as such, links strongly to this Asset Management Strategy.

5.4 Linkages to Key Corporate Strategies & Plans

The following chart demonstrates the linkages between the various corporate strategies and plans. The chart is an extract from the Council Asset Management Strategy Version 1.08 – July 2012.



The Road Management Plan is a public document that outlines to the community the Council's Road Maintenance Management System. The Maintenance Management System itself includes detailed documents covering Road Asset Management Plans which encompass separate documents including Maintenance Management Plans & Asset Management Plans.

The Asset Management Plans are internal working documents focussed on the long-term management of the asset. They detail the key elements involved in managing the road network asset include management, financial, engineering and technical practices.

5.5 Linkage with Annual Budget Decision Making Process

Council has a process for evaluating proposed expenditures for budget funding (reference: Finance Department document: 'Business Case Evaluation'). It requires development of business cases across the range of Council services for both capital works proposals and changes to service levels for recurrent expenditures. These business cases involve assessment of the strategic importance of each proposal.

Road infrastructure has undertaken development of comprehensive asset management plans that establish their long-term strategic financial requirements.

5.6 Council Programs & Community Consultation

Through its G21 Strategy development process within the Geelong Region, a number of special interest groups have provided input into the future direction of the regional councils.

As these regional strategies are formulated and considered by Council in its strategic planning they will be developed into relevant action plans and works programs for implementation. This includes those that impact the City's road network infrastructure.

5.7 Existing Road Management Strategies & Policies

- (a) COGG Standard Road Works Specifications and Drawings;
- (b) CoGG Unified Construction Standard;
- (c) Annual Supply of Spray Seal Works;
- (d) Annual Supply of Asphalt Works;
- (e) Intervention Levels & Maintenance Specifications;
- (f) Capital Projects Process Flowchart;
- (g) Infrastructure Asset Handover Procedure (refer MPR 20.1.1.11);
- (h) Detail Design Procedure (refer MPR 20.1.1.4); and
- (i) Occupational Health and Safety Policy.

5.8 Customer Service System & Procedures

Council has implemented a request & complaints management system (RFS) through its computerised Pathway software system.

This system has the following characteristics:

- Requests are comprehensively recorded when they are received;
- The person receiving the request makes an initial assessment as to its relative urgency for response;
- Time-frames have been established for remedial action within the various categories of urgency;
- The system can be easily monitored and requests tracked as to progress of response actions;
- The system records works required and is closed off upon their completion;
- The details of the request and associated remedial works can be identified by location;
- Requests should have their complaint acknowledged and be advised of the works to be undertaken, or proposed to be undertaken, within a designated timeframe after receipt of the request.

5.9 Council's Road Asset Management Staff Structure

5.9.1 Manager Engineering Services (Asset Manager)

The Asset Manager for the Road Network is the Manager of Engineering Services. Critical management responsibilities include:

- Optimising performance of assets and management of the function or activity for which the assets are used;
- Strategic direction including development and enhancement of the assets (and services offered) to meet the needs of the community (including community liaison);
- Determination of asset levels of service and asset rationalisation strategies;
- Management reporting and prime advisor to management on issues that must be resolved at a "higher" level;

These road management responsibilities are delivered through:

(a) Project Implementation Coordinator, responsible for:

- Implementation of road network renewal, refurbishing & rehabilitation programs including budget preparation and management issues;
- Assistance with risk assessment and justification for spending priorities;
- Analysis of suitable treatment options through the application of Engineering Principles.

(b) Asset Management Coordinator, responsible for:

- Development of asset management plans including referral of issues to 'experts' for examination as and when required;
- Determination of the quantity and quality of asset related data required to be loaded into and maintained in the Hansen system over and above the basic inventory and valuation data;
- Provision of the asset systems and technical expertise to assist Road Information Management;
- Assistance with maintaining database records reflecting works undertaken.
- Proactive and reactive inspections of roads, footpaths and kerbs within the road reserve.

5.9.2 Operations Manager

The Operations Manager is responsible for routine maintenance management activities associated with the road network.

Road maintenance management responsibilities are performed through the **Works Engineer Operations** who is responsible for management of maintenance programs including budget preparation and management issues to ensure that the objectives and levels of service as designated in the Road Maintenance Management Plan are met.

5.10 Asset Information Systems

Council runs two separate road asset information systems. The first, the SMEC System was introduced shortly after the formation of the City of Greater Geelong from its constituent councils in 1993. In 1998, the Hansen Asset Information System was developed.

In addition, the PLACES Spatial Information System provides a geographic map background for ease of site identification of various assets and other corporate data.

All roads within the sealed road network are classified according to the defined hierarchy in these systems.

5.10.1 SMEC Road Asset Information System

The SMEC system (developed by the Snowy Mountain Engineering Corporation) is used for road condition assessments and its modelling capabilities.

Full inventories of road pavement and sealed surface conditions are recorded in Council's SMEC database.

Road pavement information relating to type, cost and dimensions of pavement is also recorded in the Hansen Asset Management System inventory.

Information from both systems is used to develop the City's renewal programs for road pavement and surfaces.

5.10.2 Hansen Asset Information System

The Hansen System was purchased because it enables information on all of Council's assets to be stored on a single database.

Hansen is able to interface with a number of key corporate information systems such as Geographic Information System (GIS), Oracle Financial System, etc. The advantage of this is that it makes information available to a greater number of people and also data only has to be installed once into the information database network. This minimises the risk of errors during multiple data installations.

5.10.3 ArcGIS Spatial Information System

The ArcGIS Spatial Information System (SIS), supports the Hansen Asset Information System and also ties in with other corporate systems.

Specifically, it allows for the extraction and display of assets and other corporate data on a geographic map for ease of site identification.

In terms of asset management, the purpose of ArcGIS is to:

- Record and maintain accurate spatial locations, feature code identifiers, key attributes, visual symbology and linkages to the Asset Management System;
- Aid in understanding the location and quantity and hence relationship of and between assets, and
- Visually enhance the reporting, enquiry and analysis of textual and graphical spatially referenced maps/data held in various systems.

ArcGIS will show this information, either on screen or as hardcopy, a site map, various data layers direct from PLACES (such as location of underground services) and then import information such as site photos, technical drawings etc that may be stored elsewhere.

In this way, it facilitates design, strategic planning and management of assets.

- **Register of Public Local Roads**

6.1 Public Road Register

Council has a register of public roads to record the details of the public roads, and ancillary areas, for which it is responsible. The register of public roads is available for inspection by the public at Council's Myers Street Customer Service Centre.

Support Document (1) is the Register of Council's Public Roads.

6.2 Municipal Road Map

The **Municipal Road Map** is an integral component of the Road Register as it provides the visual location of where the road lies within the municipality. It is located in the PLACES Spatial Information System (refer Section 5.10.3).

6.3 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements defining limits of responsibility on municipal roads between the City and other Road Authorities or any private organisation, the schedule of roads affected and details of these agreements are listed in the Road Register.

There are agreements with the following Road Authorities:

- Surfcoast Shire - bridge and roads;
- Golden Plains Shire – bridges and roads;
- Moorabool Shire – bridges and roads;
- City of Wyndham – bridges;
- Borough of Queenscliff – road; and
- VicRoads – roads;

6.4 Non-Council Roads

The following Roads are not listed on the Councils Road Register:

- Roads which are fully a State or private enterprise responsibility;
- Unused roads for which Council has not accepted responsibility;
- Roads drawn out on a plan of subdivision, until such time as the Council accepts responsibility for those roads.

6.5 Updating the Road Register

Municipal Public Road Register will be updated within 60 days of notification of changes:

- The necessary amendment will be made to the asset database from which the Register is derived.
- A hard-copy of the Register will be provided at Council Offices, 100 Brougham, Geelong.

Council periodically updates the road register to account for acquisitions and disposals. Changes may be classified into the following

- Subdivisional Assets – These are roads formally vested in Council through Subdivisional acquisition. Complete description of this process is described fully in the Infrastructure Asset Handover Procedure¹

¹ MPR20.1.1.11 adopted 28 March 2001

- Assets constructed through the council capital works program – these assets are also subject to the Infrastructure Asset Handover Procedure
- Roads transferred by Government Bodies – These are assets that are transferred by agreement with government body, such as VicRoads. They are formally vested in Council via the Government Gazette which is ideally accompanied by more detailed plans, describing the extent of assets.
- Road discontinuances – Are described in the Government Gazette. Assets are disposed in accordance with the Asset Disposal Policy.²
- Found assets – these are asset that may have been in service for many years but unrecognised by Council. They are added as they are brought to Council's attention (see below)

6.5.1 Recognition of Found Assets

Found assets are typically (but not limited to) laneways providing rear/side access to properties which are added to the register for reasons of "public good". Unlike other types of acquisition, they are recognised through a process of 'discovery' rather than a systematic bureaucratic procedure. Hence this sort of addition they are relatively infrequent and often requires Council discretion.

Strong justification is therefore required for these assets to be recognised i.e. a combination of the following:

- Is 'reasonably required for public use as a road'.
- Is formed and has a constructed or 'made', trafficable surface
- Provides access to two or more adjacent properties
- No legal impediment to its inclusion on register or impinging on the existing legal rights of property owners.

Once officers believe that candidate assets fulfil these requirements, Council will place the road on the Register within 60 days.

² MPR505.5.1 – Asset Disposal Policy adopted 30 June 2010

- **Technical References**

- (i) National Asset Management Manual 1994, IMEA
- (ii) Risk Management Standard, AS/NZS 4360:1999
- (iii) Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- (iv) MAV Asset Management Improvement STEP Program – Road Asset Management Plan Framework 2003.
- (v) International Infrastructure Management Manual (IIMM) 2002, IPWEA.
- (vi) Civic Mutual Plus (CMP) Draft Road & Path Maintenance Manual 2001.
- (vii) CMP Road Reserve Risk Management Statement of Principles 2002.
- (viii) VicRoads Risk Management Guidelines.
- (ix) VicRoads Standard Specification Section 750 – Routine Maintenance.

- **Support Documents**

Note:

The following support documents are available for inspection at the office of Council's Engineering Services Department, Myers Street, Geelong.

Appointments should be made for viewing through the Co-ordinator Asset Information on (03) 52 270 301.

Document 1: Register of Public Roads

Document 2: Maintenance Management Plan – Roads, Footpaths and Kerb & Channel

Document 3: Maintenance Management Plan - Bridges

Document 4: Asset Management Plan - Roads

Document 5: Asset Management Plan - Footpaths

Document 6: Asset Management Plan - Kerb & Channel

Document 7: Asset Management Plan – Bridges

Document 8: Skid Resistance Procedure

- **Applicable Versions of Standards & Specifications**

The following table lists the versions of standards, specifications and codes of practice are applicable to this version of the Road Management Plan. If a Code or Standard is not listed then the version applicable is the most current at the date of adoption of any revised version of the Road Management Plan.

Document	Relevant Version
Maintenance Management Plan – Roads, Footpaths and K&C	Version 1.0 11 October 2004
Asset Management Plan – Road Pavement & Surface	Version 2.0 5 August 2010
Asset Management Plan – Footpath Network Draft	Version 2.1 March 2012
Asset Management Plan – Drainage Network	Version 3.0, 2012
Asset Management Plan – Bridges (draft)	April 2009

Attachment 1: Road Hierarchy – Urban Roads & Streets

Traffic Management Categories	Adopted Road Hierarchy Categories 24/10/2003	Description of Categories
Primary Arterial Secondary Arterial VicRoads Responsibility	Primary Arterial	NB: These categories follow the State & Council Planning Scheme Classification for residential streets. These carry the heaviest volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality. These come under the jurisdiction of VicRoads and as such are not the responsibility of Council for maintenance of the road pavement & surface. - Principal through route, continuous network, link rural & major centres 60+ kph speed limit
	Secondary Arterial VicRoads Responsibility <i>(Category 5)</i>	- Completes the major network across city & rural areas, significant volumes incl. Commercial & Industrial 60 + kph speed limit
Restricted Traffic Route 5,000 to 10,000 vpd Speed limit of $\leq$ 60 kph	Main Distributor <i>(Category 4)</i>	As for the above, these carry heavy volumes of traffic including commercial vehicles and also provide the principle routes for traffic flows in and around the municipality. - Supplementary to arterial road system within a LTA - Connector between arterial roads & lower order streets - Caters for, but may restrain, Service & Heavy Vehicles. - Provides access to significant Public Services - Min 2 clear traffic lanes (excl. parking) 5,000 – 10,000 vpd & 60 kph speed limit (or less)
Local Crossing Road 3,000 to 5,000 vpd Speed limit of $\leq$ 60 kph	Secondary Distributor & Collector <i>(Category 3)</i>	Carry significant volumes of traffic and provide access by linking residential areas to the arterial roads. They also provide links between the various collector roads. - Non continuous connector (do not cross arterial roads) - Limited through traffic (not promoted or encouraged) - Caters for, but may restrain, Service & Heavy Vehicles. - Min 2 clear traffic lanes (excl. parking) 3,000 – 5,000 vpd & 60 kph speed limit (or less)
Local Street: Collector Street		Carry moderate volumes of traffic and provide a connection between Local Roads and the Distributor Road network. In urban areas these are residential streets. - Collects traffic from lower order roads - Very limited through traffic - Min 2 clear traffic lanes (excl. parking) <3,000 vpd and 50 or 60 kph speed limit
Local Street: Access Street	Local Access <i>(Category 2)</i>	Access Street - Short distance travel to higher level roads, access for one or more Access Places, 1 clear traffic lane (excl. parking) <2,000 vpd & 40 kph target speed (or less)
Local Street: Access Place		Access Place - Carry only local traffic. Their primary function is to provide access to private properties. - Short length (<100 metres), Courts & Cul de Sacs, 1 clear traffic lane (excl. parking) <500 vpd & 30 kph target speed (or less)
Access Lane		Access Lane - Perform a very minimal function as local access roads. - A side or rear entry lane principally providing access to parking for lots with another street frontage. < 20 kph
		Private Roads & Laneways - In private ownership, so not a Council responsibility.

Attachment 2: Road Hierarchy – Rural Roads

Road Hierarchy Categories	Sub-Categories	Description of Categories	Target Standards
Arterial VicRoads Responsibility	(Category 5)		
Link Road	(Category 4)	- Link road between centres & supplementary to arterial road system within the municipality - High truck count - Access to major industries - Min 2 clear traffic lanes - Generally > 100 vpd	6.2 m wide seal; 1.5 m wide shoulders; - pavement designed in accordance with VicRoads Guide to Pavement Design, Technical Bulletin No.37
Collector Road	Collector – Sealed (Category 3)	- Carry moderate volumes of traffic and provide access by linking local areas to link and arterial roads. They also provide links between the various collector roads. - Non continuous connector (do not cross arterial roads) - Limited through traffic (not promoted or encouraged) - Caters for, but may restrain, Service & Heavy Vehicles. - Min 2 clear traffic lanes	- Rehabilitation to existing standard; - Pavement depth in accordance with Technical Bulletin No.37
	Collector – Gravel (Category 3)	Function as above but generally lesser traffic volumes.	5.0 m min width pavement; - Minimum pavement depth 150 mm
Local Road	Local Sealed (Category 2)	Relatively short distance travel to higher level roads	- Rehabilitation to existing standard; - Pavement depth in accordance with Technical Bulletin No.37
	Local Gravel (Category 2)	- Carry only local traffic. - Primary function is to provide access to private properties. - Generally > 30 vpd - In the case of access to a single property with a residence, the road will only be maintained to the closest boundary of that property, the balance will be maintained as a Limited Access Track (see below).	3.0 m min width pavement; - Minimum pavement depth 75 mm
	Limited Access Track & Fire Tracks (Category 1)	- Perform a very low order function as a limited use public access track; - Maintained infrequently (less than annual) - Single vehicle access and low speed, generally 10 kph - Fire Tracks only maintained by Council where Council has agreed to do so as a community emergency service and they are listed in the Municipal Fire Prevention Strategy; - Each road so designated will be agreed by Council decision and listed in a schedule on the Road Register as a Council maintained Fire Track or Limited Access Track	- No design provided as tracks follow natural formation; - Fire Tracks have 5 m height and width clearance from vegetation. - Maintenance simply to facilitate low speed access only.
Others – Not a Council Responsibility	Fire Track & Crown Roads	In Crown or private ownership, so not a Council responsibility.	
	Private Roads & Lanes	In private ownership, so not a Council responsibility.	

Attachment 3: Inspection Requirements

Reference sources for descriptions:

- Road Management Act 2004
- International Infrastructure Management Manual – Australia/NZ Edition 2002
- UK Highway Code of Practice for Maintenance Management 2001

Inspection Type	Purpose	Inspection Performed by & Reporting Requirements
Reactive/Safety Inspection (RFS)	▪ Reactive inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. ▪ Safety issues may be detected as the result of: ▪ Observation followed by notification to council by members of the community or council employees while undertaking their normal work duties with a subsequent safety inspection to be conducted by an appropriate council officer.	▪ Council representative with some knowledge of road maintenance techniques who may then call in a higher level of expertise if necessary. ▪ Recording to identify specific safety defect, time first reported, time inspected & by whom, subsequent action & time of completion.
Incident Inspection (SIR)	▪ An inspection carried out to comply with the requirements the Road Management Act [Division 5 – Claims Procedure, Clause 116]; ▪ This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.	▪ Qualified engineer or experienced technical officer with extensive knowledge and experience in road construction and maintenance practices. ▪ Formal Incident Report required, as described.
Programmed Inspection (Proactive)	▪ Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified ▪ A record of each street/road is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that are at the specified intervention levels ▪ In addition, the date of inspection and the inspector's details shall be recorded during the inspection process and in turn, electronically recorded against the particular asset inspected.	▪ Dedicated civil asset inspectors; ▪ A record of the inspection is to be signed by the inspector (NB: this may include insurance or litigation requirements).
Condition Inspection	▪ An inspection specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span; ▪ The condition inspection process must also meet the requirements for accounting regulations and asset management; ▪ Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action then development of relevant programs of rehabilitation or renewal works.	▪ Inspection undertaken under the direction of a qualified engineer or experienced technical officer with extensive knowledge and experience in road construction and maintenance practices; ▪ Specific data to be recorded is determined by requirements of the Maintenance Management Plan & the Asset Information System used to assess asset component needs.

Attachment 4: Inspection Frequencies –Road Network

Asset Group	Hierarchy Category	Inspection Type, Frequency & Work Unit Responsible			
		Programmed	Work Unit	Condition	Work Unit
Sealed Roads	4. Main Distributor/Link	2 months	Engineering Services	5 years	Engineering Services
	3. Secondary Distributor & Collector	3 months	Engineering Services	5 years	Engineering Services
	2. Local Access Streets, Places & Roads	6 months	Engineering Services	5 years	Engineering Services
	1. Lanes in urban areas	Annually	Engineering Services	5 years	Engineering Services
Signs	4. Main Distributor/Link	2 months	Engineering Services	N/A	N/A
	3. Secondary Distributor & Collector	3 months	Engineering Services	N/A	N/A
	2. Local Access Streets, Places & Roads	6 months	Engineering Services	N/A	N/A
	1. Lanes in urban areas	Annually	Engineering Services	N/A	N/A
Unsealed Roads	4. Main Distributor/Link	2 months	Engineering Services	5 years	Engineering Services
	3. Secondary Distributor & Collector	3 months	Engineering Services	5 years	Engineering Services
	2. Local Access Streets, Places & Roads	6 months	Engineering Services	5 years	Engineering Services
	1. Lanes in urban areas	Annually	Engineering Services	5 years	Engineering Services
	1. Limited Access/Fire Tracks	Annually	Engineering Services	RFS	Engineering Services
Off-Street Car Parks	Sealed	Annually	Engineering Services	5 years	Engineering Services
	Unsealed	Annually	Engineering Services	5 years	Engineering Services
Bridges	Level 1 Inspections - all structures	Annually	Works Department		Engineering Services
	Level 2 Inspections - road bridges & culverts only	2 Years	Works Department		Engineering Services
Line marking	4. Main Distributor/Link	Not Undertaken	No inspections	N/A	N/A
	3. Secondary Distributor & Collector	Not undertaken	No inspections	N/A	N/A
	2. Local Access Streets, Places & Roads	Not undertaken	No inspections	N/A	N/A
	1. Lanes & Limited Access/Fire Tracks	N/A	N/A	N/A	N/A
Roadside Furniture	Bus Shelters	RFS Reactive	Engineering Services	Not undertaken	No inspections
	BBQ's	RFS Reactive	Parks Department	Not undertaken	No inspections
	Street seats etc	RFS Reactive	Engineering Services	Not undertaken	No inspections
	Signs & other furniture	RFS Reactive	Engineering Services	Not undertaken	No inspections

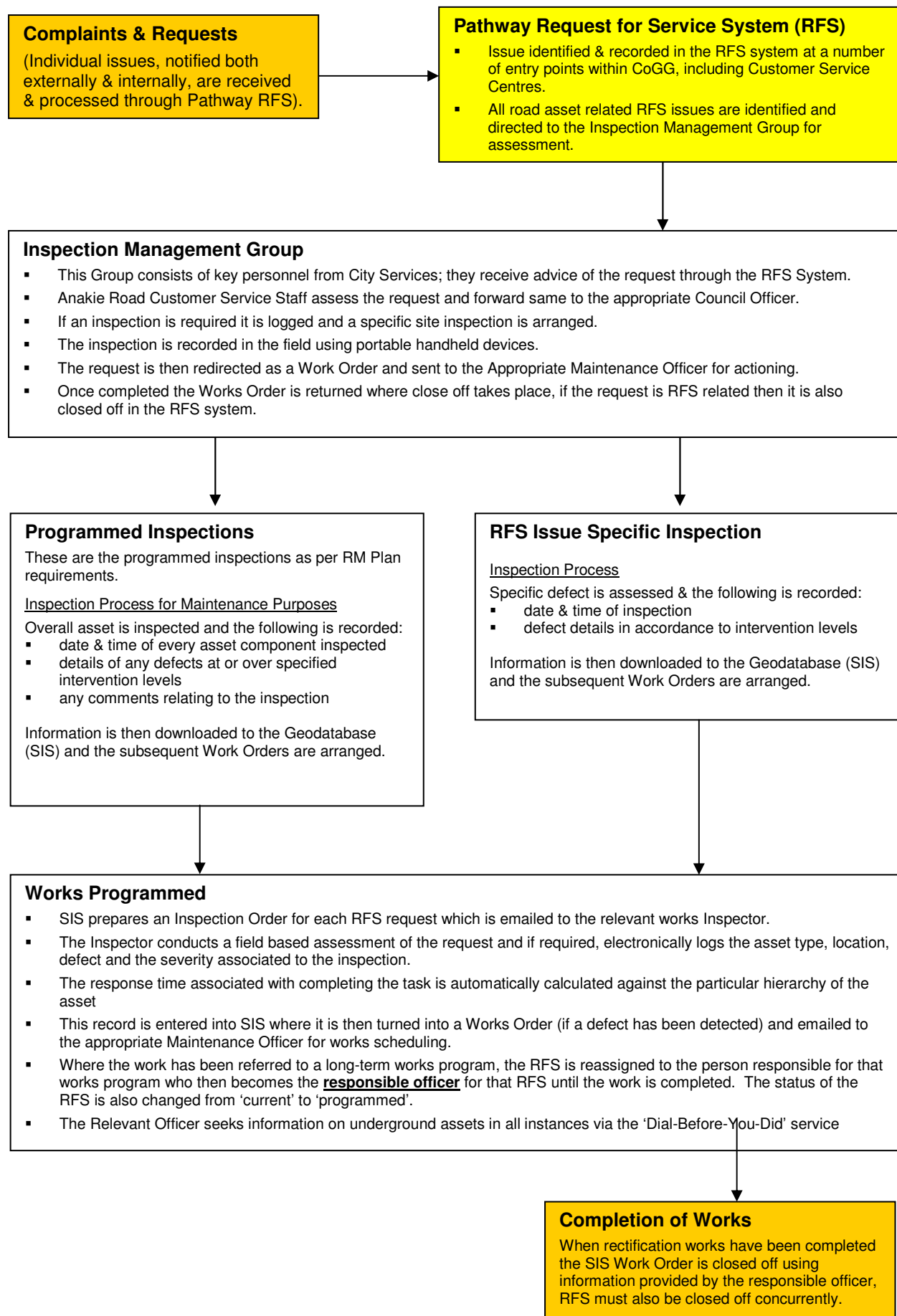
Attachment 4 continued: Inspection Frequencies - Road Network

Asset Group	Hierarchy Category	Inspection Type, Frequency & Work Unit Responsible			
		Programmed	Work Unit	Condition	Work Unit
Footpaths	5. CAA & Waterfront Tourist Precincts	3 months	Engineering Services	5 years	Engineering Services
	4. Busy Urbanised Areas	3 months	Engineering Services	5 years	Engineering Services
	3. Specific Pedestrian Generators	6 months	Engineering Services	5 years	Engineering Services
	2. Other areas (residential, commercial, industrial)	12 months	Engineering Services	5 years	Engineering Services
	1. Unconstructed/Informal	RFS Reactive	Engineering Services	N/A	N/A
Kerb & Channel	CAA & Waterfront Tourist Precincts	3 Months	Engineering Services	5 years	Engineering Services
	4. Main Distributor/Link	6 months	Engineering Services	5 years	Engineering Services
	3. Secondary Distributor & Collector	12 months	Engineering Services	5 years	Engineering Services
	2. Local Access Streets, Places & Roads	2 yearly	Engineering Services	5 years	Engineering Services
	1. Lanes in urban areas	2 yearly	Engineering Services	5 years	Engineering Services

RFS: When applied to Inspection frequency, RFS (Request for Service) indicates that an inspection will only be undertaken upon a request being submitted and an assessment made as to whether an inspection is warranted on the grounds of a risk to public safety.

N/A: This denotes that the issue is not applicable as that asset component does not exist in that category or an inspection is not warranted.

Attachment 5 : Chart of Data Flow – RFS/Inspection Process



Attachment 6: Schedule of Intervention Levels – Sealed Roads

NB: Response times shown in attachments 6 to 10 refer to working days

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Routine Patrol Patching #2.1.1	Routine Patching Patrol Cycles within Maintenance Zones	- Routine patching patrol trucks have a patrol cycle based on the road hierarchy - Note: Cycles for Category 1 & 2 roads depend upon available resources and vary between zones.	4	9 day cycle	N/A
			3	6 weekly cycle	N/A
			2	See note	N/A
	Pothole Patching WP 250.3.1.6	Potholes are to be repaired when they exceed 35 mm in depth and/or 300 in diameter or if directed to do so.	4	Within 8 days	No.
			3	Within 10 days	No.
			2	Within 20 days	No.
	Edge Breaks & Edge Drop Offs WP 250.3.2.11	- Undertake edge break repairs when edges have broken back in excess of 75mm laterally over >5.0m in length; - Undertake edge drop-off repairs – typically involving adding crushed rock to the unsealed shoulder when drop of is 50mm over a 10m length	4	Within 15 days	lin. m
			3	Within 20 days	lin. m
			2	Within 25 days	lin. m
	Regulation of Wheel Ruts & Depressions, and Pavement Shoving WP 250.3.1.8	Repair ruts that present an immediate danger to traffic; i.e. regulate ruts - Category 4 roads only when it holds water or it is excess of 40mm in depth under a 1.2m long straight edge held transverse or 3.0m long straight edge held longitudinally; - Category 3 & 2 roads, the depth can reach 40mm & 6m long before work required. - Pavement shoving repairs – pavement removal when affected area is >1.0m²	4	Within 15 days	m ²
			3	Within 20 days	m ²
			2	Within 25 days	m ²
	Delamination Work WP	Areas to be repaired when they exceed 25mm in depth and/or 300mm in diameter	4	Within 30 days	m ²
			3	Within 50 days	m ²
			2	Within 130 days	m ²
	Sealed Shoulder Repair WP 250.3.1.13	Intervention level is based on the nature of the defect. Identify cause of failure and the appropriate treatment then schedule repairs.	4	As per specified times for defect	m ²
			3		m ²
			2		m ²

Attachment 6 continued: Schedule of Intervention Levels - Sealed Roads

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Shoulder Maintenance Grading #2.1.9	Shoulder Grading Same routine maintenance pattern is adopted as for road maintenance grading (see above). WP 250.3.1.14	- Grade shoulder when drop from seal exceeds 75mm over a 20m length or shoulder becomes rough, scoured or holds water over a 100m length - Trim outer lower edge when water is retained by >500mm on the outer edge of the seal - Grassed area of gravel/crushed rock shoulders not to exceed 10% of shoulder per 1 km in length - Loose material on shoulder that could affect vehicle steering	All	Inspected within 15 days of RFS and then add to grading program (if necessary)	m ²
Shoulder Resheeting #2.1.10	Shoulder Resheeting WP 250.3.1.15	List for resheeting when insufficient material exists to support road seal, scours 50-75mm exist over the majority of the shoulder area, and where crossfall of shoulder exceeds 75mm over a 1.2m wide shoulder	All	Within 260 days	m
Pavement Cleaning	Mechanical Cleaning Cleaning of pavement including intersections, kerbs and channels	- When accumulation of aggregate*, dirt or debris becomes a danger to traffic or pedestrians – within 24 hours - When accumulation of aggregate, dirt or debris prevents the free drainage of the pavement * removal of excess resealing aggregate or excess asphalt after the spraying/laying process is the responsibility of the contractor under the direction of Engineering Services.	4	As per Zone Sweeping programs	
			3		
			2		
	Manual/Mechanical Cleaning Cleaning of pavement at intersections	When accumulation of crushed rock, dirt or debris becomes a danger to traffic or pedestrians.	All	Within 2 days	
#2.1.2	Major (Isolated) Pavement Repairs (Dig-outs) WP 250.3.1.12	- Works of this nature are to be approved by the Zone Works Maintenance Officer prior to works commencing - Repair when failed area is > 4.0m² and < 125m² and other treatments have failed to solve the problem or other treatments are inappropriate. Sites >125m² are to be referred to Engineering Services Note: Where the dig-out presents a clear danger to the travelling public, the area is to immediately sign posted and these works given first priority for repair.	4	Within 20 days	
			3	Within 35 days	
			2	Within 55 days	
#2.1.3	Service Utility Road Reinstatements WP 250.3.1.33	Repairs performed once reinstatement notice has been received and entered into reinstatement tracking program. Target Rectification Response timeframes commences AFTER reinstatement notice has been received	4	Within 10 days	
			3	Within 15 days	
			2	Within 40 days	

Attachment 6 continued: Schedule of Intervention Levels - Sealed Roads

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit																
#2.1.4	Bleeding Seals & Stripping WP 250.3.1.36	Undertake work of this nature following discussion with the Works Engineer - For Stripped Seals (SS) – resurface when area exceeds 10m² using cutback bitumen & aggregate - For Bleeding Seals (BS) – cover with 7mm diameter aggregate - ASAP - For Slick Surfaces (SS) – treat when area exceeds 10m² using pegasol and 7mm aggregate	4	Within 5 days – SS Within 1 day – BS	m ²																
			3	Within 20 days – SS Within 1 day – BS	m ²																
			2	Within 60 days – SS Within 1 day – BS	m ²																
#2.1.5	Linemarking/Roadmarking WP 250.3.1.26	- on average, all line marking & road markings are to be repainted on a 20-24 month cycle. - Thermoplastic treatments are redone on a 4 – 5 year cycle - CAA + Signalised Intersections to receive higher level of service	4	20-24 month Cycle	m																
			3		m																
			2		m																
#2.1.6	Roadside Furniture Maintenance, Traffic Signals & Street Lights WP 250.3.1.20	- Traffic signals - When damage is detected immediately report to Council Operations Centre and the defect will be reported to relevant Council Department, VicRoads or Powercor for necessary remedial action. - Response times for furniture vary between Maintenance Zones due to available resources & delays also associated with manufacturing process. - Response times are:<table><thead><tr><th></th><th><u>North Zone</u></th><th><u>South Zone</u></th><th><u>East Zone</u></th></tr></thead><tbody><tr><td>Category 4 road</td><td>5 days</td><td>5 days</td><td>5 days</td></tr><tr><td>Category 3 road</td><td>14 days</td><td>14 days</td><td>14 days</td></tr><tr><td>Category 2 & 1 roads</td><td>21 days</td><td>21 days</td><td>21 days</td></tr></tbody></table>		<u>North Zone</u>	<u>South Zone</u>	<u>East Zone</u>	Category 4 road	5 days	5 days	5 days	Category 3 road	14 days	14 days	14 days	Category 2 & 1 roads	21 days	21 days	21 days	4	See table on left	N/A
				<u>North Zone</u>	<u>South Zone</u>	<u>East Zone</u>															
			Category 4 road	5 days	5 days	5 days															
			Category 3 road	14 days	14 days	14 days															
			Category 2 & 1 roads	21 days	21 days	21 days															
3	See table on left	N/A																			
2	See table on left	N/A																			

Attachment 6 continued: Schedule of Intervention Levels - Sealed Roads

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Signs # 2.1.14	Damaged Sign	When a hazard occurs that is a risk to community safety. Repair or replace any defective component that is a hazard to the public. ▪ Straighten sign posts when more than 10 degrees off vertical; ▪ Replace when damage renders repairs ineffective;	4	Within 5 days	No.
			3	Within 5 days	No.
			2	Within 20 days	No.
	Graffiti	Sign to be replaced due to excessive graffiti. (greater than 50% of sign) <i>Offensive graffiti and graffiti that can be cleaned off (less than 50% of sign) is reported to the Graffiti Unit via RFS for action</i>	4	Within 10 days	No.
			3	Within 10 days	No.
			2	Within 20 days	No.
	Faded Sign	Replacement of faded sign if sign is not visible from 150 metres	4	Within 5 days	No.
			3	Within 5 days	No.
			2	Within 20 days	No.
	Out of date sign	Replacement of out of date sign (not current standard)	4	Within 30 days	No.
			3	Within 30 days	No.
			2	Within 30 days	No.
	Wrong Orientation	Sign to be rotated to face correct direction	4	Within 10 days	No.
			3	Within 10 days	No.
			2	Within 20 days	No.
Guard Fence/Rail # 2.1.14	Guard Fence/Rail damage causing safety hazard	When a hazard occurs that is a risk to community safety. Repair or replace any defective component that is a hazard to the public. <i>Note: Replacement timeframe for damaged component is dependant upon sub-contractor availability & delivery of necessary component materials</i>	4	Make safe within 1 day	m
			3	Make safe within 1 day	m
			2	Make safe within 1 day	m
	Realignment, repair or replacement of guard fence	Realignment, repair or replacement of isolated guard fence < = 15 m/section, including terminal sections, posts, rails and cleaning of delineators. Repair or replace defective components including guardrail, posts and hardware. <i>Note: Replacement timeframe for damaged component is dependant upon sub-contractor availability & delivery of necessary component materials</i>	4	Within 10 days	m
			3	Within 10 days	m
			2	Within 10 days	m
Paved Island & Footways in Medians	Footway damage causing safety hazard.	When a hazard occurs that is a risk to community safety. Repair or replace any defective component that is a hazard to the public.	4	Make safe within 1 day	m ²
			3	Make safe within 1 day	m ²
			2	Make safe within 1 day	m ²

	Replacement, repair or regulation of defective paved areas.	Replacement, repair or regulation of defective paved areas > 1 m ² area for pedestrian safety as follows: ▪ Repair, edge grind or replace hard paved areas where sunk, heaved or cracked in accordance with normal footpath intervention levels.	4	Within 10 days	m ²
			3	Within 20 days	m ²
			2	Within 30 days	m ²
Beyond Maintenance Works	Major Maintenance	Works greater than 125m ² but less than 100% full reconstruction	All	To be placed on 5 year program of works	

Attachment 7: Schedule of Intervention Levels – Unsealed Roads

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Maintenance Grading #2.1.7	Routine Grading - Grading is highly dependant upon pavement moisture levels. The use of water carts is only used as a last resort - When a grader is sent to an area it may be prudent to grade all roads rather than those within a particular category – this decision is delegated to the grader operator. WP 250.3.1.16	Area grading is based upon the intervention levels listed below: - For rutting, potholing, scouring in excess of 50mm in depth over 10% per kilometre of road surface; - Road drainage is adversely affected; - Build up of loose material exceeds 50mm in depth or more 400 m² per kilometre length; - Pavement is < 80% of its width due to grass growth. - Corrugations >75mm deep at 450mm centres over the majority of road surface Note: Grading to be performed when moisture content is adequate to assist with the grading process. Water carts are not to be used. During Droughts the use of Water Carts is a last resort and only after written permission is obtained by Barwon Water and in accordance with the conditions imposed by Barwon Water	4	10 week cycle	m ²
			3	20 week cycle	m ²
			2	> 20 week cycle	m ²
			1	Once per year	m ²
Gravel Resheeting #2.1.8	Gravel Resheeting WP 250.3.1.17	- Intervention targeted at depth of gravel remaining on a road being less than 25 mm or the road has a large amount >75mm of very coarse & uncompacted material on the surface; - Any RFS indicating a need for gravel resheeting to be inspected within 14 days to ensure that there is no specific safety defect which needs early attention; - Priority for any available funding for resheeting is given to roads carrying larger traffic volumes. Works are programmed annually. Note: Council resheets, on-average, 256,000m ² of unsealed road each year. This equates to 46km (based on a road width of 5,5m). Given that the unsealed road network is 458km, the cycle for resheeting is 1: 10 years with actual cycles influenced by road categories and budgetary allocations.	4	See Note Opposite	m
			3	See Note Opposite	m
			2	See Note Opposite	m
			1	Once per year	m
Major Pavement Repair #2.1.12		> 4 m² or where the failure presents a hazard to the safe use of the road at a speed that accommodates road conditions. Note: Category 1 roads assessed on a risk basis to establish if work is warranted.	4	Within 20 days	m ²
			3	Within 25 days	m ²
			2	Within 35 days	m ²
			1	See note	m ²

Attachment 7 continued: Schedule of Intervention Levels - Unsealed Roads

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Patching (Gravel/Crushed Rock) #2.1.13		- Potholes to be repaired by maintenance patrol crews when maintenance grading has been delayed particularly due to dry road/shoulder materials. - However, a nest of potholes with each greater than 75mm in depth and/or 450mm dia and present a serious hazard to the public are to be patched upon discovery by maintenance crew, particularly at curves and intersections or within 24 hours of RFS advice. - Category 1 roads assessed on a risk basis to establish if work is warranted.	4	Within 20 days	m ²
			3	Within 30 days	m ²
			2	Within 40 days	m ²
			1	See note	m ²
Hazard Warning Signs		Hazard warning signs may be used for extended periods of time where maintenance of unsealed roads is unable to be performed due to unsuitable climactic conditions rendering maintenance ineffective.	All	See note below	

Attachment 8: Schedule of Intervention Levels – Footpaths

Activity	Work Practice & Treatment No.	Intervention Levels	Path Cat.	Target Rectification Response Time	Unit
Footpath Repairs	Minor Works and repairs: Short lengths: <u>Conc. paths:</u> 5 bays/side/block <u>Asphalt paths:</u> 1.2 tonne/side/block <u>Brick/paved paths:</u> 5%/side/block (by Works Unit) TN 2.1.5	- Footpath has loose or dislodged components (all footpath material types), subsidence greater than 75mm, tree roots heaving >75mm, Footpath is cracked/crazed Paved areas sunk, cracked, heaved, when lips are > 25 mm and/or mounding or depressions are > 40mm under a 1.2 metre straight edge (Asphalt paths) Repair pothole before dimensions of repair are 50mm deep or 300mm diameter. - Works to be programmed on the Annual Maintenance Program with defects prioritised. (highest priority works completed first).	5	Make safe within 2 days; Repair within 20 days	m ²
			4	Within 260 days	m ²
			3	Within 520 days	m ²
			1	Not applicable	
Footpath Repairs	Minor Works and repairs: Short lengths: <u>Conc. paths:</u> 5 bays/side/block <u>Asphalt paths:</u> 1.2 tonne/side/block <u>Brick/paved paths:</u> 5%/side/block (by Works Unit)	- Footpath has loose or dislodged components (all footpath material types), subsidence greater than 75mm, tree roots heaving >75mm, Footpath is cracked/crazed Paved areas sunk, cracked, heaved, when lips are > 30 mm and/or mounding or depressions are > 40mm under a 1.2 metre straight edge (Asphalt paths) Repair pothole before dimensions of repair are 50mm deep or 300mm diameter. - Works to be programmed on the Annual Maintenance Program with defects prioritised. (highest priority works completed first).	2	Within 780 days	m ²
Lip Grinding	TN 2.1.1	- When lips (i.e. slope >1:1) are >15 mm - Works to be programmed on the Annual Maintenance Program with defects prioritised. (highest priority works completed first) - Program extent is limited to available budget funding.	5	Make safe within 2 days; Repair within 20 days	m ²
			4	Within 260 days	m ²
			3	Within 520 days	m ²
			2	Within 780 days	m ²
			1	Not applicable	
Spot Wet Pressure Washing (using in-house)	TN 2.1.2	- Areas subject to high spoiling (eg outside food premises) in the CAA to be cleaned twice annually (min). - Other areas to be cleaned to eliminate slippery surfaces.	5	Within 1 day	Visit
			4	Within 2 days	Visit

maint. teams)		- This activity is limited to <u>small</u> sections of footpaths. - Additional cleans to be undertaken if in the opinion of the Supervisor or Maintenance Officer that it is needed.	3	Not applicable	
			2	Not applicable	
			1	Not applicable	
Beyond Maintenance Works	Major Maintenance	Replacement of six bays of concrete or greater but less than 100% full reconstruction	All	To be placed on 8 year program of works	

Attachment 8 continued: Intervention Levels & Target Response Times – Footpaths

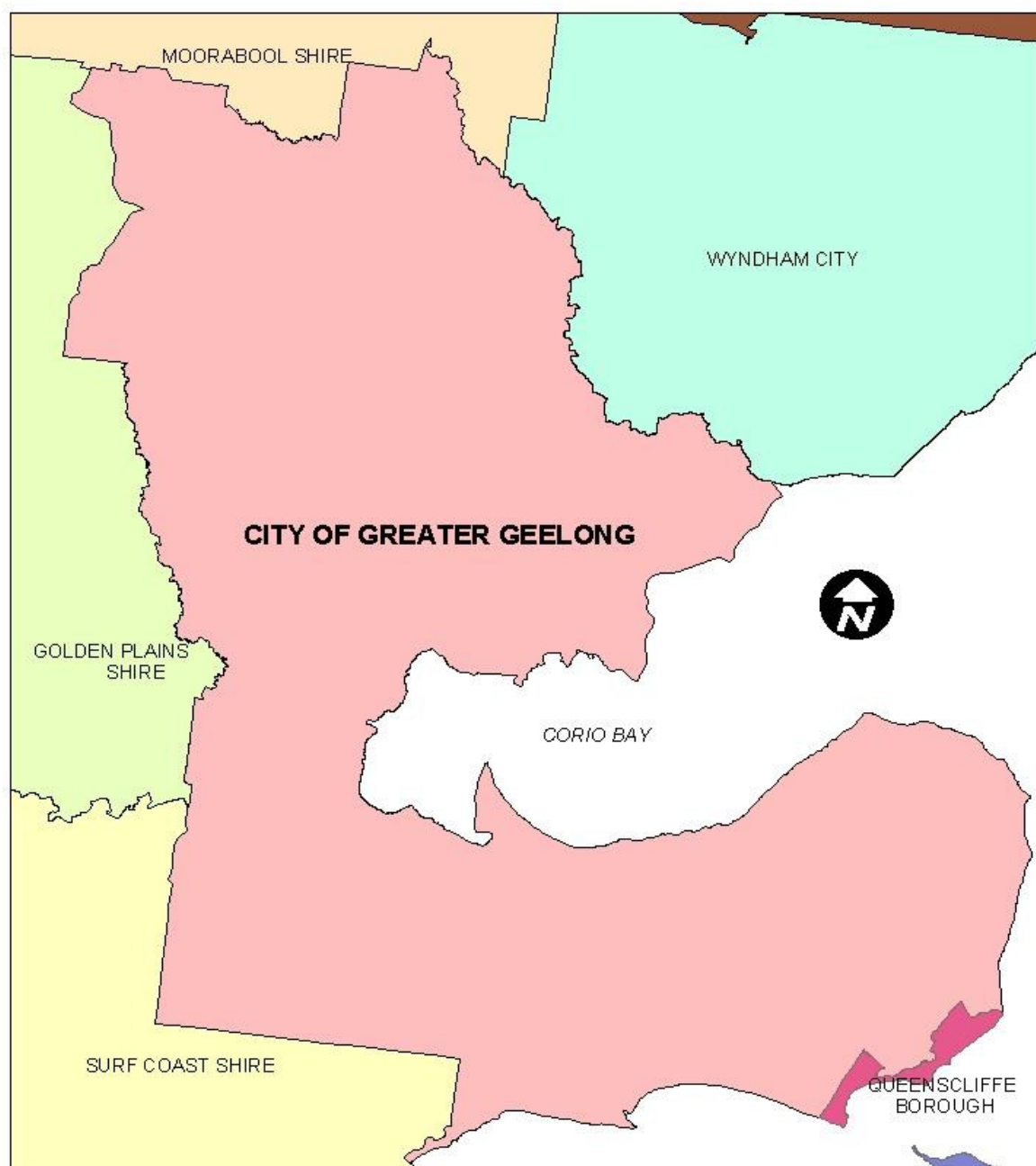
Activity	Work Practice & Treatment No.	Intervention Levels	Path Cat.	Target Rectification Response Time	Unit
Wet Pressure Scrubbing & Sealing	TN 2.1.3	- High profile shopping/tourist areas to be cleaned annually or more frequent if needed and within budgets limits. - This activity targets <u>large</u> sections of paths (specialised contractors are engaged to undertake the activity, preferably at night).	5	Within 130 days	
			4	Within 130 days – CAA (parts of only) The Terrace & St Leonards only	
			3	Not applicable	
			2	Not applicable	
			1	Not applicable	
Footpath Utility Reinstatements	TN 2.1.6	Rectification works to be actioned after receiving notification.	5	Within 10 days	
			4	Within 15 days	
			3	Within 30 days	
			2	Within 30 days	
			1	As resources permit	
Unsealed Footpath Maintenance	TN 2.1.7	- Repair when scour reaches 50 mm in depth; - Wherever practicable, use materials that match existing.	5	Not applicable	
			4	Not applicable	
			3	Not applicable	
			2	As resources permit	
			1	As resources permit	
Weed Control	TN 2.1.8	Undertake weed control work when: 10% of 100 m length (ie 10 m) is affected by weed growth; - Weed growth infiltrates onto footpath by 200 mm	5	As resources permit	
			4	As resources permit	
			3	As resources permit	
			2	As resources permit	
			1	Not applicable	
Manual or Mechanical Sweeping	TN 2.1.9	- High Profile Shopping/Tourist areas: sweep daily - Other areas are to be swept only when an inspection shows that there is a hazard to footpath users	5	Daily	
			4	Daily	
			3	Hazardous condition only	
			2	Not applicable	
			1	Not applicable	

Attachment 9 : Schedule of Intervention Levels – Kerb & Channel

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Kerb & Channel Repairs	Minor works: Short lengths, total of less than 10% of full street block TN 2.1.1	- Uplift section of 20mm in tray and water ponds for greater than 10 m in channel - Lateral displacement of top of kerb and tilted tray by more than 50mm - Broken pieces greater than 200mm missing - Sites where repairs exceed +10% are to be referred to Project Implementation	4	Within 260 days	Lin.m
			3	Within 260 days	Lin.m
			2	As resources permit	Lin.m
Kerb & Channel Utility Reinstatements	TN 2.1.2	Rectification works to be actioned after receiving notification.	4	Within 40 days	Lin.m
			3	Within 60 days	Lin.m
			2	Within 60 days	Lin.m
Weed Control	TN 2.1.3	Undertake weed control work when: 10% of 100 m length (i.e. 10 m) is affected by weed growth	4	As resources permit	
			3	As resources permit	
			2	As resources permit	
Mechanical Sweeping	TN 2.1.4	1 : 10 week cycle for residential areas (on average) - CAA area 7 days per week - Seasonal variations do apply	4	Daily for CAA	
			3	Within 50 days	
			2	Within 40 days	
Manual Sweeping	TN 2.1.5	- High Profile Shopping/Tourist areas: sweep daily - NZ: Pakington Street - SZ: Central Activities Area, High St Belmont, Bell Vue Ave - EZ: The Terrace, Ocean Grove, High St, Drysdale, Portarlington, St Leonards and Indented Head strip shopping areas, Madeley St shops, Hitchcock Ave, Barwon Heads - Other than above sweep when: - there is a hazard to users of adjoining footpath - Drainage flow in channel is noticeably impeded by silt or debris - Kerbs unsightly with debris build-up - Blockage of stormwater pit inlets	4	Daily	
			3	According to program	
			2	Not applicable	

Activity	Work Practice & No.	Intervention Levels	Road Cat.	Target Rectification Response Time	Unit
Beyond Maintenance Works	Major Maintenance	Replacement of 12 lineal meters of kerb or greater but less than 100% full replacement	All	To be placed on 20 year program of works	

Attachment 10 : Municipal Boundary Map



MAP OF CITY OF GREATER GEELONG
AND NEIGHBOURING COUNCILS

6. AMENDMENT C285 – CONSIDERATION AND EXHIBITION OF MANZEENE AVENUE LARA REZONING

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning and Tourism – Strategic Implementation
General Manager:	Peter Bettess
Index Reference:	Application: Amendment C285
	Subject: Council Reports 2013

Summary

- This report seeks Council approval for the preparation and exhibition of a Planning Scheme Amendment (C285) to facilitate the development of land for residential use in the Manzeene Avenue area, Lara. The area is referred to as 'Manzeene Village'.
- The Amendment application was made by Spiire Australia on behalf of Dacland Pty Ltd. Dacland has formed an agreement with 23 of the 26 landowners in the area. This combined landowner entity is known as the 'Manzeene Avenue Development Trust Pty Ltd'.
- The Amendment proposes to rezone the land to the Residential 1 Zone, accompanied by a Development Plan Overlay, Development Contributions Plan and Native Vegetation Precinct Plan.
- Advice is being sought from DPCD regarding the new suite of Residential Zones which come into effect on 1 July 2013. If Council is required to use one of the new zones, the General Residential Zone is recommended for this amendment.
- The Amendment application, as lodged by the proponent, requests that the south-west corner (i.e. 4 hectares on the corner of Patullos & O'Hallorans Roads) be rezoned to the Business 1 Zone for a Neighbourhood Activity Centre (NAC). This request is not supported and was vigorously opposed at the recent panel hearing for Amendment C246 Lara West Growth Area.
- The land affected is bounded by Patullos Road, O'Hallorans Road, Kees Road and the rear of existing residences to the east, in Lara. The land is subdivided into 26 two hectare lots and each lot is developed with a dwelling. Manzeene Avenue cuts through the subdivision connecting Patullos Road to Kees Road.
- The Amendment application, as lodged by the proponent, did not seek to include the property on the south east corner (145 Patullos Road) as part of the Amendment. This property has been included by Council officers.
- At full development, Manzeene Village will provide for approximately 550 residential lots of varying size, set within a subdivision design that incorporates local parks, stormwater drainage basins, native grassland reserves and established canopy trees.
- The application is supported by a planning and urban design report and technical reports addressing drainage, vegetation, transport and movement, cultural heritage and service infrastructure. An economic impact assessment was also submitted to support of the proposed NAC.

5. AMENDMENT C285 – CONSIDERATION AND EXHIBITION OF MANZEENE AVENUE LARA REZONING (CONT'D)

- Unrelated to Amendment C285 at the time of its lodgement, but relevant now, is advice from Energy Safe Victoria and APA GasNet Australia regarding appropriate land uses within proximity to the high-pressure natural gas pipeline located to the west.
- The Development Contributions Plan (DCP) to be placed on exhibition is the Lara West Development Contributions Plan prepared as part of Amendment C246. Manzeene Village is identified as a charge area in the Lara West DCP as its future residents will benefit from the community infrastructure to be provided.
- It is considered the proposal (minus the NAC) is supported by the State and Local Planning Policy Framework, including Clause 21.13 of the Greater Geelong Planning Scheme, and there is sufficient merit to warrant its exhibition.
- Rejection of the proposed Business 1 Zone (NAC) is entirely consistent with Council's submissions to the C246 Lara West Growth Area panel hearing and the 12 March 2013 Council resolution, which considered submissions to Amendment C246.

Cr Ansett moved, Cr Macdonald seconded –

That consideration of the report be deferred.

Carried.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON

Portfolio: Planning - Cr Macdonald
Source: Economic Development, Planning & Tourism - Strategic Implementation
General Manager: Peter Bettess

Summary

- Amendment C242 was initiated by Lascorp Development Group (Aust) Pty Ltd. and seeks to amend the Greater Geelong Planning Scheme to facilitate the proposed Barrabool Hills neighbourhood shopping centre, Highton.
- The exhibited amendment seeks to rezone land from the Residential 1 Zone to Business 1 Zone, remove Design and Development Overlay 14 from the affected land, and include a floor space limit of 3895 sq metres for Shops in the Schedule to Clause 34.01 (Business 1 zone) applying to the land.
- The amendment is accompanied by planning permit application no. 1527/2010 to enable the development of the land for a neighbourhood shopping centre and associated works.
- Public exhibition of C242 commenced on 6 September 2012 until 8 October 2012.
- The updated Wandana Development Plan (showing a neighbourhood shopping centre at the proposed location at 4-46 Province Boulevard, Highton), pursuant to Development Plan Overlay Schedule 6, was informally exhibited alongside the amendment and draft planning permit.
- The formal exhibition period resulted in a total of 31 submissions. The submissions included 19 in support of the shopping centre and 6 objections.
- Council resolved on 11 December 2012 to refer the submissions to an Independent Planning Panel appointed by the Minister for Planning.
- A Panel Hearing was held on 19 and 20 March 2013. Council officers provided a detailed presentation to the Panel. Two submitters made presentations to the Panel. The applicant instructed a planning barrister to present their case and had a number of expert witnesses.
- The Independent Panel has recommended that the Amendment be adopted generally as exhibited, with some modifications.
- In the view of the Panel, the proposed neighbourhood shopping centre is supported by significant strategic justification and the site, in a strategic sense, is suitable for the proposed development and is consistent with the Planning Scheme. The Panel also concluded that there is adequate demand for the proposed amount of retail floorspace and that the population within the catchment area is adequate for the neighbourhood shopping centre.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

- It is recommended that the amendment be adopted (with modifications) and the planning permit modified, as described in this report.

Cr Macdonald moved, Cr Harwood seconded –

That Council:

- 1) adopts Amendment C242 in the form as outlined in Appendix 5 of this report;**
- 2) recommends to the Minister for Planning that a planning permit be granted pursuant to Section 96G of the Planning and Environment Act 1987 as outlined in Appendix 6 of this report.**
- 3) submits the adopted amendment with the prescribed information to the Minister for Planning requesting approval.**

Carried.

Report

Background

Amendment C242 is necessary to facilitate the Barrabool Hills Neighbourhood Shopping Centre at Province Boulevard, Highton.

The associated planning permit will enable the development of the shopping centre.

As exhibited, the amendment proposes to rezone land at 4-46 Province Boulevard, Highton, from the Residential 1 Zone to the Business 1 Zone, including amending the schedule to Clause 34.01 (Business 1 Zone) to reflect the retail floor space limit on the proposed neighbourhood shopping centre at 3895 sq metres.

The amendment also proposes to remove Schedule 14 to the Design and Development Overlay (Dwellings over 7.5 metres in Areas with Access to Views) (DDO14). DDO14 specifically relates to residential dwellings.

As exhibited, the planning permit application is for buildings and works to construct the shopping centre of 3895 sq metres; for dispensation from Clause 52.06 Car Parking provisions; and for shopping centre signage.

The updated Wandana Development Plan was informally exhibited alongside the amendment and draft planning permit. The updated development plan now shows the proposed neighbourhood shopping centre at 4-46 Province Boulevard, Highton.

A copy of the proposed site location is attached at **Appendix 1**. A copy of the proposed site layout is attached at **Appendix 2**.

The amendment was exhibited for one month between September and October 2012.

The exhibition period resulted in a total of 31 submissions.

The submissions comprised a mix of pro forma submissions and individual written submissions. A breakdown of the submissions confirms:

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

- 13 Proforma submissions supporting the proposed neighbourhood shopping centre; and
- 18 individual written submissions from local residents, landowners, developers and service authorities.

The Council received five objections from local residents and one objection from a key landowner in the Wandana growth area.

The key issues raised in the objecting submissions include: the lack of strategic planning policy justification for the proposed neighbourhood shopping centre; the detrimental impact of the proposed development on the neighbourhood character and residential amenity of the area; design and siting; and, the impact of additional traffic and noise arising from the operation of the neighbourhood shopping centre.

As a consequence of the formal exhibition period, Council officers recommended a number of changes to the exhibited amendment. These recommendations were reported to Council on 11 December 2012 as part of the consideration of submissions to the formal exhibition of amendment C242. The Panel has considered these changes as part of Council's ultimate submission to the amendment. Additional consequential changes to the amendment were also discussed during the Panel Hearing. These will be discussed later in this report.

Discussion

A two person Panel consisting of Chair, Michael Kirsch, and Panel Member, William O'Neill, conducted a directions hearing on 8 February 2013 and a public hearing of the submissions on 19 and 20 March 2013.

The Directions Hearing was held at Council Chambers. The Panel hearing was held at the City of Greater Geelong Council's Brougham Street offices.

Council officers provided a detailed presentation to the Panel. Two submitters made verbal presentations to the Panel. The applicant instructed a planning barrister who presented a number of expert witnesses to strengthen their case. One submitter represented herself with the other submitter represented by a planning consultant.

A list of submitters taken from the Panel Report is included at **Appendix 3** of this report.

The Panel's report was received by Council on 27 March 2013, a full copy of which is available on Council's website. The Panel report was released to Councillors on 2 April 2013 and released to the general public on 5 April 2013.

The Panel has assessed both the amendment and planning permit in relation to general and specific issues.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

Panel Conclusions and Recommendations

The Panel supports the proposed Barrabool Hills neighbourhood shopping centre.

The Panel agreed with Council that the amendment should include some 'consequential' changes as a result of the consideration of submissions and Panel Hearing. The Panel has also recommended some revisions to the planning permit that were discussed at the Hearing, as will be discussed later in this report. **Appendix 4** contains a copy of the Panel's conclusions and recommendations.

The Panel has recommended that Amendment C242 to the Greater Geelong Planning Scheme be adopted, as exhibited, subject to a number of additions. The majority of additions to the amendment were put forward by Council in its presentation to the Panel.

Having considered the Panel's report, Council officers recommend that Amendment C242 to the Greater Geelong Planning Scheme is adopted with changes as described in this report.

The Panel's recommendations are consistent with the intent of Council's exhibited amendment and are supported. The Panel considered all written submissions, as well as submissions and evidence presented to it during the Hearing. The following is a summary of the Panel's comments and recommendations on key issues together with related officer comments and recommendations.

1. Strategic Justification

The Panel considered that there were three issues:

- Should there be a neighbourhood shopping centre in the Wandana area;
- Whether the proposed site is suitable for a neighbourhood shopping centre; and
- Whether there is adequate demand to justify the proposed neighbourhood shopping centre.

In relation to the strategic justification for neighbourhood shopping centre in the Wandana area, the Panel noted:

"... that in light of the Planning Scheme strategies and past investigations the Panel is satisfied that there is significant strategic justification for the development of a neighbourhood shopping centre in the Wandana area."

For site suitability, the Panel stated that:

"... the site, in a strategic sense, is suitable for the proposed development and that it is consistent with the Planning Scheme."

In terms of the economic demand for a neighbourhood shopping centre, the Panel stated that:

"On balance, (the Panel) is satisfied that there is adequate demand for the proposed amount of floorspace within the centre and that the population within the catchment (which continues to grow) is adequate for the centre to be approved at this time. The Panel supports the findings of Mr Dimasi that the proposed supermarket will assist in retaining food, liquor and grocery expenditure which is currently leaving the trade area, and will provide greater convenience and diversity of choice for local residents."

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

Panel Recommendation:

There was no formal recommendation on these issues but the Panel concluded that the centre is strategically justified and will deliver a net community benefit. The Panel also concluded that the location, size and timing of the neighbourhood shopping centre are appropriate given the recent residential development and population growth in the area.

Officer comment

The Panel's conclusions are fully supported.

2. Traffic and Parking

The Panel considered the issues to be the adequacy of the car parking arrangements, the suitability of proposed access from Province Boulevard and safety and amenity impacts from increased traffic movements.

The Panel concluded that:

"... the proposed car parking arrangements are adequate and that there is no justification for requiring an underground car park accessed from Stoneleigh Crescent."

The Panel believes that:

"... the proposal to have separate access points for the shopping centre and the church is appropriate and will result in better traffic flow, design and amenity outcomes than having a shared access."

The Panel is satisfied that:

"... the established road network can adequately accommodate the likely traffic impact associated with the proposed development."

Panel Recommendation:

The Panel did not have any specific recommendations in relation to traffic and parking but it concluded that the traffic and parking arrangements are appropriate for the site and the proposed use, and are consistent with the road network in the area.

Officer comment:

Council officers support the conclusions of the Panel. Council officers consider that there will be a noticeable increase in traffic as a consequence of the proposed neighbourhood shopping centre. However, as has been demonstrated by the proponent's traffic assessment, the road network is capable of accommodating the level of increased traffic.

One submitter rose concerns regarding the implications of the proposed shopping centre access on her ability to access/exit her drive-way on Province Boulevard and that a shared access between the Church and the shopping centre should be created. (The proposed access to the shopping centre being located directly opposite the submitter's property.) The Panel believes that using a shared access to the Church and shopping centre would compound any amenity impacts and relocate them to a different location on Province Boulevard, opposite a different residential property.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

With regard to car parking, the number of on-site car parking spaces is adequate to meet the needs of the shopping centre customers. Consequently, the permit requirement for dispensation from Clause 52.06 Car Parking provisions is no longer required. The permit description has been amended accordingly.

3. Amenity and design

The Panel considered the issues to be whether the amenity impacts of the proposed neighbourhood shopping centre on surrounding residential development are acceptable and whether the overall design or elements of the design should be improved.

The Panel stated that it *"... is satisfied that the proposed development has been designed in the context of the topography of the site and responds to the need to minimise visual and acoustic impacts."*

The Panel also notes that various permit conditions have been proposed that respond to amenity considerations including limits on the hours of deliveries to the store, hours of operation, and location of plant and equipment. In addition, the permit also contains specific conditions in relation to amenity and noise emissions.

The Panel also notes that:

"... in response to concerns discussed at the Hearing relating to light spill from illuminated signs, both the proponent and Council have agreed to an additional condition (Condition No. 26) relating to the illumination of signage - restriction on illumination times to minimise the impact of light pollution on surrounding residential properties."

The Panel stated that it *"...is satisfied that the proposed off-site amenity impacts arising from the construction and operation of the proposed development can be effectively managed via the recommended permit conditions outlined in the Panel Report."*

For landscaping, the Panel considers that *"... the proposed landscaping plan, which is to be augmented to include additional planting along the pedestrian spine leading to the entry of the centre and at the entry of the centre, is adequate and is suited to the conditions of the site."*

The Panel also supports the additional post-exhibition condition (Condition No. 1h), relating to the capture and re-use of stormwater for landscape watering. The new permit condition is supported by Council and the proponent.

Finally, the Panel agrees with Mr Patrick (the proponent's landscape architecture expert witness) that the use of advanced or mature native trees will not necessarily provide the best landscaping outcome given that growth rates achieved with smaller tree stock are typically higher than with advanced stock.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

Panel Recommendation:

The Panel recommended a number of changes to the planning permit. They are summarised below.

Condition No. 26 requires outdoor lighting and signage to be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land or road reserve. Except with the prior consent of the Responsible Authority, all internally illuminated signage must be turned off no later than 30 minutes after closing or by 12:00am midnight (whichever is

sooner) and must not be turned on until 30 minutes prior to opening the following morning or no earlier than 5:00am (whichever is later).

Condition No. 1h requires amended plans to be submitted to the Responsible Authority showing the incorporation of an on-site stormwater collection and storage system of sufficient capacity for use in irrigating the landscaping and, if practicable, toilet flushing.

With the inclusion of the recommended changes to the draft planning permit as outlined in the Panel report, the Panel concluded that the design and scale of the centre will assist in minimising amenity impacts within the immediate neighbourhood.

Officer comment:

The draft planning permit was discussed at length during the course of the Panel Hearing. Council officers are satisfied that the recommended changes to the permit will achieve a good development on the ground that seeks to minimise any detrimental impact on the neighbourhood character and residential amenity of surrounding residential properties.

The planning permit will be amended in accordance with the recommendations of the Panel. The updated permit is attached to this report at **Appendix 5**.

4. Property Values

The Panel noted the issues relating to whether the proposed centre will have a negative impact on the value of residential properties in the area.

Panel Recommendation:

The Panel noted the concerns of the relevant submitters. The Panel also notes that the planning permit contains conditions that seek to protect residential amenity and that Council and the proponent have agreed to additional 'amenity' conditions, including one that limits the illumination of signage.

In any event, the Panel advised that impacts on property values is not a matter that affects the Panel's findings, which are focussed on the planning issues and planning merits of the proposed amendment and planning permit application.

Officer comment:

Council acknowledges the Panel comments in relation to property values and also, the panel's role in terms of assessment of planning issues and merits only.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

5. Consequential and other changes to Amendment C242

The Amendment

In Council's report to consider submissions to Amendment C242 (December 2012), a number of consequential changes were proposed by Council officers.

These 'consequential' changes to the amendment include:

- Revising the 'City of Greater Geelong Retail Activity Centre Hierarchy' map at Clause 21.07-8 to show the Wandana Heights site as an identified 'Neighbourhood Centre' (Map ref no. 30).
- Revising the 'City of Greater Geelong Retail Activity Centre Hierarchy' table at Clause 21.07-8 to remove the reference to Wandana Heights as a 'Potential Neighbourhood Centre' and to reference the Wandana Heights site as a 'Neighbourhood Centre'.
- Include the Barrabool Hills neighbourhood shopping centre in Schedule 3 to Clause 52.28 (Gaming) in order to prohibit gaming machines within the shopping complex.

The Panel agreed that the consequential changes are appropriate and supports their inclusion in the amendment.

Following discussions with the Panel during the Hearing, Council officers also proposed that the 'introduction' to the Development Plan Overlay Schedule 6 should be modified to delete the reference that it applies to the 'undeveloped Residential 1 zoned land'. Given that the site is to be rezoned Business 1 and that the Development Plan is still intended to apply to the growth area, this reference is inaccurate and the Panel supports its removal.

Panel Recommendation:

The Panel made the following recommendations:

That Amendment C242 to the Greater Geelong Planning Scheme include the following additions:

- A revised 'City of Greater Geelong Retail Activity Centre Hierarchy' map at Clause 21.07-8 that shows the Barrabool Hills Neighbourhood Shopping Centre site as an identified 'Neighbourhood Centre'.
- A revised 'City of Greater Geelong Retail Activity Centre Hierarchy' table at Clause 21.07-8 that removes the reference to Wandana Heights as a 'Potential Neighbourhood Centre' and includes a reference to the Barrabool Hills Neighbourhood Shopping Centre as a 'Neighbourhood Centre'.
- A revised Schedule 3 to Clause 52.28-3 (Gaming) that includes the Barrabool Hills Neighbourhood Shopping Centre.
- A revised Development Plan Overlay Schedule 6 that deletes the words 'the undeveloped Residential 1 zone' from the introduction.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

Officer comment:

The above consequential changes to the amendment have been incorporated into the final amendment documents included at **Appendix 5**.

Clause 21.07-8 City of Greater Geelong Retail Activity Centre Hierarchy reference to the potential neighbourhood centre at 'Wandana Heights' will now be changed to a 'Neighbourhood Centre' and known as 'Barrabool Hills Neighbourhood Shopping Centre'. The neighbourhood shopping centre will be identifiable on the City of Greater Geelong Retail Activity Centre Hierarchy map using reference no. 30.

The Planning Permit

A number of changes were proposed by Council officers as a consequence of the formal exhibition period.

The changes to the exhibited planning permit were:

- Environment Protection Authority (EPA) requirements in relation to Sediment Control and Noise Control.
- Road Construction and signage requirements in relation to line-marking to control on-street car parking.
- Permit notes arising from Barwon Water in relation to Water and Sewer.

The Panel supports these inclusions and notes that the EPA requirements will provide a greater level of protection for residential amenity.

There was some discussion at the Hearing about planning permit Condition No 20, which allowed for one delivery to the shopping centre between 10.00pm and 7.00am. The exhibited permit condition also provided for any additional deliveries to require the consent of the Responsible Authority. The Panel believes that "*any deliveries outside of these hours should require the consent of the Responsible Authority*" and has modified Condition No 20 by deleting the reference to one delivery between the hours of 10pm and 7am. This reflects what the Panel understands to be the recommendation of the proponent's Acoustic Report and the evidence of Ms Butcher (the proponent's town planning expert witness).

The Panel also stated that Condition No 21 (relating to reversing beepers) should be retained so that it applies when the Responsible Authority consents to deliveries between 10.00pm and 7.00am.

As a consequence of concerns relating to pedestrian safety and discussions during the course of the Hearing, the Panel reviewed the proposed changes to the planning permit requiring a 'pedestrian safety audit'. The Panel has included its preferred wording at Condition No 32. The requirement for a pedestrian safety audit will commence after the neighbourhood shopping centre is operational and established at which point the safety audit can be undertaken to assess negative safety impacts, if any, on the area.

Panel Recommendation:

The Panel recommended that the planning permit be issued in accordance with the permit conditions attached to their report and as shown in Appendix 6 of this report.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

Officer comment:

The proposed changes to the draft planning permit are logical and Council officers agree that the permit has been updated to the betterment of the surrounding community in terms of protecting neighbourhood character and residential amenity.

The Wandana Development Plan

The Panel noted that there was some discussion at the Hearing about the range of changes that might be required to reflect the location of the proposed neighbourhood shopping centre in the development plan, including changes to other elements of the development plan.

Panel Recommendation:

The Panel has advised that this is a matter for Council and that Panel does not offer any recommendations on this issue.

Officer comment:

Council officers note the Panel's comments. Council officers advise that the Development Plan will be modified/approved in the event that the amendment is approved by the Minister for Planning and prior to the planning permit being issued.

Environmental Implications

The subject site is substantially vacant and does not contain any significant vegetation. Consequently, there will be no adverse environmental impacts.

The location of the neighbourhood shopping centre, centrally located in the Wandana growth area, will assist in reducing the number and length of trips undertaken by the future customers. The site location is accessible and is served by the public transport system.

The planning permit contains a condition requiring the implementation of an irrigation system to serve the areas of landscaping within the subject site. The irrigation system will be serviced by a water harvesting system (on-site stormwater collection and storage system) that has sufficient capacity for use in irrigating the landscaping and, if practicable, toilet flushing. The reuse of stormwater is considered a sustainable alternative to the use of reticulated potable water.

Financial Implications

Approval of the combined planning scheme amendment and planning permit application by the Minister for Planning will not have any financial implications for the Council.

Policy/Legal/Statutory Implications

Amendment C242 is consistent with the provisions of the Greater Geelong Planning Scheme, including key strategic planning reference documents including the Wandana Structure Plan 1998 and the City of Greater Geelong Retail Strategy 2006.

This position has been confirmed by the Independent Panel appointed by the Minister for Planning.

6. CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT C242 - BARRABOOL HILLS NEIGHBOURHOOD SHOPPING CENTRE, HIGHTON (CONT'D)

Officer Direct or Indirect Interest

In accordance with section 80 (c) of the Local Government Act, Peter Bettess, General Manager Economic Development, Planning and Tourism declares an indirect financial interest in that he owns Woolworths and Wesfarmer shares.

Risk Assessment

Pursuant to Ministerial Direction No. 15, gazetted on 25 October 2012, timeframes have been imposed on all planning authorities amending planning schemes across Victoria. Under section 12(2) of the *Planning and Environment Act*, a planning authority must have regard to the Minister's directions.

Deferral of this report may result in Council failing to meet its statutory timeframes for the amendment.

There are no other notable risks associated with implementing the recommendation contained in this report.

Social Considerations

It is considered the Amendment will result in an overall net community benefit by improving accessibility to retail goods and services for the local community, increasing retail choice and competition and providing the opportunity for employment in the local area.

Communication

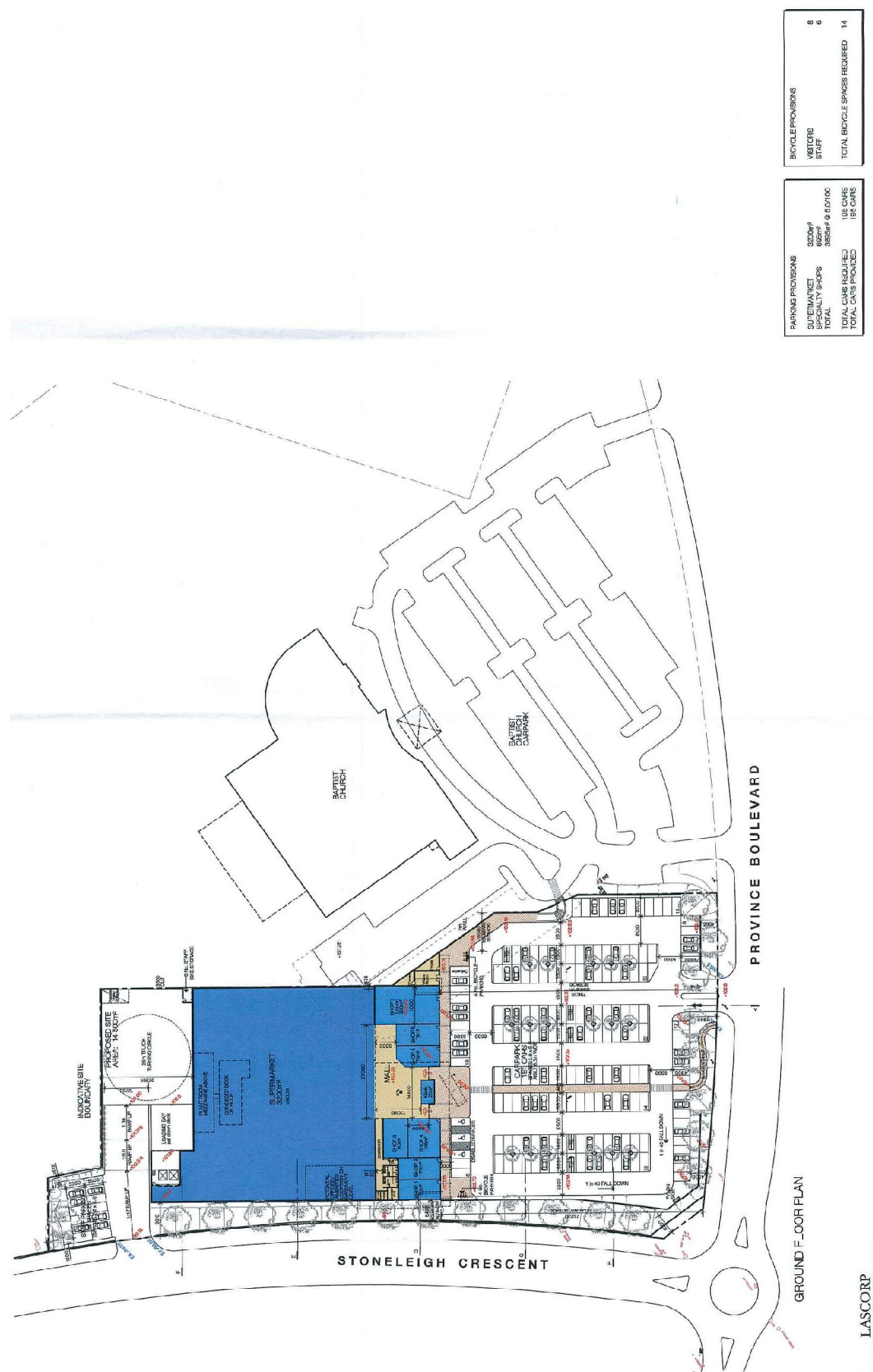
Upon adoption of the amendment, Council officers will submit the amendment documents to the Minister for Planning for approval. The Minister for Planning will have 40 business days to approve the amendment from the date it receives the adopted amendment.

In the event the amendment is approved by the Minister for Planning, the Minister will publish a notice of approval in the Government Gazette.

Appendix 1 Site Location Plan



Appendix 2 Site Layout



Appendix 3 List of Submitters

1	Karen Agudelo
2	Sumaira Bajwa
3	Barwon Water
4	Bernadene Carr
5	Country Fire Authority
6	Daniela Costa
7	John Fraser
8	Jaclynne Hart
9	Karyn Heffer
10	Mark Henry
11	Bridie Kennedy
12	Jo and Darren Macpherson
13	Catherine Moon
14	Sue Moore
15	Antoinette Mullen
16	Jagdep Nagsa
17	Karen Parry and Andrew Byers
18	Janelle Pearce
19	Susan Ross
20	Robert Schwab
21	Manjinder Sekhow
22	Michael Stanley

23	Emma Tana
----	-----------

24	TGM Group Pty Ltd
----	-------------------

25	VicRoads
----	----------

26	Lizette Wingrave
----	------------------

27	Paul Wingrave
----	---------------

28	Environment Protection Authority
----	----------------------------------

29	M Hunter
----	----------

30	I Hunter
----	----------

31	Nick Rannar
----	-------------

Appendix 4 C242 Panel Report- Conclusions & Recommendations

5 Conclusions and Recommendations

5.1 Conclusions

The Panel supports the proposed Barrabool Hills neighbourhood shopping centre and has concluded that:

- The centre is strategically justified and will deliver a net community benefit.
- Its location, size and timing are appropriate given the recent residential development and population growth in the area.
- The traffic and parking arrangements are appropriate for the site and the proposed use, and are consistent with the road network in the area.
- The design and scale of the centre will assist in minimising amenity impacts within the immediate neighbourhood.

The Panel agrees with Council that the amendment should include some 'consequential' changes and has also recommended some minor revisions to the planning permit that were discussed at the Hearing.

5.2 Recommendations

For the reasons set out in this Report, the Panel recommends:

A1 That Amendment C242 to the Greater Geelong Planning Scheme be adopted as exhibited subject to including the following additions:

- 1 A revised 'City of Greater Geelong Retail Activity Centre Hierarchy' map at Clause 21.07-8 that shows the Barrabool Hills Neighbourhood Shopping Centre site as an identified 'Neighbourhood Centre'.**
- 2 A revised 'City of Greater Geelong Retail Activity Centre Hierarchy' table at Clause 21.07-8 that removes the reference to Wandana Heights as a 'potential neighbourhood centre' and includes a reference to the Barrabool Hills Neighbourhood Shopping Centre as a 'neighbourhood centre'.**
- 3 A revised Schedule 3 to Clause 52.28-3 (Gaming) that includes the Barrabool Hills Neighbourhood Shopping Centre.**
- 4 A revised Development Plan Overlay Schedule 6 that deletes the words 'the undeveloped Residential 1 zone' from the introduction.**

P1 That Planning Permit 1527/2010 be approved in accordance with the permit conditions included in Appendix C.

Planning and Environment Act 1987

GREATER GEELONG PLANNING SCHEME

AMENDMENT C242

INSTRUCTION SHEET

The planning authority for this amendment is the City of Greater Geelong Council.

The Greater Geelong Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of two (2) attached maps.

Zoning Maps

1. Planning Scheme Map No. 47 is amended in the manner shown on the attached map marked "Greater Geelong Planning Scheme, Amendment C242".

Overlay Maps

2. Planning Scheme Map No. 47DDO is amended in the manner shown on the attached map marked "Greater Geelong Planning Scheme, Amendment C242".

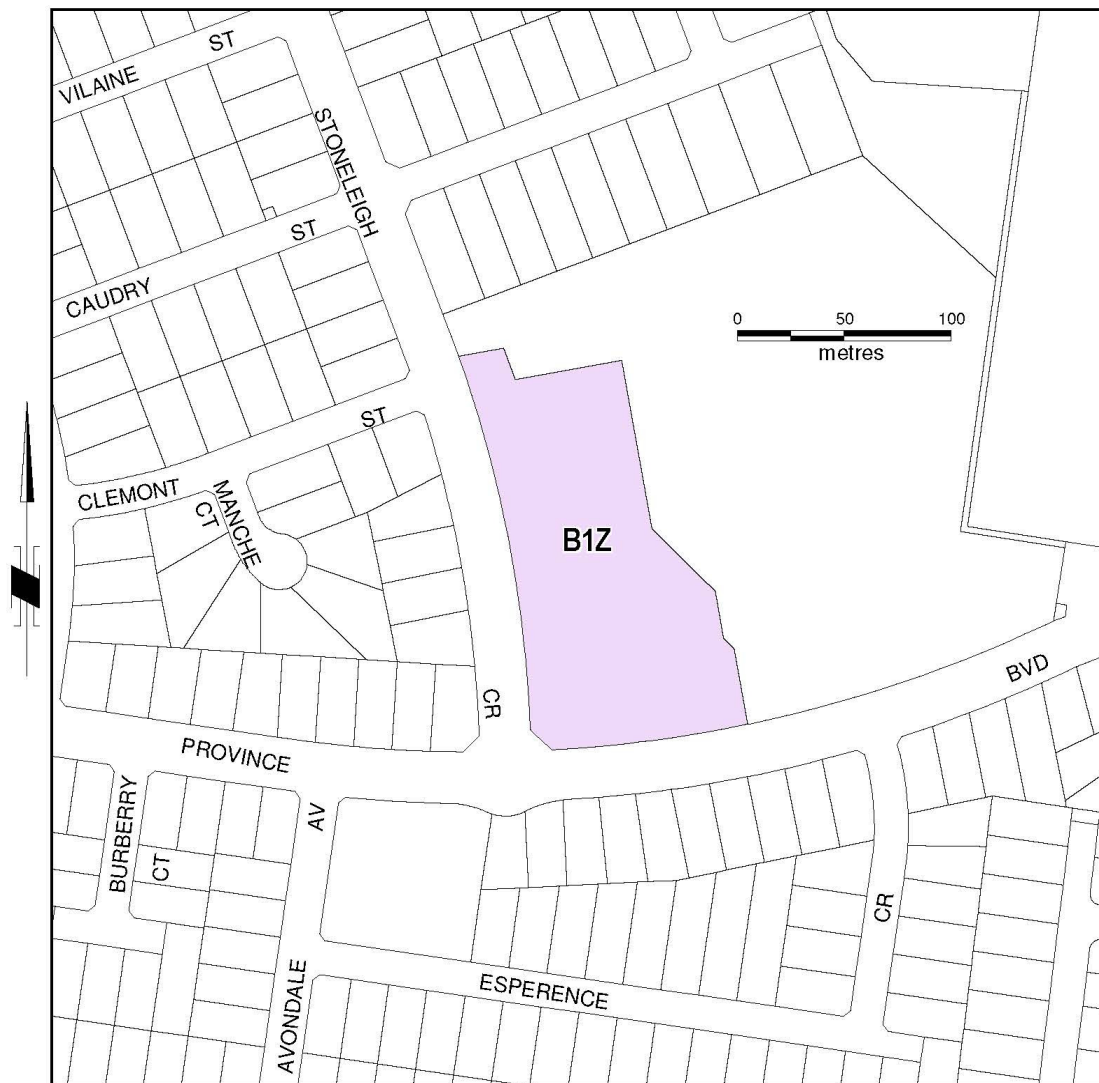
Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

3. In Local Planning Policy Framework – replace Clause 21.07 with a new Clause 21.07 in the form of the attached document. The changes are as follows:
 - Subclause 21.07-8 has been amended.
4. In Zones – Clause 34.01, replace the Schedule with a new Schedule in the form of the attached document. The changes are as follows:
 - Include a maximum combined leasable floor area for Barrabool Hills Neighbourhood Shopping Centre.
5. In Overlays – Clause 43.04, replace Schedule 6 with a new Schedule 6 in the form of the attached document. The changes are as follows:
 - Introduction has been amended.
6. In Particular Provisions – Clause 52.28, replace Schedule 52.28-3 with a new Schedule 52.28-3 in the form of the attached document.

End of document

GREATER GEELONG PLANNING SCHEME LOCAL PROVISION



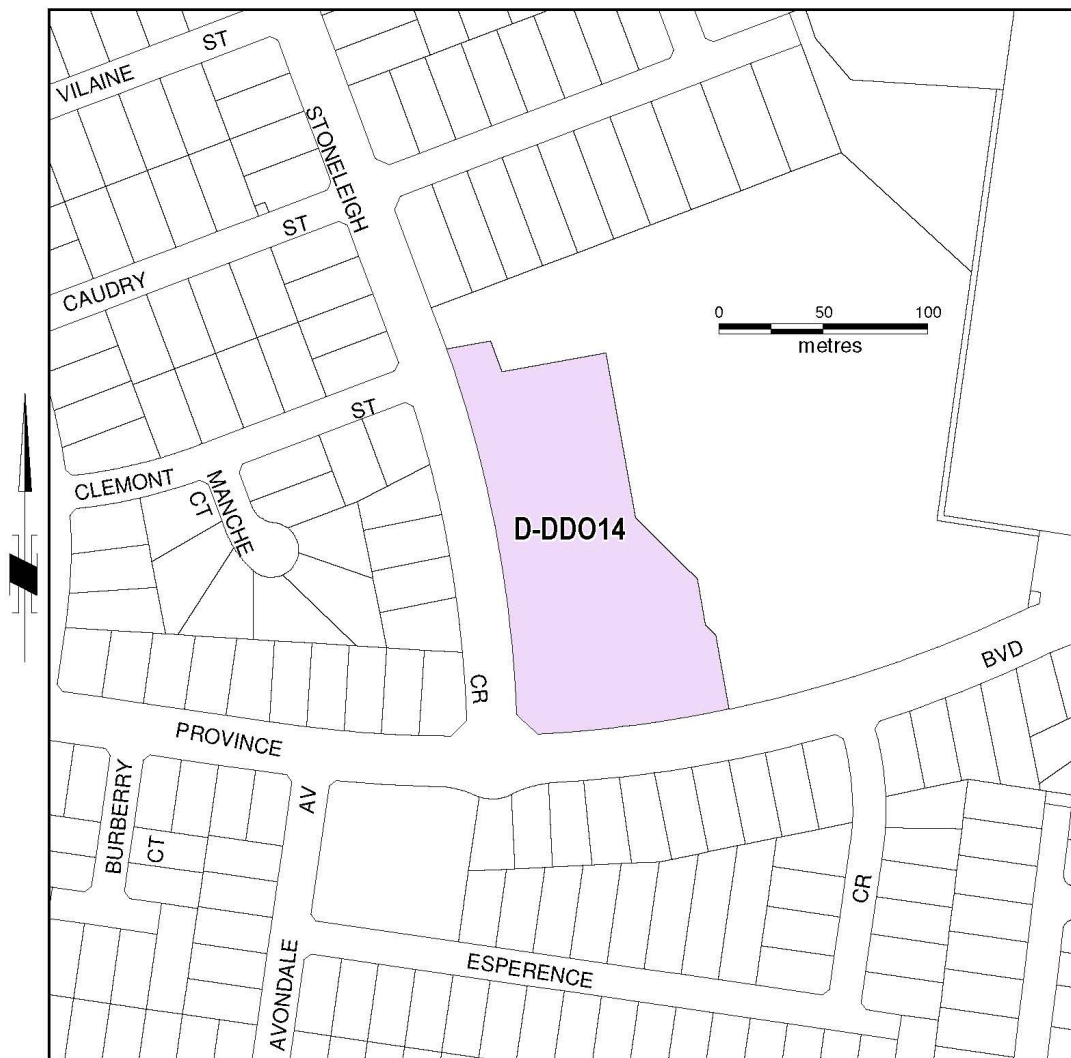
Part of Planning Scheme Map 47

LEGEND

B1Z BUSINESS 1 ZONE

AMENDMENT C242

GREATER GEELONG PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Map 47DDO14

LEGEND

D-DDO14 AREA TO BE DELETED FROM A DESIGN & DEVELOPMENT OVERLAY - SCHEDULE 14

AMENDMENT C242

C--

SCHEDULE TO THE BUSINESS 1 ZONE

Land	Maximum combined leasable floor area (m2) for office (other than electoral office).	Maximum combined leasable floor area (m2) for shop (other than adult sex book shop).	Maximum combined leasable floor area (m2) for trade supplies.
Certificate of Title Vol. 9960 Fol. 950 and Lot 2, Certificate of Title Vol 10982 Fol 810 located at the corner of Princes Highway and Pioneer Road, Grovedale	None specified	35,000	None specified
Newcomb Shopping and Community Centre, Corner of Bellarine Highway and Wilsons Road, Newcomb	None specified	6,000	None specified
South west corner of Heyers Road and Burdoo Drive, Grovedale.	None specified	2,650	None specified
Meadowvale shopping centre north of the leisure time centre Corio, east of Anakie Road, Corio.	None specified	5,500	None specified
2-20 Kingston Downs Drive and rear of 12-19 Ashwood Close, Ocean Grove (north eastern corner of Kingston downs Drive and Shell Road).	None specified	7,500	None specified
North West corner of Bellarine Highway and Melaluka Road, Leopold.	None specified	5,000	None specified
Armstrong Creek East Precinct Neighbourhood Activity Centre	None specified	6,000	None specified
Armstrong Creek East Precinct Local Activity Centre	None specified	1,000	None specified
Jetty Road Neighbourhood Activity Centre, Drysdale	1,000	6,000	None specified
Barrabool Hills Neighbourhood Shopping Centre (north eastern corner of Province Boulevard and Stoneleigh Crescent Highton)	None specified	3,895	None specified

Land on which a permit is required for restaurant

None specified

GREATER GEELONG PLANNING SCHEME

21.07 ECONOMIC DEVELOPMENT AND EMPLOYMENT

19/07/2012
C187

21.07-1 Key issues and influences

14/10/2010
C168

Economic Role and Function

Geelong is the largest regional city in Victoria and the primary service and employment hub for the G21 Geelong Region Alliance.

The City's infrastructure base includes Avalon Airport, the Geelong Port and major road and rail connections to Metropolitan Melbourne and Victoria's western regions.

The provision of high quality living, working and recreational environments is critical to attracting and retaining highly skilled people and the businesses in which they work.

Industry

There is a need to provide support for ongoing employment and economic development in the Geelong region.

There is a need to provide a diverse range of appropriately located, well serviced industrial land which meets the needs of a range of industry types and minimises land use conflicts.

Traditional manufacturing industries will continue to be key economic and employment drivers in the municipality, however at the same time the City's economy will need to focus on emerging industry sectors that underpin economic development, prosperity and employment growth in the new economy.

The changing nature of industrial development means that most industrial development now requires high amenity land that offers a high quality environment for workers and visitors.

There is a need to support industry through the maintenance and improvement of infrastructure including the road, rail, Avalon Airport, deep water port and associated facilities.

The extractive industry operations in the municipality make a vital contribution to the building and construction industries and are of major economic importance to the Geelong region.

Retail

The City of Greater Geelong Retail Activity Centre Hierarchy has been established to articulate the role and function fulfilled by centres of different sizes.

The retail hierarchy supports the primacy of Central Geelong as the focus of retail activity in the region.

There is a need to ensure a mix of commercial uses in activity centres.

The retail hierarchy will be enhanced through high quality urban design and improved pedestrian and public transport accessibility.

There is increasing development pressure for sites located away from activity centres, particularly for bulky goods and other large format retail development types that seek large sites with the capacity for significant car parking.

Greater Geelong exhibits a number of factors that contribute to an increased vulnerability to problem gambling which requires sensitive consideration of their location.

GREATER GEELONG PLANNING SCHEME

Rural

Agricultural production is modest, but locally important and economically significant for landowners.

There is potential for growth in agricultural production, particularly aquaculture.

Farming activity and the rural landscape are very significant elements to the identity, image and liveability of the City of Greater Geelong.

Farming and rural landscapes form non urban breaks and are a critical element to the settlement strategy, tourism function and lifestyle of the region.

Farming and agriculture are important and valued activities in the northern area of the municipality, particularly in the Anakie area.

Rural land in a number of urban fringe areas accommodates a range of uses and developments which require buffers from residential areas.

The City's rural areas contain important environmental assets.

Tourism

Tourism is a key part of the economy of the Geelong region. The region includes major tourism destinations such as the Bellarine Peninsula and the coast.

Tourism activities in rural and coastal areas must be carefully managed so as not to compromise the natural environment and/or agricultural activities.

21.07-2

19/07/2012
C187

Industry

Objectives

- To provide an adequate supply of appropriately located industrial land that meets the needs of different industries.
- To direct different types of industrial development to appropriate locations.
- To facilitate well designed and serviced industrial development that provides a high level of amenity for workers and visitors.
- To minimise land use conflicts.

Strategies

- Focus new industrial development around major transport routes and infrastructure assets.
- Protect existing and designated future industrial areas from encroachment by incompatible land uses.
- Support the development of a technology/business park in the South Western Armstrong Creek Employment Area.
- Encourage regional and national scale industrial businesses to locate in the southern part of the Geelong Ring Road Employment Precinct, and in appropriate locations in the future South Western Armstrong Creek Employment Area.
- Direct industries which require substantial buffer zones from sensitive land uses to the core of the Industrial 2 Zone in the Geelong Ring Road Employment Precinct.
- Ensure all industrial development incorporates best practice water sensitive urban design and waste management practices.

GREATER GEELONG PLANNING SCHEME

- Ensure all industrial development is appropriately serviced by road, drainage, water, sewerage and telecommunications infrastructure.
- Ensure all industrial development provides high quality urban design and landscaping.
- Ensure new development in the Geelong Ring Road Employment Precinct is configured to minimise the individual and societal risk levels attached to the Shell LPG Storage Facility.
- Protect identified stone resources for future extraction and potential extraction industry operations from the encroachment of incompatible land uses.
- Direct materials recycling industries to locations that minimise land use conflicts and impacts on the amenity of surrounding areas.
- Support the establishment of infrastructure that reduces costs for business and industry.
- Support an integrated Geelong Transport Strategy, ensuring that industrial areas are well connected to each other and the rail/freeway network.
- Provide sufficient industrial land to meet a range of industrial needs in Geelong, including small to medium sized industry.
- Develop the North East Industrial Precinct as a vibrant, new generation, master planned industry and business park that will attract a wide range of users and respond to the changing needs of industry sectors over time, as a key business address in the region and Victoria.

21.07-3 Retail

14/10/2010
C168

Objectives

- To facilitate the development of vibrant and viable retail activity centres in accordance with the Geelong Retail Activity Centre Hierarchy included at Clause 21.07-8.
- To ensure all major retail developments, and out of centre developments, provide a clear net community benefit.
- To avoid the risk of exacerbating problem gambling.

Strategies

- Ensure that new retail development is directed to activity centres and is consistent with the role and function described in the Retail Activity Centre Hierarchy included at Clause 21.07-8.
- Ensure Central Geelong remains the primary retail activity centre in the G21 Region and the focus of retail activity in the G21 region.
- Direct restricted retail (bulky goods) use and development to Central Geelong, the nominated homemaker precinct at Waurin Ponds, the Corio homemaker precinct subject to appropriate re-zoning and other homemaker precincts and activity centres as detailed in Clause 21.07-8.
- Discourage restricted retail (bulky goods) development in industrial areas.
- Encourage a mix of retail, office, cafes, entertainment, housing, education and community facilities to locate within activity centres.
- Support accommodation uses above ground level floor space in activity centres subject to appropriate provision of parking and access requirements.

GREATER GEELONG PLANNING SCHEME

- Require that applications for new centres establish the retail need for such use and development and demonstrate that there are no adverse impacts on the operation of the retail activity centres hierarchy.
- Direct the location of gaming machines to venues that makes gaming accessible but not convenient as detailed in Clause 22.57.

21.07-4

28/01/2010
C129(Part1)

Economic growth sectors

Objective

- To facilitate development in the City's strategic economic growth sectors.

Strategies

- Support industry development in the following strategic growth sectors:
 - Knowledge, Innovation and Research.
 - Advanced Manufacturing.
 - Health.
 - Tourism.
 - Small, Micro and Home Based Business.
 - Food and Horticulture.
- Support the development of the Geelong Technology Precinct located at the Deakin University Waurn Ponds campus, particularly biotechnology industry.
- Support the development of seafood and aquaculture industries in appropriate locations, particularly in North Geelong, Portarlington and Avalon.
- Support the development of health and medical industries, particularly in the Medical Health Cluster in central Geelong (as identified on the Central Geelong Structure Plan Map at Clause 21.09), and around the Deakin University campus at Waurn Ponds.
- Support the development of food, horticulture and viticulture industries in appropriate locations, particularly on the Bellarine Peninsula.
- Support the development of aerospace industries within the confines of the Avalon Airport site.

21.07-5

28/01/2010
C129(Part1)

Rural Areas

Objectives

- To support the use of the northern, western and southern rural areas for productive agriculture.
- To ensure that rural areas provide an attractive setting through the preservation of a farmed rural landscape.
- To protect and enhance the Bellarine Peninsula as a productive rural area with highly significant landscapes based on farming and environmental features.

GREATER GEELONG PLANNING SCHEME

Strategies

- Maintain rural land in large and productive parcels, in accordance with the schedules to the farming zones.
- Minimise non farming land uses in rural areas.
- Ensure that any non farming land uses will not compromise farming activity in the area.
- Ensure development in rural areas respects the farmed landscape character, particularly significant landscapes identified through the Coastal Spaces Landscape Assessment Study.
- Ensure that new dwellings do not compromise the productive potential of land and are associated with the productive agricultural use of the land.
- Encourage agricultural development with export potential and specifically encourage aquaculture and horticulture activities in the rural areas around Avalon Airport.

21.07-6

28/01/2010
C129(Part1)

Tourism in rural areas

Objectives

- To support tourism development in rural areas that respects the open farmed landscape of the area, and contributes to the economy.

Strategies

- Within the Bellarine Peninsula rural areas, support appropriately scaled, high quality, landscape responsive tourism uses that are subservient and complimentary to their rural landscape and environmental setting and are associated with agricultural activity on the land.
- In all other rural areas support tourism uses and developments in the Farming Zone that are associated with agricultural activity on the land.
- Support a limited number of larger scale rural based tourism development within rural areas that require rezoning.
- Direct major accommodation facilities to urban areas.

21.07-7

19/07/2012
C187

Implementation

These strategies will be implemented by:

Using policy and the exercise of discretion

Where appropriate, referring applications for the development of land in the Heales Road Industrial Estate to Worksafe.

Using the Discretionary Uses in Residential Areas Policy at Clause 22.01.

Using the Sexually Explicit Adult Entertainment Venues, Adult Sex Bookshops and Adult Cinemas Policy at Clause 22.02.

Using the Assessment Criteria for Retail Planning Applications Policy at Clause 22.03.

Using the Agriculture, Rural Dwellings and Subdivision Policy at Clause 22.05.

Using the Tourism Development in Rural Areas Policy at Clause 22.06.

Using the Racing Dog Keeping and Training Policy at Clause 22.07.

GREATER GEELONG PLANNING SCHEME

Using the Materials Recycling Policy at Clause 22.08.

Using the Gaming Policy at Clause 22.57.

Applying zones and overlays

Applying the Rural Activity Zone to major tourism proposals in accordance with Clause 22.06 – Tourism Development in Rural Areas.

Applying Schedule 1 to the Urban Growth Zone to the Armstrong Creek North East Industrial Precinct area in accordance with the North East Industrial Precinct, Precinct Structure Plan, May 2010.

Applying Schedule 1 to the Development Contributions Plan Overlay to the Armstrong Creek North East Industrial Precinct area in accordance with the North East Industrial Precinct, Precinct Structure Plan, May 2010.

Further work

Support the development of a masterplan for the Avalon Airport site.

Implement Coastal Spaces Landscape Assessment Study (Department of Sustainability and Environment, 2006).

As a priority, commence an investigation into the future residential and industrial land use needs for Geelong, as a basis for future growth area planning that would include:

- assessment of the environmental, resource, landscape, development pattern, access, servicing, land use, economic and social constraints and opportunities associated with possible growth areas around Geelong.
- identification of a preferred growth area or areas, and
- preparation of detailed growth area plans.

References

Heales Road Industrial Estate Framework Plan, MacroPlan Australia and the City of Greater Geelong, 2007.

Armstrong Creek Urban Growth Plan, City of Greater Geelong, 2006.

City of Greater Geelong Retail Strategy, Essential Economics and Hansen Partnership, 2006.

City of Greater Geelong Economic Development Strategy, City of Greater Geelong, 2005.

Geelong Seafood Industry Strategy, City of Greater Geelong, 2003.

City of Greater Geelong Rural Land Use Strategy, City of Greater Geelong, 2007.

Coastal Spaces Landscape Assessment Study, Department of Sustainability and Environment, 2006.

North East Industrial Precinct, Precinct Structure Plan, May 2010.

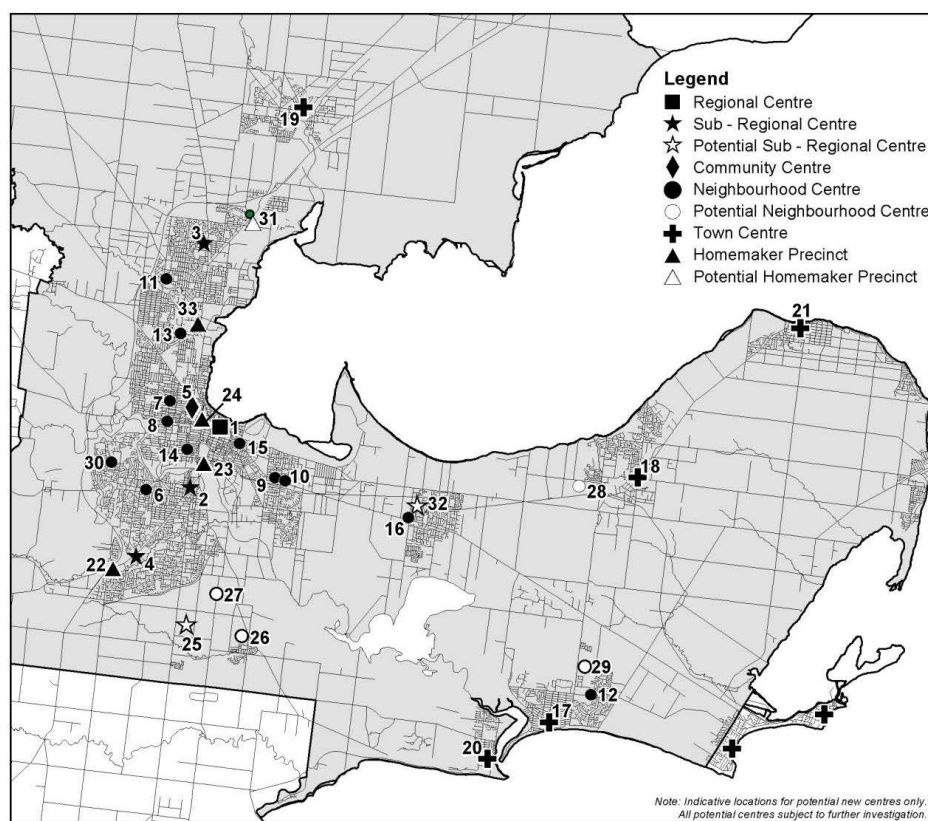
North East Industrial Precinct, Development Contributions Plan, May 2010

Greater Geelong Gaming Policy Framework, City of Greater Geelong, 2007.

GREATER GEELONG PLANNING SCHEME

21.07-8 City of Greater Geelong Retail Activity Centre Hierarchy





GREATER GEELONG PLANNING SCHEME

CITY OF GREATER GEELONG RETAIL ACTIVITY CENTRE HIERARCHY		
LEVEL IN HIERARCHY	IDENTIFIED CENTRES	INDICATIVE FLOORSPACE AND EXAMPLE KEY TENANTS
Regional Centre	Central Geelong (1)	More than 100,000 sqm Department store, discount store(s), mini major(s), supermarkets(s) and extensive range of specialties
Sub-regional Centres	Belmont (2), Corio Village (3), Waurn Ponds (4)	15,000 sqm to 35,000 sqm Discount department store(s), mini major(s) supermarket(s) and specialties
Community Centre	Pakington Street (Geelong West) (5)	10,000 sqm to 25,000sqm Supermarket(s), mini major(s) and specialties
Neighbourhood Centres	Highton (6), Shannon Avenue (Geelong West) (7), Shannon Avenue (Newtown) (8), Bellarine Village (9), Newcomb Central (10), Bell Post (11), Ocean Grove marketplace (12), Separation Street (13), Pakington Street (Newtown) (14), Geelong East (15) Leopold (16) Barrabool Hills Neighbourhood Shopping Centre (30)	2,500 sqm to 25,000 sqm Supermarket (small or full line), primarily convenience oriented specialties
Town Centres	Ocean Grove (Town Centre) (17), Drysdale (18), Lara (19), Barwon Heads (20), Portarlington (21)	1,500 sqm to 15,000 sqm Supermarket, mini major(s), specialties
Homemaker Precincts	Waurn Ponds (22), Moorabool/Fyans (23), Geelong West (24), North Geelong (33)	5,000 sqm to 50,000 sqm Large restricted retail type tenants
Potential Subregional Centres	Armstrong Creek (25), Leopold (32)	
Potential Neighbourhood Centres	Armstrong Creek East (26), Armstrong Creek Horseshoe Bend Rd (27), Jetty Road Growth Area (28), Ocean Grove north east growth corridor (29)	
Potential Homemaker Precincts	Corio (31)	

GREATER GEELONG PLANNING SCHEME

21.07-9 Geelong Ring Road Employment Precinct Framework Plan map

19/07/2012
C187



GREATER GEELONG PLANNING SCHEME

SCHEDULE 6 TO THE DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO6**

WANDANA STRUCTURE PLAN AREA

This schedule applies to the land generally bounded by Barrabool Road, Scenic Road, the Barwon River and the Outer Western Bypass alignment. The aim of the schedule is to ensure development occurs generally in accordance with the Wandana Structure Plan and to require a range of detailed planning issues to be resolved prior to commencement of development of the area.

1.0 Requirement before a permit is granted

A permit may be granted before a development plan has been prepared for the following:

- The construction of one dwelling and associated outbuildings on any lot existing at the approved date provided it is the only dwelling on the lot.
- Any buildings and works associated with the use of the land for agriculture.
- Minor extensions or alterations to existing buildings and works.

2.0 Requirements for development plan

The development plan must include:

- An overall design that incorporates the location and extent of areas set aside for various land uses in a layout that responds to the topography of the land, respects the Barwon River, integrates the adjoining residential areas and provides for a mix of lot sizes and housing types.
- Contours of land at 1.0 metre intervals.
- The future road network and traffic management works showing an internal road network that provides a high level of access within the development for all vehicular and non-vehicular traffic, responds to the topography of the land and provides opportunities for public transport. The information provided is to include:-
 - Road reserve widths;
 - Road hierarchy displaying trunk collector, collector and local access roads;
 - Cross-sectional dimensions between property lines of all trunk collector and collector roads, including Highett Road, clearly displaying parking, traffic and bicycle lanes/paths, central medians, kerb and channel, footpaths, naturestrips and services;
 - Traffic management controls (eg roundabouts) for the internal road network and at connections with Barrabool and Scenic Roads;
 - An emphasis on directing traffic to the south to Barrabool Road and onto Scenic Road via a new collector road opposite The Ridge;
 - An internal road network and land use plan that provides a reasonable level of residential amenity by maintaining the status of Highett Road as a collector road, but limits the potential for excessive use of this road by discouraging traffic volumes in excess of an average of 2500 vehicles per week day.
 - No more than three roads crossing the gullies;

GREATER GEELONG PLANNING SCHEME

- Potential bus routes connecting to the existing public transport network and location of bus stopping areas, including evidence from bus operators and the Department of Infrastructure that the layout and arrangement of bus routes and stops is acceptable.
- The provision of plantation reserves adjacent to Barrabool Road and Scenic Road consistent with the existing tree reserves.
- An integrated and connective system of bicycle and pedestrian paths incorporated into the road and public open space system which will allow access between Ceres Lookout and Buckley Falls Park, the sites nominated for an internal community centre, an education centre, any retail centre, recreation focal points and access points to Scenic Road. Where possible paths are to be segregated from roads and are to have gentle gradients. Path widths are to be specified.
- An independent road and traffic safety audit prepared by a qualified practitioner including review of internal road alignments and intersections, all existing and proposed intersections with Barrabool Road and Scenic Road that serve the development, having regard to horizontal and vertical geometry.
- A road parallel to and adjoining the boundary of the public open space being provided along the Barwon River; and
- A road layout that maximises solar efficiency to most lots.
- The proposed open space network that will comprise a system of public open spaces that takes into account the physical characteristics of the land and will enhance the permeability and character of the development. A total of at least 15% of the land area shall be set aside for open space (excluding drainage lines, retarding basins and wetlands). As far as possible, open space should maximise casual surveillance with street frontages in preference to rear of properties backing onto reserve areas.
- The range of lot sizes to be provided and the estimated lot yield. Lot layout and densities in the northern areas need to respect the Barwon river environment. Lot densities shall have regard to steep topography. The average size of the lots that face the western side of the eastern gully, opposite existing lots fronting Tara Valley Road between the western extension of Old Flour Mill Road and Orana Road must be no less than 1500 sq. metres (and no individual lot less than 1400 sq. metres).
- Designation of a 3.5 hectare site for “Education Provision” in accordance with the Department of Education and Training requirements and designation of a site in the vicinity of Scenic Road for the provision of retail facilities, unless an alternate purpose for the use of the designated land is agreed to by the landowner, the City of Greater Geelong and the Department of Education and Training.
- Provision of a 0.5 hectare site sufficient to provide for a community activity centre to meet the needs of future residents. The community centre site is to be located in the vicinity of the site designated for the “Education Provision”.
- Areas to be subject to building restrictions and fencing provisions particularly in relation to the interface with public open space areas.
- The stages by which the development of the land is proposed to proceed.
- Measures to protect Barwon Water’s existing water supply pipeline rights.
- A Water-sensitive Drainage Masterplan providing for :
 - A detailed description and concept plans of the proposed system of stormwater drainage measures including water retention basins and water quality treatment wetlands within the open space.

GREATER GEELONG PLANNING SCHEME

- Stormwater treatment to achieve high water quality that will reflect best practice, including means to reduce the rate of storm water runoff prior to it entering into the drainage gullies during times of peak flow.
- The proposed stormwater quality treatment measures shall be reviewed using the MUSIC (Model for Urban Stormwater Improvement Conceptualisation) program to determine the benefits of the proposed works and the outcomes incorporated into the Drainage Masterplan.
- A restriction on embankment slopes so that they are no steeper than 5:1, wherever that is practicable.
- A maximum of 5 metres in the depth of fill (as measured from natural ground level) to be placed in the gullies, whether for retarding basins or road crossings, unless there are compelling engineering reasons for exceeding this figure.
- Satisfactory provision for stormwater flows through or around the privately owned property at the western end of the north side of Orana Road and public access around it.
- Construction and maintenance requirements for the wetlands and detention/sedimentation basins.
- A Traffic Management Plan providing for:
 - A temporary haul road from the south to provide access for subdivision construction traffic to the Tidebird Land and the northern portion of the McCann Land during the subdivision construction phase so as to prevent the use of Highett Road by construction traffic;
 - Traffic management measures that will minimise traffic volumes on Highett Road;
 - Measures to provide safe access for existing residents along Old Flour Mill Road; and
 - Processes for the Council to monitor and review traffic on Highett Road.
- An Environmental Management Plan providing for:
 - The design, construction and implementation activities relating to the development of the land that could impact on the environment.
 - The management and control of erosion and siltation control during the construction phase of the development.
 - A detailed design of all the open space areas along the gullies which ensures protection of their environment values, enhanced recreational opportunities, landscape character improvements, protects personal safety and uses indigenous species wherever possible.
 - The measures to ensure the stability of the existing filling in the gully on the Baptist land to enable it to be used for active recreation. Design of this area needs to be incorporated into the landscape plan for this gully in the form of a playing field.
 - Measures required by Environment Australia for the design, construction & long-term development of the site to avoid or minimise impacts on potential habitat and dispersal corridors of the southern bell frog (*Litoria raniformis*).
 - Research of the habitat requirements of the southern bell frog as an input to the planning and design of an enhanced habitat for the frog population within the open space network. A monitoring program to ascertain numbers during the construction of the development of the subdivision to be instituted.

GREATER GEELONG PLANNING SCHEME

- The principles for Council to manage the Barwon River riparian vegetation and riverbank environment including platypus habitat.
- A staged weed management and eradication program in the open space areas until these are handed over to Council.
- Methods to ensure protection of Aboriginal heritage material uncovered as part of the process of development.
- The management of the existing soil stockpile in the gully on the McCann Land until it is removed.

The preparation and implementation of the Environmental Management Plan should be reviewed by an Environmental Review Committee, which is to be formed as a sub committee of Council's Buckley Falls Advisory Committee. The Terms of Reference of this Committee, its membership and its operation must form part of the Development Plan.

GREATER GEELONG PLANNING SCHEME

03/11/2011
C188

SCHEDULE TO CLAUSE 52.28-3

Prohibition of a gaming machine in a shopping complex

Name of shopping complex and locality	Land description
Market Square Shopping Centre, Geelong	62 Malop St, Geelong
Bay City Plaza Shopping Centre, Geelong	95 - 121 Malop St, Geelong
Waurivale Shopping Centre (Town and Country Shopping World), Grovedale	Land on the southwest corner of Princes Highway and Pioneer Rd, Grovedale, also known as 173 - 199 Pioneer Rd, Grovedale
Bellarine Village Shopping Centre, Newcomb	Land on the northwest corner of Bellarine Highway and Glenwood St, Newcomb, also known as 27-37 Bellarine Highway, Newcomb
Meadowdale Village Shopping Centre, Norlane	Land on the east side of Anakie Rd, Norlane (south of Bosbury St) also known as 290-306 Anakie Rd, Norlane
Corio Village Shopping Centre, Corio	Land bounded by Bacchus Marsh Rd, Purnell Rd, Goulburn Ave and Gellibrand St, Corio. also known as 83A Purnell Rd, Corio
Grovedale Shopping Centre, Grovedale	Land on the southwest corner of Heyers Rd and Burdoo Drive, Grovedale, also known as 79 Heyers Rd, Grovedale
Drysdale Village Shopping Centre, Drysdale	Land south of Wyndham St, Drysdale bounded by Wyndham St, Eversley St, Palmerston St, and Portarlington Rd, and land north of Wyndham St, Drysdale, bounded by Wyndham St, Carolanne Drive, Clifton Springs Rd and the commencement of the existing Residential 1 zone boundary
Newcomb Shopping Centre, Newcomb	Land on the northeast corner of Bellarine Highway and Wilsons Rd, Newcomb, also known as 71 Bellarine Highway, Newcomb
The Centreway, Lara	Land on the east and west sides of The Centreway, Lara, east of Waverley Rd
Leopold Shopping Centre, Leopold	Land on the corner of Bellarine Highway and Melaluka Road, Leopold.
Aldi Supermarket, Corio	Land on the south west corner of Broderick Road and the Princes Highway, part of 465 Princes Highway also known as Lot 1 on PS423406M.
Jetty Road Neighbourhood Activity Centre	South-west corner of the land at 148-166 Jetty Road, Drysdale.

GREATER GEELONG PLANNING SCHEME

Barrabool Hills Neighbourhood Shopping Centre, Highton	Land on the north east corner of Province Boulevard and Stoneleigh Crescent, also known as 4-46 Province Boulevard, Highton.
--	--

Planning and Environment Regulations 2005 Form 9

PLANNING PERMIT

(DRAFT)

GRANTED UNDER DIVISION 5 OF PART 4 OF
THE PLANNING AND ENVIRONMENT ACT
1987

Permit No.: 1527/2010

Planning Scheme: Greater Geelong Planning Scheme

Responsible Authority: City of Greater Geelong

ADDRESS OF THE LAND:

4-46 Province Boulevard, Highton

THE PERMIT ALLOWS:

Development of the land for Shops, Business identification signs and internally illuminated signs generally in accordance with the endorsed plans.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

Amended Plans

1. Prior to the commencement of development, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans dated 21 February 2012 but modified to show:
 - a) The introduction of a pedestrian link/stairway to enable access from Stoneleigh Crescent (Note: The secondary link to Stoneleigh Crescent does not have to be Disability Discrimination Act- Disability Standards for Accessible Public Transport 2002 compliant). Sign/s must be placed at the Stoneleigh Crescent link directing pedestrians to the DDA compliant access.
 - b) Full details of screening and roof mounted plant and equipment including, section plan, materials, colours and profiles;
 - c) Location of waste storage area/s which are fully screened from public view;
 - d) Any changes necessary to respond to the requirements specified as a condition by the Department of Transport;
 - e) A revised landscape plan which is generally in accordance with the plan prepared by J. Patrick (dated Feb 2012), which includes details of the proposed 'green wall' on the west elevation, additional landscaping in the car park area including along the main internal pedestrian path and store entrance, method of irrigation, details of tree protection measures within the car park and details for the early establishment of boundary tree planting including timing and maintenance to be undertaken prior to the occupation of the development
 - f) Include modifications necessary to respond to the recommendations at Part 5.0 of the acoustic report dated 4 September 2012 prepared by Acoustic Consulting Australia P/L.
 - g) Provision of bicycle facilities in accordance with Clause 52.34 of the Greater Geelong Planning Scheme.

Date Issued: DRAFT (20/3/13)

Date Permit comes into
operation: Not Specified
(or if no date is specified, the permit
comes into operation on the same day as
the amendment to which the permit
applies comes into operation)

Signature for the Responsible
Authority

Planning and Environment Regulations 2005 Form 9

- h) Incorporation of on-site stormwater collection and storage system of sufficient capacity for use in irrigating the landscaping and, if practicable, toilet flushing.

Layout not altered and satisfactory completion

2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Landscaping

4. Prior to the occupation of the building (or as otherwise specified on the endorsed landscape plans in relation to the early establishment of landscaping), the landscaping and irrigation works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
5. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

Amenity and Noise Emissions

6. Emissions from the site must comply with the requirements of EPA publication N3/89 Interim Guidelines for control of noise from industry in country Victoria and in accordance with the State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade (No. N-1 (SEPP N-1) to the satisfaction of the Responsible Authority.
7. The amenity of the area must to the satisfaction of the Responsible Authority not be adversely affected by the use or development as a result of:
- a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works, stored goods or materials;
 - c) emission of noise, artificial light, vibration, smell, fumes, smoke, steam, soot, ash, dust, waste water, waste products or oil; or
 - d) the presence of vermin.

Engineering, Vehicle Access and Car Parking

8. Prior to the commencement of site works, the developer is required to submit a drainage strategy to the Responsible Authority for approval. This shall take the form of a Site Stormwater Management Plan (SSMP), and include the following minimum information:
- a) Site analysis (survey, existing drainage system in and adjacent to the site, existing services, other constraints);
 - b) Details of required cut and fill;
 - c) Drainage design for the development including layout plans, design details and calculations and hydraulic grade lines;
 - d) Pipe sizes and grades, location of pits, and details of outlet(s);
 - e) On-site detention with capacity for runoff generated by the critical 10 year ARI rainfall event, with the discharge rate limited to equivalent pre-development levels;
 - f) A portion of the 'surplus land' area may be required to accommodate such features;
 - g) Water Sensitive Urban Design (WSUD) features to achieve current best practice pollutant removal targets, and;
 - h) A fee of 3.25% of the total cost of any civil works external to the site, excluding GST, is payable to Council for design checking and supervision.

Date Issued: DRAFT (20/3/13)

Date Permit comes into operation: Not Specified
(or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)

Signature for the Responsible Authority

Planning and Environment Regulations 2005 Form 9

9. Prior to the occupation of the buildings, the site must be drained in accordance with approved plans to the satisfaction of the Responsible Authority.
10. Any redundant vehicular crossings are to be replaced with kerb and channel to match existing construction in the street to the satisfaction of the Responsible Authority.
11. Prior to the development commencing, detailed engineering design plans detailing car parking facilities are to be prepared by a suitably qualified engineer and submitted and approved by the Responsible Authority.
12. Prior to the occupation of the building, the areas set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - a) Constructed and properly formed to such levels that they can be used in accordance with the plans;
 - b) Surfaced with an all weather seal coat;
 - c) Drained, and
 - d) Line marked to indicate each car space and all access lanes, to the satisfaction of the Responsible Authority.
13. Car spaces, access lanes and driveways must be kept available for these purposes at all times to the satisfaction of the Responsible Authority.

Road works

14. Unless otherwise agreed in writing with the Responsible Authority and prior to the occupation of the building, road upgrading works at the two intersections (Scenic Road/Province Boulevard and Province Boulevard/Stoneleigh Crescent) must be undertaken in accordance with plans submitted to and approved by the Responsible Authority. The plans must show all works necessary to ensure that islands are fully mountable and strong enough to withstand heavy vehicles and the placement of advisory signage discouraging the use of engine brakes, along with linemarking for on-street parking and associated signage. *(Note: With the written consent of the Responsible Authority, the works may be deferred for an agreed time period to enable performance monitoring of the intersections to establish extent of upgrade works required in consultation with Council's Traffic Engineering Unit. An Agreement under Section 173 of the Planning & Environment Act may be required to satisfy this condition).*

Bicycle Parking

15. Bicycle spaces must be provided near the entrance and in accordance with the endorsed plans.

Construction Management

16. Prior to commencement of any construction on this site, a detailed Construction Management Plan must be submitted to and approved by the Responsible Authority. This plan must detail the following:
 - a) A staging plan for all construction phases including indicative dates for commencement and completion;
 - b) Intended access for construction vehicles;
 - c) Engineering assessment of assets that will be impacted on by construction and recommended techniques to minimise any adverse impact;
 - d) Details of actions to be implemented to in the event of damage to abutting assets;
 - e) Details of where construction personnel will park;
 - f) Hours/days of construction;
 - g) Phone numbers of on-site personnel or other supervisory staff to be contactable in the event of issues arising on site;
 - h) Details of site cleanliness and clean up regimes;

Date Issued: DRAFT (20/3/13)	Date Permit comes into operation: Not Specified (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	Signature for the Responsible Authority
------------------------------	--	---

Planning and Environment Regulations 2005 Form 9

- i) Material storage; and
- j) Construction and post-construction activities must be in accordance with EPA Publication 275 Construction Techniques for Sediment Control 1991 or as amended.

When approved this Construction Management Plan shall form part of this permit as it relates to the development.

17. During the construction phase of the development, the following conditions must be met to the satisfaction of the Responsible Authority:
- a) only clean rainwater shall be discharged to the stormwater drainage system;
 - b) stormwater drainage system protection measures shall be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enters the stormwater drainage system;
 - c) vehicle borne material from the premises shall not accumulate on the roads abutting the site; and
 - d) all machinery and equipment must be cleaned (if required) on site and not on adjacent footpaths or roads; and

Plant and equipment

18. Unless otherwise approved by the Responsible Authority, all plant and equipment must be contained within the envelope of the buildings and concealed to the satisfaction of the Responsible Authority and in accordance with the endorsed plans.

Delivery and loading and waste collection/storage

19. The loading bay area must remain free and available for this purpose at all times to the satisfaction of the Responsible Authority.

20. Except with the prior consent of the Responsible Authority deliveries to the supermarket must only occur between the hours of:
7.00am – 10.00pm daily (with no restriction to the number of deliveries);

Deliveries to the premises must be in accordance with EPA Publication 1254 (Noise Control Guidelines 2008) or as amended.

21. No reversing beepers may be used by trucks making any deliveries between the hours of 10.00pm and 7.00am (with the consent of the Responsible Authority). Any refrigeration on trucks are also to be turned off during this time.

22. Waste and compactor collection must only take place between the following hours:
7.00am and 8.00pm (Monday to Saturday)
9.00am and 8.00pm (Sundays and Public Holidays)

Waste collection must be in accordance with EPA Publication 1254 (Noise Control Guidelines 2008) or as amended.

23. Any compactor must only operate between 7:00am and 8:00pm on any day.

24. Waste must only be stored in accordance with the endorsed plans and to the satisfaction of the Responsible Authority.

25. Noise from the operation of truck mounted refrigeration units must be in accordance with EPA Publication 1254 (Noise Control Guidelines 2008) or as amended.

Date Issued: DRAFT (20/3/13)	Date Permit comes into operation: Not Specified (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	Signature for the Responsible Authority
-------------------------------------	---	--

Planning and Environment Regulations 2005 Form 9

Signage and lighting

26. Outdoor lighting and signage must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land or road reserve.

Except with the prior consent of the Responsible Authority, all internally illuminated signage must be turned off no later than 30 minutes after closing or by 12:00am midnight (whichever is sooner) and must not be turned on until 30 minutes prior to opening the following morning or no earlier than 5:00am (whichever is later).

27. The location and details of signs, as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority unless exempt under the provisions of the Greater Geelong Planning Scheme.

28. Approval for the signage allowed under this permit expires 15 years from the date of issue.

Conditions Required by the Department of Transport

29. Before the development starts, or other time agreed in writing with the Responsible Authority, amended plans to the satisfaction of the responsible authority and the Director of Public Transport must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

- a) One bus bay on the east side of Stoneleigh Crescent;
- b) A concrete hard stand area;
- c) An increase in the number of bicycle parking spaces for customers provided near the main entrance in line with statutory requirements.

30. Prior to the occupation of the development, all works outlined on the endorsed plans must be completed to the satisfaction of the Director of Public Transport, and deemed compliant with the Disability Discrimination Act – Disability Standards for Accessible Public Transport 2002, at the full cost to the permit holder.

31. The permit holder must take all reasonable steps to ensure that disruption to existing bus operations along Province Boulevard is kept to a minimum during the construction of the development. Foreseen disruptions to bus operations and mitigation measures must be communicated to the Director of Public Transport fourteen days (14) prior.

32. Not before 9 months and no later than 15 months of the supermarket opening for business, the owner must submit to the Responsible Authority a pedestrian safety audit undertaken by a suitable qualified traffic engineer to the Responsible Authority's satisfaction. The audit must assess the negative impact on the safety and movement of pedestrians and cyclists in and around Province Boulevard and Stoneleigh Crescent attributable to the operation of the shopping centre (if any) and include recommendations (if any) for improving safety and movement, such as (but not limited to) additional pedestrian crossings/refuge points. The owner must implement the recommendations contained in the audit within 6 months of the audit being approved by the Responsible Authority (or such later date as may be agreed to by the Responsible Authority).

Expiry of permit

32. This permit will expire if one of the following circumstances applies:

Date Issued: DRAFT (20/3/13)	Date Permit comes into operation: Not Specified (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	Signature for the Responsible Authority
------------------------------	--	---

Planning and Environment Regulations 2005 Form 9

- a) The development has not commenced within two years of the date of this permit.
- b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

Permit Notes Specified by Barwon Water (Ref: L006952)

Water:

- 1. The payment of New Customer Contributions for water for each additional metered connection within the development.
- 2. The Owner/Developer will need to apply to Barwon Water for details regarding new water tappings which will include details of the required tapping size.
- 3. Fire protection services will need to be allowed for in the hydraulic design for the development. The Owner/Developer will need to provide a hydraulic design to Barwon Water.

Sewer:

- 4. The payment of New Customer Contributions for sewer for each additional metered connection within the development.
- 5. The Owner/Developer will be required to enter into a Trade Waste Agreement with Barwon Water.

(If the permit has been amended, include the following table indicating the date and nature of amendments included in the amended permit)

Date of amendment	Brief description of amendment
-	-

Date Issued: DRAFT (20/3/13)

Date Permit comes into operation: Not Specified
(or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)

Signature for the Responsible Authority

Planning and Environment Regulations 2005 Form 9

IMPORTANT INFORMATION ABOUT THIS PERMIT

WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit. The permit was granted by the Minister administering the **Planning and Environment Act 1987** under section 96I of that Act.

WHEN DOES THE PERMIT BEGIN?

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if -
 - * the development or any stage of it does not start within the time specified in the permit; or
 - * the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of a permit, unless the permit contains a different provision; or
 - * the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if -
 - * the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - * the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if -
 - * the development or any stage of it does not start within the time specified in the permit; or
 - * the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision-
 - * the use or development of any stage is to be taken to have started when the plan is certified; and
 - * the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT APPEALS?

- * Any person affected may apply for a review of -
 - a decision of the responsible authority refusing to extend the time within which any development or use is to be started or any development completed; or,
 - a decision of the responsible authority refusing to extend the time within which a plan under the **Subdivision Act 1988** is to be certified, in the case of a permit relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**; or,
 - the failure of the responsible authority to extend the time within one month after the request for extension is made.
- * An application for review is lodged with the Victorian Civil and Administrative Tribunal.
- * An application for review must be made on an Application for Review form which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the applicable fee.
- * An application for review must state the grounds upon which it is based.
- * An application for review must also be served on the Responsible Authority.
- * Details about applications for review and the fees payable can be obtained from Victorian Civil and Administrative Tribunal.

7. PROCUREMENT POLICY

Portfolio:	Governance – Cr Fagg (Mayor)
Source:	Corporate Services – Administration & Governance
General Manager:	Jeff Wall
Index Reference:	Procurement

Summary

- The *Local Government Act 1989 (LGA)* requires Council to review each financial year, the current procurement policy and amend as appropriate.
- Proposed amendments to the policy take into consideration the Victorian Local Government Best Practice Procurement Guidelines 2013.
- The amendments provide further clarity of the accountability and transparency of Council's procurement activities in particular when Council may consider the appointment of a probity advisor/auditor; non-acceptance of late tender submissions; appointment of third party agents to undertake collaborative procurement tenders; emergency management and ministerial procurement tender exemptions; council's sustainable procurement objectives and support for local businesses and apprentices. Appendix-1 is a proposed copy of the Procurement Policy.
- A copy of the current procurement policy must be available for inspection by the public at the Council office and on Council's website.

Cr Harwood moved, Cr Macdonald seconded -

That Council approves the amendments to the Procurement Policy, including a further amendment to clause 3.5 that removes the last sentence and replaces it with the following clause:

3.5.1 Project Delivery

"The engagement/employment of apprentices or trainees will form part of the project delivery criteria in determining the awarding of a contract for construction projects. Tenderers must provide details of direct and indirect employment of apprentices or trainees to be engaged during the course of a project."

Cr Heagney moved, Cr Ansett seconded –

That Standing Orders be suspended to enable further discussion of the report.

Carried.

Standing Orders were suspended at 8.25pm

Cr Heagney moved, Cr Macdonald seconded –

That Standing Orders be resumed.

Carried.

Standing orders resumed at 8.29pm.

Upon resumption of Standing Orders the motion was carried.

7. PROCUREMENT POLICY (CONT'D)

Report

Background

The *LGA* requires Council to review each financial year their current procurement policy and amend as appropriate.

Discussion

The procurement policy provides a framework for the purchase of goods, works and services that emphasises value for money while conducting business in a fair and equitable manner.

The purpose of the policy is to:

- Provide guidance, consistency and control over procurement activities
- Demonstrate accountability to rate payers
- Provide guidance on ethical behaviour in public sector purchasing
- Demonstrate best practice elements in purchasing
- Increase probity of obtaining the right outcome when purchasing goods and services.

This year's review has taken into consideration the recently released Victorian Local Government – Best Practice Procurement Guidelines 2013, and we have proposed some amendments as follows:

- Further strengthening the accountability and transparency of the procurement process, including the responsibility of councillors
- Further refinement of the expression of interest process
- Inclusion of the possible appointment of a probity advisor/auditor
- Non acceptance of late tenders unless as a result of Council system failure/interruptions or denial of access to the physical tender box
- Management of third party agents for the purposes of collaborative procurement tenders; emergency procurement situations and ministerial exemptions, and
- Amendment to our existing clause in respect to Sustainable Procurement and refinement of our support of local businesses and apprentices.

Environmental Implications

The policy states that sustained value must be demonstrated in Council's purchasing, including the built and natural environment.

Financial Implications

Application of this policy will reaffirm Council's objective of value for money outcomes.

7. PROCUREMENT POLICY (CONT'D)

Policy/Legal/Statutory Implications

The review of this policy accords with section 186a of the *LGA*.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has either a direct or indirect interest.

Risk Assessment

The policy requires that risk management is applied at all stages of procurement activities.

Social Considerations

The policy encourages the design and use of products and services which have minimal impact on the environment and community wellbeing.

Communication

Once endorsed by Council, the policy will be uploaded to the internet as a public policy and a copy of the policy made available at Council.

COUNCIL POLICY

Procurement Policy	Document No:	CPL565.3
	Approval Date:	25 June 2013
	Approved By:	Council
	Review Date:	01 July 2014
Responsible Officer: Manager, Administration and Governance	Version No	03
Authorising Officer: Chief Executive Officer		

1	PRINCIPLES	3
1.1	BACKGROUND	3
1.2	SCOPE.....	4
1.3	PURPOSE.....	4
1.4	TREATMENT OF GST.....	4
1.5	DEFINITIONS AND ABBREVIATIONS.....	5
2	EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE AND CONTROL	7
2.1	ETHICS AND PROBITY	7
2.1.1	<i>Requirement</i>	7
2.1.2	<i>Conduct of Councillors and Council Staff</i>	7
2.1.3	<i>Tender and Quotation Processes</i>	8
2.1.4	<i>Conflict of Interest</i>	8
2.1.5	<i>Fair and Honest Dealing</i>	8
2.1.6	<i>Accountability and Transparency</i>	8
2.1.7	<i>Gifts and Hospitality</i>	9
2.1.8	<i>Disclosure of Information</i>	9
2.2	GOVERNANCE	9
2.2.1	<i>Structure</i>	9
2.2.2	<i>Standards</i>	10
2.2.3	<i>Methods</i>	10
2.2.4	<i>Responsible Financial Management</i>	11
2.2.5	<i>Probity Advisor/ Auditor</i>	11
2.3	PROCUREMENT THRESHOLDS AND COMPETITION	11
2.3.1	<i>Requirement</i>	11
2.3.2	<i>Minimum Spend Competition Thresholds</i>	11
2.4	DELEGATION OF AUTHORITY.....	13
2.4.1	<i>Requirement</i>	13
2.4.2	<i>Delegations</i>	13
2.5	INTERNAL CONTROLS	14
2.6	COMMERCIAL INFORMATION.....	14
2.7	RISK MANAGEMENT	14
2.7.1	<i>General</i>	14
2.7.2	<i>Supply by Contract</i>	14
2.7.3	<i>OH&S and Other Mandatory Requirements</i>	15
2.8	CONTRACT TERMS.....	15
2.9	ENDORSEMENT.....	15
2.10	DISPUTE RESOLUTION	15
2.11	CONTRACT MANAGEMENT	15
2.12	E-PROCUREMENT.....	16
3	DEMONSTRATE SUSTAINED VALUE.....	16
3.1	INTEGRATION WITH COUNCIL STRATEGY	16
3.2	ACHIEVING VALUE FOR MONEY	16
3.2.1	<i>Requirement</i>	16

3.2.2	<i>Approach</i>	16
3.2.3	<i>Role of Specifications</i>	17
3.3	PERFORMANCE MEASURE AND CONTINUOUS IMPROVEMENT	17
3.4	SUSTAINABLE PROCUREMENT	17
3.5	SUPPORT OF LOCAL BUSINESS AND APPRENTICES	18
3.5.1.	<i>Project Delivery</i>	18
4	APPLY A CONSISTENT AND STANDARD APPROACH	18
4.1	STANDARD PROCESSES	18
4.2	PERFORMANCE INDICATORS AND MANAGEMENT INFORMATION	19
5	BUILD AND MAINTAIN SUPPLY RELATIONSHIPS	19
5.1	DEVELOPING AND MANAGING SUPPLIERS	19
5.2	SUPPLY MARKET DEVELOPMENT	19
5.3	RELATIONSHIP MANAGEMENT	19
5.4	COMMUNICATION	20
6	CONTINUAL IMPROVEMENT	20
	REFERENCES:	21

The City of Greater Geelong acknowledges the assistance of the MAV and Landell Consulting Pty Ltd through the provision of a Model Procurement Policy.

1 Principles

1.1 Background

Greater Geelong City Council:

- Recognises that:
 - Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives.
 - The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve a range of functions in the procurement process);
 - procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement; and
 - a professional approach to all tenders undertaken.
- Requires that Councils procurement activities:
 - support Council's corporate strategies, aims and objectives;
 - take a long term strategic view of procurement needs while continually assessing, reviewing and auditing procedures, strategy and objectives;
 - provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
 - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
 - achieve value for money and quality in the acquisition of goods, services and works;
 - ensure that risk is identified, assessed and managed at all stages of the procurement process;

- use strategic procurement practices and innovative procurement solutions, in particular making use of collaboration and partnership opportunities;
- comply with legislation (including risk management, Occupational Health and Safety and Competition and Consumer Legislation), corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Human Rights Charter, Council standards and best practice;
- support business in the local community where possible; and
- support skills and training of apprentices where possible.

1.2 Scope

This Procurement Policy is made under Section 186A of the *Local Government Act 1989*.

This section of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council officers and temporary employees, contractors and consultants while engaged by Council.

1.3 Purpose

The purpose of this Policy is to:

- provide policy and guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

1.4 Treatment of GST

All monetary values related to this policy **exclude GST** except, where specifically stated otherwise.

1.5 Definitions and Abbreviations

Term	Definition
Act	<i>Local Government Act 1989.</i>
Commercial in Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Conditions of Tendering	Rules governing the content and submission of tenders and the conduct of the tendering process.
Contract Management ⁱ	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff (Council Representative / Contracts Officer/ Superintendent)	Includes full time and part-time Council officers, and temporary employees, contractors and consultants while engaged by the Council.
Conflict of Interest	Refer to section 77A of the Act.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.
Emergency	Sudden or unexpected occurrence requiring immediate action.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of electronic systems to acquire goods services and works.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods, services and works which generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
Probity ⁱⁱ	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the

	legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Commonly an observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisors would be available to answer questions and provide advice to the evaluation team and/or steering committee.
Probity Auditor	Primarily reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Panel Contract Arrangements	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Procurement ⁱⁱⁱ	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Sustainability ^{iv}	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement processes.
Quotation Process	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful bidder or tenderer.

Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support, project delivery, risk, economic contribution to the Geelong region, financial capacity; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
-----------------	---

2 Effective Legislative and Policy Compliance and Control

2.1 Ethics and Probity^v

2.1.1 Requirement

The Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

2.1.2 Conduct of Councillors and Council Staff

2.1.2.1 General

Councillors and Council Staff shall at all times conduct themselves in ways that are ethical and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of competing companies information, such as pricing , specifications, quotation, tender, bid, or any other commercial or proprietary information;
- present a high standard of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity;
- be able to account for all decisions and provide feedback on them, and
- maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities.

2.1.2.2 Members of Professional Bodies

Councillors and Council Staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

2.1.3 Tender and Quotation Processes

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

2.1.4 Conflict of Interest

Councillors and Council Staff shall at all times avoid situations in which private interest's conflict, or might reasonably be deemed to have the potential to conflict, with their Council duties.

Councillors and Council Staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a direct or indirect interest, or holds a position of influence or power in a business undertaking tendering for the work.

The onus is on the Councillor and the member of Council Staff involved being alert to and promptly declaring a direct or indirect, actual or potential, conflict of interest to the Council.

2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained in selecting contractors and suppliers so that it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices (other than the price of the successful tenderers own fixed price lump sum contract), discounts, rebates, profit, manufacturing and product information.

2.1.6 Accountability and Transparency

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and related Council policies and procedures.

Additionally:

- all Council Staff are required to comply with the Code of Conduct for Council Staff, accordingly they must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them; and

- all procurement activities are to leave an audit trail for monitoring and reporting purposes.
- Councillors must not direct or influence a member of Council staff in the exercise of any power in the performance of any duty or function.

2.1.7 Gifts and Hospitality

All Councillors and Council Staff are to adhere to Council's Gifts and Hospitality Policy.

2.1.8 Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location.

Councillors and Council Staff are to protect, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council Staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Tenderers are however advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available.

2.2 Governance^{vi}

2.2.1 Structure

The Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditable procurement decisions. ensure that the Councils procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of goods, works and services required by Council;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition; and

- ensures that policies that impinge on the purchasing policies and practices are communicated and implemented.

2.2.2 Standards

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- the Act;
- Council's policies and procedures;
- Council's Procurement and Contracts Manual;
- Council's Code of Conduct; and
- other relevant legislative requirements, such as, but not limited to the Competition and Consumer Act, Charter of Human Rights and Responsibilities Act, Goods Act and the Environment Protection Act.

2.2.3 Methods

The Council's standard methods for purchasing goods, services and works shall be by:

- purchasing card;
- purchase order following a quotation process;
- under contract following a tender or quotation process; or
- under purchasing schemes including collaborative purchasing arrangements with other councils and commercial schemes such as provided by Procurement Australia, Municipal Association of Victoria Procurement, Supply Clusters of Australia, State Purchase Contracts, Whole of Victorian Government Contracts and the Construction Suppliers Register.

Typically a multi-stage tender process may commence with a registration/expression of interest stage followed by a tender process involving the organisations selected as a result of the registration of interest stage.

Expressions of Interest (EOI) may be appropriate where:

- Council wishes to consider ahead of the formal tender process such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
- tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
- Council wishes to determine the level of interest of suppliers or vendors in tendering for the provision of goods, services or works; and
- it is necessary to pre-qualify suppliers and goods to need defined standards
- Council is required to gain a greater understanding of its needs, the availability of relevant goods and services and the likely costs

2.2.4 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities. Where tender sum exceeds budget allocation, Council will review scope of project or submit a report for expenditure variation to budget.

Council Staff must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

2.2.5 Probity Advisor/ Auditor

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

2.3 Procurement Thresholds and Competition

2.3.1 Requirement

Council's procurement thresholds management requirements will be amended from time to time to alter minimum spend competition thresholds, but at all times clear guidelines will be provided. These will be decided based on the size and complexity of the proposed procurement activities.

2.3.2 Minimum Spend Competition Thresholds

2.3.2.1 Tenders

Purchase of all goods, services and works for which the estimated expenditure exceeds the compulsory tender thresholds stated within Section 186 of the Act must be undertaken by public tender unless approved exemptions are available.

As a general rule Council will not accept late tenders, the exception being where it can be substantiated that:

- there was a Council related system failure/interruptions in the case of submission of a electronic tender, or
- access was denied or hindered in relation to the physical tender box.

The Manager Administration and Governance can accept a late tender where it can be determined the above circumstances prevailed at the time of attempted lodgement.

If the nature of a proposed procurement and the characteristics of the market are such that the public tender process would lead to a better result for the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is less than the compulsory tender thresholds.

Where significant amounts are spent in aggregate on one supplier, or for one service, over time, Council will assess whether greater savings can be achieved by tendering. For this purpose at least two financial accounting periods of category expenditure will be analysed with each category being individually assessed based on its own unique characteristics.

2.3.2.2 Quotations

For purchases of goods, services and works having a total valuation of less than compulsory tender thresholds Council will maintain a formalised system of procurement requirements.

Council's procurement guidelines will address, but not limited to the following:

- financial thresholds;
- reporting requirements;
- the type and number of quotations required;
- Advertising
 - Quotations may be advertised at the Council Staff member's discretion. This may occur when a field of potential tenderers hasn't been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices, etc.
- Insufficient quotations
 - The situation may arise where insufficient quotations are received to satisfy the above requirements.

This may occasionally occur where there are few suppliers for the goods, services or works being sought or the work is highly specialised. In this case, the details of the contacted suppliers must be recorded and an appropriate comment recorded.

2.3.2.3 Agency

Council may use the services of a third party agent to undertake a tender on its behalf. Where this engagement is determined Council will:

- endorse the tender and contract specifications, conditions and other contract documentation before public tenders are called;
- ensure proper procurement processes and procedures are in place;
- make a decision to either accept one of the tenders or reject all tenders as allowed by the Act, including reviewing the evaluation panels' assessment of submissions and recommendation to select one tender or a panel of tenderers; and

- exercise discretion in accepting one of the tenders and merely rely on the work undertaken by the agent.

2.3.2.4 Emergencies

Council will enter into a contract, the value of which reaches the threshold amounts, for the provision of goods, services or works without first putting that contract to public tender, if it is resolved that the contract must be entered into because of an emergency.

2.3.2.5 Ministerial Exemption

The Minister for Local Government may exercise his or her discretionary power to approve an arrangement for the purposes of the Act, a contract that Council wishes to enter into without first exposing that contract to public tender. Ministerial exemptions will only be sought in exceptional circumstances.

2.4 Delegation of Authority^{vii}

2.4.1 Requirement

Delegations define the limitations within which Council Staff are permitted to work. Delegation of procurement authority allows specified Council Staff to approve certain purchases, quotations, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level.

As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities.

2.4.2 Delegations

2.4.2.1 Council Staff

Council shall maintain procurement delegations, identifying Council Staff authorised to make such procurement commitments in respect of goods, services and works on behalf of Council, including but not limited to the following^{viii}:

- power to authorise and issue order forms for goods and services;
- power to enter into contracts within approved budget;
- sign letters of acceptance on behalf of Council to enter into contracts; and
- contract term extensions and contract variations.

The requisition and authorisation of purchases cannot be processed by the same officer.

2.4.2.2 Delegations Reserved for the Council

Tender recommendations where the expenditure is over the Chief Executive Officer's delegation must be approved by Council:

2.5 Internal Controls

The Council will establish and maintain procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

2.6 Commercial Information

Procurement activities will be carried out in a way that supports Council Staff in meeting their obligations to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Council guidelines.

2.7 Risk Management

2.7.1 General

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

Risk management will be carried out in accordance with the stated requirements in the Risk Management Policy and the Guidelines for OH&S Management of Contractors and any Federal or State regulatory requirements.

2.7.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts;
- requiring contractual agreement before commencement;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

2.7.3 OH&S and Other Mandatory Requirements

Council undertakes due diligence activities on all suppliers to ensure compliance to legislative and business requirements. Council requires all contractors, service providers and volunteers to comply with all OH&S legislative requirements. These are mandatory requirements and non compliance will disqualify prospective suppliers.

2.8 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be sought from the appropriate member of Council Staff listed in the Delegations section or above. A request for such an approval should be supported with procurement and legal advice as relevant.

All contractors must obey and ensure that its employees, sub-contractors and agents obey any Acts, regulations, local laws and by-laws in any way applicable to the performance of a contract. All contractors must also comply with the terms of any relevant Commonwealth and State industrial instruments in respect to its employees and ensure that any agents and sub-contractors of the contractor also comply with these obligations.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose the Council to risk and thus must be authorised by the appropriate member of Council Staff.

2.9 Endorsement

Council Staff must not endorse any products or services.

2.10 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the potential for legal action.

2.11 Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract;
- ensuring adherence with Council's Risk Management framework and compliance with applicable Occupational Health and Safety procedures; and
- providing a means for the early recognition of issues and performance problems and the identification of solutions.

Contracts are to be proactively managed by the member of Council Staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives Value for Money.

2.12 e-Procurement

e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system to acquire goods, services and works.

By utilising e-procurement the aim is to:

- reduce transaction costs
- make processes more efficient;
- improve management information and visibility of spend;
- increasing control and consistency of processes; and
- improve spend compliance.

3 Demonstrate Sustained Value

3.1 Integration with Council Strategy

The Council procurement strategy shall support its corporate strategy, aims and objectives, including but not limited to:

- Community Wellbeing
- Growing the Economy
- Sustainable Built and Natural Environment
- How We do Business.

3.2 Achieving Value for Money

3.2.1 Requirement

The Council's procurement activities will be carried out on the basis of obtaining Value for Money. Lowest price is not necessarily an indicator of value for money and cost is not the only factor for assessing value for money. Other factors such as technical capability to meet specification, risk management, environment and occupational health and safety, financial capacity, economic contribution to the Geelong region, sustainability, quality, customer service, resource management, continuous improvement, fitness for purpose and social considerations may be considered in assessing competing companies' submissions.

3.2.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout;
- effective use of competition;
- using schedule of rates and panel contract arrangements where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- more emphasis placed on procurement planning process;
- developing a more cost efficient tender process including appropriate use of e-solutions;

- Council Staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements;
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired;
- undertaking analysis of Council's category spending patterns; and
- ensuring procurement effort corresponds with risk and expected return.

3.2.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives through being written in a manner that:

- ensures impartiality and objectivity as reasonably practicable;
- encourages the use of standard products;
- encourages sustainability; and
- eliminates unnecessarily stringent requirements.

3.3 Performance Measure and Continuous Improvement

Council will establish an appropriate management and reporting systems to monitor performance against targets and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally.

Procurement will use the performance measurements developed to:

- highlight trend and exceptions where necessary to enhance performance;
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers; and
- facilitate relevant programmes to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

3.4 Sustainable Procurement

Council is committed to reducing its environment impacts and operating in a socially, financially and environmentally responsible manner.

Council will encourage the design and use of products and services which have minimal impact on the environment and human health. This includes, but is not limited to:

- Recycling
- Waste Management
- Emissions Management
- Habitat Destruction
- Toxicity
- Soil Degradation
- Water Conservation

- Energy Management, and
- Green Building Design

Council shall encourage suppliers to adopt good environmental practices.

Council will actively promote green procurement throughout its supply chain and where possible consider selection which has minimum environmental impact.

3.5 Support of Local Business and Apprentices

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, while remaining compliant with the Competition and Consumer Act 2010 and other fair trading legislation requirements.

Wherever practicable, Council will give effective and substantial preference to contracts for the purchases of goods, machinery or material manufactured or produced in Australia or New Zealand.

Wherever practicable, Council will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within the Geelong Region.

Council will also seek from prospective suppliers/contractors, where applicable, what economic contribution they will make to the Geelong region. A weighting percentage up to a maximum value of 10% will be assigned to this criteria element. The percentage applied to any procurement will be determined by the quotation or tender evaluation panel.

Such examples may include:

- (1) Engaging and contracting with local suppliers
- (2) Engaging local sub contractors
- (3) Suppliers/contractors participation in any apprenticeship schemes or employment of apprentices
- (4) Contributing to the financial, social and environmental well being of the region
- (5) Enable the business expansion, growth and servicing of local business and contractors.
- (6) Existing local business

3.5.1. Project Delivery

The engagement/employment of apprentices or trainees will form part of the project delivery criteria in determining the awarding of a contract for construction projects. Tenderers must provide details of direct and indirect employment of apprentices or trainees to be engaged during the course of a project.

4 Apply a Consistent and Standard Approach

4.1 Standard Processes

The Council will provide effective commercial arrangements covering standard products and standard service provisions across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via a combination of the following areas:

- use of Council's Preferred Supplier System;
- pricing where relevant;

- processes, Procedures and techniques;
- tools and business systems e.g. e-tendering, e-quotation sourcing arrangements;
- reporting requirements; and
- application of standard contract terms and conditions.

4.2 Performance Indicators and Management Information

A list of indicators will be developed to measure procurement performance. They will include criteria such as:

- the proportion of spend against corporate contracts;
- user and supplier satisfaction levels measuring the success of procurement initiatives e.g. procurement cards; and
- the proportion of Eco-friendly spend.

Council will also use external sources of management information to assist with the procurement decision making process.

5 Build and Maintain Supply Relationships

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

5.1 Developing and Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- managing existing suppliers, to ensure the benefits are delivered;
- maintaining approved preferred supplier lists and compliance with Council's requirements for insurances, OH&S etc; and
- developing new suppliers and improving the capability of existing suppliers where appropriate.

5.2 Supply Market Development

A wide range of suppliers will be encouraged to compete for Council work.

5.3 Relationship Management

Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- size of spend across the Council;
- criticality of goods / services supplier, to the delivery of the authorities services;
- availability of substitutes; and
- market share and strategic share of suppliers.

5.4 Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners to Council. The external website will be developed and updated to provide:

- information about Council and how to become an approved supplier;
- guidelines for doing business with Council;
- standard documentation used in the procurement process; and
- links to other relevant sites.

6 Continual Improvement

Council is committed to continuous improvement and will review the procurement policy on an annual basis, to ensure that it continues to meet its wider strategic objectives.

REFERENCES:

- Procurement and Contracts Manual
- Councillors - Code of Conduct Policy
- Confidential Information Policy
- Fraud Control Policy
- Gifts & Hospitality Policy
- Goods & Services Tax Policy
- Occupational Health & Safety Policy
- Risk Management Policy
- Staff Code of Conduct Policy
- f Council Purchasing Card Policy
- Environment Management Strategy Sustainable Water Use Plan
- Local Government Act 1989
- Competition and Consumer Act 2010
- Human Rights and Responsibilities Act 2006

Acknowledgements

- i Ian McPhee, Auditor-General for Australia, “Contract Management in the Public Sector – an ANAO Better Practice. Perspective” Paper delivered at the Australian Government Procurement Conference
- ii Landell Consulting definition
- iii From MAV Procurement Policy Workshop slides – April 2009
- iv Adapted from the definition attributed to the World Commission on Environment and Development
- v Draws from Procurement Policy information provided from several Victorian Councils, as well as comments received during the MAV Procurement Policy Workshops in April 09.
- vi Based on MAV workshop slides – April 09 complemented from information provided from several Victorian Councils.
- vii Based on Procurement Policy information received from several Victorian Councils
- viii Indicative amounts, individual councils will insert their own values.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014

Portfolio:	Tourism and Major Events – Cr Nelson
Source:	Economic Development, Planning and Tourism
General Manager:	Peter Bettess
Index Reference:	Subject: Tourism Administration

Summary

- The City of Greater Geelong is a foundation partner of Geelong Otway Tourism Inc. The partnership has existed since 1993.
- The partnership with Geelong Otway Tourism and the other four member Municipal Councils of the Geelong Otway Region is detailed through a Memorandum of Understanding and further outlined in Councils Tourism Policy.
- The performance of the tourism industry under the leadership of Geelong Otway Tourism remains very strong at both the Municipal and Regional level.
- The State Government through Tourism Victoria has reviewed regional tourism structures across the State and as part of that process established an Interim Great Ocean Road Tourism Board to present to State and Local Government structural options for the Great Ocean Road Region.
- The City of Greater Geelong is included in the Great Ocean Road Region that encompasses the area from Geelong to the South Australian Border.
- The Interim Board has presented a Report to Stakeholders that details the establishment, strategic objectives, priorities, governance and recommended structure of the new Regional Tourism Board for the Great Ocean Road Region.
- The Report to Stakeholders, after consideration of three structural options recommends a fully integrated structure for the total Great Ocean Road Region that would transfer all tourism staff, funding and facilities to the proposed new Regional Tourism Board to be called 'South West Victoria Regional Tourism Pty Ltd'.
- The Report made 19 recommendations and stated that the new structure should commence at the start of the 13/14 financial year and it initially be supported by base funding of \$345,000 from Tourism Victoria with Local Government in the region maintaining current contribution levels (2012/13 COGG Tourism Administration budget \$926,552).
- Council resolved at its meeting of the 12 March 2013 to write to Tourism Victoria indicating conditional support for the recommended proposed integrated tourism structure subject to the development of an agreed sustainable equitable and transparent financial model being developed to the satisfaction of Council, Industry and other Municipal partners.
- The CEO of Tourism Victoria contacted all Municipal Councils included in the proposed Great Ocean Road Regional Tourism Board on the 30 April 2013 indicating that Tourism Victoria would commit up to \$500,000 per year for the next three years to support the proposed integrated tourism structure.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

- Municipal CEO's from the Great Ocean Road Region have met in May 2013 to work towards the established of an agreeable funding model but as yet this work has not been finalised and no recommendation has been presented to Council's for consideration at this time.
- The Board of Geelong Otway Tourism has developed an industry funded tourism action plan for 2013/14 in recognition that marketing, industry development and other industry initiatives will be needed to be implemented whilst structural issues are still being considered and remain unresolved. The 2013/14 draft action plan and budget relates to direct project expenditure of over \$1.3 Million. In addition to this the draft plan outlines projects relating to regional marketing program funds from Tourism Victoria at a contribution level of \$551,000 (this figure relates to the whole Great Ocean Road Region).
- The Board of Geelong Otway Tourism has requested an extension of the current Memorandum of Understanding until 30 June 2014 or until such time before this date if Council approves a new tourism structure.

Cr Harwood moved, Cr Ellis seconded -

That Council:

- 1) agrees to extend the terms of the current Memorandum of Understanding with Geelong Otway Tourism to 30 June 2014 and authorises the Chief Executive Officer to sign the document as Council's representative;**
- 2) notes the industry funded one year action plan proposed by Geelong Otway Tourism for implementation in the 2013/14 financial year.**

Carried.

Report

Background

Geelong Otway Tourism Inc was established in 1993 as a regional tourism body following the amalgamation of municipalities to create the City of Greater Geelong.

A regional approach to tourism was adopted following direction and advice from both the Australian Tourist Commission and Tourism Victoria.

The newly created City entered into a partnership with the tourism industry as represented by four local tourism associations (Tourism Geelong, Bellarine Tourism, Otways Tourism and Surf Coast Tourism). The basis of the partnership is that the City provides resources for staffing, accommodation and administration for the regional body whilst the tourism industry through membership, sponsorship and advertising, funds the annual marketing and development program.

This partnership has been most effective and the Geelong Otway Tourism region now includes Surf Coast Shire, Colac Otway Shire, Golden Plains Shire and the Borough of Queenscliffe and the relevant local and municipal tourism bodies that fall within these municipal boundaries.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

In Geelong, the role was subsequently expanded to now include co-ordination, management and operations of Visitor Information Centres as well as facilitation and marketing of Business Events (Meetings, Incentives, Conferences and Exhibitions - MICE).

At present, and in partnership with Tourism Victoria and the relevant local tourism associations (Tourism Geelong and Bellarine Tourism), a structural review has been undertaken to explore better integration across the Great Ocean Road Region (Barwon South West Region). The State Government has committed additional resources to market Geelong and the Bellarine in their own right for intrastate promotion and branding.

Discussion

Effective regional industry structures are a key factor in building successful tourism destinations. The partnership model established in the creation of Geelong Otway Tourism has performed strongly now for over 20 years. The structure of Victoria's regional tourism industry is facing a number of new challenges due to the rapidly changing environment which needs to be addressed to provide a stronger platform for improved performance and growth. Through the consolidation and devolution of State funding through to the new structures greater efficiencies and coordination of program and funding may occur.

Interim Board

Tourism Victoria has appointed Mr Wayne Kayler-Thomson to be the Chair of the Great Ocean Road Interim Regional Tourism Board. The Interim Board consists of representatives of the nine Municipal Councils in the Great Ocean Road Region (Geelong to the South Australian Border) and the two Regional Tourism Boards, Geelong Otway Tourism and Shipwreck Coast Marketing.

The objective of the Interim Board is to present a draft Strategic Business Plan that details and recommends to State Government and all Municipal and Industry partners the establishment, strategic objectives, priorities, governance and financial model that supports the proposed new structure.

It should be noted that the City of Greater Geelong and all Municipal and Industry partners will have to endorse any proposed structural changes prior to altering the existing partnership with Industry through Geelong Otway Tourism as detailed in the Memorandum of Understanding and Council Policy.

Proposed Structural Changes – Tourism Geelong and Bellarine Peninsula Tourism

The two Local Tourism Associations located within the City of Greater Geelong, Tourism Geelong and Bellarine Peninsula Tourism, have agreed in principle to amalgamate to a single entity "Destination Geelong/Bellarine".

At the request of the Local Association Geelong Otway Tourism is working with a contracted Governance Consultant to present to the LTA's the most cost efficient clear path to amalgamation. This joining of forces requires member support as per their Statement of Rules as Incorporated Associations.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

It is proposed that these changes will be considered by the membership for introduction at the commencement of 13/14 Financial Year.

Discussion – Performance

Tourism Research Australia (TRA) is an independent arm of the Commonwealth Government that collects, collates and reports on Regional visitation by both domestic and international visitors. The following data is from the latest TRA report for Geelong for the year ending December 2012.

'Geelong' as defined in the TRA data includes The City of Greater Geelong and the Borough of Queenscliffe.

Visitation – Year Ending December 2012

Domestic Nights - Geelong

TOTAL	%Change 00/12	%Change 11/12	AAG 00/12	AAG 08/12
Geelong 2,551,000	+0.3%	+3.5%	+0.3%	+1.5%
Regional Victoria 35,600,000	+0.1%	+3.9%	+0.1%	+1.3%

Domestic Day Trips - Geelong

TOTAL	%Change 00/12	%Change 11/12	AAG 00/12	AAG 08/12
Geelong 2,985,000	+0.1%	+0.4%	+0.1%	+3.8%
Regional Victoria 28,417,000	-2.5%	+6.1%	+0.2%	+4.8%

International Arrivals - Geelong

TOTAL	%Change 00/12	%Change 11/12	AAG 00/12	AAG 08/12
Geelong 38,700	+4.9%	-8.0%	+4.9%	+3.1%
Regional Victoria 3,158,000	+1.5%	-7.4%	+1.5%	+0.4%

Comment:

Geelong is significantly outperforming Regional Victoria in all domestic and international TRA Benchmarks with the exception of domestic day trips.

Geelong Visitor Information Centres (VIC's)

During the period from July 2012 to May 2013 the Geelong Visitor Information Centres (located at Little River Service Centre, National Wool Museum, Market Square, Geelong Waterfront and Barwon Heads) welcomed just over 149,000 walk in visitors. This is slight decline of 7% as compared to the same period last year, however this decline in visitation reflects the growing trend of visitors using the digital footprint to access information prior to departure.

It is recognised that the current trends with digital technologies and changing consumer behaviours are key drivers for consumers to increasingly access visitor information via digital platforms and devices.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

There is a clear correlation between the slight decrease in Visitor Information Centre arrivals and the increase in use of mobile digital devices.

A 55.4% increase in mobile traffic to the website was recorded for 2012/13 compared to the previous 12 months. From January – May 2012, 128,538 visits to the consumer website was recorded. Of this total, 27,496 were from mobile device, representing 21.4% of all traffic to the site. From January – May 2013 181,934 visits to the consumer website were recorded, 70,301 via a mobile device, representing 38.6% of all traffic to the site.

Visitor Information Centres have embraced this technology and the emerging traveller behaviours, through the adoption of tablet technology; formal training in iPad functionality, QR codes, consumer website (as an information tool) and app usage.

Further to this the VIC's responded to 6,522 telephone calls and 5,324, emails seeking information. In total the Geelong VIC's responded to 198,246 visitor enquiries over the 11 month period ending May 2013.

The total enquiries have increased by 5% per annum over the past five years with 40% of enquiries being made by international visitors.

In 2012 visitors to the region who called into Geelong VIC's were surveyed post trip to determine the impact of information received on their original travel plans. The results showed that 80% of visitors stated that they spent more time in the region than originally planned, with 46% spending an extra day or more due to the information received.

From this data it can be estimated that an additional \$14.5 Million of visitor expenditure was induced as a direct result of information support services delivered by the network of Geelong VIC's. The VIC's are staffed by two permanent staff and over 100 dedicated volunteers.

Business Events

The business events unit of Geelong Otway Tourism is called Business Events Geelong.

Business Events Geelong works with industry to secure conferences, meetings, expositions, incentive travel and to maximise the economic return from hosting such business events.

The bidding process to secure business events is very competitive and whilst Geelong has no major Convention and Exhibition Centre the Business Events Unit is very active and highly successful as recognised by winning Meeting and Events Australia's National Award as Australia's top Regional Destination Marketing Organisation for three consecutive years, culminating in them being inducted to the MEA National Hall of Fame in 2012.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

In the last financial year Business Events Geelong secured over 1,600 business events, from half and full day meetings to multiple day conferences, that totalled approximately 3,000 business events days (Average length of event = 1.9 days). Delegate numbers attending business events was 64,000 with delivered 121,600 delegate days.

The average event size was 40 persons and the economic impact of these events was \$40.06 Million. It should be noted that year on year we have seen a slight drop in the number of events held in region a slight decline in the average number of delegates per event. This is as a direct result of changing economic circumstances. But of greater concern is the leakage or loss of events the size of 400 plus delegate to other regions including Lorne because of the limited scope and scale of venues available in Geelong to meet the needs of the high yielding Business Events sector.

Tourism Economic Impact Analysis

As part of the Destination Management Plan, a Federal/State Government funded initiative managed by Geelong Otway Tourism, a detailed Economic Impact Study of tourism was undertaken at both the Municipal and Regional level.

The research undertaken by 'Compelling Economics' was an 'Input Output' study that determined the total employment and economic activity generated by tourism across the regional economy.

As such Tourism was viewed in terms of an amalgam of activities such as retail, accommodation, cafes, restaurants, cultural and recreation services. The study measured peoples spending whilst visiting the City (both Domestic and International Visitors) and included recreation tourism, people visiting friends and relatives, business travellers and also people visiting to access services such as retail, health, education and government services.

Results

The tourism sector in Greater Geelong is estimated to generate \$553 Million in annual direct economic output.

Further to this for every \$1 Million of direct expenditure by visitors in the local economy a further \$.848 Million is generated with flow-on industrial and consumption effects.

Applying the tourism industry multiplier to the total output generated by the City of Greater Geelong's tourism sector of \$553 Million the total value (direct + industrial + consumption) of tourism to Geelong's economy is estimated at up to **\$1.022 Billion per annum**. This economic output is estimated to support **5,151 jobs** in the municipality.

It should be noted that this \$1.022 Billion economic output for Greater Geelong represents close to half of the total \$2.1 Billion economic output of the total tourism industry for the Great Ocean Road Region.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

2013/14 Geelong Otway Tourism Draft Action Plan and Budget

Due to the need to extend the current structure, the Geelong Otway Tourism Board met on Monday 27 May 2013 to devise an action plan for 2013/14 taking into consideration current Tourism Victoria Regional Tourism Action Plan Strategies as well as current projects being delivered through the allocation of Regional Marketing Program Funds for the Region. This plan relates to industry buy in through membership, sponsorship and marketing activities as well as the Municipal contributions from all other participating Municipalities in the Geelong Otway Region. The 2013/14 draft plan includes direct expenditure of over \$1.3 Million. In addition to this, the draft plan outlines projects relating to regional marketing program funds from Tourism Victoria totalling \$551,000 (this figure relates to the whole Great Ocean Road Region).

Please find attached a copy of the 2013/14 Geelong Otway Tourism draft action plan and budget which is planned to be discussed and approved at Geelong Otway Tourism's next board meeting on 13 June 2013.

Environmental Implications

In its last annual report to Council, Geelong Otway Tourism Inc outlined a range of initiatives related to environment issues that have been implemented including accreditation by Earth Check.

Earth Check is a program aimed at reducing the impact of tourism related activities on the environment that includes training and incentives for those who participate.

A component of Earth Check is making sure the operations of Geelong Otway Tourism Inc itself are environmentally friendly. Geelong Otway Tourism was benchmarked in 2009 and again in 2012.

A further program called Sustainable Practice 360 Degrees assists businesses in reducing their water, waste and energy consumption.

Geelong Otway Tourism Inc has also worked with conference organisers and tour operators to achieve best practice in the environmental impact of their operations and design.

8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)

Financial Implications

Expenditure by Council 2008-2013

Service	2008/09	2009/10	2010/11	2011/12	2012/13
GOT Administration	\$791,000	\$770,000	\$865,400	\$940,280	\$926,552
Visitor Information Centres	\$246,500	\$257,500	\$307,220	\$401,510	\$367,409
Conference & Business Travel	\$261,000	\$290,000	\$303,770	\$320,190	\$372,445
TOTAL	\$1,298,500	\$1,317,500	\$1,476,390	\$1,661,980	\$1,666,406

Council's proposed contribution to tourism via Geelong Otway Tourism for 2013/14 is **\$1,690,275**.

(GOT Administration \$912,850, VIC \$381,490, Conference & Business Travel \$395,935).

As per the information above, the Geelong Otway Tourism Board has worked in cooperation to develop the 2013/14 draft action plan and budget with a direct expenditure level of over \$1.3 Million. In addition to this the draft plan outlines projects relating to regional marketing program funds from Tourism Victoria totalling \$551,000 (this figure relates to the whole Great Ocean Road Region).

Policy/Legal/Statutory Implications

Authorising the extension of the Memorandum of Understanding to 30th June 2014 commits Council to a financial contribution for the 2013/14 financial year supporting staffing, accommodation and other administration costs of Geelong Otway Tourism.

Officer Direct or Indirect Interest

This report has been prepared by the Tourism Manager, City of Greater Geelong, who is also the Executive Director of Geelong Otway Tourism.

Risk Assessment

Geelong Otway Tourism Inc plays a pivotal role in advocating on tourism related issues in a variety of settings and at different levels of government. The organisation provides leadership to the region's tourism industry in dealing with both demand and supply issues, as well as opportunities to collaborate on a range of campaigns and initiatives.

Without an organised and united approach the industry would most likely suffer or remain stagnant.

The basis of the proposed altered structure of tourism in the region is the changing dynamics impacting on the business environment and tourism performance.

**8. EXTENSION OF CURRENT MEMORANDUM OF UNDERSTANDING WITH
GEELONG OTWAY TOURISM TO 30 JUNE 2014 (CONT'D)**

Social Considerations

The social impacts of tourism have been the subject of recent research by the Sustainable Tourism Cooperative Research Centre. A set of indicators have been developed to measure these impacts, with further work being done in the coming 2013/14 year.

Communication

A release will be prepared regarding recommitting to the Memorandum of Understanding.

9. COUNCIL POLICY REVIEW - EMERGENCY MANAGEMENT

Portfolio: Infrastructure, Parks & Gardens - Cr Ellis
Source: City Services - Emergency Management & Fire Prevention Unit
General Manager: Gary Van Driel
Index Reference: Subject: Emergency – Fire: Policy

Summary

- Council Policies are developed to provide guidance for the various services and functions of the City of Greater Geelong.
- To ensure that policies remain current and relevant, all policies are allocated a review date.
- This report addresses the most recent review of Emergency Management Policy, CPL275.2.
- Approved policies are made available to the public via the Council's Internet site.

Cr Ellis moved, Cr Heagney seconded -

That Council endorses the Emergency Management Policy, CPL275.2 (Appendix 9-1).

Carried.

Report

Background

The Emergency Management Policy, CPL275.2 was first developed many years ago, with this being the third review.

Discussion

The Emergency Management has undergone a number of reviews, the recent review has addressed:

- clarification on the policy's scope;
- clarification of assistance that may be requested from neighbouring councils; and,
- updating the two 'Levels of Response' Tables.

The 'Levels of Response' Tables assist council officers, in particular, council's Operations After Hours Duty Officers in moving from one level of response to another, which in turn activates additional resources as well as notification of more senior council officers.

The next review of this Policy is scheduled for December 2016.

9. COUNCIL POLICY REVIEW - EMERGENCY MANAGEMENT (CONT'D)

Financial Implications

The policy provides Council with direction for the effective management and control of outdoor resources. This management ensures that there is effective incident and financial accountability.

Policy/Legal/Statutory Implications

The Policy has been developed with reference to relevant legislation, the Emergency Management Manual Victoria and Council's Municipal Emergency Management Plan (MEMPlan).

Officer Direct or Indirect Interest

There is no officer direct or indirect interest with the preparation of this Council report.

Risk Assessment

Well articulated policies provide Council with a consistent and publicly declared response towards Emergency Management. This will assist in reducing the risk and negative consequences to Council that may occur through inconsistent decision making, actions or practices.

Social Considerations

Social considerations have been taken into account during the review of this policy.

Environmental Implications

There is no environmental risk associated with this policy.

Communication

Once approved, this Policy will be accessible through Council's internet and intranet web sites. The Policy will be discussed at the MEMP Committee meeting.

COUNCIL POLICY

Emergency Management	Document No:	CPL275.2
	Approval Date:	25 June 2013
	Approved By:	Council
	Review Date:	25 June 2016
Responsible Officer: General Manager City Services	Version No:	04
Authorising Officer: Chief Executive Officer		

1. PURPOSE

The purpose of this Policy is to outline Council's responsibilities and the management program for providing emergency management services in the City of Greater Geelong region.

2. SCOPE

This policy applies to all Council employees involved in emergency situations, particularly those who respond to and/or assist the community in recovering from emergencies that occur in the Geelong Region or within other municipalities where requested.

3. REFERENCES

- Emergency Management Act, 1986
- Local Government Act, 1989
- Emergency Management Manual Victoria (EMMV)
- Municipal Emergency Management Plan (MEMPlan)
- Geelong Heatwave Management Plan

4. DEFINITIONS

- AHES – After Hours Emergency Service
- CEO – Chief Executive Officer, City of Greater Geelong
- DERC – (Police) Divisional Emergency Response Coordinator
- MEM – Municipal Emergency Manager (i.e. General Manager, City Services)
- MRM – Municipal Response Manager
- MEMPlan – Municipal Emergency Management Plan
- MERC – (Police) Municipal Emergency Response Coordinator
- MERO – Municipal Emergency Resource Officer
- Xacom Box – electronic device located at the Anakie Road Operations Centre that records all messages sent from Council's After Hours Emergency Service carrier to any of the Duty Officers.

5. COUNCIL POLICY

Council is committed to providing the following emergency services:

- An effective and efficient After Hours Emergency Service (AHES) to respond to emergencies within its normal service delivery areas 24 hours a day, 365 days a year.
- Provision of timely and co-ordinated response and recovery activities with its resources to assist in community emergencies as defined in the Municipal Emergency Management Plan (MEMPlan) for the City of Greater Geelong and the Emergency Management Manual Victoria.

The Chief Executive Officer and Municipal Emergency Manager (MEM), or in their absence, their delegates (as per the Instrument of Appointment and Authorisation) are authorised by Council to expend funds on the utilisation of urgently needed resources, with the Chief Executive Officer, Municipal Emergency Manager (MEM), Mayor and Councillors being advised of such allocation of resources as soon as practicable after the event.

Council will, where practicable, assist adjoining Councils in responding to or recovering from an emergency event by providing resources with the authorisation of the CEO or MEM, when requested by that Council through the Municipal or Divisional Regional Emergency Response Co-ordinator (designated officers of Victoria Police) to Council's Municipal Emergency Resource Officer and/or Municipal Recovery Manager.

As Council resources are limited, they must be applied for the greatest community need which may limit the assistance that can be given to individuals, such as sandbagging individual properties, relocation or elevation of household goods prior to a flood event etc. Therefore residents are expected to help themselves.

Council will pursue reimbursement of costs associated with significant resource allocation (personnel and equipment) for community emergencies, where considered appropriate by the Municipal Emergency Manager or Chief Executive Officer and in accordance with the Natural Disaster Financial Arrangements (NDFA).

6. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Municipal Emergency Management Plan	Corporate Records	Permanent	City Services
Emergency response records	Corporate Records	7 years	Corporate Records
Xacom Box Records	Corporate Records	7 years	City Services
Level 3 or 4 Event Reports	Corporate Records	7 years	City Services

7. ATTACHMENTS

Level of Response Tables x 2 No.

Municipal Emergency Management Planning

Levels of Response for Municipal Operations **Table One – General Guide Excluding FLOODING**

May2013)

(Updated

Incident Level	Incident Classification	Incident Criteria (examples only)	Incident Controller / Manager	Infrastructure Services Command Centre	Notification
Level One	'Typical' AHES Response Operation - Maximum 10 field crews deployed - Longer term operation from 4-8 hours. - After Hours carrier monitors all calls and maintains contact with Duty Officer via pager - Increasing number of requests over Xacom box.	- Routine issues that cannot wait to next working day. - Broken/dislodged pit lids - Traffic Accidents - Isolated fallen tree branches/trees - Strong Gale / Storm warnings in effect – wind speeds 75 – 102Kph - Strong Gale /Storm warnings (75-102kph) or Violent Storm warnings in effect – wind speeds 103-117Kph that are generating numerous requests for assistance - Debris blocking roadways - Isolated fallen trees - Bush / Grass fire – CFA requesting assistance (one of two plant items req'd)	Rostered Duty Officer managing operations with Backup Duty Officer assisting when required Notes: Duty Officer monitors Xacom box and logs info pertaining to jobs, deployment of plant and personnel on a white board. Back-up Duty Officer field based	Not active, however, as the number or frequency of calls being received increases the Duty Officer may choose to operate out of the most convent Operations Centre	- Contact Coordinator Maintenance and advise on situation when pager call volume prevents acknowledgments being carried out in a timely manner. - Contact Coordinator Emergency Management when there is property damage and resident(s) require relocation / evacuation.
Level Two	Emergency - As per Level 1 operation plus - Large allocation of plant and staff in field, possibly involving a municipal wide operation. 8+ hour operation.	- Bush / Grass Fire, CFA requesting additional resource support (more extensive support requested than Level 1 and over an extended period of time). - Other councils/agencies requesting assistance (ie resources) - Damage to buildings - Cyclone Force 1 warnings in effect – wind speeds 118 –178Kph. - Isolated resident evacuations required - Large landslides occurring/threatening - Rostering of staff required/staff catering	Level Two Incident Management Team in place, viz: - Level 1 plus - CoGG Incident Manager - Operations Coordinator - Logistics Coordinator	Council MEOC's Activated and manned by Level 2 Incident Management Team	- Coordinator Emergency Management/MERO requested to return to Anakie Road Ops. - Key supervisory staff activated (if needed). - Mobilisation of necessary Outdoor personnel and City Services administrative staff. - If necessary, MERO to notify Municipal Recovery Manager - At appropriate time MERO to notify MEM
Level Three	Major Emergency – MEMPlan Operation - As per Level 2 operation plus - Municipal Emergency Management Plan 'activated'. - Extensive allocation of plant and staff in the field. - Multi Agency Operation, eg 2006 Anakie Wildfire	- Resident evacuations occurring. - Severe Incident eg Explosion; Earthquake; Major Asset damage - Incident requiring multiple resident evacuations / relocations. - Cyclone Force 2 warnings in effect – wind speeds +180Kph. - MECC Activated	Level Three Incident Management Team as per MEMPlan and relevant operations-plan viz: - CoGG Incident Manager - Operations Coordinator - Logistics Coordinator - Administration Coordinator	Council MEOCs Activated and fully manned by Level 3 Incident Management Team. MECC activated if MERO and Police MERC agree	- As per Level 2 plus - Stores personnel activated. - MEM to advise CEO/Mayor

Municipal Emergency Management Planning
Levels of Response for Municipal Operations
Table Two – General Guide FLOODING

(Updated May 2013)

INCIDENT LEVEL	INCIDENT CLASSIFICATION	INCIDENT CRITERIA (examples only)	INCIDENT CONTROLLER	INFRASTRUCTURE SERVICES COMMAND CENTRE	NOTIFICATION
Level One	<i>'Typical' AHES Response Operation</i> - Maximum 10 field crews deployed - Longer term operation from 4-8 hours. - After Hours carrier monitors all calls and maintains contact with Duty Officer via pager - Increasing number of requests over Xacom box.	- Routine issues that cannot wait to next working day. - Minor and isolated flooding of roads, etc. - Flooding of Barrabool Road (2.1m) Minor flooding of the Barwon (2.5m) & Moorabool rivers (2.7m) Flash Flood/ Severe Storm warnings in effect. - Moderate flooding (3.1m) of Barwon River with predictions below 3.1m at McIntyre Bridge - Waurin Ponds Creek in flood. - Moderate flooding of Moorabool River (RL 4.00m) - Other Agencies seeking assistance (plant & labour – one or two plant items requested)	Rostered Duty Officer managing operations with Backup Duty Officer assisting when required Notes: Duty Officer monitors Xacom box and logs info pertaining to jobs, deployment of plant and personnel on a white board. Back-up Duty Officer field based	Not active, however, as the number or frequency of calls being received increases the Duty Officer may choose to operate out of the most convent Operations Centre	Contact Coordinator Maintenance and advise on situation when pager call volume prevents acknowledgments being carried out in a timely manner. Contact Coordinator Emergency Management when there is property damage and resident(s) require relocation / evacuation.
Level Two	<i>Emergency</i> - As per Level 1 operation plus - Large allocation of plant and staff in field, possibly involving a municipal wide operation. 8+ hour operation.	- Advice from FWO that properties are threatened by flood waters from Lake Victoria - Flood damage to buildings. - Isolated resident evacuations required. - Flooding of Hovells Creek. (no pumping req'd but monitoring levees & some road closures req'd) - CoGG wide heavily, mostly stationary rain storm event over Geelong with rainfall radar showing dark pink & red intensity - Major flood of Moorabool River Batesford gauge board exceeding (4.9m) - Other Agencies seeking greater assistance (labour & plant) that exceeds Level 1 criteria	Level Two Incident Management Team in place, viz: - Level 1 plus - CoGG Incident Manager - Operations Coordinator - Logistics Coordinator - Flood Warning Officer	Council MEOC's Activated and manned by Level 2 Incident Management Team	- Coordinator Emergency Management/MERO asked to return to Anakie Ops Centre. - Key Supervisory Staff activated. (If required) - Follow up procedures as per Hovells Creek Response Plan. (If flooding) - Mobilisation of necessary Outdoor Personnel. - Recovery Manager (if needed) - At appropriate time MERO to notify MEM & MRM
Level Three	<i>Major Emergency Situation</i> - As per Level 2 operation plus - Municipal Emergency Management Plan 'activated'. - Extensive allocation of plant and staff in the field. - Multi Agency Operation response, eg 1995 Flood	- Multiple resident evacuations required - Extensive flooding with FWO advising of major flooding of Barwon River (4.3m). - Hovells Creek in flood & heavy rain over Lara – pumping req'd or levees under threat of being overtopped/failure - Major flooding at Lake Victoria (1.4m estimated) - MECC Activated	Level Three Incident Management Team as per MEMPlan and relevant operations-plan viz: - CoGG Incident Manager - Operations Coordinator - Logistics Coordinator - Administration Coordinator - Flood Warning Officer	Council MEOCs Activated and fully manned by Level 3 Incident Management Team.	- As per Level 2 plus. - Stores personnel activated. - MEM to advise CEO. - Recovery Manager (if needed)

- In instances where moderate flooding/storm damage is occurring and in **all cases** where Hovells Creek Response Plan is activated, the Coordinator Emergency Management / MERO and FWO are to be paged/contacted and requested to attend the Anakie Road Operations Centre.

10. POLICY REVIEW – GRANTS, CONTRIBUTIONS, DONATIONS AND SPONSORSHIP

Portfolio:	Governance – Cr Fagg (Mayor)
Source:	Community Services / Community Development
General Manager:	Jenny McMahon
Index Reference:	Subject: Reports – Grants and Funding

Summary

- This report presents to Council the revised Grants Donations and Sponsorship Policy (Doc No CPL 295) for adoption (see Appendix 10-1).
- The attached policy has been reviewed and updated, as relevant, in accordance with the requirements of the Local Government Act 1989.
- The allocation of funds assists with meeting the objectives of Council by providing an opportunity to enhance the well-being of the community. This is achieved by funding projects which build social capital and enable community engagement through local activities that align with Council's strategies and objectives outlined in City Plan.
- The Grants, Contributions, Donations and Sponsorship Policy provides the accountability framework for managing grants, contributions, donations and sponsorships disbursed by Council to a range of organisations, community groups and individuals.
- A 2011 internal audit review of disbursements recommended that Council's Management policies and procedures with respect to grants, contributions, donations and sponsorships be updated.
- The subsequent policy review identified the opportunity to consolidate the existing policy by clarifying terminology and strengthening the policy statement.

Cr Heagney moved, Cr Macdonald seconded -

That Council endorses the reviewed and updated Grants, Contributions, Donations and Sponsorship Policy (Doc No CPL 295), with the removal of the second dot point on Page 4, under 5. Council Policy.

Cr Farrell moved, Cr Heagney seconded –

That Standing Orders be suspended to enable further discussion of the report.

Carried.

Standing Orders were suspended at 8.55pm

Cr Heagney moved, Cr Fisher seconded –

That Standing Orders be resumed.

Carried.

Standing orders resumed at 8.55pm.

Upon resumption of Standing Orders the motion was carried.

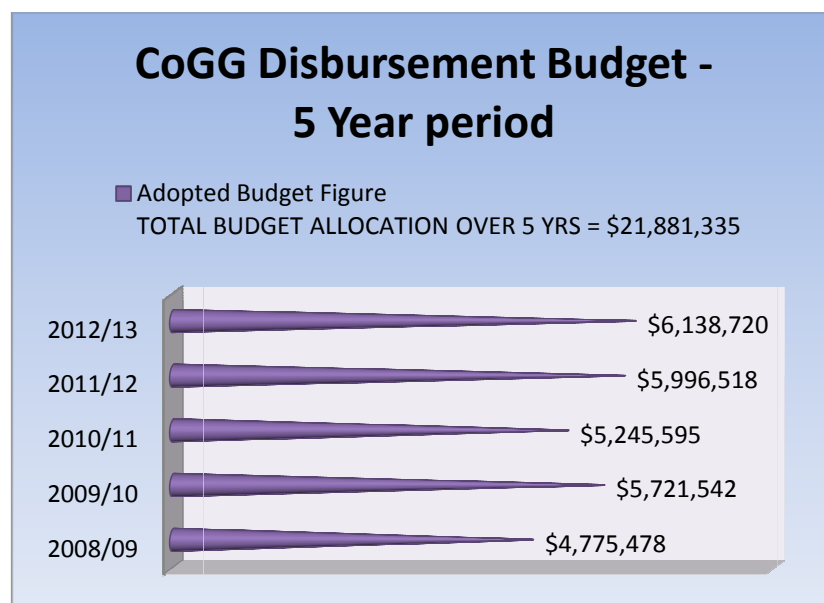
10. POLICY REVIEW – GRANTS, CONTRIBUTIONS, DONATIONS AND SPONSORSHIP (CONT'D)

Report

Background

The Council disburses funding to a diversity of organisations, groups and individuals via a range of varied funding programs and budget allocations.

The following chart provides a financial summary of all disbursements including grants, donations, sponsorships, and contributions allocated as part of Council's budget processes over the last five years.



A 2011 internal audit review of disbursements recommended that Council's Management policies and procedures with respect to grant, contributions, donations and sponsorships be updated.

A review of Council's policy and procedures of its funding programs has subsequently been undertaken. The updated Policy is presented through this report for Council endorsement.

Discussion

The allocation of funds assists with meeting the objectives of Council by providing an opportunity to enhance the well-being of the community. This is achieved by funding projects which build social capital and enable community engagement through local activities that align with Council's strategies and objectives outlined in City Plan.

The policy outlines Council's commitment to the provision of funding to the Geelong Community through its grants, contributions, donations and sponsorship programs. It aims to:

- Provide guidance, consistency and accountability advice in the administration and provision of funding to organisation, community groups and individuals
- Ensure the distribution of council funds to organisations, community groups and individuals is carried out in a fair and equitable manner.

10. POLICY REVIEW – GRANTS, CONTRIBUTIONS, DONATIONS AND SPONSORSHIP (CONT'D)

The current Grants, Contributions and Sponsorship Policy was last updated in 2009. The review has taken into consideration recommendations of the 2011 audit committee. The review results reflected in the policy include:

- Establishment of agreed definitions for key terms which are:

GRANT is a payment made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community benefit and assists in meeting the City of Greater Geelong's strategic goals and objectives. Grants are subject to an application process and generally distributed to a range of individuals or organisations and groups.

CONTRIBUTION is a payment made by Council to an organisation that assists in meeting the City of Greater Geelong's strategic goals and objectives.

SPONSORSHIP is provided in exchange for a negotiated mutual benefit that meets the City of Greater Geelong's strategic goals and objectives. A sponsorship can be of a financial or non-financial nature.

DONATION is a voluntary, freely given financial payment that is often charitable in nature that meets the City of Greater Geelong's strategic goals and objectives. There are generally no formal conditions or reporting measures placed on recipients.

NON-FINANCIAL CONTRIBUTION is the provision of a Council service, product, or facility, free of charge or at a subsidised rate. A non-financial contribution may be subject to eligibility criteria.

- The inclusion of a process for establishment of new grant or revised grants, contributions, donations and sponsorships. This proposal resulted from the identified lack of a specific process or area within Council to provide guidance or approval for the establishment of new or revised funding programs.
- The prior had not articulated the key procedural components such as establishment of assessment and compliance requirements or the identification of timelines and mechanisms for status reports.

The attached policy provides the framework to guide the provision of Council funds to community projects and builds on the existing policy by clarifying terminology and strengthening the policy statement.

Environmental Implications

Some of the projects supported via Council funding programs resource environmental activities.

Financial Implications

There are no financial implications in reviewing the policy document.

Policy/Legal/Statutory Implications

The provision of grants to the community supports local, community organisations and endorses the aims of City Plan and the G21 Regional Plan.

The provision of grants, contributions, donations and sponsorships is carried out in accordance with the Local Government Act 1989.

10. POLICY REVIEW – GRANTS, CONTRIBUTIONS, DONATIONS AND SPONSORSHIP (CONT'D)

Officer Direct or Indirect Interest

All council employees, councillors and committee members must declare any conflict of interest in assessing any application or proposal for funds in accordance with the Conflict of Interest in Local Government Act 1989.

Risk Assessment

The Policy provides the framework to ensure Councillor Community Grants Program is governed in accordance with Council's monitoring, reporting and accountability framework.

Social Considerations

The provision grants, contributions, donations and sponsorships provide an opportunity to support and strengthen communities making available a broad range of activities that benefit the Geelong region.

Communication

The Community Development Department is responsible for communication of all matters relating to this report.

COUNCIL POLICY

Grants, Contributions, Donations and Sponsorship	Document No:	CPL295.1
	Approval Date:	25-06-2013
	Approved By:	Council
	Review Date:	25-06-2016
Responsible Officer: General Managers	Expiry Date:	NA
	Version No	02
Authorising Officer: Chief Executive Officer		

1. PURPOSE

The purpose of this policy is to outline Council's commitment to providing the community with funding for activities and programs that align with Council's strategic objectives.

2. SCOPE

- To provide a broad framework to guide the provision of consistent funding administration and assessment processes across Council.

3. REFERENCES

- City Plan
- Best Practice in Local Government Community Grants Programs (VLGA 2002)
- Australian Institute of Grants Management (AIGM) Grantmaking Took Kit
- Code of Conduct Policy
- Chart of Human Rights and Responsibilities Act 2006
- Local Government Act 1989 – Sect 79 – Disclosure of conflict of interest.

4. DEFINITIONS

- **Contribution** – A contribution is a payment made by Council to an organisation that assists in meeting the City of Greater Geelong's strategic goals and objectives.
- **Grant** – A grant is a payment made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community benefit and assists in meeting the City of Greater Geelong's strategic goals and objectives. Grants are subject to an application process and generally are distributed among a range of individuals, organisations or groups.
- **Disbursement** – This is the overall term used to describe grants, contributions, donations and sponsorships. It is the financial description utilised in Council's budget documentation.

- **Donation** – A donation is a voluntary, freely given financial payment that is often charitable in nature that meets the City of Greater Geelong's strategic goals and objectives. There are generally no formal conditions or reporting measures placed on recipients other than that the funds are expended within the intent that they are given.
- **Non-Financial Contribution** – A non-financial contribution is the provision of a Council service, product, or facility, free of charge or at a subsidised rate. A non-financial contribution may be subject to eligibility criteria and shall meet the City of Greater Geelong's strategic goals and objectives.
- **Sponsorship** – Sponsorship is provided in exchange for a negotiated mutual benefit that meets the City of Greater Geelong's strategic goals and objectives. A sponsorship can be of a financial or non-financial nature.

5. COUNCIL POLICY

- Council is committed to investing funds for the development of positive and beneficial projects within the community, in line with Council's strategic objectives as outlined in City Plan.
- Council will assess applications and proposals for funding against established criteria and ensure compliance measures are met.
- Council will make certain that rigorous processes are in place to ensure consistency, fairness, transparency and accountability. Funded projects shall be monitored to ensure the benefit to the community is realised and worthwhile.
- Each funding program shall identify timelines and mechanisms to provide status reports.
- All council employees, councillors or committee members must declare any conflict or interest in assessing any application or proposal for funds in accordance with the Conflict of Interest in Local Government Act 1989.

6. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location

7. ATTACHMENTS

- Best Practice in Local Government Community Grants Programs (VLGA 2002)
- Australian Institute of Grants Management (AIGM) Grantmaking Toolkit.

11. COUNCILLOR COMMUNITY GRANTS PROGRAM 2012/2013 – SUMMARY OF ALLOCATIONS 1 NOVEMBER 2012 TO 31 MARCH 2013

Portfolio:	Community Development – Cr Fisher
Source:	Community Services / Community Development
General Manager:	Jenny McMahon
Index Reference:	Subject: Finalised Councillor Community Grants Documentation 2012/2013

Summary

- The Councillor Community Grants Program has an annual budget allocation of \$240,000. This amount is divided into the 12 council wards which equates to an annual allocation of \$20,000 per ward that is available to expend on groups that apply and are eligible under this grant program.
- As part of the accountability framework for managing the Councillor Community Grants Program, details of successful applications and allocations are reported to Council on a quarterly basis.
- This report provides a statement of allocations under the program during the period of 1 November to 31 March 2013 (Appendix 1-1). This is over a longer period as it aligns with the election of the current Council.
- The total amount funded under this program for period 1 November 2012 to 31 March 2013 was \$64,690, allocated to 28 community organisations.
- This brings the total amount allocated for the period 1 July 2012 to 31 March 2013 to \$129,410, distributed among 79 community organisations.

Cr Fisher moved, Cr Macdonald seconded -

That Council:

- 1) notes the statement of allocations (Appendix 1-1) granted to community groups and organisations for the period 1 November 2012 to 31 March 2013.**
- 2) commends and congratulates the community groups and organisations who have received funding under the Councillor Community Grants Program for their efforts and contribution to the Geelong community.**

Carried.

Report

Background

The Councillor Community Grants Program is for not-for-profit community groups and organisations who can apply for funds to support either ward based or municipal wide activities or events that will benefit the Geelong community.

In order to receive funds, applicants must comply with the established guidelines which govern the grant program.

As part of the ongoing accountability process, a report on the groups that have received funds is presented to Council on a quarterly basis.

11. COUNCILLOR COMMUNITY GRANTS PROGRAM 2012/2013 – SUMMARY OF ALLOCATIONS 1 NOVEMBER 2012 TO 31 MARCH 2013 (CONT'D)

A report providing information on allocations for the period of 1 July to 30 September 2012 was presented to Council on 11 December 2012. The total amount funded for that period was \$64,720 allocated to 51 community organisations.

To ensure a fair and equitable level of available grant funds would be maintained following the election of a new Council, a limit of \$6,500 per ward was set as the total amount that could be allocated in the period between the beginning of the 2012/13 financial year and the commencement of Council's Caretaker period at the end of September 2012. No grant funds were approved during the Caretaker period and the formal appointment of the new Council on 5 November 2012.

A report on the second quarter of the financial year (1 October to 31 December 2012) was not presented to Council as there were minimal grant allocations processed during that period due to the Caretaker period arrangements and the settling in period of the new Council.

Therefore this report provides information on allocations for the period between 1 November 2012 and 31 March 2013.

Discussion

The total amount funded under this program for period 1 November 2012 to 31 March 2013 was \$64,690, allocated to 28 community organisations.

This brings the total amount allocated for the period 1 July 2012 to 31 March 2013 to \$129,410, distributed among 79 community organisations.

The allocation of grants assists with meeting the objectives of Council by providing an opportunity to enhance the wellbeing of the community by building social capital and enabling community engagement through the provision of funds to assist with local activities.

Appendix 1-1 provides a list of groups, the title of the activities funded and the amounts that were allocated during this period, as well as a summary of balances.

Environmental Implications

Some of the projects supported via this grant program include a variety of environmental activities.

Financial Implications

There are no financial implications. All funds to date have been expended in accordance with the Councillor Community Grants Guidelines and within budget.

Policy/Legal/Statutory Implications

The provision of grants to the community supports local, community organisations and endorses the aims of City Plan and the G21 Regional Plan.

This report is presented in accordance with the City of Greater Geelong Grants and Donations Policy.

The provision of grants is carried out in accordance with the Local Government Act 1989.

11. COUNCILLOR COMMUNITY GRANTS PROGRAM 2012/2013 – SUMMARY OF ALLOCATIONS 1 NOVEMBER 2012 TO 31 MARCH 2013 (CONT'D)

Officer Direct or Indirect Interest

The Councillor Community Grants Program has provision in the assessment process to record any conflict of interest relating to each grant application that is assessed.

Risk Assessment

The Councillor Community Grants Program is governed in accordance with Council's monitoring, reporting and accountability framework.

Successful applicants are provided with an evaluation form for their completion and return to Council as a record of the outcome of the grant funding they received. Annual audits are also conducted on a sample group of grant recipients.

Social Considerations

The provision of the Councillor Community Grants Program provides an opportunity to support and strengthen communities to provide a broad range of activities for the benefit of the Geelong community.

Communication

All groups are notified in writing of the outcome of their grant application.

The list of allocations will be reported on the Geelong Australia Website.

The Community Development Department is responsible for communication of all matters relating to this report.

Appendix 1-1

List of groups, the title of the activities funded and the amounts that were allocated from 1 November 2012 to 31 March 2013

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
AUSTIN	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 100.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
AUSTIN	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 200.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
AUSTIN	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 100.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
AUSTIN	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 500.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500.00
AUSTIN	GEELONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 200.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
AUSTIN	GEELONG SOFTBALL ASSOC.	VICTORIAN UNDER 15 CHAMPIONSHIP	\$ 100.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
AUSTIN	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
AUSTIN	MG CAR CLUB GEELONG INC	SAFETY EQUIPMENT	\$ 100.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00
AUSTIN	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 100.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
AUSTIN	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
AUSTIN Total			\$ 1,600.00	
BEANGALA	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 500.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
BEANGALA	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 200.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
BEANGALA	GEELONG SOFTBALL ASSOC.	VICTORIAN UNDER 15 CHAMPIONSHIP	\$ 150.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
BEANGALA	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
BEANGALA	ROTARY CLUB OF OCEAN GROVE	CONFERENCE	\$ 1,000.00	Beangala \$1,000, Coryule \$500 - TOTAL ALLOCATION \$1,500.00
BEANGALA	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 300.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00
BEANGALA	SURFSIDE WAVES SOCCER CLUB	LADIES SOCCER UNIFORMS	\$ 1,000.00	
BEANGALA	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
BEANGALA Total			\$ 3,350.00	

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
BROWNBILL	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 50.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
BROWNBILL	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
BROWNBILL	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2013	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
BROWNBILL	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 200.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
BROWNBILL	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
BROWNBILL	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
BROWNBILL	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 1,000.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500
BROWNBILL	GEELONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 100.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
BROWNBILL	GEELONG RANGERS SOCCER CLUB	PRE-SEASON SOCCER CUP	\$ 450.00	Buckley \$1,000, Brownbill \$450, Corio \$1,000, Cowie \$2,000, Coryule \$1,000, Windermere \$2,000 - TOTAL ALLOCATION \$7,450
BROWNBILL	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
BROWNBILL	MG CAR CLUB GEELONG INC	SAFETY EQUIPMENT	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00
BROWNBILL	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 200.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
BROWNBILL	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 500.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
BROWNBILL Total			\$ 3,250.00	
BUCKLEY	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
BUCKLEY	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2014	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
BUCKLEY	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 1,900.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
BUCKLEY	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
BUCKLEY	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
BUCKLEY	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 100.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
BUCKLEY	GEELONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 100.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
BUCKLEY	GEELONG RANGERS SOCCER CLUB	PRE-SEASON SOCCER CUP	\$ 1,000.00	Buckley \$1,000, Brownbill \$450, Corio \$1,000, Cowie \$2,000, Coryule \$1,000, Windermere \$2,000 - TOTAL ALLOCATION \$7,450.01
BUCKLEY	GEELONG SOFTBALL ASSOC.	VICTORIAN UNDER 15 CHAMPIONSHIP	\$ 100.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
BUCKLEY	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 200.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
BUCKLEY	MG CAR CLUB GEELONG INC	SAFETY EQUIPMENT	\$ 100.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00
BUCKLEY	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 200.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
BUCKLEY	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 100.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00
BUCKLEY	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
BUCKLEY Total			\$ 4,550.00	
CHEETHAM	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 100.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
CHEETHAM	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
CHEETHAM	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2015	\$ 250.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
CHEETHAM	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 100.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
CHEETHAM	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
CHEETHAM	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
CHEETHAM	CLIFTON SPRINGS LIONS CLUB	PURCHASE OF TRAILER	\$ 2,000.00	Cheetham \$2,000, Coryule \$1,000 - TOTAL ALLOCATION \$3,000.00
CHEETHAM	GEELONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 250.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
CHEETHAM	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
CHEETHAM	LEOPOLD SPORTSMANS CLUB	GRANT- NEW BOWLS	\$ 1,500.00	
CHEETHAM	MG CAR CLUB GEELONG INC	SAFETY EQUIPMENT	\$ 300.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
CHEETHAM	ST JAMES KEENAGERS - Auspiced by BELLARINE ANGLICAN PARISH	ST JAMES KEEN AGERS	\$ 750.00	Cheetham \$750, Coryule \$750 - TOTAL ALLOCATION \$1,500.00
CHEETHAM Total			\$ 5,800.00	
CORIO	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 500.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
CORIO	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 800.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
CORIO	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2016	\$ 650.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
CORIO	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTALALLOCATION \$1,500
CORIO	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 200.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
CORIO	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 100.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500
CORIO	GEELONG RANGERS SOCCER CLUB	PRE-SEASON SOCCER CUP	\$ 1,000.00	Buckley \$1,000, Brownbill \$450, Corio \$1,000, Cowie \$2,000, Coryule \$1,000, Windermere \$2,000 - TOTAL ALLOCATION \$7,450
CORIO	GEELONG SOCCER & SPORTS CLUB	UNIFORMS & EQUIPMENT	\$ 1,000.00	Corio \$1,000, Cowie \$800, Windermere \$1,000 - TOTAL ALLOCATION \$2,800

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
CORIO	GEEELONG SOFTBALL ASSOC.	VICTORIAN UNDER 15 CHAMPIONSHIP	\$ 200.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
CORIO	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 500.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
CORIO	MG CAR CLUB GEELONG INC	SAFETY EQUIPMENT	\$ 100.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00
CORIO	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 600.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
CORIO	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 400.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00
CORIO	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 500.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
CORIO Total			\$ 6,750.00	
CORYULE	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 100.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
CORYULE	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
CORYULE	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2017	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
CORYULE	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 200.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
CORYULE	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
CORYULE	CLIFTON SPRINGS LIONS CLUB	PURCHASE OF TRAILER	\$ 1,000.00	Cheetham \$2,000, Coryule \$1,000 - TOTAL ALLOCATION \$3,000.00
CORYULE	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 200.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500
CORYULE	GEE LONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 100.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
CORYULE	GEE LONG RANGERS SOCCER CLUB	PRE-SEASON SOCCER CUP	\$ 1,000.00	Buckley \$1,000, Brownbill \$450, Corio \$1,000, Cowie \$2,000, Coryule \$1,000, Windermere \$2,000 - TOTAL ALLOCATION \$7,450
CORYULE	MG CAR CLUB GEE LONG INC	SAFETY EQUIPMENT	\$ 100.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00
CORYULE	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 100.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
CORYULE	ROTARY CLUB OF OCEAN GROVE	CONFERENCE	\$ 500.00	Beangala \$1,000, Coryule \$500 - TOTAL ALLOCATION \$1,500.00
CORYULE	ST JAMES KEENAGERS - Auspiced by BELLARINE ANGLICAN PARISH	ST JAMES KEEN AGERS	\$ 750.00	Cheetham \$750, Coryule \$750 - TOTAL ALLOCATION \$1,500.00

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
CORYULE	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
CORYULE Total			\$ 4,400.00	
COWIE	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 100.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
COWIE	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 50.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
COWIE	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
COWIE	GEELONG RANGERS SOCCER CLUB	PRE-SEASON SOCCER CUP	\$ 2,000.00	Buckley \$1,000, Brownbill \$450, Corio \$1,000, Cowie \$2,000, Coryule \$1,000, Windermere \$2,000 - TOTAL ALLOCATION \$7,450
COWIE	GEELONG SOCCER & SPORTS CLUB	UNIFORMS & EQUIPMENT	\$ 800.00	Corio \$1,000, Cowie \$800, Windermere \$1,000 - TOTAL ALLOCATION \$2,800
COWIE	GEELONG SOFTBALL ASSOC.	VICTORIAN UNDER 15 CHAMPIONSHIP	\$ 50.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
COWIE	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
COWIE	MACEDONIAN DANCE GROUP AUSPICED BY MACEDONIAN ORTHODOX COMMUNITY	COSTUME STORAGE	\$ 800.00	

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
COWIE	MACEDONIAN PENSIONER GROUP AUSPICED BY MACEDONIAN ORTHODOX COMMUNITY	COMMUNITY DATABASE	\$ 200.00	
COWIE	MACEDONIAN ORTHODOX COMMUNITY PARISH	STORAGE SHED	\$ 1,000.00	
COWIE	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 50.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
COWIE	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 50.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00
COWIE	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
COWIE Total			\$ 5,250.00	
DEAKIN	BARWON HEADS COMM HALL INC	SOLAR PANELS GRANT	\$ 100.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
DEAKIN	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
DEAKIN	GEELONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 100.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
DEAKIN	GEELONG SOFTBALL ASSOC.	EQUIP HIRE FOR UNDER 15 C'SHIP	\$ 50.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
DEAKIN	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
DEAKIN	HIGHTON CFA URBAN FIRE BRIGADE	DEFIBRILLATOR	\$ 2,990.00	
DEAKIN	HIGHTON PRIMARY SCHOOL	PLAYGROUND REFURB.	\$ 3,000.00	
DEAKIN	MONTPELLIER PRIMARY SCHOOL	15x IPAD'S	\$ 5,000.00	
DEAKIN	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 50.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
DEAKIN	ST JOHNS ANGLICAN CHURCH	HIGHTON CAROLS IN THE PARK	\$ 2,560.00	
DEAKIN	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 50.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00
DEAKIN	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
DEAKIN Total			\$14,050.00	
KARDINIA	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
KARDINIA	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2018	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
KARDINIA	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 200.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
KARDINIA	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
KARDINIA	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 250.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500
KARDINIA	GEELONG OBEDIENCE DOG CLUB	MINOR UPGRADE WORKS	\$ 250.00	Austin \$200, Brownbill \$100, Buckley \$100, Cheetham \$250, Coryule \$100, Deakin \$100, Kardinia \$250 - TOTAL ALLOCATION \$1,100
KARDINIA	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 200.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
KARDINIA	OBERON HIGH SCHOOL	COMMUNITY BIKE PROGRAM	\$ 2,500.00	
KARDINIA	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 800.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
KARDINIA Total			\$ 4,500.00	
KILDARE	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 100.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
KILDARE	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 600.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
KILDARE	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2019	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
KILDARE	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 100.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
KILDARE	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 100.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
KILDARE	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 50.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
KILDARE	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 100.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500
KILDARE	GEELONG SOFTBALL ASSOC.	EQUIP HIRE FOR UNDER 15 C'SHIP	\$ 50.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
KILDARE	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
KILDARE	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 100.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
KILDARE	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 100.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
KILDARE	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 50.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
KILDARE Total			\$ 1,500.00	
WINDERMERE	AMBULANCE VICTORIA	ADVANCED MEDICAL SUPPLIES FOR YOUTH PROGRAM	\$ 500.00	Austin \$100, Beangala \$500, Brownbill \$50, Cheetham \$100, Corio \$500, Coryule \$100, Cowie \$100, Kildare \$100, Windermere \$500 - TOTAL ALLOCATION \$2,050
WINDERMERE	AUST AIR FORCES CADETS 427 SQU	CAMPING EQUIPMENT	\$ 200.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$800, Coryule \$100, Kardinia \$100, Kildare \$600, Windermere \$200 - TOTAL ALLOCATION \$2,400
WINDERMERE	BADMINTON GEELONG INC	MAJOR BADMINTON TOURNAMENTS 2020	\$ 400.00	Brownbill \$200, Buckley \$200, Cheetham \$250, Corio \$650, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$2,400
WINDERMERE	BARWON HEADS COMM HALL INC	SOLAR PANELS	\$ 400.00	Austin \$200, Beangala \$200, Brownbill \$200, Buckley \$1,900, Cheetham \$100, Coryule \$200, Cowie \$50, Deakin \$100, Kardinia \$200, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$3,650
WINDERMERE	BARWON HEALTH	PORTABLE BALANCE MASTER	\$ 400.00	Brownbill \$200, Buckley \$200, Cheetham \$200, Corio \$200, Coryule \$100, Kardinia \$100, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,500
WINDERMERE	BRAVEHEARTS INC.	FIRST AID - WALKATHON	\$ 200.00	Austin \$100, Brownbill \$50, Buckley \$50, Cheetham \$50, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$200 - TOTAL ALLOCATION \$800
WINDERMERE	EASTERN PARK CROQUET CLUB	LAWN MOWER	\$ 250.00	Austin \$500, Brownbill \$1,000, Buckley \$100, Corio \$100, Coryule \$200, Kardinia \$250, Kildare \$100, Windermere \$250 - TOTAL ALLOCATION \$2,500
WINDERMERE	GEELONG RANGERS SOCCER CLUB	PRE-SEASON SOCCER CUP	\$ 2,000.00	Buckley \$1,000, Brownbill \$450, Corio \$1,000, Cowie \$2,000, Coryule \$1,000, Windermere \$2,000 - TOTAL ALLOCATION \$7,450

Ward	Organisation	Project	Amount	Breakdown and totals where the applicant was awarded funds for their project from multiple ward allocations
WINDERMERE	GEELONG SOCCER & SPORTS CLUB	UNIFORMS & EQUIPMENT	\$ 1,000.00	Corio \$1,000, Cowie \$800, Windermere \$1,000 - TOTAL ALLOCATION \$2,800
WINDERMERE	GEELONG SOFTBALL ASSOC.	EQUIP HIRE FOR UNDER 15 C'SHIP	\$ 500.00	Austin \$100, Beangala \$150, Buckley \$100, Corio \$200, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION \$1,200
WINDERMERE	GOLDEN MEMORIES KARAOKE INC.	MAKING A DIFFERENCE PROGRAM	\$ 100.00	Austin \$100, Beangala \$100, Brownbill \$50, Buckley \$200, Cheetham \$100, Corio \$500, Cowie \$50, Deakin \$50, Kardinia \$200, Kildare \$50, Windermere \$100 - TOTAL ALLOCATION \$1,500
WINDERMERE	MG CAR CLUB GEELONG INC	SAFETY EQUIPMENT	\$ 200.00	Austin \$100, Brownbill \$50, Buckley \$100, Cheetham \$300, Corio \$100, Coryule \$100, Windermere \$200 - TOTAL ALLOCATION \$950.00
WINDERMERE	NTH GEELONG WARRIORS S/CLUB	PORTABLE GOALS	\$ 2,650.00	
WINDERMERE	READ THE PLAY	PURCHASE OF WINDCHEATERS	\$ 200.00	Austin \$100, Brownbill \$200, Buckley \$200, Corio \$600, Coryule \$100, Cowie \$50, Deakin \$50, Kardinia \$800, Kildare \$100, Windermere \$200 - TOTAL ALLOCATION \$2,400.00
WINDERMERE	ST LAURENCE COMMUNITY SERVICES	HAVING A SAY PROJECT	\$ 400.00	Beangala \$300, Buckley \$100, Corio \$400, Cowie \$50, Deakin \$50, Kildare \$100, Windermere \$400 - TOTAL ALLOCATION \$1,400.00
WINDERMERE	UN WOMEN AUST GEELONG CHAPTER	INTERNATIONAL WOMENS DAY 2013	\$ 500.00	Austin \$100, Beangala \$100, Brownbill \$500, Buckley \$100, Corio \$500, Coryule \$50, Cowie \$50, Deakin \$50, Kildare \$50, Windermere \$500 - TOTAL ALLOCATION - \$2,000.00
WINDERMERE Total			\$ 9,900.00	
GRAND TOTAL			\$64,900.00	

**Summary of Ward Allocations and Balances
1 November 2012 – 31 March 2013**

Ward Name	Total Allocated 1/07/12-30/9/12	Total Allocated 1/11/12- 31/03/13	*Balance Remaining as at 31 March 2013
Austin	\$ 6,500.00	\$ 1,600.00	\$ 11,900.00
Beangala	\$ 6,050.00	\$ 3,350.00	\$ 10,600.00
Brownbill	\$ 500.00	\$ 3,250.00	\$ 10,250.00
Buckley	\$ 2,430.00	\$ 4,550.00	\$ 13,020.00
Cheetham	\$ 6,500.00	\$ 5,800.00	\$ 7,700.00
Corio	\$ 6,000.00	\$ 6,750.00	\$ 7,250.00
Coryule	\$ 6,500.00	\$ 4,400.00	\$ 9,100.00
Cowie	\$ 5,510.00	\$ 5,250.00	\$ 9,240.00
Deakin	\$ 3,950.00	\$ 14,050.00	\$ 2,000.00
Kardinia	\$ 2,850.00	\$ 4,500.00	\$ 12,650.00
Kildare	\$ 6,300.00	\$ 1,500.00	\$ 12,200.00
Windermere	\$ 5,630.00	\$ 9,900.00	\$ 4,470.00
Total	\$ 64,720.00	\$ 64,900.00	\$ 110,380.00

**Note:*

The remaining ward balances provided above are as at 31 March 2013 and will be different at the time this report is presented to Council as additional grant allocations will have occurred.

12. GREENHOUSE PROGRAM 2012 - 2013

Portfolio: Environment and Sustainability - Cr Richards
Source: City Services – Environment and Waste Services
General Manager: Gary Van Driel
Index Reference: **Subject:** Greenhouse Program 2012-13

Summary

- Council adopted the Greenhouse Response in 2008 which provided a framework for Council to start reducing its corporate carbon emissions. This framework included actions in the areas of: data collection; planning and policy; operational practices; education and awareness; new technology; community promotion and offsets. Council also adopted a 30% greenhouse emissions reduction target to be achieved by 2011 based on 2006 levels.
- The Greenhouse Strategy and target are aligned with a framework developed by the International Council for Local Environmental Initiatives (ICLEI). Under this framework, Council records and reports carbon emissions from buildings, streetlights, fleet and waste from buildings sectors.
- Significant greenhouse emission reductions have been achieved through a range of energy efficiency actions implemented at Council facilities including; heating and cooling systems, renewable energy installations and lighting upgrades (Refer to Appendix 1).
- Monitoring and reporting of Council's carbon emissions has changed significantly since the adoption of the Strategy. Council is now required to report its carbon emissions under the National Energy and Greenhouse Reporting (NGER) Act. The NGER legislation has resulted in a significant change to what sectors Council is now required to report, with the removal of street lighting from corporate reporting responsibilities and the inclusion of waste to landfill.
- To date the Greenhouse Program has implemented over seventy percent of the actions set out in the Greenhouse Response Action Plan.
- The Greenhouse Strategy is now due to be reviewed. It is proposed that a baseline and profile excluding street lighting and inclusion of waste to landfill be established as the corporate emissions profile.

Cr Harwood moved, Cr Macdonald seconded -

That Council notes:

- 1) the new Federal emissions reporting requirements set out in the NGER Act;**
- 2) the range of actions listed in the Greenhouse Response that have been successfully implemented;**
- 3) the decrease in utility bills following energy efficiency works.**

Carried.

12. GREENHOUSE PROGRAM 2012 – 2013 (CONT'D)

Report

Background

The City of Greater Geelong adopted the Greenhouse Response 2008-2011 in May 2008. The Greenhouse Response set a target to reduce Council's corporate greenhouse emissions by 30% based on 2006 levels and contains the following key themes that govern the mix of actions;

- Energy Conservation
- Substitute non Renewable Energy Sources with Renewable Energy Sources
- Carbon Offset and Adaptation

Council's commitment to reducing its greenhouse emissions has been supported through a dedicated greenhouse capital budget since 2008. This budget has enabled a range of successful greenhouse reduction actions as set out in the Greenhouse Response to be implemented addressing the key themes listed previously.

Examples of greenhouse reduction actions implemented include but are not limited to;

- renewable energy installations
- extensive energy efficient lighting upgrades throughout key buildings
- heating and cooling (HVAC) system upgrades throughout key buildings
- greenpower purchases and the establishment of a revegetation bio-sequestration site
- development of partnerships and business cases between Environment Unit and asset managers

These actions are detailed further in Appendix 1 (Greenhouse Response Summary). The actions have had a significant impact on reducing Council's greenhouse emissions by abating approximately 1,500 tonnes of CO₂-e per year from Council's operations since 2008, equivalent to taking 312 cars off the road each year.

In the past three years Council's built asset base has grown significantly with the addition of two new large facilities, Bellarine Aquatic and Sports Centre (BASC) and the new Leisurelink. These new facilities have had great success with high visitation rates and have consequently placed higher demands on energy consumption, resulting in increased greenhouse emissions. Calculations show that the two new facilities have increased emissions by approximately 3,500 tonnes of CO₂-e annually. This increase represents approximately eighteen percent of Council's total energy usage within all buildings. Council's Greenhouse Program would require additional resources if we intend to mitigate emissions associated with our new buildings.

12. GREENHOUSE PROGRAM 2012 – 2013 (CONT'D)

In addition to implementing greenhouse reduction actions, the greenhouse program has enabled Council to meet the new Federal and State legislative requirements. In particular, the program part funded the submission and subsequent audit to satisfy the requirements of the National Greenhouse and Energy Reporting (NGER) Act.

Council has also established the Clean Energy Future Plan Working Group with representatives from across Council that have a role in reducing energy consumption and financial cost to council. The group has had a focus on opportunities that may arise from the Federal Governments Clean Energy Future Plan and implications of the carbon tax on Council operations.

Future Proofing Geelong's Low Carbon Growth Plan has also identified significant opportunities available to reduce carbon emissions across industry, business and community.

Discussion

One of the key challenges for the Greenhouse Strategy review is to embed energy efficient practices across key council departments. Council recently adopted a Sustainable Building Policy which requires minimum standards to be met when constructing new Council buildings and renovations and replacing existing equipment.

Recently the Property Department have been successful in applying for a major grant from the Federal Government which will compliment the work carried out as part of the Greenhouse Program since 2008 and the Sustainable Building Policy. The funding will allow major building upgrades such as boiler and chiller replacements to be undertaken and significantly reduce energy consumption at key Council sites. This will result in ongoing financial savings related to reduced utility bills.

Sustainable principles set out in the Greenhouse Strategy and Sustainable Building Policy help ensure that new buildings function efficiently and effectively if resourced and implemented.

Ongoing commitments for the Greenhouse Program include:

- Development and ongoing maintenance of a corporate reporting system.
- Shared responsibility for National Greenhouse and Energy Reporting (NGER) and on-going responsibility for internal corporate emissions reporting.
- Implementing and supporting community based programs such as the Geelong ecoChallenge@home Program.
- Financial and in-kind support to community groups and community events such as the Sustainable House Day event coordinated by Geelong Sustainability Group and The Festival by the Sea coordinated by the Barwon Heads Sustainability Group.
- Development of a process to engage Council departments and targeted community stakeholder groups to inform a new Greenhouse Strategy.

12. GREENHOUSE PROGRAM 2012 – 2013 (CONT'D)

There are major implications relating to Council's Greenhouse emissions as a result of the new NGER framework. Council's previous reporting framework (ICLEI framework) included the emissions sources of streetlights, fleet, buildings and waste only from Council buildings. The new NGER framework now excludes streetlights and includes residential waste to landfill based on an assessment of what emission sources are considered to be under the operational control of Council. For the 2011-2012 reporting year this change results in Council's greenhouse emissions increasing from 37,565 to 90,337 tonnes of CO₂e.

It is important to note that the Greenhouse Program has implemented many of the actions set out in the Greenhouse Response. A review of the Greenhouse Strategy is intended to build on the successes of the previous four years and provide a basis for the continued reduction in reducing Councils environmental footprint.

Importantly the review will provide an opportunity for various areas of Council working in the carbon reduction area to have input into the strategy review process including: Council's Environment and Natural Resources Department (strategy development and implementation); Capital Projects Department (new buildings); Property Department (maintenance and upgrades of existing buildings); Waste Services (waste to landfill); Engineering Services (streetlights); Economic Development (Future Proofing Geelong); Parks and Support Services (light and heavy fleet vehicles).

Key themes are anticipated to be:

- Energy Conservation
- Carbon offset policy that supports local initiatives.
- Defining corporate and community areas of responsibilities.
- Emissions sources - stakeholder analysis and engagement.
- Defining corporate areas of responsibility and Key Performance Indicator's (KPI's) to assist with reducing emissions in relevant areas.

Environmental Implications

Actions implemented to date in reducing Council's greenhouse gas emissions have provided a foundation to continue to build upon.

It is envisaged that the development and implementation of a new Greenhouse Strategy will assist Council efforts to;

- Increase community awareness, confidence and knowledge of energy minimisation
- Reduce sources of carbon emissions
- Ensure compliance with relevant policy and legislation

12. GREENHOUSE PROGRAM 2012 – 2013 (CONT'D)

Financial Implications

There are some excellent examples of financial savings as a result of the Greenhouse Program which include but are not limited to:

1. National Wool Museum energy efficiency upgrade:

Project Cost:	\$138,200
Energy Use Reduction:	28.4% per annum
Financial Savings:	\$17,290 per annum
Greenhouse Gas Reductions:	151 Tonnes CO2-e per annum
Payback Period:	8.0 years

2. City Hall energy efficiency upgrade:

Project Cost:	\$159,500
Energy Use Reduction:	21.4% per annum
Financial Savings:	\$18,340 per annum
Greenhouse Gas Reductions:	143.4 Tonnes CO2-e per annum
Payback Period:	8.7 years

As the Greenhouse Review is still to be undertaken, recommendations and financial implications are yet to be determined.

The review of the Greenhouse Strategy will identify priority areas that will govern the next phase of how Council will reduce it's contribution to global greenhouse emissions.

It is worth noting that actions and recommendations contained within the Greenhouse review may also be eligible for Commonwealth AND State Government funding grant programs.

By not taking action to reduce emissions, Council will be exposed to significant financial implications as we move into a carbon constrained future where power costs from traditional sources e.g. coal are increasing very rapidly.

Council's Economic Development Department and Future Proofing Geelong have assisted many organisations within Geelong to look at ways to reduce energy costs and work towards securing their economic viability. Future expected increased energy costs will in-turn improve the business case for Council to invest in this area but also other organisations and residents of Geelong.

12. GREENHOUSE PROGRAM 2012 – 2013 (CONT'D)

Policy/Legal/Statutory Implications

The following Government policies, legislative and strategic framework are some of the documents listed that require compliance and have particular relevance:

- National Greenhouse and Energy Reporting Act 2007 (the NGER Act) – Corporations with emissions over 50kT are required to report.
- Clean Energy Legislative Package, 2011 - was passed by the Senate on 8 November 2011. It sets out the way that Australia will introduce a carbon price to reduce Australia's carbon pollution and move to a clean energy future.
- Climate Change Act, 2010 (Vic) – sets a target for Victoria to reduce its greenhouse emissions by 20% by 2020.

Officer Direct or Indirect Interest

No Council Officer involved in the preparation of this report has a direct or indirect interest in the matter to which the report relates.

Risk Assessment

All OH&S considerations have been taken into account and no risks have been identified.

Social Considerations

Implementing actions that will reduce Council's emissions presents social benefits by providing examples of Council showing leadership. These examples will play an essential role in educating and building awareness within the community around the topic of greenhouse emissions reduction and the benefits it offers.

Communication

Greenhouse emissions reporting has been made available to key staff. The recent work undertaken to satisfy NGER requirements has highlighted the important role reporting plays in Council operations in identifying irregularities in energy usage.

As part of the Greenhouse Strategy review, the development of a communication strategy will ensure effective engagement is undertaken with identified relevant stakeholders. This will include community engagement and targeted engagement with relevant community stakeholder groups and organisations.

13. PLANNING DELEGATIONS

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning & Tourism - City Development
General Manager:	Peter Bettess
Index Reference:	Delegation

Summary

- Section 98 of the Local Government Act 1989 and section 188 of the Planning and Environment Act 1987 empower Council to delegate its powers, duties and functions under relevant legislation to members of Council staff.
- Council may also delegate to committees comprising Councillors and staff or a combination of both, pursuant to sections 86 and 87 of the Local Government Act and section 188 of the Planning and Environment Act.
- At its meeting on 13 March 2007 Council established a Planning Committee and a Development Hearings Panel with delegated powers to determine upon any development applications which have been the subject of an objection or in circumstances where officers have recommended refusal of the application.
- At its meeting on 23 September 2008 Council adopted a recommendation to allow Officers (restricted to Manager, Coordinator and Team Leader level) the ability to consider and approve applications with five or less objections.
- The appendix to this report contains a schedule of all applications determined under these delegations.

Cr Macdonald moved, Cr S Kontelj seconded -

That the information be received.

Carried.

MONTHLY DECISIONS REPORT - MAY 2013

App No	Location	Application Type	Decision Date	Description	Authority Description
1357/2012	10 Cozens Road, AVALON VIC 3212	Change of use to Restricted Place of Assembly, including a Caretakers House and Associated Buildings and Works	17-May-2013	Refusal to Grant a Planning Permit	Development Hearings Panel
30/2013	1/89 Aphrasia Street, NEWTOWN VIC 3220	Change of Use to a Child Care Centre and Kindergarten, Associated Buildings and Works, Partial Demolition, Construction of Crossovers, Alteration to Front Fence and Construction of Front Fencing.	3-May-2013	Refusal to Grant a Planning Permit	Development Hearings Panel
800/2012	62-80 Matthews Road, LEOPOLD VIC 3224	Earthworks associated with placement of fill on the land and Destruction of Native Vegetation (Retrospective)	17-May-2013	Refusal to Grant a Planning Permit	Development Hearings Panel
1426/2012	35-37 McClelland Avenue, LARA VIC 3212	Use of Part of the Site as a Take Away Food Premises, Associated Buildings and Works and Business Identification Signage, and Subdivision of the Land into Two (2) Lots	20 May 2013	NOD - Delegate	Delegates Authority - Objectors 2
1483/2012	29-39 Hewitt Drive, GROVEDALE VIC 3216	Construction of Four (4) Dwellings and a Four (4) Lot Subdivision	10 May 2013	NOD - Delegate	Delegates Authority - Objectors 1
190/2013	38-40 Cranbourne Drive, CORIO VIC 3214	Two (2) Lot Subdivision	31 May 2013	NOD - Delegate	Delegates Authority - Objectors 1
260/2013	3/69 The Terrace, OCEAN GROVE VIC 3226	Buildings and works to construct a first floor extension to the existing office building and waiver of the standard car parking requirement	23 May 2013	NOD - Delegate	Delegates Authority - Objectors 1
310/2012	68-72 Bates Road, LARA VIC 3212	Construction of Two Additional (2) Dwellings, Three (3) Lot Subdivision and Removal of the Restriction Burdening Lot 1 on Plan of Subdivision 511407U that Limits More Than One Dwelling on the Lot and its Further Subdivision.	3 May 2013	NOD - Delegate	Delegates Authority - Objectors 1
879/2012	43 Roslyn Road, BELMONT VIC 3216	Construction Of One (1) Additional Dwellings And A Two (2) Lot Subdivision	3 May 2013	NOD - Delegate	Delegates Authority - Objectors 2

14. RE- APPOINTMENT OF EXTERNAL REPRESENTATIVE ON THE AUDIT ADVISORY COMMITTEE

Portfolio:	Governance - Cr Fagg (Mayor)
Source:	Internal Audit and Ombudsman's Office
General Manager:	Stephen Griffin
Index Reference:	Audit-CG- Internal

Summary

- The Council has an Audit Advisory Committee (AAC) which operates under the Terms of Reference (Charter) which were reviewed and approved by Council in March 2010. Membership of the Committee consists of up to six members, being three Councillors and three external independent persons.
- Ms Linda MacRae was first elected to the AAC in January 2007, and is seeking a further re-appointment of a two year term. Her re-appointment has the support of the Chief Executive Officer.
- It is recommended that Council approves the re-appointment of Ms Linda MacRae, current chairperson and Committee member for a further two years as from 1 July 2013.
- External membership appointments have been staggered to provide some continuity of members in future years. Mr Ross Fraser is appointed until 31 December 2013, whilst Mr Peter Bollen is appointed until 31 May 2014.

Cr Farrell moved, Cr S Kontelj seconded -

That Council approves the re-appointment of Ms Linda MacRae to the Audit Advisory Committee for a further two year term as from 1 July 2013.

Carried.

Report

Background

The Council has an Audit Advisory Committee (AAC) which operates under the Terms of Reference (Charter) which were reviewed and approved by Council in March 2010. Membership of the Committee consists of up to six members, being three Councillors and three external independent persons.

Ms Linda MacRae was first elected to the AAC in January 2007, due to a resignation from a committee member at the end of 2006. Linda was appointed to the chair of the Audit Advisory Committee in February 2011 due to the retirement and resignation of the long serving chairman in Michael Dowling on the 22 November 2010. Linda is seeking a further two year term and her re-appointment has the support of the Chief Executive Officer.

14. RE- APPOINTMENT OF EXTERNAL REPRESENTATIVE ON THE AUDIT ADVISORY COMMITTEE (CONT)

Discussion

It is recommended that Council approves the re-appointment of Ms Linda MacRae, current chairperson and Committee member for a further two years as from 1 July 2013. External membership appointments have been staggered to provide some continuity of members in future years.

Environmental Implications

Not applicable

Financial Implications

External members receive \$1,562.50 per meeting.

Policy/Legal/Statutory Implications

Nil

Officer Direct or Indirect Interest

Not applicable

Risk Assessment

Ms MacRae will have served three two year terms on the Audit Advisory Committee with her re-appointment having the support of the Chief Executive Officer.

Social Considerations

Not applicable

Communication

Not applicable

15. OLD GEELONG GAOL

Portfolio:	Finance – Cr S Kontelj
Source:	Corporate Strategy & Property Management
General Manager:	Jeff Wall
Index Reference:	Corporate Property Land Sale

Cr Macdonald Moved, Cr Ansett seconded -

That in accordance with Section 89 (2) (h) of the Local Government Act 1989, this report be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

16. FOOD SUPPLY AGREEMENT

Portfolio:	Community Development – Cr Fisher
Source:	Community Services / Aged and Disability Services
General Manager:	Jenny McMahon
Index Reference:	Subject: Aged and Disability Care / Food Services

Cr Macdonald Moved, Cr Ansett seconded -

That in accordance with Section 89 (2) (d) of the Local Government Act 1989, this contractual matter be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

17. AUDIT ADVISORY COMMITTEE SUMMARY REPORT

Portfolio:	Governance – Cr Fagg (Mayor)
Source:	Corporate Internal Auditor and Ombudsman
General Manager:	Stephen Griffin
Index Reference:	Audit CG - Internal

Cr Macdonald Moved, Cr Ansett seconded -

That in accordance with Section 89 (2) (h) of the Local Government Act 1989, this report be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

NOTICE OF MOTION – Cr J Farrell

BELLARINE JONGLEURS

An application has been received under the Councillor Community Grants Program that falls outside the established grant guidelines.

Where Councillors wish to support and fund such applications from the Councillor Community Grants Program funding allocation, the applications are brought to Council for consideration.

The applicant is the Bellarine Jongleurs who have applied for \$2,000 to assist with the prep performing arts workshops to be held during Children's Week at the Potato Shed in October 2013.

The request falls outside the Councillor Community Grants Program guideline that relates to applicants applying under the relevant Council Grant Program most suitable for the proposed project. The nature of the request fits within Council's Community Arts Grant Program and would meet the guidelines if it was submitted within the established timelines of that Program.

Cr Farrell moved, Cr Heagney seconded -

That Council support the following Councillor Community Grant Ward allocation to the Bellarine Jonglueurs to assist with the prep performing arts workshops to be held during Children's Week at the Potato Shed in October 2013:

Ward Name	Allocation
Beangala	\$ 2,000

Carried.

NOTICE OF MOTION – Cr R Macdonald

REALLOCATION OF FUNDS – CHEETHAM WARD

An amount of \$40,000 was allocated, by Council, to prepare a project brief for land use planning (North of Portarlington Road Leopold Bay access and non-urban land use review) in Leopold.

The funding was to provide for the engagement of external planning consultants in this project. However, the project was completed, by internal planning officers and the funding was not required.

The Leopold Memorial Park Masterplan was endorsed by council in October 2011. A Masterplan Implementation Project for this reserve is in place.

Council approval is sought to transfer the unused funds from the land use planning project, to the Masterplan implementation project.

Cr Macdonald moved, Cr E Kontelj seconded -

That Council approves the transfer of funds from the North of Portarlington Road Leopold Bay access and non-urban land use review to the Leopold Memorial Park - Masterplan Implementation Project.

Ward	Project description	Budget	Budget ID
Cheetham	North of Portarlington Road Leopold, Bay access and non-urban land use review	-\$40,000	D65A10
Cheetham	Leopold Memorial Park - Implementation Project	+\$40,000	C14831

Carried.

COMMON SEAL REGISTER

Cr Ansett moved, Cr Macdonald seconded –

That the following documents be signed and sealed by Council.

Carried.

1. SECTION 173 AGREEMENT BETWEEN GREATER GEELONG CITY COUNCIL AND ROBYN ANNE BRADSHAW AND STEPHEN FRANCIS BRADSHAW FOR 3 ARALUEN PARADE, BELMONT

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning & Tourism
General Manager:	Peter Bettess
Property:	3 Araluen Parade, Belmont
Application No:	55/2009/A

Officers' Comments

This Agreement pursuant to Section 173 of the Planning and Environment Act 1987 was required by Condition 10 of Planning Permit No. 55/2009/A issued on 23 August 2012 which allowed the two lot subdivision.

The purpose of the Agreement is to ensure the maintenance of the required pump system.

This Agreement has been peer reviewed by one of Council's panel solicitors.

Owner's Obligations

Unless approved otherwise by the Responsible Authority, prior the issue of a Statement of Compliance the land owner must enter an agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987. All costs associated with setting up the agreement must be borne by the land owner. The agreement is to be registered on title and run with the land, and is to provide to the satisfaction of the Responsible Authority:

- a) In the event of any operational difficulties with the pump system, it is the responsibility of the land owner to rectify these difficulties;
- b) Any pump system is replaced by gravity discharge if and when available, and if directed by the Responsible Authority, at the land owner's full cost.

Council Obligations

Nil

2. SECTION 173 AGREEMENT BETWEEN GREATER GEELONG CITY COUNCIL AND MARK ANDREW SAGONA, KIM JANE SAGONA, SHANE THOMAS STRAHAN AND GAIL LORRAINE STRAHAN FOR 81 MADELEY STREET, OCEAN GROVE

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning & Tourism
General Manager:	Peter Bettess
Property:	81 Madeley Street, Ocean Grove
Application No:	852/2012

Officers' Comments

This Agreement pursuant to Section 173 of the Planning and Environment Act 1987 was required by Condition 5 of Planning Permit No. 852/2012 issued on 22 August 2012 which allowed a Two (2) Lot Subdivision.

The purpose of the Agreement is to link the subdivision with development approved by Planning Permit 165/2012 issued on the 29 May 2012 that allowed the Construction of a Second Dwelling on the land.

This Agreement has been prepared by one of Council's panel solicitors.

Owner's Obligations

The Owners obligation is to ensure that all development on the land is in accordance with the endorsed plans forming part of Planning Permit 165/2012 (or any amendment to that permit) or any subsequent Planning Permit issued.

Council Obligations

Nil

3. SECTION 173 AGREEMENT BETWEEN GREATER GEELONG CITY COUNCIL AND MICHAEL STEPHEN WILLIS & JENNIFER ANNE WILLIS FOR 32 ASH ROAD, LEOPOLD

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning & Tourism
General Manager:	Peter Bettess
Property:	32 Ash Road, Leopold
Application No:	241/2011

Officers' Comments

This Agreement pursuant to Section 173 of the Planning and Environment Act 1987 was required by Condition 2 of Planning Permit No. 241/2011 issued on 2 September 2011 which allowed Development of Three (3) Units and Three (3) Lot Subdivision.

The purpose of the Agreement is to link the subdivision with the approved development.

This Agreement has been peer reviewed by one of Council's panel solicitors.

Owner's Obligations

The Owners obligation is to ensure that all development on the land is in accordance with the endorsed plans forming part of Planning Permit 241/2011 (or any amendment to that permit) or any subsequent Planning Permit issued.

Council Obligations

Nil

4. SECTION 173 AGREEMENT BETWEEN GREATER GEELONG CITY COUNCIL AND THOMAS ALEXANDER VAN NOORDENBURG FOR 2 HERING COURT THOMSON

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning & Tourism
General Manager:	Peter Bettess
Property:	2 Hering Court, Thomson
Application No:	1572/2011

Officers' Comments

This Agreement pursuant to Section 173 of the Planning and Environment Act 1987 was required by Condition 6 of Planning Permit No. 1572/2011 issued on 20 April 2012 which allowed the Construction of a Second Dwelling and Subdivision of the land into Two (2) Lots.

The purpose of the Agreement is to link the subdivision with the approved development.

This Agreement has been peer reviewed by one of Council's panel solicitors.

Owner's Obligations

The Owners obligation is to ensure that all development on the land is in accordance with the endorsed plans forming part of Planning Permit 1572/2011 (or any amendment to that permit) or any subsequent Planning Permit issued.

Council Obligations

Nil

5. SECTION 173 AGREEMENT BETWEEN GREATER GEELONG CITY COUNCIL AND REBECCA NARDI FOR 136 CHURCH STREET, HAMLYN HEIGHTS

Portfolio:	Planning – Cr Macdonald
Source:	Economic Development, Planning & Tourism
General Manager:	Peter Bettess
Property:	136 Church Street, Hamlyn Heights
Application No:	543/2012

Officers' Comments

This Agreement pursuant to Section 173 of the Planning and Environment Act 1987 was required by Condition 6 and 15(b) of Planning Permit No. 543/2012 issued on 31 August 2012 which allowed Construction of a Second Dwelling and Two (2) Lot Subdivision Generally in Accordance with the Endorsed Plans.

The purpose of the Agreement is to link the subdivision with the approved development.

This Agreement has been peer reviewed by one of Council's panel solicitors.

Owner's Obligations

The Owners obligation is to ensure that the pump system required by Condition 5 of Planning Permit 543/2012 is maintained or replaced by gravity discharge if available or directed by the Responsible Authority, at the full cost and responsibility of the owner of the land.

The Owners obligation is to ensure that all development on the land is in accordance with the endorsed plans forming part of Planning Permit 543/2012 (or any amendment to that permit) or any subsequent Planning Permit.

Council Obligations

Nil

6. TRANSFER OF LAND – 25A JASMINE STREET BELL PARK

Portfolio:	Finance - Cr S Kontelj
Source:	Corporate Services - Property Management
General Manager:	Jeff Wall
Property:	25A Jasmine Street Bell Park

Officers' Comments

Under delegation the CEO has entered into a contract of sale for 165m2 of land to be sold to John Powell, the owner of adjacent land at 27 Jasmine Street, Bell Park.

The proposed sale of land was advertised under s189 of the Local Government Act 1989 in February 2013 and no submissions were received. The consideration is \$22,500.

On settlement the Council's land will be consolidated with the purchaser's title.

Owner's Obligations

Pay the consideration and Council's costs

Council Obligations

Sell the Council's land.

7. CREATION OF EASEMENTS FOR BARWON WATER

Portfolio:	Finance – Cr S Kontelj
Source:	Corporate Services - Property Management
General Manager:	Jeff Wall
Properties:	Highton Reserve and Waurin Ponds Creek Park

Officers' Comments

Barwon Water has approached the Council to create easements at Waurin Ponds Creek Park near Highmont Drive and Highton Reserve over pressure reducing valves which have been installed near water mains on Council land. The values consist of small above ground structures.

Council's valuation for the easements totals \$12,000 plus GST and the valuation has been accepted by Barwon Water. Barwon Water will also meet all Council's reasonable costs.

The Creation of Easement document has been prepared by Barwon Water's solicitor and reviewed by Council's legal advisor.

Owner's Obligations

Pay the consideration and Council's costs

Council Obligations

Allow Barwon Water on going access to the plant and equipment.

ASSEMBLY OF COUNCILLORS RECORD

Portfolio: Governance – Cr Fagg (Mayor)
Source: Corporate Services
General Manager: Jeff Wall

Summary

- Section 80A (2) of the Local Government Act 1989 requires the record of an Assembly of Councillors be reported to the next practicable Ordinary Meeting of Council.
- A record of Assembly of Councillors meeting(s) is attached as an Appendix to this report.

Cr Heagney moved, Cr S Kontelj seconded –

That the information be received.

Carried.

RECORD OF ASSEMBLIES OF COUNCILLORS
(Council Meeting 25 June 2013)

Assembly Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosures
Graffiti Reference Group Meeting 11 June 2013	Cr Farrell	H Manzl (CO-ORD) M McKenzie (OFF) L Armstrong-Rowe (OFF) Z Smith (OFF) J Wager (CO-ORD)	• Business arising from last meeting • Audit Update • Budget • Police & Court Report • Graffiti Team Leader Report • Other general business	Nil.
Councillor Briefing 18 June 2013	Crs, Ansett, Ellis, Fisher, Harwood, Heagney, Irvine, E Kontelj, S Kontelj, Macdonald	J Wall (GM) D Frost (GM) J McMahon (GM) P Bettess (GM) G Van Driel (GM) J Brown (MGR) P Jane (MGR) A Grant (PROP ADV) K Pritchard (MGR) H Fletcher (CO ORD)	• Budget and City Plan Submission Hearing Panel Report • Old Geelong Gaol • Council Meeting Options • Procurement Policy • Central Geelong Parking and Access Strategy • Greenhouse Program 2012-2013 – Update • Amendment C285 Residential Rezoning – Manzeene Avenue Lara • Consideration of Panel Report and Adoption of Amendment C242 Barrabool Hills Neighbourhood Shopping Centre, Highton • G21 Regional Growth Plan – Draft Implementation Plan • Council Policies Review • Renewal of Food Supply Agreement for Meals on Wheels • Policy Review – Grants, Contributions, Donations and Sponsorship • Recreation Reserve Advertising Signage Policy • Review of Road Management Act • Reappointment of External Representative on the Audit Advisory Committee • Council Policy Review – Emergency Management • Extension of Current Memorandum of Understanding with Geelong Otway Tourism to 30 June 2014 • Reformed Commercial and Industrial Zones • Councillor Community Grants Program 2012/2013 – Summary of Allocations 1 November 2012 to 31 March 2013	Nil.

Cr Macdonald moved, Cr Ellis seconded –

That the meeting be closed to the public.

Carried.

The Meeting was closed to the public at 9.30pm

A record of the proceedings of this section of the meeting is contained in a Confidential Minute Book.

The Meeting was opened to the public at 9.37pm

CLOSE OF MEETING

As there was no further business the meeting closed at 9.37pm. Tuesday, 25 June 2013.

Signed: _____
Chairperson

Date of Confirmation: _____