

MINUTES

SPECIAL MEETING OF COUNCIL

Wednesday, 2 August 2017

Held at the
Council Conference and Reception Centre
City Hall, Little Malop Street, Geelong
commencing at 6.30p.m.

ADMINISTRATORS:

Dr Kathy Alexander (Chair)
Laurinda Gardner
Peter Dorling

SECTION A - PROCEDURAL MATTERS

- Acknowledgements
- Declarations of Conflicts of Interest
- Question Time

SECTION B – REPORTS

1. Sustainable Agribusiness Strategy for the G21 Region
2. Geelong Saleyards
3. Trudy Moritz City Learning and Care Centre
4. Osborne House Briefing
5. New Council Meeting Procedures Local Law
6. Public Question and Submission Time Policy
7. Council Election Period Policy

**MINUTES OF THE SPECIAL MEETING
OF THE GREATER GEELONG CITY COUNCIL
HELD AT THE COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL, LITTLE MALOP STREET, GEELONG
WEDNESDAY, 2 AUGUST 2017
COMMENCING AT 6.30P.M.**

PRESENT: Dr K Alexander (Chair), L Gardner, P Dorling

Also present: B Luxford (Acting Chief Executive Officer), P Bettess (Director Manager Planning and Development), R Grant (Acting Director Investment & Attraction), P Godfrey (Acting Director City Services), F Reidy (Acting Director Community Life), J Moloney (Director Finance & Strategy), A Miller (Acting Executive Manager People & Organisation), R Leonard (Snr Manager Legal Services & Governance), J Naughton (Governance Co ordinator)

OPENING: The Chair declared the meeting open at 6.30pm

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.

APOLOGIES: K Spiller (Chief Executive Officer)

DECLARATIONS OF CONFLICTS OF INTEREST: Nil.

ADDITIONAL REPORTS:

L Gardner moved, P Dorling seconded -

That two additional reports, Trudy Moritz City Learning and Care Centre and Osborne House Briefing, be considered at this evening's Special Meeting of Council.

Carried.

ACKNOWLEDGEMENT - RESIGNATION:

On behalf of Council Kathy Alexander acknowledged the resignation of Peter Bettess, Director Planning and Development. Peter's achievements since his commencement with the City seven years ago include facilitating the former Geelong Course redevelopment; Vision2; G21 Regional Growth Plan and Implementation Plan; planning for growth areas; establishing Enterprise Geelong; advocating for the establishment of Tourism Greater Geelong and the Bellarine; establishing the Central Geelong Task Force and the Central Geelong Action Plan; and implementing new residential zones and the Central Geelong activity centre zone.

Kathy congratulated Peter on his achievements and thanked him for the assistance he provided to the Administrators during their term in office.

QUESTION TIME:

Dr Kathy Alexander acknowledged a number of questions which were submitted during the past two days relating to items on this evening's agenda.

The questions submitted have all related to either the Agribusiness Strategy or the Geelong Saleyards. We have reviewed the questions submitted in relation to these two items and are able to say that the questions do not raise issues which have not previously been raised or considered by us, with one exception raised by both Fiona Conroy and Alison Williams, which I will answer.

Questions submitted in relation to items on this evening's agenda will be referred to the appropriate Council officer and a response will be promptly provided.

It is important to highlight that both the Agribusiness Strategy and issues relating to the operation of the Geelong Saleyards have been the subject of extensive community consultation. The details of the nature and extent of the formal consultation is outlined in the reports before us tonight. There have also been many informal opportunities for questions to be asked and answered, particularly at previous Council meetings and Community Engagement Meetings.

I will now answer Fiona and Alison's new question because I believe it is important to provide the facts and call attention to what I feel is unfair and incorrect accusations that questions the integrity of a person who volunteered his time to provide necessary advice.

Questions:

Why do the Administrators accept advice on costings to repair the cattle yards which are based on information from a livestock agent who closely advised a Council officer, when this stock agent had written to the Administrators in May stating he did not support the re-opening of the cattle yards at the Geelong Saleyards?

Kathy Alexander responded our costings were undertaken by Zinc, an independent quantity surveyor. I believe your question refers to the advice we sought from our stock agent member in relation to drafting a design of the cattle yards for costing by Zinc.

We have taken advice from a number of people on the Advisory Committee in relation to the draft design to be costed, including Ian Kelly, yourself and the whole Advisory Committee, despite the fact that Ian, yourself and other members of the Advisory Committee have made your positions on your preferred use of the Saleyards known to us in writing and in person.

I will remind you of the process in relation to the draft design:

- *Ian Kelly advised the officers that 80 pens were needed and provided a draft design that he believed would meet the needs of the farmers.*
- *The Ian Kelly draft design was reviewed by our Saleyards supervisor, Melinda and our stock agent member, whose perspective on the Saleyards Committee, as an agent, was required to advise that the operational needs were able to be met by the draft design. This group agreed that holding pens would also be needed and these were added to the draft design.*
- *This next draft of the design was sent out to the Advisory Committee for review and, on the basis of the Advisory Committee's comments, a further draft design with a smaller number of yards was agreed.*

Whilst the agent provided his perspective on the draft design, in the end, the draft design to be costed by Zinc was a decision of the Sale Yards Advisory Committee. His advice was perfectly valid in relation to the operational aspects of the Geelong Saleyards.

The terms of reference of the Advisory Committee are limited to that aspect, not in relation to whether or not the Geelong Sale Yards should close because almost all members of the Advisory Committee would, by definition, have a conflict of interest on that matter, including yourself.

This stock agent was a council appointed member of the Saleyards Advisory Committee and at no point declared this conflict of interest – as required in the committee’s terms of reference?

The stock agent applied for the position and was the only stock agent to do so. It was considered important and appropriate that the saleyards advisory committee should have an agent on it (as you, yourself, advised at the time) and so the appointment was made as was yours and all members of the SYAC. We do not believe that the agent had a conflict of interest in relation to the terms of reference of the Advisory Committee.

The terms of reference of the Advisory Committee were limited to the operations of the sale yards, not to advise whether or not the Geelong Sale Yards should close.

This stock agent operates at the Colac saleyards and has a vested interest in the Colac saleyards as referred to in the recently released “Preparing for Change” report which states, “The existing COS Saleyard Livestock Agents have a vested interest in the on-going success of the COS Saleyards”?

I am concerned that you have taken the sentence from the Preparing for Change report completely out of context. It was commissioned by Colac and Geelong and was in reference to any agent’s likely interest in the success of Colac if Geelong were to close. It is quite wrong and defamatory to portray this sentence out of context as if it were proof of dishonesty of any particular party.

Furthermore, all participants of the Advisory Committee have an interest in a range of issues related to the sale yards (eg. it could be argued that you and other local farmers, Ramon Clark, and Ray Goodman all have an interest in maintaining the status quo for your own locational convenience and that Stuart McLean has an interest, as the president/chairman of the Australian Live Stock Sale Yards Association, in maintaining the largest number of sale yards for the benefit of the Association). None of these interests are in conflict with the terms of reference of the Advisory Committee. The fact that the people who are members of the Sale Yards Advisory Committee all have “vested” interests underpinned our decision that the terms of reference of the Committee were limited to advising on the operational aspects of the Geelong Saleyards and did not relate to any decision about whether it should be closed or remain open. That decision was always the Council’s decision alone and was to be based on the independent marketing analysis, the Agribusiness strategy, the costs to repair the saleyards to an acceptable level based on the draft design agreed with the Advisory Committee, and the views of various stakeholders.

Kathy Alexander added the answer was long but felt the response was needed to set the record straight about a person who you have publicly accused and who has worked very hard to support you with no financial gain.

1. SUSTAINABLE AGRIBUSINESS STRATEGY FOR THE G21 REGION

Source: Investment and Attraction – Enterprise Geelong
Director: Brett Luxford
Index Reference: SUB-16-1606 Economic Development - Industry - Agribusiness

Purpose

To recommend the endorsement of the Sustainable Agribusiness Strategy (2017 – 2022) for the G21 Region.

Background

Agribusiness is a major industry in the G21 region and has the potential to drive further investment and employment. The Sustainable Agribusiness Strategy for the G21 Region has been developed to identify the opportunities to support and grow the agribusiness industry. The development of the strategy has been led by the City of Greater Geelong with significant input through both a Project Control Group and key stakeholders.

Key Issues

- The G21 region has a proud history in agribusiness. The diversity of the industry, and the breadth and depth of its sectors is one of its strengths. A rapidly growing population and a large visitor economy means that our regional landscape is changing and thus, so is the industry.
- The strategy is designed to facilitate growth in the sector to add vitality and employment opportunities in the region.
- The strategy seeks to provide a framework that will guide both government and private sector investment decisions on how best to assist the ongoing growth and development of the agribusiness industry.
- The draft strategy has been informed by significant stakeholder consultation with peak agribusiness bodies, business both large and small, industry experts and government agencies.
- A draft strategy was released to the public for comment and twenty four submissions were received
- Four themes have been identified with clear objectives and action plans to support the industry:
 - Grow our markets
 - Develop our people and their businesses
 - Encourage innovation and collaboration
 - Build enabling infrastructure.

L Gardner moved, P Dorling seconded -

That Council:

- 1) endorses the Sustainable Agribusiness Strategy (2017-2022) for the G21 Region (Attachment 2); and**
- 2) proceeds immediately with strategies 19 and 20 and the related actions.**

Carried.

Attachment 1

Discussion

The Sustainable Agribusiness Strategy for the G21 Region has been prepared recognising agribusiness is an important driver of the G21 economy, and also in the recognition that there are a number local government strategies in place, a state government food and fibre plan, and current agribusiness initiatives underway.

The strategy has identified that the G21 region has the opportunity to build on the current agribusiness industry strengths to grow its profile and support growth in the value of, and employment in, the industry.

The Sustainable Agribusiness Strategy for the G21 Region is intended to compliment other strategies, plans and current activities in the agribusiness sector in the G21 region.

Some key considerations for agribusiness in the G21 region are highlighted below:

- The sector produces \$1.091bn of value-add (value of output less expenditure) and employs 8,600 people across the supply chain.
- \$753m of this value-add and 5,800 of the jobs are generated beyond the farm-gate. Thus, agribusiness in the G21 region is dominated by businesses (approx. 70%) who provide inputs, process or wholesale farm production from both within the region and from right across south-eastern Australia.
- Agribusiness is diverse industry with jobs spread across a wide diversity of sectors. Processing e.g. bakery products, smallgoods, red meat (sheep and beef) and dairy account for the majority of jobs (approx. 60%) and value add.
- The mix of employment between the primary production and processing functions varies by sector, with employment in the sheep and beef sector being mostly primary production, and employment within the forestry, chicken meat and wine sectors being mostly in the processing sector.
- The grains industry has a significant number of jobs in wholesaling (approx. 34%), reflecting a strong transport, storage and logistics function.
- The industry is witnessing continual growth in the divergence of farm size, which is driven by an increasing number of lifestyle farms at one end, and the growth of the intensive animal industries at the other end.
- While, livestock and grain farms occupy 80% of the agricultural land in the region, there has been a reduction in the area devoted to livestock and dairy over a ten year period to 2011, and an increase in the area devoted to cropping and intensive livestock industries.
- The G21 region has a number of competitive advantages it can build on; including established businesses, access to markets, land availability, good climate, quality produce, innovative businesses, and a skilled workforce.
- The G21 region also has a number of challenges to overcome including limited collaboration across the industry, cost of compliance in the intensive animal industry operations, under developed reputation as a significant wine and food region relative to other regions, cost of access to the Melbourne container port, and land use conflict.

While the industry is experiencing a growth in small businesses (less than \$50k annual turnover), these businesses currently contribute only 5% of the employment and value add.

At the other end of the scale the larger business (Greater than \$1m annual turnover) represent 5% of the businesses contributing approximately 45% of the value add and employment.

Agribusiness is a key plank in the region's offer to the visitor economy through the combination of food, wine and related experiences it provides. This is achieved via local cafes, wineries, providores, and farm-gate experiences as well as the agricultural landscapes.

The strategies and actions developed in the Sustainable Agribusiness Strategy for the G21 Region reflect the changing nature of the industry. They look to take advantage of the growth of small producers and agritourism by providing a focus on industry collaboration, support for access to markets, building capacity, and the promotion of local produce and the industry.

The strategy recognises the importance of ensuring the right infrastructure (access to port, water and roads) planning policies, and collaborative networks are in place to support the large producers, processors, wholesalers, small producers and agritourism businesses

Financial Implications

\$65,000 has been allocated in 2017/18 budget to support actions arising from the G21 Sustainable Agribusiness Draft Strategy.

The total budget to undertake the Sustainable Agribusiness Strategy for the G21 Region was \$130,000. These costs have been shared across the following agencies:

- City of Greater Geelong \$75,000
- G21 \$30,000
- Regional Development Australia \$25,000

Stakeholder Consultation and Communication

Extensive consultation, including a series of workshops, was undertaken to inform, develop and test the Sustainable Agribusiness Strategy for the G21 Region with business, peak bodies, key stakeholders and government agencies.

A Project Control Group (PCG) was also formed to oversee the development of the strategy. A list of those consulted and the PCG members is detailed in Appendix 1.

Targeted workshops were completed to test and seek feedback to the Sustainable Agribusiness Strategy for the G21 Region. These workshops include:

- Geelong processors – *Geelong Manufacturing Council*
- Colac processors – *Colac Otway Shire*
- Otway Harvest Trail – *Colac Otway Shire*
- G21: Council Strategic Planning Officers – *City of Greater Geelong*
- Small businesses - *G21 Agribusiness Forum*
- Small businesses – *Surf Coast Shire*
- Intensive sector – *Golden Plains Shire*
- Project Control Group - *City of Greater Geelong*
- Farmers - *City of Greater Geelong and Victorian Farmers Federation*

(Note: organisations in italics are the hosts/organisers of the targeted workshops).

Twenty four submissions were received to the draft strategy following the public consultation period and updates to the strategy have been incorporated into the strategy as agreed by the PCG. The consolidated feedback and the responses can be found at Appendix 2.

Policy/Legal/Statutory Implications

There are no Policy, Legal or Statutory implications.

Alignment to City Plan

The report supports the *Growing the Economy* and *How We Do Business* strategic directions of the City Plan.

The nature of the industry is changing and the use of technology is becoming a key element of developing and maintaining a sustainable business in the sector. The G21 Agribusiness Forum are developing projects through their Agribusiness Innovation Roadmap which are supported through this strategy. This links closely with the 'Our Future' vision for a '*Clever and Creative*' future.

Conflict of Interest

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

Risk Assessment

There are no inherent risks associated with Sustainable Agribusiness Strategy for the G21 Region.

Environmental Implications

There are no environmental considerations with releasing the Sustainable Agribusiness Strategy for the G21 Region.

Attachment 2

Sustainable Agribusiness Strategy for the G21 Region 2017 - 2022



28 July 2017

Sustainable Agribusiness Strategy for the G21 Region 2017 - 2022

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Document review and authorisation

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6.0	FINAL	28/7/17	T. Ellis	B. Luxford	T. Carmichael	B. Luxford	T. Ellis, COGG	1 (e)

Note: (e) after number of copies indicates electronic distribution

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1 Why agribusiness?

1.1 A proud history

The G21 Region has a proud history in agribusiness. The wool stores on the Geelong waterfront are a reminder of Geelong's pre-eminent role in a previous era when Australia "*rode on the sheep's back*". The fact that these buildings now house a modern and internationally recognised university is evidence of the profound changes that have occurred in our regional economy since that time.

Like Geelong and its waterfront, agribusiness in our region has changed enormously since the wool stores were active. The region now boasts a huge diversity of production; including grain, beef, lamb, wool, dairy, chicken, pork, viticulture, floriculture and other horticultural products; and a thriving transport and logistics sector, food processing sector, farm inputs sector, agritourism sector, and research, education and service sector. These "*post farm-gate*" sectors not only service the regional agricultural production sector, but also the agricultural production sector of a large part of south eastern Australia.

The diversity of the industry and the breadth and depth of its sectors is one of its key strengths. A rapidly growing population and a large visitor economy means that our regional landscape is changing and so is our industry. These changes present a unique set of opportunities and challenges for the future, which we want to harness and utilise to facilitate growth of the industry.

1.2 Facilitating growth

The purpose of the strategy is to provide a framework that will guide both government and private sector investment decisions on how best to assist ongoing growth and development of the agribusiness sector.

Thus, the strategy is designed to facilitate growth. Growth in output, income, value-add, exports and local sales. A growing industry will add vitality to our region and provide new and exciting jobs for our community.

1.3 What is agribusiness?

Agribusiness is more than just farming. Farming is one step in a supply chain that includes:

- The **inputs** into agriculture, such as agronomists, chemical suppliers, machinery companies and transport to name just a few.
- **Primary production**, or farming, including forestry, aquaculture and fisheries.
- **Manufacturing** activities that process the primary products, such as abattoirs, milk factories, wineries, food manufacturers and sawmills.
- **Wholesaling** the primary, or processed products, such as grain storage and export through the Port of Geelong.

Agribusiness is also a significant contributor to our **visitor economy**, with our rural landscapes, wineries, harvest trails, farmers' markets and small scale food producers contributing enormously to the attraction of the region to our large number of domestic and international visitors.

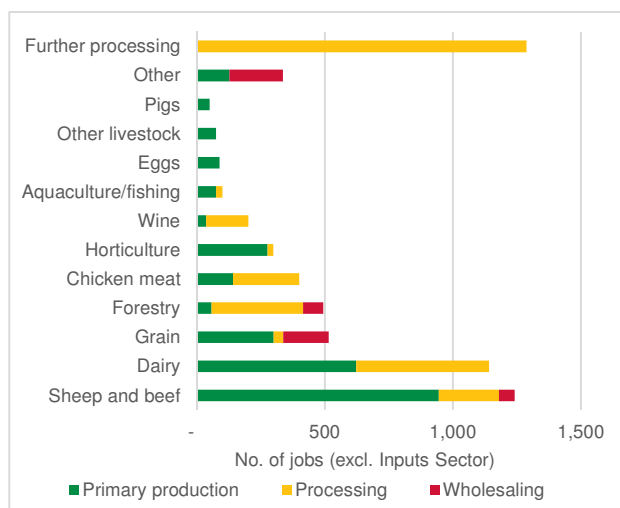
2 A significant industry in G21

2.1 A billion-dollar industry

Agribusiness in the G21 Region produces \$1,091 million of value-add and directly employs 8,600 people across the supply chain. \$753 million of this value-add and 5,800 of the jobs are generated beyond the farm-gate. Thus, agribusiness in the G21 region is dominated (approx. 70%) by businesses that support, process or wholesale farm production from both within the region and from right across south-eastern Australia. This does not include its contribution to the visitor economy and other service sectors, e.g. finance and insurance.

Sector	Value-add	Jobs
Inputs	\$326 M	2,400
Farming	\$338 M	2,800
Processing	\$371 M	2,900
Wholesale	\$56 M	500
Total Agribusiness	\$1,091 M	8,600
% of G21 Region	8.4%	8.7%

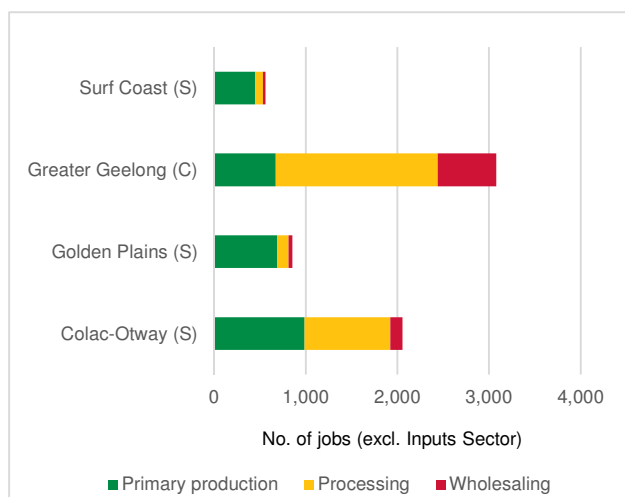
2.2 A diverse industry



Agribusiness in the G21 Region is a diverse industry with jobs spread across a wide diversity of sectors. Further processing (e.g. bakery products, smallgoods), red meat (sheep and beef) and dairy account for most jobs (approx. 60%). The mix of employment between the primary production and processing functions varies by sector, with employment in the sheep and beef sector being mostly primary production, and employment within the forestry, chicken meat and wine sectors being mostly in the processing sector. The grains industry has a significant number of jobs in wholesaling (approx. 34%), reflecting a strong transport, storage and logistics function, especially around the Port.

2.3 An urban based processing industry

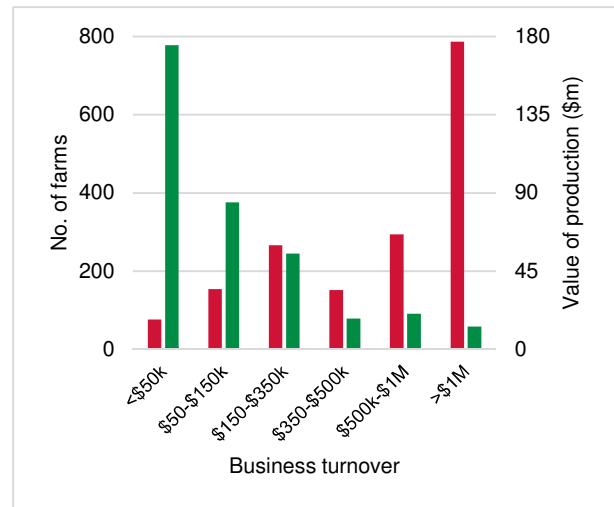
Agribusiness processing in the G21 Region is largely based in the urban areas of Geelong and Colac. Processing and wholesaling dominates (approx. 78%) agribusiness employment in the City of Greater Geelong, whilst the split between pre-farm-gate (48%) and post farm-gate (52%) in Colac-Otway Shire is much more even. There is only a small amount of processing and wholesaling in Surf Coast and Golden Plains Shires and, as a result, the total number of jobs in agribusiness is far less, and dominated by primary production.



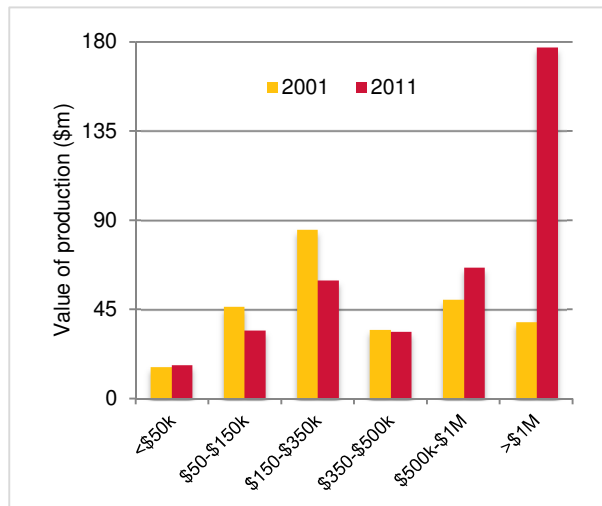
3 A diverse and changing landscape

3.1 A wide divergence in farm scale

The farming landscape in the G21 Region has changed enormously and continues to change. There is a wide divergence in farm scale in the region. 48% of farms have an annual turnover of less than \$50,000 each and, between them, only produce 4% of the total value of our primary production. Conversely, 4% of farms have an annual turnover greater than \$1 million each, but produce 45% of all value. In the middle, between these two extremes, is 48% of farms, which produce 51% of the value. Thus, our landscape is dominated by small farms, but the economy of our farm sector is dominated by a small number of large farms.



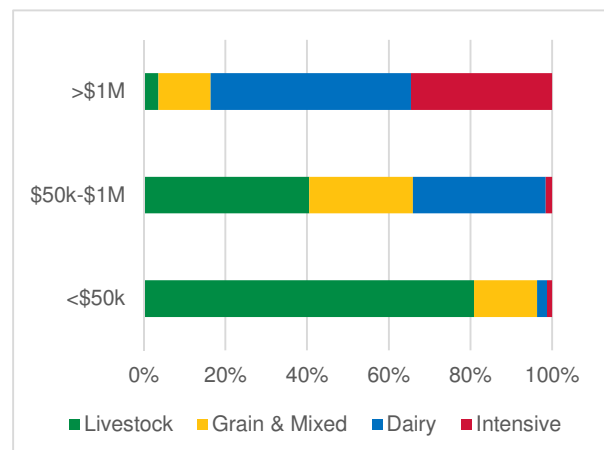
3.2 The divergence is growing



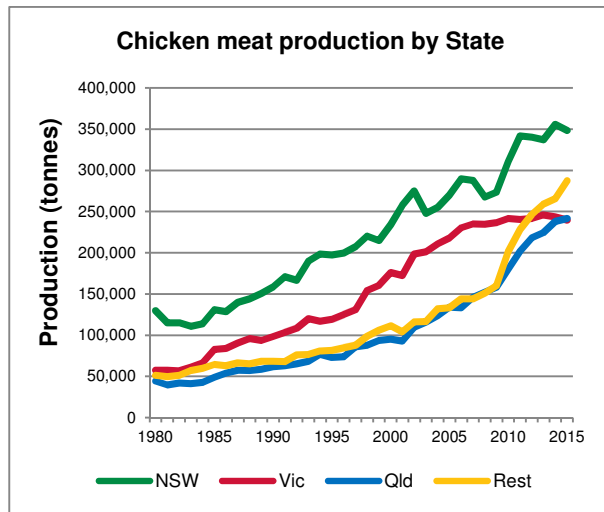
This divergence has grown and is expected to continue to grow in the future. The value of primary production generated by these large farms with over \$1 million of annual turnover grew more than fourfold in the decade between 2001 and 2011. At the other end of the scale, the number of small scale farms has grown over this time, particularly around Geelong, the Bellarine and in the hinterland of the Surf Coast, however their direct contribution to the value of primary production in the region has not changed. The contribution of our medium scale farms has declined by about 10%, from \$217 million to \$195 million, over that same period.

3.3 Their enterprises differ too

The divergence in farm scale also applies to the enterprises they run too. Our small-scale farms are dominated (81%) by livestock (i.e. cattle and sheep), whilst our large-scale farms are dominated by dairy (49%) in the south-west of the region and intensive animals (35%) in the north-west of the region. There is a much more even spread of livestock (41%), grain & mixed (25%) and dairy (33%) farms amongst our medium-scale farms, which is more representative of our traditional view of agricultural production in our region.

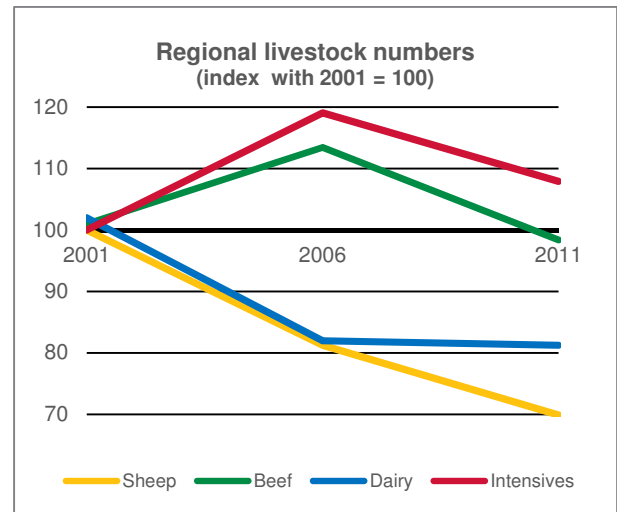


4 A few key trends



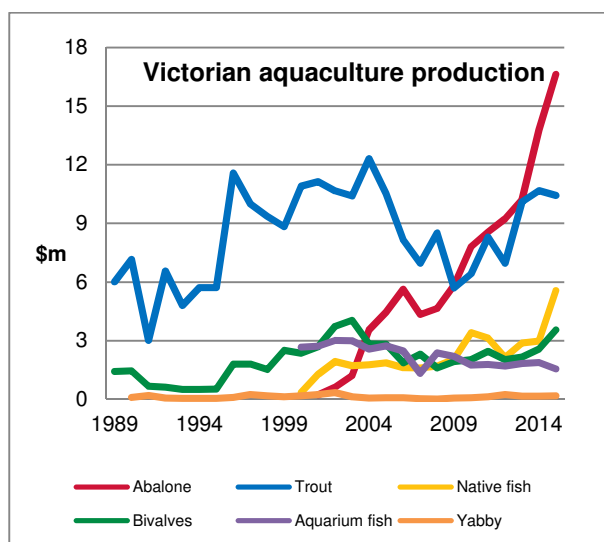
Chicken meat production is growing:

- National growth averages 4% p.a.
- Yet growth in Victoria has stalled since 2010
- Chicken meat production is one of our region's largest agribusiness sectors
- We need to support it, as it is significant element of the region's agribusiness industry



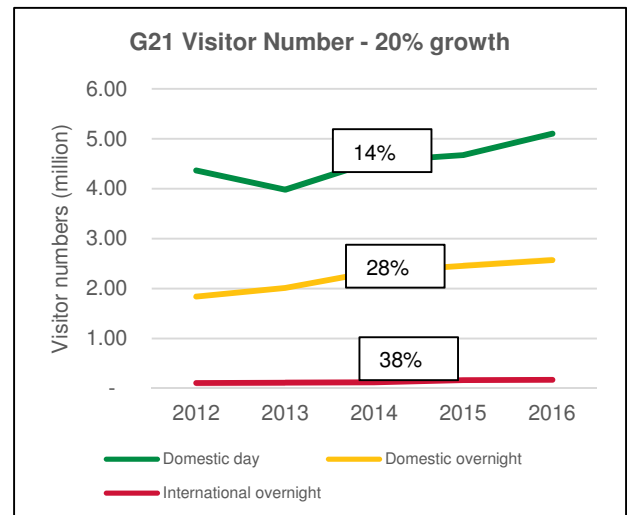
Our region's livestock industries have changed:

- The intensives (poultry and pork) have grown
- Sheep and dairy numbers have declined
- Beef numbers are stable at best
- More recent data (2015) on beef and sheep numbers for the Corangamite CMA region shows that these trends have continued



Victorian aquaculture production value by sector:

- Abalone dominates Victorian aquaculture and is the fastest growing aquaculture sector
- There is strong growth in native fish and bivalves also
- The G21 Region is well placed to take advantage of this growth



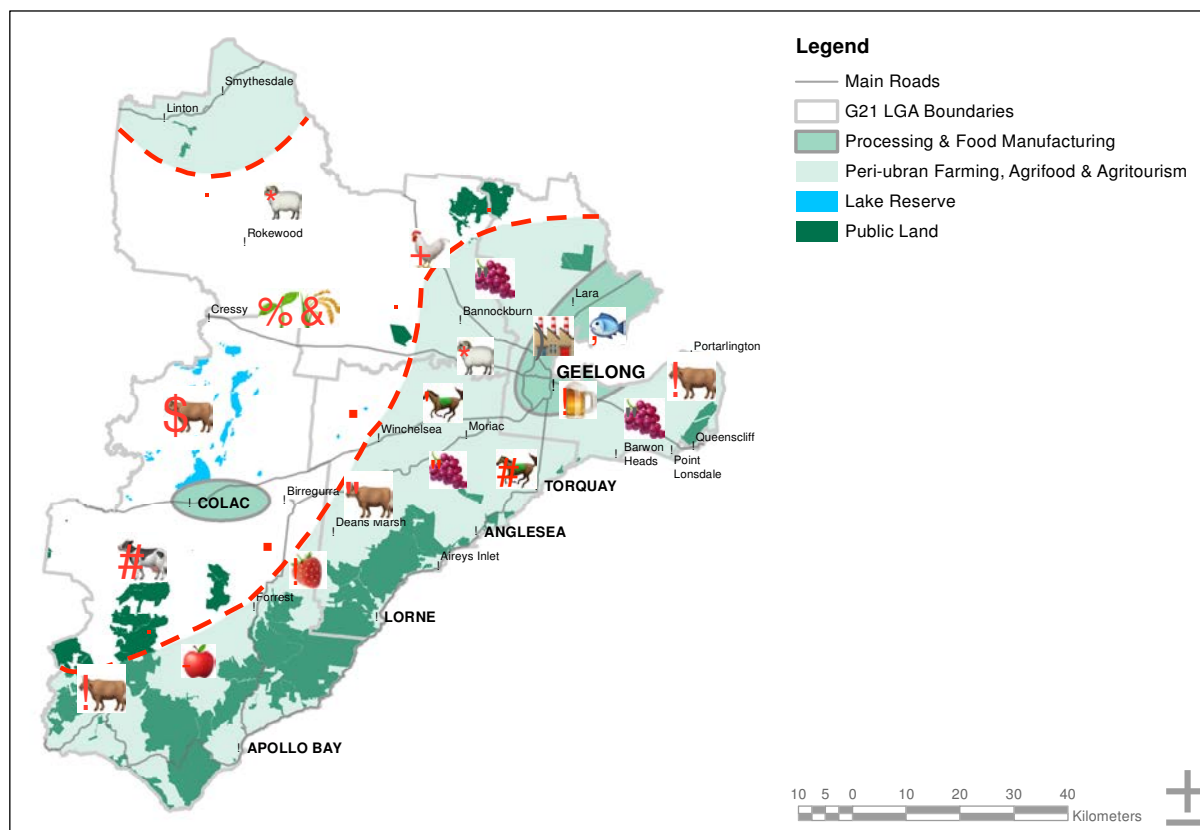
Visitor numbers to the G21 Region have grown:

- The region had 7.8 million visitors in 2016 – an increase of 20% since 2012
- 5.1 M (65%) were domestic day visitors and 2.6 M (33%) were domestic overnight visitors
- 2% of 176,000 were international visitors
- Our market is largely a domestic market, which is fertile ground for our food and wine.

5 Implications for the future

5.1 What our industry looks like

- A \$1 billion industry that is significant to the G21 economy and its community.
- Dominated (approx. 70%) by businesses that support, process, or wholesale farm production from both within the region and from right across south-eastern Australia.
- A diverse industry with jobs spread across a range of sectors, but most jobs (approx. 60%) are in further (or secondary) processing (e.g. bakery products, smallgoods), red meat (sheep and beef) and dairy.
- Spread across the region, but most of the jobs are in the City of Greater Geelong and Colac-Otway Shire because that is where most of the processors and wholesalers are based.
- Responsible for managing a diverse and changing landscape where a large number of small farms dominate the landscape, but a small number of large farms dominate the economy of the farm sector.
- Witnessing continual growth in the divergence of farm size, which is driven by an increasing number of lifestyle farms at one end and the growth of the intensive animal industries at the other end.
- A thriving service sector, especially around the large number of small farms, which are service hungry.
- A key plank in the region's offer to visitors is through the combination of food, wine and related experiences it provides through local cafes, wineries, providores, and farm-gate experiences as well as the agricultural landscapes.



As a result of the changes occurring in our industry, the Bellarine Peninsula and the hinterland of the Surf Coast and Otway Ranges are predominantly occupied by lifestyle farms and small agrifood or agritourism businesses, whilst production agriculture is largely confined to a shrinking area in the west of the region. The processing and wholesaling sectors of agribusiness are largely located within the urban areas of Geelong and Colac.

5.2 SWOT analysis

STRENGTHS	WEAKNESSES
▪ The diversity of the industry and the depth and breadth of its sectors ▪ Cheap land and shedding for processors compared with Melbourne ▪ A skilled manufacturing workforce ▪ A large and diverse visitor economy (GOR and the Bellarine) with a large number of visitors ▪ Water supply not constrained at present ▪ A diverse and growing intensive animal industry ▪ Diversity of land types and proximity of land to markets ▪ Growing local demand as the population grows ▪ Access to high quality, internationally renowned research and education providers, e.g. the Australian Animal Health Laboratory, Deakin University and Marcus Oldham College.	▪ A perceived lack of collaboration across the industry, a common goal and a clear strategy ▪ Cost of access to the Melbourne container port ▪ The ability of the existing housing supply to support workforce growth in centres outside of Geelong, e.g. Colac ▪ The low yield from visitors ▪ Low value agriculture priced out of the water market when water supply is constrained ▪ The compliance cost of establishing intensive animal industry operations ▪ Lack of reputation as a significant wine and food region relative to other regions ▪ Availability of capital for expansion and growth ▪ Availability of workers for expansion and growth
OPPORTUNITIES	THREATS
▪ Development of industry networks and great use of industry clusters – collaboration ▪ Freight hub in Geelong to reduce the cost of access to the Melbourne Port ▪ The development of the Bay West port and Avalon Airport ▪ Leverage the Great Ocean Road and visitor economy and grow the visitor yield ▪ Expansion of our food trails and farm gate sales businesses ▪ Pursue renewable, resilient and affordable energy systems ▪ Foster climate change resilience ▪ Use of recycled water from Black Rock and/or the Western Treatment Plant ▪ A collaborative approach with industry to facilitate further investment ▪ Greater connectivity between “growers” and local businesses ▪ Appropriate land use planning ▪ Extend local supply chains ▪ Sizeable investment is occurring as abalone farms expand to meet growing Asian and domestic demand ▪ Further growth and employment in the service sector, especially for small “lifestyle” farms, which are service hungry	▪ Lack of collaboration leads to the loss of opportunities and businesses ▪ Loss of logistics and freight industry to Melbourne ▪ The development of the new Melbourne Port at Hastings ▪ Retaining investment in the intensive animals’ industry ▪ Loss of intensive animal producers and processors to other regions or States ▪ Land use conflict in rural areas, i.e. residential or lifestyle vs commercial farming, and urban areas, i.e. residential encroachment on industrial areas ▪ High energy costs and concerns about security of supply ▪ Biosecurity

6 Strategic framework

6.1 A focus on collaboration

The opportunities and challenges facing the region's agribusiness industry requires a strategic response that builds on our existing knowledge and focuses on providing a framework that will guide decision-making and facilitate the growth and development of the sector.

The strategy does not seek to replace or duplicate the strategies, programs or plans of individual businesses, industry, organisations or government agencies within the region and at a State and National level. It focusses on those issues and actions that are within the control and influence of the key stakeholders that have collaborated to prepare this strategy.

It also is recognised that individual businesses will have their own goals and priorities and that the farm sector has its own industry development programs (e.g. WestVic Dairy, Southern Farming Systems). However, this is an industry-wide strategy for the region. It does not cover everything, but it does seek to focus on those things of value to us all, where our priorities overlap and there is advantage to be gained from everybody contributing and collaborating to achieve our objective.

6.2 Strategic priorities and goals

The strategy has five strategic priorities and goals. They are:

1. Grow our markets
 - Work together to grow our existing markets and initiate entry into new markets
2. Develop our people and their businesses
 - Build our people's capability to add value to their business, their industry and their region
3. Encourage innovation and collaboration
 - Create an environment that encourages innovation and collaboration across the supply chain to improve productivity and attract investment
4. Build enabling infrastructure
 - Co-operate and advocate at a regional level to ensure appropriate infrastructure investment to facilitate industry growth
5. Implement the strategy
 - To ensure the efficient, effective and transparent implementation of the Strategy

The fifth strategic priority is an enabling strategy. It responds to the overwhelming desire within the industry to see action. It recognises that there is more work to be done to ensure that the strategies and actions presented in the following pages are actually implemented and evaluated for their effectiveness. It should seek to leverage relevant strategies and programs at a regional, State and National level.

6.3 Priority 1 – Grow our markets

Goal: Work together to grow our existing markets and initiate entry into new markets.

Issues	Strategies	Actions
- We have one of the fastest growing markets within our region, due to the rapid growth of our population. - Geelong, The Bellarine and the Great Ocean Road also have very high levels of visitation, which provide an opportunity to expand our offerings to these visitors and promote our products to new markets, where these visitors come from. - Agribusiness is a key plank in the region's offer to visitors through the combination of food, wine and related experiences it provides through local cafes, wineries, providores, and farm-gate experiences, as well as the agricultural landscapes which underpin the physical experience our visitors enjoy. - Our processors, especially those that have significant sales within the region, also recognise the importance of growing visitation to the region and fostering greater expenditure by visitors. - There are also opportunities to pursue growth in domestic and export markets beyond our visitor economy, which require research, skills and investment. - Developing our "<i>reputation</i>" will be a key contributor to this growth, especially with food and wine. For example, "<i>Geelong</i>" does not have the reputation for wine that "<i>Yarra Valley</i>" or "<i>Mornington Peninsula</i>" have. - Therefore, building brand recognition will be a crucial ingredient for success in the market place, but we need to be smart. Regional branding may not be the answer, but support for group (e.g. <i>Bellarine Taste Trail</i>) and/or business (e.g. <i>Otway Pork</i>) branding may be a better investment.	1. Promote the value of the sector, its educational and career opportunities, and the potential for further investment to the regional community, government and the private sector.	1.1 Develop and maintain relevant collateral to promote the agribusiness industry in G21, including relevant case studies and the use of digital media. 1.2 Promote the range of agribusiness investment opportunities within the region to Invest Victoria, other relevant government agencies and the broader private sector.
	2. Promote the availability of quality local produce to the regional community.	2.1 Promote the presence of local producers, "food trails" and "farmers' markets" as a source of local fresh and quality produce.
	3. Grow the reputation of our food and wine in domestic and international markets.	3.1 Collaborate with the Regional Tourism Organisations, Geelong Wine and the region's Food Trails to promote the accessibility and quality of our local food and wine. 3.2 Investigate the opportunities and value of a collaborative export program for our producers. 3.3 Support the development of appropriate group and/or destination branding, rather than whole-of-region branding. 3.4 Leverage key regional and State events, e.g. AFL Country Game, to showcase and promote local food and wine.

6.4 Priority 2 – Develop our people and their businesses

Goal: *Build our people's capability to add value to their business, their industry and their region.*

Issues	Strategies	Actions
- Our industry is typified by large-scale processors and producers, and small-scale agrifood and agritourism ventures, whilst our landscape is increasingly managed by a large number of small-scale lifestyle farmers. They all need to develop their capabilities, but the capabilities they need differ. - Our small-scale agrifood businesses often do not have the skills, capability or networks to develop their markets and businesses beyond their current “<i>micro</i>” level. Many come from different skilled or professional backgrounds and their “<i>hobby</i>” or passion has potential to grow into a “<i>business</i>”. Thus, they are seeking support to develop their skills, capability and networks. - A key area of need for these small-scale agrifood businesses is compliance with regulations that have been designed for larger businesses with the skills and capacity to comply more easily. - Many lifestyle farms choose to keep livestock on their farms for amenity, recreational and/or commercial reasons. When these operators do not have the required skills, experience or understanding to manage these livestock and the landscape in a way that is consistent with community standards (e.g. animal health and welfare) and or industry practices (e.g. biosecurity), there are threats to the wider agricultural community, small agrifood businesses and our visitor economy. - Our processors often report that getting new or additional workers and/or developing their workforce can be challenging. - There is help available, e.g. the value of the Geelong Region Investment Fund (GRIF) is recognised, but there is frustration with the effort required to access other forms of grants.	4. Promote training and development for our business owners and land managers.	4.1 Increase the capability of producers, processors and suppliers by facilitating access to relevant business and/or industry training programs.
	5. Promote responsible animal, chemical and land management to our increasing number of new “farmers”.	5.1 Work with agricultural agencies and training providers to offer relevant animal management, sustainable land management and compliance training, including with biosecurity requirements.
	6. Foster the workforce capability required by the agribusiness sector.	6.1 Develop an industry workforce development plan. 6.2 Promote workforce opportunities.
	7. Facilitate access to existing business development funding programs.	7.1 Develop a virtual hub, including a database of agribusinesses in the region, to provide access to relevant industry information, including (but not limited to) available funding, contacts, training programs, projects and events.
	8. Facilitate industry sustainability.	8.1 Undertake actions to foster climate change resilience within our businesses. 8.2 Identify and promote, renewable, resilient and affordable energy systems for agribusiness. 8.3 Acknowledge and promote agribusiness that are undertaking landscape restoration for agriculture, aesthetics and ecological outcome.

6.5 Priority 3 – Encourage innovation and collaboration

Goal: *Create an environment that encourages innovation and collaboration across the supply chain to improve productivity and attract investment.*

Issues	Strategies	Actions
- Our producers and processors recognise the importance of innovation to improve their productivity and competitiveness, but we need to further encourage their collaboration across the supply chain to strengthen our industry and attract investment. - Our local producers established <i>Southern Farming Systems</i> twenty years ago to drive innovation in broad acre farming and the region has reaped the benefits of the improved productivity this collaborative effort has achieved. - The G21 Agribusiness Forum is currently undertaking a project (Innovation Roadmap) to identify specific agribusiness supply chains where collaborative innovation and entrepreneurial practices can generate growth in employment and income. It wishes to learn from these examples and develop a roadmap to facilitate broader adoption. - Furthermore, a significant level (~\$300M) of the inputs sourced by our food processors are sourced from outside of the region. Thus, an opportunity exists to replace some of these inputs from within the region, especially service related inputs. - There is also an opportunity for greater collaboration amongst our processors (both large and small) to develop greater capability with respect to establishing export markets and growing the reputation of the region in these markets. - The intensive animal industries have been our fastest growing agribusiness sector in recent years. The continued growth of this sector is threatened by prohibitive compliance costs and ageing processing capacity, which needs to be replaced. Government and industry need to work together to resolve these complex and difficult issues to retain and grow this investment.	9. Encourage innovation and entrepreneurial practices.	9.1 Support the G21 Agribusiness Forum's Innovation Roadmap project and examine ways to further support its implementation and facilitate adoption of its findings. 9.2 Investigate options for improved collaboration between existing agribusiness groups via the leveraging of resources (both staff and infrastructure) and a formal network to support the implementation of the strategy.
	10. Promote the extension of local supply chains.	10.1 Investigate a suitable process for developing a greater understanding of the range of local producers and their products. 10.2 Identify and promote opportunities for increasing the use of local providers of goods and services by regional agribusinesses. 10.3 Foster business models that enable smaller producers to distribute their goods to markets beyond the region.
	11. Foster export development.	11.1 Identify opportunities within existing government and industry trade facilitation processes, which connect buyers and agents with export ready agribusinesses. 11.2 Support international delegations to showcase local produce and capability.
	12. Foster collaboration between government and business to secure long-term investment.	12.1 Promote private sector investment and government support for the development of competitive manufacturing facilities in the region.

6.6 Priority 4 – Build enabling infrastructure

Goal: *Co-operate and advocate at a regional level to ensure appropriate infrastructure investment to facilitate industry growth.*

Issues	Strategies	Actions
REGULATION - We need to actively build a culture and environment that attracts and retains investment in agribusiness. - Agribusiness needs rural land to produce, and industrial land to process. It plays a vital role in managing our landscape and providing amenity value to our community and our visitors. - However, conflict can occur where competing land uses abut, or neighbours do not understand each other's needs. For example, the interaction of lifestyle farms with larger commercial farms can sometimes be problematic. - Similarly, the encroachment of residential areas on traditional industrial areas can cause disputes over traffic, noise and odour, which can lead to restrictions of business operations. - Businesses need efficient and timely planning and regulatory approval processes to reduce unnecessary delays and access to key infrastructure, such as ports, energy and water. - Often the regulatory environment has evolved in response to one type of business development and/or community need, but has not changed at the same pace as business practices. This can result in regulation that has a "one size fits all" approach even though the needs and practices of different scale businesses may differ significantly. - This approach can stifle innovation and impose prohibitive costs on businesses, especially small and medium size enterprises that have limited excess capacity and/or slim margins.	13. Mitigate land use conflict.	13.1 All Councils in the region need to do the relevant strategic and policy development work (similar to that done on the Bellarine Peninsula by COGG) to better manage the planning challenges associated with the changes to the State-wide farming zone. 13.2 Support the development of the Surf Coast Shire's Hinterland Futures Strategy and seek to learn from its experience and apply these learnings to similar areas in neighbouring municipalities.
	14. Streamline planning approvals.	14.1 COGG and Geelong Manufacturing Council collaborate to develop a mechanism that facilitates communication between food manufacturers and planners that increase the understanding of each other's needs. 14.2 Promote the Victorian Government's Agribusiness Development Facilitation Model to help proponents understand and navigate the development approval process. 14.2 Investigate the efficacy of streamlining the number of local planning schedules in the planning scheme to simplify planning policies and processes. 14.3 Advocate to State Government to revise and update the industry codes of practice related to intensive animal production, including relevant biosecurity buffers. 14.4 Advocate to State Government to broaden the definition of farm-gate sales in the farming zone to facilitate the growth of small agrifood and agritourism businesses.
	15. Streamline compliance requirements.	15.1 Investigate opportunities to rationalise and simplify the environmental health compliance requirements of State and Local Government for food production and sales.

Issues	Strategies	Actions
INFRASTRUCTURE - The provision and management of livestock saleyards has long been a responsibility of local government, however a number of issues have been identified with the Geelong Saleyards including financial viability, sale throughput and OH&S, which have led to its partial closure. - COGG commissioned Mecardo to undertake a research project to gather information about the strategic priorities related to COGG continuing to offer a livestock selling facility and that report is now public. - Our region has strategic advantages for processors, however access to the Port of Melbourne is problematic and costly. Short-term solutions using freight hubs and/or direct rail access are needed to reduce the cost of getting goods to market, whilst the long-term solution of developing a new port occurs. - Access to the Port of Geelong is problematic for both large road transport and larger load shipping. This increases costs for exporters (refer to the Geelong Port-City 2050 Strategy). - The Geelong Economic Futures Report identified the opportunity for a project based on securing high-value farming and food services through delivering low-cost and reliable water supplies. - There are largely untapped resources of recycled water at Black Rock and Werribee, which could be utilised to expand our agribusiness industry. However, recycled water is expensive. - Our intensive livestock industries are a significant and growing sector of our industry. The nature of their business leads to the production of high volumes of effluent. This effluent can be valuable to other agricultural producers as fertilizer, however demand for this use can be highly variable. Therefore, the industry needs access to reliable, economic and acceptable alternative disposal options to ensure its continued growth.	16. Support the options of the Mecardo report into the trends and future of livestock sales in the region.	16.1 Further pursue the options presented in the Mecardo report. 16.2 Support a cross-regional process to develop a preferred outcome for small scale producers including a transition plan.
	17. Improve access to export and other markets.	17.1 Advocate for the development of Bay West as the location of the State's new container port. 17.2 Advocate and assist the development of Avalon Airport as a port of entry for international tourists and a port of exit for international air freight. 17.3 Investigate the feasibility of establishing a freight hub in the Geelong area to reduce the costs associated with accessing Melbourne's container port. 17.4 Improve access to the Port of Geelong, including: a) more direct road access to the Port; b) increase the number of approved routes for HPVs; c) deepening the shipping channels in Corio Bay to facilitate larger shipping loads. 17.5 Advocate for the timely completion of the Drysdale Bypass and the extension of the Geelong Ring Road to the Bellarine Highway.
	18. Encourage recycling of key resources to create value-added opportunities for the agribusiness industry.	18.1 Identify potential development sites and assess the initial feasibility of using recycled water for agribusiness. 18.2 Investigate alternative disposal options for waste from intensive animal operations. 18.3 Encourage re-use of water and effluent on farm. 18.4 Investigate the feasibility of extending reticulated water to rural areas to facilitate growth of the agribusiness industry and climate change resilience.

6.7 Priority 5 – Implement the Strategy

Goal: *To ensure the efficient, effective and transparent implementation of the Strategy*

Issues	Strategies	Actions
- The diverse and complex nature of the agribusiness industry has led to the development of a Strategy that has many actions. - The complex nature of some of the issues these actions seek to address requires a response from multiple government agencies with overlapping responsibilities. - This Strategy also seeks to leverage many other strategies, which are under the control of other agencies or organisations, e.g. Regional Tourism Organisations, the Victorian Wine Industry Strategy, G21 infrastructure priorities, Council Economic Development Strategies, agricultural industry specific strategies. - Therefore, effective implementation of this Strategy will be complex. It is critical that all involved collaborate to define and allocate responsibilities at the start, otherwise it will be too easy to “hand-ball” responsibility and nothing will happen. - Similarly, there are many voluntary or membership-based agribusiness related organisations in the region, e.g. Agribusiness Forum, Food Trails, Geelong Wine, which each have part-time executive support. - A centralised full-time position in industry or government is not necessarily a better solution, but the key stakeholders need to collaborate to define a model, which will ensure the best use of the available people to implement the Strategy - Finally, ongoing support for the implementation of the Strategy will depend on what it achieves. Therefore, the impact of delivery must be regularly monitored and evaluated. This should include accessing and updating relevant data, which can also be used to develop relevant business cases in the future.	19. Define and allocate responsibilities for the implementation of the strategy.	19.1 The Project Steering Committee convene a meeting of key stakeholders to determine an appropriate implementation framework that includes: a) a group to oversight the implementation and evaluation of the Strategy; b) identify the available funds and people to implement the Strategy; c) an annual operating and communications plan, which identifies the lead agency for each action; and d) an appropriate evaluation framework.
	20. Monitor and evaluate the impact of the Strategy on the growth and development of the G21 agribusiness industry.	20.1 Update the characteristics and trends of the G21 agribusiness industry when the relevant data is available from the 2016 ABS Census. 20.2 Utilise the outcomes of other relevant strategies and projects (e.g. Innovation Roadmap Project, SCS Hinterland Futures Strategy) to update this Strategy and revise its actions. 20.3 Develop an agreed assessment framework to measure and report on the impact of the Strategy on the growth and development of the G21 agribusiness industry.

7 References

- Australian Bureau of Statistics Agricultural Census (2011)
- Australian Bureau of Statistics Census of Population and Housing (2011)
- Australian Bureau of Statistics Livestock Products (2015)
- Bellarine Peninsula Localised Planning Statement (2015)
- G21 Agriculture Environment Scan (2016)
- G21 Regional Growth Plan – Implementation Plan (2013)
- G21 Regional Growth Plan (2013)
- Geelong Economic Futures (2017)
- Gippsland Food Plan (2013)
- Great South Coast Food & Fibre Strategy (2015 – 2020)
- Local Livestock Market Analysis – Geelong Saleyards (2017)
- Master Plan for the Great Ocean Road Region Visitor Economy, 2015 – 2025 (2015)
- Mornington Peninsula Shire Agricultural Audit (2010)
- Mornington Peninsula Shire Local Food Strategy (2013)
- Northern Victoria Food Strategy (2014)
- REMPLAN Economic Model for the G21 Region
- Tourism Greater Geelong and The Bellarine Strategy (2017)
- Victorian Aquaculture Strategy, 2017 – 2022 (2017)
- Victorian Food and Fibre Sector Strategy (2016)
- Victorian Wine Industry Development Strategy (2017)
- Western Victorian Dairy Industry Strategic Plan, 2014 – 2019 (2014)

8 Consultation list

▪ Ahmed, Brian	Egg producer
▪ Ashton, Emma	President Otway Harvest Trail
▪ Austin, Scott	Austin Wines and Chair of Geelong Wine
▪ Baillie, Keith	Surf Coast Shire
▪ Barrow, Mike	Golden Plains Shire
▪ Bell, Cr David	Surf Coast Shire and Farmers' Market operator
▪ Blackett, Corinne	Drysdale Cheese
▪ Bold, Peter	Advanced Mussel Supply
▪ Bolitho, Felicity	Golden Plains Shire
▪ Boyle, David	G21 Agribusiness Forum
▪ Brockett, Robin	Scotchman's Hill
▪ Brown, Graeme	Mixed farmer and President of Bellarine VFF
▪ Bryant, Lindsay	Livestock producer
▪ Bullen, Alan	Poultry farmer and President of the VFF Chicken Meat Council
▪ Carbines, Elaine	G21 Regional Alliance
▪ Charles, Helena	Golden Plains Shire
▪ Clark, Ramon	Westside Meats
▪ Coad, Russell	Victorian Farmers Federation and Chair of the G21 Agribusiness Forum
▪ Cochrane, Craig	GrainCorp
▪ Connell, Michael	Southern Bay Brewing
▪ Conroy, Fiona	Livestock producer
▪ Corless, Jason	Bellarine Rural & Garden Centre
▪ Cosgriff, Mick	Golden Plains Shire
▪ Currie, Phil	Regional Development Victoria
▪ Desborough, Ian	G21 Agribusiness Forum
▪ Dingle, Tom	Nuchev
▪ Duke, Cr Martin	Surf Coast Shire
▪ Ferguson, Lindsay	WestVic Dairy
▪ Foard, Kevin	Geelong Manufacturing Council
▪ Fyfe, Judy	Livestock producer
▪ Goldsworthy, Cr Clive	Surf Coast Shire
▪ Goodman, Ray	Livestock carrier
▪ Goonan, Dinny	Dinny Goonan Wines
▪ Gugger, Geoff	Livestock producer
▪ Hamilton, Stewart	Mixed farmer
▪ Healey, Adrian	Colac Otway Shire
▪ Hearn, Leanne	Agricultural teacher and lifestyle farmer
▪ Hellsten, Tim	City of Greater Geelong
▪ Herni, Derek	Sage Beef
▪ Holder, Rosemary	Lighthouse Olive Oil

▪ Hood, Allan	Bulla Foods
▪ Horniblow, Chris	Pennyroyal Farm & Otway Preserves
▪ Hose, Karen	Surf Coast Shire
▪ Humpage, Mandy	Wes Eggs
▪ Hurse, Jessica	City of Greater Geelong
▪ Jenner, Lenny	Borough of Queenscliffe
▪ Jongebloed, Terry	Clyde Park Wines
▪ Kelly, Ian	Chair Geelong Saleyards Users Advisory Committee
▪ Kelly, Mark	G21 Agribusiness Forum
▪ Kemp, Tez	La Madre Bakery
▪ Kerr, Richard	Farm Foods
▪ Kos, Julie	Kossie Free Range
▪ Kuc, Simon	Baie Wines
▪ Lean, Christine	Tuckerberry Hill Blueberries
▪ Livingstone, Simon	Marcus Oldham College
▪ Loone, Simon	Surf Coast Shire
▪ Mackenzie, Rowan	Surf Coast Shire
▪ Malone, Claire	Colac Otway Shire
▪ Mannix, Laurie	Victorian Farmers Federation
▪ Mantzaris, Steven	Mantzaris Seafoods
▪ Manzi, Henry	City of Greater Geelong
▪ Marchant, Alison	Garlic and berry producer
▪ Marshall, Stewart	Tall Tree Poultry
▪ Mason, Jason	Bellarine Smoked Fish Co
▪ McDonald, Graeme	Livestock producer
▪ McDonald, Janet	Livestock producer
▪ McGregor, Cr Carol	Surf Coast Shire and livestock producer
▪ McKenzie, Melinda	City of Greater Geelong
▪ McKiterick, Cr Brian	Surf Coast Shire
▪ Mifsud, Michael	Farmers Harvest
▪ Moran, Jamie	Lonsdale Tomato Farm
▪ Morgan, Peter	Barwon Water
▪ Mutsaers, Jeff	Regional Development Victoria
▪ Nash, Gordon	Agriculture Victoria
▪ Newman, Nicole	The Food Purveyor
▪ Nicholls, Rod	Golden Plains Shire
▪ North, John	Lifestyle farmer
▪ O'Brien, Peter	Golden Plains Shire
▪ O'Reilly, Sean	Incitec Pivot
▪ Peart, David	Geelong Manufacturing Council
▪ Peel, Ewen	Mixed farmer
▪ Perryman, Trevor	Malteurop

▪ Potter, Cr Chris	Colac Otway Shire
▪ Price, Stewart	Organic Dairy Farmers of Australia
▪ Renyard, Simone	Dairyfarmers and Chair of WestVic Dairy
▪ Riches, Graeme	Colac Otway Shire
▪ Riordan, Jim	Riordan Grains
▪ Routley, Sam	Routleys Bakery
▪ Ryan, Anne-Maree	Geelong Regional Local Learning and Employment Network
▪ Ryan, Daniel	Livestock producer
▪ Salan, Rance	Surf Coast Shire
▪ Satkunarajah, Vigi	Colac Otway Shire
▪ Sharkey, Eric	Mixed farmer
▪ Sharp, Lindsay	Leura Park and Jack Rabbit
▪ Shay, Anthony	Livestock producer
▪ Shelton, Vicki	City of Greater Geelong
▪ Smith, Cr Chris	Colac Otway Shire
▪ Smith, Dale	Australian Lamb Company
▪ Smith, Gareth	Colac Otway Shire
▪ Street, Wayne	Geelong Food Cluster
▪ Taylor, Matt	Surf Coast Shire
▪ Thierry, David	Geelong Citrus Packers
▪ Trethowan, Adam	Adelia Fine Foods
▪ Trethowan, Amelia	Adelia Fine Foods
▪ Tsoumanis, Kon	Barwon Foods
▪ Turner, Chris	Turi Foods
▪ Van Oirschot, Megan	Freckleberry
▪ Vicary, Shane	AKD Softwoods
▪ Walker, Dr Jude	Geelong Regional Local Learning and Employment Network
▪ Waller, Tim	Golden Plains Shire
▪ Warrenner, Garry	Colac Otway Shire
▪ Wellington, Cr Heather	Surf Coast Shire
▪ Whinney, Paul	Livestock producer
▪ White, Dennis	White Fisheries
▪ Wilding, Anna	Wildings Pantry Essentials
▪ Wilkinson, Sue	Colac Otway Shire
▪ Winter, Bill	G21 Agribusiness Forum

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Consultation:

Project Control Group

- Russell Coad – Chair G21 Agribusiness Forum, Victorian Farmers Federation, Saleyards Advisory Committee member
- Mark Kelly – Secretary G21 Agribusiness Forum
- Wayne Street – Geelong Food Cluster
- Nicole Newman – Food Purveyor
- Jim Riordan – Riordan Grains
- Scott Austin – Geelong Wines
- Kevin Foard – Geelong Manufacturing Council / ENG
- Jett Mutsaers – Regional Development Victoria
- Elaine Carbines – G21
- Mike Barrow – Golden Plains Shire
- Matt Taylor – Surf Coast Shire
- Gareth Smith – Colac Otway Shire
- Tim Ellis – City of Greater Geelong
- Fiona Conroy – Saleyards Advisory Committee member, local peri-urban farmer

A Project Reference Group (PRG) was formed to workshop the G21 Sustainable Agribusiness Issues Paper. This group comprised of members of the project control group and:

- Cr Carol McGregor – Surf Coast Shire
- Peter Morgan – Barwon Water

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List of Stakeholders

- Adelia Fine Foods
- Advanced Mussel Supply
- Agriculture Victoria
- AKD Softwoods
- Austin & Co Wines
- Australian Lamb Company
- Baie Wines
- Barwon Foods
- Barwon Water
- Bellarine Rural & Garden Centre
- Bellarine Smoked Fish Co
- Bellarine Victorian Farmers Federation
- Borough of Queenscliffe
- Bulla Foods
- City of Greater Geelong
- Clyde Park Wines
- Colac Otway Shire Council
- Dinny Goonan Wines
- Drysdale Cheese
- Farm Foods
- Farmers Harvest
- Food Purveyor
- Freckleberry
- G21 Agribusiness Forum
- G21
- Geelong Citrus Packers
- Geelong Food Cluster
- Geelong Manufacturing Council
- Geelong Regional Local learning and Employment Network
- Geelong Saleyards Advisory Committee
- Golden Plains Shire Council
- GrainCorp
- Incitec Pivot
- Jack Rabbit / Leura Park / Flying Brick Cider House
- Kossie Free Range
- La Madre Bakery
- Lighthouse Olive Oil
- Lonsdale Tomato Farm
- Malteurop
- Mantzaris Seafood
- Marcus Oldham College
- Meredith Goats Cheese
- Nuchev
- Otway Harvest Trail
- Organic Dairy Farmers
- Pennyroyal Farm & Otway Preserves
- Regional Development Victoria
- Riordan Grains Services
- Routleys Bakery
- Sage Beef
- Scotchman's Hill
- Southern Bay Brewing
- Surf Coast Shire Council
- Tall Tree Poultry
- Tuckerberry Hill Blueberries
- Turi Foods
- Victorian Farmers Federation
- Wes Eggs
- Westside Meats
- WestVic Dairy
- White Fisheries
- Wildings Pantry Essentials

Appendix 2

Consolidated feedback with responses from consultant RMCG

The draft strategy was released for public comment and submissions on 14th July 2017 and closed on 27th July 2017.

Appendix 2

Consolidated Feedback - Consultation requested on FINAL DRAFT Sustainable Agribusiness Strategy for the G21 Region

No.	Feedback Provided	RMCG Response	Proposed Final Action
1.	Gordon Nash, Regional Development Victoria		
	After reviewing the strategic strategies and goals for the Draft "Sustainable Agribusiness Strategy for the G21 Region, 2017 - 2022 " I would like to comment on the first goal of growing our markets or - Protecting our current markets. One of the major priorities of my employment in Agriculture Victoria is Market access. An essential function of this is Livestock traceability which is an essential requirement of most of our trading partners as well as a requirement for the Quality Assurance programs essential for some of our major Supermarkets. I have a concern that with no Livestock Market in Geelong many of the smaller livestock producers will be reluctant to sent small consignments to Ballarat or Colac markets and sell privately to local producers. We find many of these Property to Property sales are not recorded on the NLIS database and as a result stock have lost their lifetime traceability which is essential for market access and also for Biosecurity reasons in case of an Livestock Disease Event. Building a Livestock (cattle) saleyard would meet another of the goals - "Building and enabling Infrastructure". The saleyard can either be rebuilt on the present site or rebuilt on another suitable site. It would not have to be a major structure because of the smaller throughput.	Council has commissioned an independent local livestock market analysis report with the objective of gathering information to assist Council in developing its strategic priorities in relation to the existing saleyards. The report has gathered data relating to the Geelong Saleyards as well as future livestock trends in the G21 region. The final report has made a number of recommendations which are being actively progressed. the report clearly states that the Geelong Saleyards model is not the solution to the challenge of providing a livestock exchange for the demographic existing now and into the future. These actions that are being progressed include the continued investigation into the Colac Saleyards with a view to maximise the potential site to suit peri urban, a cross region working group to investigation a preferred model. The reference to the saleyards is action 16.1	No change
2.	Kaye Rodden, President, Barrabool Hills Landcare Group		
	Preamble It is remarkable that the environmental impacts of a strategy focussed single-mindedly on growth have not even been considered. Even though this region is well positioned to play a key role in the future of sustainable "clean-green" agricultural production in Australia. Green infrastructure Healthy agricultural systems require healthy ecological systems and as mentioned in the preamble, there is no mention made in this document of providing for a sustainable environment to support agricultural growth in the G21 region. Early settlers and natural disasters were pivotal in removing the flora and fauna that supported the health of the landscapes within the G21 region prior to colonisation. As consumers become more discerning and demand product which has minimum environmental footprint, it is now more important than ever to not only preserve what remains of our biodiversity, but also enhance this. An healthy biodiverse ecosystem, supports clean water in streams and dams, provides natural control of pest animals as part of integrated pest management, and promotes the clean green image that is an imperative for future agricultural growth.	The objective of the plan was to focus on the investment opportunities in the agribusiness sector nevertheless the strategy has clearly identified the importance of " facilitating industry sustainability" with supporting actions 8.1 and 8.2. The terms of the development of the strategy did not have a focus on land management however, there are actions related to identifying renewable resilient and affordable energy systems for agribusiness, and actions to foster climate change resilience, land and animal management training.	No change

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	We need to be building green infrastructure across our region to enable our native wildlife to move across the landscape and our agricultural land is central to providing this. This strategy needs to provide a clear unambiguous direction to decision makers for integrated and sustainable management of our landscape which includes our natural ecosystems. Natural resource availability In the SWOT analysis water availability is deemed to be a strength as well as a weakness. Long term predictions associated with changing climatic conditions suggest a decrease in rainfall across the G21 region. This will significantly impact on availability of potable water across the entire region and also on surface water and stream flow. Whilst this current document has a five year outlook, it is short sighted not to consider the potential for constrained water availability and plan appropriately. Much of the broad acre agriculture in the region depends on the amenity provided by the already stressed, Barwon/Leigh/Moorabool catchment and any increased demand on this from urban and intensive agriculture will significantly impact on the viability of these industries. One wonders also how the residents of Geelong will view a Barwon River which for long periods of the year have inadequate flows to support flushing of nutrients to prevent algal blooms! Land use Planning Much of the more arable land within the region is also already being subsumed by inappropriate urban and commercial development. The recognition of the need to mitigate this land use conflict is pleasing. Hopefully an integrated “land use planning proposal” will look at how to balance the vital needs of arable land to increase agricultural productivity with the need for built infrastructure to support intensive agriculture, Landscape planning The agricultural landscape is an important amenity in agri-tourism. Few tourists would welcome a “farm-gate” experience without “the farm”. The expectation in the strategy is that the rolling green pastures, and manicured tree lines will miraculously appear. This is not the case and requires oversight and support for sustainable landscape management as part of the overall strategy. This is not considered in the “Growth Strategy”. Summary Building an Agribusiness Strategy in isolation of the need to sustain the natural resource base is fraught with problems. Have we not learnt the lessons of the past? The potential to create a profile for the G21 region which not only promotes a clean green image but also offers visitors and tourists an opportunity to taste and experience products in a pleasing environment is also significant. The opportunity also to link with other strategies based on eco-tourism and wildlife tourism should also be considered as part of the Agribusiness Strategy to produce multiple benefits to landholders and the broader community. Finally where is the discussion about native foods and flowers...a growing niche market in the region?	In relation to availability of water action 18.1, 18.3 and 18.4 all relate to water access and climate change resilience. Land use planning and conflict has also been highlighted and actions to support this element of the strategy. With regards to niche opportunities this is currently being driven by the Agribusiness Forum and the strategy supports this work and the collaborative innovation projects this covers	

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3.	David Boyle		
	Thank you for the opportunity to comment. My view is that the Sustainable Agribusiness Strategy for the G21 Region, 2017 - 2022 sets a sound and sensible pathway. It highlights the breadth of policy and regulatory matters related to food production and food processing as well as five key priorities for the G21 region without being too onerous. The strategy represents an organizing model for developing and implementing sustainable agribusiness which is recursive, rather than linear, in that its many activities need to be managed concurrently and some elements will need to be revisited as a consequence of later activities, for example, domestic and international markets, climate change and changes in government policy. Addressing the challenges identified by the Strategy will be challenging without a clear strategy for implementation. The difficulty lies in how the complexity of these issues can be addressed, and focus attention on meaningful outcomes that can make a real difference for the G21 region agricultural/agribusiness industries. I agree that an immediate priority will be the formation of a G21 Strategy Implementation Group/steering Committee to provide oversight of the Strategy's implementation and also advise the G21 Board on matters relating to the Food and Fibre sector and with the implementation of the strategy. A responsibility of this group will be the development Annual Implementation Plans over a three year period based on priorities across the five priorities identified in the strategy. The strategy itself is intended to be a catalyst for improving cross-industry collaboration and will require cooperation from all stakeholder groups to succeed. In addition to support from G21 councils, project and grant funding will also be required to deliver specific activities outlined in the strategy. Getting food and fibre onto the Barwon Regional Partnership agenda will be a required task also. I'm all for collaborative ways governments and industry can work towards achieving a more productive and efficient food supply chain for this region. In my view to best support the delivery of Council's Sustainable Agribusiness Strategy for the G21 Region, 2017 - 2022 there needs to be a dedicated resource(s) or an Executive Officer that can pull all key concerns together to bolster the coordination of resources to help resolve issues. The strategy needs arms and legs. A key to successful implementation will be successful project managing and delivering projects arising from the Annual Implementation Plans. It will mean building strong networks and positive working relationships in the G21 region food and fibre sector from farmers to commercial enterprises, government, peak bodies and other relevant stakeholders and providing timely reporting to the G21 board, the Strategy Steering Group and other relevant bodies. Further to the above I believe land capability mapping is a useful objective and will identify current and future potential of food and fibre production across the region.	During the consultation and workshops there was consistent feedback for the need to collaborate across industry and for appropriate resources to support the plan, and actions. This is highlighted in a number of actions and most specifically 9.2 and 19. Action 19.1 clearly outlines the process for defining the mechanism and resources required to implement the Strategy..	No change
4.	Leanne Hearn, (Attended Farmers Consultation Workshop on 13 July)		
	If there are to be strategies for promoting food trails etc. in the region it is essential that Agriculture landscapes and farmland is maintained for producers and visitors. For example on both Highways through Moolap, Leopold, Wallington, Curlewis, Mannerim. * Local stock sale yards need to be	The necessity to ensure the landscape and farmland is maintained is a key theme highlighted in the Strategy and action plan.	No change

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	provided for producers in the region * Education and training in agriculture, agribusiness and associated industry needs to be promoted and supported to ensure viable futures and trained staff from and in the region.	Priority 4 specially details strategies and actions as it relates to land use conflict and planning approvals. Education and training is also a key theme and is one of the core Priorities- Develop our people and their businesses. The various actions are designed to provide education and training in agribusiness. the strategy also includes actions to further promote and support the agribusiness in the region for example actions 1.1, 2.1, 3.1, 3.3, 3.4	
5.	Felicity Bolitho, Executive Unit Team Leader, Golden Plains Shire Council		
	Page 1 - Item 1.3; asks 'what is Agribusiness?' but does not include a working definition. I recommend it include something like "Agribusiness is the group of industries dealing with agricultural produce and services required in farming." then go on to describe the supply chain as written. Page 4 - 1st key trend bullet points; point 1 and 2 should be combined, bullet 4 (we need to support it) should be deleted. it is not a statistic but a judgement. Page 6 - Framework. 6.2 outlines priorities and goals but the document does not (but should) include the following items; Who are the stakeholders? Who will deliver the actions? What are the timeframes, expected costs, measures of success? How will the strategy be promoted/communicated? How will it 'close the loop' with stakeholders when actions are delivered or completed? The strategy will not provide any meaningful guidance without these inclusions.	Page 1 - the definition could be expanded but it's not about farming. Page 4 - No issue combining the two and proposed to change bullet point 3 to add that as chicken meat a growth sector an opportunity to continue to support. Priority 5 covers the implementation of the strategy	Change to last dot point of first key trend on page 4
6.	Mark Kelly, Secretary, G21 Agribusiness Forum		
	1. Should aquaculture be included under primary production in section 1.3 on what is agribusiness? 2. Similarly should it be explained in section 1.3 how transport and logistics, research and education and services fit into to the overall sector - where they are included in the numbers? 3. Also is it possible to explain where these sectors are included in tables and graphs in section 2 e. g. in figure in section 2.2 are the jobs at Australian Wool Handlers included in sheep and beef jobs? 4. Section 2.3 - Perhaps should make the point that while the total number of jobs in the sub regional economies is less in Surf coast, Golden Plains and Colac Otway compared to Geelong - the relative importance of agribusiness to the these economies is greater (Surf coast, not sure?) 5. Section 3.1 - is it right to say that the landscape is dominated by small farms - have the same number of small and medium farms (48% each)? 6. Section 4 - it might be useful to add some more flavour of the state of the agribusiness sector in	1. Added "aquaculture" to action 1.3 2. This is detail that is not relevant to this document. It was also discussed and agreed at the PCG to not do this. 3. It is view that this is implicit in the text of the current document. The format does not allow for explicit explanation of the data. This was provided in the Issues Paper and it would detract from the intent and brevity of the current document.	Numerous changes throughout the Strategy

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	the economy in this section e.g. some analysis of the types of firms: e.g. good range of large national/multinational, innovative SMEs and start ups? Also could provide some examples of high growth SMEs that are creating new jobs and investment. Also some picture of investment in agribusiness in the region e.g. the importance of agribusiness in the GRIIF expenditures indicates sector has potential to replace jobs being lost to manufacturing etc... 7. In Section 5 - is the observation that small firms are service hungry correct e.g. transport and logistics important for medium and large firms? Anecdotally, I think medium size firms appear to use consulting services quite a lot. 8. SWOT: strengths: should we also mention CSIRO food at Werribee? weaknesses: low value ag priced out of the water market when water is scarce - not sure this is a weaknesses, it may be the right thing to happen when water is scarce. 9. Actions priority 1 - not sure about identifying, collating and promoting investment opportunities to the private sector. I think the private sector does this well - government focus should be directed at supporting private investment, not identifying opportunities for them. - collaborative export program - lots already available in this space. Perhaps should be something like supporting export initiatives of export focussed firms and assisting their access to relevant programs - even then I sometimes feel that there is an excess of export assistance programs. 10. Actions priority 2 - medium scale farms also very important to the region - but only small scale farms mentioned here. - could include support for high growth potential agribusinesses (along whole value chain). Perhaps too much of a focus on hobby farmers? Do we need to distinguish between hobby farmers and smaller commercial farms that want to grow and can generate jobs, investment and income? 11. Actions priority 3 - I really don't like the idea of an audit mapping of local producers and their products. It can be an imposition on them and it only ever provides a one-off picture as there are never resources to keep up to date. Also not sure what we get out of such an audit - it can never be complete as can't make people take part. We have a pretty good picture of what is out there and I don't see the value of such an audit. - also don't like the idea of promoting increased use of local providers of goods and services by regional agribusinesses - this must be sorted out in the market. It may be better for smaller producers to sell their produce outside of the region. This can take a lot of resources for little result. • Actions priority 4 - the comments and proposed actions on the regulatory environment look very interesting. However, as presented they seem to come out of the blue somewhat - should there be a discussion somewhere earlier in the report to explain the lack of change in the regulatory environment and the reasons behind the proposed actions? I think this is an important issue and may benefit from	4. This is a regional strategy hence why there are not broken down 6. Examples and Case studies are needed in a prospectus or relevant marketing document, not in the Strategy. It would change the intent and size of the document. Whilst it is the decision of the PCG to make such a structural change to the document, we believe it would be inappropriate and the effort could be better directed elsewhere. 7. The comment refers to "small farms". It is accurate and is not meant to be a comment about all types of agribusinesses in the region, just small farms 8. SWOT: The SWOT was developed from the Issues Paper and all of the SWOT that those consulted raised, thus we need to be respectful of industry's input. 9. Actions priority 1 Revised action 1.2 – see strategy This is related to action 11.1, but we believe they are different. 11. Action 3.2 is about INVESTIGATING the opportunities and value of SME collaborating in the export market. 11.1 is about any and all agribusinesses leveraging what is already available to help them get into the export market. We could relocate this action to strategy 11 - collaborative export program - lots already available in this space. Perhaps should be something like supporting export initiatives of export focussed firms and assisting their access to relevant programs - even then I sometimes feel that there is an excess of export assistance programs. 11. Actions priority 3	

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	greater discussion the report. • Actions priority 5 - not sure that a summit is needed - I think can just get on with the job. - could mention the potential for an industry driven cluster /alliance to drive industry collaborative investment and growth.	We developed this action from our review of what other regions had done (e.g. Yarra Valley, Mornington Peninsula) to better understand the range and scale of small agrifood producers. Thus, we believe the PCG needs to determine whether to keep this action or not. Promoting the use of local providers should stay. This action is not about restricting to local suppliers only • Actions priority 4 This is covered in the issues section of the table and hence the response. • Actions priority 5 Agree to change the word to meeting	
7.	John & Sue North		
	My name is John North, and my wife and I run a 350 acre beef fattening and cropping (gains) property at Banks Road, Mannerim on the Bellarine Peninsular. We continue to live in Melbourne but are perhaps somewhat typical of a growing number of “lifestyle/hobby/absentee” farmers on the Bellarine. We visit the farm at least once per week and make extensive use of local contractors to carry out specialist tasks associated with cattle management, cropping, harvesting, pasture sowing, pasture fertilizing & spraying, hay cutting and baling, fencing etc. We have been associated with the Bellarine since 1970 when my parents retired from their farm near Colac. Needless to say, we have witnessed enormous change to the Bellarine over a 47 year period. The permanent population has grown from less than 10,000 to now over 50,000 people. The physical infrastructure and future planning has at times lagged significantly behind the needs of this population growth and the concurrent growth in tourism to the Bellarine. I have attended various meetings related to the region’s growth and strategies over the past 15 years, including input to the above strategy document. The local population have enormous insights and ideas with respect to the needs of the Bellarine as apposed to their “wish lists”. Unfortunately the authorities in the big urban areas have not always appeared to understand the concerns or priorities of the local farming community. I believe most people who live, work or just visit the Bellarine Peninsula, appreciate its growth potential and attractiveness as a destination for recreation and tourism. The City of Greater Geelong (COGG) under its extensive land use zoning strategy adopted approximately a decade ago,	All elements of the feedback are covered in the strategy The Agribusiness plan quite clearly states that there is an "explosion" of small niche producers in the region and recognises the necessity to support this growth. The can be seen from actions 4.1,5.1,6.1,6.2,7.1,8.1,9.1,10.3,11.1. The points related to improved road infrastructure is also covered under Action 17.1. The provision of a livestock exchange for the region is also covered under action 16.1 and specifically to further pursue options in the Mercado report Farmer access to a reliable water supply is also covered by action 18.4	No change

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	has already made the decision that “broad acre” farmland can be subdivide down 30 ha lots and in some areas considerably smaller. This has and will continue to change the face of farming on the Bellarine and nearby local government areas. The Bellarine’s small farms can remain attractive, even if not economically viable, if they have the necessary infrastructure to support their activities. There are many forms of farming as we all appreciate, but it is broad-acre farming (livestock, cropping and specialist horse and other animal pursuits) that is likely to continue to dominate 90% of the 14,000ha (approx.) of Bellarine farming zones. I do not disagree that there will be some small growth in vineyards, olive groves, flower farms, vegetable crops and aquaculture. I estimate that there are currently some 250 small scale farms on the Bellarine with over 95% requiring “off farm” income to provide a living for the owners. I believe there is a similar number along the Surf Coast Shire coastal areas. Based on subdivision possibilities the number of small scale farms could increase to around 1,500 within the next 20-40 years. That has been the time frame experienced by the Mornington Peninsular and the Yarra Valley. It will happen to the Geelong region very quickly. The COGG needs to plan for this! The COGG acknowledges the “agricultural landscape” draws visitors to the region and this adds to economic growth. Appropriate infrastructure is going to be critical to preserve the agricultural land’s economic value to the region. All farms including and perhaps especially, small (30ha) farms need adequate infrastructure to remain viable, even as “lifestyle” or “hobby” farms. The major infrastructure needs are transport/roads, water and livestock exchange facilities. Small farms, as is already evident, make greater use of contactor services. Hence, there has been and will be a noticeable increase in the movement of farm machinery, trucks and other contract service personal travelling in these “high density” farming areas. Completion of the COGG ring road outside the urban areas will allow traffic mobility around the southern and eastern sides (across Corio Bay) of Geelong and will ensure safety and timely movement of larger vehicles and cars. It will facilitate better access to the ports, the airport at Avalon, fertilizer distribution centres and livestock exchange and processing facilities. There are currently only two major roads onto the Bellarine Peninsular and both require large vehicles to transit long distances through the urban areas of Geelong which is far from ideal. The extension of the ring road across Corio Bay will have a significant impact of the attractiveness of the Bellarine as a tourist destination, cutting out some 25 to 35 sets of traffic lights through Geelong’s urban areas. In addition the upgrading and improved design of major and local roads on the Bellarine will improve safety and efficiency. Water supply on any farm is critical for its long term survival. At present very few farms have a reticulated water supply provided by Barwon Water. A 30 ha property requires at least 1,000,000 litres of water for livestock (plus more for domestic use). A small property has a major problem if it		

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	does not have the topography (undulating) or soil types (clay) suitable for the collection and storage of rainfall run-off into a dam. It is not viable to truck water onto a farm for extended periods. The volume of the dam would need to be at least 5 times annual needs to allow for periods of low run-off during droughts and summer evaporation. This is an expense that most small farms could not support. The COGG has already zoned land for small holdings and now it is necessary to consider the provision of permanent reticulated water to these properties or risk slow degradation of the land due to under-grazing or no grazing. Even cropping land must be grazed annually to keep weeds in check! Finally, with many small farms and many “new” farmers it is very important for the region to provide a live stock exchange centre. I am aware this is the subject of another review, but in my opinion it is critical to the “G21 Agribusiness Strategy” that it is recognized as integral to the future of a sustainable agribusiness in the Geelong region. If every small farm grazed sheep at capacity on the Bellarine, there could potentially be 80,000 sheep being purchased/sold each year. There are issues of animal “traceability” if there is no livestock exchange as small scale farms begin to trade amongst themselves and by-pass the legal requirements of notifying the correct authorities of the transfers. There are also the issues of animal welfare. Sheep, cattle, goats etc. should spend only minimal time on transport vehicles. If livestock has to be amalgamated from several properties and then transported to Ballarat or Colac for sale or Melbourne for processing animal welfare groups will soon attempt to close down livestock farming in regions such as the Bellarine. The Mornington Peninsular and the Yarra Valley still have very good and short travel time access to good livestock selling centres at Yea and Pakenham. Without livestock selling facilities in the Geelong region, perhaps on the southern ring road when complete, animal welfare could become a major issue. Knowledge transfer and educational facilities at a new livestock exchange centre could be an added advantage for all the new inexperienced small farmers. I trust you have found my thoughts to be valuable and I would welcome further communication to clarify further if required.		
8.	Garry Kerr, Executive Office, Farmer Power Author: Dr Jane Stanley		
	Introduction While we agree that agribusiness offers great economic opportunities for the G21 Region, Farmer Power is concerned that the G21 Draft Plan makes no mention of the current crisis impacting on the region’s dairy industry. This crisis raises systemic issues that need to be addressed with urgency if the dairy industry has any future at all. Without effective action, the western part of the G21 region may become an economic backwater. Milk Production	Email sent to Power Farmer thanking for their submission noting that it is not possible to facilitate a presentation in the timeframes and request that the proposed solutions to the challenges raised be sent by 27th July. The solutions need to fit within the context of the Agribusiness strategy and fit within the scope of the G21 region, noting that a number of the solutions are likely to be state or federal government control.	No change

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	National milk production has dropped by around one third since deregulation in 2001. New Zealand has also deregulated its industry, but its milk production has doubled over the same period, suggesting that the New Zealand post-deregulation strategies have been much more successful. The number of dairy farmers has more than halved since deregulation. This has resulted in some farm amalgamations, but it is difficult to tell whether this is a welcome trend or one that has been a result of smaller farmers being forced out of the industry. The emergence of corporate farms has had mixed results, with many of these proving unworkable in times of low milk prices. The vast majority of dairy farms are still family run. Young entrants to dairy farming often lease their farms in the first instance, but buy their own herds and equipment. Unfortunately these people have suffered most from the recent industry downturn, as they have carried heavy debts but have had no equity in land to use as security for loan finance. Encouraging young people back into the industry will require much effort to build confidence. However this is essential if the industry is to continue, as the current farming population is ageing. As profit margins have fallen into negative figures, farmers have had to lay off workers, and many are working long hours in maintaining their farms. This is placing severe physical and mental stress on an ageing cohort. Average farm debt has grown to around \$1M. The value of dairy farms has fallen, so that many farmers face the prospect of farm repossession by their financial institutions. This situation is exacerbated by the fact that over 2016-17 farmers have had to sell off cows (for export or for beef) in order to pay their bills, leaving them with lower cash flow and limited capacity to repay loans into the future. The poor balance sheet has also limited the ability of dairy farmers to access government concessional loans which have been offered to some farmers to cushion them through the crisis. The farm gate milk price has fallen well below the average cost of production, and this makes dairy farming unsustainable, with rising debt levels further increasing the cost of production. There is no possibility of rebuilding the national herd unless the price farmers receive is increased. However price alone will not be sufficient to give farmers the confidence to rebuild their herds, and there needs to be a reform of the contractual practices that are in place. Currently these are heavily weighted in favour of processors' interests, and they do not give sufficient protection to farmers. The recently launched voluntary Code of Practice that has been prepared by processors has done little to rectify this situation. The very complex arrangements in place make it very difficult for farmers to negotiate on price, and to be clear about what price they will receive if they sign a particular contract. It is clear that price premiums are paid to some farmers but not to others, for reasons which are not always readily apparent. Current pricing attributes different values to fat and protein which do not align with market value, to the detriment of the farm gate price, and better	This issue is outside the scope of the strategy and the proposed solution need to be understood in more detail. Farmer Power have advised that the solutions proposed are currently confidential and will not be released until September. In view of the timeframes for the Agri strategy the plan is to explore the role of local government outside of the Agri business strategy.	

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	benchmarking to both export and domestic values is required. Rebuilding the national herd will take time, as herd culling has now extended to young heifers which would have been future milkers. Falling fertility rates and contracting years of production are factors to be considered. Pursuing increasing milk yield per cow (as has been encouraged in the past) may no longer be appropriate if this increases cash inputs and limits cows' productive life. Dairy Processing The Australian dairy industry started out as a series of local co-operatives, in which the processing factories were owned by local dairy farmers, and profits were shared. Tensions arose early on, with farmers claiming they were being underpaid, and a Dairy Farmers Union functioned for a while to facilitate collective bargaining. This disappeared as the Australian industry became corporatized, but exploitation of farmers was moderated by regulation. The industry was then deregulated around 2000-2001, with protective measures being progressively phased up to 2007. The trend to corporatisation has continued, with NORCO in Northern New South Wales remaining as the only true co-operative structure. Murray Goulburn has retained a mixed model. Most other large processors are now foreign owned, with complex shareholder structures operating between companies. Corporatisation may have resulted in prioritising the demands of non-farmer shareholders above those of supplier-farmers, which runs the danger of placing short term profits above long term sustainability. Australian companies appear to have fallen well behind those of their international competitors in terms of value adding and innovation. It has been suggested that foreign owned companies tend to make lower value products in Australia and higher value products in their home countries. These companies conduct their product innovation overseas, so that cutting edge products are not produced in Australia. At the same time Australia's overall research and development capacity has dropped, partly as a result of processing companies declining to provide funding or to share information. This has severely reduced the capacity for home grown innovation. The recent fall in milk supply has had an alarming impact on milk processing. It might have been expected (in a rational market) that shrinking supply would lead to an improvement in farm gate milk prices, so that this would encourage farmers to produce more and correct the imbalance between supply and demand. This has not occurred because the high debt levels of processing companies has discouraged them from paying more for supplies. The result of shrinking supply has been that expensive plant is often operating below capacity, further limiting their capacity to pay. At the same time there is fierce competition between processors (some operating in blocks) to tie up long term supply contracts with farmers in a way that disadvantages competitors. The impending		

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	collapse of some processing companies may be seen as a commercial opportunity by others, even though this damages the industry as a whole. Current farm gate milk pricing includes a notional amount for milk transport that probably exceeds the actual cost, especially if local supplies are secured. This creates an incentive for processors to secure supplies from the lowest production areas, even if the transport costs would otherwise be prohibitive. Farmers are effectively subsidising a system which will put higher cost production areas out of business. The pattern emerging for Australia as a whole appears to follow that which has occurred in Western Australia over the last decade. WA used to have a successful dairy industry providing for the local domestic market and supporting significant exports. The soils and climate in south-west WA are very suitable for dairying, and there is the potential for dairy production to be a major export industry in that State. However large companies have sought to rationalise their operations and have withdrawn from WA, crippling the infrastructure for smaller local processors, and leading to a collapse of local milk production. Dairy products are now transported to WA at a cost which appears to be much higher than the cost of local production would be. A similar trend appears to be occurring in Queensland, which could see the collapse of the industry in that State. If taken to its local conclusion, the process of rationalisation could lead to total collapse of the Australian industry in favour of New Zealand, with the result that consumers pay more for dairy product and have limited access to fresh milk. Domestic Markets Since 2007, major supermarkets have marketed heavily discounted “dollar milk” as a way of attracting customers. However unlike discounted fuel (which is used similarly as a marketing gimmick to attract customers) the supermarkets do not compensate suppliers for the discounted price. Instead, it appears that processors are persuaded to provide homebrand drinking milk at an increasingly cheap price in return for securing shelf space for their name branded dairy produce (milk and other goods). It has been calculated that processors are unable to recover their production costs from discounted milk, and they are unable to pay farmers a price that adequately covers the cost of production. Some processors have willingly signed contracts with the major supermarkets on the basis that this gives a long term dependable market that enables them to build supply. However such contracts have often been broken in recent years, and the keen competition for a shrinking national milk supply may make this strategy inappropriate. Discounted milk is acknowledged as a “loss leader”, meaning that it is sold at a price below its		

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	market cost to stimulate other sales of more profitable goods. In the case of milk, it reduces the earnings of processors and farmers not only because of direct discounting, but also because the prices of name branded products have to be reduced to compete with the homebrand product. The Minister for Agriculture has indicated he will be looking to the Australian Competition and Consumer Commission (ACCC) to recommend what measures are appropriate to address this situation in a report that will be concluded in November 2017. However it is necessary to develop interim strategies that can take effect beforehand. Pricing of cheese and yoghurt is suppressed not only by competition with discounted homebrand product, but also more recently with bargain priced imports which could constitute dumping. When products are priced below the retail price in the country of origin, the Australian Government can impose a dumping tax. However the process for initiating, researching and implementing this action is unclear. Consumer demand for Australian product is high, but labelling of product does not always inform consumers clearly about country of origin, and this continues under intended future labelling requirements. There is increasing demand for organic dairy products, so that farmers are now being offered significant premiums for converting their farm operations. This trend is likely to continue as a niche component of the domestic market, with participation by smaller farms. As most Australian production is from pasture fed cows, there is not yet the sort of price differentiation made overseas between milk from pasture and stall fed operations. However as there are plans to expand stall feeding in future, this needs to be considered in terms of its impact on the industry, product pricing and consumer choice. Export Markets Global trade in dairy products is equivalent to around 30B litres, or less than 10% of total global production. Around 35% of this is exported from New Zealand, and the other significant contributors are the USA, Canada and the EU. Brazil and Argentina are also growing as exporters. Australia is falling well behind as its production plummets. Ten years ago Australia and New Zealand produced equivalent quantities of milk, but Australia's dwindling supply (and New Zealand's expansion) has resulted in Australia losing ground as an exporter. Exports have fallen from around 60% of national dairy production ten years ago to around 25% in 2017, largely because of falling milk production. Australia's cheese exports have dropped significantly, severely impeding overall export performance. American dairy produce has tended to fill the gaps left by Australia as its own exports have grown.		

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	Over the past five years, Australian exporters appear to have misjudged the Asian market, investing heavily in making a switch from cheese production to manufacture of infant formula. While this had good prospects initially, the unpredictable and changing regulatory frameworks which differ between Asian countries have created considerable problems. At the same time, production of all milk powders has suffered from a global glut, with unsold stockpiles still evident in Australia. A downturn in global prices is attributed to a lifting of production quotas in the EU and a trade sanctions with Russia, and this has exacerbated difficulties for Australian exporters. A further difficulty facing Australian exporters is that many of its international competitors receive subsidies for farm production of milk, sometimes amounting to 50% of production costs. The exception is New Zealand, where production is so well geared to export that its farmers receive other advantages. A further disadvantage of Australian processors is that Australia tends to regard the global trading protocols as mandatory, whereas its competitors regards them as guidelines which can be circumvented. If Australia is to regain its role as a dairy export nation then it will need to find new ways to support its dairy farmers through periods of low global dairy prices, as well as providing support for its processors in accessing profitable markets. New Zealand promotes its clean green pasture fed dairy products on the export market. Australia can boast a similar quality of produce but there is no comparable national marketing effort. Research and Development Australia's dairy research effort has virtually disappeared. Dairy Australia does not conduct original research, and its R&D function is limited to information collation and dissemination. The previous dairy research section of the CSIRO has been disbanded, together with some combined research being pursued with universities (some of which had resulted in new processing proposals that were near ready for commercialisation, now abandoned). Australia's flagship research body, Dairy Innovation Australia Ltd (DIAL) was closed down last year, leaving a number of shared research projects with different universities in limbo. DIAL's funding came from Dairy Australia as well as some of the major processors, who stood to benefit from its research findings. However it appeared that these various companies were increasingly reluctant to pool their resources for joint research. As processing becomes dominated by foreign owned dairy companies, these are able to benefit from significant overseas research carried out by the same companies. However to date the Australian arms of their operations do not appear to benefit from cutting edge technologies or product profiles.		

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	If Australia is to restore its dairy industry as a significant employer and export earner, it needs to retain its own dairy research capacity. This can support innovation and enterprise growth on the part of Australian dairy companies, large and small.		
9.	General Manager, Ransce Salan, Surf Coast Shire Council Author: Coordinator, Business & Tourism Strategy		
	Surf Coast Shire Council Response to the Sustainable Agribusiness Strategy for the G21 Region Council Agenda Item 3.3 Ordinary Council Meeting 25 July 2017 Overall, the strategy is concise and the five priority areas create a good focus for the areas of opportunity within the regional agribusiness sector. Suggested feedback for each priority area has been provided for consideration below. 1. Grow our markets Agree with this priority, goal, strategies and associated actions, however provide the following comment. Action 3.2: 'Investigate the opportunities and value of a collaborative export program for our producers' appears to be an overlap of actions contained in strategy 10 and 11 which focuses on export development and programs. This could be shifted to fit those strategy areas. 2. Develop our people and their businesses Agree with this priority, goal, strategies and associated actions. The following changes are suggested. Amend Action 7.1 to read 'Council and G21 Agribusiness Group regularly update the agribusiness sector on funding programs, projects and events'. Training is included in Action 4.1 and not required in the Action. Include an Action 8.3 - 'Acknowledge and promote agribusiness that are undertaking landscape restoration for both agriculture, aesthetics and ecological outcomes'. 3. Encourage innovation and collaboration Agree with this priority, goal, strategies and the associated actions. 4. Build enabling infrastructure Agree with this priority, goal, strategies and associated actions. The following comments and changes are made and suggested. It is noted Actions 13.1 & 13.2 support work commenced by Surf Coast Shire on the Hinterland Futures Strategy and provides regional support for the implementation of any identified actions. Action 14.1 Requires revision as improved understanding may not translate into planning approval. The acronym GMC needs explanation. Action 15.1 'Investigate opportunities to rationalise and simplify the environmental health compliance requirements of State and Local Government for food production and sales' is not especially relevant to the Surf Coast Shire (and may be the case for other Council's) as the EHO requirements in the Surf Coast Shire have been rationalised and simplified. Council administers food	Noted Action 3.2 - see comments provided in response to Mark Kelly and the comment box linked to action 3.2 in the Strategy Amend 7.1 - the single source of data would capture all information so training would be part of that. Recommend we keep as is. Include in Action 8.3 - The idea has merit, however this has long been done by relevant agencies, such as the CCMA and local landcare groups Action 14.1 - Change to Geelong Manufacturing Council. The intent of this action is not necessarily to translate into planning approval rather to ensure a better understanding and hopefully a good working relationship between business and Council's planning teams. Action 15.1 - This is a regional strategy and some in industry may disagree with this view 5. Implement the Strategy Update the action to reflect the following the PCG meeting on 28th July 2017 Action 16.1 - Further pursue the options presented in the Mecardo Report	Update document

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	safety regulations under the Victorian Food Act 1984, and is done in a way to achieve an effective and customer focused outcome. Action 16 Geelong Saleyards - further detailed comments are provided below. Action 17.5 'Advocate for the timely completion of the Drysdale Bypass and the extension of the Geelong Ring Road to the Bellarine Highway' - Surf Coast is not able to form an opinion for or against this action. Action 18.1 This action fits very well with Surf Coast Shires desire to investigate water options in areas such as the Thomson Valley. 5. Implement the strategy Agree with this priority, goal, strategies and the associated actions. Geelong Saleyards Strategy 16 to 'support the conclusions of the Mercado report into the future of the Geelong Saleyards' should be supported and represents a high and immediate priority. Council notes that the Mercado Livestock Market Channel Analysis (LMCA) report does not consider the needs of peri-urban farmers sufficiently. In particular, how these types of farmers may interact with a livestock exchange facility both now and into the future. As the Mercado report is now complete, there are a number of actions that need to be included in this strategy to satisfy Surf Coast Shire Council that the future decisions being made in relation to the Geelong Saleyards properly consider the needs of 'peri-urban' farmers as follows: Action 16.1 'Further pursue the options presented in the Mecardo report' is to be updated to include the following text: 'including a Peri-urban Exchange and Cooperative Saleyards model at the existing site or a suitable green fields site in the G21 region as these were the models supported by the Geelong Saleyards Advisory Committee'. Include an Action 16.2 'Acknowledge that the Geelong Saleyards model is not the solution to the challenge of providing a livestock exchange for the demographic existing now and into the future'. Include an Action 16.3 'Continue investigation into Colac Saleyards with a view to maximise the potential of the site to suit peri-urban farmers including a change in sale days'. Include an Action 16.4 'Support the continuation of a cross-region working group on the Saleyards until a preferred model and transition plan is agreed on' Include an Action 16.5 'Seek support from neighbouring Shires to contribute to the operation of a regional saleyard service'.	Action 16.2 - Support a cross regional process to develop a preferred outcome for small scale producers including a transition plan. Include an Action 16.3, 16.4, 16.5 – Covered under action 16.2	
10.	Anne Marie Ryan, CEO, GRLEN		
	I note that Dr Jude Walker from GRLEN has not been included in the list of those consulted re this Strategy nor is there any mention of the Agribusiness Industry Scan that Jude has been doing and that was shared with Tim and John Stevens. If the Report could be amended to include these references that would be great.	Noted and update document. This was our omission and Anne-Maree has been rung and apologised to.	Addition to list of references and consultation list

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11.	Wayne Street, Manager, Geelong Food Co-Products Cluster		
	I agree with them all. (Comments made by Mark Kelly).I also think the draft strategy has achieved the objective of providing direction and advice to government agencies and councils within the region, while giving indicative comments that give a flavour to private investment, collaboration and innovation – without limiting commercial opportunities and actions.	No comment required	No change
12.	Kevin Foard, Engineering Network Geelong (ENG) Geelong Manufacturing Council		
	I have had a chance to review the final draft and have no additional comments. I met with John and a few GMC members a couple of weeks ago to go over the draft and provide additional input. I will be attending the Offshore patrol vessel SEA1180 briefing on Friday so will be an apology for this meeting – I have spoken to David about this and hopefully he can attend the PCG meeting on behalf of GMC and ENG.	No comment required	No change
13.	Tony McGann, Acting CEO, Colac Otway Shire Council		
	Given the short timeframe we were not able to include the Draft Strategy in the Council Agenda for the July Meeting, to be held next Wednesday. We will include it in the agenda for the August meeting, to be held on 24 August and would anticipate being able to give feedback shortly after that date. Please give me a call on xxxx xxx xxx if there are any issues.	No comment required	No change
14.	Tim Hellsten, Manager Planning Strategy and Urban Growth, CoGG		
	We provide the following comments (informed also with discussions with Statutory planning). General: - Section 5.1 what does our industry look like – the last dot point refers to agricultural landscapes – this is we suggest also augmented by coastal landscape settings - Strategic framework – the document includes a number of important references but they are not reflected in the document itself. Section 6.1 presents the opportunity to align the strategy focus with other existing strategies particularly the G21Regional Growth Plan and associated Implementation plan which identify critical strategies around agricultural land and production, settlement breaks, supportive infrastructure etc. Actions: Priority 4 Regulation: 13.1. CoGG has already undertaken this work, which should be recognised. CoGG undertook a Managing Development in Rural Areas Planning Policy Review that was adopted by Council in 2015. This was in response to State Government changes made to rural areas and zones brought about by Victoria Planning Provisions and Planning Schemes by Amendment VC103 (5 Sept 2013). This resulted in changes being made to Planning Scheme including amendments to Clause 22.06:	13.1 - an omission – see change to action. 14.1 - no comment required. 14.2 - the action relates to all agribusinesses and zones, not just the farming zone, e.g. industrial development. 14.3 - advocacy needs to continue until the action is complete. 14.4 - comment relates to the details of how you undertake 14.4 - and is therefore better directed at that process later. 17.3 - comment relates to the details of how you undertake 17.3 and is therefore better directed at that process later.	13.1 – see acknowledge ment of COGG’s work in action. 17.4 – reference made to Port Strategy. 18.4 – action clarified.

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	Tourism Accommodation and Function Centre Development in Rural Areas; and a new Clause 22.64: Discretionary Uses in Rural Areas. CoGG policy is also directed by the CoGG Rural Land Use Strategy 2007. The language infers that all Councils could better manage the planning challenges. It is my view that CoGG has undertaken substantial work in this space that largely supports and aligns with the strategy actions. Suggest something along the lines that” Support the G21 Councils in the preparation and implementation of the necessary strategic and policy work to manage Farming Zone .” 14.1. stream line planning approvals - Supported by Council in that it will assist Statutory Planners in making their decisions. 14.2. It is unclear what issue this action is seeking to achieve? The Farming Zone for CoGG only has one schedule and this relates to minimum site area. For the Rural Conservation Zone the intent of the schedules is to set out the conservation values for each area and is a requirement of the Zone. 14.2 (14.3). This [advocate] has already been undertaken through the Animal Industries Advisory Panel, which CoGG made a submission to in early 2016. An outcome of this process (over the longer term - 12+ months) is to update codes of practice and separation buffers. This action should be amended to reflect that G21 will engage with this process. http://agriculture.vic.gov.au/agriculture/livestock/planning-for-sustainable-animal-industries 14.3 (14.4). Need to define what a small agri-tourism business is and how the definition should be changed? The Farming Zone currently allows farm gate sales as “Primary Produce Sales” with a maximum 50m2, and a “Rural Store” used in conjunction with agriculture with a maximum 100m2. Infrastructure: 17.3 freight hub investigation – this has been examined before by Eco Dev – needs to be considered in context of state government strategies which include a major intermodal hub in Truganina 17.4 Port access – existing Geelong Port-City 2050 Strategy advocates for much of this infrastructure as well as rail – ideally should be referenced 18.4 clarify ‘facilitate growth’ – i.e. growth of ‘agribusiness activity’	17.4 – acknowledged and changed. 18.4 – acknowledged and changed.	
15.	Will Dalton, Manager Strategic Projects (Food and Fibre), Agriculture Victoria, Department of Economic Development, Jobs, Transport and Resources		

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	Thanks for the opportunity to comment on the Sustainable Agribusiness Strategy for the G21 Region. The momentum behind the Geelong region and the G21 is really impressive. The documents are comprehensive with good links to the relevant strategies including the Food and Fibre Sector Strategy. There are a number of action areas identified where the State Government is already involved. It is important to be aware of these to avoid potential duplication. If you have the time I think it would be useful to broaden the consultation base to include the following people across Agriculture Victoria and DEDJTR more broadly: • Mike Gooley, Executive Director. Agriculture Policy on "farmers markets" (Priority 1, Action 2.1). • Paul Landgren, Director, TDL & Postal Services on the Geelong freight hub (SWOT analysis p.5) and Avalon Airport precinct development and rail link • Dr Ragini Wheatcroft, Head of Strategic Partnerships on the development of industry networks and greater use of industry clusters (SWOT analysis p.5) • Mr Warren Hill, Director Strategy & Policy Integration on collaborative export programs for producers including Food Source Victoria (Priority 1, Action 3.2 p.7). • Will Dalton, Manager Food and Fibre Sector Strategy and the Food Innovation Network (FIN) re Priority 2, Action 7.1 p.8. • Amelia Fyfield, Senior Trade Manager, Trade Victoria in relation to Priority 1 Grow Our Markets. An additional suggestion would be to add the references/sources to each table in the strategy. The issues paper outlines the data sources but ideally the strategy is a stand-alone document. It is great to see acknowledgment of the Food and Fibre Sector Strategy. It would be great to take this one step further and see where the alignment is between the G21 strategy and the State Government's Food and Fibre Sector Strategy, and have this referenced throughout the document. There are also resources across the state in specialisations such as horticulture (Horticulture Centre of Excellence at Tatura), grains (Horsham Grains Park), livestock (Hamilton Research Institute) that would support the development of these industries in the G21. The Kangan Institute in Bendigo is establishing a virtual food and fibre training hub in 2017. This could be a useful skill development resource with Priority 2 - Develop our people and their businesses. Happy to discuss and hope this is of assistance.	The list of contacts will be very useful as the strategy is implemented	No change
16.	Fiona Conroy		
	Comments on the Draft Sustainable Agribusiness Strategy – Victorian Farmers Federation Bellarine Branch Thank you for the opportunity to comment on the draft Sustainable Agribusiness Strategy. In the SWOT analysis we would like access to potable water included as a weakness. There is limited to	Biosecurity is not the responsibility of local government and there are a number of strategies and activities undertaken by both the Federal and state governments.	Following PCG meeting biosecurity added to the list of threats

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	access to potable water to agricultural producers across the G21 region. This strategy identifies four Priorities and comments will be aimed at each priority area. Priority 1: Grow our Markets While there should be an aim to grow markets there should also be acknowledgement for the need to protect our reputation of our food and wine in domestic and international markets and their future growth by managing risk. There is a strong link between regional agriculture and tourism and consideration needs given to managing biosecurity risks to protect both agriculture and tourism as part of the Agribusiness Strategy. During the 2001 Foot and Mouth disease outbreak in the UK, the biggest sector to suffer financially was regional tourism http://bvs1.panaftosa.org.br/local/file/textoc/Thompson.pdf) Priority 2: Build People's capacity This section correctly recognises that many lifestyle producers keep livestock and there is a serious biosecurity and animal welfare risk if biosecurity management breaks down. The appropriate strategy is to ensure support services and facilities exist to ensure good animal welfare and biosecurity practices are facilitated by small scale producers. An appropriate action is for local governments and State Government agencies to work together by providing appropriate infrastructure and hands on training/educational opportunities (see priority 4) to build the capacity of small scale producers to they can practice good animal welfare and biosecurity Priority 3: Encourage Innovation and Collaboration Establish a peri-urban livestock exchange/education pilot program involving Local Government, State Government and industry bodies eg MLA to develop innovative and new approaches to address the issues emerging with small scale peri urban livestock production to address animal welfare, biosecurity and product integrity concerns. Such a pilot program/venue would combat the attractiveness of platforms such as Gumtree and Facebook for livestock sales by providing an easily accessible, supported livestock selling option which ensures animal welfare, biosecurity and traceability are protected. There is a need to develop innovation in rural rate strategies to develop greater equity for rural landholders, in the face of rising land values in peri-urban areas> There needs to be an investigation in to alternative rating strategies such as the house and curtilage system. Priority 4: Infrastructure 14.3. Concerns about broadening the definition of farm gates sales in the farming zone can result in businesses which are not farm related. The current definition has been developed after extensive consultation and to ensure there is integrity n farm gates sales and should be respected. 17.4 Fully support improved road access to the Port of Geelong This priority should also highlight the need to include urgent improvement in regional road infrastructure across the G21 region. This priority should also mention the need to improve mobile phone and high speed internet access - existing poor communication infrastructure is restricting the growth of agricultural businesses. Water: No mention of the need to increase the access of potable water to rural landholders, especially given	Providing information, communications and access to the relevant departments and training programs to build capacity of small scale producers would be a good action to add. The scope of the strategy would not extend to recommending building a training centre. There are numerous training centres and facilities available in the region to support the delivery of training programs. 14.3 there are a range of opinions on this issue from those who totally oppose to it, to small agrifood producers who support it and believe it is necessary to facilitate growth. The devil is in the detail of how you "broaden" the definition without making it "too broad". E.g. the work COGG have done regarding development of accommodation on the Bellarine Peninsula. This is an implementation issue, i.e. how the action is implemented. 17.4 improve road and telco infrastructure supports all industry. Not necessarily specific to Agribusiness. This is not a strategy to address rating strategies and this would be for each shire to consider individually as it supports their future direction Saleyards As per revised actions 16.1 and 16.2 agreed at the PCG meeting 28 July. Water is referred to in action 18.4	Biosecurity added to action 5.1 Updates to action 16

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	the increasing number of small farm subdivisions. A lack of potable water has the potential to severely limit the development of agricultural enterprises. Access to potable water should be a priority given the increased likelihood of extreme weather conditions in the light of climate change. G21 should also ensure that there is also ready access to potable water supplies from a network of standpipes to improve access to potable water in the future and during emergencies. 16.1. The Mercado Report does not provide any conclusion, but instead offers a series of options. It does not consider the needs of peri urban livestock producers and does not project forward to anticipate the changing needs of the growing number of peri urban farmers who will be operating in the future. There is an opportunity for innovation and infrastructure to be combined to address the future needs for peri urban livestock producers and this is not addressed in the Mercado report (See comments on priorities 2 & 3) An operating model and business case needs to be developed for the establishment of a specialist peri-urban livestock exchange – potentially at a greenfield site - which includes multispecies sale facilities catering for small lots, provision of livestock services, educational facilities for use by farming community, schools and agricultural societies, meeting rooms, a venue for farmers’ markets, farm clearing sales, truck wash etc. Such a model should be developed in conjunction with the G21 shires which have a considerable portion of peri urban farming, and should consider a change in management structures - away from council operated facilities – such as the Ouyen model.		
17.	Jeff Mutsaers, Regional Development Victoria		
	1. Consider including this action or similar between 14.1 & 14.2. Promote the Victorian Governments Agribusiness Development Facilitation Model to help proponents understand and navigate the development approval process. 2. Priority 5 - implementation • Question: Does 9.1 refer to this PCG or a new PCG? • The “where to from here” is outlined in 19.1, a,b,c,d. It would be good to see a table that identifies potential projects (examples) that may evolve from actions contained in this document, the funding streams these may fit within and stakeholders of interest for each respective project as examples. My rationale for this is that often these plans are finalised and then gather dust waiting for someone to develop projects and drive them. By identifying potential projects (I identified 7) and funds (particularly Ag Fund and Food Source Vic facilitator Grants), the interest may be sparked by a consultant to engage and pursue an opportunity or an industry body or council to drive a project, or merely start the necessary discussions. This may increase the immediate benefit of producing this strategy document.	1. Agreed and added. 2. Implementation – I think we remove the word summit and convene a meeting of relevant stakeholders to develop the implementation plan. A list of projects is a good idea at the start of implementation, not as part of the Strategy.	Enhance 14.1

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18.	Shank Somers, Regional Development Victoria		
	Section 5.2 SWOT analysis Strengths to add: • Good connectivity via road, rail and port infrastructure • Strong transport and logistics links. Weaknesses to add: • Ability to recruit individuals to particular parts of the supply chain (e.g. abattoir processing). Opportunities to add: • Development of Industrial and Agricultural precincts to underwrite the future growth of agribusiness as a whole • Avalon Airport providing agribusinesses with access to export markets.	The SWOT was developed from industry consultation and we are not sure that they would agree with all of these points.	No change
19.	Paul Whinney		
	A major feature of the region is the attractive and variable landscape . This is very attractive to tourism .Subdivision is encouraged by council and is readily taken up by lifestyle and intensive agricultural enterprises . On a recent survey of eateries and vineyards in the COGG area people constantly pointed out the livestock - sheep and lambs as well as paddocks of prime cattle occupying vast areas of land between venues. These enterprises need a marketplace - Saleyards -to sell their product and also to secure replacement stock . The so-called OH&S Study of the saleyards conducted by council is a farce , conducted by someone with no experience or reality in saleyard or livestock handling. Council's own regular assessments in recent years were not acted on and allowed the facility to run down and become a liability . Overstaffing is obviously an issue at this site . The Mercado report is a seriously flawed document. Colac Saleyards are not an option for Geelong sheep and cattle producers. A 3.5 hr turnaround trip is not viable for producers - I can drive over the border interstate in that time. A Thursday cattle sale is not favoured by butchers buying young cattle - they much prefer buying early in the week, Monday ,in order that cattle can be quickly processed and do not stress unnecessarily. Consultation for this report was also very limited - see report .!!! Geelong needs a livestock exchange facility - is it possible to build a boutique facility on a greenfield site on Geelong's outskirts.	Council commissioned an independent local livestock market analysis report with the objective of gathering information to assist Council in developing its strategic priorities in relation to the existing saleyards. The report has gathered data relating to the Geelong Saleyards as well as future livestock trends in the G21 region. The final report has made a number of recommendations which are being actively progressed. The report clearly states that the Geelong Saleyards model is not the solution to the challenge of providing a livestock exchange for the demographic existing now and into the future. The actions that are being progressed include the continued investigation into the Colac Saleyards with a view to maximise the potential site to suit peri-urban farmers. Actions 16.1 and 16.2 reference the relevant activities.	No change
20.	Dr Greg Walsh		
	The draft strategy report is a worthwhile document as it demonstrates and documents the importance of the agribusiness sector to Geelong's economy and the propensity for job creation in Geelong and the surrounding G21 municipal districts.	The brief for the work was to develop an agribusiness strategy for the G21 region hence the focus and the resulting report. The issues paper identifies that	No Change

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	However, because the consultation, data collection, analysis and strategy recommendation is largely restricted to the G21 region, a key point in the discussions between the City Administrators and agribusiness representatives in April, prior to the decision to conduct the agribusiness study, appears to have been missed. This is that while the G21 is important in an administrative and local government sense, the agribusiness economy in the Geelong region operates well beyond the G21 boundaries. Key agribusinesses in the Geelong area and especially those that have the potential to grow and offer more job opportunities in the rapidly growing Geelong urban area, trade with primary producers and businesses situated in areas well beyond the G21 area. For example, the Costa enterprises, Riordan Fuel and Grains, Farm Foods, McColls transport, and M C Herds to mention just a few Geelong agribusinesses, trade with and depend on producers throughout western Victoria and well beyond the G21. Key tertiary businesses that are important to the agribusiness sector such as Barwon Water and Deakin University have a presence which extends well beyond the G21. For example, Deakin has a campus in Warrnambool as well as Waurin Ponds and the Geelong Waterfront. The developments in aquaculture are not restricted to the G21 area, but are linked to developments along the coast to Warrnambool and Portland. Agri-tourism opportunities referred to in the draft report are closely linked to the Great Ocean Road tourism economy which extends beyond the G21 to Warrnambool and Portland. Finally, the point was strongly made at the April meeting between the Administrators and the agribusiness representatives, that if the operations of the Port and Avalon are to be expanded, it is critical that trading relationships with users well beyond G 21 and into Western Victoria and even South East South Australia are established and expanded. In short, although the draft strategy report is worthwhile as it stands, it does not adequately reflect or comment on the way in which the regional agribusiness economy works in practice and how this impacts on the Geelong economy and its potential to grow and generate jobs. Furthermore, in the light of the wider Geelong Futures work and the emphasis it gives to the importance of the "knowledge economy", it would be useful for the Draft Strategy to reflect on what this means for the agribusiness economy. Deakin's role is of critical importance in this. While Deakin has a much deserved global reputation in nutrition science, it has so far avoided venturing into agricultural or veterinary science, despite the importance of these disciplines to nutrition science and agribusiness. However, some progress is being made by the University with the development of agribusiness studies at the Warrnambool campus. This will benefit agribusiness in the Geelong and wider region.	processors in region are not reliant on the production in the region and likewise producers are not reliant on processors in the region. It is noted that trade in agribusiness is not restricted to the G21 region like most industries. Based on the consultation with industry and the feedback the strategy does provide clarity on what drives the industry works in the region, its strengths, opportunities weaknesses and threats. The strategy identifies numerous actions to help grow the industry and drive a positive impact on the economy of Geelong and the opportunity to grow jobs.	
21.	Geelong Saleyards Advisory Committee		
	The following feedback was received from the Saleyards Advisory Committee at the meeting on 24 July 2017. Priority 4 – Build Enabling Infrastructure	The Mercado Colac Report specifically looks into the suitability and options for the Colac Otway Saleyards to support peri-urban farmers and their requirements.	Biosecurity requirements

No.	Feedback Provided	RMCG Response	Proposed Final Action
	Infrastructure – Item 16.1 Support Mecardo report options and proceed with investigation of a peri urban facility. Discussion items to be considered: • Agribusiness came up with 3 priorities, one of the priorities was peri urban farmers. • Council introduced new peri urban farmers to the area by allowing small scale farming. • Agribusiness refers to the Mercado report, this does not focus on Peri Urban farming. • Livestock welfare an issue that isn't addressed. • Will be paramount that the strategy supports bio security issues and education, other saleyards do this. • Saleyards are important for monitor NLIS tagging and for traceability. • There is no discussion on the Impact of an endemic disease in the area if we don't have yards, how do we manage disease. Where will there be a holding area for infected animals. • Issues in the UK when foot and mouth disease ruined tourism, given the high level of tourism in the area this needs to be taken into consideration. • Saleyards can be used to manage many of these issues. • Many school groups from colleges and high schools in the area visit for education. • Saleyards are used to monitor animal welfare.	The strategy objective was not to focus on livestock welfare, NLIS tagging, traceability, bio security. This would be covered by relevant state and federal government strategies and actions. Bio security is not the responsibility of local government and out of the scope of the strategy however, providing farmers with access, information and details on the strategies and contacts in the relevant state and federal agencies can be added to the strategy under Action 5.1 and 7.1. The Agribusiness Strategy was not intended to cover endemic diseases. The remaining points are comments and noted however, do not enhance the Agribusiness strategy and would be more relevant to any appropriate saleyards studies	added to action 5.1
22.	Bellarine Landcare Group		
	Feedback to COGG's Draft Sustainable Agribusiness Strategy for the G21 Region Thanks for the opportunity to respond to this Strategy. Our comments are outlined here: • Consultation of Bellarine Landcare Group (or other Landcare groups in the region) is overlooked. • In the SWOT analysis, environmental and sustainable agriculture matters are missing. • Further, Agribusiness depends upon a healthy and sustainable environment and in the THREATS smaller landholders, proliferation of pest plants and feral animals, and amplification of already identified lack of basic skills are a real threat to a degrading environment. • Also missing in THREATS, is the recognition of the continuing loss of agricultural land to residential subdivision. This region has some highly productive land in close proximity to growing populations in Melbourne and Geelong. Once it's subdivided, it is forever lost to food production. The importance of protecting productive land in close proximity to markets is	Priority 2 Strategy 8 and actions 8.1 – 8.3 all support the facilitation of industry sustainability Training to build capacity is identify in action 4.1 Action 13.1 references the necessity to ensure the relevant planning and policy framework is in place to better manage the changes to the state wide farming zone Promotion of the region and the source of food is 1.1, 2.1 3.1. 3.3 and 3.4	No change

No.	Feedback Provided	RMCG Response	Proposed Final Action
	being recognized in progressive European countries and this is something that needs to be given greater emphasis here. - It is evident that there is a growing concern in the wider community about where food comes from, how ethically it is produced and what impact its production has on the environment. There are opportunities to promote the region as one which considers the wider implications of food and wine production – one which takes an integrated approach. Protection of the natural environment is part of this. Perhaps there could be incentives/assistance given to landholders to build land management and revegetation into their projects. - Most of the rural landholdings on the Bellarine are relatively small now and there needs to be some greater flexibility in allowing sympathetic adjuncts to primary production which would give those small agribusiness operators the ability to grow their business. There are some fantastic small operators in the region like Drysdale Cheeses and Wes Eggs (among others) which are underpinned by strong sustainable principles and also promote tourism in the region.	Action 2.1 and 3.1 support the reference to the growing agrotourism market and this growth is supported as an opportunity for the region Action 9.2 references a body of work to identify collaborative, innovative projects to support niche producers	
23.	Chris Lean, Tuckerberry Hill		
	Tuckerberry Hill is a tourist destination offering the following activities: - Fruit picking - Café meals - Farmer's market Investment We run a successful operation on a 52 acre block. We have invested in a 5 acre netted orchard area, irrigation and 50 seat café. We have our own private water line connected to Barwon Water town supply, a 5mGL dam and 750,000 litres of tank storage capacity. Comments on G21 Agribusiness draft strategy: 1.3 What is agribusiness? Whilst inputs, manufacturing and wholesaling are important aspects of agribusiness, they are nothing without Primary Production. They are and grow as a result of a growing PP industry. Grow PP and you automatically grow inputs, manufacturing and wholesaling. 3.3 Enterprises differ too Small scale farms have grown in number around Geelong and Bellarine over recent times. We are an example of this type of farm. We are profitable and have a huge potential for growth despite our	1.3 Noted 2.3 This is the objective of this strategy 6.3 Noted 6.4 Noted 6.5 Action 9.1 and the AgriForum innovation road map is focusing on this opportunity 6.6 A potential addition to action 4.1 and 7.1 Actions 4.1 and 7.1 cover all issues and it would be inappropriate to single out a specific issue, as it would only draw further comment on those items perceived to be excluded	Add information to 4.1 and 7.1 No change

No.	Feedback Provided	RMCG Response	Proposed Final Action
	small size. Farms like ours need to be encouraged and supported with policies, infrastructure and creative leadership. 6.3 Priority 1 Yes – please do not brand us as Geelong. The Bellarine is a much smarter brand for us. 6.4 Priority 2 Please don't judge "small" holdings as not being farms with farmers. Owners of small farms need to be given the confidence that they can invest in an agricultural activity their land and get a return on their investment. 6.5 Priority 3 We need to look for more opportunities on the Bellarine and invest in innovation that can give the most people benefit not just the biggest operations. For example bike and walk paths that connect the small coastal villages to each other and the hinterland which has great views. Plus the use of COGG land such as the Drysdale Landfill which is due to close in 10 years. These create opportunities for everyone. 6.6 Priority 4 Delivery of low-cost and reliable water supplies is important is the ability to recycle your own water. Knowledge in this area needs to be expanded and shared with local farmers.		
24.	Ian Kelly, Member of the Saleyards Advisory Committee		
	The following matters come to mind after reviewing the 26 June 2017 version of the draft Strategy:- • In relation to being sustainable the strategy need to address environment issues which are fundamental for the strategy to be sustainable. I have attached a copy of Dr Kaye Roddens comments which I understand she may have submitted. • Item 1 of the strategic priorities, "Grow our Markets" without a local to Geelong livestock exchange the market for small lifestyle farm producers will shrink, not grow. A local livestock exchange is necessary for the growing number of small scale lifestyle farms to be able to efficiently trade their stock. (p3, 3.2) • Item 2 Develop our people and their businesses. A livestock exchange brings producers together thus sharing farming ideas, and practices to assist the building of their capability and for keeping up with industry trends. • Item 3 Encourage Innovation & collaboration. The meeting of likeminded people regularly at a livestock exchange is an ideal environment whereby innovation and collaboration between producers, carriers, agents and buyers can improve productivity and knowledge.	Response to Kaye Rodden are cover in item #2 Updates to action 16 saleyards have been made following the PCG meeting on 28 July 2017 Building capacity and sharing knowledge is covered under sectionn4.1, 5.1, 6.1 6.2, 7.1 , 8.1, and 8.2 Actions 1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.4 are identified actions to support the marketing of the agribusiness industry. Action 18.4 specifically covers water	No change

No.	Feedback Provided	RMCG Response	Proposed Final Action
	- Item 4 Build enabling infrastructure. A livestock exchange is a key item of infrastructure necessary for the efficient trading of livestock in the region to include not only sheep & cattle but poultry, (15,000 sold annually in Geelong) horses, pigs, goats & alpacas. - Weaknesses. Availability of workers for expansion & growth is recorded as a weakness. There needs to be more marketing of Agribusiness as a preferred local industry in which to work to attempt to capture some of the recently redundant employees from the closure of some major manufacturing and associated industries. - Water supply is a critical resource which needs to be carefully managed to ensure that bore field extraction for the rapid residential expansion does not exceed recharge to the aquifers thereby depleting agribusiness supply. We look forward to the completed report.		

2. GEELONG SALEYARDS

Source: City Services – Engineering Services
Acting Director: Peter Godfrey
Index Reference: Saleyards

Purpose

For Council to make a decision in relation to the future of the Geelong Saleyards.

Background

In August 2016 a decision was made to close the saleyards due to OH&S concerns in both the sheep and cattle pens.

Following the 13 December 2016 Council meeting resolutions (refer Attachment 2) the sale of sheep resumed at the Geelong Saleyards in February 2017, an independent local stock market analysis was noted by Council on 23 May 2017 and an independent assessment of the cost to repair the cattle yards has been completed.

Temporary cattle holding pens have been installed and are available for use to provide interim support to cattle producers.

A Sustainable Agribusiness strategy for the G21 Region has also been prepared.

The Geelong Saleyards Advisory Committee Terms of reference were adopted in January 2017 (refer Attachment 3) and the first meeting of the committee was held in March 2017. The committee has been valuable in identifying stakeholder concerns.

Key Issues

- Reports on the operation and potential closure of the Geelong Saleyards have been brought before Council since 1998 with a number of recommendations being made to close the Geelong Saleyards. Refer Attachment 2.
- Stakeholder consultation has been extensive including a survey of over 1400 users in July 2016, a workshop of 118 attendees in August 2016 and the establishment of the Geelong Saleyards Advisory Committee (GSAC) in March 2017. Full consultation outcomes are detailed in Attachment 4.
- The financial performance of the Geelong Saleyards over the past 10 years has declined with the last two years resulting in losses of over \$200,000 per annum. Refer Attachment 5. This has been confirmed by an independent auditor.
- A structural engineering assessment was completed followed by an OH&S assessment of the cattle pens at the Geelong Saleyards. The independent OH&S report concluded that *"in its present condition the cattle yards would not meet Victorian Occupational Health and Safety Legislative requirements for the provision of a safe work place"*. These reports are available online by visiting the Geelong Saleyard website: <http://geelongaustralia.com.au/saleyards/default.aspx>
- The issues identified in the OH&S report are listed in Attachment 6.
- The cost to repair the cattle pens to acceptable operations (note without a roof) is estimated at \$2,895,000. A review of the estimate by the GSAC to a minimum standard is estimated at \$1,838,118. A breakdown of costs are detailed in Attachment 7.

- Support for small cattle producers, with new cattle holding pens, has been available for use by local producers to use as an interim measure however to date these facilities have not been utilised once.
- The Mecardo market analysis report noted a number of alternative Saleyards options available to be considered; including Colac as the regional livestock facility; a Peri-Urban exchange with associated services; and a co-operative model.
- The report also noted that the Saleyards model that has existed in Geelong for nearly 150 years is not the solution to the challenge of providing a livestock exchange for the demographic existing now and into the future.
- The Geelong Saleyards Advisory Committee's preferred options were the Peri-urban service and a revised Co-operative model referred to as the 'Ouyen Saleyards model'. Feedback from the committee was that Colac is not its preferred option due to transport distance particularly from the Bellarine Peninsula.
- The G21 Regional Growth Plan identifies Colac as the preferred regional livestock facility.
- At its April 28 2017 meeting the G21 Board reaffirmed their position. Refer to Attachment 8.
- At the request of the G21 Board, City of Greater Geelong and Colac Otway Shire engaged Mecardo to report on the Colac Regional Saleyards as an option should the Geelong Saleyards close. The report is available on the Geelong Australia website and notes that a transition of livestock sales to Colac could be accommodated by an additional sale day on Monday once a fortnight, some minor modification to the sheep yards and sheep loading ramps, construction of an enclosed access ramp to allow for small vehicle delivery, and Colac Otway Shire and G21 establishing an Advisory Committee to assess the additional services model.
- The following four themes have been identified in the Sustainable Agribusiness Strategy for the G21 Region (the Agribusiness Strategy) with clear objectives and action plans to support the industry. These are to grow our markets, develop our people and their businesses; encourage innovation and collaboration, and build enabling infrastructure.
- The infrastructure theme considers the Geelong Saleyards and refers to the Mercado report and the need to pursue the options as presented. The Agribusiness Strategy also indicates livestock has a 25% share of the Agribusiness sector and in reference to livestock for Geelong, indicates that this is 23% of that share and is declining.
- Two selling agents who have been active at the Geelong Saleyards have both advised in writing that, due to the cost to their businesses, they would not provide a service for the sale of cattle at the Geelong Saleyards.

L Gardner moved, P Dorling seconded -

That Council:

- 1) close the Geelong Saleyards to the sale of sheep and cattle by 31 August 2017;**
- 2) inform neighbouring Councils and stakeholders of the decision to close the Saleyards;**

- 3) **engage with the poultry sales operator, who currently operates at the Geelong Saleyards, to consider and determine the future of poultry sales at Geelong Saleyards site;**
- 4) **engage with representatives of the livestock transport industry to consider and determine the future usage of the truck wash facility at the Geelong Saleyards;**
- 5) **engage with the community to develop a strategy to recognise the history of the Geelong Saleyards;**
- 6) **identify Heritage elements to be retained at the Geelong Saleyards, and to make safe the site by demolishing unsafe infrastructure;**
- 7) **develop a Precinct Plan for the Weddell Road site incorporating the provision of public open space; and**
- 8) **thank the members of the Geelong Saleyards Advisory Committee for their advice and input to the operations of the Geelong Saleyards since March 2017.**

Carried.

Attachment 1

Discussion

Reports on the operation and potential closure of the Geelong Saleyards have been brought before Council since 1998 with a number of recommendations to close. Refer to schedule of resolutions and actions to date. Since 1998 there have been 10 reports to Council. Even in the early reports it was noted that the current location was not a viable long term option for the operation of the Geelong Saleyards.

Refer to Attachment 2 for a full list of all the reports that have gone to Council since 1998.

Independent Market Analysis

At its 13 December 2016 meeting, Council resolved to defer repair works on the cattle pens until an independent expert local stock market analysis was completed and a full costing estimate was prepared based on the recently completed OH&S audit inspection.

An independent market analysis was completed by Mecardo and presented at the Council's May 2017 meeting. It has also been presented to the Geelong Saleyards Advisory Committee, the G21 Board and Surfcoast Shire Council by Mecardo.

Key findings from the Independent Market Analysis – throughput and income

Income for saleyards is directly related to yarding and agency fees which are based on throughput. So as the number of head of cattle has decreased, so has the income.

The diagram below shows that in 2000 Geelong was yarding 28,818 head of cattle. By 2011 the yarding numbers had dropped to 5,151. During the drought years starting in 2014, numbers did increase as farmers were forced to destock due to a lack of water and feed.

Saleyard throughput volumes and herd size - Victorian cattle



	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Ballarat	57,994	48,649	41,659	62,416	61,860	54,644	61,087	74,810	61,087	56,915	46,774	50,191	53,883	53,343	55,826	71,296	66,938
Geelong	28,818	21,047	21,911	20,780	20,930	18,675	17,266	18,616	8,987	8,303	6,841	5,151	5,201	8,160	9,284	11,372	8,744
Colac	50,330	41,076	37,553	48,675	55,114	50,773	48,557	59,617	44,284	51,599	46,156	47,783	42,462	36,347	38,691	45,540	40,892
Hamilton	50,883	48,989	39,668	49,520	62,742	60,864	51,729	47,836	46,776	47,776	42,897	45,590	41,273	-	36,192	47,396	38,982
Warrnambool	89,011	81,607	79,511	104,741	113,864	114,956	102,275	118,044	102,872	106,145	99,722	88,666	85,873	78,676	79,970	98,590	97,865
Camperdown	59,192	59,071	49,606	63,703	67,237	58,805	53,250	57,942	44,394	50,294	46,869	46,551	46,786	36,888	43,763	52,912	49,564
Total Vic	-	-	-	1,222,915	1,089,433	1,032,290	803,907	915,454	816,280	785,977	805,193	552,417	582,437	522,034	595,466	656,242	520,999
Auctions Plus	-	-	-	-	-	-	-	-	-	-	-	-	-	6,858	6,325	12,635	19,655
Vic Herd	4,263,700	4,405,500	4,412,500	4,387,600	4,280,600	4,509,000	4,403,000	4,243,000	3,838,000	3,854,000	3,668,000	3,970,000	4,114,000	4,229,000	4,217,692	4,128,535	-

Sources: LSAV, RIX, Scandear, Auctions Plus, ABS, ACA

*Throughput data not available for Hamilton FY2013

Looking across the trends from 2000 to 2016, to return the Geelong Saleyards to cattle numbers experienced between 2000, current numbers would have to triple. Ballarat and Warrnambool are the only two sale yards with increasing yarding's, ranging between 10-15% over the period 2000 to 2016. Colac, Hamilton and Camperdown experienced a moderate decline in throughput of between 15-25%, while Geelong has seen a significant decrease over the same time frame, just short of a 70% decline.

The diagram below shows the combined sheep and lamb throughput figures for the Ballarat, Geelong, Hamilton, Bendigo and Horsham saleyards along with the total for Victoria. As presented with the cattle data, Auctions Plus sheep and lamb sales are included in the table for the last four financial years along with the size of the Victorian flock as measured by the ABS.



	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Ballarat	1,436,242	1,496,762	1,347,934	1,232,545	1,353,088	1,261,815	1,372,287	1,516,526	1,402,315
Geelong	94,197	106,964	86,101	72,855	65,383	55,302	54,253	45,937	45,092
Hamilton	1,047,593	1,175,076	1,045,916	951,202	980,419	988,578	948,253	1,013,020	998,439
Bendigo	1,437,449	1,416,821	1,082,789	1,065,668	1,042,457	1,119,952	1,205,339	1,120,485	1,045,648
Horsham	527,730	627,874	609,918	571,548	516,006	502,379	565,167	526,375	471,910
Total Vic	3,695,120	4,215,556	3,616,500	3,104,694	3,143,484	3,667,164	3,790,821	3,956,150	3,767,913
Auctions Plus	-	-	-	-	-	62,429	127,174	174,757	286,830
Vic Flock	16,765,000	15,082,000	14,378,000	15,212,000	15,928,000	16,067,032	15,365,155	14,572,262	-

Sources: LSAV, RLX, Scandclear, MLA, ABS, Auctions Plus, ACA

The saleyard income has, however, started to rebound since it's lows in 2010/11, and a large percentage of this rise can be attributed to an increase in income sources other than stock throughput, such as revenue from the truckwash facility.

Key findings from the Independent Market Analysis – *alternate options*

The Mecardo report provided a number of alternatives to be considered as options to cater for the needs of peri-urban farmers that use the Geelong Saleyards. The Geelong Saleyards Advisory Committee (GSAC) selected three of these options for further exploration. These included:

Co-operative Operated Saleyards

In this option a co-operative could be formed by current saleyard users to manage the Geelong saleyards. A co-operative model could involve the Council either providing a commercial lease, or an outright sale of the facility to a co-operative group.

While this co-operative model addresses a number of issues, the planning and execution of a co-operative model may be difficult. Currently there is a group of peri-urban producers who have indicated strong support for the continued operation of the Geelong Saleyards, but they are not in any formal co-operative group. The GSAC strongly disagreed with the establishment of a co-operative model citing the experiences with the Murray Goulburn Dairy Co-operative, which was not successful.

The GSAC do however support the concept of a similar model, such as the Ouyen Saleyards model. At Ouyen there is an independent board that runs the Council-owned saleyards. The Ouyen saleyards are in good condition with little requirement for renovation. Any income raised at the Ouyen sale yards is used for maintenance only. In the case of the Geelong Saleyards, over \$2million would need to be spent on the Geelong Saleyards to build a safe and modern facility before it could hand over management to another entity.

With the stock numbers trending down across the region, as highlighted in the market analysis report, there is no suggestion that by building a new facility that this would increase stock numbers to the level necessary for the saleyards to return a profit. In this model, the OH&S responsibility and asset maintenance costs would still remain with Council

Peri-urban Exchange

The market analysis suggests that a livestock exchange that is easily accessible could provide additional services by private investment, or Council, to assist the peri-urban farmer.

While there has been no identified development in Australia of this proposed model, it does exist in other countries where farms are small. The UK and United States have a network of sale yards designed to accommodate small mobs. These yards are owner-operated with the yard operator providing all services including an auctioneer, settling processes and sale reports.

A peri-urban exchange could be established at the Colac Saleyards if there is demand for extra services for the novice or small scale farmers.

There are already small operators in the Geelong region who offer services for peri-urban producers such as mobile shearing, animal husbandry and transport. Novice farmers now tend to seek advice at their local rural supply store that can either provide the equipment or the contacts for them to manage their stock.

This peri-urban exchange service is preferred by the GSAC as a long term solution to facilitate the needs of peri-urban farmers, either at the current Geelong Saleyards site or a new green field site within the G21 region.

Existing Colac Saleyards

The Colac Regional saleyards is predominately a cattle-selling centre operating on a weekly basis. The yards have 138 cattle pens under cover with soft flooring installed, as well as 80 holding yards. Colac also has sheep & goat selling pens in good order with capacity for approximately 3,000 head. The Colac Regional Saleyards has the capacity to provide both sheep and cattle selling services to current users of the Geelong saleyard.

The distance between Colac and Geelong Saleyards of 87.7 km is considered an inconvenience by peri-urban farmers in Geelong. However they only account for 25% of those who use the saleyards, with the majority of users being closer. With the trend for peri-urban farming moving west in the region, the average distance for farmers will reduce over time.

The GSAC identified that there is no sale day on a Monday which allows for peri-urban producers to deliver stock on a Sunday prior to the sale day. The location is also seen as a deterrent in terms of transport costs and travel time from the Bellarine.

At its April 28 2017 meeting the G21 Board reaffirmed the designation of the Colac livestock Selling Centre redevelopment as the key Regional Agricultural project as referenced in the G21 Regional Growth Plan Implementation Plan. Refer attachment 8.

The G21 Board had requested that the City of Greater Geelong and Colac Otway Shire work together to further explore what would need to happen at the Colac Regional Saleyards to make it more accessible to peri-urban farmers in the Geelong region, if the Geelong Saleyards were to close. Mecardo were engaged to assess the possible use of the Colac Regional Saleyards for Geelong-based peri-urban farmers, and the key recommendations from their assessment were:

- Minimal improvements are required to the Colac cattle yards although ongoing maintenance will need constant review;
- The Colac sheep yards require upgrades principally in the area of loading ramps and natural lighting in the shed;

- The launch of some additional services at Colac targeted to the peri-urban farmer would provide a launching pad for promoting the Colac Otway Shire sheep sale;
- Minimal investment in the Colac Saleyards is required in the short term to support sales from Geelong;
- Other livestock sales should be included in the promotion of the re-vamped Colac Otway Shire saleyards;
- Engagement by the livestock agents is vital to future success of sheep & lamb sales volume at Colac Otway Shire's saleyards;
- Should the City of Greater Geelong Sheep sale cease, then Colac Otway Shire should take up the Monday sale;
- Any promotion of the Colac Otway Shire Sheep sale initiative should only commence with the announcement of the City of Greater Geelong sheep sale ceasing;
- Care should be taken to ensure that any capital improvements or modifications reflects future demand; and
- The bespoke peri-urban market should evolve rather than an undergo immediate implementation.

In Mecardo's report on the Colac Otway Regional Saleyards it was concluded that for the future viability of the Colac Otway Shire's saleyards, and to attract additional support, a new saleyard model needs to be developed to service the G21 region. This must effectively address the needs of the peri-urban farmer with the larger scale producer comfortably catered for via other offerings.

To progress, it was recommended that Colac Otway Shire and G21 should form an advisory committee to explore the wide range of options that could be considered as value-add inclusions to be offered by the Colac Regional Saleyards, and to consider any capital investments that will contribute to increased throughput.

It was also concluded that the Colac Otway Regional Saleyards should also take on a rolling improvement model, adding services progressively in response to demand, or at least to the identification of new demands.

Future Threats to the viability of the Geelong Saleyards

It needs to be noted that the Mortlake facility build has commenced and they anticipate they will be operating in early 2018. The new Ballarat facility has also commenced in its new location. The Mecardo report states that *"... the larger markets are recognised as having increased competition, better prices and are therefore attracting greater numbers from sellers. It is expected that this trend will not only continue but will likely increase with the proposed construction of large regional yards at Mortlake and Ballarat. Not only is this a threat to Geelong saleyards, but other council based yards in Victoria, namely the Ballarat and Mortlake catchment areas, will be under pressure"*.

Costing Estimate – Cattle Pens

The City has acknowledged that over time there has been a lack of investment in the maintenance and renewal of the Geelong Saleyards which has contributed to the OH&S concerns, causing the closure of the facility in August 2016. A structural engineering assessment was completed followed by an OH&S assessment of the cattle pens at the Geelong Saleyards. The OH&S report highlighted the extent of the safety concerns, particularly with the cattle pens. The independent OH&S report concluded that *"...it should be noted that in its present condition the cattle yards would not meet Victorian Occupational Health and Safety Legislative requirements for the provision of a safe work place"*. Due to the extensive OH&S concerns raised about the current state of the nearly 150 year old timber pens, the GSAC agreed with Council

officers that demolition of the cattle pens would be the most practical and economical way to rebuild safe and compliant cattle yards.

Costing for acceptable operating yards

A concept design layout, allowing for approximately 80 pens, was developed, based on the current yard usage and feedback from the GSAC members. A quantity surveyor was engaged to provide a cost estimate for the rebuilding of the cattle pens. With the cattle holding pens available as a short-term measure, the longer-term options for the cattle pens has been reviewed by the GSAC.

The estimated cost of works to enable operation of the cattle yards is \$2,895,000.

This estimated cost does not include a roof. The construction of the new cattle pens incorporates a concrete floor, so there is an expectation that, in order to meet animal welfare best practice, soft flooring should be installed in the cattle pens to reduce the risk of cattle being foot sore from standing on concrete. Without a roof over the cattle pens, there would be an ongoing additional cost to maintain the soft flooring which, if exposed to the elements, would wash away in rain events. This in turn poses risks to the drainage system at the Geelong Saleyards. There is also the concern about the increased need to have contaminated material removed from the Saleyards site.

Costing for an interim/short term cattle pens

The Geelong Saleyards Advisory Committee requested some amendments to the Quantity Surveyor's cost estimate for the renovation of the cattle pens. The adjustments to the quote reduced the works to a level that could only be considered a short-term option. The cost for this interim solution for the cattle pens was estimated at \$1,838,118.

Sustainable Agribusiness Strategy for the G21 Region

The consultants working on the Agribusiness Strategy have presented to the GSAC. Members of the GSAC form part of the Agribusiness Strategy consultative group. The draft Agribusiness Strategy was open for public consultation in July and is now finalised.

The Agribusiness Strategy has been developed to identify the opportunities to support and grow the agribusiness industry. Agribusiness is one of the major industries in the G21 region and therefore an Agribusiness Strategy has been prepared to support the industry opportunities.

The Agribusiness Strategy indicates livestock has a 25% share of the Agribusiness sector and in reference to livestock for Geelong indicate that this is 23% of that share and is declining. The infrastructure theme of the strategy considers the Geelong Saleyards and refers to the Mercado report and the need to pursue the options as presented.

The G21 region has a proud history in agribusiness. The diversity of the industry, and the breadth and depth of its sectors is one of its strengths. A rapidly growing population and a large visitor economy means that our regional landscape is changing and thus, so is the industry. The purpose of the Agribusiness Strategy is to provide a framework that will guide both government and private sector investment decisions on how best to assist the ongoing growth and development of the agribusiness industry. The Agribusiness Strategy has been informed by consultation carried out with peak agribusiness bodies, business both large and small, industry experts and government agencies and the wider community.

Four themes have been identified with clear objectives and action plans to support the industry; grow our markets, develop our people and their businesses, encourage innovation and collaboration, and build enabling infrastructure.

The G21 region has a number of competitive advantages it can build on; including established businesses, access to markets, land availability, good climate, quality produce, innovative businesses, and a skilled workforce. The G21 region also has a number of challenges to overcome including lack of collaboration across the industry, cost of compliance in the intensive animal industry operations, lack of reputation as a significant wine and food region relative to other regions, cost of access to the Melbourne container port, and land use conflict.

Historical Recognition

The Geelong Sale Yards, Weddell Road, North Geelong has significance as the most intact functioning 19th century municipal stock yards known in Victoria. The second municipal sale yards to be built in Geelong, these sale yards were established in 1869 by the Town of Geelong to a layout and design by the Town Surveyor, Robert Balding.

Surviving early fabric of the Geelong Saleyards includes the layout of cattle and sheep yards divided by a central thoroughfare, timber post and rail cattle and sheep pen fencing and gates, elevated and narrow covered cattle yard walkways, bluestone pen paving, stands of mature Ash trees shading the western sheep pens, former Caretaker's Cottage and the bluestone spoon drains.

Should Council decide to close the Geelong Saleyards it is important to recognise the cultural and historic significance of the Geelong Saleyards and their place in Geelong's early development as a city and region, as well as contribution to the livelihood of many to this day. There are diverse ways in which this history can be preserved and celebrated including personal narratives told through film, digital and on-line platforms, utilisation of site materials and fabric for interpretation and public art works, and interpretive and cultural signage. The City of Greater Geelong will develop a research and engagement plan to determine the best way to recognise the significance of the Geelong Saleyards with the communities who have been part of its history.

Financial Implications

1. Income - Council has made losses on the Geelong Saleyards for the last 10 years of an average of \$171,000 per annum with the last two years experiencing losses of over \$200,000. Refer Attachment 5. This has been confirmed by the independent auditor.
2. \$690,000 is budgeted for the repairs to the Geelong Saleyards. The current expenditure for repairs to the sheep yards and the temporary cattle pens is \$268,000, leaving \$422,000 for potential future repair works on the site.
3. The cost of the renovation work is estimated at between \$1.8M and \$2.8M which has not been included 2017/18 budget. Refer attachment 7.
4. With the use of soft flooring in the cattle pens there will be significant ongoing operational costs as the flooring will need to be replaced more frequently without a roof over the entire cattle selling pens.

Stakeholder Consultation and Communication

Extensive Consultation in regard to the operations and future of the Geelong Saleyards has been completed with relevant stakeholders and is not limited to the list below:

- Stock Agents
- Buyers
- G21 group of Councils
- G21 Agribusiness forum
- Geelong Saleyards Advisory Committee (GSAC)
- Workshop attended by 118 stakeholders on 11 November 2016
- Survey to over 1400 stakeholders in July 2016 with 463 responders
- Consultation by Robert Hermann as part of the Mecardo report
- Saleyards webpage developed on the Geelong Australia Website

Refer Attachment 4 for full details of the Consultation and Engagement activities and the GSAC activities and actions.

Stock Agents: Recently directors from both of the Stock Agencies, HF Richardson and Charles Stewart, have written to Council advising that due to the high costs to their businesses they regretfully no longer support the sale of cattle at the Geelong Saleyards.

Alignment to City Plan

This report aligns to City Plan through the strategic direction of 'How We Do Business'. All of the studies and reports about the Geelong Saleyards have reviewed how the service meets the requirements of a growing population through responsible and sustainable financial management as well as ensuring safety to City of Greater Geelong staff and members of the public.

Risk Assessment

Early in August 2016 safety concerns were raised regarding the condition of the Saleyards facility. An engineer's report was received on the overhead and pedestrian walkways and other components including loading ramps which identified risks to users. This prompted immediate temporary closure of the Geelong Saleyards to sheep and cattle sales on 22 August 2016.

Further inspections of both the sheep yards and cattle yards were completed in November 2016 identifying a number of interventions required to enable yards to reopen. An OH&S audit of the cattle yards identified 17 recommendations. Risk ratings identified 8 very high and 7 high hazards that will require action prior to reopening of the cattle yards. Refer attachment 6.

The sheep pens were reopened in February 2017 for the sale of sheep with new metal selling pens, replaced hardwood rails, secure overhead walkways, improvements to the loading ramps and caps placed on all the metal upright posts.

The most cost effective way to address the significant OH&S concerns in the cattle pens is to demolish the timber pens and replace them with new metal panels that comply with current OH&S and animal welfare requirements.

Council Resolutions for Geelong Saleyards

Attachment 2

Council Meeting	Date of Meeting	Report	Division	Confidential	Section B	Notice of Motion	Resolutions	Status	Comment
August 1998	26/08/1998	Saleyards	Development and Strategy - Economic Development	Public	Yes	No	1. continue operating the Saleyards for a further 3 years		
August 1998	26/08/1998	Saleyards	Development and Strategy - Economic Development	Public	Yes	No	2. support the development of a new saleyards facility on the following basis: a) No funds are spent on improvements to the existing yards other than required maintenance b) The City may consider contributing the proceeds from divestment of the existing site (currently estimated at \$1Million) towards the new facility c) The Geelong Saleyards Advisory Group be required to report back to Council by 31 December 1999 with a firm proposal identifying: - a process for developing the new facility - private and public sector investors - financing arrangement; and - a business plan for the new saleyards d) If the private sector support is not available by 31 December 1999 the relocation project will not proceed and the Saleyards will be wound down by mid-2001		
December 1999	22/12/1999	Saleyards	Environment and Recreation Services	Public	Yes	No	1) acknowledges the progress made by the Geelong Saleyards Advisory Group		
December 1999	22/12/1999	Saleyards	Environment and Recreation Services	Public	Yes	No	2) request a further report by the end of April 2000 confirming the plans to establish a new saleyards and the securing of appropriate funds		
March 2000	08/03/2000	Saleyards	Environment and Recreation Services	Public	Yes	No	That Council supports the establishment of a company to manage and operate the new saleyard development on the following basis. 1) the materials, plant and equipment from the current saleyards operation (estimated value of up to \$300,000) along with the proceeds of sale from the current property at Weddell Road (estimated at \$400,000) be offered to the company on the following basis. a) The total amount (estimated at \$700,000) be provided as * an interest free loan repayable in full at the end of a 10 year term * the loan be secured by a 1st mortgage over the company's land and buildings and a floating charge over assets, and * be subject to immediate repayment upon the sale or windup of the company 2) the Memorandum and Articles/Constitution and Rules of the company enable the Council to nominate a person to the Board of		

Council Meeting	Date of Meeting	Report	Division	Confidential	Section B	Notice of Motion	Resolutions	Status	Comment
							Directors whilst the loan is repayable to Council. 3) that six months prior to the repayment of the loan the Council undertake a review to determine whether: * it would consider an extension of the loan, or * would be prepared to write off the load in part or in full		
August 2000	09/08/2000	Saleyards	Environment and Recreation Services	No	Yes	No	That subject to the ownership status of the new saleyards development remaining with the Saleyards Advisory Group (SAG), the following contributions be applied to the project: 1) Any materials, plant and equipment from the current saleyards operation that can be used for the new saleyards development will be granted by Council and that this grant does not require interest payment nor repayment of principal;		
August 2000	09/08/2000	Saleyards	Environment and Recreation Services	No	Yes	No	2) The net proceeded of the sale of land at the current saleyards sit in Weddell Road be loaned to the new saleyards development. The loan term to be 10 years at no interest. If at any time the business is sold or fails then the loan is to be repaid. The loan is to be secured by way of a second charge over the saleyards assets after the primary bank loan. That should the new saleyards development consistently exceed its initial business performance projections then an interest rate to be applied to Council's loaned amount will be negotiated three years from commencement with the SAG.		
August 2000	09/08/2000	Saleyards	Environment and Recreation Services	No	Yes	No	3) After ten years, the operations of the Saleyards be reviewed to assess which of the following options be chosen by Council: i) "Write-off" the grant with no further obligations ii) Continue "status quo" for another five years iii) The grant be changed to an interest-bearing loan; iv) The initial grant be repaid		
August 2000	09/08/2000	Saleyards	Environment and Recreation Services	No	Yes	No	4) That Council receives annual, audited financial statements from the new Saleyards Development		
October 2003	28/10/2003	Saleyards	Community and Recreation	no	Yes	No	1) Council acknowledges the work of the Saleyards Advisory Group and its report indicating its inability to find an alternative site		
October 2003	28/10/2003	Saleyards	Community and Recreation	no	Yes	No	2) Council confirms that the current Weddell Road site has significant environmental and economical improvements needed to continue as a Saleyards or Livestock selling facility in the medium to long term		
October 2003	28/10/2003	Saleyards	Community and Recreation	no	Yes	No	3) Council acknowledges the relevance and need for a Saleyard service within the municipality		
October 2003	28/10/2003	Saleyards	Community and Recreation	no	Yes	No	4) Council identifies the current site as the most appropriate site for the saleyards service to continue		
October 2003	28/10/2003	Saleyards	Community and Recreation	no	Yes	No	5) a business case for the 2004/2005 budget be prepared		
June 2015	09/06/2015	Saleyards	City Services	Public	Yes	No	1. seek opportunities for savings in operation of the saleyards;	Completed	

Council Meeting	Date of Meeting	Report	Division	Confidential	Section B	Notice of Motion	Resolutions	Status	Comment
June 2015	09/06/2015	Saleyards	City Services	Public	Yes	No	2. actively identify potential uses of existing land and facilities outside normal saleyards operations;	Completed	
June 2015	09/06/2015	Saleyards	City Services	Public	Yes	No	3. work with neighbouring Councils to identify and develop a suitable regional solution with the view to initiating a future staged withdrawal from saleyards operation.	In Progress	
September 2016	27/09/2016	Saleyards	City Services	Public	Yes	No	1. reiterates the resolution of the previous Council, to pursue a staged withdrawal of operations at the Geelong Saleyards;	Completed	
September 2016	27/09/2016	Saleyards	City Services	Public	Yes	No	2. notes the extensive consultation undertaken by Council Officers, which included producers, agents, regional saleyard operators and officers of the Surf Coast Shire, Borough of Queenscliffe, Golden Plains Shire and Colac Otway Shire;	Completed	
September 2016	27/09/2016	Saleyards	City Services	Public	Yes	No	3. notes that it was unforeseen that the Saleyards would close due to safety concerns before a transition plan was developed for staged withdrawal;	Completed	
September 2016	27/09/2016	Saleyards	City Services	Public	Yes	No	4. requests Officers to undertake additional consultation for further consideration at the 22 November 2016 Council meeting.	Completed	
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	That Council : 1) note the content of the independent OH&S Audit inspection undertaken by SafetyZone (Attachment 4) and the serious range of findings that need to be addressed prior to recommending cattle sales;	Completed	actions being scoped and costed for cattle yards
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	2) note that repair works are already underway to enable safe operations for small lot sheep sales at the Geelong Saleyards in January 2017;	Completed	repair works complete
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	3) note that repair works on the cattle pens have not commenced and an initial estimate is in excess of \$320,000 for materials only (to date);	Completed	audit scope of works prepared and estimated
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	4) defer repair works on the cattle yards until an independent expert local stock market analysis is completed and a full costing estimate is prepared based on the recently completed OH&S Audit inspection;	Completed	audit scope of works prepared and estimate completed
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	5) work with buyer, seller, agent and transporter representatives and other related stakeholders immediately to develop interim support arrangements for small lot cattle sales;	Completed	initial meeting held in December with small group of stakeholders to determine options for interim cattle sales. Cattle hub installed.
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	6) consistent with the previous Councils resolution of June 2015, work with the G21 group of Councils, the G21 Agribusiness Forum and other agriculture peak bodies to establish an agribusiness strategy for the region which incorporates the resolutions of the Surfcoast Shire Council (see Attachment 5) with a view to this being available for a final decision by mid 2017;	In Progress	Market analysis complete and noted by Council 23/5/2017

Council Meeting	Date of Meeting	Report	Division	Confidential	Section B	Notice of Motion	Resolutions	Status	Comment
December 2016	13/12/2016	GEELONG SALEYARDS	City Services	Public	Yes	No	7) establish a Geelong Saleyards Advisory Committee, with a Terms of Reference consistent with the Australian Code of Practice for the Selling of Livestock and work with the proposed Committee to advise Council on user issues at the Saleyards.	Completed	EOI closed 17 February 2017 and committee appointed.
January 2017	24/01/2017	Geelong Saleyards Advisory Committee - Terms of Reference CTR245.5	City Services	Public	Yes	No	That Council: 1) endorse the Geelong Saleyards Advisory Committee Terms of Reference CTR245.5 (refer Attachment 3), with the following amendments: remove officers in the first sentence of 2.1; replace Terms of Reference with Specific Functions in Item 3	Completed	Completed - Changes as per resolution has been made to the ToR.
January 2017	24/01/2017	Geelong Saleyards Advisory Committee - Terms of Reference	City Services	Public	Yes	No	2) authorise the General Manager City Services to commence the Expression of Interest process to appoint members.	Completed	The General Manager City Services commenced the EOI process and submissions closed on 17 February 2017. 8 submissions were received and assessed and committee appointed
May-17	23/05/2017	GEELONG SALEYARDS MARKET ANALYSIS REPORT	City Services	Public	Yes	No	That Council note the Geelong Saleyards Market Analysis Report.	Completed	report noted

Attachment 3

**CITY OF GREATER GEELONG
Saleyards Advisory Committee
Terms of Reference**

Geelong Saleyards Advisory Committee Terms of Reference	Document No:	CTR245.5
	Approval Date:	24 January 2017
	Approved By:	Council
	Review Date:	1 June 2017
Responsible Officer: City Services General Manager.		
	Version No:	01
Authorising Officer: Chief Executive Officer		

SUMMARY:

At the City of Greater Geelong Council meeting on 13 December 2016, Council resolved to “establish a Geelong Saleyards Advisory Committee, with a Terms of Reference consistent with the Australian Code of Practise for the Selling of Livestock and work with the proposed Committee to advise Council on user issues at the Saleyards”

OBJECTIVES:

The purpose of the Geelong Saleyards Advisory Committee (“Committee”) is to advise the City of Greater Geelong on a range of technical and community issues which may impact on the management of the Geelong Saleyards.

The Committee will advise Council on options to address issues, and assist with the identification of preferred solutions for Council decisions on operational issues and in relation to strategic decisions it may make in relation to ongoing service.

Authority of the Geelong Saleyards Advisory Committee

- The purpose of the Committee is to advise Council. It is not a Committee of Council with the authority to make decisions on behalf of Council.
- Being an advisory committee, the Committee does not have the authority to direct staff on the management of the Saleyards or the delegation to expend the allocated budget.
- The Committee will provide suggestions and advice however it is Council’s decision about which, if any, suggestions are adopted, based on budget and other Council priorities, including legislative compliance.

SPECIFIC FUNCTIONS

To provide information on the perspectives of the range of stakeholders.

To advise Council on ways to inform and consult with stakeholders more broadly than the Committee, when appropriate.

To advise Council on communication required and support options for users during temporary closure or transition to permanent closure if this decision remains in place.

To respond and advise on a range of matters impacting on the Saleyards, as requested by Council.

MEMBERSHIP

The Committee will comprise of members with technical and community expertise, to respond effectively to the complexity and diversity of issues impacting on the Saleyards.

Constituency of the Committee

- Membership of the Committee consists of:
 - one (1) Stock Agent;
 - two (2) Livestock Producer Representatives;
 - one (1) Livestock Carrier representative;
 - one (1) Buyer representative;
 - one (1) Public representative;
 - one (1) Regional Agribusiness market expert;
 - one (1) Academic expert.

Note: Up to three (3) Council Officers will attend the committee meetings but do not have voting rights.

Appointment of members

- Nominations of membership of the Committee shall be called by public notice in local newspapers, and other appropriate communication methods.
- All nominees are to have demonstrated extensive current links to the community and membership of networks. Experience on boards or advisory committees is preferred.
- Appointments will be made following a formal selection process by a selection panel, which will include Council Officers and an independent expert.
- If a vacancy occurs for any reason it will be filled at the discretion of Council.
- A position will be deemed to be vacant if a member fails to attend three (3) consecutive meetings without reasonable grounds.
- Chair: Chief Executive Officer – City of Greater Geelong or delegated officer.

Roles and Responsibilities of all members

- to be fully prepared for meetings;
- to agree to participate in a collaborative meeting format;
- constructively represent the Committee externally.
- to bring local knowledge and broad community & industry experience to the table;
- to consider and raise issues, proposals and ideas;

- to provide informed advice and guidance;
- to listen and to attempt to reach consensus on advice to be provided on issues to be decided by council.

Meeting Procedure

- Meetings of the Committee shall be held bi-monthly at Council offices; unless the Committee resolves otherwise.
- Meetings will be conducted by the Chair to an established agenda.
- All agenda items are to be submitted to the Secretary, five (5) days before the meeting. Members submitting items must ensure that the content is given in such detail to assist all members in understanding the issue raised.
- If a Committee member wishes to raise 'An Urgent Item', that is not on the agenda it is the Chairperson's discretion to determine an appropriate course of action.
- Minutes of the meeting will be recorded and distributed to Committee Members.
- The quorum will be 50% plus one of voting members (noting that Council Officers are not voting members).
- Any conflict of interest must be declared at the commencement of meetings.

Media Comment and Confidentiality

- The Committee members have no delegated authority to make comments to the media.
- Member of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

Reporting Requirements

- Council Officers will report progress on the Saleyards Advisory Committee through the corporate reporting procedures.

Secretariat

- Administrative support will be provided by Council.

QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Minutes of Meetings	City Services	As per PROV	EDRMS

Attachment 4

Consultation and engagement

Geelong Saleyards Consultation list	CoGG	Mecardo	Agri Business	Purpose	Key Themes / Outcomes
Prior to closing					
Transport Operators	YES	YES	YES	To discuss the transition to closure and any subsidy programs that could provide assistance	Subsidy to difficult to administer and determine eligibility.
Stock Agents	YES	YES	YES	To discuss the current stock numbers and options as we moved towards transition to closure	Understand the lack of available Stock Numbers.
Saleyards users	YES	YES	YES	Discussion at saleyards and one on one meeting to discuss impacts on farmers as we transition to closure and to discuss any assistance that Council could offer	Improvements required at the Geelong saleyards
City of Greater Geelong Saleyards staff	YES	N/A	N/A	Discuss the history of pending closure and how that has impacted on the saleyards and on them.	History of nearly closing the saleyards which impacted on budgets
2014 Saleyards Feasibility study.	YES	N/A	N/A	An independent study was conducted to determine the feasibility of the Geelong Saleyards	Independent report that highlighted the lack of stock throughput and the works required at the saleyards
Geelong Saleyards Survey	YES	N/A	N/A	over 1400 surveys were sent out with 463 responses	Surveys sent to determine current usage of the yards and any other options that could assist farmers
Since Closure					
Stock Agents	YES	YES	YES	Discussions around sheep pens, cattle pen requirements and the viability of the saleyards	Sheep pen requirements. Ongoing future of the saleyards.
Transport operators	YES	YES	YES	Advice sought in relation to the sheep loading ramps and what options would work as interim solutions for cattle	How to provide assistance to the Peri-Urban producer.
Geelong Saleyards Users Group - various onsite meetings	YES	YES	N/A	Input sought on numerous occasions in relation to the sheep pen renovation, the interim cattle pen option and responses to the questions and concerns have been addressed via the Geelong Saleyards Advisory Committee	Sheep pen renovation. Temporary Cattle pens requirements. New cattle pen design
G21 Agribusiness forum	YES	YES	YES	Members of the G21 Agribusiness forum have presented to Council about agribusiness and how the saleyards relate. A member is also represented on the Geelong Saleyards Advisory Committee.	Broader picture of Agribusiness in Geelong and the region.
G21 Board	YES	YES	YES	The G21 Board have had presentations in relation to the saleyards and Mecardo presented the Market Analysis report.	Confirmed Colac is the preferred regional solution.
Surfcoast Shire – CEO, Mayor and Senior Officers	YES	YES	N/A	Members of City of Greater Geelong Executive have met with Senior officials from Surfcoast Shire on a number of occasions.	Discussion about current arrangements at the Geelong saleyards and its long term future.
Golden Plains Shire – CEO, Mayor and Senior Officers	YES	N/A	N/A	Members of City of Greater Geelong Executive have met with Senior officials from Golden Plains Shire on a number of occasions.	Discussion about current arrangements at the Geelong saleyards and its long term future.

Geelong Saleyards Consultation list	CoGG	Mecardo	Agri Business	Purpose	Key Themes / Outcomes
Colac Otway Shire – CEO, Mayor and Senior Officers	YES	YES	N/A	Members of City of Greater Geelong Executive have met with Senior officials from Colac Otway Shire on a number of occasions.	Discussion about current arrangements at the Geelong saleyards and its long term future.
Geelong Saleyards Advisory Committee	YES	YES	YES	The Geelong Saleyards Advisory Committee will have met 7 times at the time of the July Council meeting.	Input on the sheep pens once the sales had commenced. Discussion about the temporary cattle pens. Mecardo report and agribusiness strategy input. New cattle pen design.
OH&S Consultant	YES	N/A	N/A	Safetyzone was engaged to conduct a full OH&S safety inspection of the cattle pens and the surrounding facilities.	Independent report on the safety of the saleyards.
Traffic Management Consultant	YES	N/A	N/A	A traffic management consultant produced a full traffic management plan for the Saleyards, including line marking, signage and pedestrian separation areas	Independent report on the traffic management requirement at the saleyards
Geelong West Town Hall Community meeting	YES	N/A	N/A	In November 2016 the City of Greater Geelong held a forum that was independently facilitated by Kismet Forward. The forum was attended by 118 local producers and operators.	Common feedback from local producers was to continue operations at the Geelong Saleyards
Ag Concepts (Mecardo) Consultants	YES	YES	YES	Mecardo was engaged to produce the Livestock Market Analysis report that was noted at the May Council meeting.	Independent report on the livestock market locally and regionally. Conclusion that the current Geelong Saleyards is not the future of livestock selling. Provided options to be considered for the local Peri-Urban farmers.
City of Greater Geelong staff	YES	YES	YES	Many employees of the City of Greater Geelong have provided feedback in relation to the future of the Geelong Saleyards.	City of Greater Geelong staff have provided their thoughts on the future of the saleyards
Poultry Licence Holder	YES	N/A	N/A	The Poultry Licence Holder has a lease that is renewed yearly.	Discussion about their current lease
Local Residents	YES	N/A	N/A	Residents who live near the Geelong Saleyards have been in contact with their views on the future of the saleyards as well as over concerns about the operating hours and noise concerns.	Complaints have been received in relation to noise and late night operation. Local residents have been advised that the report about the future of the saleyards will be available on line and how they can provide comment.
Buyers – Ramon Clarke, Bob Hackett and Steve Cooper	YES	YES	N/A	Ramon Clarke has been the buyer representative on the Geelong Saleyards Advisory Committee. The buyers were also consulted with as part of the Mecardo report and have been involved in the walk throughs at the Saleyards.	Members of the Advisory Committee as well discussion on sale days from the perspective of local buyers.
Hon Lisa Neville – Member for Bellarine	YES	N/A	N/A	Lisa Neville's office has been advised regularly about the Geelong Saleyards	Advised about the current situation at the saleyards
Hon Jaala Pulford – Minister of Agriculture	YES	N/A	N/A	Jaala Pulford's office has been advised regularly about the Geelong Saleyards	Advised about the current situation at the saleyards
Hon John Eren – Member for Lara	YES	N/A	N/A	John Eren's office has been advised regularly about the Geelong Saleyards	Advised about the current situation at the saleyards

Geelong Saleyards Consultation list	CoGG	Mecardo	Agri Business	Purpose	Key Themes / Outcomes
Hon Christine Couzens – Member for Geelong	YES	N/A	N/A	Christine Couzens's office has been advised regularly about the Geelong Saleyards	Advised about the current situation at the saleyards
Australian Livestock Saleyards Association – Stuart McLean	YES	N/A	N/A	Stuart is a member of the Geelong Saleyards Advisory Committee and is the President of the Australian Livestock Saleyards Association. He has provided advice to Council on a number of occasions.	Member of the Advisory group. Discussions about the long term options at the saleyards.
Livestock Saleyards Association Victoria – Mark McDonald	YES	N/A	N/A	City of Greater Geelong Saleyards Officers have meet with Mark on a number of occasions.	Member of the Advisory group. Discussions about the long term options at the saleyards.
Scanclear	YES	N/A	N/A	Scanclear provide all the scanning and regulatory reporting work at the Geelong Saleyards. They have been able to provide information about other saleyards.	Discussions about the long term options at the saleyards and about electronic ear tagging
Metalcorp	YES	N/A	N/A	Metalcorp was engaged to provide the new sheep pens and the pens for the cattle holding pens.	Metal sheep pens and metal cattle pens, design and supply
Proway	YES	N/A	N/A	Proway was consulted by the Quantity surveyor in relation to the costing for the new cattle pens.	Quote for new cattle pen design
Geelong Saleyards staff	YES	YES	N/A	Our permanent staff at the saleyards have been able to provide information about the history of the saleyards and have worked very closely with all consultants to complete the updated works.	Discussion about how the repeated near closure of the saleyards has impacted on the operation of the yards and on them.
Dr David Rowe – City of Greater Geelong Heritage Officer	YES	N/A	N/A	Dr Rowe completed the Conservation Management Policy in 2007 that recorded the history of the saleyards and has provided advice about the need to preserve any infrastructure at the Geelong Saleyards.	Heritage advice provided when renovating the sheep pens and on what needs to be retained in the cattle pens
Gordon Nash – Department of Economic Development, Jobs, Transport and Resources (DEDJTR)	YES	N/A	N/A	Officers have consulted with Gordon Nash in relation to the renovation of the sheep pens and have had discussion about the future of the Geelong Saleyards.	Provided advice on biosecurity and welfare issues.
Worksafe	YES	N/A	N/A	Officers from the City of Greater Geelong Risk Management team have consulted with Worksafe about the renovation works at the Geelong Saleyards.	Provided advise on Worksafe regulations
EPA	YES	N/A	N/A	Officers from the City of Greater Geelong Risk Management team have consulted with the EPA about the Geelong Saleyards.	Provided advise on EPA regulations
VicHealth	YES	N/A	N/A	Officers from the City of Greater Geelong Risk Management team have consulted with VicHealth about the Geelong Saleyards.	Provided advise on VicHealth guidelines
Barwon Water	YES	N/A	N/A	Officers from the City of Greater Geelong Risk Management team have consulted with Barwon Water regularly about treatment of water at the Geelong Saleyards.	Regular discussion in relation to water testing.
Geelong Agribusiness Strategy Consultant	YES	YES	YES	Present and discuss inputs to the Agribusiness Strategy	Attended a Geelong Saleyards Advisory Committee meeting and 2 members are on the panel

Geelong Saleyards Consultation list	CoGG	Mecardo	Agri Business	Purpose	Key Themes / Outcomes
Victorian Farmer's Federation - VFF	YES	YES	YES	City of Greater Geelong Senior Management and Officer have meet with several representatives of the VFF. Fiona Conroy is the VFF representative on the Geelong Saleyards Advisory Group	Several VFF members have provided advice about the VFF concerns about the future of the Geelong Saleyards.
VFF – Biosecurity	YES	N/A	N/A	City of Greater Geelong Officers have spoken to the VFF Biosecurity officers on a number of occasions.	Provided advice on biosecurity issues to be considered.
Meat and Livestock Victoria - MLA	YES	YES	N/A	City of Greater Geelong Officers have spoken to MLA and Mecardo also consulted with them as part of the Livestock Market Analysis.	Provided Figures and statistics about sales and trends.
Saleyards Webpage developed on the Geelong Australia Website	YES	N/A	N/A	The Website is updated regularly with information about the Geelong Saleyards Advisory Group, Council reports and information about stock numbers at the sales. It is also where any changes to the sale date by the agents is advised.	Updated regularly – FAQs. Reports. Council resolutions. Sale dates and data.
Notices positioned at the saleyards	YES	N/A	N/A	Signs have been updated and added to as required to provide advice to the users of the Saleyards.	Site rules, parking signs, closing times advice, and truck wash signs.
Notices in the Geelong Advertiser	YES	N/A	N/A	Notices regarding the Geelong Saleyards have been put in the Community news pages in the Geelong Advertiser.	Information about sale dates
Well over 50 letters sent in response to questions	YES	N/A	N/A	The City of Greater Geelong has received over 50 letters either as direct letters or as questions at Council meetings. These have been responded to.	Various correspondence has been responded to.
Other Saleyards					
Colac Otway	YES	YES	N/A	Several site visits and phone conversation by Officers and Mecardo staff.	Information provided about the operation of their saleyards.
Ballarat	YES	N/A	N/A	Office visit by RLX	Information provided about the operation of their saleyards
Warrnambool	YES	YES	N/A	Phone conversations by Officers and site visit by Mecardo	Information provided about the operation of their saleyards
Camperdown	YES	YES	N/A	Phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards
Ouyen	YES	YES	N/A	Phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards
Kyneton	YES	YES	N/A	Site visit and phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards
Pakenham	YES	YES	N/A	Phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards
Hamilton	YES	YES	N/A	Phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards
Mansfield Council transfer hub	YES	N/A	N/A	Phone conversations by Officers	Information provided about the operation of their saleyards
Wangaratta Council	YES	YES	N/A	Phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards

Geelong Saleyards Consultation list	CoGG	Mecardo	Agri Business	Purpose	Key Themes / Outcomes
Forbes Central West Livestock Exchange	YES	N/A	N/A	Phone conversations by Officers	Information provided about the operation of their saleyards
Casterton Council	YES	YES	N/A	Phone conversations by Officers and Mecardo	Information provided about the operation of their saleyards
Geelong Saleyards Advisory Committee Advice				Actioned by Council	
Number of cattle pens required	YES	N/A	N/A	Committee member advised that there would need to be 80 selling pens incorporated in the design of new cattle pens for quoting.	Advice on the number of pens required. This number of pens was quoted on.
Footprint of the cattle pens	YES	N/A	N/A	A new plan was quoted on for the new cattle pens at the request of the committee	Requested a change to the footprint of the new cattle pens. This formed the short term option pricing.
Drinking water signs at the truck wash	YES	N/A	N/A	Questions had come through a committee member about the truck wash water. Signs have now been installed advising users not to drink the truck wash water.	Member asked for clarification about drinking the truck wash water. Signs have now been installed.
Renovating the sheep loading ramps	YES	N/A	N/A	A third ramp was renovated rather than a new adjustable ramp purchased at the recommendation by Committee members	Renovations completed
Adding more gates in the sheep selling pens	YES	N/A	N/A	More gates were requested by the committee to	More gates added to make smaller selling pens
Number of temporary cattle pens required	YES	N/A	N/A	It was suggested that there only needed to be 6-8 pens for the cattle holding pens. This was actioned	7 holding pens put in as suggested
Changes to the Geelong Saleyards Advisory Committee Terms of Reference	YES	N/A	N/A	The members of the committee provided input into the Terms of Reference when they were being developed.	Terms of Reference were modified
Adding additional holding/delivery pens in the sheep yards	YES	N/A	N/A	Requests had come via committee member about the need for more holding/delivery pens. More were renovated prior the next sale	Additional holding/delivery pens were requested and delivered.
Input into additional information into the Mecardo Livestock Analysis report	YES	YES	N/A	Members of the committee provided feedback about the draft of the Livestock Market Analysis and their requests for additional information were incorporated into the final report.	A draft Livestock Market Analysis was provided for comment. Additional information was provided in the report as requested
Request for consultation on the Agribusiness strategy – 2 members are on the panel	YES	N/A	YES	2 members of the Geelong Saleyards Advisory Committee are part of the Agribusiness Strategy panel.	Feedback was requested and 2 members invited to participate in the consultation panel.
Supply media notes to the Advisory Committee	YES	N/A	N/A	Media releases are sent out to the Advisory Committee	Provided
Preferred options from the Livestock Market Analysis	YES	YES	N/A	The Committee provided advice that their preferred options for the Geelong Saleyards was for the adoption of a model like Ouyen and the Peri-Urban exchange. Their advice that they did not support the Colac option was forwarded to the Administrators as per the committee's request.	Advice provided about the preferred options about the future of the saleyards.

Attachment 5

Financial Information

Income and expenditure by category for 2005-06 to 2015-16

Financial Year	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Income											
Activities & Programs Fees/General income	253,175	279,775	141,396	134,142	132,201	97,852	100,550	134,012	149,842	158,719	143,975
Truck wash		3,465	12,665	12,503	13,897	16,813	15,358	22,555	22,747	24,750	25,931
Facilities - Casual hire	1,380	1,380	1,380	1,580	1,580	1,496	1,755	2,066	(61)		
Lease income							7,548	7,824	8,304	8,304	12,384
Total Income	254,555	284,620	155,441	148,225	147,678	116,161	125,211	166,457	180,832	191,773	182,290
Expenditure											
Staff Costs incl allowances	131,554	149,705	134,354	140,634	149,496	159,268	158,739	163,957	178,751	176,322	183,957
Training & Development	364	1,123	1,289	417		(234)		794	174		395
Contractors	70,010	58,584	32,741	11,699	33,254	47,412	45,159	45,478	67,211	61,583	80,295
Dedicated Vehicles costs	13,787	14,572	15,869	20,856	21,304	21,515	21,324	31,508	31,095	31,600	31,850
Depreciation	38,662	40,325	41,266	25,209	27,551	28,728	29,147	27,887	25,521	58,151	62,367
Leases					21,273			15,600			
Utilities	37,368	38,685	33,634	33,956	41,501	58,923	55,700	56,168	64,293	54,553	57,160
Internal other expenses		2,929	1,330	1,247	1,004	3,581	1,156	1,187	1,183	972	207
Other Expense items	29,447	27,963	36,410	29,989	14,302	14,526	7,862	7,823	7,061	15,124	11,439
Total Expenditure	321,192	333,886	296,893	264,007	309,685	333,719	319,087	350,402	375,289	398,305	427,670
Net Balance	(66,637)	(49,266)	(141,452)	(115,782)	(162,007)	(217,558)	(193,876)	(183,945)	(194,457)	(206,532)	(245,380)

- Other Operating Costs (Balance) refers to all other costs minus salary related expenses (ie contractors , maintenance, utilities, depreciation, plant, safety etc)
- Salaries includes Wages, Overtime, Allowances, Long Service Leave, Annual Leave, Superannuation and Workcover payments
- Income includes Fees for livestock sales, Agents fees, Office Rental, Land leasing, Canteen fees and Truck wash income
- It should be noted that actual fees for livestock sales was not separated in our financial system and cannot be reported on individually

Attachment 6

OH&S Report Audit

No.	Item	Risk	Hazard Identification	Recommendation	Update – July 2017
1	Occupational Health & Safety Management System	H	No Occupational Health and Safety Management system in place. No Emergency Management plan in place. No Induction program in place	A safety management plan specific to the safe operation of the sale yards should be developed. The safety management plan will identify how the sale yards will ensure compliance to its legislative requirements. An emergency management plan should be developed that incorporates the potential emergencies likely to occur at a cattle yard.	A full OH&S Management plan has been developed and adopted at the Geelong Saleyards. An emergency management plan has been developed and relevant training conducted with staff.
2	Site Security	VH	Gates are not locked out of hours. Limited or degraded safety. Main gate and perimeter fencing in a state of disrepair. Risk of unauthorised entry. No documented traffic management plan in place - limited advisory signage in place.	Site security requires review and upgrade. The age and location of the site presents a very high risk of injury unauthorised persons.	Site has new front gates installed. Gates are locked on a Sunday night prior to a sale and on a Monday night after a sale. A full traffic management plan has been developed and advisory signage is in place.
3	Site Fire Safety	VH	No emergency management plan in place. No fire fighting equipment available within the cattle yards. Only one fire hydrant available.	An emergency management plan should be developed that incorporates the potential emergencies likely to occur at a cattle yard. The location and condition of fire fighting equipment requires review.	An emergency management plan has been developed and relevant training has been conducted with staff. A full fire plan will be developed including fire fighting equipment. Works would also be undertaken to bring in the required water for an additional fire hydrant. - pending decision to renovate the cattle pens and return to cattle sales.

No.	Item	Risk	Hazard Identification	Recommendation	Update – July 2017
4	Ramp Docking Facilities	VH	Ramps lack modern ramp docking requirements for the prevention of cattle escape during unloading activities. Limited supervision available when unloading activities take place. Many ramps are old and degraded. Previous history of animal escape.	Ramp docking facilities require assessment and upgrade to meet best practice standards for the receipt and safe unloading of cattle.	3 ramps at the sheep pens have been renovated with new retaining walls, OH&S Compliant metal fencing and stairwells. New ramp flaps are in place to ensure animals don't escape out the side or hurt themselves between the truck and ramp.
5	Cattle Crush	H	Cattle crush presents with numerous potential strike and crush hazards. No scheduled maintenance program in place to ensure the safe operation of the cattle crush etc.	The cattle crush requires a risk assessment be undertaken to ensure it is fit for purpose and safe operation within the environment is set within. Implement a scheduled maintenance program.	Cattle crush area will be improved to ensure it meets OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.
6	Cattle Weigh Bridge	VH	Weighbridge gates represent a strike hazard. Potential entrapment points for people and animals. No scheduled maintenance program in place to ensure the safe operation of gates etc	The cattle crush requires a risk assessment be undertaken to ensure it is fit for purpose and safe operation within the environment is set within. Implement a scheduled maintenance program.	The cattle weighbridge area will be improved to ensure it meets OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.
7	Cattle Yard Gates	H	Protruding gate latches represent a catch point to people and animals. No scheduled maintenance program in place to ensure the effective and safe operation of gates. The age and condition of many gates	Gate latches require upgrade to latch and spring type - removal of protrusions. Ensure gates open smoothly and do not stick. Gates should be secure in both the closed and open state. Implement a scheduled maintenance program.	The cattle yard gates will be improved to ensure they meet OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.
8	Drafting Races	H	Potholed and cracked and uneven flooring presents a risk of sprains and strains. No scheduled maintenance program. Nuts bolts and gate latches present as strike hazard.	Repair and upgrade flooring to remove all potential trip and sprain hazards. Implement a scheduled maintenance program. All protrusions should be removed. Gate latches require upgrade to latch and spring type - removal of protrusions.	The cattle area will be improved to ensure it meets OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.

No.	Item	Risk	Hazard Identification	Recommendation	Update – July 2017
9	Metal Fence Posts	M	Jagged, sharp and rusted parts of posts represent a hazard to both people and animals.	Jagged edges should be levelled and capped, sharp edges should be removed. Implement a scheduled maintenance program.	All metal posts in the renovated sections of the sheep pens have capping. Areas not renovated are secured to ensure they cannot be accessed. The metal fence posts in the cattle pens will be improved to ensure they meet OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.
10	Timber Fence Posts	VH	Degraded fence posts represent a strike and crush hazard to people and animals. High risk for animal escape. Escaped animals represent a strike hazard. No emergency management plan in place.	Degraded fence posts should be identified and replaced. Implement a scheduled maintenance program.	All degraded timber posts in the renovated sections of the sheep pens have been removed and replaced with metal posts. Areas not renovated are secured to ensure they cannot be accessed. The timber fence posts in the cattle pens will be removed and replaced with metal posts to ensure they meet OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.
11	Timber Fence Railings	VH	Degraded fence posts represent a strike and crush hazard to people and animals. High risk for animal escape. Escaped animals represent a strike hazard. No emergency management plan in place.	Degraded fence posts should be identified and replaced. Implement a scheduled maintenance program.	All degraded timber rails in the renovated sections of the sheep pens have either been replaced with new hardwood rails or replaced with metal panels. Areas not renovated are secured to ensure they cannot be accessed. The degraded timber rails in the cattle pens will be improved to ensure they meet OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales.
12	Water Troughs	M	Water troughs filled with dirty and murky waters. Some water troughs observed in degraded state.	Degraded water troughs should be replaced. Implement a scheduled maintenance program.	All troughs are cleaned regularly in the sheep pens. The troughs in the cattle pens have been emptied and not refilled.

No.	Item	Risk	Hazard Identification	Recommendation	Update – July 2017
13	Yards and Pens	H	Potholed and cracked and uneven flooring presents a risk of sprains and strains. No scheduled maintenance program.	Repair and upgrade flooring to remove all potential trip and sprain hazards. Implement a scheduled maintenance program. Sharp edges such as corrugated iron (used to secure fencing) should be removed or rectified. All protrusions should be removed. Gate latches require upgrade to latch and spring type - removal of protrusions.	All of the selling pens in the sheep yards have been resurfaced with a new concrete pad under the new metal fencing panels. All gate latches in the sheep pens have been improved. All metal posts in the renovated sections of the sheep pens have capping. Areas not renovated are secured to ensure they cannot be accessed. The footing in the cattle pens will be improved to ensure it meets OH&S requirements - pending decision to renovate the cattle pens and return to cattle sales. All protrusions will be removed and all gate catches will be quick shut latches.
14	Site Drainage	M	Limit water drainage points. People and animals working or standing in water for prolonged periods. Risk of site runoff impacting neighbours.	Review drainage requirements at site to ensure they meet the relevant codes of practice for: A workplace Animal management EPA requirements	
15	Site Amenities	L	Toilets aged and exposed to elements. No disabled toilets provided.	Review and upgrade amenities to ensure they meet the requirements of the relevant building code.	An additional portable toilet is in place near the poultry sales. Any decision to improve the existing toilets will be deferred - pending a decision about the future of the saleyards.
16	Workshop	VH	Poor housekeeping presents a risk. Unregistered and inspected pressure vessel. Free standing gas bottle.	Review and update housekeeping requirements. Ensure pressure vessel is registered and inspected as per legislative requirements. Ensure all gas bottles are secured in the upright position by use of chain.	Workshop has had a full refit and clean out of old tools. New shelving has been installed. Gas bottles have been secured with a chain.

No.	Item	Risk	Hazard Identification	Recommendation	Update – July 2017
17	Site Lighting and Electrical Management	VH	Aged and damaged electrical wiring in cattle yard lights. No scheduled maintenance program in place. No emergency management plan in place. No fire fighting equipment available within the cattle yards. Only one fire hydrant available. Zelemite electrical panel - no identification No asbestos audit has been conducted and as such an asbestos register is not available for reference by staff or contractors.	All electrical wiring requires review. Implement a scheduled inspection and maintenance program. An emergency management plan should be developed that incorporates the potential emergencies likely to occur at a cattle yard. The location and condition of fire fighting equipment requires review. Schedule an asbestos audit of the site, review and implement recommendations from the audit.	All electrical wiring in the offices and workshops have been tested and reviewed. Lights in the sheep pens will need to be assessed and replaced as necessary. An asbestos audit has been conducted and a copy of the assessment is held at the saleyards office.

Attachment 7

Cattle Pen Estimates

Works	Full cattle yard cost (\$)	Interim cattle yard cost (\$)
External works and services	\$1,709,000	\$1,397,600
- Includes		
Sub-Total (Excl.GST)	\$1,709,000	\$1,397,600
Contingencies and Cost Escalation	\$324,000	\$251,568
Non-Construction Costs	\$122,000	\$98,950
TOTAL END COST (excl. GST) – excl additional items	\$2,155,000	\$1,748,118
Additional Items	\$740,000	\$90,000
TOTAL END COST (excl.GST) – incl additional items	\$2,895,000	\$1,838,118

Ref: 17098-cp1

31 May, 2017

City of Greater Geelong
 PO Box 104
 GEELONG VIC 3220

Via email tsheringham@geelongcity.vic.gov.au

Attention Mr Tim Sheringham

Dear Tim,

Geelong Saleyards
 Weddell Road, North Geelong
 Cost Plan 1

We have prepared Cost Plan No. 1 for the above project based on the documentation provided and our discussions.

The estimate can be summarised as follows:

	Cost (\$)
External works and Services	\$1,709,000
Sub-Total (excl. GST)	\$1,709,000
Contingencies and Cost Escalation	\$324,000
Non-Construction Costs	\$122,000
TOTAL END COST (excl. GST) – excl additional items	\$2,155,000
Additional items	\$740,000
TOTAL END COST (excl. GST) – incl additional items	\$2,895,000

Please refer to the attached estimate for further information and scope of works included.

All costs are reported exclusive of GST.

The estimate is based on very conceptual information and is intended to be a high level budget estimate, the cost plan has been prepared using the following:

- Aerial zones plan, areas table and indicative layout sketch (received 16 May, 2017 & 31 May, 2017).
- Scope of work brief (received 23 May, 2017).

We advise that services documentation was not available at the time of preparing the cost plan and have therefore used estimates typical for this type of construction. Confirmation will be required once further documentation is available.

We also note that structural documentation was not available and therefore the assumptions made will require confirmation once further documentation is available.

The cost plan is indicative only of the possible order of cost. All components of the cost plan will require confirmation once the design has developed further.

We also note that the cost plan includes for indicative advice received from Proway in regards for typical rates for supply and install for panels, gates, walkways, ramps etc. Proway have also provided indicative costs for adjustable level ramps and weighbridge. This information is indicative only and once final design has been resolved will require confirmation.

The cost plan includes the following allowances:

- Consultant fees – \$102,000 (5% of Total Construction Cost)
- Authorities/ Headwork's charges - \$20,000 (1% of Total Construction Cost)

The cost plan includes allowances for design contingency (5%) and contract contingency (10%). The cost plan assumes the contingency will be required for design documentation related issues and not for changes in scope.

The cost plan is based on costs current at May 2017 and includes an allowance for cost escalation for 12 months.

Assumptions

The following assumptions have been made with regards to the cost plan:

- Existing structures can be cut to slab surface level
- Existing slab is assumed to be structurally sound and suitable to apply topping slab
- Approx. area of new slab area - 5,000m²
- Approx. area to be resurfaced after demolition with asphalt - 2,000m²
- Approx. area to be resurfaced after demolition with crushed rock – 1,600m²

Costs are also based on the assumption that the project will be competitively tendered to a select list of appropriate and interested builders in the form of a fixed lump sum contract. The cost plan makes no allowance for cost plus, negotiated, staged or construction management forms of procurement.

Main Risks

The main risks associated with cost are:

- Final design and cost of sale yards, gates etc.
- Latent condition of existing slab structure
- Hazardous/contaminated material removal
- Resolution of non-construction costs
- Existing infrastructure capacity and adequacy
- Exclusions (refer below)

Exclusions

Please note that the cost plan specifically excludes any allowances for the following:

- | | |
|---|---|
| • Water filtration/ treatment | • Abnormal ground conditions (i.e. rock, ground water, filling, etc.) |
| • Asbestos / hazardous material removal | • Site decontamination and remediation |
| • Relocate or upgrade of existing services and infrastructure | • Cost escalation beyond May 2018 |
| • Works outside site boundary | • Council costs |



- AV & IT equipment
- Ongoing replacement of soft floor
- Planning permit
- Finance, legal, letting costs, etc.
- Staging of the works
- Goods and Services Tax

Where appropriate, allowances for the above items should be made in the overall feasibility study.

We trust that this proposal meets with your requirements. Please do not hesitate to contact us should you require any further information.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Justin Zumpe".

Justin Zumpe

Director

Encl. Appendix A – Cost Plan No. 1



Appendix A



SUMMARY



Geelong Saleyards Wendell Road, North Geelong	31 May, 2017
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Cost Plan No. 1 based on concept sketches and site discussions (May 2017)

Description of Works	Unit	Quantity	Rate (\$/unit)	Cost (\$)
Demolition of existing saleyards	m2	7,000	12	85,000
Site preparation	m2	7,000	3	18,000
Concrete infill slab and soft floor	m2	5,000	95	475,000
Asphalt/ crushed rock surface to remaining areas	m2	3,600	43	156,000
Galvanised steel yards including pens, gates, walkways etc.	Item	1		595,000
Special Provisions (maintenance to existing weighbridge, loading ramps)	Item	1		55,000
External services	Item	1		235,000
Builder's preliminaries, overheads and margins				90,000
Total Building Cost				1,709,000
Exclusions				
Water filtration/ treatment	Note			Excluded
Asbestos/ hazardous material removal	Note			Excluded
Relocate or upgrade of existing services and infrastructure	Note			Excluded
Works outside site boundary	Note			Excluded
Abnormal ground conditions/ site decontamination/ remediation	Note			Excluded
Total Building and External Works & Services (refer Cost Plan Detail)				1,709,000
ESD Initiatives				
ESD initiatives (over and above BCA Section J)	Note			Excluded
Contingencies & Escalation				
Staging of the works	Note			Excluded
Design contingency	Item		5.0%	85,000
Cost escalation (say 12 months)	Item		3.0%	54,000
Total Anticipated Construction Tender Sum				1,848,000
Contract contingency	Item		10.0%	185,000
Total Construction Cost (May 2018)				2,033,000
Non-Construction Costs				
Consultants fees (i.e. yard design, engineering, haz materials audit etc.)	Item		5.0%	102,000
Client costs	Note			Excluded
Authority/ headwork's charges	Item		1.0%	20,000
Audio visual/ IT equipment and infrastructure	Note			Excluded
Furniture, fittings and equipment	Note			Excluded
Goods & Services Tax	Note			Excluded
Total End Cost (May 2018) - excluding Below Line Items				2,155,000
Below the Line Items				
Allowance for weighbridge	Item	1	100,000	100,000
Covered walkways	m2	200	350	70,000
Automatic closing/ opening mechanism for front gates	No.	2	10,000	20,000
Cattle grids at front gates	No.	2	10,000	20,000
Raised shed including access to weighbridge	Item	1	25,000	25,000
Workshop/ Offices	m2	200	2,400	480,000
Soft flooring	Note			Excluded
Signage - traffic and pedestrian	Item	1	15,000	15,000
IT & Communications	Note			Excluded
Resurfacing/ topping up of asphalt and crushed rock around carparks of main ca	Item	1	10,000	10,000
Regrade/ rebuild entrance to Wendell Road to rear carpark	Item	1	10,000	10,000
Sale of salvaged timber	Item	1	(5,000)	(5,000)
Sale of scrap metal from overhead walkways	Item	1	(5,000)	(5,000)
Total End Cost (May 2018) - including Below Line Items				2,895,000

This cost plan is based on preliminary information and therefore is indicative only of the possible order of cost. All components of the cost plan will require confirmation once the design has developed further. Refer to the accompanying letter for details of basis of cost plan and exclusions from above costs.

Page 1 of 1
Ref 17098-cp1

Elemental Cost Plan



Project: Geelong Saleyards Building: Geelong Saleyards			Details: Cost Plan 1			
Code	Description	Cost/m2	Quantity	Unit	Rate	Total
External Works and Services						
<u>Preliminaries</u>						
1	Allowance for builder's preliminaries, overheads and margin, traffic management etc		1	Item	90,000.00	90,000
<u>Preliminaries Total:</u>						<u>90,000</u>
<u>Demolition</u>						
2	Allowance for demolition of existing cattle yards, walkways, etc.		1	Item	75,000.00	75,000
3	Allowance for dust suppression during demolition		1	Item	10,000.00	10,000
4	Demolition assumes cost neutral for salvage and sale of existing timber yards		1	Note	0.00	0
<u>Demolition Total:</u>						<u>85,000</u>
<u>Site Preparation</u>						
5	Allowance for preparation of site once demolition has taken place including minor earthworks etc		7,266	m2	2.50	18,166
<u>Site Preparation Total:</u>						<u>18,166</u>
<u>Roads, Footpaths & Paved Areas</u>						
6	Reinforced concrete ground slab laid over existing slab including grading to falls and stamped finish		5,000	m2	85.00	425,000
7	Allowance for soft floor (i.e wood chip/ sand blend)		5,000	m2	10.00	50,000
8	Resurface existing cattle yard area after demolition - asphalt		2,000	m2	50.00	100,000
9	Resurface existing cattle yard area after demolition - crushed rock		1,600	m2	35.00	56,000
<u>Roads, Footpaths & Paved Areas Total:</u>						<u>631,000</u>
<u>Boundary Walls, Fencing & Gates</u>						
10	Open bar metal stockyard fencing including posts bolted to concrete slab and sundry fixtures		2,250	m	180.00	405,000
11	Raised walkways		290	m	500.00	145,000
12	Extra over for gates to fences (nominal quantity)		120	No	375.00	45,000
<u>Boundary Walls, Fencing & Gates Total:</u>						<u>595,000</u>
<u>External Stormwater Drainage</u>						
13	Allowance for stormwater surface drainage (i.e.. spoon drains) connected to existing system		1	Item	30,000.00	30,000
<u>External Stormwater Drainage Total:</u>						<u>30,000</u>
<u>External Water Supply</u>						
14	Drinking trough to each yard		80	No.	500	40,000
15	Allowance for hose connections		20	No.	500	10,000
16	Allowance to reinstall recycled water pipework		1	Item	25,000	25,000
17	Allowance to reinstall potable water		1	Item	25,000	25,000

Elemental Cost Plan



Project: Geelong Saleyards Building: Geelong Saleyards			Details: Cost Plan 1			
Code	Description	Cost/m2	Quantity	Unit	Rate	Total
External Works and Services						(Continued)
<u>External Water Supply</u>						(Continued)
18	Allowance for connection to existing external water		1	Item	5,000	5,000
<u>External Water Supply Total :</u>						<u>105,000</u>
<u>External Electrical Services</u>						
19	Allowance for external flood lighting and power supply - per pole		10	No.	10,000.00	100,000
<u>External Electrical Services Total :</u>						<u>100,000</u>
<u>Special Provisions</u>						
20	Allowance for maintenance of existing weighbridge and fittings to new yards		1	Item	5,000.00	5,000
21	Allowance for adjustable truck/trailer loading ramps		2	No.	25,000.00	50,000
<u>Special Provisions Total :</u>						<u>55,000</u>
External Works and Services Total :						1,709,166

Elemental Cost Plan



Project: Geelong Saleyards Building: Geelong Saleyards		Details: Cost Plan 1				
Code	Description	Cost/m2	Quantity	Unit	Rate	Total
Additional Items						
<u>Special Provisions</u>						
22	Allowance for weighbridge		1	No.	100,000.00	100,000
23	Covered walkways including steel frame, metal sheet roof, roof plumbing, flashings and cappings		200	m2	350.00	70,000
24	Allowance for automatic closing/ opening mechanism for front gates		2	No.	10,000.00	20,000
25	Cattle girds at front gates		2	No	10,000.00	20,000
26	Raised viewing platform including access to weighbridge		1	Item	25,000.00	25,000
27	Workshop/ Offices		200	m2	2,400.00	480,000
28	Soft flooring - RECURRENT COST		1	Note	0.00	0
29	Signage - traffic and pedestrian		1	Item	15,000.00	15,000
30	IT & Communications - SEPERATE BUDGET		1	Note	0.00	0
31	Resurfacing/ topping up of asphalt and crushed rock around carparks of main carpark		1	Item	10,000	10,000
32	Regrade/ rebuild entrance to weddell Road to rear carpark		1	Item	10,000	10,000
33	Sale of salvaged timber		1	Item	-5,000	-5,000
34	Sale of scrap metal from overhead walkways		1	Item	-5,000	-5,000
<u>Special Provisions Total :</u>						<u>740,000</u>
Additional Items Total :						740,000
GFA: 0.00 m2						0
						2,449,166

Attachment 8

G21 Board Minutes – 28 April 2017

The G21 Board resolves to:

Notes the Livestock Market Analysis

Reaffirms the designation of the Colac livestock Selling Centre redevelopment as the key Regional Agricultural project as referenced in the G21 Regional Growth Plan Implementation Plan

Notes that Colac Otway Shire and City of Greater Geelong are working together to progress the outcomes of the Local Livestock Market Analysis.

ITEM 2 - Presentations

- a) **G21 AGRIBUSINESS STRATEGY - LOCAL LIVESTOCK MARKET ANALYSIS**
William Tieppo - City of Greater Geelong and Robert Hermann, Mecardo presented to the G21 Board on the City of Greater Geelong's Local Livestock Market Analysis.

The G21 Board held a discussion around the Local Livestock Market Analysis noting the report.

Resolution:

That the G21 Board:

- Notes the Local Livestock Market Analysis.
- Reaffirms the designation of the Colac Livestock Selling Centre redevelopment as the key regional agricultural project as referenced in the G21 Regional Growth Plan Implementation Plan.
- Notes that Colac Otway Shire and City of Greater Geelong are working together to progress the outcomes of the Local Livestock Market Analysis.

Moved: Bill Mithen

Seconded: Peter Dorling

Motion Carried.

Please note that Surf Coast Shire will clarify its position at its next Council Meeting.

3. TRUDY MORITZ CITY LEARNING AND CARE CENTRE

Source: Community Life - Family Services
Director: Linda Quinn
Index Reference: City Learning and Care - Trudy Moritz - Reports
(Sub-16-610)

Purpose

To seek approval for the closure of the Trudy Moritz City Learning and Care Centre (Trudy Moritz), Sparks Road, Norlane and the relocation of children to Corio City Learning and Care (Corio CLAC).

Background

Trudy Moritz currently provides long day care for children 0-6 years and has been in operation for approximately 30 years. Trudy Moritz has the capacity to provide education and care for up to 39 children (33 families). The children and families utilising this centre come from very diverse backgrounds. A number of families attending the Centre experience significant vulnerability and complex social issues.

Key Issues

- Over the last five years utilisation at Trudy Moritz has been decreasing from 88% in 2012 (an average of 30 children per day) to 55% in 2017 (average of 17 children per day).
- In order to reduce the cost to council some staff have been redeployed to other City Learning and Care centres. The current cost to council for the operation of the Centre is \$250,506 for the 2016-17 financial year.
- All families attending the Centre have participated in one on one consultation meetings in order for staff to understand their ongoing childcare needs post 2017.
- All children currently attending the Centre can be accommodated at the Corio CLAC in 2018. Corio CLAC is approximately three kilometres from Trudy Moritz.
- Corio CLAC is also experiencing low utilisation, however due to its size it has a greater capacity to accommodate the families from Trudy Moritz.
- Staff have been consulted about the proposal to close the Centre and the Australian Services Union (ASU) have been informed. It is expected all staff will be redeployed to other centres.
- At an ordinary meeting of Council on 28 March 2017 Council approved the detail design and construction of a new integrated children's centre in Purnell Road Corio. Corio CLAC will transition into this new centre in 2020.

L Gardner moved, P Dorling seconded -

That Council approves the closure of the Trudy Moritz City Learning and Care Centre on 22 December 2017 and supports families to transition to Corio City Learning and Care Centre.

Carried.

Attachment 1

Discussion

Council is committed to providing high quality integrated services for families and children. The Trudy Moritz CLAC Centre no longer meets these requirements, (Trudy Moritz) has experienced a significant reduction in attendance over a number of years (88% in 2012 to 55% in 2017).

Significant marketing has been undertaken to increase participation however this has not been successful.

The low utilisation at the Centre can be attributed to a number of factors. The 2016 Census data shows a reduction of 201 children in the 0-4 year old age group since 2011. This is coupled with the closure of Ford Motor Company five years ago which has changed the demographic of families residing in the area. Low utilisation also impacts on the opportunity for parents and children to build broad support networks.

The Australian Bureau of Statistics Socio Economic Index For Areas (SEIFA) rates Norlane very high in vulnerability. Norlane has a score of 737, compared to the average score for Greater Geelong of 993. The lower the score the higher the vulnerability.

The Australian Early Development Census (AEDC) indicates that the average rate of vulnerability for children in Norlane is over double the average rate for the City of Greater Geelong.

Corio CLAC staff team are very experienced and well equipped to meet the educational and care needs of the families from Trudy Moritz.

Financial Implications

If the closure of Trudy Moritz is approved the operating budget would transfer to Corio CLAC to cover the additional operating costs.

Stakeholder Consultation and Communication

Staff currently working at Trudy Moritz CLAC are aware of the low utilisation and the proposed centre closure. A comprehensive communication plan was developed and involved consultation with staff, parents, carers and agencies.

Six staff permanently employed at the Centre have attended two staff meetings to discuss the proposed centre closure and their relocation to other centres.

One-on-one meetings with families and agencies was undertaken to assess the future child care needs of families and the possible relocation of children to Corio CLAC. Staff members have provided advice and insight into the services offered at Corio CLAC, travel to Centre and what alternative long day care services may be available to them if they choose not to take up the offer of transitioning to Corio CLAC. An individual tailored transition plan will be developed to support each family.

A total of 33 parents have been consulted in relation to the proposed closure. 11 children will transition to school or sessional kindergarten in 2018. 12 families have indicated they will transition to other Council operated early learning services including Corio CLAC. The remaining 10 families are unable to commit for personal and complex reasons and we will continue to support and work with them in transitioning to a service that meets their needs post 2017.

The timing for the proposed closure in December 2017 relates to the end of the kindergarten year and provides children with a smooth transition to school.

Meetings have taken place with the external agencies who are providing support to families.

Corio CLAC is approximately three kilometres (5 minute drive, 12 minute walk) from Trudy Moritz CLAC however our aim is to ensure no family is disadvantaged due to travel or other access issues.

Policy/Legal/Statutory Implications

Council's role in supporting provision of local child care is consistent with obligations under Section 3E (a), (b), (c) and (d) of the Victorian Local Government Act 1989 and Best Value requirements.

The planning and regulatory role of Local Government in relation to the provision of services for the community is also legislated in the Victorian Planning and Environment Act (1987) and the Health Act (1958) and acknowledged within the MAV/DET Partnership Agreement.

The proposed project is consistent with Federal, State and Local Government policy in relation to the development of integrated children's services.

The proposed project is consistent with recommendations contained within the Municipal Children's Services Infrastructure Plan.

Alignment to City Plan

This report is in alignment with *How We Do Business - Responsible and Sustainable Financial Management*. Responsibly manage ratepayers' funds in the delivery of services and programs.

Conflict of Interest

No Council Officer involved in this report has a direct or indirect conflict of interest.

Risk Assessment

There is a risk families may choose not to pursue child care after the closure of the Trudy Moritz CLAC. We will however work with external agencies to provide ongoing support.

Environmental Implications

No environmental impact.

4. OSBORNE HOUSE BRIEFING

Source: Finance & Strategy – Property & Procurement
Director: Joanne Moloney
Index Reference: Land & Buildings

Purpose

To provide a progress report on the closure of Osborne House.

Background

On 13 April 2017, a report was received from an independent industrial hygienist which showed readings of mould at levels that posed a significant health risk to the occupants of the Osborne House precinct. Due to this, the site was immediately closed and has remained closed while undergoing further testing and assessment.

A second independent industrial hygienist report was commissioned on 28 June 2017. Results from this report confirm the findings of the first report and, further, identified mould spores from the potentially deadly *Stachybotrys* strain also known as “black mould”.

Both reports attribute the abnormal weather events during recent years as being a contributing factor of mould forming and spreading so rapidly throughout the Osborne House precinct.

As part of the ongoing assessment process, quotes totalling approximately \$1.5m have been received for cleaning the building and undertaking both minor and structural repairs. These quotes do not include the cost of cleaning, storage of artefacts or the like-for-like replacement of damaged building materials as required by Heritage Victoria.

The artefacts contained within the building have an estimated value of \$1.5m – \$2m. The majority of the artefacts are owned by the Commonwealth with Council acting as the management authority. Cleaning of these artefacts is required to be undertaken by a specialist and this work will need to be tendered. The cost for removal, cleaning and secure storage of the artefacts for a 12 month period is estimated at being in the range of \$500k - \$1m.

Heritage Victoria has been consulted and have outlined the management process for Council moving forward. This includes permits and other requirements for approving replacement of materials and the like.

Key Issues

- The building remains in complete lock down.
- There is no allocation of funds within the 2017/18 budget to accommodate the cost of cleaning, repairs and rectification works to the building and surrounding grounds nor the removal, cleaning and storage of the artefacts.
- The full cost of repair and rectification work is still unknown and will remain unknown until works commence. Based on the quotes received to date, \$2.5m - \$3m is the ‘best’ estimate able to be obtained for cleaning of the building, repairs to the building (on known issues) and to remove, clean and store artefacts.
- Tenants have either been relocated or assisted to find alternate accommodation however their artefacts, equipment and belongings remain in lock-down pending cleaning.
- Once the above works are complete, Osborne House and the surrounding precinct grounds would be clear of mould and relatively safe but still not fit for purpose for any of its current uses.

- This is due to the building design and lay-out not being configured to meet the requirements of operations such as museums which require minimum OH&S requirements for access by the public.

L Gardner moved, P Dorling seconded -

That Council:

- 1) acknowledge the requirement to maintain closure of the Osborne House precinct until further assessments and costings are undertaken and options for the future of the precinct are developed;**
- 2) endorses the commencement of a procurement process to engage a suitable experienced contractor to commence the cleaning of artefacts;**
- 3) endorses the commencement of a procurement process to secure a lease on a suitable storage facility for the artefacts both during and post cleaning;**
- 4) approves the allocation of funds of up to \$1m to meet the relocation, cleaning and ongoing storage of artefacts.**

Carried.

Attachment 1

Discussion

It is estimated that there are approximately 20,000 artefacts in the Osborne House precinct both large and small. The cleaning process, as it is currently understood, consists of removing each object to a 'freezing room'. They will then be moved to a room dedicated to cleaning and, finally, into a temperature controlled room to ensure no further damage.

Heritage Victoria has advised that, from August 2018, any permits for works on heritage listed buildings will be increased significantly following recent action on some heritage listed properties in Victoria. As an example, estimates of \$50k per permit to dismantle non-heritage listed components of Osborne House have been received.

Financial Implications

A quote has been provided to Council in relation to cleaning of the artefacts. The quote of approximately \$215k (ex GST) is inclusive of the cleaning and storage of artefacts utilising shipping containers.

Dehumidifiers have been identified as key in the cleaning process to allow air to flow throughout the buildings. Quotes received for this aspect alone are for 80 humidifier units at a cost of \$77.3k (ex GST) for the naval museum and \$126.3k (ex GST) for Osborne House itself, totalling \$203.6k (ex GST) to clean the air within the building over a 6 month period. This process would remove the mould from the air while surface would still need to be treated.

Note, storage and refrigeration costs have not yet sourced but are being estimated at approximately \$300k-\$400k.

The current overall estimate for cleaning and repair of the site (inclusive of artefacts) is \$2.5m - \$3m. This estimate is inclusive of cleaning and replacement of damage that can be seen. This does not include the rectification of building damage that can only be identified once works commence. Some material will need to be matched with like-for-like replacement should it be damaged and be heritage listed. Cheap replicas will not be accepted by Heritage Victoria.

To date, Council has spent approximately \$70k on investigating the mould issue, commissioning an engineering report and completing some minor remedial works.

Council currently generates less than \$1k of revenue annually from tenants of the Osborne House precinct.

Stakeholder Consultation and Communication

Tenants have been kept informed of the progress to date via two engagement meetings held on 13 April and 10 May. Tenants were advised at the meeting on 10 May that the precinct was to remain closed indefinitely and further meetings were to be scheduled when new information of significance was available.

The second hygienist report, received 24 July, has highlighted a previously unreported mould, *Stachybotrys*, which has extreme health risks associated. Based on these findings, a third meeting is scheduled with the tenants on 31 July.

All tenants are continuing with their agreed short term moves. The Brass Band has been provided with a hall which accommodates both their rehearsals and provides secure storage of their equipment.. The Vietnam Veterans were offered but initially rejected a move to the North Geelong Football Club, however they have now informed Council that they prepared to work towards this outcome as an interim solution.

Rotary have been offered access to storage options on GREP land to help meet their interim needs, however they have refused this offer numerous times. Council do not have any alternate sites outside the GREP that meet the Rotary Clubs needs.

All tenant groups have been granted limited supervised access to the building and surrounding grounds to enable them to remove some items that were deemed urgent or critical to their ongoing functionality. These site visits have been supervised by the relevant facilities maintenance officer and a hygienist, with protective masks and cleaning process followed for the removal of any item.

Policy/Legal/Statutory Implications

Heritage Victoria will be consulted regularly throughout this process.

Conflict of Interest

Nil to declare

Risk Assessment

The growth of mould is an ongoing issue. While work is being undertaken, all personnel and contractors entering the building will wear protective clothing as outlined in the hygienist report.

Significant OH&S risk to the public entering the buildings on the site without protective gear.

5. NEW COUNCIL MEETING PROCEDURES LOCAL LAW

Source:	Governance and Legal Services
Executive Manager:	Rebecca Leonard
Index Reference:	Governance

Purpose

For Council to endorse a new Council Meeting Procedures Local Law 2017 and submit the new Local Law for public consultation.

Background

In response to the Commission of Inquiry, the City has established a new Governance and Legal Services Department which is now reviewing governance practices across Council. As part of that review, a new Council Meeting Procedure Local Law (Local Law) and related policies have been drafted.

The new Local Law regulates the orderly conduct of meetings of Council, including ordinary meetings, special Council meetings, and meetings of Special Committees, the use of the common seal, the election of Mayor and Deputy Mayor and provides for new arrangements for the conduct of public question and submission time.

As part of the governance review, and in line with Item 3.1, Appendix 4 of the Commission of Inquiry assessment of the Council against the framework for good governance, there is a need to improve the use of Special Committees by Council to facilitate decision making and oversight. A change in the Council's Special Committee structure will be implemented by Council to enable greater community engagement and improve opportunities for Council to consider community views on issues which will be decided upon by Council.

Key Issues

- The Greater Geelong City Council Meeting Procedure Local Law 2013 was made by Council resolution and came into effect on 26 September 2013. A review of the Local Law is required to:
- implement the changes required to align the Local Law with the City of Greater Geelong Amendment Act 2017 which altered the way the Mayor and Deputy Mayor are elected; and
- align the Local Law with best practice across the Victorian Local Government sector.
- The new Council Meeting Procedure Local Law includes provisions designed to ensure:
- the procedures at all meetings of Council, including ordinary meetings, Special Council meetings and Special Committee meetings are clear to facilitate effective decision making; and
- that the Council has adequate opportunity to hear from the community on important issues relating to Council, or issues on which the Council will decide. The current arrangement whereby questions and submission are received at the Council meeting does not provide sufficient time for Council to fully explore issues raised by the public before making the decision.

- It is proposed that Council implement a new meeting framework whereby Council will conduct an additional public meeting each month at which public questions and submissions are made. Council meetings will then become a decision-making forum only. The benefits of this additional public meeting are:
- the public are provided with an opportunity to ask questions and submit information to Council two weeks before a decision is made;
- Council is able to fully deliberate on information and issues raised two weeks before making a decision.
- It is proposed that the procedures for public questions and submission time be mandated by the Local Law but regulated by Council policy to provide Council with the opportunity to consider and revise the process for public question time from time to time.
- Other provisions of the proposed new Local Law improve clarity of processes, in particular Minutes, Motions and Amendments, Notices of Motion, Notices of Rescission, Procedural Motions, Urgent Business and Disagreement With Chairperson's Ruling.
- Management have reviewed the Local Law and note that the Local Law complies with the Victorian Charter of Human Rights (refer attachment 3), the National Competition Policy (refer attachment 4) and is supported with a Community Impact Statement (refer attachment 5).
- Council will invite submissions in accordance with section 223 of the Local Government Act 1989 in relation to the proposed new Local Law for a period of 28 days. A Submissions Committee will then be convened to consider any submissions made in respect of the Local Law.

L Gardner moved, P Dorling seconded -

That Council, in accordance with Sections 111, 119, 223 and Schedule 8 of the *Local Government Act 1989*:

- a) **gives public notice of its intention to make the Council Meeting Procedures Local Law 2017 (Refer Attachment 2) and invites submissions for a period of 28 days;**
- b) **note that any person who makes a written submission and has requested to be heard in support of the written submission is entitled to appear in person, or by a person acting on his or her behalf, before a meeting of the Council's Submissions (Section 223) Committee;**
- c) **receives a further report outlining any submissions received in respect of the proposed new Council Meeting Procedures Local Law 2017, including a report on the submissions, the Submissions Committee's proceedings and summary of any hearing. A recommendation will then be presented to Council for consideration on or about 20 September 2017.**

Carried.

Attachment 1

KEY PROPOSED CHANGES TO THE LOCAL LAW

Election of Mayor and Deputy Mayor

The process for election of a Mayor and Deputy Mayor reflects the provisions of the *City of Greater Geelong Amendment Act 2017*.

Quorum

Provisions relating to assessing and responding to an inability to reach or maintain a Quorum at any Meeting have been included.

Minutes

A more clearly defined process has been incorporated into the Local Law to ensure that the Minutes of each meeting are properly considered and a process is in place to ensure that any proposed amendments to the Minutes are dealt with in a clear, transparent and consistent manner.

Recording of Meetings

The proposed new Local Law states that no one, other than an authorised member of Council Staff, is allowed to video or audio record any Meeting.

Public Question and Submission Time

Public questions and submissions are to be asked and responded to or submitted in accordance with the Council's Public Question and Submission Time Policy, to be considered concurrently with this proposed new Local Law.

Motions and Amendments

A detailed step-by-step procedure for moving Motions and Amendments has now been included in line with best practice across the sector.

Procedural Motions

A table has been included outlining the processes to be followed in respect of Procedural Motions.

Notices of Motion

The proposed Local Law requires a Meeting Member to submit a Notice of Motion form at least one day before the Agenda is provided to the Members. This will enable the Chief Executive Officer time to consider the proposed Notice of Motion and consider the application of the Local Law in respect of any proposed Notice of Motion.

Notice of Rescission

A clear, transparent and consistent process for moving and considering Motions that a previous Council decision be revoked, rescinded or altered is set out in the proposed new Local Law. Notice of rescission can be given by either a Member of a Meeting or a Member of Council Staff. Provisions are also included to clarify what happens when a Motion seeking rescission of a previous Resolution is lost, and when such a notice of rescission is not required.

Urgent Business

A clear, transparent and consistent process for bringing urgent business before a Meeting has been included in the proposed new Local Law.

For instance, urgent business will now be considered if it relates to a matter that has arisen since distribution of the Agenda, cannot be deferred until the next Meeting without having a negative impact on Council and cannot be addressed through operational service requests. For an item of urgent business to be considered it must be lodged with the Chief Executive Officer by no later than 4.00 pm on the Meeting night.

Disagreement with Chairperson's Ruling

The updating of this section improves clarity of the process to be followed in the event this occurs.

Public addressing the Meeting

Members of the public must address the Meeting in accordance with the Local Law, not interject, and must take direction from the Chairperson.

Stakeholder Consultation and Communication

Council will invite submissions in accordance with section 223 of the *Local Government Act 1989*. This aligns with the 'consult position' of the IAP2 community participation spectrum supported by Councils' Community Engagement Policy adopted on 25 July 2017.

Policy/Legal/Statutory Implications

The draft new Council Meeting Procedure Local Law 2017 has been prepared in accordance with the relevant provisions of the *Local Government Act 1989*; the Victorian Charter of Human Rights and National Competition Policy.

Alignment to City Plan

How We Do Business.

Conflict of Interest

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

GREATER GEELONG CITY COUNCIL

COUNCIL MEETING PROCEDURES LOCAL LAW 2017

COUNCIL MEETING PROCEDURES LOCAL LAW

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PART 1 - PRELIMINARY

1.1 TITLE

This Local Law is the Greater Geelong City Council Meeting Procedures Local Law 2017.

1.2 OBJECTIVES OF THIS LOCAL LAW

The objectives of this Local Law are to:

- 1.2.1 implement changes to the *City of Greater Geelong Act (Vic) 1993* (as amended);
- 1.2.2 regulate and control the use of the Common Seal of Council;
- 1.2.3 regulate proceedings for the election of the Mayor and Deputy Mayor;
- 1.2.4 facilitate the orderly conduct of, and regulate proceedings at meetings of Council and Special Committees at the Greater Geelong City Council;
- 1.2.5 facilitate the good government of the Greater Geelong City Council and ensure that the Council's decisions are made in the best interests of the community;
- 1.2.6 promote and encourage community participation in the good government of the City;
- 1.2.7 repeal the Greater Geelong City Council Meeting Procedure Local Law 2013.

1.3 POWER TO MAKE THIS LOCAL LAW

- 1.3.1 This Local Law is made in accordance with sections 91(1) and 111(1) of the *Local Government Act (Vic) 1989*, and the *City of Greater Geelong Act (Vic) 1993* (as amended).
- 1.3.2 The drafting of this Local Law involved due consideration of the *Charter of Human Rights and Responsibilities Act 2006*.

1.4 OPERATIONAL DATE OF THIS LOCAL LAW

This Local Law operates from the day following the day on which notice of the making of this Local Law is published in the Victorian Government Gazette, at which time the Greater Geelong City Council Meeting Procedure Local Law 2013 will be repealed and will cease to have force and effect.

1.5 DATE THIS LOCAL LAW CEASES OPERATION

Unless this Local Law is repealed sooner, its operation will cease on the 10th anniversary of its commencement.

1.6 SCOPE OF THIS LOCAL LAW

This Local Law shall apply to and have operation throughout the whole of the Municipal District of the Greater Geelong City Council.

1.7 DEFINITION OF THE WORDS USED IN THIS LOCAL LAW

<i>Absolute Majority</i>	means a number of Votes greater than one-half of the total number of Votes cast, and if necessary, includes the Vote by a ballot.
<i>Act</i>	means the <i>Local Government Act 1989</i> , as amended from time to time.
<i>Amendment</i>	means a proposed alteration to improve the terms of a Motion, without being contradictory.
<i>Agenda</i>	means the notice of a Meeting setting out the business to be transacted at the Meeting.
<i>Authorised Officer</i>	means a member of Council staff who is authorised by Council to carry out specific functions under this Local Law.
<i>Chairperson</i>	means the chair of a Meeting and includes acting, temporary, or substitute chairperson, and includes the chair referred to in s10(6) of the COGG Act.
<i>Chief Executive Officer</i>	means the Chief Executive Officer appointed by the Council from time to time, or any person acting as Chief Executive Officer under delegated authority.
<i>City</i>	means the City of Greater Geelong.
<i>Clause</i>	means a clause of this Local Law.
<i>COGG Act</i>	means the <i>City of Greater Geelong Act 1993</i> (as amended by the <i>City of Greater Geelong Amendment Act 2017</i>).
<i>Common Seal</i>	means the Common Seal of the Council.
<i>Council</i>	means the Greater Geelong City Council.
<i>Councillor</i>	means a person who holds the office of member of Council.
<i>Council Meeting</i>	means an Ordinary Meeting or a Special Meeting of the Council.
<i>Direct or Indirect Interest</i>	means either a direct interest or an indirect interest as referred to in Division 1A of Part 4 of the Act.
<i>Deliver</i>	means to hand over or mail to a recipient and includes transmission by facsimile, electronic mail or publication on the Geelong Australia Website.
<i>Deputy Mayor</i>	has the same meaning given to that term in the COGG Act, and includes any person appointed to act as Deputy Mayor.
<i>Division</i>	means the process set out in Clause 3.33.
<i>Geelong Australia Website</i>	means the Council website with a uniform resource locator of www.geelongaustralia.com.au or such other website which replaces it.
<i>Majority</i>	in relation to Votes or Members means the number of Votes or Members constituting more than half of the total number.
<i>Mayor</i>	has the same meaning given to that term in the Act, and includes any person appointed to act as Mayor.
<i>Meeting</i>	means an Ordinary Meeting or a Special Meeting of the Council, and a meeting of a Special Committee.
<i>Member</i>	means a Councillor or member of a Special Committee.
<i>Member of Council Staff</i>	has the same meaning given to that term in section 3 of the Act, namely:

- a. a natural person who is employed by the Chief Executive Officer (other than an independent Contractor under a contract of service or a volunteer) to enable:
 - i. The functions of the Council under the Act or any other Act to be carried out;
 - ii. The Chief Executive Officer to carry out his or her functions;
- b. The Chief Executive Officer.

<i>Minutes</i>	means a record of the proceedings of a Meeting as referred to in Clause 3.11.
<i>Motion</i>	means a proposed Resolution before it has been adopted (passed or carried) at a Meeting.
<i>Municipal District</i>	means the area from time to time comprising the municipal district of the City.
<i>Notice of Motion</i>	means the written notice of a Councillor or a Member to move a Motion at a Meeting as referred to in Clause 3.38.
<i>Offence</i>	means an offence against this Local Law.
<i>Ordinary Meeting</i>	means any meeting of Council which is not a Special Meeting;
<i>Part</i>	means a Part of this Local Law.
<i>Penalty Units</i>	means penalty units as prescribed in section 110 of the <i>Sentencing Act 1991</i> .
<i>Point of Order</i>	has the meaning referred to in Clause 3.34.
<i>Procedural Motion</i>	means a Motion dealing with the conduct of the Meeting as referred to in clause 3.36.
<i>Public Question Time Policy</i>	means the policy adopted by the Council from time to time regulating the circumstances in which and how questions can be raised by the public at Meetings.
<i>Quorum</i>	<i>means</i> the minimum number of Members required to be present at a Meeting.
<i>Resolution</i>	means a formal determination by a Meeting of Council or Special Committee.
<i>Special Committee</i>	means a Committee established by the Council pursuant to section 86 of the Act.
<i>Special Meeting</i>	means a Special Meeting of the Council convened and held in accordance with section 84 of the Act.
<i>Vote</i>	means expression of opinion by show of hands or other means.

PART 2 - ELECTION OF MAYOR & DEPUTY MAYOR

2.1 PURPOSE

To regulate the procedure for the election of the Mayor and Deputy Mayor in accordance with the COGG Act.

2.2 ELECTION OF THE MAYOR & DEPUTY MAYOR

- 2.2.1 The Chief Executive Officer must open the Meeting at which the Mayor and Deputy Mayor are to be elected, and preside until a temporary Chairperson is elected.
- 2.2.2 The Council must appoint one of the Councillors to chair each Meeting of the Council until the Mayor is elected. The Chairperson will be responsible for:
 - 2.2.2.1 the receipt of nominations for the election of Mayor; and
 - 2.2.2.2 the election of Mayor.
- 2.2.3 The Mayor will be elected in accordance with section 10 of the COGG Act.
- 2.2.4 The Deputy Mayor will be elected in accordance with section 11C of the COGG Act.
- 2.2.5 If the Mayor is absent, incapable of acting or refuses to act, the Council may by Resolution appoint the Deputy Mayor to act as the Mayor during this time.

2.3 PROCEDURE

- 2.3.1 The election of the Mayor shall be by Vote.
- 2.3.2 The Councillor who receives the Majority of Votes cast must be declared the elected Mayor.
- 2.3.3 The Chief Executive Officer shall be responsible for the counting of Votes.
- 2.3.4 For the purpose of Clause 2.3.1, the following will apply:
 - 2.3.4.1 nominations must be moved and seconded;
 - 2.3.4.2 a Councillor may decline his or her nomination as a mayoral candidate;
 - 2.3.4.3 where only one nomination is received, that nomination must still go to the Vote;
 - 2.3.4.4 where two nominations are received, the Councillor with an Absolute Majority of Votes cast must be declared the elected Mayor. Where there is an equal number of Votes, the successful candidate shall be determined by ballot conducted by the Chairperson in the presence of the Meeting. In drawing the ballot, the candidate whose name is first drawn is deemed to be elected as the Mayor;
 - 2.3.4.5 where there are more than two nominations received, the Councillor who receives an Absolute Majority at the first round of Votes cast must be declared elected as the Mayor. If no candidate receives an Absolute Majority of Votes, the candidate with the least number of Votes must be eliminated as a candidate and each Councillor must then Vote for one of the remaining candidates. This procedure must be repeated until a candidate receives an Absolute Majority of Votes and that candidate shall be declared elected as the Mayor. If the final two candidates receive an equal number of Votes, the successful candidate shall be determined by ballot conducted by the Chairperson in the presence of the Meeting. In drawing the ballot, the candidate whose name is first drawn is deemed to be elected as the Mayor;
 - 2.3.4.6 if for the purpose of eliminating the candidate with the least number of Votes, two or more candidates have the same least number of Votes, the candidate to be eliminated shall be determined by a Vote on which of the candidates with the least Votes should be eliminated. If there is an equality of Votes with respect to the candidate to be eliminated, the candidate to be eliminated shall then be determined by ballot conducted by the Chairperson in the presence of the Meeting.

- 2.3.5 For the purposes of the election of the Deputy Mayor, the provisions of this Part for the election of the Mayor will apply to the election of the Deputy Mayor, save for any reference to the Chairperson being substituted by a reference to the Mayor.

PART 3 - PROCEDURE AT MEETINGS

3.1 PURPOSE

To regulate the conduct of all Meetings as required by section 91(1) of the Act.

3.2 SCOPE

This Local Law applies to all Meetings.

3.3 NOTICE

- 3.3.1 In accordance with section 89(4) of the Act, Council must, at least 7 days before the holding of:
- 3.3.1.1 an Ordinary Meeting; or
 - 3.3.1.2 a Special Meeting (other than a Special Meeting called in accordance with section 84(1)); or
 - 3.3.1.3 a Meeting of a Special Committee comprised solely of Councillors;
- give public notice of the Meeting, including the time, date and location of the Meeting.
- 3.3.2 A notice of an Ordinary meeting, incorporating or accompanied by an Agenda, must be Delivered to every Councillor at least 72 hours before the Ordinary Meeting.
- 3.3.3 A notice of a Special Meeting or a Special Committee Meeting must be Delivered to every Councillor at least 48 hours before the Special Meeting. A period less than 48 hours may, however, be justified if exceptional circumstances exist.

Explanatory Note: Pursuant to section 89(4) of the Act, the Council must at least seven (7) days before the holding of an Ordinary Meeting, a Special Meeting and a meeting of a Special Committee comprised solely of Councillors, give public notice of the meeting. If public notice cannot be given 7 days prior to the meeting, the Council must give such public notice as is practicable and specify the urgent or extraordinary circumstances which prevented the Council from giving at least seven days notice. For Special Committees that are not comprised solely of Councillors, the Chairperson must provide reasonable notice to the public of Meetings of the Special Committee. Pursuant to section 82A(2)(a) of the Act, Council must ensure that public notice of any meetings is also published on the Geelong Australia Website .

3.4 QUORUM

- 3.4.1 A Quorum is established when at least a Majority of the Members are present at a Meeting.
- 3.4.2 If after 30 minutes from the scheduled starting time of any Meeting, a Quorum cannot be obtained:
- 3.4.2.1 those Members present; or
 - 3.4.2.2 if there are no Members present, the Chief Executive Officer; or,
 - 3.4.2.3 in the absence of the Chief Executive Officer, an Authorised Officer,

must adjourn the Meeting for a period within four (4) weeks from the date of the Meeting.

- 3.4.3 If during any Meeting or any adjournment of the Meeting, a Quorum cannot be maintained:

3.4.3.1 those Councillors present; or

3.4.3.2 if there are no Councillors present, the Chief Executive Officer; or,

3.4.3.3 in the absence of the Chief Executive Officer, an Authorised Officer,

must adjourn the Meeting for a period not exceeding seven (7) days from the date of the Meeting.

- 3.4.4 If a Quorum cannot be achieved or maintained due to the disclosure of conflicts of interest of Members, the Chief Executive Officer, or, in his or her absence, an Authorised Officer, must adjourn the Meeting for a length of time sufficient to enable dispensation for the affected Members to be obtained from the Minister administering the Act.

- 3.4.5 The Chief Executive Officer, or in his or her absence, an Authorised Officer, must provide written notice of an adjournment under this clause, however where this is not practicable because time does not permit that to occur, then, provided every reasonable attempt is made to contact every Member, notice by telephone, facsimile, email, in person or by some other means is sufficient.

3.5 ADJOURNED MEETINGS

- 3.5.1 Council may, by Resolution, adjourn any Meeting to a later time on the same day, or for a period not exceeding seven (7) days.
- 3.5.2 The Chief Executive Officer, or an Authorised Officer, must give notice to each Member of the date, time and place to which the Meeting stands adjourned and of the business remaining to be considered.

3.6 CHAIRPERSON

- 3.6.1 The Mayor must preside at all Meetings at which he or she is present, in the role of Chairperson.
- 3.6.2 In the absence of the Mayor, the Deputy Mayor must preside at any Meeting at which he or she is present, in the role of Chairperson.
- 3.6.3 In the event that both the Mayor and Deputy Mayor are absent, Council must elect a Chairperson to preside at that Meeting.

3.7 DUTIES AND RESPONSIBILITIES OF THE CHAIRPERSON

The duties and responsibilities of the Chairperson are:

- 3.7.1 to formally declare a Meeting open, after ascertaining that a Quorum is present, and to welcome guest speakers and other visitors;
- 3.7.2 to preside over and control the Meeting, and to conduct it impartially and according to the rules to ensure the smooth passage of business;
- 3.7.3 to sign Minutes of Meetings as correct when they have been confirmed;
- 3.7.4 to present any reports for which he or she is responsible;
- 3.7.5 to ensure that debates are conducted in the correct manner;
- 3.7.6 to declare the results of all Votes;
- 3.7.7 to give rulings on Points of Order and other questions of procedure;
- 3.7.8 to preserve order, and if necessary, "name" offending Members;

- 3.7.9 to adjourn (when so resolved) or formally declare the Meeting closed when all business has been concluded.

3.8 ORDER AND CONTENT OF BUSINESS

- 3.8.1 The order and content of business of any Meeting will be determined by the Chief Executive Officer in order to facilitate and maintain open, efficient and effective processes of government.
- 3.8.2 Once an Agenda has been sent to Councillors, the order of business for that Meeting may be altered with the consent of a Majority of the Members of that Meeting.

3.9 MEMBER LEAVE OF ABSENCE AND ABSENCE FROM MEETING

- 3.9.1 Any Councillor seeking leave of absence from Council duties must do so in writing addressed to the Chief Executive Officer. Applications for leave shall be listed for consideration at the next Ordinary Meeting of Council and the Council must not unreasonably refuse to grant the request for leave of absence.
- 3.9.2 Where a leave of absence has been granted to a Councillor, the Chief Executive Officer must record the leave of absence in the Minutes of the Ordinary Meeting held during the period of the leave of absence.
- 3.9.3 If Member intends to be absent from a Meeting, the Member must give the Chairperson of that Meeting notice of apology prior to the Meeting.

3.10 RECORDING OF MEETINGS

With the exception of a Member of Council Staff authorised by the Chief Executive Officer, no person is permitted to video or audio record any Meetings without specific approval by Resolution at the Meeting.

3.11 RECORD OF PROCEEDINGS

The Chief Executive Officer or a member of Council staff authorised by the Chief Executive Officer shall record in the Minutes of each Meeting:

- 3.11.1 the place, date and time of each Meeting;
- 3.11.2 the names of all Members present at the Meeting;
- 3.11.3 the names of all Members for whom apologies were received, or for whom leave of absence was granted;
- 3.11.4 arrivals and departures, including temporary departures, of Members during the course of the Meeting;
- 3.11.5 all declarations of Direct and Indirect Interests by Members in Agenda items;
- 3.11.6 each Motion and Amendment moved, including Motions and Amendments withdrawn by consent of the Council, or which lapse for want of a seconder;
- 3.11.7 each Motion put to the Vote;
- 3.11.8 the Vote cast by each Member on each Division called; and
- 3.11.9 the failure to meet a Quorum.

3.12 CONFIRMATION OF MINUTES

At every Meeting the Minutes of the preceding Meeting must be dealt with as follows:

- 3.12.1 a copy of the Minutes must be Delivered to each Member no later than 72 hours before the next Meeting;
- 3.12.2 if no Member indicates opposition, the Minutes must be declared to be confirmed;

- 3.12.3 subject to Clause 3.13, if a Member indicates opposition to the Minutes:
- 3.12.3.1 he or she must specify the item(s) to which he or she objects;
 - 3.12.3.2 the objected item(s) must be considered separately and in the order in which they appear in the Minutes;
 - 3.12.3.3 the Member objecting must move accordingly without speaking to the Motion;
 - 3.12.3.4 the Motion must be seconded;
 - 3.12.3.5 the Chairperson must ask
"Is the Motion opposed?"
 - 3.12.3.6 if no Member indicates opposition, the Chairperson must declare the Motion carried without discussion and ask the second question described in Clause 3.12.3.10;
 - 3.12.3.7 if a Member indicates opposition, the Chairperson must call on the mover to address the Meeting;
 - 3.12.3.8 after the mover has addressed the Meeting, the seconder may address the Meeting;
 - 3.12.3.9 after the seconder has addressed the Meeting (or after the mover has addressed the Meeting if the seconder does not), the Chairperson must invite debate by calling on any Member who wishes to speak to the Motion, providing an opportunity to alternate between those wishing to speak against the Motion and those wishing to speak for the Motion;
 - 3.12.3.10 if, after the mover has addressed the Meeting, the Chairperson invites debate and no Member speaks to the Motion, the Chairperson must put the Motion and, after all objections have been dealt with, ultimately ask:
"That the Minutes be confirmed" or
"That the Minutes, as amended, be confirmed",
 and he or she must then put the question to the Vote.
 - 3.12.3.11 a Resolution of Council must confirm the Minutes and the Minutes must, if practicable, be signed by the Chairperson of the Meeting at which they have been confirmed.

3.13 NO DEBATE ON CONFIRMATION OF MINUTES

No discussion or debate on the confirmation of Minutes is permitted except when the accuracy of the Minutes as a record of the Meeting to which they relate is questioned.

3.14 PUBLICATION OF MINUTES

Council will endeavour to provide the Minutes of its Meetings on the Geelong Australia Website within three (3) business days of the Meeting.

3.15 DECLARATION OF DIRECT AND INDIRECT INTERESTS

- 3.15.1 If a Member has a Direct or Indirect Interest in relation to an Agenda item, that interest must be declared at the time specified in the Agenda. The Member must leave the room until the matter is concluded.
- 3.15.2 Nothing in this section takes away from a Councillor's duty under the Act to disclose the existence, nature and class of any conflict of interest that Councillor has in an item of business immediately before the consideration or discussion of that item of business.

Explanatory Note: Part 4 of the Act deals with conduct and interests of Councillors.

3.16 PUBLIC QUESTION AND SUBMISSION TIME

Questions and submissions may be submitted by the public at any Meeting, and responded to or answered by Council, in accordance with Council's Public Question Time Policy.

3.17 PETITIONS

- 3.17.1 A petition or a joint letter:
 - 3.17.1.1 must not be in pencil;
 - 3.17.1.2 may be in any other legible and permanent written form;
 - 3.17.1.3 must not be defamatory, indecent, abusive or objectionable in language or substance; and
 - 3.17.1.4 must for the purpose of a response, contain the name and address of the person or organisation co-ordinating the petition; and
 - 3.17.1.5 shall not relate to a matter outside Council's powers and functions.
- 3.17.2 Every page of a petition or joint letter shall contain the whole of the petition or request.
- 3.17.3 Any signature appearing on a page which does not contain the whole of the petition or request shall not be considered by the Council.
- 3.17.4 Every page of a petition or joint letter shall be a single piece of paper and shall not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- 3.17.5 The purpose of any petition shall be recorded in the Minutes and shall be the subject of a written response.
- 3.17.6 The Council may pass a Resolution:
 - 3.17.6.1 that a written report be prepared on the contents of the petition or joint letter for presentation to a Meeting or appropriate Special Committee, or that the petition be referred to the Chief Executive Officer for action and response; and
 - 3.17.6.2 that the petition be referred for consideration in conjunction with an item on the Agenda.

3.18 MOVING OF MOTIONS OR AMENDMENTS

- 3.18.1 Motions and Amendments must be:
 - 3.18.1.1 within the powers and functions of the Council;
 - 3.18.1.2 related to an item of business on the Agenda or to be considered at the Meeting; and
 - 3.18.1.3 clear, unambiguous and not defamatory or objectionable in content or nature.
- 3.18.2 The Chairperson must refuse to accept a Motion or Amendment which conflicts with this Clause 3.18.
- 3.18.3 Council must not consider similar Agenda items *en bloc*. Each Agenda item must be considered individually and must have a mover and a seconder.

3.19 INTRODUCING A MOTION OR AMENDMENT

- 3.19.1 The procedure for moving any Motion or Amendments to Motions at a Meeting is as follows:
- 3.19.1.1 the mover must state the subject and nature of the Motion or Amendment to a Motion and not speak to it;
 - 3.19.1.2 the Motion or Amendment must be seconded by a Member other than the mover. If there is no seconder for a Motion or Amendment, the Chairperson must declare the Motion or Amendment to have lapsed;
 - 3.19.1.3 an Amendment may be moved or seconded by any Member, except the mover or seconder of the original Motion;
 - 3.19.1.4 if the Motion or Amendment is moved and seconded the Chairperson must ask whether the Motion is opposed and/or whether any Member wishes to speak to the Motion;
 - 3.19.1.5 if no Member indicates opposition or a desire to speak to the Motion, the Chairperson may declare the Motion or Amendment carried without discussion;
 - 3.19.1.6 if a Member indicates opposition or a desire to speak to the Motion or Amendment, then the Chairperson must call on the mover to address the Meeting;
 - 3.19.1.7 the Chairperson must call upon the seconder of a Motion to speak to the Motion after the mover has spoken. The seconder of a Motion may reserve their right to respond;
 - 3.19.1.8 the Chairperson must call upon any other Member who may wish to speak to the Motion, after the mover and seconder of the Motion have spoken to the Motion;
 - 3.19.1.9 if, after the mover has addressed the Meeting, the Chairperson has invited other Members to speak to the Motion or Amendment and no Member speaks to the Motion or Amendment, the Chairperson must put the Motion or Amendment to the Vote.

3.20 RIGHT OF REPLY AND DEBATE OF MOTION OR AMENDMENT

- 3.20.1 If there has been any opposition to a Motion, the mover of a Motion has the right of reply to these issues.
- 3.20.2 The mover of an Amendment has no right to speak in reply.
- 3.20.3 Subject to any Member exercising his or her right to ask any question concerning or arising out of a Motion, the Chairperson must put the Motion to the Vote immediately after the mover of the Motion has spoken in reply.
- 3.20.4 Any one Member cannot move more than two (2) Amendments in succession.
- 3.20.5 Any Member can debate an Amendment irrespective of whether the Member has spoken or proposes to speak to the Original Motion.
- 3.20.6 Debate on an Amendment must be confined to the terms of the Amendment.

3.21 MOVING AN AMENDMENT

- 3.21.1 Subject to this clause, a Motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the Motion.
- 3.21.2 A Motion to confirm a previous Resolution of Council cannot be amended.
- 3.21.3 An Amendment must not be the negative of, or substantially contrary to, the Motion.

3.22 HOW MANY AMENDMENTS MAY BE PROPOSED

- 3.22.1 Any number of Amendments may be proposed to a Motion but only one (1) Amendment may be accepted by the Chairperson at any one (1) time.
- 3.22.2 No second or subsequent Amendment, whether to the Motion or an Amendment of it, may be taken into consideration until the previous Amendment has been dealt with.

3.23 AN AMENDMENT ONCE CARRIED

- 3.23.1 If the Amendment is carried, the amended Motion then becomes the substantive Motion before the Meeting and can be further amended.
- 3.23.2 The mover of the original Motion retains the right of reply to the substantive Motion.

3.24 FORESHADOWING MOTIONS

- 3.24.1 At any time during debate a Member may foreshadow a Motion to inform the Meeting of his or her intention to move a Motion at a later stage in the Meeting. This does not extend to any special right to the foreshadowed Motion.
- 3.24.2 A Motion foreshadowed may be prefaced with a statement that in the event of a particular Motion before the Chairperson being resolved in a certain way, a Member intends to move an alternative or additional Motion.
- 3.24.3 The Chief Executive Officer or a Member of Council Staff authorised to take the Meeting Minutes is not expected to record foreshadowed Motions in the Minutes until the foreshadowed Motion is formally moved.
- 3.24.4 A foreshadowed Motion has no procedural standing and is merely a means of assisting the flow of a Meeting.

3.25 WITHDRAWAL OF MOTIONS

- 3.25.1 Subject to this Clause, only with the leave of the Chairperson, and the consent of the mover and seconder, can a Motion or Amendment to a Motion be withdrawn.
- 3.25.2 If the majority of Members objects to the withdrawal of the Motion, it may not be withdrawn.

3.26 PRIORITY OF ADDRESS AND RIGHT TO SPEAK TO MOTION

- 3.26.1 In the case of competition for the right to speak, the Chairperson must decide the order in which the Members concerned will be heard.
- 3.26.2 A Member may speak once on a Motion and once on an Amendment, except for the mover of a Motion who has the right to speak in reply to any opposition to the Motion.

3.27 MOTIONS IN WRITING

- 3.27.1 The Chairperson may require that a complex or detailed Motion be in writing.
- 3.27.2 The Chairperson may adjourn the Meeting while the Motion is being written or may defer the matter in the order of business, until the Motion has been written.

3.28 REPEATING A MOTION

The Chairperson may request the person taking the Minutes of the Meeting to read the Motion or Amendment to the Meeting before the Vote is taken.

3.29 DEBATE OF THE MOTION

- 3.29.1 Debate must always be relevant to the Motion before the Chairperson, and, if not, the Chairperson must request the speaker to confine the debate to the Motion.

- 3.29.2 If the speaker continues to debate irrelevant matters after being requested to confine debate the Chairperson may direct the speaker to be seated and not to speak further in respect of the Motion before the Chairperson.
- 3.29.3 A speaker to whom a direction has been given under this Clause must comply with that direction.
- 3.29.4 Members may remain seated to address the Chairperson, to move or second a Motion or Amendment, or to take part in a debate.
- 3.29.5 The Member acknowledged by the Chairperson is to speak and must not be interrupted unless:
 - 3.29.5.1 he or she is called to order; or
 - 3.29.5.2 his or her speaking time has expired; or
 - 3.29.5.3 a Point of Order is raised.
- 3.29.6 Members must address each other by their official titles during debate and throughout a Meeting.

3.30 LOST MOTIONS

If a Motion is lost without a subsequent Motion then being carried it will not be automatically determined that the outcome is contrary to the lost Motion. Members should instead move a Motion detailing further requirements or actions after any Motion which is lost.

3.31 TIME LIMITS

- 3.31.1 A Meeting must start within 30 minutes of the advertised start time.
- 3.31.2 A Meeting may not continue after 10.00 pm unless a Majority of Members present Vote in favour of its continuance. In the absence of such continuance, a Meeting must stand adjourned to a time, date and place announced by the Chairperson immediately before the standing Meeting is adjourned.
- 3.31.3 A Member may speak for no longer than the time specified below, unless the Chairperson grants an extension:

3.31.3.1 The mover of a Motion	5 minutes
3.31.3.2 Any other speaker	3 minutes
3.31.3.3 The mover of a Motion exercising the right of reply	2 minutes

3.32 VOTING

- 3.32.1 To determine a Motion before a Meeting, the Chairperson must first call for those in favour of the Motion, then those opposed to the Motion. The Chairperson must declare the result of the Vote.
- 3.32.2 Members must Vote by show of hands when the Chairperson puts a Motion to the Vote.
- 3.32.3 All Members present in the meeting room when a Vote is taken must Vote once only.
- 3.32.4 Subject to the Act, the Chairperson must use a casting/second Vote if the number of Votes in favour of a Motion is half the number of Members present.
- 3.32.5 The Chairperson may direct that a Vote be recounted to be satisfied of the result.
- 3.32.6 The Chief Executive Officer must direct that the Minutes of the Meeting record the name of any Member who requests that his or her Vote be recorded against the Motion or Amendment to a Motion.
- 3.32.7 Voting must take place in silence.

Explanatory Note: Section 90(2) of the Act sets out when the Chairperson may and may not use their casting vote.

3.33 DIVISION

- 3.33.1 Immediately after any Motion is put to a Meeting and before the next item of business has commenced, a Member may call for a Division.
- 3.33.2 The Chairperson must first call upon Members to Vote in favour of the Motion and then call upon Members to Vote against the Motion if a Member has requested a Division.
- 3.33.3 Members must Vote by show of hands and the Chairperson must declare the result of the Division.
- 3.33.4 The Chief Executive Officer must direct that the Minutes record the names of the Members who voted in favour of the Motion, the names of the Members who Voted against the Motion, and the result of the Division.

3.34 POINTS OF ORDER

- 3.34.1 A Point of Order is taken when a Member officially draws the attention of the Chairperson to an alleged irregularity in the Meeting proceedings or procedures.
- 3.34.2 A Member may make a Point of Order on the grounds that a matter is:
 - 3.34.2.1 contrary to this Local Law;
 - 3.34.2.2 defamatory;
 - 3.34.2.3 irrelevant;
 - 3.34.2.4 offensive;
 - 3.34.2.5 constitutes a tedious repetition of something already said;
 - 3.34.2.6 prejudicial to any other person or the Council;
 - 3.34.2.7 a matter that should be considered in a session of a Meeting closed to the public, in accordance with the Act;
 - 3.34.2.8 outside the Council's functions or power; or
 - 3.34.2.9 improper.
- 3.34.3 The Chairperson must decide on all Points of Order.

3.35 DISAGREEMENT WITH CHAIRPERSON'S RULING

- 3.35.1 A Member may move that the Meeting disagree with the Chairperson's ruling on a Point of Order, by moving:

"That the Chairperson's ruling be dissented from"
- 3.35.2 When a Motion in accordance with this clause is moved and seconded, the Chairperson must leave the chair and a temporary Chairperson elected by the meeting must take his or her place.
- 3.35.3 The temporary Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.
- 3.35.4 The temporary Chairperson must put the Motion in the following form:

"That the Chairperson's ruling be dissented from"
- 3.35.5 If the Vote is in the negative, the Chairperson resumes the chair and the Meeting proceeds.

- 3.35.6 If the Vote is in the affirmative, the Chairperson must then resume the chair, reverse his or her previous ruling and proceed.
- 3.35.7 The defeat of the Chairperson's ruling is in no way a Motion of censure or no-confidence, and must not be so regarded by the Meeting.

3.36 PROCEDURAL MOTIONS

- 3.36.1 Unless otherwise prohibited, a Procedural Motion may be moved at any time, and once seconded, must be dealt with immediately by the Chairperson.
- 3.36.2 A Procedural Motion requires a seconder.
- 3.36.3 Notwithstanding any other provision in this Local Law, Procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover and seconder	When Motion prohibited	Effect if carried	Effect if lost	Debate permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Member who has not moved or seconded the substantive Motion or otherwise spoken to the substantive Motion	(a) During the election of a Chairperson; (b) When another Member is speaking	Motion and Amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Member who has not moved or seconded the substantive Motion or otherwise spoken to the substantive Motion	(a) During the election of a Chairperson; (b) When another Member is speaking; (c) When the matter is where a call of the Council has been made for that Meeting in accordance with Section 85 of the Act; or (d) When the Motion would have the effect of causing Council to be in breach of a legislative requirement	Motion and any Amendment postponed but may be resumed at any later Meeting if on the Agenda	Debate continues unaffected	Yes

Procedural Motion	Form	Mover and seconder	When Motion prohibited	Effect if carried	Effect if lost	Debate permitted on Motion
3. The closure	That the Motion be now put	Any Member who has not moved or seconded the substantive Motion or otherwise spoken to the substantive Motion	During nominations for Chairperson	Motion or Amendment in respect of which the closure is carried is put to the Vote immediately without debate subject to any Member exercising his or her right to ask any question concerning or arising out of the Motion	Debate continues unaffected	No
4. Laying question on the table	That the question lie on the table	Any Member who has not moved or seconded the substantive Motion or otherwise spoken to the substantive Motion	(a) During the election of a Chairperson; (b) During a Meeting where a Call of the Council has been made for that Meeting in accordance with section 85 of the Act; or (c) When the Motion would have the effect of causing Council to be in breach of a legislative requirement	Motion and Amendment is not further discussed or voted on until: (a) Council resolves to take the question from the table at the same Meeting; or (b) The matter is placed on a subsequent Agenda and Council resolves to take the question from the table	Debate continues unaffected	No

Procedural Motion	Form	Mover and seconder	When Motion prohibited	Effect if carried	Effect if lost	Debate permitted on Motion
5. Previous question	That the question be not now put	Any Member who has not moved or seconded the substantive Motion or otherwise spoken to the substantive Motion	(a) During the election of a Chairperson; (b) When another Member is speaking; (c) When the matter is one where a Call of the Council has been made for that Meeting in accordance with section 85 of the Act; (d) When an Amendment is before Council; or (e) When a Motion would have the effect of causing Council to be in breach of a legislative requirement	(a) No Vote or further discussion on the Motion until it is placed on a subsequent Agenda for consideration at a later Meeting; and (b) Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate	Yes

Procedural Motion	Form	Mover & seconder	When Motion prohibited	Effect if carried	Effect if lost	Debate permitted on Motion
6. Proceeding to next business	That the Meeting proceed to the next business Note: This Motion: (a) may not be amended; (b) may not be debated; and (c) must be put to the Vote as soon as seconded	Any Member who has not moved or seconded the substantive Motion or otherwise spoken to the substantive Motion	(a) During the election of a Chairperson; (b) When another Member is speaking; (c) When the matter is one in respect of which a call of the Council has been made in accordance with section 85 of the Act; or (d) When a Motion would have the effect of causing Council to be in breach of a legislative requirement	If carried in respect of: (a) An Amendment, Council considers the Motion without reference to the Amendment; (b) A Motion - no Vote or further discussion on the motion until it is placed on an Agenda for a later Council Meeting	Debate continues unaffected	No

3.37 REPETITIOUS MOTIONS

Once a Meeting has rejected a Motion, with or without Amendment, similar Motions to the same effect, even in a different form, are considered to be out of order at that Meeting. A Motion similar to an Amendment to a Motion already dealt with at a Meeting is also not permissible. However, the matter can be legitimately raised again at a subsequent Meeting in accordance with the provisions of this Local Law.

3.38 NOTICES OF MOTION

- 3.38.1 Prior to a Meeting, Members wanting to include a matter on the Agenda, must complete a Notice of Motion form.
- 3.38.2 A Notice of Motion form must be signed by the Member, and lodged with the Chief Executive Officer not less than one working day before the Agenda is provided to the Members to enable the Chief Executive Officer to:
 - 3.38.2.1 give each other Member notice of such Notice of Motion; and
 - 3.38.2.2 to allow sufficient time for the Notice of Motion to be put in the Agenda for the next Council Meeting.
- 3.38.3 The Chief Executive Officer will include the proposed Notice of Motion in the Agenda for the Meeting for which the Notice of Motion was intended, unless the Chief Executive Officer rejects the Notice of Motion on the grounds that it:
 - 3.38.3.1 is vague;
 - 3.38.3.2 is identical or substantially similar to a Notice of Motion or other Motion that has been considered by Council in the preceding six (6) months;
 - 3.38.3.3 is defamatory;
 - 3.38.3.4 may be prejudicial to any person or Council;
 - 3.38.3.5 is objectionable in language or nature;
 - 3.38.3.6 is outside the powers of Council; or
 - 3.38.3.7 can be addressed through the operational service request process.
- 3.38.4 If rejecting a Notice of Motion, the Chief Executive Officer must:
 - 3.38.4.1 give the Member who lodged it an opportunity to amend it, if practical to do so; and
 - 3.38.4.2 if the Notice of Motion cannot be amended to the satisfaction of the Chief Executive Officer, notify the Member who lodged it that it will be rejected and explain the reasons for the rejection.
- 3.38.5 The Chief Executive Officer must cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion book in the order in which they were received.
- 3.38.6 Except by leave of Council, each Notice of Motion must be considered in the order in which they were received by the Chief Executive Officer.
- 3.38.7 If a Member who has given a Notice of Motion is absent from the Meeting or fails to move the Motion when called upon by the Chairperson, any other Member may move the Motion.
- 3.38.8 If a Notice of Motion is not moved at the Meeting at which it is listed, it lapses.
- 3.38.9 The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with section 89(2) of the Act, in which case the

Notice of Motion will be considered in a session of a Meeting that is closed to members of the public.

3.39 NOTICE OF RESCISSION

- 3.39.1 Motions to revoke, rescind or alter a previous Resolution can be made:
 - 3.39.1.1 by a Notice of Rescission Delivered to the Chief Executive Officer;
 - 3.39.1.2 by recommendation contained in a report by a Member of Council Staff and included in the Agenda, that a previous Resolution be altered or revoked.
- 3.39.2 A Member may propose a Notice of Rescission provided that:
 - 3.39.2.1 the Resolution proposed to be rescinded has not been acted on;
 - 3.39.2.2 the effect of rescinding the Resolution will not place the Council at significant legal, financial or other risk, including non-compliance with statutory obligations; and
 - 3.39.2.3 the Resolution proposed to be rescinded has not been acted upon.
- 3.39.3 the Notice of Rescission Delivered to the Chief Executive Officer sets out:
 - 3.39.3.1 the Resolution to be rescinded; and
 - 3.39.3.2 the Meeting and date at which the Resolution was made.

Explanatory Note: It should be remembered that a Notice of Rescission is a form of Notice of Motion. Accordingly, all provisions in this Local Law regulating Notices of Motion equally apply to Notices of Rescission.

- 3.39.4 A Resolution will be deemed to have been acted on if:
 - 3.39.4.1 its contents have, or substance has, been formally communicated to a person whose interests are materially affected by it; or
 - 3.39.4.2 a statutory process has been commenced so as to vest enforceable rights in or obligations on Council or any other person.
- 3.39.5 The Chief Executive Officer or an appropriate Member of Council Staff must defer implementing a Resolution that:
 - 3.39.5.1 has not been acted on; and
 - 3.39.5.2 is the subject of a Notice of Rescission which has been Delivered to the Chief Executive Officer in accordance with this Clause 3.39,unless deferring implementation of the Resolution would place the Council at significant legal, financial or other risk.

3.40 LOSS OF MOTION FOR RESCISSION

If a Motion for rescission is lost, a similar Motion may not be put before Council for at least two (2) months from the date it was last lost, unless Council resolves that the Notice of Motion be re-listed at a future Meeting.

3.41 MOTION FOR RESCISSION NOT MOVED

If a Motion for rescission is not moved at the Meeting at which it is listed, it lapses.

3.42 ANY MEMBER TO MOVE MOTION OF RESCISSION

A Motion for rescission listed on an Agenda may be moved by any Member present but may not be amended.

3.43 NOTICE OF RESCISSION NOT REQUIRED

A Motion for rescission is not required when Council wishes to amend a policy.

3.44 URGENT BUSINESS

- 3.44.1 Business can only be admitted as urgent business by Resolution of the Meeting, if the Motion is carried by the required number of Members present as follows:

Members Present	Votes Required to carry Motion
11	8
10	7
9	6
8	6
7	5
6	4

- 3.44.2 Even if the required Members carry the Motion, it still will not be accepted as urgent business unless it:
- 3.44.2.1 relates to or arises out of a matter which has arisen since distribution of the Agenda; and
 - 3.44.2.2 cannot be deferred until the next Meeting without having a negative impact on the Council, the Municipal District or the local community; and
 - 3.44.2.3 cannot be addressed through the operational service request process.
- 3.44.3 A Member proposing that a matter be admitted as urgent business must lodge a request in writing with the Chief Executive Officer by 4.00 pm on the day of the Meeting.
- 3.44.4 The Chief Executive Officer will advise the Chairperson of any matter that he or she determines to be appropriate for Council to consider admitting as urgent business.

3.45 GENERAL BUSINESS

- 3.45.1 If the Agenda for a Meeting makes provision for general business, the general business to be transacted will be at the discretion of the Chairperson.
- 3.45.2 Members may raise items of general business without notice to other Members. Other than to receive information, or seek further information, or a report, no Resolution to act on an item of general business may be accepted.
- 3.45.3 At Special Committee Meetings, Members may present information reports without notice to other Members.

3.46 DISCIPLINE AND SUSPENSIONS

- 3.46.1 If any Member behaves offensively towards any other Member or Member of Council Staff, the offending Member will be required by the Chairperson to withdraw the expression and make a satisfactory apology to the Meeting.
- 3.46.2 A Member must not use defamatory, indecent, abusive or offensive words in reference to any other Member or Member of Council Staff.
- 3.46.3 The Chairperson may require a Member to withdraw any remark which is defamatory, indecent, abusive or offensive in language or substance.

- 3.46.4 A Member who is required to withdraw a remark must do so immediately, without qualification or explanation.
- 3.46.5 Any Member using defamatory, indecent, abusive or offensive language, and having been twice called to order, or to apologise for such conduct and refusing so to do, will be guilty of an Offence.
- 3.46.6 A Member must not make any noise or disturbance while another Member or Member of Council Staff is speaking. If they do so, the Chairperson must call upon the Member by name and the Member must immediately cease such disturbance.
- 3.46.7 If such noise or disturbance is continued and the Chairperson calls upon the Member by name a second time, such Member will be guilty of an Offence.
- 3.46.8 The Chairperson may suspend from a Meeting, for the balance of the Meeting, any Member whose actions have disrupted the business of the Council and impeded its orderly conduct.

3.47 REMOVAL FROM THE MEETING ROOM

- 3.47.1 The Chairperson, an Authorised Officer, or the Council in the case of a suspension, may have any person removed from the Meeting room for reasons of disorderly conduct.
- 3.47.2 A person removed from a Meeting must leave the premises or move to a public area of the premises where they can no longer disrupt the Meeting.

3.48 PUBLIC ADDRESSING THE MEETING

- 3.48.1 Members of the public may only address the Council in accordance with this Local Law.
- 3.48.2 Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.
- 3.48.3 Members of the public present at a Meeting must not interject during a Meeting.

PART 4 - USE OF THE COMMON SEAL

4.1 PURPOSE

The purpose of this Part is to regulate the use of the Common Seal and to prohibit any unauthorised use of the Common Seal or any device resembling the Common Seal, as required by Section 5(3)(c) of the Act.

4.2 USE OF THE COMMON SEAL

The Council's Common Seal may only be used on the authority of the Council given either generally or specifically by Resolution.

4.3 SIGNATURE TO ACCOMPANY SEAL

Every document to which the Common Seal is affixed must be signed by the Chief Executive Officer or his or her delegate, and countersigned by the Mayor where required.

4.4 UNAUTHORISED USE OF THE COMMON SEAL

Any person who uses the Common Seal without authority or who uses a replica of the Common Seal is guilty of an Offence.

Penalty: Five (5) Penalty Units.

4.5 SECURITY OF THE COMMON SEAL

The Chief Executive Officer must ensure the security of the Common Seal at all times.

PART 5 - OFFENCES

5.1 OFFENCES

5.1.1 It is an Offence in relation to the conduct of Meetings for:

5.1.1.1 a Member to refuse to withdraw an expression, considered by the Chairperson to be offensive as referred to in Clause 3.46 and to refuse to apologise after having been requested by the Chairperson to do so.

Penalty: Five (5) Penalty Units.

5.1.1.2 any person not being a Member, who is behaving in a disorderly or improper manner, to refuse to leave the Meeting room when requested to do so.

Penalty: Five (5) Penalty Units

5.1.1.3 any person to fail to obey a direction of the Chairperson in relation to the conduct of the Meeting and the maintenance of order.

Penalty: Five (5) Penalty Units

5.1.1.4 a Member to refuse to leave the Meeting room upon suspension.

Penalty: Five (5) Penalty Units.

5.1.1.5 a Member to knowingly disregard or refuses to comply with a Resolution.

Penalty: Five (5) Penalty Units

PART 6 - SPECIAL COMMITTEES

6.1 APPLICATION TO SPECIAL COMMITTEES

6.1.1 If Council establishes a Special Committee composed solely of Councillors, all of Parts 1, 3 and 5 apply to all Special Committee Meetings.

6.1.2 If Council establishes a Special Committee not comprised solely of Councillors, then:

6.1.2.1 Council may;

6.1.2.2 or the Special Committee may,

resolve that any provision(s) of Parts 1, 3 and 5 of this Local Law is (or are) not to apply, whereupon that provision (or those provisions) will not apply until Council resolves, or the Special Committee with the approval of Council, resolves otherwise.

6.1.3 Notwithstanding clause 6.1.1 and 6.1.2 above, Parts 2 and 4 of this Local Law shall not apply to Special Committees unless otherwise resolved by the Special Committee Members.

This Local Law was made by Resolution of the Greater Geelong City Council on ##insert date

THE COMMON SEAL of **GREATER GEELONG**)
CITY COUNCIL was affixed hereto in)
the presence of:)

Chief Administrator

Chief Executive Officer

Council resolved to give notice of its intention to make this Local Law at its meeting held on ##insert date and this was duly notified in the Victoria Government Gazette on #insert date and the Geelong Advertiser on ##insert date.

Council resolved to adopt this Local Law at its meeting held on ##insert date and this was duly notified in the Victoria Government Gazette on ##insert date and the Geelong Advertiser on ##insert date.

Attachment 3

HUMAN RIGHTS CHARTER

Consideration Matrix – Council Meeting Procedures Local Law 2017

Council is required to act in accordance with the Victorian Human Rights Charter, and to consider human rights when making a decision.

The Charter provides standards and a framework to assist Council to consider the rights of all interested parties, and to be better able to strike a balance between an individual's rights and those of competing public interests. The rights in the Charter may be subject to reasonable limitation in order to achieve this balance. As with all discerning decision making, if limitations are applied, this must be documented.

There are 20 rights listed in the Charter that promote the principles of freedom, respect, equality and dignity.

Specifically, the draft Local Law proposes to:

- 1) implement changes to the *City of Greater Geelong Act (Vic) 1993* (as amended);
- 2) regulate and control the use of the Common Seal of Council;
- 3) regulate proceedings for the election of the Mayor and Deputy Mayor;
- 4) facilitate the orderly conduct of, and regulate proceedings at meetings of Council and Special Committees at the Greater Geelong City Council;
- 5) facilitate the good government of the Greater Geelong City Council and ensure that the Council's decisions are made in the best interests of the community;
- 6) promote and encourage community participation in the good government of the City; and
- 7) repeal the Greater Geelong City Council Meeting Procedure Local Law 2013.

Issues & Purpose	Rights Impacted (e.g.: s.15 refers to Sections of the Charter of Human Rights and Responsibilities Act 2006)		Justification / Alternatives
	Positive Impact	Negative Impact	
Part 1 Preliminary	Nil	Nil	No impact as it sets out Title, Objectives, Legislative requirements and definitions.
Part 2 Election of Mayor & Deputy Mayor	s.15 Freedom of expression ▪ Establishes a right for an individual to vote and be elected. s.16 Peaceful assembly and freedom of association	Nil	Council members are elected in accordance with the <i>Local Government Act 1989</i> . Consequently, this part relates only to Council members, and by virtue of the Act, does not apply to other persons.

	- Provides the process for election of the Mayor and Deputy Mayor in an open and transparent manner. - Meeting must be open to the public (s71). s.18 Taking part in public life - Without discrimination. - Right to participate in public affairs by Council members or members of committees at Local Government level.		
Part 3 Procedure at Council meetings	s.15 Freedom of expression - Establishes a right for an individual to participate in the conduct of public affairs, and to vote as an elected representative. - Refers the process for public question time to Council Policy. s 13 Privacy and Reputation - For Council members, staff and members of the public, privacy is maintained in accordance with the <i>Victorian Privacy and Data Protection Act 2014</i>. s.16 Peaceful assembly and freedom of association - Establishes rules for the orderly conduct of meetings and recognises the rights of council members to participate. - Ensures a public record of proceedings.	s.15 Freedom of expression - Individuals who are not Council members have a right to attend, and also limited participation rights, but they may not participate as an elected member. - Refers the process for public question time to Council Policy, but does not allow participation beyond asking questions. - Personal information disclosed in public is not protected s.16 Peaceful assembly and freedom of association - Sets limitations on behaviour for both members and the public. - Ensures a public record of proceedings	The <i>Local Government Act 1989</i> sets out requirements for Council and Special Committee Meetings, and further, requires Councils to adopt a Local Law to establish meeting procedures. Consequently, this Local Law focuses on the rules for achieving orderly meetings, while recognising that meetings are open to the public. Public rights are contained within the Act itself, which is subject to the Human Rights Charter. The Act and any subsequent amendments are assessed against the Charter by State Parliament, and therefore, not further addressed at the local level. Assistance is available to members of the public who are unable to draft their own written questions prior to Council Meetings.

	s.18 Taking part in public life Sets the process and the rights of a Council members or member of a Special Committee to participate in the conduct of public affairs and to vote at meetings.	s.18 Taking part in public life Sets the process and the rights of an individual to participate in the conduct of public affairs, but not at the same level as an elected person.	
Part 4 Common Seal	Nil	Nil	No impact as it does not affect any person
Part 5 Offences	s.16 Peaceful assembly and freedom of association - Establishes the rules for the orderly conduct of meetings and recognises the rights of council members to participate. - Applies penalties for breaches of the Council Meeting Procedure Local Law.	s.16 Peaceful assembly and freedom of association - Applies penalties for breaches of the Local Law. - Any person to whom a penalty is applied has rights of appeal under the Local Government and/or other Acts or Regulations.	
Part 6 Committees	Applies similar guidelines for Special Committees as defined in <i>the Local Government Act 1989</i> . As per Part 3		

Conclusion

The draft Council Meeting Procedures Local Law 2017 is considered to be compatible with the Victorian Charter of Human Rights.

Attachment 4

**REPORT ON COMPETITION ASPECTS OF PROPOSED LOCAL LAW
Council Meeting Procedures Local Law 2017**

Introduction

A Local Law must not restrict competition unless it can be demonstrated that:
the benefits of the restriction to the community as a whole outweigh the costs; and
the objectives of the Local Law can only be achieved by restricting competition,
(Clause 2(j) of Schedule 8 to the *Local Government Act 1989*).

This report applies this 'competition test' to the proposed Council Meeting Procedures Local Law 2017.

Part 1 – Preliminary

Part 1 sets out the objectives of the Local Law, when the Local Law commences and ends and definitions of words used in the Local Law.

It does not contain any restrictions on competition.

Part 2 – Election of the Mayor & Deputy Mayor

Part 2 regulates the timing and proceedings for the election of the Mayor & Deputy Mayor.

It does not contain any restrictions on competition.

Part 3 – Procedure at Council Meetings

Part 3 sets out the role of the Chairperson, Quorum, Minutes and general procedural rules applicable to the conduct of meetings. It has no external focus and is aimed at ensuring good governance practices.

It does not contain any restrictions on competition.

Part 4 – Use of Common Seal

Part 4 contains provisions that regulate the use of the Common Seal and to prohibit the use of the Common Seal or any device resembling the Common Seal, as required by Section 5 of the Act.

It does not contain any restrictions on competition.

Part 5 – Offences

In Part 5 establishes offences in relation to behaviour at meetings and again it does not contain any restrictions on competition.

Part 6 – Special Committees

Part 6 applies similar rules to committees established under the *Local Government Act 1989*. It does not contain any restrictions on competition.

Conclusion

The Council Meeting Procedures Local Law 2017 is considered to be compatible with the National Competition Policy because it has no impact on competition as the regulates governance issues associated with the Election of the Mayor & Deputy Mayor, procedures for the operation of Meetings, use of the Common Seal, Offences for breach of the Local Law and Special Committees of Council.

Attachment 5

**GREATER GEELONG CITY COUNCIL
COUNCIL MEETING PROCEDURES LOCAL LAW
COMMUNITY IMPACT STATEMENT**

Amended Local Law 2017

PART A – GENERAL COMMENTS

The Council Meeting Procedure Local Law 2013 came into effect on 26 September 2013. Since that time, Council has successfully relied upon the Local Law to govern the conduct of meetings of Council and Special Committees and enforce breaches of the Local Law where necessary.

The proposed new Council Meeting Procedure Local Law 2017 will supersede the current Local Law 2013.

This community impact statement is intended to provide information to the community about the proposed Local Law and to assist any member of the public who may wish to make a submission to the Council during the public consultation process required by the Local Government Act 1989 (the Act).

Background

Section 91(1) of the Act requires Council to make local laws governing the conduct of meetings of the Council and Special Committees. The Council is also required to regulate the election of the Mayor and use of its common seal by way of local law.

Overview of the proposed new Local Law

The new Local Law has been designed to clarify language and processes generally, but more specifically in relation to Minutes, Motions and Amendments, Notices of Motion, Notices of Rescission, Procedural Motions, Urgent Business, Disagreement With Chairperson's Ruling and Public Addressing the Meeting. In addition, public question and submission time will be mandated by the Local Law but regulated by Council policy to empower the Council to effectively transact the business of Council and maintain public accessibility of, and input into Council decision making. The new Local Law also addresses changes in local government legislation and reflects governance practices at the City of Greater Geelong.

Objectives of the proposed new Local Law

The objectives of the proposed Local Law are to:

- a. implement changes to the *City of Greater Geelong Act (Vic) 1993* (as amended);
- b. regulate and control the use of the Common Seal of Council;
- c. regulate proceedings for the election of the Mayor and Deputy Mayor;
- d. facilitate the orderly conduct of, and regulate proceedings at meetings of Council and Special Committees at the Greater Geelong City Council;
- e. facilitate the good government of the Greater Geelong City Council and ensure that the Council's decisions are made in the best interests of the community;
- f. promote and encourage community participation in the good government of the City;
- g. repeal the Greater Geelong City Council Meeting Procedure Local Law 2013.

PART B – EVALUATION OF PROPOSED NEW LOCAL LAW

ISSUE	EVALUATION
Measuring success	Council will measure the success of the new Local Law by - - the extent to which it provides for and facilitates the orderly, efficient, participative and fair conduct of meetings to which it applies; - the extent to which it effectively controls and records the use of the common seal.
Existing legislation that might be used instead	Existing legislation cannot be used to achieve the objective of the new Local law on the basis that: - Section 91 of the Act requires Council to make a local law governing the conduct of Council and Special Committee meetings; - Section 5 of the Act provides that Council must have a common seal the use of which must be in accordance with the local laws of the Council.
State legislation is more appropriate	There is no Victorian legislation that can achieve the objectives of the new Local Law.
Overlap of existing legislation	Council does not consider that any provision of the new Local Law overlaps with existing State legislation. Where the new Local Law refers to the Act it is not inconsistent.
Overlap of Planning Scheme	Council does not consider any provision of the proposed Local Law overlaps, duplicates or creates an inconsistency with Council's Planning Scheme.
Risk assessment	There are no significant risks associated with the advertising and considering adoption of the new Local Law.
Legislative approach adopted	The new Local Law prescribes the regulatory procedures for the election of the Mayor and Deputy Mayor; procedures for conducting meetings; use of common seal; offences and special committees.
Restriction of competition	Council has conducted a review of the proposed Local Law in accordance with National Competition Principles and there is no impact on competition.
Penalties	Part 5 of the proposed Local Law set-out the penalties for various offences. The maximum penalty for any offence under the Local Law is 5 penalty units.
Permits and fees	There is no provision within this Local Law for permit and fees.

Performance standards or prescription	Where appropriate, Council has adopted prescriptive standards to the extent that it sets out procedures to be followed in the conduct of Mayoral elections, and Council and Special Committee meetings. The prescriptive nature of the new Local Law provides for certainty, fairness and equity for Councillors and members of any Special Committee in the conduct of meetings.
Comparison with neighbouring Councils	In drafting the new Local Law, Council undertaken an informal comparison of equivalent local laws of neighbouring municipalities. The examination of other council's local laws indicates that the new Local Law is generally consistent with neighbouring and like Councils.
Consultation meetings	The new Local Law has been developed in consultation with the Councillors (Administrators), the Executive Leadership Team, Council staff and legal advisors.
Charter of Human Rights & Responsibilities	Council has assessed the proposed local law for compatibility with the Charter of Human Rights. The key points of engagement between the Charter and new Local Law relate to the freedom of expression and the right to participate in public affairs, directly or through freely chosen representatives. The new Local Law is considered to be fully compatible with the Charter.
Submissions	Submissions on the new Local Law will be invited through a submission process to be conducted in accordance with section 223 of the Act. Submissions will be invited for a period of 28 days, following which a Submissions Committee will be convened to hear from submitters wishing to be heard.
Topical provisions	Council does not believe that the proposed Local Law contains any substantially new provisions or removes any provisions that would cause concern or controversy within the local community.

6. PUBLIC QUESTION AND SUBMISSION TIME POLICY

Source: Governance and Legal Services
Executive Manager: Rebecca Leonard
Index Reference: Public Question and Submission Time Policy

Purpose

To propose that Council endorse the Public Question and Submission Time Policy 2017 subject to the adoption of the proposed Council Meeting Procedures Local Law 2017.

Background

In response to the Commission of Inquiry, the City has established a new Governance and Legal Services Department which is now reviewing governance practices across Council. As part of that review, a new Council Meeting Procedure Local Law (Local Law) and related policies have been drafted.

Question and submission time at meetings of Council provides an opportunity for the public to ask questions and make submissions about Council actions and decisions and to obtain timely responses and information. Currently, public questions and submissions are forward to Council immediately prior to, or raised at, the Council meeting at which the decision is made.

Question time has been included in the Council Meeting Procedures Local Law (Local Law). A review of the Local Law has been undertaken to ascertain if the procedures and guidelines for question and submission time can be enhanced to better assist the public to have input into, and Council to deliberate on, the issues raised before the Council prior to making a decision.

Key Issues

- It is proposed that Council implement a new meeting framework. The framework includes a Special Committee meeting two weeks prior to a Council meeting at which the community can attend and submit information or raise questions about issues on the agenda, or raise general issues or questions related to the Council. Council meetings will then become a decision-making forum only.
- Public question time processes were reviewed across the Victorian Local Government sector. As a result, it is proposed that public question and submission time be mandated by the Local Law but governed by a specific Council policy (Attachment 1) so that Council can conduct a periodic review of, and continuously improve, the effectiveness of the processes.
- The draft Public Question and Submission Time Policy has been prepared in accordance with the draft Council Meeting Procedure Local Law 2017 and with the relevant provisions of the *Local Government Act 1989*; the Victorian Charter of Human Rights and National Competition Policy.
- The process proposed in the policy will:
 - Provide the public with an opportunity to ask questions and submit information to Council two weeks before a decision is made; and
 - Enable Council to fully deliberate on information and issues raised two weeks before making a decision.

L Gardner moved, P Dorling seconded -

That Council endorse the proposed Public Question and Submission Time Policy.

Carried.

COUNCIL POLICY



PUBLIC QUESTION AND SUBMISSION TIME	Document No:	CPL 45.9
	Approval Date:	Draft
	Approved By:	Council
	Review Date:	
Responsible Officer: Chief Executive Officer	Version No	01
Authorising Officer:		Chief Executive

1. PURPOSE

To guide the process by which the public asks questions or provides information either of a general nature or specific to items for decision at Ordinary and Special Council and Special Committee Meetings (Meetings) as defined in section 83, 84 and 86 of *the Local Government Act 1989* (the Act) to:

- a. provide a more resourceful and accountable platform for the public to submit questions to be considered at Meetings; and
- b. allow Council sufficient time to consider the issues raised by the public.

Council meetings are decision-making forums. To fully consider issues raised by the public prior to making decisions, various ways for the public to submit questions and information before the meeting must be available.

2. SCOPE

This policy applies to questions and information submitted for consideration at Meetings as defined in section 83, 84 and 86 of the Act. The policy is referred to in, and is to be read in conjunction with, the Council Meeting Procedures Local Law, 2017.

3. REFERENCES

- *The Local Government Act 1989* (the Act).
- Greater Geelong City Council Meeting Procedures Local Law 2017.

4. DEFINITIONS

Agenda means the notice of a Meeting setting out the business to be transacted at the Meeting;

Chief Executive Officer means the appointed Chief Executive Officer or Acting Chief Executive Officer of the Council;

Chairperson means the chair of a Meeting and includes acting, temporary, or substitute Chairperson, and includes the chair referred to in s10(6) of the COGG Act.

COGG Act means the *City of Greater Geelong Act (Vic) 1993* (as amended by *the City of Greater Geelong Amendment Act 2017*);

Councillor: a person who holds the office of member of Council;

Meeting means an Ordinary Meeting or a Special Meeting of the Council, and a meeting of a Special Committee.;

Member means a Councillor or member of a Special Committee;

Member of Council Staff has the same meaning given to that term in section 3 of the Act, namely:

- a. a natural person who is employed by the Chief Executive Officer (other than an independent Contractor under a contract of service or a volunteer) to enable:
 - i. The functions of the Council under the Act or any other Act to be carried out;
 - ii. The Chief Executive Officer to carry out his or her functions
- b. The Chief Executive Officer.

Ordinary Meeting means any meeting of Council which is not a Special Meeting.

Public Question and Submission Time mean a section of the Agenda of a Meeting during which Council takes questions and information submitted by the public relevant to Council actions and decisions. Question and Submission Time is not a forum for discussion.

Special Committee means a Committee established by the Council pursuant to section 86 of the Act.

Special Meeting means a Special Meeting of the Council called in accordance with section 84 of the Act.

5. PUBLIC QUESTION AND SUBMISSION TIME

- 5.1 Public Question and Submission Time will be provided for at the monthly Special Committee meeting of Council held two weeks before the Council meeting to enable members of the public to submit questions to Council.
- 5.2 There will be no Public Question and Submission Time before an Ordinary or Special meeting of Council unless there has been prior opportunity to address Council on issues on the agenda at an Ordinary or Special meeting of Council.
- 5.3 Fifteen (15) minutes will be allocated for Public Question and Submission Time at a Meeting. The duration of Public Question and Submission Time may be extended by:
 - 5.3.1 the Chairperson, giving due consideration to the business to be considered at the Meeting; or
 - 5.3.2 by resolution of the Meeting.
- 5.4 The duration of Public Question and Submission Time may only be extended for a maximum of two (2) additional 15 minute periods (total 45 minutes).
- 5.5 Questions or information intended to be submitted to a Meeting must be:
 - 5.5.1 in writing, and state the name and address of the person submitting the question, and generally be in a form approved by the Chief Executive Officer; and
 - 5.5.2 lodged at the Council offices, or be lodged electronically at the email address prescribed by Council, by 12.00 noon on the day before the Meeting,subject to clause 5.7 herein.
- 5.6 The Chief Executive Officer will cause a question submitted in a language other than English to be translated into English. A question that cannot be translated prior to the commencement of the next Meeting will be translated prior to the Meeting scheduled after it and the submitted will be notified accordingly.
- 5.7 At the Chairperson's discretion, a person can ask a question or provide information at Meeting without notice.

- 5.8 No more than two (2) questions may be asked by any person at any one (1) Meeting. If a person asks two (2) questions, the second question may, at the discretion of the Chairperson:
- 5.8.1 be deferred until all other persons have had their question asked and answered; or
 - 5.8.2 may not be asked if the time allotted for public question and submission time has expired.
- 5.9 Each person asking a question or submitting information will be allocated three (3) minutes to do so at the Meeting.
- 5.10 Council will respond to a question submitted to a Meeting if the person who submitted the question is present at the Meeting. For question(s) submitted in accordance with clause 5.5 herein where the person who has submitted the question is not present at the Meeting, the question(s) will not be recorded in the Minutes of the Meeting, however, the Chief Executive Officer will cause a written response to be provided to the questioner within seven (7) days of the Meeting.
- 5.11 All questions and answers must be brief, and discussion will be entered into only for the purpose of clarification.
- 5.12 The Chairperson may preclude a question being asked or a submission being made at a Meeting if the Chairperson determines that it:
- 5.12.1 relates to a matter outside the duties, functions and powers of Council;
 - 5.12.2 is defamatory, indecent, abusive, offensive, vexatious, frivolous, irrelevant, trivial or objectionable in language;
 - 5.12.3 is the subject of negotiation, litigation or is of a commercially sensitive nature;
 - 5.12.4 is aimed to embarrass a Councillor or a Member of Council Staff;
 - 5.12.5 relates to personnel matters;
 - 5.12.6 relates to industrial matters;
 - 5.12.7 deals with subject matter already answered or declined;
 - 5.12.8 relates to contractual matters;
 - 5.12.9 relates to legal advice sought and/or received by Council;
 - 5.12.10 relates to matters affecting the security of a Member of Council Staff or their property;
 - 5.12.11 relates to any other matter which the Chairperson considers would prejudice Council, a Member of Council Staff, or any person; or
 - 5.12.12 relates to a matter for which the meeting would normally be closed to the public in accordance with section 89(2) of the Act.
- 5.13 A copy of any question which has been precluded by the Chairperson must be made available to any other Member upon request.
- 5.14 Similar questions may be grouped together and a single answer provided.
- 5.15 The Chairperson may request the Chief Executive Officer, or the appropriate Member or Member of Council Staff, to respond to a question. The Chairperson or the Chief Executive Officer may reserve the right to take the question on notice and provide a written response to the person who asked the question.
- 5.16 A Member or the Chief Executive Officer may advise the Chairperson that, in his or her opinion, any question to be asked or information to be submitted should be given in a Meeting that is closed to the public, stating the reasons for his or her opinion. Unless the Members of the Meeting resolve to the contrary, the question should be asked and answered, or the information submitted, in a meeting closed to the public.

- 5.17 Public Question and Submission Time is not a substitute for formal appeal and review systems, formal business procedures, formal Council decisions and any other legal processes required for the proper conduct of Council business.

6. QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location

7. ATTACHMENTS

- Council Meeting Procedure Local Law 2017

7. COUNCIL ELECTION PERIOD POLICY

Source: Governance & Legal Services
Executive Manager: Rebecca Leonard
Index Reference: Governance: Council Election

Purpose

To adopt the Election Period Policy in anticipation of the 2017 Council Election.

Background

In April 2016 the Local Government Investigation and Compliance Inspectorate (LGICI) undertook a review of the election period policies of all Victorian councils and made a number of recommendations to improve governance during election periods. Those recommendations are set out in **Attachment 1**.

The next council election for the Greater Geelong City Council is on 28 October 2017 and the election period commences on 26 September 2017.

The Election Period Policy has been developed in accordance with the legislative requirements of sections 55D and 93B of the *Local Government Act 1989* (the Act) and the LGICI recommendations. It supersedes the Caretaker Policy Council Elections CPL 45.5.

Key Issues

- The purpose of the Election Period Policy is to put in place measures to ensure transparency and impartiality of the City's conduct in relation to the council election processes, and to limit decision making by the Council during the election period.
- The policy sets out a range of controls for the election period that:
 - limit Council decision making;
 - limit public consultation and the scheduling of Council events;
 - prevent certain information from being published by the City;
 - require information held by the City to be made equally available to all candidates;
 - convey to the community in an effective and accessible manner how the City will conduct business during the election period; and
 - prevent inappropriate decision making and misuse of resources.

L Gardner moved, P Dorling seconded -

That Council adopts the Election Period Policy CPL45.5 (Attachment 2).

Carried.

Attachment 1

ELECTION PERIOD POLICY REVIEW

**Local Government Investigations and Compliance
Inspectorate, April 2016**

Recommendations:

- 1) Election period policies must be displayed on Council websites with clear advice to website visitors that these policies are also available for public access through Council offices or Service Centres.
- 2) Councils should include provisions in their policies which prohibit the use of any council resource to be utilised for the purposes of electioneering, by either Councillors or Council staff. These include telephones, office equipment, council email addresses and social media handles.
- 3) While Councillors are permitted to attend public events where necessary, policies must provide clear instructions stating that Councillors are not to use appearances at public events for the purposes of electioneering and were not to speak at these events unless expressly authorised by the CEO. Any speeches must be written for them by Council staff under the direction of the CEO.
- 4) A public register of information requests should be maintained by Councils and accessible on Council websites so that each request for Council information is recorded and the information is available to all candidates in the election.
- 5) Council policies must state that no electoral material would be placed on council websites or social media during the election period. Councils are advised to place an election period statement on their website and social media accounts advising they will not be updating or adding new information to those channels, other than necessary operational information.
- 6) Councils are advised to follow the example set by several Councils to include their election policy as part of the candidate information packs they will hand out during information sessions for the upcoming election.

Attachment 2



COUNCIL POLICY

ELECTION PERIOD POLICY	Document No:	CPL 45.5
	Approval Date:	
	Approved By:	Council
	Review Date:	1 June 2020
Responsible Officer: CHIEF EXECUTIVE OFFICER	Version No:	01
Authorising Officer: CHIEF EXECUTIVE OFFICER		

PURPOSE

This Election Period Policy has been developed in accordance with the legislative requirements of sections 55D and 93B of *the Local Government Act 1989*.

The purpose of the policy is to ensure that, during the election period:

- Procedures are in place to prevent the Council and the City of Greater Geelong (the City) from making inappropriate decisions or using resources improperly that may influence the election;
- Public consultation and the scheduling of Council and City events is limited and controlled;
- Information held by the City is made equally available to all candidates;
- The community is informed about how the City will conduct business during the election period;
- The community's trust is upheld by the transparency of the council election process.

SCOPE

1. This policy applies to Councillors, candidates, Special Committee members and City staff throughout the election period.

DEFINITIONS

Act means the *Local Government Act (Vic) 1989*.

Certified means attesting in writing that:

- a. no electoral matter is contained in; and
- b. approval of

material for publication by the Chief Executive Officer during the Election Period.

Consultation means any process that involves an invitation to individuals, groups, organisations or the community in general to comment on an issue, proposed action or proposed policy.

Council means the Greater Geelong City Council.

Electioneering means any action, statement and or publication that contains material directly related to, or likely to influence, a Councillor's re-election or a candidate's election.

Election Period means the 32 day statutory time period commencing on the last day that nominations for the election can be received and concluding at 6pm on election day.

Exceptional Circumstances means where a decision:

- a. is urgent;
- b. cannot reasonably be deferred without major consequence to the City of Greater Geelong and/or the Geelong community; and/or
- c. relates to the completion of projects or initiatives that have already been endorsed by the Council, including but not limited to projects or initiatives made pursuant to the Budget, City Plan or Business Plan.

Inappropriate Decision means a decision that:

- a. would affect voting in an election; and/or
- b. could reasonably be made after the election as defined in section 93B(5) of the Act.

Major Policy Decision means any decision:

- a. relating to the employment or remuneration of a Chief Executive Officer (CEO) under section 94 of the Act, other than a decision to appoint an acting CEO;
- b. to terminate the appointment of a CEO under section 94 of the Act;
- c. to enter into a contract the total value of which exceeds whichever is the greater of:
 - i. \$100,000 or such higher amount as may be fixed by the Order In Council under section 186(1) of the Act; or
 - ii. 1% of the Council's revenue from rates and charges levied under section 158 of the Act in the preceding financial year;
- d. to exercise any power under section 193 of the Act if the sum assessed under section 193(5A) of the Act in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates and charges levied under section 158 of the Act in the preceding financial year, as defined in section 93A(6) of the Act.

Publish means publish by any means, whether in hard copy or electronically, including publication on the internet.

Special Committee means a committee of Council established under section 86 of the Act.

ELECTION PERIOD for 2017

The Election Period for 2017 commences on Tuesday 26 September 2017 and concludes at 6pm on Saturday 28 October 2017.

COUNCILLOR TO FULFIL DUTIES DURING ELECTION PERIOD

During the Election Period, Councillors:

- a. will continue to fulfil their duties (unless they are granted leave of absence);
- b. will continue to engage, and communicate with, the community in their Councillor role;
- c. must comply with the Act and the Councillor Code of Conduct; and
- d. must not use their position to influence Council officers, or access Council resources or information, in support of any election campaign or candidacy.

COUNCIL DECISIONS AND MEETINGS

Council will not consider or make any decisions during the Election Period that would, or could be perceived to:

- Affect voting in an election;
- Unfairly commit the incoming Council to a major course of action; or
- Could reasonably be made after the election.

The following specifically applies:

6.1 Major Policy Decisions

- a. During the Election Period, the Council will not make any Major Policy Decisions.
- b. Where a Major Policy Decision is required to be considered and decided upon by Council during the Election Period, Council will determine whether there are Exceptional Circumstances for a Major Policy decision to be made. Where there are Exceptional Circumstances requiring a Council to make a Major Policy Decision during the Election Period, Council may make an application to the Minister in accordance with section 93A(2) of the Act seeking an exemption from the application of section 93A of the Act. Only if the Minister grants an exemption under section 93A(3) of the Act can the Council make the Major Policy Decision.
- c. The CEO will ensure that Major Policy Decisions are agreed and scheduled for Council consideration prior to the start of the Election Period, or alternatively, scheduled for consideration by the new incoming Council, unless the Minister grants an exemption under section 93(A) of the Act.

6.2 Inappropriate Decisions

During the Election Period, Council will take all reasonable steps to prevent Inappropriate Decisions being made.

6.3 Business at Council and Special Committee meetings

During the Election Period, matters which may be considered at Council or Special Committee meetings include:

- a. The Annual Report;
- b. Procedural items to complete the Council's term of office, such as assemblies of Council.

6.4 Public Question Time

Public question time at Council and Special Committee meetings will be suspended during the Election Period.

ELECTION PERIOD STATEMENT IN COUNCIL REPORTS

The Chief Executive Officer will ensure that an "Election Period Statement" is incorporated in any report submitted to Council or to a Special Committee during the Election Period. The "Election Period Statement" will appear at the start of the report in the form of one of the following statements (as applicable):

- "The recommended decision is not a major policy decision or inappropriate decision, as defined in section 93A and 93B of the *Local Government Act, 1989*."

or

- "The recommended decision is to seek an exemption from the Minister because the matter requires a major policy decision as defined in section 93A of the *Local Government Act, 1989*."

or

- “The recommended decision is a major policy decision, as defined in section 93A of the *Local Government Act, 1989* and an extraordinary circumstances exemption was granted by the Minister for Local Government on (insert date).”

USE OF CITY RESOURCES

1. Council resources are not to be used in connection with Electioneering.
2. In particular, during the Election Period:
 - Councillors will have access to the resources necessary to fulfil their roles, in accordance with existing Council policy and the Code of Conduct.
 - City resources, including offices, administrative staff, meeting facilities, hospitality, electronic equipment, Council email addresses and social media handles, photocopying and stationery will be used exclusively for normal City operational business during the Election Period and are not to be utilised for or connected to any election activities.
 - Expenses that could be perceived as supporting, or being connected with, a Councillor's election campaign will not be considered for reimbursement.
 - City logos, letterheads, photographs and images or associated City insignias/designs are not to be used, or linked in any way to a candidate's election campaign.
 - City staff, including the Chief Executive Officer, will not perform any tasks connected directly or indirectly with Electioneering.

CONSULTATION & EVENTS

Council will not undertake any Consultations or events during the Election Period save as provided for below.

9.1 Consultation

Where Consultation has already commenced, that Consultation will be suspended during the Election Period unless:

- a. there is a legal obligation to continue the Consultation; and
- b. the Chief Executive Officer has Certified that Consultation to continue.

9.2 Public Events

The City will not conduct or promote public events during the Election Period. This includes promotion of upcoming public events held after the Election Period.

Councillors may attend public events not conducted by the City during the Election Period, but they are not to use their appearance at a public event during the Election Period for Electioneering.

Councillors are not authorised to speak at a public event unless authorised to do so by the Chief Executive Officer. Any speeches prepared for Councillors attending a public event during the Election Period must be written by City staff and Certified by the Chief Executive Officer.

3. 9.3 Existing City Programs

4. During the Election Period, existing City programs and operational services for the community will continue as business as usual, but new promotional activity relating to these programs or services is not permitted during the Election Period.

COMMUNICATIONS AND MARKETING

City communications and marketing promote the City's activities and services through media releases, publications and social media channels. During the Election period, communications and marketing activities will be conducted as follows.

5. 10.1 City Website and Social Media

6. At the start of the Election Period a message will be posted on the City's social media channels and website stating that these channels will have no new content added until after the Election Period, subject to clause 10.2 below.

7. No electoral material may be placed on the City's website or social media before or during the Election Period.

8. 10.2 Publications generally

9. During the Election Period:

- The City must not print, Publish or distribute or cause, permit or authorise to be printed, Published or distributed, any advertisement, handbill, pamphlet or notice unless the advertisement, handbill, pamphlet or notice has been Certified in writing on or affixed to the copy of the publication and retained in a register maintained by the Chief Executive Officer.
- The Chief Executive Officer must not intentionally or recklessly Certify an electoral advertisement, handbill, pamphlet or notice unless it only contains information about the election process.
- Councillors or City staff not make or Publish any public statement that could be interpreted as influencing the election.
- Communication and marketing campaigns, other than for the sole purpose of conducting the election process, will be prevented wherever possible. Where a communications and marketing campaign is considered essential for a City service or function, it must be Certified before publication. Where a City communications or marketing campaign is Certified, that campaign must be limited to promoting normal City operational activities.
- No media advice or assistance will be provided by the City in relation to Electioneering or election campaigns matters.
- Any City media releases will be Certified and issued in the name of the Chief Executive Officer.
- Council meeting agendas and minutes will continue to be Published on Council's website.

10. 10.3 Council Spokesperson

11. The Chief Executive Officer will be the primary spokesperson for the Council during the Election Period.

INFORMATION AND ASSISTANCE TO CANDIDATES

12. All requests for information to the City by candidates during the Election Period are to be directed to the Chief Executive Officer in writing. The City will ensure all candidates have equal access to information.

During the Election Period, an Information Request Register will be maintained by the Chief Executive Officer which will record:

- All requests for information by candidates received by the City; and
- The information provided by the City to the candidates in response to any request.

The Information Request Register will be a public document, and will be published on the City's website for the duration of the Election Period. The Information Request Register will record a summary of the requests for information and the responses and/or link to any requested public document.

Information and briefing material supplied at the request of any candidate during the Election Period will relate only to factual matters or to current City services which is generally accessible by the public. The information supplied 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 to a candidate's election campaign.

13. Requests for information by candidates that require significant City resources to be devoted to a response may be refused at the sole discretion of the Chief Executive Officer. If a request for information is refused, the Chief Executive Officer must record the reason for such refusal in the Information Request Register.

14. All enquiries from candidates about the election process are to be made directly to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.

RESPONSIBILITY

The Governance Unit is responsible for the administration of this policy. Any issues or items requiring clarification will be referred to the Chief Executive Officer, who will make a determination with respect to matters of policy interpretation or implementation.

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

ATTACHMENTS

Nil

CLOSE OF MEETING

As there was no further business the meeting closed at 7.05pm. Wednesday, 2 August 2017.

Signed: _____
Dr Kathy Alexander (Chair)

Date of Confirmation: _____