



MINUTES

ORDINARY MEETING OF COUNCIL

Tuesday, 24 February 2015

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

COUNCIL:

Cr. D. Lyons <i>Mayor</i>	(G21 Geelong Regional Alliance, Finance, Governance, Regional Cities)
Cr. T. Ansett (<i>Windermere</i>)	(Heritage, Rural Communities)
Cr. L. Ellis (<i>Coryule</i>)	(Coastal Communities, Infrastructure, Parks and Gardens, Climate Change)
Cr. J. Farrell (<i>Beangala</i>)	(Community Safety, Youth, Women in Community Life, Finance)
Cr. K. Fisher (<i>Corio</i>)	(Community Development, Tourism)
Cr. B. Harwood (<i>Kardinia</i>)	(Enterprise Geelong, Primary Industries)
Cr. M. Heagney (<i>Brownbill</i>)	(Central Geelong, Planning)
Cr. J. Irvine (<i>Austin</i>)	(Sport and Recreation)
Cr. E. Kontelj (<i>Cowie</i>)	(Aboriginal Affairs, Multicultural Affairs, Finance)
Cr. Dr. S. Kontelj (<i>Kildare</i>)	(Veteran Affairs)
Cr. R. Macdonald (<i>Cheetham</i>)	(Major Projects, Knowledge Economy & Education)
Cr. R. Nelson (<i>Deakin</i>)	(Major Events)
Cr. A. Richards (<i>Buckley</i>)	(Environment & Sustainability, Transport, Arts & Culture, Climate Change)

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**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, 24 FEBRUARY 2015
COMMENCING AT 7.00P.M.**

PRESENT: Crs T Ansett, L Ellis, J Farrell, K Fisher, B Harwood, M Heagney, E Kontelj, S Kontelj, R Macdonald, R Nelson, A Richards

Also present: G Miles (Chief Executive Officer), A Keen (Acting General Manager Strategy & Performance), P Bettess (General Manager Planning and Tourism), J McMahon (Acting General Manager City Services), L Quinn (Acting General Manager Community Services), T Kerr (Acting Manager Administration and Governance), P Manolis (CEO Geelong Regional Library Corporation), D Anderson (Acting Co-ordinator Communication & Marketing)

OPENING: The Acting Mayor declared the meeting open at 7.00pm

ACKNOWLEDGEMENTS:

Council acknowledges Wadawurrung Traditional Owners of this land and all Aboriginal and Torres Strait Islander People who are part of the Greater Geelong community today.

APOLOGIES:

Cr Lyons (Mayor) attending a Council event for the Australian International Airshow
Cr Irvine (Leave of Absence)

CONFIRMATION OF MINUTES:

Cr Ansett moved, Cr Harwood seconded -

That the Minutes of the Ordinary Meeting held on 10 February 2015 be confirmed and signed.

Carried.

DECLARATIONS OF CONFLICTS OF INTEREST:

Cr Ron Nelson declared an Indirect Interest in Agenda Item 11 Valuation Appeal in that he has a sibling working at the site.

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.

Debra Schulz asked the following in relation to the proposed closure of Ironbark Street, Waurin Ponds:

Can the residents be consulted about what they want from their street?

All other roads that meet with Rossack Drive can turn either left or right from their streets but with the new development we will not be able to turn right out of or into our street.

Can this decision be reviewed to allow access to our street? Is there something more the residents can do to appeal this decision?

Cr Andy Richards thanked Ms Schulz for her question and indicated he would take the issue up with Council officers and contact her again once he has spoken to the engineers and viewed the plans. Cr Richards added there is a study coming back to Council regarding changed traffic conditions in Waurin Ponds, which includes Rossack Drive.

PETITIONS:

Cr Richards presented a petition from 35 residents objecting to the proposed closure of Ironbark Street access turning right from Rossack Drive.

1. ACTIONS TO ADDRESS WORKPLACE AND COUNCIL CULTURE CONCERNS AT THE CITY OF GREATER GEELONG

Portfolio:	Governance - Cr Lyons (Mayor)
Source	Chief Executive Office
Chief Executive Officer:	Dr Gillian Miles
Index Reference	Subject: Organisational Development

Purpose

To advise Council of actions taken to address concerns with the City of Greater Geelong's workplace culture.

Summary

- Concerns with the workplace culture and conduct of Councillors have been raised, citing examples of bullying, harassment and conflict.
- The CEO, Dr Gillian Miles, has expressed an abhorrence of such behaviours, and opened up the organisation for review to determine if there is a serious problem and how such problems may be addressed.
- The CEO has appointed independent consultants, Ernst and Young and Ms Susan Halliday, to conduct a review of workplace culture and related processes, and to examine the adequacy of the Councillor Code of Conduct in relation to local government best practice.
- The CEO has also arranged for an access line to be available to officers to raise concerns they might have in relation to bullying, harassment and destructive conflict.
- The general public may contact the Internal Ombudsman to raise concerns with bullying, harassment and destructive conflict.
- The outcomes sought include a clear view of the current workplace culture and related Organisation Development processes with a set of recommendations to address any issues, and, an analysis of the relative strength of the councillor code of conduct in ensuring good conduct with a set of recommendations for change to the code to ensure it reflects best practice in local government in Australia.
- The final report will be brought to the Council Chamber.

Cr Farrell moved, Cr Harwood seconded -

That Council endorses the actions taken by the CEO, to review the culture of the workplace and the Councillor Code of Conduct, and to provide avenues for officers and the general public to raise their concerns.

Carried.

Background

On joining the organisation in September 2014, the CEO committed to reviewing all processes and policies at Council to ensure their adequacy and effectiveness.

While the organisation is working well, and processes are robust, there is a need to ensure that we have a contemporary organisation that is respectful, operating to the highest standards and that continues to deliver services for the Geelong community.

Discussion

In consultation with councillors, senior staff, the unions and the Minister for Local Government, the CEO has committed to taking several actions to investigate and address the concerns raised as follows:

- a. Provide support for current staff by establishing an independent and confidential access line service where staff can raise concerns they have regarding bullying, harassment and destructive conflict in the workplace.
- b. Commission an independent review of the workplace culture and an assessment of related processes.
- c. Work with Councillors to consider the Councillor Code of Conduct given Local Government best practice.
- d. Appoint an independent advisor to ensure transparency and the proper conduct of actions a, b and c and to ensure the delivery of desired outcomes.

The following appointments have been made:

1. Susan Halliday, a former Commissioner with the Australian Human Rights Commission with significant community standing.

Ms Halliday was a recent ministerial appointment to the Defence Abuse Response Taskforce, the Inaugural Chairperson of the state's largest professional regulatory authority – the Victorian Institute of Teaching from 2002 – 2011 and she has also worked extensively with local councils and a range of other sectors in the areas of workplace behaviour, cultural change and employment law.

Ms Halliday will provide advice on the overall review and work with Councillors to consider the Councillor Code of Conduct in line with legislation, as well as best practice in local government.

2. Ernst and Young

A leading business advisory firm, Ernst and Young will undertake an organisation "health check", using historical trends. This will include a cultural review across the organisation, a review of policy and procedures, including the officer code of conduct.

3. Work Logic

Work Logic will provide a confidential employee access line for staff to raise any concerns. This will complement other existing avenues to raise issues.

Environmental Implications

There are no known environmental implications

Financial Implications

The commission of these services has implications for the 2014/2015 Budget.

Access Line Service	\$6,000 (estimate)
Independent reviews and assessments	\$200,000 (estimate)

Policy/Legal/Statutory Implications

It is anticipated there will be some alterations to policies, to ensure they are in alignment with best practice.

Alignment to City Plan

The actions outlined in this report are aligned with Council's commitment to providing a safe environment for staff and good governance practice.

Officer Direct or Indirect Interest

There are no known conflicts of interest for the person preparing this report.

Risk Assessment

The actions outlined in this report will minimise the risk to Council.

Social Considerations

The actions outlined in this report will ensure that safety and wellbeing concerns are being addressed.

Human Rights Charter

The actions outlined in this report will ensure those who work with and interact with Council are abiding by the Human Rights Charter.

Consultation and Communication

The actions outlined in this report will take into account good consultation practice and transparent and appropriate communication.

2. PRIVATE SPORTING INFRASTRUCTURE CAPITAL CO-CONTRIBUTION POLICY

Portfolio:	Sport and Recreation – Cr Irvine
Source	Projects, Recreation & Central Geelong
Act/General Manager:	Paul Jane
Index Reference	Subject: Leisure and Recreation Facilities / Recreation Facility Issues

Purpose

To seek endorsement for a Private Sporting Infrastructure Capital Co-contribution Policy for capital works on sporting infrastructure not on Council owned or managed land.

Summary

- Council regularly receives requests from owner/operator(s) of sport and recreation facilities not on Council owned or managed land regarding opportunities for sporting infrastructure capital works support.
- The City of Greater Geelong has a mix of publicly and privately owned/managed sport and recreation facilities throughout the municipality.
- Council does not currently have a framework to provide financial support for capital works projects at privately owned/managed sport and recreation facilities.
- The Co-contribution Policy provides Council and the community with a clear direction as to the level of contribution it may provide to eligible sporting infrastructure projects.
- An application for funding must be received via Council's annual budgetary process and demonstrate strong community benefit.
- Private clubs that are the recipient of Council funds must agree to appropriate mechanisms to protect the community investment.
- All requests for Council funding will be subject to approval through Council's annual budget process.

Cr Harwood moved, Cr E Kontelj seconded -

That Council defer consideration of the report.

Carried.

3. GEELONG REGIONAL LIBRARY CORPORATION ANNUAL REPORT 2013/2014

Portfolio:	Arts & Culture - Cr Richards
Source	Community Services - Arts & Culture
Act/General Manager:	Linda Quinn
Index Reference	Subject: Arts & Culture Libraries
	Customer: Geelong Regional Library Corporation

Purpose

The purpose of this report is to provide Council with a summary of the Geelong Regional Library Corporation Annual Report 2013/2014 (Appendix 1).

Summary

- The Geelong Regional Library Corporation (GRLC) provides library services to the residents of the City of Greater Geelong, (CoGG) Surf Coast Shire, Borough of Queenscliffe and Golden Plains Shire.
- In 2013/2014 the GRLC operated a total of 16 branches in the region, 13 in CoGG, 2 mobile libraries, 1 of which operates in the City of Greater Geelong, library website providing remote access to the catalogue and e-collections, as well as a Community Library Service meeting the needs of homebound members.
- A total of 1,709,678 visits were made to all GRLC libraries in 2013/2014, an increase of 4% on 2012/2013. Of these, 1,502,186 visits were made to CoGG libraries.
- 2,652,613 items were borrowed from print and multimedia collections (1% increase) during 2013/2014. Of these 2,279,635 items were borrowed from CoGG branch libraries and the mobile library.
- Total membership of GRLC reached 106,961 people in 2013/2014 (3% increase) with 85,049 members living in the City of Greater Geelong.
- Community access of eCollections continued to grow reaching 236,336 downloads (51% increase) whilst wireless hotspot sessions in all libraries grew to 222,833 sessions (96% increase).
- GRLC delivered 4,229 lifelong learning and cultural programs attracting 109,179 attendees, a 13% increase over the previous year and worked with 124 community organisation partners representing a 14% increase on the previous year.
- The Community Library Service (CLS) provides services to members who are homebound, due to frailty, illness and disability. In the past year CLS delivered 27,380 collection items to homebound individual members and institutional members representing a 25% increase on the previous year.

Cr Richards moved, Cr Macdonald seconded -

That Council note the Annual Report of the Geelong Regional Library Corporation 2013/2014 (Appendix 1).

Carried.

Background

The City of Greater Geelong in partnership with Surf Coast Shire, Golden Plains Shire and the Borough of Queenscliffe established the Geelong Regional Library Corporation (GRLC) in March 1997 to operate library services in the region.

The year 2013/2014 represents Year 2 in the GRLC Library Plan 2013-17 *Reading the Future: Next Generation Libraries*. The GRLC vision as articulated in the Library Plan is.

A strong, vibrant, connected community:

- Enriched by reading;
- Empowered by learning;
- Inspired by information and ideas.

In 2013/2014 the GRLC operated a total of 16 branches in the region, 2 mobile libraries and the community library service for people unable to physically access public libraries. In the City of Greater Geelong, the 13 branches are located in Barwon Heads; Belmont; Chilwell; Corio; Drysdale; Geelong; Geelong West; Highton; Lara; Newcomb; Ocean Grove; Waurin Ponds and Western Heights College. There is also a mobile library service operating in CoGG. GRLC provided a total of 727 hours of service to the public each week in the 2013/2014 financial year.

Discussion

The GRLC Annual Report 2013/2014 clearly demonstrates continued improvement in library services and growth in community usage as demonstrated by the following highlights:

- The popularity of GRLC libraries continued to grow with 1,709,678 visits to the libraries (4% increase), 2,652,613 items borrowed from print and multimedia collections (1% increase), 133,025 reference enquiries (11% increase), eCollections accessed 236,336 times (51% increase), 222,833 wireless usage sessions (96% increase) and 109,179 attendances to lifelong learning and cultural programs (13% increase).
- 1,502,186 visits were made to CoGG libraries representing an increase of 4% on the previous year.
- 2,279,635 items borrowed from CoGG branch libraries and the mobile library representing an increase of 1% on the previous year.
- Community use of eCollections continued to grow reaching 236,336 downloads of e-books, e-magazines and e-databases (51% increase).
- Wireless access in all libraries grew to 222,833 sessions (96% increase) with 194,424 accesses (91% increase) delivered in CoGG libraries.
- Total membership of the GRLC grew to 106,961 representing a 3% increase with 85,049 of those members residing in CoGG.
- 70,467 new print and digital items were added to the lending collection and included *Find yourself in a Book* Project titles for young people focused on Gay, Lesbian, Bisexual, Transsexual and Intersex (GBTIL) in partnership with Geelong Adolescent Sexuality Project (GASP) and Parents and Friends of Lesbians and Gays (PFLAG).

- Educational and literacy based online learning programs have been made available for children in 11 libraries via Play and Learn Touch screen PCs.
- The Community Library Service (CLS) provides for the library needs of members who are homebound, due to frailty, illness and disability. In the past year CLS has made 27,380 loans to homebound individual members as well as institutional members representing a 25% increase on the previous year.
- GRLC delivered 4,229 programs and events attracting 109,179 participants. These included reader development and e-know how programs, literary events, lectures and workshops. Notable presenters included media personalities Derek Guille, Ray Martin and Adam Ford, authors: Margaret Drabble, Steve Carroll, Gary Disher, Claire Dunn, Greg Foyster and Maggie Counihan and health professionals Dr. Marcus Robertson, Dr. Michael Berk and Dr. Peter Vuillermin as part of the Open Mind Lecture Series. A photographic competition was held during the Summer Read Program and judged by Cr Darryn Lyons, Mayor and Cr Andy Richards, Chair GRLC.
- Early literacy and language programs (Babytime, Toddlertime, Preschool storytime) were offered throughout the branch libraries on a weekly basis for children under 12 years and GRLC participated in external programs such as Children's Book Week 2013, CoGG Children's Expo, Gala Day Family Fun Day at Steampacket Gardens, Geelong Children's Week 2013 and the Living Words Expo, Collaborative Projects with Best Start Partnership, Diversitat and Wathaurong Aboriginal Co-operative.
- GRLC participated in the Geelong Senior's Festival over the month of October presenting talks, heritage tours of Johnstone Park, musicals and internet learning opportunities.
- Regular youth programs were held throughout GRLC libraries including Manga Club, Pop Fiction, Game On, Artery and TGIF Gametime, along with ALL IN presented in partnership with CoGG's Youth Development Unit.
- The quality of its performance and financial reporting was acknowledged through GRLC winning the Municipal Association of Victoria's Best Annual Report 2014 Award in the Regional Library Corporation's category.
- Strategic work undertaken by the GRLC Board included the adoption of the Strategic Resource Plan 2014-2018, Collection Development Policy 2014-2017, Collection Management Plan 2014-2017, ICT Status and Preparedness Review and Reading the Future; Next Generation Libraries, Library Plan – Strategic Objectives 2014/2015.
- Significant work has been undertaken on planning and implementation of GRLC's Geelong Library and Heritage Centre Transition Strategy which will culminate in the delivery of world-class services on the one site in late 2015.

Environmental Implications

There are no specific environmental implications for Council in the adoption of this report. A key identified benefit of Libraries is the environmental saving offered by multiple usages of materials. Multiple accessing of library print materials such as books and newspapers, and non-print materials such as eCollections, CDs and DVDs are more resource friendly.

Financial Implications

Council makes an annual recurrent member contribution to the GRLC. In 2013/2014 the total COGG recurrent contribution was \$7,027,453.

COGG made a discretionary payment for unfunded superannuation liability of \$182,000 in the 2013/2014 year.

The level of Council's contribution to GRLC is based upon a funding formula and subject to the Agreement to continue the Geelong Regional Library Corporation, and consideration as part of the Annual Budget process.

In 2013/2014 the total GRLC income was derived from Member Councils contributing 81%, State Government Grants representing 16% and fees, charges and interest 3%.

The 2011 landmark study *Dollars Sense and Public Libraries*, commissioned by the State Library of Victoria and the Public Libraries Victorian Network, highlighted GRLC as one of seven Victorian public library services case studies. The key findings identified that GRLC libraries generate the following:

- Up to \$7.46 economic benefit and \$4.23 economic activity for every dollar invested in Geelong libraries;
- \$30.5m income generation;
- Overall Benefit Cost ratio of \$4.53 with \$32.6m annual return on investment;
- 168 jobs in host economy.

Policy/Legal/Statutory Implications

The actions undertaken in 2013/2014 contribute to the implementation of GRLC strategic plan *Reading the Future; next Generation Libraries – Library Plan 2013-2017*.

Council was represented on the GRLC Board by Cr. Andy Richards (Chair), Cr. Rod Macdonald, Cr. Lindsay Ellis (from February 2014), Cr. John Irvine (from February 2014), Cr. Kylie Fisher (until August 2013) and Cr. Tony Ansett (until August 2013).

Alignment to City Plan

The provision of library services and the programs offered by GRLC in CoGG aligns directly to City Plan's Strategic Directions 'Community Wellbeing' (Priority Areas: Connected, Creative and Strong communities) and 'Growing our Economy' (Priority Areas: A prosperous and innovative Geelong, a successful vibrant city centre, and Greater Geelong is a leading city of tourism, arts culture and events).

Officer Direct or Indirect Interest

There is no direct or indirect interest by Council Officers involved in the preparation of this report.

Section 196(7A) of the Local Government Act exempts a member of the governing body of a regional library from having a conflict of interest if their only interest is as a Councillor or member of Council staff, who was appointed to the board by Council.

Risk Assessment

The Annual Report of GRLC has been subject to a Financial Audit and approved by the Auditor General of Victoria.

Social Considerations

Public Libraries contribute significantly to community in a variety of ways including:

- Creating informed communities, supporting and strengthening democracy through the equitable and free provision of access to local and global information sources;
- Providing free and universal access to information technology infrastructure, computer literacy and technology resources;
- Providing opportunities for lifelong learning through resources to support self directed learning and programmed information, reading and digital literacy activities;
- Building community by providing welcoming, neutral, community space that is open to all members of the community from all walks of life and by connecting individuals, groups and government.

Human Rights Charter

The library services and programs offered by GRLC have a number of positive impacts upon human rights.

Freedom of expression: eCollections and other digital technologies, as well as the continuation of the Community Library Service enhances the community's right to access information in various forms, in particular those with physical or sensory disabilities. GRLC also provides spaces for individuals and groups to come together and encourages the sharing of ideas.

Freedom of movement: Physical library branches are just one part of the library experience for users. The general public can access library catalogues from anywhere around the world via an internet connection, and members can access a growing number of online digital collections.

Freedom of thought, conscience, religion and belief: Libraries by their very nature enhance the public's ability to enjoy these freedoms providing free access to millions of resources from around the world etc.

Consultation and Communication

The Arts & Culture department, in consultation with Marketing and Administration, will be responsible for communicating this report.

4. CPL 520.1 SPECIAL RATES AND CHARGES POLICY REVIEW

Portfolio:	Infrastructure, Parks & Gardens – Cr Ellis
Source	Engineering Services
Act/General Manager:	Jenny McMahon
Index Reference	Special Rates and Charges

Purpose

This report seeks Council approval of Council Policy CPL 520.1 Special Rates and Charges following a standard review process. (Attachment 1)

Summary

- A review of the policy has been carried out. Only minor changes have been made to the policy document however the accompanying contributions guidelines have had more significant changes.
- The changes to the Contribution Guidelines highlight the mandatory use of the Benefit Ratio calculation as defined in Section 163 of the Local government Act 1989.
- Community Consultation Guidelines have been developed for the various Special Charge Schemes. These are provided at Attachment 2.

Cr Ellis moved, Cr Ansett seconded -

That Council adopt the revised Special Rates and Charges policy Version 2 with a further review to be carried out by 25 October 2017.

Carried.

Background

Special Charges Schemes are used as a funding mechanism for new infrastructure where it can be established that the infrastructure provides a benefit to property which is greater than that of properties outside the scheme. Similarly, Special Rates Schemes provide a funding mechanism for on-going services to properties or a group of properties which also satisfy the special benefit test.

The Special Rates and Charges policy was introduced to set out the principals for the use of Special Rates and Charges Schemes in a fair, equitable and consistent manner.

Discussion

Special Rates and Charges Policy:

Reference documents relating to Special Rates and Charges are unchanged and the policy in general remains largely unchanged except for the policy attachment; Contribution Guidelines.

The Contribution Guidelines has been amended based on the mandatory requirement of establishing what is known as a “Benefit Ratio (BR)” calculation for Special Charge Schemes. It is this ratio that determines the percentage of funding between the benefiting property owners and Council. This calculation takes the “Community Benefit” into consideration which is the benefit that new infrastructure will provide to the wider community that is outside the scheme boundaries. Not all schemes have a community benefit but in general terms the higher the community benefit, the lower the

Benefit Ratio becomes which in turn reduces the property owner's contribution to a scheme.

For road and footpath schemes, there are minimum standards that must be met in terms of road pavement and footpath widths. Any additional width above this standard will be funded directly by Council. Specific information is detailed in the Contributions Guidelines attachment to the Special Rates and Charges Policy.

Officer Responsibilities

Special Rates and Charges Schemes must be managed by an experienced Council officer and this is currently the Coordinator Engineering Design Services. The officer ensures that all schemes are administered in accordance with Section 163 of the Local Government Act 1989. Other responsibilities include undertaking all informal consultation with affected property owners, managing the formal consultation process in accordance with the Act and representing Council at the Victorian Civil and Administrative Tribunal (VCAT) in the case of property owner appeals.

Environmental Implications

There are no environmental implications for Council in accepting the implications.

Financial Implications

Special Rates and Charge Schemes are an additional funding mechanism that allows infrastructure and services to be provided to the benefiting properties and community at a much faster rate when compared to funding from Council alone. Financial implications for every Special Rates and Charges Scheme are detailed in Council Reports at the time of 'Intention to declare' and again at final 'Declaration' of a scheme.

There are no financial implications for Council in accepting the recommendation in this report.

Policy/Legal/Statutory Implications

The provisions of Section 163 of the Local government Act 1989, allow Council the right to impose Special Rates and Charges Schemes.

The next Special Rates and Charges policy review date is 25 October 2017.

Alignment to City Plan

This policy review is in line with Council's obligation to review and update all Council policies on a regular basis. The policy aligns well with our Community Wellbeing, Growing our Economy and Sustainable built and natural environments strategic directions through the varying infrastructure and services that Special Rates and Charges Schemes may provide.

Officer Direct or Indirect Interest

No Council Officer involved with this process has any direct or indirect interest in the review of this policy.

Risk Assessment

There are no notable risks associated with implementing the recommendation in this report.

Social Considerations

There are no social considerations with implementing the recommendations in this report.

Human Rights Charter

In developing this report to Council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in this report. It is considered that the subject matter does not raise any adverse human rights issues.

Consultation and Communication

Consultation Guidelines and time frames have been developed for the various Special Charge Schemes. Full consultation occurs with all affected residents at the time of developing the scheme.

COUNCIL POLICY

Special Rates and Charges	Document No:	CPL520.1
	Approval Date:	25/10/2011
	Approved By:	Council
	Review Date:	25/10/2017
Responsible Officer: General Manager City Services	Version No	01
Authorising Officer: Chief Executive Officer		

1 PURPOSE

To set out the principles for the use of Special Rates and Charges by Council, for the provision of infrastructure or services and their application in a fair, equitable and consistent manner.

2 SCOPE

This policy applies to the provision of “first up” infrastructure where it can be demonstrated that special benefit applies to those properties included in the scheme. The policy also covers the provision of on-going services to properties or a group of properties which also must satisfy the special benefit test.

The special rate and charge process broadly includes the following:

- Community consultation.
- The special benefit test.
- The relevant legislation and precedent.
- Scheme preparation and apportionment.
- Council processes leading to the scheme determination.

3 REFERENCES

- The Local Government Act 1989
- Special Rates and Charges Ministerial Guidelines including worked examples – September 2004
- Planning and Environment Act 1987
- Various determinations by the Victorian Civil and Administrative Tribunal and other Courts.
- Council Policy – “Community Engagement” CPL 10.2
- Special Charge Scheme Community Consultation Guidelines
- Council Management Procedure – Debt Management – Special Rates and Charges” MPR510.2.1.1

4 DEFINITIONS

“Special benefit” – is a benefit received by those owners included in the scheme that is over and above that received by others who are not the subject of the scheme.

5 COUNCIL POLICY

This Council has utilised the Special Rate and Charge provision of the Local Government Act 1989 (The Act) since amalgamation in 1993. Some of the former member Council's also used private street scheme and drainage provisions of the Local Government Act 1958 from a period of around 1960 onwards.

Financial resources available, in most cases do not enable the construction of new infrastructure or if it can be programmed it would be significantly delayed. Council will continue with its Special Rate and Charge program in order to provide new, up-front infrastructure and provide services. In the preparation, administration and execution of Special Rate and Charge Schemes, Council shall consider fairness, equity and consistency as fundamental principles.

The initiation of a Special Rate or Charge scheme may come from the property owners themselves or there may be instances where for public safety or reasonable amenity, Council may promote a scheme. Council will attempt to provide obvious in-fill infrastructure through the Special Rate and Charge process where applicable.

Drainage systems may be provided via the process and unless otherwise specified will be undertaken on the basis of alleviating public health issues, utilising Section 163B (1) of the Act.

As each Special Rate or Charge scheme is unique, a consultation program shall be tailored to suit specific needs. Council policy CPL 10.2 on Community Engagement shall be used as a guide. A more specific Special Charge Scheme Community Consultation Guidelines document has been produced to provide further guidance. All property owners shall be given the opportunity to provide feedback to Council and discuss issues with Council Officers. The preparation of Special Rate or Charge schemes shall be undertaken by experienced Council Officers. The precedent created by reviewing bodies such as the Victorian Civil and Administrative Tribunal (VCAT), Courts and Review Courts shall be taken into consideration when formulating schemes.

In every instance, special benefit to properties, shall be evaluated and schemes will only proceed where this can be established.

The preparation and administration of special rate and charge schemes shall be in accordance with the Act and the September 2004 Ministerial Guidelines.. An attachment to this policy “Contribution Guidelines” provides further guidance. As schemes are generally unique there is no set method of apportioning costs.

The basic, relevant infrastructure shall be included in a Special Charge Scheme. Any works outside the scope or replacement of existing infrastructure shall be funded by Council.

In providing infrastructure, Council shall apply the standard which is used for other non-scheme projects. References used may be standard drawings, specifications, and current best practice. In instances where property owners request a standard of infrastructure over and above the standard referred to above, the full cost attributed to the higher standard shall be funded by the property owners.

Where required, a Submissions Panel Hearing will take place, affording property owners the opportunity to address Councillors in a relatively informal setting. The Panel will formulate their recommendation as quickly as is practicable and this will form the basis for the recommendation to Council.

From time to time, Council may receive, or provide from its own range of funding streams, ex-gratia contributions to special rate or charge schemes. These funds are to be applied to offset the overall cost of the project and not specific components.

Council may consider schemes from time to time, of a particular and special nature. For reasons unique to a particular scheme Council may resolve to apply a funding arrangement which differs to that shown in the attached "Contribution Guidelines". This shall be project specific, only.

Council, in considering a scheme, may elect to adopt, abandon or modify a project.

VCAT may review a scheme on owner's request. Council Officers will represent Council's decision including reasons why the scheme should proceed.

Where an infrastructure Scheme is adopted, with or without review, a public tender process shall be used to appoint a suitable contractor. Council's Supervising Engineer shall manage the project including any further discussions and negotiations with property owners.

Once the project has reached final completion and all costs have been aggregated, a finalisation report will be presented to Council. Any cost adjustments will be in accordance with requirements of the Act.

6 QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Council Reports	Corporate Records	Ongoing	DataWorks
Minutes	Engineering Services	7 years	DataWorks
Scheme details, working documents	Engineering Services	7 years	Engineering Services

7 ATTACHMENTS

Contribution

Guidelines.

CONTRIBUTION GUIDELINES

The following provides a guide for Council regarding financial contribution arrangements for the various types of Special Rate and Charge Schemes.

a) Road and Drainage Infrastructure

- a1) Where special benefit can be established, a Benefit Ratio (BR) calculation shall be carried out in accordance with the Act. The BR will determine the funding ratio for the benefiting property owners and Council. Consideration in the BR calculation include:
 - Council owned land abutting the works.
 - Land owned by the Crown or other Authority which is non-rateable.
 - Evaluation of the Community Benefit.
- a2) Property owner funding contribution for a footpath Special Charge Scheme shall be in accordance with the BR calculation or 50% of the scheme cost, whichever is less.
- a3) A standard footpath width of 1.5 m shall be used as a benchmark and any width greater than this is to be funded from sources other than property owners.
- a4) A standard road pavement width of 7.5m for residential areas and 10.0m for industrial areas shall be used as a benchmark and any width greater than this is to be funded from sources other than property owners.
- a5) Rural Roads will be assessed on a 6.0m road pavement with a maximum charge of \$15,000 applied to property owners. This will be reviewed at the next policy review period.

b) Carparks and Streetscapes

- Generally to be the subject of consideration by Council on a case by case basis.

c) Marketing, Promotion and Business Development

- Program to be fully funded by business / commercial owners within the specified catchment.
- Properties used exclusively for residential purpose to be exempted.

SPECIAL CHARGE SCHEME COMMUNITY CONSULTATION GUIDELINES

The following provides a guide for Council regarding community consultation methods for the various types of Special Charge Schemes.

Informal consultation

For all Special Charge Schemes the informal consultation process includes information provided to property owners over and above the minimum requirement of the Local Government Act 1989 (The Act).

Some schemes such as roads and drainage schemes are more complex in nature and usually more expensive. When this is the case, the informal consultation may commence with a community meeting. In some cases, depending on the number of affected property owners, this may evolve into the establishment of a Community Reference Panel. A Community Reference Panel is best described as a smaller group of property owners who represent the interests of all property owners within the scheme boundary.

Prior to any meetings or correspondence with the community, a scheme proposal is fully developed 'up front' in order to disclose all aspects of the Special Charge Scheme, including estimated charges. This ensures that the community is consulted in the most transparent means possible.

The following table shows the steps at the initiation stage of a Special Charge Scheme and the general timelines for processing:

Document	Description	Timeline
Initiation Letter	This letter describes the scope of work and explains how the scheme proposal was initiated. This letter may include invitation to attend a community meeting depending on the complexity of the scheme.	Approximately three (3) to five (5) weeks is required prior to the initiation letter for full scheme development and scheme administration.
Special Charge Scheme Brochure	This brochure provides more detailed information on Special Charge Schemes. It is designed to answer many of the general questions that the property owners may have.	
Plan	A simple plan shows the concept of the proposal and the affected properties. More detailed plans are provided at community meetings.	
Benefit Ratio Calculation	The scheme is developed to such an extent that a reasonable cost estimate of the project can be established. A benefit ratio is then developed that informs the affected property owners of the funds they are expected to contribute towards the project and the funds that Council may be contributing.	
Cost apportionment	This spreadsheet provides property owners a first hand review of the	

spreadsheet	anticipated charges for all affected properties within the scheme.	
Survey Form	The survey is simplistic in nature and is designed to gauge the level of support or opposition to a scheme proposal and also provides an opportunity for property owners to make comment to the proposal. This is sent out with the initiation letter for footpath schemes but after the community meeting for the more complex schemes.	A minimum two (2) weeks is offered for the property owners to respond to the survey.
Survey Results	If the survey results indicate a lack of support, this is summarised in the 'Intention to Declare' report for Council consideration and depending on the percentage of property owner contribution, some schemes must be abandoned at this stage.	The scheme will generally not be revisited within five (5) years unless further evidence of support is provided by the concerned residents.
Formal Consultation	The formal consultation process follows the period of informal consultation.	The scheme will either proceed to 'Intention to Declare' or be abandoned via Council consideration or via legislative requirements.

Where a Benefit Ratio calculation has determined that property owners are to contribute more than two thirds of the total project cost, as per legislation a majority objection means that a scheme cannot proceed except for the case of drainage schemes declared for reasons of public health.

In all footpath Special Charge Schemes, in accordance with Council Policy, property owners will be asked to pay a maximum 50% contribution hence negating the 'majority rules' scenario. In the case of the informal survey indicating a majority objection for these schemes, the 'Intention to Declare' report will detail the survey results for Council consideration. This may occur up to two (2) months after the survey has closed due to report drafting and processing required through to a Council meeting.

Formal Consultation

The formal consultation process is carried out in accordance with the Act and commences when Council makes it 'Intention to Declare' a Special Rate or Charge Scheme. All of the mandated information is provided to the property owners at this time in a 'precise' manner that cannot be varied and is non negotiable from a legislative perspective. The following table summarises the steps in this process and additional timelines:

Stage	Description	Timeline
Intention to Declare	Should Council resolve to make it Intention to Declare a Special Charge Scheme, all property owners have a right to make a submission under Section 223 of the Act. The scheme is advertised in the local news paper.	There is a mandatory 28 day submissions period that provides property owners with sufficient time to lodge their submissions.
Submissions Review Panel	A three (3) member Council Advisory Committee is established to hear all submissions from property owners.	Usually occurs within two (2) months after the submissions period has closed.
Declaration Report	A report to Council with a recommendation to make a declaration of charges ('Declaration Report'). Levy notices are mailed out to all affected property owners and include mandatory information.	This report is usually presented to Council within two (2) months of the Submissions Review Panel hearing.
Appeal	Should Council resolve to declare the charges, all property owners have a right of appeal to VCAT. This information is included in the Levy Notice	There is a further mandatory 28 day VCAT referral period.
VCAT	Should VCAT receive an appeal application, a hearing date is set.	Hearing dates may be set by VCAT within one (1) to six (6) months.
Construction	Should VCAT confirm the scheme, Council is cleared to proceed to construction	Works may be programmed within a six (6) month period depending on programming, tendering and permit application requirements.

Schemes are progressed through the various stages but no guarantee can be made of an outcome. In circumstances that lead to the abandonment of a scheme such as insufficient property owner support, Council considerations or VCAT ruling; a scheme will generally not be reinitiated for a minimum period of five (5) years.

5. CITY PLAN 2013-2017 PROGRESS REPORT TO DECEMBER 2014

Portfolio	Governance - Cr Lyons (Mayor)
Source	Strategy & Performance - Corporate Strategy
Act/General Manager	Dean Frost
Index Reference	Corporate Strategy Planning

Purpose

Council at its meeting on 24 June 2014 adopted the 2014-2015 Update of City Plan 2013-2017, which outlines the Strategic Directions and Priorities planned by the Council over the four-year period, and the Annual Business Plan Actions planned for the coming 12 months.

This report is the progress report to Council of the organisations achievements against these actions.

Summary

Attachment A details the status and provides commentary against the Annual Business Plan actions. The key to the status of actions is:

On Schedule:	Green	182
Completed:	Black	16
Major Issue:	Red	4
Minor Issue:	Yellow	18
Not Started:	White	12
Total Actions		232

Cr E Kontelj moved, Cr Harwood seconded -

That Council receives and notes the City Plan Progress Report to 31 December 2014.

Carried.

Background

Council at its meeting on 24 June 2014 adopted the 2014-2015 Update of City Plan 2013-2017, which outlines the Strategic Directions and Priorities planned by the Council over the four-year period, and the Annual Business Plan Actions planned for the coming 12 months:

Community Wellbeing

Healthy Together Geelong: to enhance health, wellbeing and quality of life of Greater Geelong Communities.

Growing Our Economy

Securing Geelong's economic future.

A Sustainable Built and Natural Environment

Partnering with our community to protect and enhance our natural ecosystems and to encourage sustainable design and reduced resource consumption.

How We Do Business

We will focus on developing and maintaining effective working relationships to deliver Council's strategic directions and cost effective services that meet the changing needs of the community.

Discussion

This report and attachment indicates the status of the actions in City Plan 2013-2017 for the 2014-2015 financial year as at 31 December, 2014.

The attachment provides status and comments for each of the 232 actions within the four strategic directions.

There has been significant progress towards achieving the actions in 2014-2015 including:

Community Wellbeing

Status Summary:

On Schedule: 89 Completed: 6 Major Issue: 2
Minor Issue: 11 Not Started: 2

- Five new community centres will open their doors in 2015 which will be of a huge benefit to the community.
 - Finishing touches are being applied to the new early childhood centre 'Bop Bop Karrong' located at Village Park, Barwon Heads. The centre will feature two kinder rooms, maternal and child health room, multi purpose spaces and sports storage.
 - The new Grovedale Children's and Community Hub will open in 2015 as a one-stop facility for local children and families offering a range of early childhood services, art, exercise and adult education programs. The facility will consist of a neighbourhood house, two kinder rooms, maternal and child health room, family support and occasional care services.
 - Stage one of the Leopold Community Hub Stage is under construction in preparation for its opening on 10 March 2015. Stage one includes kindergarten, child care, maternal and child health services and spaces for a toy library and community meetings. The City of Greater Geelong applied for \$6 million in federal funding for the Leopold Community Hub Stage two works. If successful, this funding will be matched dollar for dollar by Council. Stage two will include a library as well as youth and other community spaces.
 - Windsor Park Early Learning Centre which consists of two kinder rooms, maternal and child health room, playgroup, family support and occasional care services will open at the new centre in Windsor Park, Norlane in January 2015.
 - A refurbishment and expansion of the Ocean Grove Community Hub (previously Surfside Kindergarten) is currently underway. The project consists of internally renovating the existing building and an extension to the east wing. The extension is to accommodate the expanding services offered to the community by the Ocean Grove Neighbourhood Centre. The Hub will be opened in April 2015.

- Seven playground upgrades have been completed during this quarter; Morris Reserve Belmont, Drysdale Railway Reserve Drysdale, Almeria Reserve Clifton Springs, Kenworthy Reserve Geelong West, Bullimah Reserve Clifton Springs, Richmond Reserve East Geelong and Queens Park Reserve, Highton with future playground upgrades also announced this quarter. Jetty Road playground will undergo a \$250,000 redevelopment. The playground is in a growth area and with the purchase of new playground equipment will become a first rate sub-regional playground. Barwon Heads Village Park playground will soon be able to offer a range of different opportunities for play and interaction. The refurbishment of the playground is a high priority for the City of Greater Geelong. Community consultation was undertaken in November and works are expected to commence in March 2015.
- Children's Week was celebrated in Geelong in October 2014 and focused on the initiative to celebrate contributions that young children make to our community. 73 separate events hosted by 51 local organisations were undertaken during the week of 17 to 26 October. The diverse range of local events held targeted children aged between 0-12 years, with almost 17,000 children and adults participating in the events.
- A sealed bicycle commuting path (identified as the key eastern link) has received funding from Council, the Transport Accident Commission (TAC) and the Department of Transport, Planning and Local Infrastructure. The path starts at the Ryrie Street and Boundary Road intersection and finishes at Garden Street, providing cyclist safe access to the city centre. The link is one of three new paths identified by Council's Priority Bicycle Network to enable cyclists to safely access the city centre from all directions of our region.
- The Healthy Together Geelong's Engage project won the IAP2 Health Project award. Healthy Together Geelong aims to improve people's health where they live, learn, work and play. It focuses on addressing the underlying causes of poor health in children's settings, workplaces and communities to strengthen Geelong's health prevention system. Activities held during the quarter included Mental Health workshop, Early Years Mental Health and Wellbeing Professional Development session plus a new branded bus that circulates the Greater Geelong and Bellarine areas encouraging the community to get healthy together. The bus will be in circulation until June 2015.
- Four Leisurelink lifeguards were presented with 'Everyday Lifesaver' awards by Life Saving Victoria in recognition of the quick actions to save the life of a member who suffered a heart attack while swimming laps in September.
- The Geelong Seniors Festival was held throughout the month of October. The theme of this years Festival was – Taking Good Care of Yourself. The 2014 Geelong Seniors Festival was attended by over 10,000 people. The festival hosted over 100 events and activities including theatre, sailing, art shows, traditional afternoon tea and multicultural events.
- FlameFest was held on Friday October 31 in the Whittington Link. The free annual community event celebrated local connections in a fun and safe environment through supported programs. Approximately 1,000 people attended with 40 organisations and agencies involved and over 50 volunteers supporting the event.
- The implementation of the 2013-2017 Domestic Animal Management Plan (DAMP) continues with 16 open space reserves having been identified as key areas for off-leash dog activities. Signage at these reserves will be installed in the next quarter.

This is a pivotal action of the DAMP as Council will promote these areas and their condition of use, while at the same time using them to reinforce the key message that all Council reserves are on-leash at all times, unless specified by signage.

Growing Our Economy

Status Summary:

On Schedule: 42 Completed: 2 Major Issue: 2
Minor Issue: 4 Not Started: 4

- Geelong's iconic floating Christmas tree was launched on Friday 21 November and was well attended. The estimated crowd attending waterfront activities during the Christmas in Geelong 2014 period was approximately 122,350. The 25 metre high tree came alive in a spectacular light show. The locally manufactured Christmas tree was located 70 metres offshore in between Cunningham Pier and the Carousel and was strategically located to provide a three-sided viewing area. The tree was part of Christmas in Geelong 2014, with some of the other events showcased through this project including the Myer Christmas windows, giant snow globe, City Hall projections, 33 handcrafted school Christmas trees and free personalised Santa letters at the Carousel.
- A number of events were held during this quarter including Sidewalk Sales, Fun Day @ The Shed, Toast to the Coast, Ride2WorkDay and SKAART all bringing in valuable economic and community benefit.

The City of Greater Geelong is busily planning for the peak event season with events in the next quarter such as The Cadel Evans Great Ocean Road Race, Victorian Open Golf Tournament, Avalon Airshow and the Festival of Sails. These major events will showcase Geelong and generate economic benefit to the region.

- The Central Geelong Action Plan is the City of Greater Geelong's revitalisation plan for the city. One of the principles of the Central Geelong Action Plan is more people living, working, learning and playing in Central Geelong. The introduction of activities such as Fridays After Work and Food Truck Friday is encouraging people into the city centre.

Parklet Pods are also being trialed in central Geelong as an innovative alfresco dining solution for cafes that don't have adequate footpath space. The installation of 32 locally manufactured planter boxes in the City has also added more colour to the city centre.

- The Barwon River Rowing Mile project has been completed in readiness for the March 2015 – Head of the Schoolgirls Regatta event. The project involved the removal of approximately 15,500 tonnes of contaminated silt in order to achieve a minimum depth of 1.9 metres across the entire 1,000 metre rowing course. The Head of the Schoolgirls Regatta generates around \$2 million to the Geelong economy every year.
- A new Tourism Information Centre opened at The Bellarine Flying Brick Cider House on the Bellarine Highway, in Wallington in December in readiness for the peak event season. This will contribute to the region's burgeoning reputation as a great multi-faceted visitor destination. The Tourism Information Centre is open 9am to 5pm seven days a week.
- The Geelong Library and Heritage Centre is certainly making a spectacular architectural statement in Little Malop Street with the iconic dome well and truly taking shape. The surface of the dome is comprised of 332 fibreglass reinforced concrete panels.

The innovative dome will take several months to be installed with works on this section of the project expected to be completed in the first half of 2015. The Geelong Library and Heritage Centre will open in late 2015.

- The City of Greater Geelong together with the Department of Transport, Planning and Local Infrastructure has partnered to prepare an implementation plan for the redevelopment of the Portarlington Harbour.

The redevelopment of the Portarlington Harbour is a key funding priority project for Council and G21. The project will be an economic driver for the Bellarine Peninsula, creating employment for the growing aquaculture industry and generating further opportunities for leisure and tourism. The completion date for the implementation plan is mid-2015.

- The Lara Town Centre expansion project is nearing completion. The realigned Station Lake and Waverley Roads have been completed and the much anticipated Coles shopping centre opened in time for Christmas 2014. Early works to establish the drainage and earthworks for the \$2.4 million redevelopment of Austin Park have been completed. The new Austin Park is due to be completed by May 2015.

Sustainable Built and Natural Environment

Status Summary:

On Schedule: 24 Completed: 3 Major Issue: 0

Minor Issue: 3 Not Started: 3

- The City of Greater Geelong will approach the State Government to request a permanent ban on onshore gas extraction and hydraulic fracking, and for support for the development of renewable energy sources to replace fossil fuels in the provision of heating, cooling and power. The public were invited to have their say on fracking with a total of 449 submissions received. 447 were opposed to onshore gas extraction and in particular the use of hydraulic fracking. Main concerns related to contamination of land, air and water, health concerns and noise pollution.
- The Environment Management Strategy was approved by Council in October 2014. Implementation of the Strategy is now underway including development of a staff sustainability training program incorporating One Planet Living principles, as well as implementation of a significant number of the 110 actions within the Strategy.
- The 'Rethink Your Rubbish' program continues to be a success with various initiatives held during this quarter. A discount of 50 per cent has been offered during the months of November through to February for the public to dispose of their old lounge suites at Drysdale and Geelong Resource Centres. There is a free chemical drop off day scheduled for February, which is the only opportunity for the public to dispose of hazardous chemicals in 2015. Information regarding recycling and disposal options can be viewed on the City of Greater Geelong's online directory. The directory provides residents with additional information for recycling and disposing of over 200 items. In the past six months the directory has had over 500 enquiries on 136 different items.
- In the upcoming months, residents will be notified of an audit to be conducted on recycling bins by Council's Waste Officers. Cameras will be installed in trucks to ensure that the bins being emptied only contain recyclable material. The bin inspection initiative is part of the City of Greater Geelong's Recycle Better program.

- Future Proofing Geelong will continue for the next three years following the signing of a new agreement. The agreement supports the City of Greater Geelong in becoming a leader of sustainability in Victoria. Future Proofing Geelong together with its partners are proving to be a success in promoting environmental, economic and social sustainability activities in the Geelong region.

Future Proofing Geelong has led the way in setting up a Low Carbon Growth Plan which provides a road map for a low carbon future.

Future Proofing Geelong has also developed several key initiatives for the City of Greater Geelong region including; Cleantech Innovations, bringing the Sustainable Living Festival to Geelong, and putting forward successful funding bids to upgrade operations at several Council buildings.

Businesses within the region are being encouraged to take advantage of the free service that Council's Future Proofing Geelong offer to cut energy costs for 2015. The Future Proofing Geelong team are experts in energy efficiency. Lighting upgrades alone can save business up to 50 per cent on electricity costs. Since 2011 Future Proofing Geelong has helped local industries and businesses secure more than \$2 million in funding for sustainability initiatives.

City Switch has awarded a Geelong partnership with a top accolade for its work to upgrade two prominent central office buildings. The partnership, between Council's Future Proofing Geelong, building owner Greg Bryant of Ryrie Centre Development Pty Ltd and the 12 tenants of the Ryrie Centre have achieved significant reductions in energy use through a range of practical measures which were supported by the City Switch program.

- The City of Greater Geelong, VicRoads and community volunteers have planted around 19,000 indigenous trees along the Ted Wilson Trail on the eastern side of the Geelong Ring Road. The City of Greater Geelong is committed to the Greenway Project with a long term vision to revegetate the entire length of the pathway. Once completed, the Greenway will be an iconic green western boundary of Geelong providing beautiful, natural shade for pedestrians and cyclists whilst screening out the Ring Road from surrounding neighbourhoods.

How We Do Business

Status Summary:

On Schedule: 27 Completed: 5 Major Issue: 0

Minor Issue: 0 Not Started: 3

- Social media continues to be a key communication channel for Council to inform and engage with the community. The City of Greater Geelong and Geelong Mayor's Facebook and Twitter accounts are monitored seven days a week. Between the two pages, Facebook currently has 50,979 likes and Twitter 108,176 followers. Publication of City News and Community Update are all on schedule, with the Community Update now being published as an e-newsletter. The 2015 Calendar publication was also produced as a community competition. The calendar features landscape images of popular destinations across the municipality submitted by the public.
- The development of Council's 2015-2016 budget has commenced with submissions for Community Concepts being called for in November 2014. Community groups were invited to lodge their submissions, with priority being given to organisations or clubs that can partly finance or offer in kind contribution to their project. Submissions closed on 24 December 2014.

- A number of corporate training programs have been undertaken by Council staff in the past quarter including Council and Information Services Induction programs, Difficult Conversations, Assertive Communication Skills, Customer First program, Project Management Fundamentals, Understanding Self and Others, Managing Conflict through Negotiation, Engage in Council, Presentation Skills, Stepping up to Leadership and Excel Training.
- During the period October to December 2014, a total of 24 engagement activities were being undertaken by the City. Methodologies employed included online surveys, information sessions, listening posts and a workshop seeking community feedback on issues such as Fracking and Geelong Train Stations Local Infrastructure.
- The City of Greater Geelong Annual Report for 2013-2014 was published and distributed this quarter. The report provides a comprehensive account of Council's performance across the 120 plus services that are delivered to our 225,000 residents. The City of Greater Geelong Annual Report is available on the Council's website or can be viewed at any of the Council's Customer Service Centres.

Environmental Implications

There are several actions under the Sustainable Built and Natural Environment Strategic Direction within City Plan that aim to enhance and protect natural areas and ecosystem health, support our community to live sustainably, advocate for and promote sustainable design and development, and minimise our environmental footprint.

Financial Implications

Council's Annual Budget provides the Resource Plan to support the initiatives identified within the adopted Annual Business Plan.

Policy/Legal/Statutory Implications

Council's external auditors will undertake a Performance Audit of the planned Key Strategic Activities and prepare a report as part of the 'sign off' of the Annual Accounts.

Alignment to City Plan

This report is the quarterly progress report of the organisations achievements against the adopted City Plan 2013-2017, 2014-2015 actions.

Officer Direct or Indirect Interest

There is no conflict of interest to be disclosed.

Risk Assessment

The risks arising from the actions are managed within the framework of the Council's adopted Policies, Procedures and Risk Management strategies.

Social Considerations

Several of the actions identified within City Plan are aimed at improving the quality of life for the residents in the City of Greater Geelong. This is particularly the case for actions within the Community Wellbeing Strategic Direction.

Human Rights Charter

This report provides an update on the implementation of City Plan 2013-2017 and will be made available on Council's website and on request at Council's Customer Service Centres as part of the Council meeting minutes. There are no known positive or negative effects.

Consultation and Communication

A comprehensive report on the 2014-2015 City Plan actions will be published in the City of Greater Geelong Annual Report by 30 September 2015, which will be submitted to the Minister for Local Government and available to the public in hard copy and on the Council's website (www.geelongaustralia.com.au).

City Plan Council Report for 2014/15
For Quarter Ending: Dec 2014

City of Greater Geelong
9 February 2015

Description	Completion Date	Status	Comments
Strategic Direction: Community Wellbeing			
Outcome: Healthy Lifestyles			
Coordination of the City of Greater Geelong Municipal Public Health and Wellbeing Plan implementation	Jul 2014	C	The City of Greater Geelong Municipal Public Health and Wellbeing Plan implementation has been uploaded into our Corporate reporting system and responsible officers designated. The actions have been apportioned across the four years of the Plan. Executive Leadership Team have aligned membership of the Community Wellbeing Arena to support City Plan, the Greater Geelong Municipal Public Health and Wellbeing Plan and Council becoming a Health Promoting Workplace.
Corio-Norlane Best Start project		OnS	Best Start partnership action plan activities have been implemented. Four brokerage activities have been delivered by partners, annual review for Department of Education and Early Childhood Development is underway demonstrating that key targets are being met.
Development of a Food Policy to secure long term food production options		OnS	A Food Policy discussion paper has been produced and several open community and specific stakeholder workshops and internal engagement sessions have been held. The Food Policy will be presented to Council and placed on public consultation in January.
Healthy Together Geelong - Early Years		OnS	Current figures: Early Learning Centres: 13 of the 90 Early Learning Centres are yet to register for the Achievement Program. Of the 77 involved, 32 are registered, 31 are at committed stage, two are health promoting services and 12 have been awarded one or more healthy priority areas. With all centres working towards being awarded across a range of healthy priority areas. Primary Schools: 43 of the 67 schools are registered for the Achievement Program. Of these 21 are registered, 15 are at committed stage, two are at health promoting status and five have achieved health promoting status. Secondary Schools: 14 of the 25 secondary schools are registered for the Achievement Program.
Healthy Together Geelong - Workplaces		OnS	71 businesses are registered with the achievement program with 27 having reached recognition point one.
Implementation of the Physical Activity Strategy		OnS	A cross-divisional group involving Managers and other staff from Engineering Services, Sport and Recreation departments and Healthy Together Geelong are coming together to oversee implementation of the Physical Activity Strategy. An implementation plan for the strategy has been developed and actions assigned to relevant officers across the life of the strategy. 16 of the 33 actions are currently being implemented. Appointment of an Active Travel Officer is key to the delivery of many actions within the strategy and funding for this position will be sought for commencement in 2015-2016.
Learn to Swim program including School Swim program		OnS	The program tracked well in fourth term. Overall numbers of 6,000 remained the same as this time last year and have increased from 5,350 in the previous term. There were more classes this term as we try to build the program moving forward which has caused a slight reduction in average numbers of 3.8 compared to 4.0 this time last year, but well up from last term. Occupational rates are 82 per cent and Retention 85 per cent.
Promote breastfeeding through additional consultations and referrals to		OnS	Referrals regarding infant growth and altered nutrition for the period July to November was 55 and

City Plan Council Report for 2014/15
For Quarter Ending: Dec 2014

City of Greater Geelong

9 February 2015

Description	Completion Date	Status	Comments
other agencies.			44 respectively.
Promote kindergarten enrolments through public media releases.		OnS	Media release promoting kindergarten enrolments for 2015 were distributed in July 2014. Information for parents for the new Intergrated Children Centre's were also promoted through the media.
Provide Maternal Child Health nurses with professional development opportunities on lactation.		OnS	Breast feeding review journal provided to staff and information on three professional development opportunities were circulated to staff.
Stronger Families / Family Coaching program		OnS	Year to date figures for the period July to November are ten clients receiving a total of 418 hours assistance.
Outcome: Healthy Environments			
Clifton Springs fishing pier construction		OnS	Risk assessment commissioned, advice sought for design and location, currently out for public comment.
Conduct community dog/cat micro-chipping and registration/pet ownership roadshows and forums		OnS	A session was held at Million PAWS walk and Council held a presence at the GAWS Open Day. Several community based registration and micro chipping days are being planned leading up to and immediately after the next animal registration renewal period in April 2015.
Continue to conduct investigations of barking dogs and nuisance animals		OnS	A total of 327 complaints received year to date for barking dogs and nuisance animals, 85 per cent resolution rate. Six Notices to Comply have been issued. Barking dogs are one of the most common neighbourhood dispute issues and Council continues to work through these issues to reach a suitable outcome for all. Council has recently reviewed procedures to bring forward enforcement/notice issuing stages based on legal advice received. Also, in accordance with local dog behaviouralists, we will aim to engage such expertise with dog owners needing such assistance.
Dog control signage upgrades		OnS	A full audit of major reserves has been undertaken, currently working with Asset Managers to determine optimum locations for off-leash signage. Purchase and installation of signage to take place in the last half of the financial year. Signage for on-leash areas will be based on community needs and operational requirements.
Implement Municipal Emergency Management Plan		OnS	Plan presented to the Municipal Emergency Management Plan Committee and was subsequently adopted by Council. Implementation will continue for 2014-2015 (first year) and 2015-2016.
Implement Year 2 actions of the Domestic Animal Management Plan		OnS	Extensive signage audit completed and preferred sign locations identified with Asset Managers. First priority will be the 16 'open space' reserves which have been highlighted in the 2013-2017 Domestic Animal Management Plan as key areas for off-leash activities. This is expected to be completed in January/February 2015 accompanied by information on maps, apps, website and media launch.
Jetty Road community precinct concept plan development		OnS	Communication with Department of Education and Training has commenced regarding opportunity to deliver future infrastructure in the new area.
Monitor, assess and register all food premises based on compliance		OnS	2/2/2015 As of last week 100 premises remained unregistered in line with previous years. Officers contacting proprietors and if not paid will issue PIN's mindful of there being the need to observe well over 12 months since previous payment in light of recent court decision 23/1/2015 Total of 861 food premises inspections completed year to date, 96 per cent of the premises met compliance standards with 15 Notices issued.

City Plan Council Report for 2014/15
For Quarter Ending: Dec 2014

City of Greater Geelong

9 February 2015

Description	Completion Date	Status	Comments
			All food premises currently registered and media advertising reviewed for new premises. Class one, two and three assessed and inspection rates on target. Non-conformances followed up. Class four completely reviewed with some alterations to class level and new premises. 775 inspections carried out with two formal notices issued.
Municipal Fire Prevention Plan implementation		OnS	Annual review completed. Full review to be undertaken prior to the 2015 Country Fire Authority audit and then sent to the Municipal Emergency Management Plan Committee. Assistant Municipal Fire Prevention Officer currently working on updating Victorian Fire Risk Register data into plan.
Parks and reserves maintenance		OnS	All maintenance programs are on schedule. Roadside fire prevention slashing near complete.
Renewal work on Council owned buildings		Min	Portion of the scheduled work has been completed, with outstanding works on hold due to budget restraints.
Respond, resolve or refer for resolution all neighbourhood amenity and local law requests		OnS	A total of 563 Neighbourhood Amenity 'Request for Service' were received year to date with 98 per cent resolution rate. Ten Notices to Comply have been issued. The highest number of amenity complaints or requests received related to the dumping of rubbish. Of the total 563 neighbourhood amenity requests received, 327 of these relate to litter.
Safer Greener Geelong – planting up of three roundabouts		OnS	Roundabouts have been identified and planning has been undertaken. Planting will occur in Autumn when weather conditions are more favourable.
School Crossing Supervisor - LED light patterns		Min	VicRoads still advise that they do not endorse the current models, therefore unable to implement until the development of Australian Standard compliant stop bats. Further investigation is required.
Toilet block renewal and replacement program		OnS	All toilet block projects are on track. Hamlyn Park and Transvall Square toilet blocks are completed. Geelong West toilet block project is currently out for community consultation. Barwon Valley toilet block (blue stone building) works are due to commence February 2015.
<i>Bike paths and facilities</i>			
Bellarine Rail Trail chicane/vehicle access point remedial works		OnS	Stage one works at Boundary Road, St Albans Road and Breakwater Road are completed. Currently finalising brief for remainder of works package.
Bellarine Rail Trail pedestrian lights (Jetty Road)		OnS	The project forms part of a total package of works along the Bellarine Rail trail, including trail improvements and the new pedestrian lights. The Jetty Road pedestrian lights component of the project is progressing well with civil works to be completed shortly.
Bicycle infrastructure program		OnS	Funds of \$50,000 received from Department of Transport, Planning and Local Infrastructure for Eastern Park off-road path. Transport Accident Commission \$100,000 grant approved. Designs progressing on Gheringhap Street route. Cycling Strategy to be updated to reflect Principal Bicycle Network. Working Group met to review Concepts for 2015-2016 budget.
Geelong Criterium Circuit - Regional cycling pavillion construction		OnS	Flood design works to be undertaken. Quoting underway.
Greater Geelong Cycle Strategy implementation		OnS	Application for funding was succesful, project now being planned for implementation by the end of the financial year. This project incorporates the Cycle Strategy Implementation budget, funding from Engineering Services, \$100,000 from Transport Accident Commission and \$50,000 from Department of Transport.
<i>Footpaths</i>			
Construction of footpath in Montpelliar Drive(East side) between Culzean Crescent and Lambhill Crescent, Highton,.		OnS	Design underway, scheme to be developed.
Construction of footpath in Roslyn Road (south side) between Thornhill Road and Remony Ave, Highton.		OnS	Brief with design, scheme to be developed.

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Footpath renewal program		OnS	Program on schedule - 46 per cent complete versus 43 per cent projected.
Playgrounds			
Barwon Heads Village Park playground upgrade		OnS	Community consultation undertaken and detailed design currently being developed.
Playground development program		OnS	Morris Reserve Belmont, Drysdale Railway Reserve, Almeria Reserve Clifton Springs, Kenworthy Reserve Geelong West, Bullimah Reserve Clifton Springs, Richmond Reserve East Geelong and Queens Park Reserve Highton have all been completed with the remaining playgrounds to be completed in February 2015.
Recreation facility upgrades			
Belmont Bowls Club solar panel contribution	Sep 2014	C	Project completed.
Corio Cricket Club disbursement		OnS	Recreation and Open Space department are working with the Corio Cricket Club to upgrade cricket nets at the reserve. Council preferred supplier has been engaged to undertake concreting works.
Elcho Golf Course fairway replacement program - Year 1		OnS	Works commenced in October 2014.
Geelong Amateurs Football Netball Club and Newtown Chilwell Cricket Club change room renovation		Min	Scope and design being developed. Budget estimate completed for funding application.
Geelong Soccer Club facilities upgrade - concept planning		OnS	Working with Geelong Soccer Club to develop their preferred design which includes demolition of social rooms. Club propose to construct as a Partnership Project. Club to work with Sport and Recreation department to attract funding.
Landy Field storage facility		Min	Plans scaled back to minimum requirements. Estimate approximately \$30,000 over budget. Additional funding request submitted in 2015-2016 budget. Continuing with design development.
Leopold Football and Netball Club clubroom upgrade		Min	Project funding to be confirmed. Developer \$500,000 contribution in question after supermarket was sold. State Government election promises also made.
Mt Duneed Pony Club - enclosed riding arena construction		OnS	Draft planning permit application prepared and issued to the Mount Duneed Pony Club for review and consideration. Quotations to be reviewed by the Club. Awaiting authority permits and consents and other pre-construction documentation from the club.
Regional Paddle Sports pavilion redevelopment		OnS	Design delay due to proposed Cross Country Club shed which will inform design. Awaiting approval by Corangamite Catchment Management Authority. Structural issues require extra funds to resolve as per consultants' recommendations. Investigating extra funds and alternative solutions.
Stead Park beginner level BMX track development		OnS	Preliminary design has been completed for consultation. Works expected to be undertaken in February/March 2015.
Thomson Reserve tennis court sportslighting		OnS	Quotes for installation received, works commencing.
Waurm Ponds Skate Park ramp replacement		Min	New scope being developed due to Engineer's Report.
Recreation reserve upgrades			
Austin Park, Lara redevelopment		OnS	Early works complete. Landscaping tender awarded and works commencing January 2015.
Barwon Heads Village Park soccer pitch upgrade		OnS	Irrigation installation has been completed. The ground renovation works have commenced and will be completed in early April 2015.
Capital renewal of civil assets in parks across the municipality		OnS	Program almost completed - 94 per cent complete versus 50 per cent projected.
Evans Reserve asbestos remediation	Sep 2014	C	Project is complete.
Shell Road Reserve Master Plan implementation		OnS	BDH Constructions have established site. Sewer realignment and bulk earthwork for the pavilion is complete. Site will be re-opening 12th Janury 2015.
St Albans Football and Netball Club scoreboard relocation		OnS	Funding agreement for the project being developed, to be signed by the Club.
West Oval stadium lighting		OnS	Quotes for lighting design and supply complete. Works progressing 2015.

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Swim Sport and Leisure Centre upgrades			
Bellarine Aquatic and Sports Centre filter upgrade		OnS	Engineer report received. Currently sorting quotations for works to be conducted. Will use current inground filters and increase access openings
Concrete core replacement program		OnS	Waterworld concourse works commenced. Works to resume after summer because of high usage in areas. Works at Splashdown may be rolled over until next year and combined with pool tiling works.
Geelong Arena cyclical and programmed maintenance		OnS	Using SPM Facilities report to manage and maintain. Ahead of schedule for the year. Remainder of this years program to be scheduled shortly in line with budget.
Kardinia Pool underground infrastructure upgrade and leak prevention		OnS	Some work commenced. Majority of works programmed for after the pool season finishes in April 2015.
Leisurelink Aquatic and Recreation Centre - aquatic area air handling		OnS	Investigation works required to determine extent of current loss of energy through building structure design.
Leisurelink Aquatic and Recreation Centre gymnasium extension construction		Min	Documentation complete. Awaiting confirmation of further funding to proceed to tender, this is unlikely to occur prior to June 2015.
Leisurelink Aquatic and Recreation Centre main pool headwall replacement		OnS	Information received for the Aquatic Engineer. Now seeking Engineering companies that can complete the works.
Splashdown aquatic play park plan and construction		OnS	Aquatic Engineer has started planning works. Will prepare a design and works brief to be used for tendering for next financial year.
Splashdown main pool tiling		OnS	Work to be rolled over until next financial year to coincide with concourse and aquatic play area works.
Waterworld gymnasium roof replacement		OnS	Works have been quoted and have commenced.
Waterworld outdoor pools boiler replacement		OnS	Works commenced and will be finished after summer season.
Outcome: Connected, creative and strong communities			
Aboriginal Action Plan implementation		OnS	The Karreenga Aboriginal Action Plan 2014-2017 was adopted by Council on 27 May 2014. There are 50 actions in the Plan and these actions are being progressively implemented. Further discussion continues with the Aboriginal communities.
Barwon Heads Community Arts Hub feasibility study		OnS	Committee and Council staff meeting in January to determine best methodology.
Children's Week activity program	Oct 2014	C	Childrens Week was officially launched by the Mayor on 17 October. Calendar consisted of over 70 events and was a great success.
Councillor Community Grants Program		OnS	The total allocation to the end of December is approximately \$167,000 for the 2014-2015 financial year to date. Next allocations will occur Feb/March 2015.
Geelong After Dark - city centre night festival		OnS	Outstanding success with three major awards (National and State) awarded to M~M2016 and Geelong After Dark. Geelong After Dark 2015 in full planning stage for delivery in May 2015.
Geelong Library and Heritage Centre collection stock purchase		OnS	Two installment payments of \$250,000 (total of \$500,000) have now been disbursed to The Geelong Regional Library Corporation.
Geelong Regional Library contribution		OnS	High level of programming and provision of service continues. The Geelong Regional Library Corporation is delivering on a range of objectives.
Geelong Seniors Festival	Nov 2014	C	The Seniors Festival 2014 was another success with attendances of approximately 10,000 and over 100 events.
Indigenous kindergarten assistance		OnS	Current reporting and targets on track. The Commonwealth have announced discontinuation of the Indigenous Kindergarten Assistance (IKA) program from 2015-2016. Council have supported

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			Wathaurong's application for an Indigenous Advancement Program which will incorporate the current IKA program if successful.
Lara Performing Arts Centre stage 2 development		OnS	Project description form to commence disbursement process has been sent. Form to be returned by the School.
Linking Learning Program - Eastern Suburbs		OnS	Action plan finalised with support of Murdoch Foundation. Recruitment to be finalised by commencement of term 1. Project working groups meetings and actions have commenced.
Multicultural Action Plan 2014-2015 implementation		OnS	New steps forward for the Multicultural Action Plan (MAP) have been endorsed at the November meeting of the Multicultural Action Plan Advisory Committee (MAPAC). This is currently being documented. An ongoing MAP initiative is the Women Swimming Programme, with the last series of sessions in 2014 completed in December and the next series commencing in February 2015. Basic Cross Cultural Awareness sessions have commenced with front line staff at Council Leisure facilities.
M~M 24 Hour Extreme Arts Walk		OnS	Three major awards (National and State) won. Planning is now underway for 2016.
Rosewall/Connections Park land acquisition		Min	Land exchange agreed in principle between Department of Education and Early Childhood Department and Council. Rezoning under way. Project team has met and Plan of Subdivision is currently being prepared for valuations. Council indicated it wants to sell part of Connections Park.
School Holiday Program		OnS	School Holiday Program currently in operation. Utilisation rates are - Ocean Grove 89 per cent, Leopold 86 per cent, North Shore 45 per cent, Belmont 97 per cent and Newtown 88 per cent.
Supported playgroups and parent groups initiative		OnS	New playgroup planned for Corio Shopping Centre.
Women in Community Life project implementation		OnS	Continue to support and resource the Women in Community Life Advisory Committee and associated activities. International Women's Day event to be held on 27 February 2015. Priority areas to focus on advocacy, education and training and raising awareness.
Youth activities, programs and events including Skaart, National Youth Week, Courthouse Youth Arts, SSAGQYSP initiative, GASP implementation, Engage it up, Youth action teams, Lara Youth Centre, Switch magazine, multicultural youth development,		OnS	Youth activities, programs and events including successful school holiday programs run across the unit; 17 Secondary schools committed to submitting films for the Odyssey Film Festival; TRIUMPH Festival, Funding for Cyber Republic, Equip Grant, SKAART Committee implemented, Left Overs music gig, GASP Stand Out in Schools Forum and Stand Out Camp.
Armstrong Creek			
Armstrong Creek East - Neighbourhood Activity Centre pavilion construction		Maj	The project has experienced ongoing delays in finalising a funding agreement with State Government for this critical \$3 million facility. Agreement was signed just prior to Christmas, with a delivery program that will see the facility completed by 2018. The new completion date means design work is likely to commence in 2015-2016. The only funds that will be utilised during 2014-2015 are previous grant funds for design work carried over from 2013-2014. The \$500,000 capital grant will now be received in part payments during the delivery of the project (2015-2018).
Armstrong Creek Health and Wellbeing Centre construction		NS	Funding agreement signed by both parties. Waralily indicating they will not commence their sub division earth works until mid 2016, meaning opening of facility likely to be 2018.
Armstrong Creek West - Neighbourhood Activity Centre		Min	Project is currently being scoped by Community Development department.
Arts, Culture and Heritage			
Community arts and festivals grant programs		OnS	Ceremony held with high level of attendance. Allocations for community arts and community festivals has been completed with Quick Response and Professional Development submissions

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			ongoing until funds expended. There has been a high level of take up and interest in both these components of the funding programme.
Children Services			
Acquisition and replacement of resources and equipment at City Learning and Care Centres		OnS	Order has commenced on first round. Second round orders are being developed. Commenced equipment scoping.
Children services facilities upgrades		OnS	Lara Maternal and Child Health centre being constructed in February. Allanvale works to proceed in 2015.
Fyans Park Kindergarten extension		OnS	Public objections received for Planning Application. Traffic and Car Parking consultation held with Statutory Planning and Traffic Engineering mid January 2015. Project Control Group Meeting to be held late January. Concept design amended. Design consultation with Project Reference Group scheduled for late January. Planning application amendment to be lodged and re-advertised.
Community Facilities			
Ceres Temperance Hall remedial and renewal works		NS	No funding available.
Community halls upgrade program		OnS	Multiple minor works being delivered within this program at various sites across the municipality.
Disability access program		OnS	Kardinia Park Senior Citizens - works are underway currently to upgrade all toilets to current Disability Access Standards - work will continue through January 2015. Ocean Grove Senior Citizens- currently finalising detailed plans and documents for the upgrade of the ramp access and kitchen access - works will most likely commence 2015-2016 budget. Marcus Hill Hall - Currently plans being finalised for upgrade of the toilet to Disability Access Standards - work most likely to commence 2015-2016 budget. Lara Hall - design plans and documents are out to tender for upgrade of toilets - works to commence in February 2015.
Portarlington Senior Citizens Centre upgrade		OnS	Service Manager for Council's Community Development Unit is currently reviewing brief and requirements with stakeholders prior to works beginning.
Community Hubs			
Barwon Heads Early Learning Centre construction		OnS	Builder tending to defects list. Department of Education and Early Childhood Development license issued.
Bellevue Highton Family Hub concept development		OnS	Council report being developed by Council's Family Services department.
Grovedale Children's and Community Centre construction		OnS	Licensing has been completed for early years rooms. Construction is 90 per cent complete with partial occupancy.
Jetty Road –Regional Community and Learning Hub construction		Min	Project currently being scoped by Community Development department. Delays have been incurred due to urgency for Drysdale Integrated Children's Centre and the current site potentially prejudicing the ability to co-locate with the future Learning Hub (ie: Library). Work is likely to commence in the coming months.
Jetty Road– Childrens and Community Hub planning and design		Min	Project currently being scoped by Community Development department in consultation with the Department of Education. Delays have been incurred due to ongoing discussion with the Department of Education regarding potential relocation of this facility onto the school site. Work is likely to commence in the coming months.
Leopold Community Hub stage 1 construction		OnS	Services fit off taking place. External landscaping progressing well.

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Leopold Community Hub stage 2 concept design		OnS	Funding application submitted.
Windsor Park Early Learning Centre construction		OnS	Windsor Park Children's and Family Centre project is currently under construction and due to be completed late January.
Neighbourhood Houses			
Grovedale Neighbourhood House		OnS	The new building is due to be fully operational for the start of 2015. The name will be the Grovedale Community Hub incorporating the Grovedale Neighbourhood House, the Grovedale Senior Citizens and the integrated children's service. Programs and activities still operating normally despite building works currently underway
Neighbourhood Houses support		OnS	Currently negotiating funding agreements for all Neighbourhood Houses. Some Neighbourhood House agreements have been finalised, others nearing completion and on schedule.
Ocean Grove Neighbourhood House upgrade		OnS	Ocean Grove Neighbourhood House project is currently under construction and is due to be completed late March 2015.
Whittington Place Based Activities			
Bellarine Living and Learning Centre expansion		Maj	Application submitted to Council for reduced finished floor level. Corangamite Catchment Management Authority rejected application. Project on hold until further notice. Additional scope and funding being discussed.
Linking The Link pedestrian and active transport improvements		OnS	Site meetings to confirm scope and extent of works.
Whittington community building and engagement. Implement Whittington Action Plan.		OnS	Quarterly East forums are held that bring together organisations and residents who play a key role in the ongoing support to improve economic, physical and social prosperity in 3219. 3219 Forums held with current focus on the new Early Years project, the Digital Inclusion project, and community safety.
Whittington Flamefest 2014	Nov 2014	C	FlameFest was held on Friday October 31 in the Whittington Link. This free annual community event celebrates local connections in a fun and safe environment through supported programs. In 2014 WAY (Whittington Advocates for Youth) took on a lead organisational role. Approximately 1,000 people attended with 40 organisations/agencies involved and over 50 volunteers (65 per cent local) supporting the event.
Strategic Direction: Growing our Economy			
Outcome: Support existing businesses and encourage new and emerging growth sectors			
Avalon Airshow - Enterprise Geelong business connections opportunity		OnS	Project planning commenced. Project to be delivered in the first quarter of 2015. Design creative commenced for project. Project partners engaged.
Economic Development Industrial Investment Support		Min	Projects delayed due to other partners and change in State Government. Will occur fourth quarter of financial year.
Enterprise Geelong Strategy development		NS	Project currently being scoped.
Marketing skill capability and lifestyle attributes of the Geelong region		OnS	Project to be delivered during the final quarter of financial year.
Online communications platform development - Enterprise Geelong		OnS	State Government funding application delayed due to change in State Government following November's election. Project will be re-scoped.
Six Ways roundabout redevelopment - Lara		NS	Consultation with VicRoads to be confirmed.

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Description	Completion Date	Status	Comments
Outcome: Facilitate major infrastructure and investment to enable economic growth			
Bellarine Structure Plans review - St Leonards Structure Plan review finalisation, Portarlington and Ocean Grove Structure Plan reviews to commence		OnS	Work commenced on Ocean Grove Structure Plan review. Project charter agreed. Internal and external referrals to agencies undertaken. Community consultation to be undertaken in April.
Lara Town Centre expansion project		OnS	Supermarket opened in December 2014. Works about to commence on next stage of Austin Park redevelopment.
Managing future growth - Lovely Banks and Batesford South growth investigation		Maj	Scope of project changed due to decision by Minister for Planning on Lovely Banks rezoning. Project update report to go to Council on 10 February 2015 regarding funding and revised project scope.
Municipal Strategic Statement review 2014		Min	Internal and external agency referrals undertaken. Report to Council delayed due to resourcing constraints.
Portarlington Safe Harbour Strategic Plan		OnS	Consultants appointed for business case.
Western Beach boat yard environment reclamation		OnS	Detailed design to address land contamination issues is being developed. Private developer is undertaking detailed design to inform next stage of environmental investigation and to enable planning permit application. Regional Development Victoria grant funding application for \$300,000 submitted.
Armstrong Creek			
Armstrong Creek Urban Growth Plan continued implementation		OnS	Armstrong Creek Town Centre and Horseshoe Bend Precinct Structure Plans both were approved by the Minister for Planning prior to Christmas. Works are due to commence for Marshall Precinct Structure Plan during early 2015.
Armstrong Creek West - Baanip Boulevard / North South connector intersection		OnS	Project is progressing very well as part of VicRoads Baanip Boulevard (Geelong Ring Road Section 4C) construction project. Total project, including this intersection, is scheduled for completion in late 2015.
Geelong Ring Road Employment Precinct			
Development of 25 McManus Road, Corio	Nov 2014	C	Project now completed. Future works are depending on new sales.
Elcho infrastructure services construction - industrial estate at 162 McManus Road, Corio		OnS	Sewer pump station and rising main complete. All works progressing and are on schedule.
Geelong Ring Road Employment Precinct (GREP) design and implementation		OnS	On schedule for financial year.
Outcome: A prosperous and innovative Geelong			
BioGeelong cluster development		NS	Budget has been transferred to the Land 400 Defence Office project.
Geelong Centre for Emerging Infectious Disease –City of Greater Geelong Contribution		OnS	Project on schedule with milestones being met.
Knowledge economy facilitation project		OnS	Digital Strategy in draft. Action plan from strategy to be implemented first quarter of 2015.
Skilled migration program	Dec 2014	C	Project has ceased.
Whittington Place Based Activities			
Implementation of the Whittington Works project		OnS	Eleven students have graduated with their Certificate II in Cleaning Operations. Five employment

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Description	Completion Date	Status	Comments
			outcomes. Three Education to Employment programs are scheduled to commence in March 2015 and, after the submission of expressions of interests, Registered Training Organisation's have been appointed and participant information sessions have been held.
Outcome: A successful and vibrant city centre			
Central Geelong Marketing programs and activities		OnS	Continued success of programs that are bringing in over \$6 million of new economic benefit to Central Geelong Traders. Very successful Christmas programs and Melbourne Cup Sales Day.
Central Geelong Park and Ride shuttle service		Min	The Park and Ride is continuing until the broader program is implemented. Park and Ride is servicing approximately 120 passengers per day. Low on street parking rates has affected the Park and Ride numbers. Draft scope and options on extended Park and Ride hours, clients and objectives have been developed and are with Central Geelong Task Force.
Geelong Library and Heritage Centre Car Park construction		OnS	Demolition of Budget Rentals building commenced. Environmental soil assessment draft report received and situation is currently being assessed for the the most suitable way to proceed. Feasibility study report for filling in the Mercer Street tunnel being finalised.
Geelong Library and Heritage Centre construction		OnS	External facade installation progressing and window installation due early 2015. Internal service fit out is progressing through all floors. Project is progressing on time and on budget.
Central Geelong Action Plan			
Central Geelong Action Plan - Investment, facilitation and attraction		NS	Proposal made to Central Geelong Action Plan Committee. Project not yet commenced.
Central Geelong Action Plan Monitoring Data		OnS	Project scoping underway. Review of VicClue in January 2015.
Central Geelong Advancement Fund - matching fund		OnS	Funding agreement executed. Expression of Interest process for design commences 17 January 2015.
Central Geelong Building Advisory Service		OnS	Scoping of work with building consultant.
Central Geelong Design Assessment Panel		OnS	Task Force resolved on 4 December 2014 to revise terms of reference and publicly advertise Design Assessment Panel.
Central Geelong Lighting Strategy implementation		OnS	Project to commence February 2015.
Central Geelong Major Heritage Fund		OnS	Draft policy underway.
Central Geelong Task Force Team		OnS	Task Force meetings held on 23 October and 4 December 2014. Team appointed, commencing 19 January 2015.
City Heart Investigation		OnS	Central Geelong Taskforce is currently managing the project.
City loop bus feasibility and expansion of park and ride services		Min	Initial proposal was to cater for a broader customer base, however experience dictates that a stronger worker focus is more likely. Initial loop was to gather workers at train station and car parks and orientate hospitals and high traffic precincts. Revising loops being tested. Review of existing service, future needs, target customers, options and costs have been developed and presented to the Central Geelong Taskforce in November 2014 for its consideration.
Detailed plantings in Central Geelong		OnS	Planters and tree beds in Moorabool Street have all been planted with colourful perienial plantings. Hanging Basket style pole planters are being prepared for planting in February.
Improve pedestrian connections to Deakin University and The Gordon		OnS	Central Geelong Taskforce is organising priorities and running the project.
Myer and Bellerine Street parking, cycling and safety improvements		Maj	Advised not to proceed at this stage until direction offered from Central Geelong Taskforce and suite of materials which may impact on project outcomes and expenditure.
Myers Street unifying streetscape works		OnS	All works around St John of God Hospital are completed. Further work is dependent on direction

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Description	Completion Date	Status	Comments
			set by Central Geelong Taskforce.
Postcode 3220 Strategy		OnS	Preliminary discussions are scheduled to occur with the building surveyor and City of Melbourne about an approach to the project.
Public Realm Strategy		OnS	Currently agreeing on project scope and processes. Design Urban completing review of streetscape quality and identification of early interventions.
Transport Network Operation Plan		OnS	This project will determine the real and potential impacts of increased city living in next 15 years, plus consideration of the road network plan for Greater Geelong and interfeeding traffic demands to the suburbs. The Traffic unit and Integrated Comprehensive Transport Plan encourages the smart movement of people rather than vehicles, hence more people walking/cycling/public transport. Less provisions for heavy goods/private car through movements. Two larger mode share problems exist at the moment that create a challenge for ultimate plan, - trucks and buses. Trucks are still allowed on Ryrie Street and impacts other modes of traffic and vision of Central Geelong holistically.
Visible Voices installation		OnS	Adjustment to site has been made to give greater potential for funding under the Anzac Centenary programme and high relevance of potential content.
Weight restriction for heavy vehicles in Central Geelong		OnS	Council has committed \$50,000 towards a Freight Study being delivered by VicRoads to assess the impacts of re-routing heavy vehicles to the south of Central Geelong. Current heavy vehicle restrictions in Malop and Mercer Streets are working well. Some minor impacts on other streets to be assessed as part of this study. Study to commence in November. Focus of trucks out of Central Geelong included Ryrie Street which is a VicRoads governed road. Council has introduced truck restrictions on every road in Central Geelong north of Ryrie Street and working well. VicRoads have not clearly communicated to community on intentions in near future other than what Council has provided in Council report.
Outcome: Greater Geelong is a leading city for tourism, arts, culture and events			
Australian International Airshow 2015		OnS	The Australian International Airshow will be staged between 24 February and 1 March 2015. The City has a sponsorship contract with the event which provides the City with business opportunities within the Trade Expo and associated Business Exhibitor Units (EBU). In 2015 Enterprise Geelong will host an expanded Geelong branded trade stand during the Airshow focusing on industry development opportunities. The EBU (formerly known as the Chalet) will be used for specific project based meetings on Trade Days - strategic projects are related to Aeronautical industry or Tourism and Major Events. Council shall use its EBU as a corporate Chalet on the public days of Friday, Saturday and Sunday where guests can be hosted in the Chalet.
Community and Visitor Information Centre - Portarlington Rotunda		OnS	Meeting between Council Officers to occur early in 2015. Previous discussions and meetings have been held with a group of Portarlington residents in 2014.
Conference Marketing and Delegate Boosting programs	Jun 2014	OnS	Represented the region at the Executive Assistant Network Expo, Melbourne co-exhibiting alongside four key industry members who are active in the business events space. Facilitated an in region media trade familiarisation of Geelong and The Bellarine, editorial coverage to feature in February edition. 2,753 welcome bags supplied to business events held within the region since 1 October 2014. We have assisted in the securing of two major conferences: Linux 2016 that will bring between 500 - 800 delegates to Geelong over five days with approximately 2,000 room nights, and The

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			Australian Marine Science Association Conference 2015 that will bring 400 delegates to Geelong over five days with approximately 1,600 room nights.
Geelong Art Gallery contribution		OnS	Installments are on track and Geelong Art Gallery is delivering well against agreed KPI's for this period despite disruption of building site next door.
Geelong Botanic Gardens interpretative signage and plant labelling		OnS	Developing new visitor signage for Geelong Botanic Gardens main entrance. Council Information Services Unit continuing to work on labelling machine with plant database.
Geelong Major Events funding		OnS	Funding is allocated at the discretion of the Geelong Major Events Committee, throughout the year. Currently all funding for 2014-2015 year has been committed.
Light and decorate Geelong		OnS	Tree Lighting, Pakington Street and Lara still to be completed. Floating tree, progress completed. Christmas decorations, removal underway. Catenary - specification for market due February. Projections - completed. Trader activation - completed. Working on analysis now and started planning for 2015.
Provide for tourist information and administrative support centres within the Geelong region	Jun 2014	OnS	A new Accredited Visitor Information Centre was opened (9am - 5pm seven days a week) to provide information to visitors at The Bellarine Flying Brick Cider House, Bellarine Highway, in time for the busy Christmas tourist season. Below is a summary of the current services that will remain open over the summer and will be reviewed mid year (dependant on numbers to the new accredited centre): -Geelong and Great Ocean Road Visitor Information Centre is an accredited centre located at the BP Service Centre on the Princes Highway, Little River. -Geelong Visitor Information Centre at the National Wool Museum. -The Market Square shopping centre offers a service to visiting friends and relatives. -The Waterfront Booth which operates dependant on the weather. We have recently opened a number of outlets for visitors to help themselves to information, these include a new incentive with Bendigo Community Banks. Our first outlet was opened this year at the Bendigo Community Bank in Lara and it is anticipated that we will open outlets in Ocean Grove and Barwon Heads in 2015. Currently Visitor information is provided at the Council Customer Service Centre in Ocean Grove and Sea Haven village accommodation in Barwon Heads, owned by board member David Littleton, who will offer over the counter service to visitors over the busy period. In addition to this new outlets have also been opened at the service stations on both sides of the Ring Road near the Ballarat Road entry/exit.
Walter Conservatory repairs - Geelong Botanic Gardens		OnS	Blasting and painting to be finalised January/February 2015. Roof installation due for late February 2015.

Strategic Direction: Sustainable Built and Natural Environment

Outcome: Enhance and protect natural areas and ecosystem health

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Barwon River infrastructure project implementation (Mt Brandon Landscape Plan)		OnS	Final pre-construction planning works being undertaken with lake and land. On ground construction to commence as soon as school holidays end. Approval granted to extend path network. Works to begin in January 2015
Barwon River trail realignment at Queens Park		OnS	Consultation with stakeholders completed. Quotes to be sourced for the various elements of works.
Clifton Springs coastal erosion mitigation works		NS	Works are scheduled for late Summer / Autumn 2015.
Clifton Springs Dell maintenance		OnS	Awaiting final design for works.
Coastal reserves infrastructure maintenance		OnS	Works are pending final design. Expenditure and maintenance works on schedule.
Council environmental reserves maintenance and improvement works		Min	Works pending final approval from State Government Department of Environment, Land, Water and Planning in terms of Coastal Management Act Consent.
Friends of Buckley Falls contribution		OnS	On-going works undertaken by Friends of Buckley Falls. Meeting held, program developed and works occurring including pest plant and animal control and minor capital works.
Geelong / Queenscliffe coastal adaptation planning program		NS	Funds for this program have recently been secured. Currently finalising project plan and payment from the State Government.
Ramblers Road Foreshore Management Plan review		Min	Works are behind schedule, will advance early in 2015.
The Dell Access Path, Stage 2		OnS	Final design completed, engineering and all ability advice has been recently provided and path gradient of 1:10 has been approved. Detailed engineering design and quantity survey commissioned. Next step is to proceed to quotation/Expression of Interest phase for construction works.
Tree planting, establishment and aftercare		OnS	Program on target. Tender for panel of rates for tree planting and aftercare has been awarded.
Water programs			
Geelong Healthy Waterways program		OnS	New Waurin Ponds Creek fencing and gate fully installed before the Christmas period. Barwon Valley Golf Club lease boundary now finalised with the Club. Awaiting final plan to be approved by the Public Land Unit of the Department of Environment and Primary Industries. Fencing, bollards & gates to be erected early this year. Engineering Design Unit required to design new vehicle crossing and the Construction Unit to install. Gateway Sanctuary pathway upgrade scheduled for late February/March 2015.
Stormwater Quality Management Plan implementation		OnS	Stage two - Lake Lorne pathway and fencing fully completed and operational prior to Christmas holiday period. Stage three design is nearing completion and quotes to be sought in January/February, 2015. Works will be undertaken during the driest time of the year, anticipate early March. Corio Gross Pollutant Trap Project to be undertaken by Capital Projects department on behalf of Council's Environment Unit.
Water quality programs		OnS	Australian Laboratory Services appointed as the Contractor to undertake summer Blue-Green Algae monitoring program. Program commencing in January. Meeting was held with Friends of Begonia Wetlands and new aquatic contractor in November outlining the planned approach to aquatic management in this reserve and the specific approach to Typha within the waterway. Meeting held with members of new Friends Of Cowies Creek to discuss issues and ways to address these moving forward. On-going water quality monitoring being undertaken in Cowies Creek and further liaison to occur with Barwon Water.
Outcome: Support our community to live sustainably			

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Future Proofing Geelong		OnS	Future Proofing Geelong program will continue to be delivered as per previous year with an emphasis on business and industry, commercial buildings and community engagement. The budget funds part staff resourcing and part projects, with the projects to be delivered throughout the financial year.
Peninsula Park and Ride service	Dec 2014	C	Funding contribution of \$12,000 allocated to Barwon Coast to manage the Peninsula Park & Ride Service.
Victorian Adaptation Sustainability grants		OnS	Victorian Adaptation Sustainability Partnership Grants: Embedding Climate Change Adaptation in Local Government: 1. Literature review: Assess both City of Yarra and Geelong's organisational processes for considering climate change impacts and identify barriers and gaps. 2. Gap analysis for both Council's: approx 10 one-on-one interviews at each Council. 3. Staff Training program currently in development with e-learning modules for coastal planning and vulnerable communities initially and an annual face to face training session offered to staff. Heatwaves and Sustainability Project – deliverables include: - August 2014 - Development and presentation of heatwave vulnerability mapping for the Geelong and Surf Coast regions - September/October 2014 - Development of staff reference manual that addresses key aspects of heatwaves impacts and household energy efficiency. - November 2014 - Development and delivery of Community Care Worker (CCW) staff training program - December 2014 - Program communication materials (brochures and flyers) have been developed and recently printed. These are to be distributed among Community Care Worker teams across City of Greater Geelong and Surf Coast Shire.
Waste			
Hard waste pick up service for eligible Home and Community Care (HACC) clients		OnS	Program eligibility finalised with all internal stakeholders. Roll out will begin in early 2015.
Hardwaste Initiatives		OnS	Ongoing program has been developed for implementation throughout 2014-2015. Components within this program have been delivered, including free waste drop off days scheduled for 2015.
Waste Hardship Support		OnS	Program eligibility finalised with all internal stakeholders. Roll out will begin in early 2015. Summary report has been prepared. Circulation and consultation with affected groups is to occur in near future.
Outcome: Advocate for and promote sustainable design and development			
Implement and promote actions within Councils Sustainable Buildings Policy		OnS	The Geelong Library and Heritage Centre achieved a five star Greenstar Rating. Community's hubs at Leopold and Windsor Park, Norlane are being developed as five star equivalent buildings.
Promotion and assistance with National Sustainable House Day	Sep 2014	C	The Sustainability Unit assisted Geelong Sustainability Group to coordinate another successful Sustainable House Day event for 2014. The day involved 13 open houses and many volunteers to assist in the running of the day. Assistance with event included media and marketing to the value of \$4,000 and inkind officer support to the value of \$3,000. This included working closely with the

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			marketing department in the design to develop a communication and marketing plan for the event, printing and booking of four community notice boards, three weeks of City News advertising, several media releases prior to the event and supply of promotional material for each house.
Outcome: Minimise our environmental footprint			
Civic Car Park green roof and vertical garden installation		OnS	Brief for engineering review done. Project due to commence early February with State Government funding secured for implementation.
Development of an integrated water cycle management plan		NS	Discussions to be held with Council's Environment Unit.
Geelong Botanic Gardens irrigation upgrade		OnS	Currently Stage three works are all but completed. Pumps installed. Completion of programming and data still ongoing.
Leopold Reserve Oval 1 - irrigation system upgrade	Jan 2015	C	Works have been completed.
Landfill works			
Closed landfills monitoring project - 2014-2015		OnS	Meeting arranged with Senior Environment Protection Authority staff to discuss the former South Geelong (Hede Street) landfill in early February 2015. Smaller closed landfill projects are on schedule. Hede Street issue is outside the initial scope of this closed landfill allocation and will need to be assessed as a separate project.
Corio landfill rehabilitation		Min	Clay sourced from Elcho Basin is being conditioned and placed on site.
Drysdale landfill - construction of cell 6		OnS	Contractor has commenced final bulk out and engineered fill.
Drysdale Landfill - Desilting and improvements to eastern dam		OnS	Two components of this project have been completed (dam bank raising and dewatering). Desilting component to be addressed once silt areas have dried out over the summer period.
Drysdale Landfill - Leachate management		OnS	Preliminary design investigation has been undertaken and consultant advised that detailed design is to be undertaken. This design will incur some cost, however cost of delivering physical works will not be incurred for some time yet (design will need to be finalised then procurement process undertaken before works can commence).
Drysdale Landfill Cell 4A - separation bund construction		OnS	Western and southern cell wall extensions to be constructed in stages. First stage expected to commence in April 2014.
Drysdale Quarry - quarry to landfill feasibility		OnS	Project Engineer liaising with Capital Projects and Strategic Waste Officer to progress the feasibility study. Site quarrying lease has been relinquished. Survey has been undertaken to allow detailed investigation to commence. Auditor review of subsurface conditions and likely lining requirements has been undertaken.
Strategic Direction: How We Do Business			
Outcome: Lead by advocating and collaborating on issues important to the Greater Geelong community			
Electoral Representation Review		NS	Met with Victorian Electoral Commission, indicative schedule for the review presented and Public Information sessions for late 2015 and early 2016 scheduled.
G21 Contribution		OnS	Monthly contribution made.

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Description	Completion Date	Status	Comments
Outcome: Efficient and customer focused organisation			
Project Server upgrade		OnS	Project initiation meeting scheduled and project progressing.
DataWorks (data management system) upgrade 4.03		OnS	Out to tender to look at potential alternative Document Management Systems. The outcome of the tender will determine how the funds will be utilised ie upgrade of Dataworks or implementation of a new system.
Drainage design and construction program		OnS	Program on schedule - 31 per cent complete versus 34 per cent projected. All design briefs complete and projects programmed.
Implement change control and business transformations around new integration communications system		NS	Not yet started.
Implement the new Information Services Strategy		OnS	Roll out of the strategic actions continues to be guided by the Information Services Business Plan.
Kerb and channel renewal program		OnS	Program ahead of schedule - 68 per cent complete versus 37 per cent projected.
Maternal Child Health IT system update		OnS	Latest update from Municipal Association of Victoria states project continues to meet milestones. Project being managed by Municipal Association of Victoria. Public tender released.
Mayor and Councillor accommodation improvements		OnS	Project has been costed and plan finalised. Ready to be considered for adoption by Council.
New parking machine installations	Dec 2014	C	New machines installed and operational.
PABX / Telephone System replacement		OnS	18 responses received from Request for Tender. Shortlisting process was reduced to four with demonstrations. Subsequently reduced to two for a Best and Final Offer (BAFO) process. Recommendation report currently being written.
Parking machine upgrades to comply with EFTPOS/credit card security requirements	Dec 2014	C	The upgrade of all machines is completed, 'pay wave' not commissioned as yet, awaiting Westpac system compatibility.
Roads - construction and design including local roads, Federal Roads Program and Vic Roads Funded works		OnS	Roads to Recovery program on schedule and resheeting programs underway. VicRoads projects will be implemented early in 2015 with all planning and designs currently under way.
Special rates and charges to carry out roads, footpaths, kerb and channel and drainage works		OnS	Aberdeen and Belmont Street car parks complete. Work tenders are underway for Albert Street laneway and Prospect Avenue laneway for early 2015.
Traffic management - investigation, design and construction		OnS	Projects are on schedule.
Bridge upgrades			
Bridge upgrades - major renewal works		OnS	MacArthurs Road bridge rehabilitation complete, Bailey Street bridge delivered. Other works on schedule including inspections.
Lee's Road bridge replacement		OnS	Heritage aspects investigated and all clear. Design recommenced.
Outcome: Responsible and sustainable financial management			
Completion of the Buildings Asset Management Plan inclusive of community service levels		NS	No change. No (known) progress by Service Managers.
Financial Sustainability Review project actions implementation		OnS	Financial Sustainability Review projects are progressing. Service Planning stage is complete. Project Management review is progressing with options being put forward for 2015-2016 budget development. Strategic Asset Management review is following the Municipal Association of Victoria National STEP program for continued improvement opportunities. Service Reviews currently underway include Face-to-Face Customer Service, Geelong Saleyards, Golf Courses, Breamlea Caravan Park and Long Day Care Service. Construction Unit review is complete.

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Description	Completion Date	Status	Comments
Outcome: Informed and engaged community			
Community engagement training to staff who conduct these activities, based on the International Association for Public Participation (IAP2) principles.		OnS	Training has commenced with sessions booked into the Corporate Training Calendar. To date there have been two 'Engage in CoGG' sessions, one on Survey Development and one on Running a Focus Group. Training will continue in 2015.
Corporate banner and billboard program		OnS	The banner and billboard program is used to promote key corporate projects and events across the year. The program has been very active over the past six months.
Distribution of Community Update via electronic media six times per year		OnS	Community Update is now being published as an e-newsletter. Two editions have been produced
Expand the use and increase the promotion of the MyGeelong personal web space to residents and ratepayers		OnS	Promotion to internal departments continuing. A review has shown a 236 per cent increase per quarter from four years ago.
General Local Law Review		OnS	Public consultation process completed; report being prepared for Submissions Panel.
Publication and distribution of annual calendar	Nov 2014	C	The 2015 calendar was produced as a community competition. Calendar has been printed and distributed
Publication of City News advertising weekly	Aug 2014	C	City News design review has resulted in cost savings.
Social media development of channels and content		OnS	Social media has become a primary communications channel for the organisation. Service is provided seven days a week.
Undertake internal Plain English campaign		OnS	Plain English is a key corporate objective. Training is delivered through the corporate training program and support available through corporate communications.
Outcome: Motivated and skilled staff in a safe work environment			
Actively seek feedback to continuously improve training and development opportunities for staff within Council		OnS	Hard copy feedback forms are provided at the conclusion of each session for evaluation. Roadshows seeking feedback in group environments within own workplaces to communicate where training and development is heading. One-on-ones are offered for participants to communicate any feedback they may have after completing qualifications. Analysing performance reviews to improve on programs offered.
Develop best practice and innovative HR functional delivery through Centres of Excellence		OnS	Have implemented initial stages of the centre of excellence through visiting various areas within organisation.
Improve HR access and service to all employees through HR Service Desk		OnS	In the process of creating email and Human Resources phone number hotline. Preparing to launch new contact details.
Improve strategic HR support to the organisation through HR Business Partners	Aug 2014	C	Human Resources business partner role has developed, and a new business model is to be rolled out throughout the organisation.
Ongoing review and communication of CitySafe procedures		OnS	Drug and Alcohol procedure to Executive Leadership Team for 'in principle' support. OHS Policy endorsed at Council. Various other procedures under review - schedule developed and will be worked on over the next 12 months.
Provide training and development opportunities to enhance and support potential leaders throughout the organisation		OnS	Acceler8 Emerging Leaders program, Group six, eight new potential leaders enhancing their knowledge. Once Leadership Capability Framework is determined, will design leadership programs at all levels to develop future leaders within the organisation.

6. WOMEN IN COMMUNITY LIFE ADVISORY COMMITTEE

Portfolio:	Women in Community Life – Cr Farrell
Source	Community Services – Community Development
Act/General Manager:	Linda Quinn
Index Reference	Women in Community Life

Purpose

The purpose of this report is to inform Council of the activities and progress of the Women in Community Life Advisory Committee and to recommend adoption of amendments to the Terms of Reference for this Committee.

Summary

- The Women in Community Life Advisory Committee (WICLAC) was established in July 2013 with its first meeting occurring in November 2013. This report encompasses the activities of the first 12 months of operation.
- The Committee is comprised of nine general members, three City of Greater Geelong Councillors (1 non-voting).
- The role of the Committee is to provide advice to Council on matters relating to women in community life.
- The mission statement of the Committee is to achieve equality, inclusion and respect for women in Greater Geelong.
- In October 2010, Council became a signatory to the Victorian Local Government Women's Charter, which is supported by around 60 local governments. The three key principles of the Women's Charter are:
 - Gender equity
 - Diversity
 - Active citizenship
- The WiCLAC drives the Victorian Local Government Women's Charter principles within Council.
- The Committee has identified key priority areas for the next twelve months, these are advocacy, education and training and raising awareness.
- In review of the first 12 months of operation amendments to the existing Terms of Reference (TOR) were identified (see Appendix 1). The amended TOR responds to the experience of the Committee in operation and will more accurately reflect the parameters of the Committee and its members.
- Participation on the Committee has been active with members engaging in meetings and working together to develop and implement events and activities. Over the year some members' circumstances have changed resulting in vacancies on the Committee.

Cr Farrell moved, Cr Fisher seconded -

That Council:

- 1) thanks the Women in Community Life Advisory Committee members for their contribution to the enhancement of women's participation in community life;**
- 2) acknowledges the achievements and future directions of the Women in Community Life Committee for 2015;**
- 3) approves changes to the current Terms of Reference for the Committee Appendix 1.**

Carried.

Background

In July 2013, Council established the Women in Community Life Advisory Committee, with the first meeting being held in November 2013.

The role of the Committee is to provide advice to Council on matters relating to women in community life. The mission statement of the Committee is to achieve equality, inclusion and respect for women in Greater Geelong.

Priorities relating to the mission statement of the Committee have been identified and actions to achieve these implemented. Priorities for the first twelve months included:

- Sharing among the Committee, members' skills and backgrounds
- Identifying members' aspirations and how these align with local activities, gaps and purpose of the Committee
- Celebrating International Women's Day (IWD) 2014
- Agreement on key values and priorities
- Building rapport and communication within the Committee
- Promotion of the role of the Committee to the broader community.

In addition to development of the key priorities, regular monthly meetings have occurred and a working group has organised two successful events.

Since November 2013 the following activities have been undertaken by the Committee:

- Her Excellency the Honorable Quentin Bryce AC CVO attended an informal afternoon tea hosted by the Committee at Geelong City Hall. This provided a unique opportunity to have a conversation with the then Governor General about her current and previous work and experiences with women, both in Australia and internationally. Following the afternoon tea all Committee members were invited by the Governor General to a community farewell in Melbourne prior to the cessation of her tenure.
- A successful International Women's Day event was held on Friday 7 March 2014. This celebration was an opportunity to promote participation and raise awareness of women in leadership. Funds raised through a silent auction were donated to Minerva Community Services (formerly Zena Community Services) to purchase necessities in support of women who have experienced family violence. The event was organised by a working group of the WiCLAC
- Members have identified and implemented a variety of vehicles for promotion of the Committee and its purpose. Some of these include:

- Women in Community Life Facebook page (currently with 324 'friends')
- Feature article about WiCLAC member, Dianne Pont in Ruby Magazine, discussing her work
- Media release for events and announcement of the Committee
- WiCLAC electronic email signature for use by individual members
- Individual photos and bios of members, and a group photo.
- Support of and partnering with Women In Local Democracy Geelong (WILD) activities and events. These events promote women standing in local government elections, supporting someone who is standing and promoting and recognising women in leadership.
- WiCLAC hosted a 'meet and greet' function, with around 30 women from Geelong, including those in senior leadership positions with a key address by the Chief Executive Officer, City of Greater Geelong.

Discussion

Equality, inclusion and respect for women in Greater Geelong are not only values in the mission statement of the Committee; they are fundamental human rights to which all people are entitled.

It is with this guiding principle, that the Committee encourages the input and inclusion of all communities to advance gender equality, participation and diversity in decision making practices and delivery of services.

Resulting from this guidance and Committee discussion, three key themes that frame the work and direction for the next twelve months have been identified by the Committee. These are:

1. Advocacy

Advocate across the Geelong region for women to be actively involved in decision making processes that deliver relevant, responsive and inclusive outcomes. To this end the WiCLAC will seek to:

- Encourage participation in leadership and decision making committees and processes
- Support participation in community groups and networks
- Provide comment and feedback on Council protocols and strategies
- Promote transparent and inclusive decision making practices
- Give advice and referral as appropriate.

2. Education and training

Promote opportunities for women to undertake training, leadership and volunteering. To this end the WiCLAC will seek to:

- Highlight and address barriers to participation in education, training and employment
- Advocate for opportunities to volunteering in the local community
- Encourage and promote opportunities for leadership development in the community and within organisations and workplaces

- Provide training opportunities for women on committees/ boards.
3. Raising awareness.
- Explore opportunities for WiCLAC to link with, support and promote activities, events and campaigns that align with its purpose. To this end WICLAC will seek to:
- Celebrate successes, milestones and events
 - Promote events, campaigns and activities
 - Acknowledge the successes of local women in leadership
 - Be inclusive to women of all ages, backgrounds and communities
 - Recognise and promote best practice in gender equality
 - Network with appropriate agencies and community groups
 - Promote, support and/or partner with events, campaigns and activities
 - A working group is currently planning an event and activities for March 2015 International Women's Day.

Participation in the first 12 months of the Committee has been active with members engaging in monthly meetings and working together to develop and implement events and activities. Over the year some members' circumstances have changed resulting in vacancies on the Committee. Prior to the recruitment process it was proposed to review and propose amendments to the Terms of Reference.

To ensure the continued vibrancy of the Committee the views and participation from a diverse breadth of people is critical to ensuring that the Committee and its actions are reflective of the wider community. It is with such vision that the Committee seeks to fulfil vacant positions as soon as possible and to keep to the forefront the need for communicating with, and opportunities for participation of the broader community.

Advocating for gender balance in decision making processes and ensuring it is reflected in Council's own business practice is critical to making a defined shift in achieving gender equality. It is this understanding and commitment that drives the development of and support to the Committee.

Environmental Implications

Not applicable

Financial Implications

No changes to current budget.

Current approved budget of \$33,861 covers officer time, implementation of activities and Committee administration. Under the Terms of Reference the Committee has no financial delegation authority.

Policy/Legal/Statutory Implications

This Committee is in line Council's position as a signatory to the Victorian Local Government Women's Charter. There are no statutory implications.

Alignment to City Plan

This aligns with the “Community Wellbeing” and “How we do Business” objectives of City Plan. The Committee is under the Councillor Women in Community Life portfolio.

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

Not applicable

Social Considerations

The strategic direction and activities of WICLAC enhance the health and wellbeing of local communities, in particular, matters relating to women and their participation, representation and leadership in community and civic life.

Human Rights Charter

The Committee clearly aligns with and is supported by the Human Rights Charter (HRC). Principles of freedom, respect, equality and dignity are promoted by the HRC, and these are incorporated in the Victorian Local Government Women’s Charter, which is a guiding document to the Committee.

Consultation and Communication

The Community Services Division is responsible for communication relating to this report.

COMMITTEE TERMS OF REFERENCE

Women in Community Life Advisory Committee	Document No:	CTR295.12
	Approval Date:	25 February 2015
	Approved By:	Council
	Review Date:	March 2017
Responsible Officer: General Manager, Community Services	Expiry Date:	N/A
	Version No:	01
Authorising Officer: Chief Executive Officer		

1. PURPOSE

The purpose of the Women in Community Life Advisory Committee (WiCLAC) is to provide advice to Council on matters relating to women's participation, representation and leadership in community life.

The target area for the work of the Committee is the municipal boundary of the City of Greater Geelong. The Committee recognises that Geelong is a place where people live, work, study or visit for business, social or leisure based activities, and residents reflect enormous diversity of age, experience and opportunity.

The Committee will promote and celebrate successes, milestones and participation of women. The Committee will advise Council on barriers to women's participation, emerging women's issues, aspirations and initiatives so as to further progress gender equity in the Geelong community.

The Victorian Local Government Women's Charter will inform the direction of the Committee. Each key principle of this Charter assists to create a strong framework for action and change.

Specifically, the Committee is established to:

- Identify barriers to women's participation in the civil, civic and political life of the Geelong community.
- Increase opportunities and access for women to participate in leadership and decision making committees and processes.
- Increase active participation of women in community groups and networks.
- Be inclusive, representative and encouraging of women of all demographics.
- Invite comment and feedback from individuals, community groups and organisations on strategies that address local based priorities for increased women's participation, representation and leadership.
- Provide advice on current or emerging gaps in gender equity, women's participation, representation and leadership.
- Promote open and transparent policies, processes and practices, and highlight the right of all persons, and particularly women, to take part in public life.
- Build on existing links between agencies and community groups.

2. CONTEXT

There is much scope to create and implement strategies and actions to achieve greater gender equity. This Committee also provides an opportunity to showcase areas of best practice by community groups, organisations and government.

Significant milestones and achievements have been reached by women in Greater Geelong. The Committee provides a vehicle to promote and assist in creating new opportunities for women who aspire to participate in community life and decision making processes.

The Committee comes from a combined Community Development and Human Rights approach of working with, and supporting people 'where they are at', while recognising that every person has the right to take part in public affairs without discrimination (Section 18 Victorian Charter of Human Rights and Responsibilities Act. 2006). Through strong links, partnerships, strategies and opportunities, some existing barriers to participation will be diminished. This will enable an increased number and diversity of women in greater decision making processes and participatory events.

The work of the WiCLAC strengthens Council's commitment to the Victorian Local Government Women's Charter, which the City of Greater Geelong Council endorsed in 2010. The Charter identifies support for three principles: Gender Equity, Diversity, and Active Citizenship.

The Committee will embrace and build on the Women in Local Democracy forum in March 2012. This forum was an opportunity to recognise and celebrate the significant work and participation by women in Geelong.

The Committee will utilise the tool, Why Gender Matters, Ten ways local government can advance gender equity, developed in 2012 by the Gender Equity in Local Government Partnership of Victorian councils, regional Women's Health Services, VicHealth and the Municipal Association of Victoria.

3. OBJECTIVES

The objectives for the WiCLAC shall be determined in consultation with the Committee members.

4. DEFINITIONS

WiCLAC – Women in Community Life Advisory Committee

CoGG – City of Greater Geelong

5. TERMS OF REFERENCE

5.1 Number of members and eligibility

- The Committee will consist of 10–12 members plus Council representatives.
- The City of Greater Geelong will seek to select appropriate individuals based on expertise, involvement in women's and other networks, and will recruit a balanced Committee with regard to age, geographic location, etc, where possible.

- Membership of the Committee will be open to both women and men. This recognises that to achieve gender equity, changes in all areas of communities, organisations and Government, understanding, commitment and effort will be required by both men and women.
- The Committee must reflect diversity of local communities.
- Members must live, work, study or visit for business, social or leisure based activities in the City of Greater Geelong.
- Members should attend at least 50% of meetings called within the preceding twelve months. Any action arising from non attendance would be at the discretion of the Committee.
- All members are expected to actively participate on the Committee and use their influence to impact change within their organisations, networks and the wider Geelong community. This could include:
 - recognition of aspirations and initiatives as part of budget development and delivery of services.
 - review and refinement of relevant policy and procedures.
- Committee members are expected to provide feedback, share, and promote the actions and deliberations of the Committee within organisations, networks, and or the wider community.
- Council shall determine appointments to vacancies on the advice of the committee
- Term of appointment for two years. Maximum of two consecutive terms (4 years).
- Casual vacancies can be filled at the discretion of the Committee for the remaining term of the membership.

5.2 Chairperson and Councillor Representatives

- Council will nominate two representatives to the Committee.
- One Council representative will be the Women in Community Life portfolio holder who will chair the Committee.
- The second Council representative will be nominated by Council.
- Other Councillors of CoGG are welcome to participate as non-voting members.

5.3 Timing, place and regularity of meetings

- The Committee will meet quarterly, but may meet more regularly when it deems necessary.
- Calendar of meeting dates will be set annually and updated if required.

5.4 Ability to call meetings at any time

- A meeting of the Committee will not be called with less than two weeks notice to all members, unless there are exceptional circumstances.
- Working group meetings may be called by the Committee.

5.5 Authority of the Advisory Committee

- The Committee is an Advisory Committee for the purposes of the Local Government Act, therefore does not have delegated authority, and reports to Council as required (at least annually).
- The Committee may appoint working groups to pursue specific projects and issues as appropriate, on the basis of special interest.
- The Committee has no financial delegation authority.

5.6 Numbers constituting a quorum – Six members

- A quorum is six (6) members, not including Council officers or Councillors.
- If less than six members attend, the meeting may proceed but no decisions can be made.

5.7 Conduct of meetings

- The Chairperson shall chair the meetings, taking account of both the need for efficiency and the importance of accountability.
- If the Chairperson is not present the meeting will be chaired by one of the members present.
- A Council officer shall prepare the agenda for every Committee meeting in consultation with the chair and circulate the agenda and any meeting papers to Committee members before the meeting.

5.8 Timing for meeting agendas before a meeting

- Wherever possible distribution time for agendas is one week prior to the scheduled meeting date.
- Minutes from the Committee meeting will be circulated one week after the meeting has been held or as soon as practical.

5.9 Record keeping

- A Council officer will support the Committee.
- Minutes of actions and decisions will be recorded and distributed to Committee members.
- Minutes, reports and correspondence of the WiCLAC will be registered in Council's record keeping software (currently Dataworks).

5.10 Nature and timing of reports

- The Committee shall report to Council providing an update of committee activities as required.

5.11 Evaluation

- The Committee will review its operations every two years.
- A copy of this review will be forwarded to Council.

5.12 Matters constituting conflicts of interest and confidentiality

- If a Committee member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:
 - If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
 - If he or she does not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.
- While any vote or discussion is taken on the subject matter the member must:
 - Leave the room and notify the Chairperson that he or she is doing so; and
 - Remain outside the room and any gallery or other area in view or hearing of the room.
- The Chairperson of the Committee must record the declaration and the nature of the interest in the minutes of the meeting.

5.13 Relationship of the committee to Council, CEO and other local government employees

- The Committee will be supported by a Council officer.
- The Committee meetings will be chaired by the Council portfolio holder for Women in Community Life.
- Access to information and request for support from Council departments will be led through the Committee Chairperson.

5.14 Facilities and resources

- The Committee shall not be directly funded. The cost of the Committee administration, programs and events shall be borne by Council within the standard Council budget process.

6. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Meeting minutes/agendas	Committee	Permanent	Dataworks
Correspondence	Committee	Permanent	Dataworks
Submissions	Committee	Permanent	Dataworks

7. ATTACHMENTS

- Victorian Local Government Women's Charter

7. COMMITTEE REPRESENTATION - 2015

Portfolio:	Governance - Cr Lyons (Mayor)
Source	Strategy & Performance - Administration & Governance
Act/General Manager:	Dean Frost
Index Reference	Council Reports 2015

Purpose

To advise Council of the Mayoral appointments of Councillors to committees and for Council to appoint Councillors to act as Council's Representative on various committees for 2015.

Summary

- Section 11E of *the City of Greater Geelong Act 1993* (The Act) gives the Mayor the power to appoint Councillors certain committees. Specifically Section 11E(l)(a) of the Act allows for the Mayor to appoint Councillors to 'bodies', which are external to Council, where Council is entitled to representation and do not offer remuneration to the member. Section 11(E)(l)(b) of the Act allows for the Mayor to appoint Councillors to chair Special Committees of Council (as defined by Section 86 of *the Local Government Act 1989*).
- Appendix 2 outlines the appointments made in accordance with the Act by the Mayor.
- Council may determine Councillor Representation for all other committees as set out Appendix 1.
- Council maintains relationships with a number of organisations and operates committees that provide council with an important link for the purpose of improving the social, environmental and financial wellbeing of our community and their deliberations have impact on Council achieving its City Plan objectives.

Cr Harwood moved, Cr Macdonald seconded -

That Council endorses the Committee appointments as set out in Appendix 1 and note Appendix 2.

Carried.

Background

This report lists organisations and committees to which the Mayor and Council appoints nominated Councillor Representatives.

Appendix 1 set outs the proposed Councillor Representation on those Committee's that fall outside the scope of Mayoral appointments in accordance with *the City of Greater Geelong Act 1993*.

Discussion

The *City of Greater Geelong Act 1993* (The Act) gives the Mayor the power to appoint Councillors to certain committees.

Section 11E(l)(a) of the Act allows for the Mayor to appoint Councillors to 'bodies':

- which are external to Council;
- which do not offer remuneration to the Councillor member; and

- where Council is *entitled* to representation.

Council's 'entitlement' to representation can be clarified where there is specific provision within the external Committee's articles of association, terms of reference or charter for the appointment of a City of Greater Geelong Councillor. The Mayor cannot appoint a Councillor to a committee for which remuneration is given. Such an appointment must be determined by Council.

The Mayor's power to appoint Councillors under section 11E(1)(b) is limited to their appointment:

- as chairpersons to Special Committees of Council (i.e. those established under s86 of the Local Government Act). This is reflected with the appointment of the Chair to Geelong Major Events committee. Council appoints any additional Councillor(s) to a s86 Committee.

Mayoral appointments for 2015 are set out in schedule in Appendix 2 and do not require formal Council endorsement.

Appendix 1 sets out appointments to committees by Council.

It is important for councillors to understand that the roles and responsibilities may vary, depending on the position for which they are being nominated.

External Legal Entities - Where a councillor or an officer is nominated to the Board of a separate legal entity, the nominee takes on fiduciary responsibilities in accordance with the *Corporations Act*, and they are required to act in the best interests of that company or entity. Such responsibilities can raise issues that relate to:

- Conflicts of interest;
- Confidentiality of information;
- Personal liabilities, etc.

Council Advisory Committee - There is no formal decision making that can be made in an advisory capacity on behalf of Council, but rather, recommendations arising from the deliberations of the committee may come to Council for consideration and final adoption. The Appendix to this report outlines the proposed appointments to internal and external committees and organisations.

Environmental Implications

Nominations to a number of organisations provide a link to the community to enhance the management of the region's environment.

Financial Implications

Funding arrangements (where in place) are provided within Council's budget parameters. There are no specific implications in appointing representatives to the various committees.

Policy/Legal/Statutory Implications

Mayoral and Council appointment of representatives to committees and external organisations are reviewed annually.

Special Committee (s86) Meetings are open to the public, except where matters of a confidential nature, as prescribed by the Act, are to be considered. These committees may be delegated various responsibilities by the Council, including the expenditure of monies and entering into contracts.

Advisory Committees are formed to provide advice to Council on various matters. They do not have the authority to act on behalf of the Council. They may be appointed for a short term task or on an ongoing basis. Records of meetings are kept, along with declarations of interest, and such records are required to be available to the public.

External Committees are not administered by Council.

Alignment to City Plan

All committee appointments align with the City Plan objectives of Community Wellbeing, Growing the Economy, Sustainable and Built Environment, and also How We Do Business.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report had a direct or indirect interest.

Risk Assessment

Depending on the nature of the relationship, the risks to Councillors and officers can relate to matters of:

- Directors and Officers Liability Insurance;
- Conflicts of Interest;
- Confidentiality of Information;
- Adherence to the required governance proceedings, etc.

Social Considerations

Nomination to these organisations maintains an important link into the community for the purpose of identifying and responding to the social needs of the community

Human Rights Charter

No human rights are impacted by the contents of this report. Appointment to Committees will generally align with the principles of the Human Rights Charter.

Consultation and Communication

Once Council has decided on its preferred position, an appropriate communication action will be developed and implemented.

Council Committee Representation 2015

NAME	COMMENT	EXISTING BASIS OF APPOINTMENT	REPRESENTATIVE 2015	SUBSTITUTE 2015
<i>Advisory Committees to Council</i>				
Audit Advisory Committee	Established by Council	3 Councillors	Cr D Lyons, Mayor Cr E Kontelj Cr J Farrell	
Barwon and Moorabool River Reserves Advisory Committee	Established by Council	Councillor	Cr A Richards	
Bellarine Rail Trail Advisory Committee	Established by Council	1 Councillor	Cr R Macdonald	Cr L Ellis
Community Arts & Festivals Assessment Committee	Established by Council	Mayor Portfolio Arts & Culture 2 Councillors	Cr D Lyons, Mayor Cr E Kontelj Cr J Farrell Cr A Richards Cr M Heagney + Open	
Disability Advisory Committee	Established by Council	1 Councillor	Cr K Fisher	Open
Disability Street Access Advisory Committee	Established by Council	1 Councillor	Cr L Ellis	
Enterprise Geelong Advisory Board	Established by Council	2 Councillors	Cr D Lyons, Mayor Cr B Harwood	
fOrT Advisory	Established by Council	1 Councillor	Cr K Fisher	
Future Proofing Geelong Sustainability Covenant Advisory Board	Established by Council	Mayor + 3 Councillors	Cr D Lyons, Mayor Cr B Harwood Cr R Macdonald Cr A Richards	
Geelong Convention & Exhibition Centre Proposal Project Steering Group	Established by Council	Mayor Portfolio Enterprise Geelong Portfolio Major Projects Ward Councillor Arts and Culture Portfolio	Cr D Lyons, Mayor Cr B Harwood Cr R Macdonald Cr M Heagney Cr A Richards	
Geelong Gambling Advisory Committee	Established by Council	1 Councillor	Cr J Farrell	
Geelong-East Timor Friendship Committee	Established by Council	1 Councillor	Cr A Richards	Cr E Kontelj

NAME	COMMENT	EXISTING BASIS OF APPOINTMENT	REPRESENTATIVE 2015	SUBSTITUTE 2015
Geelong Library & Heritage Project Control Group	Established by Council	Mayor GRLC Councillor Portfolio Major Projects Portfolio Arts & Culture Ward Councillor	Cr D Lyons, Mayor Cr A Richards Cr R Macdonald Cr M Heagney	Cr S Kontelj
Geelong Drug Action Plan Committee	Established by Council	Councillor	Cr J Farrell	Cr K Fisher
Geelong Heritage Centre Advisory Committee	Established by Council	1 Councillor	Cr T Ansett	
Graffiti Reference Group	Established by Council	2 Councillors	Cr K Fisher Cr J Farrell	
Kardinia Park Steering Committee	Established by Council	1 Councillor	Cr J Irvine	
Multicultural Action Plan Advisory Committee		1 Councillor	Cr E Kontelj	
Submissions Review Panel	Established by Council	Nominated Chair	Cr M Heagney + any 2 Councillors	
Waste Strategy Project Control Group	Established by Council	Councillors	Cr A Richards (Chair) Cr K Fisher Cr L Ellis	Cr E Kontelj
Water Taskforce	Established by Council	Up to 4 Councillors	Cr A Richards Cr S Kontelj Cr K Fisher Cr L Ellis	Cr T Ansett
Women In Community Life Advisory Committee	Established by Council	2 Councillors	Cr J Farrell Cr K Fisher	
Yarra Street Pier Reconstruction Project	Established by Council	1 Councillor	Cr D Lyons, Mayor	
<i>Council Committees of Management</i>				
Central Geelong Marketing Committee	Established as Committee of Council under s86 Local Govt Act	1 Councillor	Cr M Heagney	Cr T Ansett
Central Geelong Taskforce Special Committee (Mayoral appointment Cr Heagney – Chair)	Established as Committee of Council under s86 Local Govt Act	Ward Councillor	Mayor Cr M Heagney (Chair) Cr Richards	
Geelong Major Events (Mayoral appointment Cr Nelson – Chair)	Established as Committee of Council under s86 Local Govt Act	3 Councillors	Cr K Fisher Cr B Harwood Cr D Lyons, Mayor	Cr J Irvine

NAME	COMMENT	EXISTING BASIS OF APPOINTMENT	REPRESENTATIVE 2015	SUBSTITUTE 2015
<i>Advisory – External Organisation</i>				
Australian Smart Communities Association	External Appointment	1 Councillor	Cr R Macdonald	
Barwon South West Regional Advisory Committee (Multiculturalism)	Established by Victorian Multicultural Commission	3 Councillors from Local Government in region	Cr E Kontelj	
G21 Transport Pillar	Established by G21	1 Councillor	Cr A Richards	Cr L Ellis
G21 Environment Pillar	Established by G21	1 Councillor	Cr A Richards	Cr B Harwood
G21 Education & Training Pillar	Established by G21	1 Councillor	Cr R Macdonald	
G21 Arts & Culture Pillar	Established by G21	1 Councillor	Cr A Richards	
G21 Economic Development Pillar	Established by G21	1 Councillor	Cr B Harwood	Cr D Lyons, Mayor
G21 Planning & Services Pillar	Established by G21	1 Councillor	Cr M Heagney	Cr E Kontelj
G21 Health & Wellbeing Pillar	Established by G21	1 Councillor	Cr K Fisher	Cr D Lyons, Mayor
Geelong Queenscliffe Coastal Adaptation Strategic Partnership Group	Collaboration with State Govt, Q'cliffe, CCMA and Foreshore C'tees	1 Councillor	Cr L Ellis	
Geelong Safety Committee	Collaboration with Police as advisory	2 Councillors	Cr J Farrell Cr K Fisher	Cr D Lyons, Mayor
Information Communication Technology Geelong Limited	Registered Company	1 Councillor	Cr R Macdonald	
Viva Energy Community Advisory Panel	Viva Energy advisory	1 Councillor	Cr K Fisher	Cr T Ansett
Terminals Geelong Community Engagement Committee	External body	1 Councillor	Cr K Fisher	
Ocean Grove Park Operations Committee	External body	1 Councillor	Cr Farrell	

Mayoral Appointments - s11E City of Greater Geelong Act 1993.

NAME	COMMENT	EXISTING BASIS OF APPOINTMENT	REPRESENTATIVE 2015	SUBSTITUTE 2015
<i>Council Committees of Management</i>				
Bellarine Multi Arts Facility (Potato Shed)	Established as Committee of Council under s86 Local Govt Act	1 Councillor	Cr J Farrell (Chair)	
Central Geelong Taskforce Special Committee	Established as Committee of Council under s86 Local Govt Act	Ward Councillor	Cr M Heagney (Chair)	
Planning Committee	Established under Local Govt and Planning & Environment Acts	All Councillors inc. Planning Portfolio as Chair. Quorum of 7	Cr M Heagney (Chair) All Councillors Quorum of 7	
Development Hearing Panel (Officer Panel inc. 1 Councillor)	Established under Local Govt and Planning & Environment Acts	1 Councillor Rotating monthly	Councillors (rotated monthly)	
Performance Review Committee - CEO	Established as Committee of Council under s86 Local Govt Act	Mayor 2 Councillors	Cr D Lyons, Mayor (Chair) + 2 Councillors	
Geelong Major Events	Established as Committee of Council under s86 Local Govt Act	Mayor Up to 3 other Councillors	Cr R Nelson (Chair)	
<i>Unincorporated Association (Informal Network)</i>				
Association of Bayside Municipalities	Council interest group	1 Councillor	Cr L Ellis	Cr A Richards

NAME	COMMENT	EXISTING BASIS OF APPOINTMENT	REPRESENTATIVE 2015	SUBSTITUTE 2015
<i>Statutory Entities</i>				
Geelong Regional Library Corporation	Established under s196 Local Govt Act	4 Board Members	Cr R Macdonald Cr A Richards Cr L Ellis Cr J Irvine	Cr M Heagney GM Community Services, Manager Arts & Culture
<i>Incorporated Association (Directorship)</i>				
Geelong Art Gallery	Regional Focus	1 Director	Cr A Richards	Cr D Lyons, Mayor
Tourism Greater Geelong and the Bellarine Inc	Regional Focus	1 Councillor	Cr K Fisher	Cr R Nelson
Geelong Regional Alliance G21	Company Limited by Guarantee - Regional Focus	1 Council Representative	Cr D Lyons, Mayor CEO	
<i>Incorporated Association (Membership)</i>				
Municipal Association of Victoria	Local Govt Peak Body	Councillor 1 Substitute	Cr A Richards	Cr D Lyons, Mayor
Victorian Local Governance Association	Local Govt Peak Body	1 Councillor	Cr R Nelson	Cr D Lyons, Mayor
Courthouse Youth Arts Inc	External body		Cr J Farrell	Cr A Richards
<i>Advisory – External Organisation</i>				
Barwon River Users Group (BRUG)	Advisory	1 Councillor	Cr S Kontelj	
Barwon South West Waste and Resource Recovery Local Govt Waste Forum	Established by State Government	1 Councillor	Cr A Richards	Cr E Kontelj
Capital Cities Lord Mayors	External body	Mayor	Cr D Lyons, Mayor	
Corio Norlane Development Advisory Committee	Collaboration between Dept Human Services, Office of Housing and CoGG	1 Councillor	Cr K Fisher	Cr T Ansett GM Community Services

NAME	COMMENT	EXISTING BASIS OF APPOINTMENT	REPRESENTATIVE 2015	SUBSTITUTE 2015
<i>Advisory – External Organisation</i>				
Regional Capitals Australia	Advocacy group	Mayor & CEO	Cr D Lyons, Mayor CEO	
Regional Cities Victoria	Advocacy group	Mayor & CEO	Cr D Lyons, Mayor CEO	

8. MELVILLE AVENUE, NEWTOWN - PROPOSED FOOTPATH CONSTRUCTION - SRC 336 - DECLARATION OF CHARGE

Portfolio:	Infrastructure – Cr Ellis
Source	City Services - Engineering Services
Act/General Manager:	Jenny McMahon
Index Reference	Special Rates and Charges; Melville Avenue

Purpose

This report seeks a resolution by Council to declare the charges to partially fund the construction of a footpath along both sides of Melville Avenue between Queens Park Road and Layton Crescent, Newtown.

Summary

- It is proposed to construct footpaths a standard 1.5 metres wide between Queens Park Road and Layton Crescent in Newtown to provide for pedestrian access along both sides of Melville Avenue (See plan – Appendix 4).
- There are twenty two (22) properties abutting the proposed footpaths that will receive special benefit. There are no Council owned properties in the proposed scheme.
- The total estimated project cost is \$158,210. This includes direct funding by Council estimated at \$20,357 for the construction of a concrete retaining wall associated with the footpath construction past No 2 Melville Avenue and four (4) replacement pram crossings. The net scheme cost is estimated to be \$137,853.
- A Benefit Ratio of 0.28 has been calculated in accordance with Section 163 of the Local Government Act. This equates to a Council contribution to the scheme of \$99,254 and an initial property owner contribution of \$38,599. However the property owner contribution has now been revised to \$37,129; details of which are provided in this report.
- Property owners are considered to receive benefit from the works by way of improved pedestrian access and general amenity including pedestrian safety improvements.
- Council considered a separate report on 13 May 2014 and resolved to advertise an intention to declare the scheme. The scheme was advertised on Saturday 24 May 2014 and four submissions were received which include three objections.
- A submissions panel hearing was held on Thursday 30 October 2014 and three (3) property owners made verbal presentations in support of their submissions. After hearing the presentation from the property owner of No 1-3 Melville Avenue, it was considered reasonable to reduce the charge to this property. It was further considered that the validity of the scheme would not be compromised with this charge reduction. The revised costs are summarised in the financial implications section of this report.
- The scheme has been prepared in accordance with the Special Rate and Charges provisions of the Local Government Act 1989 along with the 2004 Ministerial Guidelines and Council's Special Rates and Charges Policy.

Cr Ellis moved, Cr S Kontelj seconded -

That Council:

1) Resolves to declare the Special Charge Scheme as amended as follows:

- a) The Special Charge is declared for a period of five (5) years commencing upon completion of the works and scheme finalised.**
- b) The Special Charge be declared for the purpose of defraying any expenses incurred by Council in relation to the construction of the footpath between Layton Crescent and Queens Park Road, Newtown which project:**
 - b1) Will provide proper pedestrian access, improved general amenity including pedestrian safety for each of the properties included in the scheme;**
 - b2) Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this Resolution); and**
 - b3) Arises out of Council's function of planning for and providing infrastructure for property owners.**
- c) The total cost of project, be recorded as \$158,210 (Schedule A).**
- d) It be recorded that, for the purposes of Section 163 (2A) of the Act, the special charge proceeds will not exceed the amount calculated in accordance with the prescribed formula ($R \times C = S$), the:**
 - d1) 'benefit ratio' (R) being calculated at 0.28 represents the special benefits to all persons liable to pay the special charge (Schedule B);**
 - d2) 'total cost' (C) of performing the function described in part 1 (b) of this resolution based on estimated cost be recorded as \$137,853; and**
 - d3) 'maximum levy' (S) be recorded as \$38,599**
- e) the following be specified as the area for which the special rate is so declared:**
 - e1) the area within municipal district of Council highlighted in the plan attached to this Resolution (Appendix 4).**
- f) the following be specified as the land in relation to which the special charge so declared:**
 - f1) land within the area shown on the plan.**
- g) the following be specified as the criteria which form the basis of the special charge so declared:**
 - g1) ownership of any land described in Part 1(e) of this Resolution.**
- h) the following be specified as the manner in which the special charge so declared will be assessed and levied:**
 - h1) Each lot receives a primary access and amenity benefit;**

- Carried.**

On 13 May 2014 Council resolved to make its 'Intention to Declare' a Special Charge Scheme for the construction of footpaths on both sides of Melville Avenue between Queens Park Road and Layton Crescent, Newtown. In the subsequent submissions period, four (4) submissions including three (3) objections were received. A submissions panel hearing was held on 30 October 2014 where three property owners made verbal presentations in support of their submissions.

Discussion

During the submissions panel hearing, the property owner of No 1-3 Melville Avenue put forward a case that the charges allocated against the property were high when compared to the remaining properties (original charge \$3,534.23). This property is a double lot and considered to be sub-dividable due to the position of the dwelling.

After reviewing the allotment, it was considered fair and reasonable to allocate charges on a single lot basis due to complexities associated with sub-division in this instance.

Although the original method of cost allocation was considered reasonable and consistent from a historical perspective, it was deemed fair and appropriate by the panel members to reduce the access benefit to this property by half to 1 and hence overall charge (revised charge \$2063.80) which is in line with the remaining properties in the scheme. The revised charge is shown highlighted in Appendix C and represents a \$1,470.43 reduction for this property. At this stage in consultation, rather than increase charges to the remaining 21 properties by an average of \$70.00, it is further considered appropriate for Council to fund the difference.

A summary of remaining concerns raised at the panel hearing and corresponding panel member and Council Officer considerations include:

- *A footpath on the North Eastern side of Melville Avenue would be dangerous due to lack of barriers to protect pedestrians;*

In this instance, the property owner has witnessed vehicles losing control on the downhill and right hand bend south of Whyte Court. A photo submitted post panel hearing shows motorcycle skid marks on the road and a wheel rut gouged in the nature strip grass.

These concerns have been forwarded to Council's Traffic Unit for further investigation. It is considered that the construction of a footpath will have no adverse influence on pedestrian safety when compared to the existing situation. It is further considered that the new footpath will encourage pedestrians and junior cyclists to use the footpath rather than the road pavement, hence providing access away from the road and having an overall positive influence on pedestrian safety.

- *Council should pay as it is for the wider public and a Council responsibility;*

This response is reflective in many Special Charge Scheme processes. Council officers have considered the Community Benefit for this scheme in a fair and transparent manner that result in Council paying for 73% of the total scheme cost. The high contribution by Council reflects the high level of Community Benefit for this project.

- *Apportionment is not clear, inconsistent and is not the same for all properties.*

This was a concern raised by multiple property owners who held a misunderstanding that the apportionment was based solely on the frontage of a property. In this case the apportionment of charges is split between access and amenity benefits. In general, all properties receive an access benefit from the new footpaths regardless of property size and frontage to the footpaths. The amenity benefit however is variable and is directly related to the frontage of the property after existing concrete driveways have been taken into consideration. The final apportionment is the addition of the access and amenity charges and therefore varies between all properties.

Environmental Implications

The provision of a sealed pathway surface provides a permanent and safe means of access. During the course of construction and the manufacture and procurement of

materials, energy is expended resulting in some greenhouse gas emissions. This ceases when construction is complete.

The project does not create waste with the exception of some excavated material.

The proposal does not affect any natural habitats.

The proposal will require some nature strip and property trees and shrubs to be trimmed but removal of vegetation is not expected.

Financial Implications

The project is a one off capital cost and there will be minimal ongoing maintenance costs. If approved, the scheme could proceed this financial year.

Financial details are as follows:

Revised scheme levy to Property Owners (income)	\$37,129
Scheme levy to Council	\$99,254
Direct Funding by Council to construct a concrete retaining wall and replacement pram crossings	\$20,357
Funding by Council to recover reduced levy income for the property at 1-3 Melville Avenue	\$1,470
Total Project Cost	\$158,210

From the table above, the total revised net cost to Council for this project is estimated to be \$121,081. As a result of the concession provided to the property at 1-3 Melville Avenue, the Scheme levy has reduced from the maximum of \$38,599 to \$37,129.

Policy/Legal/Statutory Implications

The scheme has been prepared in accordance with the Special Rate and Charge provisions of the Local Government Act 1989 along with the 2004 ministerial guidelines and Council's Special Rates and Charges Policy.

Alignment to City Plan

This report aligns with the City Plan as follows:

Sustainably Built and Natural Environment

- Support our Community to live sustainably – Encourage increased use of alternatives to car transport and seek efficient traffic movement throughout the municipality.
- Advocate for and promote sustainable design and development – Promoting sustainable design and retrofitting.
- Acknowledge the community's desire to have their say and be involved in planning for the future of Greater Geelong.

Officer Direct or Indirect Interest

No Council Officer involved with this process has any direct or indirect interest in the properties.

Risk Assessment

Provision of a sealed pathway will provide safer walking and cycling conditions for pedestrians and cyclists by minimising the risk of personal injuries through conflict with vehicles and the elimination of uneven and slippery surfaces.

There is an identified risk in the steep section of footpath proposed between Whyte Court and Queens Park Road.

Due to the existing terrain, it is not possible for this section of footpath to comply with the Disability Discrimination Act (DDA) in terms of grade. The required grade for compliance is 1 in 14 however the actual grade will be up to 1 in 5. Due to the existing slope and constraints of the nature strips in this section, it is an unrealistic expectation to achieve DDA compliance in this case.

It is further considered however, that the new footpath will provide a great improvement on the existing conditions and will include an exaggerated textured broom finish to increase tractability.

There are no further identified risks for Council in making its intention to declare the scheme.

Social Considerations

The provision of properly sealed and drained pathways is aligned to Council's City Plan as described above and provides improved connectivity and safety for pedestrians and cyclists. It is further considered that the footpaths will enhance the general amenity of the area.

Human Rights Charter

In developing this report to Council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in this report. It is considered that the subject matter does not raise any adverse human rights issues.

It is further considered that the construction of the footpaths upholds the right to freedom of movement (Section 12 of the Human rights Charter) by enhancing a person's ability to move freely within the area they choose to live.

Consultation and Communication

Community consultation for the footpath construction Special Charge Scheme has been carried out to date as follows:

July 2007 – Initial property owner survey that indicated insufficient support for a proposed footpath Special Charge Scheme.

October 2010 – Due to increasing concerns a further survey was carried out but still indicating a minority of support to a proposed Special Charge Scheme.

March 2014 – Scheme initiation correspondence to property owners included an explanatory letter, plan, Special Charge Scheme brochure, cost apportionment spreadsheet and final survey. The survey results still indicated a minority of support.

May 2014 – Letter to owners advertising the scheme and invitation for submissions.

October 2014 – Submissions Panel Hearing.

Further correspondence will be sent to all affected property owners should Council resolve to declare the Special Charge Scheme.

**Appendix 1
Page 1**

SCHEDULE 'A'

The works for the construction of footpaths in Melville Avenue Newtown which consist of excavation, footpath, retaining wall, reinstatement of nature strip, miscellaneous construction works, legal advice and professional services associated with survey, engineering design, drafting, supervision and administration of the project all as included in the cost estimate shown below.

**COST ESTIMATE FOR CONSTRUCTION OF FOOTPATH –
MELVILLE AVENUE, NEWTOWN**

TOTAL COST OF SPECIAL CHARGE SCHEME					
		Qty	Unit	Rate	Amount
1.00	GENERAL				
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.		ITEM		\$8,915.79
1.02	Traffic management costs.		ITEM		\$4,457.90
2.00	EARTHWORKS & DEMOLITION				
2.01	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for new road pavement, excavation of soft spots and removal of concrete.	132	m ³	\$60.00	\$7,920.00
2.02	Trimming / Removal and disposal of trees.	1	ITEM		\$1,000.00
3.00	CONCRETE WORKS:				
	KERBING				
3.01	Concrete pram crossing 1.5m wide, including fine crushed rock bedding.	4	No.	\$250.00	\$1,000.00
	PAVING				
3.02	125mm concrete paving with SL72 mesh including crushed rock bedding and reinstate nature strip.	660	m ²	\$135.00	\$89,100.00
4.00	LANDSCAPING				
4.01	Top soiling and seeding nature strips, medians and outer separators.	200	m ²	\$8.00	\$1,600.00
SUB-TOTAL					\$112,994
10% CONTINGENCY					\$11,299
DESIGN					\$5,650
SRC ADMINISTRATION					\$7,910
CONSTRUCTION COST ESTIMATE					\$137,852

Appendix 1
Page 2

ESTIMATED COST OF CONCRETE RETAINING WALL AND PRAM CROSSINGS (COUNCIL FUNDED)					
		Qty	Unit	Rate	Amount
1.00	GENERAL				
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.		ITEM		\$1,084.21
1.02	Traffic management costs.		ITEM		\$542.10
2.00	CONCRETE WORKS:				
	KERBING				
2.01	Concrete pram crossing 1.5m wide, including fine crushed rock bedding.	4	No.	\$250.00	\$1,000.00
	RETAINING WALL				
2.02	Reinforced Concrete Retaining Wall and Footing with F62 mesh including 75 mm compacted depths Class 3 FCR bedding and reinstate nature strip.	38	m	\$370.00	\$14,060.00
3.00	LANDSCAPING				
3.01	Top soiling and seeding nature strips, medians and outer separators.		m ²		
SUB-TOTAL					\$16,686
10% CONTINGENCY					\$1,669
DESIGN					\$834
PROJECT ADMINISTRATION					\$1,168
CONSTRUCTION COST ESTIMATE					\$20,357

Appendix 2

Benefit Ratio – Schedule 'B'

A Purpose	To construct a footpath in Melville Avenue, Newtown to provide all weather pedestrian access for property owners and the wider community.
B Coherence	The works will provide a physical pathway connection between Layton Crescent and Queens Park Road and will provide a special benefit to adjoining and remote properties.
C Total Cost C	Total Estimated cost of works - footpath construction \$158,210.00 Direct contribution by Council to fund retaining wall and pram crossing construction. \$20,357.00
TOTAL COST	\$137,853.00
D Identify Special Beneficiaries	22 properties with frontages to the proposed pathway are considered to receive access and amenity benefits.
E Properties to include	The 22 abutting properties receive both access and amenity benefits. Therefore: Total Special Benefits (in) is apportioned to 22 properties There are no Council owned properties in the scheme. Therefore: Total Special Benefits out of the scheme TSB (out) = 0
F Estimate of Total Special Benefits	For this scheme it is considered that the greater proportion of benefit is for pedestrian access given the purpose of the scheme. It is therefore further considered that 80% of the benefits relate to access and 20% to amenity. Estimated pedestrian use of the paths is 90% for the wider community and 10% for abutting property owners. Amenity benefits are based on frontage with 100% of the footpaths fronting benefiting properties. TSB (in) is therefore calculated as follows: TSB (in) = 80% X 10%(access) + 20% X 100% (amenity) 28% =
G Estimate of Total Community Benefit -TCB	It is considered that people in the community will receive a benefit from the works as the pathways are used to access other areas considering potential destinations such as the primary and secondary schools in the vicinity, Geelong Golf Course and the Barwon River reserve. There is no amenity benefit associated with the wider community benefit. TCB is calculated as follows: TCB = 80% X 90% = 72%
H Calculate "Benefit Ratio" - R	Benefits Ratio = $\frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}}$ = $\frac{28}{28 + 0 + 72}$ = 0.28
I Maximum Total Levy (S)	Maximum Total Levy S = R X C \$38,598.84 Council Contribution to Special Charge Scheme \$99,254.16

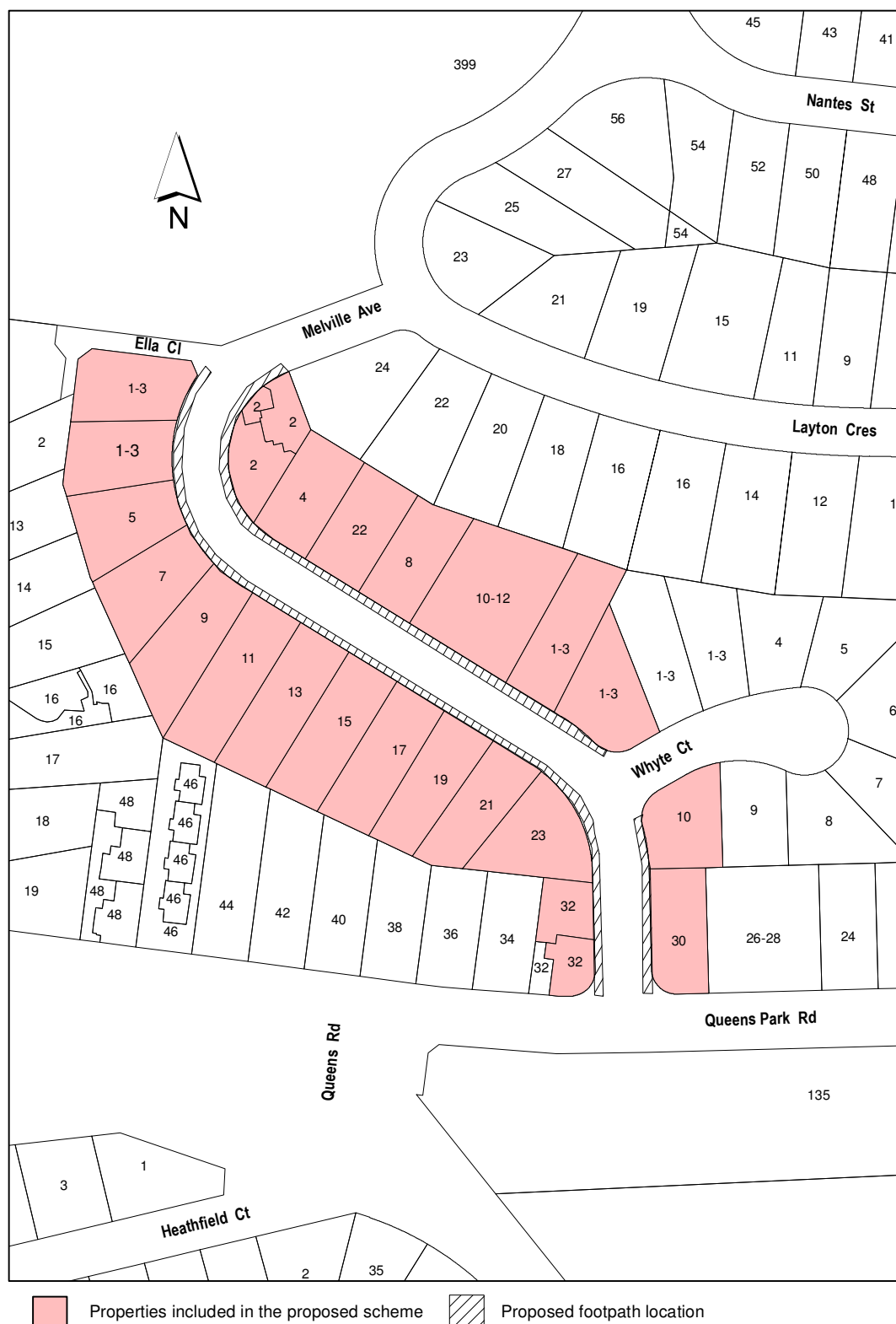
Appendix 3

SCHEDULE 'C' SPECIAL CHARGE SCHEME FOR FOOTPATH CONSTRUCTION MELVILLE AVENUE, NEWTOWN

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8
Prop Key	Address	Legal Details	Apportionable frontage	Access Benefit	Access Charge (80%)	Amenity Charge (20%)	Estimated Cost
204206	30 Queens Park Road, Newtown	Lot 6 LP 124676	34.8	0.5	\$735.22	\$614.01	\$1,349.23
302499	1/32 Queens Park Road, Newtown	Lot 1 PS 411155	17.86	0.5	\$735.22	\$315.12	\$1,050.34
302500	2/32 Queens Park Road, Newtown	Lot 2 PS 411155	17.95	0.5	\$735.22	\$316.71	\$1,051.93
302499	10 Whyte Court, Newtown	Lot 7 LP 124676	14.49	0.75	\$1,102.82	\$255.66	\$1,358.49
202334	1-3 Whyte Court, Newtown	Lot 14 LP 124676, Lot 15 LP 124676, Lot 16 LP 124676, Lot 17 LP 124676	39.24	0.75	\$1,102.82	\$692.35	\$1,795.17
202871	10-12 Melville Avenue, Newtown	CP 156386	30.33	1	\$1,470.43	\$535.14	\$2,005.57
202872	8 Melville Avenue, Newtown	Lot 20 LP 124676	11.06	1	\$1,470.43	\$195.14	\$1,665.57
202657	22 Layton Crescent, Newtown	Lot 40 LP 20083, Lot 21 LP 124676	20	1	\$1,470.43	\$352.88	\$1,823.31
202873	4 Melville Avenue, Newtown	Lot 22 LP 124676	6.24	1	\$1,470.43	\$110.10	\$1,580.53
348169	1/2 Melville Avenue, Newtown	Lot 2 PS 644018	10.275	1	\$1,470.43	\$181.29	\$1,651.72
348170	2/2 Melville Avenue, Newtown	Lot 1 PS 644018	39.515	1	\$1,470.43	\$697.20	\$2,167.63
202860	1-3 Melville Avenue, Newtown	CP 167785	33.63	1	\$1,470.43	\$593.37	\$2,063.80
202861	5 Melville Avenue, Newtown	Lot 26 LP 124676	11.76	1	\$1,470.43	\$207.49	\$1,677.93
202862	7 Melville Avenue, Newtown	Lot 27 LP 124676	15.06	1	\$1,470.43	\$265.72	\$1,736.15
202863	9 Melville Avenue, Newtown	Lot 28 LP 124676	15.39	1	\$1,470.43	\$271.54	\$1,741.97
202864	11 Melville Avenue, Newtown	Lot 29 LP 124676	13.25	1	\$1,470.43	\$233.78	\$1,704.21
202865	13 Melville Avenue, Newtown	Lot 30 LP 124676	13.75	1	\$1,470.43	\$242.60	\$1,713.04
202866	15 Melville Avenue, Newtown	Lot 31 LP 124676	18	1	\$1,470.43	\$317.59	\$1,788.02
303732	17 Melville Avenue, Newtown	Lot 1 PS 419099	13.65	1	\$1,470.43	\$240.84	\$1,711.27
303733	19 Melville Avenue, Newtown	Lot 2 PS 419099	13.5	1	\$1,470.43	\$238.19	\$1,708.63
202869	21 Melville Avenue, Newtown	Lot 34 LP 124676	13.5	1	\$1,470.43	\$238.19	\$1,708.63
202870	23 Melville Avenue, Newtown	Lot 35 LP 124676	34.28	1	\$1,470.43	\$604.84	\$2,075.27

Appendix 4

Plan



Attachment 1

PROCESS CHART

**SPECIAL CHARGE PROJECTS –
(Section 163 – Local Government Act 1989)**

MELVILLE AVENUE, NEWTOWN

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of property owners and feed back from the community. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. 7 March 2014.
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 13 May 2014.
<i>Advertisement</i>	✓	The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a minimum one month's time.
<i>Submissions</i>	✓	From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
<i>Submissions Review Panel Hearing</i>	✓	A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme. 30 October 2014.
<i>Declaration Report</i>	✓	Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme.
<i>Appeal</i>		Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties but may be further challenged at the Supreme Court.
<i>Construction</i>		Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement.
<i>Final Cost Report</i>		At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

9. SURFCOAST HIGHWAY, GROVEDALE - PROPOSED FOOTPATH CONSTRUCTION - SRC 339 - DECLARATION OF CHARGE

Portfolio:	Infrastructure – Cr Ellis
Source	City Services - Engineering Services
Act/General Manager:	Jenny McMahon
Index Reference	Special Rates and Charges; Surf Coast Highway, Grovedale

Purpose

This report seeks a resolution by Council to declare the charges for a Special Charge Scheme to partially fund the construction of a footpath along Surf Coast Highway between Grove Road and Waurin Ponds Creek, Grovedale.

Summary

- It is proposed to construct 277 lineal meters of 1.5 metre wide footpath to provide for pedestrian access along Surfcoast Highway, Grovedale (See plan – Appendix 4).
- There are fifteen (15) properties abutting the proposed footpath that will receive special benefit. There is one (1) Council owned property in the scheme.
- The total estimated project cost is \$112,218. This includes direct funding by Council estimated at \$1,487 for the re-establishment of existing crushed rock driveways to match new footpath levels and replacement of a damaged pit lid. The net scheme cost is estimated to be \$110,731.
- A Benefit Ratio of 0.305 has been calculated in accordance with Section 163 of the Local Government Act, which equates to a Council contribution to the scheme of \$76,949 and property owner contribution of \$33,782.
- Council considered a separate report on 12 August 2014 and resolved to advertise its 'intention to declare' the scheme.
- The scheme was advertised on Saturday 23 August 2014 and four (4) submissions were received. All 4 submissions were objections. In the subsequent submissions panel hearing on 30 October 2014, four (4) property owners representing three (3) properties made presentations in support of their submissions.
- After deliberations between the Council panel members and council officers, it was advised to proceed the scheme to declaration as presented.

Cr Ellis moved, Cr S Kontelj seconded -

That Council:

1) resolves to declare the Special Charge Scheme as follows:

- a) The Special Charge is declared for a period of five (5) years commencing upon completion of the works and scheme finalisation.**
- b) The Special Charge be declared for the purpose of defraying any expenses incurred by Council in relation to the construction of the footpath on Surf Coast Highway between Grove Road and Waurin Ponds Creek, Grovedale which project:**

- b1) Will provide proper pedestrian access, improved pedestrian safety and enhancement to the general amenity for each of the properties included in the scheme;**
 - b2) Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this Resolution); and**
 - b3) Arises out of Council's function of planning for and providing infrastructure for property owners.**
- c) The total cost of project, be recorded as \$110,731(Schedule A).**
- d) It be recorded that, for the purposes of Section 163 (2A) of the Act, the special charge proceeds will not exceed the amount calculated in accordance with the prescribed formula ($R \times C = S$), the:**
 - d1) 'benefit ratio' (R) being calculated at 0.305 represents the special benefits to all persons liable to pay the special charge (Schedule B);**
 - d2) 'total cost' (C) of performing the function described in part 1 (b) of this resolution based on estimated cost be recorded as \$110,731; and**
 - d3) 'Maximum levy' (S) be recorded as \$33,782.**
- e) the following be specified as the area for which the special rate is so declared:**
 - e1) The area within municipal district of Council highlighted in the plan attached to this Resolution (Appendix 4).**
- f) the following be specified as the land in relation to which the special charge so declared:**
 - f1) Land within the area shown on the plan.**
- g) the following be specified as the criteria which form the basis of the special charge so declared:**
 - g1) Ownership of any land described in Part 1(e) of this Resolution.**
- h) the following be specified as the manner in which the special charge so declared will be assessed and levied:**
 - h1) Each lot receives a primary access and amenity benefit;**
 - h2) The maximum levy is divided equally on an access and frontage share basis; and**
 - h3) The special charge will be levied by sending a notice to the person who is liable to pay, pursuant to section 163(4) of the Act.**
- i) having regard to the preceding parts of this Resolution but subject to Section 166 (1) of the Act, it be recorded that;**
 - i1) the owners of the land described in column 2 & 3 of Schedule C to the resolution are estimated liable for the respective amounts set out in column 7 of Schedule C; and**
 - i2) such owners may, subject to any further resolution of Council pay the special charge in the following manner;**

- i2a) the charge will become due and payable within one month of the issue of the notice requesting payment pursuant to Section 167 (3) of the Act;**
 - i2b) interest will not be charged for six months after the issue of the notice provided the person liable makes timely payment in accordance with any repayment arrangements that may be agreed on by Council; and**
 - i2c) in accordance with Section 172 of the Act, the interest rate payable on the special charge which has not been paid by the specific date is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 (2A) in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).**
- 4) authorise the Chief Executive Officer to levy the Special Charge in accordance with Section 163 (4) of the Act.**

Carried.

Background

On 12 August 2014, Council resolved to make its intention to declare a Special Charge Scheme for the construction of a footpath on the west side of the Surf Coast Highway between Grove Road and Waurin Ponds Creek, Grovedale.

On 30 October 2014 a panel hearing was held where four property owners made verbal presentations (all objections) in support of their submissions.

Discussion

The concerns raised during the submissions period and corresponding Council panel members considerations include:

- *Method of apportionment is unclear and/or unfair;*
The apportionment method was explained at the hearing. Clarifications were made in terms of titled property and the rationale between access and amenity benefits. The scheme apportionment is considered to be very reasonable and is based on a model that would stand up to scrutiny at a VCAT hearing.
- *Process is biased;*
This is an opinion that is not necessarily reflected by the remaining property owners. The scheme has been developed in strict accordance with the Local Government Act 1989.
- *Council has failed to follow the correct process and procedures in accordance with the Local Government Act 1989;*
This opinion is considered to be incorrect. A complete review of the Special Charge Scheme process, including legal advice, was carried out in 2014.
- *Access and amenity benefits need to be better explained;*
A description of the access and amenity benefits was provided during the hearing in response to this question as follows:

The access benefit includes the provision of an all weather sealed surface that reduces the risk of accidents caused by uneven and slippery surfaces. In simple terms, a new footpath improves accessibility for all abutting properties.

The amenity benefit can best be described as the benefit the pathway provides to an abutting property by way of improved aesthetics, safety, enjoyment, comfort and property value. The amenity benefit is based on the actual footpath frontage to a property when existing driveways and footpath extents are taken into consideration.

- *There is an existing footpath on the other side of the road;*

The Surf Coast Highway is a major collector road that carries high traffic volumes. The planning scheme requirement determines that a footpath on both sides of the road is a requirement in this situation. Additionally, the footpath on the opposite side of the road does not provide any direct access provision for the affected property owners.

- *Footpath will provide no benefit to me;*

This is considered to be an opinion not necessarily reflected by the remaining property owners.

- *Low use pedestrian area used mainly by local residents; and*

No argument with this claim in the current situation but the Surf Coast Highway is considered to be a major pedestrian link catering for future growth and increasing pedestrian volumes.

- *A footpath here would encourage people to cross the road elsewhere, rather than at the current crossing.*

It is considered that a new footpath with not unduly influence the location where people will cross the road.

Environmental Implications

The provision of a sealed pathway surface provides a permanent and safe means of access. During the course of construction and the manufacture and procurement of materials, energy is expended resulting in some greenhouse gas emissions. This ceases when construction is complete.

The project does not create waste with the exception of some excavated material.

The proposal does not affect any natural habitats.

The proposal will not require any removal of vegetation.

Financial Implications

The project is a one off capital cost and there will be minimal ongoing maintenance costs. If approved, the scheme could proceed this financial year.

Financial details are as follows:

Maximum scheme levy to Property Owners (income)	\$33,782
Scheme levy to Council	\$76,949
Direct Funding by Council to re-establish crushed rock driveways.	\$1,487
Total Project Cost	\$112,218

From the table above, the net cost to Council for this project is estimated to be \$78,436.

Policy/Legal/Statutory Implications

The scheme has been prepared in accordance with the Special Rate and Charge provisions of the Local Government Act 1989 along with the 2004 ministerial guidelines and Council's Special Rates and Charges Policy.

Alignment to City Plan

This report aligns with the City Plan as follows:

Sustainably Built and Natural Environment

- Support our Community to live sustainably – Encourage increased use of alternatives to car transport and seek efficient traffic movement throughout the municipality.
- Advocate for and promote sustainable design and development – Promoting sustainable design and retrofitting.
- Acknowledge the community's desire to have their say and be involved in planning for the future of Greater Geelong.

Officer Direct or Indirect Interest

No Council Officer involved with this process has any direct or indirect interest in the properties.

Risk Assessment

Provision of a sealed pathway will provide safer walking and cycling conditions for pedestrians and cyclists by minimising the risk of personal injuries through conflict with vehicles and the elimination of uneven and slippery surfaces.

There are no identified risks for Council in making its declaration of the scheme.

Social Considerations

The provision of properly sealed and drained pathways is aligned to Council's City Plan as described above and provides improved connectivity and safety for pedestrians and cyclists. It is further considered that the footpaths will enhance the general amenity of the area.

Human Rights Charter

In developing this report to Council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in this report. It is considered that the subject matter does not raise any adverse human rights issues.

It is further considered that the construction of the footpath upholds the right to freedom of movement (Section 12 of the Human rights Charter) by enhancing a person's ability to move freely within the area they choose to live.

Consultation and Communication

Informal consultation was carried out in May 2014 with an information pack to affected property owners that included an initiation letter, a plan showing the location of works, a Special Rates and Charge Scheme brochure, a detailed cost apportionment spreadsheet and informal survey form. Of the 15 affected property owners included in the scheme, there were 12 responses to the survey. Three (3) supported the scheme, eight (8) opposed and one (1) was neither in support or opposition.

A letter was sent to all affected property owners on 20 August 2014 advising of Council's Intention to declare the scheme and public notice that was placed in the Geelong Advertiser on Saturday 23 August 2014. This letter also included a call for submissions.

On 26 August 2014, a copy of the public notice was mailed to all affected property owners in accordance with the Act.

On 30 October 2014, a submissions panel hearing gave the affected property owners an opportunity to make presentations to the panel in support of their submissions.

Further correspondence to the affected property owners will be sent should Council make its declaration of the proposed Special Charge Scheme.

**Appendix 1
Page 1**

SCHEDULE 'A'

The works for the construction of footpaths in Surf Coast Highway, Grovedale which consist of excavation, footpath, reinstatement of nature strip and driveways, miscellaneous construction works, legal advice and professional services associated with survey, engineering design, drafting, supervision and administration of the project all as included in the cost estimate shown below.

**COST ESTIMATE FOR CONSTRUCTION OF FOOTPATH –
SURFCOAST HIGHWAY, GROVEDALE**

ESTIMATED TOTAL COST OF FOOTPATH CONSTRUCTION					
ITEM	DESCRIPTION	QUANTITY	UNIT	RATE \$	AMOUNT \$
1.00	GENERAL				
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.	1	ITEM	\$10,000.00	\$10,000.00
1.02	Traffic management costs.	1	ITEM	\$3,500.00	\$3,500.00
1.03	Setting out of works.	1	ITEM	\$1,000.00	\$1,000.00
1.04	Service/Cable locations	1	ITEM	\$1,000.00	\$1,000.00
1.05	Internal supervision fee (COGG construction)	1	ITEM	\$4,500.00	\$4,500.00
2.00	EARTHWORKS & DEMOLITION				
2.01	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for new road pavement, excavation of soft spots and removal of concrete.	118	m ³	\$60.00	\$7,080.00
2.02	Placement and consolidation of engineered fill with approved materials in preparation for new works.	30	m ³	\$60.00	\$1,800.00
2.03	Trimming/Removal and disposal of shrubs as indicated on plan.	1	ITEM	\$3,000.00	\$3,000.00
2.04	Saw-cutting of Asphalt paving.	1.0	ITEM	\$250.00	\$250.00
2.05	Saw-cut of concrete kerb and channel	3.0	ITEM	\$10.00	\$30.00
3.00	CONCRETE WORKS:				
	KERBING				
3.01	Concrete pram crossing 1.5m wide, including fine crushed rock bedding.	1.0	No.	\$250.00	\$250.00
	PAVING				
3.02	125mm (25 Mpa) concrete paving with SL72 mesh including crushed rock bedding and reinstate nature strip.	415	m ²	\$135.00	\$56,025.00
4.00	DRAINAGE - PITS				
4.01	Remove and replace existing side entry pit lid with gatic type cover. Adjust pit lid to match neatly into new footpath level.	1	No.	\$770.00	\$770.00
5.00	LANDSCAPING				
5.01	Top soiling and seeding nature strips.	336	m ²	\$8.00	\$2,688.00
SUB-TOTAL					\$91,893
10% Contingency					\$9,189
Design					\$4,595
Project administration					\$5,054

CONSTRUCTION COST ESTIMATE

\$110,731

**Appendix 1
Page 2**

ESTIMATED COST FOR DRIVEWAY REINSTATEMENT					
ITEM	DESCRIPTION	QUANTITY	UNIT	RATE \$	AMOUNT \$
1.00	GENERAL				
1.02	Traffic management costs.	1	ITEM	\$500	\$500
2.00	PAVEMENT WORKS				
2.01	100mm compacted depth Class 1 20mm crushed rock, supplied, spread and compacted.	0.7	m ³	\$120	\$82
3.00	DRAINAGE PIT				
3.01	Remove and replace existing Side entry pit lid with Gatic type cover. Adjust pit lid to match neatly into new footpath level.	1	No.	\$770	\$770
SUB-TOTAL					\$1,352
10% CONTINGENCY					\$135
CONSTRUCTION COST ESTIMATE					\$1,487

Appendix 2

Benefit Ratio – Schedule 'B'

A Purpose	To construct a footpath in Surfcoast Highway, Grovedale to provide all weather pedestrian access for property owners and the wider community.														
B Coherence	The works will provide a physical pathway connection between Grove Road and Waurn Ponds Creek and will provide a special benefit to adjoining and remote properties.														
C Total Cost C	Total Estimated cost of works - footpath construction		\$112,218.00												
	Direct funding by Council to reinstate driveway and replace damaged pit lid		\$1,487.00												
	TOTAL COST	\$110,731.00													
D Identify Special Beneficiaries	18 properties with frontages to the proposed footpath are considered to receive access and amenity benefits.														
E Properties to include	The 18 abutting properties receive both access and amenity benefits. Therefore: Total Special Benefits (in) is apportioned to 18 properties There is one Council owned property that is not subject to special charge. Therefore: Total Special Benefits (out) is one Council owned property														
F Estimate of Total Special Benefits	Benefit will be apportioned on the basis of access and amenity by way of a Benefit Unit (BU). We shall assume that the makeup of the BU for each of the private properties comprises 1/2 BU of amenity benefits and 1/2 BU of access benefits. The Council owned property shares the same access benefit as the private properties but has five times the average frontage hence five times the amenity benefit. A summary of the special benefits is shown in table form below:														
	<table><tr><td></td><td>18 private properties TSB (in)</td><td>1 Council Property TSB (out)</td></tr><tr><td>Access</td><td>9 BU</td><td>0.5 BU</td></tr><tr><td>Amenity</td><td>9 BU</td><td>2.5 BU</td></tr><tr><td>Total Special Benefits</td><td>18 BU</td><td>3.0 BU</td></tr></table>		18 private properties TSB (in)	1 Council Property TSB (out)	Access	9 BU	0.5 BU	Amenity	9 BU	2.5 BU	Total Special Benefits	18 BU	3.0 BU	TSB (in) 18 BU	TSB (out) 3 BU
	18 private properties TSB (in)	1 Council Property TSB (out)													
Access	9 BU	0.5 BU													
Amenity	9 BU	2.5 BU													
Total Special Benefits	18 BU	3.0 BU													
G Estimate of Total Community Benefit -TCB	It is considered that the wider community will use the footpath 80% of the time and the benefiting property owners 20%. There are no amenity benefits associated with the community benefit. If 20% of access benefits totals 9.5 BU for properties in and out of the scheme, then 80% will represent 38 BU.														
	TCB	38	BU												
H Calculate "Benefit Ratio" - R	Benefits Ratio = $\frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}} = \frac{18}{18 + 3 + 38} = 0.305$														
I Maximum Total Levy (S)	Maximum Total Levy S = R X C														
	Council Contribution to Special Charge Scheme		\$33,782												
			\$76,949												

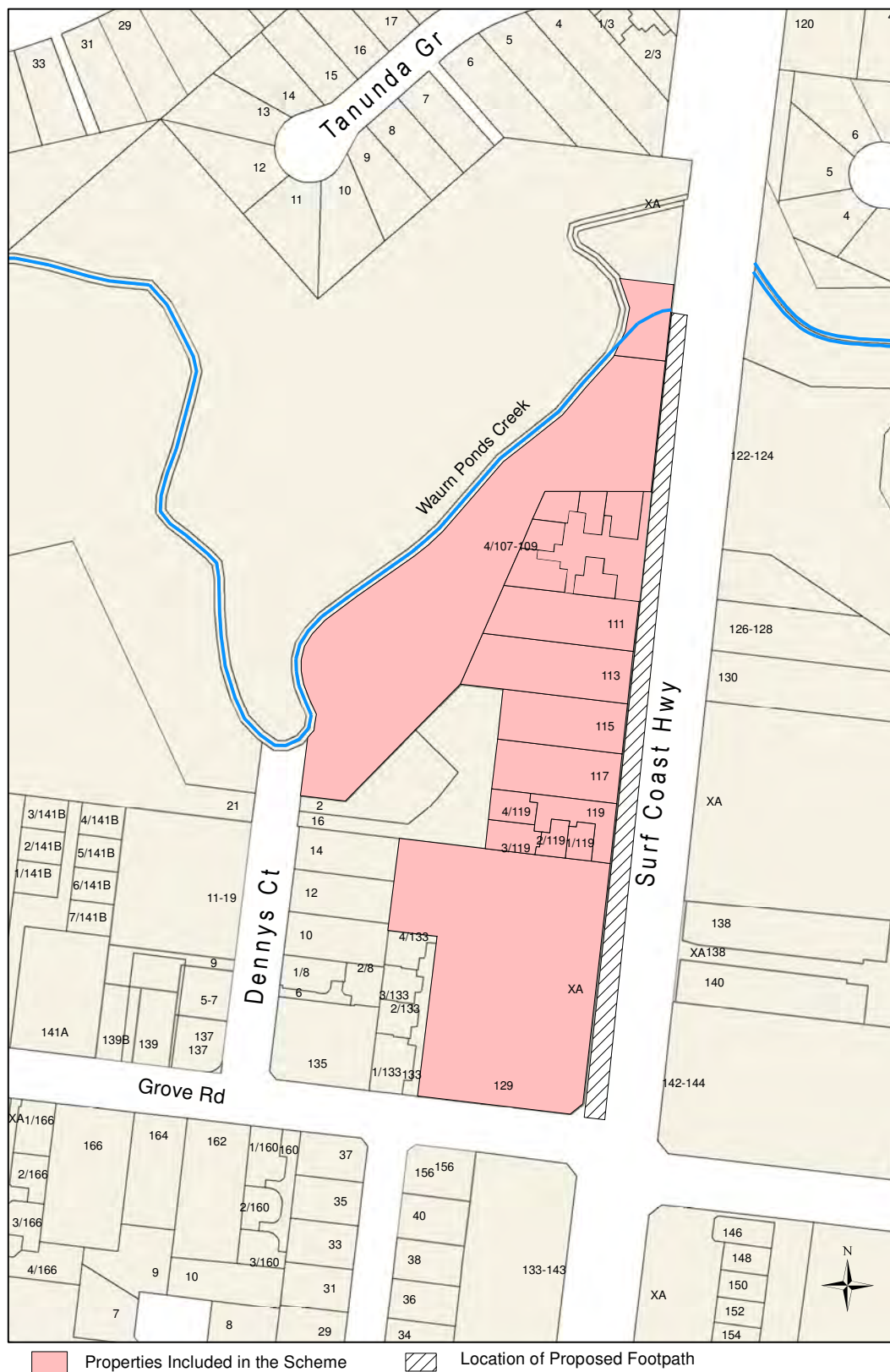
Appendix 3

SCHEDULE 'C' SPECIAL CHARGE SCHEME FOR FOOTPATH CONSTRUCTION SURFCOAST HIGHWAY, GROVEDALE

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Prop Key	Address	Legal Details	Apportionable Frontage (m)	Access Benefit	Amenity Benefit	Footpath Cost
240773	1/107-109 Torquay Road, GROVEDALE	Lot 1 SP36595	6.80	\$1,072.46	\$556.22	\$1,628.68
240774	2/107-109 Torquay Road, GROVEDALE	Lot 2 SP36595	6.80	\$1,072.46	\$556.22	\$1,628.68
240775	3/107-109 Torquay Road, GROVEDALE	Lot 3 SP36595	6.80	\$1,072.46	\$556.22	\$1,628.68
240776	4/107-109 Torquay Road, GROVEDALE	Lot 4 SP36595	6.80	\$1,072.46	\$556.22	\$1,628.68
240777	5/107-109 Torquay Road, GROVEDALE	Lot 5 SP36595	6.80	\$1,072.46	\$556.22	\$1,628.68
240778	6/107-109 Torquay Road, GROVEDALE	Lot 6 SP36595	6.80	\$1,072.46	\$556.22	\$1,628.68
240779	111 Torquay Road, GROVEDALE	Lot 5 LP146296	20.00	\$1,072.46	\$1,635.55	\$2,708.01
240780	113 Torquay Road, GROVEDALE	Lot 4 LP146296	17.95	\$1,072.46	\$1,467.91	\$2,540.36
240781	115 Torquay Road, GROVEDALE	Lot 3 LP146296	16.90	\$1,072.46	\$1,382.04	\$2,454.50
240782	117 Torquay Road, GROVEDALE	1/4 Share of Lot 2 LP146296	4.12	\$1,072.46	\$1,346.88	\$2,419.33
240783	1/119 Torquay Road, GROVEDALE	Lot 1 SP36507	5.08	\$1,072.46	\$415.02	\$1,487.48
240784	2/119 Torquay Road, GROVEDALE	Lot 2 SP36507	5.08	\$1,072.46	\$415.02	\$1,487.48
240785	3/119 Torquay Road, GROVEDALE	Lot 3 SP36507	5.08	\$1,072.46	\$415.02	\$1,487.48
240786	4/119 Torquay Road, GROVEDALE	Lot 4 SP36507	5.08	\$1,072.46	\$415.02	\$1,487.48
325335	121-131 Torquay Road, GROVEDALE	1/2 Share of Lot A PS518150	74.12	\$1,876.80	\$6,061.36	\$7,938.15

Appendix 4

Plan



Attachment 1

PROCESS CHART

**SPECIAL CHARGE PROJECTS –
(Section 163 – Local Government Act 1989)**

SURFCOAST HIGHWAY, GROVEDALE

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of residents and feed back from the community via informal survey. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. May 2014
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 12 August 2014
<i>Advertisement</i>	✓	The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time. 23 August 2014
<i>Submissions</i>	✓	From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
<i>Submissions Review Panel Hearing</i>	✓	A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to the designated Council officer regarding the scheme. 30 October 2014.
<i>Declaration Report</i>	✓	Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme.
<i>Appeal</i>		Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties.
<i>Construction</i>		Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement.
<i>Final Cost Report</i>		At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

10. PORTARLINGTON NORTH EAST GROUP ROAD CONSTRUCTION SPECIAL CHARGE SCHEME – SRC 340 – INTENTION TO DECLARE

Portfolio:	Infrastructure - Cr Ellis
Source	City Services - Engineering Services
Act/General Manager:	Jenny McMahon
Index Reference	Council Reports 2015, Special Rates and Charges

Purpose

The purpose of this report is to seek a resolution by Council to give notice of its 'Intention to Declare' a special charge to property owners for road construction in Portarlington.

Summary

- Complaints have come in over the years about the state of the unsealed roads in Portarlington.
- A Community Reference Panel for the Portarlington North East Group was formed in late 2012 to decide on the viability of a Special Charge Scheme to fund road improvements and determine what scope of work is required to solve the inherent problems associated with unsealed roads.
- Council officers proposed a scope of work in consultation with the reference panel and developed a Special Charge Scheme as a means to fund the project. This was shown to the community at a public meeting held on 12 May 2013. Feedback to the proposal was sought via an informal survey. The survey indicated that a clear majority of property owners are in favour of the proposal.
- The proposed works include sealing all unsealed portions of roads bounded by Fisher, Clarke, Mercer and Hood Streets, Portarlington. (See Plan Appendix 4). There is 8.5 km of roads to be sealed and there are 501 individual properties benefiting from the scheme.
- The proposed works include road construction only with no additional kerb and channel or formal drainage works. Council funded works would include intersection safety improvements, roadside drainage improvements, road sealing works in excess of a standard 7.6 metre road width and intersection lighting improvements.
- The total cost of the project is estimated to be \$4,424,517 with owner's contributing \$3,477,563 and a Council contribution of \$520,276 to the scheme in recognition of the community benefit and land excluded from the scheme such as the crown land reserves within the scheme boundary. Additionally, it is estimated that Council's direct contribution of \$426,678 includes the works as described above.
- The scheme has been prepared in accordance with the special rate and charge provisions of the Local Government Act 1989, along with Council's Special Rates and Charges Policy.

Cr Ellis moved, Cr Macdonald seconded -

That Council:

- 1) gives notice of its intention to declare a Special Charge Scheme in accordance with Section 163 (1A) of the Local Government Act 1989 ('the Act'), as follows:**
 - a) The Special Charge is declared for a period of five (5) years commencing upon completion of the works and scheme finalisation.**
 - b) The special charge be declared for the purposes of defraying expenses incurred by Council in relation to construction of road pavement for all local streets bounded by Fisher, Clarke, Mercer and Hood Streets, Portarlington which:**
 - b1) will provide proper sealed road access, improved nature strip drainage and enhancement to the general amenity for each of the properties included in the scheme;**
 - b2) Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this Resolution); and**
 - b3) arises out of Council's function of planning for and providing infrastructure for property owners.**
 - c) it be recorded that, for the purposes of Section 163 (2A) of the Act, the special charge proceeds will not exceed the amount calculated in accordance with the prescribed formula ($R \times C = S$), the:**
 - c1) 'benefit ratio' (R) being calculated at 0.87 represents the special benefits to all persons liable to pay the special charge; and**
 - c2) 'total cost' (C) of performing the function described in Part b of this Resolution based on estimated cost be recorded as \$3,997,839.**
 - c3) 'maximum levy' (S) total amount of the special charge be levied and be recorded as \$3,477,563.**
 - d) the following be specified as the area for which the special rate is so declared:**
 - d1) the area within municipal district of Council highlighted in the plan attached to this Resolution ("the area").**
 - e) the following be specified as the land in relation to which the special charge so declared:**
 - e1) All land within the area shown on the plan.**
 - f) the following be specified as the criteria which form the basis of the special charge so declared:**
 - f1) Ownership of any land described in Part e of this Resolution.**
 - g) the following be specified as the manner in which the special charge so declared will be assessed and levied:**
 - g1) The costs to be apportioned based on access and amenity benefits.**
 - g2) The special charge will be levied by sending a notice to the person who is liable to pay, pursuant to section 163(4) of the Act.**

- h) having regard to the preceding parts of this Resolution but subject to Section 166 (1) of the Act, it be recorded that:**

 - h1) the owners of the land described in column 2 and 3 of Schedule C to the Resolution are estimated liable for the respective amounts set out in column 7 of Schedule C; and**
 - h2) such owners may, subject to any further resolution of Council pay the special charge in the following manner:**

 - h2(a) the charge will become due and payable within one month of the issue of the notice requesting payment pursuant to Section 167 (3) of the Act;**
 - h2(b) interest will not be charged for six months after the issue of the notice provided the person liable makes timely payment in accordance with any repayment arrangements that may be agreed on by Council; and**
 - h2(c) in accordance with Section 172 of the Act, the rate of interest which is payable on the special charge which has not been paid by the specified date is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 (2A) in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).**
- 2) Consider any submissions made under Section 223 of the Act and the proposed declaration via Council's Submissions Review Panel, and then by Council at a subsequent meeting, at which time Council will consider whether to make a declaration in the form proposed.**
- 3) Authorise Council's Chief Executive Officer to give public notice of the proposed declaration in accordance with sections 163 (1A) and (1B) of the Act and send a copy of the public notice to each person who is liable to pay the special rate in accordance with Section 163 (1C) of the Act.**

Carried.

Background

The extensive consultation between Council and the Portarlington North East Group Community Reference Panel culminated in a public meeting held at the Portarlington Community Hall on 12 May 2013. A proposed scheme was shown to the approximately 150 affected property owners in attendance including the estimated charges to property owners and the Benefit Ratio Calculation. All questions in relation to the proposed scheme were answered in a transparent and open manner.

As a follow up to this meeting, an informal survey and detailed information sheet was sent out to the affected property owners. 304 responses to the survey were received representing a 63% response from the community. Of the responses, there were 194 Yes votes to the proposed road construction and 110 No votes which represents a majority of property owner support.

In more recent times a detailed design and cost estimate has been prepared. The charges represented in this report reflect a slight increase to the estimated charges as presented during consultation and the average charge has increased from \$6,400 to \$6,900. This latest news has been relayed to all affected property owners.

Discussion

Council officers have been in consultation with the Portarlington North East Group Community Reference Panel since early 2012. Monthly meetings were held at the Council Offices. The Reference Panel consisted of up to ten (10) locals representing the Portarlington community.

The Reference Panel wanted solutions to the ongoing problems inherent with unsealed roads in residential areas; these being mud in the wet, dust in the dry, potholes and uneven surfaces and the related problems such as respiratory difficulties associated with dust, and car and home maintenance concerns associated with dust and mud.

By March 2013, the scope of work was defined by the reference panel. The option of a high level of service including concrete kerb and channel and underground drainage was considered too expensive after potential costs of this option were presented to the group. The option of sealing the roads at a reduced cost was more acceptable. This option retains the open swale drains and informality which is considered by many to preserve the more natural character of the area.

Development of the scheme proposal followed and the allocation of costs was determined by allocating a Benefit Unit (BU) to all affected properties. In general, all properties are considered to receive access and amenity benefits.

The access benefit is obvious in that all properties with a new or partially sealed road abutting the property will receive an improved access, either in full or in part. The amenity benefit includes things like improved nature strips, improved appearance to property frontages, property value, resident comfort and safety, and reduced levels of dust and mud.

For a standard property fronting an existing unsealed road, one (1) access Benefit Unit (BU) and one (1) amenity BU have been assigned for each property giving a total of two (2) BU. There are variations to this rule which are summarised as follows:

- **Corner properties with both frontages currently unsealed**

These properties are considered to receive no more benefit to any other property with unsealed roads for this scheme and therefore have been assigned the standard 2 BU each.

- **Corner properties with an existing sealed road on one frontage.**

These properties are considered to receive either a full or partial access benefit depending on where the main driveway access to the property is but only a partial amenity benefit.

- **Multiple unit development sites**

Some properties have multiple units. The front unit with street frontage is considered to receive a full access and amenity benefit (2BU). The units at the rear are considered to receive a full access benefit but only a partial amenity benefit.

- **Properties fronting existing partially sealed roads**

These properties will receive a partial access and amenity benefit only.

- **Large properties**

Some property owners in the scheme own larger properties or multiple lots. If a home has been constructed in the centre of a large property, it is considered that the property may not be subdivided unless the home is demolished. These properties have therefore been treated as standard and have been allocated the standard charge. If a home has been constructed on a portion of the large property, it is considered that the property may be further subdivided into smaller standard lots. These properties have incurred additional charges.

- **The large acreage properties on the East side of Mercer Street**

Due to the zoning of these properties (Rural Living Zone), under the planning scheme they cannot be subdivided any further. Therefore, it is considered that these properties gain no more benefit than the standard properties in the residential zones and therefore have been allocated the standard charge.

- **Nursing Home in Willis Street**

This nursing home is located on former crown land however due to recent changes in circumstance is now a rateable property and is therefore included in the scheme.

- **Retirement Village in Gellibrand Street**

The twenty individual unit owners in this village have no ownership over the land but are individually levied properties. Due to the crown land status however, it is considered reasonable that these properties be exempt from the scheme.

- **Caravan Park fronting Newcombe and Drysdale Streets**

The caravan park is zoned residential and fronts the unsealed road of Drysdale Street. It has been treated in a similar manner to a large property where multiple home lots may be placed if a potential subdivision of the land takes place.

Environmental Implications

The road infrastructure proposal provides proper sealed access, improved drainage and a generally safer environment for pedestrian and vehicular traffic. Dust is eliminated and storm water runoff is less contaminated with silt prior to final discharge into the Bay.

It is anticipated that minimal vegetation removal will be required to complete the project.

During the course of construction and the manufacture and procurement of materials, there is expenditure of energy sources and greenhouse gas emissions. This does cease, however, when construction is complete.

The project does not create waste with the exception of some excess spoil. The proposal does not affect any natural habitats.

Financial Implications

The project has a one off capital cost and there will be minimal ongoing maintenance costs. The scheme could proceed in the 2015/16 financial year if approved.

A breakdown of costs is as follows:

Estimated scheme cost to property owners	\$3,477,563
Estimated scheme cost to Council	\$520,276
Estimated direct cost to Council for improved roadside drainage, intersection safety and lighting.	\$426,678
Total Project Cost	\$4,424,517

The total estimated net cost to Council for this project is \$946,954.

Policy/Legal/Statutory Implications

The scheme has been prepared in accordance with the Special Rate and Charge provisions of the Local Government Act 1989 along with Council's Special Rates and Charges Policy.

Alignment to City Plan

This report aligns with the City Plan as follows:

Community Wellbeing:

- Healthy Lifestyles – Facilitating and promoting physical activity.
- Healthy Environments – Safe, hazard and nuisance free environments.

Sustainably Built and Natural Environment

- Enhance and protect natural areas and ecosystem health
- Support our Community to live – Encourage increased use of alternatives to car transport.
- Advocate for and promote sustainable design and development – Promoting sustainable design and retrofitting and acknowledging the communities desire to have their say.

Officer Direct or Indirect Interest

No Council Officer involved with this process has any direct or indirect interest in the properties.

Risk Assessment

Provision of sealed roads will provide safer driving conditions for motorists with a defined and more standard road profile. Walking conditions for pedestrians will also be enhanced by minimising the risk of personal injuries through conflict with vehicles. The improved drainage will reduce the hazards associated with water over roads and the affects of nuisance flooding to property. There are no identified risks for Council in making its intention to declare the scheme.

Social Considerations

The provision of properly sealed and drained roadways is aligned to Council's City Plan as described above and provides improved connectivity and safety for motorists and pedestrians.

Human Rights Charter

In developing this report to Council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in this report. It is considered that the subject matter does not raise any adverse human rights issues.

It is further considered that the construction of the Portarlington Roads upholds the right to freedom of movement (Section 12 of the Human rights Charter) by enhancing a person's ability to move freely within the area they choose to live.

Consultation and Communication

Community consultation of the road construction Special Charge Scheme has been carried out as follows:

- 2012 -2013 – Establishment and monthly meetings held with Community Reference Panel.
- 12 May 2013 – Public meeting (open forum with over 150 attendees) held at the Portarlington Community Hall. This meeting disclosed all information in relation to the proposed scheme including scope of work, cost apportionment and Benefit Ratio Calculation.
- May 2013 – Update letter, information sheet and property owner survey.
- 19 July 2013 – Update letter to property owners disclosing results of survey.
- 16 May 2014 – Update letter to property owners on revised timing of the scheme.
- December 2014 – Update letter to property owners on upcoming 'Intention to Declare' a scheme.
- Many phone calls, emails and letters have been received and responded to during the consultation process.

Further correspondence will be sent to all affected property owners should Council make its Intention to Declare the scheme.

**Appendix 1
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**COST ESTIMATE FOR CONSTRUCTION OF ROADS
PORTARLINGTON NORTH EAST GROUP**

The works for the construction of roads in Portarlington which consist of excavation, drainage improvements, intersection improvements, reinstatement of nature strips, legal advice and professional services associated with survey, engineering design, supervision and administration of the project as included in the cost estimate as shown below.

ESTIMATED TOTAL COST OF ROAD COSTRUCTION					
ITEM	DESCRIPTION	QUANTITY	UNIT	RATE \$	AMOUNT \$
1.00	GENERAL				
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.	1.00	Item	\$90,000.00	\$90,000.00
1.02	Traffic management costs.	1.00	Item	\$72,000.00	\$72,000.00
1.03	Setting out of works.	1.00	Item	\$9,000.00	\$9,000.00
1.04	Service / Cable locations	1.00	Item	6000.00	\$6,000.00
2.00	EARTHWORKS & DEMOLITION				
2.01	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for new road pavement, excavation of soft spots and removal of concrete.	18868.00	m ³	\$45.00	\$849,060.00
2.02	Placement and consolidation of engineered fill with approved materials in preparation for new works.	631.00	m ³	\$30.00	\$18,930.00
2.03	Trimming / Removal and disposal of trees.		Item		
2.04	Saw-cutting of Asphalt paving.	897.00	m	\$10.00	\$8,970.00
2.05	Saw-cut of concrete kerb and channel	30.00	m	\$10.00	\$300.00
3.00	PAVEMENT WORKS				
3.01	250mm compacted depth Class 1 20mm crushed rock, supplied, spread and compacted.	15781.70	m ³	\$105.00	\$1,657,078.50
3.02	30mm compacted depth 10mm nominal size type N Asphalt spread and compacted including emulsion prime & grit using a paver.	8199.89	m ²	\$25.00	\$204,997.35
3.03	7mm Primer Seal, supplied and placed.	54398.52	m ²	\$8.00	\$435,188.19
3.04	Prepare existing pavement for sealing.	54398.52	m ²	\$1.00	\$54,398.52
4.00	SERVICES				
4.01	50mm dia UPVC conduits, supplied and laid including back-filling of trench.	200.00	m	\$70.00	\$14,000.00
5.00	LANDSCAPING				
5.01	Top soiling and seeding nature strips, next to kerb replacement	46.00	m ²	\$8.00	\$368.00
6.00	SIGNING, LINE-MARKING AND FENCING				
6.01	Erection of new permanent signs and posts D4-2-1.	12.00	No	\$250.00	\$3,000.00
6.02	Relocation of existing signs and posts (Give way & Stop).	40.00	No	\$150.00	\$6,000.00

6.03	Repaint or install new line-marking 30m long intersection approach lines, repaint or install new statcon line marking at all intersections bounded by, The Esplanade, Fisher St, Hood Road and Mercer St	42.00	Item	\$1.00	\$42.00
6.04	R.R.P.M. Two way direction, supplied and placed.	90.00	No	\$12.00	\$1,080.00
6.05	Supply and placement of Guide Posts and delineators.	200.00	No	\$80.00	\$16,000.00
7.00	PROVISIONAL ITEMS				
7.01	Excavation and stockpiling of suitable existing road material for re-use of in place of lower subgrade FCR (price is cost saving over import of new quarry product)	4500.00	m ³	-\$30.00	
SUB-TOTAL					\$3,446,413
10% Contingency					\$344,641
Design					\$103,392
Project Administration					\$103,392
CONSTRUCTION COST ESTIMATE					\$3,997,839

ESTIMATED COST FOR DRAINAGE IMPROVEMENTS, KERB AND CHANNEL REPLACEMENT AND STREET LIGHTING					
ITEM	DESCRIPTION	QUANTITY	UNIT	RATE \$	AMOUNT \$
1.00	GENERAL				
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.	1	Item	\$10,000.00	\$10,000.00
1.02	Traffic management costs.	1	Item	\$8,000.00	\$8,000.00
1.03	Setting out of works.	1	Item	\$1,000.00	\$1,000.00
2.00	DRAINAGE PIPES				
2.01	Connection of existing household storm-water discharge drains including excavation, supply, placement and provision of approved backfill to drainage pits.	2	No.	\$250.00	\$500.00
2.02	300mm dia RC pipe, supplied, laid and jointed including excavation, placement of approved fine crushed rock bedding and back-filling with approved FCR. (19)	6	m	\$160.00	\$960.00
2.03	375mm dia RC pipe, supplied, laid and jointed including excavation, placement of approved fine crushed rock bedding and back-filling with approved FCR. (11-12,24)	13.45	m	\$180.00	\$2,421.00
2.04	525mm dia RC pipe, supplied, laid and jointed including excavation, placement of approved fine crushed rock bedding and back-filling with approved FCR.	8	m	\$275.00	\$2,200.00
	BOX CULVERTS				

2.05	300x150 RC box culverts, supplied, laid and jointed including excavation, placement of approved fine crushed rock bedding and backfilling with approved material. (18) PITS: SEP	2.4	m	\$275.00	\$660.00
2.06	900mm x 600mm SEP, less than 1.5m deep with Gatic type cover, supplied and placed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material. (12) PITS : JP	1	No.	\$1,400.00	\$1,400.00
2.07	900mm x 600mm junction pit, less than 1.5m deep with Gatic cover, butted to driveable endwall supplied and placed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material. (25)	1	No.	\$2,100.00	\$2,100.00
2.08	900mm x 600mm junction pit, less than 1.5m deep with Grated cover, supplied and placed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material. (23,24)	2	No.	\$1,600.00	\$3,200.00
2.09	1200mm x 900mm junction pit 1.50m to 2.00m deep with Gatic type cover, supplied and placed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material. (11,16)	2	No.	\$2,000.00	\$4,000.00
2.10	1200mm x 900mm junction pit 1.5m to 2.00m deep with sloped grated cover, supplied and placed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material. (15)	1	No.	\$2,500.00	\$2,500.00
2.11	Supply and fit "Bates" modified driveable endwall to existing pipe. (30,31)	2	No.	\$750.00	\$1,500.00
2.12	Modify existing DSE.pit raise lids to match new level and convert to double grated. (18,19,21,32)	4	No.	\$1,375.00	\$5,500.00
2.13	Modify existing pit to match finished surface level (22,26,28,29,31)	3	No.	\$450.00	\$1,350.00
2.14	Modify existing pit to match finished surface level and supply and fit Grated Class D cover. (8,10,13,14,17,30)	8	No.	\$770.00	\$6,160.00
2.15	Rural vehicle crossing 300mm diam. RC pipe, 3.6m wide with VicRoads driveable endwalls as per SD00603, supplied, laid and jointed including excavation, placement of approved FCR bedding and backfill.	40	No.	\$2,500.00	\$100,000.00
2.16	Supply and install 300mm diam. RC pipe, with single VicRoads driveable endwalls as per SD00603, supplied, laid and jointed including excavation, tap into existing pit, placement of approved FCR bedding and backfill.				
	8.4m long (1)	1	Item	\$2,094.00	\$2,094.00
	2.4m long (2,6,7,8)	4	Item	\$1,134.00	\$4,536.00

	4.8m long (3)	1	Item	\$1,518.00	\$1,518.00
	7.2m long (5,17)	2	Item	\$1,902.00	\$3,804.00
2.17	Supply and install 375mm diam. RC pipe, with VicRoads driveable endwalls as per SD00603, supplied, laid and jointed including excavation, tap into existing pit, placement of approved FCR bedding and backfill.				
	11.5m long (4,16)	2	Item	\$2,844.00	\$5,688.00
2.18	Extend existing 300mm diam. RC pipe approx 1.2m, with Bates style driveable endwalls, supplied, laid and jointed including excavation. (33,34)	2	Item	\$950.00	\$1,900.00
3.00	CONCRETE WORKS KERBING :				
3.01	Remove existing concrete kerb and construct B2 Barrier kerb and channel 450mm wide and reinstate nature strip.	46	m	\$100.00	\$4,600.00
4.00	SERVICE AUTHORITIES				
4.01	Addition of street light pole including footing.	20	No	\$10,000.00	\$200,000.00
SUB-TOTAL					\$377,591
10% Contingency					\$37,759
Design					\$11,328
CONSTRUCTION COST ESTIMATE					\$426,678

Appendix 2

Benefit Ratio Calculation – SCHEDULE 'B'

A Purpose	To construct roads in Portarlington bounded by Fisher Street, The Esplanade, Mercer Street and Hood Street to provide a sealed access for all property owners.		
B Coherence	The works are located in the North East section of Portarlington. The works will provide a special benefit to adjoining properties.		
C Total Cost C	Total Estimated cost of works - Spray seal road construction, roadside drainage and intersection safety improvements including signage		\$4,424,517.00
	Direct Funding by council for intersection safety and drainage improvements		\$426,678.00
TOTAL COST			\$3,997,839.00
D Special Beneficiaries	502 properties with frontages to the proposed roads to be constructed are considered to receive access and amenity benefits.		
E Estimate of Total Special Benefits out of the scheme -TSB (out)	There are three (3) crown land parcels and three (3) crown land reserves that are considered to receive special benefit but are out of the scheme. The access and amenity benefits to these parcels equate to 118 BU when considered in unison.		
	Properties Excluded	TSB (out) =	118 BU
F Estimate of Total Special Benefits in the scheme - TSB (in)	We will consider the total benefits to each property in terms of Benefit Units (BU). The construction of the Portarlington North East road network is considered to provide special benefit to the abutting properties in terms of access (1.0BU) and amenity (1.0BU). Not all properties receive a full benefit. There are 502 properties receiving benefit from the scheme at a total of 960 BU.		
	Properties Included	TSB (in) =	960 BU
G Estimate of Total Community Benefit -TCB	It is considered that people in the community will receive a benefit from the works as the roads are used to access other areas. There is no amenity benefits considered for the general community. Based on the number of properties (205 to the East of Mercer Street), it is considered that these properties will gain a reduced access benefit. The access benefit has been allocated at 0.125BU per property representing a Total Community Benefit of 205 X 0.125 = 25.625 BU		
	TCB =		25.625 BU
H Calculate "Benefit Ratio" - R	Benefits Ratio = $\frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}} = \frac{960}{960 + 118 + 25.625} = 0.87$		
I Maximum Total Levy (S)	Maximum Total Levy S = R X C		
	Council Contribution to Special Charge Scheme		\$3,477,563
			\$520,276

Appendix 3

SCHEDULE "C"

PROPOSED SPECIAL CHARGE

STREET SCHEME CONSTRUCTION NORTH EAST PORTARLINGTON

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
			Amenity Benefit	Access Benefit		
Prop Key	Address	Legal Details	BU	BU	TOTAL	Charges
264714	1/19 Batman Street, Portarlington	Lot 1 SP 25528	0.5	0.5	1	\$3,622
264715	2/19 Batman Street, Portarlington	Lot 2 SP 25528	1	0.5	1.5	\$5,434
244536	28 Batman Street, Portarlington	Lot 4 LP 34989	1	1	2	\$7,245
244537	30 Batman Street, Portarlington	Lot 5 LP 34989	1	1	2	\$7,245
329810	34 Batman Street, Portarlington	Lot 2 PS 536904	1	1	2	\$7,245
244524	35 Batman Street, Portarlington	Lot 21 LP 55642	1	1	2	\$7,245
244538	36 Batman Street, Portarlington	Lot 2 TP 885632, Lot 1 TP 885632	1	1	2	\$7,245
244525	37 Batman Street, Portarlington	Lot 20 LP 55642	1	1	2	\$7,245
244539	38 Batman Street, Portarlington	Lot 1 TP 17281	1	1	2	\$7,245
244526	39 Batman Street, Portarlington	Lot 19 LP 55642	1	1	2	\$7,245
244540	40 Batman Street, Portarlington	Lot 9 LP 98789	1	1	2	\$7,245
244527	41 Batman Street, Portarlington	Lot 18 LP 55642	1	1	2	\$7,245
244541	42 Batman Street, Portarlington	Lot 10 LP 98789	1	1	2	\$7,245
244528	43 Batman Street, Portarlington	Lot 1 TP 281749	1	1	2	\$7,245
244529	45 Batman Street, Portarlington	CA 2 Sec 4	1	1	2	\$7,245
335010	1/47 Batman Street, Portarlington	Lot 1 PS 603702	1	1	2	\$7,245
335011	2/47 Batman Street, Portarlington	Lot 2 PS 603702	0.5	1	1.5	\$5,434
244531	49 Batman Street, Portarlington	Lot 1 TP 261786	1	1	2	\$7,245
338697	63 Batman Street, Portarlington	Lot 2 PS 605410	1	1	2	\$7,245
338696	1/63 Batman Street, Portarlington	Lot 1 PS 605410	1	1	2	\$7,245
335492	65 Batman Street, Portarlington	Lot 1 PS 606271	1	1	2	\$7,245
345541	66 Batman Street, Portarlington	Lot 2 PS 636046	1	1	2	\$7,245
247593	2 Clarke Street, Portarlington	Lot 1 LP 62821	0.125	0.25	0.375	\$1,358
247594	4 Clarke Street, Portarlington	Lot 2 LP 62821	0.25	0.25	0.5	\$1,811
247595	6 Clarke Street, Portarlington	Pt CA 3 Sec 5A	0.25	0.25	0.5	\$1,811
247596	8 Clarke Street, Portarlington	Pt CA 4 Sec 5A	0.25	0.25	0.5	\$1,811
247597	10 Clarke Street, Portarlington	Lot 1 TP 125038	0.25	0.25	0.5	\$1,811
247598	12 Clarke Street, Portarlington	Lot 1 LP 119236	0.25	0.25	0.5	\$1,811
247599	1/14 Clarke Street, Portarlington	Lot 1 RP 15269	0.25	0.25	0.5	\$1,811
247600	2/14 Clarke Street, Portarlington	Lot 2 RP 15269	0.125	0.25	0.375	\$1,358
247601	16 Clarke Street, Portarlington	Lot 4 LP 21207	0.25	0.25	0.5	\$1,811
247602	18 Clarke Street, Portarlington	Pt CA 10 Sec 5A	0.25	0.25	0.5	\$1,811
247603	20 Clarke Street, Portarlington	Pt CA 10 Sec 5A	0.25	0	0.25	\$906
247604	22 Clarke Street, Portarlington	Pt CA 1 Sec 6A	0.25	0.125	0.375	\$1,358
247605	24 Clarke Street, Portarlington	Lot 1 TP 614654	0.25	0.25	0.5	\$1,811
267514	1/26 Clarke Street, Portarlington	Lot 1 SP 29348	0.125	0.25	0.375	\$1,358
267515	2/26 Clarke Street, Portarlington	Lot 2 SP 29348	0.125	0.25	0.375	\$1,358
267516	3/26 Clarke Street, Portarlington	Lot 3 SP 29348	0.125	0.25	0.375	\$1,358
247607	28 Clarke Street, Portarlington	Lot 1 TP 837887	0.25	0.25	0.5	\$1,811
247608	30 Clarke Street, Portarlington	Lot 1 TP 243124	0.25	0.25	0.5	\$1,811
247609	32 Clarke Street, Portarlington	Lot 1 LP 48221	0.25	0.25	0.5	\$1,811
247610	34 Clarke Street, Portarlington	Lot 1 LP 88568	0.25	0.25	0.5	\$1,811

247611	36 Clarke Street, Portarlington	Lot 1 TP 322631	1.25	1.25	2.5	\$9,056
247612	38 Clarke Street, Portarlington	Lot 1 TP 663834	0.25	0.25	0.5	\$1,811
337779	40 Clarke Street, Portarlington	Lot 1 PS 608405	1	0.25	1.25	\$4,528
247614	42 Clarke Street, Portarlington	Lot 1 TP 82204	1	1	2	\$7,245
350152	61A Clarke Street, Portarlington	Lot 1 PS 703213	0.5	1	1.5	\$5,434
350153	61 B Clarke Street, Portarlington	Lot 2 PS 703213	1	1	2	\$7,245
247624	62 Clarke Street, Portarlington	Pt CA 1 Sec 8A	1	0.5	1.5	\$5,434
247588	63 Clarke Street, Portarlington	Pt CA 8 Sec 36A	1	1	2	\$7,245
247625	64 Clarke Street, Portarlington	Lot 1 TP 235047, Lot 1 TP 836665	1	1	2	\$7,245
247589	65 Clarke Street, Portarlington	Lot 2 LP 148542	1	1	2	\$7,245
247626	66 Clarke Street, Portarlington	Pt CA 4 Sec 8A	1	1	2	\$7,245
266626	67 Clarke Street, Portarlington	Lot 2 LP 207173	1	1	2	\$7,245
247627	68 Clarke Street, Portarlington	Lot 1 TP 320576	1	1	2	\$7,245
247590	69 Clarke Street, Portarlington	Lot 2 LP 39101	1	1	2	\$7,245
247628	70 Clarke Street, Portarlington	Lot 1 LP 71585	1	1	2	\$7,245
247591	71 Clarke Street, Portarlington	Lot 1 LP 115344	1	1	2	\$7,245
247629	72 Clarke Street, Portarlington	Lot 2 LP 71585	1	1	2	\$7,245
318418	73 Clarke Street, Portarlington	Lot 2 PS 507449	1	1	2	\$7,245
323812	1/74 Clarke Street, Portarlington	Lot 1 PS 514360	1	1	2	\$7,245
323813	2/74 Clarke Street, Portarlington	Lot 2 PS 514360	0.5	1	1.5	\$5,434
247592	75 Clarke Street, Portarlington	Pt CA 2 Sec 36A	1	1	2	\$7,245
247631	76 Clarke Street, Portarlington	Lot 1 LP 93922	1	1	2	\$7,245
333154	78 Clarke Street, Portarlington	Lot 1 PS 537758	0.5	0.75	1.25	\$4,528
269925	22 Drysdale Street, PORTARLINGTON	Lot 3 PS 302058	0.25	0	0.25	\$906
249717	39 Drysdale Street, PORTARLINGTON	Lot 1 TP 8593	1	1	2	\$7,245
249718	41 Drysdale Street, PORTARLINGTON	Pt CA 4 Sec 6A	1	1	2	\$7,245
203223	42-44 Drysdale Street, PORTARLINGTON	CA 1 Sec 11A	0.5	0.5	1	\$3,622
249719	1/43 Drysdale Street, PORTARLINGTON	Lot 1 PS 545802	1	1	2	\$7,245
332103	2/43 Drysdale Street, PORTARLINGTON	Lot 2 PS 545802	0.5	1	1.5	\$5,434
249720	45 Drysdale Street, PORTARLINGTON	Pt CA 6 Sec 6A	1	1	2	\$7,245
352712	47 Drysdale Street, PORTARLINGTON	Lot 2 LP 88568	1	1	2	\$7,245
355227	49 Drysdale Street, PORTARLINGTON	Lot 1 TP 323277	1	1	2	\$7,245
249750	50 Drysdale Street, PORTARLINGTON	Lot 1 LP 146674, Pt CA 6 Sec 11A	1	1	2	\$7,245
249751	52-54 Drysdale Street, PORTARLINGTON	Lot 2 LP 24708, Lot 1 LP 24708	1	1	2	\$7,245
329600	55 Drysdale Street, PORTARLINGTON	Lot 2 PS 530751	1	1	2	\$7,245
249752	56 Drysdale Street, PORTARLINGTON	Lot 3 LP 24708	1	1	2	\$7,245
249721	1/57-59 Drysdale Street, PORTARLINGTON	Lot 1 PS 515822	1	1	2	\$7,245
324529	2/57-59 Drysdale Street, PORTARLINGTON	Lot 2 PS 515822	0.5	1	1.5	\$5,434
324530	3/57-59 Drysdale Street, PORTARLINGTON	Lot 3 PS 515822	0.5	1	1.5	\$5,434
324531	4/57-59 Drysdale Street, PORTARLINGTON	Lot 4 PS 515822	0.5	1	1.5	\$5,434
324532	5/57-59 Drysdale Street, PORTARLINGTON	Lot 5 PS 515822	1	1	2	\$7,245
249753	58 Drysdale Street, PORTARLINGTON	Lot 4 LP 24708	1	1	2	\$7,245
353402	61A Drysdale Street, PORTARLINGTON	Lot 2 PS 709262	1	1	2	\$7,245
353401	61B Drysdale Street, PORTARLINGTON	Lot 1 PS 709262	0.5	1	1.5	\$5,434
348553	62 Drysdale Street, PORTARLINGTON	Lot 2 PS 700752	1	1	2	\$7,245
344498	1/63 Drysdale Street, PORTARLINGTON	Lot 2 PS 628320	1	1	2	\$7,245
344499	2/63 Drysdale Street, PORTARLINGTON	Lot 1 PS 628320	0.5	1	1.5	\$5,434
351481	Unit 1/64 Drysdale Street, PORTARLINGTON	Lot 1 PS 722487	1	1	2	\$7,245
351482	Unit 2/64 Drysdale Street, PORTARLINGTON	Lot 2 PS 722487	0.5	1	1.5	\$5,434
351483	Unit 3/64 Drysdale Street, PORTARLINGTON	Lot 3 PS 722487	0.5	1	1.5	\$5,434
265574	65 Drysdale Street, PORTARLINGTON	Lot 1 TP 124894	1	1	2	\$7,245
264709	66 Drysdale Street, PORTARLINGTON	Lot 8 LP 141378	1	1	2	\$7,245

249754	68 Drysdale Street, PORTARLINGTON	Lot 1 TP 607999	1	1	2	\$7,245
249755	70 Drysdale Street, PORTARLINGTON	Lot 1 PS 440557	1	1	2	\$7,245
249756	72 Drysdale Street, PORTARLINGTON	Lot 3 LP 98580	1	1	2	\$7,245
249757	74 Drysdale Street, PORTARLINGTON	Lot 4 LP 98580	1	1	2	\$7,245
249722	1/75-77 Drysdale Street, PORTARLINGTON	Lot 1 RP 7194	1	1	2	\$7,245
249723	2/75-77 Drysdale Street, PORTARLINGTON	Lot 2 RP 7194	0.5	1	1.5	\$5,434
249724	3/75-77 Drysdale Street, PORTARLINGTON	Lot 3 RP 7194	1	1	2	\$7,245
249725	4/75-77 Drysdale Street, PORTARLINGTON	Lot 4 RP 7194	0.5	1	1.5	\$5,434
249758	76 Drysdale Street, PORTARLINGTON	Lot 5 LP 98580	1	1	2	\$7,245
249726	79 Drysdale Street, PORTARLINGTON	Lot 1 TP 222307	1	1	2	\$7,245
249727	81 Drysdale Street, PORTARLINGTON	Lot 1 TP 346243	1	1	2	\$7,245
340833	82-86 Drysdale Street, PORTARLINGTON	Lot 1 PS 621516	0.5	0.5	1	\$3,622
249728	83 Drysdale Street, PORTARLINGTON	Pt CA 5 Sec 8A	1	1	2	\$7,245
249729	85 Drysdale Street, PORTARLINGTON	Lot 6 LP 71585	1	1	2	\$7,245
249730	87 Drysdale Street, PORTARLINGTON	Lot 5 LP 71585	1	1	2	\$7,245
267214	88-100 Drysdale Street, PORTARLINGTON	PC 353636	5.5	5.5	11	\$39,847
249731	89 Drysdale Street, PORTARLINGTON	Lot 4 LP 71585	1	1	2	\$7,245
337780	14 Fairfax Street, PORTARLINGTON	Lot 2 PS 608405	1	1	2	\$7,245
251072	15 Fairfax Street, PORTARLINGTON	Pt CA 1 Sec 7A, Pt CA 2 Sec 7A	1	1	2	\$7,245
346282	16 Fairfax Street, PORTARLINGTON	Lot 1 TP 202460	1	1	2	\$7,245
355036	17A Fairfax Street, PORTARLINGTON	Lot 2 PS 702058	0.5	1	1.5	\$5,434
355035	17B Fairfax Street, PORTARLINGTON	Lot 1 PS 702058	1	1	2	\$7,245
251085	18 Fairfax Street, PORTARLINGTON	CP 154298	1	1	2	\$7,245
329599	19 Fairfax Street, PORTARLINGTON	Lot 1 PS 530751	1	1	2	\$7,245
251087	20 Fairfax Street, PORTARLINGTON	Pt 1 LP 51751	1	1	2	\$7,245
348552	21 Fairfax Street, PORTARLINGTON	Lot 1 PS 700752	1	1	2	\$7,245
251088	22 Fairfax Street, PORTARLINGTON	Lot 1 LP 70225	1	1	2	\$7,245
264703	23 Fairfax Street, PORTARLINGTON	Lot 2 LP 141378	1	1	2	\$7,245
251089	24 Fairfax Street, PORTARLINGTON	Lot 2 LP 70225	1	1	2	\$7,245
264704	25 Fairfax Street, PORTARLINGTON	Lot 3 LP 141378	1	1	2	\$7,245
251090	26 Fairfax Street, PORTARLINGTON	Lot 7 LP 24708	1	1	2	\$7,245
264705	27 Fairfax Street, PORTARLINGTON	Lot 4 LP 141378	1	1	2	\$7,245
264706	29 Fairfax Street, PORTARLINGTON	Lot 5 LP 141378	1	1	2	\$7,245
264707	31 Fairfax Street, PORTARLINGTON	Lot 6 LP 141378	1	1	2	\$7,245
251091	32 Fairfax Street, PORTARLINGTON	Lot 3 LP 93775	1	1	2	\$7,245
251092	34 Fairfax Street, PORTARLINGTON	Lot 4 LP 93775	1	1	2	\$7,245
342411	35 Fairfax Street, PORTARLINGTON	Lot 2 PS 631332	1	1	2	\$7,245
251093	36 Fairfax Street, PORTARLINGTON	Lot 5 LP 93775	1	1	2	\$7,245
342412	37 Fairfax Street, PORTARLINGTON	Lot 3 PS 631332	1	1	2	\$7,245
315142	39 Fairfax Street, PORTARLINGTON	Lot 4 PS 449690	1	1	2	\$7,245
315141	41 Fairfax Street, PORTARLINGTON	Lot 3 PS 449690	1	1	2	\$7,245
331127	45 Fairfax Street, PORTARLINGTON	Lot 1 PS 543306	1	1	2	\$7,245
264401	47 Fairfax Street, PORTARLINGTON	Lot 2 LP 205825	1	1	2	\$7,245
264402	49 Fairfax Street, PORTARLINGTON	Lot 3 LP 205825	1	1	2	\$7,245
267281	51 Fairfax Street, PORTARLINGTON	Lot 1 LP 212800	1	1	2	\$7,245
267282	53 Fairfax Street, PORTARLINGTON	Lot 2 LP 212800	1	1	2	\$7,245
267283	55 Fairfax Street, PORTARLINGTON	Lot 3 LP 212800	1	1	2	\$7,245
346848	60 Fairfax Street, PORTARLINGTON	Lot 2 PS 645789	1	1	2	\$7,245
346849	62 Fairfax Street, PORTARLINGTON	Lot 3 PS 645789	1	1	2	\$7,245
251076	69 Fairfax Street, PORTARLINGTON	Lot 1 LP 116459	1	1	2	\$7,245
355052	70 Fairfax Street, PORTARLINGTON	Lot 1 PS 639951	1	1	2	\$7,245
251077	71 Fairfax Street, PORTARLINGTON	Lot 2 LP 116459	1	1	2	\$7,245
355053	72 Fairfax Street, PORTARLINGTON	Lot 2 PS 639951	1	1	2	\$7,245

251078	73 Fairfax Street, PORTARLINGTON	Lot 3 LP 116459	1	1	2	\$7,245
355054	74 Fairfax Street, PORTARLINGTON	Lot 3 PS 639951	1	1	2	\$7,245
251079	75 Fairfax Street, PORTARLINGTON	Lot 4 LP 116459	1	1	2	\$7,245
355055	76 Fairfax Street, PORTARLINGTON	Lot 4 PS 639951	1	1	2	\$7,245
251080	77 Fairfax Street, PORTARLINGTON	Lot 5 LP 116459	1	1	2	\$7,245
251081	79 Fairfax Street, PORTARLINGTON	Lot 6 LP 116459	1	1	2	\$7,245
251082	85 Fairfax Street, PORTARLINGTON	Lot 13 LP 54545	1	1	2	\$7,245
251285	110 Fenwick Street, PORTARLINGTON	Lot 1 PS 536904	0.5	0.5	1	\$3,622
251212	111 Fenwick Street, PORTARLINGTON	Lot 6 LP 34989	0.5	1	1.5	\$5,434
251286	114 Fenwick Street, PORTARLINGTON	CA 3 Sec 4	1	1	2	\$7,245
251213	115 Fenwick Street, PORTARLINGTON	Lot 17 LP 55642	1	1	2	\$7,245
251287	116 Fenwick Street, PORTARLINGTON	Lot 1 TP 582671	1	1	2	\$7,245
251214	117 Fenwick Street, PORTARLINGTON	Lot 16 LP 55642	1	1	2	\$7,245
269134	1/118 Fenwick Street, PORTARLINGTON	Lot 1 PS 341422	1	1	2	\$7,245
269135	2/118 Fenwick Street, PORTARLINGTON	Lot 2 PS 341422	0.5	1	1.5	\$5,434
251215	119-121 Fenwick Street, PORTARLINGTON	Lot 14 LP 55642, Lot 15 LP 55642	2	2	4	\$14,490
251217	123 Fenwick Street, PORTARLINGTON	Lot 13 LP 55642	1	1	2	\$7,245
251218	125 Fenwick Street, PORTARLINGTON	Lot 12 LP 55642	1	1	2	\$7,245
251219	127 Fenwick Street, PORTARLINGTON	Lot 11 LP 55642	1	1	2	\$7,245
251220	129 Fenwick Street, PORTARLINGTON	Lot 10 LP 55642, Pt CA 8 Sec 16A	1	1	2	\$7,245
315139	133-135 Fenwick Street, PORTARLINGTON	Lot 1 PS 449690, Lot 2 PS 449690	1	1	2	\$7,245
359174	Unit 1/137 Fenwick Street, PORTARLINGTON	1/3 Share of Lot 19 LP 24149	1	1	2	\$7,245
359175	Unit 2/137 Fenwick Street, PORTARLINGTON	1/3 Share of Lot 19 LP 24149	0.5	1	1.5	\$5,434
359176	Unit 3/137 Fenwick Street, PORTARLINGTON	1/3 Share of Lot 19 LP 24149	0.5	1	1.5	\$5,434
331128	138 Fenwick Street, PORTARLINGTON	Lot 2 PS 543306	1	1	2	\$7,245
251223	139 Fenwick Street, PORTARLINGTON	Lot 18 LP 24149	1	1	2	\$7,245
337885	140 Fenwick Street, PORTARLINGTON	Lot 1 PS 606907	1	1	2	\$7,245
337886	1/140 Fenwick Street, PORTARLINGTON	Lot 2 PS 606907	1	1	2	\$7,245
251224	141 Fenwick Street, PORTARLINGTON	Lot 17 LP 24149	1	1	2	\$7,245
336189	142 Fenwick Street, PORTARLINGTON	Lot 1 PS 533312	1	1	2	\$7,245
251225	143 Fenwick Street, PORTARLINGTON	Lot 16 LP 24149	1	1	2	\$7,245
340332	144 Fenwick Street, PORTARLINGTON	Lot 1 PS 623396	1	1	2	\$7,245
251226	145 Fenwick Street, PORTARLINGTON	Lot 15 LP 24149	1	1	2	\$7,245
315008	146 Fenwick Street, PORTARLINGTON	Lot 1 PS 449151	1	1	2	\$7,245
251227	147 Fenwick Street, PORTARLINGTON	Lot 14 LP 24149	1	1	2	\$7,245
335025	148 Fenwick Street, PORTARLINGTON	Lot 1 PS 549973	1	1	2	\$7,245
251228	149 Fenwick Street, PORTARLINGTON	Lot 13 LP 24149	1	1	2	\$7,245
269685	150 Fenwick Street, PORTARLINGTON	Pt CA 8 Sec 5	1	1	2	\$7,245
329404	1/151 Fenwick Street, PORTARLINGTON	Lot 1 PS 530758	1	1	2	\$7,245
329405	2/151 Fenwick Street, PORTARLINGTON	Lot 2 PS 530758	0.5	1	1.5	\$5,434
265588	152 Fenwick Street, PORTARLINGTON	Lot 1 PS 511405	1	1	2	\$7,245
328821	153 Fenwick Street, PORTARLINGTON	Lot 1 PS 525176	1	1	2	\$7,245
318787	154 Fenwick Street, PORTARLINGTON	Lot 2 PS 511405	1	1	2	\$7,245
251231	155 Fenwick Street, PORTARLINGTON	Lot 23 LP 55154	1	1	2	\$7,245
251232	157 Fenwick Street, PORTARLINGTON	Lot 22 LP 55154	1	1	2	\$7,245
339538	1/158 Fenwick Street, PORTARLINGTON	Lot 1 PS 622060	1	1	2	\$7,245
339539	2/158 Fenwick Street, PORTARLINGTON	Lot 2 PS 622060	0.5	1	1.5	\$5,434
266772	159 Fenwick Street, PORTARLINGTON	Lot 21 LP 55154	1	1	2	\$7,245
251298	160 Fenwick Street, PORTARLINGTON	Lot 1 LP 203887	1	1	2	\$7,245
251233	161 Fenwick Street, PORTARLINGTON	Lot 20 LP 55154	1	1	2	\$7,245

251299	162 Fenwick Street, PORTARLINGTON	Lot 1 TP 405411	1	1	2	\$7,245
251234	163 Fenwick Street, PORTARLINGTON	Lot 19 LP 55154	1	1	2	\$7,245
335845	1/164 Fenwick Street, PORTARLINGTON	Lot 1 PS 549675	1	1	2	\$7,245
335846	2/164 Fenwick Street, PORTARLINGTON	Lot 2 PS 549675	0.5	1	1.5	\$5,434
335847	3/164 Fenwick Street, PORTARLINGTON	Lot 3 PS 549675	0.5	1	1.5	\$5,434
346577	Unit 1/165 Fenwick Street, PORTARLINGTON	Lot 1 PS 643465	1	1	2	\$7,245
346578	Unit 2/165 Fenwick Street, PORTARLINGTON	Lot 2 PS 643465	0.5	1	1.5	\$5,434
268710	166 Fenwick Street, PORTARLINGTON	Lot 1 LP 215550	1	1	2	\$7,245
251236	167 Fenwick Street, PORTARLINGTON	Lot 17 LP 55154	1	1	2	\$7,245
341926	1/168 Fenwick Street, PORTARLINGTON	Lot 1 PS 624482	1	1	2	\$7,245
341927	2/168 Fenwick Street, PORTARLINGTON	Lot 2 PS 624482	0.5	1	1.5	\$5,434
251237	169 Fenwick Street, PORTARLINGTON	Lot 16 LP 55154	1	1	2	\$7,245
251403	49-53 Fisher Street, PORTARLINGTON	Lot 1 TP 532588, Lot 2 TP 532588	1.5	1.5	3	\$10,867
251805	3 Gellibrand Street, Portarlington	Lot 3 LP 62821	0.25	0.25	0.5	\$1,811
251806	5 Gellibrand Street, Portarlington	Pt CA 2 Sec 5A	0.25	0.25	0.5	\$1,811
251807	7 Gellibrand Street, Portarlington	Pt CA 2 Sec 5A	0.25	0.25	0.5	\$1,811
251808	9 Gellibrand Street, Portarlington	Pt CA 2 Sec 5A	0.125	0.125	0.25	\$906
269926	15 Gellibrand Street, Portarlington	Lot 2 PS 302058	0.25	0.25	0.5	\$1,811
269927	17 Gellibrand Street, Portarlington	Lot 1 PS 302058	0.25	0.25	0.5	\$1,811
251809	19 Gellibrand Street, Portarlington	Lot 1 TP 9830	0.25	0.25	0.5	\$1,811
251815	35 Gellibrand Street, Portarlington	Pt CA 2 Sec 3	0.5	0.5	1	\$3,622
267846	37 Gellibrand Street, Portarlington	Lot 1 LP 212027	1	1	2	\$7,245
269405	1/39 Gellibrand Street, Portarlington	Lot 1 SP 34254	1	1	2	\$7,245
269406	2/39 Gellibrand Street, Portarlington	Lot 2 SP 34254	0.5	1	1.5	\$5,434
251817	41 Gellibrand Street, Portarlington	Lot 23 LP 98789	1	1	2	\$7,245
251826	42 Gellibrand Street, Portarlington	CP 170580	1	1	2	\$7,245
323761	49 Gellibrand Street, Portarlington	Lot 1 PS 513187	1	1	2	\$7,245
266684	21 Hood Road, Portarlington	Lot 1 LP 208529	0.5	1	1.5	\$5,434
345540	39 Hood Road, Portarlington	Lot 1 PS 636046	0.5	0	0.5	\$1,811
253460	47 Hood Road, Portarlington	CA 4 Sec 28	1	1	2	\$7,245
253461	49 Hood Road, Portarlington	CA 5 Sec 28	1	1	2	\$7,245
253462	51 Hood Road, Portarlington	CA 6 Sec 28	1	1	2	\$7,245
253464	55 Hood Road, Portarlington	CA 8 Sec 28	1	1	2	\$7,245
253465	57-59 Hood Road, Portarlington	CA 9 Sec 28	0.5	0.5	1	\$3,622
253466	61 Hood Road, Portarlington	Lot 1 LP 54545	0.5	0.5	1	\$3,622
325993	85 Hood Road, Portarlington	Lot 25 PS 523855	0.25	0	0.25	\$906
253473	111-129 Hood Road, Portarlington	CA 113	0.5	0.5	1	\$3,622
302171	4 Mercer Street, Portarlington	Lot 2 PS 410103	0.25	0.5	0.75	\$2,717
255744	16 Mercer Street, Portarlington	Lot 6 LP 93922	0.5	0.5	1	\$3,622
255748	30 Mercer Street, Portarlington	Lot 10 LP 55154	0.25	0.5	0.75	\$2,717
255749	32 Mercer Street, Portarlington	Lot 11 LP 55154	1	1	2	\$7,245
255736	33-41 Mercer Street, Portarlington	CA 139	1	1	2	\$7,245
255750	34 Mercer Street, Portarlington	Lot 12 LP 55154	1	1	2	\$7,245
255751	36 Mercer Street, Portarlington	Lot 13 LP 55154	1	1	2	\$7,245
255752	38 Mercer Street, Portarlington	Lot 14 LP 55154	1	1	2	\$7,245
255753	40 Mercer Street, Portarlington	Lot 15 LP 55154	1	1	2	\$7,245
255754	42 Mercer Street, Portarlington	Lot 1 TP 857286	1	1	2	\$7,245
255737	43-51 Mercer Street, Portarlington	CA 138	1	1	2	\$7,245
255755	44 Mercer Street, Portarlington	Lot 5 GLSBW 23	1	1	2	\$7,245
255756	46 Mercer Street, Portarlington	Lot 4 GLSBW 23	1	1	2	\$7,245
255757	48 Mercer Street, Portarlington	Lot 3 LP 24848	1	1	2	\$7,245
255758	50 Mercer Street, Portarlington	Lot 2 LP 24848	1	1	2	\$7,245

255759	52 Mercer Street, Portarlington	Lot 1 LP 24848	1	1	2	\$7,245
255738	53-61 Mercer Street, Portarlington	Lot 1 TP 319259	1	1	2	\$7,245
255760	60 Mercer Street, Portarlington	Lot 8 LP 98790	1	1	2	\$7,245
255761	62 Mercer Street, Portarlington	Lot 9 LP 98790	1	1	2	\$7,245
255739	63-71 Mercer Street, Portarlington	CA 115	1	1	2	\$7,245
255762	64 Mercer Street, Portarlington	Lot 10 LP 98790	1	1	2	\$7,245
255763	66 Mercer Street, Portarlington	Lot 10 LP 57519	1	1	2	\$7,245
255765	68-70 Mercer Street, Portarlington	Lot 11 & 12 LP 57519	2	2	4	\$14,490
255766	72 Mercer Street, Portarlington	Lot 13 LP 57519	1	1	2	\$7,245
255740	73-81 Mercer Street, Portarlington	CA114	1	1	2	\$7,245
255767	74 Mercer Street, Portarlington	Lot 14 LP 57519	1	1	2	\$7,245
255768	76 Mercer Street, Portarlington	Lot 15 LP 57519	1	1	2	\$7,245
325980	80 Mercer Street, Portarlington	Lot 12 PS 523855	1	1	2	\$7,245
325981	82 Mercer Street, Portarlington	Lot 13 PS 523855	1	1	2	\$7,245
325982	84 Mercer Street, Portarlington	Lot 14 PS 523855	1	1	2	\$7,245
325983	86 Mercer Street, Portarlington	Lot 15 PS 523855	1	1	2	\$7,245
325984	88 Mercer Street, Portarlington	Lot 16 PS 523855	1	1	2	\$7,245
256601	137 Newcombe Street, Portarlington	Pt CA 2 Sec 10A	0.25	0	0.25	\$906
256691	156 Newcombe Street, Portarlington	Lot 3 LP 34989	0.5	0.5	1	\$3,622
256692	158 Newcombe Street, Portarlington	Lot 1 LP 55642	0.5	0.5	1	\$3,622
256611	161 Newcombe Street, Portarlington	CA 3 Sec 11A	1	1	2	\$7,245
256612	163 Newcombe Street, Portarlington	CA 4 Sec 11A	1	1	2	\$7,245
256617	1/175-177 Newcombe Street, Portarlington	Lot 1 LP 217109	0.5	0.25	0.75	\$2,717
256618	2/175-177 Newcombe Street, Portarlington	Lot 1 LP 217109	0.5	0.25	0.75	\$2,717
256619	3/175-177 Newcombe Street, Portarlington	Lot 2 LP 217109	1	0.5	1.5	\$5,434
256620	4/175-177 Newcombe Street, Portarlington	Lot 2 LP 217109	1	0.5	1.5	\$5,434
256702	178 Newcombe Street, Portarlington	Lot 2 LP 93775	0.5	0.5	1	\$3,622
342410	182 Newcombe Street, Portarlington	Lot 1 PS 631332	0.5	0.5	1	\$3,622
256712	200 Newcombe Street, Portarlington	Lot 1 LP 42948	0.5	0.5	1	\$3,622
327001	202 Newcombe Street, Portarlington	Lot 1 PS 522331	0.5	0.5	1	\$3,622
323760	1-3 Payne Street, Portarlington	Lot 2 PS 513187	1	1	2	\$7,245
257838	2-4 Payne Street, Portarlington	CA 1 Sec 27	2	2	4	\$14,490
257839	6 Payne Street, Portarlington	Lot 12 LP 20796	1	1	2	\$7,245
257840	8 Payne Street, Portarlington	Lot 11 LP 20796	1	1	2	\$7,245
267194	9 Payne Street, Portarlington	Lot 2 LP 210751	1	1	2	\$7,245
257841	10 Payne Street, Portarlington	Lot 10 LP 20796	1	1	2	\$7,245
266977	11 Payne Street, Portarlington	Lot 2 LP 213980	1	1	2	\$7,245
257842	12 Payne Street, Portarlington	Lot 9 LP 20796	1	1	2	\$7,245
327043	13 Payne Street, Portarlington	Lot 2 PS 526798	1	1	2	\$7,245
257843	14 Payne Street, Portarlington	Lot 8 LP 20795	1	1	2	\$7,245
271082	15 Payne Street, Portarlington	Lot 2 PS 316308	1	1	2	\$7,245
257844	16 Payne Street, Portarlington	Lot 7 LP 20795	1	1	2	\$7,245
257822	17-19 Payne Street, Portarlington	CA 9 Sec 19	2	2	4	\$14,490
257845	18 Payne Street, Portarlington	Lot 6 LP 20795	1	1	2	\$7,245
265272	20 Payne Street, Portarlington	Lot 5 LP 20795	1	1	2	\$7,245
335491	21-23 Payne Street, Portarlington	Lot 2 PS 606271	1	1	2	\$7,245
265603	22-24 Payne Street, Portarlington	CA 1 Sec 28, CA 2 Sec 28, CA 3 Sec 28	3.5	3.5	7	\$25,357
351984	25 Payne Street, Portarlington	Lot 2 PS712539	1	1	2	\$7,245
335762	33 Payne Street, Portarlington	Lot 2 PS 605388	1	1	2	\$7,245
346393	34 Payne Street, Portarlington	Lot 2 PS 647941	1	1	2	\$7,245
355471	35A Payne Street, Portarlington	Lot 1 PS 719293	1	1	2	\$7,245

355472	35B Payne Street, Portarlington	Lot 2 PS 719293	1	1	2	\$7,245
257824	37-39 Payne Street, Portarlington	CA 9 Sec 20	2	2	4	\$14,490
339074	42 Payne Street, Portarlington	Lot 12 LP 54545	1	1	2	\$7,245
257847	44 Payne Street, Portarlington	Lot 11 LP 54545	1	1	2	\$7,245
257825	45 Payne Street, Portarlington	Lot 7 LP 116459	1	1	2	\$7,245
257848	46 Payne Street, Portarlington	Lot 10 LP 54545	1	1	2	\$7,245
257826	47 Payne Street, Portarlington	Lot 8 LP 116459	1	1	2	\$7,245
257849	48 Payne Street, Portarlington	Lot 9 LP 54545	1	1	2	\$7,245
320644	1/49 Payne Street, Portarlington	Lot 1 PS 515298	1	1	2	\$7,245
320645	2/49 Payne Street, Portarlington	Lot 2 PS 515298	1	1	2	\$7,245
335047	1/50 Payne Street, Portarlington	Lot 1 PS 600386	1	1	2	\$7,245
335048	2/50 Payne Street, Portarlington	Lot 2 PS 600386	0.5	1	1.5	\$5,434
257828	51 Payne Street, Portarlington	Lot 10 LP 116459	1	1	2	\$7,245
257851	52 Payne Street, Portarlington	Lot 7 LP 54545	1	1	2	\$7,245
257829	53 Payne Street, Portarlington	Lot 11 LP 116459	1	1	2	\$7,245
257852	54-62 Payne Street, Portarlington	Pt CA 29	5.5	5.5	11	\$39,847
257830	55 Payne Street, Portarlington	Lot 12 LP 116459	1	1	2	\$7,245
325969	64 Payne Street, Portarlington	Lot 1 PS 523855	1	1	2	\$7,245
257831	65 Payne Street, Portarlington	Lot 23 LP 57519	1	1	2	\$7,245
325970	66 Payne Street, Portarlington	Lot 2 PS 523855	1	1	2	\$7,245
257832	67 Payne Street, Portarlington	Lot 22 LP 57519	1	1	2	\$7,245
325971	68 Payne Street, Portarlington	Lot 3 PS 523855	1	1	2	\$7,245
257833	69 Payne Street, Portarlington	Lot 21 LP 57519	1	1	2	\$7,245
325972	70 Payne Street, Portarlington	Lot 4 PS 523855	1	1	2	\$7,245
350884	71A Payne Street, Portarlington	Lot 20 LP 57519	1	1	2	\$7,245
350885	71B Payne Street, Portarlington	Lot 1 PS 705827	0.5	1	1.5	\$5,434
325973	72 Payne Street, Portarlington	Lot 2 PS 705827	1	1	2	\$7,245
257835	73-75 Payne Street, Portarlington	Lot 18 & 19 LP 57519	2	2	4	\$14,490
325974	74 Payne Street, Portarlington	Lot 6 PS 523855	1	1	2	\$7,245
325975	76 Payne Street, Portarlington	Lot 7 PS 523855	1	1	2	\$7,245
257836	77 Payne Street, Portarlington	Lot 17 LP 57519	1	1	2	\$7,245
325976	78 Payne Street, Portarlington	Lot 8 PS 523855	1	1	2	\$7,245
257837	79 Payne Street, Portarlington	Lot 16 LP 57519	1	1	2	\$7,245
325977	80 Payne Street, Portarlington	Lot 9 PS 523855	1	1	2	\$7,245
333908	1/82 Payne Street, Portarlington	Lot 1 PS 536901	1	1	2	\$7,245
333909	2/82 Payne Street, Portarlington	Lot 2 PS 536901	0.5	1	1.5	\$5,434
325979	84 Payne Street, Portarlington	Lot 11 PS 523855	1	1	2	\$7,245
265575	14 Simson Street, Portarlington	CA 9 Sec 7A, Lot 1 TP 17830	1.5	1.5	3	\$10,867
260008	18 Simson Street, Portarlington	Lot 6 LP 98580	0.5	1	1.5	\$5,434
260013	34 Simson Street, Portarlington	Lot 3 LP 42948	1	1	2	\$7,245
328823	36 Simson Street, Portarlington	Lot 3 PS 525176	1	1	2	\$7,245
327002	37 Simson Street, Portarlington	Lot 2 PS 522331	1	1	2	\$7,245
328822	38 Simson Street, Portarlington	Lot 2 PS 525176	1	1	2	\$7,245
259988	39 Simson Street, Portarlington	Lot 27 LP 55154	1	1	2	\$7,245
330981	1/40A Simson Street, Portarlington	Lot 4 PS 541672	1	1	2	\$7,245
330982	2/40A Simson Street, Portarlington	Lot 5 PS 541672	0.5	1	1.5	\$5,434
330983	3/40A Simson Street, Portarlington	Lot 6 PS 541672	0.5	1	1.5	\$5,434
259989	41 Simson Street, Portarlington	Lot 26 LP 55154	1	1	2	\$7,245
260014	42 Simson Street, Portarlington	Lot 18 LP 116459	1	1	2	\$7,245
318907	43 Simson Street, Portarlington	Lot 25 LP 55154	1	1	2	\$7,245
260015	44 Simson Street, Portarlington	Lot 17 LP 116459	1	1	2	\$7,245
259991	45 Simson Street, Portarlington	Lot 24 LP 55154	1	1	2	\$7,245

260016	46 Simson Street, Portarlington	Lot 16 LP 116459	1	1	2	\$7,245
259992	47 Simson Street, Portarlington	Lot 1 LP 20931	1	1	2	\$7,245
265608	48 Simson Street, Portarlington	Lot 15 LP 116459	1	1	2	\$7,245
259993	49 Simson Street, Portarlington	Lot 2 LP 20931	1	1	2	\$7,245
265609	50 Simson Street, Portarlington	Lot 14 LP 116459	1	1	2	\$7,245
259994	51 Simson Street, Portarlington	Lot 3 LP 20931	1	1	2	\$7,245
260017	52 Simson Street, Portarlington	Lot 13 LP 116459	1	1	2	\$7,245
259995	53 Simson Street, Portarlington	Lot 4 LP 20931	1	1	2	\$7,245
265611	55 Simson Street, Portarlington	Lot 5 LP 20931	1	1	2	\$7,245
259996	57 Simson Street, Portarlington	Lot 6 LP 20931	1	1	2	\$7,245
259997	59 Simson Street, Portarlington	Lot 7 LP 20931	1	1	2	\$7,245
259998	61 Simson Street, Portarlington	Lot 8 LP 20931	1	1	2	\$7,245
259999	63 Simson Street, Portarlington	Lot 9 LP 20931	1	1	2	\$7,245
260000	65 Simson Street, Portarlington	Lot 10 LP 20931	1	1	2	\$7,245
260001	67 Simson Street, Portarlington	Lot 1 LP 57519	1	1	2	\$7,245
260002	69 Simson Street, Portarlington	Lot 28 LP 57519	1	1	2	\$7,245
260003	71 Simson Street, Portarlington	Lot 27 LP 57519	1	1	2	\$7,245
260004	73 Simson Street, Portarlington	Lot 26 LP 57519	1	1	2	\$7,245
260005	75 Simson Street, Portarlington	Lot 25 LP 57519	1	1	2	\$7,245
260006	77 Simson Street, Portarlington	Lot 24 LP 57519	1	1	2	\$7,245
325996	81 Simson Street, Portarlington	Lot 28 PS 523855	1	1	2	\$7,245
325995	83 Simson Street, Portarlington	Lot 27 PS 523855	1	1	2	\$7,245
325994	85 Simson Street, Portarlington	Lot 26 PS 523855	1	1	2	\$7,245
265034	1/92 Stevens Street, Portarlington	Lot 1 SP 25591	0.5	0.5	1	\$3,622
265035	2/92 Stevens Street, Portarlington	Lot 2 SP 25591	1	1	2	\$7,245
260552	95 Stevens Street, Portarlington	Lot 1 TP 892757	1	1	2	\$7,245
260553	97 Stevens Street, Portarlington	Pt CA 4 Sec 3	1	1	2	\$7,245
260554	99 Stevens Street, Portarlington	Lot 1 TP 14261, Pt Sec 3 CA 5	1	1	2	\$7,245
301824	100 Stevens Street, Portarlington	Lot 1 PS 408008	1	1	2	\$7,245
260555	101 Stevens Street, Portarlington	Lot 4 LP 78014	1	1	2	\$7,245
301825	102 Stevens Street, Portarlington	Lot 2 PS 408008	1	1	2	\$7,245
260556	103 Stevens Street, Portarlington	Lot 5 LP 78014	1	1	2	\$7,245
260608	104 Stevens Street, Portarlington	Lot 2 LP 98789	1	1	2	\$7,245
260557	105 Stevens Street, Portarlington	Lot 6 LP 78014	1	1	2	\$7,245
260609	106 Stevens Street, Portarlington	Lot 3 LP 98789	1	1	2	\$7,245
260558	107 Stevens Street, Portarlington	Lot 7 LP 78014	1	1	2	\$7,245
355537	1/108 Stevens Street, Portarlington	Part Lot 1 TP 630015 Ppsd Lot 1 PS 709909	1	1	2	\$7,245
355538	2/108 Stevens Street, Portarlington	Part Lot 1 TP 630015 Ppsd Lot 2 PS 709909	0.5	1	1.5	\$5,434
355539	3/108 Stevens Street, Portarlington	Part Lot 1 TP 630015 Ppsd Lot 3 PS 709909	0.5	1	1.5	\$5,434
260559	109 Stevens Street, Portarlington	Pt CA 9 Sec 3	1	1	2	\$7,245
260611	110 Stevens Street, Portarlington	Lot 5 LP 98789	1	1	2	\$7,245
260560	111 Stevens Street, Portarlington	Pt CA 9 Sec 3	1	1	2	\$7,245
260612	112 Stevens Street, Portarlington	Lot 6 LP 98789	1	1	2	\$7,245
260561	113 Stevens Street, Portarlington	Lot 1 TP 261290 Pt CA 13 Sec 4	1	1	2	\$7,245
260613	114 Stevens Street, Portarlington	Lot 7 LP 98789	1	1	2	\$7,245
260562	115 Stevens Street, Portarlington	Pt CA 14 Sec 4	1	1	2	\$7,245
260614	116 Stevens Street, Portarlington	Lot 1 TP 575113	1	1	2	\$7,245
260563	117 Stevens Street, Portarlington	Pt CA 15 Sec 4	1	1	2	\$7,245
337887	141 Stevens Street, Portarlington	Lot 3 PS 606907	1	1	2	\$7,245

337888	1/141 Stevens Street, Portarlington	Lot 4 PS 606907	1	1	2	\$7,245
336190	143 Stevens Street, Portarlington	Lot 2 PS 533312	1	1	2	\$7,245
340333	145 Stevens Street, Portarlington	Lot 2 PS 623396	1	1	2	\$7,245
326509	1/147 Stevens Street, Portarlington	Lot 1 PS 513432	1	1	2	\$7,245
326510	2/147 Stevens Street, Portarlington	Lot 2 PS 513432	0.5	1	1.5	\$5,434
326511	3/147 Stevens Street, Portarlington	Lot 3 PS 513432	0.5	1	1.5	\$5,434
342034	1/149 Stevens Street, Portarlington	Lot 1 PS 630980	1	1	2	\$7,245
342035	2/149 Stevens Street, Portarlington	Lot 2 PS 630980	0.5	1	1.5	\$5,434
269686	151 Stevens Street, Portarlington	Lot 1 TP 123654	1	1	2	\$7,245
265589	1/153 Stevens Street, Portarlington	Lot 3 PS 541672	1	1	2	\$7,245
330979	2/153 Stevens Street, Portarlington	Lot 2 PS 541672	1	1	2	\$7,245
330980	3/153 Stevens Street, Portarlington	Lot 1 PS 541672	1	1	2	\$7,245
260617	158 Stevens Street, Portarlington	Lot 14 LP 20931	1	1	2	\$7,245
323857	1/159 Stevens Street, Portarlington	Lot 1 PS 514386	1	1	2	\$7,245
323855	2/159 Stevens Street, Portarlington	Lot 2 PS 514386	1	1	2	\$7,245
260618	160 Stevens Street, Portarlington	Lot 13 LP 20931	1	1	2	\$7,245
265590	161 Stevens Street, Portarlington	Lot 2 LP 203887	1	1	2	\$7,245
260619	162 Stevens Street, Portarlington	Lot 1 LP 98790	1	1	2	\$7,245
260564	163 Stevens Street, Portarlington	Lot 1 TP 695100	1	1	2	\$7,245
260620	164 Stevens Street, Portarlington	Lot 2 LP 98790	1	1	2	\$7,245
265392	165 Stevens Street, Portarlington	Lot 2 LP 123717	1	1	2	\$7,245
260621	166 Stevens Street, Portarlington	Lot 1 TP 544871	1	1	2	\$7,245
268711	1/167 Stevens Street, Portarlington	Lot 1 PS 447582	1	1	2	\$7,245
319503	2/167 Stevens Street, Portarlington	Lot 2 PS 447582	1	1	2	\$7,245
346352	1/168 Stevens Street, Portarlington	Lot 1 PS 639952	1	1	2	\$7,245
346353	2/168 Stevens Street, Portarlington	Lot 2 PS 639952	0.5	1	1.5	\$5,434
260565	169 Stevens Street, Portarlington	Lot 2 LP 126076	1	1	2	\$7,245
260623	170 Stevens Street, Portarlington	Lot 5 LP 98790	1	1	2	\$7,245
260624	172 Stevens Street, Portarlington	Lot 6 LP 98790	1	1	2	\$7,245
260625	174 Stevens Street, Portarlington	Lot 7 LP 98790	1	1	2	\$7,245
265596	1/71-73 Willis Street, Portarlington	Lot 1 PS 531173	1	1	2	\$7,245
328975	2/71-73 Willis Street, Portarlington	Lot 2 PS 531173	0.5	1	1.5	\$5,434
328976	3/71-73 Willis Street, Portarlington	Lot 3 PS 531173	0.5	1	1.5	\$5,434
328977	4/71-73 Willis Street, Portarlington	Lot 4 PS 531173	0.5	1	1.5	\$5,434
328978	5/71-73 Willis Street, Portarlington	Lot 5 PS 531173	0.5	1	1.5	\$5,434
328979	6/71-73 Willis Street, Portarlington	Lot 6 PS 531173	1	1	2	\$7,245
263078	75 Willis Street, Portarlington	Pt CA 6 Sec 10	1	1	2	\$7,245
263079	77B Willis Street, Portarlington	Lot 2 TP 97548	1	1	2	\$7,245
355438	77A Willis Street, Portarlington	Lot 1 TP 97548	1	1	2	\$7,245
342124	1/79 Willis Street, Portarlington	Lot 1 PS 633325	1	1	2	\$7,245
342125	2/79 Willis Street, Portarlington	Lot 2 PS 633325	1	1	2	\$7,245
316701	80 Willis Street, Portarlington	Pt CA 5A Sec 18, CA 5 Sec 18	2	2	4	\$14,490
263081	83 Willis Street, Portarlington	Pt CA 8 Sec 10, Pt CA 9 Sec 10	1	1	2	\$7,245
263082	85 Willis Street, Portarlington	Lot 22 LP 98789	1	1	2	\$7,245
263083	87 Willis Street, Portarlington	Lot 21 LP 98789	1	1	2	\$7,245
263084	89-91 Willis Street, Portarlington	Lot 20 LP 98789, Lot 19 LP 98789	2	2	4	\$14,490
263117	92 Willis Street, Portarlington	CA 1 Sec 19	2	2	4	\$14,490
263085	93 Willis Street, Portarlington	Lot 18 LP 98789	1	1	2	\$7,245
263118	94 Willis Street, Portarlington	CA 3 Sec 19	2	2	4	\$14,490
263086	95 Willis Street, Portarlington	Lot 17 LP 98789	1	1	2	\$7,245
263120	96 Willis Street, Portarlington	CA 4 Sec 19	2	2	4	\$14,490
263087	97 Willis Street, Portarlington	Lot 16 LP 98789	1	1	2	\$7,245

267193	98 Willis Street, Portarlington	Lot 1 LP 210751	1	1	2	\$7,245
263088	99 Willis Street, Portarlington	Lot 15 LP 98789	1	1	2	\$7,245
266976	100 Willis Street, Portarlington	Lot 1 LP 213980	1	1	2	\$7,245
263089	101 Willis Street, Portarlington	Lot 14 LP 98789	1	1	2	\$7,245
327042	102 Willis Street, Portarlington	Lot 1 PS 526798	1	1	2	\$7,245
270823	1/103 Willis Street, Portarlington	Lot 1 PS 448104	1	1	2	\$7,245
270824	2/103 Willis Street, Portarlington	Lot 2 PS 448104	0.5	1	1.5	\$5,434
271081	104 Willis Street, Portarlington	Lot 1 PS 316308	1	1	2	\$7,245
263091	105 Willis Street, Portarlington	Lot 12 LP 98789	1	1	2	\$7,245
263125	106 Willis Street, Portarlington	CA 10 Sec 19	2	2	4	\$14,490
263092	107 Willis Street, Portarlington	Lot 11 LP 98789	1	1	2	\$7,245
338698	108 Willis Street, Portarlington	Lot 3 PS 605410	1	1	2	\$7,245
338699	110 Willis Street, Portarlington	Lot 4 PS 605410	1	1	2	\$7,245
338700	112 Willis Street, Portarlington	Lot 5 PS 605410	1	1	2	\$7,245
351983	114 Willis Street, Portarlington	Lot 1 PS 712539	1	1	2	\$7,245
263128	116 Willis Street, Portarlington	CA 4 Sec 20	2	2	4	\$14,490
263129	118 Willis Street, Portarlington	CA 5 Sec 20	2	2	4	\$14,490
263130	120 Willis Street, Portarlington	CA 6 Sec 20	2	2	4	\$14,490
335761	122 Willis Street, Portarlington	Lot 1 PS 605388	1	1	2	\$7,245
344787	124 Willis Street, Portarlington	Lot 1 PS 638025	1	1	2	\$7,245
346846	126 Willis Street, Portarlington	Lot 4 PS 645789	1	1	2	\$7,245
346847	128 Willis Street, Portarlington	Lot 1 PS 645789	1	1	2	\$7,245
263134	130 Willis Street, Portarlington	Lot 24 LP 116459	1	1	2	\$7,245
263135	132 Willis Street, Portarlington	Lot 23 LP 116459	1	1	2	\$7,245
263136	134 Willis Street, Portarlington	Lot 22 LP 116459	1	1	2	\$7,245
263137	136 Willis Street, Portarlington	Lot 21 LP 116459	1	1	2	\$7,245
263138	138 Willis Street, Portarlington	Lot 20 LP 116459	1	1	2	\$7,245
263139	140 Willis Street, Portarlington	Lot 19 LP 116459	1	1	2	\$7,245
357161	1/157-159 Willis Street, Portarlington	Lot 12 LP 20931, Lot 11 LP 20931 Ppsd Lots 1-6 PS 717145	1	1	2	\$7,245
357162	2/157-159 Willis Street, Portarlington		0.5	1	1.5	\$5,434
357163	3/157-159 Willis Street, Portarlington		0.5	1	1.5	\$5,434
357164	4/157-159 Willis Street, Portarlington		0.5	1	1.5	\$5,434
357165	5/157-159 Willis Street, Portarlington		0.5	1	1.5	\$5,434
357166	6/157-159 Willis Street, Portarlington		1	1	2	\$7,245
347812	Unit 1/158 Willis Street, Portarlington	Lot 1 PS 637258	1	1	2	\$7,245
347813	Unit 2/158 Willis Street, Portarlington	Lot 2 PS 637258	0.5	1	1.5	\$5,434
347814	Unit 3/158 Willis Street, Portarlington	Lot 3 PS 637258	0.5	1	1.5	\$5,434
347815	Unit 4/158 Willis Street, Portarlington	Lot 4 PS 637258	0.5	1	1.5	\$5,434
263141	160 Willis Street, Portarlington	Lot 3 LP 57519	1	1	2	\$7,245
263094	161 Willis Street, Portarlington	Lot 15 LP 98790	1	1	2	\$7,245
263142	162 Willis Street, Portarlington	Lot 4 LP 57519	1	1	2	\$7,245
263095	163 Willis Street, Portarlington	Lot 14 LP 98790	1	1	2	\$7,245
263143	164 Willis Street, Portarlington	Lot 5 LP 57519	1	1	2	\$7,245
263096	165 Willis Street, Portarlington	Lot 13 LP 98790	1	1	2	\$7,245
263144	166 Willis Street, Portarlington	Lot 6 LP 57519	1	1	2	\$7,245
263097	167-169 Willis Street, Portarlington	Lot 12 LP 98790, Lot 11 LP 98790	1	1	2	\$7,245
263145	168 Willis Street, Portarlington	Lot 7 LP 57519	1	1	2	\$7,245
263146	170 Willis Street, Portarlington	Lot 8 LP 57519	1	1	2	\$7,245
263147	172 Willis Street, Portarlington	Lot 9 LP 57519	1	1	2	\$7,245

Attachment 1

PROCESS CHART

**SPECIAL CHARGE PROJECTS –
(Section 163 – Local Government Act 1989)**

Portarlington North East Group of Streets

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of property owners and feed back from the community. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. May 2013.
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process.
<i>Advertisement</i>		The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time.
<i>Submissions</i>		From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
<i>Submissions Review Panel Hearing</i>		A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme.
<i>Declaration Report</i>		Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme.
<i>Appeal</i>		Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties.
<i>Construction</i>		Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement.
<i>Final Cost Report</i>		At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

11. VALUATION APPEAL

Portfolio:	Finance – Crs Lyons (Mayor), Farrell and E Kontelj
Source	Strategy & Performance – Financial Services
Act/General Manager:	Dean Frost
Index Reference	Financial Management \ Valuation Objections

Cr E Kontelj moved, Cr Farrell 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.

NOTICE OF MOTION – Cr Richards

Council to make a submission on draft Central Coastal Board

The Victorian Coastal Council has invited submissions to help shape the future of Victoria's coast and contribute to three new Regional Coastal Plans. The three Regional Coastal Boards have developed these draft Regional Coastal Plans, building on the Victorian Coastal Strategy as well as stakeholder and community input from a scoping phase in March 2014. Consultation activities will be undertaken in the coming weeks. The Regional Coastal Boards have stated they will consider submissions, as they will help shape the final Plan.

Council performs the role of Coastal Land Manager within parts of the Central Coastal Board's area of responsibility. Therefore, Council should make a submission based on the Central Coastal Board's draft Regional Coastal Plan. Submissions are due in on 31 March 2015.

Cr Richards moved, Cr Ellis seconded -

That Council officers prepare a Council submission to the Central Coastal Board's draft Regional Coastal Plan, and that it be endorsed by Council at the second Council meeting in March 2015.

Carried.

ASSEMBLY OF COUNCILLORS RECORD

Portfolio: Governance – Cr Lyons (Mayor)
Source: Strategy & Performance
Act/General Manager: Dean Frost

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 Ansett moved, Cr Fisher seconded -

That the information be received.

Carried.

Cr Andy Richards left the meeting room at 8.11pm for the evening.

RECORD OF ASSEMBLIES OF COUNCILLORS
(Council Meeting 24 February 2015)

Assembly Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosures
Women in Community Life Advisory Committee 2 February 2015	Cr Farrell	J Wager (CO ORD) H Waterson (OFF)	- Women in Community Life Advisory Committee – marketing & networks - Take A Stand Campaign - International Women's Day Event - Council Update - General Business	Nil.
Drug Action Plan Committee 10 February 2015	Cr Farrell	J Wager (CO ORD) H Redden (OFF)	- Turning Point - The Third National Cannabis Conference - Take Home Naloxone Trial – Barwon Health - ICE Taskforce - Leisure Networks – Clubs that Care	Nil.
Graffiti Reference Group 10 February 2015	Cr Farrell	H Manzl (CO ORD) J Brown (Graffiti) M McKenzie (OFF) J Wager (CO ORD) S Singline (OFF) CB Nyko (OFF) G Chadwick (OFF)	- Audit Update - Budget - Police and Court Report - Graffiti Team Leader Report - Department of Corrections Report - General Business	Nil.
Councillor Briefing 17 February 2015	Crs Ansett, Ellis, Farrell, Fisher, Harwood, Heagney, Irvine, E Kontelj, S Kontelj, Macdonald, Richards	G Miles (CEO) J McMahon (ACT/GM) P Bettess (GM) D Frost (ACT/GM) P Jane (ACT/GM) L Quinn (ACT/GM) R Grant (MGR) K Paton (MGR) P Manolis (CEO -GRLC) T Barry (EXEC MGR – GRLC) A Paterson (EO/Mayor) R Bourke (CO ORD)	- Geelong Regional Library Corporation Annual Report - Brand Geelong - Private Sporting Infrastructure Capital Co-contribution Policy - Valuation Appeal (Confidential) - Women in Community Life Advisory Committee - CPL520.1 Special Rates and Charges Policy Review - Lease of Land (Confidential) - Committee Representation 2015/16 - City Plan December Quarterly Report - Surfcoast Highway, Grovedale – Proposed Footpath Construction SRC336 – Declaration of Charge - Melville Avenue, Newtown – Proposed Footpath Construction SRC336 – Declaration of Charge	Nil.

			Portarlinton North East Group Road Construction Special Charge Scheme SRC340 – Intention to Declare	
Gambling Advisory Committee 17 February 2015	Cr Farrell	S Levakis (OFF)	- VLGA Funding - March Advisory from Gaming Campaign - EGM Movements in Barwon Region - EGM Cap Reviews - Project Officer Report - Responsible Gambling Awareness	Nil.

Cr Farrell moved, Cr Fisher seconded –

That the meeting be closed to the public.

Carried.

The Meeting was closed to the public at 8.11pm

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 8.20pm

As there was no further business the meeting closed at 8.20pm. Tuesday, 24 February 2015.

Signed: _____
Chairperson

Date of Confirmation: _____