

# MINUTES

## ORDINARY MEETING OF COUNCIL

**Tuesday, 15 March 2016**

Held at the  
Geelong Arena  
110 Victoria Street, North Geelong  
commencing at 7.00p.m.

### COUNCIL:

Cr. D. Lyons  
*Mayor*

(G21 Geelong Regional Alliance, Finance, Governance, Regional Cities)

Cr. T. Ansett (*Windermere*)

(Heritage, Rural Communities)

Cr. L. Ellis (*Coryule*)

(Coastal Communities, Infrastructure, Parks and Gardens, Climate Change)

Cr. J. Farrell (*Beangala*)

(Community Safety, Youth, Women in Community Life, Finance)

Cr. K. Fisher (*Corio*)

(Community Development, Tourism)

Cr. B. Harwood (*Kardinia*)

(Enterprise Geelong, Primary Industries)

Cr. M. Heagney (*Brownbill*)

(Central Geelong, Planning)

Cr. J. Irvine (*Austin*)

(Sport and Recreation)

Cr. E. Kontelj (*Cowie*)

(Aboriginal Affairs, Multicultural Affairs, Finance)

Cr. R. Macdonald (*Cheetham*)

(Major Projects, Knowledge Economy & Education, Veteran Affairs)

Cr. P. Murrhry (*Kildare*)

Cr. R. Nelson (*Deakin*)

(Major Events)

Cr. A. Richards (*Buckley*)

(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 GEELONG ARENA  
110 VICTORIA STREET, NORTH GEELONG  
TUESDAY, 15 MARCH 2016  
COMMENCING AT 7.00P.M.**

**PRESENT:** Cr D Lyons (Mayor), Crs Ansett, L Ellis, J Farrell, K Fisher, B Harwood, M Heagney, J Irvine, E Kontelj, R Macdonald, P Murrihy, R Nelson, A Richards

**Also present:** K Spiller (Chief Executive Officer), D Frost (General Manager Strategy & Performance), T Hellsten (Acting General Manager Planning and Development), W Tieppo (General Manager City Services), M Kuhn (Acting General Manager Community Life), B Luxford (General Manager Investment and Attraction), T McDonald (Manager Customer Services & Council Business)

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

**ACKNOWLEDGEMENTS:**

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

**ONE MINUTE'S SILENCE:**

A one minute's silence was observed on behalf of Council and the Community in remembrance of Paul Couch who passed away on 5 March 2016. Paul played 259 games for the Geelong Football Club between 1985 and 1997, and won the coveted Brownlow Medal in 1989.

**APOLOGIES:** Nil.

**LEAVE OF ABSENCE:**

**Cr Irvine moved, Cr Macdonald seconded -**

**That Leave of Absence be granted to Cr Michelle Heagney from 25 to 29 March and 4 – 8 April 2016, inclusive.**

**Carried.**

**CONFIRMATION OF MINUTES:**

**Cr Macdonald moved, Cr Farrell seconded -**

**That the Minutes of the Ordinary Meeting held on 16 February 2016 and the Special Meeting of Council on 7 March 2016, be confirmed and signed.**

**Carried.**

## **DECLARATIONS OF CONFLICTS OF INTEREST:**

*Cr Heagney declared an Indirect Interest in Agenda Item 1 – Amendment C262 – Public Acquisition Overlay to 28 Malop Street, Geelong – Consideration of Submissions in that she received a campaign donation from a person who lives/owns property abutting the laneway.*

*Cr Lyons declared an Indirect Interest in Agenda Item 1 – Amendment C262 – Public Acquisition Overlay to 28 Malop Street, Geelong – Consideration of Submissions in that he owns property near the overlay.*

*Cr Richards declared an Indirect Financial Interest in Agenda Item 4, Additional Bin Service in that he is contracting into the waste and recycling industry.*

## **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.*

**Alena Kralova** asked if there was any further information in relation to the No 24 Bus line?

*The Mayor responded that it was a State Government issue and Council can only pass information on.*

*William Tieppo advised he had received communication from PTU in relation to this issue. It was suggested they will personally make contact with Ms Kralova in an effort to follow up on the matter.*

*Cr E Kontelj indicated he would be happy to meet with Kralova and would also be pleased to present her petition to Council this evening in relation to the issue.*

**Laurie Muscat** asked the following:

Recently, on the 13th January 2016, The Honourable Minister for Local Government, Natalie Hutchens, along with the Honourable Member for Bellarine – Lisa Neville, attended a community meeting at Point Lonsdale Primary School to discuss with residents and others interested, the Boundary Re-alignment of the City of Greater Geelong and Borough of Queenscliffe in Point Lonsdale.

At this meeting, Minister Hutchens encouraged meeting participants and any other interested in this issue to provide submissions directly to her.

Furthermore, a recent Borough of Queenscliffe Council meeting (24 February 2016) resolved:

1. Request the Chief Executive Officer to write to the Minister for Local Government formally requesting that she establish a local government panel, pursuant to Section 220A of the Local Government Act 1989, to conduct a review of the municipal boundary between Borough Of Queenscliffe and Greater Geelong City Council, with a view to making a restructuring order so that the boundary is altered and the entire postcode area of 3225, Point Lonsdale, is included with the Borough of Queenscliffe's municipal district.

2. Requests the Chief Executive Officer write to Greater Geelong City Council's Chief Executive Officer advising of this resolution.

3. That the Chief Executive Officer present a research paper to Council (and community) on the likely impacts, present and future, to the Borough Council, such as, but limited to, net-financial costs, infrastructure and capital works, planning, staffing, and other likely consequences of successful boundary realignment.

Q1. Has the CoGG received the communication about this matter from the CEO of the Borough?

Q2. What is the CoGG Council position on Boundary re-alignment to make all of Point Lonsdale part of the Borough of Queenscliffe?

Q3. As this directly involves the CoGG and the Borough of Queenscliffe; why has there been no communication between the CoGG Council and residents affected on this matter?

Q4 What action does the CoGG propose to take to ensure its position is represented in any process which results from the the BoQ resolution?

Q5. What initiatives could be taken by the CoGG in planning matters, to ensure all of the community of Point Lonsdale's needs are taken into account?

*The Chief Executive Officer responded that he had not received any correspondence regarding this matter.*

*Cr Farrell added the City of Greater Geelong has nothing on their books regarding their formal position and suggested the matter be taken to the next Councillor Briefing for further discussion.*

**Lex Guggler** asked questions in relation to the Geelong Saleyards:

- 1) If the Saleyards were to be closed, what arrangements does the Council have for small hobby farmers who want to sell their 5 or 6 animals?
- 2) What is the Council's view of the economic and community value of the Saleyards to Geelong?
- 3) The Geelong Advertiser reported on Monday 14 March 2016 that Mayor Lyons has stated that the Old Geelong Gaol and the Geelong Saleyards could be sold off – inferring that the proceeds could pay the debt owing on the floating Christmas tree? Does Council consider this good use of public monies?

*William Tieppo responded that in terms of the Saleyards, officers have been requested to evaluate and look at the long term future of the Saleyards and the potential for the future. There is still more work to be done, but a report will be coming before Council by the end of June 2016 for further discussion.*

*Cr Ansett added there are no plans to sell or close the Saleyards.*

**Janet Danielak** asked her question in relation to a collision between her car and a Cleanaway truck. The incident was reported to the City of Greater Geelong via the website on 6 January 2016.

*William Tieppo responded he was unaware but would take the question on notice for further investigation.*

**Janet Danielak** also asked how and who made the decision to charge the Nightjar Market organisers more to lease/rent Johnstone Park, which has resulted in a \$5 entry fee, even for pensioners, to cover the cost costs incurred to lease/use the Park?

*Cr Heagney responded that she did not believe Council charged for the use of the Park, but in previous years the event has been sponsored by Council. Due to their success they are now standing on their own two legs so Council can support other initiatives. My understanding is Council is not charging, however there are significant charges associated with Johnstone Park for the organiser, i.e. power, infrastructure and staging.*

**Reece Booth** asked if Council knew about the data that reflects negatively on the sale of certain historical assets with the community?

*Cr Ansett responded in relation to the Old Geelong Goal it is important that it stays in the hands of non-for-profit.*

*Cr Heagney added Council has a resolution to see what options are available and are taking submissions for that which will then form part of a further report to Council.*

**Cassandra McQueen** asked questions in relation to the Floating Christmas Tree:

- 1) Why do we have to get rid of the Christmas Tree that lights up our City and brings tourism to our City?
- 2) Why can't we raise money for maintenance and storage of the tree by asking people to sponsor the 11,000 kinetic lights. If people donated \$100 per kinetic disc per year (families, football clubs, sports clubs, etc) that would net \$1,100,000 towards the maintenance of our tree. City Hall could have a register of donations.

*The Mayor responded the item will be debated later in the evening.*

**Colin Wallace** asked:

On 23<sup>rd</sup> July 2013, at what turned out to be the last Council Meeting he would chair, Mayor Keith Fagg, who had the previous meeting described proposed changes to the Council Meeting Procedures Local Law as minor, heard me say that, in so far as Public Question Time was concerned, the changes were not minor.

Curious about a particular sentence in the public notice of the consultation period, my wife Mary and I went to the Geelong West Customer Service Centre on 7<sup>th</sup> August 2013 with a copy of the City News section of the Geelong Advertiser. I showed a customer service attendant the notice and asked for a copy of what was mentioned in the sentence: 'Copies of the Local Law can be obtained from City of Greater Geelong Customer Service Centres'. We couldn't be provided with what was requested at the time so the attendant rang through with our request, carefully reading out the sentence: 'Copies of the Local Law can be obtained from City of Greater Geelong Customer Service Centres'.

The next day, instead of being given what we'd asked for and what the notice said we could obtain, we were handed a copy of the officer's report to the Council Meeting of 9<sup>th</sup> July 2013 and told it came from John Brown. John Brown, as Manager of Administration and Governance and therefore responsible for information on the Council Meeting Procedures Local Law, and Tim McDonald, as Manager of Customer Service and Councillor Support and therefore responsible for the delivery of it to us, were therefore jointly responsible for us not being given any Local Law, either the still current 2009 one or the proposed 2013 one and instead being given something which, though not readily apparent, did not allow the reader to tell what the content in the section on Public Question Time in the proposed version was being changed from.

Presuming we were provided with the same service as any other members of the public would have been at that time and place, why would members of the public be thus hindered in gaining a proper understanding of the nature and extent of the change to the rules for Public Question Time unless this were part of an attempt to keep the public in the dark about how we came to have the rules for Public Question Time we have today?

*The Mayor took the question on notice.*

**Ian Kelly** stated the Geelong Saleyards are part of the Council's infrastructure and an essential public provision for the surrounding rural community. Rural rates collected in 2014-15 were \$2,538,965. The Saleyards deficit in the October 2014 study was \$183,945. A small return to farmers for their rates of \$2.5m. Council are contributing \$6million towards Simonds Stadium, how is it fair to farmers to remove an essential infrastructure when their rates exceed the Council revenue received from Simonds Stadium?

Item 9 of the Council Budget does not have an allocation for rural services whereas sport and recreation has \$26.7m spent. How is this fair spending of rural ratepayer's rates?

*Cr Ansett responded the Saleyards has not been sold. Personally, I am very passionate about keeping the Saleyards open. In the interim it's working where it is and staying where it is.*

**Jennifer Bantow** addressed Council as follows in relation to the Sale of Assets:

- 1) Council supports and subsidises many assets used by the community that run at a loss, particularly sporting groups (the list of grants if an indication). As Osborne House currently is - can the Old Geelong Gaol be put under the Arts and Culture Department instead of Property and Procurement?
- 2) Can the same approach of support of sporting groups be applied to cultural groups? It's not a big ask for Council to care for, maintain and develop two wonderful historic properties, perhaps in partnership with State Government, for the benefit of the cultural experience of its constituents and visitors?

*Cr Heagney acknowledged the statements and agreed Council also cares very much about these two historic properties, but is also mindful of the escalating costs of maintaining the two assets.*

**PETITIONS:**

*Cr Heagney presented a petition from residents objecting to the renaming of Potter Street, Geelong West (section between Coronation and Pakington Streets), to Dog Leg Lane.*

*Cr Eddy Kontelj presented a petition from residents requesting a better bus service on Bus Line Number 24. The residents are asking for an earlier starting time, later finishing time and for the bus route to go directly to the Geelong station.*

*Cr Heagney declared an Indirect Interest in Agenda Item 1 – Amendment C262 – Public Acquisition Overlay to 28 Malop Street, Geelong – Consideration of Submissions in that she received a campaign donation from a person who lives/owns property abutting the laneway and left the meeting room at 7.50pm, prior to discussion of the item.*

*Cr Lyons declared an Indirect Interest in Agenda Item 1 – Amendment C262 – Public Acquisition Overlay to 28 Malop Street, Geelong – Consideration of Submissions in that he owns property near the overlay and left the meeting room at 7.50pm, prior to discussion of the item.*

*Cr Harwood (Deputy Mayor) assumed the Chair at 7.50pm*

## **1. AMENDMENT C262 - PUBLIC ACQUISITION OVERLAY TO 28 MALOP STREET GEELONG - CONSIDERATION OF SUBMISSIONS**

|                         |                                                              |
|-------------------------|--------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Planning - Cr Heagney</b>                                 |
| <b>Source:</b>          | <b>Planning &amp; Development - Strategic Implementation</b> |
| <b>General Manager:</b> | <b>Peter Bettess</b>                                         |
| <b>Index Reference:</b> | <b>Application: Planning Scheme Amendment C262</b>           |

### **Purpose**

This report considers submissions received to Amendment C262.

### **Summary**

- The Council considered this report at its meeting on 16 February 2016 and the motion

“That Council :

Having considered all submissions to Amendment C262 to the Greater Geelong Planning Scheme resolves to:

1. Requests the Minister for Planning to appoint an Independent Panel under Part 8 of the Planning and Environment Act, 1987;
2. Refers all submissions to the Panel; and
3. Submits to the Panel its response to the submissions generally as outlined in this report.”

was Lost

- The decision of the Council does not comply with Section 23 of the Planning and Environment Act 1987 which requires, after considering a submission which requests a change to the amendment, the Council must —
  - (a) change the amendment in the manner requested; or
  - (b) refer the submission to a panel appointed under Part 8; or
  - (c) abandon the amendment or part of the amendment.
- If, after considering the submissions the Council does not wish to proceed with the amendment, it must resolve to abandon the amendment.
- Planning Scheme Amendment C262 seeks to apply the Public Acquisition Overlay 2 (Proposed Public Open Space) to the land at 28 Malop Street Geelong.

- The property is developed with a commercial building and tenanted by Guf Games Geelong. The building is attached to similar commercial buildings on both sides, all fronting Malop Street with rear access to Dennys Place.
- Acquisition is required to enable the delivery of a laneway connection in Central Geelong, and has current budget funding by agreement between Council and Regional Development Victoria.
- The proposed laneway has policy support in the Greater Geelong Planning Scheme and the Central Geelong Action Plan 2013, and is referenced in Vision 2 – the State Government policy platform for Central Geelong.
- Council resolved on 15 September 2015 to prepare and exhibit the Amendment and a request was then initiated by the City's Central Geelong Action Plan Department.
- Public exhibition of the Amendment commenced on 9 October 2015 and closed on 16 November 2015. Exhibition generated considerable interest in the local media.
- A total of 27 opposing submissions were received, including an on-line petition containing 2,820 signatures. Overwhelmingly submitters questioned why the land at 34 Malop Street (13 metres away) was not proposed to be acquired instead of 28 Malop Street. No. 34 historically provided an access point through to McLarty Place/Little Malop Street but is no longer available to the public.
- A significant majority of submissions also voiced their support for the tenant of 28 Malop Street; being Guf Games Geelong; and the business's important social and economic role in the Geelong community.
- No submission was received from the landowner despite meeting with Council officers during the exhibition period.
- Two supporting submissions were received; one from Tract on behalf of the Central Geelong Taskforce, the other from the landowner of 26 Malop Street.
- In considering the submissions, Council officers sought further information from the applicant about its position on providing access through 34 Malop Street. The applicant replied on 15 December 2015: *"Council is in discussion with the owners of 34 Malop Street. It is anticipated that Council will further consider the matter of this site and make public its intentions early in the new year"*.
- The application of the Public Acquisition Overlay is perhaps the most serious planning power Council has at its disposal. Because of this there needs to be a high level of strategic justification to support the compulsory acquisition. In this case there is strong justification.
- Many submissions point to 34 Malop Street as an alternative with a lesser social cost. This alternative cannot be dismissed even though its consideration is outside the scope of Amendment C262. Submissions suggesting 34 Malop Street is a simple and cheap alternative fail to appreciate that the land is five times the area of 28 Malop Street and privately owned.
- What is clear is that a public breakthrough using either or both 28 and 34 Malop Street is integral to the implementation of the Central Geelong Action Plan. There is potential for a laneway connection to be achieved at 34 Malop Street through redevelopment of the site.
- It is therefore recommended that Amendment C262 and submissions be referred to an Independent Planning Panel. It is also noted that Council officers are currently in discussion with the owners of 34 Malop Street that includes creating a laneway connection from Malop Street to McLarty Place.

**Cr Ellis moved, Cr Fisher seconded -**

**That Council having considered all submission to Amendment C262 to the Greater Geelong Planning Scheme, resolves to abandon the Amendment.**

**Carried.**

*Crs Heagney and Lyons re-entered the meeting room at 7.59pm*

*Cr Lyons resumed the Chair at 7.59pm*

## **2. COMMUNITY GRANTS PROGRAM 2015/2016 - SUMMARY OF ALLOCATIONS - 1 JULY 2015 TO 31 DECEMBER 2015**

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Community Development - Cr Fisher</b>                 |
| <b>Source:</b>          | <b>Community Life/Community Development</b>              |
| <b>General Manager:</b> | <b>Linda Quinn</b>                                       |
| <b>Index Reference:</b> | <b>Subject: Community Grants Documentation 2015/2016</b> |

### **Purpose**

The purpose of this report is to present details of allocations of the Community Grants program for the period 1 July 2015 to 31 December 2015.

This forms part of the ongoing accountability framework for managing the Community Grants Program in accordance with the City of Greater Geelong Grants, Contributions, Donations and Sponsorship Policy.

### **Summary**

- The Community Grants Program has an annual budget allocation of \$240,000 that is available to expend on groups who apply and are eligible under this grant program.
- As part of the accountability framework for managing the Community Grants, details of allocations are reported to Council twice per financial year.
- This report provides a statement of the allocations made during the period of 1 July 2015 to 31 December 2015. (Appendix 1-1).
- The total amount funded under this program for this period was \$132,863.50 distributed among 68 community organisations.
- This leaves a balance of \$107,136.50 in the 2015/2016 Community Grants Program budget allocation as at 31 December 2015.

**Cr Fisher moved, Cr E Kontelj seconded -**

**That Council:**

- 1) Notes the statement of allocations under the 2015/2016 Community Grants Program provided to community groups and organisations as detailed in Appendix 1-1 for the period 1 July to 31 December 2015.**
- 2) Commends and congratulates the community groups and organisations who have received funding under the Community Grants Program for their efforts and contribution to the Geelong community.**

**Carried.**

### **Background**

The Community Grants Program is available to not-for-profit community groups and organisations who can apply for funds to support activities that will benefit the Geelong community.

In order to receive funds, applicants must comply with the established guidelines which govern the grant program.

***Discussion***

A total \$132,863.50 was allocated among 68 community organisations from the Community Grants Program between 1 July and 31 December 2015.

The allocation of grants assists with meeting the objectives of Council by providing an opportunity to enhance the wellbeing of the community by building social capital and enabling community engagement through the provision of funds to assist with local activities.

Appendix 1-1 provides a list of groups, the type of projects and the amounts allocated during this period.

As of 31 December 2015, a balance of \$107,136.50 was available to allocate to successful applicants for the remainder of the 2015/2016 financial year subject to the established grant guidelines.

***Environmental Implications***

Some of the projects supported via this grant program undertake environmental activities.

***Financial Implications***

There are no financial implications. A total \$132,863.50 was allocated between 1 July and 31 December 2015, leaving a balance of \$107,136.50 for 2015/2016 financial year. All funds have been expended in accordance with the Community Grants Guidelines and within the \$240,000 budget allocation.

***Policy/Legal/Statutory Implications***

The provision of grants to local organisations aligns with the aims of City Plan and the G21 Regional Plan.

This report is presented in accordance with the City of Greater Geelong Grants, Contributions, Donations and Sponsorship Policy.

***Alignment to City Plan***

The Community Grants Program aims to fund projects that assist in achieving goals and outcomes consistent with City Plan's Community Wellbeing objectives.

The grant guidelines provide details about the three priority areas of the Community Wellbeing objectives. This is to ensure applicants are made aware of the aims of the program and to assist them in developing their proposals.

The provision of grants is offered to assist community organisations to provide opportunities that benefit the wider Geelong community.

Applications are encouraged for projects that demonstrate or promote social inclusiveness, healthy lifestyles, healthy environments that provide broad benefits to the City of Greater Geelong community.

***Officer Direct or Indirect Interest***

The provision of grants is carried out in accordance with the Local Government Act 1989 Officer Direct or Indirect Interest.

The Community Grants Program has provision in the assessment process to record any conflict of interest relating to each grant application that is assessed.

***Risk Assessment***

The Community Grants Program is governed in accordance with Council's monitoring, reporting and accountability framework.

Successful applicants are provided with an acquittal/evaluation form for their completion and return to Council as a record of the outcome of the grant funding they received. Annual audits are also conducted on a sample group of grant recipients.

***Social Considerations***

The provision of Community Grants provides an opportunity to support and strengthen communities to provide a broad range of activities for the benefit of the Geelong community.

***Human Rights Charter***

The Grants, Contributions, Donations, and Sponsorship Policy references the Chart of Human Rights and Responsibilities Act 2006.

The Charter states that human rights are essential in a democratic and inclusive society that respects the rule of law, human dignity, equality and freedom.

The provision of grants provides opportunities to assist in promoting social inclusiveness and projects that deliver broad community benefit.

***Consultation and Communication***

All groups are notified of the outcome of their grant application.

The list of allocations will be reported on the Geelong Australia Website.

The Community Development Department is responsible for communication of all matters relating to this report.

**Statement of Community Grants Allocations**

**Appendix 1-1**

**1 July 2015 to 31 December 2015**

| Organisation                                                                     | Project                                                                                | Amount Approved |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------|
| 10thousandgirl                                                                   | Better Money Management - Workshop for Women - Financial Thinking for Women            | \$1,000.00      |
| Anglican Parish of Christ Church Geelong - Christ Church Community Meals Program | Christ Church Meals Program - Kitchen Equipment                                        | \$353.00        |
| Association of Ukrainians in Victoria - Geelong Branch                           | Language school/training/meeting rooms technical equipment purchase & installation     | \$2,500.00      |
| Australian Slovenian Association Geelong                                         | 60th Anniversary Celebrations of the Slovenian Association in Geelong                  | \$2,500.00      |
| Barrabool Cricket Club Incorporated                                              | Furniture for Clubrooms                                                                | \$2,000.00      |
| Barwon CASA Inc                                                                  | Resource Booklet for Young Women on Issues relating Sexual Assault                     | \$2,500.00      |
| Bell Park Sports Club                                                            | Bell Park Sports Club Clubroom Heating Installation                                    | \$1,500.00      |
| Bellarine Secondary College                                                      | Purchase of camera for Community Engagement Project                                    | \$450.00        |
| Bellarine Woodworkers Inc.                                                       | Room Air Filter Equipment                                                              | \$1,000.00      |
| Breamlea Community Garden Inc                                                    | Connecting Community - Garden Works                                                    | \$2,000.00      |
| Cancer Patients Foundation                                                       | Look Good Feel Better Workshops                                                        | \$1,600.00      |
| Church by the Bay                                                                | Children's Playground Establishment                                                    | \$1,500.00      |
| Corio Cricket Club                                                               | Cricket Training Assistance - Sports Equipment Purchase                                | \$1,500.00      |
| Croatian Cultural Association                                                    | Christmas Cooking Class                                                                | \$1,500.00      |
| Down Syndrome Victoria                                                           | Down Syndrome Victoria: Supporting families in Geelong - Signage, Promotional Material | \$3,000.00      |
| Drysdale Community Church Inc                                                    | Playgroup Shade Sail                                                                   | \$1,250.00      |
| Drysdale Netball Football Club (Netball)                                         | Renovation of storage room                                                             | \$1,750.00      |
| Drysdale Soccer Club                                                             | Working with Local schools to Increase Participation - equipment purchases             | \$1,500.00      |
| Elcho Park Cardinals ((Aust Croatian Sporting Centre)                            | Visual equipment to enable coaching education and presentations                        | \$1,500.00      |
| Fight Cancer Foundation                                                          | Fight Cancer Foundation Drysdale Recycle Shop - Purchase of racks and baskets          | \$860.00        |
| Friends of Elcho Park Equestrian Centre Lara                                     | Dressage arena 2 Upgrade works                                                         | \$2,600.00      |
| Friends of the Bellarine Rail Trail Inc.                                         | Seats on the Bellarine Rail Trail                                                      | \$1,605.00      |
| Geelong Aboriginal Football Club auspiced by Leopold Football Club               | Murrin Dhelek Senior Indigenous Football Carnival                                      | \$2,080.00      |

| Organisation                                                                 | Project                                                                                                 | Amount Approved |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------|
| Geelong Amateur Water Polo Association Inc (Geelong Marlins Water Polo Club) | Replace Set of Water Polo Field Goals at Kardinia Aquatic Centre                                        | \$3,000.00      |
| Geelong Bowls Region                                                         | Geelong Bowls Region Provincial Shield Event                                                            | \$1,720.00      |
| Geelong Cement Bowls Club                                                    | Seating for new BBQ Area                                                                                | \$1,250.00      |
| Geelong City Cricket Club                                                    | Upgrade of Turf Wicket Practice Nets                                                                    | \$2,000.00      |
| Geelong City Fire Brigade                                                    | Rope Rescue Equipment                                                                                   | \$3,000.00      |
| Geelong Cycling Club                                                         | Geelong Track Cycles - for Juniors                                                                      | \$2,500.00      |
| Geelong Dutch Clubs INC.                                                     | Sinterklaas (Dutch Cultural Event) for Young & Old                                                      | \$500.00        |
| Geelong Little Athletics Inc                                                 | Little Athletics Australia Day weekend Twilight Event                                                   | \$1,000.00      |
| Geelong Surf coast Veterans Centre Auspiced by RSL Victorian Branch          | Health and Wellbeing for Better Backs - Equipment Purchase Upgrade                                      | \$1,000.00      |
| Geelong West Brass Band                                                      | Purchase of Chairs for Sparrow Park Community Hall                                                      | \$2,000.00      |
| Geelong West St Peters Football Netball Club                                 | Leadership in Sport Event                                                                               | \$2,000.00      |
| Jirrahlina Wildlife Sanctuary                                                | 'It's OK to be different' – Anti bullying Seminars                                                      | \$2,000.00      |
| Kids Like Us Australia                                                       | Kids Like Us Regional Outreach Program for High Achieving Children with Learning Disabilities - Geelong | \$2,196.00      |
| Lara And District Men's Shed Inc.                                            | Purchase of power tools                                                                                 | \$3,000.00      |
| Leopold Community & Learning Centre Inc                                      | Leopold - Encouraging digital literacy - Computer Purchases for Training Community                      | \$3,000.00      |
| Leopold Hall Inc                                                             | Sealing of Public Car Park at Hall                                                                      | \$2,000.00      |
| Leopold Sportsman's Club Inc                                                 | Disability Community Bowls equipment                                                                    | \$1,000.00      |
| Life Saving Victoria Limited                                                 | Female Leaders Network: Geelong Region - Participant Resources                                          | \$3,000.00      |
| Macedonian Senior Citizens Group Geelong                                     | Senior Citizens Recreation Equipment                                                                    | \$2,000.00      |
| Marshall Cricket Club                                                        | Turf Mower Purchase                                                                                     | \$2,000.00      |
| Melting Moments Meals Relief Inc                                             | Melting Moments Meals Relief Packaging Equipment                                                        | \$2,000.00      |
| Moolap Primary School                                                        | I pads for students with additional needs                                                               | \$1,000.00      |
| MS Society Victoria                                                          | The Chrissy Amphlett Belmont High School Project - Hire of Equipment                                    | \$1,500.00      |
| Music at the Basilica Inc                                                    | Windfire Chamber Choir - Equipment Purchase                                                             | \$2,000.00      |

| Organisation                                                                                             | Project                                                                                                      | Amount Approved     |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------|
| Newcomb & District Cricket Club                                                                          | Room Furnishings - for all Sporting Club Members and Users of Facility                                       | \$4,500.00          |
| North Geelong Warriors FC Inc                                                                            | Women's team uniforms and training equipment                                                                 | \$2,500.00          |
| North Shore Recreation Club (Netball Section)                                                            | Scorer Shelters Installation                                                                                 | \$2,000.00          |
| Northside International Christian Church Inc.                                                            | Just Kids Community Christmas Party                                                                          | \$1,000.00          |
| Ocean Grove Sporting Club Inc                                                                            | Coffee Machine for Memorial Reserve Clubrooms                                                                | \$2,000.00          |
| Ocean Grove Surf Life Saving Club Inc                                                                    | Volunteer Support - Provision of Air Conditioning for Patrol Tower and Administration Office                 | \$2,400.00          |
| Portarlington Community Association Inc                                                                  | Walk or Ride - Printing of maps/leaflets                                                                     | \$999.50            |
| Probus Club of St Leonards                                                                               | Audio/Visual Equipment                                                                                       | \$1,000.00          |
| Reading Out of Poverty                                                                                   | Read, Learn, Play - Christmas-Book Project                                                                   | \$2,500.00          |
| South Barwon Little Athletics Club Inc                                                                   | South Barwon Little Athletics Club 50th Anniversary Celebration                                              | \$2,000.00          |
| South Sudanese Nuer Language School of Australia Inc.                                                    | Adult and Youth Development Project                                                                          | \$1,800.00          |
| SpringDale Neighbourhood Centre Inc                                                                      | SpringDale Community Garden "Growing Green" - Equipment Purchases                                            | \$1,200.00          |
| St Albans Breakwater Cricket Club                                                                        | Portable Junior Synthetic Cricket Pitch and Equipment                                                        | \$3,500.00          |
| St John's Anglican Church Highton                                                                        | Highton Carols in the Park                                                                                   | \$3,000.00          |
| St Leonards Bowling Club Inc                                                                             | Sun Shades for Club                                                                                          | \$3,000.00          |
| Surfside Primary School                                                                                  | Djarreeyn ("Jah" "reehin") Cultural Garden Establishment                                                     | \$2,200.00          |
| Surfside Waves Soccer Club                                                                               | White Goods for kitchen at new Pavilion - Shell Reserve                                                      | \$600.00            |
| Tennis Geelong Inc                                                                                       | Tennis Geelong Strategic Plan                                                                                | \$2,000.00          |
| Victorian Skateboard Association (VSA)                                                                   | All Aboard Skateboarding Sessions                                                                            | \$2,000.00          |
| Wandana Heights Tennis Club                                                                              | Uniform Purchase                                                                                             | \$1,500.00          |
| Waurm Ponds Memorial Reserve Committee of Management.                                                    | Memorial Reserve Post and Rail Fencing                                                                       | \$4,000.00          |
| Wesley Asylum Seeker Welcome Place auspiced by the Wesley Centre for Life Enrichment                     | The Welcome Place - Establishment of Drop In Centre for Asylum Seekers and Temporary Protection Visa Holders | \$2,450.00          |
| Total Allocation – (1 July to 31 December 2015)                                                          |                                                                                                              | <b>\$132,863.50</b> |
| Remaining Balance of Community Grant Budget Allocation for 2015/16 Financial Year as at 31 December 2015 |                                                                                                              | \$107,136.50        |

### **3. BUSHFIRE PROTECTION EXEMPTION – REQUEST FOR MINISTERIAL REVIEW**

|                         |                                   |
|-------------------------|-----------------------------------|
| <b>Portfolio:</b>       | <b>Planning - Cr Heagney</b>      |
| <b>Source:</b>          | <b>Planning &amp; Development</b> |
| <b>General Manager:</b> | <b>Peter Bettess</b>              |
| <b>Index Reference:</b> | <b>Council Reports 2016</b>       |

#### **Purpose**

The purpose of this report is to detail the issues associated with the current application of clause 52.48 - *Bushfire Protection: Exemptions* in the Greater Geelong Planning Scheme and request that the Minister for Planning investigate the matter. This clause currently applies to all urban and rural areas in the municipality regardless of fire threat. It allows for the removal of significant vegetation if it is located near a house or fence constructed prior to 2009. This is having a detrimental impact on the character and environmental values of Geelong's urban areas.

#### **Summary**

- Clause 52.48 was introduced into Victorian Schemes in November 2011 post the 2009 Victorian Bushfires Royal Commission.
- Clause 52.48 allows the removal, destruction or lopping of vegetation to reduce fuel load around existing buildings used for accommodation and adjacent to fences on property boundaries without requiring a planning permit. These permit exemptions for vegetation removal applies to buildings and fences existing or approved before 10 September 2009.
- These exemptions override other planning scheme requirements for the protection of vegetation including permit conditions and the requirements of heritage, vegetation protection, significant landscape or other overlays. These exemptions do not apply to 'urban' (metropolitan) councils except where an area is covered by the Wildfire Management Overlay (WMO).
- Geelong has significant urban areas which have no designated fire threat under the planning or building regulations but does not benefit from the exemption applied to metropolitan areas.
- Clause 52.48 allows significant vegetation to be removed in urban areas that would otherwise have some planning protection or planning consideration prior to removal.
- Geelong has and will continue to lose significant trees in urban areas under the pretext of bushfire safety when there is no identified bushfire threat under planning or building regulations.

**Cr Heagney moved, Cr Ansett seconded -**

**That Council:**

- 1) **writes to the Minister for Planning to request clause 52.48 - Bushfire Protection: Exemptions be applied more strategically in Geelong to differentiate between urban areas with no bushfire threat and rural areas with an identified bushfire threat;**
- 2) **provides a copy of this report and the letter to Minister to the Municipal Association of Victoria (MAV).**

**Carried.**

### ***Background***

Clause 52.48 was introduced into Victorian Schemes in November 2011 post the 2009 Victorian Bushfires Royal Commission. It allows the removal, destruction or lopping of vegetation to reduce fuel load around existing buildings used for accommodation and adjacent to fences on property boundaries without requiring a planning permit. These permit exemptions for vegetation removal apply to buildings and fences existing or approved before 10 September 2009.

This clause currently applies to the entire Geelong municipality and overrides:

- any requirement of a planning permit, including any condition, which has the effect of prohibiting the removal, destruction or lopping of vegetation;
- any requirement of the planning scheme to obtain a planning permit; or any provision in the planning scheme which prohibits the removal, destruction or lopping of vegetation such as a Heritage Overlay, Vegetation or Significant Landscape Overlay.
- any provision in the planning scheme that requires the removal, destruction or lopping of vegetation to be carried out in a particular manner.

Since the introduction of 52.48 in 2011, Geelong has experienced a number of issues with vegetation being removed, destroyed or lopped in urban areas under this provision despite the fact that these areas are not included in the Bushfire Management Overlay and are not designated as “bushfire prone areas” by the Victorian Building Authority.

This means that in all urban areas of Geelong, vegetation can be removed, destroyed or lopped within:

- 10 metres of an existing house constructed before September 2009;
- 4 metres either side of an existing fence on a boundary between properties approved before September 2009 within different ownership and
- 30 metres of an existing building used for accommodation approved before September 2009.

This exemption does not apply to metropolitan areas within Melbourne unless they are covered by the Wildfire Management Overlay (WMO). There does not appear to be any strategic basis for the distinction between metropolitan urban areas and regional urban areas with no identified fire threat.

### ***Discussion***

There are a number of implications for vegetation loss in urban areas due to the blanket application of clause 52.48 regardless of identified bushfire threat.

### ***Heritage***

There are around 156 trees listed as significant in the schedule to the Heritage Overlay and most of these are in the urban areas of Geelong. Trees include but are not limited to pines, palms, Morton Bay Figs, Magnolias, Liquid Ambers and Peppercorns. Many of these trees are located within 10 metres of a house or 4 metres of a boundary fence given the size of a suburban lot and given that many plantings, including hedges, are planted along fence lines. These trees have no protection in the planning scheme even though they are specifically identified under the Heritage Overlay.

### ***Landscape and Vegetation Values***

The issues above apply equally to urban areas with Vegetation Protection Overlays and Significant Landscape Overlays including areas within Barwon Heads and Ocean Grove.

### ***Development and Neighbourhood Character***

The loss of urban vegetation under clause 52.48 is also affecting development applications. Clause 55.03-8 of Recode specifically encourages the retention of mature vegetation on the site, however, even if it is considered a development should provide for the retention of significant trees on character grounds, some applicants are getting around this by removing them under the Bushfire Protection provision. This is despite the fact the area has no identified bushfire threat.

### ***Strategic Planning***

As part of the strategic planning work for our urban areas including; town centres, suburbs and townships on the Bellarine Peninsula, the need to retain significant trees for character and environmental reasons comes through strongly as part of the public consultation process.

When controls are implemented to reflect these community aspirations there is an expectation that the controls will deliver some form of significant tree protection. The fact that significant trees can be removed under the pretext of bushfire protection, in areas with no identified bushfire threat, undermines confidence in the planning process.

The Bellarine Peninsula Localised Planning Statement (Victorian Government, 2015) contains the following strategy:

*'Ensure that new development allows for the protection of significant vegetation and/or planting around buildings and has minimal impact on roadside vegetation'*

This strategy is being undermined by the arbitrary application of the Bushfire Protection provision across all urban settlements regardless of bushfire threat on the Bellarine.

### ***Urban Forestry Strategy***

Council recently adopted an Urban Forestry Strategy and is looking to develop a Significant Tree Register. This work will be seriously undermined in urban areas if the Bushfire Protection exemptions continue to apply across the entire municipality regardless of fire threat.

The current application Clause 52.48 to the entire Greater Geelong municipality is unjustified and unwarranted. Urban areas with no identified bushfire threat should not be subject to the Bushfire Protection exemptions. Significant vegetation which would otherwise have planning protection is being removed under this pretext which is having a detrimental impact on the character and environmental values of our urban areas. Geelong's urban areas are not unlike the urban areas of the metropolitan municipalities that currently enjoy an exemption from this provision (unless land is included in a Bushfire Management Overlay).

It is recommended Council write to the Minister for Planning to request this matter be investigated with the outcome that clause 52.48 can be more strategically applied within Geelong in the future, to reinstate planning controls that were in place prior to 2011.

***Environmental Implications***

The request to more strategically apply clause 52.48 in Geelong will see a greater number of urban trees protected.

***Financial Implications***

There are no financial implications as a result of implementing the recommendation of this report. There may be a minor increase in permit applications which can be absorbed without additional resources.

***Policy/Legal/Statutory Implications***

There are no policy or legal implications as a result of implementing the recommendations of this report.

***Alignment to City Plan***

This request aligns with the Sustainable and Built Environment actions around protecting the built and natural environment and protecting biodiversity.

***Officer Direct or Indirect Interest***

No Council officers or contractors have any direct or indirect interest, in accordance with Section 80(C) of the *Local Government Act* 1989, in the matter to which this request relates.

***Risk Assessment***

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

***Social Considerations***

Feedback from the community as part of the public consultation phase of many strategic planning projects highlights a desire to protect urban trees for character and environmental reasons. This report aims to assist in the protection of these trees.

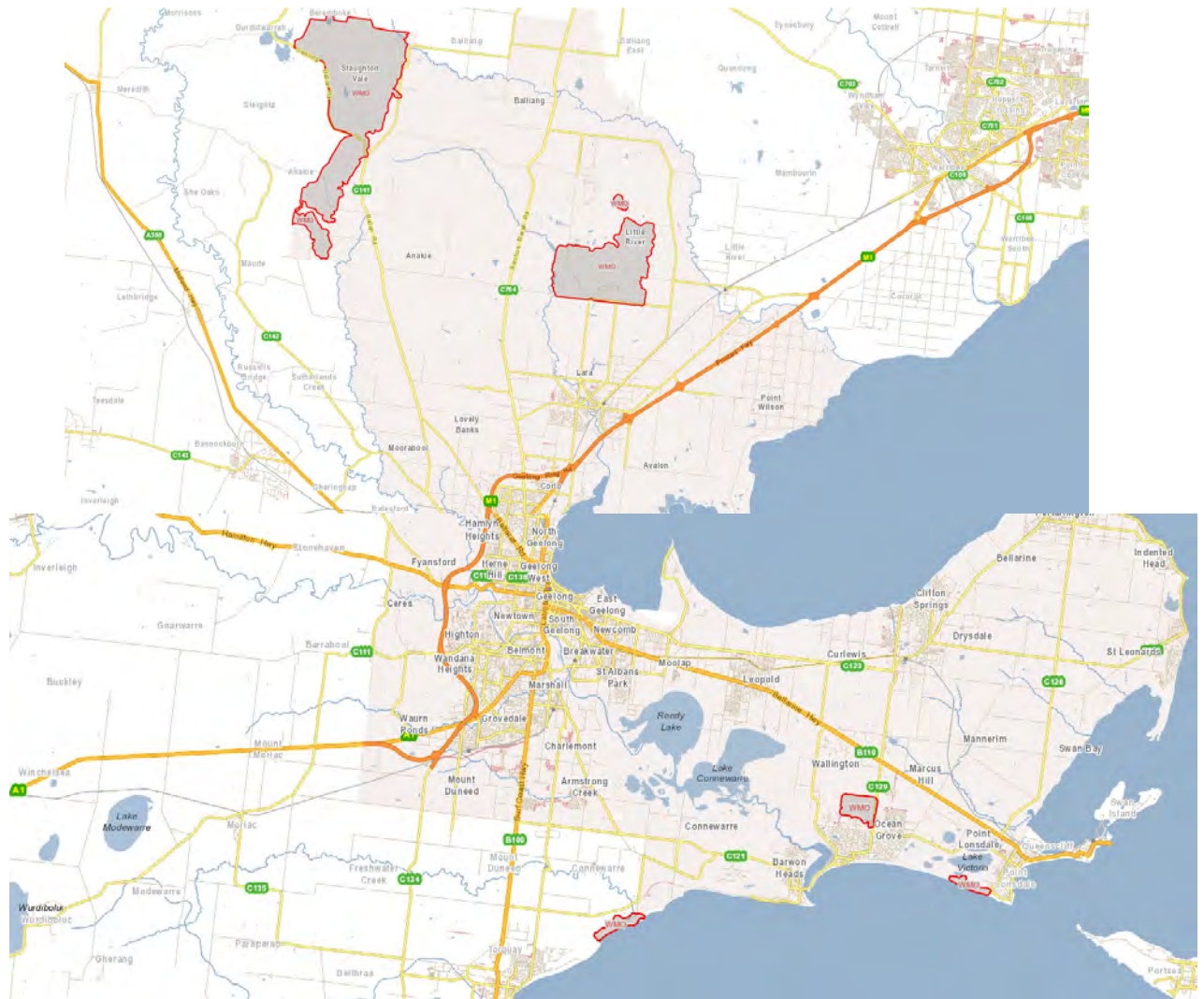
***Human Rights Charter***

This report will not impact on basic human rights, freedoms and responsibilities as set out in the Charter.

***Consultation and Communication***

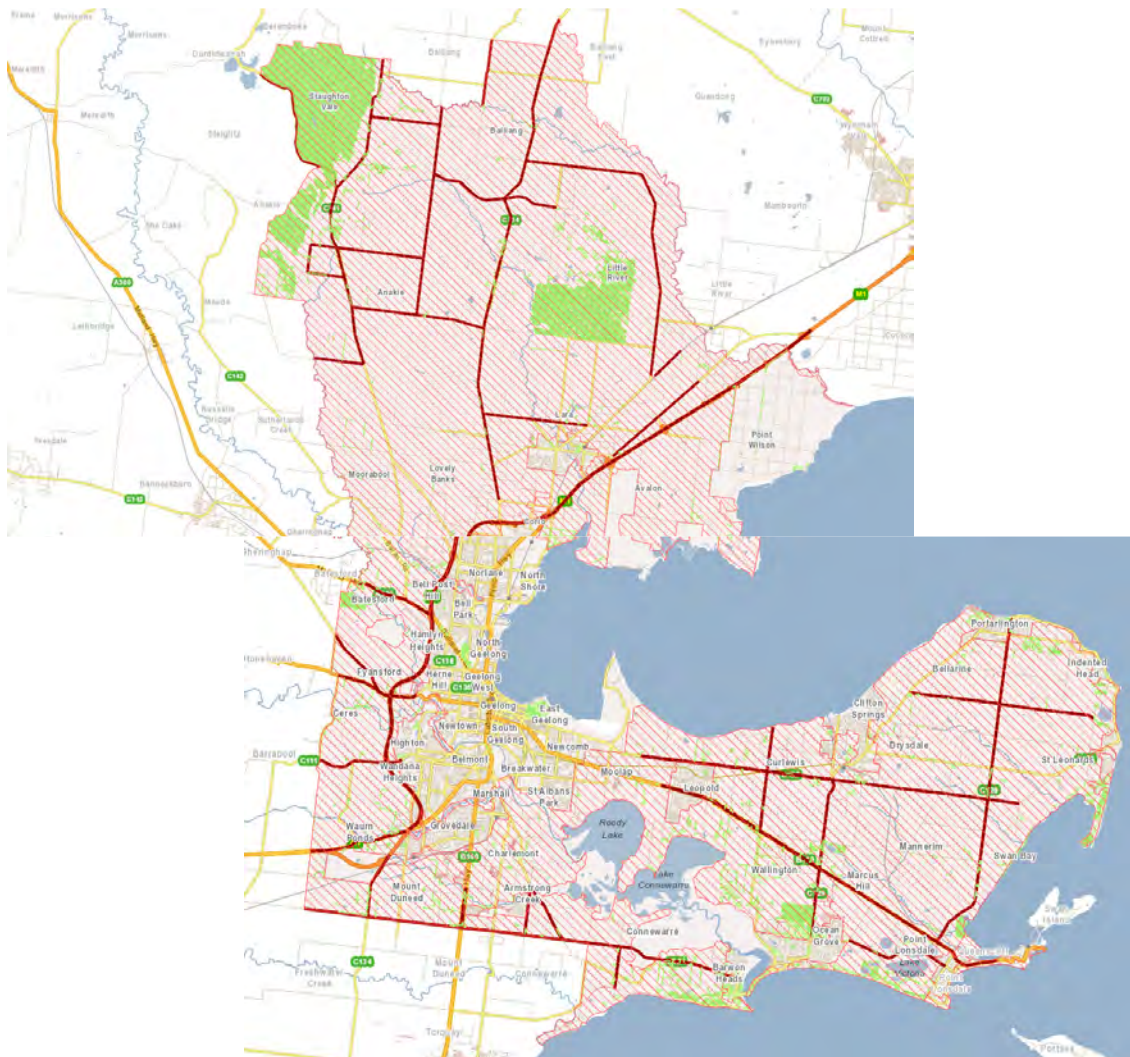
The relevant internal departments were consulted in the preparation of this report.

## MAP 1 – Wildfire Mangement Overlay



Extent of the Wildfire Management Overlay (shown in red). If the metro exemption applied ONLY these areas would be able to remove vegetation under the bushfire exemption provision.

## MAP 2 – Fire Prone Areas



Fire Prone Areas designated under the Building Regulations (hatched in red). Areas NOT fire prone include the urban areas of Central Geelong and surrounds, Lara, Leopold, Clifton Springs/Drysdale, Barwon Heads, Ocean Grove, Portarlington, Indented Head, St Leonards.

Currently the bushfire exemption allows vegetation removal in these urban areas even though they do not have an identified bushfire threat.

*Cr Richards declared an Indirect Financial Interest in Agenda Item 4, Additional Bin Service in that he is contracting into the waste and recycling industry and left the meeting room at 8.09pm, prior to discussion of the item.*

#### **4. ADDITIONAL BIN SERVICE**

|                         |                                                       |
|-------------------------|-------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Environment &amp; Sustainability – Cr Richards</b> |
| <b>Source:</b>          | <b>Environment &amp; Waste Services</b>               |
| <b>General Manager:</b> | <b>City Services</b>                                  |
| <b>Index Reference:</b> | <b>Subject – Council Reports 2016</b>                 |
|                         | <b>Subject – Bin Supply</b>                           |

##### **Purpose**

The purpose of this report is for Council to adopt a revised Recycling and Waste Collection System Policy CPL225.1 - Recycling and Waste Collection System.

##### **Summary**

- Council will spend an estimated \$545,000 for the 2015-16 financial year through providing this additional bin service. The service is used by approximately 4.2% of the tenements. It is predicted that 5100 waste bins will be provided in 2015-16 and is estimated to rise to 20,160 bins at an estimated cost of \$1.88 million in 10 years time at current growth rates.
- This additional bin service is perceived as a “free service” by residents however it is cross subsidised by each residential property paying the Waste Collection Charge. The current cross subsidy amounts to \$5.30 per property and is expected to rise to \$15 per property in ten years.
- The number of additional bins is increasing by around 1,100 per annum (17%). The additional garbage bins account for 60% of the additional bin service. Correspondingly there are approximately 2000 new properties added to the kerbside service each year.
- To prevent a continuing increase in this perceived free service a change to a user pays additional bin service is proposed.
- A sample survey of 15 regional, rural and metropolitan Councils indicated that they all provided an additional bin service option for their residents. These options however all incurred additional charges.
- It is proposed that any change to the provision of additional bins be implemented in two distinct phases. Phase one would be implementation of changes for any new bin applications. Phase two would be the addressing of the existing additional bins held within the community. Phase two is likely to be a much more resource demanding and therefore will need to be considered as a separate task to Phase one.
- The implementation of a user pays system will require in field monitoring of presentation of additional bins, auditing of properties presenting multiple bins enforcement and property rates data changes. These processes are all likely to require some additional resources. The funding of these resources however would be possible from the savings that the cessation of the provision of the current free service would provide and the income from new paying additional bin services.

- There are a significant number of properties that present additional bins for collection that have been sourced outside of the CoGG delivery system or are listed as stolen bins. Audits and inspections are needed to locate these properties and then allow residents to either pay for their additional bins or return their additional bins. This process is also likely to need additional primarily short term staffing resources to manage the change process.
- The revised Policy CPL225.1 - Recycling and Waste Collection System as presented proposes to introduce a user pays system to allow properties to access additional waste, recycling and possibly greenwaste bins in residential kerbside collection service. This policy change will replace the current system that currently provides bins at no cost to residents and is perceived as free but is cross subsidised through the Waste Services Charge by all residential properties.

**Cr Harwood moved, Cr Murrhy seconded -**

**That Council:**

- 1) notes the cost to Council of continuing to provide this service without initiating user pays charges and the continuing demand for a perceived “free” service;**
- 2) agrees to the implementation of user pays charges for additional bins for all new applications post 1 July 2016;**
- 3) adopts the revised Policy CPL225.1 - Recycling and Waste Collection System; and**
- 4) notes that a Phase two should be considered by Council at a future time to address the existing additional bins held within the community.**

**Carried.**

### ***Background***

The current system of providing additional bins provides residents with the option of an additional garbage bin and or an additional recycling bin at no additional cost to the resident.

The additional bin system was instigated as a free service to residents when the three bin system was introduced in 2002 (waste, recycling and green waste). The rationale for the introduction of additional bins was to compensate larger families who may struggle to fit their recycling and garbage into the provided 120 litre weekly garbage and 240 litre fortnightly recycling service. The additional bin service did not include an additional green waste bin.

Residents can gain access to the service on medical grounds or if they have six or more in the household. Applications based on medical grounds are approved immediately.

The additional bins service now represents 4.2 percent of the total garbage and recycling bins collected. The large family criteria was designed to assist larger households make the transition from the previous unlimited volume system to the volume limited three bin system.

Currently there are 4882 additional garbage and 3519 additional recycling bins in service. The number of additional bins is increasing by approximately 1,100 annually. Garbage bins account for 60% of the additional bin service.

### ***Discussion***

#### **1. Previous review of the additional bins service undertaken in March 2011**

The outcomes of this review were:

- The criteria of “six or more in the household” was deemed to be ineffective at restricting the number of applications for additional bins. The criteria is still required to be met by residents with all new applications however it is not possible to determine the accuracy of information provided.
- From a mail survey around 90% of the customers replied that their additional bins were still needed.

#### **2. 2015 Survey of Other Councils**

A sample survey of 15 regional, rural and metropolitan Councils indicated that they all provided an additional garbage bin service including additional fee charges.

Eight of the fifteen Councils provided a discount for hardship or for medical reasons with applications requiring detailed information and a doctor's certificate in support of medical claims. Seven of the fifteen councils surveyed provided discounts for large families. No Council provided a totally free additional bin service but three Councils did provide additional recycling bins for free.

The surveyed Councils generally believed their additional bin issue was effectively managed by the user pays system. The survey also indicated that a number of Councils were reducing the hardship and exemptions criteria and allowing only exemptions for a medical condition generating excessive waste.

The Councils surveyed indicated their additional bin rate ranged between 1% to 2% of whereas the CoGG rate is 4% of tenements.

#### **3. State of the Current Additional Bin Service**

COGG is currently providing a “free” additional bin service and limiting the provision of these “free” bins by the application of certain criteria surrounding them. This system has proven to be ineffective over the period that the three bin collection service has been in place.

The current rate of the increase in the costs associated with increasing provision of additional bins is unsustainable. COGG already has at least double the number of additional bins of any other municipality surveyed. With an annual increase currently running at 17% within ten years this could end up being seven or eight times that experienced by other municipalities.

#### **4. Implementation of a User pays Additional Bin Service**

The implementation of a User Pays additional bin service is a significant change for the municipality as for the last 13 years residents have been used to the concept of this service being provided free by Council. If undertaken, the removal of the additional bins from the properties that have them (almost 5000 in the case of the additional red lidded bins) will require a major communication and logistical operation. It is proposed that the transition to a user pays service be undertaken in two phases.

Phase 1 of the introduction of this change would be to introduce the user pays system for all new additional bin applications after a set date (e.g. 1 July 2016). It will leave the decision and process to address the existing bins out in the community (Phase 2) for future consideration. To try and combine these two stages would be very difficult from a workload, staffing and logistical perspective.

There is also a real risk associated with combining the change to a user pays system with the retrieval of existing bins within the community. The retrieval of existing bins may generate dissatisfaction from those currently in possession of the bins. The retrieval of these bins needs to be thoroughly investigated and a plan put together to ensure minimal disruption to households. It is proposed that this is a separate process independent of the broader issue of moving to a user pays additional bin system.

## **6. Cost Structure for Additional Bins**

The following table for an additional bin service has been developed to provide indicative charges for 2016/17 based on the costs of the 2015-2016 budget. The following model sets out to recoup all operational, maintenance and capital costs.

The following table is a cost recovery model and the option of a higher cost for garbage can be considered if required to focus on increasing the amount of recycling occurring.

|                                   | Garbage | Recycling | Recycling<br>(with cost<br>signal) | Green |
|-----------------------------------|---------|-----------|------------------------------------|-------|
| Yearly cost for an additional bin | \$135   | \$48      | \$73                               | \$62  |

## **7. Exemptions for Medical or Hardship Reasons**

The provision of exemptions based on economic or social hardship would be difficult and very labour intensive to provide. Hardship is difficult to determine with many factors contributing to and many varying opinions exist on the classification of hardship. Most services across Council do not attempt to take on this challenge.

Each application for hardship would have to be assessed individually which would be very labour intensive (currently we receive over 1000 applications annually). This would require at least one fulltime EFT to investigate, liaise with and assess each application. To undertake this process in a fair and equitable manner would require specialist skills.

The assessment of the degree of hardship that people are in may be an emotive and potentially controversial process for those believing they are in hardship. This may result in a portion of applicants that are rejected based on whatever criteria are agreed being disgruntled and therefore prone to voicing their disappointment further.

The Additional Bin Charge is not able to be passed on to the tenement by the landlord in the normal rent cycle and correspondingly any individual reduction in the Additional Bin charge would be retained by the landlord. Only owner occupied housing would potentially see any benefit from an Additional Bin charge exemptions scheme unless a separate system was developed for properties with tenants.

A provision for a charge exempt additional bin for a medical condition that produces excessive waste would provide assistance to a section of the community. This would still require significant resources to manage but would avoid the owner versus tenant prejudice.

### ***Environmental Implications***

The introduction of an additional bin charge may lead householder to transfer excess waste from one bin to another. To reduce this risk, proactive inspections through regular audits and the bin inspections should be considered for properties. From previous audits and inspections it has been observed that residents generally use the three bin system as intended. The additional bin service provides households with greater disposal volume and this may inadvertently encourage households that can afford additional bins, to dispose of more material and reduce waste minimisation activities. This behaviour should it occur will not have a material impact on operation of the kerbside collection system.

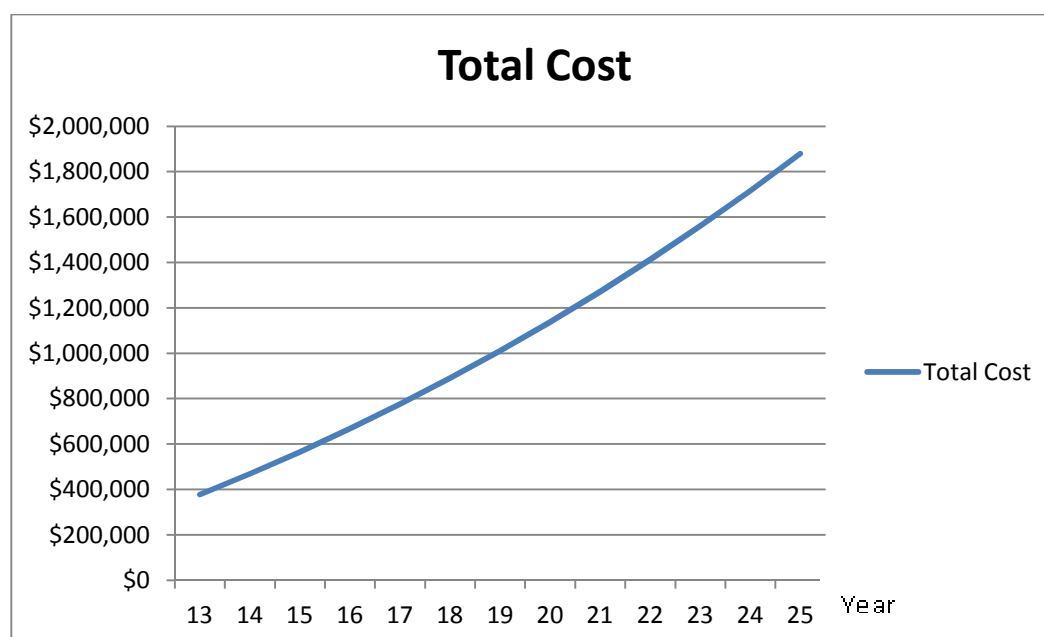
### ***Financial Implications***

Costs associated with the additional bin service are forecast to increase from \$545,000 to \$1.88 million over the next 10 years. The accumulative 10 year cost would be \$11 million if current trends continue.

The implementation of Phase 1 of the change to a user pays additional bin service will require development of some new administration processes to facilitate the charging for the service. These processes along with the monitoring and enforcement of this change in policy will require some degree of additional resourcing. Once the free bins stop there undoubtedly will be an increase in instances of residents illegally obtaining additional bins. There needs to be adequate resources to ensure the change is implemented properly. The estimated income from the provision of 1000 user pays additional bins and with current ratio of 60% waste bins is \$96,400. This income can offset costs associated with resources required for implementation.

To offset a portion of these costs would include the recovery of “stolen” bins, a reduction in the number of properties requiring additional bins and additional charges to properties with unregistered additional bins.

The following chart highlights the projected cost of the service per year rising over the next 10 years if no change is made.



A charge for additional bins will significantly reduce the ongoing operational costs associated with this service. This will reduce the cost of the Waste Collection Charge immediately and also protect it from the continually growing proportion of the base service that these bins currently represent.

***Policy/Legal/Statutory Implications***

The introduction of an additional bin charge will require a change to the Policy CPL225.1. Guidelines for Provision of Additional Bin Services for Garbage, Recycling and Greenwaste are attached. These Guidelines were previously developed for the introduction of the three bin system to provide assistance to large families through the transition to the new fixed volume bin system.

The policy stated...

*"Upon compliance with the conditions outlined in the 'Guidelines for Assessing Applications for Additional Garbage and Recycling Services' a resident may be granted an additional garbage and/or recycling service at no additional charge."*

The Policy has been reviewed and the proposed revised policy is attached (Appendix 1).

***Alignment to City Plan***

The adoption of the revised Policy CPL225.1 aligns to 'Sustainable and Built Environment' by supporting a flexible approach to kerbside recycling and waste collection services while reducing the cost pressures to this service.

***Officer Direct or Indirect Interest***

The person preparing this report has no direct or indirect Interest in this matter

***Risk Assessment***

The introduction of a charge on additional bins may result in an adverse reaction from current additional bin holders. The service is used by approximately 4% of residential properties. This could create negative media coverage and a communication plan will be developed to reduce this risk.

However the ability of Council to sustain the service in its current form in view of the escalating cross subsidy costs is a risk. This change to additional bins will assist within the current economic environment of rate capping and corresponding pressure to reduce increases in fees and charges.

The implementation of the recommendations will require additional resources to manage the implementation of the changes. Without these resources the additional bin service will remain open to abuse by non paying properties.

Upon adoption of the recommendations in this report the provision of addition bins will be suspended until the implementation of the user pays system on 1 July 2016. This will ensure that we do not get inundated with requests for additional bins (currently free) once it becomes known that a charge will be applied in the near future.

***Social Considerations***

The implementation of the recommendations will require householder to pay for the service.

This may disadvantage lower income households who currently use the service. A provision for a charge exempt additional bin for a medical condition that produces excessive waste would provide assistance to a section of the community.

Council offers a number of free waste disposal services that may assist. The Geelong Resource Recovery Centre, Douro Street, North Geelong and Drysdale Resource Recovery Centre, Becks Rd Drysdale provide the following services;

- Free televisions and computer equipment drop off at Drysdale and Geelong Resource Recovery Centre's
- Free white goods drop off at Drysdale and Geelong Resource Recovery Centre's.
- Free household recycling drop off at Drysdale and Geelong Resource Recovery Centre's.
- Free paint, batteries, fluorescent tubes, oil and gas bottles drop off at the Geelong Resource Recovery Centre **ONLY**.
- Discount promotions throughout the year.
- Free drop off day for household chemicals

#### ***Human Rights Charter***

This report has no impact on compliance with the Human Rights Charter.

#### ***Consultation and Communication***

A communication plan will be prepared in partnership with the Communication Unit.

The communication plan will be implemented over the period prior to the implementation of the additional bin charge to those properties currently receiving a "free" service. This would potentially alleviate any adverse publicity.

Key messages would be:

- The costs associated with the service and its financial un-sustainability.
- Alternative method of dealing with excess garbage and recycling will be included in an education program. This would include waste minimising activities such as composting. Flattening boxes in recycling, better use of bin space and removing recycling content from garbage bins.

# COUNCIL POLICY (DRAFT)

|                                                                       |                |               |
|-----------------------------------------------------------------------|----------------|---------------|
| <b>Recycling and Waste Collection System</b>                          | Document No:   | CPL225.1      |
|                                                                       | Approval Date: | 15 March 2016 |
|                                                                       | Approved By:   | Council       |
|                                                                       | Review Date:   | 15 March 2019 |
| Responsible Officer:<br><b>Manager Environment and Waste Services</b> | Version:       | 03            |
|                                                                       |                |               |
| Authorising Officer: <b>Chief Executive Officer</b>                   |                |               |

## 1. PURPOSE

To outline the principles and processes for the operation of Council's kerbside residential recycling and waste collection system.

## 2. SCOPE

Applies to all properties with a residence that are charged the Waste Collection Charge.

## 3. REFERENCES

### 4. Neighbourhood Amenity Local Law 2014 – Part 1 and Clauses 29 to 31 *Your Waste Collection* DEFINITIONS

- Garbage - means all waste generated or accumulated in or on any residential premises, but excludes any substance designated by Council from time to time not to constitute Waste for the purposes of-Neighbourhood Amenity Local Law 2014;
- Green Waste - means any substance which the Council designates from time to time as green waste material for the purposes of Neighbourhood Amenity Local Law 2014;
- Litterbin - means a receptacle provided by Council, or with authority of Council, in a road, a reserve or other public place, for use by the public in depositing small items of litter;
- Recyclables - means any substances or articles, which the Council designates from time to time to be recyclables Neighbourhood Amenity Local Law 2014; and
- Residential - includes all tenements used for residential purposes in whole or in part, and any other premise designated by Council from time to time.
- Tenement - means a building or part of a building in separate occupation which is, or is capable of being, rated separately by Council.

## 5. COUNCIL POLICY

The City of Greater Geelong provides a standard recycling and waste collection system that utilises a three (3) bin kerbside service for recycling, green waste and garbage that use mobile bins provided by the City. There are options for variations to this standard service to meet specific requirements enabling a universal (whole of life) service to be provided to all residential properties.

The following are key principles of the system.

- 5.1. All residential properties (dwellings) within the Municipality be charged for a standard 3 mobile garbage bin (MGB) service in line with "the City's Rating Strategy".
- 5.2. The standard domestic recycling and waste collection system is a weekly 140 litre MGB service, a fortnightly fully commingled recycling 240-litre MGB service and a fortnightly green waste 240 litre MGB service.
- 5.3. The Recycling and Waste Collection System must utilise MGB's supplied by the City.
- 5.4. The recycling and waste collecting bins are allocated to and remain with the property as part of the residential garbage, recycling and green waste collection service.
- 5.5. A 120 litre MGB in lieu of 240-litre MGB can be provided to units to meet the specific needs of some residents for their recycling and green waste services.
- 5.6. Properties with flats or units may share a 240 litre bin for garbage, recycling and green waste with each flat or unit entitled to a minimum equivalent capacity of 120 litres for garbage and recycling. Each complex containing flats or units is entitled to a green waste service of 120 litres per flat or unit.
- 5.7. Upon compliance with the conditions outlined in the "Guidelines for Provision of Additional Bins for Garbage, Recycling and Greenwaste" a resident may be granted a garbage, recycling service or greenwaste bin or any combination thereof provided the Additional Waste Collection charge is paid. The current year pro rate charge must be paid for at the time of application for an additional bin and thereafter will become an Additional Waste Collection charge on their rates notice.
- 5.8. That a review of the collection system be undertaken on an annual basis to ensure that it continues to meet the needs of residents and that feedback be provided to Manager Environment and Waste Services and General Manager City Services on the overall performance of the system.
- 5.9. Colours of all bins shall be dark green with lids coloured burgundy for garbage, yellow for recycling and nature green for green waste.
- 5.10. All MGB's be appropriately marked including the City logo, property address label, embossed marking to reflect type of bin and serial number and if required having stickers providing information on contamination and type of material that can be placed in the MGB.
- 5.11. The name of the charge on the rate notices be the Waste Collection Charge and the Additional Bin Charge.
- 5.12. A Communication and Education Strategy be used to assist in the on-going operation of the system and to include:
  - a) encouragement of responsible home composting;
  - b) information on drop off points for extra recyclables and waste during seasonal peaks; and
  - c) a communication and education program to promote the recycling of green waste and the positive impact on the environment.

- 5.13. All rural properties entitled to the standard domestic recycling and waste collection system service shall be entitled to greenwaste service regardless of property size.
- 5.14. Criteria for the provision of a Special Needs Service be developed and maintained in accordance with the principles of Council's Disability Action Plan.
- 5.15. Opportunity be provided for other properties (e.g. schools, small commercial business premises within collection areas) to be included within fully commingled recycling and green waste collection service on a fee for service basis. This fee to be the charged to be a "commercial bin collection charge" billed via accounts receivable.

### **a) QUALITY RECORDS**

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

| <b>Record</b>                                                                     | <b>Retention/Disposal Responsibility</b> | <b>Retention Period</b>                         | <b>Location</b>             |
|-----------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------|-----------------------------|
| Council Property Database for Residential Properties (refer Items 5.1,5.5 & 5.6 ) | Finance Manager                          | 7 years (i.e. duration of collection contracts) | Finance Department          |
| File database for Additional Garbage and Recycling Services (refer Item 5.7)      | Finance Manager                          | 7 years (i.e. duration of collection contracts) | Finance Department          |
| File database for Special Needs Service (refer Item 5.14)                         | Manager Environment and Waste Services   | 7 years (i.e. duration of collection contracts) | Waste Management Department |

### **b) ATTACHMENTS**

A) Guidelines for Provision of Additional Bins for Recycling, Garbage and Greenwaste

# CITY OF GREATER GEELONG

## RECYCLING AND WASTE COLLECTION SYSTEM

### GUIDELINES FOR PROVISION OF ADDITIONAL BINS

### FOR

### RECYCLING, GARBAGE AND GREENWASTE

#### Objectives

These guidelines have been prepared to:

- Ensure that the community is encouraged to embrace waste minimisation principles and maximise the separation of waste into the appropriate collection streams of recycling, greenwaste and waste for environmentally beneficial recycling;
- Provide flexibility in the provision of waste, recycling and greenwaste bins so that each property has services that meet their needs at any time over a “whole of life concept”;
- Enable the City to deliver its recycling and waste collection services in a socially just manner to members of the community who seek additional support to meet their needs for reasons which are reasonably outside their control (e.g.: medical conditions);
- Provide Residential Recycling and Waste Services to residents that reflect the costs to the users of the service; and
- Apply only to residential properties that use domestic MGB’s and not Multi Unit developments using industrial four wheel MGB’s.

#### Guidelines

**One** 140 litre mobile garbage bin, 240 litre recycling bin and a 240 litre greenwaste bin may be provided on an annual basis to a residential tenement in the following circumstances:

- The property owner is willing to pay the appropriate Additional Waste Collection charge;
- The property owner or their authorised agent signs the Additional Bin Application Form; and
- *A resident that possesses a medical condition that is beyond their control (e.g. resident with dialysis waste) requiring disposal of waste that is reasonably beyond the capacity of the standard service to accommodate and provides a medical certificate would be exempt from an Additional Bin Charge.*

## Procedure for Application, Charges and Removal of Additional Bins

- a) Provided the property owner agrees to pay:
  - The pro-rata charge for the current financial year upon application;
  - The ongoing Additional Waste Collection charge in their rates notice;They shall be provided with additional bins collected under the City's residential Recycling and Waste Collection System;
- b) Any Additional Bin applicant to receive educational material to assist on correct recycling and effectively using the space in MGB's;
- c) The costs shall be reviewed annually as part of the annual budget process. The cost is to be generally a cost recovery rate but can also include a market signal in pricing e.g. additional waste bin cost to discourage additional waste generation. Costs for the additional bin service to include all additional administrative, management, delivery, retrieval and field inspection costs;
- d) If an additional bin(s) are no longer required an application to remove the bin(s) must be made in writing by the property owner or their authorised agent. No refund of the Additional Waste Collection charge will be made.
- e) Removal of the additional bin(s) will occur as soon as circumstances warrant following the request from the property owner or their authorised agent or the Additional Bin charges not being paid;
- f) A property with an Existing Additional Bin may retain their additional bins at no cost as per the previous policy in the short term. These existing additional bins will be subject to a further review; and
- g) Encourage residents to recycle and not seek the easy option of having additional bins because they can afford them.
- h) Residents with an Exempt classification for a medical condition must renew their exempt status annually or the additional bin would be removed.*

Any appeal of decisions relating to provision of the Additional Bin Services shall be made to the Waste Services Unit and be subject to review by the Manager Environment and Waste Management and if requested the General Manager City Services.

## **CITY OF GREATER GEELONG RATES NOTICE APPLICABLE FOR ADDITIONAL BINS**

“That Council:

### **PART B**

ii. Declare the following Rates & Charges:

#### **6. Annual Service Charge**

- 6.1 An Annual Service Charge be declared for the period commencing 1 July 2016 to 30 June 2017.
- 6.2 The Annual Service Charge be declared for the collection and disposal of refuse.
- 6.3 The Annual Service Charge be as determined through the City’s Annual Budget for each rateable land and non-rateable land (or part) in respect of which the Annual Service Charge may be levied. Additional charges are applied if additional services are requested by the property owner.
- 6.4 The criteria specified below, be the criteria, which form the basis of the Annual Service Charge, so declared:

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

*Cr Richards re-entered the meeting room at 8.22pm.*

## **5. CITY PLAN 2013-2017 PROGRESS REPORT TO 31 DECEMBER, 2015**

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Governance - Cr Lyons (Mayor)</b>                                |
| <b>Source:</b>          | <b>Strategy &amp; Performance – Strategy &amp; Program Delivery</b> |
| <b>General Manager:</b> | <b>Dean Frost</b>                                                   |
| <b>Index Reference:</b> | <b>Corporate Strategy Planning</b>                                  |

### **Purpose**

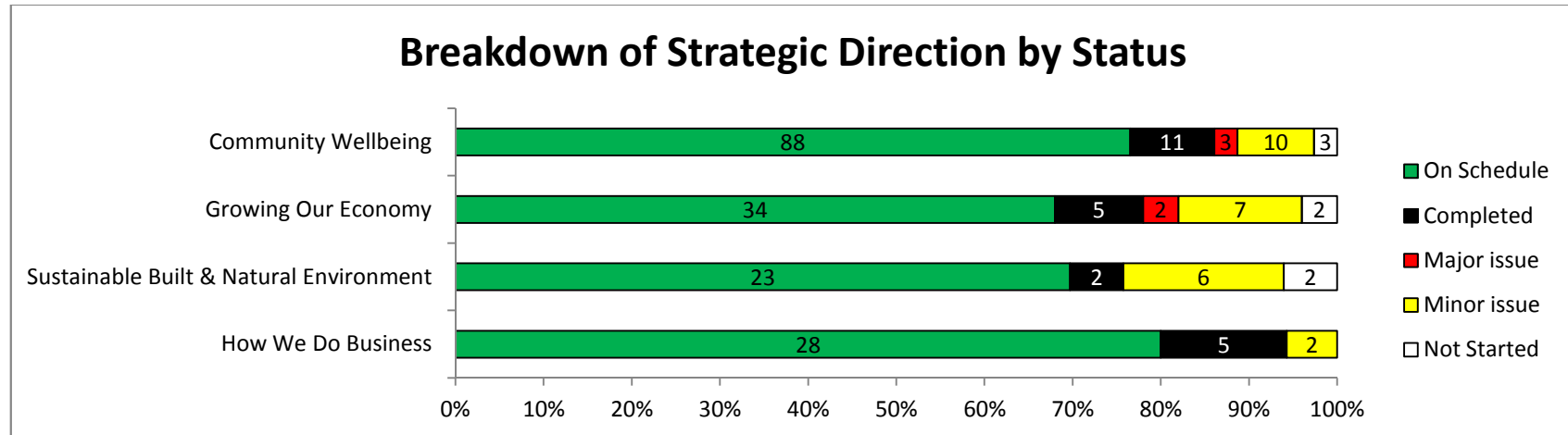
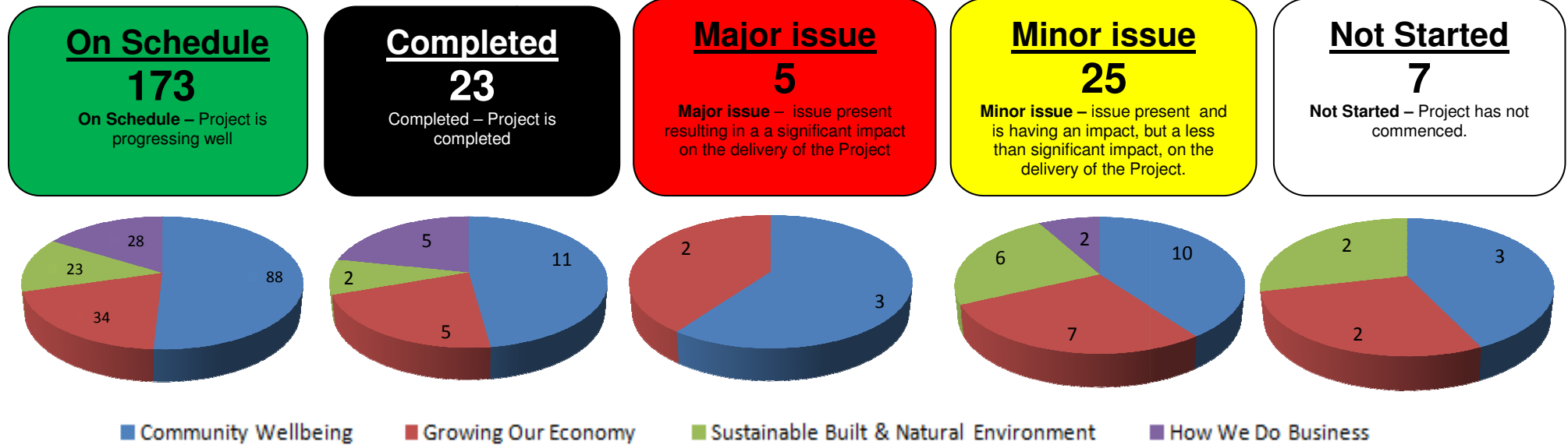
Council at its meeting on 23 June 2015 adopted the 2015-2016 Update of City Plan 2013-2017, which outlines the Strategic Directions and Priorities planned by the Council over the four-year period, and the Annual Business Plan Actions planned for the coming 12 months.

This report is the progress report to Council of the organisation's achievements against these actions.

### **Summary**

- Page two of this report provides a dashboard summary of progress to date of 2015-2016 City Plan actions.
- Attachment A details the status and provides commentary against the Annual Business Plan actions.
- Out of a total of 233 actions, there are five actions with a status of 'Major Issue'.

**City Plan 2013-2017 (15/16 Update) Progress Report to 31 December, 2015**



**Cr Heagney moved, Cr Harwood seconded -**

**That Council receives and notes the City Plan Progress Report to 31 December 2015.**

**Carried.**

***Background***

Council at its meeting on 23 June 2015 adopted the 2015-2016 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***

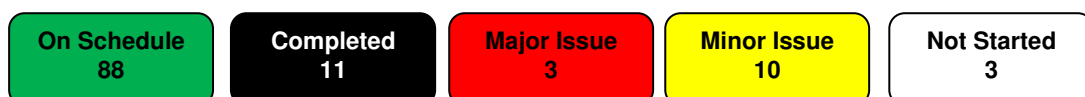
This report and attachment indicates the status of the actions in City Plan 2013-2017 for the 2015-2016 financial year as at 31 December, 2015.

The attachment provides status and comments for each of the 233 actions within the four strategic directions.

There has been significant progress in the December quarter towards achieving the actions in 2015-2016 including:

**Community Wellbeing**

Status Summary:



Major issues summary:

| City Plan Action                                                  | Reason                                                                                                                                                      | Action being taken                                                                                                           |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Leopold Football and Netball Club clubroom upgrade                | Awaiting State Government funding of \$1.5M election commitment. The hold up will affect timing of works.                                                   | Pavilion works went out to tender, closing 28 January 2016. Netball court construction works will be quoted in January 2016. |
| Hendy Street Reserve (Flinders Peak) sports field and change room | Project on hold due to ongoing discussion between Council and the Department of Education regarding land and assets. Scope will be affected by the outcome. | Discussions are continuing between Council and the Department of Education.                                                  |
| Splashdown aquatic play park construction                         | Funding shortfall as cost of project exceeded budget.                                                                                                       | Further funding has been sought in the 2016/17 budget with the project expected to be completed in 2016/17.                  |

- During this quarter a number of recreation and community projects were commenced or completed:
  - Drysdale's Springdale Neighbourhood Centre opened their doors to young people on 13 October, 2015. Known as the Drysdale Youth Centre, young people aged 12-25 years of age can relax, socialise and take part in a range of classes.
  - A number of playground installation projects were completed – Elinbank Reserve Grovedale, Hopetoun Park Geelong, Grinter Reserve Newcomb, Seaview Park Belmont, Harvey Park North St Leonards, Shell Reserve Corio, Arthur Powell Playground Ocean Grove and Ferndale Playground Highton.
  - Lara Multi Purpose pavilion at Lara Recreation Reserve was also completed this quarter.
- The Social Infrastructure Plan (SIP) was endorsed by Council on 20 October, 2015. The SIP provides a blueprint for planning and delivery of social infrastructure investment to 2031.
- The SIP provides a framework for planning and delivery of social infrastructure – the formal and informal places and spaces that provide physical resources for community activity and services. The SIP breaks down the municipality into IS planning areas and considers each area within its own right and also within the broader regional context.

Projects to be considered include:

Short term (1-5 years)

- investigation of a multi-purpose community and cultural hub in Belmont/Highton/Wandana Heights planning area
- multi-purpose community hub in Portarlington
- Rosewall Neighbourhood House upgrade

Medium Term (5-10 years)

- integrated children's centre in Corio West
- planning for future of Belmont Civic Centre

Long Term (10 years plus)

- delivery of infrastructure in Armstrong Creek in line with growth
- multi-purpose stadium in Grovedale/Waurn Ponds.

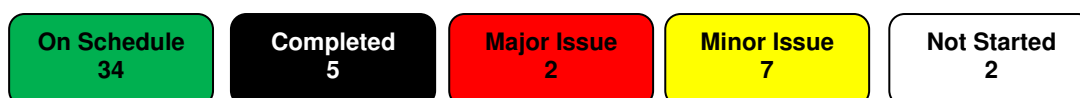
The SIP identifies gaps in the provision of spaces and facilities for youth activities and services, arts and cultural spaces and services, multi-purpose meeting and social spaces and respite/day activity.

The SIP will provide the foundation of future planning needs to meet a continually changing environment.

- Council's Learn to Swim programs are again achieving outstanding results. In term four of 2015 the programs attracted 6,604 enrolments across the four indoor leisure centres (Leisurelink, Waterworld, Splashdown and Bellarine Aquatic and Sports Centre). This is a 10 per cent increase from term four last year.
- Children's Week was celebrated in Geelong in October, 2015 and focused on celebrating the contributions young children make to our community. Over 60 events hosted by 43 local organisations were undertaken during the week of 24 October to 1 November, 2015. The diverse range of local events held targeted children aged between 0-12 years. Approximately 14,724 children and adults participated in the events.
- Geelong Seniors Festival was held throughout the month of October. The theme of the festival was 'Celebrating Community' which encouraged seniors to explore cultural, health, educational and social opportunities within their communities. The festival was attended by over 10,000 people and hosted over 100 events and activities including musicals, concerts, dancing, history tours of Geelong, cycling, trailable yacht sailing, art exhibitions from local artists and multicultural events.
- A number of awards were achieved this quarter -
  - Healthy Together Geelong received an International Association for Public Participation (IAP2 Australasia) "Highly Commended" award in October for Capacity Building with the Healthy Workplaces Network. The IAP2 awards recognise and encourage projects and organisations that are at the forefront of public participation. This award demonstrates the leading practice that underpins the work that Healthy Together Geelong is doing.
  - The Greenway project picked up an award at the prestigious Parks Victoria Environmental Sustainability Awards in the regional achievement category. The ambitious five year Greenway project managed by Council's Tree Management Unit will revegetate 21 kilometres of the Ted Wilson Trail alongside the Geelong Ring Road with 80,000 trees and 15 hectares of native grassland.
  - Council's Sport and Recreation Unit won the Parks and Leisure Australia National Award for innovative regional planning for sport. This award is high recognition for the collaborative effort between all G21 councils and participating sports for excellent strategy and planning. The way that the City of Greater Geelong operates has been recognised by the sporting associations, and now the industry peak body, as the model to be replicated across other regions.
  - Leisurelink Aquatic and Recreation Centre received Life Saving Victoria's (LSV) Platinum Pool award for the forth year running.

## Growing Our Economy

### Status Summary:



### Major issues summary:

| City Plan Action                        | Reason                                                                                                                                                                                           | Action being taken                                                                                                            |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Central Geelong Design Assessment Panel | Still determining the context of the role of the Geelong Authority and revised planning permit processes in regard to this with the Minister being responsible authority for major developments. | Discussions continue and the aim is to have the panel in place by 30 June 2018.                                               |
| Cadel Evans Bronze Statue               | On hold due to current Council protocol being to recognise local sports men and women who have excelled on an international scale through Legends Plaza.                                         | Recommendation is to work within existing Council protocol and apply for Cadel Evans to be acknowledged in the Legends Plaza. |

- A number of events were held during this quarter including Sidewalk Sales, Toast to the Coast, Ride2WorkDay, Oktoberfest Geelong, Twilight Gala Parade, Run Geelong, Streetlife Festival, Extravaganza, Geelong Revival Motoring Festival and Geelong Cup all bringing in valuable economic and community benefit.

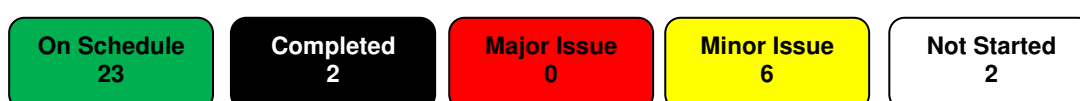
The City of Greater Geelong is busily planning for the peak event season with events in the next quarter such as The Cadel Evans Great Ocean Road Race, Victorian Open Golf Tournament and the Festival of Sails. These major events will showcase Geelong and generate economic benefit to the region. Major events held during the 2014-2015 financial year injected an estimated \$84 million into Geelong's economy.

- Geelong's Iconic Floating Christmas Tree came alive again in a spectacular light show for the second year on Friday 13 November, 2015. The estimated crowd attending waterfront activities during the Christmas in Geelong 2015 was approximately 213,500. The tree was part of Christmas in Geelong 2015, with some of the other events showcased including the Myer Christmas windows, giant snow globe, City Hall projections, and 24 Christmas trees handmade by local primary school students.
- The Central Geelong Action Plan continues to encourage activity into the Geelong CBD.
  - A funky pop up urban space (Malop Street Lab) was created in Malop Street in late October and will remain in place until end of summer. The installation of the pop up space is an initiative of the Central Geelong Task Force. The temporary installations aims to activate the space, provide better opportunities for alfresco dining and demonstrate the City in a Park initiative.
  - The Little Malop Street Mall has been transformed physically and socially in order to attract more publicly acceptable behaviour and create a space where people want to be. The City of Greater Geelong teamed up with the State Government to create a "Can Do Zone" in the mall which encourages positive behaviour among those using the space.

- The \$45.5 million Geelong Library and Heritage Centre opened on 21 November, 2015. During the period 21 November to 15 December, 2015 there were 49,426 visitors to the Library and 15,014 visitors to the Heritage Centre. Construction of the library was the largest and most ambitious project ever undertaken by Council and was successfully delivered on time and on budget. The Geelong Library and Heritage Centre features 6,000m<sup>2</sup> of space, diverse collection of print, multimedia and heritage items, a major event space including seating for 300 people, 80 seat café, one entire floor dedicated to children and young people, high end digital technology, Heritage Centre repository, eight meeting rooms available for hire and exhibition space.

## **Sustainable Built and Natural Environment**

### Status Summary:



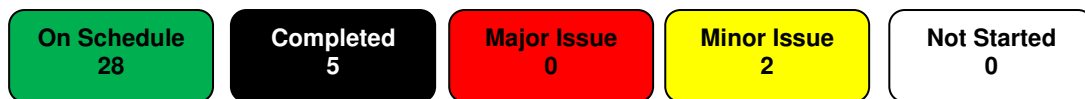
- National Recycling Week occurred in November. This annual campaign continues to bring recycling options to the attention of the general public. Options available included: free disposal of paint, fluorescent lights, computer equipment and televisions at the Geelong Resource Recovery Centre, and discount for disposing of old mattresses.

Over the past 12 months there have been significant gains in dealing with dumped rubbish. Most notable has been a decline in the number of dumped televisions, computer equipment and white goods. The decline indicates a greater usage of the recycling services offered by Council. Other gains include closing down a number of dumping hotspots. These gains have been achieved by using various intervention strategies including mobile cameras and regular patrols of litter hotspots.

- The Sustainable House Day was held on 24 October, 2015 and featured 11 houses open to the public for viewing. Attendance on the day was good with over 1,160 visitors visiting the properties. Sustainable House Day offers people the chance to talk directly to experts and homeowners. The open houses feature a variety of ways to become more sustainable including examples of passive solar design, recycled materials, latest technologies, double/triple glazing, and on and off grid solar energy.
- Council's Land Management Team organised two successful community nature walks. One at Kingston Park in Ocean Grove and the other at Buckley Park in Collendina. The programs were both well attended and informed participants about local flora and fauna as well as restoration programs currently being undertaken by the Conservation Reserves Team. As a result of this event, many participants are now involved in a community 'weekday weepers' group which eradicates weeds and improves the native vegetation.
- The City of Greater Geelong is just the third city in Australia to be awarded One Planet certification. Certification was based on the City's existing performance and current sustainability strategies and policies. Council adopted a new Environmental Management Strategy in 2014 after consulting extensively with the community. Some of Council's more notable environmental projects which helped gain the One Planet Certification included; construction of the five star Greenstar rated Geelong Library and Heritage Centre, implementation of the Low Carbon Growth Plan, and new cycling facilities across Geelong and adoption of the principle Bicycle Network.

## How We Do Business

### Status Summary:



- The 'Know Your Council' website ([www.knowyourcouncil.vic.gov.au](http://www.knowyourcouncil.vic.gov.au)) was launched on 27 November 2015 with the Local Government Performance Reporting Framework indicator results for all Victorian councils being made available to the public.

The results indicated that the average residential rate for the City of Greater Geelong (\$1,326) is well below the Regional City average (\$1,468) and the All Council average (\$1,409).

City of Greater Geelong services were well performed with most indicators comparing as well or better than average when compared to both the Regional City and All Council averages.

There were however indicators where Council's results compared unfavourably to the Regional City and/or the All Council average and are being addressed.

These included:

- Reportable safety incidents at aquatic facilities
  - Percentage of animals reclaimed from Council
  - Sealed local road requests per 100 kilometres of sealed local roads
  - Cost of sealed local road reconstruction per square metre
  - Council planning decisions upheld at VCAT
  - Asset renewal as a percentage of depreciation
  - Recurrent grants per head of municipal population.
- Kelvin Spiller was appointed in November as the permanent Chief Executive Officer for the City of Greater Geelong. Kelvin had been acting as interim CEO since June 2015, following the resignation of the City's previous CEO Dr Gillian Miles.
  - 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.
  - A number of corporate training programs have been undertaken by Council staff during this quarter including MS Weave, OHS Training, Project Management Fundamentals, MS Word and Outlook.
  - The development of Council's 2016-2017 budget commenced with Community Budget Submissions being called for in October. Community groups and organisations 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 20 November, 2015.
  - During the period October to December 2015, a total of 22 engagement activities were undertaken by the Council. Methodologies employed included (online surveys, information sessions, listening posts and face to face surveys).
  - The City of Greater Geelong Annual report for 2014-2015 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 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 organisation's achievements against the adopted City Plan 2013-2017, 2015-2016 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 2015-2016 City Plan actions will be published in the City of Greater Geelong Annual Report by 30 September, 2016, 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](http://www.geelongaustralia.com.au)).

**City Plan Council Report for 2015/16**  
For Quarter Ending: Dec 2015

City of Greater Geelong  
2 February 2016

| Description                                                                                           | Completion Date | Status | Comments                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------|-----------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategic Direction: Community Wellbeing</b>                                                       |                 |        |                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Outcome: Healthy Lifestyles</b>                                                                    |                 |        |                                                                                                                                                                                                                                                                                                                                                                                     |
| Coordination of the City of Greater Geelong Municipal Public Health and Wellbeing Plan implementation |                 | OnS    | A report was tabled at Council in October. Reporting will continue as per legislated requirement.                                                                                                                                                                                                                                                                                   |
| Corio-Norlane Best Start project                                                                      |                 | OnS    | Awaiting review on Best Start guidelines that will inform future direction of Action Plan and Strategic Plan for 2016-2017. Anticipated to be early 2016. Awaiting decision on final indicators from outcomes and indicators review. Brokerage project to start in term 1, 2016.                                                                                                    |
| Implementation of the Physical Activity Strategy                                                      |                 | OnS    | Council's Physical Activity Strategy is overseen by the Physical Activity Strategy Implementation Group that comprises of representatives from Council's Engineering Services, Sport and Recreation and Healthy Together Geelong. A dedicated Active Travel Officer for the City of Greater Geelong has been appointed to commence late January 2016.                               |
| Learn to Swim program                                                                                 |                 | OnS    | The four indoor leisure centres attracted 6,604 enrolments for their Learn to Swim program in term four. This was an impressive 10 per cent increase on term four last year. Webstar's Swim School was launched at the centres in September 2015 (Swim Sport & Leisure's direct debit program). It is proving very popular with over 70 per cent of enrolments now on direct debit. |
| Municipal Early Years Plan 2013-17 - implementation and evaluation                                    |                 | OnS    | Successful forum held with local community organisations and service providers. Data profile completed indicating Geelong children are making positive progress against 18 out of 32 indicators. Update report being prepared for Council.                                                                                                                                          |
| Promote breastfeeding through additional consultations and referrals to other agencies.               |                 | Min    | Data not available due to report function in new data system not being available.                                                                                                                                                                                                                                                                                                   |
| Promote kindergarten enrolments through public media releases.                                        |                 | OnS    | Meetings held with local Kindergarten Cluster Managers (KCM) and Department of Education (DET) to discuss kindergarten enrolments. Positive level of enrolment achieved at all Council kindergartens for 2016. Ongoing marketing activities continuing.                                                                                                                             |
| Provide Maternal Child Health nurses with professional development opportunities on lactation.        |                 | OnS    | Ongoing provision of information on lactation professional development opportunities to Maternal and Child Health Nurses. One newsletter and information regarding two professional development sessions provided to staff.                                                                                                                                                         |
| Recreation and Leisure Strategy development                                                           |                 | OnS    | Project brief completed. Contractor appointed. First project bulletin sent in December.                                                                                                                                                                                                                                                                                             |
| Stronger Families / Family Coaching program                                                           |                 | OnS    | Service provision on target. The number of clients who have received a service year to date equals six. Total number of service hours from 1 July 2015 to 25 September 2015 equals 290.                                                                                                                                                                                             |
| <b>Healthy Together Geelong</b>                                                                       |                 |        |                                                                                                                                                                                                                                                                                                                                                                                     |
| Healthy Together Geelong - Early Years                                                                |                 | OnS    | Progress on the Achievement program is steady and positive.                                                                                                                                                                                                                                                                                                                         |
| Healthy Together Geelong - Healthy Living Programs                                                    |                 | OnS    | The program is well underway. The Active Cities program is progressing well with over 2,000 people enrolled. The catchment for residents was widened to include Drumcondra, Geelong West and Newtown. Many participants have been signed up and some have received two coaching calls to date.                                                                                      |
| Healthy Together Geelong - Workplaces                                                                 |                 | OnS    | The Workplaces Achievement program is progressing well with a reach to over 30,000 workers in the municipality.                                                                                                                                                                                                                                                                     |
| <b>Outcome: Healthy Environments</b>                                                                  |                 |        |                                                                                                                                                                                                                                                                                                                                                                                     |

**City Plan Council Report for 2015/16**  
For Quarter Ending: Dec 2015

City of Greater Geelong  
2 February 2016

| Description                                                                                                | Completion Date | Status | Comments                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------|-----------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual update and Implementation of Municipal Emergency Management Plan                                    | Nov 2015        | C      | Municipal Emergency Management Plan (MEMP) was updated between August and November and then tabled at the November 2015 Municipal Emergency Management Planning Committee. The Committee accepted all updates. The MEMP was then distributed during December 2015.                                                                               |
| Annual update and Implementation of Municipal Fire Prevention Plan implementation                          | Oct 2015        | C      | Annual update completed by the Municipal Fire Prevention Officer and approved by the Municipal Fire Management Planning Committee. Country Fire Authority Audit Certificate received.                                                                                                                                                            |
| Civic Centre Car Park safety rail installation                                                             |                 | NS     | Not undertaken at this stage - no funding available.                                                                                                                                                                                                                                                                                             |
| Conduct mosquito management activities to maximise public amenity and minimise public health outcomes      |                 | OnS    | Mosquito program progressing throughout season. Monitoring continues to show very low numbers.                                                                                                                                                                                                                                                   |
| Eastern Beach heritage fence replacement                                                                   | Oct 2015        | C      | Project completed at the end of October.                                                                                                                                                                                                                                                                                                         |
| Facilitate neighbourhood amenity by responding to and investigating nuisance notifications and requests    |                 | OnS    | 1,090 reported notifiable nuisance complaints and requests received. 93 remain under investigation, 91.5 per cent resolution rate.                                                                                                                                                                                                               |
| Fairnie Park decking replacement                                                                           |                 | Min    | Tender has been cancelled after quotations came in above the pre-tender estimates and allocated budget. Scope and design of the project is under review with the aim to seek new tender quotes.                                                                                                                                                  |
| Fisherman's Basin marine assets renewal                                                                    | Dec 2015        | C      | Project completed with works to lights, poles, pile and column strengthening.                                                                                                                                                                                                                                                                    |
| Implement activities and facilitate partnerships to promote responsible pet ownership and community safety |                 | OnS    | Communication strategy underway in early 2016 to promote the use, and conditions of use, of off-leash areas for dogs, and the promotion of "any bag, using any bin" for the disposal of dog litter in public places.                                                                                                                             |
| implement measures and actions to ensure food safety to the community                                      |                 | OnS    | Food safety program is underway with a program of monitoring and addressing non-compliance issues in line with procedures and State Government legislation.                                                                                                                                                                                      |
| Local law signage updates                                                                                  |                 | OnS    | Underway as required. Off leash signage installed - alcohol in public signage locations scoped and installation commenced.                                                                                                                                                                                                                       |
| Parks and reserves maintenance                                                                             |                 | OnS    | All maintenance programs are on schedule. Roadside slashing complete in east zone and on schedule in the north and south zones.                                                                                                                                                                                                                  |
| Renewal work on Council owned buildings                                                                    |                 | OnS    | Works progressing as scheduled. Annual Renewal program has been set and initial work orders released.                                                                                                                                                                                                                                            |
| Three year review of Community Emergency Risk Assessment (CERA)                                            | Oct 2015        | C      | The Community Emergency Risk Assessment (CERA) was updated and reviewed by the full Municipal Emergency Management Planning Committee during the second half of 2015. VICSES lead the process using the new on-line voting system.                                                                                                               |
| Waterfront Playground pyramid net replacement                                                              | Oct 2015        | C      | Project completed.                                                                                                                                                                                                                                                                                                                               |
| <b><i>Bike paths and facilities</i></b>                                                                    |                 |        |                                                                                                                                                                                                                                                                                                                                                  |
| Bicycle infrastructure program                                                                             |                 | OnS    | Grant funding received for off-road path connection at North Geelong and Baanip Boulevard connections. Eastern Park permit approvals and design due for completion, works planned March 2016. Bicycle Infrastructure Advisory Group met with new Active Transport Officer to commence collation and prioritising bicycle infrastructure program. |
| Greater Geelong Cycle Strategy implementation                                                              |                 | OnS    | Transport Accident Commission (TAC) funding has been secured to support Councils funding of northern pathway cycling connection improvements.                                                                                                                                                                                                    |
| <b><i>Footpaths</i></b>                                                                                    |                 |        |                                                                                                                                                                                                                                                                                                                                                  |
| Footpath renewal program                                                                                   |                 | OnS    | 52 per cent complete versus 42 per cent projected.                                                                                                                                                                                                                                                                                               |
| <b><i>Playgrounds</i></b>                                                                                  |                 |        |                                                                                                                                                                                                                                                                                                                                                  |
| Playground development program                                                                             |                 | OnS    | Playground construction is complete at Ferndale, Authur Powell, Seaview, Grinter, Harvey Park,                                                                                                                                                                                                                                                   |

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|---------------------------------------------------------------------------------------------|-----------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                             |                 |        | Hopetoun Park, Elinbank Reserve and Shell Oval. Evans Reserve will commence in late January 2016.                                                                                                          |
| <b>Rec Facilities</b>                                                                       |                 |        |                                                                                                                                                                                                            |
| North Geelong Football and Netball Club - social and change room upgrade                    |                 | Min    | External funding application made, result may not be known until March 2016. Then tender and construction.                                                                                                 |
| <b>Rec Reserves</b>                                                                         |                 |        |                                                                                                                                                                                                            |
| Shell Road Reserve Master Plan implementation                                               |                 | OnS    | Building works are almost complete and landscaping is finished.                                                                                                                                            |
| <b>Recreation Facility Upgrades</b>                                                         |                 |        |                                                                                                                                                                                                            |
| Anakie Reserve facilities upgrade - design                                                  |                 | OnS    | Concept designs in progress.                                                                                                                                                                               |
| Barwon Valley Activity Centre LED light installation                                        |                 | OnS    | Installation complete handover in process.                                                                                                                                                                 |
| Breakwater Tennis Court construction                                                        |                 | OnS    | Works underway. First section of fencing installed, concrete for slab for new court poured in December.                                                                                                    |
| Eastern Beach Dive Tower safety dredging                                                    | Oct 2015        | C      | Dredging works complete. Budget overrun due to Department of Environment, Land, Water and Planning requirement for additional sediment testing prior to commencement of works.                             |
| Estuary Estate Reserve toilet facility construction                                         |                 | OnS    | Two temporary portable buildings have been delivered to Estuary Reserve carpark.                                                                                                                           |
| Geelong Amateur Football Netball Club and Newtown Chilwell Cricket Club change room upgrade |                 | OnS    | Club to provide costings.                                                                                                                                                                                  |
| Geelong Little Athletics Club (Landy Field) - new electronic timing display screen          |                 | NS     | Project put on hold, club reviewing options with available project funds.                                                                                                                                  |
| Geelong Soccer Club social and change room upgrade                                          |                 | Min    | Project planning underway. Club seeking to secure additional funds for project.                                                                                                                            |
| Grovedale Tennis Club facilities upgrade                                                    |                 | Min    | Negotiating with preferred contractor for start in January 2016.                                                                                                                                           |
| Highton Reserve kitchen renovation                                                          | Dec 2015        | C      | Project and handover completed.                                                                                                                                                                            |
| Indoor stadium feasibility and business plan - Brearley Reserve, Marshall                   |                 | NS     | Brief currently being developed. Project to gather greater speed in the 2016.                                                                                                                              |
| Landy Field storage facility                                                                |                 | OnS    | Construction is complete with building handed over to Landy Field Committee of Management. Temporary storage containers have been removed.                                                                 |
| Leopold Football and Netball Club clubroom upgrade                                          |                 | Maj    | Awaiting funding agreement from Stage Government for \$1.5 million election commitment. Netball court construction works to be quoted January 2016. Pavilion works out to tender, closing 28 January 2016. |
| Mountain bike track for beginners development                                               |                 | OnS    | Contract has been awarded. Design works will commence mid December and construction works in March 2016.                                                                                                   |
| Norlane Bowling Club worn surface replacement                                               |                 | OnS    | This project is currently out to tender/quotation. Construction will be in 2016 - late March/April.                                                                                                        |
| North Geelong Warriors Football Club facilities upgrade                                     |                 | OnS    | Awaiting quantity survey to be submitted by Club.                                                                                                                                                          |
| Northern Skate Park design and engagement                                                   |                 | OnS    | Brief has been prepared and awaiting final confirmation of charter and location of park from Sport and Recreation Unit.                                                                                    |
| St Albans Breakwater Cricket Club equipment upgrade                                         |                 | OnS    | Awaiting acquittal to be submitted by Club.                                                                                                                                                                |
| Waurm Ponds half court basketball construction                                              |                 | OnS    | Concrete pad poured in September. Tower and backboard installed. Plexipave surfacing applied 13 November. Handover process to be undertaken.                                                               |
| <b>Recreation Reserves Upgrades</b>                                                         |                 |        |                                                                                                                                                                                                            |
| Bakers Oval lighting upgrade                                                                |                 | Min    | In-kind work is being scheduled with the Club.                                                                                                                                                             |
| Capital renewal of civil assets in parks across the municipality                            |                 | OnS    | 43 per cent completed versus 39 per cent projected.                                                                                                                                                        |
| Hendy Street Reserve (Flinders Peak) sports field and change room                           |                 | Maj    | Discussions between Council and the Department of Education regarding land and assets are                                                                                                                  |

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| redevelopment                                                                          |                 |        | ongoing and have the potential to effect scope. Project is on hold until scope is confirmed.                                                                                                                                                                                                                          |
| Hume Reserve pitch one lighting installation                                           |                 | OnS    | Designs complete, quotes pending.                                                                                                                                                                                                                                                                                     |
| Jetty Road, Clifton Springs playground upgrade                                         |                 | OnS    | Community consultation complete. Tender for supply of equipment awarded. Detailed landscape design drawings being worked on now ready for tender.                                                                                                                                                                     |
| Lara Recreation Reserve infrastructure upgrades                                        |                 | OnS    | Building works achieved practical completion, rectification of defects continuing. Service connections and landscape works to be completed in the coming weeks.                                                                                                                                                       |
| Leopold Memorial Recreation Reserve - ball protection net                              |                 | OnS    | Project details currently being worked through. Project works underway, due for completion in the new year.                                                                                                                                                                                                           |
| Manifold Heights Cricket Club oval renovation                                          |                 | OnS    | Relocation of the switchboard in the pavillion to be completed by mid January. Irrigation installation has been awarded with construction to commence mid February.                                                                                                                                                   |
| Portarlington Recreation Reserve drainage upgrade                                      |                 | OnS    | Stage one works near the netball and tennis courts are complete. Stage two (adjacent to pavilion) to start in the new year.                                                                                                                                                                                           |
| Portarlington Tennis Club lighting installation                                        |                 | Min    | Project is currently on hold pending the outcome of a funding shortfall in relation to incoming power to the reserve. Tender documentation for the design and installation of the court lighting has been prepared.                                                                                                   |
| Stead Park safety fence replacement                                                    |                 | OnS    | Works complete, handover in progress.                                                                                                                                                                                                                                                                                 |
| Windsor Park oval and lighting upgrade                                                 |                 | OnS    | Surveying works complete, irrigation design to be determined in readiness for tender/quote with construction planned to commence in March.                                                                                                                                                                            |
| Winter Reserve netball court drainage works                                            |                 | OnS    | Meetings with Parks maintenance staff conducted to confirm extent of existing drainage problems. Construction plans to be modified accordingly. Site works to commence January 2016.                                                                                                                                  |
| <b>Swim Sport and Leisure Centre Upgrades</b>                                          |                 |        |                                                                                                                                                                                                                                                                                                                       |
| Bellarine Aquatic and Sports Centre gymnasium expansion                                |                 | OnS    | Building process still on schedule with finish in January for a soft opening and official opening in February.                                                                                                                                                                                                        |
| Concrete core replacement program                                                      |                 | OnS    | Will be included in the aquatic improvement project for the Splashdown Leisure Centre. Works are due to start February 2016 and will be completed by June 2016.                                                                                                                                                       |
| Geelong Arena cyclical and programmed maintenance                                      |                 | OnS    | Utilising facilities report to maintain and monitor. Coordinating works with property department and ensuring progress.                                                                                                                                                                                               |
| Gymnasium Equipment Replacement Program                                                |                 | OnS    | Majority of equipment ordered with the another large install in January. Some small equipment orders expected before April with the project planned to be completed in April.                                                                                                                                         |
| Leisurelink Aquatic and Recreation Centre aquatic area air handling upgrade            |                 | OnS    | Two stage project. First stage to seal the aquatic area and then upgrade the airhandling system. First stage planned for early 2016.                                                                                                                                                                                  |
| Leisurelink Aquatic and Recreation Centre 50m pool liner planning and inspection works |                 | OnS    | First part of the project completed with inspection hatches cut into the concourse slab. Need to organise engineers reports to update past information on condition now that better access has been provided. Specification and tender required for replacement of liner. This is budgeted to be completed next year. |
| Leisurelink Aquatic and Recreation Centre boiler upgrade                               | Dec 2015        | C      | Works completed in November.                                                                                                                                                                                                                                                                                          |
| Leisurelink Aquatic and Recreation Centre ultra violet light sanitiser system upgrade  |                 | OnS    | UV system is currently being managed and maintained. Extent of project still being determined.                                                                                                                                                                                                                        |
| Splashdown aquatic play park construction                                              |                 | Maj    | Project delayed and additional funds being sort for next financial year. During the specification stage the extent of plant greatly exceeded expectations and budget forecast.                                                                                                                                        |
| <b>Toilet / Amenities</b>                                                              |                 |        |                                                                                                                                                                                                                                                                                                                       |
| Breamlea Holiday Park amenity blocks disabled facilities retrofit                      |                 | Min    | This project is being scoped and construction is scheduled to commence in Autumn 2016.                                                                                                                                                                                                                                |

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| <b>Toilet blocks and amenities</b>                                          |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Cunningham Pier public toilet upgrade                                       |                 | OnS    | Final fit-out complete, defects being rectified. Installation of sewer pump currently underway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Hughes Street, Bell Park public toilet construction                         |                 | OnS    | Currently finalising detailed plans and soon to progress building permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Toilet block renewal and replacement program                                |                 | Min    | Geelong West site has been finalised, and the community consultation process closed out. Both Geelong West and Kingston Park toilet blocks are in design stage, with completion scheduled by June 30 2016. Hughes Street toilet block to be managed by Capital Projects department to our design.                                                                                                                                                                                                                                                                        |
| <b>Outcome: Connected, creative and strong communities</b>                  |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Children's Week activity program                                            |                 | OnS    | The Children's Week launch, held on Friday 23 October 2015, was attended by approximately 80 people. Approximately 14,724 children and adults took part in Children's Week events throughout the week of 24 October and 1 November 2015. 43 local organisations registered and delivered 63 separate events over Children's Week.                                                                                                                                                                                                                                        |
| Councillor Community Grants Program                                         |                 | OnS    | Second round has been assessed and now receiving applications for the third round. Program name is now 'Community Grants Program'.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Early childhood education services capacity assessment                      |                 | OnS    | Local kindergartens have identified program modelling consistent with ratio changes being introduced from the commencement of 2016. Some potential impact on available places and capacity however minimal four year old children on waiting list at this stage of the year with additional capacity available in some areas. Key areas of local demand and limited supply options identified.                                                                                                                                                                           |
| Geelong Regional Library contribution                                       |                 | OnS    | The opening of the Geelong Library and Heritage Centre was a spectacular success, both the formal event and special community weekends with contributions in accordance with scheduled payments.                                                                                                                                                                                                                                                                                                                                                                         |
| Geelong Seniors Festival                                                    | Dec 2015        | C      | The event was a success with officers attending many of the activities. Full details on attendances will be available shortly. The registration and advertising of events was completed on time. The A3 sized programs were delivered to households early September. In addition to the usual program of over 100 fabulous events, Council has produced a 'Faces of a Generation' display with a series of 10 images of older adults installed throughout the city in strategic locations. A seniors 'Longest Lunch' will also be held on 29 October at Simonds Stadium. |
| Link Learning Program 0-12 years - Eastern suburbs                          |                 | OnS    | Linking Learning project is progressing as planned with consultation with families and transition to school activities underway.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Newtown West heritage review                                                |                 | OnS    | Consultant appointed and historical research underway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Northern ARC feasibility study and business case                            |                 | OnS    | Currently in negotiations with the Department of Health and Barwon Health to determine location of the medical centre on the site.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ocean Grove principal pedestrian network implementation strategy and design |                 | OnS    | Consultation to commence in January 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| School Holiday Program                                                      |                 | OnS    | January 2016 School Holiday Program commenced on 4 January and concludes on 22 January. Utilisation to date for the January program is as follows.<br>Norlane – 90 per cent of an average of 20 available places<br>Leopold – 100 per cent of an average of 30 available places<br>Boorai – 86 per cent of an average of 20 available places                                                                                                                                                                                                                             |

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|                                                                        |                 |        | Newtown – 89 per cent of an average of 30 available places<br>Belmont – 98 per cent of an average of 45 available places.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Supported playgroups and parent groups initiative                      |                 | OnS    | The new Supported Playgroup Project model has been approved and finalised. A team of eight part time facilitators are employed to deliver seven Department of Education and Training funded supported playgroups with smalltalk and nine funded Council facilitated playgroups throughout the Geelong municipality. Programs are still being filled with participants, to start in term one, 2016. A new budget structure has been developed and implemented to begin in January 2016.                                                                           |
| Waurm Ponds Library signage implementation                             |                 | OnS    | Working with Capital Projects Unit to scope project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Whittington community building and engagement                          | Dec 2015        | C      | Place based community development throughout the 3219 postcode. Included place making activities such as:<br>- Grinter community garden shelter - completed.<br>- Gated chicanes, to slow the movement of monkey bikes, at Galaxy and Armstrong courts - completed.<br>- Flamefest 27 November 2015, including carnival activities for the whole community, followed by a youth led outdoor cinema on the oval at the Whittington Link - completed.<br>- Digital Inclusion pop ups 'East Forum' network meetings for 3219 postcode and East Geelong - completed. |
| Women in Community Life project implementation                         |                 | OnS    | The Women in Community Life Advisory Committee are planning an International Women's Day event for 4 March 2016, including the Women in Community Life awards; with a new 'Women Living With a Disability' award category.<br><br>A report to Council is being prepared regarding future Committee membership.                                                                                                                                                                                                                                                   |
| <b>Armstrong Creek</b>                                                 |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Armstrong Creek Neighbourhood Health and Community Centre construction |                 | OnS    | Budget confirmed \$15 million (\$7 million State Government and \$8 million DCP) stage 1 facility, with a \$7 million (DCP) stage 2 option. Meeting with the State Government was held on 22 December to confirm transfer of funds from early delivery site to permanent site is approved.                                                                                                                                                                                                                                                                       |
| Armstrong Creek West - Neighbourhood Activity Centre detailed design   |                 | Min    | The project is being lead by the Community Services division who have commenced preliminary discussion with the Department of Education on a broader masterplan of the Community Complex and Education precinct. A meeting was held with the Department of Education in late 2015, with design workshops likely to be held in early 2016.                                                                                                                                                                                                                        |
| <b>Arts, Culture and Heritage</b>                                      |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Community arts sponsorship                                             |                 | OnS    | A successful grants ceremony was held at the Boorai Centre in Ocean Grove on the 9th November 2015.<br>Assessment period completed including Committee endorsement of recommendations.                                                                                                                                                                                                                                                                                                                                                                           |
| Festival and Community Arts program                                    |                 | OnS    | A successful grants ceremony was held at the Boorai Centre in Ocean Grove on the 9th November 2015.<br>Assessment period completed including Committee endorsement of recommendations.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Children's Services upgrades</b>                                    |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Children services facility upgrades                                    |                 | OnS    | One of the projects Normanby Pre school will be completed in time for the start of school year. Woodlands Pre School is still being finalised to tender and complete works at Easter.                                                                                                                                                                                                                                                                                                                                                                            |
| Fyans Park Kindergarten extension                                      |                 | OnS    | Stage one construction has been completed and builder currently working through the defects list. Stage two is set to commence in January with completion anticipated to be March 2016.                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>Community Facility upgrades</b>                                                                                                                                                                                                                          |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Bellarine Living and Learning Centre upgrade                                                                                                                                                                                                                |                 | OnS    | Plans submitted for building permit. Construction tender awarded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Ceres Temperance Hall remedial and renewal works                                                                                                                                                                                                            |                 | OnS    | Immediate programmed works completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Community halls upgrades                                                                                                                                                                                                                                    |                 | OnS    | Construction works complete. Finalising handover.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Disability access program                                                                                                                                                                                                                                   |                 | OnS    | This financial year we have three projects.<br>Marcus Hill Hall Toilet renovation – completed.<br>Ocean Grove Senior Citizens - front ramp upgrade – currently underway.<br>Fairlie Lodge Hall, Geelong West – new front ramp and toilet upgrade – planned for March.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Early years sites playground renewal and upgrade program                                                                                                                                                                                                    |                 | OnS    | Shade shelter upgrades at Kiralee and Ruthven are underway with playground assessments being conducted to determine playground sites to be upgraded. Lara shelter upgrade is complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Geelong West Town Hall kitchen redevelopment                                                                                                                                                                                                                |                 | OnS    | Provision of design services has been awarded and the project is currently at the detail design stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Senior Citizen Centres kitchen upgrades                                                                                                                                                                                                                     |                 | OnS    | Works have been awarded, demolition has commenced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Community Hubs</b>                                                                                                                                                                                                                                       |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Drysdale Integrated Children and Family Centre detailed design                                                                                                                                                                                              |                 | OnS    | Project on hold pending direction from Executive Leadership Team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Hendy Street Children's Hub construction                                                                                                                                                                                                                    |                 | OnS    | Design process has commenced. Planning permit required and process will be undertaken in February 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Highton Integrated Children's Centre                                                                                                                                                                                                                        |                 | OnS    | Council preferred leasing arrangements have been submitted to Department of Education. Site to be finalised following further discussions with and agreement from the Department of Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Leopold Community Hub - Stage 2 library construction                                                                                                                                                                                                        |                 | OnS    | Design Services tender progressing. Living Libraries funding application successful.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Neighbourhood Houses</b>                                                                                                                                                                                                                                 |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Grovedale Neighbourhood House                                                                                                                                                                                                                               |                 | OnS    | Term four saw the very successful "Memories in my Luggage" exhibition and community talks, about the early German migrants who settled in Grovedale (known as Germantown). The talks were attended by over 130 local residents, and more than 200 people viewed the exhibition. The inaugural community hub stakeholder meeting was facilitated in partnership between the Grovedale Neighbourhood House and the Early Years staff in term four. A new and exciting partnership development by the Neighbourhood House, is with Able Australia who will be providing a range of programs for the Grovedale deaf/blind community in 2016, following the successful establishment of the Community and Arts Hub Steering Committee. |
| Neighbourhood Houses support                                                                                                                                                                                                                                |                 | OnS    | Neighbourhood Houses have been requested to provide details for their proposed projects via the online smarty grants program. As Neighbourhood House programs are managed on a calendar year basis rather than financial year basis, proposals are often provided in the second half of the financial year.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Rosewall Neighbourhood Centre detailed design                                                                                                                                                                                                               |                 | OnS    | Quantity surveying services has been awarded. Provision of design services has closed and is currently being evaluated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Youth activities, programs and events</b>                                                                                                                                                                                                                |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Youth activities, programs and events including Skaart Festival, Lara Youth Festival, skate program, Spud Fest, National Youth Week, Courthouse Youth Arts, SSAGQ youth suicide prevention initiative, Geelong Adolescent Sexuality Project implementation. |                 | OnS    | All activities/programs either in progress, ongoing or completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|--------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Outcome: Greater Geelong is a leading city for tourism, arts, culture and events</b>                                        |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Implementation of the Public Arts Strategy                                                                                     |                 | OnS    | A broad range of public art projects delivered including Geelong West forecourt sculpture, Montpellier Park installation, Christmas Projection program and large scale mural in Brougham Street, Geelong.                                                                                                                                                                                                                                                            |
| <b>Strategic Direction: Growing our Economy</b>                                                                                |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Outcome: Support existing businesses and encourage new and emerging growth sectors</b>                                      |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Economic Development Industrial Investment Support                                                                             |                 | OnS    | Project activity will see expenditure occur in the fourth quarter of the financial year.                                                                                                                                                                                                                                                                                                                                                                             |
| Geelong Defence Office                                                                                                         |                 | Min    | Project has been re-scoped to include opportunity for development in other sectors outside of Defence.                                                                                                                                                                                                                                                                                                                                                               |
| Geelong Small Business Festival                                                                                                |                 | NS     | Work on the Geelong Small Business Festival will commence in February 2016.                                                                                                                                                                                                                                                                                                                                                                                          |
| Mineral Springs Spa Complex expression of interest process                                                                     |                 | OnS    | Planning Scheme Amendment and Incorporated Plan to the Public, Park and Recreation Zone (PPRZ) is 90 per cent prepared and will be submitted to Council in January 2016. Preparing legal and commercial briefs to appoint a consultant to run the Expression of Interest/Request for Tender processes (EOI/RFT) to appoint a preferred developer. Funding will be required to undertake the EOI/RFT process. Timing – early to mid-2016 to appoint the consultant/s. |
| <b>Outcome: Facilitate major infrastructure and investment to enable economic growth</b>                                       |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Bellarine Structure Plans review - Barwon Heads, Indented Head and Portarlington                                               |                 | OnS    | Barwon Heads Structure Plan review anticipated to commence early 2016. Indented Heads Structure Plan review underway. Public consultation commenced late November 2015. Adoption anticipated May/June 2016. Portarlington Structure Plan review underway. Public consultation completed late November 2015. Adoption anticipated May/June 2016.                                                                                                                      |
| Geelong land review projects: Geelong Werribee Corridor; Geelong Port and Land Infrastructure Plan; and Industrial Land Review |                 | OnS    | This project comprises two parts; the Avalon Corridor Strategy and the Industrial land review.<br>1. Avalon Corridor Strategy<br>Expressions of Interest for additional funding lodged with Regional Development Victoria. Awaiting outcome. Secured additional funding from Wyndham. Drafting consultancy brief.<br>2. Industrial Land Review<br>Work is being delayed pending the budget requirements of the Avalon Corridor Strategy.                             |
| Managing Future Growth - Batesford South investigation                                                                         |                 | Min    | Council resolved on December 8, 2015 to commence the preparation of an Integrated Infrastructure Delivery Plan (IIDP) for the Lovely Banks and Batesford further investigation area's. A project plan is currently being prepared to deliver an IIDP.                                                                                                                                                                                                                |
| Managing Future Growth - Lovely Banks framework plan                                                                           |                 | Min    | Council resolved on December 8, 2015 to commence the preparation of an Integrated Infrastructure Delivery Plan (IIDP) for the Lovely Banks and Batesford further investigation area's. A project plan is currently being prepared to deliver an IIDP.                                                                                                                                                                                                                |
| Ocean Grove Town Centre Master Plan implementation                                                                             |                 | OnS    | In principal support for land swap agreed by VicRoads. Negotiations with Valuer General and                                                                                                                                                                                                                                                                                                                                                                          |

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| Transition from Victorian Planning Provisions to Planning Policy Framework         |                 | Min    | VicRoads regarding terms of land swap continuing.<br>Awaiting advice from State Government.                                                                                                                                                                                                                                                                 |
| <b>Armstrong Creek</b>                                                             |                 |        |                                                                                                                                                                                                                                                                                                                                                             |
| Armstrong Creek Urban Growth Plan continued implementation                         |                 | OnS    | Current planning activities have included the exhibition of the Armstrong Creek South Precinct Structure Plan (PSP, C301, and the commencement of background work and planning for the Marshall PSP (C278).<br>Additional work is being undertaken on implementation guidance material for developers, specifically within the Armstrong Creek Town Centre. |
| <b>Geelong Ring Road Employment Precinct</b>                                       |                 |        |                                                                                                                                                                                                                                                                                                                                                             |
| Geelong Ring Road Employment Precinct (GREP) - Production Way stage 3 construction | Nov 2015        | C      | Works are completed, pending maintenance period for statement of compliance.                                                                                                                                                                                                                                                                                |
| Geelong Ring Road Employment Precinct (GREP) design and implementation             |                 | Min    | Project has incurred over run costs associated with land development. Over run has been ratified by the Project Control Group.                                                                                                                                                                                                                              |
| <b>Outcome: A prosperous and innovative Geelong</b>                                |                 |        |                                                                                                                                                                                                                                                                                                                                                             |
| BioGeelong cluster development                                                     |                 | OnS    | Pending capability works with Deakin University which is anticipated to occur at the end of the second quarter. Project with CSIRO is pending.                                                                                                                                                                                                              |
| Digital inclusion implementation in Whittington                                    |                 | OnS    | Funding expires December 2015. Seeking to continue the project in line with Digital Geelong Strategy and community needs.                                                                                                                                                                                                                                   |
| Digital Strategy implementation                                                    |                 | OnS    | The Digital Strategy and accompanying implementation plan was launched at the Pivot Summit. The implementation plan will be delivered with the overview of the cross divisional Digital Geelong project group.                                                                                                                                              |
| <b>Outcome: A successful and vibrant city centre</b>                               |                 |        |                                                                                                                                                                                                                                                                                                                                                             |
| Central Geelong Marketing programs and activities                                  |                 | OnS    | Successful street activation, place making, marketing and events programs run by Central Geelong Marketing and Place Management Unit. Over 400 programmed activities per annum. \$13.5 million economic impact from 65,000 visitors to Central Geelong Marketing activities.                                                                                |
| Central Geelong Park and Ride shuttle service                                      |                 | OnS    | Continuing to operate as is. Suggestions and recommendations for revised routes, times and fees to significantly increase patronage with Central Geelong Task Force for actioning.                                                                                                                                                                          |
| Deakin University / The Gordon pedestrian connections improvements                 |                 | OnS    | Consultant work underway, with detailed designs to be finalised by end January. Currently resolving delivery options, with Engineering (usual delivery arm for bridges) having limited capacity this financial year.                                                                                                                                        |
| <b>Central Geelong Action Plan</b>                                                 |                 |        |                                                                                                                                                                                                                                                                                                                                                             |
| Central Geelong Advancement Fund - matching fund                                   |                 | OnS    | Design consultants appointed. Concept development stage occurring, including consultation with local traders and property owners.                                                                                                                                                                                                                           |
| Central Geelong car parking strategy implementation                                |                 | Min    | Survey undertaken of car parking user patterns, focused on long stay use.<br>Consultant brief drafted for procurement. Team capacity issue. Requires project manager oversight of key package of inter-related projects.                                                                                                                                    |

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| Central Geelong Design Assessment Panel                                                 |                 | Maj    | Short term action of the Central Geelong Action Plan, to be in place until 30 June 2018. Need to review the context of the role of the Geelong Authority and revised planning permit processes associated with the Minister being the responsible authority for major developments currently on hold.                                                                                                                                                                                        |
| Central Geelong Drainage Strategy                                                       |                 | OnS    | Existing conditions modelling completed, hazards identified and mitigation option development underway. Anticipated completion in January.                                                                                                                                                                                                                                                                                                                                                   |
| Central Geelong Major Heritage Fund                                                     |                 | OnS    | Anticipated opening of grants period March 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Central Geelong priority works projects                                                 |                 | Min    | Malop Street Lab installed in late October. Myers Street works complete. Designs for Mall underway. First stage installation completed in December. Concept designs for triangle park commissioned. Delay likely to result in majority of expenditure in 2016-2017. Potential to deliver Little Malop Street bridge and streetscape instead being explored with management. Proposed budget reallocation.                                                                                    |
| CGAP - Business facilitation grants                                                     |                 | OnS    | Policy to be adopted to be put to the Task Force in early 2016. Anticipated to go to March meeting.                                                                                                                                                                                                                                                                                                                                                                                          |
| City Heart - Stage 2                                                                    |                 | OnS    | Consultants appointed to undertake location assessment, consultation scheduled for February. Design competition anticipated in mid 2016.                                                                                                                                                                                                                                                                                                                                                     |
| City Loop Bus - Park and Ride service                                                   |                 | NS     | Await longer term strategic direction.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Transport Network Operating Plan                                                        |                 | OnS    | This project is on schedule and ongoing. Project being handled by Central Geelong Action Team.                                                                                                                                                                                                                                                                                                                                                                                               |
| Utility services upgrade investigations                                                 |                 | OnS    | Quotations sought for key powerline undergrounding projects. Designs for Corio Street powerline undergrounding associated with major developments and City in a Park underway.                                                                                                                                                                                                                                                                                                               |
| <b>Geelong Library and Heritage Centre</b>                                              |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Geelong Library and Heritage Centre car park construction                               |                 | OnS    | Planning permit issued. Tender for bridge removal and stormwater drain upgrade awarded. Evaluation of site remediation tenders continuing.                                                                                                                                                                                                                                                                                                                                                   |
| Geelong Library and Heritage Centre construction                                        | Dec 2015        | C      | Geelong Library and Heritage Centre opened November 2015. Now in defects maintenance period.                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Outcome: Greater Geelong is a leading city for tourism, arts, culture and events</b> |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2015 Christmas Light and Decorate Geelong program - launches and public events          | Dec 2015        | C      | Christmas launches and functions were delivered under the guidance of the Christmas Project Control group at the direction of Council. All risks were mitigated and operational requirements met with a focus on public safety.                                                                                                                                                                                                                                                              |
| ANZAC Centenary Anniversary Projects                                                    |                 | OnS    | Project being scoped and developed.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Barwon Heads community arts hub feasibility study                                       |                 | OnS    | Brief completed, committee now includes two Council officers and a consultant has been appointed.                                                                                                                                                                                                                                                                                                                                                                                            |
| Cadel Evans Bronze Statue                                                               |                 | Maj    | Further discussions required with Recreation and Open Space Unit in relation to recognising local sports men and women who have excelled on an international scale. Current process is to honor sports achievements through legends plaza. Recommendation to work within existing Council protocol and apply for Cadel Evans to be acknowledged in the Legends Plaza. It is not recommended further pursue this project without further rational given the existing process at legends plaza |
| Cadel Evans Great Ocean Road Race sponsorship                                           |                 | OnS    | Planning for event continues and is on schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| Central Geelong public art project                                                           |                 | OnS    | Alternative site in Western Beach is currently being explored, discussions with Recreation and Open Space Unit have commenced and artists engaged.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Conference Marketing and Delegate Boosting programs                                          |                 | OnS    | Business Events Geelong held the first stand alone regional planners guide launch in attendance by the Mayor to over 150 Melbourne based event organisers in November. This event really highlighted the importance of the Business Events sector and the role in which our organisation plays. We represented the region at the Executive Assistant Network Congress co-exhibiting with 5 industry members. Over 200 executive assistants and personal assistants attended the two day show including the networking drinks and gala dinner which Business Events Geelong were the dinner sponsors. This provided an important opportunity to talk about our organisation with this strong target market regularly booking conferences in our region.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Geelong After Dark                                                                           |                 | OnS    | Geelong After Dark project progressing well with new major partner Geelong Connected Communities confirmed to enable the delivery of key component of both M-M and Geelong After Dark - the Gathering of the City.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Geelong Art Gallery contribution                                                             |                 | OnS    | First major show held in new exhibition space in Geelong Library and Heritage Centre with other successful exhibitions held in the main spaces of the Gallery. Contributions continue to be on track for the year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Geelong Botanical Gardens ladies kiosk restoration                                           |                 | OnS    | Construction/restoration of the kiosk has commenced. Completion dates anticipated to be late January.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Geelong Major Events funding                                                                 |                 | OnS    | Event funding is allocated by Geelong Major Events Committee throughout the year. Applications are assessed and considered on a monthly basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Light and decorate Geelong projections                                                       |                 | OnS    | Christmas projections completed. 2016 M-M and ANZAC Centenary projections preparation about to commence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| M-M 24hr Extreme Arts Walk                                                                   |                 | OnS    | Significant funding achieved with Australia Council for the Arts supporting a major ephemeral sculptural commission. All District Co-ordinator's are on board with contracts completed and most Walking Circle artists selected. Sponsorship pursuit continues and web and profiling of the event creating significant interest.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| New Years Eve fireworks on the Waterfront.                                                   | Dec 2015        | C      | Event successfully delivered within budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Peninsula Park and Ride service                                                              | Dec 2015        | C      | Acquittal for 2014-2015 has been received; project details form for 2015-2016 has been received; funding agreement signed; funds paid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Provide for tourist information and administrative support centres within the Geelong region |                 | OnS    | The following Visitor Information services are open to visitors: All are staffed by volunteers.<br>- Geelong and Great Ocean Road Visitor Information Centre; open 9am-5pm 7 days a week located at the BP Service Centre on the Princes Highway, Little River.<br>- Geelong Visitor Information Centre; open 9am-5pm 7 days a week located at the National Wool Museum.<br>- The Bellarine Visitor Information Centre; open 9am-5pm 7 days a week located at The Bellarine Flying Brick Cider House, Bellarine Highway Wallington.<br>- The Market Square Shopping Centre Information Booth; offers a service to visiting friends and relatives open Monday-Saturday 9am-5pm.<br>- The Waterfront Information Booth; offers information surrounding the Geelong Waterfront area, is open 7 days a week 10am-4pm (dependant on weather).<br>- Avalon Airport Information Booth - staffed daily 8.30am-10.30am and again 2.30pm-4pm.<br>Information is available for self serve at all times<br>- A caravan is located in the carpark nearby the Barwon Heads bridge and is open 10am-4pm daily from Boxing Day until the end of January and then weekends only until mid June. |

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| Town Centre tree lighting                                                      |                 | OnS    | The decorative lighting in Ryrie Street, Geelong and Hitchcock Avenue, Barwon Heads is complete. Murradoc Road, St. Leonards will be completed early in 2016 once the point of supply is determined. Little Malop Street, Geelong and Pakington Street, Newtown are scheduled for 2016.                                                                                                                                                                                                                                                                                                                               |
| Wildlife Photographer of the Year exhibition.                                  |                 | OnS    | Marketing underway, exhibition shipped from London on 7 January; gallery redevelopment completed, Geelong By Nature photo competition underway, Botanic Garden installations being fabricated.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Strategic Direction: Sustainable Built and Natural Environment</b>          |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Outcome: Enhance and protect natural areas and ecosystem health</b>         |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Clifton Springs Dell maintenance                                               |                 | OnS    | Monitoring and maintenance has increased in the summer months. No issues at present. A new pathway is currently being constructed to allow access to the beach from the carpark.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Coastal and conservation reserves and infrastructure maintenance               |                 | OnS    | Significant maintenance works have been undertaken. Boat ramps, car parks, signage, and bollards have been assessed and maintenance undertaken if required.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Council environmental reserves maintenance and improvement works               |                 | OnS    | Capital works to improve and maintain assets in reserves is on schedule. Assets have been assessed and any required works undertaken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Friends of Buckley Falls contribution                                          |                 | OnS    | Ongoing program of works along the Barwon River are being undertaken by the Friends of Buckley Falls in partnership with Council. Project is on target.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Water programs</b>                                                          |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Water quality programs                                                         |                 | OnS    | Leading up to Christmas there was extensive contractor activity within Cowies Creek Reserve and a number of other aquatic reserves. Focus was given to a number of sites where letters of concern had previously been received. Positive feedback received post these works being done. Blue-green algae monitoring program underway and 13 sites being sampled every week. Four sites are currently at a Moderate Alert Level due to the amount of toxic algae present. Program will continue through to the end of March and then reassessed based upon the blue-green algae counts and overall weather conditions. |
| <b>Outcome: Support our community to live sustainably</b>                      |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Waste Initiatives</b>                                                       |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Community waste education projects                                             |                 | OnS    | A comprehensive program of waste education projects are being undertaken throughout the course of the year. To date these have included workshops, education campaigns, surveys, contamination programs, discounted disposal offers for targetted materials, waste dumping prevention initiatives, litter programs, Clean Up Australia Day assistance, chemical drop off day and various online articles and stories.                                                                                                                                                                                                 |
| Hard waste pick up service for eligible Home and Community Care (HACC) clients |                 | OnS    | Ongoing program being successfully undertaken via Community Services. This service has been refined and operates well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Waste hardship support                                                         |                 | OnS    | Meetings have been held with Community Services to further refine direct assistance options as implemented by the Home and Community Care (HACC) unit with a view to assisting as many people as possible. Pilot program to be implemented in 2016.                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Outcome: Advocate for and promote sustainable design and development</b>                               |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Implement and promote actions within Council's Sustainable Buildings Policy                               |                 | OnS    | New developments at Hendy Street, Highton and Armstrong Creek are being developed in accordance with the policy.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Promotion and assistance with National Sustainable House Day                                              | Dec 2015        | C      | The Sustainability Unit partnered with Geelong Sustainability Group for the seventh year running. 11 houses were open to the public for four hours on the 24 October, 2015. There were over 1,160 visitors to 11 open properties. This major community event involved over 60 volunteers of which more than 20 were technical experts. The day was a resounding success with a greater number of young people from previous years, who were seeking advice about their own renovations or new builds. Council provided assistance with advertising the event. |
| <b>Outcome: Minimise our environmental footprint</b>                                                      |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Development of an integrated water cycle management plan                                                  |                 | NS     | No change. Discussion to be held early in the new year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Landfill works</b>                                                                                     |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Closed landfills monitoring project                                                                       |                 | OnS    | Monitoring of South Geelong (Hede Street) landfill has been undertaken extensively over the past six months. Program to monitor other key closed landfills has been developed with an environmental consultant and will be implemented in the coming months.                                                                                                                                                                                                                                                                                                  |
| <b>Strategic Direction: How We Do Business</b>                                                            |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Outcome: Lead by advocating and collaborating on issues important to the Greater Geelong community</b> |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| G21 contribution                                                                                          |                 | OnS    | G21 contribution made as per schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Outcome: Efficient and customer focused organisation</b>                                               |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Brand and logo audit and review                                                                           |                 | OnS    | Council's appointed contractors, have completed brand audit, workshops, focus groups and online surveys - on time and budget, as per contract. The work continues into 2016.                                                                                                                                                                                                                                                                                                                                                                                  |
| Bridge upgrades - major renewal works                                                                     |                 | OnS    | Inspections ongoing with major projects to commence early 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Drainage design and construction program                                                                  |                 | OnS    | Barwon Heads outfall awaiting approval from Barwon Coast Committee of Management Inc. and Federal Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Electronic Document and Records Management System replacement                                             |                 | OnS    | Project is progressing well and on schedule. Currently carrying out system set up and configuration tasks.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Implement change control and business transformations around new integration communications system        |                 | OnS    | Halfway mark of project and project team has met to address project issues, and to provide advice to upcoming departments.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Implement the new Information Services Strategy                                                           |                 | OnS    | Strategy continues to be rolled out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Kerb and channel renewal program                                                                          |                 | OnS    | 49 per cent completed versus 41 per cent projected and still expecting some internal usages before end of December.                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| Microsoft Office upgrade                                                                                  |                 | OnS    | Licences ordered and delivered. Implementation after Skype for business project                                                                                                                                                                                                                                                                                                                                                                                                                         |
| News media monitoring automated service                                                                   |                 | OnS    | This service continues to deliver excellent daily results. This new service commenced in late August 2015 and now runs daily; initial and ongoing feedback is excellent.                                                                                                                                                                                                                                                                                                                                |
| PABX / Telephony System replacement                                                                       |                 | OnS    | Project milestones one and two completed. All locations at 100 Brougham st and 103 Corio St now changed over along with the Digital, Information and Technology department and Call Centre. This marks halfway mark of project.                                                                                                                                                                                                                                                                         |
| Roads - construction and design including local roads, Federal Roads Program and Vic Roads Funded works   |                 | OnS    | 29 per cent completed versus 38 per cent projected. Still to process payments/usages for December for works completed.                                                                                                                                                                                                                                                                                                                                                                                  |
| Social media monitoring automated service                                                                 |                 | OnS    | This service continues to provide excellent daily results. This new service commenced in late August 2015 and now runs daily; initial and ongoing feedback is excellent.                                                                                                                                                                                                                                                                                                                                |
| Special rates and charges to carry out roads, footpaths, kerb and channel and drainage works              |                 | OnS    | Various projects at stage of intention to declare. Funding for North East Portarlington may impact on program.                                                                                                                                                                                                                                                                                                                                                                                          |
| Traffic management - investigation, design and construction                                               |                 | OnS    | All projects are on construction schedule and will be completed as planned.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Outcome: Responsible and sustainable financial management</b>                                          |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2016 General Revaluation and Supplementary Valuations                                                     |                 | OnS    | Stage two completed. Stage 3B due 31-12-2015. Currently awaiting sign off by Valuer Generals office.                                                                                                                                                                                                                                                                                                                                                                                                    |
| Completion of the Buildings Asset Management Plan inclusive of community service levels                   |                 | Min    | No further progress.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Financial Sustainability Review project actions implementation                                            |                 | OnS    | Report on service reviews has been to Executive Leadership Team meeting. Further planning on this being undertaken. Budget proposal has been completed for service planning/review software/consultancy.                                                                                                                                                                                                                                                                                                |
| <b>Outcome: Informed and engaged community</b>                                                            |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Corporate banner and billboard program                                                                    | Dec 2015        | C      | Tender successfully let, and is now running for next three years.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Distribution of Community Update via electronic media six times per year                                  |                 | OnS    | Due to time and cost constraints, we now publish the former Community Update as individual stories on the Geelong Australia website; we are working with Digital and IT Services on a new service for customers to automatically receive new stories on topics/wards/councillors they subscribe to. We continue to refine and improve this production, and have successfully moved reporting to online format ( <a href="http://www.geelongaustralia.vic.gov.au">www.geelongaustralia.vic.gov.au</a> ). |
| Expand the use and increase the promotion of the MyGeelong personal web space to residents and ratepayers |                 | OnS    | Expansion of facility continuing with rates notices and installment payment reminders now available online. Multi payments for multiple property owners and real estate agents close to going live, as is revised booking module.                                                                                                                                                                                                                                                                       |
| Implement the Local Government Performance Reporting framework indicator collection and reporting         |                 | OnS    | Results for all indicators have been submitted to Local Government Victoria. Performance Statement submitted also following audit. Comparative report completed and showed that City of Greater Geelong compared as well or better than other Regional City Councils and against like councils in Hume, Casey and Wyndham.                                                                                                                                                                              |

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| Publication and distribution of annual calendar                                                                     | Dec 2015        | C      | Annual calendar successfully produced and distributed on time and budget, with generally very positive feedback. We have also completed a review of this project, to assist planning in 2016.                                                                                                                                                                             |
| Publication of City News advertising weekly                                                                         |                 | OnS    | City News continues to be published in the Advertiser and Indy each week, featuring a Council 'hero pic' and/or story. We are proposing a review of this comms channel in 2016, pending budget proposal funding.                                                                                                                                                          |
| Social media development of channels and content                                                                    |                 | OnS    | This work continues as planned, with the publishing of Council's first six monthly content production report, and pending alignment of social media policies to comply with the overall Corporate Communications and Marketing Strategy 2016. We are revising social media policies and refining content to increase user engagement, as measured by followers and likes. |
| Undertake internal Plain English campaign                                                                           |                 | Min    | The full implementation of this project now depends on resourcing (i.e. staff). In progress and on track, part of brand review.                                                                                                                                                                                                                                           |
| <b>Outcome: Motivated and skilled staff in a safe work environment</b>                                              |                 |        |                                                                                                                                                                                                                                                                                                                                                                           |
| Actively seek feedback to continuously improve training and development opportunities for staff within Council      |                 | OnS    | Feedback and focus groups undertaken.                                                                                                                                                                                                                                                                                                                                     |
| Deliver best practice and innovative HR functional delivery through Centres of Excellence                           |                 | OnS    | Continued conversations with key stakeholders.                                                                                                                                                                                                                                                                                                                            |
| Geelong Animal Welfare Shelter security upgrade                                                                     |                 | OnS    | Security upgrades applied to fencing and electronic data system. Further works to be undertaken in administration building.                                                                                                                                                                                                                                               |
| Improve HR access and service to all employees through HR ASSIST Service Desk                                       | Sep 2015        | C      | HR Assist launched                                                                                                                                                                                                                                                                                                                                                        |
| Improve strategic HR support to the organisation through HR Business Partnering Model                               | Sep 2015        | C      | HR Assist launched.                                                                                                                                                                                                                                                                                                                                                       |
| Ongoing review and communication of CitySafe procedures                                                             |                 | OnS    | Periodic review performed.                                                                                                                                                                                                                                                                                                                                                |
| Procurement of Safe-T-Cards for staff working alone in remote areas                                                 | Dec 2015        | C      | Safe T Cards system implemented.                                                                                                                                                                                                                                                                                                                                          |
| Provide training and development opportunities to enhance and support potential leaders throughout the organisation |                 | OnS    | Leadership programs being delivered and designed.                                                                                                                                                                                                                                                                                                                         |
| Security improvements for the Old Post Office reception area                                                        |                 | OnS    | Camera installation completed. Access Control will be completed by end February 2016.                                                                                                                                                                                                                                                                                     |
| <b>Strategic Direction: Sust Built and Natural Environment</b>                                                      |                 |        |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Outcome: Enhance and protect natural areas and ecosystem health</b>                                              |                 |        |                                                                                                                                                                                                                                                                                                                                                                           |
| Barwon River infrastructure project implementation (Mt Brandon Landscape Plan)                                      |                 | OnS    | Capital works on-schedule. Path around Gully three complete. Fence and Rivergum Picnic area established. Construction of Lookout commenced. Picnic tables ordered. Track prepared and ready for topping.                                                                                                                                                                  |
| Foreshore Management Plan review - Clifton Springs                                                                  |                 | Min    | Clifton Springs Foreshore Management Plan to be undertaken in 2016 following recent completion of capital works. Coastal Project Officer has been employed and will assist the process.                                                                                                                                                                                   |
| Roadside vegetation management                                                                                      |                 | OnS    | Mapping of roadside vegetation is ongoing and the Infrastructure Operations department is working                                                                                                                                                                                                                                                                         |

**City Plan Council Report for 2015/16**  
For Quarter Ending: Dec 2015

City of Greater Geelong  
2 February 2016

| Description                                                           | Completion Date | Status | Comments                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------|-----------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                       |                 |        | closely with the Waste Services and Environment department to ensure this project is progressing.                                                                                                                                                                                                                                                                                                    |
| <b>Water programs</b>                                                 |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| Geelong Healthy Waterways program                                     |                 | OnS    | Jerringot Reserve lease boundary fencing completed prior to Christmas. New fencing and gates in Hovells Creek Reserve to commence in January. Minor carpark and associated fencing in Hovells Creek reserve to be completed in February. Cowies Creek landslip rehabilitation project to commence in January/February. New reserve gates to be installed in other aquatic reserves in March.         |
| Stormwater Quality Management Plan implementation                     |                 | OnS    | The works at Balyang Sanctuary and Lake Lorne boardwalk, Drysdale have been completed before Christmas with the exception of some invoicing to be paid.<br>The on-ground rehabilitation works at the Cowies Creek reserve landslip will be undertaken in March/April by the City's Construction Unit following completion of the rehabilitation plan by Storm Consulting.                            |
| <b>Outcome: Support our community to live sustainably</b>             |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| Dam Safety Emergency Management Plan development - St Augustine Basin |                 | OnS    | Discussions with Consultants occurred in January. Plan is being reviewed by the consultants internal senior management and is expected to be received prior to the February Municipal Emergency Management Planning Committee.                                                                                                                                                                       |
| Future Proofing Geelong                                               |                 | OnS    | Work progressing as per business plan.                                                                                                                                                                                                                                                                                                                                                               |
| <b>Waste Initiatives</b>                                              |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| Hardwaste initiatives - 2015-2016                                     |                 | OnS    | Well established program of assistance to the community to help deal with the hard to dispose of items. This program includes special discounted offers for particular items such as mattresses, couches, tyres, etc. It also involves various educational and promotional initiatives to better educate the community on what disposal options are available for the various waste items they have. |
| <b>Outcome: Minimise our environmental footprint</b>                  |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| Energy efficiency audit top ten buildings                             | Dec 2015        | C      | Audits of top ten building carried out for energy efficiency and solar which includes emissions reduction potential and financial saving to the organisation if the works are carried out. Presentation of report provided to key stakeholders in November 2015. Report will now inform the development of the new City of Greater Geelong Draft Greenhouse Strategy and emission reduction targets. |
| Geelong Botanic Gardens irrigation upgrade                            |                 | OnS    | Stage four irrigation works are ready to proceed.                                                                                                                                                                                                                                                                                                                                                    |
| Irrigation system upgrades 2015-2016                                  |                 | OnS    | Timing for works at Osborne or Stinton ovals not available due to Cricket finals scheduled there and works would render these grounds unsuitable. These grounds to be rescheduled to 2016-2017 year with Western Beach stage one and two to commence around April after the main tourist season.                                                                                                     |
| <b>Landfill works</b>                                                 |                 |        |                                                                                                                                                                                                                                                                                                                                                                                                      |
| Composting site set up works                                          |                 | OnS    | Proposed site selected following Expressions of Interest. Initial public engagement with neighbours has been successful (50 properties contacted, 12 responses, letters sent to all 12 with response to their concerns). Site design being finalised. Planning and Environment Protection Authority works                                                                                            |

**City Plan Council Report for 2015/16**  
For Quarter Ending: Dec 2015

City of Greater Geelong  
2 February 2016

| Description                                                        | Completion Date | Status | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------|-----------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    |                 |        | approval applications being prepared prior to site construction and operation by August 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Corio Landfill post closure pollution abatement notice compliance  |                 | NS     | Post closure Pollution Abatement Notice (PAN) from Environment Protection Authority (EPA) is still in draft form. Council has provided comment to the draft presented and await EPA's response. Until PAN conditions are finalised, work cannot be planned on this project. Therefore project currently on hold waiting on EPA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Drysdale Landfill boundary fence replacement                       |                 | OnS    | Quotes have been received. Selection of successful contractor is imminent. Timing of works will be dependant on the work program of the successful contractor however should be within the next couple of months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Drysdale Landfill Cells 4A and 6 stormwater pumps                  |                 | Min    | Lack of rainfall this year and record low stormwater run off has reduced urgency for this project. Additionally the main operational focus has been minimising airspace utilisation whilst waiting for Cell six to be completed. With Cell six completion now imminent, focus can now shift to this project. Quotes are currently being sought for this project. Delivery will be dependant delivery timeframes for the selected pump. Estimate February for the timing for this to be delivered.                                                                                                                                                                                                                                                                                                                                               |
| Drysdale Landfill eastern dam dewatering                           |                 | Min    | Lack of rainfall this year and record low stormwater run off has reduced urgency for this project. Additionally the main operational focus has been minimising airspace utilisation whilst waiting for Cell six to be completed. With Cell six completion now imminent, focus can now shift to this project. Quotes are currently being sought for this project. Estimate February as the timing for this to be delivered.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Drysdale Landfill leachate management                              |                 | Min    | The urgency for this project has diminished from when it was originally proposed due to the extremely dry year that we have had. Leachate generation is at an all time low so the additional capacity that this project is to provide is not currently required. It was also expected at the time that this project was created that the commencement of Cell six would have been contingent on this management option being up and running. We have however been able to successfully argue that this is not required and if we had had a wet spring we could have carted away leachate if the existing leachate system wasn't able to cope. Notwithstanding all this the project is still very much essential to the future of Drysdale as if and when normal rainfall returns the site will require this to effectively manage its leachate. |
| Drysdale Landfill pavement rectification works                     |                 | OnS    | Quotes for these works have been requested. Works will be required to be undertaken at night to minimise disruptions to the public and are scheduled for February as a quieter time of year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Drysdale landfill rehabilitation                                   |                 | Min    | This project is linked to project Evapotranspiration Cap Study. Once the evapotranspiration study is completed a trial evapotranspiration pad will be constructed. This pad is then monitored for several years until Environment Protection Authority (EPA) are comfortable that this type of cap will be suitable for Drysdale. The study is progressing well with initial EPA endorsement and a final design recently completed. Further EPA endorsement of this design is now required and then the steps required to construct the trial pad can be mapped out. Work therefore on this trial pad will not commence until the new year. If this trial pad is successful and a evapotranspiration cap can be proved to be applicable to Drysdale the savings to Council will be in the multi millions of dollars.                            |
| Drysdale landfill stormwater pollution abatement notice compliance |                 | OnS    | Major dam desilting and expansion works have been completed. These works have been funded through the Drysdale cell construction budget. Any surplus of funding within this project will then be required to construct a diversion of upstream                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**City Plan Council Report for 2015/16**  
For Quarter Ending: Dec 2015

City of Greater Geelong

2 February 2016

| Description                              | Completion Date | Status | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------|-----------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                 |        | runoff above the site through the landfill so that it can be compliant with the Best Practice Environmental Management requirement to be able to contain a one in 20 stormwater event within the landfill.<br>Compliance activities have taken precedence so far this year.                                                                                                                                                                                                                                                                                                                                                                                       |
| Hede Street landfill investigative works |                 | Min    | Testing detected elevated methane levels within buildings in the industrial estate built over the former landfill in September, 2015. A whole of government approach with the Environment Protection Authority (EPA) as the lead agency has been adopted. Ongoing monitoring, engagement with owners and businesses, as well as media is being undertaken.<br>The likely direction that the resolution of this very complex issue will take is difficult to predict. The EPA are currently installing a series of monitoring bores around and in the vicinity of the landfill. Council will install another 10 bores to monitor its particular areas of interest. |

## **6. FINANCIAL MANAGEMENT REPORT – DECEMBER 2015**

**Portfolio:** Finance – Cr Lyons (Mayor), Cr E Kontelj, Cr Farrell  
**Source:** Strategy & Performance – Financial Services  
**General Manager:** Dean Frost  
**Index Reference:** Financial Management \ Financial Reporting 2015-2016

### **Purpose**

The Quarterly Financial Report for the period ending 31 December 2015 is prepared as a requirement of Section 138 of the Local Government Act 1989.

### **Summary**

- Council approved amendments to the adopted Budget on 25 August 2015 and variances are reported based on comparing actuals to amended budget.
- The recurrent operating surplus for the half year is \$3.8M, being \$12.4M favourable to amended budget and reflects favourable performance and timing issues.
- A half year review has been undertaken to consider likely impact of progressive results on full year projection. The projected recurrent operating result is forecast to be \$2.41M favourable to the amended budget.
- The non-recurrent surplus for the half year is \$33.1M, being \$9.7M favourable to budget with favourable Recognition of Infrastructure \$9.9M, Developer Contributions \$0.7M and Loss on Disposal of Infrastructure \$2.1M, offset by unfavourable Capital Income (\$0.8M), Gain (Loss) on Sale of Property (\$1.7M) and Prior Year Adjustments (\$0.4M).
- Capital expenditure for the year to date is \$39.0M against a year to date projection of \$48.3M, which is \$9.3M underspent to projection.
- The cash and investment balance of \$61.0M is \$4.5M favourable to budget.

**Cr E Kontelj moved, Cr Harwood seconded -**

**That the Quarterly Financial Management Report to 31 December 2015 be endorsed by Council.**

**Carried.**

### **Background**

The report is prepared as a requirement of Section 138 of the Local Government Act 1989 which requires that at least every three months a statement be presented to Council comparing the budget with the actual revenue and expense for the financial year-to-date.

### **Discussion**

#### **Operating**

The December Management reports are provided in the following table to report year-to-date performance and full-year projection performance versus budget.

| <b>Summary</b>                     |                               |                                |                                             |                        |                               |                                            |
|------------------------------------|-------------------------------|--------------------------------|---------------------------------------------|------------------------|-------------------------------|--------------------------------------------|
|                                    | <b>YTD<br/>Actual<br/>\$M</b> | <b>YTD<br/>Am. Bgt<br/>\$M</b> | <b>YTD Var<br/>Fav/<br/>(UnFav)<br/>\$M</b> | <b>FY Proj<br/>\$M</b> | <b>FY<br/>Am. Bgt<br/>\$M</b> | <b>FY Var<br/>Fav/<br/>(UnFav)<br/>\$M</b> |
| Recurrent<br>Surplus/(Deficit)     | 3.77                          | (8.59)                         | 12.36                                       | (14.61)                | (17.01)                       | 2.40                                       |
| Non-Recurrent<br>Surplus/(Deficit) | 33.16                         | 23.41                          | 9.75                                        | 70.58                  | 65.77                         | 4.81                                       |
| Net Surplus/(Deficit)              | 36.93                         | 14.82                          | 22.11                                       | 55.97                  | 48.76                         | 7.21                                       |
| Capital Expenditure                | 39.00                         | 48.30                          | 9.30                                        | 125.76                 | 120.02                        | (5.74)                                     |
| Closing Net Cash<br>Positive/(Neg) | 61.05                         | 56.48                          | 4.57                                        |                        | 64.76                         |                                            |

The Adopted Budget was amended by Council on 25 August 2015 to include Carryover Capital and discretionary projects, plus other Capital and recurrent amendments.

The impact on the Recurrent Expenditure Budget is (\$17.76M), consisting of carryover discretionary projects funded in 2014-2015, plus other budget amendments including adjustment for early receipt of first two quarters Grants Commission funding in June 2015.

The impact on Non Recurrent income was \$10.34M for carryover of capital income from 2014-2015 projects, plus other budget amendments.

The amended capital expenditure budget includes \$52.27M to complete 2014-2015 Projects, including Corio Landfill Rehabilitation, Geelong Library & Heritage Centre, Drysdale Landfill Cell 6, Central Geelong Advancement Fund, Drainage Construction Program, Central Road Drainage, Street Construction SRC and Austin Park Redevelopment.

Other budget amendments increased total budget by \$0.87M.

| <b>1. Recurrent Variance Commentary</b> |                               |                                |                                             |                        |                               |                                            |
|-----------------------------------------|-------------------------------|--------------------------------|---------------------------------------------|------------------------|-------------------------------|--------------------------------------------|
|                                         | <b>YTD<br/>Actual<br/>\$M</b> | <b>YTD<br/>Am. Bgt<br/>\$M</b> | <b>YTD Var<br/>Fav/<br/>(UnFav)<br/>\$M</b> | <b>FY Proj<br/>\$M</b> | <b>FY<br/>Am. Bgt<br/>\$M</b> | <b>FY Var<br/>Fav/<br/>(UnFav)<br/>\$M</b> |
| Recurrent Income                        | 153.12                        | 150.85                         | 2.27                                        | 299.41                 | 298.45                        | 0.96                                       |
| Recurrent Expenditure                   | 149.35                        | 159.44                         | 10.09                                       | 314.02                 | 315.46                        | 1.44                                       |
| Recurrent Surplus/(Deficit)             | 3.77                          | (8.59)                         | 12.36                                       | (14.61)                | (17.01)                       | 2.40                                       |

**YTD Variance - \$12.36M Favourable**

The following major variances to budget contributed to this result:

**Recurrent Income**

\$M

**General Rates and Charges** – favourable rates generation and supplementary rates YTD due to growth in Council's rate base. 1.28

**Government Grants** 0.22

Main favourable variances consist of:

- State Recurrent \$184K favourable (Aged & Disability Services \$198K (*HACC Services*)).
- State Specific Purpose \$198K favourable (unbudgeted discretionary grants received in Arts & Culture, Family Services, Enterprise Geelong, Engineering Services and Planning Strategy).

Partly offset by:

- Federal Recurrent (\$191K) unfavourable (Aged & Disability Services below budget due to Consumer Directed Care requirement to carry over client funds not expended).

**User Charges** (0.86)

Main unfavourable variances consist of:

- Activities & Program Fees (\$1,063K) unfavourable – Family Services (\$644K), Aged & Disability Services (\$274K) and Leisure Services (\$338K) (*Leisurelink \$102K and BASC \$185K*). (Partly offset by reduced expenditure). Sport & Recreation \$189K favourable (*offset by unbudgeted expenditure*).
- Design & Supervision Fees \$218K favourable (*Subdivision applications*).

**Other Fees & Charges** 0.64

Favourable mainly due to :

- Misc Approvals & Permits \$292K favourable (Building & Planning Permits).
- Planning Permit Applications \$173K favourable.

**Sundry Income** 0.68

- Reimbursements & Recoveries \$227K favourable (mainly Simonds Stadium).
- Sundry Income \$422K favourable (unbudgeted income in Arts & Culture, Waste Services, Risk Management and Capital Projects).

**Interest on Investments** 0.31

Higher than budgeted cash balances.

**Recurrent Income Sub-total** **\$2.27M**

## Recurrent Expenditure

\$M

**Employee Related Expenditure** – Favourable salary costs \$1,656K and Workcover \$123K mainly relating to unfilled vacancies and rate variance. 1.78

Partially offset by unfavourable supplementary labour costs (\$884K) (see external services).

**General Works:** 5.08

*Materials* \$175K favourable with the main variances being Consumable Materials \$112K (*phasing only*) and Ground Maintenance Materials \$170K (*ground renovations behind schedule*).

*Plant / Equip / Vehicle Costs* \$1,039K favourable with the main variances being Fuels, Oils & Greases \$358K (*lower than budget fuel price*), External Plant & Equipment Hire \$301K (*phasing only*), Repairs & Maintenance \$256K (*phasing only*).

*External Services* is \$3,866K favourable mainly due to:

- Contractors \$4,334K favourable - Phasing variances in Discretionary Projects \$2,323K and in Recurrent Projects \$1,668K. Plus full year savings in Waste Collection \$355K (*Cleanaway contract 2014-2015*).
- Levies & Contributions \$906K favourable – Drysdale Landfill \$918K (EPA levy payable favourable due to diversion of waste to Wyndham).
- Building Maintenance \$508K favourable – phasing only.
- Contributions \$281K favourable - phasing only.
- Insurance Premium \$208K favourable (*anticipated to be offset with inclusion of new Library & Heritage Centre*)

Offset by:

- Waste Disposal & Recycling (\$1,585K) unfavourable - Garbage Service \$1,570K, North Geelong Transfer Station \$101K, Litter Service \$93K and Commercial Collection Service \$93K (*due to diversion of waste to Wyndham*), partly offset by favourable Green Waste Service \$284K (*continuing the low cost on farm option*).
- Supplementary Labour (\$884K) unfavourable – mainly, Local Laws (\$214K), City Development (\$173K), Aged & Disability Services (\$159K), Fleet (\$104K), Operations (\$141K) and Parks (\$92K).

**Administration** costs \$776K favourable mainly due to :

0.77

- Interest Paid \$112K favourable – Interest savings due to deferment of budgeted loans.
- Other phasing variances \$664K favourable – mainly in Computer Software, Training & Development, Postage, Printing, Doubtful Debts, Leases and Debt Collection.

|                                                                                                                                                                                                                                       |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                                                                                                                                                       | \$M             |
| <b>Professional Services</b> costs \$1,449K favourable mainly due to:                                                                                                                                                                 | 1.45            |
| <ul style="list-style-type: none"> <li>Consultants \$1,440K favourable – Phasing variances mainly in Planning Strategy \$416K, Central Geelong Task Force \$618K, Strategic Projects \$112K and Enterprise Geelong \$127K.</li> </ul> |                 |
| <b>Utility</b> costs are \$724K favourable mainly due to Electricity \$706K (phasing and timing of invoices).                                                                                                                         | 0.72            |
| <b>Depreciation</b> costs \$408K favourable (phasing only).                                                                                                                                                                           | 0.41            |
| <b>Gain/(Loss) on Sale of Plant and Equipment</b> (\$124K) unfavourable.                                                                                                                                                              | (0.12)          |
| <b>Recurrent Expenditure Sub-total</b>                                                                                                                                                                                                | <b>\$10.09M</b> |

***Full Year Recurrent Projection – \$2.41M favourable to Amended Budget***

|                                                                                                                                                                                                                       |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| A half year review has been undertaken to consider likely impact of progressive results on full year projection. The projected recurrent operating result is forecast to be \$2.41M favourable to the amended budget. | <b>\$M</b> |
| The main projection changes which are favourable / (unfavourable) include:                                                                                                                                            |            |
| Increased recurrent Government Grants                                                                                                                                                                                 | 0.11       |
| Workcover Premium                                                                                                                                                                                                     | 0.29       |
| Waste – Cleanaway Contract 2014-2015 adjusted                                                                                                                                                                         | 0.34       |
| Interest Received                                                                                                                                                                                                     | 0.37       |
| Fuels, Oils & Greases                                                                                                                                                                                                 | 0.40       |
| Waste – Kerbside collection & Green Waste Disposal                                                                                                                                                                    | 0.40       |
| Depreciation                                                                                                                                                                                                          | 0.40       |
| Salaries / Supplementary Labour                                                                                                                                                                                       | 0.45       |
| Planning / Building Permit Income                                                                                                                                                                                     | 0.54       |
| Interest Paid – deferment of budgeted loans                                                                                                                                                                           | 0.57       |
| Rates – Supplementary                                                                                                                                                                                                 | 1.16       |
| Cultural Change Management –additional cost                                                                                                                                                                           | (0.07)     |
| Iconic Xmas Tree – additional cost (no offset)                                                                                                                                                                        | (0.09)     |
| Transfers to Capital                                                                                                                                                                                                  | 0.08       |
| Transfers from Capital                                                                                                                                                                                                | (0.41)     |
| Water Usage                                                                                                                                                                                                           | (0.41)     |
| Aquatic Centres – Net Cost Increase                                                                                                                                                                                   | (0.60)     |
| Diversion of Waste to Wyndham – additional cost                                                                                                                                                                       | (1.19)     |
| Other                                                                                                                                                                                                                 | 0.07       |

**\$2.41**

The favourable projection changes provide the opportunity to complete the internal financing of 2011 Unfunded Superannuation of \$1,741,000 and remove this obligation from the 2016-2017 Budget.

The projection does not include any provision for costs associated with the State Government Investigation with appointment of Commissioners in the period January – March 2016.

## 2. Non Recurrent Variance Commentary

|                                 | YTD Actual<br>\$M | YTD Am. Bgt*<br>\$M | YTD Var Fav/<br>(UnFav)<br>\$M | FY Proj<br>\$M | FY Am. Bgt*<br>\$M | FY Var Fav/<br>(UnFav)<br>\$M |
|---------------------------------|-------------------|---------------------|--------------------------------|----------------|--------------------|-------------------------------|
| Non-Recurrent Surplus/(Deficit) | 33.16             | 23.41               | 9.75                           | 70.58          | 65.77              | 4.81                          |

**YTD Variance – \$9.75M favourable**

The following variances contributed to this result: \$M

**Recognition of Infrastructure** \$9,952K favourable (including handover of new subdivision reserves \$8.8M). 9.95

**Capital Grants & Income** (\$753K) unfavourable. Projected to be \$3,681K favourable full year (offset by increased expenditure). (0.75)

**Developer Contributions** \$661K favourable. 0.66

**Gain/(Loss) on Sale of Property** - (\$1,732K) unfavourable. (1.73)

**Loss on Disposal of Infrastructure** - \$2,061K favourable. 2.06

**Prior Year Adjustments** – (\$440K) unfavourable. (0.44)

**\$9.75**

## 3. Capital Expenditure Variance Commentary

|                     | YTD Actual<br>\$M | YTD Projection<br>\$M | YTD Var Fav/<br>(UnFav)<br>\$M | FY Proj<br>\$M | FY Am. Bgt*<br>\$M | FY Var Fav/<br>(UnFav)<br>\$M |
|---------------------|-------------------|-----------------------|--------------------------------|----------------|--------------------|-------------------------------|
| Capital Expenditure | 39.00             | 48.30                 | 9.30                           | 125.76         | 120.02             | (5.74)                        |

**YTD Variance – \$9.30M favourable**

The capital program is \$9.30M underspent compared to Projection year to date, with the major project variances as follows:

|                                                                | <b>\$M</b>     |
|----------------------------------------------------------------|----------------|
| • <b>Heavy &amp; Dedicated Plant</b>                           | 1.21           |
| • <b>Drysdale Landfill Cell 6</b>                              | 0.68           |
| • <b>Light Fleet Replacement</b>                               | 0.65           |
| • <b>Central Road Drainage</b>                                 | 0.50           |
| • <b>Corio Landfill Rehabilitation</b>                         | 0.43           |
| • <b>Bicycle Path Program</b>                                  | 0.36           |
| • <b>Drysdale Landfill Stormwater PAN Compliance</b>           | 0.32           |
| • <b>Queens Park Clubroom Upgrade</b>                          | 0.31           |
| • <b>Purchase of Gym Equipment</b>                             | 0.29           |
| • <b>Grovedale Tennis Club Facilities Upgrade</b>              | 0.22           |
| • <b>Improve Pedestrian Connections to Deakin &amp; Gordon</b> | 0.22           |
| • <b>Geelong Library &amp; Heritage Centre</b>                 | 0.19           |
| • <b>Drysdale Landfill Cell 4A Bunding</b>                     | 0.15           |
| • <b>Other</b>                                                 | 3.77           |
|                                                                | <b>\$ 9.30</b> |

| <b>4. Cash and Investments</b>  |                           |                             |                                         |                        |                            |                                        |
|---------------------------------|---------------------------|-----------------------------|-----------------------------------------|------------------------|----------------------------|----------------------------------------|
|                                 | <b>YTD Actual<br/>\$M</b> | <b>YTD Am. Bgt*<br/>\$M</b> | <b>YTD Var Fav/<br/>(UnFav)<br/>\$M</b> | <b>FY Proj<br/>\$M</b> | <b>FY Am. Bgt*<br/>\$M</b> | <b>FY Var Fav/<br/>(UnFav)<br/>\$M</b> |
| Closing Net Cash Positive/(Neg) | 61.05                     | 56.48                       | 4.57                                    |                        | 64.76                      |                                        |

**YTD Variance – \$4.57M favourable**

The month end cash and investments balance was \$61.05M. This was \$4.57M favourable to budget, mainly due to favourable recurrent surplus and behind schedule spend on Capital, offset by deferred loans (\$11.2M).

Council has future commitments for \$25.1M, which are fully cashed back:

|                     |                       |
|---------------------|-----------------------|
| Long Service Leave  | \$19.4M               |
| Statutory Reserves  | \$ 1.7M               |
| Refundable Deposits | \$ 1.8M               |
| Income in Advance   | \$ 1.3M               |
| Asset Development   | \$ 0.9M               |
| <b>Total</b>        | <b><u>\$25.1M</u></b> |

The Landfill Provision balance is currently \$17.2M.

***Environmental Implications***

There are no environmental implications arising from this report.

***Financial Implications***

As detailed in the attached report.

***Policy/Legal/Statutory Implications***

The report is provided in accordance with requirements under the Local Government Act 1989.

***Alignment to City Plan***

This report contributes to responsible and sustainable financial management as aligned in Council's City Plan objective on How We Do Business.

***Officer Direct or Indirect Interest***

Council staff preparing this report have no direct or indirect interest.

***Risk Assessment***

There are no risk implications arising from this report.

***Social Considerations***

There are no social implications arising from this report.

***Human Rights Charter***

There are no known positive or negative effects.

***Consultation and Communication***

The attached report is provided for information and public record and is available from the Council Governance or Financial Reporting units.

## **7. CHRISTMAS IN GEELONG PROGRAM 2015**

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Central Geelong - Cr Heagney<br/>Arts &amp; Culture - Cr Richards</b>          |
| <b>Source:</b>          | <b>Investment &amp; Attraction / Events, Central Geelong &amp;<br/>Waterfront</b> |
| <b>General Manager:</b> | <b>Brett Luxford</b>                                                              |
| <b>Index Reference:</b> | <b>Central Geelong Marketing / Christmas in Central<br/>Geelong</b>               |

### **Purpose**

To update Council on the outcome of the 2015 Christmas in Geelong Program, and seek direction on the 2016 installation of the Iconic Floating Christmas Tree.

### **Summary**

- The 2015 Christmas in Geelong program generated 213,500 visits with a Total Economic Output of \$15.6 M.
- The key attraction was the Iconic Floating Christmas Tree with 123,000 visits. Central Geelong Marketing organised and sponsored activities that attracted 44,900 visits. The City Hall Projections attracted 31,000 visits.
- Council sponsored Christmas events for 2015 included Denis Walter Carols by the Bay, Gala Parade and Geelong Carols By Candlelight. These events attracted an additional 30,000 visitors to Central Geelong and the Waterfront during the Christmas period.
- The Geelong Advertiser reported on 6 January 2016 that Central Geelong traders had reported having a 'bumper' Christmas trading period.
- The 749 surveys and pedestrian counting data undertaken as part of delivering the range of Christmas activities, indicate that the range of Council and Central Geelong Marketing activities, events and marketing have played a significant part in this success.
  - Social Media accounted for 63% as a source of information about activities such as the Christmas in Geelong program. Others were radio, family and friends, newspapers and signage,
  - 37% of responses said that the Christmas in Geelong program activities were good for creating a sense of community and good for families. 41% of responses said that the activities were good for Geelong's economy and City promotion opportunities.
- An independent media analysis was undertaken that showed a total Christmas program (including the Iconic floating Christmas Tree) Public relations value of \$9.33 million. The Iconic Floating Christmas Tree on its own delivered a \$5.3 million Public Relations value.
- With Council's current commitment to the ongoing installation of the Iconic Floating Christmas Tree ending in 2015 consideration now needs to be given to its installation for future years.
- Council needs to commit to the Iconic Floating Christmas Tree early in 2016 to allow marketing specialists to work with potential sponsors to identify and enter into potential sponsorship arrangements for the Iconic Floating Christmas Tree.

- The annual cost of installation for the Iconic Floating Christmas Tree is likely to rise to between \$350,000 - \$400,000 in 2016.

**Cr Harwood moved, Cr Ansett seconded -**

**That Council:**

- 1) **note preliminary figures show the 2015 Christmas in Geelong program generated 213,500 visits and an estimated \$15.6M in Total Economic Output.**
- 2) **authorise officers to procure the installation, dismantle, maintenance and storage of the Iconic Floating Christmas Tree for the 2016, 2017 and 2018 Christmas periods.**
- 3) **note the annual cost for the installation, dismantle, maintenance and storage of the Iconic Floating Christmas Tree in future years could be up to \$400,000 per annum.**
- 4) **authorise officers to advertise and enter into sponsorship agreements to offset the annual costs to install, dismantle, maintain and store the Iconic Floating Christmas Tree.**
- 5) **receive a report at a later date regarding planning issues related to signage and commercial advertising in the Steampacket Quay location of the Iconic Floating Christmas Tree.**
- 6) **authorise officers to undertake a full review of the Christmas program inclusive of the Iconic Floating Christmas Tree to inform activities post 2016 Christmas.**

**Amendment**

**Cr Farrell moved, Cr Irvine seconded –**

**That Council:**

- 1) **note preliminary figures show the 2015 Christmas in Geelong program generated 213,500 visits and an estimated \$15.6M in Total Economic Output.**
- 2) **authorise officers to procure the installation, dismantle, maintenance and storage of the Iconic Floating Christmas Tree for the 2016 Christmas period.**
- 3) **note the annual cost for the installation, dismantle, maintenance and storage of the Iconic Floating Christmas Tree in 2016 could be up to \$400,000 per annum.**
- 4) **authorise officers to advertise and enter into sponsorship agreements to offset the annual costs to install, dismantle, maintain and store the Iconic Floating Christmas Tree.**
- 5) **receive a report at a later date regarding planning issues related to signage and commercial advertising in the Steampacket Quay location of the Iconic Floating Christmas Tree.**
- 6) **authorise officers to undertake a full review of the Christmas program inclusive of the Iconic Floating Christmas Tree to inform activities post 2016 Christmas.**
- 7) **request officers provide a report to the new Council at its January meeting, that includes accurate costings, both on land and water, and opportunities for sponsorship.**

**The amendment was put and lost.**

**The motion was put and carried.**

**Division Requested:**

**For: Crs Ansett, Murrihy, Nelson, E Kontelj, Fisher, Lyons, Harwood, Heagney, Irvine**

**Against: Crs Ellis, Macdonald, Richards, Farrell**

***Background***

The Christmas in Geelong program is delivered by various Council Departments and Central Geelong Marketing with the aim of:

- Providing economic benefit to Central Geelong;
- Boosting the profile, visitation and positive experiences in Central Geelong;
- Enhance the Christmas spirit in the local and surrounding communities.

The Christmas in Geelong program which formed the Christmas Trail in Central Geelong ran from November 2015 to January 2016

A key component of the Christmas in Geelong program is the Iconic Floating Christmas Tree. This feature of the program was initially planned to be delivered annually under a long term services contract. However, due to a contractual matter, Council at its meeting of 11 August 2015 resolved to terminate the Ongoing Services Contract with its contractor Creative Production Services and proceeded to deliver the Iconic Floating Christmas Tree in 2015 under a subcontracted management arrangement.

This process involved Council sourcing quotations for the works associated with the delivery of the Iconic Floating Christmas Tree for 2015 and delivering the tree through a number of subcontracts.

***Discussion***

The Christmas in Geelong program which formed the Christmas Trail in Central Geelong ran from November 2015 to January 2016 and included the following activities:

|                                                                     |                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council organised activities</b>                                 | <ul style="list-style-type: none"><li>• Iconic Floating Christmas Tree – Music and Light show</li><li>• City Hall Projections</li><li>• School Christmas Trees in Lt Malop St</li><li>• Extended Carousel hours and lighting show</li><li>• Christmas themed Catenary lighting over the Malop/Moorabool intersection.</li></ul> |
| <b>Joint Council and Central Geelong Marketing activities</b>       | <ul style="list-style-type: none"><li>• Public decorations on street furniture and poles</li></ul>                                                                                                                                                                                                                              |
| <b>Central Geelong Marketing organised and sponsored activities</b> | <ul style="list-style-type: none"><li>• Christmas Trail of decorations and shop window displays</li><li>• Magic Meter Elves</li><li>• Giant Snow Globe in Moorabool St</li><li>• Reindeer Academy in Lt Malop St</li><li>• Morning Teas with Santa at the Carousel</li><li>• Christmas Story time at the Library</li></ul>      |

|                                                     |                                                                                                                                                                                          |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <ul style="list-style-type: none"> <li>• Santa Letters at the Carousel</li> <li>• Angle Craft on the corner of Gheringhap and Lt Malop</li> <li>• Myer Christmas windows</li> </ul>      |
| <b>Council sponsored events organised by others</b> | <ul style="list-style-type: none"> <li>• Gala Day Parade</li> <li>• Denis Walter Christmas Carols by the Bay</li> <li>• Christmas Eve Carols by Candlelight in Johnstone Park</li> </ul> |

As part of the Christmas in Geelong program Council carries out a review to determine how popular the activities were and what economic benefit is derived for the community and Central Geelong.

The Christmas program was evaluated using the following methods:

- Pedestrian / participant counting at each of the activities on a mixed sample of weekdays, weekends, during the day and night.
- 749 surveys were completed either at the activity sites or on-line, asking participants about their visit, in particular their spending and opinion on the program.
- The Carousel's attendances and turnover as a Council operated business, were able to be measured for the same period the previous year.

The economic benefit generated by the program is calculated using a REMPLAN evaluation method and calculations, and is based on the standard process used by Central Geelong Marketing, Tourism Greater Geelong and Bellarine and G21.

In making the calculation, Council and Central Geelong Marketing collected the following information over a cross section of days and times:

- Pedestrian / participant counts to calculate number of people attending the activity / event
- Surveys at the event / activity and on-line to ask questions of place of residence, opinions on experience and benefits, spend and information source

## Findings

| ITEM                                                                             | RESULT  |         | COMMENTS                                                                                                                                    |
|----------------------------------------------------------------------------------|---------|---------|---------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                  | 2015    | 2014    |                                                                                                                                             |
| <b>Overall attendances</b>                                                       | 213,500 | 245,000 | Includes all Council and Central Geelong Marketing activities.                                                                              |
| <b>Floating Tree attendances</b>                                                 | 123,000 | 163,000 | The launch in 2014 attracted 30,000 visits. Opening night in 2015 attracted 10,000 visits. The lighting did not essentially change in 2015. |
| <b>City Hall Projections attendances</b>                                         | 31,000  | 29,000  | New images and music in 2015.                                                                                                               |
| <b>Central Geelong Marketing activities attendances. (Includes Myer windows)</b> | 44,900  | 33,700  | New programs such as Reindeer Academy, Angel Craft and enhanced Santa Letter and Morning Teas attracted higher numbers.                     |

|                                                |                                                                                                                                                                                                                                                                          |                                                                                                                                               |                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other activities (movies, school trees)</b> | 14,600                                                                                                                                                                                                                                                                   | 19,300                                                                                                                                        | More people seeing movies but less people viewing the school trees.                                                                                                                                                                                                                                                   |
| <b>PLACE OF ORIGIN</b>                         |                                                                                                                                                                                                                                                                          |                                                                                                                                               |                                                                                                                                                                                                                                                                                                                       |
| <b>Geelong</b>                                 | 86%                                                                                                                                                                                                                                                                      | 83%                                                                                                                                           |                                                                                                                                                                                                                                                                                                                       |
| <b>Metro Melbourne</b>                         | 5%                                                                                                                                                                                                                                                                       | 6%                                                                                                                                            |                                                                                                                                                                                                                                                                                                                       |
| <b>Regional Vic</b>                            | 5%                                                                                                                                                                                                                                                                       | 6%                                                                                                                                            |                                                                                                                                                                                                                                                                                                                       |
| <b>Interstate</b>                              | 3%                                                                                                                                                                                                                                                                       | 4%                                                                                                                                            |                                                                                                                                                                                                                                                                                                                       |
| <b>International</b>                           | 1%                                                                                                                                                                                                                                                                       | 1%                                                                                                                                            |                                                                                                                                                                                                                                                                                                                       |
| <b>Carousel occupancy</b>                      | Attendances and Income up by 19% compared to same period in 2014.                                                                                                                                                                                                        | Income and attendance up by 13% compared to same period 2013                                                                                  | The extra hours, ceiling lighting and 'glow stick' sales were the main contributing aspects for 2015                                                                                                                                                                                                                  |
| <b>Average spend per person</b>                | \$45.50                                                                                                                                                                                                                                                                  | \$57                                                                                                                                          | Questions were for a 'per person' spend. Allowance is made for young children in calculations. In 2014 the average spend per person was \$57.                                                                                                                                                                         |
| <b>Perception of the experience</b>            | 95% of the people surveyed thought the experience that the Christmas Activities provide them was 'good' or 'excellent'                                                                                                                                                   | Question not asked in 2014                                                                                                                    |                                                                                                                                                                                                                                                                                                                       |
| <b>Perception of the importance to Geelong</b> | 90% of people surveyed thought that the Christmas Activities were Very Important or Important for Central Geelong. 10% were Neutral or thought they were Unimportant                                                                                                     | In 2014, 100% of the people surveyed thought the Christmas activities were good for Geelong and contributed to an attractive and vibrant City |                                                                                                                                                                                                                                                                                                                       |
| <b>Central Geelong business feedback</b>       | Most beneficial aspects for traders were:<br>1/ Magic Meter Elves<br>2/ Family activities                                                                                                                                                                                | In 2014 Most beneficial aspects for traders were:<br>1/ Magic Meter Elves<br>2/ Family activities                                             |                                                                                                                                                                                                                                                                                                                       |
| <b>Other Christmas Events</b>                  | Council sponsored events: <ul style="list-style-type: none"> <li>• Gala Day</li> <li>• Waterfront Christmas Carols</li> <li>• Christmas Eve Carols by Candlelight</li> </ul> These three events delivered an extra 30,000 visitors to Central Geelong and the Waterfront | 4,500 people                                                                                                                                  | In 2014 the Denis Walter Carols by the Bay were cancelled due to rain and Geelong Carols by Candlelight in Johnstone Park had 4,500 attendees.<br>The introduction of the Gala Parade as an ongoing 'Christmas period' evening event is an excellent opportunity to compliment the Central Geelong Christmas program. |

|                                                          |           |           |                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------|-----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Economic Output</b>                             | \$15.6 M  | \$17.9 M  | The lower amount can be attributed to a lower spend per person as communicated in the survey (down from \$57 pp to \$45.50 pp), 20,000 lower attendances on first night of the Iconic Floating Christmas Tree and another 20,000 less attendees at the Iconic Floating Christmas Tree during the 2015 season. |
| <b>Total Cost Iconic Floating Christmas Tree</b>         | \$340,000 | \$496,000 |                                                                                                                                                                                                                                                                                                               |
| <b>Total cost to Central Geelong Marketing</b>           | \$65,000  | \$41,500  |                                                                                                                                                                                                                                                                                                               |
| <b>Total Cost other activities including Projections</b> | \$154,370 | \$44,672  |                                                                                                                                                                                                                                                                                                               |
| <b>Total cost to CoGG</b>                                | \$559,370 | \$582,172 |                                                                                                                                                                                                                                                                                                               |

\* Attendance figures do not double count public attending multiple attractions in a single visit.

In addition to the above findings an independent media analysis was undertaken that showed a total Christmas program (including the Iconic floating Christmas Tree) Public relations value of \$9.33 million. The Iconic Floating Christmas Tree on its own delivered a \$5.3 million Public Relations value.

#### **How visitors found out about Christmas in Geelong Program / Activities**

| <b>SOURCE OF INFORMATION</b>                   | <b>NO. OF RESPONSES</b> |
|------------------------------------------------|-------------------------|
| <b>Council related Facebook Sites</b>          | 268                     |
| <b>Radio</b>                                   | 193                     |
| <b>Family and Friends / Word of Mouth</b>      | 189                     |
| <b>Newspapers</b>                              | 176                     |
| <b>Events Geelong Website</b>                  | 172                     |
| <b>Central Geelong Marketing Facebook Site</b> | 135                     |
| <b>Central Geelong Marketing Website</b>       | 61                      |
| <b>Council Website</b>                         | 43                      |
| <b>Signage</b>                                 | 33                      |
| <b>Instagram</b>                               | 31                      |
| <b>Twitter</b>                                 | 15                      |
| <b>Other</b>                                   | 45                      |
| <b>TOTAL</b>                                   | <b>1,361</b>            |

\*People surveyed were able to give more than one source of information.

### Survey Responses on the Experience and Importance of the Activities

| RESPONSE                                           | NUMBER     | PERCENTAGE  |
|----------------------------------------------------|------------|-------------|
| Good for Tourism, Visitors, Economy and Businesses | 187        | 28%         |
| Builds a sense of community                        | 159        | 24%         |
| Good for promotion of Geelong                      | 96         | 14.4%       |
| Good for children and families                     | 85         | 12.6%       |
| Develops / Strengthens Christmas Spirit            | 78         | 11.6%       |
| Not Good Value / Expensive                         | 35         | 5.2%        |
| Great experience                                   | 28         | 4.2%        |
| <b>TOTAL</b>                                       | <b>668</b> | <b>100%</b> |

\*This was an optional question, so not all people surveyed responded.

The Christmas in Geelong program is very complex and planning for the 2016 event needs to commence immediately if we are to deliver the program successfully.

The most complex component of the program and most visited, is the Iconic Floating Christmas Tree, and it is also the component that requires the most preparation.

The Iconic Floating Christmas Tree was delivered in 2015 via a number of subcontracts which were administered by the Capital Projects department. As the value of these contracts is significant any future installation of the Iconic Floating Christmas Tree will need to occur via formal quotation and tender processes to comply with Council and Local Government Act requirements.

The lead time for the Iconic Floating Christmas Tree installation, dismantle, storage and maintenance contracts is significant and these timeframes combined with procurement requirements mean that these processes need to start in early 2016.

To ensure delivery of the Iconic Floating Christmas Tree for 2016 Council needs to recommit to the program and project.

Whilst officers were able to deliver the Iconic Floating Christmas Tree for approximately \$340,000 in 2015 we have become aware of some additional costs which are likely to impact future installations. These additional costs include maintenance, cleaning, lighting, storage, anchoring, security and transport.

There was an overspend in 2015 relating to storm damage, vandalism, stevedoring, storage and the unscheduled lighting change out of respect for France.

Officers are aware that both the 2014 and 2015 installation of the Iconic Floating Christmas Tree occurred with considerable in-kind support from organisations who received non financial benefits as a result of their involvement, such as publicity.

We are unsure as to how long this support is likely to continue and therefore need to budget for the worst case scenario. However, we can confirm that the Port of Geelong has committed to providing support to the project by waiving direct port costs with an estimated value of \$100,000.

We are also aware that the status quo lighting component of the tree is significantly greater than the fee paid in 2015. Any improvement to the lighting show would require funding above that currently detailed in the 2016/17 budget estimate.

Preliminary work has been done with a specialist business with regard to sponsorship opportunities in an effort to reduce future costs associated with the Iconic Floating Christmas Tree's annual installation.

Feedback from two independent sponsorship specialists has indicated that commencing the sponsorship process mid calendar year is too short a timeframe as many organisations will have set and allocated their budgets already.

We have been advised that any potential sponsor considering or being presented with a proposal for a significant level of investment would need at least 3-6 months consideration.

Thirdly we were advised the certainty of a product like the tree has to be established before commencing discussions with potential sponsors. Commencing sponsorship discussions without the known commitment to deliver the Iconic Floating Christmas Tree in 2016 could harm Council's reputation.

Therefore a decision on the future of the Iconic Floating Christmas Tree needs to be made quickly to allow Council to 'go to the market' to allow the best opportunity for sponsorship offers.

There are some Legislative limitations on what can be offered to sponsors in the form of commercial branding in and around the Iconic Floating Christmas Tree. Having the State empathetic and flexible to the sponsorship needs and opportunities would improve the chances of securing sponsors. Given the timelines we will need to work with the Victorian Government to see what can be achieved. The limitations will be reflected in the offer to potential sponsors.

It is proposed that a report be presented to Council outlining the challenges and identifying options to address some of these issues.

This process may be lengthy and is likely to limit the level of sponsorship that would be achievable in 2016 but can only commence once Council confirms that the activity is definitely proceeding for 2016 onwards.

### ***Environmental Implications***

Low energy use LED lights will continue to be used as part of the tree to reduce energy consumption and environmental impact.

### ***Financial Implications***

If Council determines to proceed with the delivery of the Iconic Floating Christmas Tree in 2016, a budget allocation of approximately \$400,000 is required.

Independent advice has indicated the need for a timely decision on the Christmas tree to ensure the greatest opportunity to procure sponsorship and to commence the process of seeking amendments or exemptions to current limitations on commercial advertising on the tree.

The Geelong Port has committed to providing access to the port free of charge for the 2016 tree installation, a commitment which is valued at approximately \$100,000.

### ***Policy/Legal/Statutory Implications***

All policy, legal and statutory implications associated with this project will be managed by the Capital Projects and Events, Central Geelong and Waterfront Departments.

***Alignment to City Plan***

The Christmas in Geelong program aligns with the Community Wellbeing, Growing Our Economy, and How We Do Business strategic directions of City Plan

***Officer Direct or Indirect Interest***

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

***Risk Assessment***

The most significant risks for the project are project timing, Council's reputation and budget.

Due to the short timeframes for quotation submissions and the uniqueness of the project, there remains a risk of unexpected financial costs occurring. Council Officers will actively seek to mitigate all risks if the project proceeds.

With large numbers of people at the opening nights of the Iconic Floating Christmas Tree and the City Hall Projections, extra safety measures need to be put in place to maintain a safe environment.

***Social Considerations***

The Geelong Christmas program attracted 213,500 people into the City. This included 123,000 people visit the Iconic Floating Christmas Tree during the Christmas period.

***Human Rights Charter***

It is not evident or likely that this report would negatively impact any of the rights contained in the Charter of Human Rights.

***Consultation and Communication***

The Christmas program is promoted on the City of Greater Geelong's website, via social media and through local media outlets.

## **8. CARETAKER POLICY COUNCIL ELECTIONS AND GENERAL SIGNAGE (INCLUDING ELECTORAL ADVERTISING SIGNS) POLICY**

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Governance – Cr Lyons (Mayor)</b>                     |
| <b>Source:</b>          | <b>CEO - Internal Ombudsman &amp; Governance Advisor</b> |
| <b>CEO :</b>            | <b>Kelvin Spiller</b>                                    |
| <b>Index Reference:</b> | <b>Council General Election 2016</b>                     |

### **Purpose**

For Council to adopt the updated Caretaker Policy (Council Elections) and the General Signage (Including electoral Advertising Signs) Policy.

### **Summary**

- The *Local Government Amendment (Improved Governance) Act 2015* requires Council to adopt and maintain an election period policy by 31 March 2016.
- The election policy include procedures to prevent the council from making inappropriate decisions or using resources inappropriately during the election period.
- For the 2016 General Election the caretaker period commences midnight on 20 September and continues until 6.00 pm 22 October 2016.
- Council's General Signage (Including Electoral Advertising Signs) has had some small amendments primarily to acknowledge the City of Greater Geelong Neighbourhood Amenity Local Law 2014.

**Cr Heagney moved, Cr Harwood seconded -**

**That Council adopt:**

- 1) The Caretaker Policy Council Elections CPL45.5 Appendix 1;**
- 2) The General Signage (including Electoral Advertising Signs) on Council Road Reserves and Land Policy CPL45.8 Appendix 2.**

*Cr Nelson left the meeting room at 9.56pm*

**Carried.**

### **Background**

Recent amendments to the Local Government Act 1989 (The Act), specifically s93B, requires council to adopt and maintain an election period policy by 31 March 2016.

Council's previous caretaker policy was adopted on 24 April 2012 and updates to the policy take into consideration changes to the Act, The Local Government Investigations and Compliance Inspectorate Information Bulletin No.4 August 2012 and the recent LGPro Caretaker Workshop Series 2016.

The General Signage (including electoral Advertising Signs) on Council Road Reserves and Land Policy has been updated as a result of the adoption of the Neighbourhood Amenity Local Law 2014.

### ***Discussion***

The policy has been updated to ensure that council elections are not compromised by inappropriate electioneering by existing councillors and to safeguard the authority of the incoming council.

In accordance with the Act the policy must cover three matters:

- Preventing inappropriate decisions and misuse of resources
- Limiting public consultation and council events
- Equitable access to council information for all candidates.

The caretaker policy must be transparent and accessible to ensure that the general elections are conducted in a manner which is fair and equitable.

There are a variety of issues and considerations that need to be applied to council's daily operations during the caretaker period in order for councillors and staff to comply with the requirements and spirit of the Act.

The Caretaker Policy articulates how the business of council will be conducted prior to an election, including:

### ***Major Policy Decisions***

Section 93A of the Act prohibits council from making major policy decisions during the caretaker period, which relate to the appointment, dismissal and remuneration of the Chief Executive Officer and committing to contracts or entrepreneurial ventures in excess of \$1,819,030 (14/15 rates revenue).

### ***Use of Council Resources***

Council's equipment and resources must not be used for election purposes. Council staff cannot undertake any tasks that are either directly or indirectly connected with a candidate's election campaign. Councillor budgets for allocations such as seminars/training and attendance at conferences will be on a pro-rata basis from the commencement of the financial year to the election date.

### ***Information***

While it is important for sitting councillors to continue to receive information that is necessary to fulfil their elected roles, there are serious penalties pursuant to s76D of the Act for any councillor who inappropriately makes use of their position to gain an advantage.

### ***Council Communications and Publications***

Section 55D of the Act imposes restrictions on publications during caretaker period. Publications need to be impartial and will require the Chief Executive Officer certification. No media advice or assistance will be provided to councillors regarding election campaign matters.

### ***Public Consultation***

During the caretaker period public consultation will be limited. While consultation is an integral part of council's operations, there are concerns that consultation undertaken close to a General Election may become an election issue in itself, and influence voting.

### ***Functions and Events***

Council organised events and functions will be minimised during the election period and shall relate only to legitimate council business.

### ***Travel and Accommodation***

Councillors should not travel interstate or overseas in their capacity as an incumbent councillor. Attendance by the Mayor (or nominee) at a delegation or forum which is imperative to Council's interests may be approved by resolution of Council. If consideration by council is impractical, the Chief Executive Officer may determine the issue.

### ***Advice to Candidates***

Any advice or material will be made available to all candidates. All election related matters from candidates, whether current councillors or candidates will be directed to the Returning Officer.

### ***General Signage (Including Electoral Advertising Signs) On Council Road Reserves and Land***

Council's General signage policy has been amended to acknowledge the updated Neighbourhood Amenity Local Law 2014. It provides advice on the placement of general signage (including electoral advertising signs) on any Council land, municipal building or road whilst providing protection of community safety and amenity.

### ***Monitoring the Policy***

The Chief Executive Officer will attempt to resolve any issues in relation to this policy in first instance. There are specific penalties for breaches of the Act which may be applicable to councillors, the chief executive officer or staff. Council's policy and procedures are designed to mitigate such breaches occurring.

Following the General Election on 22 October 2016, council must continue to maintain the election period policy by reviewing, and if required, amending no later than 12 months before the commencement of each subsequent general election period.

### ***Environmental Implications***

There no environmental implications arising from this report

### ***Financial Implications***

It is important that any contracts which are likely to fall due in the caretaker period are identified and actions implemented to ensure that the business of council is able to proceed. Any contracts or ventures in excess of \$1,819,030 (14/15 rates revenue).which may be required to be entered into will require Ministerial approval.

### ***Policy/Legal/Statutory Implications***

These policies provide clarity about how council business is to be conducted throughout the caretaker period and to ensure council maintains the highest standards of good governance.

### ***Alignment to City Plan***

How We Do Business

***Officer Direct or Indirect Interest***

No officers involved in the preparation of this report have either a direct or indirect interest.

***Risk Assessment***

By adopting these policies and procedures, council will be able to demonstrate to the community how we will conduct business immediately prior to an election. Council's policy has been updated to mitigate breeches to the Act.

***Social Considerations***

Caretaker provisions are standard for all levels of government during elections.

***Human Rights Charter***

This policy considers the key principles of human rights such as fairness, equity and accessibility.

***Consultation and Communication***

Council has considered guidance available from Local Government Victoria, Local Government Investigations and Compliance Inspectorate, LGPro and other Councils, in amending our existing policy.

The updated policy will be made public on council's website and available in hardcopy for inspection. All councillors will be provided with a copy.

# COUNCIL POLICY



|                                                        |                |           |
|--------------------------------------------------------|----------------|-----------|
| <b>CARETAKER POLICY COUNCIL ELECTIONS</b>              | Document No:   | CPL45.5   |
|                                                        | Approval Date: |           |
|                                                        | Approved By:   | Council   |
|                                                        | Review Date:   | 1/10/2019 |
| Responsible Officer:<br><b>Chief Executive Officer</b> | Version No:    | 02        |
| Authorising Officer: <b>Chief Executive Officer</b>    |                |           |

## 1. PURPOSE

To provide for the Council General Election to be conducted in an environment that is open and fair to all candidates by setting out procedures and practices for the pre-election caretaker period.

## 2. SCOPE

During the pre-election caretaker period, the business of council continues and ordinary matters of administration still need to be addressed. This Policy establishes a series of “caretaker” practices, which aim to ensure that actions of the current council do not bind an incoming council and limit its freedom of action.

The Policy addresses:

- Major Policy Decisions,
- Council resources,
- Information,
- Council Communications, Marketing and Publications
- Public Consultation
- Functions and Events
- Travel and Accommodation
- Advice to Candidates
- Monitoring and Enforcing

This Policy supplements rather than replaces the legislative and commonsense approach to fair and equitable council elections.

## 3. REFERENCES

- Local Government Act 1989
- Victorian Electoral Act 2002
- Privacy and Data Protection Act 2014
- Staff Code of Conduct MPL555.0.20
- Councillor Code of Conduct CPL40.7

- Councillor Expenses & Facilities CPL45.2
- General Signage (including Electoral Advertising Signs) on Council Road Reserves and Land CPL45.8
- Mayor and Councillors Media Engagement Policy

#### 4. DEFINITIONS

##### **Election Period**

Section 3(1) of the *Local Government Act 1989* (the Act) defines the election period to be the 32 day period that starts on the last day of nominations and ends at 6.00 p.m. on the Election Day. For the 2016 General Election the caretaker period commences midnight on 20 September 2016 and continues until 6.00 pm 22 October 2016.

##### **Electoral Matter**

Section 3(1A) of the Act is a matter that is intended or likely to affect voting in an election.

**Chief Executive Officer** means the appointed Chief Executive Officer or Acting Chief Executive Officer.

##### **Council Staff**

Any person employed full-time, part-time or casual by council who receives remuneration for their work.

##### **General council election**

An election at which all the members of the council, including the Mayor, have to be elected.

##### **Inappropriate decisions**

Section 93B (5) of the Act defines inappropriate decisions made by a council during an election period as

- (a) decisions that would affect voting in an election;
- (b) decisions that could reasonably be made after the election.

#### 5. COUNCIL POLICY

##### **5.1. Major Policy Decisions**

- 5.1.1. Section 93A of the Local Government Act prohibits a council from making major policy decisions during the pre election caretaker period relative to:
  - the remuneration, appointment or dismissal of a Chief Executive Officer;
  - entering into any major contracts worth more than 1% of the council's rates and charges revenue for the previous financial year (14/15 \$1,819,030) for goods, works and services; and
  - the exercise of any entrepreneurial power under s193 if the amount assessed under s193(5A) exceeds 1% of the council's rates revenue for (14/15 \$1,819,030) from the previous financial year.
- 5.1.2. In the event of exceptional circumstances requiring a council decision, an application may be made to the Minister in accordance with s93A of the Act.
- 5.1.3. During the caretaker period, council procedures will prevent inappropriate decisions being taken. Inappropriate decisions are those that would affect voting at an election or decisions that may unreasonably bind an incoming council and could reasonably be deferred until after the election.

- 5.1.4. All documentation prepared for Council or special committee meetings will be carefully vetted by the Chief Executive Officer to ensure that no agenda item is included that could potentially influence voters' intentions at the general election or could encourage Councillor candidates to use the item as part of their electioneering.
- 5.1.5. Councillors commit to refraining from moving motions or raising matters at a meeting that could potentially be considered an electoral matter.

## **5.2. Council Resources**

It is essential that due propriety is observed in the use of all council resources. It is also important that all councillors have access to the resources necessary to fulfil their elected roles. In order to ensure the proper use of council resources during the pre election caretaker period, the following will apply:

- 5.2.1. General correspondence addressed to councillors will be answered as usual. However, councillors will only sign necessary minimum correspondence during the caretaker period. Correspondence in respect to significant, sensitive or controversial matters should be forwarded to the relevant General Manager or Chief Executive Officer for consideration and signing.
- 5.2.2. Council resources, including offices, support staff, hospitality, equipment, vehicles, email, mail/postage, printing, mobile phones and stationery will be used exclusively for normal council business and will not be used in connection with election campaigning.
- 5.2.3. Reimbursements of councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign. Claims for the reimbursement of expenses shall conform to requirements set out in the Councillors' Expenses and Facilities Policy.
- 5.2.4. Council logos, including the Heritage (Mayor) Crest letterhead, or other CoGG branding must not be used for, or linked in any way to, a candidate's election campaign.
- 5.2.5. Council support staff will not be asked to undertake any tasks directly or indirectly connected with a candidate's election campaign.
- 5.2.6. Photos, videos or images taken by or provided by council are not to be used by councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on council's websites that may be able to be copied.
- 5.2.7. No election material or active campaigning is to be conducted at a council sponsored event or displayed in any council building. No such activity to be mentioned/included at Council events (in speeches, etc).
- 5.2.8. Allocations of budget for councillors seminars/training and attendance at conferences are to be on a pro-rata basis from the commencement of the financial year and the election date, i.e. pro-rata 17 weeks out of the 52 week period.
- 5.2.9. Prior to the caretaker period the Chief Executive Officer will ensure that all council key staff are advised in regard to the application of the caretaker procedures.

### 5.3. Information

Section 76D of the *Local Government Act 1989* prescribes serious penalties for any councillor who inappropriately makes use of their position or information obtained in the role of councillor, to gain an advantage. The following access and restrictions to information will apply:

- 5.3.1. Council recognises that all election candidates have certain rights to information from the council administration subject to the *Privacy and Data Protection Act 2014* which may prevent the disclosure of certain information. Councillors shall not request or receive information or advice from council staff to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the caretaker period.
- 5.3.2. Requests for clarification relating to the provision of information should be directed to the Customer Service and Council Business Department who may refer the request to the Chief Executive Officer or appropriate senior management.
- 5.3.3. Information and briefing material prepared by staff for councillors during the caretaker period will relate only to factual matters or to existing council services to assist councillors in conducting day to day activities.
- 5.3.4. All candidates will have equal rights to information and advice to ensure complete transparency during the caretaker period.

### 5.4. Council Communications and Publications

- 5.4.1. Council communication will not be used in any way that might influence the outcome of the council election.
- 5.4.2. Section 55D of the *Local Government Act 1989* prohibits Council from printing, publishing or distributing or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless they have been certified in writing by the Chief Executive Officer. This power to approve cannot be delegated to another staff member.
- 5.4.3. The Chief Executive Officer must not intentionally or recklessly certify a publication that contains electoral matter, unless that material is only in respect to the election process.
- 5.4.4. A council employee must not make any public statement that could be construed as influencing the election. Statements of clarification may be required from time to time and these are to be approved by the Chief Executive Officer.
- 5.4.5. Council publicity and communications will be restricted to promoting normal council activities and services, and for informing residents about the conduct of the election.
- 5.4.6. In the event that a spokesperson is required in relation to any publication or communication, the Chief Executive Officer will fulfil that role.
- 5.4.7. Media services, including media releases, will not be provided for councillors during the caretaker period. At the start of the declared caretaker period Council officers will post a message on all official Geelong Mayor social media channels (i.e. Facebook, Twitter and Instagram), clearly announcing

that these channels will now become dormant until the completion of the formal election process, and the installation of a new Mayor.

In practical terms, this means no Council officer will post any new content on these channels. They will also adjust the settings for each channel to prevent external parties from also posting any new content. If this is not possible, then officers will hide and/or delete any such posts made by external parties on a regular (at least daily) basis.

- 5.4.8. No media advice or assistance will be provided to councillors in relation to election campaign matters. During the caretaker period media releases will minimise references to specific councillors in a manner that could promote them as an election candidate. Councillors will not use their position as an elected representative, or their access to council staff and other council resources, to gain media attention specifically in support of an election campaign.
- 5.4.9. Councillor profiles on the council website will be limited to a photograph and contact details
- 5.4.10. Any publication on Council's official social media channels including Facebook, Twitter and Instagram during the election period, must be certified by the Chief Executive Officer.
- 5.4.11. Staff responsible for administering individual council social media channels will monitor their respective channels during the caretaker period and use their discretion in removing any material that may be deemed electoral matter or unfair promotion of a councillor.
- 5.4.12. Council's Annual Report for 15/16 will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual councillors.

## **5.5. Certification of Publications**

Publications to be printed, published or distributed during the caretaker period must first be certified by the Chief Executive Officer. Certification will be in writing on or affixed to the copy of the publication, retained in a register maintained by the Chief Executive's staff.

- 5.5.1. Publications that will typically require certification are:
  - Council newsletters, pamphlets, handbills, brochures, leaflets, magazines and books;
  - Advertisements and notices;
  - Media releases; statements, and all responses to media inquiries;
  - Mail outs or emails to multiple addressees used for broad communication with the community;
  - New website material;
  - Social media posts;
  - Events and functions publications;
  - Any publication or distribution of councillors' speeches.

## **5.6. Public Consultation**

Public consultation is a process that involves inviting individuals, groups, organisations or the community to generally comment on an issue or proposed action or policy of council. Public consultations other than those required by legislation should not occur during the caretaker period.

## **5.7. Functions and Events**

- 5.7.1. Council organised events and functions will be minimised during the election period and shall relate only to legitimate council business and shall not be used, or be capable of being construed as being used, in connection with any election promotional activities. General Managers will be responsible for assessing and implementing risk strategies, which mitigate such events and functions from being used for electioneering purposes.
- 5.7.2. Speeches must not have any political reference which may be construed as providing a current councillor any advantage during the election period.
- 5.7.3. All speeches prepared for use at events or functions shall be reviewed by the Manager Communication & Marketing or General Manager Strategy and Performance, to ensure the content does not breach this policy or the *Local Government Act 1989*.

## **5.8. Travel and Accommodation**

Councillors shall not participate in any interstate or overseas travel in their capacity as a councillor during the caretaker period. In circumstances where it is imperative that the Mayor (or nominee) represent council on a delegation or forum, council may, by resolution, approve such attendance. If consideration by council is impractical, the Chief Executive Office may determine the issue.

## **5.9. Advice to Candidates about the election process**

- 5.9.1. All election related enquiries from candidates, whether current councillors or not, will be directed to the Returning Officer, or where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer (or relevant senior manager).
- 5.9.2. The Council recognises that all election candidates have rights to information from the Council administration. However, it is important that sitting councillors continue to receive information that is necessary to fulfil their elected roles. Neither councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the Election Period.
- 5.9.3. Information and briefing material prepared by staff for councillors during the Election Period will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.
- 5.9.4. A publication and information request register will be maintained by the Chief Executive Officer's staff

## 5.10. Monitoring and Enforcing the Policy

5.10.1. Where an issue arises in relation to this policy, the Chief Executive Officer is responsible for determining the implementation of this policy.

5.10.2. There are specific penalties applicable to breaches of the Local Government Act 1989 which are applicable to either councillors, Chief Executive Officer or staff as follows:

### 5.10.2.1. Section 76D Misuse of position

1) A person who is, or has been, a councillor or member of a special committee must not misuse his or her position:

(a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or

(b) to cause, or attempt to cause, detriment to the Council or another person

**Penalty:** 600 penalty units or imprisonment for 5 years or both.

### 5.10.2.2. Section 55D Prohibition on Council

1) A council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.

2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.

**Penalty:** 60 penalty units.

## 6. QUALITY RECORDS

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

| Record                      | Retention/Disposal Responsibility | Retention Period | Location |
|-----------------------------|-----------------------------------|------------------|----------|
| Certified copies of records | EDRMS                             | As per PROV      | DMS      |
|                             |                                   |                  |          |
|                             |                                   |                  |          |

## 7. ATTACHMENTS

- Caretaker Checklist

# COUNCIL POLICY

|                                                                                                  |                |               |
|--------------------------------------------------------------------------------------------------|----------------|---------------|
| <b>General Signage (Including Electoral Advertising Signs) On Council Road Reserves and Land</b> | Document No:   | CPL45.8       |
|                                                                                                  | Approval Date: | 15 March 2016 |
|                                                                                                  | Approved By:   | Council       |
|                                                                                                  | Review Date:   | 15 March 2019 |
| Responsible Officer:<br><b>General Manager Planning &amp; Development</b>                        | Expiry Date:   | N/A           |
|                                                                                                  | Version No     | 03            |
| Authorising Officer: <span style="float: right;"><b>Chief Executive Officer</b></span>           |                |               |

## 1. PURPOSE

The purpose of this policy is to provide direction on the assessment and determination of an application to place general signage (including electoral advertising signs) on any Council land, municipal building or road in order to ensure consistent processing of such application and the protection of community safety and amenity including by avoiding excessive sign clutter.

## 2. SCOPE

This policy applies to all signage on any Council land and roads but does not include those signs covered within the scope of the Neighbourhood Amenity Local Law 2014 relating to the placement of a sign on a Council footpath that advertises and promotes a business, goods, services, an event or a competition.

## 3. REFERENCES

Road Management Act 2004

City of Greater Geelong Neighbourhood Amenity Local Law 2014

## 4. DEFINITIONS

‘Ancillary area’ means an area designated as an ancillary area by the coordinating road authority under Section 18 of the Road Management Act 2004; Example - Any area which is a "park and ride" car park, rest stop or scenic lookout could be designated as an ancillary area.

“Council land” means any land owned, or vested in, or under the control or management of Council including, but not limited to a road, municipal reserve or other reservation, watercourse, foreshore reserve, jetty or boat ramp.

“Reserve” means any land which is owned, occupied or managed or controlled by Council and dedicated or used for outdoor cultural, environmental, sporting or recreational purposes.

“Road” has the meaning ascribed to it by Section 3 of the Local Government Act which includes;

- (a) a street; and
- (b) a right of way; and
- (c) any land reserved or proclaimed as a street or road under the Crown Land (Reserves) Act 1978 or the Land Act 1958; and
- (d) a public road under the Road Management Act 2004; and

- (e) a passage; and
- (f) a cul de sac; and
- (g) a by-pass; and
- (h) a bridge or ford; and
- (i) a footpath, bicycle path or nature strip; and
- (j) any culvert or kerbing or other land or works forming part of the road;

“Road” has the meaning ascribed to it by Section 3 of the Road Management Act 2005 which includes ;

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a road under section 11 or forming part of a public highway or ancillary area;

## **5. COUNCIL POLICY**

Council places particular emphasis on considerations that protect the safety of the community in assessing and determining applications for the placement of signs on Council roads and land.

Council will administer the relevant provisions of the Neighbourhood Amenity Local Law 2014 to manage and control signage located on footpaths that advertise or promote businesses, goods, services, an event or a competition.

For all other signage not covered by the scope of the Neighbourhood Amenity Local Law 2014, Council will manage and control signage consents on any roads under its control as outlined under the Road Management Act 2005. Generally, Council would not grant consents save when the sign detracts from public safety and well being. The placement of any sign on a road where Council is the responsible road authority is assessed with respect to any potential detrimental impact on, or propensity to create one or more of the following;

- Distract drivers and/or pedestrians;
- Impact on traffic flow or traffic management of any particular area;
- Obstruct the line of sight of either drivers or pedestrians;
- Impacting on the intended use of public spaces (i.e. emergency lanes, highways, clearways etc);
- Create a disturbance to nearby businesses;
- Incite or antagonise other persons by virtue of the message displayed;
- Attract people to congregate or gather so as to create a disturbance and/or hinder a business to conduct their operations in a normal unimpeded manner; or
- Activities that fall outside the scope and intent of the Neighbourhood Amenity Local Law 2014 relating to signs on footpaths (i.e. to advertise a business, goods, services, an event or competition with the intent of attracting customers into a business)

Applications that fail to satisfy Council’s authorised officers in regards to the abovementioned criteria will not be approved.

Council will also consider the abovementioned criteria when considering whether to grant or refuse any application or consent to place signage on Council land or reserves, as defined by the Neighbourhood Amenity Local Law 2014 and includes footpaths and nature strips where signs are not consistent with advertising or promoting a business, goods, services, an event or a competition.

Compliance with this Policy will be monitored and enforced in accordance with Council's operating guidelines.

## **6. QUALITY RECORDS**

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

| <b>Record</b>                                  | <b>Retention/Disposal Responsibility</b>                                                                    | <b>Retention Period</b>    | <b>Location</b>              |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|
| Correspondence in relation to election signage | class 8.2.7 of the Retention and Disposal Authority for Records of Local Government Functions (PROS 09/05), | 4 years after the election | Document Management Services |

## **9. COUNCILLOR PORTFOLIOS - 2016**

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Governance - Cr Lyons (Mayor)</b>                                        |
| <b>Source</b>           | <b>Strategy &amp; Performance - Customer Service &amp; Council Business</b> |
| <b>General Manager:</b> | <b>Dean Frost</b>                                                           |
| <b>Index Reference</b>  | <b>Council Reports 2016</b>                                                 |

### **Purpose**

To assign portfolio responsibilities to individual Councillors for 2016.

### **Summary**

- Councillor Portfolio responsibilities were introduced early in 1998 to enable Council to better conduct its business by having Councillors that were more intensively involved in a specialist area of the Council's policies and strategic planning.
- The allocation of portfolio responsibilities has evolved over a period of time, reflecting the changing structure of the Council and the focus of individual councillors.
- Whilst it is acknowledged that the portfolio system is an effective and efficient approach for the City a review of the number and methodology of establishing portfolios would be beneficial.
- The Mayor, as the elected leader, retains overall responsibility as spokesperson on behalf of Council.

**Cr Heagney moved, Cr Farrell seconded -**

**That Council:**

- 1) adopts the portfolio structure set out in Appendix 1;**
- 2) instructs officers to review the portfolio structure prior to the 2016 General Elections.**

*Cr Nelson re-entered the meeting room at 10.00pm*

**Carried.**

### **Background**

Councillor Portfolio responsibilities were introduced early in 1998 to enable Council to better conduct its business by having Councillors that were more intensively involved in a specialist area of the Council's policies and strategic planning.

The portfolio system has evolved since this time, reflecting the changing structure of the Council and the focus of individual councillors.

### **Discussion**

Portfolio responsibility provides the Council with the benefit of having individual Councillors, who are informed regarding issues relating to their portfolios.

Consequently, the portfolio holder is generally in a strong position to provide leadership and direction on policy development and strategic planning in their area of responsibility.

The portfolio role includes:

- Informing the Mayor and Council on matters relating to their particular portfolio.
- Being informed of policy reviews and also policy development positions to put to the various decision making bodies.
- Assisting other elected representatives to develop an understanding of matters being considered by Council and enabling the Portfolio Councillor to lead discussions on relevant items.
- Facilitating the briefing of other councillors in specialist areas within the portfolio.

The Mayor, as the elected leader, retains overall responsibility as spokesperson on behalf of the Council. The allocation of portfolios enables councillors to provide leadership and direction on policy development and strategic planning in their area of responsibility, and to act as spokesperson on portfolio issues.

The portfolio system is reliant on portfolio holders providing adequate advice to fellow councillors informally, or by presenting information through Councillor Briefings.

Close liaison should also be maintained between the portfolio councillor and ward councillors in circumstances where portfolio issues specifically impact on a particular ward.

Whilst it is acknowledged that the portfolio system is an effective and efficient approach for the City, given the size and complexity of the municipality, it would be timely to review of the number and methodology of establishing portfolios prior to the next Council elections

Portfolios are set out in Appendix 1.

#### ***Environmental Implications***

The assignment of a portfolio to individual councillors is seen to provide the most effective means for Council to be made aware of the environmental issues being considered.

#### ***Financial Implications***

There are no financial implications arising from this report.

#### ***Policy/Legal/Statutory Implications***

The portfolio structure is reviewed annually and has served Council well to date.

#### ***Alignment to City Plan***

All portfolios align with 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***

No significant risks are anticipated. Portfolio holders should always confirm the accuracy of any information before commenting to the media. Councillors are encouraged to consult with the Chief Executive Officer or relevant General Manager for clarification.

***Social Considerations***

The assignment of a portfolio to individual councillors is considered to provide the most effective means for Council to be made aware of the community needs being considered by Council, and adopted by City Plan.

***Human Rights Charter***

No human rights are impacted by the contents of this report. Most portfolios 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.

# Portfolios 2016

## Appendix 1

| PORTFOLIO 2015                                                                                                                                                                                                                | MAJOR COMMITTEE LINKS                                                                                                                                                         | PORTFOLIO 2016                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Aboriginal Affairs</b><br>Cr Eddy Kontelj                                                                                                                                                                                  |                                                                                                                                                                               | <b>Aboriginal Affairs</b><br>Cr Eddy Kontelj                                                                                                                                                                                  |
|                                                                                                                                                                                                                               |                                                                                                                                                                               | <b>Aged &amp; Disability</b><br>Cr Ron Nelson                                                                                                                                                                                 |
| <b>Arts &amp; Culture</b><br>Cr Andy Richards                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Geelong Art Gallery</li> <li>• Community Arts &amp; Festivals Committee</li> <li>• G21 Arts &amp; Culture Pillar</li> </ul>          | <b>Arts &amp; Culture</b><br>Cr Andy Richards                                                                                                                                                                                 |
| <b>Central Geelong</b><br>Cr Michelle Heagney                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Central Geelong Task Force Special Committee</li> </ul>                                                                              | <b>Central Geelong</b><br>Cr Michelle Heagney                                                                                                                                                                                 |
| <b>Coastal Communities</b><br>Cr Lindsay Ellis                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Bayside Association Municipalities</li> <li>• Geelong Queenscliffe Coastal Adaptation Strategic Partnership Group</li> </ul>         | <b>Coastal Communities</b><br>Cr Lindsay Ellis                                                                                                                                                                                |
| <b>Community Development</b><br>Cr Kylie Fisher                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Disability Advisory Committee</li> </ul>                                                                                             | <b>Family Services</b><br>Cr Kylie Fisher                                                                                                                                                                                     |
| <b>Community Safety</b><br>Cr Jan Farrell                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Geelong Safety Committee</li> <li>• Geelong Drug Action Plan Committee</li> <li>• Graffiti Reference Group</li> </ul>                | <b>Community Safety</b><br>Cr Jan Farrell                                                                                                                                                                                     |
| <b>Youth</b><br>Cr Jan Farrell                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Courthouse Youth Arts Inc.</li> </ul>                                                                                                | <b>Youth</b><br>Cr Jan Farrell                                                                                                                                                                                                |
| <b>Enterprise Geelong</b><br>Cr Bruce Harwood<br><br><b>Knowledge Economy &amp; Education *</b><br>Cr Rod Macdonald<br><br><b>Primary Industries as part of Enterprise Geelong</b><br><br><b>Linked to Enterprise Geelong</b> | <ul style="list-style-type: none"> <li>• G21 Economic Development Pillar</li> <li>• Enterprise Geelong Advisory Board</li> <li>• G21 Education and Training Pillar</li> </ul> | <b>Enterprise Geelong</b><br>Cr Bruce Harwood<br><br><b>Knowledge Economy &amp; Education *</b><br>Cr Rod Macdonald<br><br><b>Primary Industries as part of Enterprise Geelong</b><br><br><b>Linked to Enterprise Geelong</b> |

| PORTFOLIO 2015                                                                               | MAJOR COMMITTEE LINKS                                                                                                                                                                                                                                                                        | PORTFOLIO 2016                                                                                   |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Environment &amp; Sustainability</b><br>Cr Andy Richards                                  | <ul style="list-style-type: none"> <li>• Barwon &amp; Moorabool Rivers Reserves Advisory Committee</li> <li>• G21 Environment Pillar</li> <li>• Waste Strategy Project Control Group</li> <li>• Barwon South West Waste and Resource Recovery Region Local Government Waste Forum</li> </ul> | <b>Environment &amp; Sustainability</b><br>Cr Peter Murrihy                                      |
| <b>Finance</b><br>Cr Darryn Lyons<br>Cr Stretch Kontelj<br>Cr Eddy Kontelj<br>Cr Jan Farrell | <ul style="list-style-type: none"> <li>• Audit Advisory Committee</li> </ul>                                                                                                                                                                                                                 | <b>Finance</b><br>Cr Darryn Lyons<br>Cr Bruce Harwood<br>Cr Peter Murrihy<br>Cr Michelle Heagney |
| <b>G21 Geelong Region Alliance</b><br>Cr Darryn Lyons, Mayor                                 | <ul style="list-style-type: none"> <li>• G21 – Geelong Region Alliance Board</li> </ul>                                                                                                                                                                                                      | <b>G21 Geelong Region Alliance</b><br>Cr Darryn Lyons, Mayor                                     |
| <b>Governance</b><br>Cr Darryn Lyons, Mayor                                                  |                                                                                                                                                                                                                                                                                              | <b>Governance</b><br>Cr Darryn Lyons, Mayor                                                      |
| <b>Heritage</b><br>Cr Tony Ansett                                                            | <ul style="list-style-type: none"> <li>• Geelong Heritage Centre</li> </ul>                                                                                                                                                                                                                  | <b>Heritage</b><br>Cr Tony Ansett                                                                |
| <b>Infrastructure, Parks and Gardens</b><br>Cr Lindsay Ellis                                 | <ul style="list-style-type: none"> <li>• Disability Street Access Committee</li> </ul>                                                                                                                                                                                                       | <b>Infrastructure, Parks and Gardens</b><br>Cr Lindsay Ellis                                     |
| <b>Major Events</b><br>Cr Ron Nelson                                                         | <ul style="list-style-type: none"> <li>• Geelong Major Events Committee</li> </ul>                                                                                                                                                                                                           | <b>Major Events</b><br>Cr Ron Nelson                                                             |
| <b>Major Projects</b><br>Cr Rod Macdonald                                                    | <ul style="list-style-type: none"> <li>• Geelong Convention &amp; Exhibition – Project Steering Group</li> </ul>                                                                                                                                                                             | <b>Major Projects</b><br>Cr Peter Murrihy                                                        |
| <b>Multicultural Affairs</b><br>Cr Eddy Kontelj                                              | <ul style="list-style-type: none"> <li>• Multicultural Action Plan Advisory Committee</li> </ul>                                                                                                                                                                                             | <b>Multicultural Affairs</b><br>Cr Eddy Kontelj                                                  |
| <b>Planning</b><br>Cr Michelle Heagney                                                       | <ul style="list-style-type: none"> <li>• Development Hearing Panel</li> <li>• Planning Committee</li> <li>• G21 Planning Pillar</li> </ul>                                                                                                                                                   | <b>Planning</b><br>Cr Michelle Heagney                                                           |
| <b>Regional Cities</b><br>Cr Darryn Lyons, Mayor                                             | <ul style="list-style-type: none"> <li>• Regional Cities Victoria</li> <li>• Regional Capitals Australia</li> <li>• Capital Cities Lord Mayors</li> </ul>                                                                                                                                    | <b>Regional Cities</b><br>Cr Darryn Lyons, Mayor                                                 |

| <b>PORTFOLIO 2015</b>                                         | <b>MAJOR COMMITTEE LINKS</b>                                                                   | <b>PORTFOLIO 2016</b>                                         |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Rural Communities</b><br>Cr Tony Ansett                    |                                                                                                | <b>Rural Communities</b><br>Cr Tony Ansett                    |
| <b>Sport &amp; Recreation</b><br>Cr John Irvine               | <ul style="list-style-type: none"> <li>• Kardinia Park Steering Committee</li> </ul>           | <b>Sport &amp; Recreation</b><br>Cr John Irvine               |
| <b>Tourism</b><br>Cr Kylie Fisher                             | <ul style="list-style-type: none"> <li>• Tourism Greater Geelong and the Bellarine</li> </ul>  | <b>Tourism</b><br>Cr Kylie Fisher                             |
| <b>Transport</b><br>Cr Andy Richards                          | <ul style="list-style-type: none"> <li>• G21 Transport Pillar</li> </ul>                       | <b>Transport</b><br>Cr Andy Richards                          |
| <b>Women in Community Life</b><br>Cr Jan Farrell              | <ul style="list-style-type: none"> <li>• Women in Community Life Advisory Committee</li> </ul> | <b>Women in Community Life</b><br>Cr Jan Farrell              |
| <b>Climate Change</b><br>Cr Andy Richards<br>Cr Lindsay Ellis | <ul style="list-style-type: none"> <li>• Future Proofing Geelong</li> </ul>                    | <b>Climate Change</b><br>Cr Andy Richards<br>Cr Lindsay Ellis |
| <b>Veteran Affairs</b><br>Cr Rod Macdonald                    |                                                                                                | <b>Veteran Affairs</b><br>Cr Rod Macdonald                    |

## **10. COMMITTEE REPRESENTATION - 2016**

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Governance - Cr Lyons (Mayor)</b>                                        |
| <b>Source</b>           | <b>Strategy &amp; Performance - Customer Service &amp; Council Business</b> |
| <b>General Manager:</b> | <b>Dean Frost</b>                                                           |
| <b>Index Reference</b>  | <b>Council Reports 2016</b>                                                 |

### **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 2016.

### **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*), other committee members are determined by Council ( refer Appendix 1).
- 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.
- That a review of the committee structure be conducted to ensure that it remains relevant and aligns with Council's strategic objectives and Councillor's roles and responsibilities.

**Cr Heagney moved, Cr Farrell seconded -**

**That Council:**

- 1) endorses the Committee appointments as set out in Appendix 1 and notes Appendix 2;**
- 2) instructs officer to review the committee structure prior to the 2016 General Elections.**

*Cr Lyons vacated the Chair at 10.02pm*

*Cr Harwood assumed the Chair at 10.02pm*

**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(1)(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 2016 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.

Representation on committees provides council with an important link to improve the social, environmental and financial wellbeing of our community. To ensure that the existing representation on committees remains relevant and aligns to council's strategic objectives as well as Councillor's roles and responsibilities, it is recommended that a review be conducted prior to the 2016 General Elections.

### ***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 2016

| NAME                                                                                                          | COMMENT                | EXISTING BASIS OF APPOINTMENT                                                                                            | REPRESENTATIVE 2015                                                                          | SUBSTITUTE 2015 | REPRESENTATIVE 2016                                                                          | SUBSTITUTE 2016 |
|---------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|-----------------|
| <b><i>Advisory Committees to Council</i></b>                                                                  |                        |                                                                                                                          |                                                                                              |                 |                                                                                              |                 |
| Audit Advisory Committee                                                                                      | Established by Council | 3 Councillors                                                                                                            | Cr D Lyons, Mayor<br>Cr E Kontelj<br>Cr J Farrell                                            |                 | Cr J Farrell<br>Cr P Murrihy<br>Cr B Harwood                                                 | Cr E Kontelj    |
| Barwon and Moorabool River Reserves Advisory Committee                                                        | Established by Council | Councillor                                                                                                               | Cr A Richards                                                                                |                 | Cr P Murrihy                                                                                 |                 |
| Bellarine Rail Trail Advisory Committee                                                                       | Established by Council | 1 Councillor                                                                                                             | Cr R Macdonald                                                                               | Cr L Ellis      | Cr R Macdonald                                                                               | Cr L Ellis      |
| Community Arts & Festivals Assessment Committee                                                               | Established by Council | Mayor<br>Portfolio Arts & Culture<br>2 Councillors                                                                       | Cr D Lyons, Mayor<br>Cr E Kontelj<br>Cr J Farrell<br>Cr A Richards<br>Cr M Heagney<br>+ Open |                 | Cr D Lyons, Mayor<br>Cr E Kontelj<br>Cr J Farrell<br>Cr A Richards<br>Cr M Heagney<br>+ Open |                 |
| Cycling Infrastructure Advisory Committee                                                                     | Established by Council | Portfolio Transport                                                                                                      | Cr A Richards                                                                                |                 | Cr A Richards                                                                                |                 |
| Disability Advisory Committee                                                                                 | Established by Council | 1 Councillor                                                                                                             | Cr K Fisher                                                                                  | Open            | Cr R Nelson                                                                                  | Open            |
| Disability Street Access Advisory Committee                                                                   | Established by Council | 1 Councillor                                                                                                             | Cr L Ellis                                                                                   |                 | Cr L Ellis                                                                                   |                 |
| Enterprise Geelong Advisory Board                                                                             | Established by Council | 2 Councillors                                                                                                            | Cr D Lyons, Mayor<br>Cr B Harwood                                                            |                 | Cr D Lyons, Mayor<br>Cr B Harwood                                                            |                 |
| fOrT Advisory                                                                                                 | Established by Council | 1 Councillor                                                                                                             | Cr K Fisher                                                                                  |                 | Cr K Fisher                                                                                  |                 |
| Future Proofing Geelong Sustainability Covenant Advisory Board                                                | Established by Council | Mayor<br>+ 3 Councillors                                                                                                 | Cr D Lyons, Mayor<br>Cr B Harwood<br>Cr R Macdonald<br>Cr A Richards                         |                 | Cr D Lyons, Mayor<br>Cr B Harwood<br>Cr R Macdonald<br>Cr A Richards                         |                 |
| Geelong Convention & Exhibition Centre Proposal Project Steering Group (Geelong Planning Authority lead role) | Established by Council | Mayor<br>Portfolio Enterprise<br>Geelong<br>Portfolio Major Projects<br>Ward Councillor<br>Arts and Culture<br>Portfolio | Cr D Lyons, Mayor<br>Cr B Harwood<br>Cr R Macdonald<br>Cr M Heagney<br>Cr A Richards         |                 | Cr D Lyons, Mayor<br>Cr B Harwood<br>Cr P Murrihy<br>Cr M Heagney<br>Cr A Richards           |                 |

| NAME                                                 | COMMENT                | EXISTING BASIS OF APPOINTMENT           | REPRESENTATIVE 2015                                        | SUBSTITUTE 2015 | REPRESENTATIVE 2016                                        | SUBSTITUTE 2016 |
|------------------------------------------------------|------------------------|-----------------------------------------|------------------------------------------------------------|-----------------|------------------------------------------------------------|-----------------|
| <b><i>Advisory Committees to Council</i></b>         |                        |                                         |                                                            |                 |                                                            |                 |
| Geelong Gambling Advisory Committee                  | Established by Council | 1 Councillor                            | Cr J Farrell                                               |                 | Cr J Farrell                                               |                 |
| Geelong-East Timor Friendship Committee              | Established by Council | 1 Councillor                            | Cr A Richards                                              | Cr E Kontelj    | Cr A Richards                                              | Cr E Kontelj    |
| Geelong Gallery Redevelopment Project Steering Group | Established by Council | Ward Councillor<br>Portfolio Councillor | Cr M Heagney<br>Cr A Richards                              |                 | Cr M Heagney<br>Cr A Richards                              |                 |
| Geelong Drug Action Plan Committee                   | Established by Council | Councillor                              | Cr J Farrell                                               | Cr K Fisher     | Cr J Farrell                                               | Cr K Fisher     |
| Graffiti Reference Group                             | Established by Council | 2 Councillors                           | Cr K Fisher<br>Cr J Farrell                                |                 | Cr K Fisher<br>Cr J Farrell                                |                 |
| Kardinia Park Steering Committee                     | Established by Council | 1 Councillor                            | Cr J Irvine                                                |                 | Cr J Irvine                                                |                 |
| Multicultural Action Plan Advisory Committee         |                        | 1 Councillor                            | Cr E Kontelj                                               |                 | Cr E Kontelj                                               |                 |
| Submissions Review Panel                             | Established by Council | Nominated Chair                         | Cr M Heagney<br>+ any 2 Councillors                        |                 | Cr M Heagney<br>+ any 2 Councillors                        |                 |
| The Karreenga Aboriginal Advisory Committee          | Established by Council | Portfolio Councillor                    | Cr E Kontelj                                               |                 | Cr E Kontelj                                               |                 |
| Waste Strategy Project Control Group                 | Established by Council | Councillors                             | Cr A Richards (Chair)<br>Cr K Fisher<br>Cr L Ellis         | Cr E Kontelj    | Cr P Murrihy<br>Cr E Kontelj<br>Cr L Ellis                 |                 |
| Water Taskforce                                      | Established by Council | Up to 4 Councillors                     | Cr A Richards<br>Cr P Murrihy<br>Cr K Fisher<br>Cr L Ellis | Cr T Ansett     | Cr A Richards<br>Cr P Murrihy<br>Cr K Fisher<br>Cr L Ellis | Cr T Ansett     |
| Women In Community Life Advisory Committee           | Established by Council | 2 Councillors                           | Cr J Farrell<br>Cr K Fisher                                |                 | Cr J Farrell<br>Cr K Fisher                                |                 |
| Yarra Street Pier Reconstruction Project             | Established by Council | 1 Councillor                            | Cr D Lyons, Mayor                                          |                 | Cr D Lyons, Mayor                                          |                 |

| NAME                                                                | COMMENT                                                            | EXISTING BASIS OF APPOINTMENT                 | REPRESENTATIVE 2015         | SUBSTITUTE 2015   | REPRESENTATIVE 2016        | SUBSTITUTE 2016   |
|---------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------|-----------------------------|-------------------|----------------------------|-------------------|
| <b><i>Advisory – External Organisation</i></b>                      |                                                                    |                                               |                             |                   |                            |                   |
| Australian Smart Communities Association                            | External Appointment                                               | 1 Councillor                                  | Cr R Macdonald              |                   | 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                |                   | Cr E Kontelj               |                   |
| G21 Transport Pillar                                                | Established by G21                                                 | 1 Councillor                                  | Cr A Richards               | Cr L Ellis        | Cr A Richards              | Cr L Ellis        |
| G21 Environment Pillar                                              | Established by G21                                                 | 1 Councillor                                  | Cr A Richards               | Cr B Harwood      | Cr P Murrihy               | Cr B Harwood      |
| G21 Education & Training Pillar                                     | Established by G21                                                 | 1 Councillor                                  | Cr R Macdonald              |                   | Cr R Macdonald             |                   |
| G21 Arts & Culture Pillar                                           | Established by G21                                                 | 1 Councillor                                  | Cr A Richards               |                   | Cr A Richards              |                   |
| G21 Economic Development Pillar                                     | Established by G21                                                 | 1 Councillor                                  | Cr B Harwood                | Cr D Lyons, Mayor | Cr B Harwood               | Cr D Lyons, Mayor |
| G21 Planning & Services Pillar                                      | Established by G21                                                 | 1 Councillor                                  | Cr M Heagney                | Cr E Kontelj      | Cr M Heagney               | Cr E Kontelj      |
| G21 Health & Wellbeing Pillar                                       | Established by G21                                                 | 1 Councillor                                  | Cr K Fisher                 | Cr D Lyons, Mayor | No Appointment             |                   |
| Geelong Queenscliffe Coastal Adaptation Strategic Partnership Group | Collaboration with State Govt, Q'cliffe, CCMA and Foreshore C'tees | 1 Councillor                                  | Cr L Ellis                  |                   | Cr L Ellis                 |                   |
| Geelong Safety Committee                                            | Collaboration with Police as advisory                              | 2 Councillors                                 | Cr J Farrell<br>Cr K Fisher | Cr D Lyons, Mayor | Cr J Farrell<br>Cr L Ellis | Cr D Lyons, Mayor |
| Geelong Heritage Centre Advisory Committee                          | Sub-committee of the Geelong Regional Library Board                | 1 Councillor                                  | Cr T Ansett                 |                   | Cr T Ansett                |                   |
| Information Communication Technology Geelong Limited                | Registered Company                                                 | 1 Councillor                                  | Cr R Macdonald              |                   | Cr R Macdonald             |                   |
| Viva Energy Community Advisory Panel                                | Viva Energy advisory                                               | 1 Councillor                                  | Cr K Fisher                 | Cr T Ansett       | Cr T Ansett                |                   |
| Terminals Geelong Community Engagement Committee                    | External body                                                      | 1 Councillor                                  | Cr K Fisher                 |                   | Cr T Ansett                |                   |
| Ocean Grove Park Operations Committee                               | External body                                                      | 1 Councillor                                  | Cr Farrell                  |                   | Cr Farrell                 |                   |

| NAME                                                        | COMMENT                                                      | EXISTING BASIS OF APPOINTMENT                                 | REPRESENTATIVE 2015                                                                          | SUBSTITUTE 2015 | REPRESENTATIVE 2016                                                                          | SUBSTITUTE 2016 |
|-------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|-----------------|
| <b><i>Council Committees of Management</i></b>              |                                                              |                                                               |                                                                                              |                 |                                                                                              |                 |
| Central Geelong Marketing Committee                         | Established as Committee of Council under s86 Local Govt Act | 1 Councillor                                                  | Cr M Heagney                                                                                 | Cr T Ansett     | Cr M Heagney<br><i>Beth King, Chair (March 2016)</i>                                         | Cr T Ansett     |
| Bellarine Multi Arts Facility (Potato Shed)                 | Established as Committee of Council under s86 Local Govt Act | 1 Councillor                                                  | Cr J Farrell ( Chair - Mayoral Appointment)                                                  |                 | Cr J Farrell (Chair - Mayoral Appointment)                                                   |                 |
| Central Geelong Taskforce Special                           | Established as Committee of Council under s86 Local Govt Act | Ward Councillor                                               | Mayor ( Chair -Mayoral Appointment)<br>Cr M Heagney<br>Cr Richards                           |                 | Mayor (Chair -Mayoral Appointment)<br>Cr M Heagney<br>Cr Richards                            |                 |
| Planning Committee                                          | Established under Local Govt and Planning & Environment Acts | All Councillors inc. Planning Portfolio as Chair. Quorum of 7 | Cr M Heagney ( Chair - Mayoral Appointment)<br>All Councillors<br>Quorum of 7                |                 | Cr M Heagney (Chair - Mayoral Appointment)<br>All Councillors<br>Quorum of 7                 |                 |
| Development Hearing Panel (Officer Panel inc. 1 Councillor) | Established under Local Govt and Planning & Environment Acts | 1 Councillor<br>Rotating monthly                              | Councillors (rotated monthly)                                                                |                 | Councillors (rotated monthly)<br>Manager, City Development (Chair)                           |                 |
| Performance Review Committee - CEO                          | Established as Committee of Council under s86 Local Govt Act | Mayor<br>2 Councillors                                        | Cr D Lyons, Mayor ( Chair -Mayoral Appointment)<br>+ 2 Councillors                           |                 | Cr D Lyons, Mayor (Chair -Mayoral Appointment)<br>+ 2 Councillors                            |                 |
| Geelong Major Events                                        | Established as Committee of Council under s86 Local Govt Act | 3 Councillors                                                 | Cr Nelson ( Chair - Mayoral Appointment)<br>Cr K Fisher<br>Cr B Harwood<br>Cr D Lyons, Mayor | Cr J Irvine     | Cr Nelson ( Chair - Mayoral Appointment)<br>Cr K Fisher<br>Cr B Harwood<br>Cr D Lyons, Mayor | Cr J Irvine     |

## Mayoral Appointments - s11E City of Greater Geelong Act 1993.

| NAME                                                        | COMMENT                                       | EXISTING BASIS OF APPOINTMENT | REPRESENTATIVE 2015                                          | SUBSTITUTE 2015                                                  | REPRESENTATIVE 2016                                          | SUBSTITUTE 2016                                                  |
|-------------------------------------------------------------|-----------------------------------------------|-------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|
| <b><i>Unincorporated Association (Informal Network)</i></b> |                                               |                               |                                                              |                                                                  |                                                              |                                                                  |
| Association of Bayside Municipalities                       | Council interest group                        | 1 Councillor                  | Cr L Ellis                                                   | Cr A Richards                                                    | Cr L Ellis                                                   | Cr A Richards                                                    |
| <b><i>Statutory Entities</i></b>                            |                                               |                               |                                                              |                                                                  |                                                              |                                                                  |
| Geelong Regional Library Corporation                        | Established under s196 Local Govt Act         | 4 Board Members               | Cr R Macdonald<br>Cr A Richards<br>Cr L Ellis<br>Cr J Irvine | Cr M Heagney<br>GM Community Services,<br>Manager Arts & Culture | Cr R Macdonald<br>Cr A Richards<br>Cr L Ellis<br>Cr J Irvine | Cr M Heagney<br>GM Community Services,<br>Manager Arts & Culture |
| <b><i>Incorporated Association (Directorship)</i></b>       |                                               |                               |                                                              |                                                                  |                                                              |                                                                  |
| Geelong Art Gallery                                         | Regional Focus                                | 1 Director                    | Cr A Richards                                                | Cr D Lyons, Mayor                                                | Cr A Richards                                                | Cr D Lyons, Mayor                                                |
| Tourism Greater Geelong and the Bellarine Inc               | Regional Focus                                | 1 Councillor                  | Cr K Fisher                                                  | Cr R Nelson                                                      | Cr K Fisher                                                  | Cr R Nelson                                                      |
| Geelong Regional Alliance G21                               | Company Limited by Guarantee - Regional Focus | 1 Council Representative      | Cr D Lyons, Mayor<br>CEO                                     |                                                                  | Cr D Lyons, Mayor<br>CEO                                     |                                                                  |
| <b><i>Incorporated Association (Membership)</i></b>         |                                               |                               |                                                              |                                                                  |                                                              |                                                                  |
| Municipal Association of Victoria                           | Local Govt Peak Body                          | Councillor<br>1 Substitute    | Cr A Richards                                                | Cr D Lyons, Mayor                                                | Cr A Richards                                                | Cr D Lyons, Mayor                                                |
| Victorian Local Governance Association                      | Local Govt Peak Body                          | 1 Councillor                  | Cr R Nelson                                                  | Cr D Lyons, Mayor                                                | Cr R Nelson                                                  | Cr D Lyons, Mayor                                                |
| Courthouse Youth Arts Inc                                   | External body                                 |                               | Cr J Farrell                                                 | Cr A Richards                                                    | Cr J Farrell                                                 | Cr A Richards                                                    |

| NAME                                                                 | COMMENT                         | EXISTING BASIS OF APPOINTMENT | REPRESENTATIVE 2015      | SUBSTITUTE 2015 | REPRESENTATIVE 2016      | SUBSTITUTE 2016 |
|----------------------------------------------------------------------|---------------------------------|-------------------------------|--------------------------|-----------------|--------------------------|-----------------|
| <b><i>Advisory – External Organisation</i></b>                       |                                 |                               |                          |                 |                          |                 |
| Barwon River Users Group (BRUG)                                      | Advisory                        | 1 Councillor                  | Cr P Murrihy             |                 | Cr P Murrihy             |                 |
| Barwon South West Waste and Resource Recovery Local Govt Waste Forum | Established by State Government | 1 Councillor                  | Cr A Richards            | Cr E Kontelj    | Cr P Murrihy             |                 |
| Capital Cities Lord Mayors                                           | External body                   | Mayor                         | Cr D Lyons, Mayor        |                 | Cr D Lyons, Mayor        |                 |
| Regional Capitals Australia                                          | Advocacy group                  | Mayor & CEO                   | Cr D Lyons, Mayor<br>CEO |                 | Cr D Lyons, Mayor<br>CEO |                 |
| Regional Cities Victoria                                             | Advocacy group                  | Mayor & CEO                   | Cr D Lyons, Mayor<br>CEO |                 | Cr D Lyons, Mayor<br>CEO | Cr B Harwood    |

Section 11(E)(l)(b) of the City of Greater Geelong Act 1993 allows for the Mayor to appoint Councillors to **Chair** Special Committees of Council (as defined by Section 86 of *the Local Government Act 1989*). If the Mayor elects not to exercise this discretionary power, Council will consider the Committee Terms of Reference (ToR) in relation appointing the Chair. All other committee members are determined by Council.

| NAME                                                        | COMMENT                                                      | EXISTING BASIS OF APPOINTMENT                                 | CHAIRPERSON 2015                                | CHAIRPERSON 2016                           |
|-------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <b><i>Council Committees of Management</i></b>              |                                                              |                                                               |                                                 |                                            |
| Bellarine Multi Arts Facility (Potato Shed)                 | Established as Committee of Council under s86 Local Govt Act | 1 Councillor                                                  | Cr J Farrell                                    | Cr J Farrell                               |
| Central Geelong Marketing committee                         | Established as Committee of Council under s86 Local Govt Act | 1 Councillor                                                  | Cr Heagney                                      | Non-mayoral appointment (refer Appendix 1) |
| Central Geelong Taskforce Special                           | Established as Committee of Council under s86 Local Govt Act | Ward Councillor                                               | Mayor                                           | Mayor                                      |
| Planning Committee                                          | Established under Local Govt and Planning & Environment Acts | All Councillors inc. Planning Portfolio as Chair. Quorum of 7 | Cr M Heagney                                    | Cr M Heagney                               |
| Development Hearing Panel (Officer Panel inc. 1 Councillor) | Established under Local Govt and Planning & Environment Acts | 1 Councillor Rotating monthly                                 | Joanne Van Slageren - Manager, City Development | Non-mayoral appointment (refer Appendix 1) |
| Performance Review Committee - CEO                          | Established as Committee of Council under s86 Local Govt Act | Mayor<br>2 Councillors                                        | Cr D Lyons, Mayor                               | Cr D Lyons, Mayor                          |
| Geelong Major Events                                        | Established as Committee of Council under s86 Local Govt Act | 3 Councillors                                                 | Cr Nelson                                       | Cr Nelson                                  |

## **11. BOUNDARY REALIGNMENT - FYANSFORD AND HERNE HILL**

|                         |                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Governance - Cr Lyons (Mayor)</b>                                                       |
| <b>Source</b>           | <b>Strategy &amp; Performance - Financial Services</b>                                     |
| <b>General Manager:</b> | <b>Dean Frost</b>                                                                          |
| <b>Index Reference</b>  | <b>Subject/Financial Management - Reporting<br/>Subject/Roads, Footpaths &amp; Streets</b> |

### **Purpose**

To seek approval to begin an investigation to realign the suburb locality boundary between Fyansford and Herne Hill due to the encroachment of residential property development across locality boundaries (Appendix 1).

### **Summary**

- Current subdivisions are creating properties which will be dissected into two separate suburb localities.
- Current property owners are unaware that their property may be in both the Fyansford and Herne Hill suburb locality.
- It is appropriate to commence a process of investigation and consultation to realign one section of the suburb locality boundary between Fyansford and Herne Hill (Church Street area).
- Principal 3(A) of the Guidelines for Geographic Names 2010 (The Guidelines) stipulates that a suburb locality boundary should align with the cadastral fabric, road centre lines or easily distinguishable topographical features.
- The Fyansford locality is experiencing significant development and it is important that any changes to locality boundary best represent this growth.

**Cr Heagney moved, Cr Nelson seconded -**

**That Council begin the process of investigation into the boundary of Fyansford and Herne Hill with the view to realign the suburb locality boundary.**

*The Mayor resumed and Chair at 10.05pm*

**Carried.**

### **Background**

Current subdivisions are creating properties that have become dissected into two separate suburb localities (i.e. half property in Fyansford with the other half in Herne Hill - refer Appendix 1).

Real Estate Agents are incorrectly advertising properties as Fyansford that are officially in Herne Hill.

There is a need to realign the current boundary to incorporate newly created properties within the Fyansford locality. Any change would need to align the suburb locality with the residential zoning.

### **Discussion**

There is a need to realign part of the boundary between Fyansford and Herne Hill to align with the current development occurring.

Retaining the current boundary alignment will cause confusion with emergency services, owners and visitors to the area.

The investigation will look at the least disruptive way to ensure properties are located within the same suburb locality. The option under investigation that will have minimal impact is to have part of the Fyansford western boundary move east to align with the ridge line and to run north from Hyland Street to meet the existing north boundary with Hamlyn Heights at Church Street. The proposed western boundary would run along the western property alignment of Barwon Water's Montpellier-Lovely Banks water main property.

The suggested realignment has direct impact on two property owners who are the subdivision developers in the affected area.

***Environmental Implications***

There are no environmental issues arising from this report.

***Financial Implications***

The approximate cost to Council is \$300.00. This includes advertising and notification to adjoining property owners.

***Policy/Legal/Statutory Implications***

The Local Government Act 1989, the Geographic Place Names Act 1998, the Guidelines for Geographic Names 2010 and Council policy need to be adhered to.

***Alignment to City Plan***

This proposal aligns to City Plan with the encouragement of Community Wellbeing.

***Officer Direct or Indirect Interest***

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

***Risk Assessment***

The realignment of these boundaries will allow for clearer identification to the public and utility services in case of an emergency.

***Social Considerations***

The realignment of this section of boundary will minimise confusion to residents and visitors to the area.

***Human Rights Charter***

It is the right of every resident and property owner for their property to have a unique address in order to receive services and reduce confusion or delay of emergency services.

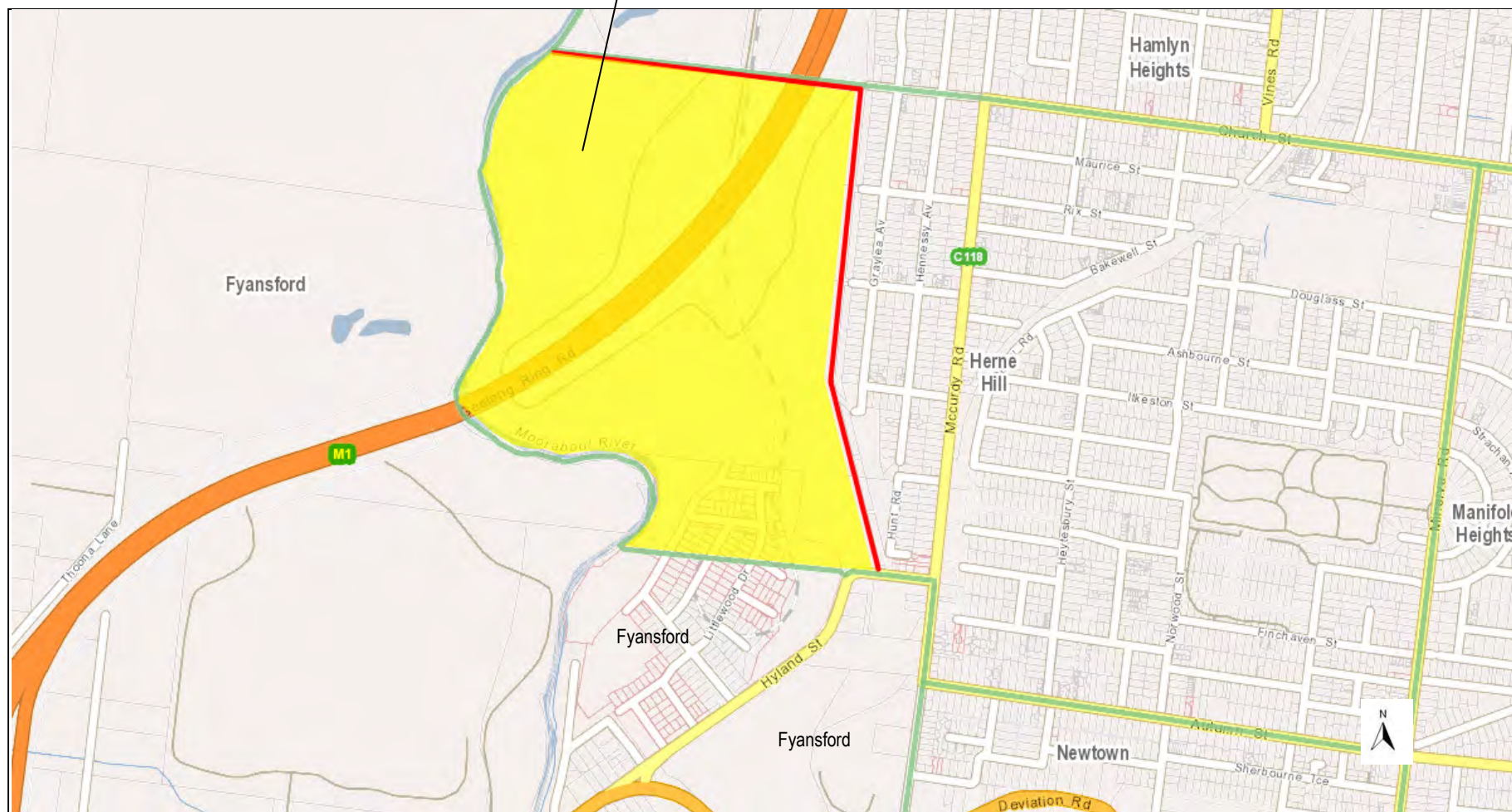
***Consultation and Communication***

Following Council approval of the commencement of this investigation, a letter will be sent to all affected property owners seeking their suggestions or alternative views. Advertisements will appear in local newspapers and notification will be placed on Council's website.

Submissions under the Guidelines can be received from property owners and any other interested parties within a 30 day statutory period.

Current alignment ———  
Proposed Alignment ———

The yellow highlighted section is currently known as Herne Hill. It is proposed to move the suburb boundary so that the area is included in Fyansford.



## **12. PIONEER ROAD, GROVEDALE - PROPOSED FOOTPATH CONSTRUCTION - SRC 344 - INTENTION TO DECLARE**

|                         |                                                              |
|-------------------------|--------------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Infrastructure, Parks and Gardens - Cr Ellis</b>          |
| <b>Source:</b>          | <b>City Services - Engineering Services</b>                  |
| <b>General Manager:</b> | <b>William Tieppo</b>                                        |
| <b>Index Reference:</b> | <b>Special Rates and Charges<br/>Pioneer Road, Grovedale</b> |

### **Purpose**

This report seeks a resolution by Council to consider an intention to declare a Special Charge Scheme to partially fund the construction of a footpath along the south side of Pioneer Road, Grovedale between the Surf Coast Highway and Beltana Street. (See plan – Appendix 4).

### **Summary**

- It is proposed to construct 650 meters of 1.5 metre wide footpath to provide for pedestrian access along Pioneer Road, Grovedale.
- There are 28 residential properties abutting the proposed footpath that will receive special benefit. There are no Council owned properties in the scheme.
- The total estimated project cost is \$228,147. A detailed breakdown of costs is shown in the financial implications section of this report.
- A Benefit Ratio of 0.32 has been calculated in accordance with Section 163 of the Local Government Act, which equates to a Council contribution to the scheme of \$154,132 and property owner contribution of \$73,148.
- Property owners are considered to receive benefit from the works by way of improved pedestrian access and general amenity including pedestrian safety improvements.
- 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 Richards seconded -**

**That Council:**

**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 purpose of defraying any expenses incurred by Council in relation to the construction of the footpath on Pioneer Road between the Surf Coast Highway and Beltana Street, Grovedale which:**
  - 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 \$228,147(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 0.32 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 \$227,280; and
    - d3) 'maximum levy' (S) be recorded as \$73,148.
  - 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;
    - 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 1 of Schedule C to the resolution are estimated liable for the respective amounts set out in column 8 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).**

**2) Authorise Council's Chief Executive Officer to levy the Special Charge in accordance with Section 163 (4) of the Act.**

**Carried.**

### ***Background***

Existing footpaths are in place along the majority of Pioneer Road, Grovedale except for the south side of the road between Beltana Street and the Surf Coast Highway. This road is busy, with over 10,000 vehicles per day using the road (traffic count data December 2011). Our planning scheme determines that roads of this nature require footpaths on both sides.

Requests from residents and the wider community have been received by Council over the years for the need of a footpath along this section. A footpath here is considered to be an important link in Council's priority footpath network.

The affected property owners were advised of the scheme proposal via a mail out in June 2015. The mail out included the cost estimate, estimated charges to property owners, the Benefit Ratio calculation, a plan and a Special Rates and Charges Brochure. The mail out also included a survey and out of the 28 properties affected by the scheme, 19 property owners responded.

The results included four (4) yes votes for the proposed footpath, 13 no votes and two (2) property owner stating 'in principal' support but objecting to the charge.

### ***Discussion***

When considering the Benefit Ratio for this footpath, it is reasonable that a majority of cost be apportioned to the community benefit when investigating pedestrian use of the path. With a calculated Benefit Ratio of 0.32, a majority of funding for this scheme would be coming from Council. The average cost per property is estimated at \$2,612 which is slightly higher than some recent schemes.

Of the survey results, there is a majority of objection to the scheme. Of those opposing the scheme, concerns raised and corresponding officer considerations include:

- Should have been constructed a long time ago.

This is an opinion reflected by three of the objectors.

- Footpath should be funded by Council. Expensive initial cost. Cannot afford this. Unreasonable impost on property owners.

These are some property owners' feelings on the charge impost. Eight (8) property owners stated financial reasons as their primary concern.

The rationale for the special charge and cost allocations have been explained in a previous letter.

- Large variance in cost.

The cost apportionment is based on access and amenity as described below. The access charge is fixed but the amenity charge is variable based on actual frontage and existing driveway extents.

- A footpath will be a hindrance. It will create more noise from skateboarders and drunken people walking from the pub.

This is an opinion from one affected owner not necessarily reflected among others.

- We don't need a footpath. We don't want a footpath.

These are some of the other feelings expressed by property owners.

Cost apportionment for the scheme has been divided into access and amenity benefits. It is considered that all abutting properties with direct frontages to the proposed new footpath, regardless of size and shape, receive the same access benefit. Corner properties have received a reduced access benefit due to their double frontage. These properties may potentially be charged for future footpath schemes along their second frontage.

80% of the total benefit has been apportioned to access given the purpose of the scheme. The access benefit includes the provision of an all weather sealed surface that reduces the risk of accidents caused by uneven and slippery surfaces. A new footpath also eliminates the nuisance affect of dust and mud. In simple terms, a new footpath improves accessibility for all abutting properties.

The remaining 20% of benefit is attributed to amenity and this 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 driveway extents are taken into consideration. This is known as the apportion-able frontage and is shown at Column 4 of Schedule C.

As Council will be funding the majority of works, legislation says that the property owners have no voting rights to this proposal. This means that a majority of objection will not render the scheme invalid and Council has a right to 'impose' a charge. This should be a consideration for Council in making its 'intention to declare' this scheme

#### ***Environmental Implications***

The provision of a sealed pathway provides a permanent and safe means of access. During construction and the manufacture and procurement of materials, energy is used resulting in some greenhouse gas emissions. This stops 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 may 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 as funding is currently allocated in project C02303 SRC footpath construction program.

Financial details are as follows:

|                                                   |           |
|---------------------------------------------------|-----------|
| Maximum scheme levy to Property Owners (income)   | \$73,148  |
| Scheme levy to Council                            | \$154,132 |
| Direct Funding by Council to reinstate driveways. | \$867     |
| Total Project Cost                                | \$228,147 |

From the table above, the total net cost to Council for this project is estimated to be \$154,999.

### ***Policy/Legal/Statutory Implications***

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

### ***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***

In preparing this report, no Council officer has any direct or indirect interest in the properties affected by the scheme.

### ***Risk Assessment***

Provision of a sealed pathway will provide safer walking conditions for pedestrians 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 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. It is further considered that the footpath 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***

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

2 June 2015 – Initiation letter including a concept plan, cost estimate, apportionment of charges, Benefit Ratio Calculation and survey to property owners.

Some phone calls have been fielded in response to the initiation mail out. Further correspondence will be sent to all affected property owners should Council resolve to make its intention to declare the Special Charge Scheme.

## Appendix 1

### SCHEDULE 'A'

The works for the construction of a footpath in Pioneer Road, Grovedale which consist of excavation, concrete footpath, 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 – Pioneer Road, GROVEDALE**

| <b>Estimated total cost of footpath construction</b> |                                                                                                                                                                              |                 |                |                    |                      |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------------------|----------------------|
| <b>ITEM</b>                                          | <b>DESCRIPTION</b>                                                                                                                                                           | <b>QUANTITY</b> | <b>UNIT</b>    | <b>RATE<br/>\$</b> | <b>AMOUNT<br/>\$</b> |
| <b>1.01</b>                                          | Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.                                                   | 1               | ITEM           | \$20,360           | \$20,360             |
| <b>1.02</b>                                          | Traffic management costs.                                                                                                                                                    | 1               | ITEM           | \$9,500            | \$9,500              |
| <b>1.03</b>                                          | Setting out of works.                                                                                                                                                        | 1               | ITEM           | \$1,000            | \$1,000              |
| <b>1.04</b>                                          | Service/Cable locations                                                                                                                                                      | 1               | ITEM           | \$1,000            | \$1,000              |
| <b>1.05</b>                                          | Internal supervision fee (COGG construction)                                                                                                                                 | 1               | ITEM           | \$9,600            | \$9,600              |
| <b>2.01</b>                                          | 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. | 285.3           | m <sup>3</sup> | \$60               | \$17,118             |
| <b>2.02</b>                                          | Placement and consolidation of engineered fill with approved materials in preparation for new works.                                                                         | 69.7            | m <sup>3</sup> | \$60               | \$4,182              |
| <b>2.03</b>                                          | Trimming/Removal and disposal of shrubs/trees as per plan.                                                                                                                   | 1               | ITEM           | \$2,000            | \$2,000              |
| <b>2.04</b>                                          | Saw-cut of concrete paving                                                                                                                                                   | 41              | m              | \$10               | \$410                |
| <b>2.05</b>                                          | Saw-cut of concrete kerb and channel                                                                                                                                         | 36.3            | m              | \$10               | \$363                |
| <b>2.06</b>                                          | Removal and disposal of 125mm thick concrete as specified.                                                                                                                   | 51.4            | m <sup>2</sup> | \$60               | \$3,084              |
| <b>3.01</b>                                          | Concrete pram crossing 1.5m wide, including fine crushed rock bedding.                                                                                                       | 8.0             | No.            | \$250              | \$2,000              |
| <b>3.02</b>                                          | 125mm (25 Mpa) concrete paving with SL72 mesh including crushed rock bedding and reinstate nature strip.                                                                     | 793.6           | m <sup>2</sup> | \$135              | \$107,136            |
| <b>4.01</b>                                          | Top soiling and seeding nature strips.                                                                                                                                       | 1186.2          | m <sup>2</sup> | \$8                | \$9,489              |
| <b>5.01</b>                                          | Adjust level of existing services lid as required.                                                                                                                           | 1               | ITEM           | \$2,000            | \$2,000              |
| Sub-Total                                            |                                                                                                                                                                              |                 |                |                    | \$189,243            |
| 10% Contingency                                      |                                                                                                                                                                              |                 |                |                    | \$18,924             |
| Design                                               |                                                                                                                                                                              |                 |                |                    | \$9,462              |
| Project Administration                               |                                                                                                                                                                              |                 |                |                    | \$9,651              |
| Construction Cost Estimate                           |                                                                                                                                                                              |                 |                |                    | \$227,280            |

| <b>Estimated cost for driveway reinstatement</b> |                                                                                  |                 |                |                    |                      |
|--------------------------------------------------|----------------------------------------------------------------------------------|-----------------|----------------|--------------------|----------------------|
| <b>ITEM</b>                                      | <b>DESCRIPTION</b>                                                               | <b>QUANTITY</b> | <b>UNIT</b>    | <b>RATE<br/>\$</b> | <b>AMOUNT<br/>\$</b> |
| <b>1.02</b>                                      | Traffic management costs.                                                        | 1               | ITEM           | \$500              | \$500                |
| <b>2.01</b>                                      | 100mm compacted depth Class 1 20mm crushed rock, supplied, spread and compacted. | 2.4             | m <sup>3</sup> | \$120              | \$288                |
| Sub-Total                                        |                                                                                  |                 |                |                    | \$788                |
| 10% Contingency                                  |                                                                                  |                 |                |                    | \$79                 |
| Construction Cost Estimate                       |                                                                                  |                 |                |                    | \$867                |

## Appendix 2

### Benefit Ratio – Schedule 'B'

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |                                |           |                     |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|-----------|---------------------|
| <b>A Purpose</b>                                  | To construct a footpath in Pioneer Road, Grovedale to provide all weather pedestrian access for property owners and the wider community.                                                                                                                                                                                                                                                                                       |                                   |                                |           |                     |
| <b>B Coherence</b>                                | The works will provide a physical pathway connection between Beltana Street and Surfcoast Highway and will provide a special benefit to adjoining and remote properties.                                                                                                                                                                                                                                                       |                                   |                                |           |                     |
| <b>C Total Cost C</b>                             | Total Estimated cost of works - footpath construction                                                                                                                                                                                                                                                                                                                                                                          |                                   |                                |           | <b>\$228,147.00</b> |
|                                                   | Direct funding by Council to reinstate driveway                                                                                                                                                                                                                                                                                                                                                                                |                                   |                                |           | <b>\$867.00</b>     |
| <b>TOTAL COST</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |                                |           | <b>\$227,280.00</b> |
| <b>D Identify Special Beneficiaries</b>           | 28 properties with frontages to the proposed footpath are considered to receive access and amenity benefits.                                                                                                                                                                                                                                                                                                                   |                                   |                                |           |                     |
| <b>E Properties to include</b>                    | The 28 abutting properties receive both access and amenity benefits. Therefore:<br>Total Special Benefits (in) is apportioned to 28 properties<br>There is one Council owned property that is not subject to the special charge.<br>Therefore: Total Special Benefits (out) is one Council owned property                                                                                                                      |                                   |                                |           |                     |
| <b>F Estimate of Total Special Benefits</b>       | 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.<br><br>The Council owned property shares the same access benefit and amenity benefit as the private properties. A summary of the special benefits is shown in table form below: |                                   |                                |           |                     |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                | 28 private properties<br>TSB (in) | 1 Council Property<br>TSB(out) | TSB (in)  | 28 BU               |
| Access                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                | 14 BU                             | 0.5 BU                         |           |                     |
| Amenity                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                | 14 BU                             | 0.5 BU                         |           |                     |
| <b>Total Special Benefits</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                | 28 BU                             | 1.0 BU                         | TSB (out) | 1 BU                |
| <b>G Estimate of Total Community Benefit -TCB</b> | It is estimated 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 14.5 BU for properties in and out of the scheme, then 80% will represent 58 BU.                                                                                                                   |                                   |                                |           |                     |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |                                | TCB       | 58 BU               |
| <b>H Calculate "Benefit Ratio" - R</b>            | Benefits Ratio = $\frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}} = \frac{28}{28 + 1 + 58} = 0.321839$                                                                                                                                                                                                                                                                                                 |                                   |                                |           |                     |
| <b>I Maximum Total Levy (S)</b>                   | Maximum Total Levy S = R X C                                                                                                                                                                                                                                                                                                                                                                                                   |                                   |                                |           | <b>\$73,147.59</b>  |
|                                                   | Council Contribution to Special Charge Scheme                                                                                                                                                                                                                                                                                                                                                                                  |                                   |                                |           | <b>\$154,132.41</b> |

## Appendix 3

### SCHEDULE 'C' SPECIAL CHARGE SCHEME FOR FOOTPATH CONSTRUCTION PIONEER ROAD, GROVEDALE

|    | COLUMN 1                    | COLUMN 2          | COLUMN 3               | COLUMN 4                        | COLUMN 5            | COLUMN 6       | COLUMN 7        | COLUMN 8            |
|----|-----------------------------|-------------------|------------------------|---------------------------------|---------------------|----------------|-----------------|---------------------|
|    | PROPERTY ADDRESS            | FRONTAGE (metres) | ALLOWANCE FOR DRIVEWAY | APPORTIONABLE FRONTAGE (metres) | ACCESS BENEFIT UNIT | ACCESS BENEFIT | AMENITY BENEFIT | ESTIMATED COST (\$) |
| 1  | 3-7 Pioneer Road, GROVEDALE | 63.07             | 2.53                   | 60.54                           | 1                   | \$2,388.49     | \$1,747.44      | \$4,135.93          |
| 2  | 13 Pioneer Road, GROVEDALE  | 16.50             | 2.91                   | 13.59                           | 1                   | \$2,388.49     | \$392.32        | \$2,780.81          |
| 3  | 15 Pioneer Road, GROVEDALE  | 16.94             | 2.62                   | 14.32                           | 1                   | \$2,388.49     | \$413.33        | \$2,801.83          |
| 4  | 17 Pioneer Road, GROVEDALE  | 16.76             | 2.60                   | 14.17                           | 1                   | \$2,388.49     | \$408.89        | \$2,797.38          |
| 5  | 1 Jennifer Court, GROVEDALE | 30.48             | 9.23                   | 21.25                           | 0.5                 | \$1,194.25     | \$613.49        | \$1,807.74          |
| 6  | 19 Pioneer Road, GROVEDALE  | 16.76             | 5.08                   | 11.69                           | 0.5                 | \$1,194.25     | \$337.30        | \$1,531.55          |
| 7  | 21 Pioneer Road, GROVEDALE  | 16.76             | 2.07                   | 14.69                           | 1                   | \$2,388.49     | \$423.96        | \$2,812.45          |
| 8  | 23 Pioneer Road, GROVEDALE  | 24.89             | 4.23                   | 20.66                           | 1                   | \$2,388.49     | \$596.34        | \$2,984.84          |
| 9  | 1/25 Pioneer Rd, GROVEDALE  | 20.73             | -                      | 20.73                           | 0.5                 | \$1,194.25     | \$598.28        | \$1,792.52          |
| 10 | 27 Pioneer Road, GROVEDALE  | 20.12             | -                      | 20.12                           | 0.5                 | \$1,194.25     | \$580.70        | \$1,774.94          |
| 11 | 29 Pioneer Road, GROVEDALE  | 20.12             | 2.65                   | 17.46                           | 1                   | \$2,388.49     | \$504.12        | \$2,892.61          |
| 12 | 31 Pioneer Road, GROVEDALE  | 20.12             | 2.98                   | 17.13                           | 1                   | \$2,388.49     | \$494.56        | \$2,883.06          |
| 13 | 33 Pioneer Road, GROVEDALE  | 20.37             | 2.51                   | 17.86                           | 1                   | \$2,388.49     | \$515.46        | \$2,903.95          |
| 14 | 35 Pioneer Road, GROVEDALE  | 15.24             | -                      | 15.24                           | 0.5                 | \$1,194.25     | \$439.92        | \$1,634.17          |
| 15 | 2 Westminster St, GROVEDALE | 32.79             | -                      | 32.79                           | 0.5                 | \$1,194.25     | \$946.55        | \$2,140.79          |
| 16 | 37 Pioneer Road, GROVEDALE  | 15.24             | -                      | 15.24                           | 1                   | \$2,388.49     | \$439.92        | \$2,828.41          |
| 17 | 39 Pioneer Road, GROVEDALE  | 22.54             | -                      | 22.54                           | 1                   | \$2,388.49     | \$650.64        | \$3,039.13          |
| 18 | 41 Pioneer Road, GROVEDALE  | 16.76             | 2.70                   | 14.07                           | 1                   | \$2,388.49     | \$406.03        | \$2,794.52          |
| 19 | 43 Pioneer Road, GROVEDALE  | 16.76             | 2.94                   | 13.83                           | 1                   | \$2,388.49     | \$399.16        | \$2,787.65          |

[illegible]

**Attachment 1**

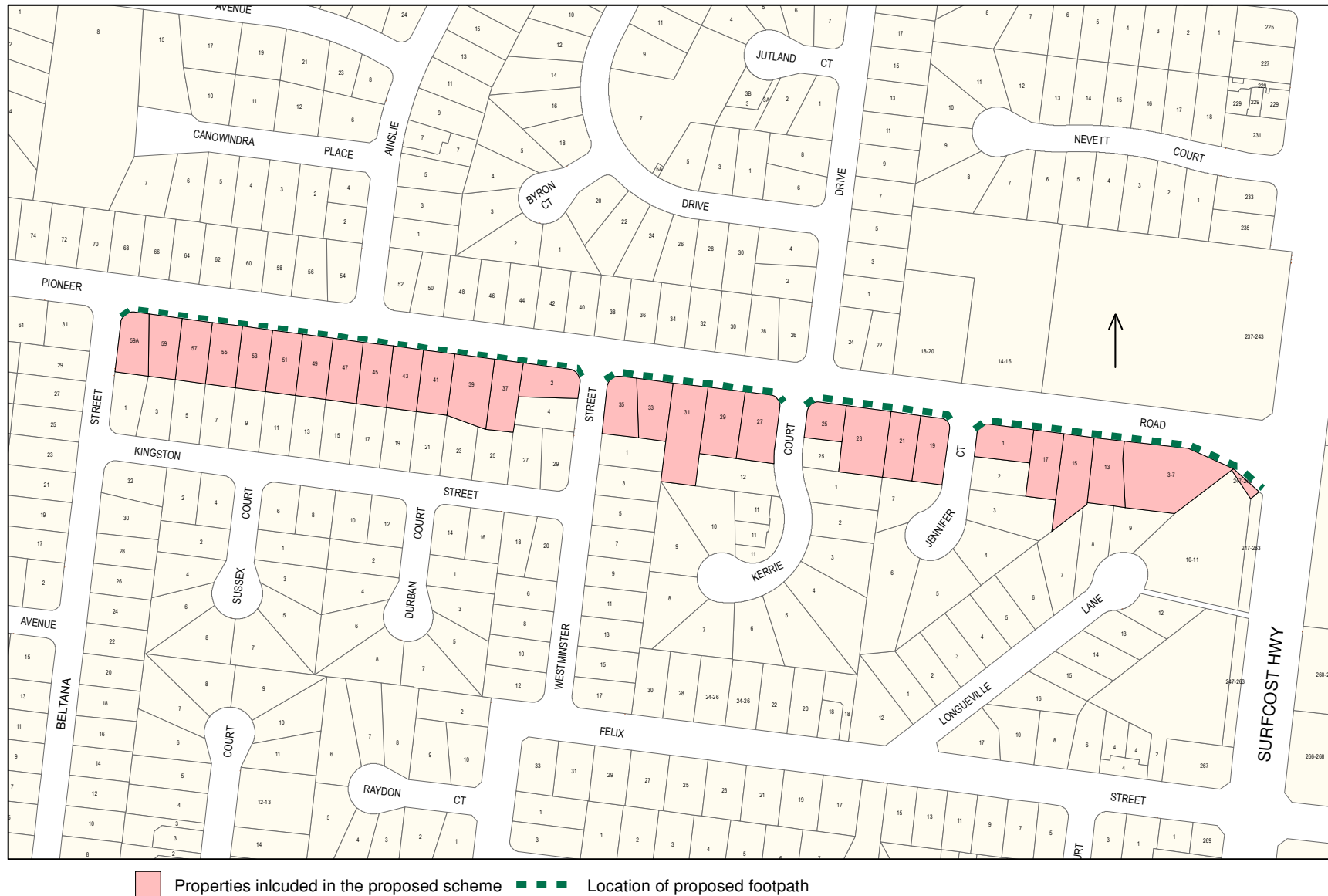
**PROCESS CHART**

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

**PIONEER ROAD, GROVEDALE – PROPOSED FOOTPATH**

| <b>Stage</b>                            | <b>Status</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Approval to prepare scheme</i>       | ✓             | Decision made to prepare scheme following consideration of surveys of residents 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. June 2015                                                                                                                       |
| <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 or at a subsequent meeting.                                                                                                                                                                                                   |
| <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 if required (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.                                                                                                                                                                                                                                                                                                      |

Plan



### **13. ROSLYN ROAD, HIGHTON - PROPOSED FOOTPATH CONSTRUCTION - SRC 346 - INTENTION TO DECLARE**

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| <b>Portfolio:</b>       | <b>Infrastructure, Parks and Gardens – Cr Ellis</b>       |
| <b>Source:</b>          | <b>City Services - Engineering Services</b>               |
| <b>General Manager:</b> | <b>William Tieppo</b>                                     |
| <b>Index Reference:</b> | <b>Special Rates and Charges<br/>Roslyn Road, Highton</b> |

#### **Purpose**

This report seeks a resolution by Council to consider an intention to declare a Special Charge Scheme to partially fund the construction of a footpath along the south side of Roslyn Road, Highton between Scenic Drive and Remony Avenue. (See plan – Appendix 4).

#### **Summary**

- It is proposed to construct 600 metres of 1.5 metre wide footpath to provide for pedestrian access along Roslyn Road, Highton.
- There are 24 residential properties abutting the proposed footpath that will receive special benefit. There are no Council owned properties in the scheme.
- The total estimated project cost is \$268,714. This includes direct funding by Council estimated at \$51,618 for supporting concrete retaining walls and a new pedestrian refuge at the intersection with Thornhill Road.
- A Benefit Ratio of 0.32 has been calculated in accordance with Section 163 of the Local Government Act, which equates to a Council contribution to the scheme of \$147,625 and property owner contribution of \$69,471.
- Property owners are considered to receive benefit from the works by way of safer pedestrian access and general amenity.
- The scheme has been prepared in accordance with the Special Rate and Charges provisions of the Local Government Act 1989, the 2004 Ministerial Guidelines, Council's Special Rates and Charges Policy and community engagement guidelines.

**Cr Ellis moved, Cr Richards seconded -**

**That Council:**

**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 purpose of defraying any expenses incurred by Council in relation to the construction of the footpath on Roslyn Road between Scenic Road and Remony Avenue, Highton which:**
  - 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 \$268,714(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 0.32 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 \$217,096; and
    - d3) 'maximum levy' (S) be recorded as \$69,471.
  - 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 on an access and frontage share basis;
    - 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 1 of Schedule C to the resolution are estimated liable for the respective amounts set out in column 8 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).**

**3) Authorise Council's Chief Executive Officer to levy the Special Charge in accordance with Section 163 (4) of the Act.**

**Carried.**

### ***Background***

Existing footpaths are in place along the majority of Roslyn Road, Highton except for the south side of the road between Scenic Road and Remony Avenue. This road is busy, with over 9,000 vehicles per day using the road (traffic count data February 2014). Our planning scheme determines that roads of this nature require footpaths on both sides.

Requests from residents and the wider community have been received by Council over the years for the need of a footpath along this section. A footpath here will complete a missing link in Council's priority footpath network and is considered to be a valuable upgrade to pedestrian safety.

The affected property owners were advised of the scheme proposal via a mail out in July 2015. The mail out included the cost estimate, estimated charges to property owners, the Benefit Ratio calculation, a plan and a Special Rates and Charges Brochure. The mail out also included a survey and out of the 24 properties affected by the scheme, 18 property owners responded.

The results included three (3) yes votes for the proposed footpath, 14 no votes and one (1) property owner who remained non committal.

### ***Discussion***

For the footpath section as proposed, pedestrian movement is evident by the existence of a well used 'goat track' in the nature strip particularly between Remony Avenue and Thornhill Road. This 'goat track' becomes less obvious to the west of Thornhill Road due to the steep nature strips and difficult terrain at this location. A footpath here would reduce the necessity of pedestrians crossing the road to the north side footpath.

When considering the Benefit Ratio for this footpath, it is reasonable that a majority of cost be apportioned as the community benefit when investigating pedestrian use of the path. With a calculated Benefit Ratio of 0.32, a majority of funding for this scheme would be coming from Council. The average cost per property is estimated at \$2,612 which is slightly higher than some recent schemes.

Of the survey results, there is a majority of objection to the scheme. Of those opposing the scheme, concerns raised and corresponding officer considerations include:

- Too expensive, wouldn't spend money on a footpath, Council should pay, price is high.

Costs considerations were raised by six (6) of the objectors. Council will be funding 74% of the project.

- Traffic is more of a concern. Slow speeds to 50km/h. Introduce traffic calming.  
These feelings were shared by four (4) of the objectors. Although not directly related to the footpath proposal, these feelings do suggest that pedestrian safety is a concern.

- Funding would be better spent installing traffic lights at the intersection of Thornhill and Roslyn Roads and include pedestrian crossings.

This is an opinion reflected by three (3) of the objectors. This opinion also reflects the safety concerns for pedestrians

- A footpath would create more trespassers, vandalism and littering.

These feeling were shared between three (3) objectors and are considered to be a subjective view.

- There is a footpath on the north side of Roslyn Road.

This fact was stated three times among the objectors. The reasons for the footpath have been stated within this report.

- Could kill the century old Morton Bay fig tree on our property

An analysis of the tree location will be made during detailed design but is not considered to be an issue at this stage. If necessary, alternative construction methods such as asphalt or a rubberised footpath section could be installed past the tree at Council's expense.

- Retaining the green area is a priority. Aesthetics are more important than convenience.

This is an opinion expressed by one property owner.

- Nature strip is steeply inclined. Concern about existing driveways.

The design of the footpath includes some retaining wall structures and matching to existing driveways. Property owners will not be affected by the new footpath in regards to vehicular access.

Cost apportionment for the scheme has been divided into access and amenity benefits. It is considered that all abutting properties with direct frontages to the proposed new footpath, regardless of size and shape, receive the same access benefit. Corner properties have received a reduced access benefit due to their second frontage. These properties may potentially be charged for future footpath schemes.

50% of the total benefit has been apportioned to access. The access benefit includes the provision of an all weather sealed surface that reduces the risk of accidents caused by uneven and slippery surfaces. A new footpath also eliminates the nuisance affect of dust and mud. In simple terms, a new footpath improves accessibility for all abutting properties.

The remaining 50% of benefit is attributed to amenity and this 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 driveway extents are taken into consideration. This is known as the apportionable frontage and is shown at Column 4 of Schedule C.

### ***Environmental Implications***

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

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

The proposal does not affect any natural habitats.

The proposal may require some nature strip shrubs to be removed and property trees and shrubs to be trimmed.

### ***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. Funding is currently allocated in C15309 Roslyn Road Footpath (\$80,000) and the core C02303 Footpath Construction Program (\$188,714).

Financial details are as follows:

|                                                                                                                                                  |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Maximum scheme levy to Property Owners (income)                                                                                                  | \$69,471  |
| Scheme levy to Council - \$147,625                                                                                                               | \$199,243 |
| Direct Funding by Council to build support retaining walls and a new pedestrian refuge island at the intersection with Thornhill Road - \$51,618 |           |
| Total Project Cost                                                                                                                               | \$268,714 |

From the table above, the total net cost to Council for this project is estimated to be \$199,243.

### ***Policy/Legal/Statutory Implications***

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

### ***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 has any direct or indirect interest in the properties affected by the scheme.

***Risk Assessment***

Provision of a sealed footpath will provide safer movement conditions for pedestrians 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 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. It is further considered that the footpath 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***

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

8 July 2015 – Initiation letter including a concept plan, cost estimate, apportionment of charges, Benefit Ratio Calculation and survey to property owners.

Some phone calls have been fielded in response to the initiation mail out. Further correspondence will be sent to all affected property owners should Council resolve to make its intention to declare the Special Charge Scheme.

## Appendix 1

### SCHEDULE 'A'

The works for the construction of a footpath in Roslyn Road, Highton which consist of excavation, concrete footpath, retaining walls, 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 – ROSLYN ROAD, HIGHTON

| TOTAL PROJECT COST |                                                                                                                                                                              |          |                |             |              |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|-------------|--------------|
| ITEM               | DESCRIPTION                                                                                                                                                                  | QUANTITY | UNIT           | RATE<br>\$  | AMOUNT<br>\$ |
| <b>1.00</b>        | <b>GENERAL</b>                                                                                                                                                               |          |                |             |              |
| <b>1.01</b>        | Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.                                                   | 1.00     | ITEM           | \$24,000.00 | \$24,000.00  |
| <b>1.02</b>        | Traffic management costs.                                                                                                                                                    | 1.00     | ITEM           | \$8,000.00  | \$8,000.00   |
| <b>1.03</b>        | Setting out of works.                                                                                                                                                        | 1.00     | ITEM           | \$1,000.00  | \$1,000.00   |
| <b>1.04</b>        | Service/Cable locations                                                                                                                                                      | 1.00     | ITEM           | \$1,000.00  | \$1,000.00   |
| <b>1.05</b>        | Internal supervision fee (COGG construction)                                                                                                                                 | 1.00     | ITEM           | \$11,300.00 | \$11,300.00  |
| <b>2.00</b>        | <b>EARTHWORKS &amp; DEMOLITION</b>                                                                                                                                           |          |                |             |              |
| <b>2.01</b>        | 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. | 300.00   | m <sup>3</sup> | \$60.00     | \$18,000.00  |
| <b>2.02</b>        | Saw-cutting of Asphalt paving.                                                                                                                                               | 15.00    | m              | \$10.00     | \$150.00     |
| <b>2.03</b>        | Saw-cut of concrete paving                                                                                                                                                   | 1.00     | ITEM           | \$250.00    | \$250.00     |
| <b>2.04</b>        | Saw-cut of concrete kerb and channel                                                                                                                                         | 21.00    | m              | \$10.00     | \$210.00     |
| <b>2.05</b>        | Remove/Trim of overhanging branches of trees and disposal.                                                                                                                   | 10.00    | ITEM           | \$1,000.00  | \$10,000.00  |
| <b>3.00</b>        | <b>PAVEMENT WORKS</b>                                                                                                                                                        |          |                |             |              |
| <b>3.01</b>        | 75mm compacted depth Class 3 40mm crushed rock, supplied, spread and compacted.                                                                                              | 57.00    | m <sup>3</sup> | \$100.00    | \$5,700.00   |
| <b>3.02</b>        | 100mm compacted depth Class 2 20mm crushed rock, supplied, spread and compacted.                                                                                             | 0.00     | m <sup>3</sup> | \$120.00    | \$0.00       |
| <b>3.03</b>        | 200mm compacted depth Class 3 40mm crushed rock, supplied, spread and compacted.                                                                                             | 0.00     | m <sup>3</sup> | \$100.00    | \$0.00       |
| <b>3.04</b>        | 30mm compacted depth 10mm nominal size type N Asphalt spread and compacted including emulsion prime & grit using a paver.                                                    | 0.00     | m <sup>2</sup> | \$35.00     | \$0.00       |
| <b>4.00</b>        | <b>DRAINAGE - PITS</b>                                                                                                                                                       |          |                |             |              |
| <b>4.01</b>        | 1set - of 2 pcs New Standard Weepa (weep holes) with 90mm Extension Dimension of weep holes 75W x 20H x 195D spaced @ 1.20m on centre                                        | 126.00   | No             | \$5.00      | \$630.00     |
| <b>4.02</b>        | 20mm aggregate backfill for drainage zone 200 x 225mm enveloped with geotextile                                                                                              | 8.50     | m <sup>3</sup> | \$110.00    | \$935.00     |
| <b>5.00</b>        | <b>CONCRETE WORKS: KERBING</b>                                                                                                                                               |          |                |             |              |
| <b>5.01</b>        | Remove existing traffic island and construct new traffic island with pedestrian refuge as per plan.                                                                          | 1.00     | ITEM           | \$5,000.00  | \$5,000.00   |

|                                   |                                                                                                                                             |        |                |            |                     |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|------------|---------------------|
| 5.02                              | Reinforced Concrete Retaining Wall and Footing with F62 mesh including 75mm compacted depth Class 3 FCR bedding and reinstate nature strip. | 150.00 | m              | \$165.00   | \$24,750.00         |
| 5.03                              | Concrete pram crossing 1.5m wide, including fine crushed rock bedding.                                                                      | 7.00   | No.            | \$250.00   | \$1,750.00          |
| <b>CONCRETE WORKS: PAVING</b>     |                                                                                                                                             |        |                |            |                     |
| 5.04                              | 125mm (25 Mpa) concrete paving with SL72 mesh including crushed rock bedding and reinstate nature strip.                                    | 755.00 | m <sup>2</sup> | \$135.00   | \$101,925.00        |
| 6.00                              | <b>LANDSCAPING</b>                                                                                                                          |        |                |            |                     |
| 6.01                              | Top soiling and seeding nature strips.                                                                                                      | 541.00 | m <sup>2</sup> | \$8.00     | \$4,328.00          |
| <b>SUB-TOTAL : A</b>              |                                                                                                                                             |        |                |            | <b>\$218,928.00</b> |
| 7.00                              | <b>PROVISIONAL ITEMS</b>                                                                                                                    |        |                |            |                     |
| 7.01                              | Adjust level of existing Telstra and sewer services lid as required.                                                                        | 1.00   | ITEM           | \$5,000.00 | \$5,000.00          |
| <b>SUB-TOTAL : B</b>              |                                                                                                                                             |        |                |            | <b>\$5,000.00</b>   |
| <b>SUB-TOTAL : C (=A+B)</b>       |                                                                                                                                             |        |                |            | <b>\$223,928.00</b> |
| <b>10% CONTINGENCY : D</b>        |                                                                                                                                             |        |                |            | <b>\$22,393.00</b>  |
| Design                            |                                                                                                                                             |        |                |            | <b>\$11,196.00</b>  |
| Project Administration            |                                                                                                                                             |        |                |            | <b>\$11,196.00</b>  |
| <b>CONSTRUCTION COST ESTIMATE</b> |                                                                                                                                             |        |                |            | <b>\$268,714</b>    |

| <b>COUNCIL FUNDED WORKS</b> |                                                                                                                                                                              |          |                |            |              |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|------------|--------------|
| ITEM                        | DESCRIPTION                                                                                                                                                                  | QUANTITY | UNIT           | RATE<br>\$ | AMOUNT<br>\$ |
| 1.00                        | <b>GENERAL</b>                                                                                                                                                               |          |                |            |              |
| 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           | \$3,600.00 | \$3,600.00   |
| 1.02                        | Traffic management costs.                                                                                                                                                    | 1.00     | ITEM           | \$2,000.00 | \$2,000.00   |
| 1.03                        | Setting out of works.                                                                                                                                                        | 1.00     | ITEM           | \$150.00   | \$150.00     |
| 1.04                        | Internal supervision fee (COGG construction)                                                                                                                                 | 1.00     | ITEM           | \$1,300.00 | \$1,300.00   |
| 2.00                        | <b>EARTHWORKS &amp; DEMOLITION</b>                                                                                                                                           |          |                |            |              |
| 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. | 75.00    | m <sup>3</sup> | \$60.00    | \$4,500.00   |
| 2.02                        | Saw-cutting of asphalt paving.                                                                                                                                               | 15.00    | m              | \$10.00    | \$150.00     |
| 3.00                        | <b>DRAINAGE: PITS</b>                                                                                                                                                        |          |                |            |              |
| 3.01                        | 1set - of 2 pcs New Standard Weepa (weep holes) with 90mm Extension Dimension of weep holes 75W x 20H x 195D spaced @ 1.20m on centre                                        | 126.00   | No             | \$5.00     | \$630.00     |
| 3.02                        | 20mm aggregate backfill for drainage zone 200 x 225mm enveloped with geotextile                                                                                              | 8.50     | m <sup>3</sup> | \$110.00   | \$935.00     |
| 4.00                        | <b>CONCRETE WORKS: KERBING</b>                                                                                                                                               |          |                |            |              |
| 4.01                        | Remove existing traffic island and construct new traffic island with pedestrian refuge as per plan.                                                                          | 1.00     | ITEM           | \$5,000.00 | \$5,000.00   |
| 5.02                        | Reinforced Concrete Retaining Wall and Footing with F62 mesh including 75mm compacted depth Class 3 FCR bedding and reinstate nature strip.                                  | 150.00   | m              | \$165.00   | \$24,750.00  |

|                                   |                    |
|-----------------------------------|--------------------|
| <b>SUB-TOTAL :</b>                | <b>\$43,015.00</b> |
| <b>10% CONTINGENCY : D</b>        | <b>\$4,302.00</b>  |
| Design                            | \$2,581.00         |
| Project Administration            | \$1,721.00         |
| <b>CONSTRUCTION COST ESTIMATE</b> | <b>\$51,618.00</b> |

## Appendix 2

### BENEFIT RATIO CALCULATION

#### A Purpose

To construct a footpath in Roslyn Road, Highton to provide all weather pedestrian access for property owners and the wider community.

#### B Coherence

The works will provide a physical pathway connection between Remony Avenue and Wandana Drive and will provide a special benefit to adjoining and remote properties.

#### C Total Cost C

|                                                                                                                   |                     |
|-------------------------------------------------------------------------------------------------------------------|---------------------|
| Total Estimated cost of works - footpath construction                                                             | <b>\$268,714.00</b> |
| Direct funding by Council to replace traffic island with pedestrian refuge and reinforced concrete retaining wall | <b>\$51,618.00</b>  |

**TOTAL COST \$217,096.00**

#### D Identify Special Beneficiaries

24 properties with frontages to the proposed footpath are considered to receive access and amenity benefits.

#### E Properties to include

The 24 abutting properties receive both access and amenity benefits. Therefore:

Total Special Benefits (in) is apportioned to 24 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. Therefore it is estimated that 80% of the benefits relate to access and 20% to amenity. Estimated pedestrian use of the paths is 85% for the wider community and 15% 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:

$$\text{TSB (in)} = 80\% \times 15\%(\text{access}) + 20\% \times 100\% (\text{amenity})$$

$$= \mathbf{32\%}$$

#### G Estimate of Total Community Benefit -TCB

It is considered that people in the community will receive a benefit from the works as the pathway is used to access other areas. There are no amenity benefits considered for the wider community. TCB is calculated as follows:

$$\text{TCB} = 85\% \times 80\% (\text{access}) = \mathbf{68\%}$$

#### H Calculate "Benefit Ratio" - R

$$\text{Benefits Ratio} = \frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}} = \frac{32}{32 + 0 + 68} \mathbf{0.32}$$

**I Maximum Total Levy (S)**

Maximum Total Levy  $S = R \times C$

Council Contribution to Special Charge Scheme

**\$69,470.72**

\$147,625.28

**Appendix 3**

**SCHEDULE 'C'**

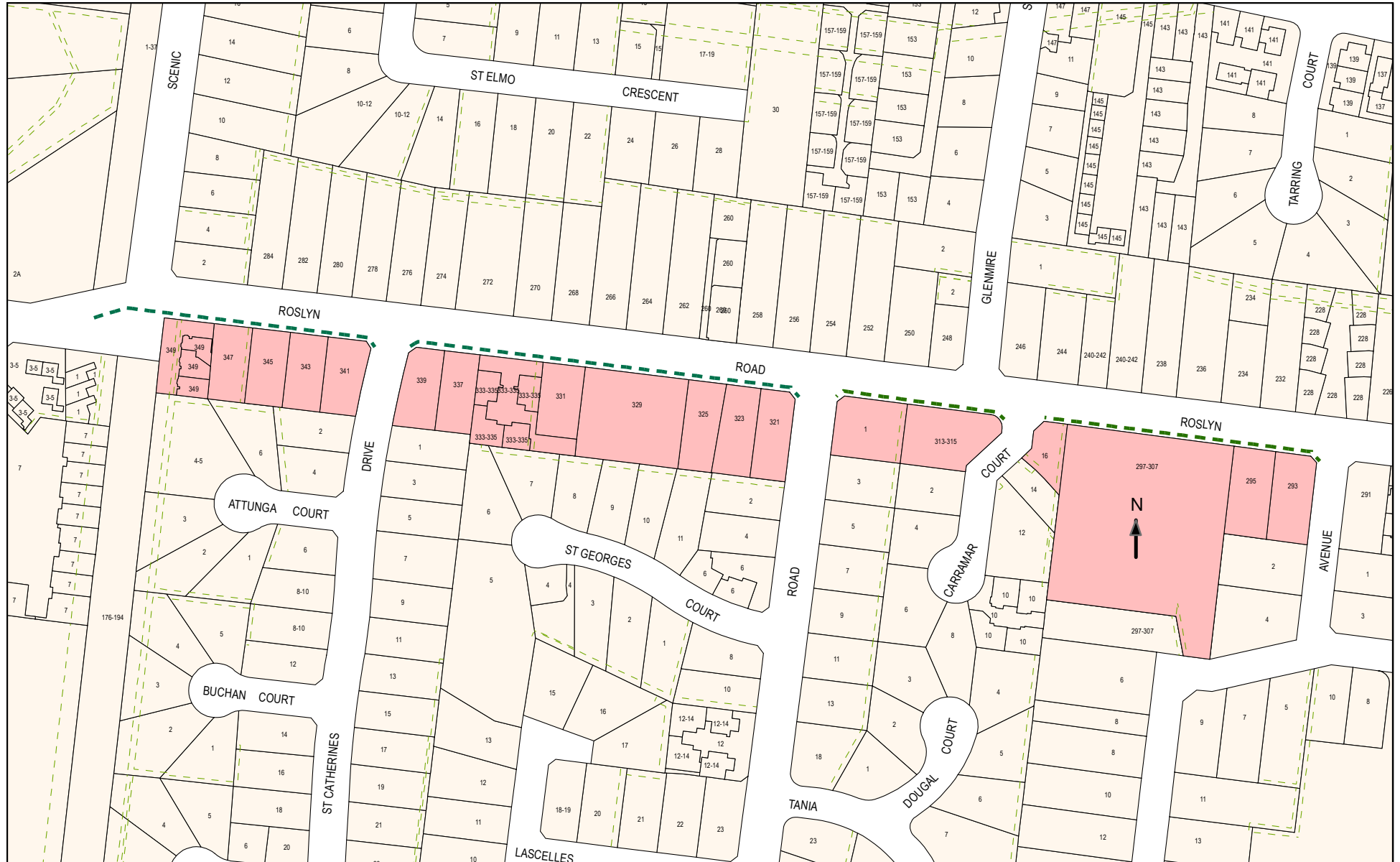
**SPECIAL CHARGE SCHEME FOR FOOTPATH CONSTRUCTION**

**ROSLYN ROAD, HIGHTON**

|    | COLUMN 1                                 | COLUMN 2             | COLUMN 3                     | COLUMN 4                              | COLUMN 5                  | COLUMN 6          | COLUMN 7           | COLUMN 8                |
|----|------------------------------------------|----------------------|------------------------------|---------------------------------------|---------------------------|-------------------|--------------------|-------------------------|
|    | ADDRESS                                  | FRONTAGE<br>(metres) | ALLOWANCE<br>FOR<br>DRIVEWAY | APPORTIONABLE<br>FRONTAGE<br>(metres) | ACCESS<br>BENEFIT<br>UNIT | ACCESS<br>BENEFIT | AMENITY<br>BENEFIT | ESTIMATED<br>TOTAL COST |
| 1  | 293 Roslyn Road,<br>HIGHTON VIC 3216     | 20.12                | 0.00                         | 20.12                                 | 0.50                      | \$ 914.09         | \$ 1,550.00        | \$ 2,464.09             |
| 2  | 295 Roslyn Road,<br>HIGHTON VIC 3216     | 20.12                | 3.18                         | 16.94                                 | 1.00                      | \$ 1,828.18       | \$ 1,304.98        | \$ 3,133.16             |
| 3  | 297-307 Roslyn Road,<br>HIGHTON VIC 3216 | 80.47                | 0.00                         | 80.47                                 | 1.00                      | \$ 1,828.18       | \$ 6,200.01        | \$ 8,028.18             |
| 4  | 16 Carramar Court,<br>HIGHTON VIC 3216   | 15.24                | 0.00                         | 15.24                                 | 0.50                      | \$ 914.09         | \$ 1,174.24        | \$ 2,088.33             |
| 5  | 313 Roslyn Road,<br>HIGHTON VIC 3216     | 46.13                | 8.22                         | 37.91                                 | 0.50                      | \$ 914.09         | \$ 2,920.69        | \$ 3,834.78             |
| 6  | 1 Thornhill Road,<br>HIGHTON VIC 3216    | 33.53                | 0.00                         | 33.53                                 | 0.50                      | \$ 914.09         | \$ 2,583.34        | \$ 3,497.42             |
| 7  | 321 Roslyn Road,<br>HIGHTON VIC 3216     | 16.77                | 0.00                         | 16.77                                 | 0.50                      | \$ 914.09         | \$ 1,292.13        | \$ 2,206.22             |
| 8  | 323 Roslyn Road,<br>HIGHTON VIC 3216     | 16.63                | 3.00                         | 13.63                                 | 1.00                      | \$ 1,828.18       | \$ 1,050.19        | \$ 2,878.37             |
| 9  | 325 Roslyn Road,<br>HIGHTON VIC 3216     | 18.28                | 5.50                         | 12.78                                 | 1.00                      | \$ 1,828.18       | \$ 984.70          | \$ 2,812.88             |
| 10 | 327-329 Roslyn Road,<br>HIGHTON VIC 3216 | 49.68                | 3.36                         | 46.32                                 | 1.00                      | \$ 1,828.18       | \$ 3,568.96        | \$ 5,397.14             |
| 11 | 331 Roslyn Road,<br>HIGHTON VIC 3216     | 19.82                | 3.17                         | 16.65                                 | 1.00                      | \$ 1,828.18       | \$ 1,282.88        | \$ 3,111.06             |
| 12 | 1/333 Roslyn Road,<br>HIGHTON VIC 3216   | 30.44                | 4.06                         | 6.60                                  | 1.00                      | \$ 1,828.18       | \$ 508.15          | \$ 2,336.32             |
| 13 | 2/333 Roslyn Road,<br>HIGHTON VIC 3216   |                      |                              | 6.60                                  | 1.00                      | \$ 1,828.18       | \$ 508.15          | \$ 2,336.32             |
| 14 | 3/333 Roslyn Road,<br>HIGHTON VIC 3216   |                      |                              | 6.60                                  | 1.00                      | \$ 1,828.18       | \$ 508.15          | \$ 2,336.32             |
| 15 | 4/333 Roslyn Road,<br>HIGHTON VIC 3216   |                      |                              | 6.60                                  | 1.00                      | \$ 1,828.18       | \$ 508.15          | \$ 2,336.32             |
| 16 | 337 Roslyn Road,<br>HIGHTON VIC 3216     | 17.00                | 3.33                         | 13.67                                 | 1.00                      | \$ 1,828.18       | \$ 1,053.27        | \$ 2,881.45             |
| 17 | 339 Roslyn Road,<br>HIGHTON VIC 3216     | 16.50                | 0.00                         | 16.50                                 | 0.50                      | \$ 914.09         | \$ 1,271.33        | \$ 2,185.42             |
| 18 | 341 Roslyn Road,<br>HIGHTON VIC 3216     | 21.39                | 0.00                         | 21.39                                 | 0.50                      | \$ 914.09         | \$ 1,648.10        | \$ 2,562.19             |
| 19 | 343 Roslyn Road,<br>HIGHTON VIC 3216     | 18.10                | 3.76                         | 14.34                                 | 1.00                      | \$ 1,828.18       | \$ 1,104.90        | \$ 2,933.08             |
| 20 | 345 Roslyn Road,<br>HIGHTON VIC 3216     | 18.10                | 3.61                         | 14.49                                 | 1.00                      | \$ 1,828.18       | \$ 1,116.46        | \$ 2,944.63             |
| 21 | 347 Roslyn Road,<br>HIGHTON VIC 3216     | 18.52                | 3.00                         | 15.52                                 | 1.00                      | \$ 1,828.18       | \$ 1,195.82        | \$ 3,023.99             |
| 22 | 1/349 Roslyn Road,<br>HIGHTON VIC 3216   | 24.08                | 5.90                         | 6.06                                  | 0.50                      | \$ 914.09         | \$ 466.92          | \$ 1,381.01             |
| 23 | 2/349 Roslyn Road,<br>HIGHTON VIC 3216   |                      |                              | 6.06                                  | 0.50                      | \$ 914.09         | \$ 466.92          | \$ 1,381.01             |
| 24 | 3/349 Roslyn Road,<br>HIGHTON VIC 3216   |                      |                              | 6.06                                  | 0.50                      | \$ 914.09         | \$ 466.92          | \$ 1,381.01             |

## Appendix 4

### Plan



## PROCESS CHART

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

**ROSLYN ROAD, HIGHTON – PROPOSED FOOTPATH**

| <b>Stage</b>                            | <b>Status</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Approval to prepare scheme</i>       | ✓             | Decision made to prepare scheme following consideration of surveys of residents 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. July 2015                                                                                                                             |
| <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 or at a subsequent meeting.                                                                                                                                                                                                         |
| <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 if required (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.<br>Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property.<br>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.                                                                                                                                                                                                                                                                                                            |

## **NOTICE OF MOTION – Cr Lyons**

### **EXTENSION OF FREE PARKING – CENTRAL GEELONG**

There has been much discussion about parking in Central Geelong over a number of years with most stakeholders having varying views on the subject.

An initial trial of parking changes, including free weekend parking, occurred in Central Geelong between January and March 2014. On the 8<sup>th</sup> April 2014 Council resolved to adopt free parking on Saturdays.

The Central Geelong Action Plan seeks to achieve three principles: more people living, working, learning and playing in Central Geelong; great infrastructure; and smart investment.

The action plan identifies a number of inter related projects and actions aimed at connecting people and places and achieving the other action theme objectives including: creating more flexible parking arrangements which include new parking meter technology, and long term off street parking provision to deliver a revitalised and thriving central Geelong.

It is proposed that a further review of parking arrangements in Central Geelong be undertaken identifying the opportunities and potential risks (including a full cost benefit analysis) associated with the expansion of the free parking program.

**Cr Lyons moved, Cr Ansett seconded -**

**That Council Officers provide a report to Council outlining the potential to expand the free parking program in Central Geelong, including a full cost benefit analysis, and all related issues by June 2016.**

**Carried.**

## **NOTICE OF MOTION – Cr Lyons**

### **PROPERTY PORTFOLIO REVIEW**

#### ***Background***

There has been a significant amount of regeneration and development activity in the City of Greater Geelong region over recent years and the Council can be proud of what has been achieved in this regard.

Whilst the ambitions of Council for further growth and development continue to be high, it is important to ensure there is sufficient capacity to fulfil those ambitions.

The introduction of financial constraints, such as rate capping, changes the way regeneration is managed and funded. The Council is not unique in needing to develop an increased understanding of the scale of the financial challenges ahead, and adapt to this new environment.

As the Council transitions into this new environment, it will be important to be founded on a solid basis in terms of knowledge of services, projects and assets.

Property disposals, like purchases and acquisitions, are an integral part of the asset management life cycle for properties the Council owns and manages to provide services, accommodation and operation requirements.

From time to time, Council has been approached by private investors interested in purchasing assets identified as either being no longer required for Council business, or as a commercially viable opportunity outright, or as part of a public, private or partnership arrangement.

In developing this further, it is proposed that a review of Council property assets be undertaken, identifying properties which are no longer required, including properties that are unused or have low utilisation, have been identified in strategic service provision strategies, or are vacant and surplus to requirements.

With this in place, services, projects and assets of Council might be configured in the future, which can be put forward to Councillors for consideration.

**Cr Lyons moved, Cr Harwood seconded -**

**That Council Officers provide a report to Council by May 2016, identifying properties which are no longer required, including properties that are unused or have low utilisation, have been identified in strategic service provision strategies, or are vacant and surplus to requirements.**

*Cr Irvine left the meeting room at 10.43pm*

*Cr Irvine re-entered the meeting room at 10.45pm*

**Carried.**

## **NOTICE OF MOTION – Cr Kylie Fisher**

### **SKATE PARK – ROSEWALL CONNECTIONS PARK**

#### ***Background***

Councillors may be aware that a small skate park and BMX track was recently removed from Rosewall Connections Park. Whilst the location of the facilities was problematic the actual facilities themselves were well used by the local youth.

The provision of activities for youth in our northern suburbs beyond the traditional structure sport and recreation activities offered in sporting clubs is limited and skate / BMX facilities offer a great opportunity for youth to engage back with their community whilst being physically active.

I am placing this Notice of Motion to Council to request that the facilities are replaced within this community

A quote from Tony Hawk: "I was skating with friends in my neighborhood, and then eventually I was invited to go to the skate park with one of them. When I saw people flying all around - literally flying in and out of bowls - that is when I knew I wanted to do it. I wanted to figure out how I could get there and how I could fly".

**Cr Fisher moved, Cr Ansett seconded -**

**That Council:**

- 1) prioritise the replacement of the Rosewall Skate and BMX track on the Flinders Peak/Hendy Street site.**
- 2) support the development of a municipal strategic skate plan to ensure that all communities have reasonable access to skate and BMX facilities and that those facilities are well planned and placed.**
- 3) within the context of the skate plan, note that Stead Park is the preferred location of a northern regional facility.**

**Carried.**

## **ASSEMBLY OF COUNCILLORS RECORD**

**Portfolio:** Governance – Cr Lyons (Mayor)  
**Source:** Strategy & Performance  
**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 Fisher moved, Cr Macdonald seconded -**

**That the information be received.**

**Carried.**

**RECORD OF ASSEMBLIES OF COUNCILLORS**  
**(Council Meeting 15 March 2016)**

| Assembly Details                                       | Councillor Attendees                                                                                                 | Officer Attendees                                                                                                                                                                   | Agenda Items                                                                                                                                                                                                                                                                                                                           | Conflict of Interest Disclosures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gambling Advisory Committee<br><b>16 February 2016</b> | Cr Farrell                                                                                                           | S Levakis (OFF)                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Transforming Spin to Community Win Funding</li> <li>Alliance for Gambling Reform</li> <li>Permit Applications</li> <li>EGM Changes in the Region</li> <li>March Away from Gambling</li> <li>Gaming Machine Arrangements Review</li> <li>VLGA Council Gambling Issues Support Program</li> </ul> | <ul style="list-style-type: none"> <li>Nil.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Budget Review Session No. 1<br><b>23 February 2016</b> | Crs Lyons, Ansett, Ellis, Farrell, Fisher, Harwood, Heagney, Irvine, E Kontelj, Murrihy, Macdonald, Nelson, Richards | K Spiller (CEO)<br>D Frost (GM)<br>W Tieppo (GM)<br>L Quinn (GM)<br>P Bettess (GM)<br>B Luxford (GM)<br>M Kelly (MGR)<br>K Fulton (CO ORD)<br>S Cavanagh (MGR)<br>B Storey (CO ORD) | <ul style="list-style-type: none"> <li>Review of Mandatory Proposals</li> <li>Capital Program (Core) – Project Detail by Ward</li> <li>Project Summary – Central Geelong Projects / Asset Renewal Projects</li> <li>Options for Increasing Available Funding</li> </ul>                                                                | Conflicts of Interest were declared as follows, however the items were not discussed: <ul style="list-style-type: none"> <li>Cr Ellis re WG Little Reserve Master Plan</li> <li>Cr Irvine re St Albans Football Club</li> <li>Cr E Kontelj re Geelong Soccer Club</li> <li>Cr Heagney re 32 Malop Street, 34 Malop Street and Ryrie Street Streetscapes Work</li> <li>Cr Lyons re Malop Street Green Spine Stage 2, Property Purchase – 32 Malop Street, Geelong Advancement Fund, Lt Malop Street Central Precinct Master Plan, Major Heritage Fund, Business Support Fund</li> </ul> |

|                                                               |                                                                                                                      |                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Councillor Briefing<br/><b>1 March 2016</b></p>            | <p>Crs Ansett, Ellis, Farrell, Fisher, Harwood, Heagney, Irvine, E Kontelj, Macdonald, Murrihy, Nelson, Richards</p> | <p>W Tieppo (GM)<br/>S Cavanagh (A/GM)<br/>B Luxford (GM)<br/>P Bettess (GM)<br/>J Brown (MGR)<br/>S Bentley (MGR)<br/>R Thomas (MGR)<br/>M Kelly (MGR)<br/>A Ross (CO ORD)<br/>R Bourke (CO ORD)</p> | <p><i>Items Discussed:</i></p> <ul style="list-style-type: none"> <li>Financial Management Quarterly Report</li> <li>Corporate Risk Profile Update as at December 2015</li> <li>Caretaker Policy Election Period and General Signage (including Electoral Advertising Signs) on Council Road Reserves and Land</li> <li>Amendment C262 – Public Acquisition Overlay to 28 Malop Street, Geelong – Consideration of Submissions</li> <li>Geelong Waterfront – Safe Harbour Precinct Project</li> <li>Review of the Additional bin Services for the Residential Recycling and Waste Collection Service</li> </ul> <p><i>Items Not Discussed:</i></p> <ul style="list-style-type: none"> <li>Community Grants Program 2015/16 – Summary of Allocations 1 July 2015 to 31 December 2015</li> <li>Pioneer Road, Grovedale – Proposed Footpath Construction SRC344 – Intention to Declare</li> <li>Roslyn Road, Highton – Proposed Footpath Construction SRC346 – Intention to Declare</li> <li>Bushfire Protection Exemption – Request for Ministerial Review</li> <li>Councillor Portfolios 2016</li> <li>Councillor Committee Representation 2016</li> <li>City Plan 2013-2017 Progress Report to 31 December 2015</li> <li>Boundary Realignment – Fyansford and Herne Hill</li> </ul> | <ul style="list-style-type: none"> <li>Cr Heagney declared an Indirect Conflict in Amendment C262 – Public Acquisition Overlay to 28 Malop Street, Geelong – Consideration of Submissions and left the meeting room prior to discussion.</li> </ul>                  |
| <p>Budget Review Session<br/>No 2<br/><b>7 March 2016</b></p> | <p>Crs Lyons, Ellis, Farrell, Fisher, Harwood, Heagney, Irvine, E Kontelj, Murrihy, Macdonald, Nelson, Richards</p>  | <p>K Spiller (CEO)<br/>S Cavanagh (A/GM)<br/>W Tieppo (GM)<br/>L Quinn (GM)<br/>P Bettess (GM)<br/>P Luxford (GM)<br/>M Kelly (MGR)<br/>K Fulton (CO ORD)<br/>M Kuhn (MGR)</p>                        | <ul style="list-style-type: none"> <li>Review of items from previous meeting 23/2/16</li> <li>Summary of Funding Position – Mandatory &amp; Non Mandatory Projects</li> <li>Project Prioritisation System</li> <li>Alternative Funding Sources</li> <li>Other</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Crs Heagney &amp; Lyons declared conflicts in McLarty Place and left the meeting room prior to discussion.</li> <li>Cr Heagney declared a conflict re the Saleyards and left the meeting room prior to discussion.</li> </ul> |

|                                           |                                                                                                                          |                 |                                                                                              |                                                        |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Strategic Workshop<br><b>8 March 2016</b> | Crs Lyons, Ansett, Ellis,<br>Farrell, Fisher, Harwood,<br>Heagney, Irvine, E Kontelj,<br>Murrihy, Macdonald,<br>Richards | K Spiller (CEO) | <ul style="list-style-type: none"> <li>Developing the Councillor Code of Conduct.</li> </ul> | <ul style="list-style-type: none"> <li>Nil.</li> </ul> |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------|

## **PLANNING DELEGATIONS – FEBRUARY 2016**

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| <b>Portfolio:</b>       | <b>Planning - Cr Heagney</b>                     |
| <b>Source:</b>          | <b>Planning &amp; Tourism - City Development</b> |
| <b>General Manager:</b> | <b>Peter Bettess</b>                             |
| <b>Index Reference:</b> | <b>Delegation</b>                                |

### **Summary**

- Section 98 of the Local Government Act 1989 and section 188 of the Planning and Environment Act 1987 empower Council to delegate its powers, duties and functions under relevant legislation to members of Council staff.
- Council may also delegate to committees comprising Councillors and staff or a combination of both, pursuant to sections 86 and 87 of the Local Government Act and section 188 of the Planning and Environment Act.
- At its meeting on 13 March 2007 Council established a Planning Committee and a Development Hearings Panel with delegated powers to determine upon any development applications which have been the subject of an objection or in circumstances where officers have recommended refusal of the application.
- At its meeting on 23 September 2008 Council adopted a recommendation to allow Officers (restricted to Manager, Coordinator and Team Leader level) the ability to consider and approve applications with five or less objections.
- The appendix to this report contains a schedule of all applications determined under these delegations.

**Cr Fisher moved, Cr Ellis seconded -**

**That the information be received.**

**Carried.**

# PLANNING DECISIONS REPORT - FEBRUARY 2016

| App Number | Location                                        | Application Type                                                                                                                                                                         | Decision Date | Description                        | Authority Description      |
|------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------|----------------------------|
| 1161/2015  | 33 Roebuck Street,<br>NEWTOWN VIC 3220          | Demolition of a Dwelling and Construction of an Outbuilding Associated with a Dwelling Including a Spa, Deck, Fence and Vehicle Crossing                                                 | 19/2/2016     | Refusal to Grant a Planning Permit | Development Hearings Panel |
| 1200/2015  | 25 Avalon Road, AVALON<br>VIC 3212              | Retrospective approval for Truck Contractors Depot and Storage                                                                                                                           | 5/2/2016      | Refusal to Grant a Planning Permit | Development Hearings Panel |
| 1291/2015  | 25 Waiora Avenue,<br>HAMLYN HEIGHTS VIC 3215    | Construction of Three (3) Dwellings and Subdivision of the Land into Three (3) Lots                                                                                                      | 5/2/2016      | NOD - Planning Permit              | Development Hearings Panel |
| 55/2015    | 312 Bellerine Street,<br>SOUTH GEELONG VIC 3220 | Buildings and Works for the Construction of Two (2) Dwellings and Two (2) Lot Subdivision                                                                                                | 4/2/2016      | Permit Issued                      | VCAT                       |
| 870/2015   | 14 Grandview Parade,<br>BARWON HEADS VIC 3227   | Demolition, Development for Three Dwellings and a Three (3) Lot Subdivision                                                                                                              | 17/2/2016     | No Appeal Lodged Permit Issued     | Development Hearings Panel |
| 923/2014   | 5 Cogens Place,<br>GEELONG VIC 3220             | Demolition, buildings and works under the heritage overlay, construction of a dwelling on a lot less than 300m2 in the residential growth zone and reduction in car parking requirements | 23/2/2016     | Permit Issued                      | VCAT                       |
| 1097/2015  | 35 Baker Street, OCEAN<br>GROVE VIC 3226        | Construction of Two Double Storey Dwellings Exceeding 7.5 metres in Height and Two Lot Subdivision                                                                                       | 23-Feb-2016   | NOD - Delegate                     | Objectors - 1              |
| 1106/2015  | 57 West Fyans Street,<br>NEWTOWN VIC 3220       | Buildings and Works Associated with the Construction of an Office and Reduction of Car Parking Requirements                                                                              | 1-Feb-2016    | NOD - Delegate                     | Objectors - 1              |
| 1114/2015  | 7 Herd Road, BELMONT<br>VIC 3216                | Construction of Three (3) Dwellings and a Three (3) Lot Subdivision                                                                                                                      | 9-Feb-2016    | NOD - Delegate                     | Objectors - 2              |
| 1171/2015  | 24 Mt Pleasant Road,<br>BELMONT VIC 3216        | Demolition of Existing Dwelling, Front Fence and Outbuildings and Construction of Two (2) Dwellings, Two (2) Garages, Front Fence and Two (2) Lot Subdivision                            | 25-Feb-2016   | NOD - Delegate                     | Objectors - 1              |
| 1205/2015  | 409 The Esplanade, ST<br>LEONARDS VIC 3223      | Two (2) Lot Subdivision and Creation of Carriageway Easement                                                                                                                             | 29-Feb-2016   | NOD - Delegate                     | Objectors - 1              |

|           |                                                    |                                                                                                                                                                                                                                         |             |                |               |
|-----------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|---------------|
| 1225/2015 | 1/216 Torquay Road,<br>GROVEDALE VIC 3216          | Use the Land for a Medical Centre, Reduction<br>in Car Parking Requirement and Alteration to<br>Access to a Road in Road Zone Category 1                                                                                                | 26-Feb-2016 | NOD - Delegate | Objectors - 4 |
| 1293/2015 | 32 Latrobe Boulevard,<br>SOUTH GEELONG VIC<br>3220 | Erection and Display of a Floodlit Major<br>Promotion Sign                                                                                                                                                                              | 5-Feb-2016  | NOD - Delegate | Objectors - 1 |
| 1323/2015 | 73 Corinella Street, BELL<br>POST HILL VIC 3215    | Construction of a Second Dwelling and<br>Subdivision of the Land into Two (2) Lots                                                                                                                                                      | 16-Feb-2016 | NOD - Delegate | Objectors - 1 |
| 1340/2015 | 8 Driftwood Street, OCEAN<br>GROVE VIC 3226        | Buildings and Works for Construction of Two<br>(2) Dwellings and a Two (2) Lot Subdivision                                                                                                                                              | 17-Feb-2016 | NOD - Delegate | Objectors - 0 |
|           | 8 Driftwood Street, OCEAN<br>GROVE VIC 3226        | Buildings and Works for Construction of Two<br>(2) Dwellings and a Two (2) Lot Subdivision                                                                                                                                              | 19-Feb-2016 | NOD - Delegate | Objectors - 0 |
| 1352/2015 | 97 The Terrace, OCEAN<br>GROVE VIC 3226            | Construction of a Three (3) Storey Building<br>over 7.5m in Height Above Natural Ground<br>Level containing Ten (10) Dwellings and a<br>Basement Car Park, a Ten (10) Lot<br>Subdivision & a Reduction of Two (2) Visitor<br>Car Spaces | 26-Feb-2016 | NOD - Delegate | Objectors - 4 |
| 1363/2015 | 22-30 Horseshoe Bend<br>Road, MARSHALL VIC<br>3216 | Change of Use to Contractor's Depot                                                                                                                                                                                                     | 8-Feb-2016  | NOD - Delegate | Objectors - 3 |
| 1508/2015 | 156 Kilgour Street,<br>GEELONG VIC 3220            | Partial Demolition, Buildings and Works for<br>Alterations and Extension to a Dwelling in a<br>Heritage Overlay                                                                                                                         | 10-Feb-2016 | NOD - Delegate | Objectors - 2 |
| 1538/2015 | 2 Balmoral Crescent,<br>RIPPLESIDE VIC 3215        | Demolition of Dwelling, Garage and Front<br>Fence, Buildings and Works Associated with<br>the Construction of a New Dwelling,<br>Swimming Pool, Spa, Deck and Front Fence                                                               | 16-Feb-2016 | NOD - Delegate | Objectors - 1 |
| 1572/2015 | 42 Grieve Avenue,<br>INDENTED HEAD VIC<br>3223     | Construct Dwelling over 7.5m in Height                                                                                                                                                                                                  | 15-Feb-2016 | NOD - Delegate | Objectors - 2 |
| 1614/2015 | 9 Melrose Avenue,<br>HIGHTON VIC 3216              | Construction of Two Double Storey Dwellings<br>and 2 Lot Subdivision                                                                                                                                                                    | 29-Feb-2016 | NOD - Delegate | Objectors - 5 |

|           |                                           |                                                                                                                                           |             |                |               |
|-----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|---------------|
| 1615/2015 | 45-47 Bruce Street, BELL<br>PARK VIC 3215 | Construction of Six Dwellings and a Six Lot<br>Subdivision                                                                                | 26-Feb-2016 | NOD - Delegate | Objectors - 2 |
| 1640/2015 | 45 Lonsdale Street,<br>GEELONG VIC 3220   | Construct Two Dwellings                                                                                                                   | 25-Feb-2016 | NOD - Delegate | Objectors - 1 |
| 532/2015  | 16 Lunan Avenue,<br>DRUMCONDRA VIC 3215   | Demolition of Dwelling, Fence and<br>Outbuildings and Construction of a Dwelling,<br>Garage, Gym and Front Fence in a Heritage<br>Overlay | 25-Feb-2016 | NOD - Delegate | Objectors - 2 |
| 572/2015  | 8 Francis Avenue,<br>NEWCOMB VIC 3219     | Construction of Two (2) Dwellings and Two<br>(2) Lot Subdivision                                                                          | 12-Feb-2016 | NOD - Delegate | Objectors - 1 |
| 956/2015  | 42 Shackleton Street,<br>BELMONT VIC 3216 | Development of the Land for Two (2)<br>Dwellings and Two (2) Lot Subdivision                                                              | 19-Feb-2016 | NOD - Delegate | Objectors - 1 |

**CLOSE OF MEETING:**

As there was no further business the meeting closed at 11.01pm. Tuesday, 15 March 2016.

**Signed:** \_\_\_\_\_  
**Chairperson**

**Date of Confirmation:** \_\_\_\_\_